Conference for Food Protection – Committee Periodic Status Report

Template approved by the Executive Board May 2014

Committee Periodic Status Reports are considered DRAFT until reviewed and acknowledged by the Executive Board

Council Chairs are required to submit committee reports to the Executive Director at least 30 days prior to each Executive Board meeting (held in Spring and Fall of each year); please submit reports far enough in advance of this deadline to permit review by the Council Chair. Committee Periodic Status Reports are intended to update the Executive Board on the status of the committee and the progress toward fulfilling the charges approved by the Assembly of Delegates or assigned by the Executive Board.

COMMITTEE NAME: Program Standards

COUNCIL or EXECUTIVE BOARD ASSIGNMENT: Executive Board

DATE OF REPORT: 3/16/2015

SUBMITTED BY: David Lawrence, Chair
Caroline Friel, Co Vice-Chair
Debbie Watts, Co Vice-Chair

COMMITTEE MEMBER ROSTER:

X see attached roster for updated member listing and Executive Board approval

☐ **committee membership has not changed; see previously submitted and approved roster dated:**

COMMITTEE CHARGE(s):

Issue #: 2014 II-005

Charges:

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. Review the current verification audit requirement and:
   a. Identify strengths of the current verification audit requirement;
   b. Identify weaknesses of the current verification audit requirement, with emphasis on any barriers that may result from the current requirement; and
   c. Determine whether there are potential changes to the requirement, or the administration of the requirement, that could maintain the credibility of the Retail Program Standards

while reducing barriers to achievement that may result from the current verification audit requirement.

4. Serve as a sounding board for FDA with respect to ideas generated during collaboration with the other entities such as NACCHO, PFP, AFDO.
5. Formulate resolutions to issues brought before the committee and report back at the 2016 CFP Biennial Meeting.

Issue #: 2014 II-003

Charges:

To solicit the support of industry to:

1. Identify the benefits to industry for regulatory authorities to achieve Standard 2, Standard 4, and Standard 7 of the Voluntary National Retail Food Regulatory Program Standards.
2. Examine methods to support regulatory efforts to achieve Standard 2, Standard 4, and Standard 7 of the Voluntary National Retail Food Regulatory Program Standards.
3. Report back at the 2016 CFP Biennial Meeting with recommendations on how the Conference can collaborate with industry to facilitate enrollment and achievement of the Voluntary National Retail Food Regulatory Program Standards.

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

The committee chair and co vice-chairs request Executive Board approval of the updated 2014 – 2016 Program Standards Committee membership roster.

PROGRESS REPORT / COMMITTEE ACTIVITIES WITH ACTIVITY DATES:

1. Progress on Overall Committee Activities:
    - **a.** Program Standards Committee membership included recruitment efforts to gain additional food industry and local regulatory members across the CFP regions. Additionally, there was solicitation of academic and consumer member.
    - **b.** There have been four (4) committee member withdrawals since approval of the committee roster at the August 2014 Executive Board meeting. One voting state regulatory member withdrew following employment by the FDA. One voting retail food industry member withdrew; however, a non-voting elective retail food industry member remains from the same corporate entity. Two at-large state regulatory members have withdrawn. One non-voting elective member is no longer with the state regulatory constituency, and we are requesting Executive Board approval of re-designation as an at-large academic member with IFPTI. Per the Constitution and Bylaws, a balanced ratio of regulatory to industry members has been maintained. The updated roster maintains this ratio by listing eight (8) regulatory and eight (8) food industry representatives as voting members. Any CFP members who expressed interest in the committee but who were not selected as voting members were designated as either electives or "at large" members. These electives and "at large" members have been included in all committee activities.
    - **c.** The first full committee call was held on September 17, 2014. The committee chair and co vice-chairs presented the recommendation that the charges be worked on at a subcommittee level to stay ahead of the Executive Board's due dates and to complete the charges by December 2015 or sooner. The committee members supported the recommendation. Two subcommittees were formed: (1) Issue 3

Subcommittee with co-leads Caroline Friel and Todd Mers, and (2) Issue 5 Subcommittee with co-leads Debbie Watts and Angie Cyr. Each member expressed their interest in either or both subcommittees.

d. As of March 16, 2015, the Issue 3 subcommittee has met five times (October 15, 2014; November 12, 2014; January 14, 201; February 11, 2015; and March 11, 2015). The Issue 5 subcommittee has met three times (October 31, 2014; December 3, 2014; and January 23, 2014).

e. To begin working on a request from the FDA, the full committee will next meet on April 15, 2015 and will meet at least once monthly through July 2015.

2. Progress Addressing Each Assigned Committee Charge:

Issue #: 2014 II-005 (Issue 5 Subcommittee)

Charge 1: On March 9, 2015, Stephen Hughes, FDA consultant to the committee, notified the committee chair of a request from the FDA to the Program Standards Committee to review the FDA's proposed draft changes to language in Standard 4 and 7 of the Voluntary National Retail Food Regulatory Program Standards. The Standard 4 assignment is pursuant to work conducted by an FDA internal workgroup to address the 2012 CFP Recommendations from Uniform Inspection Program Audit Pilot Project (Issue 2012 II-025). The Standard 7 assignment is also from an FDA internal workgroup with a request for the committee to provide feedback. The committee has established a timeline for completion of these Charge 1 assignments by the end of July 2015. Upon completion of the assignment, the full Program Standards committee will need to submit an issue(s) for the 2016 CFP biennial meeting regarding any proposed changes to Standards 4 and 7.

Charge 2: The Issue 5 subcommittee's leadership has discussed the scope of work needed to complete Charge 2. Work on this charge can be initiated before the 2016 CFP biennial meeting but may not be concluded until the next biennial meeting cycle. The committee will determine what levels of partial achievement of the Program Standards could be recognized and then look at the cost/benefit analysis.

Charge 3: Work on Charge 3 commenced at the August 27 - 28, 2014 wrap-up meeting of the NACCHO Program Standards Mentorship Cohort 3 in Washington, DC. At that meeting, NACCHO hosted a facilitated discussion with mentee and mentor local health departments on the strengths and weaknesses of the current Program Standards verification audit process. Information collected at this meeting served to inform the Issue 5 subcommittee so that common themes about the current verification audit process could be established. The Issue 5 subcommittee is in the final stages of developing a questionnaire to solicit information from those Program Standards enrollees who have been enrolled for at least one year on the current verification audit process. The intent of the questionnaire is to seek feedback on the current audit process and what improvements can be made to address barriers to enrollees with regards to the audit process. Using SurveyMonkey®, the survey will be distributed in April 2015 by email to the agency contacts provided on the FDA's listing of Program Standards enrollee jurisdictions. The subcommittee will use feedback from the survey to complete Charge 3 and any recommendations to the FDA for improvements to the current verification audit process will be made using the issue submission process for the 2016 CFP biennial meeting.

Charge 4: As of March 16, 2015, the FDA has submitted no requests related to Charge 4.

Charge 5: Work on Charge 5 is pending and will be completed per the timeline established by the Executive Board in advance of the 2016 CFP biennial meeting.

Issue #: 2014 II-003 (Issue 3 Subcommittee)

Charge 1: The subcommittee has developed a questionnaire to assess industry's opinion regarding the benefits, if any, of having regulatory authorities achieve Standard 2, Standard 4, and Standard 7 of the Voluntary National Retail Food Regulatory Program Standards.

After development of the questionnaire it was tested using members of the Ohio's restaurant and grocery associations. After making final amendments to the questionnaire, it was sent out to the Food Marketing Institute (FMI), the National Association of Convenience Stores (NACS), and the National Restaurant Association (NRA) using SurveyMonkey®. As of March 10, 2015, the subcommittee co-leads have received 133 responses. At the close of the survey response period, the co-leads will forward the survey information to a team of subcommittee members for extrapolation of the data in terms of the nature of this charge.

Charge 2: The subcommittee began work on the second charge by discussing the methods to support regulatory efforts to achieve Standard 2, Standard 4, and Standard 7 of the Voluntary National Retail Food Regulatory Program Standards. The subcommittee brainstormed among the experienced, talent rich committee members and by interviewing a regulatory department who has successfully met all nine of the Voluntary National Retail Food Regulatory Program Standards. This work will continue until the subcommittee is satisfied that they have examined all feasible methods to support regulatory efforts to achieve Standard 2, Standard 4, and Standard 7 of the Voluntary National Retail Food Regulatory Program Standards.

Charge 3: Work on Charge 3 is pending and will be completed per the timeline established by the Executive Board in advance of the 2016 CFP biennial meeting.