

## Category 2 - Moderate Projects

---

El Dorado County

R-MP-1611-04479 | \$14,027.28 | Grant Year:

*Standardization of Retail Food Program Inspectors and Risk Assessment Categorization*

### ORGANIZATION INFORMATION

**Organization :** El Dorado County

**Primary Contact:** Karen Bender

### AUTHORIZING OFFICIAL INFORMATION

*The Authorizing Official is the person in your jurisdiction who is authorized to approve this grant contract if awarded.*

**Authorizing Official Title:** Community Development Agency Interim Director

**Authorizing Official First Name:** Roger

**Authorizing Official Last Name:** Niello

**Authorizing Official Email:** roger.niello@edcgov.us

**Authorizing Official Phone:** 530-621-7593

### PROJECT INFORMATION

*Please note the Project Title has a limit of 255 characters. The system will automatically truncate text longer than this amount.*

**Project Title:** Standardization of Retail Food Program Inspectors and Risk  
Assessment Categorization

*Project Start Date must start on or after 01/11/2017.*

**Project Start Date:** 1/11/2017

*Project End Date must be completed by 12/31/2017.*

**Project End Date:** 12/31/2017

**Have you conducted a self assessment of all 9 standards?** Yes

**Date of Most Recent Self-Assessment:** 5/31/2016

## FDA & AFDO Retail Program Standards

**Amount Requested (Minimum \$10,000 / \$14,027.28  
Maximum \$20,000)**

### Project Summary:

Objective #1: All retail food program inspectors will become standardized by 12/31/2017.

### Timeline:

1. Retail Food Program Inspection staff will complete the required coursework per Appendix B-1 of Retail Program Standard #2 (hours remaining to complete coursework):

Bryan Vyverberg, Senior REHS - 18 hours  
Cory Hails, REHS II - 24 hours  
Karen Li, REHS Trainee - 18 hours  
Sander Thomas, REHS II - 40 hours  
Maria Rodriguez, REHS II - 36 hours  
Karen Bender, Supervising REHS - 32 hours

Total number of staff hours needed to complete required coursework - 168 hours.

2. Bryan Vyverberg will complete coursework by 12/31/2016.
3. Karen Bender will prepare a written standardization retail inspection procedure manual equivalent to FDA Program Standard 2 procedure and will reference the California Retail Food Code and Marking Guide. Send manual to State by 1/31/2017.
4. Bryan Vyverberg will complete the nomination form for standardization and send to Brenda Faw our Standardization Inspection Officer (SIO) at the State. Complete by 1/31/2017.
5. Jeffrey Warren will send confirmation to the State that our county is enrolled in the FDA Voluntary Retail Program Standards. Complete by 1/31/2017.
6. Bryan Vyverberg will conduct 8 joint inspections with the SIO by March 31, 2017. He will become a standardization officer for our county. He will subsequently standardize each of the food program staff at the target rate of 1 staff per 4-8 weeks.

Target dates for completion of field standardization (or sooner) listed as follows:

Bryan Vyverberg - 01/31/2017  
Cory Hails - 04/30/2017  
Maria Rodriguez - 06/30/2017  
Sander Thomas - 08/31/2017  
Karen Li - 10/31/2017  
Karen Bender - 12/31/2017

Additional non-personnel resources needed for this objective: We are in need of two field computers. For consistency, we are requesting funding to purchase 2 Microsoft Surface Pro field units. Two staff have been handwriting inspections. We need all staff to be inputting their inspection data electronically so that we can capture inspection and violation data properly.

Objective #2: Categorize retail food facilities into risk groups based on their potential and inherent food safety risks.

### Timeline:

1. Jeff Warren will coordinate a meeting the food program inspection staff by January 30, 2017. We will

## FDA & AFDO Retail Program Standards

identify a minimum of 3 categories in which to place the facilities, in accordance with FDA Standard 3 Inspection Program Based on HACCP Principles. The target for completion is March 1, 2017.

2. Based on the new risk categories, Jeff Warren will coordinate with El Dorado County Information Technology (IT) staff in issuing new program elements for the retail food facilities so that staff can determine the next inspection date based on risk. New program elements will be used on or before April 1, 2017.

Any non-personnel resources needed for completion of the project: None expected.

### Project Members:

Bryan Vyverberg, Senior Environmental Health Specialist, Community Development Agency, Environmental Management Division. Bryan has 12 years experience in the retail food program. Bryan does most of the training for new food program staff, so he is the ideal candidate to become the Standardized Training Officer who will in turn standardize the rest of our staff.

Karen Bender, Supervising Environmental Health Specialist, Community Development Agency, Environmental Management Division. Karen has been the driving force to get food program inspector staff standardized until the new manager Jeff Warren arrived one month ago. She has kept an open line of communication with our FDA Program Specialist Richard Ramirez and discussed with him the desire of our County to be actively involved in the Program Standards, especially with standardization of our food program staff.

Jeffrey Warren, Manager of Environmental Health, Community Development Agency, Environmental Management Division. Jeffrey is new to El Dorado County within the last month. He came from Orange County (California) Environmental Health and has over 20 years experience in training field staff and has worked with the FDA on standardization in the past. He is also passionate about working on the FDA Program Standards and he has completed the FD 218 Risk Based Inspection training and will be leading the effort in this grant project.

### Project Outcomes:

Outcome #1: We will meet FDA Retail Food Program Standard #2, Trained Regulatory Staff. Staff will use their knowledge acquired in completing the Curriculum for Retail Food Safety Inspection Officers while they go through the standardization process. This outcome is critical to our program improvement and consistency. We operate two different offices that are 60 miles apart, and it is critical to have all inspectors performing in a standardized manner. We will measure achievement of this outcome by tracking inspector compliance to ensure they become standardized. Any inspector who may lag with the program would be counseled by the supervisor to get them back on track with the program. We also plan to request a verification audit for Standard 2, Trained Regulatory Staff, within 3 months of completion of Objective #1.

Outcome #2: Staff will have new skills, knowledge and field equipment necessary to conduct quality inspections. Staff will be required to use their field computers to input inspection data in a standardized format. We will also be able to collect meaningful data of critical violations which will prepare us in looking ahead to meet Standard 3, Inspection Program Based on HACCP Principles, and Standard 4, Uniform Inspection Program. We hope that our staff will be happier when they see the connection between the number of inspections needed and the risk associated with each facility's operation.

With two remote offices within the County, the knowledge and training will improve the effectiveness of the retail food program, be able to categorize facilities based on risk factors, evaluate the effectiveness of outreach and education based on the collection of critical violations and increase the inspection frequency. All of these are business plan goals for the Division

FDA & AFDO Retail Program Standards

Which standard(s) will this project help you meet? Select all that apply, #1-9 (Note: If performing a self assessment, select all 9 standards.)

Standard No. 1 - Regulatory Foundation, Standard No. 2 - Trained Regulatory Staff, Standard No. 3 - Inspection Program Based on HACCP Principles, Standard No. 4 - Uniform Inspection Program

JURISDICTIONAL LEVEL

Jurisdictional Level:

Local

FDA Region:

PACIFIC (CA, HI, GU, MP, AS, AK, OR, AZ, NV, WA, ID, MT)

BUDGET INFORMATION

BUDGET REQUESTS

Budget Item	Grant Amt Requested
Non Personnel Resources (field computers)	\$4,000.00
Personnel	\$10,027.28
Total Grant:	\$14,027.28

Budget Narrative (1500 Max Characters)

El Dorado County Environmental Management Division operates on a fee-based program. The fees we collect for the retail food program are used to cover our program costs. Training is outside the scope of these fees. We are a small county in our state with small staff and limited resources. With our new manager Jeff Warren along with this grant opportunity, we will have the pieces of the puzzle that we can put together to make our program flourish. Thus, we would be grateful to receive the FDA grant funding to allow staff to complete the training for FDA Voluntary Retail Food Program Standard #2, Trained Regulatory Staff along with getting our food facilities categorized by risk.