

FDA RETAIL PROGRAM STANDARDS

SELF-ASSESSMENT AND VERIFICATION AUDIT WORKSHOPS

Eligible for CY 2020 Category 3 Project Funding (Maximum of \$3,000)

FDA is partnering with the National Environmental Health Association (NEHA) to present two Retail Food Regulatory Program Standards Self-Assessment and Verification Audit Workshops in 2020:

- May 19-21, 2020 in Arlington Heights, IL near Chicago O'Hare International Airport (DoubleTree by Hilton Chicago - Arlington Heights)
- July 11-13, 2020 in New York City, NY (a preconference workshop at the NEHA Annual Educational Conference (AEC) and Exhibition, Sheraton New York Times Square Hotel)

PURPOSE OF THE FDA RETAIL PROGRAM STANDARDS

The Voluntary National Retail Food Regulatory Program Standards (Retail Food Program Standards) serve as a guide to program managers in the design and management of regulatory retail food programs, provide a means of recognition for programs that meet the standards, and are designed to help programs enhance the services they provide to the public. When applied in the intended manner, the Retail Food Program Standards:

- Identify program areas where an agency can have the greatest impact on retail food safety;
- Promote wider application of effective risk factor intervention strategies;
- Assist in identifying program areas most in need of additional attention;
- Provide information needed to justify maintenance or increase in program budgets;
- Lead to innovations in program implementation and administration; and
- Improve industry and consumer confidence in food protection programs by enhancing uniformity within and between regulatory agencies.

WORKSHOP OVERVIEW

The Standards Self-Assessment and Verification Audit Workshop (Course ID: SAVAW) is designed to provide participants with an overview of the Retail Program Standards criteria and an in-depth understanding of the self-assessment and verification audit processes, worksheets, and forms. The two and a half day workshop will enable participants to:

- Identify the requirements for each of the nine Retail Food Program Standards;
- Explore various approaches to meeting the criteria within the Retail Food Program Standards;
- Use the Retail Food Program Standards worksheets and forms to complete a verification audit of a jurisdiction's self-assessment against the criteria contained in the standards; and
- Use the worksheets and forms to electronically compile and maintain results.

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 nine Retail Food Program Standards and are designed to provide participants with hands-on experience in preparation for conducting a self-assessment or a verification audit.

WORKSHOP PRE-REQUISITES

Participants should have a good understanding of the criteria contained in each of the nine Retail Program Standards. The Retail Food Program Standards can be accessed using the hyperlink:

<https://www.fda.gov/food/retail-food-protection/voluntary-national-retail-food-regulatory-program-standards> .

An orientation on using FDA's Retail Program Standards website, including the downloadable files and

worksheets, will be provided at the workshop.

DATE/TIME

Arlington Heights, IL

-Tuesday, May 19th–Thursday, May 21st 2020
-Begins at 8:30 AM on Tuesday, May 19th
-Ends at 1:00 PM on Thursday, May 21st

New York, NY

-Saturday, July 11th–Monday, July 13th, 2020
-Begins at 8:30 AM on Saturday, July 11th
-Ends at 1:00 PM on Tuesday, July 13th

HOW TO REGISTER

Registration Fee: \$140 (to cover cost of room, AV, materials, morning coffee, etc.)

Arlington Heights, IL

[Click here to register](#)

New York City, NY

[Click here to register](#)

Each registration received will be reviewed and further information will be sent to the contact email address provided.

For general workshop questions, please contact: John Marcello, FDA Office of State Cooperative Programs
Office Phone: (480)829-7396 Ext. 2035
Email: john.marcello@fda.hhs.gov

***Registration closes when maximum capacity has been filled.**

WORKSHOP LOCATIONS

Arlington Heights, IL

DoubleTree by Hilton Chicago - Arlington Heights
75 W Algonquin Road
Arlington Heights, IL 60005

New York City, NY

Sheraton New York Times Square Hotel
811 7th Avenue W 53rd St.
New York City, NY 10019

TRANSPORTATION

Arlington Heights, IL

Daily Parking Fee: Complimentary
Hotel offers shuttle bus from O'Hare International
Airport to hotel: Call hotel to check availability
(847)364-7600
Estimates taxi fare from airport: \$25

New York City, NY

Daily Parking Fee: \$62
Estimated public transportation fares from airports
(LGA, JFK, EWR): \$2.75, \$7.75, \$15.75
Estimated taxi fares from airports
(LGA, JFK, EWR): \$40.55, \$68.23, \$75.00

LODGING

Arlington Heights, IL

DoubleTree by Hilton Chicago - Arlington Heights, 75 W Algonquin Road, Arlington Heights, IL 60005
(847)364-7600

[Click here to make a reservation](#)

Reservation cut-off date: Sunday, April 5, 2020

New York City, NY

Sheraton New York Times Square, 811 7th Avenue W 53rd St., New York City, NY 10019
(212)581-1000

[Click here to make a reservation](#)

Reservation cut-off date: Friday, June 12, 2020