



DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Food and Drug Administration  
**STANDARDIZED RETAIL  
FOOD SAFETY INSPECTION OFFICER  
NOMINATION FORM**

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



**PART 1: HEADER**

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

<b>TO</b> FDA RETAIL PROGRAM BRANCH DIRECTOR	<b>FROM</b>
<b>SUBJECT</b> REQUEST FOR FDA STANDARDIZATION	<b>DATE (mm/dd/yyyy)</b>

**PART 2: APPLICANT INFORMATION**

<b>Applicant's Name</b>	<b>Title</b>		
<b>Office Phone</b>	<b>Mobile Phone</b>		
<b>Email</b>	<b>Agency</b>		
<b>Office Street Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>

**PART 3: BACKGROUND INFORMATION**

**LENGTH OF SERVICE WITH AGENCY**

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<b>RETAIL FOOD PROTECTION DUTIES</b>	<b>DATES ASSIGNED (mm/dd/yyyy)</b>

<b>PRIOR RETAIL FOOD PROTECTION EXPERIENCE</b>	<b>DATES (mm/dd/yyyy)</b>

<b>STANDARD 2 TRAINED REGULATORY STAFF CURRICULUM OR EQUIVALENCY</b>	<b>DATES COMPLETED (mm/dd/yyyy)</b>
STANDARD 2 PRE-COURSE CURRICULUM	
STANDARD 2 POST-COURSE CURRICULUM	

<b>OTHER RETAIL FOOD PROTECTION TRAINING COURSES COMPLETED</b> <i>(such as FD112 Food Code, FD215 Managing Retail Food Safety, FD218 Risk Based Inspections)</i>	<b>DATES (mm/dd/yyyy)</b>

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**PART 4: SUPERVISOR'S SIGNATURE** *(Confirming Request for Nomination)*

Recognizing the time and resource commitment involved for both the FDA Specialist and the nominee to complete the initial Standardization and maintain continued re-standardization, the nominee's supervisor is ensuring that the Standardized Retail Food Safety Inspection Officer's scope of responsibility will enable him/her to fulfill the annual maintenance requirements and as such will be afforded the time to complete these requirements and will document such annually. If these requirements are not met, candidate may not be re-standardized. The supervisor's signature is acknowledgement of the commitment to these requirements.

**Standardization Annual Maintenance Requirements:**

Each year, attends the annual Retail Food Protection Seminar  
Accumulates 20 contact hours of continuing education every 36 months after initial standardization  
Annually conducts and documents standardization exercises with at least five other retail food program inspection personnel

**Annually accomplishes and documents at least one of the following activities:**

Assists at least five retail food establishments in the development of risk control plans (RCP), or  
Conducts or coordinates and documents to the standard at least five training courses related to the retail food protection program, or  
Performs and documents to the standard any combination of training courses or risk control plans that equals five.

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Supervisor's Name <i>(Print)</i>	Supervisor's Signature	Title
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*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  
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Office of Operations  
Paperwork Reduction Act (PRA) Staff  
[PRASStaff@fda.hhs.gov](mailto: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."*

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## Instructions for Completing the Standardized Retail Food Safety Inspection Officer Nomination Form - Form 5019

The Standardized Retail Food Safety Inspection Officer Nomination Form is completed by the candidate's supervisor to request FDA standardization for a member of his/her staff.

The nomination form can be completed electronically or printed followed by submitting the nomination 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>. The nomination form is then forwarded to the Retail Food Specialist's Branch Director.

### *Part 1: Header.*

Provide the name of the Applicant's Supervisor and the date the form is completed.

### *Part 2: Applicant Information.*

Provide applicant's name, title, agency, office mailing address, email address and phone number.

### *Part 3: Background Information.*

Provide information to support the applicant's length of service, retail food protection duties, and experience along with training that supports nomination for FDA Standardization.

### *Part 4: Supervisor's Signature.*

Provide the applicant's supervisors' signature confirming the request for nomination and acknowledging the commitment to the standardization maintenance requirements.