

Conference for Food Protection Executive Board Meeting Committee Report

This report must be submitted to your Council Chair for review so that it can be approved and submitted to the Executive Board via the Executive Director 30 days before each Executive Board Meeting (held in April and August of each year). The report must be accompanied by an updated committee roster on the Excel spreadsheet provided (Committee Members Template) located here: <http://www.foodprotect.org/work/>.

COMMITTEE NAME: Program Standards Committee

COUNCIL (I, II, or III): II

DATE OF REPORT: July 15, 2009

SUBMITTED BY: Liza Frias, Chair

COMMITTEE CHARGE(S):

1. Serve as a stakeholder group to provide input to an FDA internal working group which will be considering administrative functions such as
 - The frequency of revision of the Program Standards document
 - Effective dates/timeframes for meeting new requirements of the Standards
 - Dissemination of changes to the Program Standards document and supporting tools and training materials
 - Mechanisms for encouraging timely self-assessments and audits by enrolled jurisdictions
 - Mechanisms for making changes to the PS documents
2. Formulate resolutions to issues brought before the Committee for language changes to the Program Standards prior to the 2010 CFP biennial meeting.

REQUESTED ACTION BY BOARD (If Applicable):

PROGRESS REPORT / COMMITTEE ACTIVITIES WITH ACTIVITY DATES:

No changes to the committee roster have been made.

The Program Standards Committee has held monthly meeting to discuss the following items submitted by the FDA Program Standards Workgroup.

- **The frequency of revision of the Program Standards (PS) document**
 - *The committee recommends that changes to the PS be published every 2 years; however, the effective date for compliance would be every 4 years.*

- **Dissemination of changes to the Program Standards (PS) document and its supporting tools and materials**
 - *The committee recommends that FDA continue to send hard copies to all enrolled jurisdictions.*
 - *The committee requests that the following documents be available on the FDA website:*
 - *Summary of Changes from 2007 and 2009*
 - *Two most current versions of the Program Standards (2005, 2007)*
 - *Supplemental Tools and Materials*
- **Effective dates/timeframes for meeting new requirements to the Standards**
 - *The committee is working on recommendations to Standard 9 that would clarify the dates/timeframes for meeting new requirements to the standards. Any recommendations will be submitted to the conference as an Issue Submission.*
- **Mechanisms for encouraging timely self assessments (SAs) and audits by enrolled jurisdictions**
 - *To be discussed at upcoming meetings.*
- **Need for additional changes or improvement to the Standards**
 - *To be discussed at upcoming meetings – based on Clearinghouse needs*
- **Need for and practicality of audit oversight**
 - *To be discussed at upcoming meetings.*

The committee continues to have monthly conference calls to continue discussion and develop recommendations per the committee charge.