

Conference for Food Protection – Committee Periodic Report

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COMMITTEE NAME: Program Standards Committee (PSC)

DATE OF REPORT: Initial fall progress report Spring progress report Second fall progress report

Date submitted: 7/24/2018

Date amended (if applicable): [Click here to enter a date.](#)

Date accepted by Executive Board: [Click here to enter a date.](#)

COMMITTEE ASSIGNMENT: Council I Council II Council III Executive Board

REPORT SUBMITTED BY: Angie Cyr, Chair; Amanda Douglas, Co-Vice Chair; Andre Pierce, Co-Vice-Chair

COMMITTEE CHARGE(S):

Issue # 2018 II-013 Report – Program Standards Committee (PSC)

1. Examine whether there is an additional burden placed on enrollees or FDA (in time, money, or added complexity of the Standards) associated with development of a system to ensure that jurisdictions are uniformly recognized for partial achievement of the Standards (charge originally assigned via Issue 2016-II-009);
2. Continue work on a cost/benefit analysis for recognizing partial achievement of the VNRFRPS following clarification from the FDA (as noted above) (charge originally assigned via Issue 2016-II-009);
3. Identify inconsistencies in language between all Standards in the VNRFRPS; and
4. Report back the Committee's findings and recommendations to the 2020 biennial meeting.

Issue # 2018 II-014 PSC 2 – Improvements to VNRFRPS

1. Work with the FDA to include plan review in the VNRFRPS. The committee recognizes that facility design and construction support behaviors that reduce the occurrence of foodborne illness risk factors.
2. For the Listing of Jurisdictions Enrolled in the VNRFRPS on the FDA's website: Work with the FDA to identify a means to recognize enrolled jurisdictions that are self-reporting partial achievement of a Standard. For example, place an asterisk (*) by an agency's name under that particular VNRFRPS Standard to denote partial achievement and a footnote that states the reason why the jurisdiction cannot fully meet the Standard.

Issue # 2018 II-018 PSC 3 – Continue Revision of VNRFRPS Standard 8 Staffing Level Criteria

1. Continue to collaborate with the FDA internal Program Standards working group on modifying the "Description of Requirements" for "Staffing Level" in Standard 8 of the FDA Voluntary National Retail Food Regulatory Program Standards (VNRFRPS);
2. Use the supporting attachments listed in the 2016-2018 Program Standards Committee, Standard 8 Subcommittee report as the foundation to establish a more statistically sound logic model for the FTE (full-time equivalent)/Inspection ratio and provide the new calculation/formula to be used by a VNRFRPS enrollee to assess the Standard 8 "Staffing Level";
3. Propose amendments to Standard 8 of the VNRFRPS and the CFP guidance document titled "Standard 8 Staffing Level Assessment Workbook" and accompanying "Instruction Guide" to incorporate the outcomes of Charges 1 and 2; and
4. Report back committee findings and recommendations to the 2020 Biennial Meeting.

Issue # 2018 II-019 PSC 7 – Training of Food Safety Regulatory Professionals

1. Continue review of initiatives (existing, new or under development) involving the training, evaluation and/or certification of food safety inspection officers to ensure the sharing of information and eliminate unnecessary redundancy in the creation of work products or assignments of tasks/responsibilities.
2. Review the results of the PFP TCWG recommendations for the nationally recognized Retail Food Curriculum based on the Retail Food Competency and Curriculum Framework to determine if changes are needed in the Voluntary National Retail Food Regulatory Program Standards (VNRFRPS) Standard 2 curriculum; including, but not limited to: a) Identifying any gaps and recommendations for change; and b) Reviewing the time frame for completion of Standard 2, Steps 1 through 4, for new hires or staff newly assigned to regulatory retail food protection programs.
3. Continue to assess if any changes will be needed in VNRFRPS Standard 2 - Trained Regulatory Staff to provide better alignment with Standard 4 of the VNRFRPS.
4. Report back the Committee's findings and recommendations to the 2020 biennial meeting.

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Issue # 2018 II-020 PSC 8 – Approval & Posting of Updated Foodborne Illness Training Crosswalk

1. Maintaining the "Crosswalk - Requirements for Foodborne Illness Training Programs" document as a resource for content baseline for foodborne illness training;
2. Evaluating the following references for inclusion in the Crosswalk document: a) CDC EHS e-Learning on Environmental Assessment of Foodborne Illness Outbreaks https://www.cdc.gov/nceh/ehs/elearn/ea_fio/ b) FDA Food Related Emergency Exercise Bundle (FREE-B) [https://www.fda.gov/Food/FoodDefense/ToolsEducationalMaterials/ucm295902.htm\[CA\(1\)\]](https://www.fda.gov/Food/FoodDefense/ToolsEducationalMaterials/ucm295902.htm[CA(1)]) c) IS-305: Environmental Health Training in Emergency Response (EHTER) Awareness Level <https://training.fema.gov/is/> d) NEHA Certified Foodborne Outbreak Investigator Credential (CFOI) <http://neha.org/professional-development/credentials/certified-foodborne-outbreak-investigator-foi-credential> e) Integrated Food Safety Center of Excellence (CoE) Webinar Series <https://www.cofoodsafetytools.org/AllCoEProducts.aspx>; and
3. Reporting back any findings and recommendations to each biennial meeting of the Conference for Food Protection.

Issue # 2018 II-021 Amend VNRFRPS – Standard 4 – Uniform Inspection Program

...address the Voluntary National Retail Food Regulatory Program Standards (VNRFRPS), Program Standard No. 4 - Uniform Inspection Program to:

1. Research a new model, solution and/or recommendation that will allow large and small jurisdictions to have the same statistical compliance requirements;
2. Amend audit requirements to include randomized selection of files to be reviewed; and
3. Report back to the 2020 Biennial meeting of the Conference for Food Protection its findings and recommendations.

COMMITTEE WORK PLAN AND TIMELINE:

1. A work plan for the committee hasn't been developed yet. The first committee conference call will be conducted in September after the roster has been approved. We anticipate separating the committee into separate work groups to complete the charges.
2. All committee activities will be concluded by October 31, 2019.

COMMITTEE ACTIVITIES:

1. **Dates of committee meetings or conference calls:** None at this time.
2. **Overview of committee activities:**
 - a. Emails were sent by the committee chair to those individuals who expressed an interest in being a member of the PSC on June 28, 2018. Any CFP member who expressed an interest in the committee as their first choice but were not selected as voting members have been designated as "at large" members on the committee roster.
 - b. Amanda Douglas, co-vice chair, reached out to industry members to solicit interest in serving on the committee on June 29, 2018.
 - c. The committee chair reached out to academia members to solicit interest in serving on the committee on July 9, 2018.
 - d. The proposed committee roster was submitted to the Executive Board on July 9, 2018.
3. **Charges COMPLETED and the rationale for each specific recommendation:**
 - a.
 - b.
4. **Status of charges still PENDING and activities yet to be completed:**
 - a. All charges are still pending.

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD: *No requested action at this time*

1. Review and approve the committee roster.
2. Assign specific charges from Issue 2018 II-014 based on the response from the FDA to the recommendation.

ATTACHMENTS:

1. **Content Documents:**

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- a. **Committee Member Roster:** See changes noted above under “requested action” No changes to previously approved roster
“Committee Members Template” (Excel) available at: www.foodprotect.org/work/ Committee roster to be submitted as a PDF attachment to this report.
- b. **Committee Generated Content Documents (OPTIONAL):** No draft content documents submitted at this time

2. **Supporting Attachments (OPTIONAL):** Not applicable

1. Issue: 2018 II-014