

## Frequently Asked Questions (FAQs)

# FOOD CODE REFERENCE SYSTEM (FCRS) Frequently Asked Questions (FAQs)

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### Q-1. Where can I find more information on the FDA Food Code?

A-1. You can find complete information about the Food Code by going to the following URL:

<http://www.fda.gov/FoodCode>

### Q-2. What is the purpose of the FCRS database?

A-2. The FCRS database provides access to FDA's responses to questions related to the FDA Food Code. It is intended to promote consistent understanding and application of the FDA Food Code. Responses are developed and issued through FDA's Center for Food Safety and Applied Nutrition (CFSAN), Office of Food Safety, Retail Food Protection Team (RFPT). The FCRS is designed to serve as a resource for federal agencies, state/local/tribal jurisdictions, consumers, academia, and industry stakeholders involved in the prevention of food borne illnesses. The FCRS also is designed to assist the FDA, State, local, and tribal jurisdictions in the promotion, adoption, and implementation of the FDA Food Code as a means to achieving uniform national food safety standards.

### Q-3. How can I get access to FCRS?

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**A-3.** All FDA employees and contractors with an FDA network account can access the system via internal FDA link: <http://intranetapps.fda.gov/scripts/fcrs/>.

External users can access the system via the link: <https://accessdata.fda.gov/scripts/fcrs/>.

**Q-4. Who contributes the documents for the FCRS database?**

**A-4.** Documents in FCRS contain responses that reflect the current thinking of the Food and Drug Administration (FDA) on the FDA Food Code as developed and issued through its Center for Food Safety and Applied Nutrition (CFSAN), Office of Food Safety, Retail Food Protection Team. The Retail Food Program is one of three cooperative programs between FDA, State, and local public health agencies.

**Q-5. How can I search the FCRS database?**

**A-5.** Searches can be performed using the dropdown menus and keywords. Refer to **Section 4** of the FCRS User Manual for Search Tips and instructions on how to search the database.

**Q-6. How can I view documents from the FCRS database?**

**A-6.** Click on the hyperlinked title of the document and choose the **Open** button from the File Download dialog box (**Figure 17**) in the FCRS User Manual. Refer to **Section 4.4** of the FCRS User Manual for further instructions.

**Q-7. How can I download and save documents from the FCRS database?**

**A-7.** Choose the **Save** button from the File Download dialog box (**Figure 17**) in the FCRS User Manual. Refer to **Section 4.4** of the FCRS User Manual for further instructions.

**Q-8. Can I upload files into the FCRS database?**

**A-8.** No. Documents in FCRS can only be uploaded to the database by personnel who have been granted the appropriate access to perform that task.

**Q-9. Are the documents in FCRS revised?**

**A-9.** Yes, revisions may become necessary to reflect changes. When documents are revised (i.e., superseded by a more recent version), a version number will be appended to the original filename (e.g., filename\_v01, filename\_v02). To provide the most current information to the user, only the most recent documents are shown in the FCRS.

**Q-10. Can I view a list of recent responses in the database?**

**A-10.** Yes, use the timeframe dropdown box to display the most recent documents created within the database. The available options are within 1 month, 3 months, 6 months, or 12 months.

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**Q-11. Are instructions available for using the FCRS database?**

**A-11.** Yes, the FCRS User Manual (PDF format) will be available from the FCRS Reference Search page.

**Q-12. Who can I contact if I have questions about the FCRS database?**

**A-12.** For questions regarding FCRS and its use, send an email to [Retailfoodprotectionteam@fda.hhs.gov](mailto:Retailfoodprotectionteam@fda.hhs.gov). In the email, please be sure to provide your specific question(s), name, and contact information where a response can be sent.

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