

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: 2010 Certification of Food Safety Regulation Professionals

COUNCIL (I, II, or III): II

DATE OF REPORT: July 20, 2011

SUBMITTED BY: Susan Kendrick and Ron Grimes

COMMITTEE CHARGE: (indicate Issue Number and text from Issue stating the Committee Charge)

Issue #: 2010 II-013

Charge: This work group will meet from 2010-2012 to deliberate charges from the 2010 meeting and prepare Issues for the 2012 Conference. A primary focus for the work group will be the continued development of Program Standard #2 - Trained Regulatory Staff - FDA Voluntary National Retail Food Regulatory Program Standards.

COMMITTEE'S REQUESTED ACTION FOR BOARD (If Applicable):

PROGRESS REPORT / COMMITTEE ACTIVITIES WITH ACTIVITY DATES:

1. Collaborate with the FDA Center for Food Safety and Applied Nutrition and the FDA Division of Human Resource Development to:

- Review all initiatives: existing, new or under development; involving the training, evaluation and/or certification of Food Safety Inspection Officers. This collaborative working relationship will ensure the sharing of information so as not to create any unnecessary redundancies in the creation of work product or assignment of tasks/responsibilities.
- Review and revise, as needed, Standard 2 classroom curriculum, time frame for completion of Steps 1 through 4 for new hires or staff newly assigned to the regulatory retail food protection program.

- Determine if the CFP Field Training Manual and forms have completely addressed all recommendations received as part of the 2007 Assessment of Training Needs (ATN) pilot project.
- Questions have been developed and are ready to be sent out.
- The target group for the emailed questions will be the jurisdictions participating in the pilot projects.

2. Eliminate the potential redundancy of multiple verification tools (FDA Retail Food Level I Performance Audit and FDA Procedures for Standardization and Certification of Retail Food Inspection / Training Officers) utilized by FDA programs, work in collaboration with FDA's Center for Food Safety and Applied Nutrition, FDA's National Retail Food Team and the FDA's Division of Human Resource Development to:

Conduct a pilot project over the next year using the FDA Retail Food Level I Performance Audit with a limited and selected number of jurisdictions. The FDA Performance Audit will be piloted for use during the two joint inspections conducted as part of the quality assurance component of Standard 4 - Uniform Inspection Program. An outline of the pilot project objectives, protocol, and projected timeline is included as Attachment A with this Issue. The CFP CFSRP work group will submit a report to the 2012 Biennial Meeting that documents the result of the pilot project and any recommendations for the use of verification tools as part of the FDA Program Standards; and, *It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.*

- Conduct a joint assessment of FDA *Standardization Procedures* and FDA *Performance Audit* documents to determine if both verification tools are equally viable with distinct purposes and outcomes; and,
- Explore the feasibility of merging these existing verification tool documents and provide a plan for consolidation of such; and,
- Upon determination, assess the placement and administration of final verification tool(s) within the FDA *Program Standards* as appropriate, or separately as appropriate; and,
- With input and guidance from the CFSRP Work Group, FDA will determine if modifications to their draft FDA *Performance FDA Retail Food Level I Performance Audit* and/or *Standardization* documents are needed. Any modifications that would include changes to the Program Standards will be submitted as Issues by the CFP CFSRP Work Group to the 2012 Biennial Meeting.
- A pilot project feedback form with a July 15 return date was reinforced on a conference call last week.

- Mid August is anticipated for the completion of the report and Dr. McSwane will help compile the results so that the data can be analyzed and conclusions can be drawn.
- A connection between CFSAN and the committee needs to be established
- Seventeen jurisdictions signed up to be a part of this pilot and fourteen were on the two conference calls last week.
 - Preliminary indications seem to indicate the jurisdictions want to have the training tool as an Appendix to Standard 4.
 - Suggested revisions to the tool are also anticipated

3. Collaborate with FDA, other federal agencies, professional and industry associations to research what criteria are currently being used to assess the education.

- Assesses the number of jurisdictions and geographic areas where retail food compliance Inspections are conducted by independent third party auditors in lieu of a regulatory compliance program;
- Delineates the reasons jurisdictions have moved to a third party auditor inspection compliance program;
- Summarizes criteria used to select third party auditors for inspection compliance oversight responsibilities including, but not limited to, education and training qualifications;
- Assesses and determines appropriate training and standardization processes/protocols for third party auditors,
- Identifies any agencies/organizations/working groups currently addressing education and training standards for third party auditors conducting retail food compliance inspections.
- Based on the above research, the work group will provide a recommendation to the Conference as to what actions/initiatives, if any, need to be undertaken to provide a national structure for ensuring that third party auditors possess the necessary knowledge, skills, and abilities to conduct retail food program compliance inspections.
- The survey questions have been finalized
- Attempting to get the survey out before the Fourth of July.

4. Evaluate and determine the best approaches to promoting awareness and implementation of the national training model contained in the CFP Field Training Manual and forms, Appendix B-2, Standard 2. The Work Group will:

- Research the use of websites, list serves, newsletters, testimonials, presentations, and training workshops, etc.

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- Assess opportunities for enhancing the electronic versions of the CFP Field Training Manual and forms to minimize paperwork.
- No registrations were received for the training workshop presented at the NEHA conference in Columbus, Ohio
- Committee is developing questions for a short survey

5. Report back to the 2012 Biennial Meeting its findings regarding the above charges.