☐ LETTER ☒ **CHARGES** ☐ CFP WEB POSTING

Issue: 2010 I-002 Title: Report – Plan Review Committee

Recommended Solution:

The Conference recommends re-creation of the committee to review and update the following Conference for Food Protection documents and present their finding at the 2012 CFP Biennial Meeting:

- Temporary Food Establishments
- Permanent Outdoor Cooking Operations

☐ LETTER ☒ **CHARGES** ☐ CFP WEB POSTING

Issue: 2010 I-008 Title: Wild Harvested Mushrooms

Recommended Solution:

The Conference recommends that the Council consider forming a committee to continue discussion of this issue and that the following language and attachments for consideration to be placed on the CFP website as guidance listing steps that states can use to develop and implement a wild harvested mushroom program for their state. The charges will be:

- Develop guidelines to help regulators address the issue of wild mushrooms in food establishments
- Report back at the 2012 CFP.
- The name of the committee will be Wild Harvested Mushrooms Committee.

☐ LETTER ☒ **CHARGES** ☐ CFP WEB POSTING

Issue: 2010 I-010 Title: USFDA Recall Policy Revision

Recommended Solution:

The Conference Recommends that a Recall Evaluation Committee be formed and work with FDA, USDA, and states on the following charge:

- Clarify the system of classification for recalls established by USDA and FDA.
- Create clarifying instructions and procedures that industry and consumers can easily understand and comply with.
- Recommend enforceable and reasonable time frames for execution of recall communications and actions.
- Clarify the information required to be included in supplier recall notifications.
- Recommend expectations for the notification of end-users, including restaurant and retail customers as well as school and institutional food service.
- Report back to the 2012 Biennial Meeting.

☒ **LETTER** ☐ CHARGES ☐ CFP WEB POSTING

Issue: 2010 I-011 Title: Signage Requirement on Reporting of Employee Health Conditions

Recommended Solution:

The Conference recommends that a letter be sent to the FDA recommending that Section 2-103.11 be amended.

Amend Section 2-103.11 Person in Charge by adding Paragraph (N) to read:

(N) " A verifiable system needs to be in place to communicate to employees the importance of employee health as described in, Subparagraphs 2-201.11 (A)(1), (2), (3), (4), and (5) to the permit holder, such as posting a sign, written agreement, or training related to reporting symptoms and diagnosis."

☒ **LETTER** ☐ CHARGES ☒ **CFP WEB POSTING**

Issue: 2010 I-015 **Title: Criticality Implementation & Education Committee – Criticality Training Slides**

Recommended Solution:

The Conference recommends

- acceptance of the PowerPoint presentation and speaker notes titled "Re-designation of Food Code Provisions" and place it in a downloadable format under the "Conference Developed Guidance and Documents" section of the Conference web site.
- that a letter be sent to FDA requesting the same PowerPoint presentation and speaker notes be made available through its web site.

☒ **LETTER** ☐ CHARGES ☐ CFP WEB POSTING

Issue: 2010 I-016 **Title: Criticality Implementation & Education Committee – Frequently Asked Questions**

Recommended Solution:

The Conference recommends that a letter be sent to FDA requesting that they:

- provide answers to the list of FAQs included in the attached document.
- have the FAQs and answers available for stakeholders on or before June 30, 2010 by posting on the FDA website.

☒ **LETTER** ☐ CHARGES ☐ CFP WEB POSTING

Issue: 2010 I-017 **Title: Criticality Implementation & Education Committee – Timely Correction of**

Violations

Recommended Solution:

The Conference recommends that a letter be sent to the FDA requesting revision and/or addition to the following three sections in Chapter 8, Compliance and Enforcement in the FDA

See final Issue Recommended Solution for full details to include in letter

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☒ **LETTER** ☐ CHARGES ☐ CFP WEB POSTING

Issue: 2010 I-019 **Title: 4-501.114-Manual and Mechanical Warewashing Equipment Chemical Sanitation**

Recommended Solution:

The Conference recommends that a letter be sent to FDA requesting that Section 4-501-114 be revised as follows:

See final Issue Recommended Solution for full details to include in letter

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☒ **LETTER** ☐ CHARGES ☐ CFP WEB POSTING

Issue: 2010 I-021 **Title: 3-304.14 Wiping Cloths, Use Limitation**

Recommended Solution:

The Conference recommends that a letter be sent to FDA requesting written clarification in the Food Code or Annexes on how the FDA may recognize the appropriate use of dry cloths, including disposable towels, for wiping down counters and equipment.

☒ **LETTER** ☐ CHARGES ☐ CFP WEB POSTING

Issue: 2010 I-022 Title: Key Drop

Recommended Solution:

The Conference recommends that a letter be sent to FDA requesting the following changes to the Food Code:

that § 2.103.11 of the FDA Food Code be amended by adding a new ¶ 2.103.11 (F), and renumbering subsequent paragraphs in this Section appropriately, to specifically allow for the practice of key access deliveries by including the following language:

See final Issue Recommended Solution for full details to include in letter

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☒ **LETTER** ☐ CHARGES ☐ CFP WEB POSTING

Issue: 2010 I-024 Title: Management Responsibility Code Section 2-101.11

Recommended Solution:

The Conference recommends that a letter be sent to FDA requesting that the language in Food Code Section 2-101.11 (Responsibility and Assignment) be added with the following language and that additional changes to Chapter 2 be made as necessary to be consistent with this change.

Responsibility 2-101.11 Assignment*

(C) The PERMIT HOLDER through the certified food manager or person in charge (PIC) shall ensure that standard operating procedures that ensure compliance with the requirements of this Code are developed & implemented as specified under 8-201.12 (E) & (F);

☒ **LETTER** ☐ CHARGES ☐ CFP WEB POSTING

Issue: 2010 II-021 Title: Food Protection Manager Certification

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.

See final Issue Recommended Solution for full details to include in letter

☒ **LETTER** ☐ CHARGES ☐ CFP WEB POSTING

Issue: 2010 II-002 Title: Amend "Outcome" Section of Program Standard No. 5

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 appropriate Section of FDA's *Voluntary National Retail Food Regulatory Program Standards, Standard 5 - April 2009:*

See final Issue Recommended Solution for full details to include in letter

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☐ LETTER ☒ **CHARGES** ☐ CFP WEB POSTING

Issue: 2010 II-003 Title: Report and Re-creation – Interdisciplinary FBI Committee

Recommended Solution:

The Conference recommends 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.

☐ LETTER ☒ **CHARGES** ☐ CFP WEB POSTING

Issue: 2010 II-005 Title: Re-create – Inspection Form Scoring Committee

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.

☐ LETTER ☐ CHARGES ☒ **CFP WEB POSTING**

Issue: 2010 II-006 Title: Report – Electronic Reporting Committee

Recommended Solution:

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

☒ **LETTER** ☐ CHARGES ☐ CFP WEB POSTING

Issue: 2010 II-007 **Title: Re-create – Electronic Reporting Committee (title changed: Electronic Reporting)**

Recommended Solution:

The Conference recommends that the Conference Chair write a letter to the Food and Drug Administration (FDA) requesting that they develop a database management tool that will enable the analysis of future baseline survey data collected by regulatory agencies to assess and enhance the effectiveness of food safety programs and report back to the Conference for Food Protection.

☒ **LETTER** ☐ CHARGES ☐ CFP WEB POSTING

Issue: 2010 II-009 **Title: Allergen Management Course Addition to Appendix B-1, Standard 2**

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.

See final Issue Recommended Solution for full details to include in letter

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☒ **LETTER** ☐ CHARGES ☐ CFP WEB POSTING

Issue: 2010 II-010 **Title: Emergency Management Course Additions to Appendix B-1, Standard 2**

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:

See final Issue Recommended Solution for full details to include in letter

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☒ **LETTER** ☐ CHARGES ☐ CFP WEB POSTING

Issue: 2010 II-011 **Title: Clarifying Language for Step 2, Standard 2 – Program Standards**

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:

See final Issue Recommended Solution for full details to include in letter

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☒ **LETTER** ☐ CHARGES ☐ CFP WEB POSTING

Issue: 2010 II-012 **Title: Clarifying Definitions for Step 4, Standard 2 – Program Standards**

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.

See final Issue Recommended Solution for full details to include in letter

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☐ LETTER ☒ **CHARGES** ☐ CFP WEB POSTING

Issue: 2010 II-013 Title: Re-create – CFSRP Work Group

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 received 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 opportunities 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.

☐ LETTER ☐ CHARGES ☒ **CFP WEB POSTING** ☒ **OTHER**

Issue: 2010 II-015 **Title: FPMTTC Committee – Amend Training Language in Standards**

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

See final Issue Recommended Solution for full details regarding edits

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☐ LETTER ☐ CHARGES ☒ **CFP WEB POSTING** ☒ **OTHER**

Issue: 2010 II-016 **Title: FPMTTC Committee – Amend Section 5 of the Standards for Accreditation**

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:

See final Issue Recommended Solution for full details regarding edits

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☐ LETTER ☐ CHARGES ☒ **CFP WEB POSTING** ☒ **OTHER**

Issue: 2010 II-017 **Title: FPMTTC Committee – Remove "monitor" from Standards for Accreditation**

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*:*

See final Issue Recommended Solution for full details regarding edits

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☐ LETTER ☐ CHARGES ☒ **CFP WEB POSTING** ☒ **OTHER**

Issue: 2010 II-018 **Title: FPMTTC Committee – Name Change**

Recommended Solution:

The Conference recommends

- 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 Managers Training, Testing and Certification Committee.
- 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.

☐ LETTER ☐ CHARGES ☒ **CFP WEB POSTING** ☒ **OTHER**
Issue: 2010 II-019 Title: FPMTTC Committee – Revise Bylaws
Recommended Solution:
The Conference recommends adopting the Committee Bylaw revisions as proposed by the Food Protection Manager Training, Testing and Certification Committee.

See final Issue Recommended Solution for full details regarding edits

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☐ LETTER ☒ **CHARGES** ☐ CFP WEB POSTING
Issue: 2010 II-020 Title: New or Continuation Charges for the Renamed FPMTTC Committee
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.
- request that ANSI and the Certification Providers will examine all options for resolving the exam security and independence issues as they pertain to trainers serving as test administrators and come to consensus with a suggested action plan as follows:
  - By April of 2011, a recommended solution to be reviewed by the ANSI / Certification providers workgroup
  - By June of 2011 the FPMCC, Certification Providers and ANSI have reached consensus on the recommended solutions
  - The draft recommendations will be submitted to the Executive Board for their review at the August 2011 Board meeting
  - Recommendations approved by the Executive Board will be submitted as an issue at the 2012 biennial meeting
- Pending Conference approval, the new requirements will be implemented no later than January of 2013.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 Executive Board and the 2012 Biennial Meeting of the Conference for Food Protection.

☒ **LETTER** ☐ CHARGES ☐ CFP WEB POSTING

Issue: 2010 II-022 Title: Report – Program Standards Committee

Recommended Solution:

The Conference recommends 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

☒ **LETTER** ☐ CHARGES ☐ CFP WEB POSTING

Issue: 2010 II-023 Title: New Definition for Voluntary Retail Food Regulatory Program Standards

Recommended Solution:

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

- that the Definitions in the Program Standards be amended to include designation in numerical order, and
- 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.

☒ **LETTER** ☐ CHARGES ☐ CFP WEB POSTING

Issue: 2010 II-024 Title: Amendments to Program Standard No. 9 – Program Assessment

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*.

See final Issue Recommended Solution for full details to include in letter

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☒ **LETTER** ☐ CHARGES ☐ CFP WEB POSTING

Issue: 2010 II-025 Title: Financial Support for Voluntary Retail Food Regulatory Program Standards

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.

☐ LETTER ☒ **CHARGES** ☐ CFP WEB POSTING
Issue: 2010 II-026 Title: Re-create – Program Standards Committee
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.

☒ **LETTER** ☐ CHARGES ☐ CFP WEB POSTING
Issue: 2010 II-027 Title: Change in Program Standard No. 6 and Appendix F, Compliance and Enforcement
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.

See final Issue Recommended Solution for full details to include in letter

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☐ LETTER ☒ **CHARGES** ☐ CFP WEB POSTING
Issue: 2010 II-028 Title: Report – Constitution and Bylaws Committee
Recommended Solution:
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.

☐ LETTER ☐ CHARGES ☒ **CFP WEB POSTING** ☒ **OTHER**
Issue: 2010 II-029 Title: Constitution – New Article Titled "Parliamentary Authority"
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.

☐ LETTER ☒ **CHARGES** ☒ **CFP WEB POSTING**

Issue: 2010 II-030 **Title: Expand Archive and Posting Capabilities of CFP Approved Documents**

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.

☒ **LETTER** ☐ CHARGES ☐ CFP WEB POSTING

Issue: 2010 II-031 **Title: Coordination of the Two Current FDA Food Program Standards**

Recommended Solution:

The Conference recommends that a letter be sent to FDA asking them to work with appropriate interested parties to study the differences and similarities of both the Voluntary National Retail Food Regulatory Program Standards and the Manufactured Food Regulatory Program Standards and identify areas where harmonization can be achieved, and report back to the Conference.

☐ LETTER ☐ CHARGES ☒ **CFP WEB POSTING**

Issue: 2010 II-033 **Title: Barriers to Bare Hand Contact Training Materials**

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.

☐ LETTER ☒ **CHARGES** ☐ CFP WEB POSTING

Issue: 2010 II-035 **Title: Limiting Committee Member Numbers (title changed: Committee Participation)**

Recommended Solution:

The Conference recommends the Constitution and Bylaws Committee develop guidelines regarding committee structure, participant responsibilities, 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.

☐ LETTER ☒ **CHARGES** ☐ CFP WEB POSTING

Issue: 2010 III-001 Title: Report and Re-creation – Food Allergen Committee

Recommended Solution:

The Conference recommends re-creation of the Food Allergen Committee to extend the reach of food allergy education, training and awareness as follows:

- Identify appropriate strategies to develop an FDA "endorsed" Allergen Management Course, including the review of course curriculum.
- Review the pending publication of FDA materials and guidance document(s) related to allergen management.
- Utilize the strengths of groups like FAAN and IFIC Foundation (in cooperation with the CFP Food Allergen Committee) to define and lead a health professional outreach activity such as a "food allergy resource page" of educational materials suitable for state/local regulatory officials, food managers, and food employees.
- Add a CDC representative to serve on the CFP Food Allergen Committee to help enhance our current public health perspectives and assist in the development and dissemination of a health professional outreach activity.
- Report back to the 2012 Biennial Meeting with the outcome of these charges.

☒ **LETTER** ☐ CHARGES ☐ CFP WEB POSTING

Issue: 2010 III-005 Title: On-Site Generation of Antimicrobial Pesticides

Recommended Solution:

The Conference recommends that a letter be sent to the FDA recommending changes to the Food Code as detailed in the attached "Food_Code_Recommendations_for_On-site_Generation_of_Antimicrobials" (extracted from Table 1 of the CFP 2008-10 Sanitizer Committee Final Report). Detailed rationales for the recommended changes are included in the table.

See final Issue Recommended Solution for full details to include in letter

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☒ **LETTER** ☐ CHARGES ☐ CFP WEB POSTING

Issue: 2010 III-006 Title: 4-501.19 Manual and Mechanical Warewashing Equipment, Wash Solution Temperature

Recommended Solution:

The Conference recommends that a letter be sent to FDA requesting that section 4-501.19 be revised to remove the minimum wash solution temperature and be classified as a Core C item by removing the "Pf" and substituting "C" at the end of the section as indicated below AND requests that the Annex 3 entry for this section be amended as stated below.

See final Issue Recommended Solution for full details to include in letter

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☒ **LETTER** ☐ CHARGES ☐ CFP WEB POSTING

Issue: 2010 III-007 Title: Reduced Minimum Temperatures for Mechanical Warewashing Equipment

Recommended Solution:

The Conference recommends that a letter be sent to FDA requesting the FDA Food Code be revised as follows:

4-501.110 Mechanical Warewashing Equipment, Wash Solution Temperature.

See final Issue Recommended Solution for full details to include in letter

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☐ LETTER ☐ CHARGES ☒ **CFP WEB POSTING**

Issue: 2010 III-010 Title: Guidelines for Producing or Cooking Mechanically Tenderized Beef for Retail

Recommended Solution:

The Conference recommends approval of the new revised guidance document titled "Guidelines for Producing or Cooking Mechanically Tenderized Beef for Retail and Food Service Establishments" and that it be made available to interested stakeholders on CFP's web site.

☒ **LETTER** ☐ CHARGES ☐ CFP WEB POSTING

Issue: 2010 III-012 Title: Re-create – Hot Holding Committee

Recommended Solution:

The conference recommends that the Conference send a letter to FDA recommending that the issue of evaporative cooling and its relationship to pathogen growth during hot holding be investigated as a research priority.

☒ **LETTER** ☐ CHARGES ☐ CFP WEB POSTING

Issue: 2010 III-013 Title: Bare Hand Contact for RTE Ingredients that are Fully Cooked After Handling

Recommended Solution:

The Conference recommends that the Conference send a letter to FDA requesting that provisions to allow for use of Ready-to-Eat FOOD ingredients from containers that are used exclusively in food products which are subsequently fully cooked or reheated should be added to the Food Code.

☒ **LETTER** ☐ CHARGES ☐ CFP WEB POSTING

Issue: 2010 III-015 Title: Temperature of Water for Handwashing Sinks

Recommended Solution:

The Conference recommends that a letter be sent to the FDA recommending changes to the Food Code section 5-202.12 Handwashing Sink, Installation to read as follows:

5-202.12 Handwashing Sink, Installation.

(A) A handwashing sink shall be equipped to provide warm water at a temperature of 85oF (29.5oC) or above through a mixing valve or combination faucet.

☐ LETTER ☒ **CHARGES** ☐ CFP WEB POSTING

Issue: 2010 III-016 Title: Sequential Application of Hand Antiseptic for Use in No-Water Situations

Recommended Solution:

The Conference recommends that a committee be formed to include appropriate stakeholders including Center for Food Safety and Applied Nutrition (CFSAN), CDC and Center for Drug Evaluation and Research (CDER) to address:

- the efficacy/risk reduction strategies of alternative hand hygiene regimes compared to handwashing with respect to foodborne pathogens including viruses
- identify settings where alternatives to handwashing are appropriate. and
- report back to the 2012 Conference.

☐ LETTER ☒ **CHARGES** ☐ CFP WEB POSTING

Issue: 2010 III-018 Title: Updating ROP Criteria with regard to Cook Chill and Sous Vide

Recommended Solution:

The Conference recommends the formation of a new committee charged with the following:

- create a guidance document detailing the scientific evidence of ROP HACCP controls and preventive measures and provide implementation suggestions.
- recommend clarifications to the Food Code based on charge one.
- report back to the Conference in 2012.

☒ **LETTER** ☐ CHARGES ☐ CFP WEB POSTING

Issue: 2010 III-020 Title: 3-302.11 Packaged and Unpackaged Food – Separation

Recommended Solution:

The Conference recommends that a letter be sent to FDA requesting that Section 3-302.11 have (A)(1)(d) added as follows:

> 3-302.11 Packaged and Unpackaged Food - Separation, Packaging, and Segregation.
> (d) *Packaged raw Ground beef may be stored or displayed with or above other cuts of packaged raw beef*

and Annex 3 (Public Health Reasons/Administrative Guidelines) be amended.

☒ **LETTER** ☐ CHARGES ☐ CFP WEB POSTING

Issue: 2010 III-022 Title: Antimicrobial Treatments for Washing Fruits and Vegetables

Recommended Solution:

The Conference recommends that a letter be sent to the FDA recommending the following changes to the Food Code: Annex 3 §3-302.15 Washing Fruits and Vegetables.

See final Issue Recommended Solution for full details to include in letter

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☒ **LETTER** ☐ CHARGES ☐ CFP WEB POSTING

Issue: 2010 III-023 Title: Food Establishment Response Procedure to Vomiting and Diarrheal Contamination

Recommended Solution:

The Conference recommends that a letter be sent to FDA requesting modification of the 2009 Food Code to require that food establishments have access to a plan for responding to unexpected events that result in the discharge of vomitus or feces in any area other than a toilet.

☒ **LETTER** ☐ CHARGES ☐ CFP WEB POSTING

Issue: 2010 III-024 Title: Drying Agents

Recommended Solution:

The Conference recommends that a letter be sent to the FDA recommending the following changes to the Food Code,

> 7-204.14 Drying Agents, Criteria
> ***See final Issue Recommended Solution for full details to include in letter***

☐ LETTER ☐ CHARGES ☐ CFP WEB POSTING ☒ **OTHER**

DELEGATE ACTION: rejected

Issue: 2010 I-005 Title: Consumer Advisory for pinned/injected/tenderized meats: Food Code 3-603.11

Recommended Solution:

The Conference recommends no action.

Reason:

Food establishment operators may not be aware of what products have been tenderized because there is no requirement for labeling.

Issue Review Checklist – for Committee Submitted Issues

for the 2012 CFP Biennial Meeting

NOTE: a separate and less extensive checklist exists for independent (non-committee) issues

Timeline

November 2011

- ☐ Issue submission template and instructions available online by end of month

Friday, December 5, 2011

- ☐ **Deadline** for CFP committee chairs to submit final committee reports along with ALL prospective Issues and accompanying documents to their Council Chair for **preliminary review and approval**
  - **ALL CFP committee generated documents** MUST go through a formal **review** process PRIOR to online submittal; documents needing review include committee reports, Issues, and all attachments (see process and "Review Checklist" below)
  - Once approved by Council Chairs, all Issues and attachments MUST then be submitted via the online process prior to the posted deadline
  - **STANDING COMMITTEES:**
    - All Standing Committee reports and prospective Issues and accompanying documents are to be submitted to the Executive Director for review and approval.
    - For Standing Committee reports and Issues, the Executive Director will fulfill the same review functions as the Council Chair

Friday, January 6, 2012

- ☐ **Deadline for online Issue submittal** is 9:00 PM EST – this deadline applies to ALL Issues including CFP committee submitted Issues and independently submitted Issues
  - Once submitted online, the Issue Committee will conduct a final review and work with submitters and Council Chairs to clarify any questions or concerns
- ☐ Submittal of Issues in advance of the deadline is highly encouraged
- ☐ The only Issues that can be submitted AFTER the deadline must meet the *"Late Issue Submittal Policy"* *http://www.foodprotect.org/media/policy/Policy_CFP_Late_Issue_Submission.pdf*

Sunday, March 4, 2012

- ☐ Online Issue packets available

Preliminary Review – PRIOR to Online Submittal

Preliminary Review Process

- ☐ Preliminary Review:
  - All CFP committee generated documents are subject to a formal "offline" preliminary review process – Issues are NOT to be submitted online until the preliminary review has been conducted and approval granted by the respective Council Chair
  - During the preliminary review process, Council Chairs, Council Vice Chairs, and the Issue Chair(s) will serve as reviewers of CFP committee submitted documents
    - Council Chairs will forward documents submitted by the committee chairs to their respective Vice Chair and to the Issue Chair(s)
    - Council Chairs will serve as the primary contact with their respective committee chairs
    - Issue Chair(s) and Council Vice Chairs will forward any comments, questions, or concerns to the Council Chairs

- All reviewers will follow the "Review Checklist" (see below)
- When editing documents, "tracked changes" should be used whenever possible; once document review is complete, all track changes must be accepted or removed before submitting online

☐ Council Chairs will notify via email the Issue Chair(s) when the preliminary review process for each committee is complete and approval has been given for online submittal of Issues and accompanying documents; a copy of the final approved committee documents will be forwarded via email to the Issue Chair(s)

- Committee Issues are NOT to be submitted via the online submittal process until the preliminary review has been completed
  - Final review by the Issue Committee will NOT begin until approval is received from the Council Chair
- Preliminary review process MUST be completed far enough in advance to allow committee chairs to meet the online Issue submittal deadline
- Any changes made to a committee report, document, or Issue after the preliminary review process MUST be approved by the respective Council Chair

REVIEW CHECKLIST

A. SCOPE OF ISSUE

PLEASE NOTE: reviewing the "scope of issue" is the MOST critical aspect of the preliminary review. Limiting the scope AND clearly defining the intent of each Issue will facilitate a logical and sequential deliberation within Council. To facilitate the process, it is recommended to divide issues containing multiple actions or directives; single Issues containing multiple actions or directives are cumbersome to deliberate and may lead to confusing or contradictory recommended solutions. Once the online Issue submittal deadline has passed, the automated process does NOT allow the submittal of additional Issues; therefore, committee reports can NOT be divided into multiple Issues after the deadline has passed.

☐ The majority of CFP committees will submit more than one Issue…

- **First Committee Issue** – essentially a presentation of the committee report. The "Recommended Solution" of the first committee Issue contains **four (4) elements**:
  1. Statement to "acknowledge attached committee report" *(reports are NOT "accepted" or "approved" as this implies the entire content of the report has been debated and agreed upon by Council)*
     - ✓ Reports are to follow the approved Committee FINAL report format and include the following information: *(see Committee FINAL Report template)*
       - full list of committee charges from the previous Biennial Meeting (or as subsequently assigned by the Executive Board)
       - details of committee activities and recommendations
       - specific outcome(s) and disposition(s) for each assigned charge
       - specific direction regarding the future of the committee
       - new or continuation charges to be addressed during the upcoming biennium
       - list of all committee submitted Issues and attachments
       - list of committee members
  2. List of attachments (titles) for ALL committee generated "content documents" *(see description below regarding "content documents" vs. "supporting attachments")*

3. Specific direction regarding the future of the committee, such as:
   - ✓ Committee to be disbanded:
     - all charges previously assigned to committee have been completed
     - disbanded committees may NOT have continuation or new charges
   - ✓ Committee to be re-created, along with specifics regarding:
     - continuation charges (i.e., incomplete or ongoing charges from the previous Biennial Meeting)
     - requirement to "report back to the next Biennial Meeting"

   NOTE: newly created charges (not carried over from the previous Biennial Meeting) that the committee would like to address during the next biennium are best included in a subsequent stand-alone Issue, especially if it is anticipated that requesting the new charge(s) will result in debate within Council
   NOTE: if a decision to re-create a committee with continuation charges is dependent on the outcome of a subsequent Issue, the continuation charges and the report back requirement should be included in a subsequent stand-alone Issue and not included within the first committee Issue
   NOTE: standing committee final reports are required to be submitted as an Issue ONLY when council action is required (e.g., to approve or modify a CFP governing document or policy). By the designated deadline, all Standing Committees are required to submit their final committee report, prospective Issue(s), and any accompanying documents to the Executive Director for review and approval.
   NOTE: except for standing committees that report directly to the Executive Board, all CFP committees must be either disbanded or re-created each biennium
4. Thank you statement to committee members

- **Subsequent Committee Issue(s)** – the actual number or subsequent committee Issues will depend on the work completed by a committee. Committee generated documents, or specific elements of a committee report that need to be formally debated and approved, are to be submitted as subsequent stand-alone Issues; examples include:
  - Policy or guidance documents created by the committee
    - ✓ It is recommended that a separate Issue is submitted for each independent document
      EXCEPTION: large documents divided to meet attachment size restrictions should be presented within a single Issue
  - Committee recommendations regarding controversial or substantial changes to policy or practice
    EXCEPTION: non-substantive changes can be presented together as a single Issue (e.g., grammatical or editorial changes to existing approved documents)
  - New charges assigned to a re-created committee
    NOTE: the actual number of subsequent Issues submitted by a committee should be determined on a case-by-case basis depending on the complexity of the information to be presented; the Issue Chair(s) and Council Chairs can assist committee chairs in determining the best approach in submitting committee Issues.

B. CONTENT REVIEW – ISSUE and ATTACHMENTS

The goals of content review are to increase readability and understanding, and to minimize confusion during Council deliberation.

☐ General review includes…

- Verification that all sections of the Issue submission form are complete
- Spelling and grammar

- Content and clarity
- Document titles are in quotes or italics
- Narrative is gender non-specific
- Correct capitalization (e.g., committee names, Issue titles)
- Multiple page documents contain page numbers *("page __ of __" is the preferred format)*
- Correct use of organizational terminology and titles (e.g., "Conference," "Biennial Meeting," "Food Code" or "FDA Food Code")
- Correct use of strikethrough/underline format for changes to existing CFP documents, FDA Food Code, or other regulatory documents (i.e., underlining of "new or proposed" language with ~~"strikethrough"~~ for language to be deleted)
- Adherence to *"CFP Commercialism Policy" (i.e.,* Issues may NOT be commercial in nature) *http://www.foodprotect.org/media/policy/Policy_CFP_Commercialism.pdf*

☐ Issue Title…

- Limited to 75 characters
- Title uniquely describes purpose of Issue
  NOTE: Issue titles may be modified by the Issue Chair for clarification in the event of duplicate submittals
- Use of standardized "prefix" for CFP committee submitted Issue titles:
  - Report – _____ (insert committee name)
  - Re-Create – _____ (insert committee name)
  - Report and Re-Create – _____ (insert committee name)
    NOTE: this dual format is rarely used; see Issue Chair(s) for guidance

☐ Issue Description…

- Briefly describes the problem or concern to the retail food industry

☐ Public Health Significance…

- Describes impact this Issue will have on the industry
- Clearly stated and easily understood

☐ Recommended Solution…

> *NOTE: the "recommended solution" is the ONLY portion of the Issue that will appear in the Conference Proceedings; therefore, it needs to be as complete and as clearly written as possible.*

- Rationale of recommended solution must be sufficiently detailed to cover all aspects of the submission
- All recommendations made by a CFP committee must be extracted from the committee report and captured within the recommended solution section of the Issue submittal form
- Lists the exact titles of any subsequent committee Issue(s) and attachments *(recommend using a "cut-and-paste" of the title directly from the committee report)*
- When edits or modifications are proposed for an existing document (e.g., CFP governing document, FDA Food Code, other regulatory document), relevant sections are to be "cut-and-pasted" into the recommended solution using strikethrough/ underline format

- Acronyms must be spelled out when the term is first used
  EXCEPTIONS: FDA, USDA, CDC, EPA, CFP
- Any new or continuation charges assigned to a committee must be included within the recommended solution along with a requirement to "report back to the next Biennial Meeting"
- Direction(s) MUST be given to CFP regarding final disposition of the Issue, such as:
  - "a letter be sent to the FDA requesting…"
  - "modified language be incorporated into…"
  - "final guidelines to be posted on the CFP web site"
  - "a committee be created to study…"

☐ Attachments…

- There are two (2) different kinds of attachments:
  1. **"Content Documents"** – this is the body of work created by a committee that MUST be reviewed and approved via the Council deliberation process (e.g., guidelines, policy documents, suggested revisions to existing documents and regulatory codes)
     - ✓ Content documents should be "attached" only once to the first committee Issue along with the committee report
       - In subsequent committee Issues, the attachment should be referenced by the exact name of the attachment and the name of the Issue where the attachment can be found (for example: "See *Report – ABC Committee*, Attachment #1, titled: *XYZ"*)
  2. **"Supporting Attachment"** – this is information presented ONLY to assist in understanding the specific Issue (e.g., abstracts, articles, studies, reference material)
     - ✓ Large documents posted online (e.g., Food Code) are to be referenced only by the web address along with a notation of the specific page and/or section numbers; large publicly available documents are NOT to be attached in their entirety
- Attachment format:
  - All attachments MUST be in a format compatible with MS Word (.doc), as a PDF (portable document format)… or as a web address for existing documents
    - ✓ Content Attachments submitted as a PDF must be made available by the submitter in advance to the Council Scribe in a format compatible with MS Word (.doc) to facilitate editing during Council deliberations
  - Attachments should use a header or footer that includes both the document title and page numbers *("page __ of __" is the preferred format)*
  - Name of each attachment must be specific AND consistently referenced throughout all material submitted by the committee
  - Attachments over 2 megabytes (2 MB) must be divided into multiple smaller documents in a logical sequence
  - All Macros are to be removed from attached documents
- Council Chairs will work with committee chairs and the Issue Chair(s) to determine the best format and method of attaching documents to their Issues

- ☐ Submitter name…
  - CFP committee chair(s) is to be listed as the "submitter" (e.g., Jane Doe, Chair)
  - CFP committee name is to be listed as the "organization" (e.g., ABC Committee)

FINAL REVIEW – AFTER ONLINE SUBMITTAL

FINAL REVIEW PROCESS

- ☐ All CFP committee Issues MUST be approved by the respective Council Chair through the preliminary review process PRIOR to online submittal (see above)
- ☐ Once submitted online, the final review process for that Issue begins:
  - During the final review, the Issue Committee will serve as the primary contact with all Issue submitters via the online review process
  - CFP committee submitted Issues will be forwarded by the Issue Committee to Council Chairs for final review and approval via the online review process
- ☐ Revisions to an Issue after the submittal deadline will be limited to those requested by the Issue reviewers
  - Via the online Issue Management web site, the Issue submitter will receive edits and comments from the reviewers; the submitter can either:
    - "accept" the Issue (indicating it is ready for finalization)
    - submit another round of revisions (this part of the review process can go back-and-forth as many times as necessary until an Issue is ready to be finalized), or
    - "withdraw" the issue
- ☐ Once accepted and finalized, an Issue can no longer be edited until it is deliberated in Council.

FINAL REVIEW CHECKLIST

- ☐ Verify Council Chair approval of CFP committee submitted Issues
  - Any changes made to a committee report after the preliminary review process MUST be approved by the respective Council Chair
- ☐ Ensure that the final Issue meets CFP's Issue Acceptance *"Terms and Conditions"* as posted on the CFP web site
- ☐ Review all Issues and attachments using "Review Checklist" (noted above)
- ☐ Verify documents referenced in an Issue or in a committee report:
  - All attachments listed or referenced are actually "attached" to the appropriate Issue
  - All relevant attachment pages are included
  - All attached documents readily print and are in a readable format
  - All web address links are correct
- ☐ Issue Committee will conduct a final edit to standardize content of all Issues, for example:
  - Re-name multiple Issues with similar titles

- Ensure submitter's name and information follows a standardized format
  NOTE: the submitter's employer contact information is to be entered in the "submitter information" section at the bottom of the submittal form; it is NOT entered under "submitter name" at the top of the form
- Remove redundant or auto-generated wording from final Issue, for example:
  - Recommended Solution… deletion of the words "The Conference Recommends..." from the final submittal as this wording will be auto-generated in the final Issue packet

☐ Submitter will be notified via email when Issue has been accepted and finalized

Armatis	David	Industry -	Safe Foods First	135 Townsend Street, Suite 617	San Francisco	CA	94107	(650) 274-8573	travelingchef@hotmail.com	
Bacon	Brenda	Industry - Retail Food Stores	Harris Tetter	701 Crestdale Road	Matthews	NC	28105	(704) 844-4443	bbacon@harristeeter.com	Council-I Vice Chair
Bhatt	Chirag	Industry	CHB Consulting	POBOX 680932	Houston	TX	77268	(281) 684-6883	chiragbhattTX@gmail.com	Council-II Chair
Casazza	Gene	Other - Restaurant Association	Jetro/Restaurant Depot	133-11 20th Avenue	College Point	NY	11356	(718) 412-4517	gcasazza@jetrord.com	
Cornman	Lee M.	Regulatory - State	Florida Dept of Agriculture and Consumer Services/Food Safety Division	3125 Conner Boulevard, MS C-18	Tallahassee	FL	32399-1650	(850) 245-5547	lee.cornman@freshfromflorida.com	
Elizondo	Marcel	Regulatory - Local	Austin/Travis Co Health and Human Services	15 Waller St	Austin	TX	78702	(512) 974-8068	marcel.elizondo@ci.austin.tx.us	
Everly	Vicki	Regulatory - Local	Santa Clara County Dept. of Environmental Health - Retired		San Jose	CA		(510) 501-0417	vicki.everly2@gmail.com	C'ee Co-Chair
Gaither	Marlene	Regulatory - Local	Coconino County (AZ) Health Department	2500 N. Fort Valley Road	Flagstaff	AZ	86001	(928) 527-8520	mgaither@coconino.az.gov	
Gifford	David	Regulatory - State	Washington State Dept. of Health							Council-III Vice Chair
Guzzle	Patrick	Regulatory - State	Idaho Department of Health and Welfare	450 West State Street, 4th Floor	Boise	ID	83720	(208) 334-5938	guzzlep@dhw.idaho.gov	Council-II Vice Chair
Hale	Aggie	Regulatory - State	Florida Dept. of Agriculture and Consumer Services	3125 Conner Boulevard, MS C-26	Tallahassee	FL	32399-1650	(850) 245-5549	aggie.hale@freshfromflorida.com	C'ee Co-Chair
Harris	Craig K.	Academia	Michigan State University	4564 Nakoma	Okemos	MI	48864	(517) 256-2234	harrisc@msu.edu	
Hazan	Stan	Other - Standards and Compliance	NSF International	789 Dixboro Road	Ann Arbor	MI	48105	(734) 769-5105	hazan@nsf.org	
Lewis	Glenda	Regulatory - Federal	Leader, Retail Food Protection Team	5100 Paint Branch Parkway	College Park	MD	20740	240-402-2150	glenda.lewis@fda.hhs.gov	
Linton	Richard	Academia	The Ohio State University	2015 Fyffe Rd.	Columbus	OH	43210	(614) 247 7881	linton.60@osu.edu	Council-III Chair
Marlow	Deborah	Regulatory - Local	Williamson County (TX) & Cities Health District	303 Main Street	Georgetown	TX	78626	(512) 943-3620	dmarlow@wcchd.org	Council-I Chair
Martin	Eric D.	Industry - Food Service	Margaritaville Enterprises, Inc.	6800 Lakewood Plaza Drive	Orlando	FL	32819	(407) 224-3216	emartin@margaritaville.com	

Committee Name:										
Moore	Eric	Industry - Food Service	Aramark	1717 Arch St.	Philadelphia	PA	19103	(215) 409-7343	moore-eric2@aramark.com	
Odom	Alan	Industry - Food Service	Compass Group	310 West Church St.	Benton	IL	62812	(618) 439-9753	alan.odom@compass-usa.com	
Patnoad	Martha	Academia	University of Rhode Island/Nutrition & Food Sciences	106 Ranger Hall, URI	Kingston	RI	02881	(401) 874-2960	mpatnoad@uri.edu	
Reid	Karen	Industry - Food Service	Walt Disney Parks and Resorts US	PO Box 10000,	Lake Buena Vista	FL	32830-1000	407-827-6971	karen.reid@disney.com	
Reinhard	Robert	Industry - Food Processing	Sara Lee Corporation	3500 Lacey Road	Downers Grove	IL	60515	(630) 598-8058	bob.reinhard@saralee.com	
Rosenwinkel	Kenneth	Industry - Retail Food Stores	Jewel-Osco/Supervalu	150 Pierce Road, Suite 200	Itasca	IL	60143	(630) 948-6787	ken.rosenwinkel@supervalu.com	
Sandford	Mary	Industry - Food Service	Burger King Corporation	5505 Blue Lagoon Drive	Miami	FL	33126	(305) 378-7917	msandford@whopper.com	
Starobin	Dr. Anna	Other - Sanitation Services	Ecolab	8300 Capital Drive	Greensboro	NC	27409	(336) 931-2185	anna.starobin@ecolab.com	
Weddig	Lisa	Industry - Food Processing	Better Seafood Board	7918 Jones Branch Dr., Suite 700	McLean	VA	22102	(703) 752-8886	lweddig@nfi.org	
Whiteside	Jayne	Other - Medical Services	Coastal Dialysis	55 Congress Avenue	Bath	ME	04530	(207) 443-7485	jelizwhiteside@yahoo.com	
Williams	Dee	Industry - Food Service	Jack in the Box Inc.	9330 Balboa Aevnue	San Diego	CA	92123	(858) 571-2550	dee.williams@jackinthebox.com	
Wright	Lisa	Other - CFP Administration	Conference for Food Protection	11080 Tondino Road	San Diego	CA	92131	(858) 536-8030	ewright1@san.rr.com	

Conference for Food Protection
2012 Issue Committee FINAL Report

COMMITTEE NAME: Issue Committee
COUNCIL: Standing Committee – Council II
DATE OF REPORT: December 28, 2011
SUBMITTED BY: Aggie Hale and Vicki Everly, Issue Co-Chairs

COMMITTEE CHARGE(s):

Constitutional Charge

Article XV Duties of the Committees

Section 1. The Issue Committee shall review all Issues submitted at least ninety (90) days before the Conference meeting. The Issue Committee shall assign for Council deliberation those Issues that have met the Issue acceptance criteria specified in the Conference Procedures Manual. Issue assignments shall be made in accordance with Article XIII, Section 1, Subsection 1; Section 2, Subsection 1; and Section 3, Subsection 1.

Charges Established by Issue

Issue 2010 II-30 "Expand Archive and Posting Capabilities of CFP Approved Documents"

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:

1. Documents and attachments modified or edited after the Issue packets are made available with reference to the original Issue number and attachment titles;
2. Documents and attachments modified during and after Council deliberations at the Biennial Meetings; and
3. Final version of conference approved guides, documents, and presentations in both PDF and the original editable format.

Charges Established by Executive Board

1. Clarify concerns regarding "final" committee reports, Issues, and attachments, including;
   a) Requirements for content and format.
   b) Instructions regarding the process for review and online submittal.
   c) Clarification of roles of Council Chair and Issue Chair in final approval.
   d) Clarification of when Standing Committee final reports need to be submitted as an Issue.
2. Revise, modify, or clarify Issue submittal criteria and review tools, including:
   a) Issue "rejection" process and procedure, including roles and responsibilities for committee-submitted documents and "independent" submittals.
   b) *CFP Commercialism Policy* as it relates to Issue "attachments" (e.g., peer reviewed articles, industry sponsored studies, letters of recommendation, presentations).
   c) Appropriate location of Issue "endorsements" (i.e., by an organization, agency, or individual) within the Issue submittal documentation.
   d) Final Issue submittal deadline (current deadline of 11:59 PM EST requires East Coast Council Chairs to be on "stand-by" until midnight).
3. Clarify concerns regarding "content attachments" (i.e., attachments reviewed and approved by council) that become Conference developed guides and documents, including:
   a) The review and approval process prior to Issue submission.
   b) Development of a "masthead, flag, nameplate, or style guide" to readily identify approved and posted documents as belonging to the Conference.
   c) Archive and posting of documents revised after Issue submittal (currently, the only version routinely archived is the original document attached to the submitted Issue even when the document is revised in council). (see "charges established by Issue" above)
4. Review and update CFP governing documents and position descriptions regarding the Issue process and responsibilities, including:
   a) Procedures and responsibilities for each biennium.
   b) Tools to facilitate tracking of charges to aid in review of committee reports and attachments.

COMMITTEE ACTIVITIES AND RECOMMENDATIONS (with completion date noted):

1. *May 2010* – Developed a tool to facilitate tracking of committee charges between biennial meetings (see attached documents for each Council titled "*2010 Final Issue Recommendations with Actions*"); documents provided to Executive Director and Conference Chair in May 2010 and to the Executive Board in August 2010.

2. *July 2010* – In conjunction with the Executive Director, established Issue related deadline dates for the 2012 Biennial Meeting:
   - November 2011 – Issue Pre-Submission Form available online
   - Friday, December 5, 2011 – deadline for Committee Reports and prospective Issues to be submitted to Council Chairs for review
   - Friday, January 6, 2012 – Issue submission deadline (constitutionally mandated not less than 90 days before Biennial Meeting)
   - February 17, 2012 – Issue Committee deadline to finalize Council assignments
   - March 4, 2012 – Issue Packets made available by Director (constitutionally mandated at 40 days before Biennial Meeting)

3. *August 2011* – Received approval from Executive Board for a change in the final Issue submittal deadline time to 9:00 PM EST (previously set at 11:59 PM EST).

4. *August 2011* – Received approval from Executive Board for a modified review checklist to assist Council Chairs and the Issue Committee in the review of final committee reports and draft Issues (see attached document titled *"Committee Submitted Issues – Review Process and Checklist"*).
   - This comprehensive document was subsequently shortened into a separate checklist for independent (non-committee) submitted Issues by removing details specific to CFP committees; both checklists are available on the CFP web site as PDFs to assist Issue submitters.

5. *August 2011* – Executive Board approved language to clarify the appropriate location within an Issue for inclusion of "endorsements" (i.e., by an organization, agency, or individual). The following approved language was placed on the Issue submission web site for the 2012 Biennial Meeting:
   - *Endorsements of an Issue by an organization, agency, or individual are to be placed in the Issue Submission Form section titled "Issue you would like the Conference to Consider" or "Public Health Significance"; endorsements are not to be placed within the "Recommended Solution." Endorsement letters or copies of email communication may be submitted with an Issue as a supporting attachment.*

6. *August 2011* – Drafted modified language for Conference Procedures, Section IV, Conference Issues; language reviewed and approved by the Conference Executive Board at their August 2010 meeting and is presented at the 2012 Biennial Meeting as an Issue titled *"Procedures for Conference Issues – New Wording"* (all new wording underlined; there is no deleted language).

   a) Clarification of the requirement for the submittal of **Standing Committee** final reports and Issues.
   Conference Procedures, Section IV, Conference Issues:
   A. Issue Submission
      1. *The Executive Board shall approve an Issue Submission Form.*
      2. *Within the time specified in the Constitution and Bylaws, the Issue Submission Form shall be made available to Conference members and to other interested parties by 150 days prior to the Biennial Meeting.*
      3. *Issue submissions shall be made electronically through the internet. Issues may be submitted to the Executive Board only in the event of a late-breaking food safety Issue. Current instructions for submission and the form are available through the internet on the Conference web site or from the Executive Director.*
         a. *For the purpose of this Section a late-breaking food safety Issue is defined as an Issue that specifically relates to an event, practice or circumstance creating a situation requiring the immediate attention of the Conference that has occurred between the deadline of the Conference Issue submission deadline and the Biennial meeting.*
      4. *The deadline for Issues and their attachments is the date specified in the Constitution and Bylaws.*
         a. *Standing committee final reports are required to be submitted as an Issue ONLY when council action is required (e.g., to approve or modify a CFP governing document or policy). By the designated deadline, all Standing Committees are required to submit their final committee report, prospective Issue(s), and any accompanying documents to the Executive Director for review and approval.*

   b) Clarification of **Issue Acceptance Criteria** and the **Issue Rejection Process**:
   Conference Procedures, Section IV, Conference Issues:
   B. Issue Acceptance Criteria
      1. *In order for the Issue to be accepted by the Conference and considered for Council deliberation, all sections of the form must be completed. The Issue must be described completely, with its impact on retail distribution identified. The food protection or public health aspect of the Issue must be clearly stated to be easily understood. A suggested solution or rationale for the Issue must be sufficiently detailed to cover all aspects of the submission.*
         a. *Prior to finalization, all Issues are to be in a "finished form" (e.g., no annotations or unaccepted edits, all attachments present and complete). Issues that are not in this format may be rejected if the submitter*

fails to make requested revisions. Documents containing "track changes" or comments from reviewers cannot be accepted because they are, by definition, unfinished and incomplete; the Council will not know what wording to act upon.

b. *Issues will NOT be rejected based on content; the only reason for rejection will be non-compliance with the requirements for Issue acceptance.*

2. *When the recommended solution is to change the wording of a document, such as the Food Code or a Conference document, the portion of the document to be changed must be accurately identified, the change that is requested must be specified (e.g., actual language for replacement, addition, change or deletion), and the recommended language provided.*
3. *A late-breaking food safety Issue submitted after the deadline may be considered for assignment to a Council if it has first been presented to the Conference Executive Board for review and acceptance. The Conference Executive Board shall inform the Issue Committee Chair of its decision to accept or reject any Issue submitted after the Issue deadline.*

E. Issue Rejection Process

1. *All Issues must be received in final form by the deadline date. If an Issue received prior to the deadline date does not meet the criteria set forth in IV. B., the Issue Chair will make a reasonable attempt to contact the submitter with a brief explanation of the problem. Failure of the submitter to correct and/or resubmit the Issue prior to the deadline date will result in rejection of the Issue.*
   a. *Issue Chair will notify submitter in writing that Issue cannot be accepted as currently written and will be rejected if not submitted in a finished form.*
      1) *Notification to include: specific required changes, deadline date, reference to Issue acceptance Criteria, and a recommendation that Issue can be rewritten and referred to a committee if unable to finalize language.*
      2) *If Issue was submitted by a CFP committee, the respective Council Chair will also be notified; the Executive Director will be notified regarding Issues submitted by standing committees.*
      3) *If submitter is non-responsive, he/she will be notified a second time by the Issue Chair that Issue will be rejected if not submitted in a finished form.*
   b. *If no response is forthcoming from the submitter after the second notification, the Issue Chair will notify the Executive Director that the Issue is pending rejection.*
      1) *The Executive Director will evaluate the Issue Chair recommendation for rejection and agree or disagree based on the criteria spelled out in the Conference Procedures for Issue Acceptance; the Executive Director may elect to contact the submitter directly.*
         a) *If the Executive Director agrees with the Issue Chair decision to reject, he/she will forward the Issue to the Conference Chair and Vice Chair for their review.*
            - *The Conference Chair and/or Vice Chair may elect to contact the submitter directly to determine if he/she is willing to bring the Issue into compliance; thus, the submitter may have one last chance.*
            - *If the Conference Chair or Vice Chair do NOT choose to contact the submitter, the Issue will be rejected.*
            - *If the Conference Chair and Vice Chair disagree as to whether the Issue should be rejected, the matter will be referred to the Executive Board for resolution.*
         b) *If the Executive Director disagrees with the Issue Chair and determines the Issue (as written) meets the Issue acceptance requirements, he/she will send the Issue back to the Issue Chair with a written explanation; the Issue Chair may appeal such a finding to the Executive Board.*
2. *At least forty (40) days before the Conference meeting, the submitter of an Issue that does not meet the criteria for acceptance or is not in the jurisdiction of the Conference is notified by the Executive Director with a copy to the Conference Chair and the Issue Chair of the reason(s) why the proposed Issue is not acceptable. A rejected Issue may be considered a "Special Issue" if accepted by the Board and submitted by the Board to the Council at the beginning of the Conference meeting.*

7. *November - December 2011* – Updated instructions within the Issue Management Program (IMP) web site and worked with CFP Executive Assistant to conduct a beta test of the revised site.
8. *December 2011* – Worked with Council Chairs to review all CFP committee final reports, content attachments, and draft issues.
9. *January 2012 thru February 2012* – Completed constitutional charge for review and assignment of all Issues and attachments submitted for the 2012 Biennial Meeting.

REQUESTED ACTION:

The Issue Committee will be submitting two (2) Issues to the 2012 CFP Biennial Meeting:

1. Report – Issue Committee
   - Content attachment title: 2012 Issue Committee Final Report
   - Supporting attachment titles:
     - *Council I 2010 Final Issue Recommendations with Actions*
     - *Council II 2010 Final Issue Recommendations with Actions*
     - *Council III 2010 Final Issue Recommendations with Actions*
     - *Committee Submitted Issues – Review Process and Checklist*
     - *2010-12 Issue Committee Roster*
2. Procedures for Conference Issues – New Wording
   - No attachments to this Issue

The Issue Committee is a standing committee of the Conference for Food Protection and does <u>not</u> need to be re-created; it is, therefore, recommended that the following continuation charges be assigned to the 2012-14 Issue Committee with a requirement to report back at the 2014 Biennial Meeting:

1. Complete the charge from Issue 2010 II-30 to expand archive and posting capabilities of CFP approved documents on the Conference web site and develop a process / procedure to ensure posting of all:
   a. Documents and attachments modified or edited after 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.
2. Work with the Constitution, Bylaws, and Procedures Committee to review, consolidate, and update CFP governing documents, guidelines, and instructions regarding:
   a. Preparation, submission, and presentation of Issues, final committee reports, and Issue attachments.
   b. Roles and responsibilities for each biennium.
3. Review the *CFP Commercialism Policy* as it relates to Issue "attachments" (e.g., peer reviewed articles, industry sponsored studies, letters of recommendation, presentations).
4. Develop a "masthead, flag, nameplate, or style guide" to readily identify approved and posted documents as belonging to the Conference.

COMMITTEE MEMBER ROSTER:

- See attached PDF document titled *2010-12 Issue Committee Roster*.