

FDA National Retail Food Regulatory Program Standards Self-Assessment and Verification Audit Workshop

December 10-12, 2024



New Hanover Governmental Center
230 Government Center Drive, Wilmington

*Sponsored by the Environmental Health State of Practice Committee
FDA and NCDHHS*



PURPOSE: This workshop is designed to provide participants with an overview of the Retail Food Program Standards criteria and an in-depth understanding of the self-assessment and verification audit process, worksheets, and forms.

TARGET AUDIENCE: Participants should be program managers or those directly responsible for conducting program self-assessments and preparing for verification audits. Interactive workshop exercises have been developed for each of the Program Standards and are designed to provide participants with hands on experience in preparation for conducting a self-assessment or a verification audit.

CREDIT: 16+ CE's

Environmental Health Specialists (EHS): The Board will apply to the N.C. State Board of Environmental Health Specialist Examiners (NCREHS) for 16+ hours of continuing education credit depending upon final agenda.

REGISTRATION INFORMATION:

www.ncehsop.org

Fees: \$125

DAY ONE	TOPIC
8:00 – 8:30AM	Workshop Purpose, Objectives, Agenda, and Course Materials
8:30 – 9:00AM	Introduction to the FDA Retail Food Program Standards web site and resources
9:00 – 9:30AM	Administrative Procedures/Reporting
9:30 – 9:45AM	BREAK
9:45 – 10:15AM	Administrative Procedures / Reporting - Program Standards Exercises
10:15 – 10:45AM	Standard 3—Inspection Program Based on HACCP Principles
10:45 – 11:15AM	Standard 3 – Inspection Program Based on HACCP Principles Exercises
11:15 – 12:30PM	LUNCH (on your own)
12:30 – 1:00PM	Facilitation and Discussion – Standard 3 – Inspection Program Based on HACCP Principles
1:00 – 1:30PM	Standard 7 – Industry and Community Relations
1:30 – 1:45PM	BREAK
1:45 – 2:15PM	Standard 7—Industry and Community Relations Exercises
2:15 – 3:00PM	Standard 5 – Foodborne Illness / Food Defense Surveillance & Response
3:00 – 3:15PM	BREAK
3:15 – 3:45PM	Standard 5—Foodborne Illness/Food Defense Surveillance & Response Exercises
3:45 – 4:15PM	Standard 8 – Program Resources
4:15 – 4:45PM	Standard 8—Program Resources Exercises
4:45 - 5:00PM	Questions and Answers/Summary Day 1
5:00PM	ADJOURN

DAY TWO	TOPIC
8:00 – 8:15AM	Review of Day 1 and Preview to Day 2 of the Workshop
8:15 – 9:00AM	Standard 9—Program Assessment
9:00 – 9:30AM	Standard 9 – Program Assessment Exercise
9:30 – 9:45AM	BREAK
9:45 – 10:15AM	Standard 4—Uniform Inspection Program
10:15 –10:45AM	Standard 4 – Uniform Inspection Program Exercise
10:45 – 11:30AM	Standard 2—Trained Regulatory Staff Self-Assessment
11:30 – 12:45PM	LUNCH (on your own)
12:45 – 1:15PM	Standard 2 – Trained Regulatory Staff Self-Assessment Exercises
1:15 – 1:45PM	Standard 1—Regulatory Foundation Self-Assessment
1:45 – 2:00PM	BREAK
2:00 – 2:30PM	Standard 1 – Regulatory Foundation Self-Assessment Exercises
2:30 – 3:15PM	Standard 6—Compliance and Enforcement Self-Assessment
3:15 – 3:30PM	BREAK
3:30 – 4:00PM	Standard 6 – Compliance and Enforcement Self-Assessment Exercises
4:00 – 4:30PM	Standard 2 Trained Regulatory Staff Verification Audit
4:30—5:00PM	Standard 2 Trained Regulatory Staff Verification Audit Exercises
5:00PM	ADJOURN

DAY THREE	TOPIC
8:00 – 8:15AM	Review of Day 2 and Preview to Day 3 of the Workshop
8:15 – 9:15AM	Standard 2 – Training File Hands-on Exercise
9:15 – 9:45AM	Standard 1—Regulatory Foundation
9:45 – 10:00AM	BREAK
10:00 – 10:15AM	Standard 1 – Regulatory Foundation Verification Audit Exercises
10:15 – 11:15AM	Standard 1 – Food Code Language Exercise and Discussion
11:15 – 12:30PM	LUNCH (on your own)
12:30 – 1:00PM	Standard 6 – Compliance and Enforcement Verification Audit
1:00 – 1:15PM	Standard 6 – Compliance and Enforcement Verification Audit Exercises
1:15 – 1:30PM	BREAK
1:30 – 2:00PM	Brainstorming Session: Strategies for Conducting a Self-Assessment
2:00 – 2:45PM	Overview of the Retail Food Risk Factor Study – FoodSHIELD Database
2:45 – 3:00PM	Questions and Answers / Workshop
3:00 – 3:15PM	Course Summary / Critiques / Certificates
3:15PM	ADJOURN



Online Registration

<https://ncehsop.org/>