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: 7/16/2015

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

COMMITTEE MEMBER ROSTER:

☐ **see attached roster for updated member listing and Executive Board approval**

X committee membership has not changed; see previously submitted and approved roster dated: 3/16/2015

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 Program Standards Committee is requesting that the Executive Board acknowledges the committee's periodic status report dated 7/16/2015.

PROGRESS REPORT / COMMITTEE ACTIVITIES WITH ACTIVITY DATES:

1. Progress on Overall Committee Activities:
    a. The Program Standards Committee continues to address specific charges by meeting as both a full committee and as two subcommittees. The two subcommittees are: (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. Meetings have been held via conference call and using GoToMeeting and Adobe Connect (arranged by the FDA consultants) to share reference documents online.
    b. The full committee has met four times (September 17, 2014; April 15, 2015; May 20, 2015; and June 17, 2015) and will next meet on July 22, 2015. The Issue 3 subcommittee has met seven times (October 15, 2014; November 12, 2014; January 14, 2015; February 11, 2015; April 8, 2015; March 11, 2015; and May 13, 2015). The Issue 5 subcommittee has met four times (October 31, 2014; December 3, 2014; January 23, 2015; and April 15, 2015) conducting additional business by email and calls with those subcommittee members analyzing the responses to a survey administered by the subcommittee. Subcommittee updates have been provided as part of the full committee calls.

2. Progress Addressing Each Assigned Committee Charge:

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

Charge 1: On March 9, 2015, the FDA consultants 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 is on a timeline for completion of these Charge 1 assignments by the end of July 2015 by the full membership of the Program Standards Committee. To date, the committee has reviewed and provided feedback to the FDA on all of the recommendations. The FDA's final proposed changes to Standard 7 will be presented to the committee on July 22, 2015. The final proposed changes to Standard 4 are being drafted by the FDA consultants. Upon completion of the assignment, the Program Standards Committee, in collaboration with the FDA, will submit issues 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 potential 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 Retail Program Standards could be recognized and then look at the cost/benefit analysis.

Charge 3: The Issue 5 subcommittee developed a questionnaire to solicit information on the current verification audit process from those Retail Program Standards enrollees who have been enrolled in the Retail Program Standards for at least one year. The intent of the questionnaire was 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 was distributed in April 2015 by email to the agency contacts provided on the FDA's listing of Retail Program Standards enrollee jurisdictions.

The survey responses are being reviewed. Some of the preliminary findings are:

- Overall, the survey responses indicate that the lack of resources (time and staff) is a barrier to achieving the Retail Program Standards. Some respondents stated that more FDA funding is needed.
- There is a need for more examples of possible methods for meeting a standard.
- There is a significant lack of awareness of the Clearinghouse Workgroup Q&A document.
- When asked "Do the audit requirements clearly outline the specific objectives needed to meet a Standard?" respondents commonly stated the following:
    - The requirements need to be simplified.
    - The forms and procedures need to be simplified.
    - The current version of verification audit guidelines provides an overall requirement while the older version was more thorough and had step-by-step instructions. The older version was preferred.

Work on Charge 3 will also be conducted at the August 4 - 5, 2015 wrap-up meeting of the NACCHO Program Standards Mentorship Cohort 3 in Washington, DC. At that meeting, NACCHO will again host a facilitated discussion with mentee and mentor local health departments on the strengths and weaknesses of the current Retail Program Standards verification audit process. Information collected at the NACCHO meeting will serve to inform

the Issue 5 subcommittee so that common themes about the current verification audit process can be consolidated with the survey information as part of the subcommittee's final report. 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. Dr. McSwane informed the Program Standards Committee leadership of a June 15, 2015 proclamation by AFDO regarding FDA's internal administration of the Retail Program Standards. There should be no impact on the CFP's role with the Retail Program Standards.

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 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 Retail Program Standards. The questionnaire 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 received 133 responses. Incomplete surveys were removed and the remaining 115 surveys were combined and analyzed.

The survey extrapolation team made the recommendation to gather more information from some smaller firms since most who responded to the survey were from larger firms. The subcommittee agreed and decided to reach out to those firms having one to 50 employees that have been in business for 10 years or less. The survey was redistributed, but only two respondents met the small/new business category. One of those two respondents did not fully complete the survey; therefore, the subcommittee has decided not to include this information in the survey results.

Charge 2: The subcommittee has addressed the second charge by discussing the methods for industry 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 with committee members and by interviewing representatives from state and local regulatory agencies who are enrolled in the Voluntary National Retail Food Regulatory Program Standards. The subcommittee is in the process of compiling a list of recommendations related to this charge.

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