

Committee Final Reports are considered DRAFT until acknowledged by Council or accepted by the Executive Board

COMMITTEE NAME: Direct to Consumer Delivery Committee

DATE OF FINAL REPORT: November 6, 2019

COMMITTEE ASSIGNMENT: Council I Council II Council III Executive Board

REPORT SUBMITTED BY: Donald W Schaffner (chair). Albert Espinoza (vice chair)

COMMITTEE CHARGE(S):

Issue # 2018-III-006

1. Identify current recommended practices and existing guidance documents that relate to shipment directly to a consumer of perishable food items and for the safe delivery of food by Third Party Delivery Services (TPDS) entities.
2. Revise the Guidance Document for Mail Order Food Companies that includes recommended practices for transportation directly to a consumer of perishable products, to include proper packaging; temperature control during shipping, receiving, and storage; return of compromised and abused products; and other food safety related topics. Current guidance document to be revised to include food safety training for the TPDS entities, and information on all food delivery practices from food production, distribution, or retail food service facilities.
3. Determine appropriate methods of sharing the committee's work, including but not limited to a recommendation that a letter be sent to FDA requesting that the 2017 Food Code, Annex 2 (References, Part 3-Supporting Documents) be amended by adding references to the new guidance document as well as any existing guidance documents that the committee recommends, and the posting of information on the CFP website.
4. Report the committee's findings and recommendations to the 2020 Biennial Meeting of the Conference for Food Protection.

COMMITTEE WORK PLAN AND TIMELINE:

The committee met every two weeks on Tuesdays at 3 PM Eastern since it's formation. Two sub-committees also met on a by-weekly or more frequent basis since their formation. One subcommittee focused on foundational issues that apply to direct to consumer delivery as well as third-party delivery. The subcommittee also revised the direct to consumer delivery (previously called mail-order) text from the original document. The second subcommittee focused on third-party delivery specific issues.

The committee and sub-committees use the CFP supplied Pragmatic conference call service and a variety of screen sharing platforms. All committee calls and some subcommittee calls were recorded and available for listening afterward for those who could not attend, or for those that need a refresher.

Attendance was monitored after the end of the call using a Google survey. Vice-chair Albert Espinoza monitored responses and non-participating members were asked to step down from the committee.

The committee worked by reaching consensus. No votes were required, until the final vote on acceptance. The final vote was unanimous in favor of acceptance, with one abstention.

COMMITTEE ACTIVITIES:

1. **Dates of committee meetings or conference calls:** The committee almost every two weeks starting from Tuesday, Sep 18th, 2018, through the date of this report, with the exception of holidays.
2. **Overview of committee activities:** See work plan and timeline above.
3. **Charges COMPLETED and the rationale for each specific recommendation:**
 - a. Current recommended practices and existing guidance documents that relate to shipment directly to a consumer of perishable food items and for the safe delivery of food by Third Party Delivery Services (TPDS) entities were identified.
 - b. The Guidance Document for Mail Order Food Companies was revised. Additions include but are not limited to: addition of food safety training for the TPDS entities, and information on all food delivery practices from food production, distribution, and retail food service facilities.
 - c. The committee recommends a letter be sent to FDA requesting that the 2017 Food Code, Annex 2 (References, Part 3-Supporting Documents) be amended by adding reference to the new guidance document and the posting of information on the CFP website.
 - d. The committee's findings and recommendations will be presented at the 2020 Biennial Meeting of the Conference for Food Protection.

4. ***Charges INCOMPLETE and to be continued to next biennium:***
 - a. none

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD:

X No requested Executive Board action at this time; all committee requests and recommendations are included as an Issue submittal.

LISTING OF CFP ISSUES TO BE SUBMITTED BY COMMITTEE:

Issue #1: Report - Direct to Consumer Delivery Committee Acknowledge the 2018-2020 Direct to Consumer Delivery Committee final report, thank the committee members for their work, and disband the committee.

a. List of content documents submitted with this Issue:

(a.1) *Committee Final Report (see attached PDF)*

(a.2) *Committee Member Roster (see attached PDF)*

(a.3) *Committee generated guidance document entitled Guidance Document for Direct-to-Consumer and Third-Party Delivery Service Food Delivery” (see attached PDF)*

b. List of supporting attachments: x *No supporting attachments submitted*

Issue #2: Recommend acceptance of the Committee generated guidance document entitled “Guidance Document for Direct-to-Consumer and Third-Party Delivery Service Food Delivery” included in Issue #1: Report- Direct to Consumer Delivery Committee and; inclusion of the guidance document on the CFP website in a down-loadable PDF format.

Issue #3: Recommend a letter be sent to FDA requesting that the most recent edition of the Food Code be amended to include a reference to the “Guidance Document for Direct-to-Consumer and Third-Party Delivery Service Food Delivery”.