

Conference for Food Protection Council II 2012 Issue Recommendations Indianapolis, Indiana

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Conference for Food Protection – 2012

Council II

No	Title	AS	AA	NA	Other
II-001	Report - Constitution and Bylaws/Procedures Committee	X			
II-002	Statement of Neutrality for Council Chair / Council Vice-Chair		X		
II-003	Clarification of Terminology in Conference Governing Documents	X			
II-004	Merger and Conformance of CFP Governing Documents	X			
II-005	Definitions for Conference Constituencies		X		
II-006	Council Committee Size and Constituency		X		
II-007	Limit Hand Hygiene Committee Size				Withdrawn
II-008	Report - Issue Committee	X			
II-009	Procedures for Conference Issues - New Wording	X			
II-010	Report - Interdisciplinary Foodborne Illness Training Committee	X			
II-011	Re-create - Interdisciplinary Foodborne Illness Training Committee		X		
II-012	Report - Food Protection Managers Certification Committee (FPMCC)	X			
II-013	Standards - Non-Substantive Revisions	X			
II-014	Standards - Strengthening Exam Security	X			
II-015	FPMCC - Non-Substantive Bylaw Revisions	X			
II-016	FPMCC - Substantive Bylaw Revisions	X			
II-017	FPMCC - New and Continuation Charges	X			
II-018	Report - Program Standards Committee	X			
II-019	Amendment to Standard 9 Program Assessment	X			
II-020	Standard No. 8 Assessment Workbook and Instruction Guide	X			
II-021	Re-create Program Standards Committee		X		
II-022	Administrative Procedures for Retail Food Program Standards	X			
II-023	Report - CFSRP Part A - Certification of Food Safety Regulation Professionals	X			
II-024	Report - CFSRP Part B - Uniform Inspection Program Audit Pilot Project	X			
II-025	Recommendations from Uniform Inspection Program Audit Pilot Project	X			
II-026	Re-create Certification of Food Safety Regulation Professionals Work Group		X		

II-027	Recommendations for Promoting the Field Training Manual	X			
II-028	CIFOR Foodborne Illness Outbreak Response Guidelines for Industry		X		
II-029	CIFOR Foodborne Illness Response Guidelines for the Food Industry			X	
II-030	Transition of the CFP Standard to the ISO/IEC 17024 Standard		X		
II-031	Adoption of ISO/IEC 17024 Standard for Personnel Certification Programs		X		
II-032	Inspection Form Scoring Committee		X		
II-033	Electronic Reporting for Health Inspections			X	
II-034	Harmonized Food Code and Electronic Reporting for Health Inspections				Withdrawn
II-035	Standardized Data Collection and Electronic Reporting of Inspections		X		
II-036	Risk-Based Inspection Form-Marking			X	
II-037	HACCP Training			X	
II-038	Support and Funding for Consumer Participation at the CFP		X		

**Conference for Food Protection
2012 Issue Form**

Issue: 2012 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>		

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Title: Report - Constitution and Bylaws/Procedures Committee

Recommended Solution:

The Conference recommends acknowledgement of the submitted report and appreciation for the work of the 2010 - 2012 Constitution and Bylaws/Procedures Committee members.

The Conference further recommends that the Constitution and Bylaws/Procedures Committee be assigned the following charges:

Charge: Continue work on charges previously assigned by the Executive Board to:

1. Research "scope" of Executive Board authority concerning direct approval of policy and procedures changes by the Executive Board rather than approval through Issue submission at the Conference Biennial Meetings.
2. Clarify the "scope" of activities assigned to committees that includes:
 - a) Development of a process of expanding or adding committee charges between biennial meetings.
 - b) Clarification of language in Conference Procedures Section VIII (D), (F.5.), (H.2.).
3. Clarify what the Executive Board may, under the Constitution and Bylaws and Conference Procedures, do with extracted Issues.

Charge: Review and consolidate the existing *Conference for Food Protection Constitution and Bylaws, Conference for Food Protection Procedures and Conference for Food Protection Biennial Meeting Manual, position descriptions, conference policies, etc.*, into a comprehensive "*Conference for Food Protection Manual*".

Charge: Report back to the Executive Board; and, submit recommendations as Issues at the 2014 Biennial Meeting.

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**Conference for Food Protection
2012 Issue Form**

Issue: 2012 II-002

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: Statement of Neutrality for Council Chair / Council Vice-Chair

Recommended Solution:

The Conference recommends the addition of a statement of neutrality (noted below; new language underlined), as developed by the Constitution and Bylaws Committee, in the position descriptions for Council Chair and Council Vice-Chair.

Council Chair Neutrality

In order to maintain their neutrality during Council deliberations, the following rules of conduct shall apply to the Council Chair during the biennial conference:

- The Chair shall refrain from publicly voicing a personal opinion on an Issue that is before the Council in such a manner or extent that it may call into question his or her ability to remain neutral when the Issue ultimately reaches the Council floor.
- May answer questions related to a specific Issue during Council deliberations if the intent of the response is to objectively educate or clarify the Council, presenter or person approved to address the Council.
- May offer personal opinions in the following situations:
 - Outside of council deliberations, including constituency consensus meetings and caucuses, with the clarification that one is offering a personal opinion and not speaking as the Council Chair.
 - During Council deliberations, only when one's position as Chair has been clearly relinquished to someone else (per Robert's Rules of Order Newly Revised).

Council Vice Chair Neutrality

In order to maintain their neutrality during Council deliberations, the following rules of conduct shall apply to the Council Vice Chair during the biennial conference:

- The Vice Chair shall refrain from publicly voicing a personal opinion on an Issue that is before the Council in such a manner or extent that it may call into question his or her ability to remain neutral when the Issue ultimately reaches the Council floor.

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- May answer questions related to a specific Issue during Council deliberations if the intent of the response is to objectively educate or clarify the Council, presenter or person approved to address the Council.
- May offer personal opinions in the following situations:
 - Outside of council deliberations, including constituency consensus meetings and caucuses, with the clarification that one is offering a personal opinion and not speaking as the Council Vice Chair.
 - During Council deliberations, only when one's position as Vice Chair has been clearly relinquished to someone else (per Robert's Rules of Order Newly Revised).

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**Conference for Food Protection
2012 Issue Form**

Issue: 2012 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>		

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Title: Clarification of Terminology in Conference Governing Documents

Recommended Solution:

The Conference recommends the editorial revision of the *Conference for Food Protection Constitution and Bylaws* and the *Conference for Food Protection Procedures* documents to correct and clarify the use of the terms "Conference", "Conference for Food Protection", and "Biennial Meeting" as appropriate.

For the full language with annotated changes, see:

- Attachment D: Editorial Revisions to CFP Guidance Document - Bylaws
- Attachment E: Editorial Revisions to CFP Guidance Document - Procedures

**Conference for Food Protection
2012 Issue Form**

Issue: 2012 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: Merger and Conformance of CFP Governing Documents

Recommended Solution:

The Conference recommends the 2012 - 2014 Constitution and Bylaws/Procedures Committee be charged to:

1. review the Conference for Food Protection governing documents (*Conference for Food Protection Constitution and Bylaws, Conference Procedures, Conference Biennial Meeting Manual, policies, position descriptions, etc.*) to facilitate a merger and conformance of these documents,
2. report back to the Executive Board on the progress of this charge, and
3. present an issue on this charge at the 2014 CFP Biennial Meeting.

**Conference for Food Protection
2012 Issue Form**

Issue: 2012 II-005

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: Definitions for Conference Constituencies

Recommended Solution:

The Conference recommends newly created language, noted below, relative to definitions for Conference constituencies, as developed by the Constitution and Bylaws/Procedures Committee, be incorporated into the *Conference for Food Protection Constitution and Bylaws* in Article III Registration and Membership, as a new Section 5 (all new language is in underline format).

Article III Registration and Membership

Section 5. Membership in the Conference is classified into constituencies that are representative of the key stakeholder groups which support the objectives of Article I and facilitate the requirements of Article IV. The Conference constituencies are defined as follows:

Subsection 1. Regulatory is comprised of those officers, agents or authorized representatives having authority over the regulation of food establishments, production, processing, vending, or distribution, or has oversight for prevention of foodborne illness in accordance with rule and/or law in their respective governmental jurisdiction. Sub-categories of this constituency include:

a. Local Regulator: Government employee or agent representing a territorial division of local government or Tribal Nation with responsibility for regulation of food establishments, production, processing, vending or distribution, or has oversight for prevention of foodborne illness.

b. State Regulator: Government employee or agent representing a territorial division of state government with responsibility for regulation of food establishments, production, processing, vending or distribution, or has oversight for prevention of foodborne illness.

c. Federal Participant: Government employee or agent representing a program or agency of the Federal Government with responsibility for regulation of food

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establishments, production, processing, vending or distribution, or has oversight for prevention of foodborne illness.

d. District/Territory Regulator: Government employee or agent representing the U.S. District of Columbia or one of the six U.S. Territories with responsibility for regulation of food establishments, production, processing, vending or distribution, or has oversight for prevention of foodborne illness.

Subsection 2. Industry is comprised of those employees, agents or executives representing business entities that operate food establishment(s), production, processing, vending, or distribution; or, providers of an industry related service to such food operations; or, representatives of a professional organization or trade association that promotes, supports and/or markets to/for the food industry or its related services. Sub-categories of this constituency include:

a. Food Service Industry: Employees, agents or executives representing business entities that operate food service establishments. Examples include, but are not limited to, restaurants of all sizes/types/styles of service, caterers, military food service, institutional and other health care food service, schools and university food service, common carrier food service (planes, trains, etc.), corporate food service operations, government food service, and food service trade associations.

b. Retail Food Industry: Employees, agents or executives representing business entities that operate retail food establishments. Examples include, but are not limited to, grocery stores, supermarkets, convenience stores, retail pharmacies, produce markets, roadside stands, department stores, warehouse sales clubs, seafood markets, retail bakeries, military base PX/groceries, liquor stores, and retail food trade associations.

c. Processing Food Industry: Employees, agents or executives representing business entities that manufacture, process, package or label food items for wholesale sale. Examples include, but are not limited to, commercial food manufacturing, canning, packaging, commercial bakeries, commercial meat slaughter and processing, packing houses and distribution centers, farming and agricultural processing and packing operations, ice processing, packing plants, and food processing trade associations.

d. Vending and Food Distribution Industry: Employees, agents or executives representing business entities that own and/or operate food companies that vend or distribute food either wholesale or retail. Examples include, but are not limited to, coffee and food vending service companies, service companies, commissaries, food supply chain operators, wholesale distributor, shipping lines, brokers, equipment manufacturers, suppliers of products and services to operating service companies, and food vending and distribution trade associations.

e. Food Protection Support: Employees, agents or executives representing business entities that provide direct or support services to food service establishments, retail food establishments, processing food operations, vending and food distribution operations, or regulatory agencies. Examples include, but are not limited to, professional organizations, food protection support trade associations, pest control companies, auditing firms, standards associations, consultants, cleaning and sanitation management operations, training and/or testing companies or services, equipment and supply operations, software and technology, dieticians or dietary managers, media and legal representatives.

Subsection 3. Academia: Academic professionals employed by a college or university involved in education or research involving food sciences, food operations, or food safety. Examples include, but are not limited to, professors, adjunct instructors, researchers, teaching assistants, and extension agents.

Subsection 4. Consumer: Employees, agents or executives representing consumer advocacy organizations supporting food safety, food wholesomeness, allergen awareness, food policy matters and food standards and guidelines.

Subsection 5. Emeritus: Members retired or honorably discharged from full-time work and no longer receiving compensation for work related to the Conference's mission. This constituency is designed for those professionals who, prior to retirement, were members of any Conference stake holder group in good standing of the Conference for Food Protection for at least three biennial cycles (6 years). Previous membership does not have to be in contiguous biennial cycles. An emeritus member may participate as an attendee/observer in all usual Conference functions such as attending the Biennial Meeting, including workshops, Council deliberations, Assembly of Delegates, and social functions. Emeritus members may serve as a member of a Council Committee, as a Council Committee Chair and participate and vote in constituency caucus meetings. The Executive Board may elect to assign an emeritus member to participate in other Conference related activities.

Subsection 6. Student: Any student enrolled in a two-year, four-year, or graduate program in a college or university involving food sciences, food operations or food safety. A student member may participate as an attendee/observer in all usual Conference functions such as attending the Biennial Meeting, including workshops, Council deliberations, Assembly of Delegates, and social functions. Student members may serve as a member of a Council Committee. The Executive Board may elect to assign a student member to participate in other Conference related activities.

**Conference for Food Protection
2012 Issue Form**

Issue: 2012 II-006

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: Council Committee Size and Constituency

Recommended Solution:

The Conference recommends:

- 1) that relevant sections in paragraph D. Appointment of Members, under Section VIII. Committees, in the *CFP Conference Procedures*, including the subsection on Federal agency participation, be moved to Section 1 of Article XIV Committees, in the *CFP Constitution and Bylaws*; and
- 2) that newly created language relative to Council Committee size and constituency be incorporated into the *CFP Constitution and Bylaws* in Article XV, as a new Section 8.

The recommended language changes are noted as follows (new language is underlined; language to be deleted is in strikethrough format:

CFP Conference Procedures

VIII. Committees

A. thru C. No change.

~~D. Appointment of Members~~

~~1. The incoming Council Chairs appoint the Chairs of each Committee formed within their Council with the concurrence of the Conference Chair. The Conference Chair will confirm the appointment of the Committee Chair and then notify the person of their appointment. Once confirmed, the Committee Chair will select the remaining members of the Committee and submit them to the Conference Chair for final Board approval. Accepting a committee chair or member assignment requires a commitment of time and resources as described in the Constitution and Bylaws.~~

~~2. Federal participants (FDA/USDA/CDC) may appoint a member and an alternate for each Committee. The member participates in discussion but does~~

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~~not vote. The alternate may act in the member's place if the member is unable to attend.~~

E. thru J. No language change - renumbering only as paragraphs D through I.

CFP Constitution and Bylaws

Article XIV Committees

Section 1. All appointments to Conference Committees shall be made to provide a balance in representation of the stakeholders in the particular matter under consideration.

Subsection 1. The incoming Council Chairs appoint the Chairs of each Committee formed within their Council with the concurrence of the Conference Chair. The Conference Chair will confirm the appointment of the Committee Chair and then notify the person of their appointment. Once confirmed, the Committee Chair will select the remaining members of the Committee and submit them to the Conference Chair for final Board approval.

Subsection 2. Federal participants (FDA/USDA/CDC) may appoint a member and an alternate for each Committee. The member participates in discussion but does not vote. The alternate may act in the member's place if the member is unable to attend.

Section 2. thru 5. No change.

Article XV Duties of the Committees

Section 8. Council Committee Size and Constituency: Committee membership discussion is limited to Council committees only. Membership on Standing Committees or Executive Board Ad Hoc Committees is defined by the CFP Executive Board.

Subsection 1. Committee size.

Voting membership for council committees should be comprised of at least eleven (11) voting members with a maximum of no more than twenty-three (23) voting members.

a. Minimum size: Voting membership for a minimum size committee is the Chair, Vice Chair, one (1) representatives from state regulatory, one (1) representative from local regulatory, two (2) representatives from industry,

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one (1) from an academic institution, one (1) consumer representative, and three elective (3) representatives which may be selected from any Conference constituency with an emphasis on expertise specific to the committee's charge(s).

b. Maximum size: Voting membership for a maximum size committee is the Chair, Vice Chair, four (4) representatives from state regulatory, four (4) representatives from local regulatory, eight (8) representatives from industry, one (1) from an academic institution, one (1) consumer representative, and three elective (3) representatives that may be selected from any Conference constituency with an emphasis on expertise specific to the committee's charge(s).

c. Any committee comprised of membership numbers between the minimum and maximum shall make every reasonable effort to maintain constituency balances.

Subsection 2. The Chair and Vice Chair of a council committee may be selected from any of the Conference constituencies as approved by the Council Chair and the Executive Board, provided each is from a different constituency. If a Committee Chair does not receive sufficient volunteers in the appropriate constituencies, they shall confer with the Council Chair to seek volunteers from the Conference membership making every reasonable effort to maintain constituency balances. The Committee Chair, in conference with the Council Chair and/or Executive Board, shall have the flexibility to fill vacancies in the voting membership with unbalanced constituency representation if deemed necessary to reach a minimum of 11 voting committee members. All proposed committee members must be approved by the Executive Board in accordance with Article XIII, Section 6, Subsection 4 of the Constitution and Bylaws.

Subsection 3. A maximum of 23 voting members are permitted on a council committee. All volunteers not selected for a voting position shall be offered an "at-large" non-voting position on the committee. There is no limit to the number of at-large non-voting members that may participate. At-large members will be included and allowed to participate in all committee functions, including but not limited to, meetings, conference calls, emails, deliberations, research and activities, but will not have an individual vote on committee actions. All voting members and at-large non-voting members shall be identified as such on the committee roster along with their respective constituency.

Subsection 4. In the event a council committee voting member departs such committee during a biennial cycle, an at-large member of the same constituency

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as the departing member shall be selected by the Committee Chair to fill the vacancy, subject to approval by the Council Chair and Executive Board in accordance with Article XIII, Section 6, Subsection 4 of the Constitution and Bylaws. If a council committee voting member changes constituency during a biennial cycle, and there is no vacancy in that member's new constituency, the member will need to transition from service as a voting member on that committee and may continue to serve as an at-large non-voting member for the remainder of the biennial cycle. This transition will occur upon notification to the Committee Chair.

Subsection 5. The Chair of a council committee that continues over more than one biennial cycle shall assess the immediate previous committee membership to ensure at least 50% of the ongoing committee's voting membership are new members that did not serve as voting members on the immediate previous committee. This will ensure that an increased number of at-large members or others have an opportunity to participate as a voting member over time when there are a large number of volunteers.

**Conference for Food Protection
2012 Issue Form**

Issue: 2012 II-007

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

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Title: Limit Hand Hygiene Committee Size

Recommended Solution:

The Conference recommends no action.

Reason:

The submitter withdrew the issue.

**Conference for Food Protection
2012 Issue Form**

Issue: 2012 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 - Issue Committee

Recommended Solution:

The Conference recommends

- 1) 2012 Issue Committee Final Report (attached) be acknowledged along with the following supporting attachments:
 - a. *Council I 2010 Final Issue Recommendations with Actions*
 - b. *Council II 2010 Final Issue Recommendations with Actions*
 - c. *Council III 2010 Final Issue Recommendations with Actions*
 - d. *Committee Submitted Issues - Review Process and Checklist*
 - e. *2010-12 Issue Committee Roster*
- 2) Issue Committee members be thanked for their service.
- 3) 2012-14 Issue Committee be assigned the following continuation charges with the requirement to report back to the 2014 Biennial Meeting:
 - a. Complete the charge from Issue 2010 II-30 to "Expand Archive and Posting Capabilities of CFP Approved Documents" on the Conference web site and develop a process / procedure to ensure posting of all:
 - i. Documents and attachments modified or edited after Issue packets are made available with reference to the original Issue number and attachment titles;
 - ii. Documents and attachments modified during and after Council deliberations at the Biennial Meetings; and
 - iii. Final version of conference approved guides, documents, and presentations in both PDF and the original editable format.

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b. Work with the Constitution, Bylaws, and Procedures Committee to review, consolidate, and update CFP governing documents, guidelines, and instructions regarding:

i. Preparation, submission, and presentation of Issues, final committee reports, and Issue attachments.

ii. Roles and responsibilities for each biennium.

c. Review the *CFP Commercialism Policy* as it relates to Issue "attachments" (e.g., peer reviewed articles, industry sponsored studies, letters of recommendation, presentations).

d. Develop a "masthead, flag, nameplate, or style guide" to readily identify approved and posted documents as belonging to the Conference.

**Conference for Food Protection
2012 Issue Form**

Issue: 2012 II-009

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

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Title: Procedures for Conference Issues - New Wording

Recommended Solution:

The Conference recommends adoption of the following new language in the Conference Procedures, Section IV, Conference Issues: (new wording underlined; there is no deleted language):

(NOTE: only relevant sections are included below... please refer to the full Conference Procedures document available at www.foodprotect.org)

A. Issue Submission

4. The deadline for Issues and their attachments is the date specified in the Constitution and Bylaws.

a. Standing committee final reports are required to be submitted as an Issue ONLY when council action is required (e.g., to approve or modify a CFP governing document or policy). By the designated deadline, all Standing Committees are required to submit their final committee report, prospective Issue(s), and any accompanying documents to the Executive Director for review and approval.

B. Issue Acceptance Criteria

1. In order for the Issue to be accepted by the Conference and considered for Council deliberation, all sections of the form must be completed. The Issue must be described completely, with its impact on retail distribution identified. The food protection or public health aspect of the Issue must be clearly stated to be easily understood. A suggested solution or rationale for the Issue must be sufficiently detailed to cover all aspects of the submission.

a. Prior to finalization, all Issues are to be in a "finished form" (e.g., no annotations or unaccepted edits, all attachments present and complete). Issues that are not in this format may be rejected if the submitter fails to make requested revisions. Documents containing "track changes" or comments from reviewers cannot be accepted because they are, by definition,

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unfinished and incomplete; the Council will not know what wording to act upon.

b. Issues will NOT be rejected based on content; the only reason for rejection will be non-compliance with the requirements for Issue acceptance.

E. Issue Rejection Process

1. All Issues must be received in final form by the deadline date. If an Issue received prior to the deadline date does not meet the criteria set forth in IV. B., the Issue Chair will make a reasonable attempt to contact the submitter with a brief explanation of the problem. Failure of the submitter to correct and/or resubmit the Issue prior to the deadline date will result in rejection of the Issue.

a. Issue Chair will notify submitter in writing that Issue cannot be accepted as currently written and will be rejected if not submitted in a finished form.

1) Notification to include: specific required changes, deadline date, reference to Issue acceptance Criteria, and a recommendation that Issue can be rewritten and referred to a committee if unable to finalize language.

2) If Issue was submitted by a CFP committee, the respective Council Chair will also be notified; the Executive Director will be notified regarding Issues submitted by standing committees.

3) If submitter is non-responsive, he/she will be notified a second time by the Issue Chair that Issue will be rejected if not submitted in a finished form.

b. If no response is forthcoming from the submitter after the second notification, the Issue Chair will notify the Executive Director that the Issue is pending rejection.

1) The Executive Director will evaluate the Issue Chair recommendation for rejection and agree or disagree based on the criteria spelled out in the Conference Procedures for Issue Acceptance; the Executive Director may elect to contact the submitter directly.

a) If the Executive Director agrees with the Issue Chair decision to reject, he/she will forward the Issue to the Conference Chair and Vice Chair for their review.

- The Conference Chair and/or Vice Chair may elect to contact the submitter directly to determine if he/she is willing to bring the Issue into compliance; thus, the submitter may have one last chance.

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- If the Conference Chair or Vice Chair do NOT choose to contact the submitter, the Issue will be rejected.
- If the Conference Chair and Vice Chair disagree as to whether the Issue should be rejected, the matter will be referred to the Executive Board for resolution.

b) If the Executive Director disagrees with the Issue Chair and determines the Issue (as written) meets the Issue acceptance requirements, he/she will send the Issue back to the Issue Chair with a written explanation; the Issue Chair may appeal such a finding to the Executive Board.

2. At least forty (40) days before the Conference meeting, the submitter of an Issue that does not meet the criteria for acceptance or is not in the jurisdiction of the Conference is notified by the Executive Director with a copy to the Conference Chair and the Issue Chair of the reason(s) why the proposed Issue is not acceptable. A rejected Issue may be considered a "Special Issue" if accepted by the Board and submitted by the Board to the Council at the beginning of the Conference meeting.

**Conference for Food Protection
2012 Issue Form**

Issue: 2012 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: Report- Interdisciplinary Foodborne Illness Training Committee

Recommended Solution:

The Conference recommends to acknowledge the report and to thank the committee for its work.

**Conference for Food Protection
2012 Issue Form**

Issue: 2012 II-011

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: Re-create - Interdisciplinary Foodborne Illness Training Committee

Recommended Solution:

The Conference recommends

- that the Interdisciplinary Foodborne Illness Training Committee be re-created; and
- report back to the 2014 Biennial Meeting of the Conference for Food Protection.

The charges to the committee shall be:

- to catalog and continue tracking the progress of prominent disease training programs currently developed; and
- identify essential educational content of foodborne disease outbreak training programs.

**Conference for Food Protection
2012 Issue Form**

Issue: 2012 II-012

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

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Title: Report - Food Protection Managers Certification Committee (FPMCC)

Recommended Solution:

The Conference recommends acknowledging the attached Food Protection Manager Certification Committee (FPMCC) report with attachments, and extending thanks to the Committee members for their work.

**Conference for Food Protection
2012 Issue Form**

Issue: 2012 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: Standards - Non-Substantive Revisions

Recommended Solution:

The Conference recommends approval of the non-substantive revisions to the *Standards for Accreditation of Food Protection Manger Certification* for improving consistency, clarity, and accuracy within the *Standards* and establishing a new numbering system.

Exact language changes are found in the FPMCC Final Report attachment, *Standards for Accreditation of Food Protection Manager Certification Programs* with Committee proposed revisions (January 5, 2012 draft).

**Conference for Food Protection
2012 Issue Form**

Issue: 2012 II-014

Council Recommendation:	Accepted as Submitted	<input checked="" type="checkbox"/>	Accepted as Amended	<input 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: Standards - Strengthening Exam Security

Recommended Solution:

The Conference recommends approval of revisions to the *Standards for Accreditation of Food Protection Manager Certification Programs* to address examination security and increase the credibility of the Food Protection Manager Certification.

All language and modifications are contained within attached document titled: "Recommended Solutions - Strengthening Exam Security" extracted from the document titled "*Standards for Accreditation of Food Protection Manager Certification Programs with Committee Proposed Revisions*" which is attached to the Issue titled "Report - FPMCC."

A summary of the changes include:

- A. In the Preamble, revise the "Modifications and Improvements" section.
- B. In "Section 1.0 - Definitions" - add specified definitions.
- C. In "Section 4.0 - Food Safety Certification Examination Development" - revise Subsections 4.1 and 4.17 and move the components of 4.18 to Section 5.
- D. In "Section 5.0 - Food Safety Certification Examination Administration" - reorganize, revise, replace, and add subsections as noted.
- E. In "Section 7.0 - Certification Organization Responsibilities to Candidates and to the Public" - replace sections 7.3 and 7.4 with a new section.
- F. Add a new "section 9.0 - Management Systems."

The Conference also recommends that the revised *Standards for Accreditation of Food Protection Manager Certification Programs* be posted to the CFP web site.

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**Conference for Food Protection
2012 Issue Form**

Issue: 2012 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>		

All information above the line is for conference use only.

Title: FPMCC - Non-Substantive Bylaw Revisions

Recommended Solution:

The Conference recommends approval of the non-substantive revisions to the *Food Protection Manager Certification Committee Bylaws*.

A summary of the proposed non-substantive revisions include:

- clarification of terms and references for consistency and accuracy, and
- elimination of language duplication with Robert's Rules of Order already adopted within the Bylaws.

Exact language changes are found in the FPMCC Final Report attachment, *Food Protection Manager Certification Committee Bylaws* with Committee proposed revisions (final draft revision Jan 2012).

**Conference for Food Protection
2012 Issue Form**

Issue: 2012 II-016

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: FPMCC - Substantive Bylaw Revisions

Recommended Solution:

The Conference recommends adopting the following Food Protection Manager Certification Committee (FPMCC) substantive Bylaw revisions to ensure a fair and consistent representation for all certification organizations. All new language is indicated in underline format; language to be deleted is in strike through.

Article V. Committee Structure and Representation.

Section 1. To be eligible to serve on the Committee as a voting member or non-voting alternate, individuals must commit in writing to active participation and be approved by the Conference Chair and the Board.

Section 2. The Committee Chair and Vice-Chair, ~~and/or Council II Chair~~ will select committee members and alternates from the list of volunteers or recruit volunteers as appropriate to balance the committee as delineated ~~under Article IV. Committee Structure and Representation~~ in these Bylaws. In the event of a Committee vacancy with no designated alternate in that constituency, the Chair will first recruit from the remaining list of volunteers provided during the initial Committee selection process.

Section 3. The composition of the Committee is a balanced representation of industry, regulatory, academia, certification ~~providers~~ organizations, training providers, and consumers. The Committee membership representation shall consist of a maximum of twenty-eight (28) thirty (30) full members ~~votes~~ from the following constituencies ~~in addition to the Chair and Vice-Chair:~~

Subsection 1. Nine (9) representatives from regulatory agencies with food safety responsibilities:

c. Two (2) from federal government agencies; ~~with retail food program responsibilities.~~

d. Three (3) "At Large" appointments; ~~(*At Large representation – agencies with primary regulatory food safety responsibilities.)~~

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Subsection 3. Three (3) Five (5) total votes for certification providers organizations that are accredited by the Conference's accreditation process. All accredited certification organizations who volunteer will be given a voting position on the Committee; if more than five (5) organizations participate on the Committee, fractional but equal voting rights will be calculated as established in these Bylaws;

Section 4. Committee members will serve a two (2) year term, concurrent with the cycle of the biennial Conference meeting. Committee members are eligible to serve for consecutive terms contingent upon

~~Subsection 1. Indication of written interest to serve on the Committee.~~

~~Subsection 2. The availability of membership based on the representation requirements set forth in Article IV, Section 1.~~

~~Subsection 3. An assessment by the Committee Chair and Council II Chair, Vice-Chair, and the incoming Chair of the Committee to ensure a balance between members who have previously served on the Committee and new members.~~

Section 5. In the event of a surplus or insufficient number of volunteers in a category, the Council II Chair may consult with the outgoing Committee Chair to identify potential candidates for appointment to the Committee. Up to two (2) non-voting alternates will be included on the Committee roster each for industry, regulatory, academia, training providers, and consumers to best represent the category of each constituency. Each certification organization participating on the Committee may designate one (1) alternate from their own organization.

Section 7. In the event a Committee member changes constituency during their term, the Chair may consider them for any open seat on the Committee which needs representation from their constituency or consider any open alternate position. If the Chair determines that there are no appropriate openings available, the Committee member will be asked to resign from the committee.

Article VI. Committee Organization, Operation, and Meetings

Section 4 ~~4~~ Voting

Subsection 2. Except for certification organizations, all voting Committee members and alternates designated for that meeting shall have one (1) vote.

Subsection 3. All certification organizations accredited by the Conference's accreditation process participating on the Committee shall not exceed a total of five (5) votes.

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- If more than five (5) certification organizations volunteer to participate on the Committee, the five (5) votes allocated to certification organizations shall be fractionalized (evenly divided).
- The voting fraction shall be determined when the final committee membership is approved by the Board and shall remain in effect until the next biennial Conference meeting.
- Each certification organization shall be allowed no more than one (1) vote or one (1) voting fraction at any meeting.

Article IX. Duties of Committee Members / Alternates

Section 1 ~~2~~. Committee members shall have the responsibility to notify the Committee Chair of their inability to attend a meeting or participate on a conference call at least fifteen (15) days prior to the scheduled meeting or conference call. For any committee member that is unable to attend a scheduled meeting or conference call, an alternate will be assigned. Selection of the designated alternate will be agreed upon by the Committee Chair and the absent member and chosen to best represent the constituency of the absent member. The member may submit in writing a designated representative in his/her place to the Chair. This designated alternate may vote on issues before the committee only during the specified meeting or conference call.

Section 2 ~~3~~. Committee members and alternates shall have the responsibility to review for comment standards, reports, recommendations, issues or other Committee documents distributed within the time frames designated by the Committee.

Section 3 ~~4~~. Committee members and alternates shall have the responsibility to complete work assignments within time frames designated by the Committee.

Section 4 ~~5~~. Committee members and alternates shall have the responsibility to notify the Committee Chair or the Chair's designee of their inability to complete a work assignment.

Article X. Committee Consultants and Advisors

Section 4. The Chair and Vice-Chair may invite, with approval from the Committee, advisors or subject matter experts to participate in meetings and conference calls, if it is determined that such individuals would provide additional information, insight, clarification, guidance or other assistance to the Committee, for a specified purpose. These advisors or subject matter experts will be non-voting guests in meetings and conference calls.

**Conference for Food Protection
2012 Issue Form**

Issue: 2012 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>		

All information above the line is for conference use only.

Title: FPMCC - New and Continuation Charges

Recommended Solution:

The Conference recommends the following charges be assigned to the Food Protection Manager Certification Committee (FPMCC) for the 2012-2014 biennium:

1) Continue working with the CFP Executive Board and the American National Standards Institute (ANSI)-CFP Accreditation Committee (ACAC) to maintain the *Standards for Accreditation of Food Protection Manager Certification Programs* in an up-to-date format.

2) Revise/Update as needed the *Standards for Accreditation of Food Protection Manager Certification Programs* Preamble and Annexes.

3) By July 1, 2012, the FPMCC Chair will request approval of the formation of a Security Evaluation Workgroup for the purpose of initiating the exam security evaluation process; workgroup representation will include:

- ANSI representative,
- ANSI field research design (data) subject matter expert,
- CFP ACAC representative,
- One representative from each Certification Organization,
- FPMCC Chair and Vice Chair,
- One food industry representative, and
- One food regulatory representative.

4) Evaluate the results of the exam security evaluation process and Standards revisions approved by the 2012 CFP Biennial Meeting to ensure that they are resulting in substantial improvement of exam security. The FPMCC is proposing a plan to:

- work with ANSI to update the ANSI accreditation application to incorporate the final Standards changes as approved at the 2012 Biennial Meeting,
- develop surveillance documents,
- establish an analysis framework and research plan for data collection and evaluation of improvement in exam security,

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- complete a preliminary study to ensure that the evaluation tool works, and
- develop a timeline for continued improvement.

5) Report back to the Executive Board and the 2014 Biennial Meeting of the Conference for Food Protection.

**Conference for Food Protection
2012 Issue Form**

Issue: 2012 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>		

All information above the line is for conference use only.

Title: Report - Program Standards Committee

Recommended Solution:

The Conference recommends acknowledgement of the 2010-2012 Program Standards Committee Final Report and thanking the members for completed work.

**Conference for Food Protection
2012 Issue Form**

Issue: 2012 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: Amendment to Standard 9 Program Assessment

Recommended Solution:

The Conference recommends a letter be sent to the FDA requesting an amendment to the Voluntary National Retail Food Regulatory Program Standards, Standard 9 Program Assessment, to add requirements to ensure that enrolled jurisdictions develop a targeted intervention strategy or strategies designed to address the occurrence of the risk factors identified in their Risk Factor Study, that these strategies are implemented, and the effectiveness of each strategy is evaluated by subsequent Risk Factor Studies or other similar tools.

- The specific revisions to Standard 9 are amended to read as follows:

(NOTE: complete Standard 9 document with tracked changes is attached to Issue titled: Report - Program Standards Committee)

Requirement Summary, (pages 9-2 and 9-3):

To be an active participant in the *Voluntary National Retail Food Regulatory Program Standards* and to be listed on the FDA Roll of Participating Jurisdictions, a jurisdiction must ~~assure~~ ensure that:

To achieve the criteria of Standard 9 and claim Standard 9 as met, a jurisdiction must ~~assure~~ ensure that:

3. A targeted intervention strategy(s) designed to address the occurrence of the risk factors(s) identified in their Risk Factor Study is implemented and the effectiveness of such strategy(s) is evaluated by subsequent Risk Factor Studies or other similar tools.

Achieving Standard 9, (page 9-5 thru 9-7):

A. 2. To evaluate trends over time to determine whether progress is being made toward reducing the occurrence of foodborne illness risk factors. Studies designed to measure trends require analysis of data over a period of time, and no single point in time can be used to derive trend conclusions.

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E. A jurisdiction must ensure that a targeted intervention strategy designed to address the occurrence of the risk factor(s) identified in their Risk Factor Study (Survey) is implemented and the effectiveness is evaluated by subsequent Risk Factor Studies (Surveys) or other similar tools.

Jurisdictions are encouraged to incorporate various types of interventions such as code changes, educational and training activities, enforcement and compliance strategies, etc. The purpose of the intervention strategy is to attempt to affect improvement in reducing priority risk factor(s) occurrence rates between measurement intervals and assess their effectiveness.

**Conference for Food Protection
2012 Issue Form**

Issue: 2012 II-020

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: Standard No. 8 Assessment Workbook and Instruction Guide

Recommended Solution:

The Conference recommends

1) Approval of the following documents (*included as attachments to the Issue titled: Report - Program Standards Committee*):

- *Standard No. 8 - Assessment Workbook*

- *Standard No. 8 - Assessment Workbook Instruction Guide*

2) That a letter be sent to the FDA requesting that both resource documents be made available to enrolled jurisdictions on the FDA web site and on upcoming versions of the *Self Assess and Audit Disk*.

**Conference for Food Protection
2012 Issue Form**

Issue: 2012 II-021

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: Re-create Program Standards Committee

Recommended Solution:

The Conference recommends the Program Standards Committee be re-created following the 2012 CFP Biennial Meeting with the following charges:

1. Serve as a stakeholder group to provide input to an FDA internal working group to:
 - a. Collaborate on the development of an Administrative Procedures Document to support the Voluntary National Retail Food Regulatory Program Standards; and
 - b. Recommend additional changes or improvements to the Program Standards.
2. Explore, assess, and reevaluate Staffing Levels language within Standard No. 8 and recommended any changes.
3. Formulate resolutions to issues brought before the committee and report back at the 2014 CFP Biennial Meeting.

The Conference also recommends that the CFP Executive Board consider making the Program Standards Committee a standing CFP committee.

**Conference for Food Protection
2012 Issue Form**

Issue: 2012 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: Administrative Procedures for Retail Food Program Standards

Recommended Solution:

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

1. FDA develop and maintain an addendum to the Voluntary National Retail Food Regulatory Program Standards that describes the administrative processes used by FDA to implement the Program Standards and by jurisdictions that choose to be active participants in the Program Standards, and that the addendum address how, and with what frequency, to:

- Enroll jurisdictions in the Program Standards;
- Measure and report progress made by jurisdictions in assessing and auditing their programs for conformance with the Voluntary Retail Food Regulatory Program Standards 1 through 9 (including submission of specific forms);
- Recognize those jurisdictions meeting the Standards, including how jurisdictions are listed on the FDA website;
- Interpret the Standards and resolve disputes concerning the results of non-conforming audits; and
- Otherwise successfully implement the Program Standards.

2. Upon availability of an administrative procedures document, FDA will amend Program Standard 9, as shown in Attachments A and B, to remove language that describes the administrative processes used by jurisdictions to demonstrate implementation of the Program Standards but that are not requirements for conformance with Program Standard 9-Program Assessment and to make necessary editorial changes, as needed;

3. During development of the administrative procedures document, FDA consult the CFP Program Standards Committee for input on its content and format and on the placement of such a document as an addendum to the Standards.

**Conference for Food Protection
2012 Issue Form**

Issue: 2012 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>		

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Title: Report - CFSRP Part A - Certification of Food Safety Regulation Professionals

Recommended Solution:

The Conference recommends acknowledgement of the Conference for Food Protection, Certification of Food Safety Regulation Professionals - Work Group Report Part A and the following attachments.

- 2012 CFP CFSRP Committee Final Report
- CFP CFSRP Committee Roster
- Assessment of Training Needs Survey Summary
- Third Party Auditor Survey Results
- IFPTI Curriculum Framework

The Conference also recommends thanking all the 2010-2012 CFSRP members, and the organizations/agencies they represent, which allowed them to actively participate on the Work Group.

**Conference for Food Protection
2012 Issue Form**

Issue: 2012 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: Report - CFSRP Part B - Uniform Inspection Program Audit Pilot Project

Recommended Solution:

The Conference recommends acknowledgement of the Certification of Food Safety Regulation Professionals - Work Group's Report Part B, the summary and findings in the attached *Uniform Inspection Program Audit Pilot Project Report*.

The Conference further recommends that an expression of thanks be extended to the 14 State and local jurisdictions (listed in the report Acknowledgements) for their invaluable contributions.

**Conference for Food Protection
2012 Issue Form**

Issue: 2012 II-025

Council Recommendation:	Accepted as Submitted	<input checked="" type="checkbox"/>	Accepted as Amended	<input 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: Recommendations from Uniform Inspection Program Audit Pilot Project

Recommended Solution:

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

1. Work in collaboration with the Program Standards Committee to revise Standard 4, Uniform Inspection Program, to address the pilot project comments and to assess the criteria in Standard 4 to make it more program focused rather than focused on the individual.

2. Review for potential revisions to the Standard 4 Uniform Inspection Program criteria and field inspection review process, the following recommendations contained in the CFP CFSRP Uniform Inspection Program Audit Pilot Project Report.

- Revise the Guide to Conducting a Uniform Inspection Program Audit. Some changes that should be considered include:
 - a) Developing a more comprehensive guidance document similar to the CFP Field Training Manual contained in Standard 2 that explains the criteria for each component of the audit process;
 - b) Clarifying the process for selecting the establishments that are to be used for the file and field review;
 - c) Clarifying the parameters for what is to be included as part of the establishment file review;
 - d) Providing expanded guidance on the auditor's qualifications, role, and responsibilities.
- Align the 10 Program Elements contained in Standard 4 with the Performance Elements and competencies identified in the Standard 2 - CFP Field Training Plan. This alignment would necessitate revisions to the Guide to Conducting a Uniform Inspection Program Audit, Audit Worksheet, and Audit Reference Guide.
- Present the 10 Program Elements contained in the Standard 4 criteria, the Guide to Conducting a Uniform Inspection Program Audit, and Audit Worksheet in a linear format to reflect a logical sequence to the inspection process.

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- Incorporate the information contained in the Audit Reference Guide into the Guide to Conducting a Uniform Inspection Audit to eliminate the need for multiple documents.
- Ensure consistency in the weighting/assessing of each of the 10 Program Elements. Some Program Elements, such as the one that relates to assessing risk factors, are much more complex than others, such as the timely filing of reports and documents. A more equitable, objective assessment system should be established for the audit process.
- Design the audit process and worksheet to allow jurisdictions the flexibility for assessing inspection Program Elements that are specific to their retail food protection program. The Standard 2 - CFP Field Training Plan builds in the flexibility for a jurisdiction to include performance elements / competencies that are important to their program. The Standard 4 criteria and associated audit worksheet and guides are more rigid in their format.
- Re-evaluate the assessment protocol for Performance Elements and provide better guidance as to what constitutes an effective performance measurement. The field inspection assessment conducted as part of Standard 4 seems to take an all or nothing approach. Item 1 for example pertains to an assessment of observations of risk factors and public health interventions - eleven different categories. If an inspector fails to make an observation of just one item in this category, this Program Element is not met. This level of performance is higher than what is used for FDA Food Code Standardizations.
- Provide defined performance measurements that are quantifiable within the Program Elements contained in Standard 4. Some of the Program Elements are very subjective in nature and do not contain definitive performance measurements, such as producing legible reports.
- Include a comment section within the Audit Worksheet so that a more detailed description can be provided as to the observations made of an inspector's performance of any one of the 10 Program Elements.

3. Obtain input and feedback from the CFP Program Standards Committee to assist FDA in the review of the recommendations contained in the CFP CFSRP pilot project report.

**Conference for Food Protection
2012 Issue Form**

Issue: 2012 II-026

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: Re-create Certification of Food Safety Regulation Professionals Work Group

Recommended Solution:

The Conference recommends that a re-created 2012-2014 Certification of Food Safety Regulation Professionals (CFSRP) Work Group be charged with the following:

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

- Continue review of all initiatives: existing, new or under development; involving the training, evaluation and/or certification of food safety inspection officers. This collaborative working relationship will ensure the sharing of information so as not to create any unnecessary redundancies in the creation of work product or assignment of tasks/responsibilities.
- When completed, use the Retail Food Safety Specialist Job Task Analysis being developed under the umbrella of the PFP TCWG to review and revise the Standard 2 curriculum to identify any gaps and recommendations for change and review the time frame for completion of Steps 1 through 4 for new hires or staff newly assigned to the regulatory retail food protection program.
- Determine if the CFP Field Training Manual and forms need to be revised based on the findings of the PFP TCWG and the Retail Food Safety Specialist Job Task Analysis.

Charge 2: Collaborate with FDA, other federal agencies, and professional and industry associations to evaluate the results of the Retail Food Safety Specialist Job Task Analysis being developed under the umbrella of the PFP TCWG to:

- Assess and determine appropriate training and standardization processes/protocols for Contractual Regulatory Food Inspectors/Auditors.
- Identify any agency/organizations/working groups currently addressing education and training guidance documents for Contractual Regulatory Food Inspectors/Auditors.
- 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

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Contractual Regulatory Food Inspectors/Auditors possess the necessary knowledge, skills, and abilities to conduct retail food program compliance inspections.

Charge 3: Work in collaboration with the FDA to:

- Revise Standard 4 Uniform Inspection Program to address comments contained in the 2012 Work Group's pilot project report.
- Assess and re-evaluate the criteria in Standard 4 to make it more "program focused" rather than focused on the individual.

Charge 4: Report back the Work Group's findings and outcomes to the 2014 Biennial Meeting of the Conference for Food Protection.

**Conference for Food Protection
2012 Issue Form**

Issue: 2012 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: Recommendations for Promoting the Field Training Manual

Recommended Solution:

The Conference recommends that a letter be sent to the FDA recommending that the FDA actively promote implementation and use of the *Field Training Manual for Regulatory Retail Food Safety Inspection Officers (Field Training Manual)*. The following items are offered to provide assistance to the FDA in their promotional activities:

- CDC's Environmental Public Health Performance Standards toolkit, which was created in partnership with National Association of County and City Health Officials (NACCHO), was reviewed and determined to be a valuable model for promotion and implementation of the CFP Field Training Manual.
- Case studies of jurisdictions that use the CFP Field Training Manual would be a valuable resource in a toolkit provided by FDA to jurisdictions that are working to include the Field Training Manual in their program.
- Application forms for available financial incentives would be an asset in a toolkit provided by FDA as financial assistance would promote implementation of the Field Training Manual in jurisdictions that are not currently using the Manual.
- The toolkit should also include references of agencies and subject matter experts to contact for implementation questions.

**Conference for Food Protection
2012 Issue Form**

Issue: 2012 II-028

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: CIFOR Foodborne Illness Outbreak Response Guidelines for Industry

Recommended Solution:

The Conference recommends that a letter be sent to the FDA requesting the 2009 Food Code (as modified by the Supplement issued in 2011) be amended as follows:

- 1) Addition of the CIFOR *Guidelines for Foodborne Disease Outbreak Response* and the CIFOR *Guidelines for Foodborne Disease Outbreak Response Tool kit* for local, state and federal agencies (Public Health/ Food Regulatory Agencies) and the CIFOR *Foodborne Illness Guidelines for Owners and Operators of Food Establishments* for industry, when finalized and approved by the CIFOR Council in Annex 2 (references), Part 3 (Supporting Documents); and
- 2) Inclusion of a reference to the two documents in item 1 above be in an appropriate place in the FDA National Voluntary Retail Food Regulatory Program Standards; and
- 3) Exploration of other channels of distribution for the CIFOR Guidelines.

CIFOR documents will be available here: <http://www.cifor.us/>.

**Conference for Food Protection
2012 Issue Form**

Issue: 2012 II-029

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: CIFOR Foodborne Illness Response Guidelines for the Food Industry

Recommended Solution:

The Conference recommends no action.

Reason:

The submitter stated that it is not ready to be submitted.

**Conference for Food Protection
2012 Issue Form**

Issue: 2012 II-030

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: Transition of the CFP Standard to the ISO/IEC 17024 Standard

Recommended Solution:

The Conference recommends the Food Protection Manager Certification Committee (FPMCC) study the International Standard ISO/IEC 17024: Conformity assessment-general requirements for bodies operating certification of persons.

The committee should explore the viability of transitioning from the Conference Standard to the ISO standard in a manner that ensures the Conference's ongoing control over the accreditation process associated with the Conference's accreditation.

**Conference for Food Protection
2012 Issue Form**

Issue: 2012 II-031

Council Recommendation:	Accepted as Submitted	<input type="checkbox"/>	Accepted as Amended	<input type="checkbox"/>	<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: Adoption of ISO/IEC 17024 Standard for Personnel Certification Programs

Recommended Solution:

The Conference recommends the Food Protection Manager Certification Committee (FPMCC) review and consider the recognition of ISO/IEC 17024 "Conformity Assessment: General Requirements for Bodies Operating Certification of Persons" as an equivalent standard to the "Conference for Food Protection Standard for the Accreditation of Food Protection Manager Certification Program" and consider acceptance of a certification organization accredited by the American National Standards Institute (ANSI) against ISO/IEC 17024 as meeting the Conference standard. Thus an organization achieving accreditation by ANSI against ISO/IEC 17024 would also simultaneously receive accreditation against the Conference Standard. FPMCC will report recommendations back to the 2014 Biennial Meeting.

**Conference for Food Protection
2012 Issue Form**

Issue: 2012 II-032

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: Inspection Form Scoring Committee

Recommended Solution:

The Conference recommends that the attached Inspection Form Scoring Committee report be acknowledged and the Committee members be thanked for their work.

The Conference recommends that this committee be disbanded.

**Conference for Food Protection
2012 Issue Form**

Issue: 2012 II-033

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: Electronic Reporting for Health Inspections

Recommended Solution:

The Conference recommends no action.

Reason:

This issue is similar to Issue 2012 II-035.

**Conference for Food Protection
2012 Issue Form**

Issue: 2012 II-034

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: Harmonized Food Code and Electronic Reporting for Health Inspections

Recommended Solution:

The Conference recommends no action.

Reason:

The issue was withdrawn by the submitter as it is addressed in Issue 2012 I-035.

**Conference for Food Protection
2012 Issue Form**

Issue: 2012 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: Standardized Data Collection and Electronic Reporting of Inspections

Recommended Solution:

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

- Uniform violation categories/types, by utilizing the FDA inspection form,
- Consistent scoring methodology, and
- The best means of electronically collecting, analyzing and sharing inspection data.

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

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

**Conference for Food Protection
2012 Issue Form**

Issue: 2012 II-036

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: Risk-Based Inspection Form-Marking

Recommended Solution:

The Conference recommends no action.

Reason:

This is not the suitable forum for editing the FDA Audit Manual.

**Conference for Food Protection
2012 Issue Form**

Issue: 2012 II-037

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

All information above the line is for conference use only.

Title: HACCP Training

Recommended Solution:

The Conference recommends no action.

Reason:

The issue was resolved by Issue 2012 I-013.

**Conference for Food Protection
2012 Issue Form**

Issue: 2012 II-038

Council Recommendation:	Accepted as Submitted	<input type="checkbox"/>	Accepted as Amended	<input type="checkbox"/>	<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: Support and Funding for Consumer Participation at the CFP

Recommended Solution:

The Conference recommends that the Executive Board of the Conference for Food Protection, provide two scholarships for council members representing consumer organizations to cover registration costs for the biennial meetings and additional money, if available, to cover travel costs.