

**Conference for Food Protection
2014 Issue Form**

**Internal Number: 038
Issue: 2014 II-001**

Council Recommendation:	<input type="checkbox"/> Accepted as Submitted	<input type="checkbox"/> Accepted as Amended	<input type="checkbox"/> No Action	<input type="checkbox"/>
Delegate Action:	<input type="checkbox"/> Accepted	<input type="checkbox"/> Rejected	<input type="checkbox"/>	

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Title:

Report-Certification of Food Safety Regulation Professionals (CFSRP)

Issue you would like the Conference to consider:

The CFP Certification of Food Safety Regulation Professionals (CFSRP) Workgroup seeks the Conference's acknowledgement of its Workgroup Report.

Public Health Significance:

A national model that addresses training and the professional development of regulatory retail food safety professionals is essential to enhancing the effectiveness of the nation's retail food protection system.

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

1. Maintain and update this national training model;
2. Explore additional training and/or assessment needs for regulatory retail food programs; and
3. Build consensus among all retail food safety stakeholders.

Recommended Solution: The Conference recommends...:

acknowledgement of the Conference for Food Protection, Certification of Food Safety Regulation Professionals Workgroup Report and the following attachments:

1. 2014 CFP CFSRP Committee Final Report
2. CFP CFSRP Committee Roster
3. Survey Results-Contract/Third Party Inspections- CFP CFSRP 2012-2014

The Conference further recommends thanking all the 2012-2014 CFSRP members, and the organizations/agencies they represent, which allowed them to actively participate on the Workgroup.

Submitter Information:

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Attachments:

- α "CFP CFSRP Committee Roster"
- α "Survey Results-Contract/Third Party Inspections- CFP CFSRP 2012-2014"
- α "Certification of Food Safety Regulation Professionals Workgroup Final Rpt."

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**Conference for Food Protection
2014 Issue Form**

**Internal Number: 035
Issue: 2014 II-002**

Council Recommendation:	<input type="checkbox"/> Accepted as Submitted	<input type="checkbox"/> Accepted as Amended	<input type="checkbox"/> No Action	<input type="checkbox"/>
Delegate Action:	<input type="checkbox"/> Accepted	<input type="checkbox"/> Rejected	<input type="checkbox"/>	

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Title:

Re-create - Certification of Food Safety Regulation Professional Workgroup

Issue you would like the Conference to consider:

The CFP Certification of Food Safety Regulation Professionals (CFSRP) Workgroup has identified specific initiatives pertaining to the training and professional development of regulatory retail food safety inspection officers that require continued Conference deliberation. A 2014-2016 CFP Certification of Food Safety Regulations Professional (CFSRP) Workgroup should be created by the Conference to continue the work on these initiatives.

Public Health Significance:

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

The Voluntary National Retail Food Regulatory Program Standards (VNRFRPS), Standard 2 training and standardization model should be viewed as a working document that will need to be updated and revised to meet the ever-changing retail food safety environment. The Conference for Food Protection provides the mechanism to:

1. Maintain and update this national training model;
2. Explore additional training and/or assessment needs for regulatory retail food programs; and
3. Build consensus among all retail food safety stakeholders.

Recommended Solution: The Conference recommends...:

that a re-created 2014-2016 Certification of Food Safety Regulation Professionals (CFSRP) Workgroup be charged with the following:

Charge 1: Collaborate with the FDA Center for Food Safety and Applied Nutrition, the FDA Division of Human Resource Development, and the Partnership for Food Protection Training and Certification Workgroup (PFP TCWG) to:

1. Continue review of 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.
2. Review the results of the FDA, NEHA, and IFPTI review of the Retail Food Curriculum based on the Retail Food Job Task Analysis (JTA) to determine if changes are needed in the Standard 2 curriculum. Identify any gaps and recommendations for change and review the time frame for completion of Steps 1 through 4 for new hires or staff newly assigned to the regulatory retail food protection program.
3. Determine if the Conference for Food Protection Field Training Manual for Regulatory Retail Food Safety Inspection Officers and forms need to be revised based on the findings of the PFP TCWG and the Retail Food Safety Specialist Job Task Analysis.

Charge 2: Work in collaboration with the FDA to:

1. Assist with questions regarding the comments contained in the 2012 Workgroup's pilot project report on the CFP website that might trigger revisions of the VNRFRPS, Standard 4 Uniform Inspection Program.
2. Assess if any changes will be needed in Standard 2 to provide better alignment with Standard 4 of the VNRFRPS.

Charge 3: Report back the Workgroup's findings and outcomes to the 2016 Biennial Meeting of the Conference for Food Protection.

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**Conference for Food Protection
2014 Issue Form**

**Internal Number: 039
Issue: 2014 II-003**

Council Recommendation:	<input type="checkbox"/> Accepted as Submitted	<input type="checkbox"/> Accepted as Amended	<input type="checkbox"/> No Action	<input type="checkbox"/>
Delegate Action:	<input type="checkbox"/> Accepted	<input type="checkbox"/> Rejected	<input type="checkbox"/>	

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Title:

Align Competency of Inspectors (8-402.10) with Standard 2

Issue you would like the Conference to consider:

Regulatory staff working across the country at different levels of government making food establishment inspections and conducting plan review do not have a specified standard for evaluating their respective knowledge, skills, and abilities to conduct the duties of the position. Currently, the codified language of the Food Code only identifies that regulatory staff simply have the 'knowledge, skills, and abilities [KSAs] to adequately perform the required duties' (section 8-402.10). Without an identified standard describing the minimum knowledge, skills and abilities necessary to perform the duties of the job in the codified language, regulatory agencies are left to develop standards independently, leading to a potential patchwork of food safety regulatory enforcement across the country.

Public Health Significance:

The Food Code clearly recognizes in section 8-402.10 that the competency of inspectors is vital to assuring that food at retail is safe and properly protected and presented. However, by failing to include a 'guiding star' or standard directly in the codified language to help regulatory authorities assure the safety of retail food in their jurisdictions, it lacks the framework necessary for successful implementation.

The Voluntary National Retail Food Regulatory Program Standards have set forth criteria describing what a 'trained regulatory staff' looks like in Standard #2 and provides the benchmarks necessary for verification. Over the past several years, staff from FDA has engaged regulatory authorities in an effort to enroll them into the Standards. However as of October 2013, only 563 jurisdictions out of an estimated 3000 have enrolled (~19%). The Food Code does suggest Standard #2 as an option for regulatory staff that inspects restaurants in Annex 3, located 333 pages after the codified language.

The Food Code also recognizes the importance of having competent food protection managers. Following the 2010 Conference for Food Protection Biennial Meeting, the Food Code began requiring every food establishment have at least one employee who passed a test that is part of an accredited program (section 2-201.12). Since food safety is a collaborative effort, it's important to provide clear expectations for all stakeholders and fundamentally assure a competent, professional workforce.

Recommended Solution: The Conference recommends...:

That a letter be sent to the FDA requesting the 2013 Food Code be amended as follows (new language is underlined):

8-402.10 Competency of Inspectors

An authorized representative of the REGULATORY AUTHORITY who inspects a FOOD ESTABLISHMENT or conducts plan review for compliance with this Code shall have the knowledge, skills and ability as specified in Standard #2 of the FDA's Voluntary National Retail Food Regulatory Program Standards to adequately perform the required duties.

Submitter Information:

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**Conference for Food Protection
2014 Issue Form**

**Internal Number: 002
Issue: 2014 II-004**

Council Recommendation:	<input type="checkbox"/> Accepted as Submitted	<input type="checkbox"/> Accepted as Amended	<input type="checkbox"/> No Action	<input type="checkbox"/>
Delegate Action:	<input type="checkbox"/> Accepted	<input type="checkbox"/> Rejected	<input type="checkbox"/>	<input type="checkbox"/>

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Title:

Report - Program Standards Committee

Issue you would like the Conference to consider:

The Conference for Food Protection (CFP) Program Standards Committee seeks Council II's acknowledgment of the committee's final report.

Public Health Significance:

The Voluntary National Retail Food Regulatory Program Standards were developed to serve as a guide for regulatory retail food program managers in the design, management, and execution of a retail food program with the public health outcome of reducing foodborne illness risk factors. The Program Standards Committee continues to work with the FDA internal Program Standards working group and the FDA Clearinghouse Workgroup to clarify and address issues that arise with the Standards. The efforts of this committee over the past two years have been to provide feedback to the FDA on 2012 CFP-approved changes to the Program Standards and to initiate a long-term project to identify resource linkages and platforms that will assist enrollees in taking the necessary steps towards success in meeting the Program Standards.

Recommended Solution: The Conference recommends...:

1. Acknowledgement of the 2012-2014 Program Standards Committee Report, and
2. acknowledgment of the committee members for their participation on the conference calls and work completed.

Submitter Information:

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Attachments:

- α "2012 - 2014 Program Standards Committee Membership Roster"

α "Report - Program Standards Committee.doc"

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**Conference for Food Protection
2014 Issue Form**

**Internal Number: 003
Issue: 2014 II-005**

Council Recommendation:	<input type="checkbox"/> Accepted as Submitted	<input type="checkbox"/> Accepted as Amended	<input type="checkbox"/> No Action	<input type="checkbox"/>
Delegate Action:	<input type="checkbox"/> Accepted	<input type="checkbox"/> Rejected	<input type="checkbox"/>	

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Title:

Re-create Program Standards Committee

Issue you would like the Conference to consider:

The Conference for Food Protection (CFP) Program Standards Committee requests that the committee be re-created to serve as a stakeholder group to provide input to the FDA internal Program Standards working group for recommending changes and improvements to the Program Standards. In addition, the committee requests continuation of a long-term project that was initiated in the last year to identify resource linkages and platforms that will assist enrollees in taking the necessary steps towards success in meeting the Program Standards.

Public Health Significance:

The Voluntary National Retail Food Regulatory Program Standards were developed to serve as a guide for regulatory retail food program managers in the design, management, and execution of a retail food program with the public health outcome of reducing foodborne illness risk factors. The potential for enhanced collaboration of the CFP with other entities whose work/projects align with that of the Program Standards Committee will offer access and linkages to resources so that enrollees are better equipped to make and demonstrate meaningful progress towards meeting the Program Standards.

Recommended Solution: The Conference recommends...:

1. The Program Standards Committee be re-created following the 2014 CFP Biennial Meeting with the following charges:
 - a. Serve as a stakeholder group to provide input to an FDA internal Program Standards working group to:
 - i. Recommend additional changes or improvements to the Voluntary National Retail Food Regulatory Program Standards; and
 - ii. Research a methodology and develop a tool to recognize levels of performance of Program Standards enrollees that will demonstrate the progress of enrollees in a meaningful way and to acknowledge the enrollees for taking the necessary incremental steps toward meeting the Program Standards.
 2. Collaborate with other entities such as the National Association of County and City Health Officials (NACCHO), the Partnership of Food Protection (PFP), and the Association

of Food and Drug Officials (AFDO) that are working on aligned Program Standards activities to:

- a. Develop, improve, and/or provide linkages to resources that will assist enrollees with the Voluntary National Retail Food Regulatory Program Standards; and
 - b. Identify platforms through which enrollees can share resources and have user group discussions, peer assistance networks, and community of practice forums.
3. Formulate resolutions to issues brought before the committee and report back at the 2016 CFP Biennial Meeting.

Submitter Information:

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**Conference for Food Protection
2014 Issue Form**

**Internal Number: 076
Issue: 2014 II-006**

Council Recommendation:	<input type="checkbox"/> Accepted as Submitted	<input type="checkbox"/> Accepted as Amended	<input type="checkbox"/> No Action	<input type="checkbox"/>
Delegate Action:	<input type="checkbox"/> Accepted	<input type="checkbox"/> Rejected	<input type="checkbox"/>	

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Title:

Inclusion of Inspection Result Posting in the Food Code

Issue you would like the Conference to consider:

Rigorous health inspections are a critical component of an effective food safety system. The Model Food Code recognizes that the results of restaurant inspections are public documents and should be available for public review. However, complex rules regarding public access create difficulty for consumers who wish to consider inspection results.

Public Health Significance:

Consumer access to the results of these inspections plays an important role in maintaining the efficacy and credibility of the inspection system, and allows consumers to consider critical food safety information when making restaurant choices. Recent data show that nearly half of all foodborne illnesses are contracted from food prepared outside the home. Although food establishments are routinely inspected, the results of those inspections are not readily available to consumers—who thus have no way of minimizing their risk by knowing how an establishment performed on its most recent food safety assessment. For more information, visit

<http://www.cspinet.org/dirtydining/index.html>.

Recommended Solution: The Conference recommends...:

that a letter be sent to FDA requesting the 2013 Food Code be amended to include the following language to Part 8-4 Inspection and Correction of Violations (new language is underlined):

8-403.51 Public Posting.

The REGULATORY AUTHORITY shall make available the results of the inspection report by requiring the timely posting of the most recent inspection results in the entrance, front window, or similarly prominent consumer-accessible area of the FOOD ESTABLISHMENT. Results may be posted in the form of a letter grade, numerical score, or other form as determined by the REGULATORY AUTHORITY.

Submitter Information:

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**Conference for Food Protection
2014 Issue Form**

**Internal Number: 102
Issue: 2014 II-007**

Council Recommendation:	<input type="checkbox"/> Accepted as Submitted	<input type="checkbox"/> Accepted as Amended	<input type="checkbox"/> No Action	<input type="checkbox"/>
Delegate Action:	<input type="checkbox"/> Accepted	<input type="checkbox"/> Rejected	<input type="checkbox"/>	<input type="checkbox"/>

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Title:

Report - Standardized Data Collection/Electronic Reporting of Inspections

Issue you would like the Conference to consider:

The Conference will acknowledge the work of the committee and submission of the final committee report.

Public Health Significance:

During the 2012 Biennial Meeting, Issue 2012-II-035 resulted in the following charge:

The Conference recommends that a committee be created to study how health department inspection data can be collected more uniformly through the use of standardized formats to enhance public health. Utilizing Food Code Annex 7, Form 3-A (Food Establishment Inspection Form) and Guide 3-B (Instructions for Marking the Food Establishment Inspection Report, Including Food Code References for Risk Factors/Interventions and Good Retail Practices) as the starting point, the committee is charged to consider:

- (1) Uniform violation categories/types, by utilizing the FDA inspection form,
- (2) Consistent scoring methodology, and

(3) The best means of electronically collecting, analyzing and sharing inspection data.

These activities should be undertaken with the intent of eventually creating a national database to warehouse inspection data from contributing states, local jurisdictions and other sources.

The committee will report on its findings, along with implementation recommendations at the 2014 CFP Biennial Meeting.

The committee is submitting their final report of its findings to the 2014 Biennial Meeting as charged.

Recommended Solution: The Conference recommends....:

acknowledgement of the Standardized Data Collection and Electronic Reporting of Inspections Committee Final Report and the IT Subcommittee Report; thanking the committee members for their work; and disbanding the committee as its charges are complete.

Submitter Information:

Name: Ann Marie McNamara, Ph.D. & Sheri Morris, Co-Chairs
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Attachments:

- α "1. Standardized Data Collection/Electronic Reporting Committee Report"
- α "2. Attachment B - IT Sub-Committee Report"
- α "3. SDCERIC roster"

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**Conference for Food Protection
2014 Issue Form**

**Internal Number: 081
Issue: 2014 II-008**

Council Recommendation:	<input type="checkbox"/> Accepted as Submitted	<input type="checkbox"/> Accepted as Amended	<input type="checkbox"/> No Action	<input type="checkbox"/>
Delegate Action:	<input type="checkbox"/> Accepted	<input type="checkbox"/> Rejected	<input type="checkbox"/>	<input type="checkbox"/>

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Title:

SDCERC 4 - Posting IT Subcommittee Report to CFP Website

Issue you would like the Conference to consider:

Post the IT Subcommittee report to the CFP website

Public Health Significance:

During the 2012 Conference Issue # 2012- 11- 35 resulted in the following charge: *The best means of electronically collecting, analyzing and sharing inspection data.*

This IT Subcommittee report is the work of the subcommittee in the design and development of an inspection results collection and reporting system. This work may be consulted as public health departments contemplate development of an electronic database for posting health inspection reports. Posting electronic health inspection reports to websites provides readily available access to public health data on health inspection results for use by health officials, regulators, industry, academia, and consumers.

Recommended Solution: The Conference recommends...:

posting to the CFP website, as a "white paper" guidance document in PDF format, the IT Subcommittee Report submitted as part of the Standardized Data Collection and Electronic Reporting of Inspections Committee Report.

Note: document is attached to Issue entitled: *Report - Standardized Data Collection and Electronic Reporting of Inspections*.

Submitter Information:

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**Conference for Food Protection
2014 Issue Form**

**Internal Number: 103
Issue: 2014 II-009**

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

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Title:

SDCERC 2 - Public Website Posting of Inspection Reports

Issue you would like the Conference to consider:

Modifying FDA Food Code language in Annex 3 section 8-304.11 to encourage regulatory authorities to provide copies of inspection reports to the public through website databases. To promote access to inspection results for public health purposes, the regulatory authority is encouraged to treat the inspection report as a public document and should be encouraged to make it available, ***preferably electronically on a public website***, for disclosure to a person who requests it as provided by Law.

Public Health Significance:

Posting health inspection reports to a public website would do the following:

- α Provide visibility to the results of food safety efforts at retail food establishments for all interested parties.
- α Facilitate cross agency/jurisdictional data sharing for state and national benchmarking studies and become a data resource for academia, industry, consumers, and the media.
- α Accommodate consumer, media, academia and industry requests for inspections data in a self-service web environment.
- α Allow the development of third party web and mobile applications which provide inspection results to consumers.
- α Allow corporate/business owner awareness of inspection results, engaging above restaurant leadership in the remediation of critical violations, repeat violations, inspection failure, and any other urgent inspection outcome.
- α Allow the governmental agencies and industry to perform ongoing analytics of violation trends so that resources can be allocated to reduce targeted violations and improve public health and better manage poor performing restaurants.
- α Facilitate corporate/business owner awareness of inspection results, engaging restaurant leadership in the remediation of critical violations, inspection failures, and any other urgent inspection outcomes.
- α Allow government, academia, and industry to perform ongoing analytics of violation trends across federal, state and local jurisdictions so that resources can be better

allocated to reduce targeted violations, improve public health, and manage poor-performing restaurants.

Recommended Solution: The Conference recommends...:

that a letter be sent to the FDA recommending that language supporting Section 8-403.50, be added to the 2013 Food Code Annex, and include language:

- a. To promote access to inspection results for public health purposes, the regulatory authority shall treat the inspection report as a public document and make it available for disclosure to a person who requests it as provided by Law.
- b. To encourage regulatory authorities to provide complete copies of those inspection reports, electronically to the public through website databases.
- c. Informing regulatory authorities that wish to develop electronic website databases that a "white paper" discussing information technology (IT) standards and requirements is available on the CFP "Guidance and Documents" portion of the website.
- d. That the Conference recommends that these activities be undertaken with the hope of eventually creating national databases from contributing states and local jurisdictions which would warehouse inspection data for public access by all interested parties.

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**Conference for Food Protection
2014 Issue Form**

**Internal Number: 104
Issue: 2014 II-010**

Council Recommendation:	<input type="checkbox"/> Accepted as Submitted	<input type="checkbox"/> Accepted as Amended	<input type="checkbox"/> No Action	<input type="checkbox"/>
Delegate Action:	<input type="checkbox"/> Accepted	<input type="checkbox"/> Rejected	<input type="checkbox"/>	

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Title:

SDCERC 3 - Continued Data Collection to Determine Public Health Scoring

Issue you would like the Conference to consider:

The Conference send a letter to FDA encouraging them to continue exploring ways, such as the current work with NACCHO and data collection with the Risk Factor Studies, to determine if there is a statistically significant public health impact related to scoring, and if one scoring system has a greater public health impact.

Public Health Significance:

During the 2012 Conference Issue # 2012- 11- 35 resulted in the following charge:

The Conference recommends that a committee be created to study how health department inspection data can be collected more uniformly through the use of standardized formats to enhance public health. Utilizing Food Code Annex 7, Form 3-A (Food Establishment Inspection Form) and Guide 3-B (Instructions for Marking the Food Establishment Inspection Report, Including Food Code References for Risk Factors/Interventions and Good Retail Practices) as the starting point, the committee is charged to consider:

- (1) Uniform violation categories/types, by utilizing the FDA inspection form,
- (2) Consistent scoring methodology, and

(3) The best means of electronically collecting, analyzing and sharing inspection data.

These activities should be undertaken with the intent of eventually creating a national database to warehouse inspection data from contributing states, local jurisdictions and other sources.

The committee will report on its findings, along with implementation recommendations at the 2014 CFP Biennial Meeting.

The committee's initial discussions led to consensus that encouraging regulatory jurisdictions to use the FDA Food Code, Annex 7, Form 3-A as their inspection report, would lead inherently to uniform violation categories. To accomplish the remaining work outlined in the committee charge, the committee decided to form two separate sub-committees - the IT sub-committee focused on task (3) of the charge and the scoring sub-committee focused on task (2) of the charge.

The Scoring Sub-Committee had several conference calls to review and discuss various scoring systems. Several studies and published articles were reviewed and previous CFP committee reports were shared. The Committee quickly realized that without data linking

different scoring methods to public health outcomes, choosing one scoring system over another simply became a matter of personal preference. The sub-committee also learned that FDA was working with NACCHO on collecting data relative to inspection scoring and was also incorporating data collection points in the upcoming Retail Food Risk Factor Study. For this reason, the sub-committee decided that any single method of scoring health inspections, could not be proven scientifically to show a better public health outcome, and therefore, could not be chosen for inclusion in a national database.

The committee also concluded that the Conference and this committee did not have the funding and expertise to undertake a scientific study to evaluate scoring systems with respect to public health impact. In light of the several initiatives already undertaken, the committee determined that the best solution was to encourage FDA to continue efforts themselves, and with partner organizations, such as NACCHO, AFDO, and academia, to evaluate scoring methodologies.

Recommended Solution: The Conference recommends...:

that a letter be sent to FDA encouraging them to continue exploring ways, such as the current work with NACCHO and data collection with the Risk Factor Studies, to determine if there is a statistically significant public health impact related to scoring, and if one scoring system has a greater public health impact.

Submitter Information:

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**Conference for Food Protection
2014 Issue Form**

**Internal Number: 021
Issue: 2014 II-011**

Council Recommendation:	<input type="checkbox"/> Accepted as Submitted	<input type="checkbox"/> Accepted as Amended	<input type="checkbox"/> No Action	<input type="checkbox"/>
Delegate Action:	<input type="checkbox"/> Accepted	<input type="checkbox"/> Rejected	<input type="checkbox"/>	

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Title:

Employee Food Safety Training Committee

Issue you would like the Conference to consider:

There is currently no nationally-recognized standard to guide operators, regulators or third parties in developing hourly food employee training. In spite of this lack of standardization, more and more jurisdictions are now requiring hourly food employees to earn certificates, food employee cards or other credentials and/or to receive training using an approved operator, regulator or third party training program. The Conference for Food Protection could play an important role in establishing national standards for hourly food employee training by forming a committee whose charges include identifying the core food safety learning that is common to all food employees no matter what their assignment in a food establishment.

Public Health Significance:

Food employees trained in food safety have the potential to decrease incidents of foodborne illness in foodservice establishments. The existence of many variations of food safety training requirements in many jurisdictions throughout the United States makes it difficult for foodservice establishments that have more than one location to have a consistent food employee food safety training program. Foodservice establishments could more readily and efficiently offer effective hourly food employee training if consistent national food employee training standards were created. Such standards would encourage more food employee training in food safety and could improve public health.

Recommended Solution: The Conference recommends...:

that a food employee training committee be formed and charged to:

1. Make recommendations to the Conference for Food Protection in regard to:
 - a) What a food employee should know about food safety, prioritized by risk.
 - b) Determine standards for appropriate operator, regulator, and/or third-party food safety training program(s); including the criteria for the program and learning objectives.
2. Report Committee recommendations to the 2016 Conference for Food Protection Biennial Meeting.

Submitter Information:

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Attachments:

- a "Food Safety Employee Training Regulations Map"

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**Conference for Food Protection
2014 Issue Form**

**Internal Number: 114
Issue: 2014 II-012**

Council Recommendation:	<input type="checkbox"/> Accepted as Submitted	<input type="checkbox"/> Accepted as Amended	<input type="checkbox"/> No Action	<input type="checkbox"/>
Delegate Action:	<input type="checkbox"/> Accepted	<input type="checkbox"/> Rejected	<input type="checkbox"/>	<input type="checkbox"/>

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Title:

Report - Food Protection Managers Certification Committee (FPMCC)

Issue you would like the Conference to consider:

Please acknowledge the attached final report as submitted and thank the 2012-2014 Food Protection Manager Certification Committee (FPMCC) members for their effort in addressing the charges from the 2012 Biennial Meeting of the Conference for Food Protection.

Public Health Significance:

Food establishments have fewer critical risk factors according to the CDC as stated in the endorsement letter to the Conference for Food Protection (dated April 5, 2006, and referenced on the Conference website) when food establishments employ managers who have a Food Protection Manager Certification in accordance with the Conference for Food Protection's Standards.

http://www.foodprotect.org/media/managercert/MTTC_cdc_endorse.pdf

Recommended Solution: The Conference recommends...:

acknowledging the attached Food Protection Manager Certification Committee (FPMCC) report with attachments, and extending thanks to the Committee members for their work. The FPMCC requests that the Conference recommends continuation of the following charges (from Issue #: 2012 II-017) assigned to the Food Protection Manager Certification Committee (FPMCC) for the 2014-2016 biennium:

1. 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.
2. Evaluate the results of the exam security evaluation process and Standards revisions approved by the 2012 CFP Biennial Meeting to ensure that they are resulting in substantial improvement of exam security
3. Report back to the Executive Board and the 2016 Biennial Meeting of the Conference for Food Protection.

Submitter Information:

Name: Jeff Hawley, Chair
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Attachments:

- α "FPMCC -Food Protection Manager Certification Committee Final Report"
- α "FPMCC -Food Protection Manager Certification Committee Roster"
- α "FPMCC - CFP Bylaws Revision"
- α "FPMCC - Evaluation Blueprint"
- α "FPMCC - Security Evaluation Self-Report"
- α "FPMCC - Security Questions"
- α "FPMCC - Security Evaluation Presentation"
- α "FPMCC - Standards Comparison Report""
- α "FPMCC - Instructions for Secure Document Sharing Feature Account""
- α "FPMCC - Secure Document Workgroup Report""
- α "FPMCC - Standards Revisions"

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**Conference for Food Protection
2014 Issue Form**

**Internal Number: 092
Issue: 2014 II-013**

Council Recommendation:	<input type="checkbox"/> Accepted as <input type="checkbox"/> Submitted	<input type="checkbox"/> Accepted as <input type="checkbox"/> Amended	<input type="checkbox"/> No Action	<input type="checkbox"/>
Delegate Action:	<input type="checkbox"/> Accepted	<input type="checkbox"/> Rejected	<input type="checkbox"/>	

All information above the line is for conference use only.

Title:

FPMCC 3- Bylaw Revisions

Issue you would like the Conference to consider:

The proposed revisions to the Food Protection Manager Certification Committee Bylaws are non-substantive, and are to provide clarity, consistency and accuracy.

Public Health Significance:

Food establishments have fewer critical risk factors according to the CDC as stated in the endorsement letter to the Conference (dated April 5, 2006, and referenced on the Conference Website) when food establishments employ managers who have a Food Protection Manager Certification in accordance with the Conference for Food Protection's Standards.

Recommended Solution: The Conference recommends...:

Approval of the revisions to the Food Protection Manager Certification Committee Bylaws.

1) All revisions are contained within document titled: "Food Protection Manager Certification Committee Bylaws (draft October 2013)" to Issue #1 Titled "Report - Food Protection Managers Certification Committee".

2) A summary of the proposed non-substantive revisions include:

1. Changes to Article VIII, Section 8:

a) Addition of the verbiage to the first sentence: "to address the charges of the Board and complete the duties of the Committee."

b) Moved the second sentence that reads, "Workgroups shall provide written reports and recommendations to the Committee for deliberation." to Article XII, Section 3.

2. Changes to Article XII:

a) Changed order of Sections 1-3 to improve the flow of information

b) Removed second sentence in Section 3, reworded the sentence, and then moved to Section 2 of the same Article.

3. Changes to Article XIV:

a) Added new verbiage to the end of the first sentence: "and then submitted as an Issue during the next biennial meeting."

b) Removed the second sentence as it was now reworded into the first sentence and no longer needed.

4. Change to footer to reflect: "Revised Bylaws pending approval at 2014 Biennial Meeting".

Submitter Information:

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**Conference for Food Protection
2014 Issue Form**

**Internal Number: 093
Issue: 2014 II-014**

Council Recommendation:	Accepted as Submitted	<input type="checkbox"/>	Accepted as Amended	<input type="checkbox"/>	No Action	<input type="checkbox"/>
Delegate Action:	Accepted	<input type="checkbox"/>	Rejected	<input type="checkbox"/>		

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Title:

FPMCC 2 - CFP Standards Revisions

Issue you would like the Conference to consider:

The Food Protection Manager Certification Committee (FPMCC) proposes revisions to the Standards for Accreditation of Food Protection Manager Certification Programs to incorporate information from Annex A, add definitions to improve clarity and additional minor adjustments for consistency and accuracy as follows:

1. Add content from "Annex A" into the Preamble and into two new standards in Section 4.0.
2. With Annex A content incorporated into the Standards, the current "Annex B" becomes the new "Annex A".
3. Depending on the context, replaced the undefined term "applicant" in the Standards with term(s): "potential examinee" and/or "examinee".
4. Added "Examination Developers" definition.
5. Added "Examinee" definition and italicized "examinee" to identify as a defined word.
6. Added "Potential Examinee" definition and italicized "potential examinee" to identify as a defined word.
7. Revising the numbering scheme within Section 4.0.
8. Fixed typo in Section 8.0 title.
9. Revised Section 5.17 for clarification.

Public Health Significance:

Food establishments have fewer critical risk factors according to the CDC as stated in the endorsement letter to the Conference for Food Protection (dated April 5, 2006, and referenced on the Conference website) when food establishments employ managers who have a Food Protection Manager Certification in accordance with the Conference for Food Protection's Standards for Accreditation of Food Protection Manager Certification Programs.

Recommended Solution: The Conference recommends...:

Approval of revisions to the Standards for Accreditation of Food Protection Manager Certification Programs to incorporate Annex A language into the standards, added definitions and minor non-substantive changes to improve clarity and accuracy.

All revisions are contained within document titled: "Food Protection Manager Standards draft 10 28 13" attached to Issue #1 Titled "Report - Food Protection Managers Certification Committee". Strikethrough font indicates content being removed, underline indicates content added and red font indicates already existing word was italicized- all changes have been highlighted in yellow.

A summary of the changes include:

- A. In the Preamble, add content from Annex A.
- B. In Annexes section of the Preamble, remove current Annex A reference and rename Annex B the new Annex A.
- C. Alter the Table of Contents to reflect recommended changes.
- D. In Section 1.0 "Definitions" - add specified definitions for Examination Developers, Examinee and Potential Examinee.
- E. In "Section 4.0 - Food Safety Certification Examination Development" - add standards 4.12 and 4.15 language and renumber standards as noted.
- F. Fix typo in Section 8.0 title.
- G. Remove Annex A content and rename "Annex B" as "Annex A".
- H. Revised Section 5.17 for clarification.

The Conference also recommends that the revised Standards for Accreditation of Food Protection Manager Certification Programs be posted on the CFP website in PDF format.

Submitter Information:

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**Conference for Food Protection
2014 Issue Form**

**Internal Number: 094
Issue: 2014 II-015**

Council Recommendation:	<input type="checkbox"/> Accepted as Submitted	<input type="checkbox"/> Accepted as Amended	<input type="checkbox"/> No Action	<input type="checkbox"/>
Delegate Action:	<input type="checkbox"/> Accepted	<input type="checkbox"/> Rejected	<input type="checkbox"/>	

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Title:

FPMCC 4- ISO/IEC 17024-2012 as an Option to CFP Standards

Issue you would like the Conference to consider:

Explore the option of accepting the process and requirements of ISO/IEC 17024 Standard for Personnel Certification Programs as an additional option to the existing Conference of Food Protection Standards for Accreditation of Food Protection Manager Certification Programs (hereafter known as the CFP Standards).

The United States government (including the Department of Defense, Food and Drug Administration, and Department of Energy) has identified the international standard known as ISO/IEC 17024 for personnel certification, and selected the standard for providing evidence that a personnel certification program is valid, reliable and legally defensible. ISO/IEC 17024 is maintained by the International Organization for Standardization (ISO) on a regular basis and has world-wide acceptance.

There are many useful and valid components in both "The CFP Standards for the Accreditation of Food Protection Manager Certification Programs", and "The ISO/IEC for Personnel Certification" and there is some equivalency in various sections of both standards. However, there are food safety components of the CFP Standards that are not included in the ISO standard. ISO/IEC 17024 is generic to personnel certification, while the CFP Standards are specific to food safety and are more prescriptive. CFP Standards require a job task analysis based on knowledge, skills and abilities related to food safety.

Public Health Significance:

The safety of food in the United States is dependent upon food managers who understand and implement basic food safety concepts. CFP has established a standard and an accreditation process against that standard to ensure that food manager certification programs attesting to the knowledge and skills of food managers are valid, reliable and legally defensible. When the CFP Standards were developed, no equivalent standard was available for use by the Conference. Since that time, ISO has developed a standard for personnel certification (ISO/IEC 17024 Standard for Personnel Certification Programs).

Recommended Solution: The Conference recommends...:

FPMCC determine the process and requirements for potential acceptance of ISO/IEC 17024-2012 for food protection manager certification as an additional option to and without

impact on the existing CFP Standards for Accreditation of Food Protection Manager Certification Programs and report back its findings at the 2016 Biennial Meeting.

Submitter Information:

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**Conference for Food Protection
2014 Issue Form**

**Internal Number: 073
Issue: 2014 II-016**

Council Recommendation:	<input type="checkbox"/> Accepted as Submitted	<input type="checkbox"/> Accepted as Amended	<input type="checkbox"/> No Action	<input type="checkbox"/>
Delegate Action:	<input type="checkbox"/> Accepted	<input type="checkbox"/> Rejected	<input type="checkbox"/>	

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Title:

Amend 2013 Food Code Section 2-102.11 and delete 2-102-20

Issue you would like the Conference to consider:

1. Amending 2-102.11
2. Deleting 2-102-20

Public Health Significance:

Certified Food (Protection) Manager training and examination establishes a basic understanding of food safety principles as found in the FDA Food Code current at the time of examination. A person can pass an approved test, but fail to retain or apply the knowledge learned. As stated in *Annex 5 Conducting Risk-based Inspections* on page 615 of the 2013 FDA Food Code, "While training may help, there is no guarantee that knowledge acquired will equate to knowledge applied in the workplace."

Public health reasons for requiring Person In Charge (PIC) demonstration of knowledge may include:

1. Exclusion and Restriction of Ill Employees

Ill employees are one of the most frequent causes of foodborne outbreaks, but only INFREQUENTLY does the inspector have the opportunity to observe the PIC interacting with an ill employee. Questioning the PIC is the inspector's best means to educate the PIC about a required employee illness policy and implementation of that policy.

2. Safe Food Temperatures

Improper cooking, cooling and holding temperatures can lead to increased risk of foodborne outbreaks. Unless all menu items and Potentially Hazardous Food (PHF) ingredients are being received, prepared or held during the inspection, compliance with safe food temperatures cannot be documented. Questioning the PIC can help both the regulated party and the regulatory agency better understand how the establishment's practices protect the public health.

3. Specialized Processing

Complicated processes, including processes requiring Hazard Analysis Critical Control Point (HACCP), may be done outside of normal business hours, but the PIC may still have responsibility for part or all of the process. The PIC may conduct activities such as monitoring pH and temperature (as with Reduced Oxygen Packaging), verifying that food is received from an approved source, or cleaning and sanitization of specialized equipment.

Questioning the PIC enables the inspector better to determine compliance with food safety principles and regulations.

Questioning regarding pertinent food safety concerns is needed to ensure the PIC has the required knowledge to make sure the food is and will be prepared safely. When food safety knowledge and practices fall short, there is a very high risk of foodborne outbreaks. The regulated party must be able to prove to the inspector that there is a PIC present who can both apply and explain applicable food safety principles.

Recommended Solution: The Conference recommends...:

that a letter be sent to the FDA requesting the 2013 Food Code be amended as follows (new language is underlined; language to be deleted is in strikethrough format)

I. Amend 2-102.11 Demonstration.

Based on the RISKS inherent to the FOOD operation, during inspections and upon request the PERSON IN CHARGE shall demonstrate to the REGULATORY AUTHORITY knowledge of foodborne disease prevention, application of the HAZARD Analysis and CRITICAL CONTROL POINT principles, and the requirements of this Code. The PERSON IN CHARGE shall demonstrate this knowledge by:

- (A) Complying with this Code by having no violations of PRIORITY ITEMS during the current inspection; or ^{Pf}
- (B) Being a certified FOOD protection manager who has shown proficiency of required information through passing a test that is part of an ACCREDITED PROGRAM, ^{Pf} or and responding correctly to the inspector's questions as they relate to the specific FOOD operation. The areas of knowledge include:
 - (1) Describing the relationship between the prevention of foodborne disease and the personal hygiene of a FOOD EMPLOYEE; ^{Pf}
 - (2) Explaining the responsibility of the PERSON IN CHARGE for preventing the transmission of foodborne disease by a FOOD EMPLOYEE who has a disease or medical condition that may cause foodborne disease; ^{Pf}
 - (3) Describing the symptoms associated with the diseases that are transmissible through FOOD; ^{Pf}
 - (4) Explaining the significance of the relationship between maintaining the time and temperature of TIME/TEMPERATURE CONTROL FOR SAFETY FOOD and the prevention of foodborne illness; ^{Pf}
 - (5) Explaining the HAZARDS involved in the consumption of raw or undercooked MEAT, POULTRY, EGGS, and FISH; ^{Pf}
 - (6) Stating the required FOOD temperatures and times for safe cooking of TIME/TEMPERATURE CONTROL FOR SAFETY FOOD including MEAT, POULTRY, EGGS, and FISH; ^{Pf}
 - (7) Stating the required temperatures and times for the safe refrigerated storage, hot holding, cooling, and reheating of TIME/TEMPERATURE CONTROL FOR SAFETY FOOD; ^{Pf}
 - (8) Describing the relationship between the prevention of foodborne illness and the management and control of the following:
 - (a) Cross contamination, ^{Pf}
 - (b) Hand contact with READY-TO-EAT FOODS, ^{Pf}
 - (c) Handwashing, ^{Pf} and

- (d) Maintaining the FOOD ESTABLISHMENT in a clean condition and in good repair; ^{Pf}
- (9) Describing FOODS identified as MAJOR FOOD ALLERGENS and the symptoms that a MAJOR FOOD ALLERGEN could cause in a sensitive individual who has an allergic reaction. ^{Pf}
- (10) Explaining the relationship between FOOD safety and providing EQUIPMENT that is:
- (a) Sufficient in number and capacity, ^{Pf} and
- (b) Properly designed, constructed, located, installed, operated, maintained, and cleaned; ^{Pf}
- (11) Explaining correct procedures for cleaning and SANITIZING UTENSILS and FOOD-CONTACT SURFACES of EQUIPMENT; ^{Pf}
- (12) Identifying the source of water used and measures taken to ensure that it remains protected from contamination such as providing protection from backflow and precluding the creation of cross connections; ^{Pf}
- (13) Identifying POISONOUS OR TOXIC MATERIALS in the FOOD ESTABLISHMENT and the procedures necessary to ensure that they are safely stored, dispensed, used, and disposed of according to LAW; or^{Pf}
- (14) Identifying CRITICAL CONTROL POINTS in the operation from purchasing through sale or service that when not controlled may contribute to the transmission of foodborne illness and explaining steps taken to ensure that the points are controlled in accordance with the requirements of this Code; ^{Pf}
- (15) Explaining the details of how the PERSON IN CHARGE and FOOD EMPLOYEES comply with the HACCP PLAN if a plan is required by the LAW, this Code, or an agreement between the REGULATORY AUTHORITY and the FOOD ESTABLISHMENT; ^{Pf}
- (16) Explaining the responsibilities, rights, and authorities assigned by this Code to the:
- (a) FOOD EMPLOYEE, ^{Pf}
- (b) CONDITIONAL EMPLOYEE, ^{Pf}
- (c) PERSON IN CHARGE, ^{Pf}
- (d) REGULATORY AUTHORITY; ^{Pf} and
- (17) Explaining how the PERSON IN CHARGE, FOOD EMPLOYEES, and CONDITIONAL EMPLOYEES comply with reporting responsibilities and EXCLUSION or RESTRICTION of FOOD EMPLOYEES. ^{Pf}
- (G) Responding correctly to the inspector's questions as they relate to the specific FOOD operation. The areas of knowledge include:
- (1) Describing the relationship between the prevention of foodborne disease and the personal hygiene of a FOOD EMPLOYEE; ^{Pf}
- (2) Explaining the responsibility of the PERSON IN CHARGE for preventing the transmission of foodborne disease by a FOOD EMPLOYEE who has a disease or medical condition that may cause foodborne disease; ^{Pf}
- (3) Describing the symptoms associated with the diseases that are transmissible through FOOD; ^{Pf}
- (4) Explaining the significance of the relationship between maintaining the time and temperature of TIME/TEMPERATURE CONTROL FOR SAFETY FOOD and the prevention of foodborne illness; ^{Pf}
- (5) Explaining the HAZARDS involved in the consumption of raw or undercooked MEAT, POULTRY, EGGS, and FISH; ^{Pf}

(6) Stating the required FOOD temperatures and times for safe cooking of TIME/TEMPERATURE CONTROL FOR SAFETY FOOD including MEAT, POULTRY, EGGS, and FISH; ^{Pf}

(7) Stating the required temperatures and times for the safe refrigerated storage, hot holding, cooling, and reheating of TIME/TEMPERATURE CONTROL FOR SAFETY FOOD; ^{Pf}

(8) Describing the relationship between the prevention of foodborne illness and the management and control of the following:

(a) Cross contamination, ^{Pf}

(b) Hand contact with READY TO EAT FOODS, ^{Pf}

(c) Handwashing, ^{Pf} and

(d) Maintaining the FOOD ESTABLISHMENT in a clean condition and in good repair; ^{Pf}

(9) Describing FOODS identified as MAJOR FOOD ALLERGENS and the symptoms that a MAJOR FOOD ALLERGEN could cause in a sensitive individual who has an allergic reaction. ^{Pf}

(10) Explaining the relationship between FOOD safety and providing EQUIPMENT that is:

(a) Sufficient in number and capacity, ^{Pf} and

(b) Properly designed, constructed, located, installed, operated, maintained, and cleaned; ^{Pf}

(11) Explaining correct procedures for cleaning and SANITIZING UTENSILS and FOOD CONTACT SURFACES of EQUIPMENT; ^{Pf}

(12) Identifying the source of water used and measures taken to ensure that it remains protected from contamination such as providing protection from backflow and precluding the creation of cross connections; ^{Pf}

(13) Identifying POISONOUS OR TOXIC MATERIALS in the FOOD ESTABLISHMENT and the procedures necessary to ensure that they are safely stored, dispensed, used, and disposed of according to LAW; or ^{Pf}

(14) Identifying CRITICAL CONTROL POINTS in the operation from purchasing through sale or service that when not controlled may contribute to the transmission of foodborne illness and explaining steps taken to ensure that the points are controlled in accordance with the requirements of this Code; ^{Pf}

(15) Explaining the details of how the PERSON IN CHARGE and FOOD EMPLOYEES comply with the HACCP PLAN if a plan is required by the LAW, this Code, or an agreement between the REGULATORY AUTHORITY and the FOOD ESTABLISHMENT; ^{Pf}

(16) Explaining the responsibilities, rights, and authorities assigned by this Code to the:

(a) FOOD EMPLOYEE, ^{Pf}

(b) CONDITIONAL EMPLOYEE, ^{Pf}

(c) PERSON IN CHARGE, ^{Pf}

(d) REGULATORY AUTHORITY; ^{Pf} and

(17) Explaining how the PERSON IN CHARGE, FOOD EMPLOYEES, and CONDITIONAL EMPLOYEES comply with reporting responsibilities and EXCLUSION or RESTRICTION of FOOD EMPLOYEES. ^{Pf}

II. Amend 2-102.20 Food Protection Manager Certification

A) A PERSON IN CHARGE who demonstrates knowledge by being a FOOD protection manager that is certified by a FOOD protection manager certification program that is evaluated and listed by a Conference for Food Protection recognized accrediting agency as

conforming to the Conference for Food Protection Standards for Accreditation of FOOD Protection Manager Certification Programs is deemed to comply with §2-102.11(B).
(B) A FOOD ESTABLISHMENT that has an EMPLOYEE that is certified by a FOOD protection manager certification program that is evaluated and listed by a Conference for Food Protection recognized accrediting agency as conforming to the Conference for Food Protection Standards for Accreditation of FOOD Protection Manager Certification Programs is deemed to comply with §2-102.12.

Submitter Information:

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**Conference for Food Protection
2014 Issue Form**

**Internal Number: 001
Issue: 2014 II-017**

Council Recommendation:	<input type="checkbox"/> Accepted as Submitted	<input type="checkbox"/> Accepted as Amended	<input type="checkbox"/> No Action	<input type="checkbox"/>
Delegate Action:	<input type="checkbox"/> Accepted	<input type="checkbox"/> Rejected	<input type="checkbox"/>	

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Title:

Program Standards Proposed Changes 2-CFP Governing Documents

Issue you would like the Conference to consider:

The Conference for Food Protection (CFP) Program Standards Committee seeks constitutional assignment to the Executive Board as a standing committee as recommended by the 2012 CFP Issue 2012 II-021. The committee requests Council II's approval of proposed amendments to the language of both the *CFP Constitution and Bylaws* and *CFP Biennial Conference Procedures* where standing committees are addressed to include the Program Standards Committee as a standing committee with a statement of a defined purpose and function.

Public Health Significance:

From a historical perspective, the Program Standards Committee has served as a CFP-identified stakeholder group to provide ongoing input and feedback to the FDA internal Program Standards working group and the FDA Clearinghouse Workgroup to clarify, address, and/or formulate resolutions to issues that arise with the Voluntary National Retail Food Regulatory Program Standards. The committee membership maintains a high level of knowledge and expertise with the Program Standards. The committee's accomplishments exemplify the importance of the CFP having a key role in ensuring that enrollees, both present and future, have the necessary tools and resources to progress forward with meeting the Program Standards.

A constitutional assignment of the Program Standards Committee as a standing committee was recommended by the 2012 CFP with Issue 2012 II-021. The assignment as a standing committee will further enhance the activities of the Program Standards Committee to work with other entities whose work/projects align with the CFP's goal to assist Program Standards enrollees in the design, implementation, performance, and assessment of a retail food program with measurable public health outcomes and enhanced partnerships with segments of the food industry.

Recommended Solution: The Conference recommends...:

modification language to the CFP Governing Documents be incorporated as follows: (new language is underlined; language to be deleted is in strikethrough):

1.) Amending the CFP Constitution and Bylaws ***Article XIV Committees*** by adding a new subsection in Section 2. and subsequent renumbering as follows:

Section 2. The following standing committees shall be established:

Subsection 1. Audit Committee;

Subsection 2. Constitution and Bylaws/Procedures Committee;

Subsection 3. Issue Committee;

Subsection 4. Managers Training, Testing and Certification Committee;

Subsection 5. Nominating Committee;

Subsection 6. Program Committee;

Subsection 7. Program Standards Committee:

Subsection 7. 8. Resolutions Committee; and

Subsection 8. 9. Strategic Planning Committee.

2.) Amending the CFP Constitution and Bylaws ***Article XV Duties of the Committees*** by adding new language in Section 7., and subsequent renumbering of Sections 7-9. The new Section is as follows:

Section 7. The Program Standards Committee shall report to the Board. The Program Standards Committee shall provide ongoing input to the FDA on issues that arise with the Voluntary National Retail Food Regulatory Program Standards.

Subsection 1. The Committee shall serve the Conference by indirectly assisting Voluntary National Retail Food Regulatory Program Standards enrollees in making progress towards meeting the Standards.

3.) Amending the Biennial Meeting/Conference Procedures Manual by adding new language in Section VIII B. 1. The new Section will read as follows:

VIII. Committees

B. Standing Committees

1. The following standing committees shall be established: the Audit Committee; Constitution and Bylaws/Procedures Committee; Issues Committee; Managers Training, Testing, and Certification Committee; Nominating Committee; Program Committee; Program Standards Committee; Resolutions Committee; and Strategic Planning Committee.

Submitter Information:

Name: David Lawrence, Committee Chair

Organization: 2012-2014 Program Standards Committee

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**Conference for Food Protection
2014 Issue Form**

**Internal Number: 022
Issue: 2014 II-018**

Council Recommendation:	<input type="checkbox"/> Accepted as Submitted	<input type="checkbox"/> Accepted as Amended	<input type="checkbox"/> No Action	<input type="checkbox"/>
Delegate Action:	<input type="checkbox"/> Accepted	<input type="checkbox"/> Rejected	<input type="checkbox"/>	

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Title:

Report - Constitution, Bylaws and Procedures (CBP) Committee

Issue you would like the Conference to consider:

The 2012 - 2014 Constitution, Bylaws and Procedures Committee has addressed recommendations from the 2012 Biennial Meeting and have prepared a report summarizing its work.

Public Health Significance:

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

Recommended Solution: The Conference recommends...:

acknowledgement of the submitted report and appreciation for the work of the 2012 - 2014 Constitution, Bylaws and Procedures Committee members.

The Conference further recommends that the Constitution, Bylaws and Procedures Committee continue work on assigned charges to:

1. Review the Conference for Food Protection governing documents (*Conference for Food Protection Constitution and Bylaws, Conference Procedures, Conference Biennial Meeting Manual, position descriptions, conference policies, etc.*) to facilitate a merger and conformance of these documents into a comprehensive "*Conference for Food Protection Manual.*" (originally assigned via Issues 2012 II-001 and 2012 II-004)
2. Review the CFP Commercialism Policy to discern whether it is sufficient to apply to situations where the CFP name or logo is used in an unsanctioned manner by entities other than the CFP. (originally assigned at the August 2012 Executive Board Meeting)
3. Report back to the Executive Board; and submit recommendations as Issues at the 2016 Biennial Meeting.

Submitter Information:

Name: Lee M. Cornman, Chair

Organization: CFP Constitution, Bylaws and Procedures Committee

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Attachments:

- α "Constitution, Bylaws and Procedures Committee Membership Roster"
- α "Report - Constitution, Bylaws and Procedures Committee"

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

**Conference for Food Protection
2014 Issue Form**

**Internal Number: 023
Issue: 2014 II-019**

Council Recommendation:	<input type="checkbox"/> Accepted as Submitted	<input type="checkbox"/> Accepted as Amended	<input type="checkbox"/> No Action	<input type="checkbox"/>
Delegate Action:	<input type="checkbox"/> Accepted	<input type="checkbox"/> Rejected	<input type="checkbox"/>	

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Title:

CBP 2 - Scope of Executive Board Regarding Policies and Procedures

Issue you would like the Conference to consider:

Issue 2012 II-001 directed the 2012 - 2014 Constitution, Bylaws and Procedures Committee to research the "scope" of Executive Board authority concerning direct approval of policy and procedures changes by the Executive Board rather than approval through Issue submission at the Conference Biennial Meetings. There has been ongoing concern that, while the current Constitution and Bylaws provides authority to the Executive Board to "...manage the affairs of the Conference", there is insufficient language to allow the Board to make necessary policies or procedures to facilitate the usual and customary management of the organization in an expedient and efficient manner during a biennial period.

The language provided below is intended to clarify the Board's authority relative to policies and procedures of the organization without superseding the authority of the Assembly to have oversight for the Conference for Food Protection as a whole.

Public Health Significance:

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

Recommended Solution: The Conference recommends....:

1) the amendment of the Conference for Food Protection Constitution and Bylaws, Article V, creating a new Section 3 clarifying the Boards ability to create policies and procedures as necessary to manage the affairs of the Conference as follows (new language underlined):

Article V Duties of the Assembly and the Board

Section 1. The Assembly with recommendation from a Council or the Board shall approve or reject all recommendations including those pertaining to the Constitution and Bylaws, any Conference procedures, all Memoranda of Understanding or other formal agreements and other necessary actions including resolutions; and establish Conference policies and positions on all subjects related to the objective of the Conference except as delegated (by the Assembly) to the Board. If a recommendation is approved, it shall be referred to the

Board for appropriate disposition. If a "No Action" recommendation is rejected, the Issue will be referred to the Board for its consideration.

Section 2. The Board shall manage the affairs of the Conference.

Section 3. The Board may establish operational policies and procedures, with the concurrence of two-thirds (2/3) of the voting Board members, that detail management functions and oversight of the Conference organization. Such operational policies and procedures may include, but are not limited to budget, finances, expenditures, and coordination and implementation of biennial meeting obligations and operations.

2) The subsequent renumbering of Sections 4 through 15.

Submitter Information:

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

**Conference for Food Protection
2014 Issue Form**

**Internal Number: 025
Issue: 2014 II-020**

Council Recommendation:	<input type="checkbox"/> Accepted as Submitted	<input type="checkbox"/> Accepted as Amended	<input type="checkbox"/> No Action	<input type="checkbox"/>
Delegate Action:	<input type="checkbox"/> Accepted	<input type="checkbox"/> Rejected	<input type="checkbox"/>	

All information above the line is for conference use only.

Title:

CBP 4 - Clarification of Committee Member Removal for Non-Participation

Issue you would like the Conference to consider:

Issue 2012 II-001 directed the 2012 - 2014 Constitution, Bylaws and Procedures Committee to clarify the "scope" of activities assigned to committees that includes clarification of language in Conference Procedures Section VIII (D), (F.5.), (H.2.). The language in the Conference Procedures document referenced above is provided as follows:

Section VIII, F.5. A committee member who does not participate in two consecutive meetings and/or conference calls shall have their continued participation as committee members assessed by the committee Chair and evaluated by the committee. The committee member may be subject to removal from the committee. Removal of a committee member for failure to perform duties as specified above shall require the concurrence of 2/3 of the voting members of the committee.

Section VIII, H. 2. If Committee members are unable to fulfill their obligation, they are to notify the Committee Chair immediately so that the Committee Chair may appoint a replacement. Members who are unable to attend a meeting may not send a substitute, but may forward any material for Committee consideration.

Concern is expressed to the Executive Board each biennial period about removing non-participatory committee members. There was complete consensus by the Constitution, Bylaws and Procedures Committee that the existing language in Conference Procedures document does provides sufficient authority to execute the removal of a Committee member who does not participate in committee meetings or are unable to fulfill their obligation.

However, further discussion by the Executive Board with comments regarding the lack of Executive Board approval in the current language resulted in recommendation to modify Conference Procedures. All committee members must be approved by the Executive Board therefore, the recommendation provided below is to specify Executive Board review and recommendation of action.

Public Health Significance:

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

Recommended Solution: The Conference recommends...:

amendment of the Conference Procedures Section VIII, (F.5.) relative to removal of non-participating committee members as follows (new language underlined):

Section VIII, F.5. A Committee member who does not participate in two consecutive meetings and/or conference calls shall have their continued participation as Committee members assessed by the Committee Chair and evaluated by the Committee. The Committee member may be subject to removal from the Committee. Removal of a Committee member for failure to perform duties as specified above shall require the concurrence of 2/3 of the voting members of the Committee to generate a recommendation for removal that is forwarded to the Board for review and determination of action.

Submitter Information:

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

**Conference for Food Protection
2014 Issue Form**

**Internal Number: 024
Issue: 2014 II-021**

Council Recommendation:	<input type="checkbox"/> Accepted as Submitted	<input type="checkbox"/> Accepted as Amended	<input type="checkbox"/> No Action	<input type="checkbox"/>
Delegate Action:	<input type="checkbox"/> Accepted	<input type="checkbox"/> Rejected	<input type="checkbox"/>	

All information above the line is for conference use only.

Title:

CBP 3 - Clarification of Committee Charges During Biennial Period

Issue you would like the Conference to consider:

Issue 2012 II-001 directed the 2012 - 2014 Constitution, Bylaws and Procedures Committee to clarify the "scope" of activities assigned to committees that includes development of a process of expanding or adding committee charges between biennial meetings.

Charges for Ad-hoc Committees (other than Standing Committees) are established by issue recommendations voted on by a Council and approved by the Assembly of Delegates. The language for this premise is provided in the Biennial Meeting/Conference Procedures Manual as follows:

VIII. Committees

A. Ad-Hoc Committees

1. Committees shall be created based on recommendations from Council and approved by the Delegates.

H. Committee Meetings

1. Committees may convene during the two years before the Conference meeting to complete discussions of the issues assigned to them. The assignments are a result of previous Council recommendations that were passed by the Assembly of State Delegates. No language is provided in the CFP Bylaws or Procedures that entertains a change to the "scope" of the charges assigned to a respective Ad-hoc Committee. While every effort is made during Council deliberations to create effective charges, occasionally there are issue charges that are approved by the Assembly that are too broad in nature, insufficient in specificity, require clarification of direction or purpose, or exceed the mission of the Conference. Such issues have been brought to the Executive Board by the Council Chairs for deliberation and clarification of the charges to assist the Committee Chair and Committee members in meeting the intent of the approved issue charges. Without written authority to provide clarity or specificity, the Board is unable to provide assistance.

Therefore, the Executive Board wishes to have the authority to assess those charges that are brought by Council Chairs (on behalf of Ad-hoc Committees) and provide clarification that will assist a Committee in completing its charges within the biennial period.

Concern was identified with addressing an issue charge as it was formulated in Council and approved by the Assembly. While there are generally very few such charges of

concern, those that do occur significantly impede the forward progress of the committee within the biennial period. In order to keep the Issue charges moving in a forward direction during the biennial period, the CFP Constitution, Bylaws and Procedures Committee is recommending a modification to the Biennial Meeting/Conference Procedures Manual that allows a Committee to seek clarification from the Executive Board on Issue charges. All details relevant to this clarification of charges are to be documented and shall become a part of the Committee's final report to the Council.

Public Health Significance:

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

Recommended Solution: The Conference recommends....:

amendment of the Biennial Meeting/Conference Procedures Manual, Section VIII. Committees, Paragraph H. Committee Meetings, Subparagraph 1., to include new language outlining a process for seeking clarification on committee charges as follows (new language underlined):

H. Committee Meetings

1. Committees may convene during the two years before the Conference meeting to complete discussions of the Issues assigned to them. The assignments are a result of previous Council recommendations that were passed by the Assembly of State Delegates. If a Committee deliberates an Issue and by majority vote determines that clarification of the Issue is needed, specificity of Issue parameters for completion of Issue charges is needed, or that an Issue charge exceeds the mission of the Conference, the Committee may seek guidance from the Executive Board through the Council Chair. The Council Chair shall submit the identified concerns with the Committee's recommendation for clarification or modification of the Issue to the Executive Board for review and deliberation. On behalf of the Assembly, the Executive Board may provide necessary clarification of direction or purpose of the Issue charge to maintain the Conference mission. All pertinent correspondence between the Committee and the Executive Board shall be included in the Committee's final report and presented to the Council at the next biennial meeting; the final report shall also include documentation and clarification regarding the original charges and any modified charges.

Submitter Information:

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

**Conference for Food Protection
2014 Issue Form**

**Internal Number: 027
Issue: 2014 II-022**

Council Recommendation:	<input type="checkbox"/> Accepted as Submitted	<input type="checkbox"/> Accepted as Amended	<input type="checkbox"/> No Action	<input type="checkbox"/>
Delegate Action:	<input type="checkbox"/> Accepted	<input type="checkbox"/> Rejected	<input type="checkbox"/>	

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Title:

CBP 6 - Committee and Issue Documents

Issue you would like the Conference to consider:

Amending the Biennial Meeting/Conference Procedures Manual to include language to clarify the ownership and professionalism of documents submitted via the Issue process.

Public Health Significance:

Questions have been frequently raised regarding "ownership" of documents submitted to the Conference via the Issue process and whether or not the professionalism of those documents reflects upon the Conference as an organization, or upon the submitter as an individual. A review of the CFP governing documents could find no reference to answer this question; however, the Issue submittal "*Terms and Conditions*" approved by the Executive Board for the 2014 Biennial Meeting states the following: "Issues become the property of the Conference for Food Protection once finalized by the Issue Reviewers." Therefore, during the 2013 August Board meeting, the Board unanimously accepted language to clarify and answer questions regarding the ownership and professionalism of documents submitted and finalized during the issue submission process. As part of that deliberation and vote, the Constitution and Bylaws/Procedures Chair was directed by the Executive Board to submit this decision as an Issue for the 2014 Biennial Meeting.

Recommended Solution: The Conference recommends...:

Amending the Biennial Meeting/Conference Procedures Manual to include new language in Section IV B. 2. and the subsequent renumbering of existing Sections 2-3. The new Section will read as follows (new language underlined):

B. 2. Committee-submitted documents reflect upon the professionalism of the Conference as an organization.

a. Once submitted to the Executive Board, or submitted online via the Issue Management Program, all Issues, reports, and content documents generated by a Conference committee belong to, and are solely the property of, the Conference.

b. Documents and Issues submitted to the Conference by an independent entity do not reflect upon the Conference as an organization and reflect solely on the professionalism of the submitter.

c. All Issues and attached content documents, once finalized by the Issue Reviewer and accepted for council consideration become the property of the Conference for Food Protection and reflect on the professionalism of the Conference as an organization.

Submitter Information:

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

**Conference for Food Protection
2014 Issue Form**

**Internal Number: 028
Issue: 2014 II-023**

Council Recommendation:	<input type="checkbox"/> Accepted as Submitted	<input type="checkbox"/> Accepted as Amended	<input type="checkbox"/> No Action	<input type="checkbox"/>
Delegate Action:	<input type="checkbox"/> Accepted	<input type="checkbox"/> Rejected	<input type="checkbox"/>	

All information above the line is for conference use only.

Title:

CBP 7 - Issue Placeholder Policy

Issue you would like the Conference to consider:

Amending the Biennial Meeting/Conference Procedures Manual to allow for a placeholder policy to address the use of blank issues inserted into the online Issue Management Program (IMP).

Public Health Significance:

Issue Chairs do not have the authority and the online IMP does not have the capability to allow Issues to be entered into the system after the online submittal deadline. Once the Issue submittal deadline passes, it is impossible to submit additional Issues; the only remaining option is utilizing the Late Issue Submittal Policy, which is limited to extremely urgent and late breaking Issues. Therefore, the use of online "placeholder" Issues was implemented in 2008 to ensure that additional Issues could be entered into the online system after the deadline, if those Issues are deemed to be in the best interest of the Conference or to facilitate council debate. A placeholder is simply a "blank" Issue entered into the online system prior to the submittal deadline by the Issue Chair; this placeholder can then be filled in with the required information at any time prior to Issue finalization. Previous Issue Committee reports to the Executive Board (EB) requested clarification on the continued use of placeholder Issues and discussion affirming their use; however, EB minutes did not reflect formal approval of this practice; therefore, formal approval of a policy statement was sought at the request of the Executive Director. The EB formally approved the use of "placeholders" during the August 2013 Board meeting.

Recommended Solution: The Conference recommends...:

amending the Biennial Meeting/Conference Procedures Manual_Section IV A. 4. to include new language under a new subsection b. to read as follows (new language underlined):

b. Placeholder or "blank" Issues will be entered into the online Issue Management Program (IMP) by the Issue Chair in advance of the submittal deadline. Placeholder Issues will become finalized Issues ONLY in the following situations:

1) for CFP committees (e.g., "recommendations" from a committee that are stated within the final report but not included in an Issue recommendation, missing the online submittal deadline).

2) to separate the content of any Issue submitted in advance of the deadline when final review determines the topic is too complex for a single Issue or when it would benefit council deliberation by presenting the topic as separate Issues.

3) when circumstances are beyond the control of the Issue submitter, or the submitter's employer/organization, and the use of a placeholder Issue is approved by the Executive Director.

Submitter Information:

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

**Conference for Food Protection
2014 Issue Form**

**Internal Number: 026
Issue: 2014 II-024**

Council Recommendation:	<input type="checkbox"/> Accepted as Submitted	<input type="checkbox"/> Accepted as Amended
		<input type="checkbox"/> No Action
Delegate Action:	<input type="checkbox"/> Accepted	<input type="checkbox"/> Rejected
		<input type="checkbox"/>

All information above the line is for conference use only.

Title:

CBP 5 - Board Responsibility Regarding Extracted "No Action" Issues

Issue you would like the Conference to consider:

Issue 2012 II-001 directed the 2012 - 2014 Constitution, Bylaws and Procedures Committee to clarify what the Executive Board may, under the Constitution and Bylaws and Conference Procedures, do with extracted "No Action" Issues.

The Biennial Meeting/Conference Procedures Manual currently provides the following:

If a simple majority of the voting Delegates vote "No" on Issues on which the Council took no action (contained in Part II of the Council Chair's report to the Assembly of State Delegates) the Issue shall be referred to the Executive Board for consideration. The Executive Board will then determine the appropriate action to be taken.

The Biennial Meeting Information Manual also provides the following:

Extracted Issues from Part II of a Council Report (Issues that were recommended "No Action") that are rejected by the Assembly are referred to the Executive Board for its consideration.

Essentially, this means that if a Council votes to take "No Action" on an Issue during the Biennial Meeting deliberations, a delegate of the Assembly of States may request that particular Issue be extracted, deliberated and voted upon by the Assembly separately. (See Biennial Meeting/Conference Procedures Manual, Section V Councils and Section VII Assembly of Delegates for further explanation of this full process.) Extracted "No Action" Issues are then forwarded to the Executive Board for consideration and/or appropriate action. No further language in the Bylaws, Procedures or Meeting Manuals provide explanation on what action the Board may take on such extracted Issues.

There is strong support for a procedure to be established to clarify the Executive Board responsibilities. Active discussion and deliberation among the Constitution, Bylaws and Procedures Committee and the Executive Board resulted in a consensus to move "No Action" issues forward with the recommended procedure provided below.

Public Health Significance:

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

Recommended Solution: The Conference recommends...:

amendment of the Biennial Meeting/Conference Procedures Manual by creating a process for consideration of extracted issues in a new Section IX. Extracted Issues, as follows (new language underlined):

IX. Extracted Issues

Extracted "No Action" Issues that are rejected by the Assembly during the biennial meeting are referred to the Executive Board for its consideration. The Executive Board shall deliberate the extracted "No Action" Issue with the option to form a small ad hoc committee of no more than eight members to further deliberate this issue as needed and provide a final recommendation by the next calendar meeting of the Board. Whenever possible, the committee shall include a member of the Assembly of Delegates who voted to reject the "No Action" and the individual who submitted the original issue to the Conference, provided that individual is a member of the Conference for Food Protection. The other Executive Board members on this committee shall be comprised of equal regulatory and industry members along with members who may be selected from any other constituency as necessary to provide balance and direction to the committee dependent upon the issue.
The actions that may be taken by the Executive Board include: a confirmation of "No Action" on the issue; support of the Assembly rejection with a recommendation to forward issue to an existing or created committee to deliberate and resubmit at next biennial meeting; and, other appropriate actions as the Executive Board determines.

Submitter Information:

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

**Conference for Food Protection
2014 Issue Form**

**Internal Number: 100
Issue: 2014 II-025**

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

All information above the line is for conference use only.

Title:

Report: Interdisciplinary Foodborne Illness Training Committee (IFITC)

Issue you would like the Conference to consider:

The 2012-2014 Interdisciplinary Foodborne Illness Training Committee seeks the Council's acknowledgement of its report.

Public Health Significance:

The Interdisciplinary Foodborne Illness Training Committee has been tasked with:

1. Cataloging and to continue tracking the progress of prominent disease training programs currently developed; and
2. Identifying essential educational content of foodborne disease outbreak training programs.

The Committee believes that it has completed the assigned charges set by the Conference. It is our belief that the need for foodborne illness training is important, and given that different jurisdictions do not use a consistent approach to foodborne disease investigations, the gathering of this information will make it possible for Health Agencies, Universities, Industry and other non-governmental organizations (NGO's) to have access to a database that will provide them with complete training materials that could act as a template for developing an effective Foodborne Illness training program.

Foodborne Illnesses are still occurring and, given the CDC data, it is important that the information provided in the FSMA 205C (1) A 4/29/2013 (Attached) be made accessible to all interested in foodborne illnesses training. The Committee does believe that improved training opportunities should increase awareness as well as promote the importance of Foodborne Illness Investigations.

Recommended Solution: The Conference recommends...:

1. Acknowledgement of the report of the Interdisciplinary Foodborne Illness Training Committee.
2. Thanking the Committee members for their work and dedication for completing the charges.

Submitter Information:

Name: James Steele

Organization: The Interdisciplinary Foodborne Illness Training Committee
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Attachments:

- α "Attachment 3: FSMA 205 C(1) A 4/29/2013"
- α "IFITC Final Report (rev)"
- α "IFITC Roster (rev)"

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

**Conference for Food Protection
2014 Issue Form**

**Internal Number: 101
Issue: 2014 II-026**

Council Recommendation:	<input type="checkbox"/> Accepted as Submitted	<input type="checkbox"/> Accepted as Amended	<input type="checkbox"/> No Action	<input type="checkbox"/>
Delegate Action:	<input type="checkbox"/> Accepted	<input type="checkbox"/> Rejected	<input type="checkbox"/>	

All information above the line is for conference use only.

Title:

Re-create - Interdisciplinary Foodborne Illness Training Committee (IFITC)

Issue you would like the Conference to consider:

That the Conference consider strategies to promote/market foodborne disease outbreak training programs so that all target agencies that could benefit from this (Universities, Health Agencies, Industry, etc.) and be advised that these could be used as guiding principles when developing training programs.

Public Health Significance:

Delays in reporting or investigating a possible foodborne disease outbreak can prolong an outbreak event, potentially resulting in further illness or economic disruption. Effective training of public health professionals, health agencies, universities and industry in outbreak response can mitigate the negative impact of an outbreak. However, these entities may not be aware of the foodborne disease outbreak trainings that are currently in existence. An active promotion or marketing of these programs is needed.

The Interdisciplinary Foodborne Illness Training Committee believes that these opportunities provide the chance for the Conference for Food Protection to influence the food and beverage community, health agencies, universities, in the minimum, to have an in depth discussion about Foodborne Illness Training. At the maximum, the Conference could be the driver of change in getting everyone to choose a recommended template that would provide the most complete training possible.

Recommended Solution: The Conference recommends...:

Re-create the Interdisciplinary Foodborne Illness Training Committee (IFITC) with the charges of:

1. Continuing to catalogue and track foodborne disease outbreak training programs; and
2. Identifying strategies to promote/market the current foodborne disease outbreak training programs.
3. Developing strategies to:
 - a. Disseminate the tracked information on behalf of the Conference to encourage consistency when investigating foodborne illnesses
 - b. Develop a process that would allow easy access to the information

- c. Develop a structured and formatted easy to read document based on the information collected so that agencies could review the training programs available
 - d. Include stakeholders who could provide support for program development.
4. Reporting back committee activities and outcomes to the 2016 biennial meeting of the Conference for Food Protection.

Submitter Information:

Name: James Steele, Co-chair
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E-mail: james.steele@disney.com

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

**Conference for Food Protection
2014 Issue Form**

**Internal Number: 079
Issue: 2014 II-027**

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

All information above the line is for conference use only.

Title:

Executive Board Review of Committee Documents Deemed Worthy of Publication

Issue you would like the Conference to consider:

Amending the Biennial Meeting/Conference Procedures Manual to include language to clarify the process that must be followed before a manuscript can be submitted by a CFP committee for publication in a peer-reviewed journal.

Public Health Significance:

Questions have been frequently raised regarding "ownership" of documents submitted to the Conference via the Issue process and whether or not the professionalism of those documents reflects upon the Conference as an organization, or upon the submitter as an individual. A review of the CFP governing documents could find no reference to answer this question; however, the Issue submittal "Terms and Conditions" approved by the Executive Board for the 2014 Biennial Meeting states the following: "Issues become the property of the Conference for Food Protection once finalized by the Issue Reviewers."

Therefore, during the 2013 August Board meeting, the Board unanimously accepted language to clarify and answer questions regarding the ownership and professionalism of documents submitted and finalized during the issue submission process. In addition, the question of obtaining approval for peer-review of committee generated documents was investigated by an Executive Board appointed ad hoc committee and the following statement was approved by the Executive Board at their August 2013 meeting: "...If members of a Committee feel their work is worthy of publication they can submit their draft manuscript for approval by the [Executive] Board." The Executive Board is submitting this language as an Issue to update the Biennial Meeting/Conference Procedure manual.

Recommended Solution: The Conference recommends...:

amending the Biennial Meeting/Conference Procedures Manual by inserting a new sub-section 2 in Section VII, H Committee Reports and renumbering the existing sub-section 3. The new sub-section 2 (in underline format) will read as follows:

VII, H. 2. Committee Generated Documents

If members of a Committee feel their work is worthy of peer review publication they can submit their draft manuscript for approval by the Executive Board.

Submitter Information:

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