2008
Council II
Issue Recommendations
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<td>II_059</td>
<td>CB 2 – CFP Constitution – Memorandum of Understanding between CFP and CDC</td>
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Title: Report: CB 1 - Constitution and Bylaws Committee

Recommended Solution:
The Conference recommends acknowledgement of the submitted report and appreciation for the work of the Committee members. Charge the constitution and by-laws committee to re-number as necessary the constitution, by-laws, and conference procedures as accepted by the assembly of delegates.
Title: CB 2 - CFP Constitution - Memorandum of Understanding between CFP and AFDO

Recommended Solution:
The Conference recommends adoption of the attached Memorandum of Understanding with the Association of Food and Drug Officials (AFDO).

It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.
Conference for Food Protection
2008 Issue Form

Issue: 2008 II-003

Title: CB 5 - CFP Constitution - Amend Article III, Section 4

Recommended Solution:
The Conference recommends that Article III, Section 4 be amended as follows:

Article III Registration and Membership

Section 4. Conference begins at the time of payment of membership fee. Membership fees paid as part of the Conference registration begin on the first day of one Conference meeting and ends the day prior to the next biennial Conference meeting.
Conference for Food Protection  
2008 Issue Form

Issue: 2008 II-004

Title: CB 7- CFP Constitution and Bylaws - Amend Article V, Section 7

Recommended Solution:
The Conference recommends that Article V, Section 7 be amended as follows:

Article V Duties of the Assembly and the Board

Section 7. If voting members of the Board are unable to participate in a Board meeting, they may not send a substitute, but may forward by mail, email or fax information for consideration by attending members of the Board. Voting and ex-officio members may participate through a telephone conference call.
Title: CB 8 - CFP Constitution - Amend Article VI

Recommended Solution:
The Conference recommends amending Section 5 and adding Section 11 which references the responsibilities and duties of the Conference Chair as stated in the position description and subsequent renumbering of Articles to reflect this addition.

Article VI Duties of the Chair

Section 1. The Chair shall preside at all meetings of the Assembly and Board, except as provided in Article VII, Section 1.

Section 2. The Chair shall assist the Executive Director in arranging Conference meetings.

Section 3. The Chair, with the approval of the Board, shall appoint Council Chairs and Vice-Chairs.

Section 4. The Chair shall appoint Council consultants required in Article XI.

Section 5. The Chair shall appoint Chairs of the Conference for standing committees established in Articles XV, Section 2.

Section 6. The Chair, with the approval of the Board, shall appoint qualified persons to Councils and Committees as provided in the Constitution and Bylaws.

Section 7. The Chair shall appoint a Local Arrangements Committee to assist in planning the physical facilities for the next Conference meeting.

Section 8. The Chair shall appoint a parliamentarian to advise on matters of parliamentary procedures at Board and Assembly meetings.

Section 9. The Chair, with Board approval, may retain clerical assistance for the Conference.

It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.
Section 10. Between Conference meetings, the Chair shall require from each Council Chair a report of the status of implementation of each approved recommendation originating in the respective Council and this information shall be provided to the Conference participants.

Section 11. The Chair shall perform all other responsibilities and duties as detailed in the Conference Chair Position Description.

It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.
Title: CB 9 - CFP Constitution - Article VII, new Section 3

Recommended Solution:
The Conference recommends Article VII be amended by adding Section 3.

Article VII Duties of the Vice-Chair

Section 1. In the event the Chair is unable to perform the duties of the Chair, the Vice-Chair shall act as Chair.

Section 2. When acting as Chair, the Vice-Chair shall perform all the necessary duties for the Conference as outlined in Article VI.

Section 3. The Vice-Chair shall perform all other responsibilities and duties as detailed in the Conference Vice-Chair Position Description.
Title: CB 13-CFP-Constitution Amend Article XII, Section 6, Subsection 2

Recommended Solution:
The Conference recommends that Article XII, Section 6, Subsection 2 be amended as follows and subsequent renumbering of Articles to reflect this addition.

**Article XIII Duties and Responsibilities of Councils**

**Section 1.** Council I: Council on Laws and Regulations

*Subsection 1.* Issues submitted to the Conference dealing with laws, regulations, and model codes governing the safety of food shall be assigned to Council I by the Conference Issue Committee.

**Section 2.** Council II: Council on Administration, Education, and Certification

*Subsection 1.* Issues submitted to the Conference dealing with matters relating to the Constitution and Bylaws, Conference procedures, memoranda of understanding, program evaluation, education, training and certification, and the like shall be assigned to Council II by the Conference Issue Committee.

**Section 3.** Council III: Council on Science and Technology

*Subsection 1.* Issues submitted to the Conference dealing with science and technology shall be assigned to Council III by the Conference Issue Committee.

**Section 4.** Councils shall deliberate on all assigned Issues. Council Chairs shall report the recommendations of their Councils to the Assembly.

**Section 5.** When a Council recommends "No Action" on an assigned Issue, the Council Chair shall record the reason why "No Action" was recommended.

**Section 6.** Duties of the Councils between Biennial Meetings

*Subsection 1.* Following the Biennial Meeting, the Conference Chair shall contact the Council Chairs to review the recommendations approved by the Assembly of

*It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.*
State Delegates and to plan for the implementation of approved recommendations originating in their respective Councils.

Subsection 2. During the period between Biennial Meetings, the Council Chairs, shall monitor, encourage, and proactively support the progress of implementation of approved recommendations originating in their respective Councils.

Subsection 3. Council Chairs shall prepare a written report on the status of implementation of approved recommendations originating in their respective Councils or on the activities of committees assigned to their Council. These reports shall be submitted to the Conference Chair 30 days prior to each Board meeting or more frequently at the request of the Conference Chair.

Subsection 4. The new Council Chairs shall submit for the Executive Board approval, the names of Committee Chairs and membership of all Committees assigned to their Council by the Fall Board Meeting following the Biennial Meeting.
Title: CB 14 - CFP Constitution - Article XIV, Section 2

Recommended Solution:
The Conference recommends that Article XIV, Section 2 be amended as follows:

Article XV Duties of the Committees

Section 1. The Issue Committee shall review all Issues submitted at least ninety (90) days before the Conference meeting. The Issue Committee shall assign for Council deliberation those Issues that have met the Issue acceptance criteria specified in the Conference Procedures Manual. Issue assignments shall be made in accordance with Article XII, Section 1, Subsection 1; Section 2, Subsection 1; and Section 3, Subsection 1.

Section 2. The Program Committee shall be responsible for the educational workshop and the Reports and Updates session at the biennial meeting.

Section 3. The Constitution and Bylaws/Procedures Committee shall submit recommendations to improve Conference administrative functions through proposals to amend the Constitution and Bylaws. The Committee shall review proposed memorandums of understanding and ensure consistency among the memorandums of understanding, the Conference Procedures manual, the Constitution and Bylaws and other working documents. The Committee shall report all recommendations to the Board prior to Council II deliberation and shall follow the direction of the Board.

Section 4. The Resolutions Committee shall report to the Board. Except for thank you resolutions, the Resolutions Committee shall prepare all necessary resolutions for Board approval.

Section 5. The Audit Committee shall report to the Board. Except when a certified public accountant conducts an audit of the Conference's financial records, the Audit Committee shall audit the Conference's financial records annually.

Section 6. The Managers Training, Testing and Certification Committee shall report to the Board. The Managers Training, Testing and Certification Committee shall work with the accreditation organization for food protection manager certification programs to:

It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.
Subsection 1. Establish and refine policies and standards to which certifiers must conform in order for them to be accredited;

Subsection 2. Provide Conference input into the development of accreditation standards for certifying organizations specific to food protection manager certification programs;

Subsection 3. Develop strategies for enhancing equivalence among food protection manager certificates issued by certifiers; and

Subsection 4. Promote universal acceptance of certificates issued by accredited certifiers.

Section 7. All Committees, including Standing Committees, shall submit their reports in a timely prescribed manner as specified under Article II, Section 3 as follows:

Subsection 1. Committees assigned to a Council, to their respective Councils; and

Subsection 2. Standing Committees to the Conference Chair and Executive Director
Title: CB 3 - CFP Constitution and Bylaws - Amend Article II, Section 1

Recommended Solution:
The Conference recommends Article II, Section 1 be amended to include:

Article II Organization and Operation

Section 1. The Conference shall be directed by the delegates of the States, Territories and District of Columbia, who join together with representatives of industry, academic institutions, professional associations and consumer groups to achieve the objective of the Conference.

The Conference shall include an Assembly of State Delegates, hereinafter referred to as the Assembly; an Executive Board, hereinafter referred to as the Board; an Executive Director, Executive Assistant, Executive Treasurer, Councils; Committees; Standing Committees (see Article XIII), and any member of the Conference as described in Article III, Sections 1 and 2.

It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.
Title: CB 4 - CFP Constitution - Amend Article III, Article IV, and Article V

Recommended Solution:
The Conference recommends that Article III, Section 1, 2, 3 be amended as follows:

Article III Registration and Membership

Section 1. Any persons interested in promoting the objective in Article I may attend the Conference meetings by registering their name, address, and the business they represent with the Executive Treasurer and paying the registration fee established by the Board under Article V, Section 10 and 12.

Section 2. Persons who are interested in promoting the objective in Article I but who cannot attend the Conference meeting may become members of the Conference by applying to the Executive Treasurer using forms provided and paying the membership fee established by the Board under Article V, Section 12.

Section 3. Persons paying the Conference membership fee through the Executive Treasurer's office or by paid registration at the Conference meetings are members of the Conference and are entitled to be on an official list to receive copies of the Conference proceedings and other Conference matters determined by the Board to be of interest to all members of the Conference.

Section 4. Conference membership begins at the time of payment of membership fee. Memberships paid as part of the Conference registration begin on the first day of one Conference meeting and ends the day prior to the next biennial Conference meeting.

It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.
Article IV, Section 4 be amended to:

**Article IV Composition of Organizational Components and Eligibility Requirements for Service In Official Capacities**

**Section 3.** Board Membership

**Subsection 4.** The Board shall have non-voting Ex-Officio members as follows:

a) The Immediate Past Chair of the Board;

b) The Chair and Vice Chair of each Council;

c) The Conference Program Chair;

d) Representatives from regulatory agencies regulating retail food operations in other countries of the world, such as Canada, Mexico, etc.

e) The Executive Director, Executive Treasurer, Executive Assistant;

f) The Conference Issue Chair, and

g) The Conference Constitution and Bylaws/Procedures Chair

**Section 4.** The Board shall elect a Chair and Vice-Chair from its membership after each biennial meeting of the Conference and they may retain their positions at the pleasure of the Board as long as they are officially members of the Board. The Board Chair and Vice-Chair shall be the Chair and Vice-Chair of Conference meetings. The Board shall retain the services of qualified persons to act as an Executive Director, Executive Treasurer and Executive Assistant. The Executive Treasurer shall be bonded. The compensation of the Executive Director, Executive Treasurer, and Executive Assistant shall be set by the Board.

**Article V Duties of the Assembly and the Board**

**Section 10.** The Board shall direct the Executive Treasurer to collect registration and membership fees as necessary to defray the costs of the operation of the Conference. The Board shall cause an annual audit to be made of the Executive Treasurer's financial reports.

*It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.*
Title: CB 6 - CFP Constitution - Amend Article IV - Subsection 4

Recommended Solution:
The Conference recommends Article IV, Section 3, Subsection 4 be amended to include Executive Treasurer and Constitution and Bylaws Chair as follows:

Article IV Composition of Organizational Components and Eligibility Requirements for Service In Official Capacities

Subsection 4. The Board shall have non-voting Ex-Officio members as follows:

a) The Immediate Past Chair of the Board;

b) The Chair and Vice Chair of each Council;

c) The Conference Program Chair;

d) Representatives from regulatory agencies regulating retail food operations in other countries of the world, such as Canada, Mexico, etc.

e) The Executive Director, Executive Treasurer, Executive Assistant;

f) The Conference Issue Chair, and

g) The Conference Constitution and Bylaws/Procedures Chair

It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.
Title: CB 10 - CFP Constitution - Amend Article VIII

Recommended Solution:
The Conference recommends that Article VIII be amended as follows:

Article VIII Duties of the Executive Director

Section 1. The Executive Director shall ensure that the minutes of each meeting of the Assembly and the Board are recorded and transcribed.

Section 2. The Executive Director shall tally and record all voting of the Assembly on a form authorized by the Board.

Section 3. The Executive Director shall notify all members of the time and place of the next Conference meeting, and of Issues that are to be deliberated.

Section 4. The Executive Director shall accomplish the duties outlined in Article VI, Section 10; and Article XVII, Section 1, Subsections 2, 3, 4, and Section 4.

Section 5. The Executive Director shall maintain an up-to-date list of the qualified delegates designated as required by Article XIV.

Section 6. The Executive Director shall retain, subject to Board's approval, a qualified person to serve as Executive Assistant, and shall direct and oversee duties assigned to the Executive Assistant.

Section 7. The Executive Director shall perform all responsibilities and duties as detailed in the Executive Director Position Description.

It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.
Title: CB 11 - CFP Constitution - Amend Article IX

Recommended Solution:
The Conference recommends that Article IX be amended to reflect the Duties of the Executive Treasurer and subsequent renumbering of Articles to reflect this addition.

Article IX Duties of the Executive Treasurer

Section 1. The Executive Treasurer shall collect registration and membership fees and shall pay all bills as directed by the Board. The Executive Treasurer shall obtain a receipt for all disbursements and shall make all such receipts a part of Board records.

Section 2. The Executive Treasurer shall prepare a proposed annual budget for presentation to the Board.

Section 3. The Executive Treasurer shall prepare all budget and financial reports.

Section 4. The Executive Treasurer shall perform all responsibilities and duties as detailed in the Executive Treasurer Position Description.

Article X Duties of the Executive Assistant
Title: CB 12 - CFP Constitution - Article IX, new Section 7

Recommended Solution:
The Conference recommends that Article IX be amended by adding new Section 7: and subsequent renumbering of Articles to reflect this addition.

Article X Duties of the Executive Assistant

Section 1. The Executive Assistant manages the information on the Conference website with the assistance of the Executive Director and a professional webmaster and publishes the Conference newsletter.

Section 2. The Executive Assistant maintains the Conference membership database; creates reports and rosters, and develops mailing lists.

Section 3. The Executive Assistant assists the Executive Director with development of a Standard Operating Procedures Manual to include Position Descriptions, Board policies and Scripts for presentations and is responsible for their maintenance.

Section 4. The Executive Assistant records, transcribes, and distributes Board meeting minutes.

Section 5. The Executive Assistant assists the Executive Director with the Delegate process to include outreach and rosters.

Section 6. The Executive Assistant assists the Executive Director with the preparation of the biennial meeting program, provides onsite assistance to the Executive Director at the biennial meeting and compiles biennial meeting proceedings with the assistance of the Executive Director.

Section 7. The Executive Assistant shall perform all responsibilities and duties as detailed in the Executive Assistant Position Description.

It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.
Title: CB 15 - CFP Constitution - Amend Article XVII, Section 1, Subsection 4

Recommended Solution:
The Conference recommends that Article XVII Rules of the Assembly, Section 1, Subsection 4 be amended to include a report from the Executive Treasurer during the Conference Assembly and subsequent renumbering of Articles to reflect this addition.

Article XVIII Rules of the Assembly

Section 1. Meetings of the Assembly shall include the following:

Subsection 1. Call to order by the Chair;

Subsection 2. Roll call of States, Territories and the District of Columbia and the announcement of the names of the delegates who will vote for each in the Assembly;

Subsection 3. Approval of the minutes of the previous meeting;

Subsection 4. Report of the Executive Director and Executive Treasurer;

Subsection 5. Council Chair Reports, Resolutions and other new business;

Subsection 6. Assembly voting;

Subsection 7. Authorization that may be required by the Assembly for the Board to conclude and implement any necessary recommendations prior to the next Conference meeting; and

Subsection 8. Adjournment.

It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.
Title: CB 17 - Constitution - Amend Appendix - Executive Board Member Listing

Recommended Solution:
The Conference recommends Executive Board listing in the Appendix be amended.

Executive Board

Role: Manages the affairs of the Conference

Chair and Vice-Chair: Elected from Board Voting Membership

Members: 23 elected to staggered terms by caucus of registrants in each respective group; federal members are appointed by agency head

Voting 6 State regulatory agencies (1 each per CFP Region)
6 Local regulatory agencies (1 each per CFP Region)
3 Agencies (FDA, USDA and CDC)
6 Food Industries
1 Academic Institution
1 Consumer Representative

Non-Voting Ex-Officio 1 Immediate Past Chair
3 Chairs of each Council
3 Vice-Chairs of each Council
1 Program Chair
1 Issue Chair

1 Constitution and Bylaws/Procedures Chair
4 International Representatives (i.e. Canada, Mexico, etc.)
1 Executive Director

1 Executive Treasurer
1 Executive Assistant

It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.
Title: CB 16 - Constitution - Amend Article XIX, Section 1

Recommended Solution: The Conference recommends Article XIX, Section 1 be amended.

Article XX Amendments to the Constitution and Bylaws

Section 1. The Constitution and Bylaws may be amended at a duly called Conference meeting, the delegates having had forty (40) days notice from the Executive Director of such proposal to amend as provided in Article II, Section 3 and Article VIII, Section 3.

Section 2. Amendments to the Constitution and Bylaws will become effective at the close of the meeting at which they are adopted.
Title: CP 18 - Conference Procedures 2006 - Amend IV Conference Issues

Recommended Solution:
The Conference recommends that Conference Procedures - IV Conference Issues be amended to include:

IV. Conference Issues

A. Issue Submission

1. The Executive Board shall approve an Issue Submission Form.

2. As specified in the Constitution and Bylaws, the Issue Submission Form shall be made available to Conference members and to other interested parties by 150 days prior to the Biennial Meeting.

3. Issue submissions shall be made electronically through the internet. Issues may be submitted to the Executive Board only in the event of a late-breaking food safety Issue. Current instructions for submission and the form are available through the internet on the Conference web site or from the Executive Director.

   a. For the purpose of this Section a late-breaking food safety Issue is defined as an Issue that specifically relates to an event, practice or circumstance creating a situation requiring the immediate attention of the Conference that has occurred between the deadline of the Conference Issue submission deadline and the Biennial Meeting.

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

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 food identified. The food protection or public health aspect of the Issue must be clearly stated to be easily understood. A

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suggested solution or rationale for the Issue must be sufficiently detailed to cover all aspects of the submission.

2. When the recommended solution is to change the wording of a document, such as the Food Code or a Conference document, the portion of the document to be changed must be accurately identified, the change that is requested must be specified (e.g., actual language for replacement, addition, change or deletion), and the recommended language provided.

3. A late-breaking food safety Issue submitted after the deadline may be considered for assignment to a Council if it has first been presented to the Conference Executive Board for review and acceptance. The Conference Executive Board shall inform the Issue Committee Chair of its decision to accept or reject any Issue submitted after the Issue deadline.

C. Issue Withdrawal Criteria

1. The Issue submitter can remove the Issue from the Conference before it has been assigned by the Issue Committee to a Council.

2. Once an Issue has been assigned to a Council, the Council is required to review the Issue, and at that time they can vote to remove the Issue.
Title: CP 19 - Conference Procedures - Amend IV Conference Issues

Recommended Solution:
The Conference recommends that Article IV, D be amended to read:

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.

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 with a copy to the Conference 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 Biennial Meeting.

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Conference for Food Protection
2008 Issue Form

Issue: 2008 II-020

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All information above the line is for conference use only.

Title: CP 20 - Conference Procedures Conference Issues - IV.E

Recommended Solution:
The Conference recommends that Conference Procedures, Conference Issues, IV.E, Numbering of Issues be amended to read:

F. Numbering of Issues

Each Issue is given a number. The number shall reflect the year, Council assignment, and the sequence within that Council. For example, Issue 98-III-15 was submitted for the 1998 Biennial Meeting, assigned to Council III, and is the fifteenth such issue assigned to that Council.

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Title: CP 21 - Conference Procedures Conference Issues IV.G

Recommended Solution:
The Conference recommends that Conference Procedures, Conference Issues G be amended to include:

H. Supplemental Material to Issues

Supplemental reports, studies and other written materials required to explain an Issue should be submitted as an attachment to that Issue or as a link to an existing document on a publicly accessible website to ensure timely review by the Councils. If that is not possible, written materials relating to an Issue may be made available by the Issue submitter to Council and Assembly members during Biennial Meeting deliberations. Sufficient copies must be provided by the presenters for the Council members and provided in advance to the Council Chair for distribution. However, submitters may not expect that such materials will be read due to the press of business at the Biennial Meeting. Therefore, providers may be asked to provide a brief oral summary of those materials during the appropriate Council or other meeting.

1. Conference Board members, Council members and Assembly Delegates will receive supplemental material that has been developed immediately before and during the Biennial Meeting at no charge.

2. Late-developing Conference committee updates shall be presented both orally and in writing.

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It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.
Title: CP 23 - Conference Procedures Councils V.5.

Recommended Solution:
The Conference recommends that Conference Procedures Councils - V.5. - Council Deliberations and Voting Process be amended to include:

5. Council Deliberations and Voting Process

a. Councils deliberate Issues beginning with Issue 01. Should any Council member wish to change the order of discussion, the Chair requests a vote by the Council. If acceptable, the Chair tells the audience and posts a note on the door of the meeting room with the changes. Issues addressing similar subjects may be grouped under one Issue by consent of the Council members. A note describing the groupings is also posted on the door.

b. The Council Chair reads each Issue to the Council and entertains a motion and a second in order to bring the Issue to the floor for discussion. For discussion purposes, the Council Chair recognizes members of the Council first, the submitter, and then those in the audience. Should members of the audience wish to be recognized by the Chair, they need to raise their hand, await recognition by the Chair, and then step forward to address the Council. A member of the Council may request the Chair to recognize a member of the audience for comment. The audience may come and go in an orderly fashion should they wish.

c. The following recommendations can be made by a Council:

**ACCEPT AS WRITTEN**
Goes to Assembly of State Delegates as submitted.

**ACCEPT AS AMENDED**
Goes to Assembly of State Delegates as amended.

**NO ACTION**
Goes to the Assembly of State Delegates as submitted, with reason for "No Action."

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Title: CP 24 - Conference Procedures Assembly of Delegates VII.B

Recommended Solution:

The Conference recommends that Conference Procedures - Assembly of Delegates VII.B be amended to include: delegate voting clarification and sequence changes within VII.B, Workings of the Assembly.

VII. Assembly of Delegates

A. Role of the Assembly

The Role of the Assembly is to approve or reject recommendations from the three Councils, including amendments to the Constitution and Bylaws.

B. Workings of the Assembly

1. The Council Chairs present their reports to the Assembly in sequence beginning with Council I. Part I of each Council report is presented first by each Council Chair. After the Part I portion of the reports is completed the Part II portion follows.

2. Delegate voting, options include "Yes, " "No, " or "Abstain. "

If a majority (simple or two-thirds as prescribed in the Constitution) of the voting Delegates vote "Yes" on Issues “accepted as submitted” or “accepted as amended” by the Council (contained in Part 1 of the Council Chair’s report to the Assembly of State Delegates) the action recommended by the Council will be taken.

If a simple majority of Delegates vote "No" on any Issues “accepted as submitted” or “accepted as amended” by the Council (contained in Part 1 of the Council Chair’s report to the Assembly of State Delegates), the Conference will take no action on the Issue if a simple majority of the voting Delegates vote "Yes" on Issues on which the Council took no action (contained in Part 2 of the Council Chair’s report to the Assembly of State Delegates) the Conference will take no action on the Issue.

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If a simple majority of the voting Delegates vote "No" on an Issue on which the Council took no action (contained in Part 2 of the Council Chair’s report to the Assembly of State Delegates) the Issue shall be referred to the Executive Board for consideration. The Executive Board will then determine the appropriate action to be taken.

3. The Delegates are asked to identify any Issues from the Council's reports they wish to extract for separate, individual discussion.

4. Issues dealing with the Constitution and Bylaws and Procedures of the Conference are automatically extracted from the Council II report.

5. The Conference Chair asks for a motion to accept the Council report minus the extracted Issues. After the motion is made, the Conference Chair requests a second to the motion. The Council report, minus the extracted issues, is voted upon. Voting options are "Yes," "No," or "Abstain."

6. The Conference Chair asks for a motion to accept the Council recommendation for each extracted Issue. A second to the motion is requested for each extracted Issue.

7. Each extracted Issue before the Assembly can be discussed for clarification prior to a vote. Extracted Issues cannot be amended by the Assembly.

8. Any delegate may request the Conference Chair to announce the final vote totals on any Issue to the delegation and recorded in the conference minutes.
Title: CP 25 - Conference Procedures - Committees VIII

Recommended Solution:
The Conference recommends that Conference Procedures - Committees VIII be amended to include:

VIII. Committees

Ad-Hoc Committees

1. Committees shall be created based on recommendations from Council and approved by the Delegates. Council Chairs shall submit for the Board approval the names of the Committee Chairs and membership of all the Committees assigned to the Council by the Executive Board meeting following the Biennial Meeting.

Standing Committees

1. The following standing committees shall be established: the Audit Committee; Constitution and Bylaws/Procedure Committee, Issues Committee; Managers Training, Testing and Certification Committee, Nominating Committee; Program Committee; Resolutions Committee; and Strategic Planning Committee.

   A. Committee Membership

   Whenever possible, depending upon the nature of the Issue, membership of the Committees should be made up of representatives from around the country and from regulatory, industry, consumers, and academia.

   B. 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

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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 such as FDA/USDA/CDC/EPA 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.

C. Committee Chair

Committee Chairs serve until the Committee charge is completed or until replaced, whichever occurs first. Under direction and guidance from the Council Chair, Committee Chairs shall develop a work plan and establish time frames to accomplish their work plan. A Committee Chair may appoint subcommittees in order to accomplish the work plan. The Conference Chair or the Chair’s designee establishes a calendar for submission of interim and final Committee reports.
Title: CP 26 - Conference Procedures - Committees VIII.C

Recommended Solution:
The Conference recommends that Conference Procedures - Committees VIII.C be amended to include:

VIII. Committees

C. Committee Chair

Committee Chairs serve until the Committee charge is completed or until replaced, whichever occurs first. Under direction and guidance from the Council Chair, Committee Chairs shall develop a work plan and establish time frames to accomplish their work plan. A Committee Chair may appoint subcommittees in order to accomplish the work plan. The Conference Chair or the Chair’s designee establishes a calendar for submission of interim and final Committee reports.

A Committee Chair's term shall be from appointment and last through the Executive Board Meeting following the next Biennial Meeting.
Title: CP 27 - Conference Procedures - Committee VIII. G.2

Recommended Solution:
The Conference recommends that Conference Procedures - Committee Report G.2 be amended to include:

G. Committee Reports

1. Periodic Status Report

Council Chairs shall submit an interim status report of Committee activities to the Conference Chair no later than thirty (30) days prior to each Executive Board meeting that does not coincide with a Biennial Meeting. The Conference Chair can send a report back to a Council Chair with a request that a Committee work further on its report. Council Chairs shall be prepared to discuss the interim report(s) at each Executive Board meeting.

2. Final Report

Committees that are assigned to a Council and Standing Committees that are submitting an Issue shall provide a final report of their activities to the Council with a recommendation in the form of an Issue submitted for Conference deliberation. This shall be ninety (90) days in advance of the Biennial Meeting as specified in Article II, Section 3, of the Constitution and Bylaws with the report attached to the pertinent Issue.

The Committee Chair or the Committee Chair's designee should be present when the Council meets during the Biennial Meeting to present and discuss the Committee's report.

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Title: CP 28 - Conference Procedures - Recommendations to the FDA Food Code IX.3

Recommended Solution:
The Conference recommends that Conference Procedures - Conference Recommendations Relating to the FDA Food Code - IX.3 be amended as follows:

IX. Conference Recommendations Relating to the FDA Food Code

Conference recommendations to State and local governments and others that pertain to retail food protection matters and that may therefore have relevance to the FDA Food Code are conveyed to the FDA in the following manner.

1. The Conference Chair will convey to the FDA and USDA any recommendations that relate to the Food Code within 45 days after the Conference meeting.

2. The FDA and USDA will review and reconsider any material forwarded by the Conference. The FDA and USDA will respond in writing to the Conference Chair on each recommendation from the Conference. The FDA and USDA will make every effort to provide these written comments within 60 days of its receipt of the recommendations.

3. The FDA and USDA will be available to discuss any issue with the Conference Executive Board in an effort to explore any concerns and identify mutually acceptable approaches for their resolution. The FDA and USDA will arrange to have appropriate staff available so that this discussion may occur at the Fall Board meeting following the Biennial Meeting, unless by mutual agreement an earlier date is appropriate.

4. The FDA and USDA will provide a written update to the Conference Chair as a follow up on each recommendation no later than 6 months prior to the next Conference.

5. The responses from the FDA and USDA will be posted on the Conference's website as soon as possible.

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Conference for Food Protection  
2008 Issue Form 

Issue: 2008 II-029  

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| Delegate Action: | Accepted | _____ Rejected | _____ |

All information above the line is for conference use only.

Title: CP 29 - Conference Procedures - Committees VIII.E

Recommended Solution:
The Conference recommends no action.

Reason:
Withdrawn by submitter.

It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.
Title: Constitution & By Laws - Article X - Councils - Council III

Recommended Solution:
The Conference recommends changing the By Laws - Article X - Councils, Section 2. Subsection 3 to read:

Of the twenty-two (22) members of Council III at least five (5) shall be from State and local regulatory agencies, at least five (5) from industry, up to ten (10) at-large plus a Chair and Vice-Chair. The industry representatives shall include at least one (1) each from food processing, food service, retail food stores and food vending. At large members may include members representing federal agencies, Academia, and other stakeholder groups.

Add to Article X - Councils, Section 3. Subsection 2 to read:

The Chair and Vice-Chair from Council III shall be from one of the following disciplines - Regulatory, Industry or Academia and at no time shall both the Chair and Vice-Chair represent the same group.
Title: Support and Funding for Consumer Participation at CFP

Recommended Solution:
The Conference recommends no action.

Reason:
Withdrawn by submitter.
Conference for Food Protection  
2008 Issue Form  

Issue: 2008 II-032

Council  
Recommendation:  Submitted  X  Amended  No Action

Delegate Action:  Accepted  Rejected

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Title: 2006-2008 Issue Committee Report

Recommended Solution:
The Conference recommends:

1. the 2006-2008 Issue Committee Report be acknowledged and the Issue Committee members thanked for their contribution;

2. the Issue Committee Consultants, Kevin Hamstra and Lisa Wright, be especially acknowledged for their time and effort; and

3. the 2008-2010 Issue Committee continue its work to:

   a. enhance and maintain the online Issue submission process;

   b. draft policies and procedures regarding the Issue process, including submission, review, and Council consideration; and

   c. recommend improvements to the Issue Committee structure to more effectively manage responsibilities and workload.

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

Title: Emergency Preparedness and Response Committee

Recommended Solution:
The Conference recommends:

1. acknowledgement of the Emergency Preparedness and Response Committee report,


3. posting of the revised *Emergency Action Plan for Retail Food Establishments* document on appropriate websites such as CFP, CFSAN, CDC, etc.,

4. offering a thank you to the Committee members for the work they completed, and

5. dissolving the Emergency Preparedness and Response Committee, after clarifying the guidance document in coordination with the FDA, as their charges have been completed.
Title: Report of the Food Contact and Utensil Barrier Usage Committee

Recommended Solution:
The Conference recommends acknowledging the work of the Food Contact and Utensil Barrier Usage Committee and thanking the Committee for their hard work and dedication to this Issue.
Title: Re-create Food Contact and Utensil Barrier Usage Committee

Recommended Solution:
The Conference recommends that the Food Contact and Utensil Barrier Usage Committee be re-created in order to complete all charges issued to this committee and secure consensus among all committee members.

Charges include:

- Developing content for the fifth category, Forks, Chopsticks and Toothpicks.
- Identifying potential languages for translation.
- Evaluating the costs associated with translating document.
- Providing additional pictures and/or illustrations representing utensil use and identify dissemination strategies.
- A complete review and sign off by all committee members to gain full support of the document.
- Posting the document to a Conference approved Internet site.
- Submitting a final report to the 2010 Biennial Meeting of the Conference.

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Title: Report: Electronic Data Capture and Reporting Committee

Recommended Solution:
The Conference recommends that the report of the Electronic Data Capture and Reporting Committee be acknowledged, that a thank you extended to the Committee for their hard work and efforts, and that the Committee be dissolved.

We further recommend that a new committee be formed and be charged with the following:

1. consider options to make the results of the "Best Practices and Lessons Learned" as identified in the 2006-2008 Electronic Data Capture and Reporting Committee Survey 2 (attached to this Issue) available to jurisdictions considering an electronic data capture system; and

2. conduct research into the feasibility of providing an anonymous, central electronic database for the collection of electronic data from jurisdictions across the country.

3. work with jurisdictions to create a pilot project for collection of inspection data and include it in an anonymous test database and identify any challenges associated with such database development.
Title: Report: Manager Training, Testing & Certification Committee

Recommended Solution:
The Conference recommends acknowledging the attached Manager Training Testing and Certification Committee report, and extending thanks to the Committee members.

In addition, the Conference recommends this standing committee 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 in an up-to-date format.
Title: Standards for Accreditation of Food Protection Mgr Cert. Programs Updates

Recommended Solution:
The Conference recommends that the proposed updates to the Standards for Accreditation of Food Protection Manager Certification Programs be accepted in their entirety as indicated below:

4.2 c demonstrated capability to develop and implement thorough procedures for security of the item bank, printed, taped or computerized examinations, exam answer sheets and candidate scores;

4. 14a All examinations must be delivered and administered in a format that ensures the security of the examination (i.e. in a secured environment with a proctor.) Unproctored examinations are not acceptable regardless of the mode of administration.

4.15 Security. Demonstration shall include an overall examination security plan that covers each step in the examination development and administration process beginning with examination and item development and including, but not limited to, transportation, administration, personnel, physical security, and disposition of secure materials.

4.16 Periodic Review. At least semiannually each certifying organization must report to the Accrediting Organization, providing a review of its food safety certification examination(s). The report will include the following summary statistics for all examinations (for each exam used) administered during the preceding six months, as well as other information that may be reasonably requested by the accrediting organization:

4.18 b an application process for interpreters that includes clear and precise qualifications that must include but not be limited to the following:

   i. fluent in both languages

   ii. have a recognized skill in interpretation

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iii. trained in the principles of objective test administration

iv. have no personal relationship with the candidate (may not be another candidate, may not be a relative or friend of the candidate and may not be a co-worker, employer, or an employee of the candidate)

v. may not be a Certified Food Protection Manager nor have any vested interest in Food Protection Manager certification or conflict of interest,

vi. provide references or other proof attesting to the interpreter's competencies and professional acumen

vii agree in writing to maintain the security of the examination.

5.3 Instructor/Educator/Trainer as Test Administrator/Proctor. When an instructor/educator/trainer of a food safety training program administers, proctors or monitors a food safety certification examination from an accredited certification program, the accredited certification program shall provide a food safety certification examination that:

a. conforms to all CFP standards;

b. has been developed from an item bank of at least 600 questions; and

c. minimally on a quarterly basis, is based on a new examination form.

The certifying organization must have a plan that demonstrates it has controlled for item and examination exposure. The exposure plan must take into account the number of times a test item and form/version is administered.

5.8 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.
Title: Training Resources to Prepare for Manager Certification

Recommended Solution:
The Conference recommends that easy-to-access links be provided and kept current from the CFP web site to the content outlines for all ANSI-accredited certification programs. These content outlines are based on Job Task Analyses and cover the knowledge base required to prepare candidates for certification.

Moreover, the Conference for Food Protection recognizes the importance and need for the provision of food safety training for all food employees and managers. The Conference recommends food protection manager training be consistent with paragraph 2-102.11 (C) of the most recent FDA Food Code. The Conference promotes the information contained in the FDA Food Code as well as content outlines based on job task analyses, which may be of value in developing or evaluating training.

A charge be made to the committee to evaluate Annex B Section B3 to consider incorporating the training recommendations suggested by the committee as shown below.

Annex B Section B3: Qualifications for Certification. 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. 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 and content outlined based on job task analyses developed by accredited certification organizations.
Title: Report: Inspection Form Committee

Recommended Solution:
The Conference recommends acknowledgment of the Inspection Form Committee report to the Conference (see attachment titled: CFP Inspection Form Committee Report, Attachment 1), and to thank the members for their work and contribution in completion of the charges issued by CFP.
Title: Scoring Food Establishment Inspections and the Reduction of Risk Factors

Recommended Solution:
The Conference recommends the creation of a Scoring Ad-Hoc Committee charged with the following:

- develop a research proposal to determine the most effective scoring system.
- identify possible funding sources and researchers to conduct the research.
- report the committee’s findings back to the conference at the 2010 Biennial meeting.
Title: Instructions for Marking the Food Establishment Inspection Report

Recommended Solution:
The Conference recommends that a letter be written to FDA endorsing and recommending the following revisions to the FDA Food Code in Annex 7:

- Guide 3-C Instructions for Marking the Food Establishment Inspection Report; and merging Guide 3-B into Guide 3-C

Specific language for these revisions is attached to this Issue as CFP Inspection Form Committee, Attachment 3, titled: "Instructions for Marking the Food Establishment Inspection Report."

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**Title:** Report: Program Standards Committee

**Recommended Solution:**
The Conference recommends acknowledgement of the CFP Program Standards Committee Report; thanking the Committee members; and, re-creating the Committee to work on the following two charges:

1. Serve as a stakeholder group to provide input to an FDA internal working group which will be considering administrative functions such as:
   - The frequency of revision of the Program Standards document.
   - Effective dates/timeframes for meeting new requirements of the Program Standards.
   - Dissemination of changes to the Program Standards document and supporting tools and training materials.
   - Mechanisms for encouraging timely self-assessments and audits by enrolled jurisdictions.
   - Mechanisms for making changes to the Program Standards documents.

2. Formulate resolutions to charges brought before the Committee regarding recommended language changes to the FDA Voluntary National Retail Food Regulatory Program Standards for submission as Issues to the 2010 CFP Biennial Meeting along with a Committee report.

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Title: Standard No. 5 FBI and Food Security Preparedness and Response

Recommended Solution:
The Conference recommends that a letter be sent to the FDA requesting that FDA Voluntary National Retail Food Regulatory Program Standards, Standard No. 5, Foodborne Illness and Food Security Preparedness and Response be amended to read as specified in the attached document titled "Proposed Amendments to Standard No. 5" (extracted from the 2006-2008 CFP Program Standards Committee Report).
Title: Program Standard No. 1 Regulatory Foundation

Recommended Solution:
The Conference recommends that the Conference send a letter to the FDA requesting that *FDA Voluntary National Retail Food Regulatory Program Standards*, Standard No. 1, Regulatory Foundation, be amended to read as specified in the attached document titled "Proposed Changes to Standard No. 1" (extracted from the 2006-2008 CFP Program Standards Committee Report).

*It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.*
Title: Proposed changes to the Program Standards Definitions

Recommended Solution:
The Conference recommends that a letter be sent to the FDA requesting that definitions in the Voluntary National Retail Food Regulatory Program Standards be amended to read in numerical order as specified in the attached document titled: "Proposed Changes to the definitions within the Program Standards" (extracted from the CFP 2006-2008 Program Standards Committee Final Report).
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 an Attachment 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.

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Title: Assessment of Training Needs (ATN) Pilot Project Report

Recommended Solution:
The Conference recommends acknowledgement of the Conference for Food Protection, Certification of Food Safety Regulation Professionals Work Group’s report summarizing the findings and feedback from the Assessment of Training Needs Pilot Project conducted from June 2006 through July 2007.

The Conference further recommends that an expression of thanks be extended to the 29 state, local, and tribal jurisdictions (listed in the attached report, Acknowledgements) for their invaluable contributions to the success of the pilot project and development of a comprehensive field training model for regulatory retail food protection programs.

The Conference recommends that the Assessment of Training Needs Pilot Project report be included as a resource document on the CFP web site.
Title: Field Training Manual for Regulatory Retail Food Safety Inspection Officers

Recommended Solution:
The Conference recommends that a letter be sent to the FDA recommending that the CFP Field Training Manual for Regulatory Retail Food Inspection Officers replace the CFP Guide to Conducting an Assessment of Training Needs in Appendix B-2, Standard 2 - Trained Regulatory Staff, FDA Draft Voluntary National Retail Food Regulatory Program Standards (2007).

The Conference recommends that the CFP Field Training Manual be included on the CFP web site as a training resource for state/local/tribal regulatory retail food protection programs.
Title: Clarifying language for Step 2, Standard 2, FDA Program Standards (2007)

Recommended Solution:
The Conference recommends that a letter be sent to the FDA requesting revisions to Step 2 of Standard 2 - Trained Regulatory Staff, FDA Draft Voluntary National Retail Food Regulatory Program Standards (2007) to read as follows:

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 this Standard. The 25 joint field inspections are to be comprised of both "demonstration" (trainer-led) and trainee-led inspections and include a variety of retail food establishment types available within the jurisdiction.

Demonstration inspections are those in which the jurisdiction's trainer and/or designated staff person takes the lead and the FSIO-trainee observes the inspection process. Trainee-led inspections are those in which the person being trained 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 trainee-led inspections based on the FSIO-trainee’s food safety knowledge and performance during the joint field training inspections.

The 25 joint field inspections must be conducted using a field training process and forms similar to ones presented in the CFP Field Training Manual for Regulatory Retail Food Inspection Officers (Field Training Manual) included as Appendix B-2. The Field Training Manual consists of a Training Plan and Log, Field Training Worksheets, and procedures that may be incorporated into any jurisdiction's retail food program training plan. 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 Field Training Manual. Equivalent forms or training process can be developed. To meet the intent of this Standard, documentation must be maintained that confirms FSIOs are trained on, and have

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demonstrated, the performance element competencies needed to conduct independent inspections of retail food and/or foodservices establishments.

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

The Field Training Manual is not intended to be used for certification or licensure purposes.

The Field Training Manual is not intended to be used 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 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 include a signed statement or affidavit in the employee’s training file explaining the background or experience that justifies a waiver of this requirement. When the 25 joint field inspections are waived, 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.
Title: Revision to Appendix B-1, Standard 2, FDA Program Standards (2007)

Recommended Solution:
The Conference recommends that a letter be sent to the FDA requesting revision of the language in Appendix B-1, Standard 2 - Trained Regulatory Staff, FDA Draft Voluntary National Retail Food Regulatory Program Standards (2007), to require jurisdictions to include a minimum of eighty percent (80%) of the Application Course learning objectives as part of their retail food protection training programs.

The Conference further recommends that FDA revise Appendix B-1, Standard 2 - Trained Regulatory Staff, to incorporate the changes recommended by the CFP CFSRP Work Group contained in Attachment B with this Issue.
Title: Re-Create: Certification of Food Safety Regulation Professionals Work Group

Recommended Solution:
The Conference recommends that a 2008-2010 Certification of Food Safety Regulation Professionals Work Group be created to address the following charges:

- Work in collaboration with FDA's Division of Human Resource Development to create an evaluation/audit tool that mirrors the FSIO competencies identified in the *Field Training Manual*. The new Work Group is to provide a recommendation to the 2010 Biennial Meeting as to whether the evaluation/audit tool should be included as part of the *Standard 2 - Trained Regulatory Staff* criteria or be positioned as a stand-alone tool available via an FDA web link to jurisdictions interested in using it.

- Continue to review the findings and feedback from the Assessment of Training Needs Pilot Project to determine if further revisions can be made to the *Field Training Manual* and *Worksheets* that will provide a clearer understanding of the minimum competencies that are to be included as part of the field-training process and facilitate the use of the worksheets and forms.

- Continue to review the criteria of *Standard 2 - Trained Regulatory Staff, FDA Draft Voluntary National Retail Food Regulatory Program Standards* to ensure it reflects the most up-to-date approach for training and standardizing Food Safety Inspection Officers (FSIOs) newly hired or assigned to regulatory retail food protection programs and report back to the 2010 Biennial Meeting any recommended changes.
Title: Education Provision for Voluntary Retail Food Regulatory Program Standard

Recommended Solution:
The Conference recommends that a letter be sent to the FDA recommending the following language be incorporated in the Introduction of the Draft Voluntary National Retail Food Program Standards:

1. These Standards do not establish recommendations or criteria for hiring qualifications and practices used by retail food regulatory programs nor do they establish criteria for the credentialing or certification of food safety inspection officers.

2. Retail food regulatory programs should promote policies and practices that will attract a highly qualified and educated workforce with the ability to identify and communicate control of food safety hazards.

3. The Conference for Food Protection supports a minimum education for all Food Safety Inspection Officers of at least a bachelor's degree with 30 semester hours or 45 quarter hours in the basic sciences including courses in biology, microbiology, chemistry, physics, agricultural science, or other physical sciences, as well as environmental health science, sanitary engineering, or environmental engineering.
Title: FDA Evaluation of State Retail Food Safety Regulatory Programs

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

1. At the request of any State Regulatory Agency, FDA should provide as a service, periodic retail food program evaluations based on the National Retail Food Regulatory Program Standards. At a minimum, FDA should be prepared to offer comprehensive (all 9 standards) evaluation to state programs at least every 10 years. A report should be rendered with findings and recommendations.

2. At the request of a State Regulatory Agency, FDA should train at least one state employee to conduct the third party audits as required by Standard 9 of the Voluntary National Retail Food Regulatory Program Standards.
**Conference for Food Protection**  
**2008 Issue Form**

**Issue: 2008 II-055**

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**Title:**  Report: Interdisciplinary Foodborne Illness Training Committee

**Recommended Solution:**

The Conference recommends acknowledgment of the report from the Interdisciplinary Foodborne Illness Training Committee, and thanks the committee members. Special appreciation is due to the National Restaurant Association (NRA), and Christine Andrews of NRA for their valuable assistance. Additionally, recognition is due to NRA intern Justin Carter of VA Tech University for his time and assistance.

The Committee further recommends that a letter be sent to the FDA and CDC recommending that foodborne illness training materials be collected on behalf of the Conference for Food Protection and housed as a resource at the offices of the FDA, CDC, or a mutually agreed upon location to be determined.

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Title: Re-create: Interdisciplinary Foodborne Illness Training Committee

Recommended Solution:
The Conference recommends re-creating the Interdisciplinary Foodborne Illness Training Committee with the charge to work with Council to Improve Foodborne Outbreak Response (CIFOR) and investigate establishing standards for foodborne illness training programs and report back to the 2010 Biennial Meeting.

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Title: National Voluntary Environmental Assessment Information System (NVEAIS)

Recommended Solution:
The Conference recommends the formation of a committee composed of interested stakeholders to consult with CDC regarding the establishment of a National Voluntary Environmental Assessment Information System (NVEAIS).

The recommended Committee charge:

1. review the concept of a NVEAIS as proposed in the attached CDC NVEAIS Background Paper,

2. determine how a NVEAIS could be best supported by the Conference for Food Protection.
Title: Conference for Food Protection Constitution and Bylaws, Article IV, Section 4.

Recommended Solution:
The Conference recommends that the Constitution and Bylaws, Article IV, Section 4 be amended as follows:

Article IV, Section 4. The Board shall elect a Chair and Vice-Chair from its membership after caucus elections are held during each biennial meeting of the Conference, and they may retain their positions at the pleasure of the Board as long as they are officially members of the Board. The Board Chair and Vice-Chair shall be the Chair and Vice-Chair of Conference meetings . . .
Conference for Food Protection
2008 Issue Form

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Council Recommendation: Accepted as Submitted X Amended No Action

Delegate Action: Accepted Rejected

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Title: CB 2 - CFP Constitution - Memorandum of Understanding between CFP and CDC

Recommended Solution:
The Conference recommends adoption of the attached Memorandum of Understanding with the Centers for Disease Control and Prevention (CDC).

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