

## APPENDIX 1: SUMMARY OF CHANGES

This summary provides a synopsis of the changes made to the 2024 edition of the Voluntary National Retail Food Regulatory Program Standards. The primary intent of this record is to capture the nature of the changes found in the 2024 edition of the Voluntary National Retail Food Regulatory Program Standards rather than to identify every word or editing change. This record should not be relied upon as an absolute comparison that identifies each and every change.

### **Changes Recommended by the Conference for Food Protection (CFP)**

FDA works closely with stakeholders through the biennial Conference for Food Protection (CFP) to review proposed changes to the Voluntary National Retail Food Regulatory Program Standards. Changes may be proposed by FDA, or by stakeholder groups such as academia, industry, consumer groups, and regulatory officials. The CFP provides an opportunity for stakeholders to provide comments about proposed changes.

The following changes reflect the recommendations from the Conference for Food Protection, 2020 and 2023 biennial meetings.

### **Updates to Standard 2 – Amend Standard 2 curriculum to replace select courses with updates.**

#### *What changed in Standard 2?*

Replacement of FD35 Basic Food Law for State Regulators with B17 Laws, Regulations, Policies and Procedures (CC8039W)

Replacement of FDA36 Public Health Principles with B23 Public Health Principles (CC8026W)

Replacement of MIC13 Aseptic Sampling with B25 Sampling (CC8035W)

Replacement of MIC15 Cleaning and Sanitizing with B26 Sanitation Practices (CC8035W)

#### *How do these changes affect your jurisdiction?*

The replacement of these courses will allow jurisdictions an alternative selection for FSIO's to complete coursework toward achieving conformance with Standard 2.

#### *How will I be able to access and complete these forms?*

The B1 Appendix - Curriculum for Retail Food Safety Inspection Officers is available on FDA's website (<https://www.fda.gov/food/retail-food-protection/voluntary-national-retail-food-regulatory-program-standards>).

(CFP Issue 2020-II-025)

**Updates to Standard 2 – Amend Standard 2 curriculum to include additional “pre” and “post” topics.**

***What changed in Standard 2?***

Addition of B8 Environmental Hazards (CC8024W) to “Post” curriculum

Addition of B12 Intergrated Food Safety System (CC8018W) to “Post” curriculum

Addition of B15 Jurisdiction (CC8037W) to “Pre” curriculum

Addition of B16 Labeling (CC8038W) to “Post” curriculum

Addition of B19 Pest Control (CC8044W) to “Pre” curriculum

Addition of B20 Plumbing (CC8001W) to the “Pre” curriculum

Addition of B22 Professionalism (CC8025W) to the “Pre” curriculum

Addition of B24 Recalls (CC8041W) to the “Post” curriculum

Addition of B27 Tracebility (CC8042W) to the “Post” curriculum

Addition of B28 Transportation (CC8026W) to the “Post” curriculum

***How do these changes affect your jurisdiction?***

The addition of these courses will allow jurisdictions additional course selections for FSIO's to complete coursework toward achieving conformance with Standard 2.

How will I be able to access and complete these forms?

The B1 Appendix - Curriculum for Retail Food Safety Inspection Officers is available on FDA’s website (<https://www.fda.gov/food/retail-food-protection/voluntary-national-retail-food-regulatory-program-standards>).

(CFP Issue 2023-II-026)

## **Updates to Standard 2 Appendix B-1 Tracking Versions**

### ***What changed in Standard 2?***

Appendix B-1: Curriculum for Retail Food Safety Inspection Officers will be posted on FDA's website with versioning history beginning with the 2024 edition. As changes are made to Appendix B1, updated and archived versions will be accessible to jurisdictions.

### ***How do these changes affect your jurisdiction?***

Jurisdictions are encouraged to reference the updated Appendix B-1 for the correct location and course number for all available courses in Standard 2.

### ***How will I be able to access and complete these forms?***

These forms are available on FDA's website.

(CFP Issue 2023-II-010)

## **Updates to Standard 2: Change to Re-standardization Frequency for staff not standardizing others.**

### ***What changed in Standard 2?***

The frequency of re-standardization for those not responsible standardizing others will change from three years to five years. Contact hours of continuing education for those not responsible for standardizing others changed from 20 contact hours every 36 months to 30 contact hours every 60 months. There is no change to the re-standardization frequency or contact hours for those responsible for standardizing others.

### ***How do these changes affect your jurisdiction?***

FSIO's that do not standardize others now have 5 years to be re-standardized and must obtain 30 contact hours within 60 months.

### ***How will I be able to access and complete these forms?***

These forms are available on FDA's website.

(CFP Issue 2023-II-011)

### **Updates to Standard 3 – Edits to Description of Requirement and Self – Assessment Audit Forms**

#### ***What changed in Standard 3?***

The use of terms “Validation” and “Verification” in the Description of Requirements section and the Self-Assessment and Verification Audit Form has been reversed to reduce confusion and reinforce the correct usage of the terms “Validation” and “Verification”.

#### ***How do these changes affect your jurisdiction?***

The term “Validation” now precedes the term “Verification” with respect to the review of HACCP plans.

#### ***How will I be able to access and complete these forms?***

These forms are available on FDA’s website. Enrollees can print out the forms and complete them by hand. Alternatively, these forms can be completed electronically and saved.

(CFP Issue 2023-II-018)

### **Updates to Standard 3 – Incorporation of Plan Review into Standard 3**

#### ***What changed in Standard 3?***

A new element 7 that calls for a jurisdiction to develop and implement a program policy for conducting reviews of plans submitted by food establishments has been added to Standard 3. The policy should include a review and determination of the adequacy of facilities, equipment, and procedures based on the establishment’s intended menu, volume of food, flow of food and food processes. A note has also been added to encourage jurisdictions to use the CFP developed Plan Review Guidance document.

#### ***How do these changes affect your jurisdiction?***

The addition allows for a jurisdiction to address plan review of food establishments within Standard 3.

#### ***How will I be able to access and complete these forms?***

These forms are available on FDA’s website. Enrollees can print out the forms and complete them by hand. Alternatively, these forms can be completed electronically and saved.

(CFP Issue 2023-II-019)

**Updates to Standard 4 – Create Standard 4 Audit Procedures**

***What changed in Standard 4?***

Audit Procedures have been added to Standard 4 Uniform Inspection Program.

***How do these changes affect your jurisdiction?***

Those conducting audits on Standard 4 will now have access to clear audit instructions.

***How will I be able to access and complete these forms?***

These forms are available on FDA’s website. Enrollees can print out the forms and complete them by hand. Alternatively, these forms can be completed electronically and saved.

(CFR Issue 2023-II-025)

## **Updates to Standard 5: Edits to Definitions**

### ***What changed in Standard 5?***

Edits were made to several defined terms in Standard 5 including: Food Related Injury, Confirmed Foodborne Disease Outbreaks, Suspect Foodborne Outbreaks, and Foodborne Disease Outbreak. The terms were *capitalized*, and the asterisk has been removed.

### ***How do these changes affect your jurisdiction?***

The terms were previously defined in the VNRFRPS. **However**, they have been capitalized to indicate that the meaning of the term can be found in the definition section of the VNRFRPS. The change is intended to eliminate possible confusion.

### ***How will I be able to access and complete these forms?***

These forms are available on FDA's website. Enrollees can print out the forms and complete them by hand. Alternatively, these forms can be completed electronically and saved.

(CFP Issue 2023-II-026)

### **Updates to Standard 6: Updated Standard 6 Establishment File Worksheet Form 3A**

#### ***What changed in Standard 6?***

Edits were made to the Standard 6 Establishment File Worksheet according to the 2022 FDA Food Code. A recommended template was submitted as part of the 2023 CFP Program Standards Committee report.

#### ***How do these changes affect your jurisdiction?***

Jurisdictions can use the Standard 6 Establishment File worksheet to assess their compliance with Standard 6.

#### ***How will I be able to access and complete these forms?***

These forms are available on FDA's website. Enrollees can print out the forms and complete them by hand. Alternatively, these forms can be completed electronically and saved.

(CFP Issue 2023-II-031)

### **Updates to Standard 6: Updated Standardized 6 Key Crosswalk to the 2022 FDA Food Code**

#### ***What changed in Standard 6?***

Edits were made to the Standard 6 Standardized Key Crosswalk according to the 2022 FDA Food Code. A recommended template was submitted as part of the 2023 CFP PS Committee report.

#### ***How do these changes affect your jurisdiction?***

Jurisdictions can use the Standard 6 Standardized Key Crosswalk to assess their compliance with Standard 6.

#### ***How will I be able to access and complete these forms?***

These forms are available on FDA's website. Enrollees can print out the forms and complete them by hand. Alternatively, these forms can be completed electronically and saved.

(CFP Issue 2023-II-032)

## **Standard 8: Program Support and Resources - Audit Procedures for Alternative Model**

### ***What changed in Standard 8?***

Audit Procedures have been developed for those jurisdictions using the Alternative model for determining staffing levels in Standard 8. There is additional guidance for using the alternative model for Standard 8 under the Conference Developed Guides and Documents tab on CFP’s website ([www.foodprotect.org](http://www.foodprotect.org))

### ***How do these changes affect your jurisdiction?***

Jurisdictions will now have audit procedures when using the alternative model to determine staffing levels within Standard 8.

### ***How will I be able to access and complete these forms?***

Jurisdictions may access an example of an alternative model for achieving conformance with the VNRFRPS Standard 8 staffing level element from the Conference for Food Protection (CFP) web site: [www.foodprotect.org](http://www.foodprotect.org) located under the icon titled, “Conference Developed Guides and Documents.”

(CFP Issue 2023-II-034)

## **Other Changes made by FDA**

FDA made several editorial and formatting changes to the Voluntary National Retail Food Regulatory Program Standards. These changes are described below.

### ***Formatting Changes***

*Program Self-Assessment and Verification Audit Forms* for all nine Standards and most of the corresponding Worksheets were reformatted to be accessible in their layout and follow a logical reading order. Font size and type, page margins, and paragraph spacing and text spacing were also reformatted to be more consistent and readable.

*The 2024 Voluntary National Retail Food Regulatory Program Standards workbook primarily reflects an incorporation of the recently approved changes that resulted from the 2023 Conference for Food Protection held in Houston, TX. In addition to these recommendations and changes from FDA, the workbook also contains editorial corrections throughout to correct for spelling, grammar, and date errors from previous editions.*