

STANDARD 8 – PROGRAM SUPPORT AND RESOURCES

INSTRUCTIONS AND WORKSHEET FOR CONDUCTING A SELF-ASSESSMENT

STEP 1 – Review Staffing Level

The jurisdiction must have written documentation, calculations, or a program resource assessment that is used to determine staffing levels for retail food inspections. To meet the Standard 8 criteria, a jurisdiction must 1) determine their FTE (Full-Time Equivalent) per Inspections Performed and show an **Inspection-to-FTE Ratio** between 280 and 320 inspections per FTE, or 2) show they have met the jurisdictional requirement for adequate staffing levels.

The “FTE per Inspections Performed” is the measure of a program’s capacity to fulfill its inspection obligations.

FTE is defined as the number of productive hours (conducting retail food inspections) contributed by one person working full-time for one year.

Determine Number of Inspections: For the purposes of this standard, “inspections” are defined as routine inspections, re-inspections, complaint investigations, outbreak investigations, compliance follow-up inspections, risk assessment reviews, process reviews, variance process reviews, foodborne illness complaint response, final construction inspections and other direct establishment contact time such as on-site training that is performed by the field inspection staff. If the same personnel who conduct inspections of the fixed-site establishments also conduct the inspections of temporary events and mobile units, then these inspection events should also be counted as “inspections” for purposes of calculating the workload ratio.

FTEs per Inspection Performed: The jurisdiction must estimate the number of on-site contacts made in a year. The **Inspection-to-FTE Ratio** is then calculated as the *total number of inspections (or on-site visits)* divided by the *number of FTE's*.

Jurisdictional Requirement for Adequate Staffing Levels: Jurisdictions can set their own requirement for the number of inspectors needed to demonstrate adequate staffing and use a calculation method deemed acceptable to the jurisdiction.

For those jurisdictions interested in using the assessment tool provided as part of Issue 2020-II-018, it can be accessed on the CFP website at www.foodprotect.org.

➤ Standard 8 – Example of Standard 8 Alternative Assessment Tool

The CFP’s Program Standard Committee has designed additional resource tools for assisting jurisdictions with calculating if jurisdictions are adequately staffed:

- Standard 8 – Staffing Level Assessment Workbook
- Standard 8 – Staffing Level Assessment Workbook; Instruction Guide
- Standard 8 - Staffing Level Alternative Conformance Method PowerPoint

- Standard 8 - Re-Evaluation of Staffing Level Model Pilot Study Report

The above resources are available on the CFP web site: www.foodprotect.org.

STEP 2 – Review Inspectional Equipment Documentation

- Documentation for inspection equipment: The self-assessor must confirm that the jurisdiction has documentation to verify that necessary inspection equipment is provided and assigned to each inspector, including head covers, thermocouples, flashlights, sanitization test kits, heat sensitive tapes or maximum registering thermometers, necessary forms, and administrative materials.
- Documentation for accessing use of additional equipment: The self-assessor must confirm that the jurisdiction has documentation for obtaining use of equipment that may not be part of standard equipment issued for inspection purposes, such as computers, cameras, black lights, light meters, pH meters, foodborne illness investigation kits, sample collection kits, data loggers and cell phones.

STEP 3 – Review Administrative Program Support Documentation

- Documentation of equipment/supplies for maintaining program records: The self-assessor must confirm that the jurisdiction has documentation that equipment and/or supplies required for administering the program, including computers, software, and other items necessary to support the record keeping system utilized by the program, are available.
- System to analyze data: The self-assessor must verify that a system is in place to collect, analyze, retain, and report pertinent information about the program.

STEP 4 – Program Resource Assessment

The Standard 8 self-assessment worksheet is designed to assist jurisdictions with maintaining documentation and information required for assessing funding, staffing, and equipment needs associated with Standards 1 through 7 and Standard 9. The worksheet is included with these instructions.

There is no penalty for a jurisdiction’s failure to meet Standards 1 through 7 or Standard 9. Moreover, there is no penalty for failing to have the necessary funding and support under the criteria required in the Program Resource Assessment portion of the *Standard 8: Program Self-Assessment and Verification Audit Form*. The intent is for the jurisdiction to perform the assessment to determine if program resources are sufficient for each standard.

The self-assessor must document on the *Standard 8: Self-Assessment Worksheet* if the jurisdiction has sufficient funding, staff, and equipment to achieve each of the Standards listed on the worksheet. Each of the three resource areas (funding / staff / equipment) is assessed separately for each of the Standards. A check mark in the “YES” column indicates that the jurisdiction has sufficient resources. A check mark in the “NO” column indicates that the jurisdiction does not have sufficient resources. A “NO” response require an explanation as to what additional resources may be needed to assist the jurisdiction with meeting the Standard.

At the bottom of the worksheet, the self-assessor will indicate if the jurisdiction meets the Standard 8 requirements by checking either “YES” or “NO”. Upon completing the worksheet, the self-assessor must sign and date it. The self-assessor must retain the worksheet with the other Standard 8 self- assessment documentation

**Standard 8: Program Support and Resources
Self-Assessment Worksheet**

Jurisdiction Name: _____

Standard #	Funding (Yes/No)	Staffing (Yes/No)	Equipment (Yes/No)	EXPLANATION – OTHER RESOURCES NEEDED
1				
2				
3				
4				
5				

Voluntary National Retail Food Regulatory Program Standards – January 2022

Standard #	Funding (Yes/No)	Staffing (Yes/No)	Equipment (Yes/No)	EXPLANATION – OTHER RESOURCES NEEDED
6				
7				
8		*	**	***
9				
<p>****Other shared resources</p>				

*Do you meet the full time equivalent (FTE) staff to inspection ratio as required in Standard 8?

**Do your inspectors have the equipment provided and available as required in Standard 8?

***Does your Department have the equipment and supplies necessary to maintain the records and reports system that supports the program as required in Standard 8?

File Meets the Standard 8 Criteria: _____ YES _____ NO

Signature: _____

Title: _____

Date: _____