

MAIL ORDER COMMITTEE KICK OFF CALL SEPTEMBER 1, 11:00 EST

Present VOTING MEMBERS: Applewhite, Auffray, Reyes, Whiting, Marlow, Thomas,
Weddig, Zimmermann

Present Guests: Lee, Manuel,

Present Non-Voting Members: Abley (USDA), Mbandi (USDA), Otto (FDA), Jackson (Vice
Chair III), Sarrocco-Smith (Chair III)

Meeting called to order at 11:01 by Chair

Discussion:

- 1) CFP Anti-trust statement was read in its entirety.
- 2) Discussed 2/3 of voting members are needed for a quorum to vote, which equates to 8 voting members.
- 3) Keith Jackson noted that voting can take place by email if a quorum is not present on a particular conference call.
- 4) Discussed the language in the Charges:
 - a. Is a definition of “Mail Order” needed?
 - b. Regarding “transportation”, does that include pizza delivery?
 - c. Perishable versus non-perishable do they need to be looked at separately? Discussion regarding conversation at CFP that perishable refers to “ability to spoil”.
 - d. What is the definition of “food establishment”? Jessica suggested that the Committee utilize the definition of “food establishment” already in the FDA Model Food Code.
 - e. Discussed the comingling of TCS food with non-TCS food during mailing.
- 5) How to information share with everyone: Firewalls for a lot of the members with use of “Go to Meeting”, “Drop Box”, and others. Maybe FOODSHIELD could be used or may just use email.
- 6) Ground Rules for committee participation was discussed.
- 7) Work plan for completing the charges. May have to break into subgroups
- 8) It was mentioned that the United States Postal Service, UPS, FedEx, DHL, and others have existing protocols for handling mailed food items. This should be researched.

Action Plan:

- 1) Chair to look into FOODSHIELD use particularly for industry since regulatory has access. Will investigate options.
- 2) Chair will email the charges, roster, and minutes will be emailed to the committee members next week.
- 3) The Committee will tackle Charge #1 first by researching what documents, guidelines, best practices, etc. are out there and will be completed within 30 days.
 - a. Jenni, Anthony, Ellen, Christine, and John all volunteered to conduct research and bring the documents back to the group for review.

GROUND RULES FOR COMMITTEE

MOTION by Applewhite and seconded by Weddig: If a voting member misses 3 consecutive conference calls the Chair and/or Vice Chair will contact the member about their intentions regarding participation on the committee and they are to respond back within 48 hours.

MOTION PASSED

MOTION by Applewhite and seconded by Zimmerman; After the Chair and/or Vice Chair contact a voting member and the individual still hasn't been active over a 3-month period, then voting members will vote on whether to keep or dismiss the individual from the committee.

MOTION PASSED

WORK PLAN FOR COMMITTEE

MOTION by Zimmerman and (we forgot to second it); biweekly conference calls on Tuesdays at 12:00 EST and lasting 1 hour, starting on September 13th.

MOTION PASSED

NEXT COMMITTEE CALL WILL BE ON TUESDAY, SEPTEMBER 13, AT 12:00EST

MAIL ORDER COMMITTEE CALL SEPTEMBER 13, 12:00 EST

Present VOTING MEMBERS: Applewhite, Bongo-Box, Reyes (left call at 12:38), Auffray, Baum (left call at 12:48), Whiting, Marlow, Schaffner, Caballero, Weddig,

Present Guests: Pearson, Moretz,

Present Non-Voting Members: Abley (USDA), Mbandi (USDA), Otto (FDA), Jackson (Vice Chair III)

Meeting called to order at 12:02 by Chair

Discussion:

- 1) Committee was reminded of CFP Anti-trust statement
- 2) Discussion of minutes- Christina Bongo-Box made motion to remove “frequency of meeting” vote from minutes since parliamentary procedure was not followed. Mitzi Baum and Blanca Caballero both seconded the motion. Christina made motion to accept the minutes as amended, seconded by Blanca. Minutes amended.
- 3) The FoodSHIELD site was discussed. Nobody mentioned any issues with accessing workgroup site and some said it was working fine. Blanca Caballero noted she did not have access to the workgroup.
- 4) Workplan that was submitted to Council Chair was provided.
- 5) Jessica Otto thought discussion regarding who is currently regulating these mail order products and how they are doing it would be pertinent to the group. Kelli Whiting mentioned her jurisdiction does regulate these entities and noted local health department typically finds out information by word-of-mouth, social media, flyers, etc. Don Schaffner provided his grant study overview regarding mail-order foods to the group and noted that the definition of mail-order does not include things such as “pizza delivery”. Anthony posed the question “what is mail-order?” Discussion regarding the definition of mail-order ensued. Discussion regarding having multiple definitions was posed but Committee felt having too many definitions would have difficulty being accepted by partners. Keith Jackson provided a lengthy discussion regarding development of mail-order food definition.
- 6) The Committee developed a draft definition of mail-order (eCommerce) foods to be- *“perishable food ordered by the end-user consumer directly from the manufacturer or a second-party food packer that will be shipped by a third-party shipping service, intended for overnight or longer delivery from the point of pick-up by the shipping service”*.
- 7) Discussion regarding shipping of perishable foods using ice, dry ice, packaging, receipt of delivery, etc. ensued and members agreed these are things that need to be included and discussed by the group as development of the guidance moves forward.
- 8) Jessica Otto noted that any time-frames included in the definition, such as 4-hours, would need to be justified by the Committee during Council deliberations.
- 9) Don Schaffner offered to ask a couple of his colleagues to provide additional study details to the Committee regarding findings of the test results associated with shipment of foods and temperatures, packaging, etc. that was conducted by that research team.
- 10) Definition of mail-order foods was **TABLED** by the Committee for further discussion on the next call.

Action Plan:

- 1) Chair will email Blanca Caballero information to join the FoodSHIELD workgroup.

- 2) Don Schaffner will send a request to the research team to provide a presentation to the group on a future call regarding study results.

MOTION by Kelli Whiting and seconded by Deb Marlow; biweekly conference calls on Tuesdays at 12:00 EST and lasting 1 hour, starting on September 27th. At the time of the motion, a quorum was not present so voting ensued by email.

MOTION PASSED

NEXT COMMITTEE CALL WILL BE ON TUESDAY, SEPTEMBER 27, AT 12:00EST

MAIL ORDER COMMITTEE CALL SEPTEMBER 27, 12:00 EST

Present VOTING MEMBERS: Applewhite (left at 12:10), Bongo-Box, Reyes, Auffray, Harris, Marlow, Schaffner, Thomas, Caballero, Zimmerman

Present At-large Members: roll-call not provided

Present Guests: Dr. Bill Hallman and Dr. Sandria Godwin

Present Non-Voting Members: Barlow (USDA), Abley (USDA), Mbandi (USDA), Cartagena (FDA)

Meeting called to order by Vice-Chair Bongo-Box

Discussion:

- 1) Committee was reminded of CFP Anti-trust statement
- 2) John Zimmerman made a motion to accept the minutes of the 9/13/16 call. Motion seconded by Deb Marlow. Motion passed.
- 3) Call was then turned over by Christina Bongo-Box to Drs. Hallman and Godwin to discuss their study-
 - Dr. Godwin provided an overview of the study first, explaining the study was to find out the online practices of meat/fish/seafood purveyors.
 - She explained the researchers do have print materials that have not yet been distributed publicly but thought maybe they could be shared with the Committee.
 - Dr. Godwin stated part of the study focused on consumer expectations and knowledge. About 10% of the general public had purchased online food products.
 - For the study, packages were delivered to both Rutgers and Tennessee for testing.
 - They looked at food safety info provided both with the product as well as on the websites of the companies.
 - Dr. Hallman then provided overview of the details of the shipments received for the study.
 - About 95% of the 10% of consumers who had made these types of online purchases thought it was a safe practice to order products online. 90% said they would order from the same company again.
 - The study identified >500 purveyors of U.S. based online companies that ship perishable products to consumers.
 - Most of the food safety information provided was misleading, wrong, hard to find, etc.
 - An article was published in Food Protection Trends on the delivery policies of these companies.
 - Most companies will deliver package without requiring a signature from the recipient. 50% of companies do require a signature.
 - The study found no differentiation between food items and non-food items in the packages.
 - Fed Ex, UPS, do not claim liability for products that aren't packed and shipped properly. Companies where shipment originates from are also disclaiming responsibility stating "customer's responsibility to ensure contents are ok".
 - Most companies will not accept returns or provide refunds.
 - Many companies inform the consumer that as long as the product is "cool to the touch as according to USDA standards", it is safe.
 - Dr. Hallman then explained the shipping parameters of the study-
 - Out of 427 online purveyors, product was purchased from a random sample of 160 purveyors.
 - Product was purchased from Jan-October 2013.
 - Shipped by Fed Ex (60%), UPS (40%), USPS (1%). 1/3 shipped overnight, 29% 2nd day, and 27% standard ground.

- A total of 169 shipments, 684 total food items. ½ to New Jersey, ½ to Tennessee.
- Products also supplied to microbial lab at Rutgers for further studies.
- 47% of 684 products were delivered with a surface temperature >40°F.
- Issues found:
 - Container volumes- volumes ranged from 610 in³-4000in³. Many containers were too large for the products they contained. Wall thickness of the containers also varied from 5/8"-2 1/3". 93% of packages were delivered intact. Some packages showed internal leakage or slight damage upon delivery.
 - Dunnage- 2/3 of packages had no dunnage (filler material) at all. Dunnage is important because it does two things:
 - prevents items from moving during transit
 - Improves temperature stability by reducing the amount of air needing to keep temperature range.
 - Gel packs vs. Dry Ice- 56% of packs contained gel packs. 40% contained dry ice. Less than half of those containing dry ice had a label on the package indicating it contained dry ice. About 1/3 had information on safe handling and disposal of dry ice.
- The study found there is a direct correlation between packages shipped with gel packs and temperature stability. Those that had gel packs could not keep the product below 40°F like the dry ice could.
- Many products were arriving at unsafe temperatures but consumers were not recognizing any issues with the products.
- Many products did not contain establishment # or lot #, when it was required for product to have such designation.
- K. Barlow commented that the consumer only liability is an issue.
- J. Zimmerman asked "what was some of the temperatures of abused foods?" Answer provided that a range of "-10°F to 75°F was observed".
- 4) The study showed that the shipper and possibly the shipment timeframe did not really have much bearing on the product as does the packaging and packing materials.
- 5) Dr. Hallman mentioned that different gel packs have different freezing temperatures and hence, different price points. A future study on these would be beneficial.
- 6) M. Cartagena asked if anything had been published on the study. Dr. Hallman stated he would be happy to share with the committee any publications.
- 7) The microbial data provided by Rutgers is available on the FoodSHIELD site for members to view. Sandria also provided a PowerPoint to the Committee.
- 8) Dr. Hallman stated that he hoped the Committee would do a few things related to his work:
 - a. Provide guidance for packaging to companies
 - b. Develop a rule to shift liability from consumers to the producers and packers
 - c. Recommend color indicators for packaging that goes above 40°F so consumers could see if package was temperature abused.
 - d. Require labeling of packages containing dry ice and provide safe handling guidance.
 - e. Develop a Central Registry for companies to register prior to engaging in food shipments.
- 9) M. Cartagena asked if Dr. Hallman knew the business model of these companies. He stated they ranged from farms, to co-ops, to middle-man shippers, etc.

Meeting closed by Vice-Chair Bongo-Box at approximately 1pm.

NEXT COMMITTEE CALL WILL BE ON TUESDAY, October 11, AT 12:00EST

MAIL ORDER COMMITTEE CALL OCTOBER 11TH 2016 12:00 PM

Present VOTING MEMBERS: Christine Applewhite, Christina Bongo-Box, Anthony Auffray, Jennifer Reyes, Andrew Harris, Kelli Whiting, Deborah Marlow, Ellen Thomas, Lisa Weddig, John Zimmermann

Present AT-LARGE MEMBERS: Ashley Hallowell

Present NON-VOTING MEMBERS: Kristina Barlow, Jessica Otto

Meeting called to order by Christine Applewhite at 12:00 pm

Motion to approve the minutes by Debroah Marlow, 2nd Jennifer Reyes, no discussion. Motion carried none opposed. Minutes accepted as written and submitted to the committee

Reminder of Anti-Trust Statement please refer if needed

Open Discussion of research present to the committee from last call:

1. General comments from last call:
 - a. Value added and eye opening research
 - b. Fish all ROP and Non frozen
 - c. Boxes damaged, ice packs damaged, all fish – hot frozen
 - d. Anthony it is possible packaging wasn't cryovac packaging instead it could have been packaging which allowed fish to be kept fresh with Oxygen filters
2. Christine: How to tackle charge #2 – development of best practices manual. How to do this? Christine proposed forming different subgroups and each subgroup having a specific portion of the guidance document (write and submit to committee to review).
 - a. Team discussed subgroups of the size of 2-3 or 3-4 people per subgroup
 - b. Subgroups such as Gel packs, dry ice, recommended amts for specific amts of food
 - c. Team liked this idea and even mentioned 3-4 people
 - d. Anthony feedback that we are not ready to break up yet
3. Before we decided how do we achieve we need to define the goal
 - a. What is the goal of when the package arrives – what is the lengths of distribution we are tackling – ie delivery greater than 4 hr or greater than 24 hrs.
 - b. Ice packs gels dry ice – varies on multiples areas – depends on insulation, time, external temp. Can't prescribe the number of ice packs yet.
 - c. Who are we giving these guidelines too? Who are we developing these for? FedEx, Blue Apron?
 - d. UK - risk assessment perspective guidelines – if you have a risk assessment and you can demonstrate your control then that will be what will be assessed. IF no risk assessment to defend what your practices are then this prescriptive standard applies to you.
4. Christine reminded us of our charges:
 - a. Charge #1, *Identify best practices and existing guidance documents related to shipment of perishable food items directly to a consumer* – completed by way of the research we discussed on our last call

- b. *Charge #2, Develop a guidance document for food establishments that includes best practices for transportation of perishable food items directly to a consumer to include proper packaging; temperature control during shipping, receiving, and storage; return of compromised and abused products; and other food safety related topics*

Open discussions around the guidance document and next steps:

1. Guidance document is for companies that engaging in this mail order business. Best practices manual for them to incorporate into their business model.
2. Research painted a negative picture – are the same actors getting it right? Some always arrive hot/wrong? Some right about ½ the time. Maybe there are some that can get it right? But we never heard of the good ones.
3. Food establishments have no control once they release the package into the shipping company's hands. Are we sure we shouldn't address the shipping company? Now once they release the item the food company has no control over. We can give them guidance however they have no control over the package
4. Ask do you know what is your longest shipment? Az or Fl – did you consider that and show me in your risk assessment that when you validated your pkg you validated this worse case scenario
5. First question to ask for risk assessment – what product are you going to ship? Then all other things will depend on what the answer is – where is it going, what is packaging material, temperature requirements, etc these can all be answered in the sub components of this document
6. Some companies are exclusively shipping chilled or frozen some are doing both – this is also an important distinction
7. 1st – do you have a risk assessment? Then we need to list all of the risk parameters in our document
 - a. What is the guidance of what a RA should contain?
 - b. Starts with food safety – what is the product(s)?
 - c. What is your worst case scenario?
 - d. What is the temp of where you are sending it to – rain, snow etc
8. Guidance document we need to design is meant to provide – give them a risk assessment statement. The doc as it goes through each category (length of delivery, weather, etc) and helps them assess their risk. It provides them the support so they don't have to hire someone to perform tis risk assessment. Help them make good choices vs poor ones. Companies with deep pockets can hire. Wyoming food freedom act – mail anything you want all over the state. Document will help “joe” to know how to mail his chili across the state.
9. Hope companies like Blue Apron have already looked at worst case scenario before shipping.
10. Can control zip codes by blocking zip codes which have not been validated using shipping method etc.
11. Simple low hanging fruit – call out if perishable foods included
12. UK document: Anthony recommends everyone order a copy – his document is controlled and he can't share it. Cost is 10 lbs. From FSA so document should be public information. Anthony hasn't received any response to request for copies. Christine will reach out as one Government entity to another to see if she can obtain the document electronically from the UK government agency for review as a potential good foundation.

13. If we can use their document as a good starting point it would be easier we could tweak it for what we need. We could also include this document as part of Charge 1 along the “collection of best practices” vs worst practices.
14. Unregulated practice in the US: CFP is trying to provide these entities with info to continue to do this type of business in a safe manner. It is an outbreak waiting to happen. Wild west when it comes to shipping food. This research is something companies will not seek out it will be a document we can provide to them.
15. An outbreak might be what it takes before it can be regulated, until then no one has to follow. Make rules to force people to do the right thing.
16. Some counties call these a retail food establishment therefore some regulation agencies would call them up to address handling as per retail food establishment rules.
17. This document will help clarify “retail food establishment due to retail food sales”
18. Kelly can send something out to the board to find out if this is anecdotal – wild west – current state. Is this industry actually regulated or not? David McSwain can send a question out to ask.
19. Is this part of our charge? It would be interesting but not sure it is in our scope – maybe something for a follow up with CFP?
20. Christine: Timing: we have 1 yr from now to get the final document before the final board before the next meeting. Tie up loose ends by working to obtain UK document? Address questions posed today? Then set an agenda for how we are going to get this guidance document underway.
21. Kristy: has contacts in UK. Will reach out share what we are trying to achieve to see about obtaining the UK research document. She will try to obtain this before the next call.
22. Guidance document needs these areas defined/outlines
23. Have we identified the scope? Are we using a 4 hr window as the timeline? This topic was tabled in the original call and finalize the scope and make a proposal of the scope to the subgroup. Or define what the food safety outcome is that we are looking for (ie maintain a certain temperature) ; what is the performance standard we are trying to achieve. This will be taken on by a subgroup. End goal to delivery product at a food safe temperature.
24. Guidance document: understand the situation (type of material, the amt of coolant, etc) fresh vs frozen if not using dry ice here is the best practice, etc. This is the type of information the subgroups will be working on. Thinking through different situations, drafting and writing and providing it to the committee.
25. Christine will set up an excel sheet for the team members to sign up for different areas to work on; feel free to add on other areas /subgroups to focus on in order to complete this charge
26. Next call 25th October; finalize all subgroups and then we will have a plan in place to move forward with charge #2
27. Committee will switch to a monthly call once subgroups start meeting.
28. Work to obtain UK document
29. Start working on document
30. Will add another subcommittee addressing the scope.

Meeting adjourned with no other business to discuss

MAIL ORDER COMMITTEE CALL OCTOBER 25, 12:00 EST

Present VOTING MEMBERS: Applewhite, Reyes, Auffray, Harris, Marlow, Schaffner, Thomas, Caballero, Zimmerman, Weddig

Present At-large Members: Lee, Manuel, Moretz

Present Federal Consultants: Abley (USDA), Otto (FDA)

Meeting called to order by Chair Applewhite

Discussion:

- 1) Committee was reminded of CFP Anti-trust statement
- 2) John Zimmerman made a motion to accept the minutes of the 10/11/16 call. Motion seconded by Don Schaffner. No discussion. Motion passed.
- 3) Discussion regarding sub-groups necessary to tackle Charge #2.
 - a. Suggested language to keep the document as a guidance document and not regulatory based
 - b. Voting members would like both federal consultants and at-large members to participate in sub-groups and provide assistance to document development
 - c. Applewhite to provide CFP deadlines to group so Committee can develop completion schedule for document
 - d. Auffray provided confirmation that “consultant copy” of UK document uploaded by Weddig is almost exact to final document and can be used as reference
 - e. Auffray suggested having an additional sub-group that covers physical and chemical contamination of foods during transport. Caballero suggested including biological contamination as well. Committee agreed.
 - f. Zimmerman suggested including allergen contamination as well.
 - g. Weddig suggested having a sub-group to conduct a hazard analysis of risks
- 4) Zimmerman suggested to include a review of the UK document on next call

Meeting closed by Chair Applewhite at approximately 12:30pm.

NEXT COMMITTEE CALL WILL BE ON TUESDAY, NOVEMBER 8, 2016 AT 12:00EST

MAIL ORDER COMMITTEE CALL NOVEMBER 22, 12:00 EST

Present VOTING MEMBERS: Bongo-Box, Auffray, Harris, Schaffner, Thomas, Weddig, Baum, Marlow, Caballero

Present At-large Members: Lee, Manuel, Hallowell

Present Federal Consultants: Abley (USDA), Otto (FDA)

Both Davene and Keith were also present

Meeting called to order by Co-Chair Bongo-Box at 12:02 pm

Discussion:

- 1) Committee was reminded of CFP Anti-trust statement
- 2) Don Schaffner made a motion to accept the minutes of the 11/8/16 call as amended. Motion seconded by Deborah Marlow. No discussion. Motion passed.
- 3) Discussed timeline for hard deadline – CFP calendar states
 - a. Christine has sent an email to confirm dates: confirmation is below:
 - i. All the charges need to be accomplished by Nov. 2017.
 - ii. Significant progress must be made by March 2017 when we submit the committee report to Davene.
 - iii. An outline of the framework for the guidance document by March would be best
 - iv. Filling in the outlined framework items could follow between March and completed report in Nov 2017
- 4) Discussion of UK document:
 - a. Don would like to committee to use software such as Goto Meeting to view document at the same time
 - b. Don reviewed the work he has done on the document to date – all changes are documented on the first page of the revised document.
 - c. HACCP section will be removed and the committee will add a reference to one of the existing well defined HACCP documents available for companies that do not know what HACCP is.
 - d. Committee discussed breaking the document up into 3 groups and members signing up by Friday November 25th for a subgroup
 - e. Subgroups will work throughout all of the week of Nov 28th on their edits. One member of each subgroup will capture all changes of their section and send it to Don no later than end of day Friday December 9th
 - f. Don will set up a goto Meeting for our next call and “upload” the complied documents for this meeting
 - g. The next meeting (Dec 6th) the full committee will start with the line by line review with each subgroup walking the rest of the committee through their work.
 - h. Christina will divide up the document as discussed – one section before the HACCP section (we will remove the HACCP), the section after the HACCP and the Appendices.

Meeting closed by Co-Chair Bongo-Box at approximately 12:35pm.

NEXT COMMITTEE CALL WILL BE ON TUESDAY, DECEMBER 6, 2016 AT 12:00EST

MAIL ORDER COMMITTEE CALL December 6, 12:00 EST

Present VOTING MEMBERS: Bongo-Box, Auffray, Marlow, Schaffner, Thomas, Weddig, Baum, Applewhite, Caballero, Reyes,

Present At-large Members: Lee, Manuel, Hallowell

Present Federal Consultants: Abley (USDA), Otto (FDA), Cartagena (FDA)

Committee Chairs: Davene Sarocco-Smith

Meeting called to order at 12:03 by Chair Applewhite

Discussion:

- 1) GoTo Meeting was utilized for real-time viewing of draft document.
- 2) Committee was reminded of CFP Anti-trust statement
- 3) Quorum was not present at start of meeting. All voting moved to end of meeting.
- 4) Meeting was turned over to Don Schaffner and Chip Manuel for review of Sub-group 3 edits to draft document. Section 8 (Appendices) was reviewed from Appendix A through Appendix E. Group agreed to continue review of edits, starting at Appendix F on next call.
- 5) Christina Bongo-Box made a motion to accept the minutes of the 11/22/16 call, as submitted. Motion seconded by Don Schaffner. No discussion. Motion passed.
- 6) Motion made by Christina Bongo-Box to accept changes on document, as discussed during call. Motion seconded by Lisa Weddig. Discussion from Auffray whether or not a vote on accepting the changes meant that those sections were complete and “set in stone”. Schaffner noted he wanted a vote so he could move forward with cleaning up the working document with edits that were discussed by Committee. Applewhite reiterated to Committee that all edits are available for changes until the final vote on fully completed document prior to submittal to Committee 3 Chairs. Motion passed.
- 7) New Business- Cartagena asked if the working document could be sent out to the Committee prior to the calls because she had trouble accessing GoTo Meeting. Draft document will be sent out by either Applewhite or Bongo-Box to the Committee prior to the next call, after receiving from Schaffner.

Meeting closed by Chair Applewhite at approximately 12:50pm.

NEXT COMMITTEE CALL WILL BE ON TUESDAY, December 20, 2016 AT 12:00EST

MAIL ORDER COMMITTEE CALL December 20, 12:00 EST

Present VOTING MEMBERS: Bongo-Box, Auffray, Marlow, Schaffner, Thomas, Weddig,
Applewhite, Caballero, Reyes,

Present At-large Members: Lee, Manuel, Hallowell

Present Federal Consultants: Abley (USDA), Cartagena (FDA)

Committee Chairs: Keith Jackson, Davene Sarocco-Smith

Meeting called to order at 12:00 pm by Vice-Chair Bongo-Box

Discussion:

- 1) GoTo Meeting was utilized for real-time viewing of draft document.
- 2) Vice-Chair asked for discussion regarding minutes of 12-6-16 call. Hearing none, Bongo-Box provided motion to accept minutes as submitted. Schaffner asked to verify quorum. Quorum confirmation provided by Applewhite. Motion seconded by both Schaffner and Marlow. Motion to accept minutes as submitted passed.
- 3) Committee was reminded of CFP Anti-trust statement
- 4) Meeting was turned over to Don Schaffner and Chip Manuel to continue review of Sub-group 3 edits to draft document, beginning with Appendix F.
- 5) Group 3 completed presenting their edits and the Committee moved on to reviewing Sub-group 1 edits with Anthony Auffray.
- 6) Discussion regarding call on January 3, 2017. Committee decided to still hold call. Call will resume with Sub-group 1 review of edits by Caballero.

Meeting closed by Applewhite at approximately 12:57pm.

NEXT COMMITTEE CALL WILL BE ON TUESDAY, JANUARY 3RD AT 12:00EST

MAIL ORDER COMMITTEE CALL January 3, 2017, 12:00 EST

Present VOTING MEMBERS: Bongo-Box, Marlow, Schaffner, Thomas, Weddig, Applewhite, Caballero, Reyes, Zimmerman, Harris, Whiting

Present At-large Members: Hallowell, Moretz

Present Federal Consultants: Abley (USDA), Otto (FDA)

Committee Chairs: Davene Sarocco-Smith

Meeting called to order at 12:01 pm by Chair Applewhite

Discussion:

- 1) GoTo Meeting was utilized for real-time viewing of draft document.
- 2) Caballero provided motion to accept minutes of 12/20/16 call, as submitted. Motion seconded by Harris. No discussion. Motion to accept minutes as submitted passed.
- 3) Committee was reminded of CFP Anti-trust statement
- 4) Meeting was turned over to Don Schaffner and Caballero to begin review of Sub-group 1 edits to draft document. A full review of Group 1 edits commenced.
- 5) Schaffner noted he is not available for the 1/17/17 call. Otto volunteered to host Web-ex meeting and will provide editing capabilities for the call on 1/17/17.
- 6) Vice-Chair Bongo-Box made a motion to accept the changes to document provided by Sub-group 1. Motion seconded by Weddig. No discussion. Motion to accept passed.

Meeting closed by Applewhite at approximately 12:33pm.

NEXT COMMITTEE CALL WILL BE ON TUESDAY, JANUARY 17th AT 12:00EST

MAIL ORDER COMMITTEE CALL January 17, 2017, 12:00 EST

Present VOTING MEMBERS: Bongo-Box, Marlow, Schaffner, Applewhite, Caballero, Reyes, Zimmerman, Harris, Whiting, Auffray

Present At-large Members: Hallowell, Lee

Present Federal Consultants: Otto (FDA), Barlow (USDA), Cartagena

Committee Chairs: Davene Sarocco-Smith

Meeting called to order by Chair Applewhite

Discussion:

- 1) Roll-call verified by Vice-chair Bongo-Box
- 2) Acceptance of minutes from 1/3/17 call postponed due to recording not being distributed to group prior to this call, per Auffray's request. Voting of minutes will be done by email at a later date after call recording is sent.
- 3) GoTo Meeting was utilized for real-time viewing of draft document, hosted by Otto.
- 4) Meeting was turned over to Otto and Reyes to begin review of Sub-group 2 edits to draft document.
- 5) Schaffner made a motion to accept the changes to document provided by Sub-group 2. Motion seconded by Marlow. No discussion. Motion to accept passed.
- 6) Schaffner noted he is not available for the 1/31/17 call. Otto volunteered to host Web-ex meeting and will provide editing capabilities for the call on 1/31/17.
- 7) Applewhite noted to put all 3 edited sections onto the FoodSHIELD site for everyone to view.
- 8) Discussion about agenda for next call to include progress- report due to Davene by March and also to begin going through entire draft document line-by-line.
- 9) Barlow mentioned new industry guidance provided by FDA regarding LM control for RTE foods. She will send out link to group.
- 10) An email was sent to the Committee on 1/19/17 with an attachment of the call recording from 1/3/17.
- 11) An email was sent by Applewhite on 1/23/17 to Committee members for the purposes of voting on minutes from 1/3/17 call. A second email was sent by Applewhite on 1/24/17 after receiving a vote from all voting members to inform all the minutes were accepted as submitted.

Meeting closed by Applewhite at approximately 12:50pm.

NEXT COMMITTEE CALL WILL BE ON TUESDAY, JANUARY 31st AT 12:00EST

MAIL ORDER COMMITTEE CALL February 14, 2017, 12:00 EST

Present VOTING MEMBERS: Schaffner, Applewhite, Marlow, Auffray, Thomas, Caballero, Whiting

Present At-large Members: Hallowell, Moretz

Present Federal Consultants: Otto (FDA), Abley (USDA), Cartagena (FDA)

Committee Chairs:

Meeting called to order by Chair Applewhite

Discussion:

- 1) Applewhite reviewed the Committee report that was going to be submitted to Council chairs.
- 2) Web-ex was utilized for real-time viewing of draft document, hosted by Otto. Schaffner worked to make the edits in the document in real-time view.
- 3) No vote on prior meeting minutes took place due to call on 1/31/17 being cancelled.
- 4) Caballero made a motion to accept the changes in the document made on the 2/14/17 call. Whiting seconded the motion. No discussion. Motion passes.
- 5) New business discussion regarding call-in information for next call being distributed again.

Meeting closed by Applewhite at approximately 12:55pm.

NEXT COMMITTEE CALL WILL BE ON TUESDAY, February 28th AT 12:00EST

MAIL ORDER COMMITTEE CALL February 28, 2017, 12:00 EST

Present VOTING MEMBERS: Schaffner, Applewhite, Weddig, Baum, Thomas, Harris, Zimmerman, Whiting

Present At-large Members: Hallowell, Lee

Present Federal Consultants: Otto (FDA), Cartagena (FDA), Barlow (USDA)

Committee Chairs: Sarroco-Smith

Meeting called to order by Chair Applewhite

Discussion:

- 1) Web-ex was utilized for real-time viewing of draft document, hosted by Otto. Schaffner worked to make the edits in the document in real-time view, once technical difficulties were corrected.
- 2) Zimmerman made a motion to accept the changes in the document made on the 2/14/17 call. Weddig seconded the motion. No discussion. Motion passed.
- 3) Schaffner made a motion to accept the changes made to the draft document during the February 28th call. Weddig seconded the motion. No discussion. Motion passed.

Meeting closed by Applewhite at approximately 1:00pm.

NEXT COMMITTEE CALL WILL BE ON TUESDAY, MARCH 14th AT 12:00EST

MAIL ORDER COMMITTEE CALL March 14, 2017, 12:00 EST

Present VOTING MEMBERS: Schaffner, Bongo-Box, Auffray, Reyes, Harris, Thomas, Cabalero, Weddig

Present At-large Members: Manuel, Hallowell

Present Federal Consultants: Otto (FDA), Cartagena (FDA), Abley (USDA)

Committee Chairs: Sarroco-Smith

Meeting called to order by Vice-Chair Bongo-Box

Discussion:

- 1) Web-ex was utilized for real-time viewing of draft document, hosted by Otto. Schaffner worked to make the edits in the document in real-time view, once technical difficulties were corrected.
- 2) No minutes were submitted for the February 28th call by the March 14th deadline. Minutes will be submitted for the next call.
- 3) Schaffner made a motion to accept all changes made to document during the March 14th call. Auffray seconded the motion. No discussion. Motion passed.

Meeting closed by Bongo-Box at approximately 1:00pm.

NEXT COMMITTEE CALL WILL BE ON TUESDAY, MARCH 28th AT 12:00EST

MAIL ORDER COMMITTEE CALL March 28, 2017, 12:00 EST

Present VOTING MEMBERS: Applewhite, Schaffner, Bongo-Box, Auffray, Marlow, Thomas, Cabalero, Baum, Zimmerman

Present At-large Members: Hallowell, Lee

Present Federal Consultants: Otto (FDA), Cartagena (FDA), Barlow (USDA)

Committee Chairs: Sarroco-Smith, Jackson

Meeting called to order by Chair Applewhite

Discussion:

- 1) Schaffner made a motion to accept the meeting minutes from the 3/14/17 call. Bongo-Box seconded. No discussion. Motion passes.
- 2) Web-ex was utilized for real-time viewing of draft document, hosted by Schaffner. Schaffner worked to make the edits in the document in real-time view.
- 3) Lines 111-177 were reviewed and edited during the call.
- 4) Schaffner made a motion to accept all changes made to document during the March 28th call. Marlow/Auffray seconded the motion. No discussion. Motion passed.

Meeting closed at approximately 1:00pm.

NEXT COMMITTEE CALL WILL BE ON TUESDAY, April 11th AT 12:00EST

MAIL ORDER COMMITTEE CALL April 11, 2017, 12:00 EST

Present VOTING MEMBERS: Applewhite, Schaffner, Bongo-Box, Auffray, Harris, Marlow, Thomas, Cabalero, Baum, Reyes, Zimmerman, Whiting, Weddig

Present At-large Members: Moretz

Present Federal Consultants: Otto (FDA), Cartagena (FDA)

Committee Chairs: Sarroco-Smith, Jackson

Meeting called to order by Chair Applewhite

Discussion:

- 1) Bongo-Box made a motion to accept the meeting minutes from the 3/28/17 call. Schaffner seconded. No discussion. Motion passes.
- 2) Web-ex was utilized for real-time viewing of draft document, hosted by Schaffner. Schaffner worked to make the edits in the document in real-time view.
- 3) Lines 178- 226 were reviewed and edited during the call.
- 4) Request was made by Keith Jackson to resubmit meeting request for ease of tracking for bi-weekly calls.
- 5) Whiting made a motion to accept all changes made to document during the April 11th call. Marlow seconded the motion. No discussion. Motion passed.

Meeting closed at approximately 1:00pm.

NEXT COMMITTEE CALL WILL BE ON TUESDAY, April 25th AT 12:00EST

MAIL ORDER COMMITTEE CALL April 25, 2017, 12:00 EST

Present VOTING MEMBERS: Applewhite, Schaffner, Bongo-Box, Harris, Zimmerman, Thomas,
Marlow, Reyes, Auffray, Whiting, Caballero

Present At-large Members: Hallowell, Manuel, Moretz

Present Federal Consultants: Otto (FDA), Abley (USDA), Cartagena (FDA)

Committee Chairs:

Meeting called to order by Chair Applewhite

Discussion:

- 1) Marlow made a motion to accept the meeting minutes from the 4/11/17 call. Harris seconded. No discussion. Motion passes.
- 2) Web-ex was utilized for real-time viewing of draft document, hosted by Schaffner. Schaffner worked to make the edits in the document in real-time view.
- 3) Lines **227-343** were reviewed and edited during the call.
- 4) Bongo-Box made a motion to accept all changes made to document during the April 25th call. Marlow seconded the motion. No discussion. Motion passed.

Meeting closed at approximately 1:00pm.

NEXT COMMITTEE CALL WILL BE ON TUESDAY, May 9th AT 12:00EST

MAIL ORDER COMMITTEE CALL May 9, 2017, 12:00 EST

Present VOTING MEMBERS: Bongo-Box, Marlow, Applewhite, Harris, Baum, Schaffner, Auffray,
Thomas, Weddig, Zimmerman, Cabellaro

Present At-large Members: Moretz, Lee,

Present Federal Consultants: Abley, Otto, Cartagena

Committee Chairs:

Meeting called to order by Chair Applewhite

Discussion:

- 1) Schaffner made a motion to accept the meeting minutes from the April 25th call. Marlow seconded. No discussion. Motion passed.
- 2) Web-ex was utilized for real-time viewing of draft document, hosted by Schaffner. Schaffner worked to make the edits in the document in real-time view. The first review of the draft document was completed.
- 3) Applewhite made a suggestion to develop sub-groups to work on editing the appendices by way of an Excel sheet for members to sign-up. Applewhite will send out the sign-up sheet before the next call.
- 4) Harris made a motion to accept all changes made to document during the May 9th call. Bongo-Box seconded the motion. No discussion. Motion passed.

Meeting closed at approximately 1:00pm.

NEXT COMMITTEE CALL WILL BE ON TUESDAY, May 23rd, 2017 @ 12:00EST

MAIL ORDER COMMITTEE CALL May 23, 2017, 12:00 EST

Present VOTING MEMBERS: Bongo-Box, Applewhite, Baum, Harris, Marlow, Schaffner, Thomas, Auffray, Weddig

Present At-large Members: Lee, Manuel

Present Federal Consultants: Otto, Cartagena

Committee Chairs:

Meeting called to order by Chair Applewhite

Discussion:

- 1) No minutes were submitted for the May 9th call so no motion was made.
- 2) Web-ex was utilized for real-time viewing of draft document, hosted by Schaffner. Schaffner worked to make the edits in the document in real-time view. A second review of the body of the document was begun on this call.
- 3) Applewhite agreed to send out the final Excel sign-up for appendix edit work by sub-groups with deadlines for review.
- 4) Weddig made a motion to accept all changes made to document during the call. Marlow seconded the motion. No discussion. Motion passed.

Meeting closed at approximately 1:00pm.

NEXT COMMITTEE CALL WILL BE ON TUESDAY, June 6th, 2017 @ 12:00EST

MAIL ORDER COMMITTEE CALL June 6, 2017, 12:00 EST

Present VOTING MEMBERS: Applewhite, Bongo-Box, Schaffner, Auffray, Caballero, Harris,
Weddig, Zimmerman,

Present At-large Members: Manuel, Hallowell, Moretz

Present Federal Consultants: Cartagena, Abley

Committee Chairs:

Meeting called to order by Chair Applewhite

Discussion:

- 1) Minutes from last call were accepted by email previously.
- 2) Web-ex was utilized for real-time viewing of draft document, hosted by Schaffner. Schaffner worked to make the edits in the document in real-time view. A second review of the body of the document was continued on this call.
- 3) Harris made a motion to accept all changes made to document during the call. Auffray seconded the motion. No discussion. Motion passed.

Meeting closed at approximately 1:00pm.

NEXT COMMITTEE CALL WILL BE ON TUESDAY, June 20th, 2017 @ 12:00EST

MAIL ORDER COMMITTEE CALL June 20, 2017, 12:00 EST

Present VOTING MEMBERS: Thomas, Bongo-box, Whiting, Baum, Caballero, Schaffner,
Zimmerman, Harris

Present At-large Members: Moretz, Lee, Hallowell, Pearson

Present Federal Consultants: Otto,

Committee Chairs: Jackson

Meeting called to order by Chair Bongo-Box

Discussion:

- 1) Schaffner made motion to accept minutes from June 6, 2017 call. Whiting seconded the motion. No discussion. Motion passed.
- 2) Reminder of Anti-trust statement was stated.
- 3) Web-ex was utilized for real-time viewing of draft document, hosted by Schaffner. Schaffner worked to make the edits in the document in real-time view. A second review of the body of the document was continued on this call, beginning with "Advice on good practice".
- 4) Harris made a motion to accept all changes made to document during the call. Baum/Caballero seconded the motion. No discussion. Motion passed.
- 5) Co-chair provided discussion regarding sub-group Appendix edits and solicited help regarding some regulatory links.

Meeting closed at approximately 1:00pm.

NEXT COMMITTEE CALL WILL BE ON TUESDAY, JULY 18, 2017 @ 12:00EST

MAIL ORDER COMMITTEE CALL July 18, 2017, 12:00 EST

Present VOTING MEMBERS: Applewhite, Schaffner, Zimmerman, Bongo-Box, Marlow, Weddig,
Marlow, Thomas, Reyes
Present At-large Members: Hallowell, Pearson, Manuel, Lee
Present Federal Consultants: Abley, Otto, Cartagena
Committee Chairs: Davene

Meeting called to order by Chair Applewhite at 12:00pm

Discussion:

- 1) A review and vote of minutes from 6-20-17 call was not conducted.
- 2) Reminder of Anti-trust statement was stated.
- 3) Schaffner, Abley, and Manuel provided the Committee with an overview of the mail-order presentation made at the IAFP Conference.
- 4) Applewhite requested link to IAFP conference presentation be forwarded to the Committee for watching at a later date
- 5) Applewhite reviewed Appendices that are ready for review. Appendix A and D were ready for review.
- 6) Web-ex was utilized for real-time viewing of draft document, hosted by Schaffner. Schaffner worked to make the edits in the document in real-time view. A second review of the body of the document was continued on this call, beginning with "Appendix A".
- 7) Otto asked for a calendar invite to be able to help sub-group Appendix A with the regulatory language included in the Appendix. Applewhite will send calendar invite.
- 8) Edits for Appendix D were begun.
- 9) Due to time constraints, changes made to document during the call were not voted on.

Meeting closed at approximately 1:00pm.

NEXT COMMITTEE CALL WILL BE ON TUESDAY, August 1, 2017 @ 12:00EST

MAIL ORDER COMMITTEE CALL August 1, 2017, 12:00 EST

Present VOTING MEMBERS: Applewhite, Auffray, Schaffner, Thomas, Harris, Bongo-Box, Caballero, Marlow, Zimmerman, Weddig, Reyes
Present At-large Members: Moretz,
Present Federal Consultants: Otto, Abley, Cartagena
Committee Chairs: Jackson

Meeting called to order by Chair Applewhite at 12:00pm

Discussion:

- 1) A vote to accept minutes of 6-20-17 call was conducted. No discussion. Minutes accepted. A vote to accept minutes of 7-18-17 call was conducted. No discussion. Minutes accepted as submitted.
- 2) Reminder of Anti-trust statement was stated.
- 3) Applewhite provided information related to a future guest speaker who had approached Melanie Abley after the IAFP conference to talk about their experience with mailing pharmaceuticals to end-use consumers. Applewhite or Bongo-Box will follow-up with the company after receiving contact information from Abley to schedule a date they can be a guest speaker.
- 4) Web-ex was utilized for real-time viewing of draft document, hosted by Schaffner. Schaffner worked to make the edits in the document in real-time view. Appendix D was edited in it's entirety.
- 5) Harris made a motion to accept the changes noted during the call. Marlow seconded. Discussion ensued regarding the graphic from USDA at the end of Appendix D. Abley was asked to see if an original version could be found from USDA. Auffray suggested changing the title of the image. Applewhite mentioned keeping in mind some information currently in appendices may serve a better purpose in the main body of the document. Schaffner noted placement of language can be reviewed at a later date after initial edits. Motion passes.

Meeting closed at approximately 1:00pm.

NEXT COMMITTEE CALL WILL BE ON TUESDAY, August 15, 2017 @ 12:00EST

MAIL ORDER COMMITTEE CALL August 15, 2017, 12:00 EST

Present VOTING MEMBERS: Applewhite, Schaffner, Marlow, Auffray, Zimmerman, Caballero, Weddig

Present At-large Members: Hallowell, Manuel

Present Federal Consultants: Abley, Otto

Committee Chairs:

Meeting called to order by Chair Applewhite at 12:01pm

Discussion:

- 1) The website host GoTo Meeting was having technical difficulties at the beginning of the call.
- 2) A quorum was not present for this call so previous minutes were not voted on or discussed.
- 3) Reminder of Anti-trust statement was stated.
- 4) Applewhite provided an update regarding the guest speaker company. They are available for the 8/29 call. No opposition to having the company on the 8/29 call. Applewhite will follow-up with the company.
- 5) Applewhite talked about the comment provided by FDA labeling to Jessica regarding Appendix A. Otto provided some background regarding the comment and talked about the language as it relates to customer complaints regarding damage, etc. of foods received. Since the documents were not able to be viewed, discussion ensued regarding having the call or postponing the call to the following date.
- 6) Manuel asked if the call could be moved to the following week, 8/22. Caballero reinforced that sentiment. Applewhite suggested changing the date of the guest speaker call to a later date in September and will follow-up with them regarding such.
- 7) Schaffner suggested changing the calls to a weekly basis instead of bi-weekly. Weddig and Caballero agreed. Applewhite will send out an email to the Committee regarding changing the call to weekly.

Meeting closed at approximately 12:18pm.

NEXT COMMITTEE CALL WILL BE ON TUESDAY, August 22, 2017 @ 12:00EST

MAIL ORDER COMMITTEE CALL August 22, 2017, 12:00 EST

Present VOTING MEMBERS: Bongo-Box, Reyes, Baum, Harris, Thomas, Schaffner, Marlow, Auffray, Caballero
Present At-large Members: Hollowell, Pearson
Present Federal Consultants: Otto
Committee Chairs:

Meeting started by Don Schaffner at 12:01pm and he began to read through Applewhite's email on work to be accomplished on this call. GoToMeeting was already in progress

Discussion:

- 1) CBB was late to the call however about 5 min after noon the recording was started and CBB lead the team through the agenda.
- 2) Reminder of Anti-trust statement was stated.
- 3) A quorum was present for this call; a motion to accept the minutes of 8/1 and 8/15 as shared was made by Don Schaffner and seconded by Debra Marlow; no discussion. Motion passed.
- 4) WebEx was utilized for real-time viewing of draft documents Appendix A and Appendix H. Appendix A was completed.
- 5) After reviewing the first section of Appendix H and having a discussion that this section was extremely well written additional work needs to occur. If this section was from an existing document we should include the reference for the document however if it was written by the subcommittee then it should be shortened by the subcommittee to call out the high points. Hollowell was on the subcommittee and offered to take it back and reword the opening section and she will also see what she can find out responsibility of brokers and or customers for imported goods ordered via internet for the shipment of foods. If this is ready for next weeks call we will pick up on Appendix H on next week's call. If not we will move to Appendix C
- 6) New business – CBB mentioned that next call we will kick off a section with a guest from The Illuminate Group to speak about packaging testing they performed on temperature maintenance for mail order perishable food shipments.
- 7) Next Call will be August 29th at 12:00 EDT.

Meeting closed at approximately 12:25pm.

NEXT COMMITTEE CALL WILL BE ON TUESDAY, August 29, 2017 @ 12:00EST

MAIL ORDER COMMITTEE CALL September 5, 2017, 12:00 EST

Present VOTING MEMBERS: Auffray, Applewhite, Marlow, Baum, Schaffner, Thomas, Zimmerman, Weddig, Harris
Present At-large Members: Moretz, Pearson, Hallowell, Lee
Present Federal Consultants: Abley, Cartagena
Committee Chairs: Davene

Discussion:

- 1) Lack of quorum at the beginning of the call postponed all voting of previous minutes.
- 2) Call was turned over to Schaffner to begin GoTo Meeting. A review of Appendix C was revisited from the previous call regarding deleting language related to recall notifications. After Schaffner began reading language, Davene suggested that this information goes beyond the scope of the charges of the Committee and suggested the Committee have a discussion regarding deleting the language but keeping in links for readers to find information. A discussion ensued by the Committee regarding what to include. Auffray made a suggestion to include the following:
 - a. Be able to track recalls so if there is a recall that is pertinent to that mail-order company, how will they be aware of it?
 - b. Have a plan to interrupt the availability of the recalled product
 - c. Have a plan to notify customers of recalled product
 - d. Be able to manage your company's recall inventory

The Committee liked Auffray's suggestion and felt that it pertained to all mail-order companies and thought that was a good jumping point. Applewhite asked the sub-group if they wanted to rewrite this section and bring it back to the Committee for another review. Schaffner agreed and thought it wasn't too much work to rewrite. Applewhite asked if anyone was willing to tackle that and bring it back to the Committee in a few weeks. Schaffner offered to rewrite the language and provide it back to the Committee.

- 3) The Committee then began to review Appendix E and completed the entire appendix. Appendix G was then begun and will be continued on September 19th call.

Meeting closed at approximately 12:59pm.

NEXT COMMITTEE CALL WILL BE ON TUESDAY, September 12, 2017 @ 12:00EST

MAIL ORDER COMMITTEE CALL September 12, 2017, 12:00 EST

Present VOTING MEMBERS: Applewhite, Bongo-Box, Harris, Marlow, Thomas
Present At-large Members: Manuel, Moretz
Present Federal Consultants: Cartagena
Committee Chairs:
Guests: Melissa Germain, JP Emond

Discussion:

- 1) Applewhite opened the meeting, conducted roll-call, and welcomed Melissa and JP from The Illuminate Group.
- 2) Melissa Germain began discussing their company's experience in cold-chain research and packaging design for both food companies as well as pharmaceuticals. Projects include meats, seafood, and other mail-order food items.
- 3) The following points were noted by Applewhite during the call for the minutes, as provided by the guest speakers:
 - a. Temperature loggers in packaging are used as marketing devices by the company. They are very inaccurate and very variable. No guidance exists to tell companies where to place the data loggers within the packaging.
 - b. "Qualified packaging"- lab testing and real-live testing of packages to be sure it maintains proper temperatures is the most reliable method of developing temperature profiles.
 - c. Companies do not want to spend a lot of money on packaging because margins are so small. Price of packaging is a big determinant.
 - d. The best insulation found by the guest speakers is Styrofoam. It is efficient and cost-effective, however not environmentally friendly.
 - e. Average ice found in a package was 12-14#. Lots of shifting in boxes as they are shipped during transportation.
 - f. For every 1" of free space, 6 hours of loss of temperature control occurs.
 - g. Where the ice is located in the package is just as important as how much ice is packed.
 - h. Shipping of seafood has its own requirements based on FDA ice quantity requirements.
 - i. An increase in material costs that can decrease shipping costs can result in better food safety temperatures.
 - j. To date, mail-order companies have been using ice packs and not dry ice. Dry ice needs to be declared, as it is a hazardous material and have transportation regulations.

Meeting closed at approximately 12:45pm.

NEXT COMMITTEE CALL WILL BE ON TUESDAY, September 19, 2017 @ 12:00EST

MAIL ORDER COMMITTEE CALL October 10, 2017 12:00 EST

Present VOTING MEMBERS: Bongo-Box, Reyes, Harris, Schaffner, Marlow, Auffray, Weddig, Zimmermann
Present At-large Members: Moretz, Pearson
Present Federal Consultants: Otto, Abley
Committee Chairs:

Meeting started by CBB at 12:02.

Don Schaffner started GoToMeeting to review the introduction and definitions

Discussion:

- 1) Call to order by CBB and roll call
- 2) Reminder of Anti-trust statement was stated.
- 3) A quorum was present for this call; a motion to accept the minutes of 9/26 and 10/3 as shared was made by Andrew Harris and seconded by Don Schaffner; no discussion. Motion passed.
- 4) Committee discussed way forward to complete the document:
 - a. Don has also volunteered to do the formatting changes
 - b. Shortly after today's call Don will do the plagiarism check and send the document out to the committee
 - c. Individual Committee members will review the document and make any changes and movements they feel necessary and send Don their changes no later than 10-16. These cannot be comments such as "I don't like this" or "I don't think it should be here". Changes must be complete with solutions such as "reword in this manner.." or move this section here...
 - d. Don will compile the changes and review with Christine Applewhite and Christina Bongo-Box on 10-17 and they will make executive edits and the revised document will be sent out to the committee by EOD 10-18
 - e. The full committee will review the document and come prepared to make final changes on the next full committee WebEx on 10-24-17
- 5) WebEx was utilized for real-time viewing and editing of the introduction and definitions
- 6) Motion made by Don Schaffner to accept all changes as they were made via WebEx; second by Debra Marlow; motion passed
- 7) Next full committee Call will be October 24th at 12:00 EDT.

Meeting closed at approximately 12:55pm.

NEXT COMMITTEE CALL WILL BE ON TUESDAY, OCTOBER 24TH, 2017 @ 12:00EST