



Survey on the Partnership for Food Protection (PFP) Best Practice “Model for Local (FDA District) Federal/State Planning and Coordination of Field Operations and Training”

Thank you for agreeing to answer these survey questions. Your responses will be shared with the Partnership for Food Protection (PFP) Governing Council. Integrating and coordinating workplanning efforts are needed to ensure appropriate industry oversight and coverage of food facilities, and leveraging partner agency resources. This will help partner agencies ensure that priorities are well defined and understood, available resources are targeted and leveraged, and that a level playing field is created for industry. Please return the survey to:

Introduction

In October 2013, the Partnership for Food Protection ¹ (PFP) announced the completion of a new Best Practice document entitled, “Model for Local Federal/State Planning and Coordination of Field Operations and Training” (also known as the Model Workplanning Document). The target audiences for this document were Food and Drug Administration (FDA) District Offices and partner agencies involved in joint field operations and training for manufactured food activities. The planning and coordination of field operations and training, and effective communication between the FDA and other partner agencies with overlapping jurisdiction are critical components of an integrated food safety system (IFSS). These activities facilitate the efficient use of limited government resources and promote the safety and security of the food supply. Planning and coordination of field operations as referenced in this document relate to the scheduling of inspections, sample collection and analysis; and executing assignments, response activities, and compliance/enforcement actions. This document is a PFP “Best Practice” and, as such, is intended to provide suggestions that should be considered by FDA Districts and partner agencies in their planning and coordination activities. Not all suggestions will be applicable in every situation, however they should be considered where appropriate for the effective coordination of activities and leveraging of resources. The document is posted on the PFP website at:

<http://www.fda.gov/downloads/ForFederalStateandLocalOfficials/FoodSafetySystem/PartnershipforFoodProtectionPFP/UCM404722.pdf>

¹ The PFP is a partnership of Federal, State & Local officials, established in 2009, working together to protect the nation's food supply and public health by contributing to the development and implementation of an Integrated Food Safety System (IFSS). The PFP is responsible for developing tools, resources, and best practices that advance an IFSS, but it is up to the individual strategic partners to utilize these items in their daily business. The PFP is not a policy setting body. PFP is comprised of a Governing Council, who is the leadership body for the partnership, and various Workgroups

In November 2014, the PFP Governing Council released a Strategic Plan for 2015-2020 (see link at: <http://www.fda.gov/downloads/ForFederalStateandLocalOfficials/FoodSafetySystem/PartnershipforFoodProtectionPFP/UCM423834.pdf>). The goal for Workplanning and Inspections is “Strategic partners protect public health through coordinated approaches in planning and conducting industry oversight activities such as work planning, inspections, and sampling to promote compliance with applicable food safety laws and regulations.” The objective of this survey is to learn more about the coordination and communication efforts of officials involved in work planning activities between FDA and partner agencies with overlapping jurisdictions. Findings and analysis of responses to this study will provide needed feedback on the adoption and usability of the work planning processes identified as Best Practices in the Model Workplanning Document.

Survey - Background

1. I work for:

- FDA
- State government
- Local government
- Territorial government
- Tribal government

2. Are you involved in work planning for inspections of manufactured food firms?

- Yes (if yes, please answer #3)
- No (if not, survey is complete)

3. Are you FDA credentialed, commissioned, or have a 20.88 information sharing agreement in place?

- Yes
- No
- Not Sure

If yes, are you:

- FDA credentialed
- Commissioned
- 20.88 information sharing agreement in place

4. Which agencies (federal, state, local, tribal and territorial) do you partner with for food safety regulations and public health protection for manufactured foods?

- FDA
- State government
- Local government
- Territorial government
- Tribal government

5. Are state inspection results being reported to FDA?

- Yes, for all inspections
- Yes, for contract inspections only
- No
- Not Sure
- This doesn't apply to me

Comment box:

6. Are you actively engaged with your partner agencies in implementation of Program Standards?

- Yes
- No
- Not Sure

Comment box:

7. If yes, which Program Standards are you actively engaged in implementation with your partner agencies? (check all that apply)

- Manufactured Food Regulatory Program Standards
- Retail Food Regulatory Program Standards
- Animal Feed Regulatory Program Standards

Comment box:

8. If your agency is involved in multiple program standards, are they managed separately or together?

- Jointly
- Separately
- Not Sure

Comment box:

9. Are you part of a Response Team that plans and responds collaboratively with your partner agencies to food and feed emergencies? (Note: this includes participating on an official Rapid Response Team or an informal team that works with partner agencies when needed)

- Yes
- No

Comment box:

10. Are you trained in emergency response planning and coordination activities?

- Yes
- No
- Not involved in emergency response activities

Comment box:

Survey

11. Are you familiar with the Partnership for Food Protection's (PFP) **Model for Local Federal/State Planning and Coordination of Field Operations and Training?**

- Yes
- No

If not, you may access the Model at the Link listed in the Introduction section.

12. Do you use the model as a guide for work planning coordination and communication activities with your regulatory partners? Example: Federal \leftrightarrow State, State \leftrightarrow Local

- Yes
- No
- Not Sure

Comment box:

13. Are the suggested topics and activities in the model clearly defined for all partner agencies?

- Yes
- No
- Not Sure

Comment box:

14. Based on the recommendation in the Model, how often do you meet with your partner agencies:

- Annually
- Semi Annually
- Quarterly
- Other Frequency
- Not Sure
- I don't meet with my partner agencies

Comment box:

15. Do you find ad hoc meetings (e.g., unscheduled meetings used for a special purpose without much planning because of an immediate need) with your partner agencies to address consumer and industry complaints helpful?

- Yes
- No
- We don't meet on these issues on an ad hoc basis
- We don't meet at all

Comment box:

16. Do FDA and partner agencies in your jurisdiction conduct joint inspection activities?

- Yes
- No (Skip to question 18)
- Not Sure

Comment box:

17. If you do conduct joint inspections, is there a protocol to utilize resources, rely on one agency, and share inspection findings as noted in the Model about conducting joint inspections?

- Yes
- No
- Not Sure

Comment box:

18. Which of the following strategies related to communication have you adopted or do you plan to adopt based on the model?

- Emergency response activities (e.g., recalls, complaints, outbreaks, incident command system, natural disasters etc.)
- Work planning
- Enforcement activities
- Sharing new and out of business inventory
- Not Sure
- None
- Other, please explain _____

Comment box:

19. Did you find working with partner agencies to establish communication and operational protocols helpful as recommended in the Model?

- Yes
- No
- Not Sure
- We do not work with partner agencies to develop protocols

Comment box:

20. In Section IV, the model recommends that FDA and partner agencies should work together annually to develop a coordinated sampling plan, identifying such topics as sampling schedule, priorities, and result reporting. Do partner agencies share written guidance on sampling priorities, sampling scheduling, sharing results and taking any regulatory action?

- Yes
- No
- Not Sure
- We do not work with partner agencies

If yes, what is shared? (Please check all that apply)

- Sampling Priorities
- Sampling Schedule
- Share sample results
- Taking Regulatory Action

Comment box:

21. The model suggests that laboratory personnel attend meetings with partner agencies to facilitate sampling and work planning coordination. Do you find it helpful when laboratory personnel attend these types of meetings?

- Yes
- No
- Not Sure
- Laboratory personnel do not attend these meetings.

Comment box:

22. Do partner agencies workplan using a single reconciled inventory?

- Yes
- No
- Not Sure
- We don't workplan with FDA and therefore, we don't share inventories or use a single inventory.

If yes, have you experienced a decrease in inspection overlap?

- Yes

- No
- Not Sure

Comment box:

23. The model suggests that respective agencies should share the inventory of firms that each plans to inspect on a quarterly basis. Have you adopted this recommendation?

- Yes
- No
- Not Sure

If yes, have you experienced a decrease in inspection overlap?

- Yes
- No
- Not Sure

24. The model recommends routine sharing of information. Do you and your partner agencies have a process or mechanism for sharing information on compliance activity, follow-up actions, or inspectional findings, such as the FDA-483, with your partners?

- Yes
- No
- Not Sure

If yes, please check all methods you use for sharing or exchanging information with partner agencies:

- Electronically (e.g., use email, eSAF or eLEXNET)
- Fax
- Hardcopy of documents
- Discuss at meetings or teleconferences

Comment box:

25. Do you find the routine conversations regarding compliance actions between FDA and partner agencies suggested by the model to be helpful?

- Yes
- No
- We don't have conversations

Comment box: