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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: 7/11/2019 Date amended (if applicable): 35T Date accepted by Executive Board: 35T

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.

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.coefoodsafetytools.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. The Program Standards Committee work plan has not changed since the last report.
2. All committee activities will be finished in September. Issues will be drafted in October.

COMMITTEE ACTIVITIES:

1. *Dates of committee meetings or conference calls:*

- a. PSC Committee chair participated in the Clearinghouse Work Group call on May 7, 2019.
- b. A full committee meeting is scheduled for August 8, 2019 and August 9, 2019.
- c. PSC subcommittee #1 (Issue 2018 II-013 & 2018 II-014) held conference calls on February 19, 2019, March 21, 2019, May 1, 2019, May 30, 2019 and June 27, 2019.
- d. PSC subcommittee #2 (Issue # 2018 II-018) held conference calls on February 19, 2019, March 19, 2019, May 12, 2019 and June 18, 2019.
- e. PSC subcommittee #3 (Issue # 2018 II-019) held conference calls on February 6, 2019, March 13, 2019, April 10, 2019, May 8, 2019 and June 12, 2019.
- f. PSC subcommittee #4 (Issue # 2018 II-020) held a full sub-committee conference call on December 6, 2018. Individual calls were then conducted by the subcommittee chair with each of the members in February and March, 2019 to discuss assignment of trainings to review for inclusion in the Crosswalk document.
- g. PSC subcommittee #5 (Issue #2018 II-021) held conference calls on and February 14, 2019, February 28, 2019 and June 21, 2019.

2. *Overview of committee activities:*

- a. PSC Subcommittee #1 – Members of the committee developed a survey related to partial achievement that was sent to VNRFRPS enrolled jurisdictions in North Carolina and Texas. There were 47 respondents- 91% were local jurisdictions. The results showed that most jurisdictions would like some way to track their partial achievement of standards for internal purposes only. Only three of the 47 respondents wanted a public facing website to report. Nearly half (49%) of the respondents had not heard about the tracking spreadsheet. The committee used the data to develop the position that the tracking spreadsheet is a useful tool for internal self-reporting and needs to be marketed, rather than having a public website for reporting. The issue will reflect these discussions and will close this charge.

The subcommittee discussed the value of plan review to support behaviors that reduce the occurrence of

risk factors associated with foodborne illness. The subcommittee developed some draft criteria and will recommend those ideas be explored further in the next biennium.

The subcommittee has discussed potential inconsistencies in the VNRFRPS. Further discussion on any inconsistencies will be discussed at future subcommittee meetings.

- b. PSC Subcommittee #2 – A great deal of work was accomplished by co-chair Michael Schaffer and his team with Harris County Public Health and Environmental Services. Their work included surveys of Retail Program Standards enrollees, data compilation, statistical analysis, and providing graphic representations of data and data analysis to the subcommittee. Subcommittee documents were posted to the Subcommittee #2 workgroup folder on FoodSHIELD for review during conference calls. The proposed model for Standard 8 staffing level assessment, developed by Mr. Schaffer's team with assistance from this (and the 2016-2018) PSC subcommittee, was presented for Subcommittee review. The proposed change provides three options for assessing staffing levels including one which removes the range (280-320 inspections/FTE) and is based on data obtained through surveys conducted by the 2016-18 Subcommittee. The voting members of Subcommittee #2 support the proposed changes. FDA continues to express concern that the proposed changes to Standard 8 staffing levels do not adhere to the "Best Practice" approach that the Standards promote and does not present a uniform staffing level standard. Mr. Sudler, FDA CFSAN, agreed to contact a FDA statistician and set up a meeting with Mr. Schaffer to further evaluate the most appropriate use of the data (primarily data related to times assigned to inspection categories). The Subcommittee plans to share the proposed changes with the PSC committee members in August, 2019 to get their feedback before drafting an issue requesting modification of the criteria for assessing staffing levels in Standard 8 for consideration by the 2020 CFP.
- c. PSC Subcommittee #3 - The conference call on February 6, 2019 provided an overview of the Retail Food Competency and Curriculum Framework and addressed the time frame for completion of Standard 2, steps 1 through 4. Conference calls were held March 13, 2019 through June 12, 2019 to review the IFPTI framework courses. Four teams were assembled with one industry and one regulatory member. Each team was assigned four courses to review (one per month) for its usefulness, whether there is any missing content, and if and how it would be implemented as "pre" or "post" coursework in the current VNRFRPS Standard 2 curriculum in Appendix B.
- d. PSC subcommittee #4 – The subcommittee has had discussions regarding the use of the Crosswalk document for Standard #5. In addition, updating previous resources identified, such as CIFOR, will occur in 2019. EATS 102 will be evaluated as a resource. EATS 101 is already a resource, so no need to review EATS 101. Subcommittee members will continue to identify resources and report at the subcommittee meetings. Emphasis will be on industry private sector courses. Four of the eight resources currently identified will be reviewed for accuracy to maintain the Crosswalk document. Pending resources will be reviewed against the Crosswalk document, verifying the reference citations are still accurate. The resources identified during the previous biennium have all been reviewed for inclusion in the Crosswalk document. An updated Crosswalk document was drafted.
- e. PSC subcommittee #5 – Time has been spent reviewing Standard 4. Subcommittee members reached out to larger jurisdictions who are enrolled in the standards and have indicated that they have met Standard 4. Things explored with these agencies was the burden of conducting the 3 field exercises with applicable file review over the 5 years. Those agencies that responded were Tri-County Health in Colorado and Florida Dept. of Business and Professional Regulation. The subcommittee is also reviewing the statistical methodology for Standard 4 as well as discussing with the FDA statistician the percentage of each quality element for compliance to be 75%. The subcommittee also reached out to the original submitter, Veronica Bryant, for further clarification on the issue submitted which she provided. Finally, the subcommittee will be reviewing the instructions for auditors and the possibility of random sampling and a randomly selected sample size as opposed to the auditor reviewing all records for each applicable field exercise. The FDA statistician attended the February 14, 2019 meeting to provide further information on the statistical methodology used.

At the 2/28/2019 meeting, FDA consultant Robert Sudler suggested that the committee submit the issue via questions to the Clearinghouse Work Group and to suspend meetings until the Clearinghouse Work Group was able to address the questions. On 6/21/2019, further clarification of the Clearinghouse Submission questions were provided to FDA by subcommittee co-chair Carrie Pohjola (Clearinghouse Submitter) to bring forth to the Clearinghouse Work Group for consideration. Clarification provided for Question 1 was for the requirements for the person completing the field exercises and applicable file review to assess the 20 Quality Elements. In addition, clarification for Question 2 was provided on file review by the auditor of an agencies self-assessment and the required file review involved in assessing if Standard 4 is being met by an

agency. The questions submitted can be found in the attached document, Clearinghouse Submission.

- f. A subcommittee has been formed to develop a VNRFRPS special session at the next conference. The workshop will be hands on with stations set up for each of the standards. For each standard, a regulatory agency will showcase something they did related to conformance or continuous improvement with meeting the standard.

3. *Charges COMPLETED and the rationale for each specific recommendation:*

- a. Issue # 2018 II-013 Report – Program Standards Committee (PSC) charge #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). The subcommittee's survey data indicated that most jurisdictions in the surveyed states wanted internal rather than external recognition. The subcommittee concluded there is an undue burden on volunteer auditors to audit components of a standard as well as for FDA to maintain a public facing website. The subcommittee recommended marketing the Self-Assessment tool for internal self-reporting and will ask FDA to maintain it.
- b. Issue # 2018 II-013 Report – Program Standards Committee (PSC) charge #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). The subcommittee's survey data indicated that most jurisdictions in the surveyed states wanted internal rather than external recognition. The Self-Assessment tool is an effective way to track partial achievement and report to internal auditors. Based on this information, a cost-benefit analysis of recognizing partial achievement is no longer necessary.
- c. Issue # 2018 II-014 PSC 2 – Improvements to VNRFRPS charge #2 Work with the FDA to identify a means to recognize enrolled jurisdictions self-reporting partial achievement. Based on the survey that was done, this external recognition is not necessary.
- d. Issue # 2018 II-018 PSC 3 – Continue Revision of VNRFRPS Standard 8 Staffing Level Criteria charge #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). FDA has been consulted and has participated on subcommittee conference calls.
- e. Issue # 2018 II-018 PSC 3 – Continue Revision of VNRFRPS Standard 8 Staffing Level Criteria charge #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". A more statistically sound model for the FTE/inspection ration has been developed along with a new formula for calculating staffing needs that may be used by enrollees to assess staff level. Additionally, two other methods of meeting the criteria are also recognized.
- f. Issue # 2018 II-020 PSC 8 – Approval & Posting of Updated Foodborne Illness Training Crosswalk charges #1 and #2. The materials have been reviewed and the Crosswalk document has been revised. The "Crosswalk - Requirements for Foodborne Illness Training Programs" draft document is attached to this report.

4. *Status of charges still PENDING and activities yet to be completed:*

- a. Issue # 2018 II-013 Report – Program Standards Committee (PSC) charge # 3 Identify inconsistencies in language between all Standards in the VNRFRPS is currently being worked on by the subcommittee.
- b. Issue # 2018 II-014 PSC 2 – Improvements to VNRFRPS charge #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. Draft language related to plan review has been developed which will be used as a starting point for a continuation of this charge in the next biennium.
- c. Issue # 2018 II-018 PSC 3 – Continue Revision of VNRFRPS Standard 8 Staffing Level Criteria charge # 3 is in progress pending feedback from the full PSC voting members through a conference call in August, 2019.
- d. Issue # 2018 II-019 PSC 7 – Training of Food Safety Regulatory Professionals - Each of the first three charges have been discussed preliminarily. The review of IFPTI Retail Food Competency and Curriculum Framework courses will continue and is expected to be completed by September 2019. Further discussion regarding each of the charges will take place during scheduled future meetings with outcomes detailed in future reports.
- e. Issue #2018 II-021 - Amend VNRFRPS – Standard 4 – Uniform Inspection Program - The sub-committee is still reviewing Standard #4 and statistical models and methods on completing the Standard. FDA is requesting further information on the statistical methodology from their statistician.

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

1. Review and approve the revised committee roster. Remove Rick Akin from the roster. Courtney Mickiewicz changed from a non-voting position to a voting position due to the removal of Rick Akin. Updated James O'Donnell's contact information.

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
 - i. "Crosswalk - Requirements for Foodborne Illness Training Programs" draft document
2. *Supporting Attachments (OPTIONAL):* Not applicable
 - a. CFP PSC Subcommittee 1 Feb 19 Minutes
 - b. CFP PSC Subcommittee 1 Mar 21 19 Minutes
 - c. CFP PSC Subcommittee 1 May 1 19 Minutes
 - d. CFP PSC Subcommittee 1 May 30 19 Minutes
 - e. Plan Review draft document
 - f. Standard 8 Summary
 - g. Standard 8 PowerPoint
 - h. Meeting 5 – CFP PSC Subcommittee 3 Minutes
 - i. Meeting 6 – CFP PSC Subcommittee 3 Minutes
 - j. Meeting 7 – CFP PSC Subcommittee 3 Minutes
 - k. Meeting 8 – CFP PSC Subcommittee 3 Minutes
 - l. Clearinghouse Submission
 - m. CFP PSC Subcommittee #5 notes 06 21 19