

IFSS Toolkit Workshop: Using the IFSS Toolkit



Scope

In this workshop, participants will:

Discuss current integration activities, prioritize areas to improve integration, and develop a plan of action to implement the plan for an Integrated Food Safety System.



Terminal Learning Objective

Participants will be able to:

Develop an integration plan for food safety and food defense using the IFSS Toolkit.

Enabling Learning Objectives

At the conclusion of this workshop, participants will be able to:

1. Describe the benefits of an integrated food safety and food defense system.
2. Describe the roles of the multiple stakeholders involved in food safety and food defense.
3. Following the three-step process, use the IFSS Toolkit to develop a plan for an integrated food safety and food defense system.

Why develop an integrated food safety system?

- Federal, state, and local policies often require integration.
- Integration is more efficient.
- Good government.
- No one can do the job alone.
- We need each other.
- Integration can be fun!

Discussion Question

What does an integrated food safety system look like and how do you know when you are there?

Stakeholders in our Food Safety System

- Consumers
- Government: local, state, federal, tribal, and territorial
- Industry
- Media
- Legislative bodies
- Courts
- Special interest groups and domestic NGOs
- International governments, industry, and NGOs (Codex, WHO, FAO, etc.)
- Law enforcement and homeland security
- Academia and researchers

Discussion Question

What are some of the barriers to an integrated food safety system?

The Integrated Food Safety System (IFSS)

IFSS Toolkit



IFSS Toolkit Goals

- The goals of the IFSS Toolkit are to help public health, environmental health, and food regulatory agencies and laboratories:
 - Better understand current integration efforts in the jurisdiction;
 - Identify specific IFSS practices and activities that will improve the integration performance of all stakeholders; and
 - Make plans to implement those activities.

How to Use the IFSS Toolkit

- Identify the stakeholders to be involved.
- Inform decision-makers.
- Select your Workgroup.
- Identify support staff (facilitator and recorder).
- Ensure that participants are familiar with the Toolkit.
- Assemble necessary supporting materials.
- Decide on a timeframe for completing the process.
- Review and prioritize Focus Areas.

IFSS Toolkit Steps

- STEP 1: Describe your current activities and procedures in the Focus Area.
- STEP 2: Prioritize IFSS **Key Indicators** to address needed improvements.
- STEP 3: Make plans to implement selected IFSS **Key Indicators**.

Describe

STEP 1: Describe your current activities and procedures in the Focus Area.

Describe current activities and procedures in the Communication Focus Area.

Describe your agency's/jurisdiction's current activities and procedures in this Focus Area. Refer to written protocols, if available, and materials related to ongoing efforts in capacity development or quality improvement (e.g., FDA Retail and Manufactured Food Regulatory Program Standards). As you list current activities and procedures related to this Focus Area, indicate those that might need work to improve your agency's/jurisdiction's efforts to integrate the food safety system.

Activity/Procedure	Needs Improvement?
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Prioritize

- STEP 2: Prioritize IFSS Key Indicators to address needed improvements.

1.3. Training (Key Concept): Stakeholders receive training specific to communication within the integrated food safety system.

#	Key Indicators	Already in Place	Priority for Implementation or Improvement 1 (low) to 5 (high)					
1	Stakeholders have trained staff to communicate with media and interact with the public.	<input type="checkbox"/>	1	2	3	4	5	N/A
2	Stakeholders are capable of working within an Incident Command System during food safety incidents.	<input type="checkbox"/>	1	2	3	4	5	N/A
3	Training to develop communication competencies is conducted.	<input type="checkbox"/>	1	2	3	4	5	N/A
4	Stakeholders cross-train to better understand their food protection roles and responsibilities.	<input type="checkbox"/>	1	2	3	4	5	N/A
5	Stakeholders develop, update and provide joint training courses and exercises in food emergency response that are provided regularly to facilitate collaboration.	<input type="checkbox"/>	1	2	3	4	5	N/A
6	Continued education and training is provided to all stakeholders to ensure effective and efficient emergency response.	<input type="checkbox"/>	1	2	3	4	5	N/A
7		<input type="checkbox"/>	1	2	3	4	5	N/A
8		<input type="checkbox"/>	1	2	3	4	5	N/A
9		<input type="checkbox"/>	1	2	3	4	5	N/A
10		<input type="checkbox"/>	1	2	3	4	5	N/A
11		<input type="checkbox"/>	1	2	3	4	5	N/A
12		<input type="checkbox"/>	1	2	3	4	5	N/A
Comments:								

IFSS Toolkit Focus Areas

- Communication
- Roles and responsibilities
- Integration of legal authority
- Resources
- Emergency response
- Global activities

IFSS Toolkit Worksheets

- Key Concepts
- Key Indicators
- Implementation Status and Priority Ranking

Key Concepts



2.1 Vertical (Key Concept): Stakeholders at different levels (international, federal, state, local, tribal, territorial, etc.) understand each other's jurisdiction.

#	Key Indicators	Already in Place	Priority for Implementation or Improvement 1 (low) to 5 (high)					
1	Stakeholders share organizational charts.	<input type="checkbox"/>	1	2	3	4	5	N/A
2	Stakeholder meetings are held for the purpose of reviewing specific roles and responsibilities of each stakeholder and to identify the strengths and weaknesses that may exist.	<input type="checkbox"/>	1	2	3	4	5	N/A
3	Formalized (written) agreements or MOUs are established between stakeholders to identify specific roles and responsibilities with conflict resolution language.	<input type="checkbox"/>	1	2	3	4	5	N/A
4	Stakeholders use laboratory, communication, and surveillance networks as tools for food protection activities.	<input type="checkbox"/>	1	2	3	4	5	N/A
5		<input type="checkbox"/>	1	2	3	4	5	N/A
6		<input type="checkbox"/>	1	2	3	4	5	N/A
7		<input type="checkbox"/>	1	2	3	4	5	N/A
8		<input type="checkbox"/>	1	2	3	4	5	N/A
9		<input type="checkbox"/>	1	2	3	4	5	N/A
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Comments:

Key Indicators

2.1 **Vertical (Key Concept):** Stakeholders at different levels (international, federal, state, local, tribal, territorial, etc.) understand each other's jurisdiction.

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Comments:

Implementation Status

1. **Vertical (Key Concept):** Stakeholders at different levels (international, federal, state, local, tribal, territorial, etc.) understand each other's jurisdiction.

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10		<input type="checkbox"/>	1	2	3	4	5	N/A
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12		<input type="checkbox"/>	1	2	3	4	5	N/A
Comments:								

Priority Ranking

2.1 **Version 1 (Key Concept):** Stakeholders at different levels (international, federal, state, local, tribal, territorial, etc.) understand each other's jurisdiction.

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8		<input type="checkbox"/>	1	2	3	4	5	N/A
9		<input type="checkbox"/>	1	2	3	4	5	N/A
10		<input type="checkbox"/>	1	2	3	4	5	N/A
11		<input type="checkbox"/>	1	2	3	4	5	N/A
12		<input type="checkbox"/>	1	2	3	4	5	N/A

Comments:

Additional Indicators

2.1 **Vertical (Key Concept):** Stakeholders at different levels (international, federal, state, local, tribal, territorial, etc.) understand each other's jurisdiction.

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1	Stakeholders share organizational charts.	<input type="checkbox"/>	1	2	3	4	5	N/A
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9		<input type="checkbox"/>	1	2	3	4	5	N/A
10		<input type="checkbox"/>	1	2	3	4	5	N/A
11		<input type="checkbox"/>	1	2	3	4	5	N/A
12		<input type="checkbox"/>	1	2	3	4	5	N/A

Comments:

Workgroup Exercise

Exercise Directions

- Complete the form(s) provided for the Focus Area assigned to your Workgroup.

Follow the Steps:

1. STEP 1:

- Describe your current activities and procedures in the Focus Area.

2. STEP 2:

- Prioritize IFSS Key Indicators to address needed improvements.

3. STEP 3:

- Make a plan to implement selected IFSS Key Indicators.

Expectations

- Collaborate
- Ask questions
- Respect time constraints
- Provide feedback

PARTICIPANT EVALUATION

Please take a moment to give us your feedback about the IFSS Toolkit.

Which of the following best describes your program/agency/jurisdiction/organization/company?

- Federal Government Academia
 State Government Consumer
 Local Government Other _____
 Industry

Which of the following best describes your program area? (Check all that apply).

- Agriculture Epidemiology Public health
 Communications Food Defense Training
 Education Food Safety Other _____
 Environmental Health Laboratory _____

How did you use the Toolkit?

- One meeting
 Multiple meetings in a short period (i.e., over a few days)
 Multiple meetings over an extended period (over several weeks or months)
 Other _____

Group Exercise Debrief

Share with the class:

1. **Step 1:** Select one key concept that you worked on in your focus area. Share the activities you are currently doing within that key concept.
2. **Step 2:** Share the key indicators for the key concept that your group selected and/or added that focus area. Share the priority you ranked each key indicator.
3. **Step 3:** Share the plan you developed to improve integration for the key concept in your assigned focus area.

IFSS Toolkit: Table of Contents

- Toolkit Overview
- Toolkit User Instructions
- Toolkit User Instructions (Quick Start Guide)
- Preliminaries Worksheet
- Toolkit Tips for Facilitators
- Individual Focus Area Worksheets
- Resource Reference List
- Participant Evaluation Form

Summary Points

- An Integrated Food Safety System is beneficial to all food protection stakeholders.
- All stakeholders should participate in developing and implementing a plan to improve integration of the food safety and food defense system.
- The IFSS Toolkit involves a three-step process of:
 - Documenting current integration activities;
 - Prioritizing areas to improve integration; and
 - Developing a plan of action.
- Using the IFSS Toolkit can help develop and implement an Integrated Food Safety System.

Take Home Message

You have the knowledge and tools to develop an integration plan. Integration begins with you—you have begun today.

References/Resources List

- CIFOR. (2009). *Guidelines For Foodborne Disease Outbreak Response*. Available at: <http://www.neha.org/pdf/news/CIFORGuidelinesforFoodborneDiseaseOutbreakResponse.pdf>
- CIFOR. (2009). *Guidelines For Foodborne Disease Outbreak Response – Toolkit*. Available at: <http://www.cifor.us/toolkit.cfm>
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- FDA. (2007). *Manufactured Food Regulatory Program Standards*. Available at: <http://www.fda.gov/downloads/RegulatoryInformation/Guidances/UCM125448.pdf>
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