

APPENDIX 1: SUMMARY OF CHANGES

This summary provides a synopsis of the changes made to the 2019 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 2019 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, 2018 biennial meeting.

Updates to Standard 3- Uniform Inspection Program based on HACCP Principles

What changed in Standard 3?

A note was added to Standard 3 Inspection Program Based on HACCP Principles, Description of Requirement, Program Management, Item 4. The note (denoted with ***) states that "Consideration of the elements outlined in Standard 4 will ensure a strong foundation for a quality and uniform inspection program".

How do these changes affect your jurisdiction?

Jurisdictions are encouraged to reference the note when developing and implementing a program policy associated with Standard 3. The note is not a requirement but rather a recommendation.

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 2018-II-015)

Updates to Standard 3 – Uniform Inspection Program based on HACCP Principles

What changed in Standard 3?

Under the Standard 3 Inspection Program Based on HACCP Principles, Description of Requirement, Program Management, Items 5 & 6 contained typographical errors. The word "polices" was replaced with "policies" to ensure correct information is being conveyed to the reader.

How do these changes affect your jurisdiction?

The corrections to the Description of Requirement section is intended to ensure that the reader understands what information is being requested of them 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 2018-II-015)

Updates to Standard 6 - Compliance and Enforcement

What changed in Standard 6?

A new tool entitled "Quick Reference - Applicable 2017 Food Code Provisions (Risk Factors and Interventions)" has been added to the existing documents associated with Standard 6.

How do these changes affect your jurisdiction?

The tool is intended to assist jurisdictions in making comparisons of their Code risk factors and interventions to the 2017 FDA Food Code.

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

These forms are available on FDA's website. There is not a requirement to use the form. It is intended to serve as an aid for jurisdictions completing documentation associated with Standard 6.

(CFP Issue 2018-II-016)

Other Changes made by FDA

FDA made a number of editorial changes to the Voluntary National Retail Food Regulatory Program Standards. These changes are described below.

Standard 1: Regulatory Foundation

What changed in Standard 1 - Regulatory Foundation?

Within the Instructions and Worksheet for Conducting a Self Assessment, Standard 1 - Regulatory Foundation, Part II - Good Retail Practices, under Step 3- Document the Self-Assessment Results for Part II, there was a typographical error for the number to divide the total number of provisions met. The number 247 was replaced with 246 to reflect adequate calculation of % of Good Retail Practices.

How do these changes affect your jurisdiction?

The changes to the program Self-Assessment and Verification Audit Form will not affect a jurisdiction's ability to accurately report program Self-Assessment and Verification Audit information while using the 2019 version of the VNRFRPS. When using the 2017 version of the Voluntary National Retail Food Regulatory Program Standards, recognize that 247 was a typographical error and factor this in when determining the 95% of good retail practices being met. All calculations should be based on a denominator of 246.

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.

Standard 2: Appendix B-1 Curriculum for Retail Food Safety Inspection Officers

What changed in Standard 2: Appendix B-1 Curriculum for Retail Food Safety Inspection Officers?

- The URL for State, Local and Tribal regulators to register on-line for free access to web courses has been updated.
- The URL for the class entitled "An Introduction to Food Security Awareness", FD251 has been updated to reflect the location of training documents associated with the course. A note has also been added directing students to the Compliance Wire website in order to access the required exam for FD251
- The URL for the course entitled "Communication Skills for Regulators" has been updated and a note has been added directing students to access the class via FDA Pathlore

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- The URL to access the course entitled "Food Allergens" has been added
- The course identification numbers for the Emergency Management, FEMA training classes has been updated to reflect accurate information from the FEMA website
- The URL for ORA U course FD170 has been updated to reflect the correct location to access training materials

How do these changes affect your jurisdiction?

The updates to multiple URL's and clarifying notes are intended to assist the reader in accessing the required training materials and exams when completing course work associated with Standard 2 training requirements for Food Safety Inspection Officers.

How will I be able to access and complete the training courses?

The updated URL's will ensure that the reader can access the various websites to complete training associated with Standard 2. Once the reader has accessed courses thru the URL links, they should follow the instructions provided in order to complete the necessary coursework.

Standard 4: Uniform Inspection Program

What changed in Standard 4?

Within Standard 4 Uniform Inspection Program, Self-Assessment and Verification Audit Form, under Criteria Part 3A, there was a typographical error that should have indicated three self assessment field reviews rather than two self assessment field reviews.

How do these changes affect your jurisdiction?

The amount of self-assessment field reviews to be completed is three. When using the 2017 version of the Voluntary National Retail Food Regulatory Program Standards, recognize that the two self assessment field reviews was a typographical error. Three self assessment field reviews are to be completed. For jurisdictions that are using the 2019 version and onward it changes the amount of SA field reviews to be conducted. The typographical error appears on the Self Assessment and Verification Audit form only and not within the actual Standard.

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.

Standard 8: Program Support and Resources

What changed in Standard 8?

A note was revised under the general notes pertaining to the program self assessment or the verification audit section of the Standard 8 Program Support and Resources, Self Assessment and Verification Audit Form. The revised note is intended to provide additional clarification when declaring a "yes" affirmation to criteria 1-3 and criteria 4. The note reads as follows:

"To Meet Standard 8 a "yes" affirmation to all elements under Criteria 1 – 4 is required. Answering "yes" to all elements under Criteria 1 -3 reflects the fact that the jurisdiction has conducted an assessment of Criteria 1 – 3 and also has met all the elements under these Criteria. Answering "yes" to all elements under Criteria 4 reflects the fact that the jurisdiction has conducted an assessment of all elements under Criteria 4. For Criteria 4, as long as an assessment of each element is conducted a "yes" affirmation can be made, whether or not the jurisdiction has sufficient budget, staffing and equipment necessary to meet Standards 1 -7, and 9. For all Criteria (1 – 4), if an item contains multiple questions, then all questions must be answered in the affirmative in order to meet that element of the Standard. The source documents, such as the various policies and procedures, that support this summary record must be maintained in good order by the regulatory authority and must be made available upon request for purposes of a verification audit."

How do these changes affect your jurisdiction?

The revised note provides clarification of what it takes to come into conformance with Standard 8. The changes to the program Self-Assessment and Verification Audit Form will not affect a jurisdiction's ability to accurately report program Self-Assessment and Verification Audit information.

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.

The 2019 Voluntary National Retail Food Regulatory Program Standards workbook primarily reflects an incorporation of the recently approved changes that resulted from the 2018 Conference for Food Protection held in Richmond, VA. 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.

