Conference for Food Protection
2010 Issue Form

Internal Number: 006
Issue: 2010 II-035

Council Recommendation:	Accepted as Submitted	_____	Accepted as Amended	_____	No Action	_____
Delegate Action:	Accepted	_____	Rejected	_____		

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Title:
Limiting Committee Member Numbers

Issue you would like the Conference to consider:
Reconsider direction that an unlimited number of members should be included on committees. This is not addressed in the Constitution and Bylaws or the Conference Procedures Manual under the Council Committees. Some committees specify representation from respective groups of regulatory, industry, academia or stakeholders. Committees having over 20 plus individuals find it difficult to achieve quorum, schedule mutually agreeable times for conference calls, and ensure that all present on conference calls had time to voice their opinions. A maximum limit of members should be established to facilitate consistent participation and progress on complex topic(s) that are given to committees to address.

Public Health Significance:
No public health significance is noted.

Recommended Solution: The Conference recommends...:
the Constitution and Bylaws Committee develop guidelines regarding committee structure, membership size, and constituency representation and report back to the Executive Board no later than the August 2011 Executive Board Meeting with recommendations regarding proposed changes to policies and/or governing documents.

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Conference for Food Protection
2010 Issue Form

Internal Number: 007
Issue: 2010 II-008

Council Recommendation:	Accepted as Submitted	_____	Accepted as Amended	_____	No Action	_____
Delegate Action:	Accepted	_____	Rejected	_____		

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Title:
Report - Certification of Food Safety Regulation Professionals Work Group

Issue you would like the Conference to consider:
The CFP Certification of Food Safety Regulation Professionals (CFSRP) Work Group seeks the Conference's acknowledgement of its Work Group Report.

Public Health Significance:
The Certification of Food Safety Regulation Professionals Work Group report submitted with this Issue as Attachment A provides a summary of the actions taken to address each of the following Conference charges:

- Review the 2006-2007 Assessment of Training Needs Pilot Project Report that resulted in the development of the current *CFP Field Training Manual* and Forms.
    - Work Group review and deliberations will assess whether additional revisions/updates are needed to the *CFP Field Training Manual* and forms. (See Charge #1 in Work Group report)
- Determine if an evaluation tool that mirrors the CFP Field Training process should be developed.
    - If such an evaluation tool is necessary, should it be incorporated into Standard #2 or left as a stand alone tool available from FDA's web site. For this initiative, the Work Group is charged to work in collaboration with FDA's Division of Human Resources Development. (See Charge #2 in Work Group report)
    - o Re-examine Step 4 of the current Program Standard 2 language as it relates to "standardization". Current language has raised some confusion among jurisdictions enrolled in the Standards as to what constitutes an acceptable standardization process. The Work Group will determine if the written criteria in Step 4 should be revised for clarification and, if so, submit a recommendation to the 2010 Biennial Meeting. (See Charge #3 in Work Group report)
- Review the criteria for *Standard 2 - Trained Regulatory Staff, FDA Draft Voluntary National Retail Food Regulatory Program Standards* to ensure it reflects the most up-to-date approach for training and standardizing Food Safety Inspection Officers (FSIOs) newly hired or assigned to regulatory retail food protection programs.

- Re-examine Program Standard #2 time lines established for new hires to attain the specific milestones for pre-requisite curriculum, completion of field training, through standardization (Steps 1 - 4 in Standard #2). (See Charge #4 in Work Group report)
- Charge transferred in 2008 from Council 3 - Assess the feasibility of incorporating an Allergen Management Course as part of the Standard 2 "Pre-Requisite Curriculum" and provide a recommendation to the 2010 Biennial Meeting. (See Charge #5 in Work Group report)
- Determine if there is a need to include the requirement of 25 joint field training inspections as a specific criterion within Step 2, Standard 2. (See Charge #6 in Work Group report)
- Assess the strengths/challenges associated with incorporating into Program Standard #2 curriculum requirements, courses related to Food Defense including National Incident Management Systems (NIMS) and Incident Command Systems (ICS) and provide a recommendation to the 2010 Biennial Meeting. (See Charge #7 in Work Group report)

In addition to this Issue requesting acknowledgement of the report, the CFP CFSRP Work Group has submitted 4 separate issues with recommended actions for the Conference to consider. A final issue with the recommendation for continuation of the CFP CFSRP Work Group and suggested 'charges' has also been submitted as a separate issue.

Recommended Solution: The Conference recommends...:
acknowledgement of the Conference for Food Protection, Certification of Food Safety Regulation Professionals - Work Group Report included as Attachment A with this Issue. The Conference further recommends that an expression of thanks be extended to all the CFSRP Work Group members who diligently dedicated their time over the past two years.

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Attachments:

- "Certification of Food Safety Regulation Professionals Work Group Report"

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Conference for Food Protection
2010 Issue Form

Internal Number: 008
Issue: 2010 II-010

Council Recommendation:	Accepted as Submitted	_____	Accepted as Amended	_____	No Action	_____
Delegate Action:	Accepted	_____	Rejected	_____		

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Title:
Emergency Management Course Additions to Appendix B-1, Standard 2

Issue you would like the Conference to consider:
The CFP Certification of Food Safety Regulation Professionals (CFSRP) Work Group is recommending that the basic Federal Emergency Management Agency (FEMA) courses related to National Incident Management Systems (NIMS) and Incident Command Systems (ICS) be included as part of the required "post curriculum" contained in Appendix B-1, Standard 2, of the *FDA National Voluntary Retail Food Regulatory Program Standards (2009).*

Public Health Significance:
State/local/tribal regulatory retail food safety professionals are often the first responders to a food safety or food defense emergency. Frequently these incidents impact multiple jurisdictions and require an operational response and management to ensure maximum public health protection.

The Federal Emergency Management Agency (FEMA) offers a national model training curriculum for all public officials with emergency response and coordination responsibilities. FEMA's Emergency Management Institute provides many basic and advance National Incident Management Systems and Incident Command Systems courses on-line for no cost. These courses which include final examinations and certificate of completions are available from the following web link: http://training.fema.gov/IS/NIMS.asp.

Three basic NIMS and ICS courses are being recommended by the CFP CFSRP work group for inclusion as part of the post curriculum outlined on Appendix B-1, Standard 2.

IS-100.a, ***Introduction to Incident Command System***, ICS-100

This course provides training and resources for personnel who require a basic understanding of the Incident Command System (ICS).

IS-200.a, ***ICS for Single Resources and Initial Action Incidents***, ICS-200

This course provides training and resources for personnel who are likely to assume a supervisory position within the Incident Command System (ICS). The primary target audiences are response personnel at the supervisory level.

IS-700.a, ***NIMS An Introduction***, ICS 700

This course provides training and resources for the National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, private sector, and nongovernmental organizations to work together during domestic incidents.
Each of these courses is three hours (total of nine hours).
Successful completion of the learning objectives contained in these three courses establishes a solid foundation for preparing regulatory retail food protection staff to prevent, respond to, recover from, and mitigate the effects of incidents regardless of cause, size, location and complexity in order to reduce the loss of life, property damage, and harm to the environment.

Recommended Solution: The Conference recommends...:
that a letter be sent to the FDA requesting that Appendix, B-1, Standard 2 - Trained Regulatory Staff, FDA Draft Voluntary National Retail Food Regulatory Program Standards (2009) be revised to:

- include the following three Federal Emergency Management Agency (FEMA) courses as part of the post curriculum retail food protection training program as contained in Attachment A with this Issue (changes are noted with shaded background)
  - IS-100.a, *Introduction to Incident Command System*, ICS-100
  - IS-200.a, *ICS for Single Resources and Initial Action Incidents*, ICS 200
  - IS-700.a, *NIMS an Introduction*, ICS-700; and
- update the post curriculum courses and total training hours listed in Appendix B-1 to reflect the additional 9 hours needed to complete the three FEMA courses. Any references to these training hours in other parts of the FDA Program Standards are to be updated to ensure consistency.

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Attachments:

- "Program Standard 2 - Appendix B-1 Curriculum for Regulatory Retail Food Saf"

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Conference for Food Protection
2010 Issue Form

Internal Number: 009
Issue: 2010 II-009

Council Recommendation:	Accepted as Submitted	_____	Accepted as Amended	_____	No Action	_____
Delegate Action:	Accepted	_____	Rejected	_____		

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Title:
Allergen Management Course Addition to Appendix B-1, Standard 2

Issue you would like the Conference to consider:
The CFP Certification of Food Safety Regulation Professionals (CFSRP) Work Group is recommending that the Allergen Management course currently under development within FDA's Division of Human Resources Development be included as part of the required "post curriculum" contained in Appendix B-1, Standard 2, of the *FDA National Voluntary Retail Food Regulatory Program Standards (2009)* upon completion and review by the CFP Food Allergen Committee.

Public Health Significance:
At the 2008 Biennial Meeting, the Voting Assembly of Delegates unanimously approved the Council III recommendation contained in Issue 2008 III-007, *Food Allergy Information for state/local regulatory officials,* stating:
The Conference recommends that the Food Allergen Committee be reestablished and that a letter be sent to the FDA recommending that food allergen resource information be included as part of the recommended curriculum in the FDA Voluntary National Retail Food Regulatory Program Standards, Standard #2, Trained Regulatory Staff and that a compendium of educational materials be made available to state/local regulators.
The Conference further recommends that the Food Allergen Committee work with the FDA to develop an appropriate educational component regarding food allergen awareness.
The Executive Board of the Conference charged the CFP CFSRP Work Group with incorporating Food Allergen resource information as part of the recommended curriculum in Standard #2, Trained Regulatory Staff, FDA Program Standards (2009). The CFP CFSRP Work Group conducted follow-up interviews with State/local/tribal jurisdictions that participated in the CFP Assessment of Training Needs Pilot Project in 2007. One of the objectives of this pilot project was to assess the appropriateness of the Standard #2 curriculum. The feedback received indicated overwhelming support for inclusion of an Allergen Management Course as part of the Standard #2 curriculum.
Appendix B-1 of Standard #2 contains a listing of the training curriculum expected to be completed by new hires or staff newly assigned to the regulatory retail food protection program. To be included in this listing, the subject matter must be in the form of a course with learning objectives. FDA's Division of Human Resource Development has developed

several of the core elements for an Allergen Management Course. FDA's Center for Food Safety and Applied Nutrition is currently working on an Allergen Management guidance document. This document will include specific recommendations for the retail food industry. FDA is planning on collaborating with the CFP Food Allergen Committee to obtain feedback on the information contained in the Allergen Management guidance document. Once the document is finalized, FDA will include specific allergen management guidance for foodservice and retail food operations in the Allergen Management course.
The CFP CFSRP Work Group is recommending that the FDA Allergen Management course be incorporated as part of the Standard #2 post curriculum upon its completion and review by the CFP Food Allergen Committee. This course is not likely to be ready for posting by the 2010 Biennial Meeting but may be ready shortly there after. Rather than waiting another 2 years to deliberate the inclusion of this course into the Standard #2 post curriculum at the 2012 Biennial Meeting, the CFP CFSRP thinks it is prudent for the Conference to send a letter to FDA recommending that upon its full completion, the Allergen Management Course be included as part of the Standard #2 post curriculum when FDA revises the Standards document to reflect the recommended changes and/or revisions approved at the 2010 Biennial Meeting.

Recommended Solution: The Conference recommends...:
that a letter be sent to FDA requesting:

- that upon its completion the FDA Allergen Management Course be reviewed by the re-created CFP Food Allergen Committee.
- the inclusion of the finalized Allergen Management Course as part of the "post curriculum" training in Appendix, B-1, Standard 2 - Trained Regulatory Staff, FDA Draft Voluntary National Retail Food Regulatory Program Standards when the next subsequent version is drafted. Moreover, at the time the Allergen Management Course is ready for inclusion as part of Appendix B-1, the total post curriculum hours and total Standard 2 training hours should be revised accordingly.

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Attachments:

- "Program Standard 2 Appendix B-1"

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Conference for Food Protection
2010 Issue Form

Internal Number: 010
Issue: 2010 II-011

Council Recommendation:	Accepted as Submitted	_____	Accepted as Amended	_____	No Action	_____
Delegate Action:	Accepted	_____	Rejected	_____		

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Title:
Clarifying language for Step 2, Standard 2 - Program Standards

Issue you would like the Conference to consider:
Revise Step 2, Standard 2 - Trained Regulatory Staff, FDA Voluntary National Retail Food Regulatory Program Standards (2009)

Public Health Significance:
The CFP Certification of Food Safety Regulation Professionals (CFSRP) Work Group received a charge from the 2008 Biennial Meeting to re-examine the Standard 2 criteria requiring new hires or staff newly assigned to the retail food protection program to conduct a minimum of 25 joint field inspections with the jurisdiction's designated trainer. Feedback from the jurisdictions that participated in the 2007 Assessment of Training Needs (ATN) pilot project, administered through the Conference, indicated a wide variation in opinion as to the appropriate number of joint field training inspections needed to prepare new Food Safety Inspection Officers (FSIO) for conducting independent inspections of foodservice and retail food facility types. A summary of the jurisdiction responses to appropriate number of joint field inspections is contained on pages 48 and 49 of the 2007 Assessment of Training Needs Pilot Project Report which is available from the Conference for Food Protection web site.

Sixty-five percent (65%) of the jurisdictions participating in the pilot project indicated that 25 joint field training inspections was the appropriate minimum number to include in Standard 2. Of the 10 that responded with a "no", the number of joint field training inspections recommended ranged from 10 to 100, with an average of 75. From comments received from the pilot jurisdictions, the appropriate number of joint field training inspections is primarily based on an individual's skill, capability and affinity for learning new tasks or accomplishment of certain skills. These learning characteristics will vary from one individual to another.

In 2009, the CFP CFSRP Work Group conducted follow-up interviews with the jurisdictions that participated in the pilot project to assess their experiences with the continued use of the CFP Field Training Manual and forms. Twenty-two jurisdictions were canvassed, fifteen (68%) indicated a minimum of 25 joint field inspections was the appropriate number. A recurring comment from these jurisdictions was that the number of joint field inspections was not the performance measure they used to determine a trainee's readiness to conduct

independent inspections. The ultimate performance measure is the trainee's ability to successfully demonstrate all the competencies listed on the CFP Field Training Plan contained in Appendix B-2, Standard 2.

Many jurisdictions indicated that having a minimum of 25 joint field training inspections specifically referenced in Standard 2, provided the jurisdiction's trainer with expectations on time commitments/resources that should be devoted to the training process. It provides for a degree of quality assurance and expectation of the training process for both the candidate and trainer.

The CFP CFSRP Work Group has deliberated the information received from jurisdictions that have implemented the Standard 2 training process. Based on this research, the CFP CFSRP Work Group is recommending that the Conference retain the reference to the minimum of 25 joint field inspections in Step 2, Standard 2, but also include language that would allow a trainer to conduct a fewer number provided that exception was supported by written documentation, such as completion of the CFP Field Training Plan included in Appendix B-2, Standard 2.

Recommended Solution: The Conference recommends...:

that a letter be sent to the FDA requesting that Standard 2 - Trained Regulatory Staff, *FDA Voluntary National Retail Food Regulatory Program Standards (2009)* be revised as follows:

Note, in the context below:

-- FSIO is a "Food Safety Inspection Officer" and the acronym is spelled out and defined earlier in the Standard.

-- wording to be inserted is indicated with underline format; wording to be deleted is with strike through.

REQUIREMENT SUMMARY

STEP 2 - Completion of a minimum of 25 joint field training inspections or a sufficient number of joint inspections determined by the trainer and verified through written documentation that the FSIO has demonstrated all performance elements and competencies to conduct independent inspections of retail food establishments,

AND

successful completion of the jurisdiction's FSIO Field Training Plan similar to the process outlined in Appendix B-2.

Step 2: Initial Field Training and Experience

The regulatory staff conducting inspections of retail food establishments must conduct a minimum of 25 joint field inspections with a trainer ~~or the jurisdiction's designated staff member,~~ who has successfully completed all training elements (Steps 1 - 3) ~~required by~~ of this Standard. The 25 joint field inspections are to be comprised of both "demonstration" (trainer led) and "FSIO-led" (trainee led) inspections and include a variety of retail food establishment types available within the jurisdiction. If the trainer determines that the FSIO has successfully demonstrated the required performance elements and competencies, a lower minimum number of joint field training inspections can be established for that FSIO provided there is written documentation, such as the completion of the CFP Field Training Plan in Appendix B-2, to support the exception.

Demonstration inspections are those in which the jurisdiction's trainer ~~and/or designated staff person~~ takes the lead and the FSIO observes the inspection process. FSIO-led inspections are those in which the candidate takes the lead and demonstrates competencies identified in the jurisdiction's retail food program training plan. The jurisdiction's trainer is responsible for determining the appropriate combination of demonstration and FSIO-led inspections based on the FSIO's food safety knowledge and performance during the joint field training inspections.

The joint inspections must be conducted using a field training process and forms similar to ones presented in the *CFP Field Training Manual* included as Appendix B-2. The *CFP Field Training Manual* consists of a training plan and log, trainer's worksheets, and procedures that may be incorporated into any jurisdiction's retail food training program. It is a national model upon which jurisdictions can design basic field training and provides a method for FSIOs to demonstrate competencies needed to conduct independent inspections of retail food, restaurant and institutional foodservice establishments.

Jurisdictions are not required to use the forms or worksheets provided in the CFP *Field Training Manual.* Equivalent forms or training processes can be developed. To meet the intent of this Standard, documentation must be maintained that confirms FSIOs are trained on, and have demonstrated, the performance element competencies needed to conduct independent inspections of retail food and/or foodservice establishments.

NOTE: *The CFP Field Training Manual is designed as a training approach providing a structure for continuous feedback between the FSIO and trainer on specific knowledge, skills and abilities that are important elements of effective retail food, restaurant, and institutional foodservice inspections.*

· *The CFP Field Training Manual is NOT intended to be used for certification or licensure purposes.*

· *Regulatory jurisdictions are NOT to use the CFP Field Training Manual for administrative purposes including but not limited to, job classifications, promotions, or disciplinary actions up to and including termination.*

FSIOs must successfully complete a joint field training process, similar to that presented in the *CFP Field Training Manual*, prior to conducting independent inspections and re-inspections of retail food establishments in risk categories 2, 3, and 4 as presented in Appendix B-3 (taken from Annex 5, Table 1 of the 2005 FDA Food Code). The jurisdiction's trainer/food program manager can make a determination as to the FSIO's readiness to conduct independent inspections of risk category 1 establishments as defined in Appendix B-3 at any time during the training process.

NOTE: *The criterion for conducting a minimum of 25 joint field training inspections is intended for new employees or employees new to the food safety program. In order to accommodate an experienced FSIO, the supervisor/training officer can in lieu of the 25 joint field inspections*

· *Include a signed statement or affidavit in the employee's training file explaining the background or experience that justifies a waiver of this requirement; and*

· *The supervisor/training officer must observe experienced FSIOs conduct inspections to determine any areas in need of improvement. An individual corrective action plan should be developed outlining how any training deficiencies will be corrected and the date when correction will be achieved.*

Reference:

APPENDIX B-2: CFP Field Training Manual for Regulatory Retail Food Safety Inspection Officers, Standard #2 - Trained Regulatory Staff, *FDA Voluntary National Retail Food Regulatory Program Standards,* referenced in this Issue is available from the following CFP web link:
www.foodprotect.org/media/guide/CFPFieldTrainingManual-1-7-08.pdf

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Conference for Food Protection
2010 Issue Form

Internal Number: 011
Issue: 2010 II-012

Council Recommendation:	Accepted as Submitted	_____	Accepted as Amended	_____	No Action	_____
Delegate Action:	Accepted	_____	Rejected	_____		

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Title:
Clarifying Definitions for Step 4, Standard 2 - Program Standards

Issue you would like the Conference to consider:
Revise the definitions for "Trainer" and "Training Standard" to clarify the differences in performance responsibilities and qualifications. In addition, revise Step 4, Standard 2 - Trained Regulatory Staff, FDA Voluntary National Retail Food Regulatory Program Standards (2009) to include a reference to the "Training Standard" qualifications listed in the definition section of the FDA Program Standards document.

Public Health Significance:
In 2006, the Conference unanimously approved a recommendation from the CFP Certification of Food Safety Regulation Professionals (CFSRP) work group to revise the minimum number of inspections a Food Safety Inspection Officer (FSIO) must successfully complete as part of their Food Code standardization process. The minimum number of standardization inspections in Step 4, Standard 2, was reduced from 8 to 4 for FSIOs who would NOT be expected to serve as "Training Standards" responsible for standardizing other FSIOs. The standardization process must be similar to the "FDA Standardization Procedures" and address the five following performance areas:

1. Risk-based inspections focusing on the factors that contributed to foodborne illness;
2. Good Retail Practices;
3. Application of HACCP Principles;
4. Inspection equipment; and
5. Communication.

The FDA standardization procedures are based on a minimum of 8 inspections and include performance areas related to the development of HACCP flow charts, completion of a risk control plan, and verification of a HACCP Plan. FDA standardizations are conducted with regulatory retail food protection personnel who would be expected to serve as "Training Standards" responsible for standardizing other FSIOs.

Jurisdictions participating in the FDA Program Standards have indicated that the Standard 2 criteria does not clearly address the differences in the standardization process needed to be a "Training Standard" versus standardization of FSIOs who will NOT conduct standardizations with other FSIOs.

The CFP CFSRP work group is recommending that the definitions of "Trainer" and "Training Standard" contained in the FDA Program Standards (2009) be revised to clearly identify the requirements for each of these roles. In addition, the work group recommends that Step 4, Standard 2, be revised to include a reference to the requirements for conducting field standardization of FSIOs as presented in the work group's proposed "Training Standard" definition.

Recommended Solution: The Conference recommends...:
that a letter be sent to the FDA requesting:

- that the terms "Trainer" and "Training Standard" as defined in the FDA Voluntary National Retail Food Program Standards (2009) be revised to reflect the language below.
- that Step 4, Standard 2 be revised to include clarification regarding the "Training Standard" requirements as presented below.

Note: new language is underlined; language to be deleted is with strike through.
DEFINITIONS
The following definitions apply in the interpretation and application of these Standards.
24) Trainer - an individual who has successfully completed the training elements as outlined in Steps 1-3, Standard 2, and is recognized by the program manager as having field experience and communication skills necessary to train new employees.
1. Satisfactory completion of the prerequisite curriculum;
2. Completion of a field training process similar to that contained in Appendix B-2, and
3. Completion of a minimum of 25 independent inspections and satisfactory completion of the remaining course curriculum.
25) Training Standard - a trainer who has successfully completed the following training AND ~~and~~ standardization elements in Standard 2 and is recognized by the program manager as having the field experience and communication skills necessary to train and standardize new employees. The training and standardization elements include:
1. Satisfactory completion of the prerequisite curriculum;
2. Completion of a field training process similar to that contained in Appendix B-2;
3. Completion of a minimum of 25 independent inspections and satisfactory completion of the remaining course curriculum; and
4. Successful completion of a standardization process based on a minimum of eight inspections that includes development of HACCP flow charts, completion of a risk control plan, and verification of a HACCP Plan, similar to the FDA Standardization Procedures.
Step 4 - Food Safety Inspection Officer - Field Standardization

Within 18 months of employment or assignment to the retail food program, staff conducting inspections of retail food establishments must satisfactorily complete four joint inspections with a "training standard" using a process similar to the "FDA Standardization Procedures." The jurisdiction's "training standard" must have met all the requirements for conducting field standardizations as presented in the definition section for these Standards. The standardization procedures shall determine the inspector's ability to apply the knowledge and skills obtained from the training curriculum, and address the five following performance areas:
1. Risk-based inspections focusing on the factors that contribute to foodborne illness;

2. Good Retail Practices;
3. Application of HACCP;
4. Inspection equipment; and
5. Communication.

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Conference for Food Protection
2010 Issue Form

Internal Number: 012
Issue: 2010 II-013

Council Recommendation:	Accepted as Submitted	_____	Accepted as Amended	_____	No Action	_____
Delegate Action:	Accepted	_____	Rejected	_____		

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Title:
Re-create - CFSRP Work Group

Issue you would like the Conference to consider:
The CFP Certification of Food Safety Regulation Professionals (CFSRP) Work Group has identified specific initiatives pertaining to the training and professional development of regulatory retail food safety inspection officers that require continued Conference deliberation. A 2010-2012 CFP Certification of Food Safety Regulations Professional (CFSRP) Work Group should be re-created by the Conference to continue the work on these initiatives.

Public Health Significance:
A national model that addresses training and the professional development of all regulatory retail food safety professionals - including third party independent auditors - is essential to enhancing the effectiveness of the nation's retail food protection system. The model training plan and log, field training worksheets, and joint field training process presented in the CFP *Field Training Manual for Regulatory Retail Food Safety Inspection Officers (Field Training Manual)*, approved at the 2008 Biennial Meeting are only a part of a professional development continuum that is needed to ensure all regulatory retail food safety professionals have the knowledge and skills to effectively conduct inspections of retail food stores, restaurants, and/or institutional foodservice facility types.

The Standard 2 training and standardization model should be viewed as a working document that will need to be updated and revised to meet the ever changing retail food safety environment. The Conference for Food Protection provides the mechanism to:

- maintain and update this national training model;
- explore additional training and/or assessment needs for regulatory retail food programs; and
- build consensus among all retail food safety stakeholders.

Results from the follow-up interviews with Assessment of Training Needs ATN pilot jurisdictions indicated support for the development of an audit tool that mirrored the CFP Field Training process. The Work Group reached consensus that the audit process, whether included as part of Standard 2 or provided as a stand alone process, should be fully compatible with the CFP *Field Training Plan* included as part of Appendix B-2, Standard 2, *FDA Program Standards (2009)*.

In order to eliminate potential program redundancies, the CFP CFSRP Work Group is recommending a new 2010-2012 charge to collaborate with FDA to review all initiatives: existing, new or under development; involving the training, evaluation and/or certification of food safety inspection officers. This collaborative working relationship will ensure the sharing of information to prevent any unnecessary redundancies in the creation of work products or assignment of tasks/responsibilities. This collaborative effort will include an assessment of the need and potential structure for incorporating Food Safety Inspection Officer "Performance Audits" as a component of the Program Standards.

In addition, a new charge for this Work Group is proposed based on an increase in the number of independent third party auditors contracted to conduct regulatory oversight inspections of institutional foodservice, restaurant, and retail food store facilities. Some areas of the country are beginning to disband the local regulatory retail food protection agency and contract the work to nongovernmental organizations. Currently, a national standard upon which to evaluate the education and qualifications of independent third party auditors does not exist. Legislation has been introduced at the federal level that contains language that would recognize third party audits as a legitimate use of resources to enhance food safety. Since these issues are not solidified at the time of submittal of the Work Group report to the Conference of Food Protection, a closer look over the next two year cycle is in order.

Recommended Solution: The Conference recommends...:

that a 2010-2012 Certification of Food Safety Regulation Professionals (CFSRP) Work Group be re-created to address the following charges:

1. Collaborate with the FDA Center for Food Safety and Applied Nutrition and the FDA Division of Human Resource Development to:
    - Review all initiatives: existing, new or under development; involving the training, evaluation and/or certification of Food Safety Inspection Officers. This collaborative working relationship will ensure the sharing of information so as not to create any unnecessary redundancies in the creation of work product or assignment of tasks/responsibilities.
    - Review and revise, as needed, Standard 2 classroom curriculum, time frame for completion of Steps 1 through 4 for new hires or staff newly assigned to the regulatory retail food protection program.
    - Determine if the CFP Field Training Manual and forms have completely addressed all recommendations recieved as part of the 2007 Assessment of Training Needs (ATN) pilot project.
2. Eliminate the potential redundancy of multiple verification tools (FDA *Retail Food Level I Performance Audit and FDA Procedures for Standardization and Certification of Retail Food Inspection / Training Officers*) utilized by FDA programs, work in collaboration with FDA's Center for Food Safety and Applied Nutrition, FDA's National Retail Food Team and the FDA's Division of Human Resource Development to:
    - Conduct a pilot project over the next year using the FDA *Retail Food Level I Performance Audit* with a limited and selected number of jurisdictions. The FDA *Performance Audit* will be piloted for use during the two joint inspections conducted as part of the quality assurance component of *Standard 4 - Uniform Inspection Program.* An outline of the pilot project objectives, protocol, and projected timeline is included as Attachment A with this Issue. The CFP CFSRP work group will submit a

report to the 2012 Biennial Meeting that documents the result of the pilot project and any recommendations for the use of verification tools as part of the FDA Program Standards*;* and,

- Conduct a joint assessment of FDA *Standardization Procedures* and FDA *Performance Audit* documents to determine if both verification tools are equally viable with distinct purposes and outcomes; and,
- Explore the feasibility of merging these existing verification tool documents and provide a plan for consolidation of such; and,
- Upon determination, assess the placement and administration of final verification tool(s) within the FDA *Program Standards* as appropriate, or separately as appropriate; and,

With input and guidance from the CFSRP Work Group, FDA will determine if modifications to their draft FDA *Performance FDA Retail Food Level I Performance Audit* and/or *Standardization* documents are needed. Any modifications that would include changes to the Program Standards will be submitted as Issues by the CFP CFSRP Work Group to the 2012 Biennial Meeting.

3. Collaborate with FDA, other federal agencies, professional and industry associations to research what criteria is currently being used to assess the education and training qualifications of independent third party auditors that have been contracted to conduct institutional foodservice, restaurant, and retail food compliance inspections in lieu of a State/local/tribal regulatory retail food program. The re-created Work Group is to provide a report to the 2012 Biennial Meeting that:

- Assesses the number of jurisdictions and geographic areas where retail food compliance Inspections are conducted by independent third party auditors in lieu of a regulatory compliance program;
- Delineates the reasons jurisdictions have moved to a third party auditor inspection compliance program;
- Summarizes criteria used to select third party auditors for inspection compliance oversight responsibilities including, but not limited to, education and training qualifications;
- Assesses and determines appropriate training and standardization processes/protocols for third party auditors, and
- Identifies any agencies/organizations/working groups currently addressing education and training standards for third party auditors conducting retail food compliance inspections.

Based on the above research, the work group will provide a recommendation to the Conference as to what actions/initiatives, if any, need to be undertaken to provide a national structure for ensuring that third party auditors possess the necessary knowledge, skills, and abilities to conduct retail food program compliance inspections.

4. Evaluate and determine the best approaches to promoting awareness and implementation of the national training model contained in the CFP Field Training Manual and forms, Appendix B-2, Standard 2. The Work Group will:

- Research the use of websites, list serves, newsletters, testimonials, presentations, and training workshops, etc.
- Assess opportunitite for enhancing the electronic versions of the CFP Field Training Manual and forms to minimize paperwork.

5. Report back to the 2012 Biennial Meeting its findings regarding the above charges.

Submitter Information:

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Attachments:

- "Proposed Performance Audit Pilot Project Objectives and Time Line"

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Conference for Food Protection
2010 Issue Form

Internal Number: 029
Issue: 2010 II-022

Council Recommendation:	Accepted as Submitted	_____	Accepted as Amended	_____	No Action	_____
Delegate Action:	Accepted	_____	Rejected	_____		

All information above the line is for conference use only.

Title:
Report - Program Standards Committee

Issue you would like the Conference to consider:
The Conference for Food Protection (CFP) Program Standards Committee seeks Council II's acknowledgement of its committee report.

Public Health Significance:
The Voluntary National Retail Food Regulatory Program Standards were developed to serve as a guide for regulatory retail food program managers in the design and management of a retail food program in our continued goal of reducing foodborne illnesses and the promotion of active managerial control of all factors that may cause foodborne illness. This committee was formed to work with the FDA Clearinghouse Committee to clarify and address language issues currently found in the Standards.
Over the past two years, the Committee has worked with the FDA Clearinghouse Committee and the attached report outlines the process and culmination of their work.

Recommended Solution: The Conference recommends...:
1. Acknowledgement of the CFP Program Standards Committee Report;
2. Thanking the Committee members; and,
3. That a letter be sent to the FDA recommending that:
    - the FDA continue to send the Retail Resource Disk to all enrolled jurisdictions and that a hard copy be provided to enrolled jurisdictions only if requested.
    - the following documents be made available on the FDA web site:
        - summary of Program Standards changes from 2007 and 2009
        - the two most current versions of the Program Standards (currently, 2007 and 2009)
        - all Supplemental Tools and Materials
        - the FDA Data Collection Manual

Submitter Information:
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Attachments:

- "2008-2010 Program Standards Committee Final Report"
- "2008-2010 Program Standards Committee Roster"

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Conference for Food Protection
2010 Issue Form

Internal Number: 031
Issue: 2010 II-023

Council Recommendation:	Accepted as Submitted	_____	Accepted as Amended	_____	No Action	_____
Delegate Action:	Accepted	_____	Rejected	_____		

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Title:
New Definition for Voluntary Retail Food Regulatory Program Standands

Issue you would like the Conference to consider:
The Program Standards Committee in collaboration with the FDA Clearinghouse Committee would like to add a new definition for "Self-Assessment Update" to the Program Standards in an effort to provide further clarification to the Program Standards.

Public Health Significance:
The definitions provided in the beginning of the Program Standards assist with the interpretation and application of the standards. The proposed changes will ensure that the Program Standards are more uniformly followed and applied.

Recommended Solution: The Conference recommends...:
that the Conference Chair send a letter to the FDA Commissioner requesting:

1. that the Definitions in the Program Standards be amended to include designation in numerical order, and
2. that the following definition be added:

Self-Assessment Update - Comparison of one or more program elements against the Voluntary *National Retail Food Regulatory Program Standards* between the required 60-month, periodic Self-Assessments.

Submitter Information:

Name: Liza Frias, Chair
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Conference for Food Protection
2010 Issue Form

Internal Number: 032
Issue: 2010 II-024

Council Recommendation:	Accepted as Submitted	_____	Accepted as Amended	_____	No Action	_____
Delegate Action:	Accepted	_____	Rejected	_____		

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Title:
Amendments to Program Standard No. 9 - Program Assessment

Issue you would like the Conference to consider:
Amend Program Standard No. 9 to provide jurisdictions with clarification on what a regulatory agency must achieve to be listed as an active participant of the Voluntary National Retail Food Regulatory Program Standards and how to meet and achieve Standard No 9.

Public Health Significance:
The committee was charged with looking at an effective way of meeting the needs of state, local, and tribal jurisdictions with respect to the FDA's current approach to establishing timelines with meeting new Program Standards and self assessments.

Currently, a jurisdiction that has not yet completed its self assessment must meet any new requirements in a revised Standard in order to achieve conformance with that Standard. Jurisdictions that already meet a certain Standard before the changes go into effect have a specific deadline to meet the requirements to continue meeting the standard. For instance, changes to Standard No. 2 were approved at the 2006 CFP Biennial Meeting. The effective date of these changes was January 1, 2007. Jurisdictions that previously met Standard 2 had to implement the changes for any new staff hired after January 1, 2007 in order to continue meeting the Standard.

Due to the current language included in Standard No. 9, a jurisdiction would not be encouraged to participate in the Voluntary National Retail Food Regulatory Program Standards due to the complex and often inability to complete the required self assessments in a two year time period.

The proposed language as submitted by the Program Standards Committee not only provides clarity on what a jurisdiction must complete to be listed as an active participant of the Program Standards, but also provides for flexibility and continued enhancement of a jurisdiction's food safety program within a reasonable time period.

Recommended Solution: The Conference recommends...:
that the Conference Chair send a letter to the FDA Commissioner requesting that Program Standard No. 9 be amended to read as specified in the attached document titled: *Proposed Amendments to Standard No. 9 - Program Assessment*.

Submitter Information:

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Attachments:

- "Proposed Amendments to Standard No. 9 Program Assessment"

It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.

Conference for Food Protection
2010 Issue Form

Internal Number: 033
Issue: 2010 II-025

Council Recommendation:	Accepted as Submitted	_____	Accepted as Amended	_____	No Action	_____
Delegate Action:	Accepted	_____	Rejected	_____		

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Title:
Financial Support for Voluntary Retail Food Regulatory Program Standards

Issue you would like the Conference to consider:
Request financial support from the U.S. Food and Drug Administration for State, Territorial, Tribal, and Local Food Safety Agency adoption, assessment and implementation of the Voluntary National Retail Food Regulatory Program Standards.

Public Health Significance:
On July 7, 2009 the multi-agency Food Safety Working Group established by President Obama recommended a new public health focused approach to food safety based upon three core principles: prioritizing prevention, strengthening surveillance and enforcement, and improving response and recovery. An effective food safety system requires an integrated approach where the U.S. Food and Drug Administration (FDA) relies on the more than 3,000 state, territorial, tribal, and local food safety agencies to conduct food safety inspections across the food supply chain, monitor the safety of the food supply through sampling and testing, and conduct foodborne illness surveillance, response and recovery actions.
The Voluntary National Retail Food Regulatory Program Standards have been established by the FDA in collaboration with the Conference for Food Protection to establish a uniform foundation for the design and management of federal, state, territorial, tribal, and local food programs. The standards specify best practices and requirements for high quality food safety programs. The development and implementation of these programs are hampered by insufficient funding for non-federal food safety agency partners to develop the basic infrastructures necessary to implement uniform, protective, and effective food safety programs. The Voluntary National Retail Food Regulatory Program Standards effort also lack infrastructure and resources for conducting timely verification audits of program assessments.

Recommended Solution: The Conference recommends...:
that the Conference Chair send a letter to the FDA Commissioner recommending that FDA enhance national food safety by providing multi-year funding through appropriate mechanisms to state, territorial, tribal, and local food safety agencies enrolled in the

Voluntary National Retail Food Regulatory Program Standards to build the necessary infrastructure to assess, implement and audit program efforts to attain standards.

Submitter Information:

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Conference for Food Protection
2010 Issue Form

Internal Number: 040
Issue: 2010 II-034

Council Recommendation:	Accepted as Submitted	_____	Accepted as Amended	_____	No Action	_____
Delegate Action:	Accepted	_____	Rejected	_____		

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Title:
Support & Funding for Consumer Participation at the CFP

Issue you would like the Conference to consider:
The Conference for Food Protection plays an integral role in the development of the Model Food Code. The cooperation and input of various stakeholders-including consumer, industry, and regulatory representatives-is crucial to the development of this important public health guidance document. Currently, consumer participation in the Conference is anemic, in part because of the financial cost of attending the Conference. Without adequate consumer participation, both the credibility and the substance of the Model Food Code suffer.

Public Health Significance:
Consumer organizations can provide critical insight into consumer attitudes, beliefs, and interests, and are active participants in public policy and regulatory matters before federal, state, and local governments, and have made a significant impact in improving food safety.

Recommended Solution: The Conference recommends...:
That the Executive Board of the Conference for Food Protection, consider, approve, and manage a program to provide double-blind participant scholarships (created from industry and regulatory sources) to provide funding for consumer participants at CFP. A subcommittee of the Executive Board should be created to administer scholarships, with an organizing document that places paramount importance on increasing consumer representation to CFP. A minimum number of scholarships should be created for the next CFP, with a goal toward increasing consumer participation each cycle. Scholarships should be adequate to cover the cost of transportation to and from the conference, conference fees, lodging, and meals. Consumer representatives should be required to submit relevant 501-C3 status documentation, a statement of the primary sources of organizational funding, and a mission statement to be eligible for a scholarship.

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Conference for Food Protection
2010 Issue Form

Internal Number: 046
Issue: 2010 II-004

Council Recommendation:	Accepted as Submitted	_____	Accepted as Amended	_____	No Action	_____
Delegate Action:	Accepted	_____	Rejected	_____		

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Title:
Report - Inspection Form Scoring Committee

Issue you would like the Conference to consider:
The Inspection Form Scoring Committee seeks Council II's acknowledgement of its committee report.

Public Health Significance:
A model scoring system will provide a uniform method to communicate food establishment inspection scores to regulators, the public, and the regulated industry throughout the country. A uniform system will also assist regulators and the regulated industry in redirecting resources so they are prioritized on improving food employee behaviors and food preparation practices that minimize the risk of foodborne illness.

Recommended Solution: The Conference recommends...:
acknowledgement of the work of the Inspection Form Scoring Committee and to thank the committee for their hard work and dedication.

Submitter Information:

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Attachments:
- "Inspection Form Scoring Committee Final Report"

It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.

Conference for Food Protection
2010 Issue Form

Internal Number: 048
Issue: 2010 II-005

Council Recommendation:	Accepted as Submitted	_____	Accepted as Amended	_____	No Action	_____
Delegate Action:	Accepted	_____	Rejected	_____		

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Title:
Re-create - Inspection Form Scoring Committee

Issue you would like the Conference to consider:
The Conference recommends re-creating the Inspection Form Scoring Committee during 2010-2012 to further develop a model scoring system as outlined in the charges below.

Public Health Significance:
A model scoring system will provide a uniform method to communicate food establishment inspection scores to regulators, the public, and the regulated industry throughout the country. A uniform system will also assist regulators and the regulated industry in redirecting resources so they are prioritized on improving food employee behaviors and food preparation practices that minimize the risk of foodborne illness.

Recommended Solution: The Conference recommends...:
re-creating the Inspection Form Scoring Committee during 2010-2012 to:
1. Continue working with academic researchers to:
   - Investigate and determine the most effective Foodservice Establishment scoring system, based on the current identified risk factors and interventions identified in the FDA Food Code, and for use with the current FDA Food Establishment Inspection Form; including the possible development of a scoring system for the FDA Model Food Establishment Inspection Report Form.
   - Determine the most effective way to communicate the Food Establishment Inspection scores to the public so they have access to information in advance of choosing where to dine or where to purchase food items; including the possible development of a method to post inspection scores so that the public has access to the information in advance of choosing where to dine and purchase food items.
   - Identify funding sources to conduct research and provide a letter of support for funding already identified.
2. Report the committee's findings back to the Conference for Food Protection at the 2012 Biennial Meeting.

Submitter Information:
Name: Chuck Catlin, Chair

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Conference for Food Protection
2010 Issue Form

Internal Number: 049
Issue: 2010 II-030

Council Recommendation:	Accepted as Submitted	_____	Accepted as Amended	_____	No Action	_____
Delegate Action:	Accepted	_____	Rejected	_____		

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Title:
Expand archive & posting capabilities of CFP approved documents

Issue you would like the Conference to consider:
To expand archive and posting capabilities to include Portable Document Format (PDF) and the original editable format of all Conference approved documents, guides and presentations; and modifications of documents or attachments that occur after Issue packets are posted, including changes made during and after Council deliberations at the Biennial Meetings.

Public Health Significance:
Conference committees made up of all stakeholders have produced excellent educational products through various guidelines, documents and presentations throughout the years. Unfortunately, because of the complexity of the review, deliberation, and approval process, many of those very tools have been under utilized because the Conference has only captured information as a PDF file. Presentations are difficult to use in PDF format and speaker notes are lost completely leaving the user to either re-create the presentation and notes that may fail to capture the intent of the original; or users spend valuable time trying to track down the original creators of the presentation or document in question. For example: original authors (e.g., committee chairs) may no longer be involved with the Conference and the original editable or readily usable presentation or document can no longer be located.

It is important to be able to capture not only Conference approved guidance documents in both PDF and an editable format (e.g., Word), but to also capture and archive the final version of documents modified during and after deliberation at the Biennial Meetings. It is often confusing after the Biennial Meeting as to what the final outcome was of a particular document.

The process currently does not accommodate revisions made to documents after issues have been submitted to Council. For example, if an attachment is revised during a Committee meeting immediately preceding the Biennial Meeting, the revised documents are NOT formally captured anywhere by the Conference. Currently, the ONLY documentation retained from the deliberation process is the final wording within an "Issue Recommendation" and does not include attachments referenced in that recommendation.

Because the revised documents do not currently become part of the CFP archives, confusion results when revisions have been made to Issue content attachments.

Recommended Solution: The Conference recommends...:
expanding capabilities for archiving and posting documents on the Conference web site, and charging the Issue Committee with the development of a process and procedure to ensure posting of all:
a) Documents and attachments modified or edited after the Issue packets are made available with reference to the original Issue number and attachment titles;
b) Documents and attachments modified during and after Council deliberations at the Biennial Meetings; and
c) Final version of conference approved guides, documents and presentations in both PDF and the original editable format.

Submitter Information:

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Conference for Food Protection
2010 Issue Form

Internal Number: 051
Issue: 2010 II-006

Council Recommendation:	Accepted as Submitted	_____	Accepted as Amended	_____	No Action	_____
Delegate Action:	Accepted	_____	Rejected	_____		

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Title:
Report - Electronic Reporting Committee

Issue you would like the Conference to consider:
The Conference for Food Protection (CFP) Electronic Reporting Committee seeks Council II to acknowledge the committee report and thank the committee for completed work.

Public Health Significance:
The 2008 CFP Biennial Meeting created a new committee - Electronic Reporting Committee and gave the following charges (2008 II-036):
Charge 1: Consider options to make the results of the "Best Practices and Lessons Learned" as identified in the 2006-2008 Electronic Data Capture and Reporting Committee Survey 2 available to jurisdictions considering an electronic data capture system.
Charge 2: Conduct research into the feasibility of providing an anonymous, central electronic database for the collection of electronic data from jurisdictions across the country.
Charge 3: Work with jurisdictions to create a pilot project for collection of inspection data and include it in an anonymous test database and identify any challenges associated with such database development.
The 2008-2010 committee felt very strongly that 2006-2008 Electronic Data Capture and Reporting Committee Survey be made available from the CFP website in an easier way by placing a more prominent link. Creating an anonymous database will be very valuable to participating agencies and the food service industry. Data collection and analysis has important values within any regulatory program that are currently collecting their food inspection data electronically. Due to the current economic status of many agencies, the committee feels that CFP should wait for Food and Drug Administration (FDA) to determine the results of the next phase of baseline survey based on Center for Disease Control (CDC) contributing factors to foodborne illness. After FDA formulates their plan, CFP should pursue charges 2 and 3 through the continued committee.

Recommended Solution: The Conference recommends...:
1. acknowledgement of the Electronic Reporting Committee final report,
2. thanking the committee members for completed work; and

3. that a more prominent link be provided on the CFP web site to the 2006-2008 Electronic Data Capture and Reporting Committee Survey.

Submitter Information:

Name: Chirag H. Bhatt, RS, Chair
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Attachments:

- "Electronic Reporting Committee Final Report"
- "Committee Roster"

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Conference for Food Protection
2010 Issue Form

Internal Number: 053
Issue: 2010 II-007

Council Recommendation:	Accepted as Submitted	_____	Accepted as Amended	_____	No Action	_____
Delegate Action:	Accepted	_____	Rejected	_____		

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Title:
Re-create - Electronic Reporting Committee

Issue you would like the Conference to consider:
Re-create the Electronic Reporting Committee to work with Conference on the Request for Proposal for an anonymous database and continue in order to complete all charges issued to this committee and secure consensus among all committee members.

Public Health Significance:
The 2006 CFP Biennial Meeting recognized that after the creation of the standardized Inspection Report Form the next step was to make it available electronically. Conference further recognized that regulatory agencies may be interested in capturing inspection data in an electronic format, and that this information could then be compiled into an anonymous national database for the purpose of research. This committee was originally created to compile information regarding the software packages currently in use, development and implementation of these programs, costs, elements for incorporation into a single uniform electronic database to benefit all regulatory agencies, etc. Surveys of regulatory agencies were compiled in the 2006 - 2008 Electronic Data Capture and Reporting Committee Final Report.
The 2008 CFP Biennial Meeting created a new committee - Electronic Reporting Committee and gave 3 charges:
Charge 1: Consider options to make the results of the "Best Practices and Lessons Learned" as identified in the 2006-2008 Electronic Data Capture and Reporting Committee Survey 2 available to jurisdictions considering an electronic data capture system.
Charge 2: Conduct research into the feasibility of providing an anonymous, central electronic database for the collection of electronic data from jurisdictions across the country.
Charge 3: Work with jurisdictions to create a pilot project for collection of inspection data and include it in an anonymous test database and identify any challenges associated with such database development.
The 2008-2010 committee felt very strongly that 2006-2008 Electronic Data Capture and Reporting Committee Survey be made available from the CFP website in an easier way by placing a more prominent link. Creating an anonymous database will be very valuable to participating agencies and the food service industry. Data collection and analysis has

important values within any regulatory program that are currently collecting their food inspection data electronically. Due to the current economic status of many agencies, the committee feels that CFP should wait for Food and Drug Administration (FDA) to determine the results of the next phase of baseline survey based on Center for Disease Control (CDC) contributing factors to foodborne illness. After FDA formulates their plan, CFP should pursue charges 2 and 3 through the continued committee.

Recommended Solution: The Conference recommends...:
To re-create the Electronic Reporting Committee to work and develop a Request for Proposal for an anonymous data base after Food and Drug Administration (FDA) formulates future baseline survey plans and that the following charges then be pursued:

- Conduct research into the feasibility of providing an anonymous, central electronic database for the collection of electronic data from jurisdictions across the country.
- Work with jurisdictions to create a pilot project for collection of inspection data and include it in an anonymous test database and identify any challenges associated with such database development.
- Report back to the 2012 Biennial Meeting.

Submitter Information:

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Conference for Food Protection
2010 Issue Form

Internal Number: 055
Issue: 2010 II-031

Council Recommendation:	Accepted as Submitted	_____	Accepted as Amended	_____	No Action	_____
Delegate Action:	Accepted	_____	Rejected	_____		

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Title:
Coordination of the two current FDA food program standards

Issue you would like the Conference to consider:
Harmonization of the 1) FDA Voluntary National Retail Food Regulatory Program Standards and the 2) FDA Manufactured Food Regulatory Program Standards.

Public Health Significance:
The goal in setting program standards is to provide a "standard" where all regulatory jurisdictions throughout the nation have the opportunity to enroll in a program that follows a structure, promotes uniformity, and provides best practice principles in food safety.

Currently, the FDA has created two sets of program standards: one for retail food programs and one for manufactured foods. While, each set of standards are designed for a specific segment of the food chain and there are differences integral to each process; there are areas that can be coordinated. There are jurisdictions that regulate both retail and manufacturing within the same inspection framework. For those jurisdictions, complying with and maintaining two distinct and separate sets of standards is proving to be labor intensive and not cost effective. There are components in each set of standards that can benefit the other and there are components in each set of standards that can be captured in the same format.

Although the Conference for Food Protection has placed emphasis in the retail arena, the Conference recognizes the need to promote food safety and food safety programs throughout the food chain. There already is recognition and inclusion within the CFP governing documents of food processing and manufacturing and the impact manufacturing has on retail food.

The Constitution and By-laws of the Conference for Food Protection state the following:

"The objective of the Conference placed greater emphasis on food safety at the point of ultimate sale to consumers through food services, retail food stores and food vending, and continued to identify and address problems in production, processing, packaging, distribution, sale and service of food;...."

Article I Objective

Section 1. *The objective of the Conference shall be to promote food safety and consumer protection by:*

Subsection 1. *Identifying and addressing problems in the production, processing, packaging, distribution, sale and service of foods;*

Article IV Composition of Organizational Components and Eligibility Requirements for Service in Official Capacities

Six (6) members from the food industry with at least one (1) each representing food processing, food service, retail food stores and food vending;

Recommended Solution: The Conference recommends...:

that a work group be created within the Program Standards Committee to:

1. Work with the FDA and the Association of Food and Drug Officials Manufactured Food Regulatory Program Standards Workgroup to study the differences and likenesses of both the Retail Food Regulatory Program Standards and the Manufactured Food Regulatory Program Standards,
2. identify areas where harmonization can be achieved,
3. make recommendations based on their findings, and
4. report back to the 2012 Biennial Meeting.

Submitter Information:

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Attachments:

- "A - Manufactured Food Regulatory Program Standards"
- "B. Part 1 Voluntary National Retail Food Regulatory Program Standards"
- "B. Part 2 Voluntary National Retail Food Regulatory Program Standards"
- "B. Part 3 Voluntary National Retail Food Regulatory Program Standards"

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Conference for Food Protection
2010 Issue Form

Internal Number: 056
Issue: 2010 II-001

Council Recommendation:	Accepted as Submitted	_____	Accepted as Amended	_____	No Action	_____
Delegate Action:	Accepted	_____	Rejected	_____		

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Title:
Report - NVEAIS Committee

Issue you would like the Conference to consider:
The CFP National Voluntary Environmental Assessment Information System (NVEAIS) Committee seeks Council II's acknowledgement of its committee report and requests that the committee members be thanked for their services and completed work.

Public Health Significance:
The public health significance of a NVEAIS would be to identify factors that can be routinely monitored by food safety programs to prevent or reduce the risk of foodborne outbreaks associated with food service establishments through the systematic collection, analysis, interpretation and dissemination of environmental data from foodborne disease outbreak investigations. In addition to its summary report, the NVEAIS Committee will submit an issue for consideration at the 2010 meeting of the Conference for Food Protection. The issue recommends that the OUTCOME statement of Standard 5 be amended to encourage regulatory programs to participate in the CDC National Voluntary Environmental Assessment Information System (NVEAIS).

Recommended Solution: The Conference recommends...:
acknowledgement of the National Voluntary Environmental Assessment Information System (NVEAIS) Committee Report, thanking the Committee members for completed work, and dissolving the committee.

Submitter Information:

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Attachments:

- "NVEAIS Committee Final Report"
- "NVEAIS Committee Roster"
- "NVEAIS Survey Results Charge 1"
- "CDC NVEAIS Background Paper"
- "NVEAIS and CFP Support_Charge2"

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Conference for Food Protection
2010 Issue Form

Internal Number: 061
Issue: 2010 II-002

Council Recommendation:	Accepted as Submitted	_____	Accepted as Amended	_____	No Action	_____
Delegate Action:	Accepted	_____	Rejected	_____		

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Title:
Amend "Outcome" section of Program Standard No. 5

Issue you would like the Conference to consider:
One of the charges of the CFP National Voluntary Environmental Assessment Information System (NVEAIS) Committee was to *"Determine how a NVEAIS could be best supported by the Conference for Food Protection*. In addressing this, the committee explored the appropriateness of an amendment to Standard 5, FBI and Food Security Preparedness and Response. In this regard, the committee seeks the Conference's approval to incorporate the following statement in the "Outcome" section of Standard No. 5:
"Regulatory programs are encouraged to also participate in the CDC National Voluntary Environmental Assessment Information System (NVEAIS). NVEAIS is designed to provide a more comprehensive approach to foodborne disease outbreak investigation and response and will provide a data source to measure the impact of food safety programs to further research and understand foodborne illness causes and prevention."
For full text of Standard 5 including recommended addition, see attachment titled: Attachment: Voluntary National Retail Food Regulatory Program Standards, Standard 5 - April 2009

Public Health Significance:
In 1998 the Food and Drug Administration (FDA) developed the *Voluntary National Retail Food Regulatory Program Standards* (hereafter called the Standards), which consist of nine standards. Standard 5 is designed to establish best practices related to FBI response and establishes criteria for the surveillance, investigation, response and review of food related incidents. The CDC NVEAIS tool is designed to collect foodborne illness outbreak environmental assessment data and report that data to CDC. As a result, CDC can provide better information to programs on the causes of foodborne outbreaks. This information can be used to identify and monitor contributing factors and their environmental antecedents thus providing information needed to prevent or reduce the risk of foodborne outbreaks associated with food service. This amended language has also been endorsed by the CFP Program Standards Committee and the FDA Clearinghouse Work Group.

Recommended Solution: The Conference recommends...:

that a letter be written to FDA endorsing and recommending that the amendment below (indicated in underline format) be included to the OUTCOME Section of FDA's *Voluntary National Retail Food Regulatory Program Standards, Standard 5 - April 2009:*

A food regulatory program has a systematic approach for the detection, investigation, response, documentation, and analysis of alleged food-related incidents that involve illness, injury, unintentional, or deliberate food contamination.

Regulatory programs are encouraged to also participate in the CDC National Voluntary Environmental Assessment Information System (NVEAIS). NVEAIS is designed to provide a more comprehensive approach to foodborne disease outbreak investigation and response and will provide a data source to measure the impact of food safety programs to further research and understand foodborne illness causes and prevention. (The following link provides additional information regarding NVEAIS: http://www.cdc.gov/nceh/ehs/)

Submitter Information:

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Attachments:

- "Voluntary National Retail Food Regulatory Program Standards, Standard 5 - A"

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Conference for Food Protection
2010 Issue Form

Internal Number: 063
Issue: 2010 II-032

Council Recommendation:	Accepted as Submitted	_____	Accepted as Amended	_____	No Action	_____
Delegate Action:	Accepted	_____	Rejected	_____		

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Title:
Report - Food Contact and Utensil Barrier Usage Committee

Issue you would like the Conference to consider:
The Food Contact and Utensil Barrier Usage Committee seeks Council II's acknowledgement of the Committee Report which is made up of the Reference Document and PowerPoint presentation.

Public Health Significance:
The Committee recognizes the need for a Brand neutral guidance document illustrating the effective use of barriers and utensils when handling foods, including the use of disposable gloves, and the process of barrier use related to hand hygiene.
The purpose of the Reference document and PowerPoint presentation is to:

1. Reflect industry best practices regarding bare hand contact barriers
2. Provide a training and teaching tool that can be used by industry and regulatory agencies
3. Demonstrate alternatives to bare hand contact

Recommended Solution: The Conference recommends...:
acknowledgement of the work of the Food Contact and Utensil Barrier Usage Committee and thanks the Committee for their hard work and dedication to this issue.
The Conference further recommends that this Committee be disbanded as they have completed their charges.

Submitter Information:

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Attachments:

- "1. Food Contact and Utensil Barrier Usage Committee Final Report"

- "2. Barrier to Bare Hand Contact Reference Document - English"
- "3. Barrier to Bare Hand Contact Reference Document - Spanish"
- "4. Barrier to Bare Hand Contact Power Point Presentation - English"
- "5. Barrier to Bare Hand Contact Power Point Presentation - Spanish"
- "6. Food Contact and Utensil Barrier Usage Committee Roster"

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Conference for Food Protection
2010 Issue Form

Internal Number: 062
Issue: 2010 II-021

Council Recommendation:	Accepted as Submitted	_____	Accepted as Amended	_____	No Action	_____
Delegate Action:	Accepted	_____	Rejected	_____		

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Title:
Food Protection Manager Certification

Issue you would like the Conference to consider:
Modify the Food Code to require that at least one Person in Charge in each food establishment be certified according to a CFP recognized program. Low risk establishments (e.g. all prepackaged foods, just coffee, etc) would be exempt from the new certified food protection manager requirement.
In addition, if Food Code Priority Item violations are found during inspections and the Person in Charge is not able to answer questions concerning Food Code requirements to prevent foodborne illness specific to the establishment's operations, the Regulatory Authority could require that any non certified Person in Charge become a certified food protection manager through a CFP recognized program.

Public Health Significance:
In a 2006 letter from Dr. Howard Frumkin from the Centers for Disease Control and Prevention (CDC) to the CFP Chair, Dr. Frumkin stated "Results of a recent EHS-Net cross-sectional study strongly suggest that the presence of a certified food safety manager significantly reduces the risk for outbreaks of foodborne illness in restaurants. In fact, the presence of a certified food safety manager was the major distinguishing factor between restaurants in which foodborne illness outbreaks occurred and restaurants in which foodborne illness outbreaks did not occur... Certified food safety kitchen managers were also associated with the absence of bare-hand contact with food as a contributing factor for foodborne illness outbreaks and with fewer Norovirus and Clostridium perfringens outbreaks" (see attached Managercertificationreferences).
Cates et al. (2009) found in an analysis of 8,338 inspections in Iowa that restaurants with a Certified Kitchen Manager present during inspection were less likely to have a critical violation for personnel ($P < 0.01$), food source or handling ($P < 0.01$), facility or equipment requirements ($P < 0.05$), and hot holding ($P < 0.05$).
A 2004 FDA baseline survey evaluated the correlation between certified food protection managers and compliance with the Food Code. FDA reported "It appears that the presence of a Certified Food Protection Manager has a positive effect on the overall percent IN Compliance within some facility types." "Fast Food and Full Service Restaurant facility types with a Certified Food Protection Manager had overall IN Compliance percentages

that were significantly higher than establishments without a Certified Food Protection Manager." Significantly better overall IN Compliance rates were also found in meat and poultry departments and in produce departments with certified managers.

In 2009, a CDC EHS-Net funded food protection manager certification survey was distributed by the Rhode Island Department of Health and the University of Rhode Island to 2008 CFP delegates and/or state health department representatives from all 50 states, Washington D.C., Guam and Puerto Rico. There were 52 respondents representing 44 states, Washington DC, Guam and Puerto Rico. The results indicated that 22 states, Washington DC, Guam, and Puerto Rico all had state/jurisdiction wide mandatory certification programs. Twenty-five percent of respondents indicated their agency rules require a certified food protection manager be present at all hours of operation. Respondents from 4 states without requirements expressed explicitly that attempts are currently being made to implement mandatory statewide certification.

In summary, the science indicates that the lack of a certified food protection manager is associated with outbreaks and the presence of risk factors associated with outbreaks. The lack of uniformity and reciprocity in food manager certification requirements also creates needless costs for the food industry in retraining and/or retesting personnel who move from one regulatory jurisdiction to another. A national uniform standard for food protection manager certification is needed in the Food Code for at least one certified food protection manager per food establishment (exempting low risk establishments) to reduce foodborne illness, obtain active managerial control of foodborne illness risk factors, obtain uniformity, and reduce costs for the food industry.

In 2009, the National Association of County and City Health Officials (NACCHO) found that 51% of local health departments were impacted by layoffs, attrition, reduced hours and/or furloughs. With the reduction of regulatory personnel, it is all the more critical for the food industry to assure Active Managerial Control through certified food protection managers in order to prevent foodborne illness.

This issue is supported by CDC and the nine Environmental Health Specialist Network (EHS-Net) states.

Recommended Solution: The Conference recommends...:

that a letter be sent to FDA requesting a change to the Food Code to require that at least one Person in Charge in each food establishment (exempting certain low risk establishments) be certified in food protection through a manager certification program that conforms to the Conference for Food Protection Standards for Accreditation of Food Protection Manager Certification Programs.

In addition to the above basic requirement, if Priority Item violations are found during inspections and the Person in Charge is not able to answer questions concerning food protection requirements specific to the food operation, the Regulatory Authority should be able to require that a non certified Person in Charge become a certified food protection manager through a CFP recognized program.

The suggested new wording and placement in the Food Code is as follows:

<u>Existing 2009 Food Code Language</u>

"2-102.20 Food Protection Manager Certification.

A PERSON IN CHARGE who demonstrates knowledge by being a FOOD protection manager that is certified by a FOOD protection manager certification program that is

evaluated and listed by a Conference for Food Protection-recognized accrediting agency as conforming to the Conference for Food Protection Standards for Accreditation of Food Protection Manager Certification Programs is deemed to comply with ¶ 2-102.11(B)."

Proposed Addition to Food Code

2-102.21 Certified Food Protection Manager.

(A) Except as specified in (B) of this section, each FOOD ESTABLISHMENT must have at least one PERSON IN CHARGE who is a FOOD protection manager certified in accordance with the provisions detailed in 2-102.20; has supervisory, training, and management responsibilities; and is responsible for food preparation and service with the authority to direct and control such activities.

(B) Establishments that serve or sell only pre-packaged foods; establishments that prepare only nonpotentially hazardous foods (nonTCS foods); and establishments that heat only commercially processed, potentially hazardous foods (TCS foods) for hot holding for less than four hours are exempt from the requirements of paragraph (A).

(C) Should there be failure to demonstrate knowledge of foodborne disease prevention during inspections in any food establishment through violations of PRIORITY ITEMS and should there be a failure to correctly respond to the inspector's food protection questions as they relate to the specific FOOD operation, the REGULATORY AUTHORITY may require that the PERSON IN CHARGE who is not certified become a certified FOOD protection manager in accordance with the provisions detailed in 2-102.20.

Submitter Information:

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Attachments:

- "Managercertificationreferences"

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Conference for Food Protection
2010 Issue Form

Internal Number: 064
Issue: 2010 II-015

Council Recommendation:	Accepted as Submitted	_____	Accepted as Amended	_____	No Action	_____
Delegate Action:	Accepted	_____	Rejected	_____		

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Title:
FPMTTC Committee - Amend training language in Standards

Issue you would like the Conference to consider:
The Food Protection Manager Training, Testing and Certification (FPMTTC) Committee was charged by the 2008 Biennial Meeting to evaluate Annex B Section B3 of the *Standards for Accreditation of Food Protection Manager Certification Programs* and to consider incorporating the training recommendations suggested by the committee as shown below:
"Annex B Section B3: Qualifications for Certification. In order to become a Certified Food Protection Manager an individual must pass a food safety certification examination from an accredited certifying program recognized by the CFP. To prepare for certification, it is recommended that the individual obtain training based on the content of the areas of knowledge prescribed in Paragraph 2-102.11 (C) of the FDA Food Code and content outlined based on job task analyses developed by accredited certification organizations."
The FPMTTC Committee discussed the suggested language and has recommended the following ALTERNATIVE wording for Section B3, which meets the intent of the charge:
(note: italicized words are defined within the Standards)
B3. Qualifications for ***Certification***. To become a *Certified Food Protection Manager*, an individual must pass a *food safety certification examination* from an accredited certifying program recognized by the CFP. The CFP recognizes the importance and need for the provision of food safety training for all food employees and managers. The CFP recommends the content of food protection manager training be consistent with paragraph 2-102.11(C) of the most recent FDA Food Code. the CFP promotes the information contained in the FDA Food Code as well as content outlines based on job tasks analyses, provided on the CFP website, which may be of value in developing or evaluating training.

Public Health Significance:
Assisting with the certification of food protection managers will promote continued reduction in critical risk factors at food establishments. Providing content guidance for training programs that prepare candidates for certification will further promote the success of food protection manager certification programs.

See also the CDC endorsement letter to the Conference dated April 5, 2006, and referenced on the Conference Website at http://www.foodprotect.org/media/managercert/MTTC_cdc_endorse.pdf.

Recommended Solution: The Conference recommends...:
revising the *Standards for Accreditation of Food Protection Manager Certification Programs,* Annex B, Section B 3, as noted below to clarify information available regarding food safety content to assist training program developers and evaluators.
note: new language below is in underline format; language to be deleted is in strike through
B3. Qualifications for ***Certification***. To ~~In order to~~ become a *Certified Food Protection Manager*, an individual must pass a *food safety certification examination* from an accredited certifying program recognized by the CFP. The CFP recognizes the importance and need for the provision of food safety training for all food employees and managers. The CFP recommends the content of food protection manager training be consistent with paragraph 2-102.11(C) of the most recent FDA Food Code. the CFP promotes the information contained in the FDA Food Code as well as content outlines based on job tasks analyses, provided on the CFP website, which may be of value in developing or evaluating training. ~~To prepare for *certification*, it is recommended that the individual obtain training. Based on the content of the areas of knowledge prescribed in Paragraph 2-102.11 (C) of the FDA Food Code.~~

Submitter Information:

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Conference for Food Protection
2010 Issue Form

Internal Number: 065
Issue: 2010 II-033

Council Recommendation:	Accepted as Submitted	_____	Accepted as Amended	_____	No Action	_____
Delegate Action:	Accepted	_____	Rejected	_____		

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Title:
Barriers to Bare Hand Contact Training Materials

Issue you would like the Conference to consider:
The Food Contact and Utensil Barrier Usage Committee seeks Council II's approval of the following training materials:

1. Barrier to Bare Hand Contact Reference Document - English and Spanish
2. Barrier to Bare Hand Contact PowerPoint Presentation - English and Spanish

See attachments to Issue titled: Report - Food Contact and Utensil Barrier Usage Committee

Public Health Significance:
The Committee recognizes the need for a Brand neutral guidance document illustrating the effective use of barriers and utensils when handling foods, including the use of disposable gloves, and the process of barrier use related to hand hygiene.

1. The committee decided the best way to present the information in a user friendly manner is to provide a reference document along with a separate PowerPoint presentation. The following tools and utensils are now included in the document: gloves, scoops, spoons, ladles, spatulas, tongs, forks, deli papers, chopsticks, and toothpicks.
2. The committee identified the need to have the documents translated into Spanish.
3. The Spanish translation has been provided with the committee report.
4. The reference document and PowerPoint presentation now sufficiently include pictures and illustrations representing the appropriate tools and utensils.
5. The entire committee has provided input and collectively agreed on the attached documents.

Recommended Solution: The Conference recommends...:
approval of the following guidance documents (submitted as attachments to the Issue titled: *Report - Food Contact and Utensil Barrier Usage Committee)*:

1. Barrier to Bare Hand Contact Reference Document - English and Spanish
2. Barrier to Bare Hand Contact PowerPoint Presentation - English and Spanish

The Conference further recommends that these documents be posted to the CFP web site.

Submitter Information:

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Conference for Food Protection
2010 Issue Form

Internal Number: 066
Issue: 2010 II-016

Council Recommendation:	Accepted as Submitted	_____	Accepted as Amended	_____	No Action	_____
Delegate Action:	Accepted	_____	Rejected	_____		

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Title:
FPMTTC Committee - Amend Section 5 of the Standards for Accreditation

Issue you would like the Conference to consider:
The Food Protection Manager Training, Testing and Certification (FPMTTC) Committee propose revisions to Section 5 of the *Standards for Accreditation of Food Protection Manager Certification Programs* as noted below:

- clarify that an instructor, trainer, or educator can no longer serve as test administrator, or proctor;
- define the role and responsibilities for test administrators, proctors, and certification personnel;
- establish competency requirements for test administrators and proctors;
- establish item and examination exposure controls;
- require formal agreements with test administers/proctors, to include a code of conduct, conflict of interest statement, and a statement of consequences for breach of the agreement;
- reorganize and renumber relevant subsections; and
- insert changes into the Table of Contents as needed.

Public Health Significance:
Food establishments have fewer critical risk factors when there are employees who have a Food Protection Manager Certification in accordance with the Conference for Food Protection's *Standards*, according to the CDC as stated in the endorsement letter to the Conference dated April 5, 2006, and referenced on the Conference Website. (http://www.foodprotect.org/media/managercert/MTTC_cdc_endorse.pdf)

Recommended Solution: The Conference recommends...:
revising the *Standards for Accreditation of Food Protection Manager Certification Programs,* Section 5 - *Food Safety Examination Administration* with substantial revisions as follows:
note: language to insert is indicated with underline; language to delete is with strike through

5.3 Proctoring *Food* ***Safety Certification Examinations*** ~~***Instructor/Educator/Trainer***~~ as ~~***Test Administrator/Proctors***~~. An ~~When an~~ *instructor/educator/trainer* of food safety training shall not be a *test administrator* or *proctor* ~~administers, proctors or monitors~~ a *food safety certification examination*. ~~from an *accredited certification program*, the *accredited Instructor/educator/trainer*~~ and *test administrator/proctor* may exist in the same legal entity but shall be structurally and functionally separated to insure the confidentiality and security of the *examination.* The *certification organization* shall provide a *food safety certification examination* that:

a. conforms to all CFP standards,

b. has been developed from an *item bank* of at least 600 questions, and

c. minimally on a quarterly basis, is based on a new *examination form*.

~~The certifying organization must have a plan that demonstrates it has controlled for item and examination exposure. The exposure plan must take into account the number of times a test item and form/version is administered.~~

5.~~4~~ ~~8~~ ***Test Administrator*** and ~~***Monitors/Proctor***~~ Qualifications, Training and Duties. *Certification* ~~Certifying~~ *organizations* must specify the responsibilities of *test administrators* and of ~~*monitors/*~~ *proctors*, set minimum criteria for approval of *test administrators* and for ~~*monitors/*~~ *proctors*, and provide suitable programs of training to enable persons to meet those criteria. Responsibilities, duties, qualifications and training of *test administrators* and ~~*monitors/*~~ *proctors* must be directed toward assuring standardized, secure examination administration and fair and equitable treatment of examinees. Policies and procedures for taking corrective action(s) when any *test administrator* or ~~*/monitors/*~~ *proctor* fails to meet job responsibilities must be implemented and documented. ~~Where *instructors/educators/trainers* are used as *test administrators/proctors,* the certifying organization shall enter into a formal contractual relationship with the *test administrators/proctors* to ensure they follow all administrative procedures.~~

5.5 The *certification organization* shall define and provide descriptions for the roles of *test administrators, proctors*, and certification personnel that will clearly delineate the responsibilities of each role. The *certification organization* shall demonstrate how it ensures that all certification personnel, including *test administrators* and *proctors,* understand and practice the procedures identified for their roles.

5.6 The *certification organization* shall ensure that all *test administrators* and *proctors* meet the competency requirements established by the *certification organization*, comply with all requirements of the *certification organization*, and are not *instructors*, *educators*, or *trainers* participating in training for *Certified Food Protection Managers*.

5.7 The *certification organization* shall enter into a formal agreement with the *test administrators/proctors* and shall assess and monitor the performance of *test administrators* and *proctors* in accordance with all documented procedures and agreements. The formal agreement shall include, at a minimum, provisions that relate to code of conduct, conflict of interest and a statement of consequences for breach of the agreement.

5.8 Item & Examination Exposure. The *certification organization* must demonstrate it has controlled for item and examination exposure. An exposure plan must take into account the number of times a test item and *examination form*/version is administered, that no *examination form* is retained for any test administration or by any *test administrator/proctor*

for more than 90 days; and that at all times it can account for all copies of all used and unused *examination forms* before being returned to the *certification organization*.

5.13 ~~9~~ *Test administrators* are responsible for the organization and administration of all examination site activities and procedures, and for the accurate identification of each examinee. They are also responsible for supervision of the activities of ~~*monitors/proctors*~~. ~~When the *instructor/educator/trainer* also serves in the role of *test administrator*, it is important that the individual clearly recognizes the difference in those two roles.~~

The Conference futher recommends that non-substantial revisions to the *Standards* such as renumbering and changes to the Table of Contents be approved as documented in the FPMTTC Final Report attachment, *Standards for Accreditation of Food Protection Manager Certification.*

Submitter Information:

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Conference for Food Protection
2010 Issue Form

Internal Number: 069
Issue: 2010 II-017

Council Recommendation:	Accepted as Submitted	_____	Accepted as Amended	_____	No Action	_____
Delegate Action:	Accepted	_____	Rejected	_____		

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Title:
FPMTTC Committee - Remove "monitor" from Standards for Accreditation

Issue you would like the Conference to consider:
The Food Protection Manager Training, Testing and Certification (FPMTTC) Committee recommends removing the definition and use of the term "monitor" from the *Standards for Accreditation of Food Protection Manager Certification Programs*. The term "monitor" is no longer used by certification organizations and in the Standards is always used synonymously with the term "proctor."
Proposed revisions are noted in the FPMTTC Committee report attachment titled: *Standards for Accreditation of Food Protection Manager Certification.*

Public Health Significance:
Food establishments have fewer critical risk factors when there are employees who have a Food Protection Manager Certification in accordance with the Conference for Food Protection's *Standards*, according to the CDC as stated in the endorsement letter to the Conference dated April 5, 2006, and referenced on the Conference Website. (http://www.foodprotect.org/media/managercert/MTTC_cdc_endorse.pdf)

Recommended Solution: The Conference recommends...:
removing the definition and use of the term "monitor" from the *Standards for Accreditation of Food Protection Manager Certification Programs* in the following sections:
(note: underlined sections are due to proposed Standards revisions in other FPMTTC Committee submitted Issues)

- 1.29 (definition)
- 1.36 c.
- 4.17.a.
- 5.3.
- 5.4
- 5.13
- 5.14
- 5.15
- Annex A

As these are non-substantial revisions to the *Standards,* exact language changes can be found in the FPMTTC Committee Final Report attachment, *Standards for Accreditation of Food Protection Manager Certification*.

Submitter Information:

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Conference for Food Protection
2010 Issue Form

Internal Number: 072
Issue: 2010 II-018

Council Recommendation:	Accepted as Submitted	_____	Accepted as Amended	_____	No Action	_____
Delegate Action:	Accepted	_____	Rejected	_____		

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Title:
FPMTTC Committee - Name Change

Issue you would like the Conference to consider:
Changing the standing committee name from "Food Protection Manager Training, Testing and Certification Committee" to "Food Protection Manager Certification Committee" with the acronym FMPCC. The proposed committee name better reflects the actual food protection manager certification program as written by the standards.

Public Health Significance:
Food establishments have fewer critical risk factors when there are employees who have a Food Protection Manager Certification in accordance with the Conference for Food Protection's *Standards,* according to the CDC as stated in the endorsement letter to the Conference dated April 5, 2006, and referenced on the Conference Website. (http://www.foodprotect.org/media/managercert/MTTC_cdc_endorse.pdf)

Recommended Solution: The Conference recommends...:
1) Changing the name of the CFP standing committee
from
"Managers Training, Testing and Certification Committee" (as listed in the *CFP Constitution and Bylaws*), and
"Food Protection Manager Training, Testing and Certification Committee" (as listed in the *FPMTTC Committee Bylaws*)
to
"Food Protection Manager Certification Committee" in all CFP documents, including the *CFP Constitution and Bylaws 2008* in Article XIV Committees, Section 2. Subsection 4:
Food Protection Manager~~s Training, Testing and~~ Certification Committee.
2) Adding a new article to the *FPMTTC Committee Bylaws* specifying the full name of the committee and re-numbering all subsequent sections:
Article I. Name.
The Name of the Committee is Food Protection Manager Certification Committee.
The Conference further recommends that all other references in the CFP Constitution and Bylaws, FPMTTC Committee Bylaws, and information on the CFP Website be updated to reflect the new full committee name or the acronym FPMCC.

Refer to the FPMTTC Committee Report Issue attachment *Food Protection Manager Training, Testing, and Certification Committee Bylaws* for complete proposed revision.

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Conference for Food Protection
2010 Issue Form

Internal Number: 074
Issue: 2010 II-019

Council Recommendation:	Accepted as Submitted	_____	Accepted as Amended	_____	No Action	_____
Delegate Action:	Accepted	_____	Rejected	_____		

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Title:
FPMTTC Committee - Revise Bylaws

Issue you would like the Conference to consider:
The proposed revision to *the Food Protection Manager Training, Testing, Certification Committee Bylaws* includes:

- adding training providers to the composition of the committee,
- establishing that the quorum is based on the number of filled positions,
- renumbering as needed, and
- some clean-up language.

Public Health Significance:
Food establishments have fewer critical risk factors when there are employees who have a Food Protection Manager Certification in accordance with the Conference for Food Protection's *Standards,* according to the CDC as stated in the endorsement letter to the Conference dated April 5, 2006, and referenced on the Conference Website. (http://www.foodprotect.org/media/managercert/MTTC_cdc_endorse.pdf)

Recommended Solution: The Conference recommends...:
adopting the Committee Bylaw revisions as proposed by the Food Protection Manager Training, Testing and Certification Committee. All new language is indicated in underline format; language to be deleted is in strike through.
Substantial revisions to the *Food Protection Manager Training, Testing, and Certification Committee Bylaws* are as follows:
Section 2. The Council II Chair shall select the Committee Chair and Vice-Chair. ~~from the following groups that comprise the broad based representation of the Conference: regulatory agencies, industry, academia and consumer group~~s. The Chair and Vice-Chair shall not be selected from the same group affiliation.
Section 3. The composition of the Committee is a balanced representation of industry, regulatory, academia, certification providers, training providers, and consumers. The Committee shall consist of twenty-eight (28) members in addition to the Chair and Vice-Chair.
Subsection 1. Nine (9) ~~Ten (10)~~ representatives from regulatory agencies:

a. Two (2) ~~Three (3)~~ from State regulatory agencies;
b. Two (2) ~~Three (3)~~ from local regulatory agencies;
c. Two (2) from federal government agencies with retail food program responsibilities.
d. Three (3) ~~Two (2)~~ "At Large" appointments. (*At Large representation - agencies with primary regulatory food safety responsibilities ~~or professional organizations whose mission incorporates a significant public health protection focus~~.)
Subsection 2. Nine (9) ~~Ten (10)~~ industry representatives;
a. Three (3) ~~Four (4)~~ from the foodservice (restaurant) industry;
b. Three (3) ~~Four (4)~~ from the retail food store industry, and
c. Three (3) ~~Two (2)~~ "At Large" appointments. (*At large selections may include professional or trade organizations that directly represent the restaurant, retail food, institutional foodservice and food vending segments of the industry and whose mission incorporates a public health protection component.)
Subsection 3. Three (3) ~~Four (4)~~ certification providers that are accredited by the Conference's accreditation process;
Subsection 4. Three (3) Food Protection Manager training providers;
Subsection ~~4~~ 5. Two (2) representatives from academia, and
Subsection ~~5~~ 6.Two (2) consumer/independent representatives/public members.
Section 9. A quorum to conduct Committee meetings and conference calls shall be the presence of one more than half of the filled ~~fifteen (15)~~ Committee positions ~~members~~. A Committee quorum shall be considered a sufficient number for voting on issues under deliberations. The decisions resulting from a quorum vote shall be deemed representative of the Committee. In the event of a lack of a quorum, the Chair may vote to make up the quorum.
Non-substantial revisions to Standards Section 5, such as renumbering, can be found in the FPMTTC Committee Final Report attachment, *Food Protection Manager Training, Testing, and Certification Committee Bylaws*.
NOTE: The revisions with this Issue do not include the proposed Committee name change; this change is presented in a separate Issue.

Submitter Information:

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Conference for Food Protection
2010 Issue Form

Internal Number: 078
Issue: 2010 II-003

Council Recommendation:	Accepted as Submitted	_____	Accepted as Amended	_____	No Action	_____
Delegate Action:	Accepted	_____	Rejected	_____		

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Title:
Report and Re-creation - Interdisciplinary FBI Committee

Issue you would like the Conference to consider:
Acceptance of the report from the Interdisciplinary Foodborne Illness Training Committee and Recommendation to re-create the Interdisciplinary Foodborne Illness Training Committee

Public Health Significance:
Delays in reporting or investigating a possible foodborne disease outbreak can prolong an outbreak event, potentially resulting in further illness or economic disruption. Effective training of professionals in outbreak response can mitigate the effects of an outbreak.

Many states indicate utilizing some form of foodborne epi education programs, but there is great variability in training offerings. Training programs in outbreak investigation should have some consistency and a minimal level of proficiency to ensure rapid response and communication amongst investigating parties.

The mere existence of programs does not guarantee efficacy of the training. Accreditation or voluntary standards can provide a level of quality assurance and/or consistency amongst foodborne illness training programs to ensure that professionals are comfortably prepared to investigate outbreaks, institute proper control measures, and correspond appropriately amongst the many other parties and jurisdictions involved.

There are many disease training programs in development by a number of governmental and NGO agencies. The outcome of these endeavors may help shape the future of food safety training.

The Interdisciplinary Foodborne Illness Training Committee has value in considering essential components for certification of foodborne illness outbreak trainings , and making recommendations for establishing a standard for voluntary accreditation of same.

Recommended Solution: The Conference recommends...:
1) acceptance of the Report from the Interdisciplinary Foodborne Illness Training Committee,

2) thanking the Committee members for their work, and

3) re-creation of the Foodborne Illness Training Committee with the following charges:

- continuing to track the progress of prominent disease training programs currently in development; and
- reporting back to the 2012 Biennial Meeting of the Conference for Food Protection.

Submitter Information:

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Attachments:

- "Interdisciplinary FBI Committee Final Report"
- "Interdisciplinary FBI Committee Roster"

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Conference for Food Protection
2010 Issue Form

Internal Number: 075
Issue: 2010 II-027

Council Recommendation:	Accepted as Submitted	_____	Accepted as Amended	_____	No Action	_____
Delegate Action:	Accepted	_____	Rejected	_____		

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Title:
Change in Program Standard No. 6 and Appendix F, Compliance and Enforcement

Issue you would like the Conference to consider:
Currently for a jurisdiction to meet Standard No. 6, under Description of Requirement, 3., the program element needed is "documentation on the establishment inspection report form or in the establishment file showing compliance and/or enforcement action was taken to achieve compliance at least 80 percent of the time when out of control risk factors or interventions are recorded on a routine inspection measured using the procedures in Supplement to Standard 6, Appendix F." As more and more jurisdictions work toward meeting Standard No. 6, it has become apparent that the current sample size needs to be increased so that the probability of a jurisdiction passing and meeting the Standard accurately reflects the conditions experienced by enrolled jurisdictions. Based on an improved analysis of the requirements for a jurisdiction to pass, it is recommended that the minimum number of establishments chosen for file review be changed from 20 to 40 with the maximum number remaining at 70.

In addition the following phrase within the language of Requirement 3 needs clarification, "achieve compliance at least 80 percent of the time". The language change should be " . . . where at least 80 percent of sampled establishments . . . " (See the recommended solution below for full text changes). The change in wording clarifies the requirements for meeting the Standard.

Public Health Significance:
The number of establishments (file records) used in the calculation of the scoring affects the probability of a jurisdiction passing with a score of 80%. The recommendation is to increase the sample size in the Standard to improve the probability of a high-performing jurisdiction passing the Standard and to clarify the language to avoid confusion in the calculation of the scoring (or rating) of files as pass/fail.

Recommended Solution: The Conference recommends...:
that a letter be sent to the FDA requesting that the modified language proposed be incorporated into Standard 6 and Appendix F, Supplement to Standard 6 - Compliance and Enforcement of the Voluntary National Retail Food Regulatory Program Standards.

Modify Standard 6 so that it reads:

Description of Requirement

" . . . The essential program elements required to meet this standard are:

1. No Change.
2. No Change.
3. Documentation on the establishment inspection report form or in the establishment file using the statistical method for file selection in the Supplement to Standard 6, Appendix F, where at least 80 percent of sampled establishments meet the following conditions:

a) The inspection and enforcement staff takes compliance and enforcement action according to the procedures (i.e., the staff follows the step-by-step compliance and enforcement procedures when violations occur), and

b) Resolution was successfully achieved for all out-of-control risk factors or interventions that were recorded on the selected routine inspection.

~~3. Documentation on the establishment inspection report form or in the establishment file that compliance and/or enforcement action was taken to achieve compliance at least 80 percent of the time when out-of control risk factors or interventions are recorded on a routine inspection measured using the procedures in Supplement to Standard 6, Appendix F.~~

1. ~~Compliance and enforcement actions that follow the step-by-step procedure.~~

Documentation

" The quality records needed for this standard include:

1. No change.
2. No change.
3. Documentation that compliance and enforcement action was taken correctly for at least 80% of sampled establishments ~~80 percent of the time~~ using the worksheet and procedures in Supplement to Standard 6, Appendix F, when out-of-control risk factors or code interventions are recorded on routine inspections.
4. No change.

Modify Appendix F, Supplement to Standard 6 - Compliance and Enforcement so that it reads:

Selecting the Sample

Jurisdictions with under 800 total establishments will select 40 files for review, or if they have less than 40 establishments in the inventory, then all files are to be reviewed. Jurisdictions with 800 or more establishments will select a sample equal to 5% of the total establishments up to a maximum of 70 files. This initial selection of sample files will be the initial sample and will be the first files reviewed. Sample selection using a table of random numbers or a random number generator is the preferred method of sample selection and can be used with a card file, ledger, list, or automated data system. However, two alternative sample selection techniques acceptable for retail food program self-assessments are presented here.

1. Method 1. No change.

2. Method 2. The second alternative technique to the use of a random number generator utilizes a card file, ledger, list or data processing record system. When this procedure is used, all the establishments in the program must be subject to sampling. The frequency interval may be determined by dividing the total number of retail food establishments by the number of files needed in the sample. (For example, if there are 800 establishments within

the jurisdiction, a sample of 40 would be needed (5% of 800) ~~(5% of 80)~~. The frequency interval would be 800 divided by 40, or 20. Thus every 20th establishment shall be selected to make up the initial sample.) To establish a starting point when using a frequency interval of 20, write numbers 1 - 20, inclusive, on separate strips of paper and draw one slip at random. The number appearing on that strip of paper represents the first establishment to be drawn. If a ledger or list is being used for sampling and the number drawn is 7, then the seventh entry in the ledger or list would be the first establishment in the sample. The second establishment would be the 27th entry, the third would be the 47th entry and so forth, until the sample of 40 is drawn.

Alternate Sample List

Paragraphs 1 -4: No Change.

Paragraph 5, Change to read:

If method 1 is used for the random selection, the alternate sample files will be the last files drawn. For example, if the sample size required is 40, then 52 files will be selected, and the last 12 files drawn will be designated as alternative files.

Paragraph 6 to end of Appendix F - No Change.

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Attachments:

- "Attachment A - Standard 6-Compliance and Enforcement"
- "Attachment B-APPENDIX F Supplement to Standard No. 6"

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Conference for Food Protection
2010 Issue Form

Internal Number: 076
Issue: 2010 II-020

Council Recommendation:	Accepted as Submitted	_____	Accepted as Amended	_____	No Action	_____
Delegate Action:	Accepted	_____	Rejected	_____		

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Title:
New or Continuation Charges for the renamed FPMTTC Committee

Issue you would like the Conference to consider:
The renamed CFP standing committee, the "Food Protection Manager Certification Committee" (FPMCC) shall be charged to continue its work and has identified the following specific charges:

- continue working with the CFP Executive Board and the American National Standards Institute (ANSI)-CFP Accreditation Committee (ACAC) to maintain the *Standards for Accreditation of Food Protection Manager Certification Programs* in an up-to-date format.
- investigate if the *Standards for Accreditation of Food Protection Manager Certification Programs* should create more alignment with ISO17024 and propose changes if needed.
- determine how Committee membership vacancies and change of membership representation are addressed in the Committee bylaws and propose changes if needed.

Public Health Significance:
Food establishments have fewer critical risk factors when there are employees who have a Food Protection Manager Certification in accordance with the Conference for Food Protection's *Standards,* according to the CDC as stated in the endorsement letter to the Conference dated April 5, 2006, and referenced on the Conference Website. (http://www.foodprotect.org/media/managercert/MTTC_cdc_endorse.pdf)

Recommended Solution: The Conference recommends...:
that the Food Protection Manager Certification Committee (FPMCC), a standing committee of the Conference be charged to:

- continue working with the CFP Executive Board and the American National Standards Institute (ANSI)-CFP Accreditation Committee (ACAC) to maintain the *Standards for Accreditation of Food Protection Manager Certification Programs* in an up-to-date format.

- investigate if the *Standards for Accreditation of Food Protection Manager Certification Programs* should create more alignment with ISO (International Standards Organization) 17024 and propose changes if needed.
- determine how Committee membership vacancies and change of membership representation are addressed in the Committee bylaws and propose changes if needed.
- report back to the 2012 Biennial Meeting of the Conference for Food Protection.

Submitter Information:

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Conference for Food Protection
2010 Issue Form

Internal Number: 079
Issue: 2010 II-026

Council Recommendation:	Accepted as Submitted	_____	Accepted as Amended	_____	No Action	_____
Delegate Action:	Accepted	_____	Rejected	_____		

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Title:
Re-create - Program Standards Committee

Issue you would like the Conference to consider:
The Conference for Food Protection (CFP) Program Standards requests that the committee be reinstated to serve as a stakeholder group to provide input to an FDA internal working group which will be considering administrative functions such as:
· Criteria for verification auditors
· Mechanisms for making changes to the Program Standards documents.
and present their findings at the 2012 CFP Biennial Meeting.

Public Health Significance:
The Voluntary National Retail Food Regulatory Program Standards were developed to serve as a guide for regulatory retail food program managers in the design and management of a retail food program in our continued goal of reducing foodborne illnesses and the promotion of active managerial control of all factors that may cause foodborne illness. This committee was formed to work with the FDA Clearinghouse Committee to clarify and address language issues currently found in the Standards.

Recommended Solution: The Conference recommends...:
re-creating the Program Standards Committee to work on the following charges:
1. Serve as a stakeholder group to provide input to an FDA internal working group which will be considering administrative functions such as:
   - Criteria for verification auditors
   - Recommending additional changes or improvements to the Program Standards
2. Formulate resolutions to issues brought before the committee.
3. Report back to Conference at the 2012 CFP Biennial Meeting.

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Conference for Food Protection
2010 Issue Form

Internal Number: 086
Issue: 2010 II-014

Council Recommendation:	Accepted as Submitted	_____	Accepted as Amended	_____	No Action	_____
Delegate Action:	Accepted	_____	Rejected	_____		

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Title:
Report - FPMTTC Committee

Issue you would like the Conference to consider:
Please acknowledge the final report as submitted and thank the 2008-2010 Food Protection Manager Training, Testing and Certification Committee members for their effort in addressing the charges from the 2008 Biennial Meeting.

Public Health Significance:
Food establishments have fewer critical risk factors when food there are employees who have a Food Protection Manager Certification in accordance with the Conference for Food Protection's *Standards,* according to the CDC as stated in the endorsement letter to the Conference dated April 5, 2006, and referenced on the Conference Website. (http://www.foodprotect.org/media/managercert/MTTC_cdc_endorse.pdf)

Recommended Solution: The Conference recommends...:
acknowledging the attached Committee report and extending thanks to the Committee members for their work.

Submitter Information:

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Attachments:
- "Proposed Standards 2010"
- "Bylaw Revision 2010"
- "CFPMTTC Committee Membership"
- "Final Committee Report 2010"

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Conference for Food Protection
2010 Issue Form

Internal Number: 087
Issue: 2010 II-029

Council Recommendation:	Accepted as Submitted	_____	Accepted as Amended	_____	No Action	_____
Delegate Action:	Accepted	_____	Rejected	_____		

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Title:
Constitution - new article titled "Parliamentary Authority"

Issue you would like the Conference to consider:
Add a new article to the Constitution, titled "Parliamentary Authority", to be inserted before the current Article XIX of the Constitution

Public Health Significance:
The Constitution and Bylaws/Procedures Committee would like to clarify the parliamentary authority by which the Conference conducts its business.

Recommended Solution: The Conference recommends...:
that a new Article, entitled Parliamentary Authority, be added to the Constitution and Bylaws and placed before the current Article XIX of the Constitution. The new Article would become Article XIX, the current Article XIX would become Article XX, and the current Article XX would become Article XXI.

Article XIX Parliamentary Authority

The rules of parliamentary procedure comprised in the current edition of Roberts Rules of Order, Newly Revised, shall govern all proceedings of the Conference and the Executive Board, subject to such special rules as have been or may be adopted.

Submitter Information:

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Conference for Food Protection
2010 Issue Form

Internal Number: 088
Issue: 2010 II-028

Council Recommendation:	Accepted as Submitted	_____	Accepted as Amended	_____	No Action	_____
Delegate Action:	Accepted	_____	Rejected	_____		

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Title:
Report - Constitution and Bylaws Committee

Issue you would like the Conference to consider:
The 2008-2010 Constitution and Bylaws/Procedures Committee has addressed recommendations from the 2008 Biennial Meeting and the Executive Board and have prepared a report summarizing its work.

Public Health Significance:
The Constitution and Bylaws/Procedure Committee shall submit recommendations to improve the Conference administrative functions through proposals to amend the Constitution and Bylaws and Conference Procedures.

Recommended Solution: The Conference recommends...:
acknowledgement of the submitted report and appreciation for the work of the Committee members.
The Conference further recommends that the Constitution and Bylaws/Procedures Committee continue their review of the provisions concerning definitions of membership categories, report back to the Executive Board, and submit, if deemed necessary, recommended changes as an issue at the 2012 Biennial Meeting.

Submitter Information:

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Attachments:
- "Final Report Constitution and Byaws Committee"

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