

# **Food and Drug Administration**



## **FOOD CODE REFERENCE SYSTEM (FCRS) ENTERPRISE PERFORMANCE LIFECYCLE USER MANUAL**

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## Document Conventions

The following conventions are used in this document to distinguish portions of the text.

Convention	Use
<b>Boldface</b>	Commands, sections, and captions (i.e., tables and figures).
<i>Italics</i>	Food Code Provision components (e.g., <i>Part</i> , <i>Subpart</i> , etc.)
<b><i>Bold Italics</i></b>	Navigational elements (e.g., buttons, hyperlinks), fieldnames, and column headings.
Terms and keywords	Keyword examples to be entered literally as shown (depicted using Century Gothic font, size 11).
Step <#>.	Sequential steps to execute a search or process.

## About This Manual

This manual is intended for the general user of the FCRS database. A general user can search the database using keywords, dropdown menus, date fields, or a combination of these options. Users can also retrieve, view, and save documents to a local computer system.

The instructions in this manual provide detailed information for using the FCRS application with a Microsoft Windows operating system and a web browser.

## How This Manual Is Organized

This manual is organized into eleven sections:

- Section 1: Introduction - provides an overview of the system and requirements.
- Section 2: Getting Started - provides descriptive content about the main reference page and instructions for accessing the FCRS database.
- Section 3: Help Topics - provides helpful information for the user.
- Section 4: Reference Search - provides information on the features and instructions for performing searches, including viewing and saving documents.
- Section 5: Sorting Results - provides instructions for sorting results based on the columns.
- Section 6: List of Abbreviations and Acronyms.
- Section 7: User Support - provides information regarding user support.
- Section 8: Frequently Asked Questions (FAQs).
- Appendix A: References
- Appendix B: Glossary of Terms - provides a compiled list of key terms used in this document.

## System Requirements

The following are the minimum recommended requirements:

- Access to FDA Intranet (internal FDA users only) or Microsoft Internet Explorer 7.0<sup>+</sup> or later.
- Software capable of viewing rich text, e.g., Adobe Acrobat Reader, etc.
- Monitor with native resolution 1024 x 768 (XGA), typically 17-inch, and 24-bit color or higher.
- Mouse or mouse emulator (Sec 508 compliant).

## Access Requirements

- Internal users with an FDA network account may access the application while on the FDA network via <http://intranetapps.fda.gov/scripts/fcrs/>.
- External users may access the application via the link <https://accessdata.fda.gov/scripts/fcrs/>.

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## Section 1: Introduction

### **Highlights:**

- Overview

### 1.1: Overview

The Food Code Reference System (FCRS) is a searchable online database that contains 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. 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 RFPT provides national leadership and establishes policy for retail food protection to assist federal, state, local, territorial and tribal agencies and organizations involved in ensuring the safety of foods served to the consumer. As part of FDA's National Retail Food Team, RFPT works with its public health partners in government, industry, and academia to prevent foodborne illness and to promote the application of science-based food safety principles in food service and retail food establishments.

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.

The FCRS database can be searched by users in the following ways:

- Search by reference document, i.e., Food Code (or Food Supplement),
- Search by specific Code Provision *Parts*, *Subparts*, and *Sections*, etc.,
- Search by the date issued to response documents, and
- Search within the response documents using the full-text search functionality.

## Section 2: Getting Started

### 2.1: Accessing FCRS

Users can access the FCRS application via the internal FDA network \*

### **Highlights:**

- Accessing FCRS
- FCRS Main Page
- FCRS Interface Elements

#### 1. Internal FDA users:

Login to FDA network and launch a web browser. In the address bar of your web browser, type the following URL: <http://intranetapps.fda.gov/scripts/fcrs/>

2. ***External users:***

In the address bar of your web

browser, type the following URL: <https://www.accessdata.fda.gov/scripts/fcrs/>.

The FCRS application launches the ***Reference Search*** screen (default). Refer to **Figure 1** for an illustrative example of the FCRS Main Page that displays for a Read Only user. The elements of the FCRS Main Page are briefly described in **Table 1**.

## 2.2: FCRS Main Page

### Introduction:

The FCRS Main page has a header section, menu elements, and the results screen section.

**Figure 1** is a sample illustration of the Reference Advanced Search Main Page screen for the Advanced Search.

Advanced Search Feature

Link to Retail Food Protection Page    Link to Food Code    Link to User Manual    Frequently Asked Questions

**Basic Search | Advanced Search**

Reference Document:  Code Provision:  Provision Text:

Document Text:  Reporting Period:  From:  Until:  or within last

allergen labeling    Search    Reset

Records 1 to 2 of 2    Prev | Jump to page: 1 | Show All | Next | A-Z

REFERENCE DOC	PROVISION	DOCUMENT
2005 Food Code	(FC 3-602.11) (FC 2-102.11)	<a href="#">Allergen Labeling and Bulk Foods.pdf</a> 06/14/2007 Question: Is a state able to require and enforce the two other allergen-related provisions in the 2005 Food Code in Demonstration of Knowledge by a person in charge and labeling bulk food, without adopting the 2005 Food Code? Discussion and Rationale; If a jurisdiction has not adopted the 2005 Food Code then the provisions of the 2005 Food Code would not apply. However, the Food Allergen Labeling and Consumer Protection Act (FALCPA) will still apply to the labeling of bulk foods subject to t

Search Results

Title and summary of response documents

**Figure 1: FCRS Reference Advanced Search Main Page**

## 2.3: FCRS Interface Elements

**Table 1: FCRS Interface Elements**

Component	Label/ Icon/ Graphic	Description
<b>Search</b> Button		Click the <b>Search</b> button to start a new Reference Search of records in the database, based on the search criteria provided or selected.
<b>Reference Document</b> Field		This field lists the document and the year of publication of the reference document.
<b>Code Provision</b> Field		This Advanced Search field lists a specific Food Code provision; e.g., FC 3-201.11 with drop down menus for Chapter, Part/Sub-Part, and Section.).
<b>Provision Text</b> Field		Use this Advanced Search field to supply keyword(s) to search by the Code Provision tagline or number.
<b>Document Text</b> Field		Use this field to supply keyword(s) to search documents associated with a particular record in the database.
<b>Date</b> Fields		Use this feature to provide information for the beginning and ending dates issued to the document, or use to select a timeframe to view the latest additions in the database.
<b>Next</b> Link		Use this link to list the next page of records.
<b>Previous</b> Link		Use this link to list a previous page of records.
Page Links		Use this graphic to sequentially list additional pages of results; use the drop down menu to display a specified page.
<b>Show All</b> Link		Click on this hyperlink to view all matching records in a results set as a single list on the screen.

Component	Label/ Icon/ Graphic	Description
Results Set	record 1 to 25 of 512	This graphic depicts a display and total count of the matching records returned.
<b>Reset</b> Button		Click the <b>Reset</b> button to view all records in the database; also displays the FCRS Main page after using the <b>all pages</b> link.
<b>Reference Doc</b> Column	REFERENCE DOC	This column lists the type of reference standard and year of publication that is associated with the results returned. Results can be sorted on this field in ascending or descending order.
<b>Provision</b> Column	PROVISION	Column lists the Code Provision(s) cited by documents associated with the records returned. Sort results on this field in ascending (or descending) order.
<b>Document</b> Column	DOCUMENT	Column lists titles and summaries for the documents returned. Sort results on this field in ascending (or descending) order.

### Section 3: HELP Topics

#### 3.1: Screen Aids

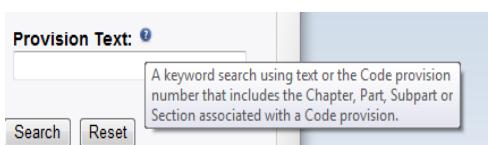
##### a. Pop-Up Message

The Search toolbar on the Reference Search page lists the fields that are used to perform a Reference Search. Each field heading is followed by a help icon (i.e., a question mark ). Both the field headings and the icons will display a pop-up message with a brief description for that field heading.

To display the descriptive content for any field, hover over the heading (or icon) using a computer mouse (or an alternative device). A pop-up message will display a brief description as shown in **Figure 2**. As an example, hovering over the **Provision Text** field will display the following message:

#### Highlights:

- Screen Aids
- Navigational Elements
- Reference Search
- Save Documents
- Print Documents



**Figure 2: Pop-Up Message**

## b. HELP Page

Click on the field heading (or icon) for any field to launch the FCRS Help Page feature in a separate window of the browser. The FCRS Help Page provides information about the fields in the Search toolbar. Use the FCRS Help Page for an explanation of each field heading.

### Glossary of Terms

#### Reference Document

Refers to the document that is being interpreted, i.e., 2009 Food Code or 2003 Supplement to the Food Code

#### Code Provision

Refers to a specific Code provision, e.g., 3-201.11 and allows a search by specific Code provision number for the Chapter, Part, Subpart, and Section.  
Chapter 9  
Part 9-1  
Subpart 9-101  
Section (§) 9-101.11

#### Provision Text

A keyword search using text or the Code provision number that includes the Chapter, Part, Subpart or Section associated with a Code provision.  
Chapter 9  
Part 9-1

**Figure 3: HELP Page**

## 3.2: Navigational Elements

### a. Menu Items

Click on the **Search**  button to query the FCRS database. This button starts a new Reference Search based on the search criteria provided or selected.

Click the **Reset**  button to view all records in the database. The records will lists to the screen in quantities of 25.

### b. Pagination Menu

Pagination essentially spreads out the results of a reference search over several pages, if necessary, to make it easier to view all the results. FCRS will display a pagination menu if the number of records returned is greater than 25; the results then display to the screen in lists of 25. To navigate through the complete listing, use the jump ahead drop down menu to jump ahead pages, or use the **Next** button and **Previous** button to move to the next section or a previous section.

**Note:** The **Show All** | [Show All](#) | link will remove all pagination and all records will redisplay in a single list. **Click** on this hyperlink to view all matching records returned in a single list on the screen.

### c. Hyperlink

FCRS provides a means to return to the FCRS Reference Search Main Page from all pages. Use the hyperlinks located at the top of the screen to navigate back to the FCRS Reference Search Main Page.

## 3.3: Reference Search

### a. Common Operators

AND: Join keywords using AND to find documents containing both words; e.g., chicken AND beef will find all documents containing chicken and beef.

OR: Join keywords using OR to find documents containing either words; e.g., chicken OR beef will return all documents containing chicken or beef.

, (comma): Use the comma to separate keywords and find documents containing at least one of the keywords in the search criteria submitted.

### b. Wildcards

Special symbols used to substitute for zero, one, or more characters in keywords.

Use the % (Percent Sign) wildcard to match zero, one, or any string of characters, e.g., "%and%" finds "hand," "hands," "handwashing," "handling," "hand-contact," "sandwich," etc., (applies to the **Provision Text** and the **Document Text** fields).

Use the \_ (Underscore) wildcard to match any single character, e.g., "\_aw" finds "law," "raw," etc., (applies to the **Provision Text** and the **Document Text** fields). Combine wildcards: e.g., "\_eat%" finds "heat," "heated," "meat," "meats," "meatless," etc.

## 3.4: Download and Save Documents

**Click** on the **Save** button, in the File Download dialog box, to launch the program (e.g., Adobe Acrobat Professional or Reader) Refer to **Figure 17**.

On the File menu of the program, e.g., Adobe Acrobat Professional or Reader, **click Save**. Accept the default name presented in **File name** box.

To save a copy of the document under a different name or in a different location, on the File menu, **click Save As**.

**Click** the down arrow next to **Save in** and navigate to the drive or folder where you want to save the document Type the new name in the **File name** box.

### 3.5: Print Documents

Navigate to the drive or folder location of the file to print and open the document.

On the File menu of the program, e.g., Adobe Acrobat Professional or Reader, **click Print**. The default printer will be used if no specific printer is selected. Alternatively, select any printer (local, network) to which a print connection already exists for the local computer system.

While a document is printing, a printer icon appears in the taskbar (typically at the bottom of the computer screen). When this icon disappears, the document has finished printing.

## Section 4: Reference Search

### 4.1: Search Options

#### Introduction:

The FCRS database records can be searched in the Basic Search feature using keywords to perform full-text search on the documents or the Code Provisions.

Users can choose from dropdown menus, search boxes, date input fields, or a combination of these options in the Advanced Search feature to query the database. Records matching all the search criteria are returned in the form of a list of hyperlinks and accompanying summaries. Documents citing related *Paragraphs* and *Subparagraphs* are also returned.

The dropdown menus let users modify or refine a search. Use these options to narrow the search by placing more conditions on the query. Alternatively, wildcards (special symbols substituted for characters in a keyword) can be used to broaden the search parameters.

#### 4.1.1. Wildcard Formulated Search Options

A wildcard can be used to substitute for characters in a keyword and allow users to broaden the search parameters to locate more information for that particular keyword. The percent sign (%) is an example of a wildcard that is used to represent zero, one, or

#### Highlights:

- Search Options
- How-To Perform The Reference Searches
- General Search Tips (For Text Fields)
- How Results Display To The Screen
- Open (Or Save) Document

multiple character(s). The underscore ( \_ ) is another example of a wildcard, and each instance represents any one character. Wildcards can generally be positioned anywhere in a keyword (i.e., the beginning, middle, or end of a keyword) In addition, multiple wildcards can also be used together in a single keyword. Use keywords, along with wildcards, to formulate queries for the **Provision Text** and **Document Text** fields.

When keywords are used to search on the **Document Text** field, the actual search is performed with the stemmed variant of the keyword. Stemming is the process of reducing a word to its most basic form (i.e., the root form) and is intended to increase the number of relevant documents returned. Stemmed searches compare the root form of the keyword to the content of the documents in the database. However, if the query is comprised of keyword(s) along with wildcard(s), then stemming will not be used and the search is performed based on the exact text string submitted in the **Document Text** field.

#### 4.2: How-To Perform The Reference Searches

Introduction:

The dropdown menus allow users to search the FCRS database using pre-defined options. Users can build the search criteria by selecting one or more options to submit and retrieve records with documents that match any or all of the search criteria submitted.

Use the **Reference Document**, and **Code Provision** fields to submit the search criteria based on the selection(s) available. **Note:** Selections from the dropdown menus are optional; however, when combined these options are equivalent to a Boolean AND search.

The keyword search allows users to search the database by entering the search criteria into search boxes. Use word(s) or word phrases, to search the full text of the documents and code provisions cited within the documents. Matching records that include as few as one keyword are returned. **Note:** This is equivalent to a Boolean OR search. Use the **Provision Text** and the **Document Text** fields when searching with keywords. Refer to Appendix B Glossary for definition.

#### 4.2.1. Perform A Reference Search By The *Reference Document* Field

The Reference Document (***Ref Document***) refers to the type of document that is being interpreted and lists the year of publication for the Reference Document, e.g., 1993 Food Code.

To use this field to perform a Reference search, user selects the applicable option from the dropdown menu.

Perform the following steps to complete this search.

Action	Graphic
<b>Step 1.</b> Launch the FCRS application (Refer to instructions in <b>Section 2:</b> ).	
<b>Step 2.</b> On the FCRS Main page (refer to <b>Step 3. Figure 1</b> ), Click in the dropdown box under <b>Ref Document</b> field and select a Reference standard; e.g., Food Code.	
<b>Step 4.</b> Click the <b>Search</b> button to query the database.	
<b>Step 5.</b> The system returns matching records and displays the number of records returned. The documents associated with each matching record will be listed in the <b>Document</b> column. Refer to <b>7</b> for an illustration of the results.	
<b>Step 6.</b> Click the <b>Reset</b> button.	
<b>Step 7.</b> The screen refreshes, clears the search criteria, and displays all records found from the FCRS database.	



- User can perform multiple searches without using the **Reset** button to first clear the screen. Simply make a new selection from the **Reference Document** dropdown menu and **Click** on the **Search** button to query the database. Repeat this action as needed.

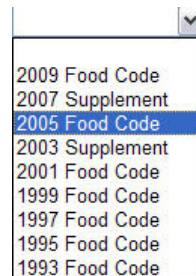
The screenshot shows the FCRS Advanced Search page. At the top, there are links for Basic Search, Advanced Search, Retail Food Protection, Food Code, User Manual, and FAQs. Below these are fields for Reference Document (dropdown menu showing '1993 Food Code'), Code Provision (three dropdown menus), Provision Text (dropdown menu), Document Text (dropdown menu showing '1993 Food Code'), Reporting Period (dropdown menu), and search parameters (From, Until, or within last). A large arrow points from the text 'Reference Advanced Search using Reference Document field' to the 'Document Text' dropdown menu.

**Figure 4:** Reference Advanced Search using Reference Document field

**Note:** Detailed information about the FDA Food Code can be accessed by clicking on the Food Code link.



Make a selection for the **Reference Document** field from the dropdown menu; the reference document and the publication year will be used to form the search criteria.



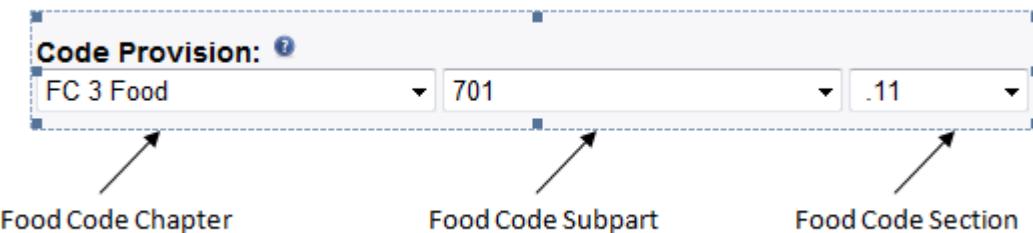
**Figure 5:** Reference Document Menu Options

#### 4.2.2. . Perform A Reference Search By The **Code Provision** Fields

The **Code Provision** refers to a specific code provision of the Food Code, e.g., FC 6-201.11 (Compliance with Food Law). This field comprises three separate dropdown menus for the *Chapters (and Annexes)*, *Parts (and Subparts)*, and *Sections, Paragraphs and Subparagraphs* classified in the Food Code.

1. The first dropdown lists the chapters of the Food Code and Annexes; e.g., FC 3, is the Food Code chapter 3 (i.e., Food) and FC A2 is the Food Code Annex 2 (i.e., References).
2. The second dropdown lists the *Parts*, designated by a 1-digit number, and *Subparts* designated by a 3-digit number; e.g., *Part 3-7 Contaminated Food* and *Subpart 3-701 Disposition*.

3. The third dropdown lists the related *Sections* (or *Paragraphs* or *Subparagraphs*); e.g., 3-701.11 Discarding or Reconditioning Unsafe, Adulterated, or Contaminated Food.



The *Part* (or *Subpart*) varies depending on what *Chapter* (or *Annex*) is selected; the *Section* (or *Paragraph* or *Subparagraph*) also varies depending on what *Part* (or *Subpart*) is selected.

To use this field to perform a Reference Search, select an option from one or more of the dropdown menus. Using a single dropdown menu to query the database will result in the most records being returned. Using all three of the dropdown menus places more conditions on the query, narrows the search, and returns the best matching records. Refer to Figure 6 for an illustrative example of the options available for the **Code Provision** field.

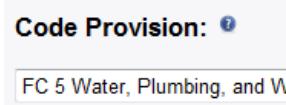
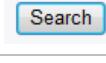
Options for the Code Provision Field		
Chapter	Subpart	Section
<input type="button" value="FC 6 Physical Facilities"/> <ul style="list-style-type: none"> <li>FC 1 Purpose and Definitions</li> <li>FC 2 Management and Personnel</li> <li>FC 3 Food</li> <li>FC 4 Equipment, Utensils, and Linens</li> <li>FC 5 Water, Plumbing, and Waste</li> <li><b>FC 6 Physical Facilities</b></li> <li>FC 7 Poisonous or Toxic Materials</li> <li>FC 8 Compliance and Enforcement</li> <li>FC A1 Compliance and Enforcement</li> <li>FC A2 References</li> <li>FC A3 Food</li> <li>FC A4 Food Establishment Inspection</li> <li>FC A5 HACCP Guidelines</li> <li>FC A6 Food Processing</li> <li>FC A7 Model Forms, Guides, and Other A</li> <li>FC S Supplement</li> </ul>	<input type="button" value="201"/> <ul style="list-style-type: none"> <li>1</li> <li>101</li> <li>102</li> <li>2</li> <li><b>201</b></li> <li>202</li> <li>3</li> <li>301</li> <li>302</li> <li>303</li> <li>304</li> <li>305</li> <li>306</li> <li>4</li> <li>401</li> <li>402</li> <li>403</li> <li>404</li> <li>405</li> <li>5</li> <li>501</li> </ul>	<input type="button" value=".11"/> <ul style="list-style-type: none"> <li><b>.11</b></li> <li>.12</li> <li>.13</li> <li>.14</li> <li>.15</li> <li>.16</li> <li>.17</li> <li>.18</li> </ul>

**Figure 6: Sample Options for the Code Provision field**

When building search criteria that are based on the **Code Provision** field, the *Subparts* available are dependent on the *Chapter* selected and the *Sections* available are dependent on the *Subpart* selected. Selections can be made from one or more dropdown menus.

**Note:** Selections **MUST** start with the *Chapter* options. Alternatively make the selections from the *Chapter* and *Subpart* options **OR** make a selection from the *Chapter*, *Subpart*, and *Section* options.

Perform the following steps to complete this search:

Action	Graphic
<b>Step 1.</b> Launch the FCRS application (Refer to instructions in <b>Section 2:</b> ).	
<b>Step 2.</b> On the FCRS Main page (refer to <b>Figure 1</b> ), Click in the first search box under the <b>Code Provision</b> field and select a Food Code Chapter, e.g., FC 3	
<b>Step 3.</b> Click in the second search box under the <b>Code Provision</b> field and select a Food Code Subpart, e.g., 401	
<b>Step 4.</b> Click in the third search box under the <b>Code Provision</b> field and select a Food Code Section, e.g., .11	
<b>Step 5.</b> Click the <b>Search</b> button to query the database.	
<b>Step 6.</b> The system returns matching records and displays the number of records returned. The documents associated with each matching record will be listed in the <b>Document</b> column. Refer to <b>Figure 8</b> for an illustration.	
<b>Step 7.</b> Click the <b>Reset</b> button.	
<b>Step 8.</b> The screen refreshes, clears the search criteria, and displays all records found from the FCRS database.	



- Use the **Code Provision Chapter** to perform general searches.
- Use the **Code Provision Chapter**, in conjunction with the *Subpart* and the *Section*, to refine (narrow) the search criteria.

[Basic Search](#) | [Advanced Search](#)

Retail Food Protection | Food Code | User Manual | FAQs

Reference Document:	Code Provision:	Provision Text:
<input type="text"/>	<input type="text"/> FC 3 Food <input type="text"/> 602 <input type="text"/> .11 <input type="text"/>	<input type="text"/>
Document Text:	Reporting Period:	
<input type="text"/> allergen labeling	From: <input type="text"/> Until: <input type="text"/> or within last <input type="text"/>	<input type="button"/> Search <input type="button"/> Reset

Records 1 to 1 of 1

REFERENCE DOC	PROVISION	DOCUMENT	Z-A
2005 Food Code	(FC 3-602.11) (FC 2-102.11)	<a href="#">Allergen Labeling and Bulk Foods.pdf</a> Question: Is a state able to require and enforce the two other allergen-related provisions in the 2005 Food Code in Demonstration of Knowledge by a person in charge and labeling bulk food, without adopting the 2005 Food Code? Discussion and Rationale; If a jurisdiction has not adopted the 2005 Food Code then the provisions of the 2005 Food Code would not apply. However, the Food Allergen Labeling and Consumer Protection Act (FALCPA) will still apply to the labeling of bulk foods subject to t	06/14/2007

Records 1 to 1 of 1

**Figure 7: Reference Search Results using the Code Provision field**

#### 4.2.3. Perform A Reference Search By The *Provision Text* Field

The **Provision Text** refers to the words, phrases, or numbers used to classify the Food Code provisions, based on the Food Code *Chapter*, *Part*, *Subpart*, *Section*, *Paragraph*, or *Subparagraph*. Searches performed on the **Provision Text** field are conducted as a database search of the entries that comprise the Food Code Provisions (i.e., the *Chapters*, *Parts*, *Subparts*, *Sections*, *Paragraphs*, and *Subparagraphs*).

**Provision Text:**  Cooking To use this field to perform a Reference search, enter keyword(s) in the **Provision Text** field search box to search on the *Chapter*, *Part*, *Subpart*, *Section*, *Paragraph*, or *Subparagraph*, associated with a Code Provision.

Records will be returned for matches found for the keyword submitted and the tagline or number of the provisions. Refer to **Figure 8** for an example of a query (i.e., Cooking) using the **Provision Text** field.

The screenshot shows the FCRS Basic Search interface. At the top, there are links for 'Basic Search' (selected), 'Advanced Search', 'Retail Food Protection', 'Food Code', 'User Manual', and 'FAQs'. Below this, there are fields for 'Reference Document' and 'Code Provision' dropdowns, and a 'Provision Text' input field containing 'Cooking' with an arrow pointing to it. There are also fields for 'Document Text' and 'Reporting Period' with dropdowns for 'From' and 'Until' dates, and a dropdown for 'or within last' days. At the bottom right are 'Search' and 'Reset' buttons.

**Figure 8: Sample Search Criteria using Provision Text field**

Enter the word or phrases into the **Provision Text** field to form the search criteria. The keywords for this field can also include the number of a Food Code Provision. Records matching the tagline or the number are returned.

Perform the following steps to complete this search:

Action	Graphic
<b>Step 1.</b> Launch the FCRS application (Refer to instructions in <b>Section 2:</b> ).	<b>Provision Text:</b> <input type="text" value="Cooking"/>
<b>Step 2.</b> On the FCRS Main Page (refer to <b>Step 3. Figure 1</b> ), <b>Click</b> in the search box under <b>Provision Text</b> field and enter a keyword, e.g., cooking (or 3-401).	
<b>Step 4.</b> <b>Click</b> the <b>Search</b> button to query the database	<input type="button" value="Search"/>
<b>Step 5.</b> The system returns matching records and displays the number of records returned. The documents associated with each matching record will be listed in the <b>Document</b> column. Refer to <b>Figure 10</b> for an illustration.	
<b>Step 6.</b> <b>Click</b> the <b>Reset</b> button.	<input type="button" value="Reset"/>
<b>Step 7.</b> The screen refreshes, clears the search criteria, and displays all records found from the FCRS database.	

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- To quickly perform another search when using the **Provision Text** field, **Click and highlight** the old keyword(s). Next **type** the new keyword(s) over the old and **Click** on the **Search** button to query the database.

- Internet Explorer will cache the search criteria entered in the **Provision Text** field. To re-run a prior search, **Click twice** in the **Provision Text** field to display and select an entry from the dropdown list. Then **Click** on the **Search** button to query the database.

#### 4.2.4. Perform An Advanced or Basic Reference Search By The *Document Text* Field

The **Document Text** refers to the keywords used to perform searches of the full text of the documents in the FCRS database. Searches performed on the **Document Text** field are conducted against an index of the full text of the documents in the database.

Document Text:

To use this field to perform a Reference search, enter keyword(s) in the search box to retrieve records with documents that match the search criteria entered. Records will be returned for matches found between the keyword and content within the documents. Refer to **Figure 9** for an example of a query (i.e., fish, food, salad) using the **Document Text** field.

**Basic Search:**

The screenshot shows a basic search interface. At the top, there are links for "Basic Search" and "Advanced Search". Below that is a "Document Text:" label with a help icon, followed by a text input field containing "fish, food, salad". To the right of the input field are two buttons: "Search" and "Reset". At the very top of the page, there are navigation links for "Retail Food Protection", "Food Code", "User Manual", and "FAQs".

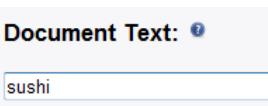
**Advanced Search:**

The screenshot shows an advanced search interface. At the top, there are links for "Basic Search" and "Advanced Search". Below that are three dropdown menus labeled "Reference Document:", "Code Provision:", and "Provision Text:". Underneath these are two more search fields: "Document Text:" with a help icon and "Reporting Period:" with a help icon. The "Document Text:" field contains "fish, food, salad". Below these fields are "From:" and "Until:" dropdowns, followed by a "or within last" dropdown and two buttons: "Search" and "Reset". At the top of the page, there are navigation links for "Retail Food Protection", "Food Code", "User Manual", and "FAQs".

**Figure 9: Sample Search Criteria using Document Text field**

Enter the word or word phrases into the **Document Text** field to form the search criteria. The search will be performed on the full text of the documents and return records matching as few as one keyword.

Perform the following steps to complete this search:

Action	Graphic
<b>Step 1.</b> Launch the FCRS application (Refer to instructions in <b>Section 2:</b> ).	
<b>Step 2.</b> On the FCRS Main Page (refer to <b>Step 3. Figure 1</b> ), <b>Click</b> in the search box under <b>Document Text</b> and enter a keyword, e.g., sushi	
<b>Step 4.</b> <b>Click</b> the <b>Search</b> button to query the database	
<b>Step 5.</b> The system returns matching records and displays the number of records returned. The documents associated with each matching record will be listed in the <b>Document</b> column. Refer to <b>Figure 10</b> or an illustration.	
<b>Step 6.</b> <b>Click</b> the <b>Reset</b> button.	
<b>Step 7.</b> The screen refreshes, clears the search criteria, and displays all records found from the FCRS database.	



- To quickly perform another search when using the **Document Text** field, **Click** and **highlight** the old keyword(s). Next **type** the new keyword(s) in place of the old and **Click** on the **Search** button to query the database.

- Internet Explorer will cache the search criteria entered in the **Document Text** field. To re-run a prior search, **Click twice** in the **Document text** field to display and select an entry from the dropdown list. **Click** on the **Search** button to query the database.

The screenshot shows the FCRS Advanced Search results page. At the top, there are tabs for 'Basic Search' and 'Advanced Search'. Below the tabs are three search input fields: 'Reference Document', 'Code Provision', and 'Provision Text'. Underneath these is a section for 'Document Text' where the word 'Allergen' is entered. A red arrow points to this 'Document Text' field. To the right of it is a 'Reporting Period' section with dropdown menus for 'From', 'Until', and 'Within last'. Below these sections are 'Search' and 'Reset' buttons. The main results area shows a table with columns: 'REFERENCE DOC', 'PROVISION', and 'DOCUMENT'. The first row of the table is for the '2005 Food Code' and lists '(FC 3-602.11)' and '(FC 2-102.11)' under 'PROVISION'. The 'DOCUMENT' column shows a link to 'Allergen Labeling and Bulk Foods.pdf' and the date '06/14/2007'. A red arrow also points to this document link. Below the table is another set of search controls identical to the ones above.

**Figure 10: Reference Advanced Search results using the Document Text field**

#### 4.2.5. Perform A Reference Search Using Wildcards Options In the *Text* Fields

Wildcards can be used to extend the search parameters for both the **Provision Text** and the **Document Text** fields. Use partial keyword(s) and combine with wildcard(s) to formulate the desired search criteria. As an example, combine \_ + aw to form \_aw as the search criteria (finds law, raw, etc); combine stand + % to form stand% as the search criteria (finds stand, stands, standards, etc). Multiple wildcards can also be similarly combined with partial keyword(s) to form the search criteria, e.g., \_eat% search criteria (finds heat, meat, meats, meatless, etc); or co%an% search criteria (finds compliance, compliant, conformance, etc).

Perform the following steps to complete this search:

Action	Graphic
<b>Step 1.</b> Launch the FCRS application (Refer to instructions in <b>Section 2:</b> ).	
<b>Step 2.</b> On the FCRS Main Page (refer to <b>Step 3.</b> <b>Figure 1</b> ), Click in the search box under <b>Provision Text</b> and enter a search criteria, e.g., co%an%; <b>OR</b>	
<b>Click</b> in the search box under <b>Document Text</b> ) and enter a search criteria, e.g., _eat%;	

**Step 4.** Click the **Search** button to query the database



**Step 5.** The system returns matching records and displays the number of records returned. The documents associated with each matching record will be listed in the **Document** column. The **Provision Text** and the **Document Text** fields are illustrated in **Figure 11** and **Figure 12**, respectively.

**Step 6.** Click the **Reset** button.



**Step 7.** The screen refreshes, clears the search criteria, and displays all records found from the FCRS database.

The screenshot shows the FCRS Advanced Search interface. At the top, there are links for Basic Search, Advanced Search, Retail Food Protection, Food Code, User Manual, and FAQs. The search form includes fields for Reference Document, Code Provision, and Provision Text. The Provision Text field contains the value "co%an%". Below these are fields for Document Text and Reporting Period, with the Document Text field containing "eat%" and the Reporting Period field showing a date range from "From: [ ]" to "Until: [ ]" and an option "or within last [ ]". At the bottom right are "Search" and "Reset" buttons.

**Figure 11:** Reference Advanced Search using Wildcard options in the Provision Text field

This screenshot is identical to Figure 11, showing the FCRS Advanced Search interface. The key difference is in the Document Text field, which now contains the value "eat%", instead of the Provision Text field. All other elements, including the search parameters and results, remain the same.

**Figure 12:** Reference Advanced Search using Wildcard options in the Document Text field

**General Search Tips for Text Fields:****Table 2: Quick Search Tips**

<b>Search Tip</b>	<b>Example</b>	<b>Search Result</b>
Keywords are not case sensitive. Entering the search criteria in lower case will match words in upper case, lower case, or mixed case.	Reheat	Documents that contain the text reheat, Reheat, REHEAT, etc.
Separate keywords by commas to find matches containing at least one of the terms.	fish, food, salad	Documents that contain the text for at least one of the specified terms.
Use double quotes (" ") to enclose keywords to find exact matches.	"broil"	Documents that contain the text broil. Will NOT find documents that contain the text broils, broiled, broiling, etc.
The default search behavior is to find all the stemmed variations of a keyword if no quotes (or single quotes) are used.	Broil	Documents that contain the text broils, broiled, broiling, etc.
Narrow searches by joining keywords with AND to find documents that contain both terms.	chicken AND beef	Documents that contain the text chicken and beef.
Expand searches by joining keywords with OR to find records that contain either word.	chicken OR beef	Documents that contain the text chicken or beef.
Use the shortest form of a keyword.	Hand	Documents that contain the text hand, hands, handling, etc.
Use the percent (%) wildcard to match any string of characters of any length (including zero length).	%and%	Documents that contain the text hand, hands, handwashing, handling, hand contact, sandwich, etc.
Use the underscore ( _) wildcard to match any single character.	_aw	Documents that contain the text law, raw, etc.
Combine wildcards to broaden search parameters.	co%an%	Documents that contain the text compliance, compliant, conformance, etc.

## 4.2.6. Perform A Reference Search By The Document Date fields

**Date** refers to the date that was issued to a document. Selecting a desired date range will narrow the reference search and only return records with documents dated within the range specified in the search criteria. To use this feature, select dates using the calendar icons to enter the beginning and ending dates for the desired range. Dates can also be entered manually into the search boxes using the mm/dd/yyyy format.



Alternatively, the timeframe dropdown box can be used to display the most recent documents created within the database. Use the available options (i.e., 1 month, 3 months, 6 months, or 12 months) (See **Figure 13**).

**Figure 13: Document Date Drop down Options**

Choose either the date fields or the timeframe dropdown menu --*but not both*. Attempts to use both features together will prompt the user to select either the document dates (i.e., start, end dates) or the timeframe dropdown feature. Refer to **Figure 14** for an example of a date query.

**Figure 14: Sample Date Query**

Use the left calendar icon to enter the beginning date and use the right calendar icon to enter the ending date; this is the desired date range to query the database. Alternatively, dates can be entered manually into the search boxes using the mm/dd/yyyy format.

Perform the following steps to complete this search:

Action	Graphic
<b>Step 1.</b> Launch the FCRS application (Refer to instructions in <b>Section 2:</b> ).	
<b>Step 2.</b> On the FCRS Main page (refer to <b>Figure 1</b> ), <b>Click</b> the left calendar icon and use to select the beginning date, e.g., 01/01/2006	From: <input type="text" value="01/01/2013"/>
<b>Step 3.</b> <b>Figure 1</b> , <b>Click</b> the right calendar icon and use to select the ending date, e.g., 12/31/2009	Until: <input type="text" value="01/08/2013"/>
<b>Step 4.</b> <b>Click</b> the Search button to query the	<input type="button" value="Search"/>
<b>Step 5.</b> <b>Click</b> the Search button to query the	

database.

**Step 6.** The system returns matching records and displays the number of records returned. The documents associated with each matching record will be listed in the **Document** column. Refer to **Figure 15** for an illustration of the results.

**Step 7. Click the **Reset** button.**



**Step 8.** The screen refreshes, clears the search criteria, and displays all records found from the FCRS database.

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- Internet Explorer will cache the search criteria entered in the **Date** fields. To re-run an earlier search, **Click twice** in the **Date** field to display and select an entry from the dropdown list. Then **Click** on the **Search** button to query the database.

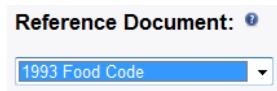
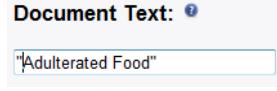
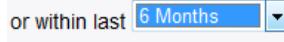
The screenshot shows the FCRS Advanced Search interface. At the top, there are three dropdown menus labeled "Reference Document," "Code Provision," and "Provision Text." Below these are two input fields: "Document Text" and "Reporting Period." The "Reporting Period" field contains the date range "From: 06/02/2007 Until: 06/14/2007." Red arrows point to the "From" and "Until" fields. To the right of the reporting period are buttons for "Search" and "Reset." Below the search bar, the message "Records 1 to 1 of 1" is displayed. A table header row includes columns for "REFERENCE DOC," "PROVISION," and "DOCUMENT." The first row of the table shows "2005 Food Code" under "REFERENCE DOC," "(FC 3-602.11) (FC 2-102.11)" under "PROVISION," and a link to "Allergen Labeling and Bulk Foods.pdf" under "DOCUMENT." To the right of the document link is a red arrow pointing to the date "06/14/2007." Below the table, another message "Records 1 to 1 of 1" is shown, along with navigation links for "Prev," "Jump to page: 1," "Show All," and "Next."

**Figure 15: Reference Advanced Search results using the Document Date fields**

#### 4.2.7. Perform A Reference Search Using Multiple Options

A Reference Search can be performed using multiple options to build the search criteria. This will narrow the search and return results that more precisely meet your information needs. Another option to refine the search criteria is selecting the order in which keywords appear. Enclosing two or more terms inside a set of double quotes (i.e., " ") will limit the records returned to those documents that match exactly the order of the keywords.

Perform the following steps to complete this search:

Action	Graphic
<b>Step 1.</b> Launch the FCRS application (Refer to instructions in <b>Section 2:</b> ).	
<b>Step 2.</b> On the FCRS Main page (refer to <b>Step 3. Figure 1</b> ), Click in the dropdown box under <b>Reference Document</b> field and select a Reference standard, e.g., Food Code.	
<b>Step 3.</b> Narrow the search criteria by adding additional menu options from the <b>Provision Text</b> and <b>Document Text</b> search boxes.	
<b>Step 4.</b> Click in the <b>Provision Text</b> field and enter a keyword for the <b>Code Provision</b> , e.g., FC 3-101- this is the <b>Subpart</b> selected.	
<b>Step 5.</b> Click on the search box under the <b>Document Text</b> field and enter a text string enclosed in double quotes, e.g., "Adulterated Food".	
<b>Step 6.</b> Refine the search criteria further by selecting a timeframe option from the dropdown box.	
<b>Step 7.</b> Click the timeframe dropdown box and select an option, e.g., 6 months, 12 months, etc.	
<b>Step 8.</b> Click the Search button to query the database.	
<b>Step 9.</b> The system returns matching records and displays the number of records returned. The documents associated with each matching record will be listed in the <b>Document</b> column. Refer to <b>Figure 7</b> for an illustration of the results.	
<b>Step 10.</b> Click the <b>Reset</b> button.	
<b>Step 11.</b> The screen refreshes, clears the search criteria, and displays all records found from	

the FCRS database.

**Basic Search | Advanced Search**

Retail Food Protection | Food Code | User Manual | FAQs

Reference Document:     Code Provision:     Provision Text:

2005 Food Code    FC 3 Food    602    .11

Document Text:     Reporting Period:

allergen    From: 06/02/2007    Until: 06/14/2007    or within last       

Records 1 to 1 of 1               

REFERENCE DOC	PROVISION	DOCUMENT	Z-A
2005 Food Code	(FC 3-602.11) (FC 2-102.11)	Allergen Labeling and Bulk Foods.pdf 06/14/2007  Question: Is a state able to require and enforce the two other allergen-related provisions in the 2005 Food Code in Demonstration of Knowledge by a person in charge and labeling bulk food, without adopting the 2005 Food Code? Discussion and Rationale; If a jurisdiction has not adopted the 2005 Food Code then the provisions of the 2005 Food Code would not apply. However, the Food Allergen Labeling and Consumer Protection Act (FALCPA) will still apply to the labeling of bulk foods subject to t	

Records 1 to 1 of 1               

**Figure 16: Reference Search results using Multiple Search Options**

### 4.3: How Results Display To The Screen

The system displays the matching records to the screen and also the number of records returned. If the number of matching records exceed 25, a pagination menu is present, e.g., **record 1 to 25 of 535**. The pagination menu elements include the a jump ahead Show All , Previous and Next buttons. If the matching records equal less than 25, then the number of records will display as noted, e.g., **Reference Count: 3**.

The following four columns comprise the actual format in which results are displayed:

- The **Reference Doc** column - lists the **Food Code** and any additional reference standard used to derive documents listed in the **Document** column.
- The **Provision** column - lists the **Food Code Subpart(s)** cited in the documents listed in the **Document** column.
- The **Document** column - lists the names of the matching documents returned based on the search criteria. If the document has been revised (i.e., superseded by a more recent version), a version number will be appended to the original name (e.g., filename\_v01, filename\_v02).

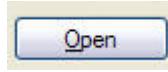
### 4.4: Open (Or Save) A Document

Introduction:

Matching results display to the screen and list in an ascending sort order based on the **Document** column. (**Note:** This is the default sort for all results returned). Use the << **Previous** or **Next >>** buttons to scroll through the results. The pagination menu elements, such as the sequential page links, jump ahead ([>>](#)), and **all pages** link can also be used.

#### **Steps To Open (or Save) A Document**

Perform the following steps to open a document.

Action	Graphic
<b>Step 1.</b> Click on the name of the document (hyperlink) listed in the <b>Document</b> column.	
<b>Step 2. Click on the <b>Open</b> button from the File Download dialog box <b>Figure 17</b>.</b>	
<b>Step 3.</b> The document file opens on screen for	

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viewing.

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**Step 4.** Click the “X” in the upper right hand corner to close the document file.




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**Step 5.** Click the **Reset** button.




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**Step 6.** The screen refreshes and displays all records found from the FCRS database.



- time.

Use the jump ahead ( to move ahead by 5 pages at a

Perform the following steps to save a document:

Action	Graphic
<b>Step 1.</b> Click on the name of the document (hyperlink) listed in the <b>Document</b> column.	
<b>Step 2.</b> Click the <b>Save</b> button from the File Download dialog box ( <b>Figure 19</b> ).	
<b>Step 3.</b> Navigate to the location (local or network) to save the file.	
<b>Step 4.</b> Click the <b>Reset</b> button.	
<b>Step 5.</b> The screen refreshes and displays all records found from the FCRS database.	



- Save multiple documents from the current list of records by repeating Step 1 through Step 3, as necessary.

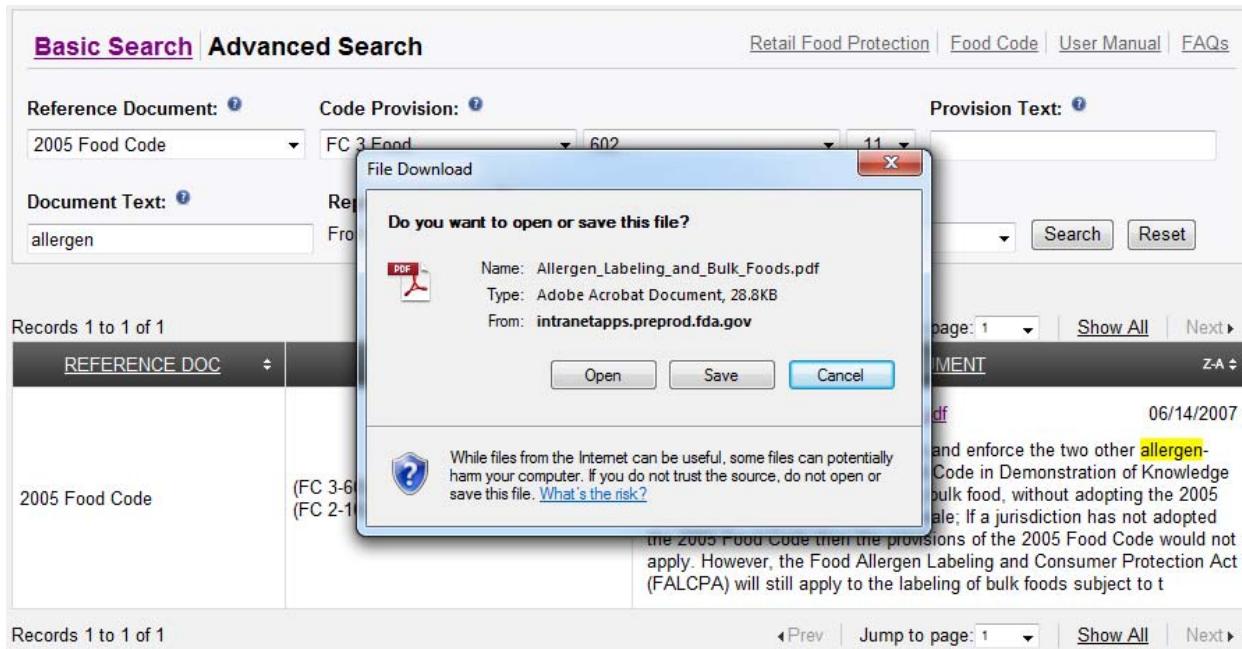


Figure 17: File Download Dialog Box

#### 4.5: Superseded Or Preceded Documents

Documents in FCRS constitute official business records and 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). Revised versions are retained within the files of the Retail Food Protection Team within CFSAN, per an approved records retention schedule. To provide the most current information to the user, only the most recent documents are shown in the FCRS. Documents that are no longer needed for business purposes are archived and similarly retained within the files of the Retail Food Protection Team within CFSAN, per an approved records retention schedule.

Ref Doc	Ref Doc Year/Add Ref	Provision	Document ↑
FC	2009 Food Code	(FC 3-201.15)	<p>A Class Shellfish_v03.pdf</p> <p>Question: Can you tell me what the "blanching" process is certified? We are wondering if the blanching process creates any food safety hazards? Is this finished product Ready-to-Eat, or must it be cooked? If so, how long must it be cooked? Is it safe to serve raw shellfish? Is it safe to serve half-shell and are refrigerated or frozen. Can it be served raw? What are the potential food safety concerns with this product? Discussion and Rationale: New Zealand therefore ship raw or "blanched" shellfish into the United States.</p>

Figure 18: Superseding/ Preceding Page listing

#### Section 5: Sorting Results

## 5.1: Sorting Capability

Introduction:

Records returned after performing a reference search will display to the screen and sort on the ***Document*** column, in an ascending order (default). However, records can be sorted on any column in the results screen, in either ascending or descending order. As an example, when sorting in ascending order, a document titled “Adulterated\_Food.doc” will list at the top of the screen before another document titled “Beverages.doc”. Similarly, when sorted in an ascending order, a document titled “1-Beverages.doc” will list before another that is titled, “9-Beverages.doc”.

### Highlights:

- Sorting Capability
- Sorting Result Sets
- Perform A Sort On Records

Sorting is *case-sensitive*. As an example when sorting in ascending order, a document titled “Adulterated\_Food.doc” will list at the top of the screen before another document titled “adulterated\_food.doc”.

## 5.2: Sorting Result Sets

The sorting order is indicated by the direction of the arrow to the right of the column headings. An arrow pointing up indicates the records are being sorted in ascending order based on that field. Similarly, an arrow pointing down indicates the records are being sorted in descending order based on that column.

To sort on a column, click on the column heading; e.g., to sort on the ***Document*** column, click once on the column heading and observe the direction of the sort. The screen will refresh and display the records such that documents starting with a numeric character first, followed by documents starting with an uppercase alphabetic character, then list the documents starting with a lowercase alphabetic character. The ascending sort order, based on the ***Document*** column, is the default sort for all records returned.

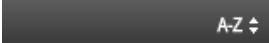
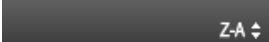
In general, documents are sorted in the following manner:

- Documents that begin with a numeric character are listed first;  
Ex. 1\_Sample\_Pinned\_meats\_exception\_needed.doc
- Documents beginning with an uppercase alphabetic character; Ex. Alcoholic Beverage.doc
- Documents beginning with a lowercase alphabetic character; Ex. eggs-tofu\_in\_water.doc

### 5.3: Perform A Sort On Records

#### **Steps To Perform A Sort Based on the Document Column**

Perform the following steps to complete this sort procedure:

Action	Graphic
<b>Step 1.</b> Launch the FCRS application (Refer to instructions in <b>Section 2:</b> ).	
<b>Step 2.</b> On the FCRS Main Page (refer to <b>Step 3.</b> <b>Figure 1</b> ) the screen displays the total number of all records in the database. An ascending sort order is indicated by the letters A-Z next to the heading for the <b>Document</b> column.	
<b>Note:</b> This is the default sort for all results returned.	
<b>Step 4.</b> Perform a reference search using the dropdown menus or the search boxes to query the database (refer to instructions in <b>Section 4:</b> ).	
<b>Step 5.</b> The screen displays the matching records sorted in ascending sort order (indicated by the letters A-Z next to the heading for the <b>Document</b> column).	
<b>Step 6.</b> Click once on the <b>Document</b> column heading to sort the records in descending order. <b>Refer to Figure 19.</b>	
<b>Step 7.</b> The screen displays the matching records sorted in descending sort order (indicated by the down arrow next to the heading for the <b>Document</b> column).	
<b>Step 8.</b> Click the <b>Reset</b> button.	
<b>Step 9.</b> The screen refreshes and displays all records from the FCRS main page.	

Quick

- When sorting on the **Provision** column, ordering is based on the Food Code number instead of the tagline, e.g., FC 1-102.x, FC 3-201.x, FC 3-201, FC 3-801.x, list in this order for an ascending sort.
- Perform multiple searches based on the prior column and

sort order setting by simply changing the search criteria.

The screenshot shows the FCRS Advanced Search results page. At the top, there are tabs for "Basic Search" and "Advanced Search". Below the tabs, there are three dropdown menus: "Reference Document" (set to "2005 Food Code"), "Code Provision" (set to "FC 3 Food"), and "Provision Text" (set to ".602 .11"). Under "Document Text" is a search bar containing "allergen". Under "Reporting Period", there are fields for "From: 06/02/2007" and "Until: 06/14/2007", with a dropdown for "or within last". There are "Search" and "Reset" buttons. Below the search controls, it says "Records 1 to 1 of 1". The main table has columns: "REFERENCE DOC", "PROVISION", and "DOCUMENT". The first row shows "2005 Food Code" in the REFERENCE DOC column, "(FC 3-602.11) (FC 2-102.11)" in the PROVISION column, and a link to "Allergen Labeling and Bulk Foods.pdf" in the DOCUMENT column. To the right of the DOCUMENT link is the date "06/14/2007". A green oval highlights the "Z-A" sort arrow at the top right of the table header. Below the table, it says "Records 1 to 1 of 1" again, followed by navigation links: "Prev", "Jump to page: 1", "Show All", and "Next".

REFERENCE DOC	PROVISION	DOCUMENT
2005 Food Code	(FC 3-602.11) (FC 2-102.11)	<a href="#">Allergen Labeling and Bulk Foods.pdf</a> 06/14/2007 Question: Is a state able to require and enforce the two other allergen-related provisions in the 2005 Food Code in Demonstration of Knowledge by a person in charge and labeling bulk food, without adopting the 2005 Food Code? Discussion and Rationale; If a jurisdiction has not adopted the 2005 Food Code then the provisions of the 2005 Food Code would not apply. However, the Food Allergen Labeling and Consumer Protection Act (FALCPA) will still apply to the labeling of bulk foods subject to t

**Figure 19: Reference Advanced Search results sorted on the Document column**

## Section 6: List of Abbreviations And Acronyms

Term	Definition
Add Ref	An abbreviation for Additional Reference - used in the “Reference Document Year/ Additional Reference” column.
CFSAN	Center for Food Safety and Applied Nutrition.
FC	Food Code.
FCRS	Food Code Reference System
FDA	Food and Drug Administration.
RFPT	Retail Food Protection Team.
Ref Doc	An abbreviation for the Reference Document database field.
Ref Doc Year	An abbreviation for the Reference Document Year - used in the ‘Reference Document Year / Additional Reference’ column.
Ref Document	An abbreviation for the Reference Document column.
XGA	Extended Graphics Array (a high resolution graphics standard).

## Section 7: User Support

### 7.1: Information

Questions regarding FCRS and its use should be directed to FDA’s Retail Food Protection Team in FDA’s Center for Food Safety and Applied Nutrition (CFSAN). 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.

## Section 8: Frequently Asked Questions (FAQs)

### 8.1: Additional information on frequently asked questions

Please refer to the FAQ document available from the FCRS Main Reference Search page. This is a separate document that provides answers to a number of *Frequently Asked Questions* related to understanding and the use of the FCRS database.

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**APPENDIX A : REFERENCES**

<b>Document Name</b>	<b>Description</b>	<b>Location</b>
FDA Food Code	FDA Food Code is a model resource to assist food control jurisdictions at the federal agencies, state/local/tribal levels, consumers, academia, and industry.	<a href="http://www.fda.gov/FoodCode">http://www.fda.gov/FoodCode</a>

## APPENDIX B: GLOSSARY OF TERMS

<b>Term</b>	<b>Definition</b>
<b>boolean search</b>	Boolean searches allows the combination of words and phrases using the words AND, OR, NOT, and NEAR (otherwise known as Boolean operators) to limit, widen, or define the search criteria.
<b>browser</b> (a.k.a. Web browser)	A program used to read coded (HTML, JavaScript etc.) pages and display them as web pages. Browsers typically include features such as favorites (or bookmarks), back and forward buttons, etc. Internet Explorer and Firefox are examples of browsers.
<b>database</b>	A collection of information that is usually highly organized and categorized; it can be thought of as an electronic filing system. Traditional databases are organized by fields, records, and files. The benefit of electronic filing by means of a database is that specific information can easily be extracted according to given parameters.
<b>field</b>	A field is a single unit of data stored as part of a database record. Each record is made up of one or more fields, which correspond to the columns in a database table.
<b>full-text search</b>	A full-text search engine examines all the words in every stored document as it attempts to match the keyword(s) supplied by the user.
<b>hyperlink</b>	Clickable content on a web page usually leads to another page, another site or another part of the same page. The clickable content therefore is said to link to the other page / site / part of the same page.
<b>Graphical User Interface (GUI)</b>	A graphical (rather than a purely textual) user interface to a computer.
<b>index</b>	Refers to the searchable database of the documents stored by a search engine. Search engine indexing collects, parses, and stores data to facilitate fast and accurate information retrieval. When used as a verb, it describes the process of converting a collection into a searchable database.
<b>Document</b>	Refers to the collection of Food Code documents and responses to retail related food safety questions and those related to the FDA standardization exercise within the FCRS database and issued by the FDA/CFSAN RFPT
<b>keyword</b>	A word used in a query to perform a search within a database, to identify specific records or documents.
<b>keyword search</b>	A type of search that looks for matching documents that contain one or more keywords specified in the search criteria.
<b>match</b>	A match occurs when a document in the search engine's index contains word(s) or word phrases entered as part of the query. The matching documents, simply called matches, are then displayed to the program/ application output device (e.g., a computer screen).

<b>phrase</b>	A set of words (or a sentence) used together to form the criteria for a search.
<b>pop-up/ pop up</b>	A new browser window (usually containing an advertisement) automatically opened when the user performs a specified action - like clicking a link, closing a page etc.
<b>preceding</b>	A document that has been replaced by a more recent document. A version suffix will also be appended to all related documents to indicate the appropriate sequence (e.g., “_v01” to the original filename, “_v02” to the document that supersedes the original, and “_v03” to the next document in the sequence, etc).
<b>query</b>	A keyword, group of keywords, or phrase with or without special instructions like Boolean operators, used in a search. In simpler terms, it is that which the user enters into the search box. It is what the search engine compares the documents to in order to return only relevant records.
<b>quotes ( “ ”), ( ‘ ’ )</b>	When used in a search, the double quotes enclose the keywords for which an exact match is needed. Keywords entered with (or without) the single quotes will return much different results than those entered with the double quotes.
<b>record</b>	Records are composed of fields, each of which contains one item of information. A set of records constitutes a file.
<b>search</b>	The process of locating information typically done by searching through documents in databases.
<b>search box</b>	A text box in which the contents (keywords, word phrases, etc.) are to be searched for in a database, etc.
<b>search criteria</b>	A search criteria is composed of the search terms and the underlying logic that facilitates the matches for records to be returned.
<b>search results</b>	The records (documents, files, etc.) returned by a search engine in response to a query.
<b>stemmed / stemming</b>	The process of reducing words to the root form of a word. Search engines that use stemming compare the root forms of the keywords to the documents in its database. For example, if the user enters the word "viewer" as the query, the search engine reduces it to its root (i.e., "view") and returns all documents containing the root word (e.g., documents containing view, viewer, viewing, preview, review etc.).
<b>superseding</b>	A document that replaces an earlier dated document and may reflect a change to the information (and or guidance) previously issued. A version suffix will also be appended to all related documents to indicate the appropriate sequence (e.g., “_v01” to the original filename, “_v02” to the document that supersedes the original, and “_v03” to the next document in the sequence, etc).
<b>tagline</b>	Typically refers to a memorable line (or phrase) associated with an attribute of a branding slogan. Tagline in this document is the text associated with the <i>Section</i> of the Food Code, e.g., “Raw Animal Foods” (3-401.11).

	<b>Note:</b> A general theme is typically associated with the <i>Section</i> in this instance it is “Cooking”.
<b>toolbar</b>	A series of selectable buttons that gives a user an easy way to select desktop, application, or Web browser functions. Toolbars are typically displayed as either a horizontal row or a vertical column around the edges of the Graphical User Interface (GUI) where they are visible while the application is in use.
<b>wildcard</b>	<p>A wildcard is a special symbol used to substitute for zero, one, or more characters in keywords. When performing keyword searches, wildcards allow users to broaden the search parameters to locate more information for a particular keyword.</p> <p><i>Examples of wildcards include:</i></p> <ul style="list-style-type: none"> <li>• Percent Sign ( *% ) allows user to match zero, one, or multiple characters</li> <li>• Underscore ( _ ) allows user to match any single character</li> </ul>

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