

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

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.
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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.
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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

 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

 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

 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

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

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

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

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 *FPM TTC 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 *FPM TTC 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, FPM TTC Committee Bylaws, and information on the CFP Website be updated to reflect the new full committee name or the acronym FPMCC.

Refer to the FPM TTC 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: FPM TTC 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

LETTER CHARGES CFP WEB POSTING

Issue: 2010 II-020 Title: New or Continuation Charges for the Renamed FPM TTC 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

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

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.