The RRT Best Practices Manual

The Rapid Response Teams (RRT) Best Practices Manual documents the best practices of the nine pilot RRTs for developing capabilities for integrated food safety program responses to all-hazards food/feed emergencies. This provides a set of guidance, definitions, tools, and examples that organizations can use to incrementally develop these core capabilities.

Key Aspects of the RRT Manual

- Includes models and tools for development for rapid response capabilities
  - For multijurisdictional and multidisciplinary responses
  - For programs with varied laws, geographies, structures, resources, etc.
- Aligns with national objectives
  - National food safety and defense initiatives
  - Emergency response frameworks and principles
- Designed to be easily used and customized
  - Chapters are inter-related, but function as stand-alone documents
  - Includes high-level concepts as well as very specific tools and examples
  - Identifies tiered achievement levels, allowing use by groups at any level

Current Chapters

1. Working With Other Agencies (WWOA)
2. Federal-State Cooperative Programs
3. Industry Relations
4. Tools for Program Analysis & Improvement: CIFOR
5. Food Emergency Response Plan
6. Communication SOPs*
7. Incident Command System*
8. Training
9. Tracebacks*
10. Joint Inspections & Investigations
11. Environmental Sampling*
12. Recalls
13. After Action Reviews
14. Metrics
15. Exercises (new, 2016 Edition)*

Development & Sharing of the Manual

- Each chapter is written by a multidisciplinary, multijurisdictional working group.
- Drafts undergo a ‘national review’ by federal, state, local, and association food safety partners.
- The RRT Best Practices Manual receives concurrence for external sharing from the FDA’s Associate Commissioner for Regulatory Affairs (ACRA). Upon receiving concurrence, the Manual is made available to food and feed safety partners upon request to OP-ORA@fda.hhs.gov. It is also posted on AFDO’s website: http://www.afdo.org/Resources/Documents/6-resources/The%20RRT%20Manual_2013_FINAL.pdf
- The first edition (2012; termed ‘Volume 1’) included 7 chapters:
- The second edition (2013) added 7 new chapters: Cooperative Programs, Industry Relations, CIFOR, Environmental Sampling, Recalls, AARs, Metrics
- The third edition (to be released in 2016) includes a revision of 4 chapters (see asterisks, above) and the addition of one new chapter on Exercises.
- Subsequent editions are issued biennially and include updates to existing chapters and addition of new chapters, as appropriate.
- The Office of Partnerships (OP), the sponsoring office for the RRT Program, welcomes feedback, comments and suggestions concerning the RRT Best Practices Manual at OP-ORA@fda.hhs.gov.

*Chapters to be added/revised in the 2016 Edition

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