



DEPARTMENT OF HEALTH AND HUMAN SERVICES
Food and Drug Administration

**STANDARDIZED RETAIL FOOD SAFETY
INSPECTION OFFICER WAIVER OF ANNUAL
MAINTENANCE REQUIREMENT**

Form Approved: OMB No.
0910-0621
Expires: 10/31/2026
See PRA statement page 2.



Part 1: Information about the Standardized Retail Food Safety Inspection Officer.

Use the Tab key to move to the next field. Provide supporting documentation separately, when needed.

Last Name	First Name	Date (mm/dd/yyyy)
Agency		Email
Date FDA Standardization Issued (mm/dd/yyyy)	Activity Period Documented (mm/dd/yyyy)	Date FDA Standardization Expires (mm/dd/yyyy)

TO MAINTAIN STANDARDIZATION

Each FDA Standardized Officer is required to:

- attend the FDA Retail Food Protection Seminar each year [AND]
- complete 20 contact hours of continuing education every 36 months [AND]
- standardize or re-standardize 5 retail food program inspection personnel per year using the FDA Standardization Procedures Manual [AND]
- develop 5 Risk Control Plans or conduct/coordinate 5 Food Protection Training Courses or a combination of RCPs and Training Courses that equals five.

In the event any of the maintenance requirements were not met during the past year, in accordance with 3-403 Standardization Maintenance of the *FDA Procedures for Standardization of Retail Food Safety Inspection Officers*, please provide additional information on any other activities that would demonstrate a routine engagement in retail food protection.

Part 2: Area of Maintenance being requested to be waived.

PLEASE INDICATE THE AREA OF MAINTENANCE FOR WHICH A WAIVER IS BEING REQUESTED AND PROVIDE JUSTIFICATION OF NEED FOR REQUEST

Attend FDA Retail Food Protection Seminar

Justification:

Continuing Education and Training of 20 Contact Hours Every 36 Months After Initial Standardization is Complete

Justification:

Conduct Standardization Exercises with at Least 5 Retail Program Inspection Personnel

Justification:

Part 2: Area of Maintenance being requested to be waived. (cont.)

Accomplish One of the Following Activities:

- Assist 5 Retail Food Establishments in the Development of Risk Control Plans
- Conduct or Coordinate 5 Training Courses
- Perform Any Combination of Training Courses or Risk Control Plans That Equals 5

Justification:

Part 3: Additional Activities demonstrating routine engagement in retail food protection program work.

OTHER ACTIVITIES THAT WOULD DEMONSTRATE ROUTINE ENGAGEMENT IN RETAIL FOOD PROTECTION PROGRAM WORK

Provide Description of Other Work Performed. Provide Supporting Documentation Separately.

Description:

Part 4: Supervisor's Signature.

RETAIL FOOD REGULATORY PROGRAM MANAGER'S SIGNATURE (Confirming Request for Waiver):

Supervisor's Name (Print)

Supervisor's Signature

Title

Date (mm/dd/yyyy)

FOR FDA USE ONLY

Accepted

Declined

Justification:

Retail Food Specialist (Print)

Date (mm/dd/yyyy)

FDA Retail Food Protection Branch Director

Date (mm/dd/yyyy)

This section applies only to requirements of the Paperwork Reduction Act of 1995.

DO NOT SEND YOUR COMPLETED FORM TO THE PRA STAFF ADDRESS BELOW.

The burden time for this collection of information is estimated to average 21 minutes per response, including the time to review instructions, search existing data sources, gather and maintain the data needed and complete and review the collection of information. Send comments regarding this burden estimate or any other aspect of this information collection, including suggestions for reducing this burden, to:

Department of Health and Human Services
Food and Drug Administration
Office of Operations
Paperwork Reduction Act (PRA) Staff
PRASStaff@fda.hhs.gov

"An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB number."

Instructions for Completing the Standardized Retail Food Safety Inspection Officer Waiver of Annual Maintenance Requirement - Form 5017

When the annual maintenance requirements listed in Paragraph 3-403(B) will not be met the Standard may adjust the requirements due to special situations or circumstances. In these situations, a written request must be submitted to the appropriate FDA Retail Food Specialist before the maintenance requirements can be waived or adjusted.

The waiver form can be completed electronically or printed followed by submitting the form to the appropriate FDA Retail Food Specialist. The Retail Food Specialists assigned by state is found at FDA's Retail Program Standards website: <https://www.fda.gov/food/voluntary-national-retail-food-regulatory-program-standards/directory-fda-retail-food-specialists>.

Part 1: Information about the Standardized Retail Food Safety Inspection Officer.

Provide name, agency, date, email address, date of certification and the activity year the annual maintenance requirements are requested to be waived or adjusted.

Part 2: Area of Maintenance being requested to be waived.

Check the applicable box(es) indicating the maintenance requirement(s) requested for waiver or adjustment. In the field(s) below provide justification for not meeting the maintenance requirement.

Part 3: Additional activities demonstrating routine engagement in retail food protection program work.

Describe related retail food protection work performed during the year the required maintenance requirement(s) are not met. This information may be used in determining approval waiving or adjusting a manual maintenance requirement. Send supporting documentation of this work to the Retail Food Specialist.

Part 4: Supervisor's Signature.

Provide the Standardized Retail Food Safety Inspection Officer's supervisors' signature confirming the request for annual maintenance adjustment or waiver.