

## 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 Spring and Fall 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:** 2012 Certification of Food Safety Regulation Professionals

**COUNCIL (I, II, or III):** II

**DATE OF REPORT:** July 8, 2013

**SUBMITTED BY:** Susan Kendrick and Ron Grimes

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

**Issue #:** Issue: 2012 II-026

Charge: This work group will meet from 2012-2014 to deliberate charges from the 2012 meeting and prepare issues for the 2014 Conference. This work group will continue to review all initiatives involving training of food safety inspection officers to ensure sharing of information, assess the need for a national structure for training Contractual Regulatory Food Inspectors, and act as advisor to the Program Standards committee as they integrate the results of the 2012 pilot project report.

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

- We ask that CFP's Executive Board consider sending a letter to FDA recommending that a JTA DACUUM study be completed for state and local jurisdictions, emphasizing the importance of such a study. The purpose of the study is to provide consistent training for all inspectors consistent with the requirements outlined in FSMA.

### PROGRESS REPORT / COMMITTEE ACTIVITIES WITH ACTIVITY DATES:

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

- 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.

- When completed, use the Retail Food Safety Specialist Job Task Analysis being developed under the umbrella of the PFP TCWG to review and revise the Standard 2 curriculum to identify any gaps and recommendations for change and review the 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 need to be revised based on the findings of the PFP TCWG and the Retail Food Safety Specialist Job Task Analysis.

#### March 2013 update

- A copy of the draft Job Task Analysis of the Retail Food Safety Specialist DACUM Chart was provided to the committee for review and input.
- The committee is inquiring about funding for a focus group consisting of state and locals to look at and validate the DACUM chart.

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#### July 2013 Update

- The workgroup was provided with the congressional report regarding FSMA – Ensuring a Safe Food Supply- dated April 2013. The stated goal is to have standard training across the board and to accomplish this a JTA DACCUM has to be done for state and local jurisdictions. This will provide a consistent standard and a process that will be legally defensible.
- It was reported that FDA is interested in pursuing the JTA through existing training grants with organizations such as IFPTI or NEHA.
- At this point, will need to continue to monitor the progress of the JTA however, if the implementation of the FSMA continues to move at a rapid pace this aspect may be initiated before the next biannual meeting.
- It is likely that Standard 2 won't require any updates as a result of a new study before the next CFP cycle.

2. Collaborate with FDA, other federal agencies, and professional and industry associations to evaluate the results of the Retail Food Safety Specialist Job Task Analysis being developed under the umbrella of the PFP TCWG to:

- Assess and determine appropriate training and standardization processes/protocols for Contractual Regulatory Food Inspectors/Auditors.
- Identify any agency/organizations/working groups currently addressing education and training guidance documents for Contractual Regulatory Food Inspectors/Auditors.
- 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 Contractual Regulatory Food Inspectors/Auditors possess the necessary knowledge, skills, and abilities to conduct retail food program

compliance inspections.

#### March 2013 update

- This committee sent out a state survey in 2011 with only 18 states responding. The survey was updated and re-administered with a current response from 46 of 50 states.
- Phase II would be to contact the Contractual parties to see if they have educational requirements and/or specific training for those individuals doing the contractual inspections/audits.

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#### July 2013 update

- A response has been received from all 50 states on the Phase I survey relating to the use of Contract/Third party Inspections.
- Based on the responses 6 states indicated that they are/had used Contract/ Third Party as a substitute for regulatory inspections. Two additional states had indicated they were considering or had the authority to contract the inspections.
- Phase II has begun with the 6 + 2 States to verify requirements if any for training and experience.
  - To date, one of the states has been eliminated as a misunderstanding of what contractual /Third Party entailed.
  - Three additional states have been contacted and completed the interview about the use of Contractual/Third Party inspections.
  - One other state has been contacted and working with a committee member to compile a complete list of jurisdictions using Contract/Third Party
  - We are attempting to re-establish a contact on this project in the last state due to the untimely loss of our friend and committee Member Ruth Hendy.

#### 3. Work in collaboration with the FDA to:

- Revise Standard 4 Uniform Inspection Program to address comments contained in the 2012 Work Group's pilot project report.
- Assess and re-evaluate the criteria in Standard 4 to make it more "program focused" rather than focused on the individual.

#### March 2013 Update

- We have committee members that are also represented on the Program Standards committee that have reported that the Program Standards committee is finishing updates to the standards that followed the previous CFP meeting and will be ready to work on implementing the results of the pilot project by the end of April 2013.

#### July 2013 Update

- The FDA Program Standards Work Group formed a sub-group to conduct a crosswalk comparing the KSAs (Knowledge, Skills and Abilities) identified in the 10 Program Standard elements in Standard 4 with the KSAs in the CFP Field Training Manual. This is the first step in the effort to assess the synergy between the two standards and identify gaps or challenges. The FDA Program Standards Work Group thought it beneficial to the collaborative process with CFP to do some internal assessment of the Standards first so that we can have some recommended actions /potential revisions brought back to the CFP for consideration.

4. Report back the Work Group's findings and outcomes to the 2014 Biennial Meeting of the Conference for Food Protection.

#### July 2013

##### Other Business:

- It was pointed out that the Allergen Course and Emergency Response Course that this committee recommended for addition to the training requirements in standard 2, and that were approved by CFP last cycle, had not yet been added to the documents on CFP's website. The Chair checked with the Executive Director and confirmed that no further action is needed by CFP at this point to make these updates. The workgroup agreed that these updates should be made without further discussion.