

Conference for Food Protection – Committee Periodic Report

Template approved: 04/20/2016

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COMMITTEE NAME: Program Standards (PSC)

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

Date submitted: 7/15/2016

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; Joyce Theard, Co-Vice Chair

COMMITTEE CHARGE(S):

Issue # 2016 II-009 – PSC 3 – Recommendations from Issue 2014-II-005

1. Identify areas where the Voluntary National Retail Food Regulatory Program Standards can be changed or improved to enhance enrollment and implementation; and
2. Work on a project to recognize levels of performance of Program Standards enrollees that will demonstrate the progress of enrollees in a meaningful way and acknowledging the enrollees for taking the necessary incremental steps toward meeting the Program Standards. As part of this project:
 - a. Provide a Cost/Benefit Analysis for recognizing partial achievement of the Retail Program Standards;
 - b. Identify different approaches that could be used to recognize partial achievement of the Retail Program Standards that would not require additional resources to perform or administer; and
 - c. 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.
3. Serve as a sounding board for FDA with respect to ideas generated during collaboration with the other entities such as the National Association of County and City Health Officials (NACCHO), Partnership for Food Protection (PFP) and Association of Food and Drug Officials (AFDO).

Issue # 2016 II-015 – CFSRP 2 – Reassign Charges to the Program Standards Committee

Collaborate with the FDA Division of Human Resource Development, and the Partnership for Food Protection Training and Certification Workgroup (PFP TCWG) to:

1. Continue review of 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.
2. Review the results of the partnership for food protection training and certification work group recommendations for the nationally recognized Retail Food Curriculum based on the Retail Food Job Task Analysis (JTA) to determine if changes are needed in the Standard 2 curriculum. Identify any gaps and recommendations for change and review the time frame for completion of Standard 2 Steps 1 through 4 for new hires or staff newly assigned to the regulatory retail food protection program.
3. Continue to assess if any changes will be needed in Standard 2-Trained Regulatory Staff based on the current standard for review referenced in (1) above to provide better alignment with Standard 4 of the VNRFRPS.
4. Report back their findings and recommendations to the 2018 Biennial Meeting of the Conference for Food Protection.

Issue #2016 II-018 – IFITC 3 – Reassign Charges to Program Standards Committee

1. Identify available resources related to foodborne illness training.
2. Assess any newly developed foodborne illness training courses or programs.
3. Maintain the document titled *Crosswalk - Requirements For Foodborne Illness Training Programs Based on Standard 5* as a resource and content baseline for foodborne illness training.
4. Report back any findings and recommendations to each biennial meeting of the Conference for Food Protection.

Issue # 2016 II-020 Reevaluation of FDA VNRFRP Standard 8

Evaluate Standard 8 of the FDA Voluntary National Retail Food Regulatory Program Standards, as follows:

1. Review the "Description of Requirements" for "Staffing Level" to ensure they are accurate, reasonable, and attainable for jurisdictions of all sizes.
2. Report back their findings and recommendations to the 2018 Biennial Meeting of the Conference for Food Protection.

Committee Work Plan and Timeline: See attached committee work plan. Revisions will be made as the sub-committees are formed and begin their work.

COMMITTEE ACTIVITIES: Dates of committee meetings or conference calls: Overview of committee activities:

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- a. Emails sent by committee chair to those individuals who expressed an interest in being a member of the PSC on June 24, 2016 to confirm their interest in the committee.
 - b. Conference call between chair and co-vice chairs to discuss committee charges and roster on June 28, 2016. Any CFP members who expressed interest in the committee but who were not selected as voting members have been designated as “at large” members on the committee roster.
 - c. Roster sent to Executive Director on July 6, 2016 along with a request to approve the roster prior to the August Executive Board meeting. Roster revised and sent to Executive Director on 7/11/16. Final notification will be sent following the Executive Board’s decision regarding the committee roster.
 - d. Chair attended the Program Standards Clearinghouse Workgroup conference call on July 11, 2016.
 - e. First full committee meeting tentatively scheduled for August 22, 2016 at 10 am CST. At that time sub-committee chairs and members will be solicited to work on each of the issues.
2. **Charges COMPLETED and the rationale for each specific recommendation:**
- a.
 - b.
3. **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 the committee roster with the addition of the CDC Member Consultant addition.**

ATTACHMENTS:

1. **Content Documents:**
 - 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*
3. **Supporting Attachments (OPTIONAL):** *Not applicable*
 - a. *Program Standards Committee Work Plan*

Revised final reports and issues due to Issue Chairs	Angie, Amanda, Joyce	
Issue submission deadline	Angie, Amanda, Joyce	
Full committee meetings	Angie, Amanda, Joyce	22 then as needed

Issue 2016 II-009 PSC 3 - Recommendations from Issue 2014 II-005

Develop subcommittee roster & submit to PSC chair	Subcommittee Chair	X
Subcommittee meetings	Subcommittee Chair	
progress reports to PSC chair	Subcommittee Chair	
final report to PSC chair	Subcommittee Chair	
Charge 1 specific tasks	Subcommittee Chair	
Charge 2 specific tasks	Subcommittee Chair	
Charge 3 specific tasks	Chair	
Develop issues for 2018 CFP & submit to PSC chair	Subcommittee Chair	

Issue 2016 II-015 CFSRP 2 Reassign Charges to the Program Standards

Develop subcommittee roster & submit to PSC chair	Subcommittee Chair	X
Subcommittee meetings	Subcommittee Chair	
progress reports to PSC chair	Subcommittee Chair	

final report to PSC chair	Subcommittee Chair Subcommittee
Charge 1 specific tasks	Chair Subcommittee
Charge 2 specific tasks	Chair Subcommittee
Charge 3 specific tasks	Chair
Develop issues for 2018 CFP & submit to PSC chair	Subcommittee Chair

Issue 2016-018 IFITC 3 Reassign Charges to Program Standards Committee

Develop subcommittee roster & submit to PSC chair	Subcommittee Chair	X
Subcommittee meetings	Subcommittee Chair	
progress reports to PSC chair	Subcommittee Chair	
final report to PSC chair	Subcommittee Chair Subcommittee	
Charge 1 specific tasks	Chair Subcommittee	
Charge 2 specific tasks	Chair Subcommittee	
Charge 3 specific tasks	Chair	
Develop issues for 2018 CFP & submit to PSC chair	Subcommittee Chair	

Issue 2016 II-020 Reevaluation of FDA VNRFRP Standard 8

Develop

subcommittee roster Subcommittee

& submit to PSC chair Chair

Subcommittee

meetings

progress reports to

PSC chair

final report to PSC

chair

X

Charge 1 specific tasks

Develop issues for

2018 CFP & submit to

PSC chair

2017											2018
February	March	April	May	June	July	August	September	October	November	December	January

X

X

10

X

X

x

X

X

X

X

10

30

12



x

x

x

x



x

x

x

X



X

X

X

X



x

x

x

x

Status

Not started

In progress

Complete

Overdue