

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: 2/14/2019

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.

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-cfoi-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. See the attached Program Standards Committee work plan.

COMMITTEE ACTIVITIES:

1. Dates of committee meetings or conference calls:

- a. PSC Committee chair and co-vice chairs met via conference call on September 11, 2018 to discuss PSC issues and subcommittee formation.
- b. PSC Committee chair participated in the Clearinghouse Work Group calls on September 25, 2018 & February 14, 2019.
- c. A full committee meeting was held via conference call on October 5, 2018.
- d. PSC subcommittee #1 (Issue 2018 II-013 & 2018 II-014) held a conference call on February 19, 2019.
- e. PSC subcommittee #2 (Issue # 2018 II-018) held a conference call on February 19, 2019.
- f. PSC subcommittee #3 (Issue # 2018 II-019) held conference calls on December 19, 2018, January 9, 2019, January 23, 2019 and February 6, 2019.
- g. PSC subcommittee #4 (Issue # 2018 II-020) held a conference call on December 6, 2018. A second call was scheduled for January 23, 2019 but was postponed due to the federal government shutdown.
- h. PSC subcommittee #5 (Issue #2018 II-021) held conference calls on January 2, 2019, January 30, 2019 and February 14, 2019 with biweekly calls scheduled from this date on.

2. Overview of committee activities:

- a. A full committee meeting was held on October 5, 2018. The CFP Anti-trust statement was read and the CFP Master Calendar and committee charges were discussed. The committee has six issues with charges to be worked on. It was decided that a subcommittee will be formed to work on the charges for each issue.
- b. Amanda Douglas, co-vice chair, Andre Pierce, co-vice chair and Angie Cyr discussed subcommittee formation further on October 5, 2018. It was decided to combine Issue 2018 II-013 and Issue 2018 II-014 since they are closely related.
- c. The committee chair sent an email on October 8, 2018, requesting that committee member's sign up for the subcommittees that they are interested in. Co-chairs of the subcommittees was also solicited.
- d. The committee chair created teams for each of the subcommittee's within FoodShield on November 6, 2018 and then sent subcommittee rosters to each of the subcommittee co-chairs so they could begin scheduling subcommittee meetings.

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- e. Subcommittee #1 – There has been some change in leadership on this subcommittee, along with the federal government shutdown, which has resulted in little activity from the subcommittee. The PSC co-vice chair, Andre Piece has taken the lead on scheduling subcommittee meetings. This will get the subcommittee on track to complete the charges by September 30, 2019.
- f. Subcommittee #2 – The PSC co-vice chair, Amanda Douglas, has taken the lead on scheduling subcommittee meetings. This will get this subcommittee on track to complete their charges by September 30, 2019.
- g. Subcommittee #3 - The conference call on December 19, 2018 was used to review the subcommittee charges, determine the timeline for addressing the charges, and it was decided that FoodSHIELD will be used for document sharing. The conference call on January 9 addressed charge 1, and a list of training, evaluation and/or certification courses available to food safety inspection officers was developed. The conference call on January 23, 2019 addressed charge 3, and the committee started work on a document of the twenty Standard 4 Quality Assurance elements and associated trainings. 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.
- h. 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. On February 11, 2019, the PSC committee chair reached out to FDA to request Pathlore access to non-regulatory subcommittee members for purposes of materials review related to the subcommittee charges.
- i. 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. Due to the federal government shutdown, the sub-committee has had limited dialogue with our FDA partners.
- j. The PSC solicited feedback from its membership on the formation of a Retail Food Alliance due to a request from the Executive Director. The PSC feedback was provided to the Executive Director on January 25, 2019.

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 revised committee roster. Remove Samuel Derr from the roster due to lack of participation. Rance Baker changed to and Industry Member from a non-voting position due to the removal of Samuel Derr. Add Courtney Mickiewicz to the roster. Remove Erik Coleman, CDC, from the roster. Also, Krista Click changed employment so the constituency and voting eligible membership was adjusted to keep a balance between state, local and industry partners.

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.

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b. **Committee Generated Content Documents (OPTIONAL):** *No draft content documents submitted at this time*

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

- a. PSC Committee Roster
- b. Program Standards Committee Work Plan
- c. PSC Subcommittee 3 Minutes 12 19 18
- d. PSC Subcommittee 3 Minutes 1 9 19
- e. PSC Subcommittee 3 Minutes 1 23 19
- f. PSC Subcommittee 3 Minutes 2 6 19
- g. PSC Subcommittee 4 Minutes 12 6 18