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Supplemental File: Retail Food Regulatory Workforce Standardization (RFRWS) Census

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Note. The authors submitted this supplemental file as an additional resource for readers. The *Journal of Environmental Health* did not copy edit or format the text.

Retail Food Regulatory Workforce Standardization Census

General Questions

1 What type of jurisdiction is your retail food regulatory agency?

State

Local (City, County, District, Municipality)

Territorial

Tribal

Other (please specify)

2 How many employees in your jurisdiction have retail food inspections as part of their job duties? Retail food inspectors are those employees whose duties include inspection of retail food establishments. (Note: Please estimate to best of your knowledge)

3 How many total FTEs are available to perform retail food safety inspections? (FTE= full-time equivalent) (A full-time employee (40 hours per week) is equal to one FTE.) (A part-time employee (20 hours per week) is equal to .5 FTE.) (Note: Please estimate to best of your knowledge)

4 How many retail food facilities are under your regulatory jurisdiction? (Note: Please estimate to best of your knowledge)

5 Do your jurisdiction's training requirements include a standardization process for retail food safety inspection staff?

Yes

No

6 Does your jurisdiction's standardization process follow the FDA Procedures for Standardization of Retail Food Safety Inspection Officers?

Yes

No

Retail Food Regulatory Workforce Standardization Census

FDA-Guided Standardization

7 The individual(s) who standardizes your retail food inspection staff is normally standardized by whom? Choose all that apply

- ☐ Directly standardized by FDA - FSIO
- ☐ By an individual who is FDA standardized
- ☐ Other (please specify)

8 The individual(s) who standardizes your retail food inspection staff is _____

- ☐ An employee of the jurisdiction
- ☐ An individual/organization outside the jurisdiction (including contractors or third-party)

9 What role does your agency have in standardizing retail food inspectors outside your jurisdiction? Choose all that apply

- ☐ We are responsible for standardization of inspectors at other jurisdictions within your state
- ☐ We support other SLTTs in standardization
- ☐ We do not support in standardizing individuals outside of our jurisdiction
- ☐ Other (please specify)

10 Is it mandatory for your agency's retail food inspectors to be standardized to your program's requirements?

- ☐ Yes
- ☐ No

11 To best of your knowledge how many retail food inspectors are currently standardized to your program requirements?

12 How long is standardization valid in your jurisdiction? (in years)

13 What are the minimum requirements for an employee to be selected for the standardization process? (Choose all that apply)

- ☐ Employee routinely engaged in retail food protection program work
- ☐ Employee has job responsibilities for conducting retail food safety standardization for other regulatory personnel. Please type in the number of personnel you are required to standardize as part of your standardization maintenance
- ☐ Employee demonstrates successful completion of the "pre" and "post" curriculum coursework for new hires cited in Trained Regulatory Staff (Standard 2) in the Voluntary National Retail Food Regulatory Program Standards through ORA-U on-line training
- ☐ Employee has performed 25 joint field inspections
- ☐ Employee has performed 25 independent inspections
- ☐ Employee has worked at least one year of full-time experience in retail food establishment inspections within the past three years
- ☐ Employee is standardized within 24 months of hire or assignment to retail food regulatory program
- ☐ Employee has performed at least 100 retail food establishment inspections within the past three years, such as regulatory, training, or consultation inspections

14 According to your procedures, how many field inspections are part of your initial standardization process?

15 According to your procedures, how many field inspections are part of your re-standardization process?

16 Does the inspection form used for your standardizations use IN, OUT, NA, and NO compliance status?

17 Does your standardization program also include evaluation of the following performance areas for initial standardization? (Choose all that apply)

- ☐ Written Risk Control Plan
- ☐ Written Process Flow Charts
- ☐ Verification of existing HACCP Plan
- ☐ Oral communication of the seven principles of HACCP
- ☐ Effective Communication

- [ ] Knowledge and use of required inspection equipment
- [ ] Other (please specify

18 Does standardization maintenance for your Retail Food Inspection staff include any/all of the following? (Choose all that apply)

- [ ] Complete 20 contact hours of continuing education every 36 months
- [ ] Attend an annual retail food protection seminar (FDA Regional or other) each year
- [ ] Assist at least 5 retail food establishments in the development of Risk Control Plans or conduct/coordinate 5 Food Protection Training Courses or a combination of both to equal 5 total.
- [ ] Other or different from above (please specify)

19 Do you require the individual who standardizes/certifies your retail food inspection staff to standardize anyone to maintain their standardization?

- [ ] Yes
- [ ] No

20 Has your jurisdiction experienced barriers to standardization?

- [ ] Yes (Please specify)
- [ ] No

21 To the best of your knowledge, can you please provide the state/county/city statute, ordinance, or rule allows you to ***regulate*** retail food safety in your jurisdiction? (e.g. State/Jurisdiction Section Paragraph Line - Some examples look like: Okla. Admin. Code 310:257; 15-Miss. Admin. Code Pt. 13, Subpt. 75, R. 2.1; 7 Pa. Code § 46.4; or CT ST § 19a-36h)

22 To the best of your knowledge, can you please provide the state/county/city statute, ordinance, or rule allows you to ***standardize*** retail food safety in your jurisdiction? (e.g. State/Jurisdiction Section Paragraph Line - Some examples look like: Okla. Admin. Code 310:257; 15-Miss. Admin. Code Pt. 13, Subpt. 75, R. 2.1; 7 Pa. Code § 46.4; or CT ST § 19a-36h)

23 Which version of the FDA food code do you use to ***regulate*** food safety in your jurisdiction? (Choose the one that applies)

- [ ] 2022 Food Code
- [ ] 2017 Food Code (Supplement)
- [ ] 2017 Food Code
- [ ] 2013 Food Code (Supplement)
- [ ] 2013 Food Code
- [ ] 2009 Food Code (Supplement)
- [ ] 2009 Food Code
- [ ] 2005 Food Code (Supplement)
- [ ] 2005 Food Code
- [ ] 2001 Food Code (Supplement)
- [ ] 2001 Food Code
- [ ] 1999 Food Code
- [ ] 1997 Food Code
- [ ] 1995 Food Code
- [ ] 1993 Food Code
- [ ] Other (please specify)

24 Which version of the FDA Food Code is used for ***standardize*** in your jurisdiction? (Choose the one that applies)

- [ ] 2022 Food Code
- [ ] 2017 Food Code (Supplement)
- [ ] 2017 Food Code

- [ ] 2013 Food Code (Supplement)
- [ ] 2013 Food Code
- [ ] 2009 Food Code (Supplement)
- [ ] 2009 Food Code
- [ ] 2005 Food Code (Supplement)
- [ ] 2005 Food Code
- [ ] 2001 Food Code (Supplement)
- [ ] 2001 Food Code
- [ ] 1999 Food Code
- [ ] 1997 Food Code
- [ ] 1995 Food Code
- [ ] 1993 Food Code
- [ ] Other (please specify)

25 Are you aware of the NEHA-FDA Retail Flexible Funding Model (RFFM) Grant Program?

- [ ] Yes
- [ ] No

26 If you currently are not part of the NEHA-FDA Retail Flexible Funding Model (RFFM) Grant Program, would you be interested in obtaining more information?

- [ ] Yes
- [ ] No

Retail Food Regulatory Workforce Standardization Census

Non-FDA-Guided Standardization

27 The individual(s) who standardizes your retail food inspection staff is normally standardized by whom? (Choose all that apply)

- ☐ Directly standardized by FDA - FSIO
- ☐ By individual who is FDA standardized
- ☐ Not Standardized per FDA requirements
- ☐ Other (please specify)

28 The individuals(s) who standardizes your retail food inspection staff is an _____.

- ☐ Employee of the jurisdiction
- ☐ Individual/organization outside the jurisdiction (including contractors or third-party

29 What role does your agency have in standardizing retail food inspectors outside your jurisdiction? (Choose all that apply)

- ☐ We are responsible for standardization of inspectors at other jurisdictions within your state
- ☐ We support other SLTTs in standardization
- ☐ We do not support in standardizing individuals outside of our jurisdiction.
- ☐ Other (please specify)

30 Is it mandatory for your agency's retail food inspectors to be standardized to your program's requirements?

- ☐ Yes
- ☐ No

31 How many retail food inspectors are currently standardized to your program requirements?

32 How long is standardization valid in your jurisdiction? (in years)

33 What are the minimum requirements for an employee to be selected for the standardization process? (Choose all that apply)

- [ ] Employee routinely engaged in retail food protection program work
- [ ] Employees have job responsibility for conducting retail food safety standardization of other regulatory personnel. Please type in the number of personnel you are required to standardize as part of your standardization maintenance
- [ ] Employee demonstrates successful completion of the "pre" and "post" curriculum coursework for new hires cited in Trained Regulatory Staff (Standard 2) in the Voluntary National Retail Food Regulatory Program Standards through ORA-U on-line training
- [ ] Employee has performed 25 joint field inspections
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- [ ] Employee has worked at least one year of full-time experience in retail food establishment inspections within the past three years
- [ ] Employee is standardized within 24 months of hire or assignment to retail food regulatory program
- [ ] Employee has worked at least 100 retail food establishment inspections performed within the past three years, such as regulatory, training, or consultation inspections

34 Does your jurisdiction require other criteria to select employees for standardization not listed in the previous questions?

- [ ] Yes
- [ ] No

35 According to your procedures, how many field inspections are part of your initial standardization process?

36 According to your procedures, how many field inspections are part of your re-standardization process?

37 Does the inspection form used for your standardizations use IN, OUT, NA, and NO compliance status?

38 Does your standardization program also include evaluation of the following performance areas for initial standardization? (Choose all that apply)

- [ ] Written Risk Control Plan
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- [ ] Attend an annual retail food protection seminar (FDA Regional or other) each year
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- [ ] Yes
- [ ] No

41 Has your jurisdiction experienced barriers to standardization?

- [ ] Yes (Please specify)
- [ ] No

42 To the best of your knowledge, can you please provide the state/county/city statute, ordinance, or rule allows you to ***regulate*** retail food safety in your jurisdiction? (e.g. State/Jurisdiction Section Paragraph Line - Some examples look like: Okla. Admin. Code 310:257; 15-Miss. Admin. Code Pt. 13, Subpt. 75, R. 2.1; 7 Pa. Code § 46.4; or CT ST § 19a-36h)

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44 Are you aware of the NEHA-FDA Retail Flexible Funding Model (RFFM) Grant Program?

- ☐ Yes
- ☐ No

45 If you currently are not part of the NEHA-FDA Retail Flexible Funding Model (RFFM) Grant Program would you be interested in obtaining more information?

- ☐ Yes
- ☐ No

Retail Food Regulatory Workforce Standardization Census

No Standardization

46 Is your jurisdiction enrolled in the FDA's Voluntary National Retail Food Regulatory Program Standards (VNRFRPS)?

- ☐ Yes
- ☐ No

47 Is your jurisdiction working towards meeting Retail Program Standard 2?

- ☐ Yes
- ☐ No

48 Has your jurisdiction experienced barriers to standardization?

- ☐ Yes (Please specify)
- ☐ No

49 To the best of your knowledge, please provide the state/county/city statute, ordinance, or rule allows you to ***regulate*** retail food safety in your jurisdiction? (e.g. State/Jurisdiction Section Paragraph Line. Some examples look like: Okla. Admin. Code 310:257; 15-Miss. Admin. Code Pt. 13, Subpt. 75, R. 2.1; 7 Pa. Code § 46.4; or CT ST § 19a-36h)

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- [ ] 2017 Food Code (Supplement)
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- [ ] 1993 Food Code
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51 Are you aware of the NEHA-FDA Retail Flexible Funding Model (RFFM) Grant Program?

- [ ] Yes
- [ ] No

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- [ ] Yes
- [ ] No