



2010

Council II

Issue Recommendations

Conference for Food Protection – 2010

Council II

No	Title	AS	AA	NA	Other
II_001	Report - NVEAIS Committee	X			
II_002	Amend "Outcome" Section of Program Standard No. 5		X		
II_003	Report and Re-creation - Interdisciplinary FBI Committee	X			
II_004	Report - Inspection Form Scoring Committee	X			
II_005	Re-create - Inspection Form Scoring Committee	X			
II_006	Report - Electronic Reporting Committee	X			
II_007	Re-create-- Electronic Reporting Committee (Title Changed: Electronic Reporting)		X		
II_008	Report - Certification of Food Safety Regulation Professionals Work Group	X			
II_009	Allergen Management Course Addition to Appendix B-1, Standard 2	X			
II_010	Emergency Management Course Additions to Appendix B- 1, Standard 2	X			
II_011	Clarifying Language for Step 2, Standard 2 - Program Standards	X			
II_012	Clarifying Definitions for Step 4, Standard 2 - Program Standards		X		
II_013	Re-create - CFSRP Work Group	X			
II_014	Report - FPMTTC Committee	X			
II_015	FPMTTC Committee - Amend Training Language in Standards	X			
II_016	FPMTTC Committee - Amend Section 5 of the Standards for Accreditation		X		
II_017	FPMTTC Committee - Remove "monitor" from Standards for Accreditation	X			
II_018	FPMTTC Committee - Name Change	X			
II_019	FPMTTC Committee - Revise Bylaws	X			
II_020	New or Continuation Charges for the renamed FPMTTC Committee		X		
II_021	Food Protection Manager Certification				Moved I
II_022	Report - Program Standards Committee	X			
II_023	New Definition for Voluntary Retail Food Regulatory Program Standards	X			
II_024	Amendments to Program Standard No. 9 - Program Assessment	X			
II_025	Financial Support for Voluntary Retail Food Regulatory Program Standards	X			
II_026	Re-create - Program Standards Committee	X			
II_027	Change in Program Standard No. 6 and Appendix F, Compliance and Enforcement	X			
II_028	Report - Constitution and Bylaws Committee	X			

No	Title	AS	AA	NA	Other
II_029	Constitution - New Article Titled "Parliamentary Authority"	X			
II_030	Expand Archive and Posting Capabilities of CFP Approved Documents	X			
II_031	Coordination of the Two Current FDA Food Program Standards		X		
II_032	Report - Food Contact and Utensil Barrier Usage Committee	X			
II_033	Barriers to Bare Hand Contact Training Materials	X			
II_034	Support and Funding for Consumer Participation at the CFP			X	
II_035	Limiting Committee Member Numbers (Title Changed: Committee Participation)		X		
I_003	Addition to Section 8-4 Inspection and Correction of Violations			X	
I_004	Inclusion of Inspection Result Posting in the Model Food Code			X	

**Conference for Food Protection
2010 Issue Form**

Issue: 2010 II-001

Council Recommendation:	Accepted as Submitted	<u> X </u>	Accepted as Amended	<u> </u>	No Action	<u> </u>
Delegate Action:	Accepted	<u> x </u>	Rejected	<u> </u>		

All information above the line is for conference use only.

Title: Report – NVEAIS Committee

Recommended Solution:

The Conference recommends acknowledgement of the National Voluntary Environmental Assessment Information System (NVEAIS) Committee Report, thanking the Committee members for completed work, and dissolving the committee.

**Conference for Food Protection
2010 Issue Form**

Issue: 2010 II-002

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

All information above the line is for conference use only.

Title: Amend "Outcome" Section of Program Standard No. 5

Recommended Solution:

The Conference recommends that a letter be written to FDA endorsing and recommending that the amendment below (indicated in underline format) be included to the appropriate Section of FDA's *Voluntary National Retail Food Regulatory Program Standards, Standard 5 - April 2009*:

A food regulatory program has a systematic approach for the detection, investigation, response, documentation, and analysis of alleged food-related incidents that involve illness, injury, unintentional, or deliberate food contamination.

Regulatory programs are encouraged to also participate in the CDC National Voluntary Environmental Assessment Information System (NVEAIS). NVEAIS is designed to provide a more comprehensive approach to foodborne disease outbreak investigation and response and will provide a data source to measure the impact of food safety programs to further research and understand foodborne illness causes and prevention. (The following link provides additional information regarding NVEAIS: <http://www.cdc.gov/nceh/ehs/>)

**Conference for Food Protection
2010 Issue Form**

Issue: 2010 II-003

Council Recommendation:	Accepted as Submitted	<u> X </u>	Accepted as Amended	<u> </u>	No Action	<u> </u>
Delegate Action:	Accepted	<u> x </u>	Rejected	<u> </u>		

All information above the line is for conference use only.

Title: Report and Re-creation – Interdisciplinary FBI Committee

Recommended Solution:

The Conference recommends

- 1) acceptance of the Report from the Interdisciplinary Foodborne Illness Training Committee,
- 2) thanking the Committee members for their work, and
- 3) re-creation of the Foodborne Illness Training Committee with the following charges:
 - continuing to track the progress of prominent disease training programs currently in development; and
 - reporting back to the 2012 Biennial Meeting of the Conference for Food Protection.

**Conference for Food Protection
2010 Issue Form**

Issue: 2010 II-004

Council Recommendation:	Accepted as Submitted	<u> X </u>	Accepted as Amended	<u> </u>	No Action	<u> </u>
Delegate Action:	Accepted	<u> x </u>	Rejected	<u> </u>		

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Title: Report – Inspection Form Scoring Committee

Recommended Solution:

The Conference recommends acknowledgement of the work of the Inspection Form Scoring Committee and to thank the committee for their hard work and dedication.

**Conference for Food Protection
2010 Issue Form**

Issue: 2010 II-005

Council Recommendation:	Accepted as Submitted	<u> X </u>	Accepted as Amended	<u> </u>	No Action	<u> </u>
Delegate Action:	Accepted	<u> x </u>	Rejected	<u> </u>		

All information above the line is for conference use only.

Title: Re-create – Inspection Form Scoring Committee

Recommended Solution:

The Conference recommends re-creating the Inspection Form Scoring Committee during 2010-2012 to:

1. Continue working with academic researchers to:
 - investigate and determine the most effective Foodservice Establishment scoring system, based on the current identified risk factors and interventions identified in the FDA Food Code, and for use with the current FDA Food Establishment Inspection Form; including the possible development of a scoring system for the FDA Model Food Establishment Inspection Report Form.
 - determine the most effective way to communicate the Food Establishment Inspection scores to the public so they have access to information in advance of choosing where to dine or where to purchase food items; including the possible development of a method to post inspection scores so that the public has access to the information in advance of choosing where to dine and purchase food items.
 - identify funding sources to conduct research and provide a letter of support for funding already identified.
2. Report the committee's findings back to the Conference for Food Protection at the 2012 Biennial Meeting.

**Conference for Food Protection
2010 Issue Form**

Issue: 2010 II-006

Council Recommendation:	Accepted as Submitted	<u> X </u>	Accepted as Amended	<u> </u>	No Action	<u> </u>
Delegate Action:	Accepted	<u> x </u>	Rejected	<u> </u>		

All information above the line is for conference use only.

Title: Report – Electronic Reporting Committee

Recommended Solution:

The Conference recommends

1. acknowledgement of the Electronic Reporting Committee final report,
2. thanking the committee members for completed work; and
3. that a more prominent link be provided on the CFP web site to the 2006-2008 Electronic Data Capture and Reporting Committee Survey.

**Conference for Food Protection
2010 Issue Form**

Issue: 2010 II-007

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

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**Title: Re-create – Electronic Reporting Committee
(title changed: Electronic Reporting)**

Recommended Solution:

The Conference recommends that the Conference Chair write a letter to the Food and Drug Administration (FDA) requesting that they develop a database management tool that will enable the analysis of future baseline survey data collected by regulatory agencies to assess and enhance the effectiveness of food safety programs and report back to the Conference for Food Protection.

**Conference for Food Protection
2010 Issue Form**

Issue: 2010 II-008

Council Recommendation:	Accepted as Submitted	<u> X </u>	Accepted as Amended	<u> </u>	No Action	<u> </u>
Delegate Action:	Accepted	<u> x </u>	Rejected	<u> </u>		

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Title: Report – Certification of Food Safety Regulation Professionals Work Group

Recommended Solution:

The Conference recommends acknowledgement of the Conference for Food Protection, Certification of Food Safety Regulation Professionals - Work Group Report included as Attachment A with this Issue. The Conference further recommends that an expression of thanks be extended to all the CFSRP Work Group members who diligently dedicated their time over the past two years.

**Conference for Food Protection
2010 Issue Form**

Issue: 2010 II-009

Council Recommendation:	Accepted as Submitted	<u> X </u>	Accepted as Amended	<u> </u>	No Action	<u> </u>
Delegate Action:	Accepted	<u> x </u>	Rejected	<u> </u>		

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Title: Allergen Management Course Addition to Appendix B-1, Standard 2

Recommended Solution:

The Conference recommends that a letter be sent to FDA requesting:

- that upon its completion the FDA Allergen Management Course be reviewed by the re-created CFP Food Allergen Committee.
- the inclusion of the finalized Allergen Management Course as part of the "post curriculum" training in Appendix, B-1, Standard 2 - Trained Regulatory Staff, FDA Draft Voluntary National Retail Food Regulatory Program Standards when the next subsequent version is drafted. Moreover, at the time the Allergen Management Course is ready for inclusion as part of Appendix B-1, the total post curriculum hours and total Standard 2 training hours should be revised accordingly.

**Conference for Food Protection
2010 Issue Form**

Issue: 2010 II-010

Council Recommendation:	Accepted as Submitted	<u> X </u>	Accepted as Amended	<u> </u>	No Action	<u> </u>
Delegate Action:	Accepted	<u> x </u>	Rejected	<u> </u>		

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Title: Emergency Management Course Additions to Appendix B-1, Standard 2

Recommended Solution:

The Conference recommends that a letter be sent to the FDA requesting that Appendix, B-1, Standard 2 - Trained Regulatory Staff, FDA Draft Voluntary National Retail Food Regulatory Program Standards (2009) be revised to:

- include the following three Federal Emergency Management Agency (FEMA) courses as part of the post curriculum retail food protection training program as contained in Attachment A with this Issue (changes are noted with shaded background)
 - IS-100.a, *Introduction to Incident Command System*, ICS-100
 - IS-200.a, *ICS for Single Resources and Initial Action Incidents*, ICS 200
 - IS-700.a, *NIMS an Introduction*, ICS-700; and
- update the post curriculum courses and total training hours listed in Appendix B-1 to reflect the additional 9 hours needed to complete the three FEMA courses. Any references to these training hours in other parts of the FDA Program Standards are to be updated to ensure consistency.

**Conference for Food Protection
2010 Issue Form**

Issue: 2010 II-011

Council Recommendation:	Accepted as Submitted	<u> X </u>	Accepted as Amended	<u> </u>	No Action	<u> </u>
Delegate Action:	Accepted	<u> x </u>	Rejected	<u> </u>		

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Title: Clarifying Language for Step 2, Standard 2 – Program Standards

Recommended Solution:

The Conference recommends that a letter be sent to the FDA requesting that Standard 2 - Trained Regulatory Staff, *FDA Voluntary National Retail Food Regulatory Program Standards (2009)* be revised as follows:

Note, in the context below:

- *FSIO is a "Food Safety Inspection Officer" and the acronym is spelled out and defined earlier in the Standard.*
- *wording to be inserted is indicated with underline format; wording to be deleted is with strike through.*

REQUIREMENT SUMMARY

STEP 2 - Completion of a minimum of 25 joint field training inspections or a sufficient number of joint inspections determined by the trainer and verified through written documentation that the FSIO has demonstrated all performance elements and competencies to conduct independent inspections of retail food establishments.

AND

successful completion of the jurisdiction's FSIO Field Training Plan similar to the process outlined in Appendix B-2.

Step 2: Initial Field Training and Experience

The regulatory staff conducting inspections of retail food establishments must conduct a **minimum** of 25 joint field inspections with a trainer ~~or the jurisdiction's designated staff member,~~ who has successfully completed all training elements (Steps 1 - 3) ~~required by~~ of this Standard. The 25 joint field inspections are to be comprised of both "demonstration" (trainer led) and "FSIO-led" (trainee led) inspections and include a variety of retail food establishment types available within the jurisdiction. If the trainer determines that the FSIO has successfully demonstrated the required performance elements and competencies, a lower minimum number of joint field training inspections can be established for that FSIO provided there is written documentation, such as the completion of the CFP Field Training Plan in Appendix B-2, to support the exception.

Demonstration inspections are those in which the jurisdiction's trainer ~~and/or designated staff~~

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person takes the lead and the FSIO observes the inspection process. FSIO-led inspections are those in which the candidate takes the lead and demonstrates competencies identified in the jurisdiction's retail food program training plan. The jurisdiction's trainer is responsible for determining the appropriate combination of demonstration and FSIO-led inspections based on the FSIO's food safety knowledge and performance during the joint field training inspections.

The joint inspections must be conducted using a field training process and forms similar to ones presented in the *CFP Field Training Manual* included as Appendix B-2. The *CFP Field Training Manual* consists of a training plan and log, trainer's worksheets, and procedures that may be incorporated into any jurisdiction's retail food training program. It is a national model upon which jurisdictions can design basic field training and provides a method for FSIOs to demonstrate competencies needed to conduct independent inspections of retail food, restaurant and institutional foodservice establishments.

Jurisdictions are not required to use the forms or worksheets provided in the *CFP Field Training Manual*. Equivalent forms or training processes can be developed. To meet the intent of this Standard, documentation must be maintained that confirms FSIOs are trained on, and have demonstrated, the performance element competencies needed to conduct independent inspections of retail food and/or foodservice establishments.

NOTE: *The CFP Field Training Manual is designed as a training approach providing a structure for continuous feedback between the FSIO and trainer on specific knowledge, skills and abilities that are important elements of effective retail food, restaurant, and institutional foodservice inspections.*

- *The CFP Field Training Manual is NOT intended to be used for certification or licensure purposes.*
- *Regulatory jurisdictions are NOT to use the CFP Field Training Manual for administrative purposes including but not limited to, job classifications, promotions, or disciplinary actions up to and including termination.*

FSIOs must successfully complete a joint field training process, similar to that presented in the *CFP Field Training Manual*, prior to conducting independent inspections and re-inspections of retail food establishments in risk categories 2, 3, and 4 as presented in Appendix B-3 (taken from Annex 5, Table 1 of the 2005 FDA Food Code). The jurisdiction's trainer/food program manager can make a determination as to the FSIO's readiness to conduct independent inspections of risk category 1 establishments as defined in Appendix B-3 at any time during the training process.

NOTE: *The criterion for conducting a minimum of 25 joint field training inspections is intended for new employees or employees new to the food safety program. In order to accommodate an experienced FSIO, the supervisor/training officer can in lieu of the 25 joint field inspections*

- *Include a signed statement or affidavit in the employee's training file explaining the background or experience that justifies a waiver of this requirement; and*

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- *The supervisor/training officer must observe experienced FSIOs conduct inspections to determine any areas in need of improvement. An individual corrective action plan should be developed outlining how any training deficiencies will be corrected and the date when correction will be achieved.*

Reference:

APPENDIX B-2: CFP Field Training Manual for Regulatory Retail Food Safety Inspection Officers, Standard #2 - Trained Regulatory Staff, *FDA Voluntary National Retail Food Regulatory Program Standards*, referenced in this Issue is available from the following CFP web link:

www.foodprotect.org/media/guide/CFPFieldTrainingManual-1-7-08.pdf

**Conference for Food Protection
2010 Issue Form**

Issue: 2010 II-012

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

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Title: Clarifying Definitions for Step 4, Standard 2 – Program Standards

Recommended Solution:

The Conference recommends that a letter be sent to the FDA requesting:

- that the terms "Trainer" and "Training Standard" as defined in the FDA Voluntary National Retail Food Program Standards (2009) be revised to reflect the language below.
- that Step 4, Standard 2 be revised to include clarification regarding the "Training Standard" requirements as presented below.

Note: new language is underlined; language to be deleted is with strike through.

DEFINITIONS

The following definitions apply in the interpretation and application of these Standards.

- 24) **Trainer** - an individual who has successfully completed the training elements as outlined in Steps 1-3, Standard 2, and is recognized by the program manager as having field experience and communication skills necessary to train new employees.
1. Satisfactory completion of the prerequisite curriculum;
 2. Completion of a field training process similar to that contained in Appendix B-2, and
 3. Completion of a minimum of 25 independent inspections and satisfactory completion of the remaining course curriculum.
- 25) **Training Standard** - a trainer who has successfully completed the following training AND and standardization elements in Standard 2 and is recognized by the program manager as having the field experience and communication skills necessary to train and standardize new employees. The training and standardization elements include:
1. Satisfactory completion of the prerequisite curriculum;
 2. Completion of a field training process similar to that contained in Appendix B-2;

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3. Completion of a minimum of 25 independent inspections and satisfactory completion of the remaining course curriculum; and
4. Successful completion of a standardization process based on a minimum of eight inspections that includes development of HACCP flow charts, completion of a risk control plan, and verification of a HACCP Plan, similar to the FDA Standardization Procedures.

Step 4 - Food Safety Inspection Officer - Field Standardization

Within 18 months of employment or assignment to the retail food program, staff conducting inspections of retail food establishments must satisfactorily complete four joint inspections with a "training standard" using a process similar to the "FDA Standardization Procedures." The jurisdiction's "training standard" must have met all the requirements for conducting field standardizations as presented in the definition section for these Standards. The standardization procedures shall determine the inspector's ability to apply the knowledge and skills obtained from the training curriculum, and address the five following performance areas:

1. risk-based inspections focusing on the factors that contribute to foodborne illness;
2. good Retail Practices;
3. application of HACCP;
4. inspection equipment; and
5. communication.

**Conference for Food Protection
2010 Issue Form**

Issue: 2010 II-013

Council Recommendation:	Accepted as Submitted	<u> X </u>	Accepted as Amended	<u> </u>	No Action	<u> </u>
Delegate Action:	Accepted	<u> x </u>	Rejected	<u> </u>		

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Title: Re-create – CFSRP Work Group

Recommended Solution:

The Conference recommends that a 2010-2012 Certification of Food Safety Regulation Professionals (CFSRP) Work Group be re-created to address the following charges:

1. Collaborate with the FDA Center for Food Safety and Applied Nutrition and the FDA Division of Human Resource Development to:
 - Review all initiatives: existing, new or under development; involving the training, evaluation and/or certification of Food Safety Inspection Officers. This collaborative working relationship will ensure the sharing of information so as not to create any unnecessary redundancies in the creation of work product or assignment of tasks/responsibilities.
 - Review and revise, as needed, Standard 2 classroom curriculum, time frame for completion of Steps 1 through 4 for new hires or staff newly assigned to the regulatory retail food protection program.
 - Determine if the CFP Field Training Manual and forms have completely addressed all recommendations received as part of the 2007 Assessment of Training Needs (ATN) pilot project.

2. Eliminate the potential redundancy of multiple verification tools (*FDA Retail Food Level I Performance Audit and FDA Procedures for Standardization and Certification of Retail Food Inspection / Training Officers*) utilized by FDA programs, work in collaboration with FDA's Center for Food Safety and Applied Nutrition, FDA's National Retail Food Team and the FDA's Division of Human Resource Development to:
 - Conduct a pilot project over the next year using the *FDA Retail Food Level I Performance Audit* with a limited and selected number of jurisdictions. The *FDA Performance Audit* will be piloted for use during the two joint inspections conducted as part of the quality assurance component of *Standard 4 - Uniform Inspection Program*. An outline of the pilot project objectives, protocol, and projected timeline is included as Attachment A with this Issue. The CFP CFSRP work group will submit a report to the 2012 Biennial Meeting that documents the result of the pilot project and any recommendations for the use of verification tools as part of the FDA Program Standards; and,

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- Conduct a joint assessment of FDA *Standardization Procedures* and FDA *Performance Audit* documents to determine if both verification tools are equally viable with distinct purposes and outcomes; and,
- Explore the feasibility of merging these existing verification tool documents and provide a plan for consolidation of such; and,
- Upon determination, assess the placement and administration of final verification tool(s) within the FDA *Program Standards* as appropriate, or separately as appropriate; and,

With input and guidance from the CFSRP Work Group, FDA will determine if modifications to their draft FDA *Performance FDA Retail Food Level I Performance Audit* and/or *Standardization* documents are needed. Any modifications that would include changes to the Program Standards will be submitted as Issues by the CFP CFSRP Work Group to the 2012 Biennial Meeting.

3. Collaborate with FDA, other federal agencies, professional and industry associations to research what criteria is currently being used to assess the education and training qualifications of independent third party auditors that have been contracted to conduct institutional foodservice, restaurant, and retail food compliance inspections in lieu of a State/local/tribal regulatory retail food program. The re-created Work Group is to provide a report to the 2012 Biennial Meeting that:
 - Assesses the number of jurisdictions and geographic areas where retail food compliance Inspections are conducted by independent third party auditors in lieu of a regulatory compliance program;
 - Delineates the reasons jurisdictions have moved to a third party auditor inspection compliance program;
 - Summarizes criteria used to select third party auditors for inspection compliance oversight responsibilities including, but not limited to, education and training qualifications;
 - Assesses and determines appropriate training and standardization processes/protocols for third party auditors, and
 - Identifies any agencies/organizations/working groups currently addressing education and training standards for third party auditors conducting retail food compliance inspections.

Based on the above research, the work group will provide a recommendation to the Conference as to what actions/initiatives, if any, need to be undertaken to provide a national structure for ensuring that third party auditors possess the necessary knowledge, skills, and abilities to conduct retail food program compliance inspections.

4. Evaluate and determine the best approaches to promoting awareness and implementation of the national training model contained in the CFP Field Training Manual and forms, Appendix B-2, Standard 2. The Work Group will:
 - Research the use of websites, list serves, newsletters, testimonials, presentations, and training workshops, etc.

- Assess opportunities for enhancing the electronic versions of the CFP Field Training Manual and forms to minimize paperwork.
5. Report back to the 2012 Biennial Meeting its findings regarding the above charges.

**Conference for Food Protection
2010 Issue Form**

Issue: 2010 II-014

Council Recommendation:	Accepted as Submitted	<u> X </u>	Accepted as Amended	<u> </u>	No Action	<u> </u>
Delegate Action:	Accepted	<u> x </u>	Rejected	<u> </u>		

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Title: Report – FPMTTC Committee

Recommended Solution:

The Conference recommends acknowledging the attached Committee report and extending thanks to the Committee members for their work.

**Conference for Food Protection
2010 Issue Form**

Issue: 2010 II-015

Council Recommendation:	Accepted as Submitted	<u> X </u>	Accepted as Amended	<u> </u>	No Action	<u> </u>
Delegate Action:	Accepted	<u> x </u>	Rejected	<u> </u>		

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Title: FPMTTC Committee – Amend Training Language in Standards

Recommended Solution:

The Conference recommends revising the *Standards for Accreditation of Food Protection Manager Certification Programs*, Annex B, Section B 3, as noted below to clarify information available regarding food safety content to assist training program developers and evaluators.

Note: new language below is in underline format; language to be deleted is in strike through

B3. Qualifications for Certification. ~~To In order to become a Certified Food Protection Manager, an individual must pass a food safety certification examination from an accredited certifying program recognized by the CFP. The CFP recognizes the importance and need for the provision of food safety training for all food employees and managers. The CFP recommends the content of food protection manager training be consistent with paragraph 2-102.11(C) of the most recent FDA Food Code. The CFP promotes the information contained in the FDA Food Code as well as content outlines based on job tasks analyses, provided on the CFP website, which may be of value in developing or evaluating training. To prepare for certification, it is recommended that the individual obtain training. Based on the content of the areas of knowledge prescribed in Paragraph 2-102.11 (C) of the FDA Food Code.~~

**Conference for Food Protection
2010 Issue Form**

Issue: 2010 II-016

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

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Title: FPMTTC Committee – Amend Section 5 of the Standards for Accreditation

Recommended Solution:

The Conference recommends revising the *Standards for Accreditation of Food Protection Manager Certification Programs, Section 5 - Food Safety Examination Administration* with **substantial revisions** as follows:

Note: language to insert is indicated with underline; language to delete is with strike through

- 5.4 8 Test Administrator and ~~Monitors/Proctor~~ Qualifications, Training and Duties.**
Certification ~~Certifying~~ organizations must specify the responsibilities of *test administrators* and of ~~monitors/ proctors~~, set minimum criteria for approval of *test administrators* and for ~~monitors/ proctors~~, and provide suitable programs of training to enable persons to meet those criteria. Responsibilities, duties, qualifications and training of *test administrators* and ~~monitors/ proctors~~ must be directed toward assuring standardized, secure examination administration and fair and equitable treatment of examinees. Policies and procedures for taking corrective action(s) when any *test administrator* or ~~/monitors/ proctor~~ fails to meet job responsibilities must be implemented and documented. ~~Where instructors/educators/trainers are used as test administrators/proctors, the certifying organization shall enter into a formal contractual relationship with the test administrators/proctors to ensure they follow all administrative procedures.~~
- 5.5** The certification organization shall define and provide descriptions for the roles of test administrators, proctors, and certification personnel that will clearly delineate the responsibilities of each role. The certification organization shall demonstrate how it ensures that all certification personnel, including test administrators and proctors, understand and practice the procedures identified for their roles.
- 5.6** The certification organization shall ensure that all test administrators and proctors meet the competency requirements established by the certification organization and comply with all requirements of the certification organization.
- 5.7** The certification organization shall enter into a formal agreement with the test administrators/proctors and shall assess and monitor the performance of test administrators and proctors in accordance with all documented procedures and agreements. The formal agreement shall include, at a minimum, provisions that relate

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to code of conduct, conflict of interest and a statement of consequences for breach of the agreement.

5.8 **Item & Examination Exposure.** *The certification organization must demonstrate it has controlled for item and examination exposure. An exposure plan must take into account the number of times a test item and examination form/version is administered, that no examination form is retained for any test administration or by any test administrator/proctor for more than 90 days; and that at all times it can account for all copies of all used and unused examination forms before being returned to the certification organization.*

5.13-9 *Test administrators* are responsible for the organization and administration of all examination site activities and procedures, and for the accurate identification of each examinee. They are also responsible for supervision of the activities of ~~monitors/proctors~~. When the *instructor/educator/trainer* also serves in the role of *test administrator*, it is important that the individual clearly recognizes the difference in those two roles.

The Conference further recommends that **non-substantial revisions** to the *Standards* such as renumbering and changes to the Table of Contents be approved as documented in the FPMTTC Final Report attachment, *Standards for Accreditation of Food Protection Manager Certification*.

**Conference for Food Protection
2010 Issue Form**

Issue: 2010 II-017

Council Recommendation:	Accepted as Submitted	<u> X </u>	Accepted as Amended	<u> </u>	No Action	<u> </u>
Delegate Action:	Accepted	<u> x </u>	Rejected	<u> </u>		

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Title: FPMTTC Committee – Remove "monitor" from Standards for Accreditation

Recommended Solution:

The Conference recommends removing the definition and use of the term "monitor" from the *Standards for Accreditation of Food Protection Manager Certification Programs* in the following sections:

(Note: underlined sections are due to proposed Standards revisions in other FPMTTC Committee submitted Issues)

- 1.29 (definition)
- 1.36 c.
- 4.17.a.
- 5.3.
- 5.4
- 5.13
- 5.14
- 5.15
- Annex A

As these are non-substantial revisions to the *Standards*, exact language changes can be found in the FPMTTC Committee Final Report attachment, *Standards for Accreditation of Food Protection Manager Certification*.

**Conference for Food Protection
2010 Issue Form**

Issue: 2010 II-018

Council Recommendation:	Accepted as Submitted	<u> X </u>	Accepted as Amended	<u> </u>	No Action	<u> </u>
Delegate Action:	Accepted	<u> x </u>	Rejected	<u> </u>		

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Title: FPMTTC Committee – Name Change

Recommended Solution:

The Conference recommends

- 1) Changing the name of the CFP standing committee **from** "Managers Training, Testing and Certification Committee" (as listed in the *CFP Constitution and Bylaws*), and "Food Protection Manager Training, Testing and Certification Committee" (as listed in the *FPMTTC Committee Bylaws*) **to** "Food Protection Manager Certification Committee" in all CFP documents, including the *CFP Constitution and Bylaws 2008* in Article XIV Committees, Section 2. Subsection 4:
Food Protection Managers Training, Testing and Certification Committee.
- 2) Adding a new article to the *FPMTTC Committee Bylaws* specifying the full name of the committee and re-numbering all subsequent sections:
Article I. Name.
The Name of the Committee is Food Protection Manager Certification Committee.

The Conference further recommends that all other references in the CFP Constitution and Bylaws, FPMTTC Committee Bylaws, and information on the CFP Website be updated to reflect the new full committee name or the acronym FPMCC.

Refer to the FPMTTC Committee Report Issue attachment *Food Protection Manager Training, Testing, and Certification Committee Bylaws* for complete proposed revision.

**Conference for Food Protection
2010 Issue Form**

Issue: 2010 II-019

Council Recommendation:	Accepted as Submitted	<u> X </u>	Accepted as Amended	<u> </u>	No Action	<u> </u>
Delegate Action:	Accepted	<u> x </u>	Rejected	<u> </u>		

All information above the line is for conference use only.

Title: FPMTTC Committee – Revise Bylaws

Recommended Solution:

The Conference recommends adopting the Committee Bylaw revisions as proposed by the Food Protection Manager Training, Testing and Certification Committee. All new language is indicated in underline format; language to be deleted is in strike through.

Substantial revisions to the *Food Protection Manager Training, Testing, and Certification Committee Bylaws* are as follows:

Section 2. The Council II Chair shall select the Committee Chair and Vice-Chair, ~~from the following groups that comprise the broad based representation of the Conference: regulatory agencies, industry, academia and consumer groups.~~ The Chair and Vice-Chair shall not be selected from the same group affiliation.

Section 3. The composition of the Committee is a balanced representation of industry, regulatory, academia, certification providers, training providers, and consumers. The Committee shall consist of twenty-eight (28) members in addition to the Chair and Vice-Chair.

Subsection 1. Nine (9) ~~Ten (10)~~ representatives from regulatory agencies:

- a. Two (2) ~~Three (3)~~ from State regulatory agencies;
- b. Two (2) ~~Three (3)~~ from local regulatory agencies;
- c. Two (2) from federal government agencies with retail food program responsibilities.
- d. Three (3) ~~Two (2)~~ "At Large" appointments. (*At Large representation - agencies with primary regulatory food safety responsibilities ~~or professional organizations whose mission incorporates a significant public health protection focus.~~)

Subsection 2. Nine (9) ~~Ten (10)~~ industry representatives;

- a. Three (3) ~~Four (4)~~ from the foodservice (restaurant) industry;

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- b. Three (3) ~~Four (4)~~ from the retail food store industry, and
- c. Three (3) ~~Two (2)~~ "At Large" appointments. (*At large selections may include professional or trade organizations that directly represent the restaurant, retail food, institutional foodservice and food vending segments of the industry and whose mission incorporates a public health protection component.)

Subsection 3. Three (3) ~~Four (4)~~ certification providers that are accredited by the Conference's accreditation process;

Subsection 4. Three (3) Food Protection Manager training providers:

Subsection 4 5. Two (2) representatives from academia, and

Subsection ~~5~~ 6. Two (2) consumer/independent representatives/public members.

Section 9. A quorum to conduct Committee meetings and conference calls shall be the presence of one more than half of the filled ~~fifteen (15)~~ Committee positions ~~members~~. A Committee quorum shall be considered a sufficient number for voting on issues under deliberations. The decisions resulting from a quorum vote shall be deemed representative of the Committee. In the event of a lack of a quorum, the Chair may vote to make up the quorum.

Non-substantial revisions to Standards Section 5, such as renumbering, can be found in the FPMTTC Committee Final Report attachment, *Food Protection Manager Training, Testing, and Certification Committee Bylaws*.

NOTE: The revisions with this Issue do **not** include the proposed Committee name change; this change is presented in a separate Issue.

**Conference for Food Protection
2010 Issue Form**

Issue: 2010 II-020

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

All information above the line is for conference use only.

Title: New or Continuation Charges for the Renamed FPMTTC Committee

Recommended Solution:

The Conference recommends that the Food Protection Manager Certification Committee (FPMCC), a standing committee of the Conference be charged to:

- continue working with the CFP Executive Board and the American National Standards Institute (ANSI)-CFP Accreditation Committee (ACAC) to maintain the *Standards for Accreditation of Food Protection Manager Certification Programs* in an up-to-date format.
- request that ANSI and the Certification Providers will examine all options for resolving the exam security and independence issues as they pertain to trainers serving as test administrators and come to consensus with a suggested action plan as follows:
 - By April of 2011, a recommended solution to be reviewed by the ANSI / Certification providers workgroup
 - By June of 2011 the FPMCC, Certification Providers and ANSI have reached consensus on the recommended solutions
 - The draft recommendations will be submitted to the Executive Board for their review at the August 2011 Board meeting
 - Recommendations approved by the Executive Board will be submitted as an issue at the 2012 biennial meeting
- Pending Conference approval, the new requirements will be implemented no later than January of 2013. Investigate if the *Standards for Accreditation of Food Protection Manager Certification Programs* should create more alignment with ISO (International Standards Organization) 17024 and propose changes if needed.
- determine how Committee membership vacancies and change of membership representation are addressed in the Committee bylaws and propose changes if needed.
- report back to the Executive Board and the 2012 Biennial Meeting of the Conference for Food Protection.

**Conference for Food Protection
2010 Issue Form**

Issue: 2010 II-022

Council Recommendation:	Accepted as Submitted	<u> X </u>	Accepted as Amended	<u> </u>	No Action	<u> </u>
Delegate Action:	Accepted	<u> x </u>	Rejected	<u> </u>		

All information above the line is for conference use only.

Title: Report – Program Standards Committee

Recommended Solution:

The Conference recommends

1. acknowledgement of the CFP Program Standards Committee Report;
2. thanking the Committee members; and,
3. that a letter be sent to the FDA recommending that:
 - the FDA continue to send the Retail Resource Disk to all enrolled jurisdictions and that a hard copy be provided to enrolled jurisdictions only if requested.
 - the following documents be made available on the FDA web site:
 - summary of Program Standards changes from 2007 and 2009
 - the two most current versions of the Program Standards (currently, 2007 and 2009)
 - all Supplemental Tools and Materials
 - the FDA Data Collection Manual

**Conference for Food Protection
2010 Issue Form**

Issue: 2010 II-023

Council Recommendation:	Accepted as Submitted	<u> X </u>	Accepted as Amended	<u> </u>	No Action	<u> </u>
Delegate Action:	Accepted	<u> x </u>	Rejected	<u> </u>		

All information above the line is for conference use only.

Title: New Definition for Voluntary Retail Food Regulatory Program Standards

Recommended Solution:

The Conference recommends that the Conference Chair send a letter to the FDA Commissioner requesting:

1. that the Definitions in the Program Standards be amended to include designation in numerical order, and
2. that the following definition be added:

Self-Assessment Update - Comparison of one or more program elements against the Voluntary *National Retail Food Regulatory Program Standards* between the required 60-month, periodic Self-Assessments.

**Conference for Food Protection
2010 Issue Form**

Issue: 2010 II-024

Council Recommendation:	Accepted as Submitted	<u> X </u>	Accepted as Amended	<u> </u>	No Action	<u> </u>
Delegate Action:	Accepted	<u> x </u>	Rejected	<u> </u>		

All information above the line is for conference use only.

Title: Amendments to Program Standard No. 9 – Program Assessment

Recommended Solution:

The Conference recommends that the Conference Chair send a letter to the FDA Commissioner requesting that Program Standard No. 9 be amended to read as specified in the attached document titled: *Proposed Amendments to Standard No. 9 - Program Assessment*.

**Conference for Food Protection
2010 Issue Form**

Issue: 2010 II-025

Council Recommendation:	Accepted as Submitted	<u> X </u>	Accepted as Amended	<u> </u>	No Action	<u> </u>
Delegate Action:	Accepted	<u> x </u>	Rejected	<u> </u>		

All information above the line is for conference use only.

Title: Financial Support for Voluntary Retail Food Regulatory Program Standards

Recommended Solution:

The Conference recommends that the Conference Chair send a letter to the FDA Commissioner recommending that FDA enhance national food safety by providing multi-year funding through appropriate mechanisms to state, territorial, tribal, and local food safety agencies enrolled in the Voluntary National Retail Food Regulatory Program Standards to build the necessary infrastructure to assess, implement and audit program efforts to attain standards.

**Conference for Food Protection
2010 Issue Form**

Issue: 2010 II-026

Council Recommendation:	Accepted as Submitted	<u> X </u>	Accepted as Amended	<u> </u>	No Action	<u> </u>
Delegate Action:	Accepted	<u> x </u>	Rejected	<u> </u>		

All information above the line is for conference use only.

Title: Re-create – Program Standards Committee

Recommended Solution:

The Conference recommends re-creating the Program Standards Committee to work on the following charges:

1. Serve as a stakeholder group to provide input to an FDA internal working group which will be considering administrative functions such as:
 - Criteria for verification auditors
 - Recommending additional changes or improvements to the Program Standards
2. Formulate resolutions to issues brought before the committee.
3. Report back to Conference at the 2012 CFP Biennial Meeting.

**Conference for Food Protection
2010 Issue Form**

Issue: 2010 II-027

Council Recommendation:	Accepted as Submitted	<u> X </u>	Accepted as Amended	<u> </u>	No Action	<u> </u>
Delegate Action:	Accepted	<u> x </u>	Rejected	<u> </u>		

All information above the line is for conference use only.

Title: Change in Program Standard No. 6 and Appendix F, Compliance and Enforcement

Recommended Solution:

The Conference recommends that a letter be sent to the FDA requesting that the modified language proposed be incorporated into Standard 6 and Appendix F, Supplement to Standard 6 - Compliance and Enforcement of the Voluntary National Retail Food Regulatory Program Standards.

Modify Standard 6 so that it reads:

Description of Requirement

" . . . The essential program elements required to meet this standard are:

1. No Change.
2. No Change.
3. Documentation on the establishment inspection report form or in the establishment file using the statistical method for file selection in the Supplement to Standard 6, Appendix F, where at least 80 percent of sampled establishments meet the following conditions:
 - a) The inspection and enforcement staff takes compliance and enforcement action according to the procedures (i.e., the staff follows the step-by-step compliance and enforcement procedures when violations occur), and
 - b) Resolution was successfully achieved for all out-of-control risk factors or interventions that were recorded on the selected routine inspection.

Documentation

" The quality records needed for this standard include:

1. No change.
2. No change.
3. Documentation that compliance and enforcement action was taken correctly for at least 80% of sampled establishments using the worksheet and procedures in

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Supplement to Standard 6, Appendix F, when out-of-control risk factors or code interventions are recorded on routine inspections.

4. No change.

Modify Appendix F, Supplement to Standard 6 - Compliance and Enforcement so that it reads:

Selecting the Sample

Jurisdictions with under 800 total establishments will select 40 files for review, or if they have less than 40 establishments in the inventory, then all files are to be reviewed. Jurisdictions with 800 or more establishments will select a sample equal to 5% of the total establishments up to a maximum of 70 files. This initial selection of sample files will be the initial sample and will be the first files reviewed. Sample selection using a table of random numbers or a random number generator is the preferred method of sample selection and can be used with a card file, ledger, list, or automated data system. However, two alternative sample selection techniques acceptable for retail food program self-assessments are presented here.

1. Method 1. No change.
2. Method 2. The second alternative technique to the use of a random number generator utilizes a card file, ledger, list or data processing record system. When this procedure is used, all the establishments in the program must be subject to sampling. The frequency interval may be determined by dividing the total number of retail food establishments by the number of files needed in the sample. (For example, if there are 800 establishments within the jurisdiction, a sample of 40 would be needed (5% of 800). The frequency interval would be 800 divided by 40, or 20. Thus every 20th establishment shall be selected to make up the initial sample.) To establish a starting point when using a frequency interval of 20, write numbers 1 - 20, inclusive, on separate strips of paper and draw one slip at random. The number appearing on that strip of paper represents the first establishment to be drawn. If a ledger or list is being used for sampling and the number drawn is 7, then the seventh entry in the ledger or list would be the first establishment in the sample. The second establishment would be the 27th entry, the third would be the 47th entry and so forth, until the sample of 40 is drawn.

Alternate Sample List

Paragraphs 1 -4: No Change.

Paragraph 5, Change to read:

If method 1 is used for the random selection, the alternate sample files will be the last files drawn. For example, if the sample size required is 40, then 52 files will be selected, and the last 12 files drawn will be designated as alternative files.

Paragraph 6 to end of Appendix F - No Change.

**Conference for Food Protection
2010 Issue Form**

Issue: 2010 II-028

Council Recommendation:	Accepted as Submitted	<u> X </u>	Accepted as Amended	<u> </u>	No Action	<u> </u>
Delegate Action:	Accepted	<u> x </u>	Rejected	<u> </u>		

All information above the line is for conference use only.

Title: Report – Constitution and Bylaws Committee

Recommended Solution:

The Conference recommends acknowledgement of the submitted report and appreciation for the work of the Committee members.

The Conference further recommends that the Constitution and Bylaws/Procedures Committee continue their review of the provisions concerning definitions of membership categories, report back to the Executive Board, and submit, if deemed necessary, recommended changes as an issue at the 2012 Biennial Meeting.

**Conference for Food Protection
2010 Issue Form**

Issue: 2010 II-029

Council Recommendation:	Accepted as Submitted	<u> X </u>	Accepted as Amended	<u> </u>	No Action	<u> </u>
Delegate Action:	Accepted	<u> x </u>	Rejected	<u> </u>		

All information above the line is for conference use only.

Title: Constitution – New Article Titled "Parliamentary Authority"

Recommended Solution:

The Conference recommends that a new Article, entitled Parliamentary Authority, be added to the Constitution and Bylaws and placed before the current Article XIX of the Constitution. The new Article would become Article XIX, the current Article XIX would become Article XX, and the current Article XX would become Article XXI.

Article XIX Parliamentary Authority

The rules of parliamentary procedure comprised in the current edition of Roberts Rules of Order, Newly Revised, shall govern all proceedings of the Conference and the Executive Board, subject to such special rules as have been or may be adopted.

**Conference for Food Protection
2010 Issue Form**

Issue: 2010 II-030

Council Recommendation:	Accepted as Submitted	<u> X </u>	Accepted as Amended	<u> </u>	No Action	<u> </u>
Delegate Action:	Accepted	<u> x </u>	Rejected	<u> </u>		

All information above the line is for conference use only.

Title: Expand Archive and Posting Capabilities of CFP Approved Documents

Recommended Solution:

The Conference recommends expanding capabilities for archiving and posting documents on the Conference web site, and charging the Issue Committee with the development of a process and procedure to ensure posting of all:

- a) documents and attachments modified or edited after the Issue packets are made available with reference to the original Issue number and attachment titles;
- b) documents and attachments modified during and after Council deliberations at the Biennial Meetings; and
- c) final version of conference approved guides, documents and presentations in both PDF and the original editable format.

**Conference for Food Protection
2010 Issue Form**

Issue: 2010 II-031

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

All information above the line is for conference use only.

Title: Coordination of the Two Current FDA Food Program Standards

Recommended Solution:

The Conference recommends that a letter be sent to FDA asking them to work with appropriate interested parties to study the differences and similarities of both the Voluntary National Retail Food Regulatory Program Standards and the Manufactured Food Regulatory Program Standards and identify areas where harmonization can be achieved, and report back to the Conference.

**Conference for Food Protection
2010 Issue Form**

Issue: 2010 II-032

Council Recommendation:	Accepted as Submitted	<u> X </u>	Accepted as Amended	<u> </u>	No Action	<u> </u>
Delegate Action:	Accepted	<u> x </u>	Rejected	<u> </u>		

All information above the line is for conference use only.

Title: Report – Food Contact and Utensil Barrier Usage Committee

Recommended Solution:

The Conference recommends acknowledgement of the work of the Food Contact and Utensil Barrier Usage Committee and thanks the Committee for their hard work and dedication to this issue.

The Conference further recommends that this Committee be disbanded as they have completed their charges.

**Conference for Food Protection
2010 Issue Form**

Issue: 2010 II-033

Council Recommendation:	Accepted as Submitted	<u> X </u>	Accepted as Amended	<u> </u>	No Action	<u> </u>
Delegate Action:	Accepted	<u> x </u>	Rejected	<u> </u>		

All information above the line is for conference use only.

Title: Barriers to Bare Hand Contact Training Materials

Recommended Solution:

The Conference recommends approval of the following guidance documents (submitted as attachments to the Issue titled: *Report - Food Contact and Utensil Barrier Usage Committee*):

1. Barrier to Bare Hand Contact Reference Document - English and Spanish
2. Barrier to Bare Hand Contact PowerPoint Presentation - English and Spanish

The Conference further recommends that these documents be posted to the CFP web site.

**Conference for Food Protection
2010 Issue Form**

Issue: 2010 II-034

Council Recommendation:	Accepted as Submitted _____	Accepted as Amended _____	No Action _____	<u> X </u>
Delegate Action:	Accepted <u> x </u>	Rejected _____		

All information above the line is for conference use only.

Title: Support and Funding for Consumer Participation at the CFP

Recommended Solution:

The Conference recommends no action.

Reason:

Out of scope of the Executive Board at this time.

**Conference for Food Protection
2010 Issue Form**

Issue: 2010 II-035

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

All information above the line is for conference use only.

**Title: Limiting Committee Member Numbers
(title changed: Committee Participation)**

Recommended Solution:

The Conference recommends the Constitution and Bylaws Committee develop guidelines regarding committee structure, participant responsibilities, membership size, and constituency representation and report back to the Executive Board no later than the August 2011 Executive Board Meeting with recommendations regarding proposed changes to policies and/or governing documents.

**Conference for Food Protection
2010 Issue Form**

Issue: 2010 I-003

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

All information above the line is for conference use only.

Title: Addition to Section 8-4 Inspection and Correction of Violations

Recommended Solution:

The Conference recommends no action.

Reason:

This issue should be subject to individual state or local laws.

**Conference for Food Protection
2010 Issue Form**

Issue: 2010 I-004

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

All information above the line is for conference use only.

Title: Inclusion of Inspection Result Posting in the Model Food Code

Recommended Solution:

The Conference recommends no action.

Reason:

Existing Committee is still actively working on most effective methods for posting.