

Template approved: 7/13/2021

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

With the exception of material that is copyrighted and/or has registration marks, committee generated documents submitted to the Executive Board and via the Issue process (including Issues, reports, and content documents) become the property of the Conference.

COMMITTEE NAME: Council II Allergen Committee

DATE OF FINAL REPORT: 12/5/2022

COMMITTEE ASSIGNMENT: Council I Council II Council III Executive Board

REPORT SUBMITTED BY: Co-Chairs: Dr. Amani Babekir and Michelle Hill CP-FS

COMMITTEE CHARGE(S):

Issue # 2020-II-011

1. Develop an operational framework for food allergy prevention and control using existing research and other evidence-based materials (for example: CDC guidance in schools and guidance developed by retail food industry) in retail food establishments including:
 - a. A written template retail food establishments can use to reduce the risk of food allergy reactions and respond to any reactions that do occur. The template can incorporate findings, lessons, materials, etc. from items b-f.
 - b. Steps to take during a food allergy emergency and identify key components of food allergy emergency plans.
 - c. Food allergy training for food workers and identify educational content and training needs based on employees' assigned duties.
 - d. Findings, recommendations, and materials from the 2018 Allergen Committee to ensure retail food establishments have tools to notify customers when menu items contain major food allergens.
 - e. Food-handling practices, policies, and procedures to prevent food allergens from unintentionally contacting another food.
 - f. Equal considerations for alternate food sources, such as food pantries and food banks, to ensure equity and access.
2. Recommend changes to the Food Code that support retail food establishments to operationalize framework to prevent and control food allergic reactions.
3. Report back findings and recommendations to the next Biennial Meeting of the Conference for Food Protection.

COMMITTEE WORK PLAN AND TIMELINE: The committee charges are completed; the committee will meet as needed to finalize the documents after the Council II Co-Chair review process.

COMMITTEE ACTIVITIES: Dates of committee meetings or conference calls:

- A) Allergen Committee: 3/31, 4/14, 4/28, 5/12, 6/9, 6/23, 7/7, 8/4, 8/18, 9/1, 9/15, 9/29, 10/13, 10/27, 11/10, 12/5
- B) Sub-group meetings, week of: 3/20, 3/27, 4/3, 4/10, 4/17, 5/8, 5/15, 5/22, 5/29, 7/10, 8/14, 8/21, 8/28, 9/4, 9/8

1. Overview of committee activities:

Completed the Framework after addressing the Federal Partners comments.

Finalized the Issue language recommending changes to the Food Code.

Completed the Issues to submit to Council II.

2. Charges COMPLETED and the rationale for each specific recommendation:

Click here to enter text.

Click here to enter text.

All charges are completed and the guidance documents, “Major Food Allergen Framework” and “Summary – Major Food Allergen Framework” were produced through the Committee’s hard work.

3. Charges *INCOMPLETE* and to be continued to next biennium:

All charges have been completed.

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD:

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

Board Action is required for some provision(s) of this report and therefore a verbal report needs to be presented at the Board Meeting.

LISTING OF CFP ISSUES TO BE SUBMITTED BY COMMITTEE:

Issue #1: Allergen Committee (AC) Final Report

List of content documents submitted with this Issue: **Committee Member Roster:**

See attached revised roster PDF **No changes to previously approved roster**

“Committee Members Template” (Excel) available at: www.foodprotect.org/work/ (Committee roster to be submitted as a PDF attachment to this report.)

(1) Other content documents:

a. List of supporting attachments: **Not applicable**

(a.i.1) “Major Food Allergen Framework” document

(a.i.2) “Summary – Major Food Allergen Framework” document

(a.i.3) Meeting Minutes

(a.i.4) Meeting Attendance Records

1. Committee Issue #2: Publish “Major Food Allergen Framework” and “SUMMARY – Major Food Allergen Framework” to CFPs website.

2. Committee Issue #3: Amend the Food Code.

3. Committee Issue #4: Re-create the Allergen Committee

Committee Name: Allergen Committee

Voting Members

Last Name	First Name	Position on Committee	Constituency	Employer	City	State	Phone	Email
Hill	Michelle	Co-Chair	Consumer	Allergen Free Cooking	Woodbury	MN	612-701-4004	michelle@allergenfreecook.com
Babekir	Amani	Co-Chair	Industry - Support	Ecolab	Greensboro	NC	336-931-2139	amani.babekir@ecolab.com
Sylvis	Christine	Member	Regulatory - Local	Southern Nevada Health District	Las Vegas	NV	(702) 759-0507	
Eisner	Crystal	Member	Regulatory - Local	Harris County Public Health	Houston	TX	713-248-0356	crystal.eisner@phs.hctx.net
Garvin	Amanda	Member	Regulatory - State	Michigan Dept of Agriculture and Rural Development	Southhaven	MI	(616)265-9985	garvina1@michigan.gov
Greco	Darby	Member	Regulatory - State	NYS Dept Health	Albany	NY	(518) 209-3992	darby.greco@health.ny.gov
von Bodungen	Steven	Member	Regulatory - State	FL BPRHR	Tallahassee	FL	850-661-5411	steven.vonbodungen@myfloridalicense.com
Read	David	Member	Academia	IFPTI	North Saint Paul	MN	651-485-8905	davidread2861@gmail.com
Dolhanyk	Anne	Member	Consumer	STOP Foodborne Illness	West Linn	OR	360-601-4264	adolhanyk@gmail.com
Oneal	James	Member	Industry - Food Service	Denny's	Spartanburg	SC	803-480-2079	joneal@dennys.com
Vinson	Scott	Member	Industry - Food Service	National Retail Federation	Washington	DC	(202) 309-2204	vinsons@nrf.com
Baldwin	James	Member	Industry - Retail Food	The Golub Corporation - Price Chopper/Market32	Schenectady	NY	518-379-1516	jimbaldwin@pricechopper.com
Thoma	Libby	Member	Industry - Retail Food	H-E-B	San Antonio	TX	210-425-3390	thoma.libby@heb.com
Wagner	Ben	Member	Industry - Retail Food	Target	Minneapolis	MN	612-280-1452	ben.wagner@target.com
Potts	Amber	Member	Industry - Support	National Environmental Health Association	Denver	CO	2143845981	apotts@neha.org

Non-Voting Members

Last Name	First Name	Position on Committee	Constituency	Employer	City	State	Phone	Email
Dutilly	Devin	FDA Consultant	Regulatory - Federal	FDA			301-348-1980	Devin.Dutilly@fda.hhs.gov
Abel	Greg	FDA Alternate	Regulatory - Federal	FDA			612-758-7199	greg.abel@fda.hhs.gov
Green	Jennifer	USDA Consultant	Regulatory - Federal	USDA-FSIS				Jennifer.green@usda.gov
Moritz	Erin	CDC Consultant	Regulatory - Federal	CDC			404-498-2756	nrj8@cdc.gov
Seymour	Jenna	CDC Alternate	Regulatory - Federal	CDC			770-488-5188	zta4@cdc.gov
Brady	Janice	Alternate	Industry - Food Service	Denny's	Spartanburg	SC	803-837-1337	jbrady@dennys.com
Lapore	Nicole	Alternate	Industry - Retail Food	Albertsons	Devon	PA	973-886-7783	nicole.lepore@albertsons.com
Algeo	Susan	Alternate	Industry - Support	WinWam	Mt. Laurel	NJ	610-322-7665	susanalgeo@winwam.com
Meinhardt	Christina	Alternate	Industry - Food Service	Aramark	Philadelphia	PA	267-939-4894	meinhardt-christina@aramark.com
*Larsen	Tom	Alternate (recommended)	Industry - Support	Accounts Coordinator of State Food Safety	Orem	UT		tlarsen@statefoodsafety.com
Noller	Aubrey	Alternate	Industry - Retail Food	Food Lion	Salisbury	NC	8646402760	aubrey.noller@retailbusinessservices.com

*This Alternate member is being added to the roster at the direction of the Conference Chair. Will require Executive Board approval before being moved into a voting position

w

Note: Minimum council committee size is 11 (as noted above): 1-Chair; 1-Vice Chair; 1-State; 1-Local; 2-Industry; 1-Academia; 1-Consumer; 3-Any constituency with emphasis on expertise;
 Maximum council committee size is 23 voting members: 1-Chair; 1-Vice Chair; 4-State; 4-Local; 8-Industry; 1-Academia; 1-Consumer; 3-Any constituency with emphasis on expertise; 36 -Non-voting alternates.
 Membership on standing committees is defined by the Executive Board. On all CFP committees, the committee chair, co-chair(s), and vice chair(s) all count towards constituency balance.

Major Food Allergen Framework

*Conference for Food Protection
2023 Biennium
Council II: Allergen Committee
Publication Date: _____*

[This page is intentionally blank.]

Contents

Introduction

PURPOSE This document is to serve as a voluntary operational framework for FOOD ALLERGY¹ prevention and control of the MAJOR FOOD ALLERGENS² (as defined below) using existing research and other evidence-based materials for FOOD ESTABLISHMENTS³ and OTHER COMMUNITY FOOD SOURCES⁴. Readers should be aware, however, that people may have other allergies beyond the major food allergens, and food establishments may employ the same practices outlined in this document to assist CONSUMERS⁵ with allergies, FOOD INTOLERANCE/SENSITIVITY⁶ beyond those listed herein.

Readers should be aware that consumers may have other food allergies, intolerances, or sensitivities (such as celiac disease, Crohn's disease, IBS/IBD, and others) which, although not technically allergies, are triggered by ingestion of particular foods.

SCOPE This document covers food allergy training of FOOD HANDLERS⁷; food handling policies and practices; consumer notification tools for food allergens; a food allergy reaction and emergency response guide; and equal consideration for other community food sources.

BACKGROUND A food allergy happens when a person's immune system overreacts to a food protein. Approximately thirty million people in the U.S. have food allergies, leading to 200,000 emergency department visits per year. FOOD ALLERGIC REACTIONS⁸ vary in severity, from mildly itchy skin and lip swelling to severe, life-threatening symptoms (ANAPHYLAXIS⁹) and death. In the United States, 51% of adults and 42% of children with food allergies have experienced a severe reaction.

1 "Food allergy" means the reaction of the body's immune system to certain proteins in food. Reactions can vary in severity from mild symptoms involving hives and lip swelling to severe, life-threatening symptoms, called anaphylaxis, which may involve shock and fatal respiratory problems.

2 "Major Food Allergen" mean the allergens in foods that cause over 90% of allergic reactions: milk, egg, fish (such as bass, flounder, or cod), crustacean shellfish (such as crab, lobster, or shrimp), tree nuts (such as almonds, pecans, or walnuts), wheat, peanuts, soybeans, and sesame.

3 "Food establishment" means an operation that (a) stores, prepares, packages, serves, vends food directly to the consumer, or otherwise provides food for human consumption such as a restaurant; satellite or catered feeding location; catering operation if the operation provides food directly to a consumer or to a conveyance used to transport people; market; vending location; institution; or food bank; and (b) relinquishes possession of food to a consumer directly, or indirectly through a delivery service such as home delivery of grocery orders or restaurant takeout orders, or delivery service that is provided by common carriers.

4 "Other community food sources" means food sources that are made available to the public on a need basis, e.g., food bank, food shelf, food pantry.

5 "Consumer" means a person who is a member of the public, takes possession of food, is not functioning in the capacity of an operator of a food establishment or food processing plant, and does not offer the food for resale

6 An adverse reaction to a substance in food that does not involve the immune system, e.g., the inability to process or breakdown a certain food such as the milk sugar lactose which can lead to discomfort or have ill effects.

7 "Food handler" means a person who handles food utensils or who prepares, processes, or serves food or beverages for people other than members of their immediate household.

8 "Food allergic reaction" means an adverse health effect arising from a specific immune response that occurs reproducibly on exposure to a given food. The immune response can be severe and life-threatening.

9 "Anaphylaxis" means a life-threatening allergic reaction due to over-release of certain chemicals in the body resulting in shock when a person with an allergy is exposed to an allergen. Allergies to food, insect stings, medications, and latex, are most frequently associated with this type of severe response, and may include skin symptoms or swollen lips, difficulty breathing, reduced blood pressure, and gastrointestinal symptoms.

The **Major Food Allergens** that cause over 90% of all allergic reactions in people are these types of food:

- Milk
- Eggs
- Fish (such as bass, flounder, or cod)
- Crustacean shellfish (such as crab, lobster, or shrimp)
- Tree nuts (such as almonds, pecans, or walnuts)
- Wheat
- Peanuts
- Soybeans
- Sesame¹⁰

This guide includes example procedures, considerations, and resources that a food establishment can use to respond when someone notifies the food establishment about a food allergy or reports an allergic reaction. It also provides a framework for providing consumers accurate information about food ingredients so they can make informed decisions when ordering.

Although comprehensive, this guide might not provide everything that needs to be considered for a food allergy reaction and emergency response plan. It might also contain materials that are not relevant to every food establishment, so please consider internal procedures or standard operating procedures when using this material.

¹⁰ Sesame has been added to the list of Major Food Allergens via the FASTER Act of 2021, effective January 1, 2023.

A. Training

PURPOSE This is a framework to educate food handlers about (1) the Major Food Allergens – milk, egg, fish (such as bass, flounder, or cod), crustacean shellfish (such as crab, lobster, or shrimp), tree nuts (such as almonds, pecans, or walnuts), wheat, peanuts, soybeans, and sesame; and (2) other allergy and intolerance issues they may encounter.

Duties in food establishment (intensity of training increases with responsibility)

1. PIC - Person in Charge (PIC)¹¹

Training should include

- a) Definitions for food allergy, food intolerance/sensitivity, and CROSS-CONTACT¹².
- b) List of the symptoms of a food allergic reaction, including anaphylaxis.
- c) List of the Major Food Allergens in FDA's Food Code.
- d) Dangers of food allergens and how to prevent cross-contact.
- e) Using proper cleaning methods, such as wash, rinse, and sanitize, to prevent cross-contact.
- f) How and when to communicate with consumers and staff about food allergens.
- g) Special considerations related to food allergens for workstations and SELF-SERVICE¹³ areas.
- h) How to handle food allergy requests.
- i) How to deal with food allergy emergencies.
- j) Proper food preparation for guests with food allergies.
- k) How to read a food LABEL¹⁴ and understand the importance of food labels.
- l) Personal hygiene practices to prevent cross-contact.
- m) How to receive and store foods that contain Major Food Allergens to prevent cross-contact.

2. Front of house; wait staff, hostess/host, to-go personnel

Training should include

- a) Definitions for food allergy, food intolerance/sensitivity, and cross-contact.
- b) List of the symptoms of a food allergic reaction, including anaphylaxis.
- c) List of the Major Food Allergens in FDA's Food Code.
- d) How to handle food allergy requests.
- e) How to deal with food allergy emergencies.

3. Back of house; Food handler (as defined in FDA's Food Code)

Training should include

- a) List of the Major Food Allergens in FDA's Food Code.
- b) Dangers of food allergens and how to prevent cross-contact.
- c) Cleaning and personal hygiene practices to prevent cross-contact.
- d) In-depth knowledge of MENU¹⁵ items and preparation as it relates to assigned duties.
- e) Proper food preparation for consumers with food allergies.
- f) How to read a food label and understand the importance of food labels.

¹¹ "Person in Charge (PIC)" means the person present at a food establishment who is responsible for the operation at the time of inspection.

¹² "Cross-contact" means the unintentional transfer of an allergen from a food or food-contact surface containing an allergen to a food or food-contact surface that does not contain the allergen.

¹³ "Self-service" means areas where a food handler is not present to serve a consumer and the consumer is responsible for serving themselves. Examples: buffets, salad bars, sushi bars, or display cases.

¹⁴ "Label" means a display of written, printed, or graphic matter upon the immediate container of any article; and any word, statement, or other information that appears on the outside container or wrapper of the retail package.

¹⁵ "Menu" means all written and verbal lists of foods prepared and offered in a food establishment.

4. Understanding Labels

- a) Manufacturers of PACKAGED FOOD¹⁶ products that contain a Major Food Allergen are required by law to list that allergen on the product label – including if they are, or are a component of, a flavor, color, incidental additive, or spice (i.e., sesame paste).
- b) There are several ways the allergen can be listed, so CONSUMERS¹⁷ must read product labels carefully.
 - i. The allergen may be listed in a ‘Contains’ statement.
 - ii. If the product does not have a ‘Contains’ statement, consumers should review the entire ingredient list.
 - iii. A ‘may contain’ or ‘produced in a facility’ marking is a voluntary, separate allergen advisory statement when there is a chance that a food allergen could be present. Anything labeled in this manner should be considered to have an allergen present.
- c) Common allergens can have other names. For example, caseinates (in all forms), and whey (in all forms) are all milk proteins.
- d) Although the same allergen can be present in multiple ingredients, its “food source name” (for example, milk), or common or usual name, must appear in the ingredient list just once to comply with LABELING¹⁸ requirements.

SUPPLY CHAIN CONSIDERATIONS Manufacturers change their ingredients and production methods continually and without warning; it is especially important to read the ingredient label, and ingredient statement, for the presence of major food allergens with each shipment. Contact the manufacturer in advance if you have questions about food allergens that may be in a product.

- e) Major food allergen labeling information can be found within:
 - FDA’s “21 CFR 101”, <https://www.ecfr.gov/current/title-21/chapter-I/subchapter-B/part-101>
 - USDA’s “Allergens – Voluntary Labeling Statements,” <https://www.fsis.usda.gov/guidelines/2013-0010>
 - USDA’s “FSIS Compliance Guidelines: Allergens and Ingredients of Public Health Concern: Identification, Prevention and Control, and Declaration through Labeling,” <https://www.fsis.usda.gov/sites/default/files/import/Allergens-Ingredients.pdf>

¹⁶ “Packaged” means bottled, canned, cartoned, bagged, or wrapped, whether packaged in a food establishment or a food processing plant. “Packaged” does not include wrapped or placed in a carry-out container to protect the food during service or delivery to the consumer, by a food handler, upon consumer request.

¹⁷ “Consumer” means a person who is a member of the public, takes possession of food, is not functioning in the capacity of an operator of a food establishment or food processing plant, and does not offer the food for resale.

¹⁸ “Labeling” means all labels and other written, printed, or graphic matter upon any article or any of its containers or wrappers or accompanying such article.

B. Food-Handling Policies & Practices to Help Consumers with Food Allergies

PURPOSE Example policies and practices are provided here that will reduce the risk of a consumer being exposed to a food allergen.

With food allergens, it is **very important** to avoid having **even small amounts** of an ingredient to which a consumer is allergic come into contact with their food, utensils, tableware, and packaging. The unintentional transfer of an allergen from a food or food-contact surface containing an allergen to a food or food-contact surface that does not contain the allergen is called **cross-contact**. Sometimes it is obvious when an allergy-causing ingredient has gotten into a food through cross-contact because the ingredient can be easily seen, but other times it is not obvious, and great care should be taken to avoid these situations.

Following these guidelines, which apply to **all food handlers** who come into contact with food, beverages, and any food preparation surface, can help consumers with allergies avoid potentially life-threatening allergic reactions.

Train relevant staff in the following procedures

1. Food & Ingredient Storage

- a) **Label** and segregate unpackaged foods containing one or more of the Major Food Allergens away from each other, and store separately from other foods and ingredients. *Make sure to read ingredient labels to check for the presence of allergens before labeling and segregating.
- b) Spills of any of the Major Food Allergens should be cleaned up immediately, following the usual cleaning procedures used in the food establishment. If any Major Food Allergen accidentally comes into contact with other food ingredients that do not contain that allergen, these ingredients should be excluded from use.

2. Self-Service Items

- a) For food items that were made on site, **label** the food items, or place **signs** next to the food items, that clearly identify the presence of one or more of the Major Food Allergens, or keep ingredient lists on site that identify the presence of one or more of the Major Food Allergens.
- b) Labels and signage should be in both English and Spanish, and/or other languages appropriate to either the establishment, or the geographic area.

3. Taking a Food Order

- a) When a consumer informs staff they have a food allergy, intolerance, or sensitivity, immediately **notify** the Person in Charge (PIC) or designated person (manager, chef, or key employees).
- b) Help the consumer **identify** menu items that contain ingredients to which they are allergic and offer suggestions for alternative menu items.
- c) If no alternative menu options are available, politely **inform** the consumer.
- d) If it is possible to **modify** a menu item so that it does not include ingredients the consumer must avoid, inform the consumer, and ask if the modification would suit their needs.
- e) **Verify** with the food handler that the proposed menu item modification is possible, feasible, and can be done safely for the consumer.
- f) Make a **note** on the consumer's order that they have a food allergy/intolerance/sensitivity and which ingredients they must avoid so that other food handlers are aware.

4. Preparing a Food Order

- a) Thoroughly clean all areas and equipment that will be used for preparing the allergic consumer's meal, even if those areas had already been cleaned for normal use.
- b) Wash hands thoroughly before preparing the allergic consumer's meal. In some situations it may be necessary to change apron/chef coat, if previously soiled with potential allergens.
- c) Use dedicated equipment or physically separate products to prevent cross-contact.
- i. Use color-coded or specially marked supplies, uniforms, equipment, and utensils designated for preparing allergen-free meals.
- ii. Avoid using the same cooking medium (e.g., oil or water) and surface (e.g., grill, prep table) when handling ingredients with and without allergens.
 - d) Use ingredients that do not contain the allergen(s) to which the consumer is allergic. Check ingredient labels for packaged foods.
 - e) Prepare food in a manner that eliminates cross-contact. All preparation, including garnishes, should be done by only one food handler who is dedicated to ensuring the meal is allergen-free, and who is not preparing other consumers' meals at the same time.
- i. **If a mistake is made**, and an ingredient to which the consumer is allergic is accidentally included in the meal, it is **not sufficient** to simply remove the offending ingredient, because cross-contact will have occurred. In case this happens, **re-make** the consumer's meal.
- ii. Wash your hands with soap and water before continuing preparation to avoid potential, or additional, cross-contact.
 - f) Cover the meal with a clean lid to prevent cross-contact and mark the meal as "allergy" so other staff are aware.
 - g) Notify the PIC, or designated food handler once the allergen-free meal is prepared and ready for service.
 - h) Wash, rinse, and store special equipment for allergen-free meals to be ready for next use.
 - i) Wash your hands with soap and water before touching anything else if you have handled a food allergen.

5. Delivering a Food Order

- a) Verify with the food handler who prepared the meal that it does not contain the allergen specified by the consumer.
- b) Ensure no cross-contact with other meals occurs during transport of the meal to the consumer.
- c) Use a separate meal tray to deliver the meal.
- d) **VERIFY** with the consumer that the meal meets their needs.
- e) Discard the meal and offer to re-make it for the consumer if the meal contains ingredients to which the consumer is allergic. **Notify** the PIC. **Review** procedures and **retrain** the food handler(s) who prepared and handled the meal on these procedures **before** allowing them to re-make the consumer's meal.

C. Tools to Notify Consumers about Major Food Allergens

PURPOSE The purpose of this guidance is to provide examples of how to give consumers accurate information about food ingredients that are, or that contain, Major Food Allergens so they can make informed decisions when ordering. Giving incorrect or incomplete information can put consumers at risk for allergic reactions.

Consumers with food allergies depend on accurate allergen information when deciding what to eat. It is most effective to tell the consumer both verbally and in writing (e.g., on labels and menus) about the presence of food allergens and the risks of cross-contact.

1. Food Allergens in Menu Items & Self-Served Food¹⁹ Items

- Review your menu and source ingredients.
- Use a table (see “Figure 1: Example Food Allergen Matrix” below), listing each menu item and noting the presence of major food allergens including all ingredients such as egg washes, sauces, garnishes, etc. Remember, a food might have more than one allergen.
- Print “Figure 2. Allergen Matrix – Major Food Allergens Present in Menu Items” (following page) and use it for staff and consumers.
- Assign a person in charge to regularly, at least once a year, review the food allergen table and update it as needed to verify the ingredients have not changed. Review and update when ingredients, suppliers or processes have changed, and/or a new item has been added to the menu. Consider off-menu items, seasonal and specialty items.
- Have accessible the full list of ingredients for menu items for consumers with allergies or intolerances beyond the top nine. Consumers may be allergic to ingredients beyond the Major Food Allergens, like gluten. Understanding the full list of ingredients may help you better assist these consumers.

2. Create a Food Allergen Matrix (based upon your current menu items)

Figure 1. Example Food Allergen Matrix

Food Items *		Major Food Allergens							
		Egg	Fish	Milk	Peanut	Sesame	Shellfish	Soybean	Tree Nut
Breads or Breaded	Bage ls	X		X		m		m	
	Gluten Free biscuit	X		X				m	m
	Sourdough bread								
	Croutons	X		m		m			m
	Onion rings	X		X					
	Chicken nuggets	X						m	
Mac and cheese		X		X					
Cheese	American			X					
	Provolone			X					
	Cheddar			X					
Peanut oil in fryer					X			X	
Lettuce Salad	no Dressing								
	with Dressing	X		X				X	

"X" Contains this allergen.

"m" May contain this allergen or is processed in a facility with this allergen.

¹⁹ "Self-served food" means Restaurant-type food that is available at a salad bar, hot food bar, buffet line, cafeteria line, or similar self-service facility, and is served by the consumers themselves. Self-service food also includes self-service beverages, such as drinks dispensed from a soda fountain and coffee available on a self-service basis

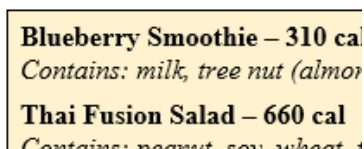
3. Menus & Signage

Design and update existing menus (including those for online ordering, catering, specials, and take-out) to ensure names and descriptions of **all** food items include Major Food Allergens present in each food. For example:

- Have signage to notify consumers and food handlers an allergen menu exists.
- Next to each menu item, include text to specify allergens (e.g., *Contains egg, milk*).
- Use images (or “icons”) of food allergens next to menu items where they are present. Include a key so consumers know what the icons represent. Links to websites with pre-made icons are included below.

Figure 3. Examples of notifications

Example 1: In-menu allergen notification.



Example 2: Allergen icons.

4. Talk with Consumers

- Encourage staff to **ask consumers** about any food allergies they might have.
- Provide a list** of menu items and their ingredients for food handlers and consumers as a reference.
- Appoint at least one trained food handler per shift** to respond to consumer requests and questions about food allergens.

5. Other Ways to Inform Consumers

- Static clings** on display cases provide Major Food Allergen information in consumer view. **Tags or tents** next to food items also work well.
- Counter cards, table-talkers, or signs** at the point-of-sale or pick-up to inform consumers.
- Consider **placing a sign in a prominent location**, when contact with a Major Food Allergen is possible or unavoidable (e.g., French fries prepared in the same fryer as breaded [wheat-containing] items).
- Websites** where you can find graphics and other icons for food allergens include:
 - International Association for Food Protection (IAFP) Food Allergen Icons
<https://www.foodprotection.org/resources/food-allergen-icons/>
 - StateFoodSafety Allergen Icons
https://drive.google.com/drive/folders/1z_le5yxvWq5vFLnWnR7FeIXZDQePhygl?usp=sharing
 - Erudus Food Allergy Icons
<https://erudus.com/standardised-food-allergy-icons/>

D. Food Allergy Reaction & Emergency Response Guide

PURPOSE This section is to serve as a resource for food establishments when writing a food allergy reaction and emergency response plan. This guide includes example procedures, considerations, and resources that a food establishment can use to respond when someone reports an allergic reaction. Although this section was written specifically for food allergies, some parts are applicable to reactions caused by other exposures, such as bee stings. Example informational posters are included for you to use within your food establishment.

1. What an allergic reaction may look like

Allergies are complex and allergic reactions can vary from person to person.

Allergic reactions can present in many ways. Food allergic reactions vary in severity, from mildly itchy skin and lip swelling to severe, life-threatening symptoms (anaphylaxis) and death. Some signs and symptoms only affect one part of the body (for example, hives around the mouth). Some signs and symptoms mean that multiple areas of the body are affected (for example, dizziness).

Even within the same person, reactions can differ from food-to-food and day-to-day. For example, a person might experience itching around the mouth after eating an almond, but they could have difficulty breathing and require emergency care after eating a peanut. Even reactions to the same food on different eating occasions can cause different symptoms in the same person.

Different people, including children, experience different symptoms too. For example, not everyone experiences nausea or diarrhea during a reaction. Likewise, it is possible to have a severe life-threatening reaction (anaphylaxis) without any skin symptoms, such as a rash or hives.

2. Allergic reactions in children and adolescents

Children can experience serious food allergic reactions, with an alarming number of fatal anaphylactic reactions occurring during adolescence. Milk, egg, wheat, and soy allergies are more common in childhood than adulthood.

Children can have difficulty communicating what they are experiencing during a reaction. Some children put their hands in their mouths or scratch at their tongues. Their voices may change (for example, becoming hoarse or squeaky), and they might slur their words.

3. If someone reports an allergic reaction

These are **examples** of potential actions to take when a person reports an allergic reaction.

Procedures may differ depending on the severity of the reaction. Food establishments should evaluate their need for internal procedures or additional steps, based on corporate policies or other circumstances.

*** When in doubt, call 911 ***

- a) Clearly direct one person to dial 911 and report an allergic reaction.
- b) Follow the directions of emergency services personnel and the food establishment's food allergy emergency response plan.

4. Epinephrine auto-injectors

a) What is an auto-injector?

EPINEPHRINE AUTO-INJECTORS²¹ are medical devices for injecting a measured dose of epinephrine directly into a person experiencing an allergic reaction. The devices are designed to be given through clothing. Multiple brands of auto-injectors are available in the United States, and other countries, and may look slightly different. In the U.S., you cannot buy an epinephrine auto-injector unless you have a prescription from a health care provider. Food establishments will not be able to stock an auto-injector for general use.

Epinephrine auto-injectors have specific directions for use printed directly on the device.

Always follow the instructions printed on the auto-injector. Always call emergency services when an auto-injector needs to be administered, as a relapse is possible.

b) Here are some example images of what an epinephrine auto-injector might look like; not all auto-injectors will look like these.

Figure 4. Examples of Epinephrine auto-injectors (EAls)



5. Additional considerations for the food establishment

The following questions and scenarios may be used to develop a detailed food allergy reaction and emergency response plan and/or can be used as a practice drill. Not all questions and scenarios will apply to a food establishment and some food establishments might have additional questions to consider.

- a) What ingredient information will be provided to a consumer if they ask? Will this information be written or verbal?
- i. If a person experiences a reaction, their first question will be if the allergen was present in any of the food(s) they ate.
 - b) The exact numbers to dial to reach emergency services should be clearly posted by all telephones.
- i. Is there an additional number to dial or extra step to get an outside line?
 - c) Each person should be aware of any role they play during an emergency. You may consider who will:
- i. Be the primary person in charge and ensure each person is performing their duties.

²¹ A device for injecting oneself with a single, preloaded dose of a drug. The device typically consists of a spring-loaded syringe activated when the device is pushed firmly against the body.

- ii. Call emergency services and relay information.
- iii. Direct and meet emergency medical services? Are there clear instructions available on how to find the food establishment?
- iv. Interact with and physically assist the consumer, if necessary.
- v. Keep the area around the person experiencing the reaction clear.
 - d) Will the food establishment keep any allergy-specific supplies (for example, antihistamines or itch creams) on hand? If yes, when will they be used?

REMINDER Epinephrine is the only medication that can treat a severe allergic reaction and must be prescribed by a health care provider.

- e) Will staff have permission to search a person's belongings for an epinephrine auto-injector if they are unable to assist?
 - f) Can staff administer epinephrine auto-injectors? If yes, which people have permission?
 - g) Is there an automated external defibrillator ("AED") available? If yes, are staff trained to use it?
 - h) What are the procedures if the person experiencing a reaction does not want to call an ambulance? If the person leaves before the ambulance arrives, who will pay for any charges incurred?
 - i) Is there a debriefing and/or reporting requirement after the incident? If yes, include those steps in the allergic reaction response plan.
 - j) Modify the response plan, as necessary, to better prepare for future incidents.
6. *Examples of Posters (that can be placed within your food establishment to support food allergy preparedness and emergencies)*

E. Equal Consideration for Other Community Food Sources

Other community food sources provide healthy, nutritious food to those in need. For individuals with food allergies, it can be difficult to find safe foods. People with food allergies may need additional support and it is important to consider the food sources' ability to do the following:

- Have at least one well-trained person that is available to speak with those who have allergy concerns. It is important to identify foods that do not contain *at least* the Major Food Allergens so appropriate suggestions can be made.
- Allow consumers the opportunity to review original food packaging so they can read the labels. Know the importance of reading every label, every time, as ingredients can change without warning.
- Make sure staff understand the dangers of cross-contact and how to avoid it. Find out what procedures are in place to avoid cross-contact in the storage and/or preparation of food, if it is being prepared on site, so it can be shared readily.
- If food is cooked and/or served on the premises, be sure workers know how to recognize the signs and symptoms of anaphylaxis and what the protocols are for a food-allergic emergency.

When offering foods/meals to large groups, encourage preparation of meals that are free of the Major Food Allergens.

- If foods or meals with food allergens are served, provide materials (e.g., signage, labels, tags, tents) in prominent and visible locations to inform consumers.
- While most sections of this document are applicable to both food service venues as well as other community food sources, special attention should be paid to the understanding of how allergens are listed on food labels and the availability of food label information.

Food Sources During an Emergency and Disaster Preparedness








Whether an earthquake, hurricane or wildfire, natural disasters, in addition to man-made ones, can happen at any time, often with little notice. Establish procedures for accessing allergen-friendly foods during an emergency. A crisis is never a time to experiment with a new food or product.

Food Allergy Reactions

Nine Major Food Allergens

-  Milk
-  Eggs
-  Fish
-  Shellfish
-  Tree nuts
-  Peanuts
-  Wheat
-  Soybeans
-  Sesame

Symptoms of a Severe Allergic Reaction

			
LUNG Short of breath, wheezing, repetitive cough	HEART Pale, blue, faint, weak pulse, dizzy	THROAT Tight, hoarse, trouble breathing/ swallowing	MOUTH Significant swelling of the tongue and/or lips
			OR A COMBINATION of symptoms from different body areas.
SKIN Many hives over body, widespread redness	GUT Repetitive vomiting, severe diarrhea	OTHER Feeling something bad is about to happen, anxiety, confusion	

FOR MILD SYMPTOMS FROM MORE THAN ONE SYSTEM AREA, GIVE EPINEPHRINE.

If someone is having a SEVERE ALLERGIC REACTION...



INJECT EPINEPHRINE IMMEDIATELY

Follow the instructions on the device.



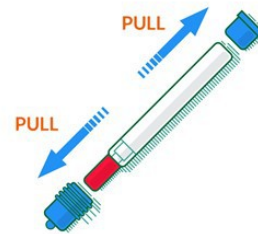
CALL 911

Tell them the individual is having an allergic reaction.

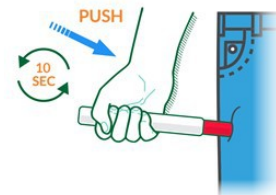


LAY them down. If breathing is difficult or they are vomiting, let them sit up or lie on their side.

STEP 1. Prepare the epinephrine auto injector for injection by following the instructions on the device.



STEP 2. Administer the injection by firmly push the needle into the leg until a click is heard or felt. Hold the device there.



Written allergic reaction response plan is can be found here: _____

Adapted from Michigan Department of Agriculture and Rural Development, Michigan Restaurant Association, <https://www.foodallergy.org/living-food-allergies/food-allergy-essentials/food-allergy-anaphylaxis-emergency-care-plan>, and <https://www.fda.gov/food/food-labeling-nutrition/food-allergies>

Figure 6. Symptoms of an Allergic Reaction

Symptoms of an Allergic Reaction



Skin

Hives • Swelling • Itch
Warmth • Redne



**Mouth &
Throat**

Tightness • Itchin
swallowing • Stuffy or
• S



Wheezing • Cough
breathing • Chest |

Figure 7. A Child's Description of an Allergic Reaction

A Child's Description of an Allergic Reaction

“Something’s not right” •
“happening” • “I’m worried” • “I
feel dizzy” • “I feel sleepy”

“This food is too spicy.”
“My mouth is
hot/burning/tingling/itching”
“My tongue feels
funny/heavy”
“It (my tongue) feels like there
is a hair on it”
“There’s something stuck in
my throat”
“It hurts when I swallow”



Figure 8. Food Allergy Aware - Six that save lives

FOOD ALLERGY AWARE

SIX THAT SAVE LIVES

1

The Symptoms

Signs of a serious food allergy reaction – known as anaphylaxis – are 2 or more of the following after eating a suspect food:

Hives, itching and/or skin redness
Swelling of the tongue, lips or throat

Breathing difficulty, wheezing or coughing

Stomach cramps or vomiting or diarrhea

Feeling faint / drop in blood pressure (If only this 1 symptom, it is still anaphylaxis.)



4

Go to the Hospital

A person who had an emergency epinephrine shot must be taken to hospital for observation. If symptoms have not improved within 10 to 15 minutes, a second auto-injection should be given.

2

In Anaphylaxis: Use the auto-injector right away. Call 911 and report a food allergy emergency.

Epinephrine shots are given via the auto-injector to the outer thigh muscle. This is considered a very safe drug. Antihistamines are acceptable as secondary medication only. They won't halt anaphylaxis. Allergists say: err on the side of using the auto-injector.

3

Time is of the Essence

In studies of those who have died of anaphylaxis, they did not receive an epinephrine injection, or they got it too late, after a reaction had progressed. In anaphylaxis, prompt use of the shot is always essential.

5

Reclining is Best

During the ambulance ride, the person having the severe reaction should be lying down with the legs raised (this improves blood flow). NIAID guidelines recommend the patient receive oxygen and IV fluid.



6

Don't Go It Alone

No person should be expected to be fully responsible for the administration of an epinephrine auto-injector. Assistance with anaphylaxis is crucial.

From allergyliving.com. Based on guidelines from NIAID and the Canadian Society of Allergy and Clinical Immunology.

Definitions

Anaphylaxis

A life-threatening allergic reaction due to over-release of certain chemicals in the body resulting in shock when a person with an allergy is exposed to an allergen. Allergies to food, insect stings, medications, and latex, are most frequently associated with this type of severe response, and may include skin symptoms or swollen lips, difficulty breathing, reduced blood pressure, and gastrointestinal symptoms.

Consumer

A person who is a member of the public, takes possession of food, is not functioning in the capacity of an operator of a food establishment or food processing plant, and does not offer the food for resale.

Cross-contact

The unintentional transfer of an allergen from a food or food-contact surface to a food or food-contact surface that does not contain the allergen.

Epinephrine auto-injector

A device for injecting oneself with a single, preloaded dose of a drug. The device typically consists of a spring-loaded syringe activated when the device is pushed firmly against the body.

Food allergic reaction

An adverse health effect arising from a specific immune response that occurs reproducibly on exposure to a given food. The immune response can be severe and life-threatening.

Food allergy

The reaction of the body's immune system to certain proteins in food. Reactions can vary in severity from mild symptoms involving hives and lip swelling to severe, life-threatening symptoms, called anaphylaxis, which may involve shock and fatal respiratory problems.

Food establishment

An operation that (a) stores, prepares, packages, serves, vends food directly to the consumer, or otherwise provides food for human consumption such as a restaurant; satellite or catered feeding location; catering operation if the operation provides food directly to a consumer or to a conveyance used to transport people; market; vending location; institution; or food bank; and (b) relinquishes possession of food to a consumer directly, or indirectly through a delivery service such as home delivery of grocery orders or restaurant takeout orders, or delivery service that is provided by common carriers.

Food handler

A person who handles food utensils or who prepares, processes, or serves food or beverages for people other than members of his or her immediate household.

Food intolerance/sensitivity

An adverse reaction to a substance in food that does not involve the immune system, e.g., the inability to process or breakdown a certain food such as the milk sugar lactose which can lead to discomfort or have ill effects.

Label

A display of written, printed, or graphic matter upon the immediate container of any article; and any word, statement, or other information that appears on the outside container or wrapper of the retail package.

Labeling

All labels and other written, printed, or graphic matter upon any article or any of its containers or wrappers or accompanying such article.

Major Food Allergen

The allergens in foods that cause over 90% of allergic reactions: milk, egg, fish (such as bass, flounder, or cod), Crustacean shellfish (such as crab, lobster, or shrimp), tree nuts (such as almonds, pecans, or walnuts), wheat, peanuts, sesame, and soybeans.

Menu

All written and verbal lists of foods prepared and offered to consumers.

Other community food sources

Food sources that are made available to the public on a need basis, e.g., food bank, food shelf, food pantry.

Packaged food

"Packaged" means bottled, canned, cartoned, bagged, or wrapped, whether packaged in a food establishment or a food processing plant. (2) "Packaged" does not include wrapped or placed in a carry-out container to protect the food during service or delivery to the consumer, by a food handler, upon consumer request.

Person in Charge (PIC)

The person present at a food establishment who is responsible for the operation at the time of inspection.

Self-served food

Restaurant-type food that is available at a salad bar, hot food bar, buffet line, cafeteria line, or similar self-service facility, and is served by the consumers themselves. Self-service food also includes self-service beverages, such as drinks dispensed from a soda fountain and coffee available on a self-service basis.

Self-service

Areas where a food handler is not present to serve a consumer and the consumer is responsible for serving themselves, such as at a buffet, salad bar, sushi bar, or display case.

References

- Conference For Food Protection. (2021). Food allergen notifications: A guidance for industry. <http://www.foodprotect.org/media/guide/cfp-allergen-notification-guidance-8-22-2019-10-27-21.pdf>
- FARE: Facts and Statistics
<https://www.foodallergy.org/resources/facts-and-statistics>
- UC Davis: Food allergies in children: Pediatric guidelines, diagnosis and more (ucdavis.edu)
<https://health.ucdavis.edu/blog/good-food/food-allergies-in-children-pediatric-guidelines-diagnosis-and-more/2021/07>
- Serbes 2022: Serbes et al. Clinical features of anaphylaxis in children. Allergy Asthma Proc.
- FARE/Child: How a Child Might Describe a Reaction | Food Allergy Research & Education
<https://www.foodallergy.org/resources/how-child-might-describe-reaction>
- SNHD: HACCP-Based SOPs (southernnevadahealthdistrict.org)
<https://www.southernnevadahealthdistrict.org/download/FERL-Resources/SOP-ALLERGY-TRAINING-AND-RESPONSE-20190102.pdf>
- Significant portions of this guidance were informed by materials developed by the Southern Nevada Health District.
<https://www.southernnevadahealthdistrict.org/permits-and-regulations/food-establishment-resource-library/food-allergy-awareness-materials/>
- FARE: Navigating Food Assistance Programs with Food Allergies
<https://www.foodallergy.org/resources/food-banks-and-soup-kitchens>
- FDA: Have Food Allergies? Read the Label
<https://www.fda.gov/consumers/consumer-updates/have-food-allergies-read-label>

Train relevant staff in the following procedures:

1. Food & Ingredient Storage

- a) Label and segregate unpackaged foods containing one or more of the Major Food Allergens away from each other, and store separately from other foods and ingredients. *Make sure to read ingredient labels to check for the presence of allergens before labeling and segregating.
- b) Spills of any of the Major Food Allergens should be cleaned up immediately, following the usual cleaning procedures used in the food establishment. If any Major Food Allergen accidentally comes into contact with other food ingredients that do not contain that allergen, these ingredients should be excluded from use.

2. Self-Service Items

- a) For food items that were made on site, label the food items, or place signs next to the food items, that clearly identify the presence of one or more of the Major Food Allergens, or keep ingredient lists on site that identify the presence of one or more of the Major Food Allergens.
- b) Labels and signage should be in both English and Spanish, and/or other languages appropriate to either the establishment, or the geographic area.

3. Taking a Food Order

- a) Encourage staff to ask consumers about any food allergies they might have.
- b) When a consumer informs staff they have a food allergy, intolerance, or sensitivity, immediately notify the Person in Charge (PIC) or designated person (manager, chef, or key employees).
- c) Provide a list of menu items and their ingredients for food handlers and consumers as a reference.
- d) Help the consumer identify menu items that contain ingredients to which they are allergic and offer suggestions for alternative menu items.
- e) If no alternative menu options are available, politely inform the consumer.
- f) If it is possible to modify a menu item so that it does not include ingredients the consumer must avoid, inform the consumer, and ask if the modification would suit their needs.
- g) Verify with the food handler that the proposed menu item modification is possible, feasible, and can be done safely for the consumer.
- h) Make a note on the consumer's order that they have a food allergy/intolerance/sensitivity and which ingredients they must avoid so that other food handlers are aware.

4. Preparing a Food Order

- a) Thoroughly clean all areas and equipment that will be used for preparing the allergic consumer's meal, even if those areas had already been cleaned for normal use.
- b) Wash hands thoroughly before preparing the allergic consumer's meal. It is necessary to change apron/chef coat, if previously soiled with potential allergens.
- c) Use dedicated equipment or physically separate products to prevent cross-contact.
 - i. Use color-coded or specially marked supplies, uniforms, equipment, and utensils designated for preparing allergen-free meals.
 - ii. Avoid using the same cooking medium (e.g., oil or water) and surface (e.g., grill, prep table) when handling ingredients with and without allergens.

SUMMARY – Major Food Allergen Framework

- d) Use ingredients that do not contain the allergen(s) to which the consumer is allergic. Check ingredient labels for packaged foods.
- e) Prepare food in a manner that eliminates cross-contact. All preparation, including garnishes, should be done by only one food handler who is dedicated to ensuring the meal is allergen-free, and who is not preparing other consumers' meals at the same time.
 - i. If a mistake is made, and an ingredient to which the consumer is allergic is accidentally included in the meal, it is not sufficient to simply remove the offending ingredient, because cross-contact will have occurred. In case this happens, re-make the consumer's meal.
 - ii. Wash your hands with soap and water before continuing preparation to avoid potential, or additional, cross-contact.
- f) Cover the meal with a clean lid to prevent cross-contact and mark the meal as "allergy" so other staff are aware.
- g) Notify the PIC, or designated food handler once the allergen-free meal is prepared and ready for service.
- h) Wash, rinse, and store special equipment for allergen-free meals to be ready for next use.
- i) Wash your hands with soap and water before touching anything else if you have handled a food allergen.

5. Delivering a Food Order

- a) Verify with the food handler who prepared the meal that it does not contain the allergen specified by the consumer.
- b) Ensure no cross-contact with other meals occurs during transport of the meal to the consumer.
- c) Use a separate meal tray to deliver the meal.
- d) VERIFY with the consumer that the meal meets their needs.
- e) Discard the meal and offer to re-make it for the consumer if the meal contains ingredients to which the consumer is allergic. Notify the PIC. Review procedures and retrain the food handler(s) who prepared and handled the meal on these procedures before allowing them to re-make the consumer's meal.

6. If someone reports an allergic reaction

*** When in doubt, call 911 ***

- a) Clearly direct one person to dial 911 and report an allergic reaction.
- b) Follow the directions of emergency services personnel and the food establishment's food allergy emergency response plan.

Meeting #	Date	Page
1.	11/12/21	1
2.	11/23/21	6
3.	12/09/21	7
4.	12/23/21	10
5.	01/06/2022	11
6.	01/20/2022	13
7.	02/03/2022	16
8.	02/17/2022	19
9.	03/03/2022	21
10.	03/17/2022	24
11.	03/31/2022	27
12.	04/14/2022	35
13.	04/28/2022	42
14.	05/12/2022	46
15.	06/09/2022	49
16.	06/23/2022	59
17.	07/07/2022	60
18.	08/04/2022	71
19.	08/18/2022	80
20.	09/01/2022	92
21.	09/29/2022	93
22.	10/13/2022	103
23.	10/27/2022	113
24.	11/10/2022	119
25.	12/05/2022	128

Meeting Number	Meeting Date	Meeting Time
01	11/12/21	11:00 am EST
<u>Co-Chair; Meeting Chair</u> Amani Babekir	<u>Co-Chair; Meeting Scribe</u> Michelle Hill	<u>Council II Chairs</u> Jo DeFrancesco/Courtney Halbrook
<u>Advisory - FDA</u> Greg Abel	<u>Advisory – FDA</u> Devin Dutilly	<u>Advisory - FDA</u> Mary Cartagena
<u>Advisory - CDC</u> Erin Moritz	<u>Advisory – CDC</u> Jenna Seymour	
<u>Advisory - USDA</u> Jennifer Green		

AGENDA

- | | | |
|-------|--|---|
| i. | Meeting Call to Order | Amani Babekir |
| ii. | Rollcall | Michelle Hill |
| iii. | CFP Antitrust Statement | Amani Babekir |
| iv. | Identify a Committee Scribe | Michelle Hill (via Teams transcription service) |
| v. | Review CFP Timeline for Committee Work | Michelle Hill |
| vi. | Review of Committee Charges | Michelle Hill |
| vii. | Overview of Committee Plan of work | Amani Babekir |
| viii. | Action Items | Amani Babekir and Michelle Hill |
| ix. | Determine next meeting date | Tuesday, Nov 23, 2021, 2 pm EST |
| x. | Adjournment | Amani Babekir |
| xi. | Attachments to Minutes | Yes |

MEETING MINUTES**i. Call to Order – Amani Babekir**

This first meeting of the CFPs Council II Allergen Committee will now come to order at 11 am EST on November 12, 2021 ... As this is our first meeting there are no minutes to approve.

ii. ROLLCALL – Michelle Hill - 15/19 Voting Members present [9 required for quorum]**iii. Conference for Food Protection, Inc. Antitrust Statement – Read out by Amani Babekir**

This Antitrust Statement is to inform the Conference for Food Protection (CFP) Executive Board members and the general membership of CFP that whenever competitors within an industry gather together, appropriate care must be taken to ensure that violations of antitrust laws do not take place.

CFP functions, be they conferences, board or committee meetings, by their very nature, bring competitors together. To avoid antitrust allegations it is necessary to avoid discussions of sensitive topics. Agreements to engage in product boycotts, restrictive market allocations, refusal to deal with third parties and price-restraining activities are automatically illegal under antitrust laws.

An antitrust violation does not require proof of a formal agreement. There need not be written or verbal agreement to collude. Also, conversations regarding any of these sensitive areas may be construed as implicit violations. As a result, those attending CFP-sponsored functions should remember the importance of avoiding not only unlawful activities but even the appearance of unlawful activity.

The antitrust laws – the Sherman Act, Clayton Act, and the Federal Trade Commission Act – are intended to ensure free and open competition. Violations of these laws can have serious consequences for CFP and its members. Violations are felonies that can result in severe penalties and significant litigation expenses for CFP and its members. Even if a government or private suit is successfully defended, the cost and disruption of the litigation can be overwhelming. Taking antitrust precautions, therefore, is not only advisable but imperative.

For your protection, the Conference for Food Protection recommends that, should one of these subjects be brought up, it would be in your best interest to voice your objection and disassociate yourself from the discussion if it continues.

iv. Committee Scribe

Michelle Hill will vet meeting minutes and curate the file moving forward. Meeting minutes to be approved at the start of the next meeting.

v. Review CFP Timeline for Committee Work – Michelle Hill

This timeline was produced by the 2023 Biennium Executive Board. As we all are aware, we are operating on a condensed timeline for this biennium. We have just over 12-months to address and complete the charges assigned to this committee.

The EB has yet to publish a more specific timeline. As more information is made available, we will be sharing exact dates.

As you can see from this list, we have deadlines dictating the completion and submission of our work to our Council II Chairs, Co-Chairs, and EB.

Committee reports are due in March, July, September, and November.

2022	March	Due: Committee Reports submitted to Council (14-days prior to EB-mtg)
	April	EB Meeting – Westin Galleria - Houston TX
	May/June	Opens: 30-day period to apply online for Councils for 2023 Biennium
	July	Due: Committee Reports submitted to Council Review: Council Chairs review 2023 Council Applicants Due: Recommendations for Council - 30-days prior to EB Meeting
	August	EB Meeting: TBD EB Approve: Council Members for 2023 Biennium Due: 2023 *draft* Registration Packet for EB review Finalized: Registration Fees for 2023 Biennium Sponsorship categories, benefits, fees Consider: Workshop topics for 2023 Biennium
	September	Send: Notification to Council Applicants Conference Call: Issue Chair hosts call with Council and Standing Committee Chairs and Co-Chairs Site Visits: for future Biennial Meeting 2025/2026 Midwest Region TBD Due: Meeting venue contract negotiations for EB approval.
	October	Released: 2023 Issue Pre-submission form; Issue submission guidelines Distribute: Registration Packets
	November	Send: Delegate Letters – 150-days prior to Biennial Meeting (mandated) Due to Council Chairs for Review: Final Committee Reports; Prospective Committee Issues Send to EB for Review: Standing Committees Documents Due: Feedback to Committee Chairs from Conference Chair/EB/Council Chairs Submit: Revised Final Reports submitted to Issue Chairs for review and comment Submit: Revised Issues submitted to Issue Chairs for review and comment
	December	Opens online: 30-day submission period for 2023 Biennium
2023	January	Close: Issue submission mandated to close not less than 90-days prior to Biennial Meeting
	February	Deadline: Submit Official State Delegate Voting Form Finalize and Assign: Issue Committee completes review and assigns each to a Council for deliberation
	March	Available: Director produces Issue Packets, mandated at least 40-days prior to Biennial Meeting Due: Reports for EB due to Director
	April	21 st -28 th Biennial Meeting – Westin Galleria -Houston TX

vi. Review of Committee Charges – read out by Michelle Hill

1. Develop an operational framework for food allergy prevention and control using existing research and other evidence-based materials (for example: CDC guidance in schools and guidance developed by retail food industry) in retail food establishments including:
 - a. A written template retail food establishments can use to reduce the risk of food allergy reactions and respond to any reactions that do occur. The template can incorporate findings, lessons, materials, etc. from items 2-6.
 - b. Steps to take during a food allergy emergency and identify key components of food allergy emergency plans.
 - c. Food allergy training for food workers and identify educational content and training needs based on employees' assigned duties.
 - d. Findings, recommendations, and materials from the 2018 Allergen Committee to ensure retail food establishments have tools to notify customers when menu items contain major food allergens.
 - e. Food-handling practices, policies, and procedures to prevent food allergens from unintentionally contacting another food.
 - f. Equal considerations for alternate food sources, such as food pantries and food banks, to ensure equity and access.
2. Recommend changes to the Food Code that support retail food establishments to operationalize framework to prevent and control food allergic reactions.
3. Report back findings and recommendations to the next Biennial Meeting of the Conference for Food Protection.

vii. Overview of Committee Work Plan/Timeline – Amani Babekir

- a) collect materials and resources ... complete by the end of November.
- b) sorting of collected materials
- c) categorize it into categories and then we assign workgroups to these categories.
- d) workgroups will evaluate resources and determine the materials ... to construct framework.
- e) Collection and analysis completed by end of March

- f) April - write template to be used by ... retail food ... to manage the risk of allergy ... template is also going to be part of the framework.
- g) Framework to complete by ... July the 30th.
- h) Identify possible change to the food code by the end of October – clear Framework written and reviewed.
- i) Finalize Committee work – by end of December 2022.

Committee Work Plan	Steps to Completion	Completion Date
	Collect materials/resources	November 30
	Assign work groups	December 30
	Evaluate materials/resources	March 30
	Write a template	April 30
	Written framework	July 30
	Changes to the Food Code	October 30
	Final Report	December 30

Amani Babekir: I'm opening the floor for discussion from all of you. So, if you have a point or suggestion or comments, please raise your hand.

Michelle Hill: Madam Chair, I don't see any hands raised.

Amani Babekir: I would like to have a motion to accept or decline the workplan. Can I get first and a second on this motion please?

Michelle Hill: I move to accept this workplan.

Vinson, Scott: Second ... the motion.

Babekir, Amani: And let us proceed with the vote on the motion ... To make it simple ... voting YES for **non-acceptance**. ...if anyone opposed to the motion please say no or raise your hand ... Do we have any abstain ... motion pass to accept the committee work plan. Thank you.

viii. Action Items – Amani Babekir

Amani Babekir: Per our work plan we need to complete the collection of the material and resources ... by the end of this month. THANK YOU FOR CONTRIBUTING: James Baldwin, Jennifer Green, Ben Wagner. From the beginning of this committee work we are looking to add extra resources and materials to the research FDA and CDC, USDA ... local regulatory ... if you are aware of any resources, please send it to us. You could send the link or the PDF file.

Cartagena, Mary: clarification Is it any resource on allergens or is there something specific that you're looking for?

Amani Babekir: Yes ... it's more about controlling allergy in education about allergen and managing allergy in public setting or in food service areas.

Michelle Hill: We have not yet been able to set up a collection point on ... Teams ... as soon as we're able ... start pulling all those resources in one - we'll send out an email when completed - you can go and check it out and we don't repeat effort.

Resource	Completed
Previous CFP Committees	✓
Research	
FDA/CDC	
USDA	
Industry	
Food Retail	
Regulatory	

ix. Meetings Schedule for 2022 / 2023

- Bi-weekly meeting
- Thursday's
- 2 - 3 pm EST, 1 - 2 pm CST, 12 - 1 pm MST, 11 am – 12 pm PST
- Teams – configure access and data storage

Amani Babekir: [Opens Discussion around the proposed Committee Meeting Schedule]

Mortiz, Erin – makes suggestion regarding meeting times, alternating days of week so if you cannot attend one you may be able to attend another.

Amani Babekir: set up recurring meeting every Thursday ... will monitor your emails and responses to every meeting and invitation as it approaches ... those who cannot attend ... could suggest a better time or day to move it. [Request for questions / discussion]

Thoma, Libby – Yes, I was wondering if it's possible to have a proxy attend in our place if we have a desk, one dedicated person to fill in as our backup. If we're not able to attend.

Courtney Halbrook – I serve as vice chair of Council 2 and ... The correct answer is I'm not 100% certain ... so we'll get back to you. But it's a great question. Will find an answer.

Babekir, Amani – That sounds good. Thank you, Courtney ... we will send out an email once Courtney clarifies. Any further suggestions or a question? [silence] I would like to have a motion to accept or decline the timeline proposed here. Can I get first and second on this motion?

Vinson, Scott – I move to accept this schedule.

Baldwin, James – ... I ... second.

Babekir, Amani - Thank you, so let's proceed with the vote on this motion. Is there anyone opposed to the motion? Please say no or raise your hand? [silence] Do we have any abstaining? [silence] Thank you so Motion passes ... we will accept this schedule and adjust it as it needed. Thank you. I would like have a motion ... to accept or decline the next meeting Tuesday, November 23rd from 2:00 to 3:00. ... Can I get a first and second on this motion?

Vinson, Scott – Moves the motion

Ben Wagner – Seconds the motion.

Babekir, Amani - Thank you, let's just proceed with the vote on the motion ... anyone opposed motion, please say no. [silence] Do we have any abstaining? [silence] The motion passes - we will have our next meeting Tuesday, November 23rd from 2:00 to 3:00 Eastern Time. **ACTION** – Co-Chairs will send out email invites for meetings.

x. Meeting Adjourned – Amani Babekir

xi. ATTACHMENTS to Minutes

American College of Allergy, Asthma & Immunology, <http://acaai.org/>

Food Allergen Labeling and Consumer Protection Act of 2004 (Public Law 108-282, Title II).

Food Allergy & Anaphylaxis Connection Team, <http://www.foodallergyawareness.org/>

Food Allergy Research & Education, <http://www.foodallergy.org/>

FDA 2017 Food Code <https://www.fda.gov/media/110822/download>

Retail Allergen Resource Document: <https://www.fmi.org/docs/default-source/food-safety/retail-allergen-resource-document.pdf?sfvrsn=6>

Asthma and Allergy Foundation of America: <https://www.aafa.org/food-allergies/>

Food Allergies / FDA: <https://www.fda.gov/food/food-labeling-nutrition/food-allergies>

Restaurant Food Allergy Practices – Six Selected Sites, United States, 2014: <https://www.cdc.gov/mmwr/volumes/66/wr/mm6615a2.htm>

McAdams, B., Deng, A., & MacLaurin, T. (2018). Food allergy knowledge, attitudes, and resources of restaurant employees. *British Food Journal*, 120(11), 2681-2694. <http://dx.doi.org/10.1108/BFJ-01-2018-0028>

FDA, Food Allergens, www.fda.gov/food/ingredientpackaginglabeling/foodallergens/default.htm FDA, Food Allergen Labeling and Consumer Protection Act of 2004, www.fda.gov/Food/GuidanceRegulation/ GuidanceDocumentsRegulatoryInformation/Allergens/ucm106187.htm

Food Standards Agency, Allergy and Intolerance, <https://www.food.gov.uk/science/allergy-intolerance>

IDDBA, Food Allergens in the Bakery, www.iddba.org/training-materials/pdfs/job-guides-food-allergens-bakery

Food Allergy Research & Education, Resources for Food Manufacturers, www.foodallergy.org/resources/food-manufacturers
<https://www.foodstandards.gov.au/consumer/foodallergies/foodallergenportal/Pages/Allergy-information-for-the-food-service-industry.aspx>

<https://www.afgc.org.au/industry-resources/food-labelling-and-allergen-guide>

<https://info.allergenbureau.net/>

<https://allergenbureau.net/resources/>

<https://vital.allergenbureau.net/>

<https://allergyfacts.org.au/allergy-management/food-industry/food-service>

[FSIS Compliance Guidelines Allergens and Ingredients of Public Health Concern: Identification, Prevention and Control, and Declaration through Labeling](#)

[Food Allergies Webpage](#)

[Ongoing Verification of Product Formulation and Labeling Targeting the Eight Most Common \(BIG 8\) Food Allergens - Revision 2](#)

[Allergens- Voluntary Labeling Statements](#)

[Availability of FSIS Compliance Guidelines for Allergens and Ingredients of Public Health Concern: Identification, Prevention and Control, and Declaration Through Labeling \(79 FR 22083\)](#)

Meeting Number 02	Meeting Date 11/23/21	Meeting Time 2:00 pm EST
<u>Co-Chair; Meeting Chair</u> Amani Babekir	<u>Co-Chair; Meeting Scribe</u> Michelle Hill	<u>Council II Chairs</u> Jo DeFrancesco/Courtney Halbrook
<u>Advisory - FDA</u> Greg Abel	<u>Advisory – FDA</u> Devin Dutilly	<u>Advisory - FDA</u> Mary Cartagena
<u>Advisory - CDC</u> Erin Moritz	<u>Advisory – CDC</u> Jenna Seymour	
<u>Advisory - USDA</u> Jennifer Green		

AGENDA

- i. Meeting Call to Order Amani Babekir
- ii. Rollcall Michelle Hill
- iii. CFP Antitrust Statement Included via attachment to Meeting Invitation email.
- iv. Identify a Committee Scribe Michelle Hill (via Teams transcription service)
- v. Meeting Minutes Michelle Hill
- vi. Accessing Teams Amani Babekir
- vii. Collect Resources Michelle Hill
- viii. Action Items Verify access to Teams and the Resources folder
- ix. Adjournment Amani Babekir

MEETING MINUTES

- i. Call to Order**
- ii. ROLLCALL** - 16/19 Voting Members present {9 required for quorum}
- iii. Conference for Food Protection, Inc. Antitrust Statement** – incorporated by reference; sent with each meeting notice via email message.

iv. Committee Scribe

Michelle Hill will vet meeting minutes and curate the file moving forward. Meeting minutes to be approved at the start of the next meeting.

v. Approve previous Meeting Minutes (11/12/21)

Motion passed via voice vote.

vi. Accessing the folder of Resources for evaluation – Amani Babekir

Showed the committee members how to access the Resource folder within Teams.

The FDA members are not able to access the Teams folders so have requested another method of distribution. We agreed to send documents, when needed, via email attachment, and also recommended that members access document via the SharePoint interface of Teams.

Two additional document repository services were recommended to try – Dropbox and Adobe Cloud.

vii. Overview of Collected Resources – Michelle Hill

Showed the committee members the folder of Resources that need to be reviewed. We opened the floor for discussion, and it was suggested that we choose an evaluation method to screen documents for further evaluation. Additional resources were shared by committee members via the Chat in Teams.

viii. Action Item

Co-chairs agreed to send out two options to access documents: Teams and SharePoint; requested members email the Co-Chairs with access issues so they can be addressed before the next meeting.

xi. Meeting Adjourned – Amani Babekir

Meeting Number 03	Meeting Date 12/09/21	Meeting Time 2:00 pm EST
<u>Co-Chair; Meeting Chair</u> Amani Babekir	<u>Co-Chair; Meeting Scribe</u> Michelle Hill	<u>Council II Chairs</u> Jo DeFrancesco/Courtney Halbrook
<u>Advisory - FDA</u> Greg Abel	<u>Advisory – FDA</u> Devin Dutilly	<u>Advisory - FDA</u> Mary Cartagena
<u>Advisory - CDC</u> Erin Moritz	<u>Advisory – CDC</u> Jenna Seymour	
<u>Advisory - USDA</u> Jennifer Green		

AGENDA

- i. Meeting Call to Order Amani Babekir
- ii. Rollcall Michelle Hill
- iii. CFP Antitrust Statement Included via attachment to Meeting Invitation email.
- iv. Meeting Minutes Michelle Hill (via Teams transcription service)
- v. Review Committee Work Plan Amani Babekir
- vi. Access to Resources Michelle Hill
- vii. Evaluate Collected Resources Amani Babekir
- viii. Assign Documents for Evaluation Michelle + Amani
- ix. Adjournment Amani Babekir

MEETING MINUTES

i. Call to Order

ii. ROLLCALL

18/19 Voting Members present {10 required for quorum}

iii. **Conference for Food Protection, Inc. Antitrust Statement** – incorporated by reference; sent with each meeting notice via email message.

iv. Meeting Minutes

Michelle Hill will vet meeting minutes and curate the file moving forward. Meeting minutes to be approved at the start of the next meeting.

Motion to approve Meeting Minutes made by NAME, seconded by NAME, approved via voice vote.

v. Review of Committee Work Plan

Steps to Completion	Completion Date
Collect materials/resources	November 30
Assign work	December 30
Evaluate materials/resources	March 30
Write a template	April 30
Written framework	July 30
Changes to the Food Code	October 30
Final Report	December 30

vi. Access to Resources

Three Ways to Access Documents

- CFP Teams > Files > Council II > Allergen Committee > Members > Collected Resources

- CFP SharePoint via Teams
- Email attachments

vii. Evaluate Collected Resources

Collected Resources

Folder Name	#
CDC related	2
CFP related	6
FDA related	20
International	39
Regulations	18
Regulatory – State and Local	21
Research	
1. Allergen control	28
2. Allergen Labeling	14
3. Allergens educating about	20
4. Allergens general info	133
USDA related	9

1. Co-chairs evaluate documents using the “[Evaluating Information Source](#)” form
2. Files that meet criteria will be assigned to reviewers

Deadline
12/30/21

Evaluation Form

Evaluating Information Sources

Criteria	(Yes/No)
Document Purpose	
Provide information, persuade or advocate	Yes
Intended audience	
Food retail, food service, food industry, public, researchers	Yes
Authority and credibility	
the resource has authority/credibility	Yes
Accuracy and reliability	
The information well researched?	Yes
Currency and timeliness	
The information is not outdated or updated/revised in another version?	Yes

If you answer “Yes” to all of the criteria items, please proceed to the information collection step using the “[Information Collection Form](#)”

Information Collection Form

Allergen Committee –Information Collection Form



Name: Amani Babekir	
Document Title/Date: Food Allergen Notifications: A Guidance for Industry / 2020	
Document Source: CFP 2020 – Allergen Committee	
Document Pass Information Criteria (Yes/No): Yes	
Allergy emergency	
Steps during allergy emergency	
Components of food allergy emergency plans	
Employee Training	
Education content	
Training per assigned duties	
Food-handling practices to prevent cross-contact	
Policy	
procedures	
Equity access	
Alternative food sources	
Tools for retails to notify customers about item containing allergen (CFP previous committee)	
<ul style="list-style-type: none"> • A combination of verbal and written allergen notifications. • Notifications should be specific to menu items and the major food allergens they contain, rather than generic warnings that may apply to the entire menu or food preparation environment. • Food allergen notifications should address all ingredients containing major food allergens, including “hidden ingredients,” such as egg washes, sauces, garnishes, etc. • If food operation is not able to accommodate an allergen-free order. Be open and honest with the consumer about the limitations of the establishment in controlling food allergens. 	
More illustration/details in the documents	

viii. Assign Documents for Evaluation

- Members will be notified by email of the documents to evaluate.
- The assigned document will be sent by email to each reviewer.
- Forms will be sent to each reviewer by email
- Forms and documents will be available in Teams
- **Objections and Discussions – Darby’s statement and request to just begin by writing a draft framework**

ix. Meeting Adjourned

Next meeting: December 23, 2021 - 2:00 EST

Meeting Number 04	Meeting Date 12/23/21	Meeting Time 2:00 pm EST
<u>Co-Chair; Meeting Chair</u> Amani Babekir	<u>Co-Chair; Meeting Scribe</u> Michelle Hill	<u>Council II Chairs</u> Jo DeFrancesco/Courtney Halbrook
<u>Advisory - FDA</u> Greg Abel	<u>Advisory – FDA</u> Devin Dutilly	<u>Advisory - FDA</u> Mary Cartagena
<u>Advisory - CDC</u> Erin Moritz	<u>Advisory – CDC</u> Jenna Seymour	
<u>Advisory - USDA</u> Jennifer Green		

AGENDA

- i. Meeting Call to Order Amani Babekir
- ii. Rollcall Michelle Hill
- iii. CFP Antitrust Statement Included via attachment to Meeting Invitation email.
- iv. Meeting Minutes Michelle Hill (via Teams transcription service)
- v. Adjournment Amani Babekir

MEETING MINUTES**i. Call to Order – Amani Babekir****ii. ROLLCALL – Michelle Hill**

8/17 Voting Members present {10 required for quorum}

iii. Conference for Food Protection, Inc. Antitrust Statement – incorporated by reference; sent with each meeting notice via email message.**iv. Meeting Minutes**

Michelle Hill will vet meeting minutes and curate the file moving forward. Meeting minutes to be approved at the start of the next meeting.

- Assign Documents for Evaluation
- **Objections and Discussions – Darby’s statement and request to just begin by writing a draft framework**

v. Meeting Adjourned

Next meeting: Jan 6, 2022 – 2:00 pm EST

Meeting Number 05	Meeting Date 01/06/2022	Meeting Time 2:00 pm EST	
<u>Co-Chair; Meeting Chair</u> Amani Babekir	<u>Co-Chair</u> Michelle Hill	<u>Scribe</u> Amber Potts	<u>Council II Chairs</u> Jo DeFrancesco/Courtney Halbrook
<u>Advisory - FDA</u> Greg Abel	<u>Advisory – FDA</u> Devin Dutilly	<u>Advisory - FDA</u> Mary Cartagena	
<u>Advisory - CDC</u> Erin Moritz	<u>Advisory – CDC</u> Jenna Seymour		
<u>Advisory - USDA</u> Jennifer Green			

AGENDA

- i. Meeting Call to Order Amani Babekir
- ii. Rollcall Michelle Hill
- iii. Meeting Scribe Amber Potts
- iv. CFP Antitrust Statement Amani Babekir
- v. Previous Meeting Minutes Amani Babekir
- vi. Reconsider Work Plan Amani Babekir and Michelle Hill
- vii. Adjournment Amani Babekir

MEETING MINUTES

- i. **Call to Order**
- ii. **ROLLCALL** - 15/17 Voting Members present {10 required for quorum}
- iii. **Conference for Food Protection, Inc. Antitrust Statement** – incorporated by reference; sent with each meeting notice via email message.
- iv. **Previous Meeting Minutes**

There were no meeting minutes for call held 12/23/2021 as there was not a quorum. Meeting minutes for 12/09/2021 were voted on. Motion to approve Meeting Minutes 12/09/2021 as is made by Scott Vinson, seconded by Ben Wagner, approved via voice vote. Today's meeting minutes scribed by Amber Potts.

v. **Reconsider Work Plan**

The original process was to use the form created to evaluate the documents and a form to collect information needed. The resources would be split into sections and assigned out.

Madam Chair *entertained a motion* regarding reviewing only the shared resources, attached to the email meeting invitation. The shared resources are those added by the committee only.

No motion to proceed. Motion dies.

Several committee members expressed issues with accessing the resource link on the shared resource document stating there are issues with security risks on the document, unable to open the link, some links were not working. Vy Goddard suggested all members to list the resources by charges and see if everyone's match.

Madam chair *entertained a motion* to proceed as Vy suggested.

Steven von Bodungen motioned to proceed. Amanda Garvin seconded.

Discussion opens. Michelle Hill asks Vy to repeat the suggestion. Vy clarifies that we would all review the shared resource document and assign links to specific charges, the groups would be assigned charges. This would negate the need for any collection forms Vote on motion: 0 opposed, 0 abstain. *Motion passes.*

Vy screen shared to show example. Groups would compile everything then vet resources at the next meeting. Vy would begin working on this.

Scott Vinson raises a question: For charges 1a, it states relating to items 2-6. There are no items 2-6.

Michelle Hill clarifies it means b-f, all items below 1a or the remaining part of the list. Charge 1 refers to SOPs and 1b are the steps to take. Looking at the Australia and New Zealand resources, they have implemented allergen training modules at the Federal level for specific retail establishments: hospitals, restaurants, schools, etc. They have methods and modules we can use to build our framework.

Amani mentions that we are vetting the resources because they are going to be the components of the framework.

Scott Vinson comments: Allergy training is one of *many* trainings for employees. Due to the high turnover and limited period for training Scott suggests that what ever materials we prepare should be concise and conveyed quickly.

Steven von Bodungen backs up the comment and agrees materials should be concise and to the point.

Amber Potts also agrees, and the materials should be in plain language. Vy suggests making flyers, stickers, and magnets. Cassandra Mitchell agrees with Vy, there are many languages spoken so pictures would be great.

Libby Thoma mentions to look in the ServSafe exam. There is limited information on allergens and ServSafe is not focused much on food production. ServSafe should be added to the resource page. ServSafe has an online allergen module.

Crystal Eisner says she would look into Responsible Training, link already on the shared resource page.

Scott Vinson suggests that the workers in food service ask if the consumer has any food allergies or to post a sign to encourage customers to let the server know of the allergy. For customers to take more responsibility. Several members agree and it is suggested that conversation happen with the PIC or the manager, not necessarily the server.

Amani Babekir asks if we should begin preparing the framework at the next meeting to add in these points made. Several members agree.

David Read raises a question if we should not just limit the allergen training and this framework to focus on worker but also for managers and even up to the corporate level?

Scott suggests not bringing it to the corporate level and to focus on the workers. He recommends listing the most common allergens with graphics so they can quickly see them.

Christine Sylvis says there are a lot of resources from SNHS we can use. She shares her screen so we can view the Big-8 infographic. The smaller 'Just Ask' infographic was not successful in their local campaign.

Amanda Garvin likes SNHD and states we should base our material on their resources; Suggests the dairy allergen graphic be something other than a glass of milk.

Scott Vinson also likes SNHD and proposes *to move a motion*.

Madam chair *entertains a motion* that on the next call we will review all the SNHD resources and decide which to incorporate into the work project.

Michelle Hill motions to proceed. Amanda Garvin seconds.

Motion opens for discussion. Christine Sylvis is happy to share all the information in a format that we can utilize, Word document etc. Amber Potts mentions that NEHA has a Canva account and can make infographics.

Vote on motion: 0 opposed, 0 abstain. Motion passes.

vi. Next call

- We will look into SNHD resources. Christine to send resources in an email.
- Armani and Michelle will begin building out the framework.
- Vy clarifies that we will no longer be reviewing the shared resource document.

Amanda Garvin raises a question: Is our work directed toward industry and not inspectors and only to change the food code?

Greg Able answers yes. Reminds us that this is for all institution types in the retail setting: grocery, deli, restaurants, schools, food trucks etc.

Libby Thoma asks if we can see the work completed from the 2018 committee?

Amani answers work can be viewed from CFP website, ask for all issues and attachments.

vii. Meeting Adjourned - Next meeting January 20th 2022. .

Meeting Number 06	Meeting Date 01/20/2022	Meeting Time 2:00 pm EST	
<u>Co-Chair; Meeting Chair</u> Amani Babekir	<u>Co-Chair</u> Michelle Hill	<u>Scribe</u> Amber Potts	<u>Council II Chairs</u> Jo DeFrancesco/Courtney Halbrook
<u>Advisory - FDA</u> Greg Abel	<u>Advisory – FDA</u> Devin Dutilly	<u>Advisory - FDA</u> Mary Cartagena	
<u>Advisory - CDC</u> Erin Moritz	<u>Advisory – CDC</u> Jenna Seymour		
<u>Advisory - USDA</u> Jennifer Green			

AGENDA

- i. Rollcall – Michelle Hill
- ii. Scribe (Volunteer) – Amber Potts
- iii. CFP Antitrust Statement – Amani Babekir
- iv. Meeting Minutes Approval – Michelle Hill
- v. Review SNHD Resources - Committee
- vi. Framework Points - Committee
- vii. Adjournment – Amani Babekir

MEETING MINUTES

- i. **Call to Order – Amani Babekir**
- ii. **ROLLCALL** – 13/17 Voting Members present [*10 required for quorum*]
- iii. **Conference for Food Protection, Inc. Antitrust Statement** – incorporated by reference; sent with each meeting notice via email message.
- iv. **Previous Meeting Minutes**

Madam Chair *entertained a motion* to approve previous meeting minutes from 1/6/2022 meeting.

Scott Vinson moved to approve minutes.

Jim Baldwin seconded the motion.

Madam Chair opened the floor for discussion. Michelle Hill recognized Amber Potts for a god job on previous meeting minutes.

Vote on motion: 0 opposed, 0 abstained. *Motion passed* to accept previous meeting minutes as they were submitted.

Christine Sylvis asked about icons from the 2018 Allergen Committee. She is unable to find the icons and would like for us to see them

Madam Chair said she will look into finding the icons.

Amber Potts scribed today's meeting minutes.

v. **Review SNHD Resources**

Madam Chair screen shared SNHD resource page we received by email. We began reviewing links in resource page one at time. Question raised by Scott Vinson; should we click on the links in the documents? Madam chair answered yes.

Allergy Aware Poster:

Michelle Hill- the poster is an excellent resource and categorized correctly and associated with charges.

Michelle Hill – will SNHD be updating for sesame? Christine Sylvis answered, yes SNHD can update to include sesame.

Amber Potts – maybe we should change photos? Is this intended for food handlers? Answers is yes, it's for food handler. So, we could put in more specific photos to show the kinds of food these allergens are present in.

Jennifer Green – seconds changing photos to things we eat that have the allergen in them.

Michelle Hill – thirds. To look for alternative graphics.

James Baldwin – Recommends storing the poster with food as reminder and to create awareness and be used as a training tool [by inspectors] when on site to explain major allergens and what a food handler's role is. Will illicit awareness and quick reference and what to do, how to recognize a reaction.

Scott Vinson – Pictures aren't going to be the way those appear in a restaurant. Some are additives to food items that aren't able to be seen. We may have a hard time finding pictures to represent this.

Erin Moritz – agree with Scott. Unless we want an exhaustive list we may want to stick with them [current graphics]. If we make food specific photo it may be seen to the food worker as the only thing to worry about, example being bread.

Amanda Garvin– Answer will lie somewhere in the middle. Agree about changing milk picture as dairy, but maybe have a few more things. This will not work without some sort of training – combined with training. Answer of including (example dairy) has three main ingredients casein, whey, and lactose as proteins people are allergic to. List proteins people are allergic to.

Scott Vinson– Wheat is its own challenge. When customers say they have a wheat allergy they probably mean they have celiac disease, which is not the same as an allergen. Whey, barley, oats etc. Not sure how to visually depict wheat. What is our committee charge on gluten or related celiac disease, not an allergy?

Erin Moritz– agree simpler is better. End result is to not expose customers to what they can't eat. In training, it would be worth to introduce, at a very high level, that celiac is a different outcome than with someone with a food allergy. Allergy vs sensitivity vs celiac.

Vy Truong – keep things simple. Resources specific to PIC can be more thorough than with food worker. The PIC can narrow it down to what they have in their facility.

Amanda Garvin – We do need something simple, quick but where do we draw the line of simple? We need to take things forward before we know the line. Agree that we should define a few things to eliminate confusion. So we can help break myth that people who aren't allergic will not die if they are exposed.

Jenna Seymore – The problem is that within the restaurant world a lot of restaurant tell the customer to say you have an allergy so it alerts people and increases seriousness even if it's not an allergy.

James Baldwin – Referring back to a comment in last meeting by Scott regarding practicality and simplicity and competing training. Most food establishments don't have labs or scientist – recommend we be simplistic about 8 major allergens. Can't make it too complex or it will not work well.

Cassandra Mitchell – concur with Vy to keep it simple and training will be essential. Ask Cristine – how has this been received at SNHD establishments?

Christine Sylvis– Received really well. Did this as intervention strategy, the risk factor survey identified we weren't doing a good job about educating on allergens. Did include industry in creating strategy. Response always poster is a good idea. SOP good idea. Having a logo or something to say we are educated on allergens was not received well, thought there was liability on their part. Inspections talked about allergens and importance and things food handler could do. Promotional to handout purple marker to hand write allergen orders. Discussion about allergens – sees posters up, helps with PIC knowledge. Statistics show a significant improvement on allergy awareness on follow up study.

Madam Chair asked if we can move forward with using the poster as a resource. Several members said yes we want to use poster.

Allergy Awareness Video

Amber Potts – There may be an issue with using video for training due to language barrier.

Scott Vinson in chat: I think it's a great video and I watched nearly the whole thing, but I think it might be a bit long for our purposes.

James Baldwin – Is the intent to use the video as part of the process -or use ideas from the video in the frame work (recommend second)? There are states that require managers allergen cert requires food handlers to view video and take a test and completed annually.

Madam Chair proceeded to next resource.

Allergen Guide

Scott Vinson in comments: I think it's a useful resource and we should include it

Crystal Eisner agrees and says it's a good tool.

James Baldwin – Provides an allergen guides helps them make an informed decision on what to eat. Customer informs server and lets the cooks know to prepare item to spec using clean utensils. This is a good part of training. Not so much all on restaurant but gives guest a chance to talk – partnership.

Madam Chair proceeded to next resource.

Food Allergen Warning Sign

Amber Potts – This seems like a liability statement on restaurants, I don't think it would be helpful.

Scott Vinson agrees – not helpful and doesn't provide training. But we can use it if our charges require this kind of resource.

Christine Sylvis – agrees with Scott – not favorite thing but industry asked for it.

Crystal Eisner – Can be a tool in toolbox that most rest require them to post that. Can still be part of the tool box.

Vy Truong – good start to bring awareness to consumers – could reword it. Include cross contact to be aware that the other foods are in the establishment.

Madam Chair proceeded to next resource.

Logo for Allergy Awareness

Amber Potts- similar to previous and not sure how well it would be received. And to be used when the facility is certified in allergen training.

Scott Vinson in chat: I think it's fine. It's an efficient way of getting 8 words into a square shape.

Madam Chair proceeded to next resource.

SOP – Allergy Free Meal Prep

Amber Potts and Vy Truong agree to use

Madam Chair proceeded to next two resources.

[Via Chat]

Vy Truong - I think this resource will be helpful. I think all three SOPs are great

Scott Vinson - Allergy is spelled incorrectly at top

Amber Potts - I love SOPs but I am not sure how useful they are in a restaurant setting.

Scott Vinson- I agree -- I frankly don't think the typical restaurant will use these last three documents

Cassandra Mitchell - I think the SOP are great. I like the break down of the instructions in different segments

Committee did not have time to discuss the Framework Points.

Madam chair asked for any final comments before we adjourn.

Libby Thoma asked if we can get access to SafeFood program's training on allergens to review.

Madam Chair said she would check to see if we have access to the resources, which should be listed on the resources page.

vi. Next call

We will discuss framework points and working groups and brainstorm to see how we can cover all the charges.

vii. Meeting Adjourned. - Next meeting February 3, 2022.

Meeting Number 07	Meeting Date 02/03/2022	Meeting Time 2:00 pm EST	
<u>Co-Chair; Meeting Chair</u> Amani Babekir	<u>Co-Chair</u> Michelle Hill	<u>Scribe</u> Amber Potts	<u>Council II Chairs</u> Jo DeFrancesco/Courtney Halbrook
<u>Advisory - FDA</u> Greg Abel	<u>Advisory – FDA</u> Devin Dutilly	<u>Advisory - FDA</u> Mary Cartagena	
<u>Advisory - CDC</u> Erin Moritz	<u>Advisory – CDC</u> Jenna Seymour		
<u>Advisory - USDA</u> Jennifer Green			

AGENDA

- i. Call to Order – Amani Babekir
- ii. Rollcall – Michelle Hill
- iii. Scribe – Amber Potts
- iv. CFP Antitrust Statement – Amani Babekir
- v. Meeting Minutes Approval – Michelle Hill
- vi. Framework Points – Committee
- vii. Next call
- viii. Adjournment – Amani Babekir

MEETING MINUTES

- i. **Call to Order – Amani Babekir**
- ii. **ROLLCALL** 11/17 Voting Members present [10 required for quorum]
- iii. **Conference for Food Protection, Inc. Antitrust Statement** – incorporated by reference; sent with each meeting notice via email message.
- iv. **Previous Meeting Minutes**

Madam Chair *entertained a motion* to approve previous meeting minutes from 1/20/2022 meeting.

Cassandra Mitchell moved to approve minutes; Scott Vinson seconded the motion; Madam Chair opened the floor for discussion.

Vote on motion: 0 opposed, 0 abstained. Motion passed to accept previous meeting minutes as they were submitted. No other discussion ensued.

v. Framework Points

Madam Chair screen-shared the framework point document. At the requests of members, Amani emailed the document so we could follow along.

Amani gave a summary of this framework document:

Noted that the targeted timeline is July 2022.

She divided up the section into 6 workgroups to present draft work to the committee to frame out the final framework. These workgroups would meet separately then come together at the committee meetings to discuss progress. Workgroups will have leaders who decide on work and when to meet.

Ben Wagner asked to clarify the sequential due dates, does that mean workgroups cannot get started at the same time? Amani answered that it depends on the workgroup and suggested all workgroups begin work at once.

Erin Moritz commented that some workgroups will have more work than others and we may want to keep that in mind when we decide how many are in each group.

Emergency Plans Group:

Volunteers = Erin Moritz, Mary Cartagena, Libby Thoma, Crystal Eisner

Lead = Erin Moritz

Training:

Volunteers = Vy Goddard, Dave Reed, Nicole Lepore, Amber Potts, Jennifer Seymour, James Baldwin, Greg Abel

Lead = Amber Potts

Notification Tools:

Volunteers = Cristine Sylvis, Cassandra Mitchell, Erin Moritz, Mary Cartagena, Christina Meinhardt

Lead = No one volunteered so Amani will request more members through email and then we will come back to decide a leader.

Practices:

Volunteers = Ben Wagner, Scott Vinson, James O'Neil, Aubrey Noller, Greg Abel, Amani Babekir

Lead = Scott Vinson

Equal Consideration:

Unidentified member asked what this workgroup is. Amani explained that it is finding an alternative food source and to include this in your (the food establishment's) operational plan.

Discussion Ensued:

Scott Vinson and Erin Moritz disagreed with Amani and interpreted 'equal consideration' to mean we need to come up with allergen resources for entities that are not typical food establishments (not restaurants). Scott thought the charge should have read 'alternative' not 'alternate.' Food source means other food establishments such pantries and banks. So, our charge is to come up with allergy awareness resources used in food settings other than retail foods.

Mary Cartagena asked are food banks/pantries not considered retail food establishments? Scott Vinson answered that retail means they sell food. Amber Potts clarified that the Food Code says 'convey' and has nothing to do with if they charge or not.

Erin Moritz commented that whatever resources we develop can be adapted for locations other than restaurants and grocery stores. Scott Vinson agreed. Scott suggested eliminating this as a workgroup suggested the CFP included it to cover equity considerations. Jennifer Green (?) disagreed with the CFP equity statement and added that people who work in these alternate establishments are often volunteers, older and less aware of allergen issues. There is a difference so we should include different resources for them, it's important to think about this sector – donated food. Vy Truong agreed with Jennifer adding that workers are not trained and it is a good idea to have a few things on hand for them for the volunteers (basic allergen training).

Cassandra Mitchell suggested we come back to this workgroup. Erin agreed and added that we could consider developing other materials and come back. Or instead of forming a formal workgroup we designate individuals to keep this consideration in mind as work through our charges. Vy Truong and Jennifer Green volunteered as well. Amani agreed and asked the group if we can appoint them for this position. Group agrees.

Template (must include all sections we develop and to be used by the establishments):

Volunteers = Erin Moritz, Ben Wagner

Lead = Ben Wagner

No additional thought or comments were made about the workgroups or framework document.

Amani reminded everyone that we do have resources already approved in the Teams folders.

- SNHD resources
- Shared resources
- Collected resources

Amani asked about the ServSafe resources and if we are allowed to use them. There is a charge to access the platform. Jo DeFrancesco said she would meet with Amani separately about this.

Amani asked about the Responsible Training resources (generic allergen awareness training). There is also a charge. Crystal Eisner answered that she has emailed the owner and is awaiting an answer. But she would pay the cost to access the training.

Amani will send out email and contact list so workgroup members can start their work and begin scheduling meetings.

No final comments were made.

vi. Next call

Framework.

vii. Meeting Adjourned. - Next meeting February 17, 2022.

Meeting Number 08	Meeting Date 02/17/2022	Meeting Time 2:00 pm EST
<u>Co-Chair; Meeting Chair</u> Amani Babekir	<u>Co-Chair and Scribe</u> Michelle Hill	<u>Council II Chairs</u> Jo DeFrancesco/Courtney Halbrook
<u>Advisory - FDA</u> Greg Abel	<u>Advisory – FDA</u> Devin Dutilly	
<u>Advisory - CDC</u> Erin Moritz	<u>Advisory – CDC</u> Jenna Seymour	
<u>Advisory - USDA</u> Jennifer Green		

AGENDA

- i. Call to Order – Amani Babekir
- ii. Rollcall – Michelle Hill
- iii. Scribe – Michelle Hill
- iv. CFP Antitrust Statement – Amani Babekir
- v. Meeting Minutes Approval – Amani Babekir
- vi. Sub-committees – Progress Reports for groups b, c, d, e
- vii. Adjournment – Amani Babekir

MEETING MINUTES

- i. **Call to Order – Amani Babekir**
- ii. **ROLLCALL** 13/17 Voting Members present [*10 required for quorum*]
- iii. **Conference for Food Protection, Inc. Antitrust Statement** – incorporated by reference; sent with each meeting notice via email message.
- iv. **Previous Meeting Minutes**

Madam Chair *entertained a motion* to approve previous meeting minutes from 2/03/2022 meeting.

Crystal Eisner moved to approve minutes; David Read seconded the motion; Madam Chair opened the floor for discussion.

Vote on motion: 0 opposed, 0 abstained. Motion passed to accept previous meeting minutes as they were submitted.

No other discussion ensued.

v. **Sub-Committees – Progress Reports**

- During our previous meeting, we voted to:
- divide into 6 workgroups to present draft work to the committee to frame out the final framework. These workgroups would meet separately then come together at the committee meetings to discuss progress. Workgroups will have leaders who decide on work and when to meet.
- Madam Chair requested the leader of each sub-committee report on their progress.

Emergency Plans (Due date Feb 16, 2022):

- Members Erin Moritz, Mary Cartagena/Devin Dutilly, Libby Thoma, Crystal Eisner
- Lead Erin Moritz

Status report given by E. Mortiz – held 1st meeting last week, will meet again tomorrow.

- Currently group is tasked with gathering already-published Allergy - Emergency Control Plans.
- Will gather the documents, review, and use them to inform our plan creation.

b. Training (Due date March 2, 2022):

- Members Amber Potts, Vy Truong, David Read, Nicole Lapore, Amanda Garvin, Greg Abel, Jennifer Seymour, James Baldwin

- Lead Amber Potts

Status report given by V. Truong – held two meetings this week.

Defined 3 categories of training, organized as a tier system for amount and type of training for each tier.

1. PIC – most training. Will create/acquire Allergen awareness materials based on allergens on site; will train others on how allergens appear in the food being offered. Can use posters, printed materials, and video-learning for training. (Southern Nevada Allergy Materials; FAAN videos)
2. Food Handler/Prep – Must be able to name all major allergens and how they appear in the food being served; will learn safe-handling practices for allergens. Can use posters, printed materials, and video-learning for training. (Southern Nevada Allergy Materials; FAAN videos)
3. Wait Staff – Must know what allergens are present for menu items and if and how they can be excluded or replaced. Will use primarily video-based training (FAAN videos, etc.)

Vy Truong asked what the expectations are for sub-committees for work completion. Madam Chair declared that the sub-committees are expected to produce DRAFT framework around their charges.

c. Notification Tools (Due date March 16, 2022):

- Members Cristine Sylvis, Cassandra Mitchell, Erin Moritz, Mary Cartagena/Devin Dutilly, Christina Meinhardt, Michelle Hill, Scott Vinson, Amani Babekir
- Lead Amani Babekir

Status report – given by A. Babekir – held 1st meeting this week. The group acknowledges the hard work of previous Allergen Committees within the CFP. Selected the 2020 Allergen guidance as published on the CFP website as a base starting point to develop this part of the framework.

It was determined that the document has been well-prepared and will allow us to make informed decisions moving forward. The idea is to reduce words when able and move towards a shorter, more visual presentation for this information.

The use of ICONS to visually represent allergens was discussed. It was agreed that the ICONS included in the previous CFP work were acceptable to use and to encourage others to use.

Anne D – speaking as a Consumer, finds the ICONS very helpful in making decisions.

V. Truong – Agreed with Anne. Prefers visual over written words as it can reach all people. Visual ICONS are easily recalled later.

E. Moritz – Suggested the committee provide the ICONS as part of the Framework so that entities can choose to use those they find to be appropriate.

d. Practices (Due March 30, 2022):

- Members B Scott Vinson, Ben Wagner, James Baldwin, Aubrey Noller, Greg Abel, Amani Babekir, James O’Neal
- Lead Scott Vinson

Status report – given by A. Babekir – held 1st meeting yesterday. Group agreed to combine 2 SOPs from Southern NV Health District for clarity sake. Considering ICONS.

e. Template Group (Due date April 27, 2022):

- Members Ben Wagner, Michelle Hill, Erin Mortiz
- Lead Ben Wagner

Status report – given by A. Babekir – Has not met yet – will wait until work has been submitted by the other sub-groups and then begin the process of porting it all into the Framework.

vi. **Next call** - Subcommittee Status Reports - March 3, 2022.

vii. **Meeting Adjourned.** - Next meeting.

Meeting Number	Meeting Date	Meeting Time
09	03/03/2022	2:00 pm EST
<u>Co-Chair; Meeting Chair</u> Amani Babekir	<u>Co-Chair</u> Michelle Hill	<u>Scribe</u> Susan Algeo
<u>Advisory - FDA</u> Greg Abel Devin Dutilly	<u>Advisory – FDA</u> Devin Dutilly	<u>Council II Chairs</u> Jo DeFrancesco/Courtney Halbrook
<u>Advisory - CDC</u> Erin Moritz	<u>Advisory – CDC</u> Jenna Seymour	
<u>Advisory - USDA</u> Jennifer Green		

AGENDA

- i. Call to Order – Amani Babekir
- ii. Rollcall – Amani Babekir
- iii. Scribe – Susan Algeo
- iv. CFP Antitrust Statement – Amani Babekir
- v. Meeting Minutes Approval – Amani Babekir
- vi. Committee charges review - Amani Babekir
- vii. Working group update – group leaders
- viii. Adjournment – Amani Babekir

MEETING MINUTES

- i. **Call to Order – Amani Babekir**
- ii. **ROLLCALL** 9/16 Voting Members present [9 required for quorum]
- iii. **Conference for Food Protection, Inc. Antitrust Statement** – incorporated by reference; sent with each meeting notice via email message.
- iv. **Previous Meeting Minutes**

David Read- Motion to accept previous meeting minutes, second James O’Neal, no discussion. Motion passed to accept last meeting minutes.

v. Discussion regarding questions that came up during sub-committee meetings

Questions about charge #2: Will the framework we create be referenced in the food code or will it act as guide for retail food establishments?

[Opens the floor for discussion]

James Baldwin- are we trying to determine the charge? Recommendation is guidance.

Amber Potts- agree they are very different things and if it was for the food code, we would need specific language. Recommend it is referenced as a guide but that the food code require sometime of framework.

Jo DeFrancesco- we can make a recommendation that the FDA includes it and offer language that can be modified.

Scott Vinson – are we supposed to recommend specific language?

David Read – recommend what we do could be included as guidance in the Food Code Annex, which does not change the codified Food Code language. The Annex is guidance

Greg Abel- support not recommended for food code and do it as a framework and/or annex. This is because it’s about bringing awareness for allergens. Because if it’s in the food code, can it/will it be enforced?

Scott Vinson- given what we heard about enforcement; are the guidance documents enforceable provisions?

Jo- talked about different ways to submit the documents (whitepapers, annexes, CFP website) without it being codified

James Baldwin- recommend whitepapers to be posted on CFP website.

- Subgroups
- Emergency Plans

Devin Dutilly- Continue to work, meeting every Friday. Things are going well and should meet the deadline.

Training

Amber Potts- shared document they are working with. They need an extension for deadline. They started questioning if we want an SOP for an allergen free meal based on the document they had started with.

Question for larger group: how in depth should we be going?

Scott Vinson suggested condensing the document (their group had used the same document) into one or two pages. To make it as simple as possible for food workers to understand and food managers to be able to train.

They will go back and make it a more generalized document about major allergens and symptoms.

James Baldwin cautioned the group on whatever is put together here applies to the retail industry across the board (supermarket vs. restaurant). Be careful to not make it very specific to table service.

Amanda Garvin- is there a different term for food handlers in grocery stores??

Greg Able- FDA refers to retail as anywhere the consumer gets their hands on the food. Recommended Food Employee (which would be consistent with the food code).

Discussion about definition of food employee and who will be trained on allergens.

Amber asked if the training group is supposed to recommending increased allergen training??

Erin Moritz- in general we want to provide as much as we can. Seems there are not a lot of training that are available.

C. Notification Tools

Amani Babekir- Making good progress. Prepared documents on previous committees work and added extra materials about how to check food allergens in menu items

They would like to add Spanish language icons/posters to the materials.

Practices

Scott Vinson- they are making good progress for the March 30th deadline

First draft is put together. They want the document to be readable and something that can be copied and displayed in food establishments. They have written about storage, taking the order, preparing, and serving the food. They are still working on pairing it down so it can be concise and fit on one page.

Greg Abel asked about how useful documents posted on the wall will work for visual learners? And mentioned many employees won't read something posted. Scott mentioned there are icons that IAAP had created that may be useful; they do plan on having graphics in addition to verbiage.

Question for the group: Should they be developing only visual?? And let the training group deal with the verbiage?

Scott made the point we need to make the documents understandable for everyday people, by using plain language and simplified documents.

Devin Dutilly suggested looking up plain language there are resources that can assist.

Templates

If other groups come across forms or tools that could be useful for the templates group, please send to the group. At the end of the month the Templates group should be able to start their work.

NRA/ServSafe

What exactly do we want to use their content for and what is the outcome of using them?

James Baldwin- the way allergens are currently covered in CFP courses is very basic information.

Amani asked, do we need the materials?? James did say the materials have been vetted and accepted by stakeholders. Erin mentioned having them review our documents after they are completed?

Do we need to be coordinating more between the subgroups so we are all staying in our lane and not doing double work? Amani suggested that training starts sharing their work. But even if we do create extra materials, it will still all be put together and will be revised. It's better to start with too much information

vi. Next call - Subcommittee Status Reports - March 17, 2022.

vii. Meeting Adjourned. - Next meeting.

Meeting Number 10	Meeting Date 03/17/2022	Meeting Time 2:00 pm EST	
<u>Co-Chair; Meeting Chair</u> Amani Babekir	<u>Co-Chair</u> Michelle Hill	<u>Meeting Scribe</u> Amber Potts	<u>Council II Chairs</u> Jo DeFrancesco/Courtney Halbrook
<u>Advisory - FDA</u> Greg Abel	<u>Advisory – FDA</u> Devin Dutilly	<u>Advisory - FDA</u> Mary Cartagena	
<u>Advisory - CDC</u> Erin Moritz	<u>Advisory – CDC</u> Jenna Seymour		
<u>Advisory - USDA</u> Jennifer Green			

AGENDA

- | | | |
|------|--------------------------|---------------|
| i. | Meeting Call to Order | Amani Babekir |
| ii. | Scribe | Amber Potts |
| iii. | CFP Antitrust Statement | Amani Babekir |
| iv. | Previous Meeting Minutes | Amani Babekir |
| v. | Framework Points | Amani Babekir |
| vi. | Subgroup Update | Amani Babekir |
| vii. | Adjournment | Amani Babekir |

MEETING MINUTES

- i. Call to Order – Amani Babekir**
- ii. ROLL CALL** 09/17 Voting Members present [10 required for quorum]
- iii. Conference for Food Protection, Inc. Antitrust Statement** – incorporated by reference; sent with each meeting notice via email message.
- iv. Previous Meeting Minutes**

David Reed made a correction in the minutes: page 23 comment from David Reed on the bottom of the page should say that what we do we include in the Food Code Annex, which does not change the Food Code. Annex is only guidance, where the framework would possibly live.

Amani asked for him to email the changes.

Devon from FDA thanks David for his comments and clarifies that the Food Code is the both annex and codified language, which cannot be changed.

Amani entertained a motion to approved previous meeting minutes. David Reed moved to approve minutes. Libby Thoma seconds the motion. Amani approved meeting minutes as amended by David.

No further discussion about the minutes.

Amani – proceed to vote on motion. Opposed = 0. Abstain = 0. *Motion passed* to accept minutes as amended.

v. Framework Points

Feedback from team members and FDA consultants about the framework.

Amani shared screen. We need to finalize first draft from each work group by the end of March. Training and Practices finalized draft. Working on notification and emergency team.

Discussion that framework to be a guidance for CFP website. We could reference or support the Food Code by referencing in the Annex of the Food Code. We may have to submit in a separate issue, Joe to check on that.

Comments/thoughts about framework? None.

Recommendation to look into FARE org has about allergens as resources and into different sections, similar to sections we are working on in subgroups. Each subgroup looks into their section through website and look into contents. Foodallergy.org/resources

- Consider adding anything missing.

- Add references to drafts (end section listing references used to create the draft). Then work later on how we will add it in the document.
- Need consistent terms throughout all drafts.
- Food Code defines some terms: Major Food Allergen, Food Employee, Food Establishment, ...
- Which definition do we want used in the framework? Need volunteers to work on terms and intro section to framework.

Terms subgroup volunteers = None in chat.

Leaving to subgroup members to add more terms that need a definition. Feel free to add terms to list.

Recommendation to do a further review to review framework by FDA consultant and if we could get access to ServSafe/AllerTrain to look into framework to look at what we will create.

vi. Subgroup update:

Emergency – Erin Moritz Screen shared draft framework

Reviewed sections and key decisions.

7 sections:

- Section 1 poster/flyer posted where staff can see it
- Sections 2 - 3; learn more about allergic reactions, emphasized every allergic reaction and symptoms are different with different severities. Poster of potential symptoms of allergic reaction. Additional considerations
- Section 4 - dedicated to children
- Section 5 - procedural when customer reports a reaction
- Posters included as examples
- Section 6 - what is an epi-pen including pictures of examples and how to administer one with graphics

How does the larger group feel about using the brand name Epi-Pen? Other comments

Scott Vinson – comprehensive. Suggests we make sure this guidance remains ever green, so it does not have to be updated often, chances are it won't. Try to make them applicable and relevant for the longer term. Graphics may change, colors may change etc. Keep that in mind for lengthy descriptions of auto injectors.

Erin agrees. All from US other countries may have own brands. Good idea to add something about how not all Epi-pens will look like this.

Scott – maybe just include a brief section on the fact that these exist. No photos or maybe just one. Not really the food services role to be responsible for administering them, helpful to let staff know they exist. Not necessary to go into lengthy description of what they are and images. Document is very long and thought we agreed to keep them concise as possible, and this is just one subcommittee. Thinks to take a second look.

Erin – Establishment to decide if it's their role to administer the pen, they can disregard the entire section, but some establishments may want this information. It is our role to make the decision?

Libby – the first part says this is to be crafted to establishment own policies.

Erin – yes, we said that under purpose. Purpose to serve as a resource.

Libby read purpose. Erin – can add that you may not need all these materials based on situation. Libby – not meant to be 100% prescriptive.

Devin - any sections that are applicative in other workgroups? So, we can reduce document size.

Erin – to took entire framework and then shorten it.

Scott shortened document because they originally included emergency.

Amani – include everything and then reduce as a whole.

Mitchell, Cassandra – I have found that a couple of the training courses identify the epi pens generally as Auto-Injector Devices

Amani – any further questions?

Erin – would be interested if sections are not needed put those in the chat and we can discuss those. A draft is not ready to send out will send after the meeting tomorrow afternoon.

Amani – next section Training.

Amber went over the training draft.

Amani – please review all draft as they relate to their charges and make sure all components are covered.

Notification Tools Group – working on draft, received several comments and suggestions and also thank you Scott for making in plain language. Meeting tomorrow to finalize comments and draft and will send it out to larger committee.

Point about Icons and Spanish language – CFP does not have capability to offer this service, but we can explore if the committee members could provide this. Backup we can look for resources.

Amber – we have adobe stock we can use

Amani – no members who speak Spanish – ask larger council to see who speaks Spanish.

Move to Practices group

Scott Vinson – member companies said it's very important to have those for staff.

Already shared with full committee. Important that all staff members see this, so we added sentence to include that. Kept it concise and brief and plain language. One divergence from language – supposed to use term unpackaged food, did not include this term because we want to make sure not to forget food items made in the store. They won't be labeled from the manufacturer, avoided that term.

Should this group include signage to include in back of house? If so, another group may need to help. What font should we use?

Erin – regarding icons, Erin can help out with that. Would be helpful if there is which section you want an icon for.

Scott – we should use all the same icons. Color ones weren't as good. Choose at full committee level. Maybe Amani can provide those so we can all use the same ones.

Amani – add icons to draft and we can discuss to whole team.

Devon – clarify that definition of packaged in food code, under label section covers food packaged in a food establishment.

Amani – thank you and asking for volunteers for terms group.

vii. Meeting Adjourned.

Next meeting March 31, 2022.

Meeting Number 11	Meeting Date 03/31/2022	Meeting Time 2:00 pm EST	
<u>Co-Chair; Meeting Chair</u> Amani Babekir	<u>Co-Chair</u> Michelle Hill	<u>Meeting Scribe</u> Michelle Hill	<u>Council II Chairs</u> Jo DeFrancesco/Courtney Halbrook
<u>Advisory - FDA</u> Greg Abel	<u>Advisory – FDA</u> Devin Dutilly	<u>Advisory - FDA</u> Mary Cartagena	
<u>Advisory - CDC</u> Erin Moritz	<u>Advisory – CDC</u> Jenna Seymour		
<u>Advisory - USDA</u> Jennifer Green			

AGENDA

- | | | |
|-------|--------------------------|---------------|
| i. | Meeting Call to Order | Amani Babekir |
| ii. | Roll Call | Michelle Hill |
| iii. | Scribe | Michelle Hill |
| iv. | CFP Antitrust Statement | Amani Babekir |
| v. | Previous Meeting Minutes | Amani Babekir |
| vi. | Framework Points | Amani Babekir |
| vii. | Subgroup Update | Amani Babekir |
| viii. | Adjournment | Amani Babekir |

MEETING MINUTES

Call to Order

Babekir, Amani: Hello everyone and thank you for giving us this time to join our meeting. This meeting will now come to order. We would like to do the roll call, Michelle.

Roll Call

Michelle: Yes, I would be happy to. Thank you, Madam Chair. <calls roll for voting members> OK, I will try to keep my eye out if any of these other people arrived that haven't said yes, I'll add them in Madam Chair. We have a quorum of ten.

Scribe – Michelle Hill agreed to take notes that will be verified via transcript issued by Teams.

CFP Antitrust Statement

Babekir, Amani: And I would like to remind you that it is the Conference for Food Protection. Antitrust statement is active in this call. And just keep it in mind. And if you want to reference it, please find it in the attachment of this meeting Invitation.

Previous Meeting Minutes

Babekir, Amani: I will entertain a motion regarding the minutes of our last meeting.

Mitchell, Cassandra: motion that we accept the Minutes as written.

Garvin, Amanda: I second..

Babekir, Amani: Is there any discussion or question about the Minutes? So now we could proceed to the vote on the motion ... is there anyone opposed to the motion? Please say no or raise your hand. Do we have anyone abstain? Nay. The motion passes to accept the document as it is. Thank you.

Framework Points

Babekir, Amani: Now we could move to the second item in the agenda. Let me share my screen. I have a couple of points I wanted to bring to all of you to discuss and see if you have any suggestions about it. Those points came out of the review process. We have right now in the draft which we generated as part of our subgroups work on these drafts. I sent out drafts for your review, and we received some comments and really, we appreciate your review. If you did not get a chance to review these drafts, please try to do so. It is really very important to make sure that we covered all the essential components of this framework.

One of the questions is about research that looks into the icons which are used to notify consumers about the allergy - are those icons sufficient. Do they convey the right message? All of the issues that might be around the icons, has anyone evaluated them.

Michelle: The paper that I'm going to be referring to, Icon based digital food allergen labels is the shortened title. It is a conference paper that was published in June of 2020. It is particular to a device - a handheld device where you scan the barcode of food products and receive information about allergen content. The study was specific to Wheat.

People were more responsive to an icon for allergen representation versus it being written out, and the clear choice was for Icon, and they have good data to show that that's the most responsive way that people can - most recognizable way for people to view allergen on a label. And in this case, it was being displayed digitally. I would be happy to distribute this paper, after the meeting today and give you an idea of what we are looking for as far as research as well, if anybody else wants to look around to find good data on what is a better way to transmit information, pictographic, icon versus written language. It was particularly preferred by people that were traveling and not native to the country. That, or did not have the speech or language ability for the country that they were in. It is a study that was done in Germany, in German. People in Italy as well as Switzerland, using the tool as well. And they saw quite a substantial percentage of people that really preferred the iconography over the written word.

Babekir, Amani: Thank you, Michelle. And this is just one example of the studies. Yes, Scott.

Vinson, Scott: I really liked the icons that the previous Allergen Committee group had included in their document. Maybe it was Erin, but they shared it with - I think on our last full Committee call. I thought those icons were really good. To Michelle's research, I yeah, I think it's pretty obvious that if you're traveling in a foreign country and you don't read the language you would like to see icons. I know when I'm traveling in a foreign country and I don't speak the language, I always appreciate seeing icons on packaged food when I'm buying it at the grocery store because I have celiac disease so that stands to reason. But Erin, do you have the icons that you had included in your work group document that you could share? I thought they were really good.

Moritz, Erin: Yeah, I can pull it up. Is that alright, Amani?

Babekir, Amani: Yes, please.

Michelle: I just wanted to add here really quick, and I failed to mention that they also use color coding. Yellow was used for likely possibility of there being an allergen present and red was absolutely that allergen is present, so it helped to address the preferential allergen labeling question as well.

Moritz, Erin: Sounds like a really interesting study, Michelle. The icons in our particular section - are these ones you are referring to?

Vinson, Scott: Those are really great.

Moritz, Erin: These are just kind of cobbled together from - they're not from one specific source. I'd have to go back and find where I pulled the images from. But we could certainly develop our own set from existing sources as well, if that's something that the group feels would be beneficial.

Vinson, Scott: No, why? Why remake the wheel? I think the work is already done. I think these are perfect. They have both an icon and the words in English next to them. Why don't we just include these and use them across all of our subcommittee work products?

Michelle: Scott, I like your suggestion there. I do want to mention that the previous allergen committee did provide a set of icons and they were the standardized set from the International Association of Food Protection. And they're what are used across Europe. I don't know if that's something we care to match, but they do exist. They're very similar to these. They are triangle shaped and we wouldn't have to follow that necessarily, but very similar to these.

Vinson, Scott: Oh, the ones that were in the triangle. Yeah, I've seen those several times. I looked at the IAFP link when we were preparing our work product document and those are good. But whatever we choose, we should just use them across all of our subgroups and then - put them in our final work product at the committee level.

Michelle: Absolutely.

Babekir, Amani: And do we think that we need a requirement for those icons - just to give it to the food facility in case they did not use those specific icons?

Vinson, Scott: Remember, we're creating a guidance document. This is not regulation.

Michelle: I do agree with you, Amani, with the question that they should be provided as an optional set that could be used in the case that they are not already using a recognizable set.

Moritz, Erin: Yes, is that what you were asking, Amani?

Babekir, Amani: That is correct, and I would like to satisfy the question that came from our FDA consultant. Devin maybe will elaborate into his comments about the icons. In general, if we specify that the icons need to be word and image, the image needs to be colored or black and white. Devin, could you give us more details about your comments regarding the icons?

Dutilly, Devin: Yes. Thank you, Amani. Thank you everybody on the call for the discussion with the icons. It is really great to see that the work group is moving forward with highlighting and bringing awareness to the nine major food allergens ... these are the most recognizable and the team members mentioned that the other ones were also recognizable. It begs the question from all of us, perhaps we should be considering, if we're looking at uniform use of allergen icons or notification systems. How is that going to be interpreted across the United States, from different parts, the United States, different cultures that are within the United States. It's just something to think about whether icons are chosen, the ones that are on the screen or any other ones. It's just something to think about - the uniform acknowledgement of one image representing the allergen of choice here. But this is something to consider. Thank you.

Vinson, Scott: What are you saying? Are these not universally recognized? What do you suggest?

Moritz, Erin: If I might jump in here, I think Devin is saying that specific images aren't going to be universally recognized across the US because we don't have one set that the US has all agreed on using. Is that what you were trying to say, Devin?

Dutilly, Devin: Yes, and that would likely require quite a bit of research and investigation to establish something like that.

Moritz, Erin: Yeah, I think that's way above kind of you know our charges. I feel like that would be an entire separate conference maybe.

Dutilly, Devin: Thank you.

Michelle: When I was doing research to try and find anything about allergen icon use and recognizability, the Codex Alimentarius had industry specific icons that it's been using for a long time and there's good research for that. And it says right on there that they're not meant to be used at the consumer level. And my question would be why not? They look very similar to these. I could see if I could pull those up, but are you guys involved with that at all with the Codex Alimentarius and the USA Codex? Or is that not in your purview?

Moritz, Erin: I doubt anybody at CDC is involved with that. Jenna, I don't know if you know if somebody, please feel free to jump in.

Seymour, Jennifer (Jenna): I don't.

davidread2861: I'm pretty sure FDA is a member of the Codex.

Dutilly, Devin: There's a number of folks that are involved with it. You're right. Jennifer and Erin from the FDA side of it. So those are good points you bring up - so it's been done before.

Michelle: I'm guessing the research would be there. They were presented at the official conference recently and like Scott was saying, if it's already existing, maybe we could just point to that and use that.

Dutilly, Devin - I guess just to take a step back - the Codex is internationally focused, you know, organization - FAO and WHO? The food code is going to be targeted towards domestic, right? So that would be those are two different populations within that scope. So that that would be the difference. FDA does have representation, as Jennifer and Erin had mentioned, on multiple Codex Panels and committees.

Michelle: To that point, are they available to be used? I know that we're speaking about the United States. However, parity across is not a bad idea. If within the larger world, and if it's already recognizable when people travel, perhaps it's a good set. That was just what I was thinking.

Dutilly, Devin: Michelle sounds like a great suggestion to perhaps include that as an option or an example within the document. So great suggestions. I'm glad you were able to find that research and bring it up, so it's definitely a valuable comment for the group to discuss. So, thank you very much Michelle.

Babekir, Amani: Also, I have a question about the food industry. Sometimes they do use icons in their product. Are there standard icons or is it up to the manufacturer? Do you know anything about that? CDC or FDA?

Moritz, Erin: I do not know. If I had to guess, I would say that. It's probably, as Michelle said, industry specific, not standardized across all food sources and all food users.

Vinson, Scott: Speaking for industry, it is not, and I think that's kind of what we're doing with this document. We're trying to provide resources for industry.

Moritz, Erin: Yes.

Vinson, Scott: This is a guidance document for Food establishments, retail food establishments. So, we should probably ask people like me representing the industry. And I think that these icons here are pretty recognizable. And if you want to go ahead and include the icons that are used by the Codex Alimentarius, that would be fine too. For people who travel internationally a lot like me, that's probably not a huge part of the population, we throw it in there. Why not? But you know, giving more options, I suppose to industry is fine, but I don't see a problem with these unless somebody can point out something specific about these, then I don't think we need to do a lot of research about whether people can tell whether this is a fish or not.

Michelle: But to earlier points - there are concerns especially around the appearance of a milk bottle for that dairy allergy - it's casein that's the issue. It's a hard thing to represent and I guess what I was just really getting at is that if there's a standard that people are used to seeing already, whether its industry based or not, perhaps it's a good standard. I don't take issue with these icons. I think they're demonstrative of what they are. But I do know that discussion early on was about how representative are they? You know, do they actually transmit what we need to transmit?

Thoma,Libby: I would like to just pop in and say in our from retail, we also in H-E-B we use Boards across all of our departments within the store to communicate to our customers that anything made in store is going to have one of these top nine allergens and they're all listed. They are icons and then they have the verbiage and these are easily their placards. They're displayed throughout our stores - our goal is to make sure that our non-English speaking customers understand what those are as well because it has, you know the descriptions along with the icon and they're color coded but. Honestly, ours are color coded based on aesthetics - I wouldn't say that they're based on anything that has anything to do with the actual food itself.

Michelle: Are they similar to this icon set?

Thoma,Libby: I can. I'll send you one when I get home. I'm driving right now.

Michelle: Thank you.

Vinson, Scott: On the black and white versus color issues for the icons I we need to look at this from the perspective of an individual operator. So, in actual food service establishments, not all of them may have color printers on site. And if we're expecting people to print these off and post them in the back of the kitchen or the back of the house and the kitchen area, food prep areas, they may only have a black and white printer. I would suggest we not do color.

Michelle: Absolutely, I agree.

Thoma,Libby: I agree too.

Babekir, Amani: Hey, thank you very much for this discussion. Any extra points about the icons - I see Erin, you put your point in the chat. You made a very good point. Any extra comments?

Vinson, Scott: I have a question about Erin's question here. She writes in my mind there are two decisions we will have to make as a committee - which icons to use in our final document, and which to provide as resources to establishments. Shouldn't they be the same?

Moritz, Erin: There's multiple sources of icons available, and so we'll have to pick one to use within just our document that we're providing - if we include links to the last committees deliverable - it has three or four resources. I don't see anything wrong with that and that way the establishments can choose which ones they prefer. We'll just have to just decide on one set that we are going to use in this particular document and if it matches one of the resources we are providing, that's great.

Vinson, Scott: It isn't the document we're producing. We're presenting this document to the CFP.

Babekir, Amani: Yes, Scott, I think what Erin meant here, is to make it consistent through the whole document. What icons are we going to use on that document? Besides providing additional resources to the food facility for these icons.

Michelle: What I am hearing here is a difference between whether we're dictating an icon set to be used across industry versus an icon set that we're going to use within the CFP guidance.

Moritz, Erin: Yes. And I think deciding a set across industry is well beyond the charges for this committee.

Michelle: So perhaps we offer the icon set that we use as the standard within our document, and like we've said earlier, just giving references that link out, not necessarily including that icon set as a part of our document - just links to those icons.

Moritz, Erin: So an establishment might read our document and say these look great, this is good for us, we're going to use them. Another establishment might say, I don't like the milk bottle. I'm going to use something else, and we have provided those resources for them to look for other images.

Michelle: OK, so there should be a spot within the guidance documentation that says here's a source for other allergen icons and give the link, not necessarily depicting the icons within our document just for clarity's sake. Is that?

Moritz, Erin: That's a good question. I assumed that we would include those, but because those were from the previous committee, maybe that's beyond our group. Yeah, I didn't think of it that way, Michelle. That's a great question.

Babekir, Amani: Yes, we do have the notification sections and one of the main sections on that section is to provide various resources for these icons just to diversify the options for the food facility. Yes. Which option they would use.

Moritz, Erin: OK. Yes, that's right.

Babekir, Amani: And to make those icons consistent through the document. We are going to leave that to the template group because the template group is the one who's going to work on the format and finalize the look of the framework. So, whatever icons we are going to add to our drafts, we are going to send it over to the template team and then they will look over it and decide after they discuss it with the whole team which icons they're going to use through the whole document. Does that sound like a good suggestion? Scott, I see your hand.

Vinson, Scott: Yes. So, my understanding is that the document the Subgroups and the committee is producing that so will turn into CFP has one audience. Not two separate audiences. The one audience is retail food establishments. We are producing an operational framework for retail food establishments to help them with allergy awareness and so forth. We don't have a document that's audience is CFP and then stuff within the document that's audience is retail food establishments, the whole work product we are coming up with, the audience is retail food establishments.

Babekir, Amani: That is correct.

Vinson, Scott: OK. Thanks.

Garvin, Amanda: But we do turn in reports to CFP, correct?

Michelle: Correct. There are specific things that we need to talk about - it's basically benchmarking on how far we are within our charge.

Babekir, Amani: Yeah, we already submitted, we do submit Periodic reports to the CFP and we already send the second report to the progress of our work and then at the end of the whole work, we going to submit a final report and that's going to be approved by the CFP, and one of the components of that report is this framework. But the main objective of the framework is to address the control and prevention of the allergen within the food facilities. So, any extra points or suggestions before we move to the next point?

Subgroup Updates

The next thing is about training, and Amber is not with us, but I would assume there is a team member from her subgroup which could help with this question. Let me share my screen here one more time. OK, the question is about how to ensure proper training. How do we ensure the proper training? Is there any requirement, any kind of assessment we would like to suggest - Anything like that? I'm not sure if that is being covered in the training subgroup. During their discussions, I know at some point they were looking into a standard way to evaluate the components of a training. But I'm not sure how far they went through this discussion. So, I'm opening it for the whole team and also for the Members in the training subgroup if they have any comments about this one.

Michelle: Just to clarify, Madam Chair, are we looking for ideas around how to assess a person's knowledge, or are we looking at how to assess the material as it is presented?

Babekir, Amani: Yeah, it's either way, just we are looking for if there is a way we could add to this framework - to assess the knowledge, or to assess the quality of the training that is going to be provided. I would assume at the end its going to fall on the person who is trained, how we're going to assess his training - his knowledge. Do you have anyone from the training subgroup in our meeting today?

davidread2861: I'm on that committee - something has been mentioned is how do you assess whether the training is sufficient or not? But we didn't discuss any further details about that. I do know that if it's online training, often there are assessments included periodically and maybe a quiz or something at the end, but it's not like a proctored exam or anything. It's just to measure progress and knowledge as you go through, for example, an online course.

Michelle: Being part of that training Subcommittee, is there an element that you guys have introduced that would allow that opportunity or a recommendation for that to occur? Just maybe stating that that's necessary, that there be an assessment of knowledge in some way.

davidread2861: But it seems like there needs to be some sort of assessment, but that's just my opinion. I don't think we've gone into detail in the committee about that, which would be ideal because everyone could get the same type of training and then you could have an assessment process built into that training.

Michelle: Much like ServSafe does with their allergen certification.

davidread2861: Most online training has that and if you're doing in person training as well. Don't know if you need to be developing, you know, separate testing processes - I guess a lot of this could be done as online training.

Michelle: That and as opposed to what we could just ask for, is that there be an assessment that's done and leave it open to what they might think that could be. But the fact is that we need to assess how well trained that person, you know, if they've been trained properly.

davidread2861: Right.

Michelle: So maybe a framework of assessment, you know, please know these things.

davidread2861: I agree.

Michelle: Which is I guess is what our framework is maybe, already.

davidread2861: I know we were building online training for the regulatory community and it's based on competencies. So, you'll look at what competencies are needed to perform certain tasks and then you develop your training and assessment around those competencies.

Vinson, Scott: I'm sorry we are talking about creating test materials to include in this guidance document.

Michelle: I don't know that that's the intent of the conversation. I think that it's more centered around whether we recommend that there be an assessment of knowledge as part of the framework.

Vinson, Scott: I'm going to say I would say no. I think that's beyond the scope of our charge - we are supposed to create an operational framework that can be used in retail food establishments to help with allergy awareness. I don't think we need to be creating testing materials or you want to call them, assessments, whatever.

Michelle: We would advise that they perform an assessment - is what we would be talking about - not actually saying this is the assessment you must adhere to. Just advise that they assess that person's knowledge in whatever way they find would be applicable to their circumstance. It's so varied.

Vinson, Scott: Folks, I think we need to be a little bit realistic. We need just a reality check here for a moment. And I've talked about this before on other calls. The retail food industry is under tremendous pressure right now. Labor shortages supply chain. Ingredient shortages it's a mess. We need to be very careful about layering on additional regulation. The devil to deal with, particularly medium and smaller sized establishments, so.

Michelle: I agree with you Scott.

Vinson, Scott: I would be against that. I would be against.

Michelle: It's a very valuable opinion that you're sharing, Scott, and the load is there for those people. However, just making sure that reminding them that they need to know if that person has understood what they've been told. What we're after here is just acknowledgement that they understand. Maybe it's they sign a document saying they've been trained; it could be as simple as that.

Vinson, Scott: And an additional document. And then that document would be kept where?

Michelle: It would be up to the Food establishment how they deal with that, like everything else, how you document and how you store it.

Vinson, Scott: Like storing documents on site, every single requirement has - there's a domino effect.

davidread2861: Well, I think the food code actually has some training requirements in it right now and I would assume there's some way that facility would have to track that. I mean, they have to show that people have been trained.

Michelle: It could be added to it.

Vinson, Scott: So, you have these things.

Michelle: Absolutely. It's part of your operating procedures typically. Standard operating procedures are. I've seen that most commonly, and it's usually one single form, and there's several items on that form you have been made aware that you need to inform about personal illness, then how that pertains to food production. It's knife work - that you understand how to use a knife, it's agreement to report illness within the home. It could be added to that - that I acknowledge that these are the nine allergens, and we deal with them ... and you know I'm not trying to give language here, I'm just saying it could be part of that and they're already retaining that. Most likely so if they've got good procedures in place they would be.

Babekir, Amani: These are good discussions? I will collect all these points from our recording, and I will send it over to the training subgroup. And then they're going to discuss it and decide how they're going to address these comments, because the question about the training assessment is based on just the feedback we got after reviewing the draft of our documents, so that is the reason

for this question. Thank you everyone - and before I continue, just to the next step, I want to open the floor to the subgroups update. I know that you have done fantastic jobs on your drafts. Really, very good job combining and completing those drafts. I'm going to call the subgroups and give them the chance if they have any questions to the larger group - the emergency plan group - Erin, do you have any questions or any update?

Moritz, Erin: No, no questions. We got a few limited comments back and we've made changes based on those suggestions. And I think we need to go through and make sure the formatting makes sense, but other than that I think it's good to go. We are certainly open to other folks to still review it if you have a chance.

Babekir, Amani: And do you think you could send the draft?

Moritz, Erin: Yes, I think that's doable. We have a meeting tomorrow and I guess my plan at least was just to go through and make sure the formatting looks good and check spelling and all you know little stuff like that. And then I think it'll be good to go.

Babekir, Amani: Thank you, Erin, and uh, the emergency plan members. Now I'm going to move to the training subgroup. I know that is a draft being sent out for review from the training subgroup - Amber is not with us. Are there any comments from the group members about the progress of the draft?

Amber: Do you mean the draft itself - I sent the draft to you when we were done with it.

Babekir, Amani: OK. Thank you. So, I'm going to move to the notification tools group. We're going to have a meeting this Friday and we're going to go over some of the comments we received just to make further updates to our final draft. And then I'm going to move to the practice group. Scott, do you have any update?

Vinson, Scott: Yep, we finished our document and I sent it to you the other day.

Babekir, Amani: Thank you. I have all the drafts now ready and we still have a chance - if you want to review it and give us extra feedback, please feel free to do so. What our next step is going to be, let me just share my screen here one more time.

Michelle: Is there a central place that could we put those most up to date versions in our repository on Teams in the Teams folder for the allergen committee.

Babekir, Amani: Yes we could do that, thank you. What's our next step? My suggestion is to continue the subgroup meetings, just keep the block you have in your calendar for those meetings. Keep it on because what's going to happen? While we are reviewing it, we're going to come up with some questions, and we can receive comments and we are going to send it to the subgroups and you're going to work on addressing those comments or additions to your draft. So just keep those meetings in your calendar. If there is no request being sent to you, you could just cancel that meeting. But at least keep it on. We are going to compile all of these drafts together, put it in one draft, review it and validate it against ServSafe contents. Michelle has access to these contents, so she's going to review what we generate. It again is the components of the ServSafe allergy and training. Are we going to identify if there is anything we need to add? If there is anything we need to edit based on this review?

Also, we need to review it with FARE, so I'm going to go over the components of the FARE training and see if there are any additions we need to address in our drafts. The third one we suggested in our discussion is that we need to look at and also compare it to our documents is the AllerTrain. We don't have access to this training. If there is any member who has the contents of their training or materials and could help us to review and compare it to our draft.

Michelle: I'll reach out to Betsy Craig, the owner of AllerTrain and request access.

Babekir, Amani: Thank you, Michelle. And would you be able to do the review or?

Michelle: Most likely not, but I could put her in touch with whoever would be able to volunteer to do that.

Amber: Yeah, I can review that. That's our training.

Babekir, Amani: Thank you, Amber. So, do you have suggestions about any other materials to review and compare to our draft?

davidread2861: Are you looking for other online training?

Babekir, Amani: It could be online.

davidread2861: I know that FMI does have an allergen training course as well.

Michelle: I think we're looking for our hole, is what our goal here is.

Babekir, Amani: Yes - do you have access to the FMI training material?

davidread2861: I don't specifically. That training is available on the IFPTI website. I could inquire about its availability.

Babekir, Amani: OK. Thank you. Any extra points or suggestions about the review? We are hoping to complete the compilation and then the review within two to three weeks. And then we will send it over the template team to work on their charge. We're going to

work on the terms - and thank you very much to the notification subgroup members that agreed to continue working on the terms. We're going to be working on these and will provide it to the template team. If you want to volunteer to work with us on this term subgroup, please put your name on the chat or let me know through email. That is all I have, and I open it to all of you, if you have any extra suggestions or discussion?

Moritz, Erin: When you talk about terms, just to clarify, this is the group that will be deciding when we talk about and establish we're going to use the word food retail establishment or just establishment. When we talk about, you know, basically the definitions team, is that correct?

Babekir, Amani: That's correct, yeah.

Moritz, Erin: Ok, thank you.

Meeting Adjourned.

Babekir, Amani: Any extra suggestions or ideas? I think that concludes our meeting today and thank you, everyone, and I'm going to send any comments or feedback that I receive to the subgroup that is related to those comments and thank you very much for continuing to work on your drafts. Thank you. Have a nice afternoon.

Next meeting Thursday, April 14, 2022.

Meeting Number 12	Meeting Date 04/14/2022	Meeting Time 2:00 pm EST	
<u>Co-Chair; Meeting Chair</u> Amani Babekir	<u>Co-Chair</u> Michelle Hill	<u>Meeting Scribe</u> Michelle Hill	<u>Council II Chairs</u> Jo DeFrancesco/Courtney Halbrook
<u>Advisory - FDA</u> Greg Abel	<u>Advisory – FDA</u> Devin Dutilly	<u>Advisory - FDA</u> Mary Cartagena	
<u>Advisory - CDC</u> Erin Moritz	<u>Advisory – CDC</u> Jenna Seymour		
<u>Advisory - USDA</u> Jennifer Green			

AGENDA

- | | | |
|-------|--------------------------|---------------|
| i. | Meeting Call to Order | Amani Babekir |
| ii. | Roll Call | Michelle Hill |
| iii. | Scribe | Michelle Hill |
| iv. | CFP Antitrust Statement | Amani Babekir |
| v. | Previous Meeting Minutes | Amani Babekir |
| vi. | Framework Points | Amani Babekir |
| vii. | Subgroup Update | Amani Babekir |
| viii. | Adjournment | Amani Babekir |

MEETING MINUTES

Call to Order

Babekir, Amani: Hello everyone and thank you for giving us this time to join our meeting. This meeting will now come to order. We would like to do the roll call, Michelle.

Roll Call

Michelle: Yes, I would be happy to. Thank you, Madam Chair. <calls roll for voting members> We have a quorum of eleven.

Scribe – Michelle Hill agreed to take notes that will be verified via transcript issued by Teams.

CFP Antitrust Statement

Babekir, Amani: And I would like to remind you that it is the Conference for Food Protection. Antitrust statement is active in this call. And just keep it in mind. And if you want to reference it, please find it in the attachment of this meeting Invitation.

Previous Meeting Minutes

Babekir, Amani: Now we could move to approving the Minutes. Could you please go to the version I sent out yesterday? To the end of the document, you will see our last meeting notes. I will give it 2 minutes for your review. And then we could entertain a motion. So I will entertain a motion regarding the minutes of our last meeting.

davidread2861: I just sent you some edits to the comments that I made to try to clarify at least what I thought I was saying.

Babekir, Amani: OK, that is great. Any other? To wait till we make the change on the minutes, and then we proceed with entertaining a motion on it or I will entertain a motion regarding the Minutes.

Michelle Hill: Madam Chair, perhaps somebody could make a motion to approve the amended minutes in our next meeting. So people have time to review that.

Babekir, Amani: OK.

Michelle Hill: What's the will of the committee?

Ben.Wagner: I motion to approve the amended meetings in the next meeting.

davidread2861: I second.

Babekir, Amani: Thank you. Any further suggestions? OK, so let's proceed to the vote on the motion. Is there any one opposed to the motion? Please say no or raise your hand. Thank you. Do we have anyone abstaining? Thank you. So the motion passes to approve the minutes next week, after amendment OK. Thank you.

Framework Points

Babekir, Amani: So now we could move to the second item in our agenda. Just they want to give you an update about the progress in the framework, and share my screen. What we did here, we put together all the sections we received from the subgroups. Thank you very much for your effort and the time you spent working on those documents. So as of now, we have the initial draft of the framework. So that is very good progress to our committee work. We put it all together. The first section is the training and then we added the handling piece. And here is the notification section. And then the third one is the allergic reaction.

We are also working on the definition section - the subgroup meets every Friday. We made good progress on listing all the possible terms that are commonly used in our draft and we are working on adding definitions to those terms. And thank you very much for Michelle and Devin and also for the subgroup members - they really put an effort and time into doing this. Another thing I want to say if you want to volunteer on the definitions of group, please send me an email. We are planning to conclude the work on those definitions within two weeks, so we will be able to send a draft to Devin. He volunteered to give it a revision on it from his side before we proceed with formatting the document and sending it out to the template team.

Any comments about the progress we have so far on the actual draft? And definitely we're gonna have a lot of discussion about it after this. I'm gonna hand off to Michelle and also I'm gonna tell you how I compare this document with the first sources by showing you all the sections in one draft. Do you have any questions, any comments about it?

Michelle Hill: Madam Chair, I see a hand raised - Jennifer.

Green, Jennifer - FSIS: I was able to review two or three sections - I'm not sure how many total sections it will be, but will we get a chance to review the entire document like this one, this version here that has everything included.

Babekir, Amani: That is for sure, Jennifer. After the end of this meeting, I will send out this version to all of the team members, so you will have a chance to review it and do comparison with whatever resource is available for you. So that is a good thing.

Green, Jennifer - FSIS: OK, awesome. Thank you.

Babekir, Amani: Any additional comments? Thank you. And I will give you an idea about how I compare it with the FARE resources. Let me share what I used here - I'm going to walk you through the FARE website and the resources I saw there.

I found a couple of resources - mainly for avoiding cross contact. They do have a portion for the emergency care plan. How to read a food label, and also they have Spanish versions. I tried to see if they have signage or icons in Spanish, and I did not see documents or procedures in Spanish, but we could reference it in our document. Going over these resources, I found that we covered everything in our draft. The only thing I added there is that they say to avoid the cross contact is to wash hands before preparing the allergen free meal - so I added that because I don't think we had it there in the best practices section. But other than that we are aligned with the FARE contents. Any discussion or note about this. OK. Thank you.

And now I'm gonna hand it to Michelle. Michelle has done a very good job - an awesome job on reviewing our contents against ServSafe. She added a lot of feedback and suggestions there and I will give her the floor to just walk us through our notes and discuss it with you.

Michelle Hill: I took some time and nitpicked through the ServSafe food allergen training modules that they offer on their website - it is a paid service. I teach this material frequently so it was fairly simple to go through and see how we matched up. I did not find any glaring omissions with the exception of defining anaphylaxis. I know that will be one of our definitions, but I think that we should probably say a little bit more about what anaphylaxis is, and I've made a note to that effect here on the right - That it's a serious allergic reaction that occurs rapidly and may cause death. That is how ServSafe defines it. And this is all up for debate. You don't have to use any of this or all of this. I'm just letting you know what I saw when I went through it. Any place you see A tag here, it's where I found actual language specific to those ideas addressed by the ServSafe curriculum. As I said, the biggest portion that was missing would be talking about anaphylaxis and then also the flow. We might consider changing the flow of this document. In particular, we start with the person in charge, which I think is appropriate. However, it seems like it flows much better if we go to the front of the House next and then the back of the House. And maybe it's because that's the experience that customer has that it makes more sense that way. But a lot of the trainings that I did observe all had the flow in that manner.

So it's just a how we feel about it, how it flows as far as the contents, everything looked really good. I didn't see, like I said, I didn't see anything that was a glaring omission. You are more than welcome to take time to look through this when you have time. And I was only able to complete this early this morning. So it's not a lot of time for people to be able to really walk through it. I'm not sure if you want me to go through each point here or if that's something we do offline. I'm open to any kind of questions or feedback regarding this. Madam Chair, is this what you were expecting for me to do, or would you like me to go through each comment I've made?

Babekir, Amani: Yeah, I think that is good. What is going to be our next move is I'm gonna send these documents to all of our committee members to comment on it, and definitely I encourage the subgroup leaders to talk to their group members to see if there is anything they need to address or make any change to their draft. Based on Michelle's comments, as far as she said, we don't need to add anything new. But if we see that we need to adjust some of the language, we need to do anything extra, we're gonna give the subgroup a chance to do that, and we are opening it for your suggestions also, if you have any.

Michelle Hill (Guest): Madam Chair, I guess the biggest thing I've noticed is that we don't really prescribe specific language and how these things should be spoken of. I don't know if that's something that is in our purview or if we just recommend that they obtain knowledge in that way - a framework for the knowledge is what I'm seeing it as. A lot of the comments that I've made give full blown descriptions of how it would be taught,, so I guess that's something we need to consider - how much of that do we actually include in the framework?

Babekir, Amani: Thank you. I'm opening it for discussion here. Michelle, could you go to the top of the document? Maybe we could go over some of the comments and see the feedback and then we could complete it if it is a definition.

Michelle Hill: Perhaps we do list symptoms, although this is addressed later on in this document, in the framework itself, it would fall under this area here how to recognize and respond - I think that that's cared for well in that latter part. I did break out each specific allergen from it just being an itemized list to being actual numbers to again reiterate that there are nine allergens.

Babekir, Amani: I see your comments about the guest - Keeping your guests safe starts before guests. Even walk through the door.

Michelle Hill (Guest): Yes.

Babekir, Amani: Could you walk us through this one?

Michelle Hill: This speaks to how to prevent cross contact and also to how to be more aware of what's gonna hit your door before it comes, especially if you're a facility that can take a reservation, this wouldn't necessarily be for retail food. And we're looking more at a sit down restaurant here. But either way having a clear policy ahead of time on what allergens are special requests that we can reasonably accommodate. And then having clear policies to communicate that information. Everybody in the operation should know what they can accommodate and not - within given reasoning. I mean, if you're making homemade bread on site, I don't think you're going to say you can accommodate gluten free. Or gluten sensitive.

Babekir, Amani: I know in our best practices section we did not address or we don't. We did not call out that there needs to be clear policy and communicated. Do we need to consider that point?

Michelle Hill: I think so. I think that maybe having a little bit more language using some of these ideas to fill in the blanks as far as specific things that we would like them to undertake - activities to undertake. I'd like feedback from the larger committee on this.

Babekir, Amani: Practice subgroup members, do you have any feedback or comments about this? You're gonna have some time to discuss it later - we have a very quiet team today.

Michelle Hill (Guest): I think it's a lot to process. You know, in our special ordering process, how do we actually handle these orders? Maybe being specific about how we do that? Although I believe that if you read our entire flow, it is addressed throughout each designation/segment of workers. I would like to see back of the house be third and front of the House to be second - I think the flow would be a lot better. That's something we could change right now if people agree to it - if they think it makes sense.

Babekir, Amani: Do we have any further discussion about the comparison with ServSafe? And how do we feel about the contents we produce and that we aligned with their content?

Eisner, Crystal (PHS): I feel it's aligned well.

Babekir, Amani: That's good. Thank you.

Michelle Hill: Are you speaking to the order of ideas here, or just overall that we've aligned well with ServSafe?

Eisner, Crystal (PHS): Overall with ServSafe.

Michelle Hill: OK. How do you feel about changing the order of how we talk about the training modules? Do you think it matters that we have a definite flow - maybe I'm the only one that thinks this flow is awkward.

Eisner, Crystal (PHS): Can you Scroll down? And so it's training and then you have person in charge and then what's the next?

Michelle Hill (Guest): The next one is back at the house and then it's followed up with front of the house. I would recommend that we do front of the House prior to back at the House. That's my only big idea.

Eisner, Crystal (PHS): You're doing it like the flow - as if you walk into a restaurant from the front door. Is that how you're doing it?

Michelle Hill: That's what I was thinking. It's the way a lot of other written material approaches this for training is that they go from the flow of a customer and so I think it makes sense, just for clarity sake, to have the two items swapped.

Eisner, Crystal (PHS): Yeah, that's the standard - why not stay with the standard?

Michelle Hill: Thank you. I do agree with that. Is that something we can just do or do we need to have this go back to the subgroup with that comment?

Babekir, Amani: We have Members from the training subgroup - in this portion of the training, that's right. Michelle, on the training section.

Michelle Hill: Correct. This is the training subgroup. If we'd like to take a, maybe somebody could make a motion to make this change. If you're comfortable as a group.

Eisner, Crystal (PHS): Is there anyone for that subgroup on the call right now? Maybe they had a certain reason why they did it in this order.

Babekir, Amani: Amber is not able to join us, but we welcome comments from other subgroup members.

Goddard, Vy (VDH): I'm on that sub group. I don't remember a specific reason for the flow that is really significant, so I'd be OK with changing the flow, but I'm only one person on that committee, so fine by me.

davidread2861: I was on that group as well, and I don't recall any specific reason for the way it was listed, so changing it would be fine.

Michelle Hill: Madame chair, how would you like to proceed? Do you think we need to have a vote on this or is this something that is a matter of course and I can just make the change and we'll move forward with this document for review?

Babekir, Amani: I think we could make the change and then we will leave it to the template team to work on the flow of the document, because this is gonna be their task. We have Amber with us, but she's not able to see the screen. But if you can hear us, Amber, just give us your feedback in the chat.

Michelle Hill (Guest): The change has been made, the flow is now within training. Number one, PIC, number two, front of House, number 3 back of house, and then the 4th recommended changes to the wording and this would be the food code Annex specifically - not the food code itself. I think this is good. I think it'll be important for people to really take some time and look at the comparisons that have been done. And you know, if we feel like there needs to be more language added in around certain ideas, just to flesh them out, if it's agreed that that's necessary, then we can do that.

Babekir, Amani: Yes, Scott.

Vinson, Scott: Michelle, can you scroll through the whole document so we can get a sense for the whole thing?

Michelle Hill: Absolutely. I'll start at the top. It's 19 pages.

Vinson, Scott: Is this a consolidation of all of the subgroups work?

Michelle Hill: It is. This is the training component that was produced by the training work group. This is the verbiage produced by the policies and Practices Group here. Here's the tools to notify, as provided by the subgroup. I did adjust this table - I recreated it because it was painful. And I did go through and drop in where the ServSafe material would align with the same ideas throughout the entire document - not just the beginning part. And then here's a blank example form they can use. The very last section is the emergency response guide and that includes several pictures or posters that people can print and use.

Here's the flow of what to do if something happens. And ServSafe is not very verbose on that - basically says make sure the person ... it steps through exactly what we've done here for the most part, it's a lot lighter even than this, as far as what they tell people to do. This is more specific, which I think is good. And then here are the posters, with references of course.

How a child might describe it? I thought this was quite good. Actually this was a very nice graphic here - explanatory, and the references for each section - each part of the framework carries a references section.

Subgroup Updates

Vinson, Scott: Is there a section with sample Posters with icons - the notification group.

Michelle Hill: Yes. That is right here. It is part of the food allergy reactions - how to recognize and respond. So here's the 9 icons that we spoke of last meeting. These have not been adjusted in any way from the last meeting. They're intact as is.

Babekir, Amani: For the notification sections we have links, but we haven't added any actual icons there. I think Amber's team also gathered icons.

Michelle Hill: This is what we have right now is part of the framework. This is what it includes.

Babekir, Amani: Correct.

Michelle Hill: Did that answer your question, Scott?

Vinson, Scott: Yes - just scroll up to that page a minute ago - Symptoms of an allergic reaction. So this page here. You've got this section here. Symptoms of a severe allergic reaction. And then if you scroll down again on the next page, it's repeated.

Michelle Hill: It is - this would be intended to be hung separately. I think that the intention of this group was that it be found in both places? So just options I guess for people.

Vinson, Scott: And one is labeled symptoms of a severe allergic reaction and the other one is labeled symptoms of an allergic reaction. So is there a difference?

Michelle Hill: There can be - the severity matters. The question is, are they tipping into anaphylaxis or not?

Vinson, Scott: Well, I mean, but do we need the word severe - people are gonna notice that it's on one section and not the other. And they're gonna wonder why there's a difference. So maybe just make them the same.

Michelle Hill: I can make that as a note. Is that what I should be doing?

Babekir, Aman: Yes please.

Michelle Hill: OK.

Dutilly, Devin: To take a look at the number of work group members are on the call now. If you take a look at the each of those documents - I think some of the intent - like you had said Michelle very nicely - they will have them printed off and hung, and each of the documents can serve different purposes within the food establishment. Different locations that they are placed or hung. So that was kind of the intent for it. And so there's a little description above it. I believe that talks about that. Thank you.

Vinson, Scott: OK. So maybe somewhere on these pages if these are meant to be hung on the wall or posted somewhere maybe. Maybe that should be noted somewhere.

Michelle Hill: There is a list up here that calls out - it says below the below posters and Flyers are designed to be placed within your food establishment in locations such as, and then they give advice as to where each poster could appear that would make sense.

Vinson, Scott: Ah. Good.

Michelle Hill: So that's a good suggestion. They did a really good job on this, referring back out. In fact, any time that they had a spot that they could refer the user or the reader to a resource, they did so with this picture call out and then what it is - it was well done. The other part I liked about this is that they did layout examples of potential reactions and then what we do is that initial assessment of how severe is it? If they can talk or not, we do this. If they're unconscious, we do this, or semiconscious ... and that in itself speaks to the severity and how we deal with it.

Vinson, Scott: I have one other suggestion. I've noticed that the word individual is used frequently in these pages. I would just suggest replacing the word individual with either person or people if it's plural. I find the word individual to be dehumanizing.

Michelle Hill: I can. I'll put that in absolutely as a suggestion to be considered as a Global change.

Babekir, Amani: Any additional thoughts or comments - and how do you feel about the length of the document? How many pages do we have, Michelle?

Michelle Hill: It's 19 pages in length, but we have to consider the fact that the final three or four pages, I believe 4 pages are posters - the cover page also wouldn't necessarily need to be always printed, so that would bring us down to 15 pages of actual framework.

Babekir, Amani: It's good. And we're gonna have the definition sections. So one of the ideas is are we going to have the introduction and then the definition section. The idea is do we need to put it in the front of the document or as an appendix? The end of the document - what are your thoughts on this? We're going to have around 15 Definitions. Do you think it's best to put it at the beginning or the end of the document as an appendix?

Michelle Hill: I typically see things like that defined ahead of time, but that's just me.

Goddard, Vy (VDH): I agree. I think up front would be great.

Babekir, Amani: At the beginning.

Michelle Hill: What I'm hearing is we would have an introduction page basically saying what we're doing, why we're doing it and then right after that the definitions, Correct?

Babekir, Amani: Yeah, that's correct. Yes, Scott.

Vinson, Scott: Normally I would agree. But in this instance, given our audience, and given the length of this document, I think having an introduction that is concise but approachable and maybe friendly and folksy in tone will be very good. But, then to have that

immediately followed by a lengthy definition section, I think it's going to be off putting if a person who's running a restaurant who's already stressed out, is immediately confronted with a very lengthy document like this, and then it has a page or two of definitions. They're going to - their eyes will glaze over and they'll just stop. So I would get right into the meat of the stuff first, and put the definitions at the end or in some other section. But to immediately start confronting people with a document that looks very technical in nature is going to be off putting.

Michelle Hill: To that, Scott, would it make more sense for us to call out the definitions as we flow through the document or would you just recommend that we have it be at the end and people can reference them as needed?

Vinson, Scott: Well, that's a good idea. Maybe having it woven in - maybe each time the word is used then you just put the definition in parentheses after it. Maybe that would be a better approach depending upon how long the definitions are.

Goddard, Vy (VDH): If I find a word no, I wanna be able to go to the beginning of the end and find that and not have to look through the documents and find the one place definition might be.

James O'Neal: Well, and we can continue this part of the conversation, I had a thought about the training piece. So however you wanna do that?

Babekir, Amani: Thank you, Jim.

Thoma, Libby: I agree with Scott - when we write our technical documents for our audiences, both in manufacturing and in our retail world, we put the definitions at the end. So let's just kind of a standard way that we do it in retail.

Babekir, Amani: Thank you. David?

davidread2861: I agree with that. I think it should be more like a glossary than maybe even calling it definitions. And that would be at the end.

Green, Jennifer - FSIS: At the end would be a good.

Babekir, Amani: Thank you. So the group of the template Ben - Ben you are the leader of the group. That correct? I don't have the list in front of me now.

Ben.Wagner: Yes, I am.

Babekir, Amani: Would you take the burden of Putting the document together and having. The option, it seems like we are leaning into putting the definitions by the end of the document, but it's hard to tell. Would you like to take the burden of Deciding on that with the team When you are working on the document, so you bring it here to our meeting and they could vote on it if they wanted this way or not.

Ben.Wagner: That works.

Babekir, Amani: Thank you.

Babekir, Amani: Yes, James.

James O'Neal: Looking at the training, it looks like a lot of it is a certain set of basic information that would be applicable to anybody that works there. Am I reading that correctly?

Michelle Hill: Absolutely, yes.

James O'Neal: And so just a thought. Would it be a good idea to say this is a training for anyone who works within the restaurant and then have it broken down into specific training for back of house front of house so it's not? I mean, it's really important, but it kind of looks repetitive. If I were to pick up this document and read through it the first time.

Babekir, Amani: Yes. Thank you - we could add a note, then we could refer it to the training subgroup to look into it.

Michelle Hill: If I can capture the essence - State that this is training for all who handle the food. Break out training.

James O'Neal: Yes, bullet Point C - list the major food allergies. It's the same for all of them. So if you could have just a section where kind of a general training and then if there's anything different for a backup House employee that they would need to know kind of the gist of what I was looking at.

Babekir, Amani: That's good.

Michelle Hill: I see. So we could say this is for instance, we could talk about there being general knowledge that everybody should have. And then specific knowledge of the job duty. Is that right?

James O'Neal: Yeah, exactly. Yeah.

Michelle Hill: I think that's a really good suggestion. I too found it repetitive. But I think that the intent here- I'm not on this subcommittee, so correct me if I'm wrong - the intent here was to be specific about what each segment of duties these people need, what they need to know to do their job correctly, as far as allergen control.

Goddard, Vy (VDH): Yeah, yeah, that was the intent. And there was like, if it were gonna be separated out, then they would have all the parts - we can talk about it within our group.

Michelle Hill: Yes, that's a good place for that, yes.

Babekir, Amani: It's good. Any further suggestions? I'm going to send out this document. Michelle, could you please send it out to the whole team members?

Michelle Hill: Yes.

Babekir, Amani: Please feel free to work with your subgroup on your section and just address the comments or anything that's added in the document. And we are gonna work on the definitions. And also if you are not even a member of any of the subgroups, if you have any additional thoughts, please send it to us. I'm going to give it like 2 weeks before we send the document to Ben. So if you feel like the change needs to be addressed by the template team, you could leave it and just leave a note - and they will handle it. Yes, Scott.

Vinson, Scott: Amani so now that the document is consolidated into one, is the work of the individual subgroups completed and we no longer need to have our subgroup meetings.

Babekir, Amani: Yes, I am going to send it to you. So we are still gonna have - from now and then - some meetings because it's gonna be a continuous process of editing the document. And I don't like to do all the work just in our general meeting. Just probably the subgroups will be better. To focus on each section individually and make the changes needed. I would say for example when I send out the documents, you probably need to call a meeting with your subgroup members to just go over the comments which are placed in your section.

Vinson, Scott: OK, alright. So someone will either Michelle or you will be sending this out to everyone and then the subgroup chairs should look at our sections and address any comments made in our section.

Babekir, Amani: That is correct. I would expect to receive four versions of the document - one from each subgroup after they address the comments that were placed on the document.

Vinson, Scott: OK.

Babekir, Amani: Within two weeks before our next meeting.

Michelle Hill: If I may mention - it might be useful - don't just spend time on your own section. It's very important that that section be right of course, to your subgroups liking, but comments are also welcome throughout the document, especially if you feel like it would add to the clarity and the conciseness of the information as it's presented.

Meeting Adjourned - Next meeting is April 28, 2022.

Babekir, Amani :That's correct, yeah. So any additional points or suggestions before we conclude our meeting today. So thank you everyone for joining us today. Have a very nice rest of the day.

Meeting Number 13	Meeting Date 04/28/2022	Meeting Time 2:00 pm EST	
<u>Co-Chair; Meeting Chair</u> Amani Babekir	<u>Co-Chair</u> Michelle Hill	<u>Meeting Scribe</u> Michelle Hill via Teams Transcript	<u>Council II Chairs</u> Jo DeFrancesco/Courtney Halbrook
<u>Advisory - FDA</u> Greg Abel	<u>Advisory – FDA</u> Devin Dutilly	<u>Advisory - FDA</u> Mary Cartagena	
<u>Advisory - CDC</u> Erin Moritz	<u>Advisory – CDC</u> Jenna Seymour		
<u>Advisory - USDA</u> Jennifer Green			

AGENDA

- | | | |
|------|--------------------------|---------------|
| i. | Meeting Call to Order | Amani Babekir |
| ii. | Roll Call | Michelle Hill |
| iii. | Scribe | Michelle Hill |
| iv. | CFP Antitrust Statement | Amani Babekir |
| v. | Framework Points | Amani Babekir |
| vi. | Previous Meeting Minutes | Amani Babekir |
| vii. | Adjournment | Michelle Hill |

MEETING MINUTES

Meeting Call to Order

Amani Babekir: This meeting will now come to order. Michelle could you please take the roll call and see if we have quorum?

Roll Call

Michelle Hill: [takes roll call of voting members]. Madame chair, we have a quorum.

Scribe – Michelle Hill agreed to take notes that will be verified via transcript issued by Teams.

This meeting is now being recorded.

CFP Antitrust Statement

Amani Babekir: I'll just remind you the conference for food protection antitrust statement is active in this call, so just keep that in mind and for your reference, it's attached to all our meeting invitations.

Framework Points

Amani Babekir: The first topic here we wanted to discuss is the draft of the Equal Consideration Section. They really took their time to write down this draft and I would like to get your opinion on it and see if we need to make any changes to it before we add it to the framework draft. I'm going to share my screen and if you have an issue following on the screen – you could open the documents I sent out. Can you see my screen?

Michelle Hill: Yes.

Amani Babekir: You can see here the documents – Vy is not able to join us today for this meeting, but you could provide your comments about this document. Please let anyone into the meeting as I'm not able to do that while I'm sharing my screen.

First, a summary about the allergens. And then in the knowledge section, just pointing out the sections we have in the framework. Here's handling the cross contact. And then food preparation and understanding the label - it's More like a generic thing, but that which could be used in food pantries and food banks. Just open it for your discussions if you have any comments. Any suggestions? And do you think this is sufficient to meet the charge? Consider this section: Equal Consideration

Devin Dutilly: Thank you again for welcoming me and thank you for all the hard work that everybody has put into this document and all the other work. I really appreciate it. And I think everybody on the call does as well. Could you just give a little background for the equal consideration in this document and how it's going to fit in with the rest of the framework?

Amani Babekir: I can - let me share the charges.

Devin Dutilly: Yeah, that would be great. Thank you very much, Amani.

Amani Babekir: Here is the first charge which is talking about developing a framework for the food facility and they said that they needed to consider several points and one of these points is F. And on that one, it says equal considerations for alternate food sources such as food pantries, food banks to ensure equity and access. And during our initial discussions, we felt like we needed separate subgroups to develop contents for each point. But for this one, one or two of us could just compile a couple of graphs and couple of sentences that will address these equal considerations.

Erin Moritz: If I'm remembering correctly, the purpose of subsection F was really to make sure that what we end up submitting is helpful not just for retail food establishments, but for also these other kinds of establishments. Is that correct, Amani?

Amani Babekir: That is what I understood, yeah.

Erin Moritz: Through the lens of knowing that a food pantry or a food bank might experience additional challenges beyond what a retail food establishment experiences or maybe just different challenges, not necessarily more.

Amani Babekir: Any additional point about the understanding of the f part of the charge?

Devin Dutilly: That's helpful. Thank you.

Amani Babekir: Based on this we felt the need to have just a separate minor section that addresses these facilities.

Devin Dutilly: If we go back to the definitions that we used, and if we do choose to use the definition from the food Code on food establishments, the facilities that are mentioned above would be encompassed in that definition. It depends on the definition this document chooses to go with, but if we are using the food code definition, the FDA would likely have comments on that, making a distinction between this type of establishment having different needs than another type of establishment. Although there is a distinction between the establishments I think when it comes to the requirements within the food code, the requirements would hold for both of those types of establishments because they all fall underneath through establishment, and if we could apply it to all food establishments So I don't think there's an objection to creating this, but just a just as a note, the food code covers to all of these, and so anything that would apply to one would also apply to the other.

Amani Babekir: And it seems from the developed draft here, most of the components refer to specific pages of the framework which we already developed, so other than understanding labels, seems like this is a different section here. Do we think that when it comes into the preparation and the training and knowledge and handling, the cross contact, do we need a section, a separate section? What are the equal considerations?

Ben Wagner: I'm not sure that we do. Looking at this - the understanding labels - is that to train the staff members to understand labels and if so, would we not use that elsewhere for retail food establishments to understand the labels of their ingredients? I don't know. To me this seems like we're reiterating, just to reiterate. Is there anything in here that is novel to food pantries, food banks, etcetera?

Erin Moritz: I think when we very first started discussing this, two of the main points were, just concerns, maybe additional difficulty communicating with the patrons, and then also having volunteers who maybe have less of a background in food safety. Someone will have to remind me if there were other concerns. I think what we have probably covers it technically, but I'm wondering if it may be good to call out those considerations at the beginning of this particular document, and I like the idea of pointing out specifically where they can go in the document to address those issues. And I don't - is there anybody from the group who worked on this document on the call?

Amani Babekir: We don't have an actual subgroup for this part of the charge.

Erin Moritz: OK.

Amani Babekir: I think there was Jennifer with her, but we couldn't recognize which Jennifer. Not sure if there is anyone who volunteers on that subgroup or that team ...

Erin Moritz: It'd be interesting to me to see if she found some sort of resources pointing out specifically additional or different challenges within the food banks, and maybe there's not, but if there are additional or different challenges than it may be worth pointing those out at the beginning of this section

Amani Babekir: OK. Any additional points on this?

Ben Wagner: It's minor, but where it says for food is prepared on site I would say for foods prepared or repackaged on site.

Erin Moritz: Yes. This reminds me - that was another comment made way back - that a lot of these types of facilities will have a package of crackers or something that they'll open and repackage for distribution.

Crystal Eisner: Understanding labels from manufacturers of packaged food. And then are required by that too -

Amani Babekir: OK. And do you think understanding the label is it an important piece to add to our framework – should be considering adding it to the whole framework? Seems like it's ...

Crystal Eisner: It's general information. I think it's good to understand the label. As far as may contain or production facility – this is maybe, overall concern, not just this area - is this anywhere in our framework?

Amani Babekir: Yes - it's not. I don't think we have detailed information about understanding the labels.

Erin Moritz: I think if we did want to keep the section, we'd have to tie it back to specific challenges in in food banks or food pantries.

Amani Babekir: But would it be worth adding it to the whole document? Especially this program just understanding the labels?

Crystal Eisner: Alright.

Erin Moritz: I do like the that bullet. Eat all that differentiates. Contains versus may contain. I think that's worth putting in the main body of the document

Crystal Eisner: And just like the common allergies can have other names, for example. But for the dairy, the casein and so forth, unfortunately, we had a little girl where my daughter goes to school. Her grandmother bought her something online - juice that said dairy free, but it can't contain casein - and she actually passed away from a severe allergy. Yes, I think that's a good. Sorry, I haven't gone through all the bullets, but if we have not stated that elsewhere, I think that it is a good idea to.

Amani Babekir: OK.

Michelle Hill: I just wanted to mention I'm back finally. FYI and, if you were speaking about casein being listed, I'm all for it. It's necessary

Amani Babekir: That's good.

Devin Dutilly: And just as a general comment - we would, the cautionary, the PALs, the cautionary allergen labeling that is listed here - this is not something that we have issued a specific guidance on. It's not something that we would comment on or you use it, something that could be in lieu of good manufacturing practices or cleaning sanitation practices within a retail establishment Thank you.

Amani Babekir: Thank you.

Erin Moritz: I'm wondering if it's worth adding something? Another bullet, - something to the extent that Devin just said, note that simply saying something may contain an allergen is not an acceptable alternative when trying prevent cross contact.

Ben Wagner: So, was the concern that a food shelf would be labeling something themselves? Is that the concern?

Erin Moritz: I just don't know enough about food pantries and food banks to really know the best content for this section.

Devin Dutilly: We have a representative on the call here that is part of one of those groups or a represents one of those groups, I think Vincent, Scott - he represents a lot of large facilities - is he on the call? I think he had some comments about other groups he represents and I think you captured a lot of different groups that are in his organization as he happened to be on the call.

Amani Babekir: He's not able to attend.

Devin Dutilly: Probably valuable. OK. Any anybody else who represents those groups or have a large of volume?

Michelle Hill: I can speak from a person that's worked in the food bank before and it's not that we would label necessarily on the shelf that something has an allergen, but we would definitely be wanting to help assist them to determine if a packaged food did. And in this case, I believe we're talking to the presence of casein and not dairy or not lactose. You know, understanding what the true allergen is. And I think that's what we're trying to get at here is that. Does that answer part of your question?

Ben Wagner: I think quite honestly, we're all over the board on this. There's been comments about the fact that it may contain statement does not give a production facility a get out of jail free card for doing proper GMP, which production facilities understand. I don't know if food shelves do - I don't know if food shelves – that if they break something down and repack it, put their own labels on it or not. I think this is good information for anybody working in the Food service side of things, whether it's a food bank or a restaurant. Well, the question is, Is this information good information that should be for anybody reading the document and then we can refer back to it when we're talking to food service or not food banks specifically, or this equal considerations portion? Specifically.

I have an additional question. The bolded statement above – The understanding labels says have a staff member that's knowledgeable about allergens. Review the ingredients on the label with the customer to ensure ... You wouldn't expect somebody to do that in a grocery store? Would you expect somebody to do that in a food bank?

Amani Babekir: OK, so I'm going to highlight this section here to discuss it later. Michelle, would you like to proceed - if there is any extra discussion on this and then move to voting on approving the Minutes.

Michelle Hill: Absolutely. I'd be happy to, Madam Chair.

Amani Babekir: OK, so please continue the discussion if there are any extra points regarding this part. And just to give you an update about the framework right now, we are in the process of sending it out to the template team and the target date is May 4 - we will compile it send it to the template team after we review it with the ServSafe comments.

Michelle Hill: Thank you, Amani. One quick question, Amani, what we have remaining then is to decide about this document, as far as closing discussion, and then voting on the previous two meeting minutes and then we adjourn.

Amani Babekir: That's correct, yes.

Previous Meeting Minutes

Michelle Hill: What is the will of the people present here? Would you like to continue the discussion on this document? I'd like to entertain a motion to either continue to discuss or to table it until we have more information about this particular section.

Ben Wagner: I put out a motion to table it until we have more information.

Michelle Hill: Thank you. Ben, do I have a second?

Darby Greco: This is Darby. I'll second that.

Michelle Hill: Thank you, Darby, so noted. We will reach out to Vy, and perhaps the next time we come around to this, we'll have her on the call. Thank you for your patience on this, everyone. I apologize for my absence from the meeting. I don't really know what happened, but that's what the transcript is for, right? At this point, if you could please pull up, and if need be, review the minutes from the previous two meetings. We had a request to make a correction to the document. What we would like to do now is take a moment to review those and then we'll come back. And I'd like a motion to be made possibly for us to approve those minutes as they appear or whatever discussion needs to ensue about the Minutes. So let's take 2 minutes to review those documents and hopefully everybody got them – Amani sent them out pre meeting.

Michelle Hill: The meetings that the Minutes that we need to approve start on page 33, this is meeting number 11 and it was held on March 31st and there were edits. There were a couple words that were edited, and corrections made. We were asked to hold off on approving these minutes until people could see those updates. And so that's what this document is. It runs through page 40.

Michelle Hill: And then the next set that we need to approve are from the meeting we had two weeks ago, April 14th, and this is the first time we were attempting to approve these minutes. they're quite long. These meaning there's got to page 49, 41 to 49. When you feel comfortable, if you'd like to make a motion to either table or to approve or whatever ...

Ben Wagner: I motioned to accept both sets of the meeting minutes

Michelle Hill: Thank you, Ben.

Ben Wagner: As written.

Michelle Hill: So noted. Thank you, Ben.

Crystal Eisner: Then what was your motion? Sorry, I missed it – was reading.

Ben Wagner: I was moving to accept both sets of meeting minutes as written

Crystal Eisner: I second that.

Michelle Hill: Crystal, Ben, thank you. We have a motion on the floor if you would like to vote.

Michelle Hill: Unless I see or hear a number or an abstain. I will say that this motion passes to approve minutes. From both meetings as written Alright, I appreciate that. Thank you so much.

Meeting Adjourned

Michelle Hill: As usual, you guys are a great team. I really enjoy being part of this committee and I'm really very pleased to see the level of attendance at today's meeting and I look forward to seeing everybody again in the next two weeks when we meet again. Please feel free to reach out with any questions, comments, and concerns, and when you do send communication, please make sure you include both Amani and I on that email message If there's nothing else, I would like to adjourn this meeting.

Next Meeting set for Thursday, May 12, 2022.

Erin Moritz: Hey, thanks everyone!

Meeting Number 14	Meeting Date 05/12/2022	Meeting Time 2:00 pm EST	
<u>Co-Chair; Meeting Chair</u> Amani Babekir	<u>Co-Chair</u> Michelle Hill	<u>Meeting Scribe</u> Michelle Hill via Teams Transcript	<u>Council II Chairs</u> Wendy Bell/Courtney Halbrook
<u>Advisory - FDA</u> Greg Abel	<u>Advisory – FDA</u> Devin Dutilly	<u>Advisory - FDA</u> Mary Cartagena	
<u>Advisory - CDC</u> Erin Moritz	<u>Advisory – CDC</u> Jenna Seymour		
<u>Advisory - USDA</u> Jennifer Green			

AGENDA

- i. Meeting Call to Order Amani Babekir
- ii. Roll Call Amani Babekir
- iii. Scribe Michelle Hill
- iv. CFP Antitrust Statement Amani Babekir
- v. Framework Points Amani Babekir
- vi. Previous Meeting Minutes Amani Babekir
- vii. Adjournment Amani Babekir

MEETING MINUTES

Meeting Call to Order

Babekir, Amani: I now call this meeting to order. I will proceed with the roll call.

Roll Call

Babekir, Amani: [takes roll call of voting members] Let me count – So we have 8, missing one for the quorum.

Hill, Michelle: I see a Wendy Bell on the call - do we know you? I'm sorry. I don't mean to be rude. I don't recognize your name.

Bell, Wendy: Hi yes, I don't know if you saw Courtney's email, but I was moved into the vice chair role.

Hill, Michelle: Oh! Welcome!

Babekir, Amani: Welcome to the Committee, Wendy, we're glad to have you with us.

Hill, Michelle: Can we count her towards our quorum?

Babekir, Amani: Yeah, I don't think so. I wish we could do that.

Bell, Wendy: No, no.

Babekir, Amani: We can proceed with the with the agenda and then by the end of the meeting, if we have a quorum, Michelle if you see voting Members waiting to join our meeting that might help meet our quorum.

Hill, Michelle: Good.

Scribe – Michelle Hill agreed to take notes that will be verified via transcript issued by Teams.

This meeting is now being recorded.

CFP Antitrust Statement

Babekir, Amani: Thank you. And just I would like to remind you that the Conference for Food Protection Antitrust statement is active in this call. So just please keep that in mind during the discussions and the activity in this call.

Framework Points

Babekir, Amani: The next thing here in our agenda is to give you an update about the framework.

Babekir, Amani: I sent out the framework to the templates team along with the definitions, and I am so glad that we have Ben us today. I wasn't able to join the initial meeting, so hopefully Ben will be able to give us an update of the progress.

Wagner, Ben: You want that now, OK. So the team has met, we took the three documents that were provided by the larger committee.

The main framework, the definitions and the additional thoughts for food banks, etcetera. Sorry, I'm not thinking of the official titles. Anyway. We started to put everything together. We're going to place the definitions at the end of the document. We are currently working with pulling information throughout the document for the purpose and scope of the overall document as well as an introductory paragraph to the rest of the work.

We'll continue to meet on this about once a week through the rest of the month and then we're hoping to have some progress that we can show back to the group.

Babekir, Amani: Do you have any questions or do you need any extra volunteers to help with the work?

Wagner, Ben: I feel like the group that we have is pretty good. We will probably be bringing things, as we as we look at what we can clean up in the document, one thing that we did note is that nine major allergens are listed repeatedly throughout the document. Now we are thinking we can make the document shorter by having that laid out in the beginning of the document and then referencing back to it.

But we wanted to bring that to the various groups that had created their portions just to verify that they are with that they didn't have a reason for calling them out again in full list.

Babekir, Amani: Thank you. Thank you, Ben. There is any questions or comments to them?

Babekir, Amani: We can proceed to the next item on the agenda, which is the equal considerations document.

I know in our previous meeting we did not complete the discussion on this topic; we wanted to get more information from Vy Truong.

The information she gathered on the document – if she sees something that is different than the larger scope of the document we created, which related to them Equal consideration and the food banks. So that is one of the questions we had for you. What's your thought on it?

Truong, Vy (VDH): Hi - I tried to skim through the meeting notes right beforehand and I see that you guys made some good suggestions. Thank you. I don't have a lot to add, I'm not actually very familiar with food banks. I just wanted to make sure that this topic wasn't dropped, so I volunteered to get something drafted. And yeah, I noticed that I do reference the document a lot because I didn't want to be repetitive and so I felt like the only new thing to really add would be reading labels - however you guys want to incorporate that.

And I was thinking that for food banks, they might not want to read the whole document depending on how long it ends up being - that maybe they could pull just that portion.

I guess I'm still not sure exactly how the framework's going to end up working at the end; if it'll be like pullable sections like that could just be dedicated to other types of food service, or food banks for example, and they could pull those couple of pages and not have to sort through everything. So however, you guys want to put it together in the final stages of this, is perfectly fine with me. I'm not committed to anything in particular. I do think that some food banks prepare food on site, so a lot of the stuff that we had already created was great for that. And then the only new thing I thought that was really important was to understand those labels. So, if you guys have suggestions on rewording that or things that take away or add, feel free to do whatever you guys want with that draft.

Babekir, Amani: Thank you. Michelle collected very good suggestions about this section – Michelle?

Hill, Michelle: Thank you, Amani. I have a compatriot here in Minnesota - his name is John Carrillo, and he just retired from Aramark. He's been in food for a long time. He's been dealing with food banks in and out throughout his career. I did just speak with him briefly about what we had in our framework. And he responded very nicely to me. He pointed out that the best time to give allergen information would be when the person is picking up their food and it could be as simple as a slip of paper mentioning that the food they're received may or can contain food allergens, and that it may cause an allergic response, and again that could be based on what's in the actual container or box or bag, whatever they're collecting it in. In particular he deals with Second Harvest, which is a big outfit here locally. I don't know. I think their nationwide, but he says that they as an entity, they do a good job letting volunteers who sign up for corporate community days or general volunteering, where they pack bulk foods, they repack bulk foods. They're very open about the fact that they may contain allergens and ask people that have known allergens to do something else, so they enforce strict hand washing. They change aprons and gloves between tasks. People who may have an allergic reaction are given tasks away from handling that bulk food. So the big piece that I think we may want to add to this would be like what Vy said, maybe it's a simple sheet of paper that would tell them real quick. These are the allergens in your box. I don't know. Maybe that's too specific, but that's the feedback I got. I know it's one person, but that's what I have. Thank you.

Babekir, Amani: Thank you, Michelle. Any comments from the team?

Truong, Vy (VDH): Yeah, I think that that's great, because if we make it too complicated, it's just going to get lost. Some sort of handout? And I don't know how to do that because food banks are so varied. If it is one sheet of paper - should we list all the allergens? Because, it's not going to be able to be specific to a box because we don't know what is going to be in each of the boxes. I'm not really sure I haven't handle that.

Hill, Michelle: If I may - what he suggested - it would be as simple as, we provide them the nine allergens like as a grid and they would just check the box if they know that there's a known allergen. And so it would be really be a simple sheet that would say, here's the nine allergens check which ones are present and maybe even a half sheet that they just throw in the box and say be aware. That doesn't have to be what it is, but that's what he recommended.

Truong, Vy (VDH): I think that's a really good idea, but it's also really important to remember that some food banks like his are really big and really well organized, and some are a lot smaller. And what if they miss one of the allergens? Just because they're not aware, that could be pretty dangerous if someone was like, oh, there's no wheat, and there is.

So, I don't know somehow whatever we create, just making sure that we address - maybe giving them a checklist, but also addressing that there could be unknown allergens.

Hill, Michelle: I think that's excellent - that they, we, would note that the other thing he said is that when they do break out the bulk food, if it is allergy, they label it for allergens and again, like you're saying, this is Second Harvest, so big dog, but it's good advice.

Babekir, Amani: So are we good with having a section for the equal consideration in the Framework?

Wagner, Ben: I feel like it it's a good idea.

Hill, Michelle: I do too, yes.

Truong, Vy (VDH): I agree.

Babekir, Amani: Ben, would you like to take the effort of adding this section , with your team, to the framework?

Wagner, Ben: I think we already had decided that we were going to do something like that. Yes, with the information that we already have, plus if we get any other Experts that we can talk to that might have further information we want to incorporate and then we can bring that back to the larger group to approve.

Babekir, Amani: OK. Vy, would you like to join to join these efforts?

Truong, Vy (VDH): Sure ,I can. Or, if you just need anything from me, just feel free to reach out.

Wagner, Ben: I think we'll reach out if we need you. How's that sound?

Truong, Vy (VDH): Sounds perfect.

Babekir, Amani: That sounds good. Thank you very much

Babekir, Amani: Michelle, you could forward those comments to Ben so he will have it in his records?

Hill, Michelle: Yes, I am also on the template committee with Ben. So yes, will do.

Previous Meeting Minutes

Babekir, Amani: I think that is all the items I have in the agenda today. We are going to postpone the voting for approving the Minutes until our next meeting. Are there any additional thoughts or questions about the progress of the work, or any other thing?

Hill, Michelle: Amani, if I may - please take the time to review the meeting minutes and if you do have changes let me know prior to our next meeting and we can get those put in so that we can approve, you know have an easier time of approval if there are needed changes.

Meeting Adjourned

Babekir, Amani: OK. I think that's it. We made a very good progress and I think we're going to make our deadline, which is the end of this month, so we can send it out for the FDA to review, and hopefully by July we'll have our framework complete, and then we will proceed with what suggestions we have for changes to the Annex to the FDA Model Food Code. Thank you everyone. Hopefully see you in our next meeting. Next Meeting is set for Thursday, May 26, 2022.

Meeting Number 15	Meeting Date 06/09/2022	Meeting Time 2:00 pm EST	
<u>Co-Chair; Meeting Chair</u> Amani Babekir	<u>Co-Chair</u> Michelle Hill	<u>Meeting Scribe</u> Michelle Hill via Teams Transcript	<u>Council II Chairs</u> Wendy Bell/Courtney Halbrook
<u>Advisory - FDA</u> Greg Abel	<u>Advisory – FDA</u> Devin Dutilly	<u>Advisory - FDA</u> Mary Cartagena	
<u>Advisory - CDC</u> Erin Moritz	<u>Advisory – CDC</u> Jenna Seymour		
<u>Advisory - USDA</u> Jennifer Green			

AGENDA

- i. Meeting Call to Order Amani Babekir
- ii. Roll Call Michelle Hill
- iii. Scribe Michelle Hill
- iv. CFP Antitrust Statement Amani Babekir
- v. Previous Meeting Minutes Amani Babekir
- vi. Framework Points Amani Babekir
- vii. Adjournment Amani Babekir

MEETING MINUTES**Call to Order**

Babekir, Amani: This meeting will now come to order. Michelle, would you like to do the roll call today.

Roll Call

Michelle Hill (Co-Chair): Certainly. Thank you. Madam Chair, we have a quorum of nine.

CFP Antitrust Statement

Babekir, Amani: OK, that's great. Thank you, Michelle. We just want to remind you that the Conference for Food Protection antitrust statement is active during this call, so let's just keep it in mind and we can proceed to the first item in the agenda, which is approving the last meetings minutes.

Previous Meeting Minutes

Michelle Hill (Co-Chair): Madam Chair, I cancelled the May 26th meeting we would have had two weeks ago because it was the day before Memorial Day weekend, and it was not a date that was listed on our master schedule. Today we need to approve two sets of previous meeting minutes.

Babekir, Amani: Two sets, OK.

Michelle Hill (Co-Chair): I do believe so, as we did not have quorum for the most-recently held meeting, and we couldn't vote on the previous meeting because there had been edits to that set of minutes that needed to be reviewed and approved.

Babekir, Amani: OK. Thank you, Michelle, for reminding us of this. Let's review the last two sets of meeting minutes as part of the documents which I sent out yesterday. I will give it 2 minutes so you can go over it before we vote.

Michelle Hill (Co-Chair): Madam Chair, just for clarity's sake, we will be voting on minutes from the meeting from April 28th meeting #13, which begins on page 47. The second set of meeting minutes is for the May 12th meeting #14, begin on page 53.

Babekir, Amani: Thank you, Michelle. OK. I will entertain a motion regarding the minutes of the last two meetings.

Michelle Hill (Co-Chair): Madam Chair, shall we entertain a motion for just the meeting minutes from April 28th to start?

Babekir, Amani: OK, let's do that.

Ben.Wagner: This is Ben. I motion to approve the meeting minutes from April 28th. Thank you.

Michelle Hill (Co-Chair): So noted. Thank you, Ben.

James O'Neal: And this is James. I'll second the motion.

Michelle Hill (Co-Chair): Thank you, James O'Neal, so noted.

Babekir, Amani: Thank you. Is there any discussion on the Minutes, any questions? No? Let's proceed to the vote on the motion. Is there anyone opposed to the motion? Please raise your hand. Do we have anyone abstaining? The motion passes to accept the Minutes as is. Thank you. So now I will entertain a motion regarding the minutes of the last meeting.

Ben.Wagner: This is Ben again. I move to approve the meeting minutes from the last meeting.

Michelle Hill (Co-Chair): Thank you, Ben, so noted. The meeting date is May 12th that we're speaking about.

Vinson, Scott: I second the motion.

Babekir, Amani: Thank you, Scott.

Michelle Hill (Co-Chair): So noted.

Babekir, Amani: Is there any discussion on the Minutes? Any questions? Thank you. Let's proceed to the vote on the motion. Is there anyone opposed to the motion? Please say no or raise your hand. Do we have anyone abstaining? The motion passes.

Framework Points

Babekir, Amani: OK, so now we will move to the second agenda item. I would like first to start by thanking the template team. They put together the framework, the different sections in just one document and they went over it and investigated creating additional sections, like the Introduction and the Table of Contents.

Devin Dutilly (FDA) is going to lead the comments regarding reviewing this document. He will have an internal review of the document and we are hoping that we're going to get FDA's comments by July 15. I'm going to give the floor to Ben, and all of you, to discuss the framework piece by piece. But I would like to bring up to you one of the suggestions which I received. Amber suggested that the document is very long. It might be very useful to small restaurants. And we probably need to create a kind of handout or more concise document than this one.

So first we want to discuss this point before we go into discussing all the sections of the unified document. What do you think about this suggestion? Yes, Michelle.

Michelle Hill (Co-Chair): Thank you, Madam Chair. I think it's an incredibly good point. I personally would recommend that we keep our long document but develop something that maybe is a single sided or a double-sided sheet of paper and perhaps it's as simple as we have a nice set of icons or pictographic representation of symptoms of allergy, as well as icons for representing allergens. Thank you.

Babekir, Amani: Thank you, Michelle. Yes, Erin?

Mortiz, Erin: I'm a big fan of more pictures and fewer words. Before we get started on that, it would be good to formalize what perspective we want this document to be from. We kind of ran into some of this when we were formatting it, but right now I think it's sort of written as an educational document. In some sections I think the original idea was to make it a template that an establishment could either print out or use or fill in their own information if they wanted to do something different than what's already in the document. And I think some sections are a very high-level list of, we should be including this in an establishment's plan. I think nailing down what perspective we're coming from and exactly how we want the establishments to be able to use this. We might want to establish that first before we do anything else.

Babekir, Amani: Thank you. Yes, Amber?

Amber Potts: Hello. So let me explain what I'm meaning. I like the framework and I think we should keep that document, but in addition, a smaller like pamphlet-type thing and I'll show you something I did to give you a visual, but just from experience – for the majority of small businesses, English isn't the first language. These second-language speakers may have a very difficult time implementing this or even understanding it.

Just even personally, I got about 14 pages in, and I had to stop and do something else, then come back to it because it's just a lot of information. I do think that the document could be trimmed down a little bit. I think there's some repetitive spots. Can I share my screen and give you an example of what I was thinking about?

Babekir, Amani: Yes, please.

Amber Potts: OK, so you may have seen these business plan type things, but just a quick flip through pamphlet of what this document says on a high level, of course, this isn't the final one, but I put together a flip book.

We could list everything here. You could see the major food allergens, and then some of them I put like casein for milk, and stuff like that.

Kind of just a more fun document, I guess to read and something that maybe is more digestible and could be easily translated into another language.

Babekir, Amani: Thank you. Yes, Scott?

Vinson, Scott: I think that's a neat and generous offer. I think it would be useful to some of the smaller establishments than even not so small. If Amber is generous enough to make the offer to create something like that, I would be in support of it.

Babekir, Amani: Thank you, Scott. Yes, Michelle?

Michelle Hill (Co-Chair): I think it's a great idea and it's I like the idea of it kind of pulling it out of being such a formal, serious presentation, not that it's not serious, but kind of like fun facts. You know, so really neat! Is that a template, Amber, that you developed that we could just plug into?

Amber Potts: Yeah. So here at NEHA and personally I use Canva. It's a website that they give you templates and then you just plug and play.

This was the one I found. It was in red. I turned it all into purple because I felt like that was food allergy, and then it popped up yellow to kind of bring attention to certain areas. Once the framework is more finalized and more final, I can basically plug and play on this document, and then send it over for review, definitely. By December this is doable, sure.

Mortiz, Erin: The goal for, we'll call it Amber's document, may be just for ease, especially like smaller establishments. Print it out and have it as a resource without doing anything to it. Is that kind of the goal with that?

Amber Potts: Yeah, that that was my goal.

Mortiz, Erin: OK.

Amber Potts: And then not necessarily even printing. It could be something digital. People could have easy access to.

Mortiz, Erin: Sure. OK.

Amber Potts: What is the access? It would be nice if we could have it translated into other languages – that would be pretty neat too.

Mortiz, Erin: Definitely agree.

Babekir, Amani: Right, thank you. And Amber, do you think you're going to need any help at any point?

Do you need an extra volunteer with you? Or you could handle it by yourself.

Amber Potts: Yeah, it would be nice to have one other person to kind of go back and forth with.

Babekir, Amani: OK.

Amber Potts: I'm not sure how to give them access into the NEHA Canva account, but it's as simple as me downloading it and doing it that way is fine too. It's going to be really relatively simple for me to just basically copying and pasting what's already in the framework. I'm not adding anything. And then Canva has a wide variety of stock photos to use, and then of course if we have any photos we could put in there, but just someone else to look at it and make sure I didn't install anything wrong or miss copy or anything like that would be nice.

Babekir, Amani: That is cool. Yes, Scott.

Vinson, Scott: I'm happy to help with that Amber, if you like.

Amber Potts: Oh yeah, sure.

Babekir, Amani: Those great thank you, Scott. OK. Yes, Michelle.

Michelle Hill (Co-Chair): And if you wouldn't mind having a third, I am happy to help out with that as well.

Amber Potts: Yes, awesome.

Babekir, Amani: Thank you, Michelle. So that's great. We can proceed with working on our original documents and while Amber is getting ready to prepare her template for the other document and also, I think beside Amber's document, if we feel down the road, that we might need to add extra handout. Any additional documents also feel free to suggest as we could add it as an attachment to our original document.

I think now we could proceed to the second point in our agenda, which is reviewing the framework draft. Ben, would you like to lead this one?

Ben.Wagner: If you wish, so is the expectation that we're going to go through and make comments as a group or just an overview, or what are we looking for here?

Babekir, Amani: Yeah, if you could walk us through the changes you made to the document and if you have any comments or question or suggestion about a specific section, feel free to ask it to the team and then to discuss it, and then proceed to the second point on the document.

Ben.Wagner: High level, we did put a table of contents together for the document. We also put together an introduction section with a purpose and scope for the entire document.

This symbol means that there's an image available within the document that can be used. And then it goes immediately into the various sections for the charges we were given. The only changes we tried to do is to put a purpose in where it seemed appropriate. Other than that, not much has changed. I guess I was hoping the larger group would take a look at the overall flow of the document and see if, once again, like we've mentioned, if it's too wordy in spots, or if it seems not wordy enough in other spots. I don't have all the mark-up language showing here just because it is really chaotic. When you show all the markup, but the data is still there. If you want to look on Word for what markup is happened. Some of these notes that remain from me could probably be deleted. I didn't realize this version was going to go out to the whole group immediately without those being deleted. I don't have much else to say at this point, except at the bottom of the entire document we get into a short paragraph about equal consideration for alternative community food sources. I don't know if that needs to be beefed up. I would love for that group to look at this and make suggestions as to how that can be edited or changed or added to a lot of the information we were originally provided was also provided elsewhere in the documents. We kind of referred back to that. And we actually included it in another section. There was a part about reading labels. And we included that in a previous section where we thought it would fit. If that doesn't work for the entire group, please speak out. We have this Definitions Section. And then we go down to references and these were just references pulled from the various sections and concatenated, and I tried to put them in. A format that I thought looked appropriate once again, not an expert at that, so somebody else wants to take a crack at it, feel free. I'm open to any feedback people have. If you just want to let me know where you want me to focus on the document while I'm sharing, or I can stop sharing my screen.

Babekir, Amani: Thank you, Ben. Yes, Scott.

Vinson, Scott: It's been a while since I've looked at this document and now, I'm looking at it with fresh eyes again and in the food handling policies and practices section starting on page.

6, scroll down to page 7. There's a section at the top under 22D, I guess it's just new section D use ingredients that have been designated as allergen free on their packages, or otherwise determined to be safe for allergen free meals. So, in looking at this section again, I'm wondering if that should be included. If the person is preparing, you know, food service workers, preparing someone's meal they're trying to exclude specific allergens that the customers told them they need to avoid. So, if we're directing the Food service worker to do what is written in line D, does that mean they're going to be maybe confused and exclude any type of allergen, even though the customer might not be allergic to that particular ingredient? The way this reads in section D, it looks like we're telling the food service worker to just make the food, free of every major food allergen. I'm not sure that's what we're intending to say here.

Abel, Greg: No, you're intending to say, uh, not to use the offending proteins for that particular order.

Vinson, Scott: Well, that's not what it says.

Abel, Greg: Yeah, we have to somehow fix that, I think.

Vinson, Scott: Yeah, because it makes it look like they're supposed to only use ingredients that are labeled allergen free.

Mortiz, Erin: And is there such a thing as allergen free?

Abel, Greg: No.

Michelle Hill (Co-Chair): No.

Abel, Greg A: Yeah, we don't want to be making up a term here that's doesn't exist.

Vinson, Scott: Yeah, I think that section is really confusing and is going to confuse food service workers.

Michelle Hill (Co-Chair): Can we just delete it? I mean because the next statement I think is pretty clear.

Vinson, Scott: Yeah, yeah. I think we should just delete it.

Mortiz, Erin: And just for reference, this you know sort of the formatting group. Our charge was not to actually look at content. It was more just to make it flow a little bit better.

Abel, Greg: I would recommend not removing it at this point, but rather maybe rewriting it, because I think that's an important piece - using correct ingredients. I'm trying to think of what would work better there.

Vinson, Scott: Just say something like don't put anything the customers are allergic to in the meal.

Abel, Greg: Right, or maybe something like ensuring ingredients do not contain ...

Dutilly, Devin: You could put free. You could put free from.

Abel, Greg: Yeah, and certainly.

Ben.Wagner: So, does the group want to bring suggestions to Scott on how that could be altered? And then Scott, do you want to take that? And once you have something you think is sufficient, bring it back and we can insert it, and change it.

Vinson, Scott: Sure. But frankly, I don't think we need specific instructions because it's superfluous.

Michelle Hill (Co-Chair): I think so too. Brevity is our friend.

Vinson, Scott: Yeah, somebody's earlier in the call said that the documents too long. I don't know, but we should be looking at parts to omit.

Michelle Hill (Co-Chair): Or that are redundant or obvious.

Vinson, Scott: Yes.

Babekir, Amani: I think here this piece is about ingredients. Have we covered anything related to the ingredients in the upper sections? You could scroll up here.

Vinson, Scott: Yeah, but I mean, it's just common sense. They've been told to avoid a certain ingredient because the customer is allergic to it. They're not going to put that ingredient in the meal, and you don't need to write it out. This is common sense. It doesn't need to be set.

Michelle Hill (Co-Chair): Maybe the intention of the statement originally was that you make sure that the ingredient you're going to use doesn't have that allergen.

Mortiz, Erin: Yeah, I was going to say if, let's say you use you use like a store-bought salsa or something. That's kind of how I took the purpose of that particular statement, although I was confused by it as well. Do we say any place else in this section to check the ingredients of the ingredients, so to speak? Or let's say there's like a sauce that goes into a recipe you have the ingredients of the recipe, but then if there's a sauce that's premade or something you also need to make sure that this sauce does not have the food allergen in it as well.

Vinson, Scott: Ohh, I think I see what you're trying to get at. So, I think the issue here is processed foods. So, if the food preparer is using an ingredient that is processed and might have its own set of ingredients, they should check them too.

Michelle Hill (Co-Chair): Isn't it two or more ingredients you must label?

Abel, Greg: That's it - yes.

Thoma,Libby: Hi, this is Libby. I just want to say, as common sense as it seems to be, I do think we need to make a statement that says, don't put allergens in the food.

Michelle Hill (Co-Chair): Yes.

Susan Algeo: Great.

Thoma, Libby: Today I went to a Taco restaurant. I ordered a Taco that is described on their menu board as being prepared on a corn tortilla. And when it came to me, it was on a flour tortilla. So, I said this is on a flower tortilla and he goes, Yes, ma'am, it is. Do you want it on corn? And I said, I do because that's how it's described on your menu board.

And he was like, Oh, OK, well, we'll fix it. But they intentionally made it not according to their advertised. recipe. So as basic as that is, I do think we need to make sure that they are following their procedures, so that the customer isn't misled.

Abel, Greg: So, what you're saying there for D is ensuring the foods and ingredients used are free of that offending protein.

Michelle Hill (Co-Chair): Correct. I like that.

Susan Algeo: Yeah.

Dutilly, Devin: You might want to consider using a term like, unexpected sources of food allergens

Vinson, Scott: I just put something in the chat that's concise and to the point.

Babekir, Amani: Thank you. Any other suggestion or comments about this point? Ben, would you like to scroll up to the beginning of the document and then we could go over the comments with the team. See their suggestions – I left peoples because I thought maybe we just need to bring them here to the team and see if they have any additional thoughts.

If any of your comments are not needed, please delete.

Ben.Wagner: Is everybody happy with that phrasing of what the term Food Service employees?

Michelle Hill (Co-Chair): I would recommend food workers because then you're including people that are volunteering.

Vinson, Scott: I agree.

Susan Algeo: I think we talked about this before. Doesn't the Food Code define a food employee versus an employee, and food employee encompasses all that food service. I can check but I think that I mean the food could have the definition, so I just didn't know if we want to get confusing.

Michelle Hill (Co-Chair): No, that's an important point.

Babekir, Amani: What do we have in the definition section then? We have one. As in food service or food employ.

Susan Algeo: I was just looking at, didn't see we have food employee. It's food employee this food handler in there.

Babekir, Amani: So do we want to keep it food employee on the whole document?

Michelle Hill (Co-Chair): Could we add a definition that's food worker that combines the employee and handler ideas? Where were these pulled from? Is this from the food code from the Model Food code?

Babekir, Amani: Yeah, that's from the Food Code.

Babekir, Amani: And we previously discussed this one as Susan said and we agreed to use the food employee.

Michelle Hill (Co-Chair): Oh, OK.

Mortiz, Erin: And do we? What was the objection to food worker? Did we? Talk about that at all. I can't remember.

Babekir, Amani: I think because it was listed under the definitions, the food employee and also, we had, I think, the food workers and then we said, it's a difference in the Food Code to make it consistent with the language of the Food Code. Let's just stick to the food employee.

Mortiz, Erin: OK. I do like food worker better at sounds a little bit more plain language but being consistent with the Food Code is also beneficial.

Babekir, Amani: Thank you.

Susan Algeo: The Food Code only has, from what I can see, food employee. They don't define food handler that I see in here, so that might have been from another source.

Michelle Hill (Co-Chair): Well, and what's highlighted on our working document here is Food service employee, so.

Susan Algeo: Right, so we show.

Michelle Hill (Co-Chair): We would move that, yeah, OK.

Susan Algeo: Probably swap that to food employee, right?

Michelle Hill (Co-Chair): Correct. Yeah, that's my assumption too.

Susan Algeo: OK.

Babekir, Amani: Yes, Amber.

Amber Potts: The question under scope right here, isn't all of this covered in the table of contents? Do we need to say it again?

Ben.Wagner: I'm sorry, what's covered in the table of contents.

Amber Potts: Uh, where it says scope. The document covers these topics. You go to the table of contents. You can see what the document covers. I don't know if we need to say it twice.

Susan Algeo: I think when we put it together, Ben and Erin, correct me if wrong. I think we were just trying to match other pages that had the purpose, scope and intro, so I think we're just following that concept.

Amber Potts: Ah, I see.

Mortiz, Erin: I'm fine with deleting it.

Susan Algeo: I mean, I am too, except for just keep in mind, I don't think most people read a table of contents. They might just jump into it. But agreed there's some repetition in here.

Mortiz, Erin: And I'm not sure lay audience is going to understand the difference even between a purpose and a scope.

Vinson, Scott: I don't understand the difference.

Amber Potts: Yeah, I think we need to be cognizant of our audience. I mean, high up corporate food safety, they're going to understand this. But that's not the majority of restaurants. But then again, the additional pamphlet we're going to put together may alleviate that. I don't know what the best thing to do is.

Mortiz, Erin: And I vote for deleting the scope from the introduction, with my non-voting member vote.

Vinson, Scott: I support that.

Michelle Hill (Co-Chair): I do as well.

Susan Algeo: Amani. Did you say that FDA was going to look this over? Once we've completed stuff and they're going to give us feedback or they have a current document?

Babekir, Amani: They have the current document, is that correct, Devin?

Dutilly, Devin: Yes, the document that was sent out on 6/6. So that document is the one that's been used for comments? That's what we're currently using.

Susan Algeo: We just want to be careful if we change too much, then uh, we might need to wait for that feedback.

Babekir, Amani: Yes.

Amber Potts: So I guess I wasn't here for that meeting. We sent this to the FDA to review. OK.

Dutilly, Devin: Sorry I didn't announce myself – I am Devin Dutilly with the FDA, with the with staff here. I've been one of the consultants along with Greg Abel. And then we also have CDC consultants on the call and then USDA representative as well. So we've all been kind of participating with and engaging actively across the board here so I think, we're just taking some time to provide some comments from other individuals within our agencies as well as just looking at the document now that's been put together in a complete framework.

Amber Potts: Yeah, that just makes me nervous cause it's I don't think it's written to the level that the FDA would - if the FDA was our audience, this would not be sufficient. It's not written like code language either, which I know it's not code, but it's OK. I'll just wait for the comments.

Dutilly, Devin: I think these comments are helpful, right. So I think it's great to work through questions, concerns within the group, so I think that's been fruitful discussion right now. I don't think that you should be discouraged from commenting right now.

Michelle Hill (Co-Chair): We actually might be like minded on what we want to change.

Susan Algeo: Umm.

Amber Potts: I think one other quick comment I had is just an editing thing. When we say major food allergens, sometimes we capitalize all the M and the F and the A and sometimes we don't. I just think we need to be consistent throughout.

Abel, Greg: Agree.

Vinson, Scott: Makes sense?

Babekir, Amani: Thank you.

Michelle Hill (Co-Chair): I did want to ask the larger group here under the intro, the first statement declaring that it's an immune system overreaction to a food protein isn't the fact that the immune system is reacting at all the problem? It doesn't necessarily indicate overreaction, it just means it's reacted. And it maybe it doesn't matter, but it did bother me ...

Abel, Greg: Where are you? At what paragraph?

Michelle Hill (Co-Chair): There you go, you've highlighted it – Overreacts. It's the fact that it's reacting at all, that is the problem is it's not an overreaction, it's just a reaction.

Mortiz, Erin: Well, it's.

Amber Potts: Yeah. And it's written differently down in the emergency section, the sentence is written twice in different ways. I notice that as well.

Mortiz, Erin: So I think. In in my mind it it's an overreaction because it is reacting to something that's harmless.

Michelle Hill (Co-Chair): I see.

Mortiz, Erin: I can't remember if I was involved in writing this sentence or not. I do kind of like the overreacts because it adds a little bit more urgency.

Babekir, Amani: So what do we have?

Vinson, Scott: Given our intended audience is food service workers, maybe we can just avoid the issue altogether by just saying, People who have allergies to certain foods must avoid those foods in order to avoid getting very sick. Something like that. You don't really need to explain the medical issue, they just need to know that it that it makes him sick.

Babekir, Amani: I agree with that, and we already have a definition for food allergy in the definitions or technical definition. So you could use a simple term here.

Michelle Hill (Co-Chair): We could say something such as a food allergy happens when a person consumes a food they're allergic to.

Mortiz, Erin: That to me is kind of circular.

Michelle Hill (Co-Chair): It is.

Abel, Greg: Right, I think you want to be kind of prescriptive of what it actually is because you know, people need to get educated at some point to actually know what it is to so they can react properly. You know to make it so simple, might belittle the importance of it maybe.

Mortiz, Erin: Yeah, I remember having jobs as a teenager and a young adult. You know, there's always that little voice in the back of my head, at least where I just wanted to know why, otherwise I wasn't going to take it seriously. I think having a medical line about it is helpful, because otherwise it's just like, well, now you're just telling me what to do by saying they can't be exposed.

Michelle Hill (Co-Chair): To speak to that point too, Erin, I think that also it's such a muddy play, the definition food allergy is - people don't all agree on what it means. We have people tell us all the time they got an allergy, when really it's an intolerance.

Mortiz, Erin: Yeah.

Michelle Hill (Co-Chair): So I do like having clarity around the terminology because it it's a big difference between.

Mortiz, Erin: Right.

Michelle Hill (Co-Chair): You're not going to drop dead if you have an intolerance, so.

Babekir, Amani: So we have in the definition section, we have like two long sentences explaining the food allergy. Maybe we need just to look at it and see exactly how we want to rebuild it and bring it there - the section which we are discussing now.

Michelle Hill (Co-Chair): If I may real quick, I just realized we could delete that entire first sentence and still have a very good introduction.

Mortiz, Erin: Yeah. I mean, if we define it elsewhere in the document. Yeah, we could just start the intro at approximately ... We just have to define it somewhere in the document, which I think it should be in the definitions table.

Vinson, Scott: Yeah, I have to jump off in just a few minutes and I'm I wanted to ask the group about a couple other things I found in on page 7. Before I have to jump off, I'm wondering if we've included things that maybe shouldn't be there on page 7, at the end of Section 4. It's right above taking food to the customer. That line, wash your hands with soap and water before touching anything else if you have handled a food allergen. Wondering if that is needed there, because presumably the food worker has just finished preparing and allergen free meal so do we need to direct them to wash their hands again?

Babekir, Amani: Before.

Vinson, Scott: Right after they just washed the equipment. It seems like an extra repetitive step that might annoy people and be unnecessary. What do you think?

Michelle Hill (Co-Chair): I would strike it, I don't see that it has a purpose either. It's not logical flow.

Vinson, Scott: Yeah.

Susan Algeo: Yeah, we're saying the meals complete then, yeah. They would move on to the next one and that step wash their hands.

Vinson, Scott: I don't know how it ended up, but it ended up there if I if I put it there, it was my mistake.

Susan Algeo: And we love encouraging people to wash their hands!

Babekir, Amani: Have we mentioned washing hands before preparing the meal on step number one?

Abel, Greg: Yes, that's the problem.

Michelle Hill (Co-Chair): Yes, it's always the first thing, hopefully.

Vinson, Scott: Yes, it's 4B.

Vinson, Scott: It looks like we can just get rid of 4 (i) and then my next question before I have to run. In Section 5, taking food to the customer, 5E, Review procedures and retrain the staff who prepared and handled the meal on these procedures before allowing them to remake the customer's meal. OK, so I'm just seeing I've been in these situations before where I've been the customer. I've been very diligent about telling the person who took my order about my gluten intolerance and the meal comes out and it has gluten in it and I get the waiter's attention, or take it back to the counter and tell them about it. If they must, it's already taken a lot of time, and if I'm eating with other people, they're like halfway through the meals by this point, if the person who has to prepare the meal has to review the procedures and be retrained by someone. Again, before remaking my meal, it's going to take forever. And at that point, I mean, I've been in these situations where I've they bring out the meal, it takes them so long. By the time they get it to me, everybody else in my dining party is already done. And I just say sorry, you know. Thanks, but no thanks. We're going to leave. So I'm wondering if that should be omitted there and or saved for a later step because you want to get the meal by this time you've annoyed the customer because you've brought out a meal that has the allergen. So you want to remake it quickly. Of course, it's important not to screw it up again, but reviewing procedures and retraining that seems a little time consuming.

Michelle Hill (Co-Chair): Perhaps, Scott, we could say something such as corrective action must be employed and that corrective action phrase to a CFPM would be I'm retraining as I go. We teach to correct as you go, and maybe that's the intention of that part of the statement.

Vinson, Scott: Or yeah, or you could just put something in the preceding clause from in the previous sentence. Offered to remake the meal, allergen free, for the customer or something like that. But if I'm the customer, I don't want to wait until the person gets retrained, you know? Or it'll. It'll take too long.

Michelle Hill (Co-Chair): That or if you go to a sub shop and ask for gluten free bread in the middle of lunch and they break the machine down so they'll clean the slicer ...

Baldwin, James: Should not be referred to as a follow up corrective action.

Michelle Hill (Co-Chair): I beg your pardon. I think that's how we teach it.

Baldwin, James: Should that be referred to as a follow up corrective action? So not scarily good in process, but doing it as a corrective action after.

Vinson, Scott: Yeah.

Vinson, Scott: Yeah, I wouldn't use the words corrective action cause it sounds too formal and again we need to remember our audience here. I would put it in conversational language. Umm, but you know it can be added as a step.

Vinson, Scott: If after you deliver the allergen free meal, remade allergen free meal to the customer, then make sure that everyone knows the proper procedures.

Babekir, Amani: Or maybe we just need to delete before allowing them to remake the customer's meal?

Michelle Hill (Co-Chair): That's exactly what should happen.

Vinson, Scott: Yeah. OK, thanks everyone for indulging me. By jumping ahead. I've got to run. Good luck.

Babekir, Amani: Thank you, Scott.

Michelle Hill (Co-Chair): I suspect that that whoever worked on this phrase was hoping that we would have this be a teachable moment, is probably the intention there.

Babekir, Amani: That is true. So, Ben, are you good with this one? Do you like to remove just Before allowing them to remake the customer meal, maybe you could add that on your comments there.

Ben.Wagner: I'm sorry. Can you send me the language you would like? I'm not making any changes on this right now. I'm just putting everything in comments. Initially, when our team went through this, the content we weren't concerned about it. So I feel like, if you guys want contact me, the groups that created the individual section content can make the changes.

Michelle Hill (Co-Chair): It's a good point, Ben.

Mortiz, Erin: Yeah, I would rather have the groups review their own sections again and send us the changes - like I said, we really did not look at content in the formatting group.

Michelle Hill (Co-Chair): Not at all, Ben. I think that what we could set how to satisfy this possibly would be to state in your comment strike before allowing them to remake the customer's meal. That's the recommendation currently is what's in front of us.

Babekir, Amani: OK, so it seems. Thank you, Ben. It seems we are running out of time. So what we could do? I'm going to give it extra one week for you to review. And if you have any comments to add it to the document. And then I could send it out to the teams so they could go over their sections and make the needed changes. Does that sound like a good plan to all of you?

Michelle Hill (Co-Chair): Amani, just for clarity, does that mean when you say extra week, can you clarify?

Babekir, Amani: Yes, because I haven't received a lot of comments on the document. So I'm going to give it extra week or maybe two weeks. By then we will also have the comments from Devin and his colleagues. And please try to give it some time to go over the documents and make any comments about any suggested changes or any formatting we need to consider. After two weeks, I will send it out to the original subgroups so they could work on their sections and addressing those comments. That sounds like a good plan.

Michelle Hill (Co-Chair): Thank you. Yes.

Babekir, Amani: I'm going to give you one week for you to go over it, add your comments and suggestions before I send it out to the subgroups to work on editing.

Michelle Hill (Co-Chair): Our directive at this point is to provide you with our comments on the document as it is and then they'll be compiled and then we'll return it to committees, subcommittees to discuss and change.

Babekir, Amani: Yes. OK.

Thoma, Libby: Thank you.

Adjournment

Babekir, Amani: So thank you everyone. Thank you and have a good rest of the week and nice weekend.

Meeting Number 16	Meeting Date 06/23/2022	Meeting Time 2:00 pm EST	
<u>Co-Chair; Meeting Chair</u> Amani Babekir	<u>Co-Chair</u> Michelle Hill	<u>Meeting Scribe</u> via Teams Transcript	<u>Council II Chairs</u> Wendy Bell/Courtney Halbrook
<u>Advisory - FDA</u> Greg Abel	<u>Advisory – FDA</u> Devin Dutilly	<u>Advisory - FDA</u> Mary Cartagena	
<u>Advisory - CDC</u> Erin Moritz	<u>Advisory – CDC</u> Jenna Seymour		
<u>Advisory - USDA</u> Jennifer Green			

AGENDA

- i. Meeting Call to Order Amani Babekir
- ii. Roll Call Amani Babekir
- iii. Scribe
- iv. CFP Antitrust Statement Amani Babekir
- v. Previous Meeting Minutes Amani Babekir
- vi. Framework Points Amani Babekir
- vii. Adjournment Amani Babekir

MEETING MINUTES

1. Roll call
2. Framework update
3. Proposed issues
4. Proposed Food Code addition
5. Adjourn

Meeting Number 17	Meeting Date 07/07/2022	Meeting Time 2:00 pm EST	
<u>Co-Chair; Meeting Chair</u> Amani Babekir	<u>Co-Chair</u> Michelle Hill	<u>Meeting Scribe</u> Michelle Hill via Teams Transcript	<u>Council II Chairs</u> Wendy Bell/Courtney Halbrook
<u>Advisory - FDA</u> Greg Abel	<u>Advisory – FDA</u> Devin Dutilly	<u>Advisory - FDA</u> Mary Cartagena	
<u>Advisory - CDC</u> Erin Moritz	<u>Advisory – CDC</u> Jenna Seymour		
<u>Advisory - USDA</u> Jennifer Green			

AGENDA

- | | | |
|------|--------------------------|---------------|
| i. | Meeting Call to Order | Amani Babekir |
| ii. | Roll Call | Michelle Hill |
| iii. | Scribe | Michelle Hill |
| iv. | CFP Antitrust Statement | Amani Babekir |
| v. | Previous Meeting Minutes | Amani Babekir |
| vi. | Framework Points | Amani Babekir |
| vii. | Adjournment | Amani Babekir |

MEETING MINUTES

Call to Order

Amani Babekir: I will now call this meeting to order. Michelle, could you please take the roll call?

Roll Call

Michelle Hill: Yes, Madame chair. [takes the roll call]. We have a quorum; we can proceed with the day's business.

CFP Antitrust Statement

Babekir, Amani: I would like to remind you that the Conference for Food Protection antitrust is statement is active in this call. So just want us to keep that in mind.

Previous Meeting Minutes

Babekir, Amani: And we could proceed to our first item in the agenda. We want to approve the previous meeting Minutes – the most recent is still being processed, so we will vote on the Minutes from June 9th. I sent it out just a couple of minutes before this meeting. If you could please open it and I will give like 2 minutes to review. And then we're going to proceed with the discussion and voting. OK, so I will entertain a motion regarding the minutes of our last the meeting from the June 9th.

Hill, Michelle: And just for clarity's sake, they run from page 57 to 71 of the Word document that was emailed by Amani.

Ben.Wagner: This is Ben. I move to approve the meeting minutes.

Babekir, Amani: Thank you.

Garvin, Amanda: I will second.

Babekir, Amani: Thank you. So, is there any discussion on the Minutes, before we proceed to vote? [long pause] Anyone opposed to the motion, please say no, or raise your hand. [long pause] Do we have anyone abstaining? [long pause] The motion passes to approve the Minutes as is. Thank you.

Framework Points

Babekir, Amani: And we could proceed to our first item in the agenda. We want to approve the previous meeting Minutes – the most recent is still being processed, so we will vote on the Minutes from June 9th. I sent it out just a couple of minutes before this meeting. If you could please open it and I will give like 2 minutes to review. And then we're going to proceed with the discussion and voting. OK, so I will entertain a motion regarding the minutes of our last the meeting from the June 9th.

Hill, Michelle: And just for clarity's sake, they run from page 57 to 71 of the Word document that was emailed by Amani.

Ben.Wagner: This is Ben. I move to approve the meeting minutes.

Babekir, Amani: Thank you.

Garvin, Amanda: I will second.

Babekir, Amani: Thank you. So, is there any discussion on the Minutes, before we proceed to vote? [long pause] Anyone opposed to the motion, please say no, or raise your hand. [long pause] Do we have anyone abstaining? [long pause] The motion passes to approve the Minutes as is. Thank you.

Babekir, Amani: So now we could go to the second item in the agenda, which is to continue reviewing and working on the framework. I sent out the latest version of the framework, and now let me share it with you. You could follow me on the screen if you want, or you could open your version. Can you see my screen?

Hill, Michelle: Yes, Madam Chair.

Babekir, Amani: OK. Thank you. So, I'm just going to go over some of the comments that we got from the previous meeting and add the notes to it. One of the things I noticed is that after we finalize the draft, we need to go back and change the table of contents because we deleted some of the sections and all of that. So, if the template, A team, is going to take care of this.

Hill, Michelle: I know how to do that, Amani. I'd be happy to assist in having that be completed.

Babekir, Amani: OK. Michelle, would you like to do it by yourself or ... Ben?

Hill, Michelle: I can work with Ben, if that's OK?

Ben.Wagner: This is Ben. That's fine.

Babekir, Amani: OK, that's good. Then the second one - we got a suggestion to make the document shorter than it is, and to highlight the definitions in the footnote of the document. So, per each page, if we see any word listed in the Definitions, we add it to the footnote of the page. What are your comments on this suggestion? Do you think it's better than the way it is right now, or we keep it as it is?

Ben.Wagner: So would that be replacing the basic dictionary at the end, or would it be just adding footnotes to every page and still having the dictionary at the end?

Babekir, Amani: I think from what I understood from the suggestion - and Devin, I'm not sure if he's with us today - is to replace the definition section, yes.

Dutilly, Devin: I'm here in the call, yes. I think the comment that I was passing along related to having it in the footnotes, in addition to having it in the in the definition section, just so that folks wouldn't have to flip to that section, or if they chose - on previous calls, someone had mentioned that somebody might just choose to print off 1 section and they may have it, or they might choose to, you know, print off only a small portion of it and not the entire document. They would still have some reference to what the definition meant, so both locations.

Ben.Wagner: I would just like to point out that it's not going to make the documents smaller, which, either way is fine, but I know that that's what the group seemed to try to be doing.

Hill, Michelle: I think that is an important point that's being made here. However, because I often print off one page of something and it's super nice to have that information contained at the bottom, it could be as small as six-point type.

Moritz, Erin: I kind of like the idea of having it in both places. I'm wondering if there's a way to, you know like Michelle is getting at, have it in smaller and maybe a lighter font, so it's less visually obtrusive. But I think we definitely need to keep the section at the back because they're all listed alphabetically - a quick reference there.

Babekir, Amani: Thank you. Any other point? OK. Thank you. So, I hear that the agreement is to have the some of the definitions in the footnote. Myself, I don't have experience doing that, who is going to take care of this one?

Hill, Michelle: I can work with Ben again. I've done a lot with this type of thing in Word.

Babekir, Amani: OK.

Hill, Michelle: Or anybody else is welcome. I'm just saying I'm happy to help.

Babekir, Amani: So, Ben, is that OK with you - that's to be taken care of under your subgroup, with Michelle.

Ben.Wagner: Yes, I think the subgroup can take it on.

Babekir, Amani: OK. That's good. Thank you.

Ben.Wagner: As long as you'll put a comment in here somewhere that that's what we're doing, so we don't forget.

Babekir, Amani: OK. We probably need to even give an idea here, or add the words that need to be added, under the footnote. They could be ...

Ben.Wagner: I think what the framework team can do is take the dictionary that we already have, do a search on the terms wherever the terms show up. We can mark that we need a footnote and then go from there.

Babekir, Amani: OK.

Moritz, Erin: Yeah, maybe with the exception of like food worker or something, I don't necessarily know if that has to be on every page.

Babekir, Amani: OK. Thank you. In the other point – here – we have couple of suggestions here - under this section, and Erin, I'm glad you are with us on this call. One of the suggestions is to - in this section additional consideration for the establishment is to make it simpler by just converting it to a checklist so it will be easy to read and the way it is right now. And also, we requested references when we were in the first draft round, but we probably wouldn't need it here. Just for the sake to make the contents here more simple. So, what do you think Erin and your group? You think that's something you will take care of? And if you have any other different opinion, please let us know.

Moritz, Erin: Yes, I think a checklist we can certainly try. I guess my hesitation is that I'm not sure all of these will apply in all situations and establishments. Would bullets be better? Any better than like A and 1?

Hill, Michelle: Perhaps it needs to be more of like a flow chart if then.

Hill, Michelle: That's a whole can of worms, isn't it?

Babekir, Amani: Yes.

Moritz, Erin: Again, I think a lot of these will overlap. Not all of them will be applicable in all situations. I saw one or two hands up.

Babekir, Amani: Yes - could you please speak up? I can't see the hands.

Vinson, Scott: This is Scott. I have a question. It might be on the next topic we're getting to, I'm guessing, but the references.

I noticed Amani you highlighted some of the references in here. I think that's a reference to the Southern Nevada Health District. I'm wondering if we need the references in the body of this document, maybe they would be better placed at the end. I think we have two different audiences with this document. The first is really the folks at CFP who gave us our committee charge to come up with this document – I think they want to see our references - where we came up with this. Our other audience is the reader of the document, the ultimate reader, which will be the retail food workers. They're probably not really going to be that interested in seeing references in the body of the document. Maybe it's OK to leave it at the end if they're really interested, but they probably really don't care about references, so maybe we should just put them all at the end.

Moritz, Erin: Yes, I think that's what we ended up doing for the other references. I think we probably just missed this section.

I agree. I think you know we have one Section - one short section at the end - with the References used to create this document.

Babekir, Amani: Yes, and we have ...

Ben.Wagner: This is Ben. We did actually take any sections that were labeled as Reference sections from the individual groups and put them all as one at the end. Anything that was an inline reference we didn't touch.

Babekir, Amani: We do have a section where you have all the references combined, and even the breakdown by different sections, so it would be easy to refer to.

Moritz, Erin: Yes, I think that's fine. Just stay consistent with just keeping them all at the end.

Babekir, Amani: OK, that is good. So now we're going to come back to the point of making this section more concise because we have several points here. On our previous call, the agreement was let's work on trying to make this document more concise so the readers are comfortable going through it, I would say. We wanted to think about how we could put this section in a different way.

Moritz, Erin: So, to me this is at least when we were creating this, to me this is basically like a laundry list of things that establishments can think about when they're developing their plans and so I think anytime I see something that's a laundry list, I kind of expect it to be long because this is where we're getting very detailed and this is where somebody who is really thinking about the nitty gritty of their plan. They are the ones who are going to be reading this, so that was our thinking behind it because there are so many considerations, and those scenarios are going to be different based on the kind of establishment and where it is. We're certainly open to suggestions, but that was the point of this particular section, if somebody's really sitting down and thinking about what their plan is going to look like, these are things that that could help them.

Babekir, Amani: OK. And I agree that building an emergency plan is at the core of our charges. Any other suggestions about presenting this section in a different way? [silence] Could it be in a different or are we OK with it?

Garvin, Amanda: This is Amanda Garvin. Somebody had mentioned a checklist, an option for the checklist might be kind of something we do for a facility, and we have, like these are the SOP's that pertain to all facilities and then we have a list of, this is what pertains to some facilities so only included if applicable. So that might be an option.

Moritz, Erin: OK. So, kind of group it based on.

I don't know if these are specific enough to try to narrow down and say, this is good for a full-service restaurant, This is good for a Taco truck. Although that's one possible thing that we could consider doing. Thanks.

Hill, Michelle: Oh wait, we could know it for this section, like as a prelude to it, that it's meant to be used in that way, that you might not have answers to all of these questions. There. You do. You do say that might have additional questions to consider.

Moritz, Erin: We could certainly try to shorten the paragraph - I think that's doable. And then similar to - Michelle, what you were just saying? I wonder if there's some words we could add or change in the section title that just make it more like, If you're just reading this for general interest, don't bother with this section.

Hill, Michelle: Perhaps we could say something as easy as if you were intending to form an allergen plan - isn't this really targeting an allergen response plan? - so if you're looking to have that for your organization, that this would be what you need.

Moritz, Erin: Yes.

Babekir, Amani: And this is ...

Hill, Michelle: Something similar. Right, yes.

Moritz, Erin: Writing a detailed plan, because this is very detailed stuff.

Babekir, Amani: And this is one of the elements of the charges, to show the customer how to walk through, or the restaurants staff how to walk through building these emergency plans.

Dutilly, Devin: Just commenting, I think that about shortening the document and some of the discussion right now, is there a need to do a small section - like a summary, an executive summary type document and then have the rest of the document exists ... or something like that. I don't know if that's going to be helpful or not. Is it because the intent is to have it in a detailed emergency? Because you all had just said this is not an action plan or an emergency plan, detailed one, right. So, it's just the detailed one. And then is there some way we can go through each section and just scratch certain things and then make it a summary of what's in there that is also useful but not detailed. So, then we have like two documents, one is like an executive summary document and then one is like this. Based on what we already - not to creating more information - just using the existing language and wording and just scrapping certain text. It's just a thought.

Babekir, Amani: Amber has suggested to create like a short document from this version.

Moritz, Erin: And I think for this particular section, the poster that we developed kind of serves it as that executive summary.

Dutilly, Devin: OK. That makes sense.

Moritz, Erin: That's kind of where we were going with that poster.

Hill, Michelle: Quick. But.

Dutilly, Devin: Yes. OK, great, good.

Hill, Michelle: We might talk about how this is a detailed inventory of what you would need you know in order to do the plan or to comply with the chart - the poster, which I think is very effective, by the way.

Moritz, Erin: Yes, I like the idea of scratching that paragraph and maybe doing one sentence saying that this particular section is designed for - has detailed considerations for ...

Hill, Michelle: Sorry. The final line might be enough. These questions and scenarios may be used as a practice drill for your food establishments staff or don't have to - maybe not even practice drill, but ...

Moritz, Erin: We could just keep that sentence and say these questions, that scenarios may be used to develop a detailed emergency - allergen reaction and response plan, and can be used as a prep. And then delete the rest of that paragraph

Hill, Michelle: Yes.

Hill, Michelle: And may also be used as a practice drill.

Babekir, Amani: But now? Could you say the sentence one more time?

Moritz, Erin: OK. These questions and scenarios may be used to develop a detailed Emergency ... Allergy reaction? What did we officially call it? An emergency response plan. And that gets to the other things I wanted to discuss about the section that you guys deleted. But let's finish up with this first.

Babekir, Amani: We could do that.

Moritz, Erin: And – can be used as a practice drill ...

Babekir, Amani: For your food establishment staff.

Moritz, Erin: Yes, I think the rest of the sentence is OK.

Hill, Michelle: As I said, you could strike, you could just say period after drill. I mean, it's obvious we're talking about your staff, but the ...

Moritz, Erin: Yes, that's true.

Babekir, Amani: Do you want to make any change on the title?

Moritz, Erin: How about, could we use the word detailed in the title again?

Hill, Michelle: Forming a detailed response ...

Moritz, Erin: Detailed considerations for the establishments.

Babekir, Amani: Or, for developing emergency response plan.

Hill, Michelle: Yes. Is that our charge? Let's call it what our charge is.

Babekir, Amani: Are you OK? So detailed. Consideration. It's not additional, is that right? Have we? Umm.

Moritz, Erin: We can remove additional, I think. I think really what we were going for was detailed instead of additional. I think that's good.

Babekir, Amani: Any point or any suggestion before we proceed on this section, are we good with it?

Hill, Michelle: If we're intending this to be a form, let's say that somebody could take and fill in. I don't know if that is the intention, but this could be set up with little boxes that could be checked as I move through and have spots to write. I don't know if that's our intention though, but if we wanted them to be able to just copy it and use it, that's something we might want to consider.

Moritz, Erin: Yeah, I'm not necessarily opposed to that. My only hesitation is some of these will be applicable to some establishments while others might not. But you know, it's certainly up to the establishment to decide if they're applicable or not. We could try a text box or a checkbox - otherwise you know even if bullet points might be a little bit less intimidating than the letters and the numbers. And you know, open to feedback from the group.

Hill, Michelle: But I've been looking to work on this with the template team. If or maybe Erin directly.

Moritz, Erin: Yes. OK.

Babekir, Amani: OK. That's good. So, we could proceed to the next point. Erin, you said you have a comment about one of the sections we deleted here from.

Moritz, Erin: Yes.

Babekir, Amani: From your part.

Moritz, Erin: All right. Can you guys all see this? For the most part, I was fine with, you know, all the suggestions here. I do want to take a moment to explain the rationale of why we kind of broke this down into different scenarios. Allergic responses look very different, and so lots of people when they think of an allergic reaction, they think of somebody sitting at the table clutching their neck because they can't breathe, but there's a really wide continuum of consciousness - ability to communicate. There're people like me, I have a peanut allergy, but it's very mild. So, I would actually be pretty mad if an establishment called an ambulance for me and be especially angry if I got stuck with a bill for it. And so, I'm definitely OK with deleting this kind of detailed suggestions. Basically, a flow chart but with words - but I do think we really need to work in somewhere else that a person could be alone, they could be with a group. And what do you do with them? They could be unconscious, which obviously you call an ambulance. But if somebody says, I ate a peanut from your dish, I'm just going to take a Benadryl. I think you know we want to basically draw attention to the fact that there's really wide continuum of severity and so I'm thinking it would make the section we were just trying to shorten a little bit longer, but I'm wondering if we could add this first.

Add somewhere in here, something like think about what role your establishment would play if the person is alone versus with a group. If they're in distress versus in distress but can still communicate. So, it would not be necessarily this kind of prescriptive steps

to take, but I do really want to get establishments thinking about beyond that sort of classic sitting at the table gasping for air, if that makes sense.

Hill, Michelle: I think it's really important, the point you're making, Erin, because they do present very differently, especially when you consider children versus older groups.

Moritz, Erin: Right. And so, if we do - like I said, I'm fine with deleting, you know, these step-by-step things, but we need to put it in here somewhere that it's not always going to be the diner sitting at the table turning red, clutching their throat.

Babekir, Amani: I'm wondering if this section or the message on this section being addressed is in the training section. Is Amber with us?

Amber Potts: I'm here.

Babekir, Amani: Have your team addressed you know the different level of reactions in your section and just to bring awareness about this.

Amber Potts: No, no we didn't.

Moritz, Erin: If we wanted to add a little blurb about that in the training section, that would be good. But like I said, I'd be happy if we mention it in the section that we were just working on too. I don't know if any other members of the emergency subcommittee are on - if they have thoughts.

Hill, Michelle: I don't know that they would be much point in graphics of people actually experiencing allergic responses. To show that there's a huge variation. Or is that just too difficult or too much?

Moritz, Erin: It's not a bad idea. I think it would be included in a very specific, day long allergy training.

Hill, Michelle: Yes.

Moritz, Erin: I think what we're putting together is a lot more broad than that, but I do like the idea, of course, I always like the idea of graphics.

Hill, Michelle: Picture says 1000 words.

Moritz, Erin: Yes.

Babekir, Amani: So, Erin, do you think you could ... Yes, Amber, go ahead.

Amber Potts: I like the idea of keeping it broad as this is not the training. We're not developing a training per se, just a, you know, a document to help them write their own allergy plan. And so we, I think we should at least mention it, but I don't want to - and we have to remember they have no medical training. So, I don't want to put that kind of responsibility on a restaurant owner or server. And then I don't want them to interpret that as such either, so I think it's just a general statement. Basically, it's like if you've ever done lifeguarding - the drowning isn't as you see in the movies where it's splashing and yelling, there's no - it's silent. So, just an acknowledgement that you may not see what you think you're going to see - something like that - and then leave the training - when they take that training - for it to be a more in-depth kind of training.

Moritz, Erin: Yes, and what I do really want these restaurants to think about is there's going to be these wishy-washy scenarios where their staff are not going to be sure if they should call the ambulance. Like if somebody reports a reaction but they don't want an ambulance but they're turning red - you know these are these are actually the much more likely scenarios that they're going to come across. And so, they just need to be thinking about it. And even just be aware, like you said, Amber that you know ... you're not gonna be splashing around in the pool yelling for help, metaphorically.

Babekir, Amani: Yes, Scott.

Vinson, Scott: Maybe this is already in the document, I can't see it at the moment, but maybe put something in there about, ask either the customer, or someone with the customer, if they would like the facility to call an ambulance. Because, like someone said a moment ago, you have some customers that might be annoyed if the establishment calls an ambulance, and they didn't want them to. Maybe they get stuck with a giant bill. So, is that in there? Oh yeah, there it is.

Moritz, Erin: And that's what we had here, but maybe that is too specific - it's I feel like that's an important enough question.

That if we for example, put an additional, you know bullet point down here, we could just call that out as like a sub bullet.

Vinson, Scott: But that's really all the establishment can do if the customer says no, or the person they're with says no. Then the restaurant can't do anything else - they can't constantly monitor the customer for possible other signs that aren't necessarily obvious signs that someone having an allergic reaction. I think we need to keep this.

Moritz, Erin: Some establishments might be willing to do that though.

Vinson, Scott: They might, but I don't think we need to spend a lot of time or take up a lot of space in this document writing about it. The main point we want to get across to the establishment is somebody might be having allergic reaction. Beyond the classic signs, there might be other signs. Ask the person or whoever is with him if you if they want you to call an ambulance, and then move on. They have a business to run.

Babekir, Amani: And we have it on #5. If you scroll to number 5. Here we have it. If someone reports an allergic reaction, I think that's where it is. Start is when the customer says I have an allergic reaction and then they will proceed with their steps. Do we need to add any clarification about the level of allergic reactions. and then ask them to first, ask the customer if he wants us to call the 911 or not?

Vinson, Scott: It really has to depend on what the customer wants. And this part in here. When in doubt always call 911 I from what I heard a moment ago from whoever said it, they don't want that necessarily. So maybe we should take that part out.

Moritz, Erin: Well, this is when in doubt.

Vinson, Scott: Well, yeah, and there's.

Moritz, Erin: Like if I was a business and somebody told me not to call 911, but then they stopped breathing.

Vinson, Scott: Well, that's just common sense.

Hill, Michelle: It is, and it isn't, though. I mean, what we're really asking here is what's the liability?

Vinson, Scott: If you put both messages in there, it's going to get confusing for these workers. If you put when in doubt, always call 911. But then you also say ask the person whether they want you to call 911. Which is it?

Hill, Michelle: I think that maybe it's personal discretion. The way we talk about this. What is the liability if somebody in your restaurant - they eat something and they drop dead. Are you responsible for that?

Vinson, Scott: No.

Babekir, Amani: What if ...

Moritz, Erin: They told you that they had an allergy though.

Babekir, Amani: Yes, I think there ...

Moritz, Erin: I think I would assume the liability would depend on whether the customer mentions a food allergy.

Babekir, Amani: Yes.

Moritz, Erin: Like if they don't mention it then, well, that's a whole. I don't know. I'm not a lawyer, so will stop talking.

Babekir, Amani: Yes.

Hill, Michelle: So, it's a sticky wicket, I think really.

Moritz, Erin: It's very sticky wicket, yes.

Babekir, Amani: Yes, but there could be liabilities, especially if they label it in their menu, like for example, these dishes, gluten free. And then when I eat it, it turns out it is not, and I have reaction. Yes, that will bring them some liability.

Hill, Michelle: That's like misbranding ...

Babekir, Amani: And we have it here on this section, on the first, on the second sentence, saying that procedures may differ depending on the severity of the reaction, so maybe just we need to add more clarification here. To address all of these doubts between calling 911 or asking the customer.

Moritz, Erin: So maybe I can draft - what? I would suggest - I hate to, you know, keep everybody talking about this for hours and hours - send it around to the emergency response group and then we can, you know, tweak it as needed and send it back to you, Amani. Does that sound OK?

Babekir, Amani: Yes, that sounds good.

Moritz, Erin: OK.

Babekir, Amani: And are you OK about the other deletions? Do you have any extra comments, Erin? Because there are additional things we might need also to delete in the section.

Moritz, Erin: Let me - I think there is only one other thing I wanted to kind of get your take on and I can just share it - share my screen again since I have it right up here - we have this particular poster ...

Babekir, Amani: Yes, that was my question - about this poster.

Moritz, Erin: I think we like it because it did have some like facts underneath it and it's certainly one that a restaurant might want to print out and post somewhere if they like it. So basically, we could leave it in there as a potential resource for them. But I guess I'm OK with removing it if the rest of the subgroup is as well. It's just another resource that the establishment can use.

Babekir, Amani: Are there any comments about this one? Are we OK with keeping it?

Hill, Michelle: I think it's necessary.

Moritz, Erin: OK.

Babekir, Amani: Thank you, Michelle.

Moritz, Erin: OK.

Vinson, Scott: Wait a minute. Can you go back to that poster? Step four says go to the hospital. So, is that for? This isn't for retail food workers. They're not going to go to the hospital with them.

Moritz, Erin: No, this is a general yeah. This is a general.

Vinson, Scott: So, this a sign that we envision the establishment maybe posting, a customer facing sign, somewhere in the restaurant or facility?

Hill, Michelle: Yes.

Moritz, Erin: If they yes, they want to. It does make some good points. But yeah, it's not specific to retail food establishments.

Hill, Michelle: I really like it because it covers the full bases. If it's a true, you know if it ends up being a true anaphylactic response that you have to treat with an EPI pen. It covers all the bases.

Moritz, Erin: But I can kind of see where it might - it would be confusing. Now you know, we don't expect anybody from the food establishment to go to the hospital with the customer.

Vinson, Scott: So, this is really for people who have food allergies.

Moritz, Erin: It yeah, it's definitely possible, since it's from an ID.

Vinson, Scott: I'm not sure it belongs in this document. Then we're supposed to be developing guidance for the establishment.

Garvin, Amanda: I suggest a better place for it.

Babekir, Amani: Sorry, Amanda. What did you say? Couldn't hear you.

Garvin, Amanda: Sorry about that. I'd have to agree with that. I think that this is not quite the correct place for it, and I have. Like it's sounding like some of the stuff we've already said in different areas, so. I'm not sure if this is something we could just get rid of, and I do hear that you know it is important. As a response to definitely have the right responses, but I think this is another one kind of confusing it up again of don't call 911, call 911, wait, send up to the hospital. Oh, what should I go with them? I think we just need to kind of tone it down a little on this and, what can we do to get them to think about - when should you do the things?

Babekir, Amani: Thank you, Amber. Any other point?

Moritz, Erin: Does anyone very strongly oppose removing it?

Abel, Greg A: I have one point to consider.

Moritz, Erin: Sure.

Abel, Greg A: You looking at some surveys? I read someone where 65%. Of the surveyed say they wouldn't know how to cope if faced with the customer suffering an allergic reaction. So that's over half a staff and this was - the study was dropped at food service workers, so with that. With the 65% not knowing how to cope, you know, are we taking anything away from that guidance that would not benefit someone who is having an allergic reaction.

Hill, Michelle: To that point. That's why I like this document. Because there tends to be a lot of mystery - when I teach, I ask them how many people have actually seen a response.

Abel, Greg A: Mm-hmm.

Hill, Michelle: And especially the variance of response. I like that this addresses that. What's their experience? Maybe it needs to be called something else. Referenced in a different way.

Babekir, Amani: Ask. But.

Vinson, Scott: This poster is directed toward people who have food allergies. So, it's not really for the establishment or the people who work in the establishment. I'm going to actually call for a vote on this page.

Moritz, Erin: Sorry, could you say that again? I didn't quite catch it.

Babekir, Amani: You want to call for a vote.

Moritz, Erin: Oh OK. I do think you know, we throughout this entire document, you know, we do kind of have to balance. Of course, we'd like to include boatloads of information and make it 8000 pages long. That would be ideal if people would read it. But we also want to limit confusion as well and people don't like to read anymore. So yes, I certainly see both points of view.

Babekir, Amani: OK.

Hill, Michelle: You know, perhaps this would be better as a hot link at the end, saying these are some resources that we like, or we could recommend and maybe it lives there as a hot link or something they can follow if they choose.

Moritz, Erin: To me that's a happy compromise.

Babekir, Amani: Yes, or as a supplement to the document, because beside this draft, we're going to have the short version.

Moritz, Erin: Right.

Babekir, Amani: Of the work of the framework and we could have extra documents like this. As an attachment.

Hill, Michelle: I keep forgetting about that - the short version.

Babekir, Amani: Yes. So, are we fine with that? To delete it but still keep it as either attachment or add a link to it if we have a reference.

Hill, Michelle: Scott has his hand up, Madam Chair.

Babekir, Amani: Yes, Scott.

Vinson, Scott: I forgot it was still up. I think I still would like to call for a vote on this document. I don't think we need to include it as an attachment because it's not directed to our audience. It's directed to people who have food allergies, and I'm one of them.

Babekir, Amani: OK.

Vinson, Scott: So, I'm calling for a vote.

Babekir, Amani: OK. That is, that is good. So, let's do that before the end of the call.

Dutilly, Devin: What is the vote for? What is the question that you're asking to vote on?

Babekir, Amani: I will entertain a motion regarding this poster. Scott, you could proceed with your motion.

Vinson, Scott: I move that we vote on whether to include this, Food allergy aware - six that save lives page in our document.

Moritz, Erin: Or link can we specify cause now we have two potential solutions which would be – one, include as a supplement or a link, and then one solution would be deleted completely and move on with our lives.

Vinson, Scott: This is going to be a paper document in these facilities, so I don't think links will be very helpful.

Dutilly, Devin: I think that that was why some people were thinking of including the poster.

Hill, Michelle: Exactly. I was thinking about the suggestion we had about turning this into a smaller Canva-type app that there could be some dynamic linking there as well. If we were to include it in that space versus printed.

Babekir, Amani: So. I'm not clear very clear ...

Vinson, Scott: I'll repeat it. I move that we vote on whether to include this document in whatever form. Bully printed page or link or whatever. I don't think this document is addressed to our audience.

Babekir, Amani: OK. Thank you, Scott. So, the motion is Do we need to include it in whatever version or not. Anyone 2nd?

Garvin, Amanda: 2nd.

Babekir, Amani: Thank you. So. You already heard the discussion about this, so I'm going to proceed to the vote. Is there anyone who opposed to the motion? Please say no or is raise your hand. Probably it will be easier to raise your hand so we could count it.

Ben.Wagner: I am confused as to what we're voting, if we vote yay.

Vinson, Scott: Just to clarify the motion is not whether to - the motion is to exclude this document from our guidelines.

Ben.Wagner: So, yay vote is to exclude, and nay vote is to include. Got it?

Vinson, Scott: Correct.

Babekir, Amani: So, the motion is to exclude, as he's said. So, if there anyone opposed to the motion. Which is to exclude this document. You can raise your hand so we could count.

davidread2861: So, this is to exclude it if you vote. If you raise your hand, you're voting to exclude it.

Babekir, Amani: You are voting. To not exclude it because I'm asking about, is there anyone opposed to this motion?

Moritz, Erin: So, the question is keep or exclude?

Babekir, Amani: That is right, and the motion is to kill it. So, if you are not with killing it, please raise your hand. Michelle, can you see the all the hands?

Hill, Michelle: Yes, Madam Chair. I see 4 to keep it and the rest to exclude.

Dutilly, Devin: I think there wasn't a vote for other side, right, there needs to be a vote for the other side.

Babekir, Amani: OK.

Vinson, Scott: Amani, you kind of, you kind of did it backwards, Amani, by asking for the no votes. You probably should just ask for yes votes. People who support the motion. The motion is to exclude. So ask for of the voting members. Who votes yes for the motion to exclude.

Babekir, Amani: OK so - Yes for excluding this poster from the document. Please. Raise your hands.

Hill, Michelle: Madam Chair, I see three hands that are in the yay for exclusion.

Babekir, Amani: So who abstains - any abstains?

Hill, Michelle: I do not see any hands raised.

Babekir, Amani: OK. So the motion is passed.

davidread2861: I thought there were four votes to keep it as well. You said there are only three votes to exclude it.

Hill, Michelle: I was under the impression that we were voting from the start all over again, and when she asked the question, I counted three hands raised in the affirmative to exclude.

davidread2861: Right. But I thought when you first did it - those that didn't want it excluded - there were four hands.

Babekir, Amani: The three is to exclude - the three are with the exclusion.

davidread2861: And four were to keep it.

Babekir, Amani: Yes, the motion failed.

Vinson, Scott: So the motion failed. Amani. You really need to vote Amani. You need you need as the chair to conduct a vote you need to ask for yay votes and nay votes. You need to ask for the yay votes first. There were three yay votes for the motion. The motion was to exclude and then the next step is to ask for the Nay votes. And I think there were four Nay votes. But you might wanna do it again, because I think there was some confusion.

Babekir, Amani: OK, let's do it again, because the way we usually doing it, we first ask about the person who is no say no to the motion, and then we count those people.

Vinson, Scott: Well, that's backwards.

Hill, Michelle: OK.

Moritz, Erin: Can I make an additional suggestion?

Babekir, Amani: Yes.

Moritz, Erin: Can we? I don't know if we can do this, but I'm wondering if it would be less confusing to say, the motion is to keep it. And that way if you vote yes, that means you like it. And if you vote no, that means you don't. But that might confuse things even more at this point.

Hill, Michelle: No, I think it's clarity. I think that would be clear. So if you're voting, if you raise your hand, you're to keep it, if you're lowering it, you're to get rid of it.

Babekir, Amani: OK. So I want to entertain another motion. I would like to entertain a motion.

Vinson, Scott: Did you?

Babekir, Amani: Regarding this poster.

Vinson, Scott: Did you dispense with my motion?

Hill, Michelle: No, we just changed it from a double negative to a positive. That's all we've done.

Babekir, Amani: Yeah, we because it seems like, you know, the Members here are confused about what we are doing because we kept jumping from yes, no, no, yes. So, we wanted to redo it again. So, it will be more clear.

Vinson, Scott: OK, I withdraw. I withdraw my original motion.

Babekir, Amani: OK. Thank you, Scott. So. I will entertain a motion regarding this poster. So, I want to hear the motion that say we want to keep this poster so we can vote on it. Erin would like to move?

Hill, Michelle: No.

Moritz, Erin: Am I allowed? I'm. I'm not. I'm a non-voting member.

Hill, Michelle: How about Scott?

Ben.Wagner: This is Ben. I move that we vote to include this poster in some form in our documentation - our document.

Babekir, Amani: Thank you. Wait a second.

davidread2861: I'll second it.

Babekir, Amani: Thank you. So, let's proceed to the vote on the motion. Is there anyone opposed to the motion? Please say no. I don't want to keep. Or raise your hand.

Vinson, Scott: I think everyone is confused by the way you pose the question you asked for. People who are opposed to the motion.

Babekir, Amani: Yeah.

Vinson, Scott: This is not parliamentary procedure - I think that's part of the confusion. The way you were conducting votes seems to be backwards.

Hill, Michelle: Madam Chair, if I may, perhaps we could ask for those that are in favor of the motion to exclude, to raise their hands.

Babekir, Amani: OK, people.

Ben.Wagner: The motion is not to exclude the motion is currently to include.

Babekir, Amani: The motion is to include – and watching this thing so the people who are in favor for this motion, please raise your hand.

Moritz, Erin: And the motion is to include.

Babekir, Amani: That's right.

Vinson, Scott: And this is only voting members, right?

Babekir, Amani: That's right.

Abel, Greg A: On the chat, Amber Potts had to leave but she voted to remove the poster whenever you get there, that's what that was counted or not.

Hill, Michelle: It was not. Thank you, Greg.

Hill, Michelle: I see five hands, Madam Chair.

Babekir, Amani: OK. So. I would see that the motion is passed, to include the poster.

Hill, Michelle: I think we have to ask for those to raise their hand that are not in favor of the motion. Am I incorrect about that?

Babekir, Amani: It's already passed, but I think we need to ask about abstaining. Is anyone abstaining?

Hill, Michelle: OK. I don't see any hands, Madam Chair.

Babekir, Amani: Yeah. Thank you. So, the motion passed to keep this poster and we keep, we can keep discussing how we want to include it. Do we want it to include in the actual document or move it somewhere else

Adjournment - Babekir, Amani: Anything else before we conclude our meeting today. OK. Thank you everyone.

Meeting Number 18	Meeting Date 08/04/2022	Meeting Time 2:00 pm EST	
<u>Co-Chair; Meeting Chair</u> Amani Babekir	<u>Co-Chair</u> Michelle Hill	<u>Meeting Scribe</u> Michelle Hill via Teams Transcript	<u>Council II Chairs</u> Wendy Bell/Courtney Halbrook
<u>Advisory - FDA</u> Greg Abel	<u>Advisory – FDA</u> Devin Dutilly	<u>Advisory - FDA</u> Mary Cartagena	
<u>Advisory - CDC</u> Erin Moritz	<u>Advisory – CDC</u> Jenna Seymour		
<u>Advisory - USDA</u> Jennifer Green			

AGENDA

- | | | |
|------|--------------------------|---------------|
| i. | Meeting Call to Order | Amani Babekir |
| ii. | Roll Call | Michelle Hill |
| iii. | Scribe | Michelle Hill |
| iv. | CFP Antitrust Statement | Amani Babekir |
| v. | Previous Meeting Minutes | Amani Babekir |
| vi. | Framework Points | Amani Babekir |
| vii. | Adjournment | Amani Babekir |

MEETING MINUTES

Meeting Call to Order

Babekir, Amani: I call this meeting to order.

Roll Call

Babekir, Amani: Michelle, would you like to start with the roll call?

Michelle Hill: [Takes roll call of Voting Members] Madam Chair, we have a quorum. Our new quorum is 8. We do have 8.

Babekir, Amani: OK, that is great. Thank you, Michelle.

CFP Antitrust Statement

Babekir, Amani: I would like to remind you that the Conference for Food Protection Antitrust statement is active in this call. So just keep it that in mind during our discussions.

Previous Meeting Minutes

Approval of previous Meeting Minutes was tabled by the group as the processing for these documents is not yet complete.

Framework Points

Babekir, Amani: And let me first start by bringing up our agenda for today. I will share my screen. Can you see my screen?

Michelle Hill: I can.

Babekir, Amani: What we're going to do today is we will review the timeline of our work and introduce the FDA and the USDA comments that we received on the framework and decide on how we want to proceed with working on those comments and refining the framework. First, just looking back at our timeline, which we built together when we started our meetings. We are done writing the framework and now we need to refine it because we have other things to do - which is deciding on what changes we need to recommend for the food code. I remember from our previous calls we decided on working on indicating this framework in the Annex section of the Food Code, but we still need to refine our discussions on this part, so we need to dedicate time to do that. The suggested timeline - we need to keep in mind that we need to finalize working on the comments and finalize the framework by the middle of September. Because as I said, we need to work on the second charge and also our final reports need to be submitted. And Michelle, could you remind us about when the final report is due?

Michelle Hill: Certainly. There is an interim report due shortly here, that Amani and I are working on. It is the report to the Executive Board about how we've moved through the work pertaining to our committee's charges. The report will be published on the CFP

website at foodprotect.org. You are welcome to view our previous filing, which was the Spring report, to see the type of information and how will be reporting that.

As far as when our actual work is due, the master calendar has us slated to have everything completed and sent to our Council Chairs by the end of December 2022. The Council chairs prepare and suggest improvements to the report that are needed in order for the report to be submitted to the Executive Board to be included in the next biannual meeting in April.

Babekir, Amani: That's good. Thank you, Michelle.

Michelle Hill: Certainly.

Babekir, Amani: Any questions about the timeline, any points you want to bring up?

Vinson, Scott: Amani, this is Scott – I have a question. It looks like we're going to be missing the July 30th deadline to have the written framework completed, because we still have this review of the FDA feedback to complete, which you're saying is due by September 15th.

Babekir, Amani: Yes, that is the reason we must agree on a revised timeline - trying to complete it by September 15.

Vinson, Scott: Is there a way we can do all - track these things - or do they have to be done sequentially?

Babekir, Amani: This is what we'll discuss as the second topic - how we want to proceed. I emailed you each the documents with the comments we received from the FDA and the USDA. Would someone open voting – make a motion – like, do we want to do this in our general meeting or in our subgroups and it will be faster if we are able to do it in the subgroups because we could work all of us on it at the same time on the on the document.

We're will decide on that a little bit later in our meeting - just keep it in mind. If we are working within subgroups, that is the fastest way to meet our deadline.

Vinson, Scott: If we do the work in the subgroups, and by that we mean have each subgroup review this new FDA feedback. People who aren't on a particular subgroup won't necessarily get to see what the feedback was and have a voice on it. Is that right?

Babekir, Amani: Yes, so the general Group, if it's kind of format or stuff minor like that, could work on it together. If it's something essential the subgroup could suggest the change that they would like to make and bring it into the general meeting. That's what we are planning to do. Are we OK with that? And we could proceed that way.

Vinson, Scott: Well, speaking for myself, I think I would prefer and maybe we can do it on this call. I would prefer that if maybe the people from FDA who proposed or gave the feedback documents to you - I don't know if they're on this call or not, but maybe they could just sort of speak up as to each individual comment. Maybe if we could go through the 24-page document, just sort of page by page before the entire group, so that everyone has benefit of seeing what these proposed changes from FDA were. These documents sort of came as a surprise to me because I thought we had already done all of this reviewing and then for these documents to sort of come in after we already had two previous full committee calls to review all the pages – I wasn't anticipating that.

Michelle Hill: Well, wait now – we did announce that.

Babekir, Amani: We announced that, and we were expecting it because we kept checking in with Devin, our FDA consultant, about their timeline to give us their feedback. We were waiting for it while we were working on refining the draft on our side. We meant to make it a parallel effort, so we could save time and consideration of the comments wouldn't hurt our progress with the framework.

Michelle Hill: We have been waiting on the feedback. We've talked about it in several previous meetings. The meeting minutes are forthcoming for prior meetings - they are being worked on and will be out shortly.

We did discuss this, and I think this is part of the greater issue that we're talking about. You know that we're going to address is how do we move forward with this? Do we do it as a full committee? And I respect what you're saying, Scott, I think it's very important that everybody has a voice in how this ends up, at least looking in the end. But we've also sent these documents out with comments for quite a period of time now. You've had them in, everybody's had them in their possession, I think at least three weeks. Am I wrong on that Amani?

Babekir, Amani: That is correct. Once we received it, we send it out.

Michelle Hill: I was hoping that people would have been able to take time between then and now to have a good idea of what was being said so we could have a productive conversation. I like the idea of reviewing each one with the consultants here, but perhaps that's something we do in two weeks when we give them time to actually prepare to do that - just a suggestion. Thank you, Madam Chair.

Babekir, Amani: Thank you.

Vinson, Scott: Well, this is Scott again responding to Michelle. Yeah, I appreciate the fact that Amani did send these documents out a couple weeks ago at least, but some of these changes may be controversial. I don't know. This is something that really should be discussed and considered by the group as a whole, rather than forcing Amani to sort of take every - you know, there are a lot of people on this committee and to have everyone go through each of these three documents and give the thumbs up or thumbs down to each individual change that might be proposed - I'm not quite finished - change that might be proposed would be a lot of work for Amani. It just seems to make sense to me to just do it on one of these calls. Perhaps this one - we have a full hour. And whoever proposed them from FDA can just say here's what we're proposing here. If they're just minor things like, you know, formatting or syntax or whatever, I don't think anybody is probably going to object. But if there's substantive changes, that should be discussed for the before the entire committee.

Babekir, Amani: Yes.

Michelle Hill: If I may, Amani and I work on this together and it's not just her doing the function. She communicates because she has the ability to do that. So, I just wanted you to know that we are together, Amani and me. We co-chair this committee. The other part I wanted to say is that we are able to talk about this within the meeting. I think that's a very good idea. I don't know how - I guess this would be the point where we would ask Devin, and the other people that contributed to the review, to speak as to whether they're prepared for this today, we didn't let them know that this was what was going happen.

Babekir, Amani: Yes. I would like to add a note here, before we open the floor to Devin, really this is the communication I received from Devin and the group who added comments on the framework - that is all these comments are suggestions and just things we need to consider when we are refining our framework. So, it is not binding statements from any organization. These are the things that are highlighted, and I'm really appreciative of Devin, and also for Lauren from USDA, for walking me through their comments; How to understand it on the documents with the different colors and their suggestions on each point. We need to open the floor for Devin, and any other Federal Partner, to go over these comments 1 by 1 - that is something we could do also here.

But I want to also hear from the other committee members because all our idea is we need to work right away on those comments. Do we want to work on this as one group, including our FDA and USDA representatives? Going through these comments one by one and working on it in the general meeting, or we want it to do it in the subgroups?

That is something we could do - I'm going to need a motion on it, but before that, I open the floor to Devin and Jennifer, if you want to add anything or any points about your comments.

Devin Dutilly: Thank you, Amani and everybody else. This is Devin. Erin is raising her hand as well.

Maybe I'll make it just a brief comment and let Erin and Jennifer comment. Just as a point of clarification, the comments that I submitted, me being with FDA, they weren't just FDA comments, there are comments from other federal partners. So, these are federal partner comments, so USDA, FNS, FDA, FSIS, Erin included, and some other partners from CDC.

They all commented on the Framework, and I compiled the comments from the agencies and pass them forward. So, the comments weren't just from FDA, they were compiled comments from all three agencies.

It is exactly right to say they're just comments to consider and suggestions myself, Erin, Jennifer and Greg, and others from FDA, USDA and CDC have been working throughout this process to kind of express some of our thoughts as we move forward. And we do really appreciate the collaboration and partnership to help raise the awareness and to provide resources for our stakeholders when it comes to Allergens.

So, Erin had her hand raised, and she's been a great partner in this as well. And Greg as well is here, and Jennifer - so thank you.

Moritz, Erin: I was just going to ask if it's worth kind of doing a hybrid. You know, separate it out into the subgroups to, I guess deal with sort of the low hanging fruit that maybe doesn't need the entire committee to discuss, and then leaving it up to the groups to turn over any larger, sort of thorny issues that can be discussed with the larger committee. That was just kind of kind of my thought as to how to proceed. Over.

Babekir, Amani: Thank you. Jennifer, I think I heard something.

Green, Jennifer: I do appreciate the opportunity to contribute, and I look forward to seeing how everything's going to progress.

Babekir, Amani: Thank you, Jennifer. Now we're getting to the point to decide. And thank you, Erin, for your suggestion to decide how we're going to proceed. I sent an email poll, but unfortunately the quorum is 14 and I got just seven responses - 6 within the group working on the subgroup and one is working on the general meeting, so we need to vote on it now.

I would like to entertain a motion about how we're going to proceed with addressing the FDA and the USDA comments.

Vinson, Scott: Madam Chair, I have a motion.

Babekir, Amani: Yes, please.

Vinson, Scott: I move that the full committee now on this call just consider the comments.

On the three documents that you circulated and if Devin or someone else from FDA wants to speak to the suggestions that's fine. We can probably dispose of this fairly quickly, I'm guessing.

Babekir, Amani: OK.

Devin Dutilly: Yes, and just to clarify, I think that we tried to make the comments as clear as possible. So, you know we can - there's a number of us on the call, so we can try to clarify anything that might be needed. But we tried to make the comments as clear as possible and make any suggestions in there. I'm happy to walk through the documents on this call as an FDA consultant, I'm happy to offer any clarification on the comments that were compiled by the three federal agencies. Amani had asked the question, would somebody be prepared to help us walk through the comments today? And the answer would be yes. Thank you.

Babekir, Amani: Thank you. I just would like also to keep in mind, if we're going to work on it in the general meeting, we need to move the meetings to weekly instead of biweekly to be able to meet our deadline, so I have a motion on the floor to work on it in the general meeting. Can I hear a second?

Moritz, Erin: Can I quickly clarify something about the motion - Scott would the motion be to work on all the comments in the general meeting starting today, but potentially, move into weekly meetings at the same time as that, correct?

Babekir, Amani: That is correct. So instead of having biweekly, it's going to be at the same time weekly meeting.

Moritz, Erin: OK.

Vinson, Scott: Actually, that was not part of my motion.

Moritz, Erin: OK.

Babekir, Amani: I know it's not part of your motion, but just something to keep in mind if we're going to do it in the general meeting, we need to move the meetings to weekly because we wouldn't be able to meet our deadline.

Michelle Hill: Perhaps what we should do is vote on whether we want to do it in the larger meeting and then we'll vote on how we proceed with that motion. Is it weekly? Is it biweekly?

Babekir, Amani: We'll work on the motion working on the comments in the general meeting. Any second?

Amber Potts: [Seconds the motion]

Babekir, Amani: Thank you. Any discussion, any points on the motion? OK, so let's proceed to the vote on the motion. If you agree with the motion to work on the comments in the general meeting, please say yes. All raise your hand. And Michelle, could you monitor?

Michelle Hill: I have six people that have voted in favor - Voting members that voted in favor.

Babekir, Amani: OK. We'll give it extra one minute.

Michelle Hill: Amani, please remind me, do you and I vote on this? I can't remember. I don't think we do, do we? We do. OK. Alright.

Babekir, Amani: Is there anyone abstaining?

Babekir, Amani: Do you see any hands, Michelle?

Michelle Hill: I do not.

Babekir, Amani: OK, so the motion did not pass. We need 8.

Michelle Hill: That is correct, yes.

Babekir, Amani: Yeah. OK.

Any further comments or suggestions from the committee members? I know Erin you raised suggestion before. Any reactions or other suggestions to be presented - this question for the all the committee members.

Michelle Hill: So, we voted not to do it today, as a larger group, but we didn't necessarily agree on how to proceed moving forward. We should we perhaps entertain a motion regarding that.

Babekir, Amani: Do we want Erin's suggestion to be a motion or there is any other suggestion or motions you want to present here?

Moritz, Erin: I can't raise.

Babekir, Amani: Correct.

Moritz, Erin: I can't raise a motion and I'm a non-voting member but, do you want me to repeat what I was suggesting and then somebody could motion on that?

Babekir, Amani: Yes, please.

Moritz, Erin: OK. My suggestion was to first start with subgroups reviewing the comments from the federal partners within their own subgroups and address any comments that they're able to address there. Any outstanding issues that they'd like the feedback from the larger group would be taken to the larger committee.

David Read: OK. I'm just curious if we do this in subgroups, if somebody from FDA would be willing to participate in some of those. Otherwise, it seems like it's easier almost to do it in a group, but if you do it by subgroups - rather than flounder around, if there's questions, it might be nice if we could have FDA on those subgroup calls.

Michelle Hill: Since they some of the subgroups are headed by our federal partners, so they're present in, and if they're not, we could certainly invite them.

Babekir, Amani: We have federal partners on our subgroups - the emergency plan we have Devin, and the training we have Greg, in the notification we have Devin, in the practices we have Greg, and on the template, we have Erin.

Babekir, Amani: We have a good representation for them on the subgroups and if we want to add more members, volunteers, that also could be done. I'm open also the opportunity now for that to be done. Do you think that is sufficient, David?

David Read: Yes, that'd be fine. I just know that they're busy and maybe haven't been able to make all of the subgroup calls, so.

Devin Dutilly: I think we, if needed, can figure out how to provide coverage. If one of us can make a meeting or something like that, we work together to provide comments on the documents. We, from FDA and I think I can speak for USDA and CDC as well, appreciate the partnership and we're here to support CFP and this progress. We'll definitely support, wherever we can and whenever we can - we'll provide coverage for sure. Thank you.

Babekir, Amani: Thank you. OK. We could define the members of each subgroup later in the meeting, but we still have to decide on maybe on how we want to proceed. I would like to entertain a motion. [Long silence]

Michelle Hill: Which means somebody has to make a motion for us to move forward - A voting member?

David Read: I'm sorry, could you repeat?

Eisner, Crystal: Yes, what was that? Can you repeat it?

Babekir, Amani: We need to have the motion to decide how we want to proceed. Erin suggested that we work on the comments in the subgroups, and then if there are any outstanding issues, we could bring it to the general meeting to discuss it. That is a suggestion that has been brought up, and the previous motion did not pass, which is working on the comments in the general meeting, so I would like to hear motion. What if you want to further discuss it – I would also like to hear it - about how we want to proceed, how we want to work on the comments.

Libby Thoma: To clarify, we have two options. One, we work in our subgroup with our regulatory partner, or we do it together in a in the total group, but that didn't pass, correct?

Babekir, Amani: That's correct.

Libby Thoma: I motion that we work through these comments in our subgroups, Madam Chair.

Babekir, Amani: Thank you.

Eisner, Crystal: And I second the motion.

Babekir, Amani: OK. Thank you. Is there any discussion, or any additional point on this motion?

Moritz, Erin: I do want to clarify that my suggestion was not just working on the comments with the subgroups, but it also includes if there are any comments that the subgroups do not feel confident making decisions with, we could still bring it to the larger group.

Babekir, Amani: Thank you. Libby, would you like to amend your motion to incorporate this or ...

Libby Thoma: Yes, I amend my motion to include that if there are any outstanding issues, we bring those to the large group.

Babekir, Amani: Thank you. OK. Any second?

Eisner, Crystal: This is Crystal, I second it again.

Babekir, Amani: Thank you, Crystal. OK. Let's proceed to vote on the motion. If there is no further discussion. If you agree with on working on the comments in the subgroup and bring any outstanding issue to the general meeting, please raise your hand or say, yes.

Michelle Hill: [Voting members vote] Thank you. I have 7 yeses.

Babekir, Amani: Thank you. Anyone abstain?

Vinson, Scott: Madam Chairman, point of clarification.

Babekir, Amani: Yes, Scott.

Vinson, Scott: How many voting, how many voting members do we have in the call?

Babekir, Amani: We have 8.

Vinson, Scott: And for a motion to pass, does it require a majority of voting members or a majority of people in the call?

Babekir, Amani: Eight, we need 8. Eight of the voting members.

Vinson, Scott: So, we need every voting Member on this call to vote in favor of something for it to pass.

Babekir, Amani: That's correct, yeah.

Vinson, Scott: Oh dear.

Babekir, Amani: Do we have any abstaining? Michelle, do you have any counts?

Michelle Hill: I have seven in favor. No abstentions. So, the assumption is that we should collect the No votes.

Babekir, Amani: Yes. This did not pass, we need 8. So, it seems like we need to find a way to be in the middle to bring both groups together.

Michelle Hill: Perhaps we begin the review – bring up the documents so we can all of us get a good look at them together and maybe entertain a motion to do at least that part today, with everybody still on this call. And then we can decide after we look at it, what kind of work is in front of us and form a plan ... someone has to make a motion.

Vinson, Scott: Trying to move it, I move what Michelle just said.

Babekir, Amani: Yes, I think I think we need to do it that way. OK. So, Michelle, could you access the documents because we hosted all the documents, we received with the comments in the Teams side.

Michelle Hill: I got it fine with the call, but I have no access to any CFP files on Teams.

Vinson, Scott: Madam Chair, I have that e-mail open. I can share my screen if you'd like.

Babekir, Amani: But we were hoping to work on the same documents. If there is a way anyone of you could access the Teams side the CFP ...

Babekir, Amani: The idea was if we are going to work on it in the subgroup, at least one member could be able to access the documents and help the team members to work on it. But it seems like we are not able to access it while we are in the call.

Vinson, Scott: Madam Chairwoman, this is Scott. I just shared my screen. Is this one of the documents you are referring to? This was in that e-mail you sent around.

Babekir, Amani: No, that is just the summary for the comments from the USDA. It's the other one which has the actual comments.

Vinson, Scott: OK, here it is. I think I've found it. Is this correct?

Michelle Hill: You've got it! Turn on comments or scroll down to see if comments are turned on. Oh, there they are.

Babekir, Amani: I don't think that is - what is that? Could you open the other one? You could start with that one.

Vinson, Scott: OK. Can you see this one?

Babekir, Amani: That is the one.

Michelle Hill: Thank you so much. If we can start making - reviewing at least the first beginning part of this right now, you could just send me your document. I'll make sure it gets left loaded where it needs to live. Is that OK with you Amani?

Babekir, Amani: Yes, that is OK. Let's start with the first comments. Could you maybe click on it so you could show the whole comment?

Vinson, Scott: Oh yeah, there.

Babekir, Amani: We could give it like a minute just to go over the comments and then we can discuss it.

Michelle Hill: Yes.

Babekir, Amani: OK. Let me now open the floor for the discussion on this comment.

Eisner, Crystal: The comment says consider changing it to major food allergen framework, but then it says, can you also include non-major food allergens?

Moritz, Erin: So, regarding the suggestion to change it to major food allergens, I think one of the key questions is if somebody comes in and says, I have an allergy to Jell-O, which is not one of the major food allergens. Do provide guidance here that can be used for non-major food allergens.

Michelle Hill: Am I wrong in assuming that the point of calling it a major food allergen framework is, that is the verbiage that appears in the food code - Is that right?

Abel, Greg A: Correct.

Libby Thoma: Correct.

Abel, Greg A: That's correct. And the document only applies to the major food allergens, the eight soon to be 9, correct.

Michelle Hill: Correct. Thank you.

Babekir, Amani: Also, would like to remind that our charge is addressing the major food allergens.

Eisner, Crystal: We should probably name it the same.

Michelle Hill: Do we need to entertain a motion to make this change?

Babekir, Amani: I think that will take long time.

Vinson, Scott: Maybe it'd probably be faster just to ask if anyone has any objections to any of these suggestions.

Michelle Hill: That's good advice.

Babekir, Amani: Are we good with the change? Are we good with changing the document title to major food allergen?

Vinson, Scott: Yes.

Babekir, Amani: OK. Any other point? OK. So, Scott, could you type that please?

Seymour, Jenna: I do hope that this other point within that comment is not missed about just having something somewhere that points people, like in this case with Celiac disease that came up a lot in discussions. Just pointing people to the gluten intolerance group. It's not like this document would have to say anything about it except to say if this is also a concern,

go here [insert GiG website address]. Just do not ignore what is obviously something that a lot of restaurants are hearing about and wanting to address.

Michelle Hill: We perhaps also could refer to the FDA advice on what is gluten free. That might be a good part of it too.

Devin Dutilly: I think that in addition, the broader question would be what Erin had said about these procedures these techniques, these points may also apply to other allergens as well, so you know it's not a major change to the document, but that's what the comment essentially is capturing - is that you don't need to make major changes, or perhaps you might need to make major changes, but small tweaks.

Babekir, Amani: To what?

Moritz, Erin: I think a long time ago, we did have some kind of verbiage in here about how this, even though this is the charge, is specifically for major food allergens, a lot of the materials are relevant to you know gluten sensitivities or any other food sensitivities.

And so maybe just a sentence or two in the introduction and then pointing, since gluten is such a such a prominent sensitivity, pointing to some gluten sensitivity resources.

Babekir, Amani: Do you think we could point to this in the introduction of the document.?

Moritz, Erin: To me, that's kind of where it fits most, because it's before we are even getting into the main purpose of the document. Or maybe if we end up doing a references page at the end possibly? Certainly open to other suggestions.

Michelle Hill: I did notice that the comment below the one we're working on also dealt with a similar or same issue. I'm wondering if it would inform our process.

Babekir, Amani: OK. And Scott, could you please change the title on the document to Major? Thank you.

I'm going to give it 30 seconds to go over the second comment.

Michelle Hill: And this might be how we achieve what we're trying to achieve, which is they're saying to add possibly a disclaimer on the scope of this document. We could say, yes, it deals with the nine major food allergens. However, it's also applicable to, fill in the blank, really.

Babekir, Amani: It seems like it's the opposite. It's like you disclaim that it is just the nine major food allergens.

Moritz, Erin: We'll have to state somewhere whether everything in here is just for the nine food allergens. And if we're saying that some of the parts can be used for others, then maybe it's not necessary to consider it a disclaimer. We just have to write something somewhere.

The key question is what we want to do about the fact that some of the stuff is going to be applicable to other food allergens and other sensitivities.

Babekir, Amani: But is it enough and sufficient for the other Allergens? If we want to generalize the document and say this is for major food allergens, but it could be applicable for other type of allergens, do you think that's a fair statement?

Moritz, Erin: I think we use wishy washy words like, it could be applicable to other food allergens and other sources of food sensitivities, etc.

Michelle Hill: Including celiac disease, perhaps.

Seymour, Jenna: I get a little uncomfortable with that one just because ...

Moritz, Erin: OK.

Seymour, Jenna: That's why it was me that put that gluten intolerance group into the into the comment because they do training for restaurants on specifically how to deal with Gluten intolerance and celiac disease.

Michelle Hill: Yes, they are awesome - I was really glad to see that.

Vinson, Scott: I was going to try to add an asterisk here and then put down at the bottom what we just talked about a disclaimer, but I can't seem to figure how to do it, so maybe it would be better done on page 4 in the verbiage of the introduction.

Babekir, Amani: So do we want to say it's just for the 9 Major food allergens or it's also applicable to the others?

Moritz, Erin: I don't know how often this would happen, but I would hate for somebody to.

Say, I learned all this stuff and I have all this stuff, but somebody came in with a Jell-O allergy; now what do I do? And Jell-O allergy being an example of something that not many people have.

Michelle Hill: No, it's that allergy to gelatin, and I happen to have it – it is obscure.

Moritz, Erin: Oh, you do. OK. I'm sorry. I was trying to think of something very obscure.

Michelle Hill: The question I keep thinking of is would we change our behavior if we knew other information other than, Is it an allergy? and we would take hopefully the same precautions that we do for allergy that we would for Celiac.

Moritz, Erin: In anaphylactic shock to gelatin and your emergency response, I think should not be any different than if it were for one of the nine.

Michelle Hill: No.

Vinson, Scott: If we had that type of language, are we going beyond the scope of our charge?

Moritz, Erin: I think we would be dipping our toe beyond the scope. In in my mind, as long as we don't go in depth and discuss other scenarios. I guess it's just common sense to me that we could say something like that and be OK.

Vinson, Scott: How about something like this?

Moritz, Erin: Certainly, certainly open to other, you know, other opinions.

Babekir, Amani: I need to end the meeting at 3:00 pm because I have another meeting and I wouldn't be able to stay on the call. We need to stop it here and we could proceed on the other comments the next meeting.

Babekir, Amani: Do we want us to make this weekly meeting? I think we need

Michelle Hill: We didn't reach a consensus, did we?

Babekir, Amani: I hate to delay working on it for two weeks.

Moritz, Erin: For what it's worth, I think we're going to have to meet more often, especially if this is kind of the direction that we're going in, in terms of how we're going to address these.

Babekir, Amani: Please send me your suggestion if you think it's better, we move to the weekly meeting instead of bi-weekly so I can set-up a meeting for the next week at this time. We need to convene now.

Abel, Greg A: One quick comment – the document that was reviewed by the federal partners here was an older version, and I know you guys met two more times to revise the document. So, what you might have in the current version of the document may have changed since the comments on this revision, from what I understand.

Babekir, Amani: There are some changes here and we could look at it and compile it into one document.

Abel, Greg A: OK.

Babekir, Amani: Yes - before we proceed with the comments.

Michelle Hill: Thank you for making us aware of that. I'll work with you on that, Amani. I'll be happy to.

Babekir, Amani: Yes. Thank you, everyone. Scott, please send to us this version and see you either next week or the following week.

Michelle Hill: Stay tuned. We'll be asking your opinion on how we should move forward via e-mail.

Adjournment

Babekir, Amani: This meeting is now adjourned. Thank you.

Meeting Number 19	Meeting Date 08/18/2022	Meeting Time 2:00 pm EST	
<u>Co-Chair; Meeting Chair</u> Amani Babekir	<u>Co-Chair</u> Michelle Hill	<u>Meeting Scribe</u> Michelle Hill via Teams Transcript	<u>Council II Chairs</u> Wendy Bell/Courtney Halbrook
<u>Advisory - FDA</u> Greg Abel	<u>Advisory – FDA</u> Devin Dutilly	<u>Advisory - FDA</u> Mary Cartagena	
<u>Advisory - CDC</u> Erin Moritz	<u>Advisory – CDC</u> Jenna Seymour		
<u>Advisory - USDA</u> Jennifer Green			

AGENDA

- i. Meeting Call to Order Amani Babekir
- ii. Roll Call Michelle Hill
- iii. Scribe Michelle Hill
- iv. CFP Antitrust Statement Amani Babekir
- v. Previous Meeting Minutes Amani Babekir
- vi. Framework Points Amani Babekir
- vii. Adjournment Amani Babekir

MEETING MINUTES

Babekir, Amani: Michelle, would you like to do the roll call?

Michelle Hill: Yes, Madam Chair. I can do that. [takes roll call of Voting Members] We have a list of seven and I do believe that's our current quorum so we can proceed with the business of the day.

Babekir, Amani: OK. Thank you, Michelle.

Babekir, Amani: I would like to remind you that the Conference for Food Protection Antitrust statement is active in this call. So just keep that in mind.

Babekir, Amani: Let me share our agenda for today. I'm going to give you an update about our voting members.

So we could you could see how we ended up with the seven as our quorum.

Babekir, Amani: OK. So we're going to postpone approving the minutes of the previous meetings to the next meeting, so we're going to have almost like, 3 or 4 Minutes to approve, so hopefully we could do that in our next meeting.

Babekir, Amani: I want to also give you an update about our voting members. So two of our voting Members are not with us anymore. Vy has moved to a new job and is not able to serve in our committee and Cassandra, she retired. So they are very active members in our committee and it's a big loss for us. We should all the best to them. Both of them are representing the local regulatory, and we want to keep the balance of the floating members. So we moved one of our alternate members from local regulatory - Christine - to the voting members. So I'm really glad Christine has agreed to be a voting member in our committee. Hopefully this will make our voting process easier, and we will meet our quorum in our meeting. Any questions before I move to the next item in the agenda? [no questions are asked]

About the timeline.

I received a couple of questions about "what is our timelines" and we are looking into the extra work we need to do with the framework, we really got a little bit worried about our timeline. So, the updated timeline - that is per November 18 - we need to submit the final reports, the final documents and also the Issues we want to submit to the Council for the next Biennium.

All of these need to be ready for a round of review from the Council members, and then we're going to have a chance to make a second round of edits before the final solid submission. But this is the deadline - November 18th, so we need to be ready with all of our documents by then.

What we propose to do in order to finalize our work in the framework, because we're going to need also some time to spend on our issues, we going to dedicate kind of four weeks to review the comments we received from our federal partners. In these four weeks we are hoping, and I sent an e-mail about this, we are hoping that we do some work or even just go over these suggestions and see which one we want to address.

Which one we think we could refer to maybe a future committee's charges. Or we could disagree with it and have a different opinion than doing any change on the framework. For the sake of time, we thinking what will be the way to do it? And because we couldn't come to an agreement in our last meeting, as to having a portion of the comments to be worked on the subgroups, and some portion we review it in our large meeting.

And thank you to Michelle. She put all of the comments in one document. And this way we could review it in our meeting, just look into the comments, see which one needs to be discussed here in our large meeting, which one we could, you know assign to the subgroups just by doing it so quickly.

And we did do this initial kind of work, me and Michelle, we worked through all of the comments, and we thought, OK, this one is one of the basic things that we need all of us to discuss in our large meeting. Some of it is format or just extra information needs to be added, which could be handled with the subgroups. Thinking about what we sent in the e-mail and what we suggested right now, I'm opening the floor for any suggestions, any comments and any points you want to raise before we move forward with reviewing the comments.

And I can't see any hands. Michelle, if you see hands.

Amber Potts: Scott has his hand up.

Vinson, Scott: Can I share my screen?

Babekir, Amani: Yes, please.

Vinson, Scott: OK, so I'm the leader of the group E, which focuses on Practices, and I will share my screen. So these people are in Group E practices, Ben Wagner, James Baldwin, Aubrey Noller, Greg Abel, Amani and James O'Neill Amani, you're on, I'm on, I didn't hear during the roll call many of the other folks in my Group E on the call - did I miss anyone who's maybe on?

Babekir, Amani: Yes, I know. Ben Wagner is traveling, so He is not able to join us on the call.

Vinson, Scott: James, are you on?

James O'Neal Yeah, I'm here, Scott.

Vinson, Scott: OK. Amani and Michelle, how many people does it take? How many people do you need to have a quorum on a Group to have a call?

Michelle Hill: I think it's just simple majority.

Vinson, Scott: Supermajority. OK. Well, I don't think we have it cause it's just me, James, Amani. I was going to ask my Group E if we could meet following this call at 3 pm or whenever this call ends, so we can perhaps dispose of some of the comments from our federal partners. Let me share my other screen to show my Group what they are. So I have reviewed the comments from Devin Dutilly, one of our federal partners. Let me share my screen so you can see what they are. Here it is. So group E, we are actually "section B Food handling practices" in the framework document, and our section comprises two pages, pages six and seven of the framework.

Devin has submitted 20 - I counted them up across 2 pages - comments, most of them are picayune, and merely like suggestions or observations and don't require a great deal of any consideration? Some do, but I was wondering if my Group could maybe quickly dispose of them, act on them on a call after this call.

Does it sound like we have enough people to do that? I'm going to be out for the next two weeks. This is August, which is vacation time for people involved in the public policy making apparatus in Washington. It's and surrounding areas. So this is the time when we're out because Congress is out. So this. I can't work on it the next two weeks. I know you would want the subgroups to take it from here.

I guess we'll have to come back in early September to do it, if that's OK with you, Michelle and Amani.

Michelle Hill: One thing I wanted to point out, Scott is, and I don't know that this is the case, but there's more than just Devin's comments that are part of the considerations. So there were comments from FSIS.

Devin Dutilly: Yes.

Babekir, Amani: Yes.

Michelle Hill: Devin had condensed a bunch from other federal partners under his own name, so some of that data, of course, came from other agencies like USDA. Is that right, Devin?

Babekir, Amani: Yes.

Vinson, Scott: Well.

Devin Dutilly: Yes. Thank you for. Thank you for clarifying it, Michelle, that's correct. So the comments that were submitted, I submitted the comments and as we discussed previously, those comments were comments from USDA, FSIS, USDA, FNS and CDC as well as FDA.

So the comments that are underneath my name are compiled comments from the federal partners. So they're federal partners comments, even though my name appears. And we don't have ability yet to change who submits them, so they're all submitted underneath mine. So I compiled all the comments that were submitted, and we discussed the comments as federal partners. So those are federal partner comments. Thank you. Thanks, Michelle.

Vinson, Scott: OK.

Babekir, Amani: Also, Scott on the e-mail which I sent, I sent the version of the framework with merged comment because also we have comments from the USDA.

Vinson, Scott: That's what this document says at the top of the screen, doesn't it, merge comments?

Babekir, Amani: Ah, yes. That is the one, OK.

Michelle Hill: Ah, that's not the most recent one we sent, though. We sent one that was laid out in a landscape fashion with all the comments for everybody at the bottom. I did a clipping of each part where the comments pertained to and then they're all in a grid below the picture of what you're commenting on, or what the comments were on. Does that make sense?

Vinson, Scott: This is the document that Amani sent out last night.

Babekir, Amani: That's correct. Yes. So this is the actual framework with the comments, the document Michelle referring to is that second document on the e-mail which includes the list of all the comments. But Scott, you are good. That is the document you need to work on with your subgroup.

Michelle Hill: Even though no other partner comments are on that one?

Babekir, Amani: That should have all of the - that should have the merged comments.

Vinson, Scott: OK, so there are three documents in the e-mail you sent out last night. I'm sharing it on my screen here. I don't care if everyone sees.

Michelle Hill: What you should be looking at is federal partner comments.

Vinson, Scott: OK. Well then that was confusing, so I should be looking at this one.

Michelle Hill: In your attachments, there's one titled federal partner comments 8/12/22.

Babekir, Amani: Yeah, but that, that one, Michelle, that's contained just the comments, but if they are going to start working on the actual framework document, they need that one with both comments because we merged it together.

Vinson, Scott: OK, now I'm confused. So I think the document that I was originally sharing on my screen that said merged comments with all the comments in the right margin, I think that's the one we're that the subgroups are supposed to consider, correct?

Babekir, Amani: That's correct.

Vinson, Scott: OK, so I was right.

Babekir, Amani: Yes.

Michelle Hill: OK. And the one that I'm talking about it? Can you bring that up, please, Scott? Because there is some important information on that that I want people to be aware of.

Vinson, Scott: Which one is it called?

Michelle Hill: Federal partner comments 8/12/22.

Vinson, Scott: OK, let me pull up that e-mail again. So this one.

Michelle Hill: Yes.

Vinson, Scott: Federal comments.

Michelle Hill: Correct.

Babekir, Amani: When we were planning to review it, to go over that document just after Scott's point, yeah, we want to go over the list of these comments and then show you which one we think we need to discuss it here in our meeting and which one we could assign to the subgroups.

Michelle Hill: This seems like it's crazy because it's 57 pages, but, what was done was the information that the comments pertained to was clipped and pasted above as a static picture, so you can't actually change the data and then the first column there "D" that means it came from, you know, the Devin Dutilly: labeled stuff, and then you know what they said. And then in the far-right column, it's what Amani went through, and we decided, OK, or we thought about. You can of course suggest any changes, but we just did a quick look and thought, OK, who should work on this? Is it a whole group issue? Is it a template group issue? And Amani color-coded based on is it a? Is it a formatting particular or is it - what was the green again, Amani? I don't remember what the bluish green was.

Babekir, Amani: Yes, so these one that's we need to consider, we need to think about and the yellow is formatting changes or the blue also might refer to like text addition.

Michelle Hill: That third column would be used to actually make the language changes or suggestions. And then we can meet as a group and merge it all together. That was the thinking. You don't have to use this, but we've already done some of the vetting and we're just trying to improve the flow in the process. And so at some sections get repeated because they had multiple sets of comments. So if you see repeating same data, it's because there's still comments that have to be addressed.

Vinson, Scott: I am now totally confused.

Babekir, Amani: What we're trying to do with this one, which including all the comments, is to look at it here in our larger group and think about it. But as a subgroup, you need to work on that document, Scott, to look and see the comments. We want to ensure that you are using the right comments which have both the FDA and also the USDA comments together in the same document.

Michelle Hill: And FNS was separate ...

Babekir, Amani: Yes - so all the partners.

Michelle Hill: The original one you were showing.

Vinson, Scott: This one.

Babekir, Amani: Yes, do you see other comments beside the Devin comments? Do you see other comments with other names?

Vinson, Scott: No, they all have Devin's name. Click on each one. But he said that is just because he merged all of the agencies - Federal partners - into one under his name.

Babekir, Amani: Yes, you should see all the comments and labels.

Vinson, Scott: Well, there's one, yeah. There's one.

Babekir, Amani: OK, so that means you're good. Yes – FNS - that is another comment. So we merged both of them into this one document.

Michelle Hill: OK, I'm really glad you made that clarification, Amani, because all I was hearing was that it contained only Devin comments. So I'm glad to see FNS would be part of that too. So good - thank you, Scott.

Vinson, Scott: So the subgroups are to use this document that I have open now - that you all see on your screen - and each group should go to their section of the framework and consider so for example, you know the training group should consider each one of the comments.

Michelle Hill: Yes.

Vinson, Scott: OK.

Babekir, Amani: That's correct.

Vinson, Scott: So I don't have, it looks like enough people in the practices Group E to do this today. So my question for you, Amani and Michelle, is, is it OK if our group waits until early September?

Babekir, Amani: September? So you're going to have like early September, that's mean you're going to have like 2 weeks to complete it. Do you think this could be done within two weeks?

Vinson, Scott: Well, my group, we only have 2 pages. And it's 20 comments. Many of them are fairly innocuous - don't seem to require - I mean this is more a comment than anything that requires action. This section could be applied to all food allergens, but our regs are specific only to major food allergens. OK, and your point is, I don't know, but I imagine our Group is going to just say, OK, whatever. But there are some that are substantive, but I don't think it'll take two weeks or probably take one call.

Babekir, Amani: OK, that sounds good.

Michelle Hill: So Amani should we put a deadline on that like we would like to have data back by September 15th perhaps or?

Babekir, Amani: Yes, we agreed that this is going to be done within four weeks. So that means by September 18, we need to be complete, yeah.

Vinson, Scott: And so just so we all know all the group leaders know how many people do we need on our group calls to have a quorum.

Michelle Hill: I think they're subgroups, do they? Isn't it just a simple majority?

Babekir, Amani: Yeah, you don't need quorum because you're not going to be voting. But if you have enough people that you feel comfortable to proceed with, you know the change.

Vinson, Scott: Well, we may well be voting.

Babekir, Amani: You may, I don't ... Wendy? I think Wendy is with us. Hi, Wendy, can you hear me? Are you with us?

Bell, Wendy: Yes, I can hear you. And it's so I believe Michelle is correct as far as the subgroups, I would assume that you would bring your decisions to the main group if there's something that needs additional attention and just the nature of how many Members we have. And on this committee, it's I think we just need to proceed forward. And then if there's an issue we can bring it to Michelle and Amani and we can move forward from there.

Vinson, Scott: So we are not to vote in the subgroups we are to reach consensus on whatever we can where we can't reach consensus, we need to bring it to the full group.

Michelle Hill: That's awesome, yes.

Babekir, Amani: Yes, that's correct. That will make your job easier, without stress. Because we're going to have a chance to review the subgroup work in our large meeting. We're going to have two or three meetings to do that. So it's any critical things, any additional points, because now we're going to go to the document Michelle just discussed. Any additional points about the subgroup work?

Michelle Hill: I think it was Amber who said in the Chat that she would like to follow the same thing for her group. Is that right, Amber?

Amber Potts: Yeah, I agree. And ours is even smaller or like a page and a half. So it'll probably just take one meeting to go through the comments and that would be it. So I'll send a "when it's good for my group?"

Babekir, Amani: If that is good and for the notification group, I have a meeting this Friday and I moved it to, I think 3:30, so I could give Devin a chance to join us. Scott, would you be able to join if we move it a little bit later? I know you did not accept it or you're going to be on vacation. You are going to be out.

Vinson, Scott: What date are you talking about?

Babekir, Amani: Tomorrow at three.

Vinson, Scott: I'm on vacation. I'm traveling.

Babekir, Amani: OK, so it will be fine. So for the notification subgroup, we're going to meet tomorrow, and that should be the other one. Michelle is going to take care of the equal considerations' subgroup. So, Michelle, are you good with that one?

Michelle Hill: Yep. Thank you for reminding.

Babekir, Amani: Thank you. And I'm gonna send an e-mail to Ben for his subgroup and Erin, are you good with the starting your emergency plan group?

Moritz, Erin: Yeah, I'm gonna send out a "when is good" poll and just put some meetings on the calendar based on that.

Michelle Hill: Erin, I think you already do invite me, but could you for sure invite me for those?

Moritz, Erin: Yes, absolutely.

Michelle Hill: OK. Thank you.

Babekir, Amani: Thank you. It's great. And let me share that document which including all the comments together just to give it a look. So here are all the comments and I'm glad that we resolved the first two comments good with that one.

All these comments are related to formatting and having a footer section, so that will be taken care of by the template team. And this one - the one which you see I put committee on - we need to discuss it here.

These comments are about the title of the document, which is the retail food establishment.

Do we need retail on it? Amber, we discussed this one before here. Do we need it to keep it retail food establishment or ... ? Consider all other all retail food establishment are not specifically called out in terms of special consideration for this type of food establishment. Do we need to think about other names or add any additional comments to the document? Just give yourself some time to go through these comments, which I'm just highlighting.

Eisner, Crystal: What's the current title?

Babekir, Amani: Now the title of our framework is "At retail food establishment" here, and also, we have it here, retail food establishment.

Moritz, Erin: Do we have the definition of that anywhere? We put that in our definitions?

Amber Potts: The food code calls it food establishment.

Babekir, Amani: We have it as food establishment, not retail. Even in the definition section.

Amber Potts: I think we should just put it as food establishment.

Moritz, Erin: I'm good with just food establishment.

Babekir, Amani: Thank you. Now we could move to the second one. So talking about food intolerance and sensitivity. Just take a moment to go through it.

Amber Potts: I think the only comment I would think is I don't like gluten intolerance. I would prefer like with I'm, I'm assuming it's referencing Celiac. Which is more severe? You know, I have a lactose intolerance, but if I eat it, I'm not gonna get severely ill. I think

don't we already have something that mentions it? I feel like we should mention it, but Celiac is it called a gluten intolerance? Is that what it's called?

Vinson, Scott: I have Celiac disease and it's referred to interchangeably as Celiac disease or gluten intolerance.

Moritz, Erin: Are there degrees of severity where you can be intolerant, but it doesn't rise to the point of Celiac disease?

Michelle Hill: Yes, and that's referred to as gluten sensitivity, not intolerance.

Moritz, Erin: I see, Celiac disease and gluten intolerance are synonymous. So, I think if anything, to be correct, we would refer to it as gluten sensitivity or Celiac/gluten intolerance, I guess, if people aren't familiar with the term Celiac disease.

I don't think that's really getting at what this comment is addressing. I don't know if we want to say it's not intended for gluten sensitivities.

Michelle Hill: You know, because really logic would dictate you don't treat them any differently. The answer is complete exclusion of the protein from the meal. So, is the behavior different?

Amber Potts: No.

Moritz, Erin: Yeah, that's a tough one.

Amber Potts: I don't know this much about food science. Can you have a product with wheat but not with gluten? And can you have a product with gluten and not with wheat?

Vinson, Scott: Yes.

Michelle Hill: Wheat is the greater allergy. Yes. And gluten. There are some wheat grains that are gluten, low gluten or no gluten. And that is the difference. So it's Gliadin across the board and then you can also have the Gluten as part of it, or separately.

Seymour, Jennifer: So I just, I just wanted to correct something because I was feeling like what was just said before, was not right. So I just checked, to back me up, that gluten intolerance is not the same thing as Celiac disease when they're talking about gluten intolerance, which is talking about people with issues of bloating, etcetera, that is not Celiac.

Vinson, Scott: I mean, look, the advocacy groups, there are several advocacy groups for people with Celiac disease, some of them call themselves the Gluten Intolerance Group.

Seymour, Jennifer: Right. Although I'd take GiG does work on addressing issues for people with gluten intolerance as well as Celiac, which might be why GiG is called that.

Vinson, Scott: Look, I think I'm probably the only person on the call who actually has Celiac disease, so maybe.

Seymour, Jennifer: No, I do also, sorry I do.

Babekir, Amani: I do, I also have it, Scott.

Vinson, Scott: OK, well, when we were diagnosed, we were diagnosed with Celiac disease, right?

Seymour, Jennifer: Yes.

Vinson, Scott: And our doctors also referred to it as gluten intolerance. Gluten is a protein that is found in wheat, rye, barley and sometimes oats, due to cross contamination.

Babekir, Amani: To address the intolerance and sensitivity, and also to consider mentioning gluten specifically so, do we want to do that?

Amber Potts: I think it's worth a mention.

Moritz, Erin: Yeah, I think so. There's what we call it, which ultimately, we'll have to come up with something we agree on, but the larger comment is whether we feel comfortable saying that what we've put together can be used to prevent exposure.

Amber Potts: Right.

Moritz, Erin: People from being exposed to gluten? So there's kind of two questions that were discussing.

Michelle Hill: The point I was trying to make earlier is if the behavior is different then we need to talk about it differently. But if it's the same behavior you're gonna employ to control the problem we could say, the concepts contained here, or the advice is guidance. It effectively, when implemented well, will effectively control for Celiac, gluten intolerance, whatever you're going to say, ... I don't know if that's agreeable, but ...

Moritz, Erin: I think that's the goal of what we set out for at the beginning ... was to have it be helpful in both situations.

Michelle Hill: Yes

Michelle Hill: And from a person that teaches this stuff it just seems like the confusion is around boots on the ground. Confusion is, "Is my behavior different? And if the behavior keeps the allergenic protein controlled, you still need the same skill set. Reading the label, knowing the how it is prepared, what's its flow ...

Vinson, Scott: Right.

Babekir, Amani: But is it? Is it sufficient? So is it sufficient to control gluten – the information we include here? Or could it be used as part of the gluten control?

Michelle Hill: Well, really any allergy.

Vinson, Scott: It's probably not. I mean our charge was to control for the eight allergens. Rye and barley aren't among the eight Major or nine major allergens. So we probably should just include a sentence in here, something like

Michelle Hill: They don't exclude Rye, Barley, because those are types of wheat grains. They're in the grass family. So those are descriptions or examples of how we talk about that allergen in the food flow and labeling.

Vinson, Scott: Say that again, Rye and Barley are types of wheat.

Michelle Hill: They're in the wheat family. And so when, for instance, when you look at a fish allergy, it also says like cod. I can't remember what else I see if I asked, flounder, cod? Or when they talk about shellfish, they say lobster, shrimp, crab, am I wrong about that? People on the food code? That's meant to give you examples of what that allergen is.

Babekir, Amani: Probably I think wheat is just the wheat.

Devin Dutilly: What you had said is correct. The food code, the allergen definition, major food allergen definition, contains those examples behind it. Yes, that's correct.

Michelle Hill: What? Which means they're included as part of that allergy they're describing the allergy. What's under this umbrella of allergy?

Vinson, Scott: So you're saying because the nine major food allergens include wheat, that barley and rye should also be understood to be one of the nine major food allergens?

Michelle Hill: Absolutely. In fact, the way it is taught by most companies that train people for the CFPM is to learn what are the derivatives - what is this allergy? We can say dairy, but really you need to read the label for casein. So if you go back through and read the food code, it's gonna give you parts to include examples of what is included under that major allergen category, or within that category there's actually ...

Seymour, Jennifer: But that that really surprises me. I agreed that barley is a grass, but that not ... so it might be included in the category that are grasses, but to say that it's automatically excluded when wheat is excluded, that seems very suspicious to me.

Michelle Hill: I'm not wrong on this. So can you guys please speak to this, the people that know about this from the FDA, Devin perhaps?

Devin Dutilly: Yes. So, just to clarify the way that the major food allergens are defined in the food code aligns with the same way that they're aligned within the FD&C Act. I'll just go to it just so that I'm not misquoting anything here. So the major food allergens read, "Milk, egg, fish quantities such as bass, flounder, cod, and including crustacean shellfish such as crab, lobster or shrimp, tree nuts such as almonds, pecans or walnuts, wheat, peanuts, and soybeans.

So it provides such as behind fish and it provides a such as behind crustacean shellfish it currently, as it's written, it does not provide such as behind wheat. That's the question.

Babekir, Amani: Yeah. So.

Michelle Hill: The framework we teach from includes descriptions like for the egg it would be yolk and then white because they're different protein structures. You can be allergic to one and not the other. Umm so interesting.

Vinson, Scott: Rye and barley are not wheat. But and I don't think it's their commonly understood to be wheat, it's probably an academic question for our purposes. So we should definitely mention in this comment that people who have been diagnosed with Celiac disease are intolerant to gluten and gluten is found in wheat, rye, barley and frequently also oats.

Babekir, Amani: So the main the main question here I think, and we have an agreement on it, is that we should mention gluten in our introduction of the document, as an example.

Moritz, Erin: Yes, I think at the very least, we need to say something about it. Because people are going to say well to this apply to gluten and personally, my opinion is that much of what, if not all, of what we've developed can be used for gluten. I'm not super familiar with all the processes that can happen in food establishments, so am definitely interested in hearing what other people think.

Vinson, Scott: I think we should list them, so that people in the restaurant, the food service workers, know they need to be aware that people who have Celiac or gluten intolerance or even gluten sensitivity need to watch out, not just for wheat but also barley and rye, oats, which may be present in the facility.

Michelle Hill: Have you ever seen it labeled that way? Scott, I'm just curious on a consumer label, have you ever seen it? Where they do, they just say wheat and wheat probably is present. Do they say wheat and parentheses?

Babekir, Amani: Yes.

Vinson, Scott: On boxes, on the consumer on the ingredient labels, yeah. You will frequently also see them in a restaurant or food service setting. It's gonna be less common - the consumer's not gonna see it, but the people working in the back of the house may see those ingredients listed on ingredient panels, in product packaging.

Michelle Hill: And it'll be listed as gluten or as wheat.

Vinson, Scott: They'll be listed as wheat, rye or barley. It won't be listed as gluten. That's very, very, very rare to actually see gluten in a product panel. Unless the product is actually gluten, I mean you will see gluten. You can buy gluten at the grocery store.

Seymour, Jennifer: Right, sometimes you'll see vital wheat gluten listed or something like that.

Michelle Hill: I was wondering how does the world treat Rye, barley that aren't wheat, do they list it as a wheat allergy? I mean, is the allergy the list for wheat or do they not list for barley? Is barley not considered? Do they ever call out barley?

Seymour, Jennifer: I would think yes.

Vinson, Scott: Barley's a separate grain. Barley is not considered wheat. It's a separate grain. So is rye.

Seymour, Jennifer: I think I have definitely seen a barley mushroom soup. And you know, that would not be labeled as a problem for a wheat allergy?

Vinson, Scott: That's correct.

Seymour, Jennifer: Something come like that? Yeah.

Babekir, Amani: OK, so I think, yeah, I think so. The introduction group needs to consider gluten on when they are working on their introduction, do we need to mention any cautious statement that is this document might not be sufficient to control gluten.

Seymour, Jennifer: I think so. Yeah. I think so. And that's where I think we were talking last time about including the link to the Gluten Intolerance Group, because just right away, I think of things like, you know, malt that's made from barley but people may not associate because it doesn't say barley or all those kinds of things, where if you really want to understand and make something gluten free you have to know a lot more about all these different, like what we're talking about, Emmer or and triticale and spelt and all these things that people would have to understand to make things gluten free that aren't necessarily. I mean it. Those last ones would be related for the wheat allergy, but I think both are good examples, or the fact that oats are often contaminated.

Seymour, Jennifer: All those things are worth having a link to somewhere else for understanding the issue of gluten.

Vinson, Scott: Yeah, but we shouldn't put links in this document, because I mean, they're probably gonna be printed out. So we should just list them out. It just put in the def in parentheses behind gluten and put all of the things that fall that contain gluten. All the grains that contain gluten, wheat, rye, barley, oats. Barley malt.

Moritz, Erin: And we direct them to the home page of good websites - I think the Gluten Intolerance Group - list out the name of the organization.

Seymour, Jennifer: I think the Gluten intolerance Group is the place to direct them, even if it's not a link, just direct them because they work so heavily in restaurants and helping restaurants to be appropriate for people.

Moritz, Erin: So even if it's printed out, we can say. Please go to gluten intolerance group at ... and then list the website of their homepage.

Seymour, Jennifer: Yes.

Moritz, Erin: If they want to follow up on that, they'll at least have the home site web page, which hopefully will stay at least stay the same for a while.

Devin Dutilly: I think the intent of the comment was to provide some sort of disclaimer and including, if it says something, this is not intended to address this, but, "here you can get more resources" and so and there's a resource section at the bottom that we have so even if the links are printed off, you could put the actual live link so someone could type in the resource section at the bottom, so we could potentially put it in two areas, but that's just a thought, but the intent of that comment as Erin had mentioned, and Jennifer too, is to capture what is or is not and if it is, don't just say nothing's available. You know adding something like, the GiG might be a resource for someone who is looking for this - so there is something available.

Babekir, Amani:

Babekir, Amani: And that's good. Thank you. And I think we could move to the next one. This one is questioning the document, should it be framework or a toolkit?

And as per our charge is called framework. So do you have any other opinion on this comment?

Amber Potts: No, I keep it as framework.

Moritz, Erin: Yes, to me, a toolkit is a document where we would put a bunch of links to other sources. We do have a couple posters, but I think what we put together maybe is not like in the strictest definition of either one of those, but to me it's more, it has stayed more of a framework.

Babekir, Amani: OK. Thank you. The second one is about adding sections a limitations section to the document, so the user could understand where, how this document was developed; to frame any topic that might be forthcoming or emerging?

Amber Potts: Yeah, I like this. I think we should add at least where who developed this, why we developed it that way. People can learn about CFP and all kinds of things.

Babekir, Amani: OK.

Moritz, Erin: I don't understand why it's a limitation section.

Amber Potts: Yeah, I don't know if that's the right word. This is not regulated; you know enforceable code.

Michelle Hill: We wouldn't necessarily call it guidance either then, huh?

Amber Potts: Disclaimer, I don't know.

Babekir, Amani: No.

Moritz, Erin: Yeah, I think something towards the end may be detailing how it was developed. And then, if there's any disclaimers, like especially important disclaimers, we might want to have them at the beginning and in the section at the end.

Babekir, Amani: OK.

Moritz, Erin: That's what they were going for with limitations.

Babekir, Amani: OK. It's good. So let me see - what is - so this one. This one is talking again about a disclaimer and the language and disclaimer to let the readers know some of the documents could be generalized, so I think we addressed this one already. What do you think?

Amber Potts: Yes.

Babekir, Amani: This one is talking about temporary food events. Do you think we need to address that one, or is it out of the scope?

Amber Potts: But this is considered - what does that charge have about? What does ... they use alternate? What was the wording it used?

Babekir, Amani: Equal consideration.

Amber Potts: For alternate. What's it say?

Babekir, Amani: Yeah, alternate food sources such as food pantries, food bank, probably this is the one.

James O'Neal: Well, and I think if we're going to use the definition of food establishment from the FDA, I feel like ... let me pull it back up. The definition of food establishment includes an operation that is conducted in a mobile, stationary, temporary or permanent facility or location. So I think that would fall under that.

Babekir, Amani: OK.

James O'Neal: If we're going to utilize that definition, I think we would probably have to address it.

Babekir, Amani: So do you think we should address it under the equal consideration section or?

Amber Potts: Yeah, I think so. Although they need a lot more training because they don't, some people do this at temporary events. They don't do it for a living. You know what I mean? They just want to sell their whatever. I know, as someone with an allergy, I don't eat at Temporary events, so it's just not safe.

Babekir, Amani: OK. So this one talking about Major food allergy versus food allergies. We recommend changing this term, presumably food allergy. What do you think?

Amber Potts: What section is this coming from?

Babekir, Amani: This section is on the person in charge on probably a food allergy definition, food allergy.

Amber Potts: OK. Is this for the training section?

Babekir, Amani: For the training, yes, under ...

Amber Potts: Yeah, we'll discuss that in our group and get back to everyone.

Babekir, Amani: The comment is to use through the whole document cross contact. That is one of the comments and also this about sanitizing, and equipment used for preparation, for preparing the customers allergy free meal. So. I'm not sure what it behind these comments, other than just to bring awareness.

Moritz, Erin: So are they saying that just washing and rinsing should be enough? I'm assuming like the soap would destabilize the proteins, maybe.

Devin Dutilly: I think the comment for sanitizing is not relevant because of the wash, rinse and sanitizing procedures in the in the food code that relates to microorganisms, so ...

Moritz, Erin: Oh, yes, the definition of sanitizing is reducing microorganisms. OK, I get it.

Michelle Hill: Yes.

Devin Dutilly: So using the term for microorganisms, so sanitizing doesn't - you have the term is not defined towards removing or denaturing proteins, so.

Michelle Hill: Yes, and that would be an extraordinary chemical too, wouldn't it?

Babekir, Amani: Yes, but you still need for the proper cleaning. You still need to sanitize food contact.

Moritz, Erin: Yes, that's what I think. We should maybe leave it like that just because we don't want them thinking like they're still gonna have to properly sanitize it for microorganisms I would think, maybe they won't.

Babekir, Amani: That that is the proper procedure, yeah. To wash, rinse, sanitize.

Moritz, Erin: I get what the comment is getting at, but I don't necessarily know if removing sanitizer is the best approach.

Amber Potts: Is there science?

Vinson, Scott: But you don't sanitize between every customers meal preparation, you do it maybe once or twice a day, but it's not. It's not routinely done between each meal.

Babekir, Amani: Do you just wash and rinse and that's it? If you're gonna wash and rinse it, you're not ...

Babekir, Amani: Yes, you probably need to do the third.

Moritz, Erin: Yes, it has to be with soap for sure.

Michelle Hill: The steps we teach as you guys have been saying are wash, rinse, sanitize, air dry.

Babekir, Amani: OK. So we're good keeping it.

Amber Potts: Yeah, I just have a question.

Vinson, Scott: This is one of those. So this is my group, our section in the Practices section. So we didn't know we would be addressing issues that so, so are we supposed to just remember our subgroup. Just remember that we've already addressed this at the full group level. So we don't need to discuss it when we have our subgroup call. Oh, OK. Got it.

Babekir, Amani: That's correct, yes. So I'm going to send out this document after we get done. And this one, we have just one. I think this does not use the allergen free terminology. We use it here, allergen free meal.

Devin Dutilly: I have to I have to jump off the call. Thank you very much. If you have any questions I would. This is just a just a personal recommendation, but if you are holding meetings and you think you would benefit from previous conversations of a federal partner being present, I would think that if you would like that please feel free to include all the federal partners on the on the meeting invite so that everybody is aware that they're occurring.

So if you need some input or something like that, feel free to include all the federal partners in the meeting. So at least somebody may be present on the meeting. So just to keep that in mind. So thank you very much. Again, thank you.

Babekir, Amani: That's great. Thank you, Devin.

Devin Dutilly: Thank you. Bye.

Babekir, Amani: Yeah, I think, yeah, I think we are over time and so that was the last one. We could keep it for you, Scott. So to discuss it to discuss it in your subgroup. <meeting adjourned>

Meeting Number 20	Meeting Date 09/01/2022	Meeting Time 2:00 pm EST	
<u>Co-Chair; Meeting Chair</u> Amani Babekir	<u>Co-Chair</u> Michelle Hill	<u>Meeting Scribe</u> Michelle Hill via Teams Transcript	<u>Council II Chairs</u> Wendy Bell/Courtney Halbrook
<u>Advisory - FDA</u> Greg Abel	<u>Advisory – FDA</u> Devin Dutilly	<u>Advisory - FDA</u> Mary Cartagena	
<u>Advisory - CDC</u> Erin Moritz	<u>Advisory – CDC</u> Jenna Seymour		
<u>Advisory - USDA</u> Jennifer Green			

AGENDA

- i. Meeting Call to Order Amani Babekir
- ii. Roll Call Michelle Hill
- iii. Scribe Michelle Hill
- iv. CFP Antitrust Statement Amani Babekir
- v. Previous Meeting Minutes Amani Babekir
- vi. Framework Points Amani Babekir
- vii. Adjournment Amani Babekir

MEETING MINUTES

Review changes by training, emergency and notification group

Template group with work on it

Two volunteers joint equal consideration group (get names from Michelle)

Issues will be worked on in the next meeting

Devin suggested issues to reform committee, update previous year notification and promote the current documents.

Amani suggested an issue for posting the framework in the CFP

Meeting Number	Meeting Date	Meeting Time	
21	09/29/2022	2:00 pm EST	
<u>Co-Chair; Meeting Chair</u> Amani Babekir	<u>Co-Chair</u> Michelle Hill	<u>Meeting Scribe</u> Michelle Hill via Teams Transcript	<u>Council II Chairs</u> Wendy Bell/Courtney Halbrook
<u>Advisory - FDA</u> Greg Abel	<u>Advisory – FDA</u> Devin Dutilly	<u>Advisory - FDA</u> Mary Cartagena	
<u>Advisory - CDC</u> Erin Moritz	<u>Advisory – CDC</u> Jenna Seymour		
<u>Advisory - USDA</u> Jennifer Green			

AGENDA

- i. Meeting Call to Order Amani Babekir
- ii. Roll Call Michelle Hill
- iii. Scribe Michelle Hill
- iv. CFP Antitrust Statement Amani Babekir
- v. Framework Points Amani Babekir
- vi. Adjournment Amani Babekir

MEETING MINUTES

Babekir, Amani: Michelle, would you like to take the roll call?

Michelle Hill: Certainly. [takes roll call of voting Committee Members]

Alrighty, we have eight, so I think that meets our quorum.

Babekir, Amani: Yes, thank you, Michelle.

Babekir, Amani: And just would like to remind you that the Conference for Food Protection, antitrust, this statement is active with this call. Just keep that in mind and we could get it started with our agenda items.

Babekir, Amani: First thing I want to share is the progress we made on the framework. I'll just give you an overview from the version which I have. Michelle and Ben, they are working on the format, and I will give them a chance to just give us a summary about what they are doing. I will share with you what we have done before we hand it to the format team. Can you see my screen?

Michelle Hill: Yes.

Babekir, Amani: What I've done here, I just combined together all the updated sections which I received from you. And we already reviewed it in our large meeting, so I just accepted all the changes and I kept some of the comments which need to be addressed by the template team.

We still have the introduction section we need to work on, and the template team will take care of that one. The training section. We have it here. All good. We have the handling section, food handling policy and practices, and it is all good here.

And we have also the notify customers check section, which is clean.

There are just notes for Michelle, and then to address some of the points, and adding the footnotes. The emergency response? We added here the updated version.

And, Wendy, since you are with us today, can I ask you a question before I jump to the next point in our agenda?

Bell, Wendy: Sure. I'll try my very best to answer.

Babekir, Amani: We were wondering about using existing pictures and the copyright around the pictures, ... I sent out, I think, an e-mail about it, but we are still waiting for the response. I'm wondering if you could give us some insight about using the pictures in our documents and what is the copyright concerns that we need to address or any concerns about the copyright?

Bell, Wendy: I will figure this out with Vicki as she is who we present these questions to. So let me get a working e-mail and that way maybe we can get an answer before the meeting's over or we can definitely get one as soon as possible.

Babekir, Amani: That is great. Thank you very much, Wendy.

Bell, Wendy: OK. Thank you.

Babekir, Amani: So there's just one of the points that we need to clarify about the pictures. Other than that the section is ready. All good. And then I have we have the equal considerations section that Michelle is leading ...

Michelle Hill: Yes, and I'll have an update for you ... its yet to come.

Babekir, Amani: OK, that's good. And then we have the definition section - and there is a couple of comments here and I think at one point we started discussing it ... I wanted all of us to take an action while we are in the call and make the change on this section.

Ben Wagner: Amani?

Babekir, Amani: Any question before we address the comments on this section and get the update? Yes, Ben?

Ben Wagner: Michelle and I had worked on all the comments on the copy that you sent us for the framework, and we took those comments in the definition section and so we did make some changes based on those comments, that we thought would work for the group and we planned to have the group review and agree.

Babekir, Amani: That is fantastic. That is great, Ben. Do you think you covered all the comments here on the definition section, so I wouldn't need to worry about it?

Michelle Hill: Yes.

Ben Wagner: Correct.

Babekir, Amani: OK, that is great. And what about the definitions section? Also you will take care of that one, OK? I think that's all the updates; any questions before I turn it over to Ben and Michelle, if they want to add any extra information about the updated document.

Michelle Hill: Amani I'd like to share my screen if that would be OK with Ben. Is that OK with you? I think I have the most recent.

Ben Wagner: You do have the most recent copy.

Michelle Hill: OK.

Babekir, Amani: Yes, please go ahead.

Michelle Hill: OK. Thank you. Good. Alright, so the this is a dynamic table. It will update when we tell it to, so we won't have to worry about page numbers being right or wrong as the formatting changes. We did universal cleanup when it came to punctuation. Spacing of information on the page - we employed styles so that it's a predictable change when it does occur. So if you see something you don't like visually, let me know and it could be changed. We can now make one change through the style guide and have it update globally.

I've also removed any hyperlinking to the external world. Any linking that does occur or would occur as this gets published would be within the document itself.

Ben, thank you for doing this, dropped in all the definitions as per the definitions at the end of this document, they've been dropped in as footnotes, as agreed by committee.

We did things such as reorder the listing here because we looked at how it was actually listed officially within the Food Code, and so we've carried this convention throughout on how this gets listed so that it's always the same information appearing the same way.

We also made adjusted the title of the document to "Major Food Allergen Framework," as that is the title, and we've carried that through to the Header for every page.

We've given a uniform look to the statement of purpose throughout - any time this appears, it'll look like this, where it's all cap and underlined.

Again, the flow here, the allergens are listed just as they appear in the same order here.

We did make sure we did correct leveling throughout so that all information appears at the correct level as part of an outline format. There's good continuity here visually on how things are appearing - visually clean things up.

Ben Wagner: Michelle, do you wanna take away the carriage return marking and all that?

Michelle Hill: Yep, I'm happy to do that. Thank you. I'm so used to seeing it that way. I don't even realize it. So thank you.

Pagination will change as I increase the font size as well. I went up to a 12-point font. We were at 11-point, and I printed it and it's really hard to read. It's a lot of information on the page. It put us up one more page, but I think we can play with spacing and keep it capped at 24 pages.

Umm, we did have a recommendation to make this a full sheet size sheet. So I wanna show you how it will look like when it goes to print for the person using this guidance.

This is our example. A lot of the icons did not carry through and so I went to just using regular keystrokes and we can talk about this if you guys don't agree. If this doesn't make sense, but if it's an X we've defined that as having the allergen present. If it's a lower-case M, it means it may contain the allergen depending on how it's been prepared. We also cleaned up the labeling on this table. It's called table one example, food allergen matrix used to say, food allergen table. All the stuff we've looked up all of it referred to as a matrix when it's laid out such as this.

I put a new graphic in here - the blueberry smoothie contained other ingredients and we just trimmed it down to what it might actually contain. This is the blank matrix, so this is Table 2, the template food allergen matrix. We've added this other four columns here called other components, and we've dropped in a footnote at the bottom that says a table such as this could be customized for gluten free and other food intolerances and sensitivities by utilizing the other components column, which is what these four are on the far right. So the idea here is that they could print this, have a clean copy and pencil it in. I did print it and it is easily used in this state, so I don't know about giving more space for that. I was able to legibly use it as a person would in the field.

Cleaning up some of this stuff, waiting for feedback on whether we're gonna keep these pictures of the auto injectors, and then we did drop in this table down here. We eliminated the little icon with the verbiage around they're being posters available because it was already listed here, so we just made it into a table and then we'll call the page number once the pagination has been set and all it really does is just tell you what the poster title is and it talks about how these are examples of posters that can be placed this section, the food allergy reaction, emergency Response Guide section is the only one that employed the use of that icon. So instead of having it at the beginning of the document calling out saying this would be used.

We figured that this would be a more efficient way to address that issue, and perhaps a clearer way. And so then we took direct language from the way these posters are named and made sure that's what we call them in the table. And then this is the equal considerations for other community food sources - FARE has a very nice guide available which we will be parsing information from for the correct language here, and then we'll call it out as a reference. There's quite a bit, so there's some nice guidance there, so I'll drop that in. We did clean up how this appears.

This is the definitions section - we decided to go with bold with the definition starting on the next line. The table was pushing out to too many pages, and we felt like this was more visually pleasing and kind of more of a traditional way of doing it.

So if you have feedback on that, that can be changed and, that's it. So hopefully I made sense.

Babekir, Amani: Do you have the reference section?

Michelle Hill: Yes. Oh, I wonder why that's not showing up. Ohh yeah, here it is. I'm sorry. I just had to go one more time. Yeah, I was just trying to figure that out right now. And I'm glad you brought that up because what we were wondering about is we've got the footnotes. Do we drop in another series of maybe superscript? That says, "here's our references", or how do we wanna call it out?

Moritz, Erin: I thought that we took out all in-text references.

Babekir, Amani: So I'm wondering if we have the footnotes, do we need the references section at the end of the document?

Michelle Hill: All that's included in the footnotes at this point in time other than that table reference description - the footnotes are carrying the definitions of the words at their first appearance.

Babekir, Amani: So question to the committee, what do you think? Do we need to keep the reference section by the end of the document?

Moritz, Erin: Sorry, could you clarify?

Moritz, Erin: Are they? Are there references in the footnotes, or is it just the definitions in the footnotes?

Ben Wagner: So currently the footnotes only came from the original definitions table. The first time you see that word, that word or phrase, the definition is given in a footnote, none of the references are currently footnoted.

Babekir, Amani: Ah, I see. OK.

Michelle Hill: And maybe it's just because I was looking at it as a place that we were defining words, but obviously footnotes can be anything. So it would just be another footnote, if that's what you guys want to do. And that would eliminate the references section, potentially.

Although we do have the definition section still, even though they're referenced throughout.

Moritz, Erin: My personal preference would be to leave the reference section in. I feel like putting them in footnotes would just make it even messier with something that not everybody is going to be using.

Michelle Hill: The other thing to that point, Erin, after I printed this because I don't, I don't know how many people actually have printed this, but when you go to functionally print it, it is really nice to have that sheet, with just the references as part of a printout.

Babekir, Amani: That is good. I think we're gonna keep it as it is. Any comments from the team? Any suggestions? OK, so I think that's very good work, very nice work. Thanks to all the subgroup teams – you have done fantastic jobs just addressing all of the comments and updating your sections. So thank you very much and thank you Ben and Michelle for making it look very pretty, as it is right now, very good job.

Michelle Hill: Thank. Thank you, Madam Chair. I have run a spell check and it's a good thing I did because we had some misspelled words. And I also ran for whatever it's worth. I went through the process of reviewing it within word for readability and all of that 100% across the board for editing for whatever. It was really good scoring, easily read.

So yeah.

Babekir, Amani: That's good. What about, do we have any kind of template or format that we need to follow for the Conference of Food Protection when it comes to the guidelines?

Michelle Hill: That's a good question.

Bell, Wendy: This is gonna be posted on CFP website, correct.

Babekir, Amani: That's correct.

Bell, Wendy: So that is another Vicki question, because I know that the Food Defense Committee gone through some of those same issues, and I can try and look up what she said. But there are some stipulations to that, and I can definitely provide those to you.

Babekir, Amani: Thank you. Anything else before we go to our Issues? Thank you, Michelle.

Michelle Hill: Certainly. Thank you.

Babekir, Amani: That's good. So since we are good with our framework and we are within our timeline which will need to submit the framework by November 18, along with our Issues. We plan to work on the language until the end of October. So then we will have some time to put it in the right format and all of that.

So here just some of the points I wrote down just from our discussions from the comments, while we are working on the framework. Just wanting to refresh our discussion on this point. What do you think? What is the best way we could point to this framework in the food code? And I'm opening for discussion. If you raise your hand.

Michelle Hill: I was wondering if anybody from FDA could speak to that. I don't know who's on the call and looking here.

Michelle Hill: I don't see Devin on the call today.

Babekir, Amani: I think, yeah, I think Greg's maybe with us.

Abel, Greg A: We could put it in the as an annex right into the food code has a big annex section of resource materials. It could be proposed to be put in as a tool for those establishments wishing to create a food-allergen friendly environment, and here's the guidance to do so.

Babekir, Amani: OK.

Abel, Greg A: I think that's the most appropriate, it can be another direction. It could go is as is CFP supporting document to food allergens as well.

Babekir, Amani: And does it need to go in the food code?

Abel, Greg A: In the annex section, there's seven annexes for in some of the annexes, there's examples of the inspection form. There are examples of employee health policies that establishments could use to develop their own written policies. So and then there's chapters that talk about how to do a risk-based inspection, the public health reasons behind the provisions in the food code. And then there's an annex on references ... there's one possibility to entertain - could it be another annex on food allergen management in retail establishments, and then if that doesn't go, it can be supported and recognized by the CFP on their website. I think there's an outdoor cooking guideline that committees have worked on over the years, and that's on the CFP website that people reference oftentimes. So we could go either direction and, in my knowledge, the big one would be to get the document into the Food Code as an Annex and then every time the Food Code is published it will be there.

Babekir, Amani: OK. Thank you.

Abel, Greg A: So two routes.

Moritz, Erin: I was also wondering if - Greg, you can certainly steer me in the correct direction here - but if there's anything in here, like any piece of it that might be worth requesting to put in the codified language, you know that would be strong enough to be held up.

Maybe it's, I know this might be the previous CFP, but something like requiring a list of ingredients used, or requiring maybe an emergency response plan, just like a small a small piece of what we put together that might be, you know, strong enough to put into the codified language. Does that ever happen in these kinds of situations, Greg?

Abel, Greg A: When these food allergen committees started forming, that was back in 2007. The first hurdle we got was to recognize that food allergens are real, and we made the person in charge to be knowledgeable on them, right? That was the first piece we got. I don't know the direction of where FDA is going with the last committee and some of the recommendations what was accepted? What's gonna be used? One thing, with putting food allergen management systems in the code as codified language, it would be difficult to enforce because a lot of inspectors aren't trained to recognize, like your example and learn about a list of ingredients. Provided you know, I think that could be a future endeavor, but to make sure that list is accurate, how do we enforce that right? And how do ... who keeps track of that? But perhaps the idea of having the emergency response to an allergen event could be something that could be required, kind of like how we have written notification of a diarrheal and vomiting plan. You know, that's a requirement in the food code that all establishments have a way to rectify diarrhea and vomiting in the restaurant. Having an allergen response plan could be certainly something that could be taken from this document and suggested that that also be in a food establishment.

Moritz, Erin: And I think would be easier to enforce than something like an ingredient list.

Abel, Greg A: I've done this for The City of Minneapolis School District system, I think they have 80 schools - to develop an allergen free menu and my gosh, just on something that's simple as a school system that receives commodities. How difficult and time consuming it is to make sure that's accurate? So it's almost a whole new division of food safety, right?

Some manufacturers are some establishments and some states, like Minnesota for example, they keep, in the deli - if they have one - they keep a list of the ingredients that they use to make their Deli products. So if a consumer did ask, they can go to a binder or some kind of reference system and say, OK, we use this particular product, and this product contains these ingredients. So they could tease down any hidden Allergens, right? It's not a requirement, but some establishments do keep a list of ingredients voluntarily.

Moritz, Erin: So it does sound like, if we really wanted to take a small piece of this - something like requiring an emergency allergy plan - that would be one direction. My other question I have is, if this goes in, for example, as an Annex, could we still advertise it, you know, publish it through CFP?

Abel, Greg A: That's, you know, that's a good question. I don't know the answer for that - I can find out.

Babekir, Amani: OK.

Moritz, Erin: So I'm just wondering if it's like an either-or type situation or if we can do multiple steps.

Garvin, Amanda: Multiple.

Michelle Hill: Yes, I believe it's multiple as well.

Abel, Greg A: OK, I think you could advertise it and say, hey, this is where it's at. This is where it's published. It's published in the food Code Annex. It's published also at the CFP website.

I think it's a great tool, what's been created here. If those of you that have been around for a while, when FALCPA was passed in 2004 and became effective in 2006, that public law said that FDA would work with CFP and develop a Food allergen guidance type manual, right. That was back in 2006. I was actually one of the authors of that manual, and we worked on it for two years, and it was kind of kind of doing the same thing that this committee is doing except this committee's work is a little more - we've learned a lot more about food allergens, a little more detail, there's more resources. I think it's easier to use. But FDA's document that was created in 2007, 2009, it never did pass our executive leadership, so I never did come out. We never did follow up with that public health law, so now the committee's kind of doing this work.

Babekir, Amani: Yes.

Abel, Greg A: I think it's great work.

Michelle Hill: So glad to hear that. Thank you, Greg.

Babekir, Amani: That's good. And to your point, Erin, about the previous committee works and any change to the food code they did - when we reviewed the previous work, we found in a couple of events that they did manage to add extra wording in the provision of the food code pertaining to allergens, so that's something. Also we could, besides creating the framework, change the food code. So you have the option now for the Annex, the CFP website and - do we want to add some of the nuggets inside the provisions of the Food Code? Amber, you suggested the emergency plan ... anything else you think might be beneficial to addressing the whole profession there? What about the notification of the customer or ...

Moritz, Erin: Yeah, that's kind of where my mind went next would be some sort of Notification requirements. Although I think that could get very messy if we really wanted to go down a rabbit hole with it.

Abel, Greg A: The notification one is very hard to do right. Remember, the city of Saint Paul, MN, one of the council members tried to pass a city law that he wanted all restaurants to declare and notify all food allergens that are possible in the menu. And at that time, food allergen people and groups came out to testify against it, because of the inaccuracy of it.

Who's gonna create the list when ingredients change? Especially right now you look at our food supply chain from a food manufacturing side - ingredients are changing left and right, left and right. Big companies can't get their main suppliers and they have to change micro ingredients a lot. So with that in mind, if something comes in, that's an allergen - who keeps track of all those menu details? And when you get into a retail environment, a restaurant, not a chain, that's everything's processed in a certain way, but more independently owned. We have different chefs making different creations. Here I mean, gosh, you know, having a notification is good, but on the other side, the case that notification was not accurate, and someone made their decision on that written notification and then had a reaction, right? So it's very difficult to enforce and to make sure it's accurate, if it becomes a food code provision in my opinion.

Babekir, Amani: Thank you.

Michelle Hill: Greg, I love what you just said and I'm thinking that maybe our opportunity to be part of the Food code language would be just around understanding how important a label is and accurately labeling things for allergen derivatives. I don't know if that's something that we can be very specific about, but as a consumer that's my biggest problem ... is it correctly labeled ... cause it's not.

Abel, Greg A: Yes, right. And people that live with this condition - if they have children and themselves, I mean, the first piece, the written notification, gives them a clue of what to eat, and start to ask questions. The next piece is to talk to the chef and find out how things are actually made in the kitchen or talk to the manager to get the assurance that your food definitely is going to be safe to eat.

Michelle Hill: Yes, I've lived it. I agree with you completely. Soy oil hides everywhere and my kid was so allergic to it, he would just projectile vomit. I'd be like, "you didn't tell me about the soy oil you used".

Abel, Greg A: I have three celiac kids and I've been living with it for I don't know, 20 some years before FALCPA. In my spare time, I run a nonprofit and we have a booth at the State Fair of Minnesota, a gluten intolerance awareness booth and celiac disease, and we play the "Jeopardy" game to engage people, to come in, and it's surprising to me where we're at today. How much ignorance there is out there about even food allergens and gluten, cross contamination and such. Any education or awareness is great.

Vinson, Scott: A lot of times I've observed that people confuse gluten with glucose. So if you tell them that you're gluten intolerant, they think you can't have anything with sugar.

Babekir, Amani: So what about the training piece? Since we are talking here about awareness, I know in the food code there is some pieces about the training when it comes to allergens. If there is anything we want to add there ...

Michelle Hill: To be more prescriptive in that regard, yes, I would love to know how to do that. Let's talk about that. I teach this stuff too and I would love to be able to say, look, you have to know this.

Abel, Greg A: Yeah, I think you know, in the certified food Manager courses that are accredited, there's an allergen chapter in those courses, right?

Michelle Hill: In the same place as physical contamination.

Babekir, Amani: So you think that probably will satisfy the detailed information about allergen training ... we don't need to add anything extra?

Michelle Hill: How do you talk about knowing and understanding derivatives or how it appears in the food you're serving, because that's where I see people fall down anytime auditing for allergy. It's like going into the Bloomington School district here, which I'm working with right now for allergen control across their 17 schools. I'd love to talk to you, Greg, because this is the problem. It's a hairy beast. And so you have to assess your risk. You know, how many people are at risk and how are they at risk and then carrying that also to - because the schools have to keep not just the food safe, but the classrooms too. So my son is so allergic to soy that washable paint is soy based and he will break out in a rash any time he is exposed to it. So even understanding that allergens can be tactile, aero-inhaled and consumed, all of that's important! I don't know if that fits here, but ...

Babekir, Amani: I see. So I guess we need. To figure out if we want to stick this in the Annex and make changes or comments around addressing the framework in the Annex section or trying to figure out which pieces, we want to add to the actual Food Code.

Michelle Hill: Can we do both?

Babekir, Amani: So if you want to do both.

Let's figure out what nuggets we want to add there beside the emergency plan. We touch on the training - bring up the section of the food code that is addressing this training and look at it. Where do you think the emergency plan will go within the Food Code?

Michelle Hill: I like Greg's idea of having it be part of its own Annex or ...

Babekir, Amani: Yes, but I mean, if we want to address it in the provision section of the Food Code - you want to add something?

Abel, Greg A: You would probably want to put it in Chapter 2. And I'm looking at it. OK, in Chapter 2 called 2-5 "Responding to contamination events", and that's where the cleanup of vomiting and diarrhea events is located. So to me it seems like it would fit under Chapter 2-5 along with this "responding to food allergen events."

Babekir, Amani: OK.

Abel, Greg A: Seems the most logical.

Moritz, Erin: And would we get any kind of push back? For considering an allergen, a contamination, do you think?

Abel, Greg A: Umm gosh, you know ...

Michelle Hill: We could call it a contaminant.

Abel, Greg A: Yeah, you know, it depends on who's looking at it, right? I mean, for 95% of the population, it's not right or whatever the statistic is. We could call it something else. "Responding to adverse ... " we could make a new chapter, "responding to ...".

Moritz, Erin: How about we could call it something like, maybe based on the symptoms. For the medical result. Like for example, anaphylaxis.

Michelle Hill: We could say also that it was Food allergy - we could say it's a contamination event due to cross contact.

Moritz, Erin: Yes, I mean, I guess so for example, if somebody says, "don't make my meal with nuts" and nuts are in it, then it technically would be a contamination event ...

Michelle Hill: ... due to allergen cross contact. I don't know why they have to be mutually exclusive. It's only because we think of that way ...

Moritz, Erin: This is me, putting on my little, tiny little regulator hat of what I might think if something like that came across ... I think if that's worth pursuing, then yeah, let's do it.

Abel, Greg A: And then you would have to, if you pursue it through as CFP issue to add to a food code, then you'd have to be prepared to say, "well what should this Response plan include" - and it's in the document. And then what happens then is states will have to adopt it. And then that would mean all retail establishments would have to have an allergen response plan. So that means a booth at a State Fair would have to have one. That would mean a temporary food event for a car rally would have to have one, a restaurant, a grocery store Deli - which is fine. I mean, that is the scope of the food code.

Michelle Hill: I say yes.

Abel, Greg A: Yeah, it's kind of like the vomiting and diarrhea clean-up plan, right? We just want people to have some kind of a notion that you just don't go out with a mop and clean it up because if it is norovirus, I mean the person who's cleaning it up could spread it to the rest of the staff or other customers. So you want to take some types of precautions, even though it's something that's not going to, you know, take down a restaurant from operating, I mean, at least having that plan out there, and if we can get compliance of a certain percentage each year and increase that, then boom. You know, slowly get there with an educational piece, even though it's requirement.

Babekir, Amani: James ... I see James' hand.

James O'Neal: Yes - we're looking for somewhere to fit it ... could it fit ... Chapter 2, section 103.11, which is a person in charge duties. I think it could possibly there as far as that the person in charge is knowledgeable about allergens and however, we wordsmith that, that could be a possibility.

Abel, Greg A: Yes, another good spot under subparagraph - that talks about employs properly trained, and food allergy awareness. So it could fit there too, and also say, "include an emergency response plan to an anaphylactic reaction.

Moritz, Erin: We just tack on ... trained in food allergen awareness and actions to take in response to a severe allergic reaction, or something like that ...

Abel, Greg A: Yeah, that would be easiest path. Thanks for that recommendation. Whoever gave that, I don't see you on my Teams list. Yeah.

Babekir, Amani: Thank you, James. Yes, Scott.

Vinson, Scott: I just want to clarify that this framework we've developed is just voluntary and not mandatory, is that right?

Babekir, Amani: That's correct.

Abel, Greg A: Yes.

Vinson, Scott: OK, the reason I ask is because some of this some of the discussion ... go ahead ...

Moritz, Erin: But then whatever we decide to put in - any little bit into the food code - that little bit would become a requirement, but not the entire framework. That's my understanding, Greg. Is that correct?

Abel, Greg A: That's correct.

Moritz, Erin: OK.

Vinson, Scott: If it makes its way into the Food Code, which is a model code - then the States and local jurisdictions have to adopt it. The reason I ask is because we want to be careful that we don't inject provisions into the food code that are controversial or could be construed by some state legislatures or agencies as too onerous, because that will discourage adoption of the food code. My organization has supported universal adoption of the most recent version of the food code across all jurisdictions, and we encourage all jurisdictions to update their food codes. But there is this movement afoot. We had a speaker from NEHA yesterday - they talked to my food safety task force members yesterday about this. This food freedom movement, which is causing some legislators in some states to reject the Food Code, and to not adopt it ... and we don't want that to happen. So I want us to avoid a situation where we - especially with smaller establishments, which I don't represent, but they're not represented in these conversations - so somebody has to sort of bring up their interests. Do we keep this as a voluntary framework in that we don't try to shoehorn into the food code - subsets of this framework - to try to get it to be made mandatory. I have a feeling, I'm just getting an inkling from some of the earliest discussions, that some people on this call are trying to do that ... that could backfire on us in the long term because some jurisdictions could then be less likely to adopt the food code. We don't want that to happen.

Babekir, Amani: Thank you. It's good.

Michelle Hill: But it's part of our charge, though. Correct, Amani - that's part of our charges, yeah?

Babekir, Amani: Yes. So what is happening here beside the framework - we wanna bring awareness about the framework, so it doesn't have to do anything about making it like a law to follow. And one of the things is to address it in the Annex of the Food Code, which is not kind of regulations there. The Annex is just kind of differences and more clarification to the provisions section of the food code. The other piece is to add, maybe three words on the provisions section of the food code. For example, the word of "emergency plan." We are gonna discuss that further, but just let's conclude what we are discussing here.

Chapter two. We say we're talking about the knowledge of the person in charge and maybe one of the pieces we say there, besides knowing the food allergy, also know the response plan if there is any event. So just maybe one sentence or two or three words. That's what we are discussing here and that's still under discussion and this is a good point to be aware of Scott. Amanda?

Vinson, Scott: So the response plan is one part of this framework document, and so what we're talking about is just including those provisions in this framework document, what to do when an allergen gets into a customer's meal, in that kind of a situation, putting that into the food code only.

Babekir, Amani: Yes. Erin?

Moritz, Erin: If we decide to go this route and essentially make something required, it's gonna have to be very basic for the exact reasons Scott just talked about, and it has to be doable too.

Babekir, Amani: Correct. Amanda, I wanna give you a chance before we end our call as I see, your hand.

Garvin, Amanda: You already said it Amani, but I wanted to highlight it again - is putting this in the Annex 2 "References", which I really think we should try for, is a really great idea and that is a way for us to put it in the food code. Look under Annex 2 - anything they have used to help with the food code is in here and some of the documents we've done through CFP are in here too. So not only putting it on our website, but definitely putting it in Annex 2 for sure. And I also do very much like the idea of having ... I'm saying that the person in charge does have to be knowledgeable on allergens but not too in-depth, of course, but they should be knowledgeable. I think that's a great point, though, if we're gonna say they need to be knowledgeable, we might want to say how far do they actually be knowledgeable? Because I know that's something that an inspector could do very easily.

Abel, Greg A: Well, that part's in there - this demonstration knowledge on allergens.

Garvin, Amanda: It was in there.

Michelle Hill: Yes.

Abel, Greg A: It talks about the person in charge describing foods identified as major food allergens and the symptoms that major food allergens could cause to sensitive individuals.

Garvin, Amanda: To when we were saying that knowledge, but we were saying duties, Mm-hmm.

Abel, Greg A: Well, there's two parts - one is demonstration of knowledge and then the other piece talks about the duties, and the duties' part talks about that employees are. trained or have food allergy awareness, as duties require.

Garvin, Amanda: Yes, and I thought it was in there, but then, which one did we mention earlier? Somebody mentioned something earlier that I thought was excellent beyond there, OK.

Abel, Greg A: Duties, and I think Scott brings up a very good point when you start qualifying things, especially on food allergens like this. I'd be very careful if states are going to adopt this because I would give you example, North Dakota adopted the food code by reference and the legislators tagged on that they didn't want required - they didn't want the person in charge to have certified manager certification because they looked at the state of North Dakota and that was an added expense. So everything got passed except for that. So you know, putting something in on this nature and especially without health departments having the staff to enforce something like that.

Babekir, Amani: That's good.

Abel, Greg A: You know, might not get passed, so it it's. It's a delicate balance. There's one provision that's in the food code that hardly anybody knows about. It's an allergen control piece. And that piece is, and if you read the food code carefully, it says when you go from raw fish to another raw animal food protein, you have to stop, wash, clean and sanitize because of a fish allergen. So many people read right past that, and so many jurisdictions that do catch it say we're not enforcing it right now. They're not going to enforce allergen control as a mechanism in the code. This piece here I think is so robust with information sits in Annex 2 I think has its best shot of being part of the food safety culture of including food allergens.

Babekir, Amani: Yes. Thank you.

Moritz, Erin: But you said it's not either or.

Abel, Greg A: Say that again?

Moritz, Erin: So we could put this in the Annex and then take a little piece.

Abel, Greg A: You still can, yeah.

Moritz, Erin: And make codified ...

Babekir, Amani: Amber?

Abel, Greg A: If you decide to like maybe having a ... Go ahead ...

Amber Potts: I just wanna re-read our Charge for this specific topic. Just "recommend changes to the food code that support retail food establishments to operationalize Framework to prevent and control food allergic reactions." So maybe we can start next time with just seeing if we can vote on whether we want to actually put that in the code defined section or if we want to add that to the Annex or neither and just add it to the CFP website, but whatever we do should be supporting retail food establishments.

Babekir, Amani: And thank you, Amber, and thank you for the suggestion. Yes, I think in our next call that's gonna be our main objective – to vote on which option we wanna go for and focus on it, so I will just put down all the summary of the discussion we've done today and go from there. We don't have a lot of time you know to decide on this, just maybe two other calls to finalize this so we need to agree on our path moving forward. So thank you very much. It's great discussion. Thank you everyone and see you next in our next meeting.

Meeting Number 22	Meeting Date 10/13/2022	Meeting Time 2:00 pm EST	
<u>Co-Chair; Meeting Chair</u> Amani Babekir	<u>Co-Chair</u> Michelle Hill	<u>Meeting Scribe</u> Michelle Hill via Teams Transcript	<u>Council II Chairs</u> Wendy Bell/Courtney Halbrook
<u>Advisory - FDA</u> Greg Abel	<u>Advisory – FDA</u> Devin Dutilly	<u>Advisory - FDA</u> Mary Cartagena	
<u>Advisory - CDC</u> Erin Moritz	<u>Advisory – CDC</u> Jenna Seymour		
<u>Advisory - USDA</u> Jennifer Green			

AGENDA

- | | | |
|------|-------------------------|---------------|
| i. | Meeting Call to Order | Amani Babekir |
| ii. | Roll Call | Michelle Hill |
| iii. | Scribe | Michelle Hill |
| iv. | CFP Antitrust Statement | Amani Babekir |
| v. | Framework Points | Amani Babekir |
| vi. | Adjournment | Amani Babekir |

MEETING MINUTES

Babekir, Amani: Hi everyone, and thank you for joining us today. I don't see Michelle, so probably she will join us later. This meeting will now come to order, and I remind you that the conference for food protection antitrust statement is active during this call.

Babekir, Amani: I'm going to just go over the attendance. We have six voting members, so unless we have more people joining us, we wouldn't be able to vote. We can discuss things without voting. Then we could vote during a future meeting.

Babekir, Amani: First item on the agenda. I want to share with you the updated framework and really, its very good job being done here - from the subgroups and also from the template team – just making it a pretty, and very concise, document. I hope you get the chance to go over the Framework, so if you have any comments or any notes, feel free to share it in our meeting today because we don't have a lot of time remaining to keep working on this document. By the middle of next month we need to submit it for its first round of review by the Council. So we have just a couple of meetings to go over it. Feel free in between, if you have any comments, to send them our way.

There are couple of components here we need to discuss together as a group. I know I will start first here with the introduction section. We did add this section, which highlighted it in yellow to address the point about not restricting this Framework to just controlling for the Major Food Allergens, but all food allergens. But also there is a recommendation here to add a “limitation” section. As you can see on this comment - to address that this document is not covering all types of allergies. And maybe something needs to be also addressed in further work. What do you think? Do you think this part - which we added in the yellow – sufficient that this document is only focusing on the nine major allergens and there are other types of allergens, or you think we need more added language to the document? I will give you a couple of minutes to just go over the text we added and also hear the comments being addressed, by Devin here. If you could please admit people, if that is possible to do, and speak up because I can't see hands raised.

Vinson, Scott: So I see the parts you highlighted in yellow there. So you're asking us whether we approve of that sentence. That you highlighted in yellow, and whether we want that to be included in the document?

Babekir, Amani: Yeah. So.

Babekir, Amani: That section we all agreed on and we added it here in our meeting. What I'm trying to say is, “do you think that section is sufficient to address the comments here?” Or do we need to add anything further to the document?

Vinson, Scott: Oh, I see. Well, I like that sentence.

Ben Wagner: I feel like it's sufficient.

Babekir, Amani: Right. Thank you. Any other point or any other opinion? We good?

Dave Read: I think it looks good.

Babekir, Amani: OK. Thank you. There is this one about the limitation ...

Michelle Hill: Madam. Madam Chair, if I may, I jumped on. I'm here now. I apologize for my lateness.

Babekir, Amani: No problem. Thank you, Michelle. So we have this comment here. So, just going to give you a couple of minutes to go over it - it's about adding a section that is addressing the limitation of the document. Do we need to add this section?

Michelle Hill: Madam Chair, if I may, we did address this - we added language around this earlier in the document. OK. Oh, I see.

Babekir, Amani: Yeah, that is the one highlighted in yellow. So you think that is sufficient, are we good that is sufficient, or we need a separate section to address limitations?

Vinson, Scott: I think it's sufficient.

Babekir, Amani: So there is another one here also, and Ben wanted us to address it as a group. So before we go to the next comment, just I want to give you also an update about the image. I know we have questions about it, about the copyright. So the response we got from the Council is to keep the image in the document. We could blur the brand names here on the image, but also there is another option. We might need to delete the whole image, so this is still under discussion, but there are two options. We could blur the brand names, or we could do away with the whole images.

Michelle Hill: I'd be happy to blur the brand if that's how people wanna go. It's an easy fix for me.

Babekir, Amani: Thank you, Michelle.

Babekir, Amani: So this is about the equal consideration section. And Michelle, you might be able to respond to this one.

Michelle Hill: Yes. Thank you, Amani. This was put together with resources used from FARE and also USDA. I do have to drop in the references. I have notes around that to show where this information came from, but it was lifted directly from FDA and FARE and then just listed in a way that matched the document. I am totally open to input on whether it has to change or if it's acceptable. We just had to get something plugged in there that was from a reliable source.

Babekir, Amani: Thank you, Michelle. And do you think this comment from Devin, that it seems like this section is just hanging and we need to increase attention to the inclusion within the document.

Michelle Hill: Yeah, that's a good point, Madam Chair. I did notice that in the very beginning we addressed it in the first paragraph of our framework that we will have equal considerations for other Community food sources, and that wouldn't necessitate this section be here if you want to strike that language, that would be one way to go about it. We do talk about having a section that directly deals with this.

Babekir, Amani: Yes.

Ben Wagner: It was part of our charges, wasn't it?

Michelle Hill: It is indeed, yes.

Babekir, Amani: That is correct. So have we mentioned it in the introduction.

Vinson, Scott: Amani, are you asking whether we want to delete that entire section E?

Babekir, Amani: No, the comment we have resolved it, we don't need to do any action.

Vinson, Scott: Yes, I don't want to delete section E.

Babekir, Amani: No. OK. Then we have this comment here - the comment adding a footnote about food label formation being made available ... have we addressed these one, Michelle in this section?

Michelle Hill: Yes, that is correct, we did adjust language for this.

Babekir, Amani: Is it under this section or where ... ? Here are the comments ...

Michelle Hill: Oh yes, we recommended doing food label information made available in ... And I think that's your bullet. "Allow consumers the opportunity to review original food packaging so they can read the labels, know the importance of reading every label every time, etc." so maybe we don't need that.

Babekir, Amani: We don't need a note?

Michelle Hill: Well, we might though cause this section's referring to specifically when you're feeding a large group of people. We might want to even have information posted. I know it doesn't say that, but that was the discussion around that item.

Babekir, Amani: So do we need to add any additional language to address this comment, or we are good to go? Going to give you some time ...

Vinson, Scott: So we're specifically looking at bullet #2 under that sentence when offering foods to large groups.

Babekir, Amani: That's correct.

Vinson, Scott: Is that right? Bullet #2 is while most sections of this document aren't applicable to both food service venues etcetera. We're basically just telling the reader that they should have the staff of these facilities be mindful of allergens and how they're disclosed on food labels - that seems sufficient to me.

Babekir, Amani: OK, so we could resolve that one. And last one here. So there is recommendation, we have the definition of food intolerance/sensitivity, we have this definition, and the recommendation is to add more language. I don't know if you already added this. This is a way more detailed definition so are we good to add this definition instead of that one? Give you a minute to go over it.

Vinson, Scott: Just reading through the definition as a person who has celiac disease, I'm a little bit concerned that this proposed definition from FNS might seem to minimize the importance or severity of food intolerances. They say they're generally not life threatening. Over time, if a person who has celiac disease, for example, continues to consume gluten they may eventually get intestinal cancer, and so can be life threatening over time.

Michelle Hill: Absolutely. And I was considered with this definition. We talked through this quite a lot and it really is the case, I prefer the one that's listed there. But that's just me and it's for the same reason that Scott is bringing up.

Seymour, Jennifer: I guess the thing that I'm trying to understand here is celiac disease is an autoimmune disease. It's not a food intolerance.

Vinson, Scott: That's true. So.

Seymour, Jennifer: Right. So I guess you know maybe there is a need to possibly make that clear ... I don't know if there's a way to but ... You know, and that's where the difference between gluten intolerance and celiac disease, or important distinctions.

Vinson, Scott: Maybe we just sidestep the whole issue by not getting into the particulars because they may not be relevant for purposes of this document. To a reader, we just want to make sure that readers of this document, food workers, primarily food retail settings, are aware that they need to be careful about ingredients. Some people have allergies which could become immediately life threatening. Some people have food intolerances or perhaps other conditions which make ingestion of certain substances dangerous for them. I don't know that we need to get into the precise definitions and nuances involved because you're correct, Jennifer. The way that sentence reads now "Food intolerance/sensitivity and adverse reaction to a substance and food that does not involve the immune system" is not entirely correct, at least with regard to celiac disease, which is an autoimmune condition.

Babekir, Amani: And I agree with that point. I agree with you, Scott. Any additional thoughts? Or points?

Vinson, Scott: If we were to just omit the whole section, would that present problems?

Michelle Hill: We decided that it needed to be defined and it's a footnote.

Abel, Greg A: Why not just add celiac disease as an autoimmune - as another category? Food intolerances/sensitivities are celiac disease and/or autoimmune disorder.

Babekir, Amani: So do we add here to the language of the definition or here in the title?

Abel, Greg A: Wherever it makes sense, maybe I was thinking the title.

Michelle Hill: We need to look up where this is footnoted, where it first appears. Maybe that would help inform us of how we should change that.

Babekir, Amani: I think it was on the first page.

Michelle Hill: It's pretty early, yeah.

Babekir, Amani: Here you see food intolerance.

Michelle Hill: Yeah. So how is it used in the document? I wonder where it appears. Right here there ... it says that I think it's probably earlier. Higher up, yeah.

Babekir, Amani: Yeah, it was on the 1st section.

Vinson, Scott: Yes, scroll up a little bit to footnote 11. Let's see how it's used in context.

Michelle Hill: There it is. It's at first bullet. No. Sorry. Amani, go down to the next page again, please, under 'training'.

Vinson, Scott: There it is 1A.

Michelle Hill: Yes, 1A. So actually this is very important we get this right because we're telling them that these are the definitions that they need to know.

Babekir, Amani: Also here. Here we have intolerance and sensitivity.

Michelle Hill: So what's up higher too? That's probably where it should be footnoted, and it should look like the other one.

Babekir, Amani: Yeah. We could add - decide you know - the intolerance sensitivity and autoimmune disorders thing or specifically celiac disease, or any other disease.

Vinson, Scott: Because I'm not aware of any other autoimmune disorders that relate to food, maybe we just name celiac disease specifically. Does anyone else know if there are any others?

Michelle Hill: Yes, there's Crohn's disease, which can be ...

Vinson, Scott: Is that triggered by certain foods?

Michelle Hill: Absolutely. And so is colitis. Certain forms of colitis.

Thoma,Libby: Yeah, IBS.

Michelle Hill: Yep. or lymphocytic micro lymphocytic colitis, for sure - directly related. Because I have it, so I have that too. It sucks.

Vinson, Scott: Which I have it too, but I've never been told that it's triggered by any certain foods.

Michelle Hill: Ohh well.

Vinson, Scott: That's why I ask.

Michelle Hill: Interesting. We have different doctors.

Babekir, Amani: So on we talk a lot about autoimmune response I think or immune system response something like that on the definitions ...

Michelle Hill: Wonder how FARE talks about it. Should I look that up real quick and see if we can find?

Babekir, Amani: Umm OK, try that.

Babekir, Amani: Here we cover it, because at the end of food allergic reaction, and how our immune system responds to the food? If it is part of disease or not, but it is an interaction between the immune system and the food. That should be sufficient. Because even Celiac disease that's how it's happens.

Michelle Hill: I have from the Cleveland Clinic a definition of "when you have a food intolerance, it means your digestive system has a hard time digesting and then in parentheses breaking down a food."

Babekir, Amani: OK, so it does not involve the immune system. So we are good with that one. And the question is - the definition we put here for the food allergic right? "Food allergy," he did say involves the immune system, wouldn't that cover also Celiac disease?

Michelle Hill: Yes.

Babekir, Amani: I think we are good here and we probably wouldn't need to add all of these details in this definition. Are we good with leaving the definition as it is for "food intolerance"?

Michelle Hill: Amani. Do you mind? I'd like to drop some stuff into the chat that I've just ... you did too. OK, good, let's see ...

Vinson, Scott: I just put something in the chat that maybe we could consider putting in that first paragraph or I think it was near the top of the document. At the beginning, when we talk about the fact that this document technically only covers, you know, the nine major food allergens, but that readers should be aware that customers may have other issues involving ingestion of certain other foods.

Thoma,Libby: What if we said "to assist consumers with allergies food sensitivities? To autoimmune disorders? And intolerances? ...

Babekir, Amani: And do you think you can live with that? Could be added to the definition I just highlighted in yellow - like in addition to what we listed there, we added 'auto immune disorders'.

Thoma,Libby: I think so.

Vinson, Scott: I would prefer that we name them specifically, the way I've done in my comment in the chat, because we need to remember our target audience, the reader. Most consumers are going to reference specifically the condition that they have. If they're talking to a food service worker preparing their meal, they're going to say, oh, I have Chron's or I have IBS or something. They're not going to say, 'I have an autoimmune disorder'. People don't talk that way in real life, so I would get specific with the name so that readers can be all on alert for those specific conditions.

Thoma, Libby: Yeah.

Michelle Hill: And of course, we'll cover all bases by saying and any other immune kind of thing, because there's a lot of stuff we don't know about as a collective group, yeah.

Thoma, Libby: I agree.

Michelle Hill: And everybody loves Wikipedia. I dropped theirs in, but it's kind of an interesting way to talk about it ... "detrimental reaction, often delayed."

Vinson, Scott: Yeah, looks good.

Babekir, Amani: OK. And shall you have added here the definition for the intolerance? Do you think that needs to be addressed here where we have the definition.

Babekir, Amani: We're good. On that one, keep it as it is.

Vinson, Scott: Frankly, I would get rid of it. Because of the issues discussed at the beginning of the document that we just went over. And this just muddies the waters. This formal definition, you know, at the end of the document kind of muddies the waters.

Babekir, Amani: I think we use it in different places here through the whole document so. Mm-hmm.

Michelle Hill: It was standardized to appear that way, yeah. I'm not against deleting the definition, but I think that's something our large group has to talk about and have.

Babekir, Amani: Yeah.

Michelle Hill: How does it ... what are the consequences of not defining it? If there are any, I don't know.

Vinson, Scott: But we defined it at the at the front of the document.

Seymour, Jennifer: I think the section which we added here - we gave examples here, but we did not define what is the intolerance and sensitivity.

Michelle Hill: Yeah, think Scott got a really good point here. It's like, "if we don't treat it as being something really other than just that - by calling it out everywhere that it appears you know, maybe we don't treat it as a defined term. Is it cited on the next page ... I forgot where ...

Babekir, Amani: Yes. So besides here it's defined on the next page where we have "Training", and it's being called out ... the definition of food allergy and also food intolerances.

Michelle Hill: Maybe we say "definitions of food allergy, cross contact and our understanding of food intolerance and sensitivity" ...

Babekir, Amani: And now my opinion, because that is going to take some work, to just remove the definition and make it just as a sentence. But "intolerance and sensitivity" is still gonna be a question. If I'm a reader, or so we are talking here about food allergy. What? What is the difference between food allergy and intolerance and sensitivity? Why is it being mentioned in three different ways?

Vinson, Scott: Yeah, this is tricky.

Michelle Hill: The way that FDA addresses it on their website is in the way that we have it.

Babekir, Amani: Yeah, they define it separately from food allergies, so I lean towards keeping the definition as it is. What? What do you think? Do you think this is good ... and the other committee members?

Vinson, Scott: We can always punt and just let FDA decide what to do. They're going to be writing it ultimately anyway.

Babekir, Amani

Babekir, Amani: Yes. I'm going to delete this comment and leave it as it is. If you feel the opposite, let us know. We are gonna work on it through next week, so just tell us if you have an opposite opinion about it. We could proceed to the next discussion. Save it here. And this way we addressed everything on the document, and we will work on it to finalize it. I'll work with Michelle to finalize it and it will be ready to be ... I will send it out to the Council, and we will send you a version.

Hopefully a week before we do that, so if you have any final revision or comments, you will get a chance to do so. I think that's it. Any other point before?

I switch into the second document. Any additional point before I move to the next topic. OK, let's move to the next one - it's about our Issues, and hopefully you got the chance to see the document which I sent out before our meeting.

I listed the Issues which we thought about, we talked about, and I got the

Council II Chairs to help put it the best way to address the Issues, and how we could submit it to the Council. We're gonna all go over them one by one, making sure that's we are OK with each one of them. If we wanted to keep it as it is, or if we don't want to submit it.

The first one is to submit to the committee the final report and we're gonna need an Issue for that and just asking the Council to review and acknowledge the committee work, so this is the first. Are we good with the first issue?

Vinson, Scott: Yes.

Babekir, Amani: Any comments? OK. Thank you, Scott. Any other comments? We good? Second one, and this is one of the least options we could do for the sake of our framework is to get it posted and the CFP website. To do that, we need an Issue. So, we're gonna create an issue asking the Council to post this document to their website and we will specify the file type, such as a PDF file. Any comments about this Issue? Another point - we will ask them to remove the older version so to update the older version which has just the notification section from the previous committee, with this framework packet. Any comments or suggestion on this one?

Michelle Hill: Madam Chair, so the suggestion is that we would pull the current document from the website and then somehow merge it with what we currently have or check for commonality. And if we've missed something we add it in Or are we asking to replace that document specifically?

Babekir, Amani: The thing is because right now I think on the on the website there is one document which we use to generate our notification section.

Michelle Hill: Yes.

Babekir, Amani: That document is from the previous committee. So we worked on updating and enhancing all the content of that document in our Notification section. So the suggestion from the FDA is to ensure that the old version is being removed from the website. So it wouldn't be used by the food retail and instead they will use this updated version.

Michelle Hill: Thank you.

Babekir, Amani: Yes. Any other comments or suggestion? Are we good with this Issue?

Michelle Hill: I like it. I think it's good - necessary.

Babekir, Amani: OK. And then the third one, we talked about it in our previous meeting, is to ask the Council to re-form the allergic committee to address those Issues, which we could in address, or we listed as limitations to our document, in a new framework or a new guideline?

Michelle Hill: So we say we're going to continue or re-form the committee, and these are going to be the charges, so future work OK.

Babekir, Amani: Yes, it is not us, but we will ask. The Council is to re-form the committee, similar to what's done to our committee, because last year, last term, the allergen committee asked to re-form the committee and that's the reason we had this committee. We are hoping to do the same thing for the next term, ask for the allergen Committee to re-form because there are Issues on some points that need more clarification. Such as allergen cross contact and all of that in the food retail.

And this one is flexible. If you feel like there is an extra charge we need to add, we want, we need to remove the charges from here. We gonna have some time to review it probably in our next meeting to refine it and we will try to present it the Issue format set by the CFP. So we could work on it, but how do we feel about it? Do we feel we need to do that or not? We need to re-form the committee, or not?

Michelle Hill: I think we have to re-form the committee.

Babekir, Amani: Do you agree with that?

Vinson, Scott: I have a question.

Babekir, Amani: Yes?

Vinson, Scott: Are we using the word reform in this context? Reform like "RE dash form" or "reform"?

Babekir, Amani: Yes, it's re-form.

Michelle Hill: To reform to form again, maybe say yeah, yeah.

Vinson, Scott: To form again. OK, so re dash form OK.

Thoma,Libby: Would we have to go through the whole application process again as well?

Babekir, Amani: Umm, yeah. So if it's re-formed it could be stand-alone committee, and people have to apply and all of that. Similar to the way we've done it in our committee.

Thoma, Libby: OK. So we don't just get too re-up basically for this one.

Babekir, Amani: That's correct, yes.

Vinson, Scott: So we're being asked to reconstitute the committee.

Babekir, Amani: Ah, that's a neat term.

Michelle Hill: That or re-establish or form again, yeah.

Vinson, Scott: Reestablish. Yeah. OK.

Babekir, Amani: OK. So that's ...

Michelle Hill: Amani, I think the confusion for this is that we should drop in a dash between the "re" and "form", under Issue 3, just so it's clear what we're speaking about. Thank you.

Babekir, Amani: OK. But "reestablishes" means the same committee, or you referring to the same meaning we have here Scott?

Vinson, Scott: I think technically. Well, I'm not quite sure ... Issue 3, was that part of our ...

Charge from CFP? Technically, I think what they're asking us to do is to reconstitute the committee. Are we?

Michelle Hill: Or continue the work of continue the committee, yes

Babekir, Amani: I think they use some similar language in the previous term. You know the previous committee they use this kind of language, but we still could go back and see how it was done on the last term and I think there is a format. I'm not sure about the actual language. But Scott you asked about our charge.

Vinson, Scott: Right.

Babekir, Amani: Our charge is to create the framework and also suggest any changes to the Food Code. What I'm trying to say here is, do we want to ask ... because there are things we have to ask the Council - like to approve and acknowledge our work.

And if we think there is a need for further work to be done to ask the Council to re-form a, you know, the committee. Or we could do nothing about it, and just ask to acknowledge and review our report.

Vinson, Scott: So, this committee that we're all serving on now, our job was to come up with a framework for the major food allergens. So with this Issue 3 here on the screen, we are then going to go back to CFP, ask them to reconstitute, recreate, reestablish the allergen committee again for next time and next time they're gonna be addressing these new issues, one of which is our Issue one. Figuring out what to do about the non-major food allergens because we've already addressed the major food allergens, am I getting this right?

Babekir, Amani: That's correct, yeah.

Vinson, Scott: OK. So in addition to #1, the non-major food allergen stuff, we're gonna ask this new allergen committee, which will be put together next time, to do these eight things. I'm not sure I understand. Why we are? Why this existing committee is being asked to address ... where did this Issue 3 come from? What are these eight things? What was the genesis of the

Babekir, Amani: Sorry – can you hear we have a fire alarm in our building.

Vinson, Scott: Ohh.

Babekir, Amani: So I need to leave, and we could discuss this in our next meeting. But I have I have to leave the meeting.

Michelle Hill: So as Co chair, I guess we'll come back to it.

Vinson, Scott: Oh, I was gonna say, can she just leave it on? And maybe we'll ...

Michelle Hill: Maybe she can. I think someone else actually started the meeting.

It's possible we might be able to continue it. David, did you start the meeting, Dave Read?

Dave Read: No, I did not

Michelle Hill: OK, I thought I saw that somewhere, but it hasn't died, I guess.

Vinson, Scott: Right. We're still going so ...

Dave Read: Ohh, well I might have, I might have been the first one to sign in ...

Michelle Hill: I think that if you stick around.

Dave Read: It come it comes up on Microsoft Teams is where it comes in.

Michelle Hill: Sure. Yeah. I think that you're our host today.

Dave Read: Ohh wow, I had no idea.

Vinson, Scott: Well, we still have a Co-chair in Michelle, so we can continue, I think.

Michelle Hill: Wait, we could.

Dave Read: Yeah. In essence, I've been on a few CFP committees. So generally what happens is you decide if there are Issues that have come up that you wanna have a future allergen committee to consider. It doesn't mean the same group members are there. You reapply for membership in each conference. Generally they will keep most of the original members if they're interested again, and then they also add a few new members as well.

Vinson, Scott: Who came up with this list? This Issue #3 and the 8 items under it?

Michelle Hill: Through previous meetings. It's kind of like a laundry list or running list of what people have said over time and what we've discussed in previous meetings. It's completely flexible. That's why she had it displayed because it's up for debate, absolutely.

Vinson, Scott: Through previous meetings of what, this committee?

Michelle Hill: That's correct.

Vinson, Scott: Well, I think that's this is really the purview of the CFP. This isn't really our domain. They need to review the work product that we've come up with before they can decide what the next steps are.

Michelle Hill: This is just part of the flow. If we want to have an allergen committee to address anything that's existing moving forward, now is our chance to re-form it. So we need Issues to do that.

Michelle Hill: And so we can certainly strike stuff that doesn't make sense, or we don't think it's within reach. Yes.

Thoma,Libby: And see if we can add to that list as well.

Dave Read: Or delete.

Thoma,Libby: When would that work happen? When would we find out whether or not a 2023 Allergen committee has been formed and ... whether or not we're going to be serving on it?

Michelle Hill: It happens during the biennial meeting. So in April, in Houston, when we all get together to do this work officially, that's when we'll submit our work for our first Issue saying we've completed the current work of this committee, so please accept our work. The second Issue is to update the documents on the CFP website and post this one. The third Issue concerns "do we need to continue this committee? If so, what Issues present themselves and this is what our entire committee is doing.

Courtney Halbrook: Yes.

Michelle Hill: Membership at that time, as it stands, would vote. Am I right on that Courtney, is that understanding correct?

Courtney Halbrook: Yeah, absolutely. It's just, excuse me, I was just about to try and ... but you guys were doing such a great job of explaining it, but I think you nailed it. I think Dave nailed it. You've nailed it, Michelle. Typically, in the Council process at the meeting in April, your final report is submitted as you guys described, begging at the result of knowledge for separate Issues. They're requesting both. The document we posted and then the third Issue would be, to request that the committee be continued with these charges.

Sometimes the new charges stem from the previous charges that you didn't quite finish or complete, and you want to keep working on them, or over the course of working on those charges, you discovered other things. They're brought to the table for inspection, and other potential work, that the allergen committee could do. And so you're asking what to do with these charges? It's at the Council, so it's important that those charges are well written, and carefully prescribed, so it's very clear what the work will be and it's not too flexible.

You know, that's just the way – it is difficult for the body discuss if you don't have really good charges. And then the Council will review that. And we'll discuss and debate the need to continue the allergen committee and the Council will debate and vote whether or not the committee should continue.

That would be on the list of all the committees, including the conference, that people can sign up for. And if you want to continue your participation, you sign up. You don't, you don't. And there will hopefully be you Members that sign up to join. That's where we got, after all the signups are done. There is work to place all of those people. Everybody really gets their first choice, but it's how

many ... another 100 people sign up to be on the allergen committee, obviously we have limits people will serve. This is announced afterward. I don't know exactly when after. Fairly quickly you are notified what your committee you signed up for will work out.

Michelle Hill: Yeah. And this current biennium was really fast because we're working on a truncated schedule. So it'll be a little bit different, I think that by October ... It's April ... How does that work? When does the new biennium start then? Right away in April?

Courtney Halbrook: Yes.

Michelle Hill: After the biannual meeting, OK.

Courtney Halbrook: That starts pretty much right away, and then you'll have the full 2-year cycle to work on ...

Michelle Hill: Well, that'll be nice.

Thoma,Libby: I was gonna say these last two years have flown by.

Courtney Halbrook: Yeah!

Michelle Hill: Yeah, it's only been, what, 18 months? Really? It was a year in September that we've been formed.

Courtney Halbrook: That's why it's really important to decide as a group. I said this already, but four should work. You guys have collectively agreed that you've done everything you were asked to do.

Vinson, Scott: Courtney, it's really hard to hear you. You're coming in and out and there's some background noise and so I have not caught what you've been saying during the last five minutes or so.

Courtney Halbrook: Technologized. Sorry, I think it's probably my microphone wasn't working great today.

Vinson, Scott: My impression of Issue 3 is that we're getting a little bit over our skis here. Whether or not to reconstitute the Allergen committee for the next CFP is really the purview of one of the councils.

Michelle Hill: It's council two.

Vinson, Scott: It seems like a breach of protocol for a committee, I mean we report to one of the Councils - Council II, in this case, we report to them - seems a little bit like we're trying to usurp their role and tell us what we want them to tell us to do next time. That feels like a breach of.

Michelle Hill: This is custom. It's customary.

Dave Read: Hey, that's often the way it's done. Yeah, it's often the way it's done is that a committee will come up with the Issues that weren't part of the charges that they think need to be addressed. And then you propose that the committee be reestablished. You list some thoughts on what those Issues are. And then the Executive Board will probably decide whether they're gonna do that or not, or if there's some other Issues that come up that they wanna add to the charges. And again just because it's reformed, you reapply if you want to participate in the next committee ... It's not an automatic that you continue on.

Courtney Halbrook: This is Courtney. Can you guys hear me better now?

Michelle Hill: Yes, ma'am.

Courtney Halbrook: It is customary for the Co-chair or the chair and vice chair of a committee to identify future charges for that committee, if there are any. I don't feel like some of the specifics that you land on for the future charges you will need to be careful that you're not just creating a charge out of thin air to work on. There is a meaningful need for it to be part of the committee's work, and that would come from prior charges that you guys have worked on that have identified new and continuing work.

There could also be Issues that are submitted at Conference for Council to hear that pertain to allergens and the allergen related sections of the food code and that sort of thing. So Issues can come that way as well. Oftentimes, how committees are formed is because an issue was brought to council and it's deliberated and if there isn't quite a consensus on the issue or it needs a little more exploration, a committee is often formed and so it can go both ways. It's definitely committee Chairs and vice chairs, along with the remainder of the committee, and voting and consensus, it is customary for you guys to identify future charges. Doesn't mean they're gonna go into effect. They will be reviewed by Council II and voted on by Council II and submitted to the State Delegates at the end of the Conference for voting. And that's how it all works. So, I wouldn't be too worried about that. Scott, you are following the protocol. It's just when you identify what you think the charges will be for the future that you have to be very specific and that they need to be meaningful.

Michelle Hill: Thank you so much for that, Courtney. I appreciate it.

Vinson, Scott: It's new to me. I've served on other committees, and we didn't operate this way. So this is new to me.

Courtney Halbrook: What I would do to help, and I can help you, Michelle, if you have trouble finding any ... I would go back and look through some of the past Issues and you might have to go beyond just the last biennium. You might have to go to the one before

that to look for some Issues that were submitted to Council II that would give you an example of a committee seeking to extend their charges.

Michelle Hill: Yes, ma'am.

Courtney Halbrook: And you could see, you know, kind of how they wrote the Issue, how they worded it, what those charges looked like in comparison to previous charges, and, that might be helpful too. If you can identify a couple of those as examples to look at maybe, you guys can share that at your next meeting with the whole committee to talk through this a little further.

Michelle Hill: Yes, I like that idea quite a bit. Thank you. That's well advised. And we do have that information. It's not going to be a hard thing to put that together for everybody. That's something we did right in the beginning, when we first set our committee up, was to review the past so we could see the path forward where the hang ups might be. So absolutely, I think that's excellent. If there's anything further this ... we're at-time now for this meeting, I guess. Does anybody else have anything they need to put forth or ... ?

Courtney Halbrook: All good here.

Michelle Hill: OK. Well then, I will officially adjourn this meeting. Please be aware that we'll be sending out e-mail shortly here with requests of review from you all. So thank you so much for your time and have a good afternoon.

Meeting Number 23	Meeting Date 10/27/2022	Meeting Time 2:00 pm EST	
<u>Co-Chair; Meeting Chair</u> Amani Babekir	<u>Co-Chair</u> Michelle Hill	<u>Meeting Scribe</u> Michelle Hill via Teams Transcript	<u>Council II Chairs</u> Wendy Bell/Courtney Halbrook
<u>Advisory - FDA</u> Greg Abel	<u>Advisory – FDA</u> Devin Dutilly	<u>Advisory - FDA</u> Mary Cartagena	
<u>Advisory - CDC</u> Erin Moritz	<u>Advisory – CDC</u> Jenna Seymour		
<u>Advisory - USDA</u> Jennifer Green			

AGENDA

- | | | |
|------|-------------------------|---------------|
| i. | Meeting Call to Order | Amani Babekir |
| ii. | Roll Call | Michelle Hill |
| iii. | Scribe | Michelle Hill |
| iv. | CFP Antitrust Statement | Amani Babekir |
| v. | Issues points | Amani Babekir |
| vi. | Framework Points | Amani Babekir |
| vii. | Adjournment | Amani Babekir |

MEETING MINUTES

Babekir, Amani: Hi everyone. And this meeting will now come to order. We need to take the roll call Michelle; would you like to proceed with that?

Michelle Hill: I certainly would thank you, Miss Amani. [call the roll]

We have six voting Members present, three non-voting members present. I don't think that meets our quorum for voting purposes.

Babekir, Amani: OK, thank you, Michelle. So we don't have a major thing that's we need voting on today. So we just going to continue discussing our Issues. Hopefully you got the chance to look into the draft, which I sent out yesterday. But first I want just to give you an idea about what happened in the last committee, what issues they submitted and how they submitted. So to just get an idea the way they've been doing it in this committee. Before I do that just I would like to remind you about the Conference for Food Protection, antitrust statement and it is active. And thank you to Michelle because she dug into the previous issues and converted them into words to be easy to look at and she put together our draft for the issues we are planning to submit, so let me first share with you. Can you see my screen?

Ben Wagner: Yes.

Babekir, Amani: OK. Thank you. So as you can see in this one, the previous committee. The first thing they asked for is to acknowledge, you know the committee and their final report. And they thank the committee members and note that their work is complete. They ask for the re-creation of the allergen committee and that is the one which we were, you know, discussing in our last meeting and just back and forth about what is the best way we could do this.

So this how it's been done, it's just to ask for the re-creation of the committee and then we suggest Issues for this new committee. As you can see, we listed out the Issues we've been working on. It's starting from one, to two, to three. And then they have also another Issue that's they are asking the documents they developed to be posted in the website. And here is how they did it - it's just asking for the acceptance of the document by the CFP and authorizing the conference to make any necessary edits, and to post it on their website.

Another issue also they submitted is to make the change in the food code. And they have couple of issues under amend the food code. And they are giving more details here. So if we are thinking about making any changes into the provision section of the food

code we have to learn the language and where we need to put it and all of these details. So all their suggested changes - where in the language in the provisions section of the food code - so they provided all the language here.

OK, so that is just an idea about what happened in the last committee. Any questions before we proceed to our version which we drafted?

Michelle Hill: Amani, did you want me to share my version or the version that was sent out? Or are you going to do that?

Babekir, Amani: Can you see it on the screen?

Michelle Hill: Yes.

Babekir, Amani: So here the first one. We are asking to acknowledge here the committee final report and thanking the committee members, so we already agreed on our last meeting that we are OK with this section. Then here we are asking for the re-creation of the allergen committee to complete the following seven charts we listed. I'm going to open it now for discussion. What are your questions, suggestions, comments ... do you agree with this? Do we charge anything, we need to add? Just feel free to take the floor and just let us hear your voice.

Michelle Hill: Madam Chair, if I may, as putting this together, I just took the language, as was written in the draft document from our prior meetings. I'm curious about if item number 7 is correct. If anybody on the call is who asked for this, could you please speak up and tell me if this is right or correct it or whatever, and if not, we'll figure it out. But.

Babekir, Amani: Yeah, Michelle, this one was actually came out of the notification subgroup, which I was in charge.

Michelle Hill: OK.

Babekir, Amani: And Devin suggested that this is one of the points which is not very clear in our notification section and maybe needs more details of how we could provide the chef with more tools to identify allergens.

Michelle Hill: Alright, thank you for that clarity. If I may ask, who just arrived on the call, please, Welcome ...

David Read: Well, this is Dave Reed. I was not able to get in through Microsoft Teams, so I ended up having to call in. Not sure if there's a new announcement there, if I missed it.

Michelle Hill: No, but you're welcome and glad you found a way. Thank you for being here. I'll mark you present.

Babekir, Amani: So David, now we are discussing the re-creation of the Allergen committee which we were discussing in our last meeting and just listing here all of the charges that we think might be worth looking at and discussing in the future committee, and all of this is from one to seven came out of our framework discussion, or just putting together the materials for all of the sections.

Amber Thompson: How long does the next allergen committee have to complete these charges, if we choose seven of those? What's the time frame? Is it two years?

Babekir, Amani: It is. It is 2 years but it is out of our hands because it's will be a new charge. It will be a new committee and they need to put their timeline on it, but the ideal time is 2 years.

Amber Thompson: OK.

Babekir, Amani: Any committee to finish their charge? Do you think that is too much or?

Amber Thompson: So we had we didn't have two years, right we had like ...

Michelle Hill: A year? Yeah.

Amber Thompson: One year, right - less than a year. OK. Two years. No, this is fine. I think for one year. No, this but two years. Yeah.

Michelle Hill: And I think some of these will end up being that we direct other things to be done. It seems that we would have to ask for some kind of major study to be done around non-major food allergens, although I think that there's something really good posted at FDA right now on that specifically. Is that right? Does anybody know about that document? I'll hunt it down.

Babekir, Amani: Are we good with this points and with this section? OK, I think we are good with that one. So this is the first issue that we're going to submit. We're going to have another week also to look at it. So from now up to the end of next week, if you have any comments or any suggestion feel free to send it to us before we finalize the draft.

Michelle Hill: I just put into the chat a direct link to the FDA document. It's draft guidance on evaluating the public health importance of food allergens other than major food allergens. And it was what I was referring to just a moment ago.

Babekir, Amani: Thank you, Michelle. So this is the second issue here and this one is to publish the document on the CFP website, and giving more details about the title and giving the authorization to the conference to make any edits and to post it as a PDF format on the website. Any comments or change on this one? OK. So we are good with that one. And the third one is ... the one which where we ask for this document to be included in Annex 2 of the Food Code. And I remember from our previous discussion's the recommendation we got from the Council and so we are going to ask for the document to be acknowledged in the Annex.

Michelle Hill: The way that this is written is that it would be in its full printed form, not just as a reference – it is actually a document that is present in its entirety within its own Annex is how this was framed. I don't know if that's right, but that's what I read.

Babekir, Amani: Remember in our last meeting, Greg said we need to identify the section where even in annex where we want to insert this.

Michelle Hill: Yeah. So there needs to be clarity here. I mean obviously we need to talk about this.

Babekir, Amani: Yes. But where do you think is the best place we could add it? Which section in the Annexes?

Amber Thompson: How many pages?

Michelle Hill: It's 22 pages.

Michelle Hill: As it's formatted right now. We could certainly reduce that. We wouldn't need a cover page, you know, and a table of contents, so what like 20 pages, 10 back-to-back.

Babekir, Amani: If you want to share the screen.

Moritz, Erin: '6 Steps to safety' from an emergency response plan that I think we just took that from.

Michelle Hill: Perhaps we suggest that it's just the language we keep and anything that refers to an outside published graphic, there's a direct reference as to how that can be found otherwise.

Babekir, Amani: Yeah.

Michelle Hill: I don't know how do they do that within the food code normally?

James O'Neal: So are we looking to where this would fit within the Annex? So I guess under what chapter is that what we're looking for?

Babekir, Amani: That is correct, yeah.

James O'Neal: OK, one section, let me pull it back up, a - Demonstration of knowledge, 2-102.11, Section 9. It describes foods identified as major food allergens and symptoms.

Eisner, Crystal: I think that sounds like a good area. We have not adopted the food code yet here in Harris County. Demonstration of knowledge does sound like it would be the best place.

Michelle Hill: So are you suggesting that it be addressed within the Annex that deals with demonstration of knowledge of a CFPM, or is it in the actual code that you're suggesting we would insert this under what the required education would be?

Eisner, Crystal: I think it would have to be under an Annex.

Michelle Hill: OK.

Eisner, Crystal: In my opinion.

Michelle Hill: Yeah, I think it has to be as well. So would it be the case that we would say in the demonstration of knowledge section, the 2-102.11 Section 9 – we would have a "please see Annex page, blah blah blah"?

Amber Thompson: So are we asking them to just take what we've created and put it in the Annex? So they're not going to do that. I mean, it's FDA who writes the food code, so it's going to have to go through like major revisions and all sorts of reviews and edits and I think the limited time. Looking at the food code, in Annex 3 public health reasons under food allergens person in charge, it talks about food allergies or increasing food safety is a Public health issue, goes on to talk about the "Why?". This came about in 2008, CFP passed an issue, but some parts of the Annexes gives a link to an FDA, another FDA web page. And so maybe we could house it on the FDA website.

Michelle Hill: That's an excellent idea.

Amber Thompson: For example, there's a link that says "food defense". So you click it and it takes you to the FDA food defense, you've got food, defense tools, plan builder. I don't know who wrote all these. So maybe that is an option. The FDA's website could link to CFP, which houses the Framework. That way it doesn't have to go through all the FDA approvals and all the Paper reduction act and all that kind of crazy stuff. Yes?

Michelle Hill: So are you suggesting, Amber, that it would be language that would appear in Annex 3 under L "Food allergens person in charge duties?" That would be a link out to CFP, where our document lives? OK. Sure.

Amber Thompson: Yes, if that's allowed. If not, then it would have to link to FDA, which would then link to CFP. I'm going to look through here and see if there's any other place I see a link that's not FDA and see if that's even in there, so.

Michelle Hill: OK, I think this is the right track.

Babekir, Amani: Yeah. So do I. Any additional thoughts on this?

Michelle Hill: One more thing, Amani, if you don't mind. Amber, was there a point in time where we discussed something about making an interactive, like an application does ... ? Am I remembering that right?

Amber Thompson: Yes, it was going to be a Quick guide, right? A visual tool that had the major pieces of that framework in it. For those that maybe have a hard time reading where it's easier to just grab a booklet that has pictures and words, of course. But uh, more kind of shows them what to do instead of telling them what to do. , I'm looking through here. I do see outside links. I see a couple to ANSI, FSIS, Food marketing institute, restaurant.org. Here's a guidance on responding to food emergencies. We could have some kind of guidance on responding to food allergens or something like that, and they could house it here.

Michelle Hill: What is that again? In section ... ?

Amber Thompson: Well, the guidance looks like they're located in Annex 2, which is the reference section.

Michelle Hill: Alright, thanks.

Amber Thompson: We could create a Food Allergen reference section in Annex 2.

Moritz, Erin: Would it be helpful if someone shared their screen?

Amber Thompson: Ohh yeah here.

Michelle Hill: You don't have a good imagination there, Erin.

Amber Thompson: I'm on one screen today, no. OK, so I'm in the food code.

Moritz, Erin: I mean, I could make stuff up, but.

Amber Thompson: See here references and then on four it's food defense guidance from farm to table. We could possibly add a 5. Major Food Allergen guidance or something like that. And then that way for future allergen committees, that's where they could house all the other guidance tools, tips, all that kind of stuff could be here, because if you go to this, Section 4 ...

Michelle Hill: I wonder, I wonder if people would read this. I know I have been through this with a fine tooth comb before, it's just hard to remember what's there.

Amber Thompson: Oh yeah. I mean, you could read it and then reread it and find completely new stuff.

Michelle Hill: Yes.

Amber Thompson: It's like watching a really long movie and you watch it again. Like I don't remember that scene. Where did that scene come from?

Michelle Hill: Yeah. Or who's that character?

Amber Thompson: Right. They like their references, don't they?

Michelle Hill: I think other people have good ideas like we do! Chapter 4?

Amber Thompson: There you go. So if you go to this section, guidance on responding to food emergencies. And then we talk about CFP here and then it ... Well, there was a section right here, "FDA publications". OK, you can click these links. Then you have USDA publications - so we could link ... so there's some things from the National Restaurant Association, Food Marketing Institute, CDC, so we could possibly do what they've done for food defense, but for food allergies.

Babekir, Amani: Sounds like a good suggestion. Any comments on this one? And we probably need to define the language we going to put there.

Amber Thompson: Yeah, right.

Babekir, Amani: Uh, along with the link, yeah.

Amber Thompson: Right.

Michelle Hill: So is that something we can do over e-mail between people or as a committee or?

Babekir, Amani: Yeah.

Amber Thompson: Maybe if one or two people want to tackle the wording and then we all decide if we like it or not. And you can just possibly mimic what's already here, that it will be accepted more readily.

Michelle Hill: Amber, do you want to work on that with me and Amani?

Amber Thompson: Sure.

Michelle Hill: Anybody else want to be involved?

Michelle Hill: Don't mean to draft you, Amber, but you have good ideas.

Amber Thompson: It's OK.

Babekir, Amani: Any more volunteers? So I think, yeah, we could, we could work with you, Amber and let's say maybe early next week, we could work on this one and we could communicate by email to see your availability, to make just a very quick meeting, to put together the language. Does that sound good, Amber?

Babekir, Amani: So, I think that we'll finalize our Issues. So we're going to have three Issues. One and two, just about addressing all the charges and the third one, the last charge ... our committee is asking to make a change in the food code, so these are the changes we would suggest. Any additional comments, suggestions? Do you think there is any further work we need to do or we are feeling good about it?

Michelle Hill: I should know this, but what's our next steps overall?

Babekir, Amani: Yeah. So about our next step, just we're going to, you know, put together the draft for the issues and also our framework draft. Then we're going to submit it to the Council in the middle of next month.

They will give it a review. And then hopefully they wouldn't send it back to us with a major change or anything. But we're going to have second round of review before we finalize.

Michelle Hill: Thank you.

Babekir, Amani: Amber, about the summarized document you're going to put together. I remember you said by the end of the year, like December. That is the rough timeline you give to us.

Amber Thompson: Yes.

Babekir, Amani: Probably, yeah, probably we need to submit it to the Council for review. Not sure if we have to do this by the middle of November or not, but I will keep you updated if it needs to be submitted by the mid of November. Would you be able to make it?

Amber Thompson: Uh, if with help, I can show you what I started working on it. Then I stopped. I was doing it through NEHAs Canva account. It's very easy to use. You just pop in information. I just grabbed a template and decided that was OK, so we can work on this then when we meet in Mid-December. If I can have someone help me with it, that should be fine

Babekir, Amani: OK, so probably Monday, Amber, we could meet and decide if we want to proceed working on it. I think it's better if we prepare it by the middle of November

Amber Thompson: Right.

Babekir, Amani: Any volunteers to help Amber with this document?

Michelle Hill: Amber, I'm always available too. I don't want to be volunteering for everything under the sun, though. Other people need to be involved too, but I'm certainly happy to help anyway I can.

Babekir, Amani: OK, that's good. So we have a good plan to do that, and finalize the language that we need on our third Issue.

Michelle Hill: Yes.

Babekir, Amani: And in our next meeting, we have bunch of meeting minutes we need to approve. We were a little bit behind on putting together our meeting notes. So we're going to spend some time, Michelle, to put it together and probably we're going to dedicate a lot of time in our next meeting on it and then we will decide what we are going to do about our future meetings - if we wanted to keep them on our calendars or if we want to make some changes on it, so we're going to decide on that later. Anything else? Any additional point before we conclude our meeting today? Thank you. [meeting adjourned]

Meeting Number 24	Meeting Date 11/10/2022	Meeting Time 2:00 pm EST	
<u>Co-Chair; Meeting Chair</u> Amani Babekir	<u>Co-Chair</u> Michelle Hill	<u>Meeting Scribe</u> Michelle Hill via Teams Transcript	<u>Council II Chairs</u> Wendy Bell/Courtney Halbrook
<u>Advisory - FDA</u> Greg Abel	<u>Advisory – FDA</u> Devin Dutilly	<u>Advisory - FDA</u> Mary Cartagena	
<u>Advisory - CDC</u> Erin Moritz	<u>Advisory – CDC</u> Jenna Seymour		
<u>Advisory - USDA</u> Jennifer Green			

AGENDA

- | | | |
|------|-------------------------|---------------|
| i. | Meeting Call to Order | Amani Babekir |
| ii. | Roll Call | Michelle Hill |
| iii. | Scribe | Michelle Hill |
| iv. | CFP Antitrust Statement | Amani Babekir |
| v. | Issues points | Amani Babekir |
| vi. | Framework Points | Amani Babekir |
| vii. | Adjournment | Amani Babekir |

MEETING MINUTES

Babekir, Amani: So hi everyone. Thank you for attending the meeting today. And I'll just remind you about the Conference for Food Protection, Antitrust statement is active in this call. Now our meeting come to order and Michelle, would you like to take the attendance?

Michelle Hill: Sure. I'd be happy to. [calls the roll]

We have 6 voting Members present.

Babekir, Amani: OK, Thank you, Michelle. So we don't, we don't have critical things to vote on today, so hopefully we will be able to finalize the Issues we have in our agenda and in our whole committee work because probably this one might be our last meeting. But before we do that, let's first get an update about the summary, because in our last call, we thought about, getting Amber ready to proceed with creating that short document. But they discuss it together, with her team members, and they decided not to proceed with it. Michelle or Scott - do you want to give us update about this one? But I don't see Amber with us.

Michelle Hill: I'm happy to speak to it. The meeting consisted of myself, Scott and Amber. We had quite a discussion regarding how to proceed. The original discussion was seated around creating a small application that could be used to share allergen information that anybody with a smartphone which most people have these days, would be able to have it right there at their fingertips. We ran into conflict because who is sponsoring it? Is it a CFP application? Is it data from USDA, FSIS, who? Who owns it basically, and who condones it, who endorses it? It just got kind of hairy. So we decided that if that's a tool that people want later on, that they can certainly readdress doing that at maybe in the next committee.

Michelle Hill: Is that your take on it, too, Scott?

Vinson, Scott: Are we talking about the same meeting the one we had just the other day?

Michelle Hill: Yeah.

Vinson, Scott: When we talked about the development of a pocket guide?

Michelle Hill: Correct. Yeah, it originally started out with the discussion of it being electronic being built in Canva, and then we migrated over to the discussion regarding it being a pocket guide. Yes, that's correct.

Vinson, Scott: Yeah. So we identified ...

Michelle Hill: Oh, that's right, we did, didn't we? We pulled out content.

Vinson, Scott: We - I think we had a pretty substantive discussion about the type of content that we thought would be most useful for the audiences who would be using the pocket guide, the Food service workers themselves. So we went through the entire 22-page framework document and identified the most relevant parts that we want the audience to look at and that would be sections B, 1 – 5 of the framework document, as well as C, 4. A, B and D, 1.

Michelle Hill: That's what I have in my notes too.

Vinson, Scott: And we discussed in particular figures by 5, on page 16, the importance of including those icons to talk about the symptoms that people demonstrate when they're having an allergy attack. Then also graphics of the types of reactions that children can have when they're having an allergic reaction. Then we talked about the format of a pocket guide. If it's in printed format, it could be on paper stock and be either in a sort of a trifold 6-sided document, or a front and back smaller card stock-size double-sided document.

But I think we all agree that the intended audience would be the Food service workers themselves.

Babekir, Amani: We don't have time to create the actual document or the digital version of other content.

Vinson, Scott: Yeah, we, simply were identifying the most relevant parts of the of the longer framework document that we thought the FDA should focus on for inclusion in a possible pocket guide or electronic version of a pocket guide, whichever direction they decided to go. But we wanted to at least identify the parts of our framework document that we thought should be included.

Babekir, Amani: OK.

Michelle Hill: Kind of like "mission critical: This stuff must be known". That type of information. Didn't we discuss having language put into the current framework? Maybe a paragraph that's just describes quickly, like if you wanted to have a shorter version, this is what it should absolutely have contained. Or was it that we were gonna just keep that in our notes to tell FDA? OK.

Vinson, Scott: I don't remember if a decision was made on that. Michelle, I think you said you were gonna talk to Amani about the best way to proceed on that.

Michelle Hill: Yeah, yeah, and I forgot. Oh we did OK. That's right.

Babekir, Amani: And yeah, and we discussed it. Yeah, we discussed it. Michelle. Yeah, we discussed it and we found out that we don't have enough time to include it in the actual framework because we have to be done with it next week by the next week. But they there is an option I think to have it as a supporting document.

Michelle Hill: So what she's talking about is that when we submit our Issues, we have the opportunity to submit anything we want in support of our argument for the Issue. And this could be a simple document that we write out that would be how to create - or most the most critical points - about allergen control or something like our framework. These aren't the right words, but to catch what I'm saying.

Babekir, Amani: Hmm, that's correct. So are we OK with that option? If there is any other suggestion or any objection of this option? So I think we could proceed with that one and just take what you concluded from your meeting, and just put it in a short document. That's it and include it as an attachment to the Issue.

Michelle Hill: OK.

Babekir, Amani: Then the second topic in our agenda are Issues which we're gonna submit to the Council and thank you to Michelle. She spent a lot of time trying to put it on the correct format and adding all the public health significance language. So I'm going to give her the floor to walk us through what she's done on our three Issues. So now we have three separate documents, each one consists of one Issue.

Michelle Hill: Correct. Thank you, Amani. This is a condensation of a lot of people's work. I just happened to be the one in-putting. So, if you have comments, questions, please. We're gonna have to make these choices today. We need to really figure this out.

What the language is and what we're doing. So this first Issue is the traditional first Issue, which is asking them to accept our final report which is like the quarterly reports that Amani and I have been required to file. And this one just shows the wrap up of the work.

Included with the final report will be the attachment of the meeting minutes, in addition to attendance records for each meeting. We will be circulating an e-mail shortly here that will have the Minutes attached and we will give you a couple few days to review and make comments, request changes, and then I think we're gonna have to probably do an e-mail vote or something like that to get them passed. We do need to have them passed and approved by next Friday as they're part of this. They're submitted along with the final report.

So this is Issue one in the allergen committee final report, and what we're asking them to consider for the next biennium is to accept our report, acknowledge it, and accept it, and thank the committee members for their completed work. And then re-creation

of the allergen committee to complete the following three charges. This terminology, “re-creation” is a part of the template, and it is necessary language that cannot be modified. That is the word they use. So there's a 20-page document published by CFP. It's available on their website. If anybody would like to look at it, it's well worth a read and it's called, “Issue Pre-Submission Guidance”. It is how to fill out the final report template. It walks you through step by step. It's an enormous amount of information. I was really surprised, but we did it right as far as I can tell. So these are, this is language we're gonna “use existing research and resources”. So item one of the next charges will be using existing research and resources to identify the non-major food allergens, and how to control for them and expand the major food allergen framework to include this information.

So we're basically asking the next committee to embellish on our framework, to cover when we can or how we are able to anything that's a non-major food allergen. Support guidance on how to control cross contact including receiving, storage preparation and service. Letter “B” is identifying, gather existing research and resources, to form an allergen control toolkit for all aspects of the flow of food. Things in a toolkit could be lists of derivatives on how an ingredient can be named on a label, an allergic component. It would be an example letter “C - identifying established tools to ensure implementation and compliance when notifying a consumer about food allergen”.

So this is how do we know that we've implemented, and we have compliance around notification, which was something that the 2018 and 2020 Biennium's dealt with. And then #2 here “recommend changes to the food code that support retail food establishments to optimize operationalized framework to prevent and control food allergic reactions.” Again, this is standard language carried throughout the BIENNIUMS for this type of request. It's always the same language.

And then #3, “report back findings recommendations to the next biennial meeting of the CFP - again template language is required. I have no control over these things ... What do you think about the charges, and should I proceed to public health significance or how do you wanna do that, Amani?”

Babekir, Amani: Yeah, there any comments about this section? OK, sounds good.

Michelle Hill: I'm hoping people had a chance to read it before the meeting. This public health significance was data that we pulled together from different sources, and they're also cited here. So any of the references are where we pulled either quotation (and they're footnoted). And again, this is a convention laid out by CFP on how you list this type of information when you're using a reference to support your public health significance statement. So this talks about it, focuses on the fact that cross-contact is a really big deal.

And that that's pretty much what we're looking for - cross-contact control in addition to more knowledge around non-major food allergens and how they impact things.

And hopefully you've been able to read the statements and have changes or input ... it would be very welcome here. To be short, to the point, Amani and I worked the language together, but we are certainly open to changes ... just had to get something pulled together. Should I read out the public health significance statement?

Babekir, Amani: Let us give them time to read it.

Michelle Hill: I'll leave it up on the screen.

Babekir, Amani: Let us give it a couple of minutes for people. Comments? [waits two minutes] OK, I think that's enough time. Yeah, you can proceed.

Michelle Hill: OK. Umm at the recommended solution, I think we'll be getting good feedback from our

Council II co-chairs. What should be put here? I simply cut and pasted from the top portion, and then I read the whole big document about how to do things and it says you can't do that. So I'm hoping you'll give us some good feedback on how to review this language. But we're basically saying what our solution would be and it would be to re-form the committee and undertake the charges as we presented them. The attachments that go along with this document will have the final report that we will submit to the Executive Board for approval - again, that's next Friday.

And then attached to that, we'll have meeting minutes, meeting attendance, and then we'll also include these supporting attachments. These are meant to give background information to the Council when they're thinking about the current Issues that we're presenting here. So the two documents that we recommended as supporting attachments are “components of an effective allergen control plan.” It's a framework for food processors, which if you guys take a look at that, here's the link to FAARP out of U Nebraska. It's an excellent framework. It's well done, and it could be a good guideline for the future Committee, if they undertake and pursue these charges.

The second is the “draft guidance from FDA on the non-major food allergens. All they talk about - anybody can pull this document off the FDA website, and this will be very useful to the next committee as well if they need it so any impact or input on this would be welcome too always. Do you think there's other stuff that we could include that would support our argument for proceeding as we've recommended.

Babekir, Amani: I think also we could include the Summary document of the Framework.

Michelle Hill: OK. So regarding the summary document? Yes. Thank you. And we'll call it ... I don't know if this is what people want, I'm just typing ... we call it whatever you want. I'm just trying to work it on the fly.

Babekir, Amani: I think we could use our Framework title; we just will highlight that it is a summary.

Michelle Hill: Perfect. Thank you. Alright, so that's Issue one. I'm not hearing much about this. If you guys think of stuff after the meeting, please just e-mail us, if it strikes you later.

Here's Issue 2. This deals directly with the request to post the major allergen framework document to the CFP website. Again, specific language that's been dictated, that we need to use around this issue, or as we propose this issue. So we've requested that this document entitled "Major Food Allergen framework", and we're authorizing the CFP to make any necessary edits prior to posting the document. The edits would be things such as consistent format and non-technical content. Any changes cannot affect the actual meaning of the document.

The third was to prior to posting this document, we want it reviewed to remove any potential violations of the commercialism comity policy. We did remedy that a little bit ahead of time by blurring the brand names on the image of EAls.

And Issue number 4 - we're going to remove the CFP-approved document "food allergy notification, a guidance for industry" for the simple fact that it's been incorporated into our framework document, and it's perhaps redundant at this point. So, that's the charge. Here's the public health significance. This is a long one ... FARE - they have an awesome content.

Babekir, Amani: Michelle, I have Scott. Yes, Scott?

Vinson, Scott: I raised my hand prematurely. Go ahead, Michelle. I'll ask my question in a moment.

Michelle Hill: OK, all of this is footnoted. A lot of this data was taken from the FARE website itself. It just got reorganized a bit to be cobbled together in a way that makes more sense. We did draft some language, but I just would like people's input on this. All right. Thank you, Scott. That's all I'm gonna say about that.

Vinson, Scott: Yeah. So my question is, "Are we sure?" I see that most of this document's Issue consists of our actual framework document. I just wanna make sure of that, because we had confusion on the call that the three of us had the other day about whether we were using the most updated version. Are we sure that this is the most updated version of the framework document? .

Michelle Hill: Yes, I have. Yes, we do have the most recent addition, absolutely.

Vinson, Scott: OK.

Michelle Hill: That's a good question. So if you - anybody wants me to make anything bigger so they can read it better, I can do that. I can try and get the "public health significance" on one screen, if people want to review that. Again, this is the committee's words, so people need to have their input. You know, I'd really appreciate it actually. I've never submitted an Issue before ever to the conference, so this has been a big learning curve for me too. So, I'll stop messing with it so you can maybe read it.

Babekir, Amani: Going to give it a couple of minutes, so feel free to read it from the screen or you could pull up the document I just sent this morning.

Vinson, Scott: I looked at it earlier today and it looked fine to me. Are we voting to approve things today or do we not have a quorum or?

Babekir, Amani: Yes.

Michelle Hill: We don't have a quorum, but this technically - Amani and I - are responsible for filing these as the Co chairs, but we don't wanna just file stuff, we want everybody's opinion, so it doesn't necessarily have to get voted on, but we do need input and it's on a tight timeline at this point and that's why we're doing this, is that right Amani?

Babekir, Amani: Yeah. And I, Scott, we did vote on it in our previous calls.

Babekir, Amani: This is the bulk of the of the of the Issue, which is what we want the CFP to consider. We discussed it. We said that's what we're gonna ask - the whole document.

Vinson, Scott: Yeah. So you're just asking us if you filled out the paperwork properly and it looks fine to me.

Michelle Hill: Essentially that, and if there's any glaring omission or a statement that you don't agree with. Sometimes things get left out - more eyes are better than just mine and Amani's. So we want you guys to know you're part of the team too. It's not just us generating this stuff - there should be consensus.

Michelle Hill: So this is Issue 2. Should I pull up Issue 3?

Babekir, Amani: Let's give it extra minute, just to go over it.

Michelle Hill: I'll try and center this so it's readable again.

Babekir, Amani: OK. [waits two minutes]

Babekir, Amani: Michelle, thank you. Can proceed to the third one?

Michelle Hill: So this third Issue, this was probably the hardest one. I think that we've worked on these charges for the next committee essentially. No, I'm wrong. Excuse me. Pardon me. This is not that. This is where we want to insert this into the food code. And actually what we're aiming for is the Annex ... Annex 2, specifically. So the title of this document "major food allergen framework", we wanted to be included within Annex 2 of the Food code. So we're requesting that CFP send a letter asking FDA to add the document to Annex 2. And then we say the reference could be added in the following places within an Annex 2. And we give them 3 possibilities.

These are not in any order. They caution us, as we draft Issues, that we don't have multiple decisions within an Issue. It would be that these are suggestions and where it could go, but they're free to do what they'd like with where it gets inserted. So letter "A" deals with what we've listed here and is the actual page in the printed Food Code. The current one listed on FDA 2017 supplemental edition and then the PDF page that this content falls on, because they're different numbering conventions. So for clarity, we did include that we were thinking about going in as #5 in a list of things within references Section 2, and we would title it, "Food Allergens", maybe "Food Allergen Control", whatever And then we could house our major food allergen framework document there. And so then it's part of the of the Annex 2 section. And then because we have made a heading for "food allergen" information, we can keep adding content in that same spot. So it's kind of like building a little bit of a house for us in that way for the future. Letter "B", it's gonna be what we could do it within a list that's already there, and it would become item number 8 of that list. Or letter "C" - it would fall as letter "W" of another list. These are lists about how to train people and what's expected of them.

Babekir, Amani: Michelle.

Michelle Hill: Demonstration of knowledge and then the specific language would be CFP Council II Allergen Committee 2023, "major food allergen framework" - that's the document. And then we gonna provide the link to the CFP website where the document will be hosted and it must be the HTTP, the full link printed which makes sense. And then here's the public health significance again.

Babekir, Amani: You'd like to give it like a couple of minutes just for the people.

Michelle Hill: Sure. [a few minutes pass]

Babekir, Amani: Yes, David – are you speaking? We cannot hear you ...

David Read: I'm sorry, I was on mute. I have a quick question on where it says "a reference could be added in the following places within next two ..." Are you considering one of those places or in each of those places?

Michelle Hill: No, you're right. That's a good catch. So we should say the reference could be added in one place.

David Read: One of the following places, OK.

Michelle Hill: Thank you. We did contemplate asking for our own Annex, but we think because there's already these - we fit well within the information already provided in these sections that it wouldn't, it didn't seem like it was a real complicated ask to insert this language.

Babekir, Amani: Yes.

Michelle Hill: In the Annex.

Vinson, Scott: So under Section 1 here, we are just providing FDA options of places to put the reference to the framework in the Annex, A, B and C are just options.

Michelle Hill: Correct.

Vinson, Scott: With that, they could consider ...

Michelle Hill: We wanted to be specific around this because it has a better chance - as what we've been told - if we have very specific placement in mind.

Vinson, Scott: Yeah. Well, and that obviously required a lot of work on ...

Michelle Hill: Both of us. Yeah, we were busy.

Vinson, Scott: Someone spent time, probably yours, Michelle, and I just wanna recognize that work and you know, commend you both for a job well done.

Michelle Hill: Well, thank you. We had other people involved too, but thank you, yeah.

Babekir, Amani: Amber also was included, though. Yeah.

Michelle Hill: Now, thanks for that, Scott. Yeah, it's a lot to get your head around the CFP language stuff too. You gotta be right about that or it'll just come right back to you so had to be pretty decisive with wording.

Babekir, Amani: Do we have anyone from FDA today?

Michelle Hill: I thought I saw Greg - Greg, are you on the call?

Greg Abel: Yes, I joined via phone. I could not get on Teams.

Michelle Hill: That's what I thought. I saw a 612-area code and I thought "that might be Greg." Good.

Babekir, Amani: Do you have any comments about this one? Do you see those suggested areas?

Greg Abel: So I'm on the phone so I can't see. I'm sorry I could not log on video for some reason.

Babekir, Amani: No problem. So if you've got a chance, just look at Issue #3. See if you have any comments that would be great.

Greg Abel: Yeah, yes, that'll work ... e-mail.

Babekir, Amani: Thank you. You could proceed, Michelle.

Michelle Hill: Thank you. This next section is the "public health significance". So we had to state our case as to why we'd wanna do these things. We lifted the language from the first part of the Food Code. It's actually the preamble that talks about what is the purpose of the code? I just didn't think we could say it any better than it had been said.

So the next statement here is of my creation and it's in addition ... the FDA Food Code contains a series of Annexes which provide the backup information, Scientific data, references, rationale, etcetera, for the guidance guidelines in each chapter. If you want to further understand the why behind something in the food code, the annexes give you that information."

So here we point out, "Why would we even choose the annex?" And then we say here "by publishing the major food allergen framework within the Annex of the Food Code, FDA would be further clarifying its satisfaction of CFP Issue 2008-III-06, which has to do with allergen control and educating people around food allergens and promoting awareness. So, once included, as are part of an annex, additional framework documents could be listed, including any future CFP-published documents around allergy control and the prevention of cross contact. You think of any better way or different things to add there, let me know it this is good enough.

Babekir, Amani: Any comments, suggestions? OK, I think that's good.

Michelle Hill: I have nothing for attachments for this document. I don't know that we need attachments. Maybe we attach the actual printed pages with our language inserted into that area, of what we'd like so they know how we'd look depending on where they choose to put it. Other than that I can't think of anything else we could add, so open to ideas. Or maybe we leave it blank, I don't know.

Babekir, Amani: Yes, Christine.

Christine Sylvis: Hello. I was wondering, for the attachments. I think I've seen it before where you can cross reference the framework from the other Issue.

Michelle Hill: Yes, that's a good idea.

Christine Sylvis: So I think they'll be able to do that. And then I'm sorry it took me a few minutes to go through all the pages and the Food Code. So let me get back to the PDF or the Word document? So when we're asking ... location on page 309 of the PDF.

Michelle Hill: Yes.

Christine Sylvis: We're asking for #5 entitled "Food allergen".

Michelle Hill: Yes, so instead of it just being four items, there would be 5 on that list.

Christine Sylvis: I've lost pages ... now the very last thing in Annex 2, so it would be listed there as a #5, but then it would be #5 ... It would have to go at the end Annex 2 ... I was looking at #4 where it says, "Food defense". So if we are doing that, we might need to say "#5 food allergens" and have an introductory statement about that and then have it listed as a reference publication. So actuality it would be listed as #5 on that page, but it would be inserted on page like 336. And we might, if we're going to do that, we might want to have "introduction" language prepared.

Michelle Hill: And so let me see if I'm understanding this correctly. Listing it as a fifth item on the list will necessitate that we actually have the framework published or is that not what you're asking?

Christine Sylvis: No, it could still be a reference.

Michelle Hill: OK.

Christine Sylvis: I'm just looking at #4 where it has the "food defense" guidance from farm to table, which is #4 on page. I think it was 309. I don't have enough screens. And then that is actually on page 333, where it's mentioned, and it has an introductory statement and then a list of reference publications.

Michelle Hill: Yes.

Christine Sylvis: So I think we would follow that same framework. Is that right, Greg?

Greg Abel: Yes.

Christine Sylvis: Is where it would go as #5, but the content would go under #4 which is on page 336.

Michelle Hill: While the PDF has its own pagination and then there's the printed number on the bottom of the page and what I'm having trouble with is that bottom number is not 306, maybe the printed number is 306 ...

Christine Sylvis: It's 336.

Michelle Hill: Yeah, here we go. 336. OK, now, now we're talking. Yes, yes. Right here. You got it. That's what you're saying. We need language around. Yes, yes.

Christine Sylvis: So if you scroll up just a little bit, you'll see where number four starts, right there. Ohh yes. So you would need a number five with the little introductory paragraph and then have the reference, as a link.

Michelle Hill: So the PDF is 389, and the code is page 333. I'm just writing this down, so I know where to start, and then we'll have a #5. So, do you think we should have language around that already prepared? I think you're right. Good. Thank you. I didn't even ... I can't believe we didn't even extrapolate out to that point. We should have done that because you know it's important, well, necessarily, where we could also drop in, any future guidance too if we get a #5 ... this I really like.

Christine Sylvis: Yeah, I like that idea.

Michelle Hill: Yes, I like the fact that this is like a little house for it. I feel like it could really live here and make sense.

Babekir, Amani: And we could make that introduction a more generic introduction so be open to host other documents related to ...

Christine Sylvis: So yeah, it is when you're searching for the page number, it is 309 which is 253.

Michelle Hill: Thank you. There you go. Bless you.

Christine Sylvis: So it would be #5 there. At the very top. Would be food allergens or?

Michelle Hill: So it's page 309 of the PDF 253 of the code. OK. And that's why we when we run out the Issues, we've got very specific language. Well, this will require an introductory paragraph. Since we've got this up, maybe we should look at Page 320 as well, which was another place we thought maybe this could live. Under "management and personnel", it would be number #8.

Babekir, Amani: Yes.

Michelle Hill: Chapter 2 ... Management personnel ... demonstration. That's right, under "demonstration of knowledge". OK. Yeah, it would be a #8. And it would just reference our document. I guess we could put it ... I don't wanna muddy the waters, but this is the other place ... I really like the other place better. And then we had a third place ... let's look at that real quick too, page 375. And this would be adding after "the bad bug book". It'd be letter "W".

Babekir, Amani: Yes.

Michelle Hill: So it's under supporting documents, and they're supporting documents to ... this is the FDA list of guidance for reference - so it's a long, long list. So we'd be letter "W".

Babekir, Amani: We have 12 minutes left. We could spend like 5 minutes just working on the language we wanna add as an introduction.

Michelle Hill: Yes. It's got to get done, so yes. All right, so I'm going to just start typing it here so that we can all see it and we'll figure out where it lands later.

Babekir, Amani: Just asking for volunteer. We just, we just need couple of sentences just to introduce whatever content is related to allergens. That might be referenced on that section.

Michelle Hill: Here we go ...

Babekir, Amani: We're still looking for the section.

Michelle Hill: I am ... I finally found it.

Babekir, Amani: OK.

Michelle Hill: So here's Section 4. So we'd be looking to write a similar paragraph like this, and then list our publications.

Babekir, Amani: So let's give it a minute. Yeah, let's give it a minute for the people just to look at that section and then we could articulate something related. Do you think people would say something similar like "the following summary of available resources around Allergy?"

Michelle Hill: I'm just going to start by cutting and pasting that statement. Keeping it simple sometimes is best.

Babekir, Amani: Christine, do you think that's enough?

Christine Sylvis: And I'm looking at the other four sections. They are very short. Just saying, "here's a list of resources" for the most part.

Michelle Hill: I'm really glad you brought this up ...

Christine Sylvis: I was looking for the other ones for some inspiration.

Michelle Hill: Yeah. I didn't even think about where it would actually, what that #5 meant. It's just too much. So I guess what we'd be saying here is that if we do list it as #5, we would say ... "proposed language ..."

Christine Sylvis: Looking at, I was looking at writing some other Issues for a different committee. I think we would put that at the bottom in the recommended solution part, so the recommended solution there is a template for just adding it in with the underlying language.

Michelle Hill: Yeah, I saw that too.

Christine Sylvis: Language to be added.

Michelle Hill: We should do that. We should have it be like we exactly how we want it to appear. Like #5, blah, blah blah, OK. Yeah, that makes sense. OK. I saw that there is a template or guidance on how to write all that out appropriately.

Babekir, Amani: Any suggestions about the language? OK. And then we could work on the formatting. OK, we're gonna have up to Friday, we probably need to finalize everything by Wednesday afternoon, so if you have any comments, any suggestions, feel free to e-mail us by Wednesday, by next Wednesday afternoon.

Michelle Hill: November 16th. I think that I think that's reasonable.

Babekir, Amani: And also, as Michelle said, we're going to send out the minutes of all meetings we have. I think around 5 minutes from our previous meetings need approval.

Michelle Hill: Well, yeah, that's only 100 pages Amani.

Babekir, Amani: Yeah, we haven't approved them. It's a little bit hectic to go over it because what we've done in most part of those most recent meeting is we use the transcript of the Teams – now it is word by word.

Michelle Hill: It's a good read, it's an interesting read.

Babekir, Amani: We're going to need your approval. The other thing is we were gonna have four meetings, I think. Nothing left for meetings in November because we have Thanksgiving. And then we have, I think one or two meetings in December.

Yeah, we gonna receive the review because we're gonna send those documents to Courtney, and we're gonna receive feedback from them and we have up to December the 2nd to send it back to them. We will look have meeting in between, but if we need the Committee opinion on any update or change, if it is not like formatting on stuff like that, you might hear from us, we're gonna send you an e-mail and we need your response, if you want to make any change on the on our documents.

Michelle Hill: I was gonna say and just so you all know, we'll be very specific on our ask. And it would just be only for substantive stuff that you know, content that matters kind of questions.

Babekir, Amani: Then for the meetings in January, there is 3 meetings in January. I'm just gonna keep them in the calendar in case we need them, but you're gonna see me, cancel them if we've done all the review and we submitted our documents, we don't have any standing Issues, I'm gonna cancel those. I want to close by just saying big "Thank you" to all of the committee members. It's great work. Very good job. It was my pleasure and my honor to work with all of you on the Committee.

Michelle Hill: I second that Amani, and I think we've had a very active group. I'm really glad that we were all able to treat this as a consensus forming process throughout and I found that we all dealt with each other with great respect, even though there might have been disagreement over content, so it has been my pleasure as well and I loved being your Co chair Amani. I really have enjoyed my time with you.

Babekir, Amani: Thank you, me too.

Babekir, Amani: Thank you. And I hope to see you at the Conference of Food Protection next year.

Michelle Hill: Yeah, that'd be nice, everybody. Alright.

Babekir, Amani: Thank you everyone.

Meeting Number	Meeting Date	Meeting Time
25	12/05/2022	2:00 pm EST
<u>Co-Chair; Meeting Chair</u> Amani Babekir	<u>Co-Chair</u> Michelle Hill	<u>Meeting Scribe</u> Michelle Hill via Teams Transcript
		<u>Council II Chairs</u> Wendy Bell/Courtney Halbrook
<u>Advisory - FDA</u> Greg Abel	<u>Advisory – FDA</u> Devin Dutilly	<u>Advisory - FDA</u> Mary Cartagena
<u>Advisory - CDC</u> Erin Moritz	<u>Advisory – CDC</u> Jenna Seymour	
<u>Advisory - USDA</u> Jennifer Green		

AGENDA

- | | | |
|------|-------------------------|---------------|
| i. | Meeting Call to Order | Amani Babekir |
| ii. | Roll Call | Michelle Hill |
| iii. | Scribe | Michelle Hill |
| iv. | CFP Antitrust Statement | Amani Babekir |
| v. | Issues points | Amani Babekir |
| vi. | Framework Points | Amani Babekir |
| vii. | Adjournment | Amani Babekir |

MEETING MINUTES

Amani Babekir This meeting is called to order. We have asked you to meet with us today to finalize the four Issues we will be submitting to the CFP for consideration. Michelle could you please display the Issues for consideration?

Michelle Hill Yes, my pleasure.

Eisner, Crystal Is this the way it was brought it to us when we first got the charges?

Michelle Hill It may have been. It's been through a couple different rounds already with Courtney and Wendy, so I can't guarantee that this is the same language. We ended up re-working the Issues. It was three and then we were told to split Issue 01 into two separate Issues.

Babekir, Amani But the main language is the same to what we discussed in our meeting and we approved so you don't see very major changes here. The one that cross contact is being recommended by Devin Dutilly, I know he was not able to join us, but if you think there is more clarification we could add from your prospective.

Abel, Greg A When did Devin make that recommendation? Long time ago?

Babekir, Amani Yes - for this one, while we were working on our subgroups.

Abel, Greg A A long time ago. OK.

Babekir, Amani Uh, yeah. A long time ago. He suggested to have this charge for the future committee in order to address cross contact, so I guess we're trying to understand what do you think are the main concerns when it comes to cross contact from the FDAs perspective.

Abel, Greg A Well, probably more or less just advice on how to manage food allergens. And, I think to identify the non major food allergens and to be aware of cross contact scenarios, as there's so many of them.

Babekir, Amani So we include examples of ...

Abel, Greg A Uh, depending on, I mean could be shared equipment, shared oils, shared surfaces. It's more ... I don't know what Devin had in mind about controlling cross-contact.

Babekir, Amani Thank you. Yeah, it was actually.

Abel, Greg A But what do we have in our ... what's some of the ... isn't some of that advice already in what the Committee has prepared?

Babekir, Amani So we have, yes that's what we had - there's like one extra or something.

Michelle Hill Yes. However, this is kind of two requests in a way because it's asking it to identify the non-major food allergens and how to control for those, in addition to expanding that to be included in the framework.

Abel, Greg A What would that be? To me it'd be like, OK, so here are the major food allergens, the 9 coming up in 2023. And if you get a request by consumer that something else might be a food allergen to them, that chef for those food service workers could use some of the same knowledge for that particular allergen.

Babekir, Amani This correct, yeah. Crystal, I think I saw your hand up. I mean Christine.

Christine Sylvis Hi, this is Christine Sylvis. I had it up and I took it down. I was just confirming that A, B, and C relate only to non-major food allergens.

Babekir, Amani Yes ... the thing is ... this came up while we were working on our actual major food allergens which includes, you know, the nine major.

Babekir, Amani But things, yeah, but since in number one, we are talking here about non-major food allergy, and probably that includes expanding cross contact to include the non-major food allergens. We did touch on cross contact in our framework, but I guess we need extra more detailed information about it ... it seems especially for receiving and storage, and preparation.

Michelle Hill Also, I'd like to point out that this is actually a huge ask. If you read #1 "using existing research and resource to identify the non-major food allergens and how to control for them", that's telling our next committee that they need to identify what the non-major food allergens are. Am I wrong in reading that?

Christine Sylvis That's definitely how it reads. So there are, of course, other countries that have additional allergens then eight or nine, but people can have allergens to all different types of food, so I'm just not really understanding what food establishments would be expected to do ... control cross-contact just for the identified non-major food allergens or for any allergen that somebody might have. You would think that the process would be about the same as what they would do for the identified allergens.

Michelle Hill Except that they take big steps to control for the big nine and if they're not aware of an allergen present, it will cross-contact throughout the flow. You can't like, let's say, if somebody says I can't have.

Michelle Hill I don't know. I can't even fill the blank. I'm sorry.

Abel, Greg A Broccoli.

Michelle Hill Umm, thank you. Broccoli. Yeah and.

Michelle Hill So I think that's what drove this bus was, how do we control for the stuff that people tell to us after the fact? It's as simple as. "you can't eat that."

Abel, Greg A But I think it's just a matter, I think when I'm trying to go back to those comments back in June when this type of stuff came up. The framework worked on the 9 major food allergens, but making sure that people know that there are several other food allergens out there, like Christine mentioned, there's 163 plus possible foods that some people has been allergic to at one time or another. Maybe just raising awareness that there may be a request or a concern from a patron that they might be allergic to something else, that is not a major food allergen and the controls would be the same. And if there's no controls in place for them already, well, like Michelle said, "you best not eat that food."

Maybe it's a simple answer that "hey, these are the major food allergens defined by FALCPA, and these are non-major foods, but they still can be a problem for certain people.

Michelle Hill Yes.

Abel, Greg A Just to be aware.

Seymour, Jennifer So it does seem like they're probably like assuming the 163. We're not just going to list all of those various foods - I doubt that that would be helpful. It seems to me, from having experiences with people who have these problems with non-major allergens, that what they really need is staff and restaurants to really understand what is in their food, understand the names, the ingredients to be able ... there's so many restaurants you walk in and they have such lacking information about allergens. I've a friend who has a severe dairy allergy and you go in and people say, oh, "well, you can't eat that cause eggs in it." They just don't understand food in some fundamental ways. And maybe it's more about that dealing with the other ... those outside of these really controlled strictures is about just being able to have some basic understanding of what various foods are. Having some way for someone to look that up to be able to know what is in every food that they have if they need to. I mean that's becoming fairly common in chain restaurants where you walk in, you say something strange and they pull out a book and you know, have pages and pages of notes about what is in every food. I see that more and more often.

Babekir, Amani That is what I'm talking about ...

Michelle Hill Me too. And I think that you've hit upon a very important part of this, as far as just everybody being better educated about derivation of ingredients and how they can be depicted on a label or, having good working knowledge of what's in the food that people are serving. Transparency.

Michelle Hill Maybe that's maybe when you just say ...

Babekir, Amani What would you do?

Michelle Hill Something different than what we've said.

Babekir, Amani And then have that sort of be like just this ...

- Abel, Greg A But wouldn't it be? I think in the future, wouldn't it be nice to have a requirement that places keep a list of ingredients in a book right in a binder, so everything they have in stock would be a resource that you could look up the ingredients. This is the product ... this is what's in it, right?
- Babekir, Amani Right.
- Michelle Hill So an allergen matrix for all product on hand?
- Abel, Greg A Yeah, I think in Minnesota there is one Deli chain where they do keep that matrix. A folder of "OK, they're getting this deli salad, but they have a garlic allergy, so let's look in this 3-ring binder of everything that goes into each salad.
- Babekir, Amani So for the points A, B, and C, to make logic out of it is to make it related to the non-major food allergens. The points A, B, C, that are addressing the non-major food allergens, in which we said it is a limitation when it comes to our framework. We did not address the non-major food allergy. Do we agree with that ... that A, B and C, are asking them to focus on the named major food allergen and address A, B, and C, and then we could add the recommendations which you just discussed, to add more clarification.
- Michelle Hill So do we need to rephrase this or is it clear enough that we're speaking directly about this being our big goal? Maybe what we do is we say existing research and resources to identify non-major food allergens and how to control for them, period. And then a second part of the charge would be to include the request to update the framework. Maybe that makes it easier.
- Babekir, Amani Yes.
- Amber Thompson You could even just leave it like that and then put D as that. Is that what you meant? OK, sorry. Yeah.
- Michelle Hill No, no, you got it. No, that was good ... I did not know where it was going so it's awesome. Thank you.
- Babekir, Amani So do you want to add the extra points? That's Michelle and Jennifer, I think. Yes, Greg and Jennifer, they said about the awareness and all of these points under "A".
- Michelle Hill I feel like by striking the word "the" from this main sentence, now we don't give a quantity to it, it's just to identify non-major food allergens versus all allergens. To me, "the" means "this is a definitive list."
- Amber Thompson Yes, that's better.
- Seymour, Jennifer Just one point that has come up ... a weird allergen of someone that I know. You know right there preparation comes into it, but it looks like that word preparation is just in terms of cross-contact, but I think there also are some issues with preparation that might not go into ingredient lists. And what I mean by that is I know someone who can't eat vinegar, and vinegar is put in water sometimes to cook things. So it's this idea of even understanding preparation methods. I could easily see that not being on an ingredient list. Another one that has come up because of this allergen is that most chicken is brined in pickle juice, and people don't think about that and don't know that. And it doesn't seem again to be on the ingredient list or it's on the ingredient list as only "brine". People don't think of that as being vinegar, so I've encountered a lot of these weird things. It's about the way people do things to make cooking work better, but it doesn't really get considered as an ingredient to a lot of people.
- Abel, Greg A Well, that would be education, right? Because it has to be excluded, right? If it's going to be packaged. Then, though, if it's a major food allergen, it has to be included on the label.
- Seymour, Jennifer Right, right. It's just this is an example of one that isn't a major food allergen.
- Abel, Greg A Right.
- Seymour, Jennifer And I would be surprised if it's even listed in the 163 ... never encountered another person with that problem.
- Abel, Greg A Don't hold the 163 as the magic number ... I just threw that out. I don't know if that's the actual ...
- Michelle Hill No, it's in excess of 170.
- Seymour, Jennifer Yes.
- Abel, Greg A OK, I remember hearing 163 maybe 15 years ago, so ...
- Michelle Hill Yeah, FAARP is a really good place to get that number.
- Michelle Hill How about if we drop in here preparation, including knowledge of preparation methods? I don't know if that helps alleviate that issue.
- Babekir, Amani So it should be a big issue. And when it comes to receiving, I think, Greg, you said something about the matrix or something, I can't recall it ...
- Michelle Hill An allergen matrix?
- Babekir, Amani Mm-hmm.
- Michelle Hill When you are in the act of receiving large bulk food, sometimes you stack it wrong or you put it in the fridge and it spills or drips causing cross-contact.
- Abel, Greg A During receiving, OK.
- Michelle Hill Umm. Yes.

- Michelle Hill "How to prepare" no, how about including using an allergen matrix or is that too prescriptive?
- Abel, Greg A I think that's too prescriptive. We'd have to define what we mean by a matrix. I mean, a matrix could be a suggestion as a helpful hint, "right now, here's a way to manage ... "
- Michelle Hill How about including "during receiving"? Maybe that helps too ... that's what we mean during the act of receiving.
- Abel, Greg A Right - because once you receive it, now it becomes the storage.
- Michelle Hill Yes. OK.
- Babekir, Amani What about the storage? Do you need to define "Dry" and "Cold" storage or as you said ...
- Michelle Hill When I teach about storing, it implies any type of storage, whether it's hot or cold. But that's from my perspective as somebody teaching CFPMs ... that's our audience.
- Abel, Greg A Storage to me means anything regardless of temperature, right?
- Michelle Hill Being held properly, is all we worry about, right?
- Babekir, Amani I remember we wanted to add more clarification to them to make it very obvious.
- Michelle Hill Yes.
- Amber Thompson Receiving, storage, holding. We call it holding. Like you know, especially if it's like a salad bar. You don't want to drop peanuts in the, you know, cheese or whatever it is ...
- Michelle Hill Excellent.
- Michelle Hill And that's a great example. When we set up a salad bar, it's always the allergen is in front so you don't drip, drip, drip from the back. This only helps if you know what the allergen is, so ...
- Babekir, Amani If we are good with this one, we could go to the next one.
- Michelle Hill This is a huge ask ... this is a very big ask.
- Eisner, Crystal For #1, because anyone can be allergic to anything.
- Babekir, Amani It's more. It's more for style, so we probably need to define what is the objective of this allergen control toolkit. So they will have a clear idea what is the purpose behind it.
- Michelle Hill Yeah, maybe we should say the allergen control toolkit would include information or methods of food preparation ...
- Amber Thompson More specific even, cover the major food allergens.
- Michelle Hill Well, I think it would include both major and non-major allergens.
- Babekir, Amani We might need to give an example of what is the toolkit we are talking about. Is it just a document? Is it checklist?
- Amber Thompson Yeah, it could be ...
- Eisner, Crystal ... Infograms ...
- Amber Thompson Yes, that's what I was thinking.
- Michelle Hill And an allergen matrix ...
- Amber Thompson Yes ... you could say, "For the purpose of ..." That way we know what for the purpose of. I don't know how you would say this, but basically, that the food workers can easily identify ... not identify, but easily ...
- Amber Thompson
- Michelle Hill ... support which could ...
- Amber Thompson Digest this information or something like that.
- Eisner, Crystal Identify, no.
- Amber Thompson For ease of use for food service workers, or for ease of implementation, or something like that. Better understanding of controlling allergens.
- Michelle Hill OK. Yeah, that's awesome. Makes me feel a lot better. What do you all think?
- Amber Thompson Well, have an idea, but this will kind of change the format, but it may be more helpful overall ... if we said ... "use the existing research and resources to expand upon the major food allergen framework, and is guidance on how to control non-major food allergen cross-contact. That way this allergen control toolkit is for both major and non-major food allergens.
- Michelle Hill Yes.
- Amber Thompson Because we really like that idea of a toolkit, but we just don't have time to put something like that together.

- Michelle Hill Right. OK. Did I get this first part right ... “to expand upon the major food allergen framework to include cross-contact”?
- Amber Thompson Yes, to include A, B, C, then we don't need D. You could say “guidance on how to control non major food allergens.”
- Michelle Hill OK, run that by me again. I missed what you said.
- Amber Thompson Yeah, “guidance on how to control non-major food allergen cross contact”
- Michelle Hill Awesome.
- Amber Thompson Would you consider Celiac part of the non-major food allergens?
- Michelle Hill Umm, I would.
- Amber Thompson How to control non-major food allergen and ... ?
- Abel, Greg A You think in the, you know, we kind of made a point to keep the guidance to just “allergens”.
- Amber Thompson OK.
- Michelle Hill Because dealing with Celiac didn't change behavior was our rationale for that, right?
- Amber Thompson Right, right. OK.
- Babekir, Amani Along with you. OK, good.
- Michelle Hill Just want to make sure we have the right reason for not expanding.
- Abel, Greg A I think a lot of lot of celiac people just say “I have a wheat allergy”. It's too hard to explain.
- Babekir, Amani Yes, that's the case. And it seems we are almost out of our time. We can extend the meeting extra half an hour. So, if you are free please stay on the line, OK.
- Babekir, Amani Thank you. So we could proceed.
- Michelle Hill Are we all good with this revised number one statement?
- Babekir, Amani Looks good to me.
- Amber Thompson I don't need a comma there ... Use existing research and resources to expand upon the major food allergen.
- Michelle Hill Thank you.
- Amber Thompson Framework to include.
- Michelle Hill Awesome.
- Amber Thompson Service, identify. Gather at some research.
- Amber Thompson Yeah, I like the way ... I like this.
- Babekir, Amani Are we asking them to update the “major food allergen framework” document?
- Michelle Hill I think we say that the first part, don't we here, “using existing research resources to expand upon” ... you know, you're right, we don't talk about it actually improving the document.
- Babekir, Amani We just ask them to update the document to make it ... part of our toolkit.
- Amber Thompson Umm, no, I feel like the toolkit is for the food workers to understand allergen control.
- Michelle Hill OK.
- Amber Thompson Umm, not necessarily about notifying customers.
- Michelle Hill Good point.
- Amber Thompson I'm curious about compliance when notifying a consumer. Compliance implies that there's ordinance in place, so I don't know if there's codified language in the food code about notifying consumers. I know there's for labeling. But I don't know if that's expanded to restaurants.
- Abel, Greg A There's nothing to notify consumers in the food code.
- Amber Thompson OK, maybe we can change that word “compliance” to ... Umm ... “established tools to ensure ...”
- Abel, Greg A How would you want to notify them? And if that's the case, what's the danger when you miss something? So I look at it from another point. As a note, I think it's great for large franchises that have controls in place that can list all the ingredients. But what if you have an independent? I mean, look how much trouble our ...
- Amber Thompson Umm.
- Abel, Greg A As it is now, and if it's required to inform the consumer, they're going to say, “oh, no, this has nothing in it”, but someone's going to forget something and then that person's going to have to suffer a reaction.
- Amber Thompson Right, right.

Abel, Greg A You see the danger? I think that's dangerous. I would never trust it. Except for maybe a large chain that has the resources to actually have a standardized menu.

Amber Thompson Umm.

Abel, Greg A And look at all the times I messed up, with my even my home cooking, you know?

Amber Thompson Right.

Abel, Greg A So compliance we're "notifying the consumer about ..." but a compliance can indicate there is a regulation.

Amber Thompson Right.

Michelle Hill Yes ... as well as a way to assess their ability to comply.

Abel, Greg A Yes.

Amber Thompson The allergen framework has a section about notifying consumers, right?

Michelle Hill It does, yes.

Abel, Greg A And how does it? Is it suggestion or how does? How is it suggested that they be notified?

Michelle Hill It's a whole section. Hang on I can bring that up.

Babekir, Amani And I think this one came up when we were working on the notification section.

Is to have those. tools, I think. And we said, B is a charge for the next committee.

Amber Thompson OK.

Michelle Hill So here's the framework on tools to notify. Here's menu item self-service. Here is the Allergen Matrix, menus, and signage ...

Abel, Greg A OK, so in this situation we're just providing a toolkit if someone chooses to notify. These are some examples and how it can be done, right?

Michelle Hill Right.

Abel, Greg A Versus making it a requirement so.

Michelle Hill Correct.

Abel, Greg A You know, I think that's fine because it's the suggest it's toolkit. Hey, if you want to take the extra level, here's how you can notify your consumers.

Amber Thompson We could maybe say was meant for non-major food allergens. Maybe that's what this meant.

Babekir, Amani Yes.

Amber Thompson When notifying consumers about non-major food allergens.

Babekir, Amani Yes, as I recall, this came up when we were discussing, the notification section, so it wasn't part of the non-major food allergy.

Amber Thompson OK. I just don't like the word compliance. I think maybe if we can find a different word that would be fine.

Michelle Hill How about support? "Support tools to identify," "tools to support food workers when notifying customers about food allergens ..."

Babekir, Amani To notify a consumer on how to ensure ... that's compliance with this is standard operating procedure

Michelle Hill I see.

Babekir, Amani Maybe here, next to the tools, we say, "This includes standard operating procedures."

Michelle Hill Yep.

Amber Thompson Yeah, standardized menus or something like this. Full ingredient lists.

Babekir, Amani But I think also here on this one we want to have the restaurant make sure that their workers comply with whatever standard they have there to notify the customer.

Amber Thompson Right. They support and educate. Yeah, that's a hard one because it's really the restaurants, and that may be included in the framework under "training".

It's actually codified language that says, in the food code, that the person in charge is to ensure that food employees know about the major food allergens as it relates to their duties or something like that.

Michelle Hill Right.

Abel, Greg A Yeah, but that's not, I think, how that was written. It wasn't intended to make an allergen free entree safely.

Amber Thompson Right, right, right.

Abel, Greg A Yeah.

- Babekir, Amani And I think to that piece, I remember when I walked into a restaurant and I ordered pizza, which is, you know, the gluten free one. And then they brought me the dish. I ate it and it wasn't the gluten free one.
- Michelle Hill Oh my God.
- Babekir, Amani So yeah, there is a missing piece here ... how do you track ...
- Amber Thompson Yeah, you. Yeah, right.
- Abel, Greg A I think there's when you're working with humans, there's missing pieces everywhere. I remember Buffalo Wild Wings having a gluten free menu item on the menu and my son would order certain wing coating. Then the person at the different store said "well, you can't have this because it's has gluten in it" and my son says "well, it's advertised gluten free and we eat it up in the north location." She said, "Yeah, it says that on the menu but our chef does it different, so there's gluten in it."
- Amber Thompson Yeah. Well, that's liability right there.
- Babekir, Amani Yes!
- Abel, Greg A Isn't that crazy? Even they're not conforming to their own standardized recipes?
- Babekir, Amani Umm. Yeah. And maybe we need to help them establish some kind of standard to make sure if they have a gluten free thing on the menu it is actually gluten free.
- Abel, Greg A Well, that's just that person not caring or understanding ... just adapting the menu, the recipe to their own liking.
- Michelle Hill And it even happens with school lunch. A lot actually. They want to add cheese to everything, so it is no longer dairy free ... You need standardized recipes. You have to follow the recipe.
- Amber Thompson Yeah, I'm curious if Buffalo Wild Wings corporate knew about that chef because that would be a fired chef, if that was my chef.
- Abel, Greg A Yeah, exactly right.
- Michelle Hill Me too. Me too. Yeah.
- Amber Thompson That's ridiculous beyond all.
- Abel, Greg A Mm-hmm.
- Amber Thompson You can't choose what you how you want to prepare something. Open your own restaurant. The frustrates me.
- Michelle Hill Especially when it's off menu like that. Yeah, that's not OK.
- Amber Thompson That's a lack of education.
- Babekir, Amani And maybe we need some kind of like a controlled checklist to ensure before you serve the dish, it is really gluten free, or whatever, as it's announced on the menu.
- Abel, Greg A I think I think Scott came up with some language on one of the subcommittees about that exact thing, right?
- Babekir, Amani Yes.
- Abel, Greg A I thought we worked on something that I forget what Amber was at on the committee we were on. I forget all the committees and all their little pieces to the puzzle, but one of them was kind of having an assurance that the food that the food going out, there's a checks and balance and the food goes, goes out, that it is truly.
- Amber Thompson Umm. Like a QA, right?
- Abel, Greg A Yes.
- Michelle Hill Like a final allergen plate check or something.
- Amber Thompson Right.
- Abel, Greg A We worked on that concept, yeah.
- Michelle Hill I don't know if that's new concept and people are going to be like, what are you talking about. But I did drop that in.
- Babekir, Amani Hmm.
- Amber Thompson You could just put quality, QA person, or quality assurance person, then?
- Michelle Hill Oh, there you go. Quality assurance.
- Abel, Greg A But isn't what, but this is this A, B, C, D and all relates to non-major food allergens not defined right?
- Michelle Hill No, we define that. So now up here we start our charge with, we're going to "expand upon" and then we dropped in "non-major food allergen" under "Control for". So all the rest of B, C and D - all apply too. Including major food. Am I wrong about that? You guys OK? Good. OK.
- Amber Thompson Right, right, including the non.

- Abel, Greg A But wasn't some of that stuff already developed this year? But we've talked about some of the stuff. So you're saying just review it and expand on it?
- Michelle Hill Mm-hmm.
- Abel, Greg A Just continue the work is what you're saying.
- Babekir, Amani And I think to your point, some of these ideas have been touched on in the "Preparation" section, I think, but it's not too much, so it was probably one or two points about that.
- Abel, Greg A Hey, did you guys know when FALCPA got passed in 2004, got implemented 2006? There was a charge in there, a part of the law, that FDA was supposed to work with the Conference for of Food Protection, to produce a food allergen control manual.
- Amber Thompson Umm.
- Abel, Greg A I worked on that from 2007, for couple several years. And it just never got past. We were going to submit it, but it never got past our executive leadership of FDA.
- Michelle Hill Boy, that would be a valuable tool because that's something you could share with people.
- Abel, Greg A Right? It was so disheartening not to have it be put out there. But no I can't share it. I don't even have it.
- Michelle Hill OK.
- Abel, Greg A I mean, it wasn't even passed, so it's not even a final document. But and I forget the reasons why it never ... because what if FDA authored it ... would someone take it as a standard of, you know, a certain level when it's was meant to be guidance not ...
- Michelle Hill Not the law.
- Abel, Greg A Not the law, right. You know, it's like, "well, FDA says so" - it could have been some of that. There were seven of us that were working together. We talked everything - about these concepts here. Now, what, 10-1/2 years later, we're doing it again, but in a different format. I just think how far we could have been ahead in this country if we would have had that 10 years ago, 15 years ago.
- Michelle Hill Well, Greg, you, and I both know that we've been spinning the same wheel, and that's why I write my food blogs too. I write "9allergens.com" where you can print out all the derivations for all nine major allergens as ingredients and how they might appear on a label because there's no other place to find that. I think that's something FDA should house, too. Tear sheets of their allergy section could be better, like "this is how it can appear on a label ..." and list every instance.
- Michelle Hill Like whoever thought sesame would be lurking in tomato products. But it is.
- Abel, Greg A Oh my gosh, I never thought that really.
- Michelle Hill It's in the base product. They add sesame in, as part of tomato paste, and it's not on the label as such, it is listed as "extracts, spices" because it is an antioxidant and it doesn't impart serious flavor. It happens when they cook tomatoes during the first cook, so it gets distributed to other purveyors with it as part of it the tomato product and it is not labeled for sesame. I wonder ... I'd love to know somebody in the tomato world because I know people in the bun world and it split that world in half, you know, sesame, no sesame seed bun ...
- Amber Thompson Ohh wow.
- Michelle Hill Yeah.
- Amber Thompson There's gonna be a lot of non-sesame buns soon.
- Amber Thompson We're not wanting to support the Food service worker, we're wanting to support the person in charge who's in control of the food service workers job, of notifying the consumer, which is a very long sentence ...
- Amber Thompson Person in charge. When training, yeah, there we go. Training, I would say employees.
- Michelle Hill Ohh OK well, if I say food workers that include people that don't get paid ... like volunteers at food shelf?
- Amber Thompson Oh, that's a good point.
- Michelle Hill I had to go through and standardize the whole document, so it's in my head.
- Abel, Greg A But we I guess in the food code, we call the "food employees."
- Michelle Hill Oh, you do? OK.
- Abel, Greg A Yeah.
- Michelle Hill Even if they're not being paid.
- Abel, Greg A Umm, Yeah.

Babekir, Amani So I have to jump to another meeting at 3 ... so if we could finalize this and then just jump to the other to the other issue.

Michelle Hill OK , Let's go to Issue 3. This deals with how to amend the food code.

Amber Thompson OK.

Michelle Hill Umm, we have to pick a spot – as we offer three options listed and there can only be one.

Babekir, Amani Yeah. We suggested the three options, so have to pick one and then also and then give FDA the flexibility to pick wherever they want.

Michelle Hill And all of the discussions we had around this and this is just me talking. I love #1A.

Abel, Greg A Can you blow that up?

Michelle Hill Umm yeah.

Amber Thompson Letter “A.”

Michelle Hill Yes

Abel, Greg A Yes.

Amber Thompson Yes, I like this one too. Make it its own #5 dedicated section to everything we want to add, including all the future work. Sure.

Michelle Hill Yep. And then letters “B” and “C” are listed within Annex 2, just not is such a prominent spot.

Amber Thompson Yeah, yeah. I'm. I'm. I'm down with a there or 1A. Yeah.

Babekir, Amani Yep.

Michelle Hill How about everybody else? Anybody objecting to that? All right.

Babekir, Amani Yeah, I'm with you on that one.

Michelle Hill Good, that's done. And I won't even say “A”, I'll just say ...

Amber Thompson There we go.

Michelle Hill Yes. And I must cite this right, I'll make sure it's cited. There's a big document on how to make things look right issued by CFP that I will check. OK, so that is done.

Babekir, Amani Remember to add “or a location where deemed appropriate by FDA.”

Michelle Hill Yeah, I have Courtney's e-mail saved in another file so ... Amani, I'll make ... I'll fly speck this ... I'll send it to you and then forward on ... OK, awesome.

Babekir, Amani Umm. Yes. And do we feel good about the one which we were working on?

Michelle Hill Should I bring it back up?

Abel, Greg A As far as food employee as defined in the food code, it means “an individual working with unpackaged food, equipment and utensils are food contact surfaces,” so the food code defines it as a “food employee.”

Michelle Hill OK. Thank you.

Michelle Hill Are we OK with this letter C?

Amber Thompson Training. Workers are notifying consumers about food allergens.

Amber Thompson I like it the way it's re-worded with training because we're supporting the training.

Michelle Hill Yes. OK. I don't want us to feel super rushed. I know its due today ...

Amber Thompson No pressure.

Michelle Hill Uh-huh.

Babekir, Amani Good, good. That's great.

Michelle Hill We did it.

Amber Thompson Yes, looks good.

Babekir, Amani Thank you for joining and thank you for your input - it's really valuable.

Michelle Hill We could not have done it without you. Really appreciate everything.

Babekir, Amani This meeting is asjourned.

Position	First	Last	1 11/12/21	2 11/23/21	3 12/09/21	4 01/06/22	5 01/20/22	6 02/03/22	7 02/17/22	8 03/03/22	9 03/17/22	10 03/31/22	11 04/14/22	12 04/28/22
C II Co-Chair	Joetta	DeFrancesco		1	1		1	1		1		1		
C II Co-Chair	Wendy	Bell												
C II Co-Chair	Courtney	Halbrook	1									1		
Co-Chair	Amani	Babekir	1	1	1	1	<u>1</u>	1	1	1	1	1	1	1
Co-Chair	Michelle	Hill	1	1	1	1	<u>1</u>	1	1			1	1	1
Voting	James	Baldwin	1	1	1	1	<u>1</u>	1		1				1
Voting	Anne	Dolhanyk	1	1	1	1			1	1				
Voting	Crystal	Eisner	1	1	1	1	<u>1</u>	1	1			1	1	1
Voting	Amanda	Garvin	1		1	1	<u>1</u>		1	1	1	1		
Voting	Vy	Goddard / Truong	1	1	1	1	<u>1</u>	1	1	1	1		1	
Voting	Darby	Greco	1	1	1				1					1
Voting	DeBrena	Hilton		1	1									
Voting	Cassandra	Mitchell	1	1	1	1	<u>1</u>	1	1		1	1	1	
Voting	James	Oneal	1	1	1	1	<u>1</u>	1	1	1	1	1	1	1
Voting	Amber	Potts - Thompson		1	1	1	<u>1</u>	1		1	1	1		
Voting	David	Read	1	1	1	1	<u>1</u>	1	1	1	1	1	1	1
Voting	Libby	Thoma	1	1	1	1	<u>1</u>	1	1	1	1	1	1	
Voting	Scott	Vinson	1	1	1	1	<u>1</u>	1		1		1	1	
Voting	Steven	von Bodungen	1		1	1	<u>1</u>	1	1	1	1			
Voting	Ben	Wagner	1	1	1	1		1	1		1		1	1
Invited Total Voting:			17	17	17	17	17	17	17	17	17	17	17	17
			15	15	17	15	13	13	13	11	10	10	10	8
Required for Quorum:			10	10	10	10	10	10	10	10	10	10	10	10
Advisor	Greg	Abel		1	1	1		1		1	1	1		
Advisor	Mary	Cartagena	1	1	1		<u>1</u>	1						
Advisor	Devin	Dutilly								1	1	1	1	1
Advisor	Jennifer	Green		1		1		1		1			1	1
Advisor	Erin	Moritz	1	1	1		<u>1</u>	1		1	1	1		1
Advisor	Beth	Wittry	1											
Advisor	Jenna	Seymour			1	1	<u>1</u>	1		1	1	1	1	1
At Large	Susan	Algeo	1	1	1	1					1			
At Large	Janice	Brady		1										
At Large	Nicole	Lapore	1		1	1	<u>1</u>	1		1	1			1
At Large	Tom	Larsen*												
At Large	Susan	Leaverton	1											
At Large	Christina	Meinhardt	1	1		1		1		1				1
At Large	Aubrey	Noller	1	1	1	1		1		1	1	1	1	
At Large	Christine	Sylvis	1	1	1	1	<u>1</u>	1		1		1		1
Invited Total:			14	14	14	14	14	14	14	14	14	14	14	14
			9	9	8	8	5	9	0	9	7	6	4	7

Position	First	Last	13 05/12/22	14 06/09/22	15 06/23/22	16 07/07/22	17 08/04/22	18 08/18/22	19 09/01/22	20 09/29/22	21 10/27/22	22 11/10/22	23 12/05/22
C II Co-Chair	Joetta	DeFrancesco									0		0
C II Co-Chair	Wendy	Bell	1			1		1		1			0
C II Co-Chair	Courtney	Halbrook		1								1	0
Co-Chair	Amani	Babekir	1	1	1	1	1	1	1	1	1	1	1
Co-Chair	Michelle	Hill	1	1		1	1	1	1	1	1	1	1
Voting	James	Baldwin		1	1						0	0	
Voting	Anne	Dolhanyk									0	0	
Voting	Crystal	Eisner			1	1	1	1	1		1	0	1
Voting	Amanda	Garvin	1		1	1				1	0	0	
Voting	Vy	Goddard / Truong	1		1						0	0	
Voting	Darby	Greco									0	0	
Voting	DeBrena	Hilton									0	0	
Voting	Cassandra	Mitchell									0	0	
Voting	James	Oneal	1	1	1	1	1	1	1	1	1	1	
Voting	Amber	Potts - Thompson	1	1	1	1	1	1	1	1	1	0	1
Voting	David	Read	1	1	1	1	1	1	1	1	1	1	
Voting	Libby	Thoma		1		1	1		1		0	1	
Voting	Scott	Vinson		1	1	1	1	1	1	1	0	1	1
Voting	Steven	von Bodungen									0	0	
Voting	Ben	Wagner	1	1	1	1				1	1	1	
Invited Total Voting:			17	17	17	17	17	17	17	17	17	17	
			8	9	10	10	8	7	8	8	7	7	
Required for Quorum:			10	10	10	10	10	10	10	10	10	10	
Advisor	Greg	Abel		1	1	1	1		1				1
Advisor	Mary	Cartagena											
Advisor	Devin	Dutilly	1		1	1	1	1	1				
Advisor	Jennifer	Green	1	1	1	1	1		1				1
Advisor	Erin	Moritz		1		1	1	1	1		1		
Advisor	Beth	Wittry											
Advisor	Jenna	Seymour	1			1	1	1	1		1		1
At Large	Susan	Algeo	1	1	1	1	1		1				
At Large	Janice	Brady			1								
At Large	Nicole	Lapore		1	1	1							
At Large	Tom	Larsen*											
At Large	Susan	Leaverton											
At Large	Christina	Meinhardt						1			1		
At Large	Aubrey	Noller	1	1									
At Large	Christine	Sylvis					1	1	1			1	1
Invited Total:			14	14	14	14	14	14	14	14	14	14	
			5	6	6	7	7	5	7	0	3	1	