



Retail Program Standards Reference System Training Guide

RPSRS External System Guidance Manual

8/31/2022

Version 2.0

Version History

This document has been developed by Precise Software Inc., for the FDA Retail Program Standards team and will be maintained by Precise.

Version Number	Implemented By	Revision Date	Approved By	Approval Date	Description of Change
1.0	<i>John Nguyen</i>	<i>08/15/2022</i>			<i>Initial Draft</i>
2.0	John Nguyen	8/31/2022			Version 2

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Introduction

This manual will help guide users through the functionality of the Retail Program Standards (RPSRS) database website. The RPSRS database contains the National Retail Food Regulatory Program Standards and Interpretations. Developed and recommended by the U.S. Food and Drug Administration with input from federal, state, and local Regulatory officials, Industry, trade associations, academia, and consumers.

This document serves to provide users with a general understanding of how the RPSRS database operates and what functions users can perform. The RPSRS system is an External use website that allows users to logon through login portal.

RPSRS External Login and Homepage

To access the RPSRS External Database, logon using the following URL:

<https://cfsanappsexternal.preprod.fda.gov/scripts/rpsrs/?&ad=f57d32eb-aaf6-44f6-b665-c996d4f601e7>

U.S. Department of Health & Human Services

FDA U.S. FOOD & DRUG ADMINISTRATION

Retail Program Standards Reference System (RPSRS)

FDA Home RPSRS

Login Page | Feedback | Retail Food Protection | Retail Program Standards | User Manual | FAQs

Returning User: *Required Field

*** Returning User Email Address:**

NOTE: email address is for registration purpose only. We will not email you and your information will not be shared.

LOGIN

New User: *Required Field

*** New User Email Address:**

NOTE: email address is for registration purpose only. We will not email you and your information will not be shared.

*** FDA Employee:** Yes No

*** Organization:**

Please Select

LOGIN

About Retail Program Standards Reference System (RPSRS)

RPSRS is a searchable knowledgebase for the regulation of foodservice and retail food establishments. It is intended to reinforce proper sanitation (good retail practices) and operational and environmental prerequisite programs while encouraging regulatory agencies and industry to focus on the factors that cause and contribute to foodborne illness, with the ultimate goal of reducing the occurrence of those factors. RPSRS will encourage regulatory agencies to improve and build upon existing program work and further provide a framework designed to accommodate both traditional and emerging approaches to food safety. Questions regarding the use of RPSRS should be directed to an FDA Retail Food Specialist.

About National Retail Food Team (NRFT)

Search Using:

- 1 Standard Document
- 2 Worksheet Provision
- 3 Document Date
- 4 Document Text

RPSRS External Homepage Figure 1

Upon Logging onto the RPSRS External Database, user will be automatically taken to the system Login screen. Here users will be able to login using an email address that has been previously created with the system, or they can sign up as a new user.

RPSRS External New User Sign Up

To sign up as a new user, users will need to fill in the required fields which include:

- **New User Email Address**
- **FDA Employee (Radio Button Select)**
 - Yes
 - No
- **Organization**
 - Industry

- Regulatory
- Other
- **Affiliation**
 - If user selects **Industry** for organization
 - Institutional
 - Restaurant
 - Retail Food Store
 - Other Food Service
 - If user selects **Regulatory** for organization
 - Local
 - State
 - Tribal
 - Federal
 - International
 - Other
 - If user selects **Other** for organization
 - Consumer
 - Academic
 - Processor
- **Country**
- **State/Province**

The screenshot shows the 'Retail Program Standards Reference System (RPSRS)' Login Page. It features two main registration sections: 'Returning User' and 'New User'. The 'New User' section is highlighted with a red border and contains the following fields:

- * New User Email Address:** john.nguyen@gmail.com
- * Affiliation:** Restaurant
- * Country:** United States
- * State/Province:** Maryland
- * FDA Employee:** No (selected)
- * Organization:** Industry

Each field is marked as a required field. A note below the email address field states: 'NOTE: email address is for registration purpose only. We will not email you and your information will not be shared.' A red 'LOGIN' button is located at the bottom of the 'New User' form.

New User Sign Up Figure 2

Please Note: If a user is signing up with a government email address, you will not have to fill out the additional required fields. Please see screenshot below for example.

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Retail Program Standards Reference System (RPSRS)

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Login Page

New User: *Required Field

* **New User Email Address:**

NOTE: email address is for registration purpose only. We will not email you and your information will not be shared.

* **Affiliation:**

* **Country:**

* **State/Province:**

* **FDA Employee:** Yes No

* **Organization:**

LOGIN

New User Sign Up Government Employee Figure 3

Once a user has finished populating the required fields, **Click on Login** to login into the RPSRS Database.

RPSRS External Existing User Sign In

If users have already signed up as a new user previously, you can login into the RPSRS Database by using the Returning User section on the Homepage.

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Login Page

Returning User: *Required Field

* **Returning User Email Address:**

NOTE: email address is for registration purpose only. We will not email you and your information will not be shared.

LOGIN

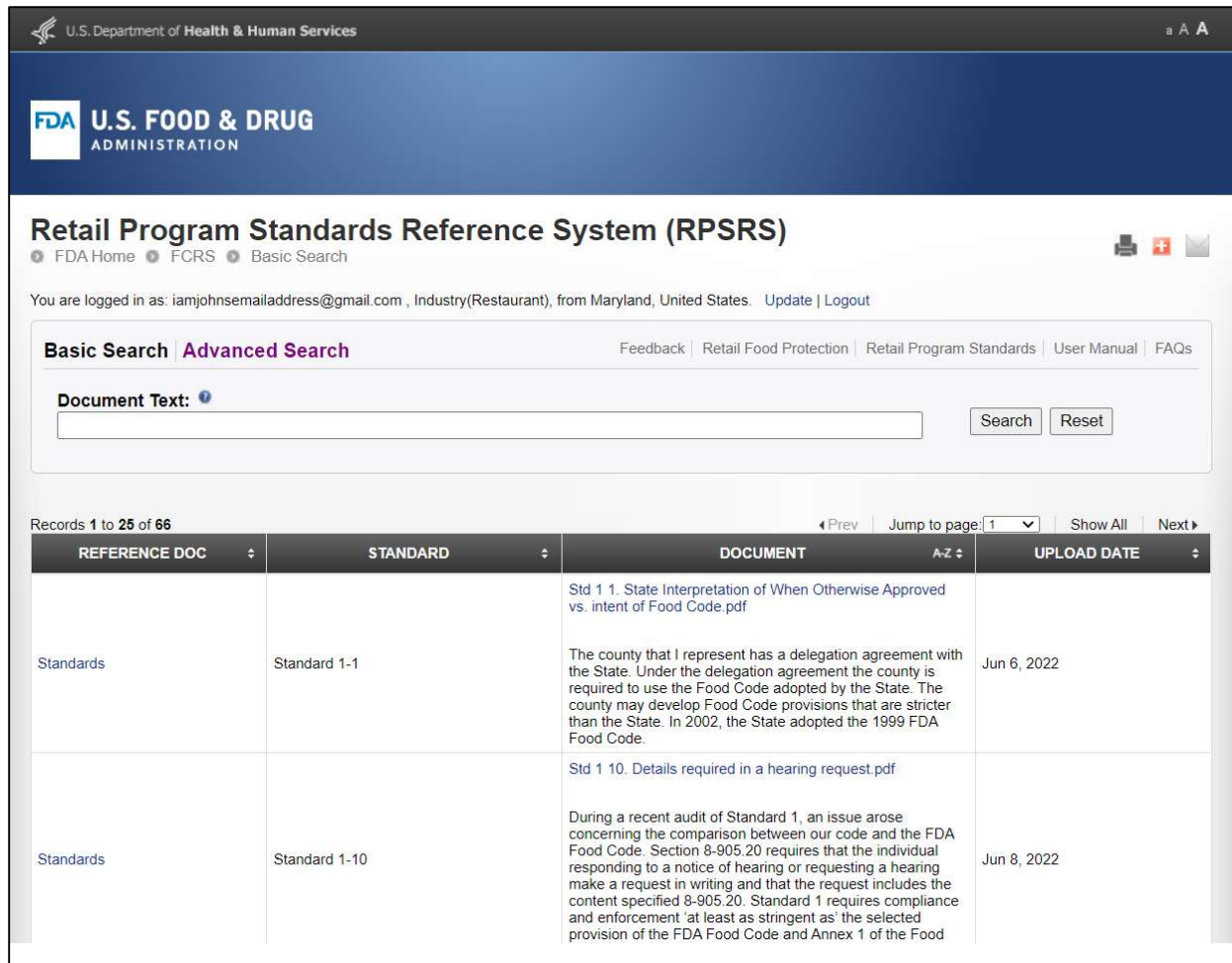
Returning User Sign In Figure 4

Type in your email into the Returning User Email Address Field. **Click on Login** to login.



RPSRS Disclaimer Figure 5

Review the Disclaimer and **Click Ok** to proceed.



RPSRS Document Database Figure 6

Users will be brought to the Database that houses all the uploaded Standards and Interpretations associated with RPSRS.

Reference Search

The reference search is the main feature that will allow users to search for documents that have been uploaded to the system by RPSRS Administrators. There are two main features that will allow users to search for documents, Basic and Advanced Search.

To navigate to the Reference Search, **Click** on the **Reference Search** menu link from the RPSRS Homepage.

The screenshot displays the RPSRS Reference Search interface. At the top, the FDA U.S. Food & Drug Administration logo is visible. The page title is "Retail Program Standards Reference System (RPSRS)". Below the title, there are navigation links for "FDA Home", "FCRS", and "Basic Search". A user login notification indicates the user is logged in as "iamjohnsemailaddress@gmail.com" from Maryland, United States. The interface features two search tabs: "Basic Search" (selected) and "Advanced Search". A search form with a "Document Text" input field and "Search" and "Reset" buttons is present. Below the search form, a table displays search results. The table has columns for "REFERENCE DOC", "STANDARD", "DOCUMENT", and "UPLOAD DATE". Two results are shown, both for "Standards" under "Standard 1-1".

REFERENCE DOC	STANDARD	DOCUMENT	UPLOAD DATE
Standards	Standard 1-1	Std 1 1. State Interpretation of When Otherwise Approved vs. intent of Food Code.pdf The county that I represent has a delegation agreement with the State. Under the delegation agreement the county is required to use the Food Code adopted by the State. The county may develop Food Code provisions that are stricter than the State. In 2002, the State adopted the 1999 FDA Food Code.	Jun 6, 2022
Standards	Standard 1-10	Std 1 10. Details required in a hearing request.pdf During a recent audit of Standard 1, an issue arose concerning the comparison between our code and the FDA Food Code. Section 8-905.20 requires that the individual responding to a notice of hearing or requesting a hearing make a request in writing and that the request includes the content specified 8-905.20. Standard 1 requires compliance and enforcement 'at least as stringent as' the selected provision of the FDA Food Code and Annex 1 of the Food	Jun 8, 2022

Reference Search Figure 7

By default, the system will display all documents that have been uploaded to the RPSRS system. Users will be able to use two different types of searches to look for documents. Basic and Advanced.

- **Basic Search** – Simple free form text search. Searches all words that are in a document, document title.
- **Advanced Search** – More advanced search that allows user to further define search by selecting certain criteria. Users can search on the following:
 - **Standard Document** – Allows users to select the Standard Document that is being referenced.
 - **Worksheet Provision** – Allows the User to identify which standard and which Interpretation they want to search for
 - **Document Text** – Same as basic search, this is a free from text field where users can type in alphanumeric text to search.

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Retail Program Standards Reference System (RPSRS)

FDA Home | RPSRS | Advanced Search

You are logged in as: iamjohnsemailaddress@gmail.com, Industry(Restaurant), from Maryland, United States. Update | Logout

Basic Search | **Advanced Search** | Feedback | Retail Food Protection | Retail Program Standards | User Manual | FAQs

Standard Document: [Dropdown] **Worksheet Provision:** [Standard 2] [3] [Dropdown]

Document Text: [Text Input] **Document Date (mm/dd/yyyy Format):** [From: [Calendar] Until: [Calendar] or within last [Dropdown]] [Search] [Reset]

Records 1 to 1 of 1 | Prev | Jump to page: [1] | Show All | Next

REFERENCE DOC	STANDARD	DOCUMENT	UPLOAD DATE
Standards	Standard 2-3	Std 2 3. Determining Training Component Equivalency.pdf Is attending a one-hour presentation on food microbiology at a national conference sufficient to meet this requirement? How is one to equate the quality and length of training for equivalency? Besides documentation in the form of certificates and documentation of attendance, what criteria are to be used to demonstrate a candidate's knowledge of the disciplines? Are there specific contact hours that need to be associated with each of the disciplines?	Jun 8, 2022

Records 1 to 1 of 1 | Prev | Jump to page: [1] | Show All | Next

Note: If you need help accessing information in different file formats, see [Instructions for Downloading Viewers and Players](#).
Language Assistance Available: Español | 繁體中文 | Tiếng Việt | 한국어 | Tagalog | Дусуыт | বাংলা | Kreyòl Ayisyen | Français | Polski | Português | Italiano

Reference Search Advanced Search Figure 9

Using the Advanced search, select from the field dropdowns for whichever field you wish to narrow down. Type in a search word or term if you choose to do so and **Click on Search**. The system will search the entire database with the given parameters and display the results.