# Conference for Food Protection

# 2023

# Biennial Meeting

## Houston, Texas

# Council II – Administration, Education, and Certification

*Issue Recommendations Submitted to the Assembly of State Delegates*

**Courtney Halbrook, Chair**, Topgolf, Dallas, TX
**Wendy Bell, Vice-Chair**, Mecklenberg County
Environmental Health, Charlotte, NC

**Regulatory**
Renee Beckham, Houston Health Department, Houston,
TX
Justin Daniel, Lincoln-Lancaster County Health
Department, Lincoln, NE
David Morales, Maricopa County Environmental Services,
Phoenix, AZ
Debbie Pickle, Tennessee Department of Health,
Nashville, TN
Stefanie Smith, Pennsylvania Department of Agriculture,
Harrisburg, PA
Christine Sylvis, Southern Nevada Health District, Las
Vegas, NV
Michael Touhey, Washoe County Health District, Reno,
NV
Patricia Vauls, Maryland Department of Health,
Baltimore, MC
Lindy Wiedmeyer, City of Racine Health Department,
Racine, WI

**Industry**
Janice Brady, Denny's, Summerton, SC
Joetta DeFrancesco, National Environmental Health
Association, Tallahassee, FL
Ashley Eisenbeiser, FMI, Arlington, VA
Albert Espinoza, H-E-B, San Antonio, TX
Erik Hernandez, Boar's Head Brand, New Castle, IN
Geoffrey Luebkemann, Florida Restaurant and Lodging
Association, Tallahassee, FL
Tara Paster Cammarata, Cenza Inc., Gilbertsville, PA
John Schulz, CAVA Restaurants, Washington, DC
Woojin (Joey) Yoo, Compass Group USA, Charlotte, NC

**Academia**
Gina Nicholson Kramer, The Ohio State University,
Columbus, OH

**Consumer**
Michelle Hill, AllergenFreeCooking.com, Woodbury, MN

**Council Consultants**
Beth Wittry, CDC, Atlanta, GA
Robert Sudler, FDA, College Park, MD
Tennetta Hazard, USDA-FSIS, Washington, DC

**Parliamentarian**
Michael Antee, FDA Office of Partnerships, Seattle, WA

**Scribe**
Katita Grice, San Marcos Environmental Health/Food,
San Marcos, TX

**Runner**
Ginger Points, Northeast Texas Health Department,
Tyler, TX

**Regulatory Alternates**
DeBrena Hilton, Tulsa Health Department, Tulsa, OK
Mark Speltz, Iowa Department of Inspections & Appeals,
Des Moines, IA
Sarah Jensen, Franklin County Public Health, Columbus,
OH
Evelin Pollock, Harris County Public Health, Houston, TX
Yolanda Woods, Shelby County Government, Memphis,
TN
Daniel Ludwig, Douglas County Health Department,
Omaha, NE

**Industry Alternates**
Amani Babekir, Ecolab, Greensboro, NC
Rance Baker, National Environmental Health Association,
Denver, CO
Ellen Boyer, Wakefern Food Corp, Elizabeth, NJ
Liz Corchado Torres, National Restaurant Association –
NRFSP, Orlando, FL
Sean Dunleavy, Food Safe T Systems, Howell, MI
Tara Dwyer, Dave's Marketplace, East Greenwich, RI
Nick Eastwood, The Always Food Safe Company, St
Paul, MN
Hsing-Yi Hsieh, Skogen's Festival Foods, De Pere, WI
Sima Hussein, Ecolab, Greensboro, NC
Corey Millwood, Publix Super Markets, Inc., Marietta, GA
Larry Sigler, Waffle House Inc., Norcross, GA
Kristina Stefanski, RBS, Manchester, NH
Bridget Sweet, Amtrak, Philadelphia, PA

# Council II 2023 Issues and Actions

| Number | Issue Title | As Submitted | As Amended | No Action | Assembly Action |
|--------|-------------|:------------:|:----------:|:---------:|:---------------:|
| II-001 | Report - Food Protection Manager Certification Committee (FPMCC) | X | | | |
| II-002 | FPMCC 2 Proposed Changes to the FPMCC Committee Bylaws | X | | | |
| II-003 | FPMCC 3 Proposed Changes to the CFP Standard for Accredited FPM Cert. Pgrms | X | | | |
| II-004 | FPMCC 4 Response to Issue 2020 II-004 | X | | | |
| II-005 | Report-Constitution Bylaws and Procedures Committee (CBPC) | X | | | |
| II-006 | CBPC #2: CBPC Duties; Constitution Article XVI | X | | | |
| II-007 | CBPC #3: Federal Partners and Committee Membership Article XV | X | | | |
| II-008 | CBPC #4: Membership; Constitution Articles III, IV, XVIII | | X | | |
| II-009 | PSC1 Program Standards Committee Report | X | | | |
| II-010 | PSC3 Tracking Versions of Standard 2 Appendix B-1 | | X | | |
| II-011 | PSC4 Change Re-standardization Frequency for staff not standardizing others | | X | | |
| II-012 | PSC5 Add FD218 to Standard 2 Post Curriculum | | | X | |
| II-013 | Update the Standard 2 Curriculum to include Food Safety Culture | | X | | |
| II-014 | PSC6 Reference National Curriculum Standard in VNRFRPS Standard 2 | | | X | |
| II-015 | PSC13 Add NCS Exam Option to Standard 2 | | | X | |
| II-016 | Verification Audit guidelines for Standard 2 with regards to Appendix B-1 | | X | | |
| II-017 | Creation of a sub-committee - Standard 2 non-high risk inspection training | | X | | |
| II-018 | PSC7 Std 3 Requirements and Self-Assessment & Verification Audit Form Edits | X | | | |
| II-019 | PSC15 Incorporation of Plan Review into VNRFRPS Standard 3 | | X | | |
| II-020 | Amend VNRFRPS Standard 3, Inspection Program Based On HACCP Principles | | | X | |
| II-021 | Creation of a committee: specialized processes in program standards | | X | | |
| II-022 | Report - Employee Food Safety Training Committee (EFSTC) | X | | | |
| II-023 | EFSTC2 Publish Employee Food Safety Training Guidance (2017 FDA Food Code) | | X | | |
| II-024 | Local Regulatory Voting Representation | X | | | |
| II-025 | PSC8 Create Standard 4 Verification Audit Instructions | | X | | |
| II-026 | PSC9 Edits to Standard 5 and Definitions | | X | | |
| II-027 | PSC16 Development of a Roadmap for the requirements in VNRFRPS Standard 5 | X | | | |
| II-028 | PSC17 Referencing Crosswalk – Requirements for Foodborne Illness Training | X | | | |
| II-029 | PSC18 Requirements for Foodborne Illness Training Program Crosswalk Content | | X | | |
| II-030 | PSC19 Continuation of Issue # 2020 II-033 | X | | | |
| II-031 | PSC10 Standard 6 Establishment File Worksheet Form 3A | X | | | |
| II-032 | PSC11 Draft Standard 6 Standardized Key Crosswalk to the 2017 FDA Food Code | X | | | |
| II-033 | Amend VNRFRPS Standard 6, Compliance And Enforcement | | | X | |
| II-034 | PSC12 Defining Standard 8 Verification Audit Parameters | | X | | |
| II-035 | Standard 8 Staffing Level Criteria | | X | | |
| II-036 | PSC2 Assign 2020 II-031 to CFP Program Standards Committee | X | | | |

# Council II 2023 Issues and Actions

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|---|---|---|---|---|---|---|
| II-037 | Retail Program Standards Verification Auditor Criteria | | X | | |
| II-038 | Report – Food Defense Committee (FDC) | X | | | |
| II-039 | FDC Issue 2–Amend 2022 FDA Food Code to add food defense rule under 2-102 | X | | | |
| II-040 | FDC Issue 3 – Amend FDA Food Code, Annex 2, Sect. 4 Food Defense references | | X | | |
| II-041 | FDC Issue 4 – Approval and Posting of Food Defense Guidance Document | X | | | |
| II-042 | Report – Food Safety Management System (FSMS) Committee | X | | | |
| II-043 | FSMS #2 Amend Food Code – Define Active Managerial Control and FSMS | | X | | |
| II-044 | FSMS #3 Re-create FSMS Committee | | X | | |
| II-045 | FSMS #4 – Create FSMS Committee as Standing Committee | | X | | |
| II-046 | Report - Digital Food Safety System Committee (DFSSC) | X | | | |
| II-047 | DFSSC 2 - Approve and Post General Best Practice Guidelines | X | | | |
| II-048 | DFSSC 3 - Amend Food Code Annexes to Include Reference to Guidance Document | X | | | |
| II-049 | Report – Allergen Committee | X | | | |
| II-050 | Allergen Committee 2 Publish "Major Food Allergen Framework" and SUMMARY | X | | | |
| II-051 | Allergen Committee 3 Amend Annex 2 "References" Section of the Food Code. | X | | | |
| II-052 | Allergen Committee 4 Re-create the Allergen Committee | Reassigned to Council I | | | |
| II-053 | Create CFP Technology Solutions Standing Committee | X | | | |
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# Conference for Food Protection
## 2023 Issue Form

**Issue: 2023 II-001**

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|---|---|---|---|---|---|
| **Council Recommendation:** | Accepted as Submitted | **X** | Accepted as Amended | _____ | No Action _____ |
| **Delegate Action:** | Accepted | _____ | Rejected | _____ | |

*All information above the line is for conference use only.*

**Title:**

Report - Food Protection Manager Certification Committee (FPMCC)

**Recommended Solution: The Conference recommends...:**

acknowledgement of the 2021 - 2022 Food Protection Manager Certification Committee (FPMCC) Final Report and thanking the committee members for their work.

The Conference further recommends the continuation of the following charge (from Issue #: 2020 II-001) assigned to the Food Protection Manager Certification Committee (FPMCC), a standing committee, for the 2023-2024 biennium:

To carry out charges assigned via the Conference Issue process and from the Conference Executive Board relating to food protection manager certification and to adopt sound, uniform accreditation standards and procedures that are accepted by the Conference while ensuring that the conference Standard for Accreditation for Food Protection Manager Certification programs and the accreditation process are administered in a fair and responsible manner.

*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**
**2023 Issue Form**

**Issue: 2023 II-002**

**Title:**

FPMCC 2 Proposed Changes to the FPMCC Committee Bylaws

**Recommended Solution: The Conference recommends...:**

1. approval of the revised Food Protection Manager Certification Committee Bylaws (attached to Issue titled: FPMCC Final Report; attachment title: 2022 CFP FPMCC Bylaws with Proposed Changes);
2. authorizing the Conference to make any necessary edits prior to posting the document on the CFP web site to assure consistency of format and non-technical content; edits will not affect the technical content of the document; and
3. that the revised Bylaws be posted on the CFP website in PDF format.

*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.*

| **Council Recommendation:** | Accepted as Submitted | **X** | Accepted as Amended | _____ | No Action | _____ |
|---|---|---|---|---|---|---|
| **Delegate Action:** | Accepted | _____ | Rejected | _____ | | |

*All information above the line is for conference use only.*

**Title:**

FPMCC 3 Proposed Changes to the CFP Standard for Accredited FPM Cert. Pgrms

**Recommended Solution: The Conference recommends...:**

1. approval of the revised Standard for Accreditation of Food Protection Manager Certification Programs (attached to Issue titled: FPMCC Final Report; attachment title: 2023 CFP Standard for Accreditation of FPM with Proposed Changes);
2. authorizing the Conference to make any necessary edits prior to posting the document on the CFP web site to assure consistency of format and non-technical content; edits will not affect the technical content of the document; and
3. that the revised Bylaws be posted on the CFP website in PDF format.

*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
## 2023 Issue Form

**Issue: 2023 II-004**

**Title:**

FPMCC 4 Response to Issue 2020 II-004

**Recommended Solution: The Conference recommends...:**

No change to the frequency of required Food Protection Manager certification examination validity from the current maximum of five years.

*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
## 2023 Issue Form

**Issue: 2023 II-005**

**Title:**

Report-Constitution Bylaws and Procedures Committee (CBPC)

**Recommended Solution: The Conference recommends...:**

Acknowledgement of the 2021-2023 Constitution Bylaws and Procedures Committee Final Report and thanking the committee members for their hard work.

*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
## 2023 Issue Form

**Issue: 2023 II-006**

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|---|---|---|---|---|---|---|
| **Council Recommendation:** | Accepted as Submitted | **X** | Accepted as Amended | _____ | No Action | _____ |
| **Delegate Action:** | Accepted | _____ | Rejected | _____ | | |

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**Title:**

CBPC #2: CBPC Duties; Constitution Article XVI


**Recommended Solution: The Conference recommends...:**

the Constitution and Bylaws, approved 2021, be updated to include the following language changes in
Article XVI Duties and Responsibilities of Committees
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 governing documents. ~~such as the Constitution and Bylaws, the CFP Biennial~~
~~Meeting/Procedures document, and other governing documents.~~

Subsection 1. <u>The governing documents be reviewed on a recurrent basis with at least one document or set of documents per biennium cycle. Such review shall occur in succession from one biennium to the next and prioritized in the manner below, unless directed by the Board to accomplish the Conference</u>
<u>objectives:</u>
<u>a. CFP Constitution and Bylaws</u>
<u>b. CFP Biennial Meeting/Procedures document</u>
<u>c. Position descriptions</u>
<u>d. Governing policy documents.</u>

Subsection 2. The Committee shall report all recommendations to the Board prior to Council II deliberation and shall follow the direction of the Board.

*Note: language to be removed indicated by strikethrough, new language added is underlined.*

**Issue: 2023 II-007**

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

*All information above the line is for conference use only.*

**Title:**

CBPC #3: Federal Partners and Committee Membership Article XV

**Recommended Solution: The Conference recommends...:**

Amending the Conference for Food Protection Constitution and Bylaws 2021 as follows:

Article XV Committees

Section 1. CFP members in good standing may express interest to serve on a committee by forwarding their name to the Executive Assistant following the CFP Biennial Meeting. This list will be used in creation of committee rosters. All appointments to Committees shall be made to provide a balance in representation of the stake holders in the particular matter under consideration.

Subsection 2. Each Federal agency ~~participants~~ (FDA, USDA, CDC) may appoint a consultant and an alternate for each committee. The consultant and alternate participates in committee discussions but does not vote. ~~An alternate may act in the appointed consultant's place if the consultant is unable to attend.~~ Consultants may or may not be CFP members to serve on a committee but shall be members to attend Biennial meetings. Only one person per Federal agency ~~participant~~ who is a non-CFP member per Council Committee is permitted.

*(Note: language to be deleted is in strikethrough and new language is underlined)*

*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.*

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**Conference for Food Protection**
**2023 Issue Form**

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**Issue: 2023 II-008**

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

*All information above the line is for conference use only.*

**Title:**

CBPC #4: Membership; Constitution Articles III, IV, XVIII

**Recommended Solution: The Conference recommends...:**

amending the Conference for Food Protection Constitution and Bylaws 2021 that Article III be placed in the constitutional format as follows:

**Article III ~~Registration and Membership~~ Membership and Registration**

Section 1. Membership

Subsection 1. Persons who are interested in promoting the objective of CFP as described in Article I may become members of the Conference by applying ~~to the Executive Treasure,~~ using forms provided~~,~~ and paying the membership fee established by the Board under Article VI, Section 12.

*(Note: Previous Section 5 moved to new Subsection 2)*

~~Section 5~~Subsection 2. Membership in the Conference is classified into constituencies that are representative of the key stakeholder groups which support the objectives of Article 1 and facilitate the requirements of Article IV. The Conference constituencies are defined as follows:

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

1. i. Local Regulator: Government employee or agent representing a territorial division of local government with responsibility for regulation of food establishments,

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

2. ii. 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.

3. iii. Federal Regulator: Government employee or agent representing a program or agency of the Federal Government with responsibility for regulation of food establishments, production, processing, vending, or distribution, or has oversight or other regulatory authority for prevention of foodborne illness or control of pathogens causing foodborne illness.

4. iv. District/Territory Regulator: Government employee or agent representing 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~~. b. The Industry constituency is comprised of those employees, agents, or executives representing business entities that operate food establishment, 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, or markets to/for the food industry or its related services. Sub-categories of this constituency include:

1. i. 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, and Government food service.

2. ii. 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 associations.

3. iii. 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.

4. iv. Vending and Distribution Food 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 distributors, shipping lines, brokers, equipment

manufacturers, and suppliers of products and services to operating service companies, and food vending and distribution trade associations.

5. v. Food Industry 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 distribution food 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, and media and legal representatives.

~~Subsection 3~~. c. The Academia constituency is comprised of 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~~. d. The Consumer constituency is comprised of 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.~~ e. The Emeritus constituency is comprised of persons 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 stakeholder 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 CFP 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 Board may elect to assign an Emeritus member to participate in other Conference related activities.

~~Subsection 6~~. f. The Student constituency is comprised of 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 CFP Biennial Meeting, including workshops, Council deliberations, Assembly ~~of Delegates~~, and social functions. Student members may serve as a member of a Council Committee. The Board may elect to assign a student member to participate in other Conference related activities.

Subsection 3 Persons with a current membership are entitled to be on the membership list, apply to be considered for a Council member or Council alternate position, apply to participate on committees, and receive communications of other Conference matters determined by the Board to be of interest to all members of the Conference. The

requirements to serve in official CFP capacities, are described under Article IV. Membership renewal may be paid with CFP Biennial Meeting registration or by a dues-only membership.

Section 2. Any members interested in promoting the objective in Article I may attend the CFP Biennial Meetings by registering their name, address, and the constituency they represent with the Executive Treasure, using forms provided, and paying the registration fee established by the Board under Article VI, Section 12. Persons may apply for membership and registration at the same time.

Section 3. Persons paying the Conference membership fee through the Executive Treasurer's office, or by paid registration at the CFP Biennial Meetings, are members of the Conference and are entitled to be on an official list to receive copies of the CFP Biennial Meeting 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 the membership fee. Membership paid as part of the CFP Biennial Meeting registration begins on the first day of one CFP Biennial Meeting and ends the day prior to the next CFP Biennial Meeting.

Section 2. Membership Combined with Registration

Subsection 1. Membership included with the CFP Biennial Meeting registration begins at the time of payment, continues through the CFP Biennial Meeting covered by the registration, and expires on the day prior to the Opening Session of the subsequent CFP Biennial Meeting.

Subsection 2. Current membership is not required to register for a CFP Biennial Meeting.

Section 3. Dues-Only Membership

Subsection 1. A dues-only membership is available to persons who do not attend a CFP Biennial Meeting, and begins at the time of payment and expires on the day prior to the Opening Session for the next CFP Biennial Meeting. A dues-only membership is usually paid after the Closing Session of a CFP Biennial Meeting. Dues-only membership will not exceed the two (2) years between CFP Biennial Meetings.

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

Section 1. The Assembly shall consist of persons attending the Conference meeting and qualified as voting delegates under Article XVII, Section 3 and 4.

Section 2. To be eligible to serve on the Board, Councils, Committees, or as Issue Chair or Program Chair; individuals must be current members of the Conference. and must be in attendance at the CFP Biennial Meeting at which they are appointed or elected or shall

~~have attended the CFP Biennial Meeting immediately preceding the one at which they are appointed or elected.~~

**Article XVIII Rules of the CFP Biennial Meeting**

Section 1. The current version of the "CFP Biennial Meeting/Conference Procedures" document contains the rules of the Biennial meeting.

Section 2. CFP Biennial meeting ~~participation is~~ <u>registration</u> is open to all interested individuals. ~~who choose to become members and attend. Individuals may serve as appointed or elected members on the Board, Councils, and committees, or as a participating registered member.~~

(*Note: Language to be deleted is in strikethrough and language to be added is underlined*)

*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.*

**Issue: 2023 II-009**

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

*All information above the line is for conference use only.*

**Title:**

PSC1 Program Standards Committee Report

**Recommended Solution: The Conference recommends...:**

1. Acknowledgment of the 2020-2023 Program Standards Committee Final Report; and

2. Thanking the Committee members for their work and dedication during the 2020-2023 biennium.

The Conference further recommends the Program Standards Committee, a CFP standing committee, be charged with the following during the 2023-2025 biennium:

1. Identify inconsistencies in language between all Standards in the Retail Program Standards;

2. Continue review of initiatives (existing, new or under development) involving the training, evaluation and/or certification of food safety inspection officers to ensure the sharing of information and eliminate unnecessary redundancy in the creation of work products or assignments of tasks/responsibilities; and

3. Maintain the "Crosswalk - Requirements for Foodborne Illness Training Programs" document as a resource for content baseline for foodborne illness training.

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# Conference for Food Protection
## 2023 Issue Form

**Issue: 2023 II-010**

**Title:**

PSC3 Tracking Versions of Standard 2 Appendix B-1

**Recommended Solution: The Conference recommends...:**

A letter be sent to FDA requesting that the date a new course is added and the effective date be added to Appendix B-1 as existing training courses are updated and new courses become available and provide archived access to previous versions of Appendix B-1.

*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.*

| **Council Recommendation:** | Accepted as Submitted | _____ | Accepted as Amended | **X** | No Action | _____ |
|---|---|---|---|---|---|---|
| **Delegate Action:** | Accepted | _____ | Rejected | _____ | | |

*All information above the line is for conference use only.*

**Title:**

PSC4 Change Re-standardization Frequency for staff not standardizing others

**Recommended Solution: The Conference recommends...:**

that a letter be sent to FDA requesting the following changes:

1. The frequency of re-standardization be changed from three years to five years for inspection staff who do not standardize others and maintaining that standardization officers continue to be re-standardized every three years.
2. Contact hours of continuing education in food safety changed from 20 contact hours every 36 months to 30 contact hours every 60 months after the initial training (24 months) is completed for inspection staff who do not standardize others and maintaining that standardization officers continue to require 20 contact hours every 36 months after the initial training (24 months).

*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
## 2023 Issue Form

**Issue: 2023 II-012**

| **Council Recommendation:** | Accepted as Submitted _____ | Accepted as Amended _____ | No Action **X** _____ |
|---|---|---|---|
| **Delegate Action:** | Accepted _____ | Rejected _____ | |

*All information above the line is for conference use only.*

**Title:**

PSC5 Add FD218 to Standard 2 Post Curriculum

**Recommended Solution: The Conference recommends...:**

No action due to limited course accessibility and resources.

*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
## 2023 Issue Form

**Issue: 2023 II-013**

**Council Recommendation:** Accepted as Submitted _____ Accepted as Amended **X** No Action _____

**Delegate Action:** Accepted _____ Rejected _____

*All information above the line is for conference use only.*

**Title:**

Update the Standard 2 Curriculum to include Food Safety Culture

**Recommended Solution: The Conference recommends...:**

Raise awareness of food safety culture through the creation of a CFP Food Safety Culture at Retail Committee:

Charges:
1. Work collaboratively with regulatory, industry, academia, and consumer groups to drive Food Safety Culture at retail to:
   a. Define Food Safety Culture at Retail
   b. Create a visual Food Safety Culture at Retail infographic to aide oral learners
   c. Assess the global application of Food Safety Culture at retail including regulatory influence and industry operational practices
   d. Research the public health significance of Food Safety Culture at Retail to document the relationships between Active Managerial Control, a Food Safety Management System, and Regulatory Influence (Multiplier Effect) with Food safety Culture at Retail
   e. Develop a Food Safety culture at Retail curriculum for use by retail food safety stakeholders
2. Report findings at the next biennial meeting, including a request that as part of Standard 2, in the "Description of Requirement" section under Step 1: Pre-Inspection Curriculum, add item 5. Retail Food Safety Culture Awareness to the curriculum in Appendix B-1.

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# Conference for Food Protection
## 2023 Issue Form

**Issue: 2023 II-014**

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|---|---|---|---|---|
| **Council Recommendation:** | Accepted as Submitted _____ | Accepted as Amended _____ | No Action | **X** _____ |
| **Delegate Action:** | Accepted _____ | Rejected _____ | | |

*All information above the line is for conference use only.*

**Title:**

PSC6 Reference National Curriculum Standard in VNRFRPS Standard 2

**Recommended Solution: The Conference recommends...:**

No action due to the National Curriculum Standards not being completed at this time.

*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
## 2023 Issue Form

**Issue: 2023 II-015**

**Title:**

PSC13 Add NCS Exam Option to Standard 2

**Recommended Solution: The Conference recommends...:**

No action due to lack of final development of exam.

*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.*

| **Council Recommendation:** | Accepted as Submitted | _____ | Accepted as Amended | **X** | No Action | _____ |
|---|---|---|---|---|---|---|
| **Delegate Action:** | Accepted | _____ | Rejected | _____ | | |

*All information above the line is for conference use only.*

**Title:**

Verification Audit guidelines for Standard 2 with regards to Appendix B-1

**Recommended Solution: The Conference recommends...:**

That a letter be sent to FDA requesting the "INSTRUCTIONS AND WORKSHEET FOR CONDUCTING A VERIFICATION AUDIT" STEP 6 – Verify Documentation of the Completion of the Standard Training Criteria (pg 2-22) include:

The Standard 2 curriculum in the printed/PDF version of the "Voluntary National Retail Food Regulatory Program Standards Compiled" at the time the FSIO completes Step 1 and Step 3 of the standard shall be used.

*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
## 2023 Issue Form

**Issue: 2023 II-017**

| | | | | | | |
|---|---|---|---|---|---|---|
| **Council Recommendation:** | Accepted as Submitted | _____ | Accepted as Amended | **X** | No Action | _____ |
| **Delegate Action:** | Accepted | _____ | Rejected | _____ | | |

*All information above the line is for conference use only.*

**Title:**

Creation of a sub-committee - Standard 2 non-high risk inspection training

**Recommended Solution: The Conference recommends...:**

The Program Standards Committee be charged to develop a training and standardization plan in VNRFRPS, Standard 2 for FSIOs conducting only non-high-risk inspections, similar to MFRPS, Standard 2 training requirements.

The committee will be charged with:

1. Defining non-high risk facilities using MFRPS, Standard 2 for reference,
2. Identifying appropriate coursework required for non-high risk inspections.
3. Creating a feasible timeline for FSIOs to achieve the knowledge, skills, and ability to conduct non-high risk inspections.
4. Adapting documentation and auditing requirements to ensure skill sets are gained and retained.
5. Designing a pathway for FSIOs to escalate to the next level of training within the identified system of risk levels.
6. Report back to the next biennial meeting of the Conference for Food Protection.

*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.*

**Issue: 2023 II-018**

| **Council Recommendation:** | Accepted as Submitted | **X** | Accepted as Amended | _____ | No Action | _____ |

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

*All information above the line is for conference use only.*

**Title:**

PSC7 Std 3 Requirements and Self-Assessment & Verification Audit Form Edits

**Recommended Solution: The Conference recommends...:**

that a letter be sent to FDA requesting to modify the VNRFRPS Standard 3 Requirements and Self-Assessment and Verification Audit Form at each use of the terms "Validation and Verification" by reversing the terminology for "Validation" and "Verification" to reduce confusion and reinforce the correct usage of the terms "Validation" and "Verification".

*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.*

**Issue: 2023 II-019**

| **Council Recommendation:** | Accepted as Submitted | _____ | Accepted as Amended | **X** | No Action | _____ |

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

*All information above the line is for conference use only.*

**Title:**

PSC15 Incorporation of Plan Review into VNRFRPS Standard 3

**Recommended Solution: The Conference recommends...:**

incorporating plan review into Standard 3 - Inspection Program based on HACCP Principles.

1.Add a new element seven (7) to Standard 3 - Inspection Program based on HACCP Principles to include:

(7) The jurisdiction develops and implements a program policy for conducting reviews of plans submitted by food establishments. The policy should include a review and determination of the adequacy of facilities, equipment, and procedures based on the establishment's intended menu, volume of food, flow of food, and food processes.

2. Add language to Standard 3 under Description of Requirement.

Recommended language is:

(7).  The jurisdiction develops and implements a program policy for conducting reviews of plans submitted by food establishments. The policy should include a review and determination of the adequacy of facilities, equipment, and procedures based on the establishment's intended menu, volume of food, flow of food and food processes. The program policy should include documentation of all plan reviews conducted (approval, conditional, denial) or, if the regulatory program does not conduct plan review or shares responsibility for the plan review with other entities or agencies, there are agreements in place between the agencies and the process for plan review is documented.

3. Add language to Standard 3 under Description of Requirement Documentation.

Recommended language is:

(7) Policy for conducting reviews of plans submitted by food establishments. The policy should include the documentation of all plan reviews conducted (approval, conditional, denial) or if plan review is conducted externally, documentation of the process (policy, contract, MOU).


4. Add Note 1 to reference the Plan Review for Food Establishment guidance.

Note 1: Through their committee process, the Conference for Food Protection has developed Plan Review for Food Establishment guidance on the CFP web site: www.foodprotect.org located under the icon titled, "Conference Developed Guides and Documents" and can be downloaded at http://www.foodprotect.org/guides-documents/plan-review-for-food-establishments-2016/.


5. Add language to the Self-Assessment and Verification Audit Form - Standard 3.


Recommended language is:

(7) The jurisdiction has a plan review policy that requires plan review that complies with the Food Code or documentation of the process if it's done by another jurisdiction or agency.


6. Add row 7 to the Self-assessment Verification Form. To indicate:

(7) Plan Review (Criteria)
(Element) The jurisdiction has a plan review policy that requires plan review that complies with the Food Code or documentation of the process if it's done by another jurisdiction of agency.

*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
## 2023 Issue Form

**Title:**

Amend VNRFRPS Standard 3, Inspection Program Based On HACCP Principles

**Recommended Solution: The Conference recommends...:**

No action due to the issue being adequately addressed in the current VNRFRPS.

*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
# 2023 Issue Form

**Issue: 2023 II-021**

**Title:**

Creation of a committee: specialized processes in program standards

**Recommended Solution: The Conference recommends...:**

The Program Standards Committee identifies recommendations for incorporating training specific to specialized processes in the Voluntary National Retail Food Regulatory Standards. The committee should consider:

1. The inclusion of training specific to specialized processes in Standard 2 for inspectors conducting validation and verification of variances and HACCP plans including:
    1. Pre- and/or Post-Inspection curriculum
    2. Initial Field Training and Experience
    3. Field Standardization
    4. Continuing Education
    5. Qualifications for inspectors conducting validation and verification for variances and HACCP Plans.
2. Requirements for the Variance Request Policy include Validation and Verification of the HACCP Plan Policy required by Standard 3.
3. The committee should report its findings and recommendations to the 2025 Biennial Meeting of the Conference for Food Protection.

*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.*

**Issue: 2023 II-022**

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

*All information above the line is for conference use only.*

**Title:**

Report - Employee Food Safety Training Committee (EFSTC)

**Recommended Solution: The Conference recommends...:**

acknowledgment of the 2021 - 2023 Employee Food Safety Training Committee (EFSTC) Final Report.

The Conference gratefully appreciates and thanks all Committee Members for their work during the 2021 - 2023 biennium. In addition, special acknowledgement is given to previous Employee Food Safety Training Committee Members from the 2014 - 2016 biennium and 2018 - 2020 biennium for their expertise and commitment to public health.

The Conference further recommends disbanding the Employee Food Safety Training Committee (EFSTC) because the committee successfully updated the CFP "Employee Food Safety Training Guidance Document".

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# Conference for Food Protection
## 2023 Issue Form

**Issue: 2023 II-023**

**Title:**

EFSTC2 Publish Employee Food Safety Training Guidance (2017 FDA Food Code)

**Recommended Solution: The Conference recommends...:**

publishing the "Employee Food Safety Training Guidance Document (2017 FDA Food Code)" on the CFP website. Authorizing the Conference to make any additional edits prior to posting the document to assure consistency of format and non-technical content; edits will not affect the technical content of the document.

*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
## 2023 Issue Form

**Council Recommendation:** Accepted as Submitted **X** Accepted as Amended _____ No Action _____

**Delegate Action:** Accepted _____ Rejected _____

*All information above the line is for conference use only.*

**Title:**

Local Regulatory Voting Representation

**Recommended Solution: The Conference recommends...:**

Acknowledgement of the 2021-2023 Local Regulatory Voting Representation Committee thanking the committee for their time and disbanding the committee as all charges from Issue 2020-II-10 have been completed.

*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
## 2023 Issue Form

**Issue: 2023 II-025**

**Title:**

PSC8 Create Standard 4 Verification Audit Instructions

**Recommended Solution: The Conference recommends...:**

that a letter be sent to FDA requesting instructions for conducting a verification audit on Standard 4, Uniform Inspection Program, be included in the VNRFRPS similar too instructions for conducting a verification audit currently provided in Standards 2 and 6.

*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.*

**Issue: 2023 II-026**

| **Council Recommendation:** | Accepted as Submitted | _____ | Accepted as Amended | **X** | No Action | _____ |
| --- | --- | --- | --- | --- | --- | --- |
| **Delegate Action:** | Accepted | _____ | Rejected | _____ | | |

*All information above the line is for conference use only.*

**Title:**

PSC9 Edits to Standard 5 and Definitions

**Recommended Solution: The Conference recommends...:**

that a letter be sent to FDA requesting to approve the proposed edits to VNRFRPS Standard 5 and the Program Standards Definitions document as described below.

- Remove the footnote from Standard 5 page 5-5 and all corresponding asterisks.

1. Investigative Procedures

a. The program has written operating procedures for responding to and /or conducting investigations of foodborne illness and FOOD-RELATED INJURY. The procedures clearly identify the roles, duties, and responsibilities of program staff and how the program interacts with other relevant departments and agencies. The procedures may be contained in a single source document or in multiple documents.

b. The program maintains contact lists for individuals, departments, and agencies that may be involved in the investigation of foodborne illness, FOOD-RELATED INJURY or contamination of food.

c. The program maintains a written operating procedure or a Memorandum of Understanding (MOU) with the appropriate epidemiological investigation program/department to conduct foodborne illness investigations and to report findings. The operating procedure or MOU clearly identifies the roles, duties, and responsibilities of each party.

d. The program maintains logs or databases for all complaints or referral reports from other sources alleging food-related illness, FOOD-RELATED INJURY or intentional food contamination. The final disposition for each complaint is recorded in the log or database and is filed in or linked to the establishment record for retrieval purposes.

e. Program procedures describe the disposition, action or follow-up and reporting required for each type of complaint or referral report.

f. Program procedures require disposition, action or follow-up on each complaint or referral report alleging food-related illness or injury within 24 hours.

g. The program has established procedures and guidance for collecting information on the suspect food's preparation, storage or handling during on-site investigations of food-related illness, FOOD-RELATED INJURY, or outbreak investigations.

h. Program procedures provide guidance for immediate notification of appropriate law enforcement agencies if at any time intentional food contamination is suspected.

i. Program procedures provide guidance for the notification of appropriate state and/or federal agencies when a complaint involves a product that originated outside the agency's jurisdiction or has been shipped interstate.

2. Reporting Procedures
a. Possible contributing factors to the food-related illness, FOOD-RELATED INJURY or intentional food contamination are identified in each on-site investigation report.

b. The program shares final reports of investigations with the state epidemiologist and reports of CONFIRMED FOODBORNE DISEASE OUTBREAKS with CDC.

3. Laboratory Support Documentation

a. The program has a letter of understanding, written procedures, contract, or MOU acknowledging, that a laboratory(s) is willing and able to provide analytical support to the jurisdiction's food program. The documentation describes the type of biological, chemical, radiological contaminants or other food adulterants that can be identified by the laboratory. The laboratory support available includes the ability to conduct environmental sample analysis, food sample analysis and clinical sample analysis.

b. The program maintains a list of alternative laboratory contacts from which assistance could be sought in the event that a food-related emergency exceeds the capability of the primary support lab(s) listed in paragraph 3.a. This list should also identify potential sources of laboratory support such as FDA, USDA, CDC, or environmental laboratories for specific analysis that cannot be performed by the jurisdiction's primary laboratory(s).

4. Trace-back Procedures
a. Program management has an established procedure to address the trace-back of foods implicated in an illness, outbreak, or intentional food contamination. The trace-back procedure provides for the coordinated involvement of all appropriate agencies and identifies a coordinator to guide the investigation. Trace-back reports are shared with all agencies involved and with CDC.

5. Recalls

a. Program management has an established procedure to address the recall of foods implicated in an illness, outbreak, or intentional food contamination.

b. When the jurisdiction has the responsibility to request or monitor a product recall, written procedures equivalent to 21 CFR, Part 7 are followed.

c. Written policies and procedures exist for verifying the effectiveness of recall actions by firms (effectiveness checks) when requested by another agency.

6. Media Management
a. The program has a written policy or procedure that defines a protocol for providing information to the public regarding a foodborne illness outbreak or food safety emergency. The policy/procedure should address coordination and cooperation with other agencies involved in the investigation. A media person is designated in the protocol.

7. Data Review and Analysis
a. At least once per year, the program conducts a review of the data in the complaint log or database and the foodborne illness and FOOD-RELATED INJURY investigations to identify trends and possible contributing factors that are most likely to cause foodborne illness or FOOD-RELATED INJURY. These periodic reviews of foodborne illnesses may suggest a need for further investigations and may suggest steps for illness prevention.

b. The review is conducted with prevention in mind and focuses on, but is not limited to, the following:
1) FOODBORNE DISEASE OUTBREAKS, SUSPECT FOODBORNE OUTBREAKS and CONFIRMED FOODBORNE DISEASE OUTBREAK in a single establishment;

2) FOODBORNE DISEASE OUTBREAKS, SUSPECT FOODBORNE OUTBREAKS and CONFIRMED FOODBORNE DISEASE OUTBREAK in the same establishment type;

3) FOODBORNE DISEASE OUTBREAKS, SUSPECT FOODBORNE OUTBREAKS and CONFIRMED FOODBORNE DISEASE OUTBREAK implicating the same food;

4) FOODBORNE DISEASE OUTBREAKS, SUSPECT FOODBORNE OUTBREAKS and CONFIRMED FOODBORNE DISEASE OUTBREAK associated with similar food preparation processes;

5) Number of CONFIRMED FOODBORNE DISEASE OUTBREAK;

6) Number of FOODBORNE DISEASE OUTBREAKS and SUSPECT FOODBORNE OUTBREAKS;

7) Contributing factors most often identified;

8) Number of complaints involving real and alleged threats of intentional food contamination; and

9) Number of complaints involving the same agent and any complaints involving unusual agents when agents are identified.

c. In the event that there have been no food-related illness or FOOD-RELATED INJURY outbreak investigations conducted during the twelve months prior to the data review and analysis, program management will plan and conduct a mock foodborne illness investigation to test program readiness. The mock investigation should simulate response to an actual CONFIRMED FOODBORNE DISEASE OUTBREAK and include on-site inspection, sample collection and analysis. A mock investigation must be completed at least once per year when no FOODBORNE DISEASE OUTBREAK investigations occur.

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

Outcome

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

Documentation

The quality records required to meet this standard include:
1. Logs or databases of alleged food-related illness and FOOD-RELATED INJURY complaints maintained and current.

2. Collection forms specified in the operating procedures.

3. Investigation reports of alleged food-related illness, FOOD-RELATED INJURY, or incidents. Reports are retrievable by implicated establishment name.

4. The written procedures, contracts, or MOUs with the supporting laboratories.

5. The procedure addressing the trace-back of food products implicated in an illness, outbreak, or contamination event.

6. 21 CFR, Part 7, or written procedures equivalent to 21 CFR, Part 7 for recalls.

7. Completed copies of the annual review and analysis (after 12 months of data).

8. Current written media policy/procedure and contact person.

9. The contact list for communicating with all relevant agencies.

10. Portions of any emergency response relevant to food safety and security.

Definitions

The following definitions can also be found in the Retail Food Program Standards definitions document.

1. **Confirmed Foodborne Disease Outbreak –** means a foodborne disease outbreak in which laboratory analysis of appropriate specimens identifies a causative agent and epidemiologic analysis implicates the food as the source of the illness or epidemiological analysis along implicates the food as the source of the illness.
2. **Food-Related Injury** – Means an injury from ingesting food containing a physical hazard such as bone, glass, or wood.
3. **Foodborne Disease Outbreak –** The occurrence of two or more cases of a similar illness resulting from the ingestion of a common food.
4. **Suspect Foodborne Outbreak** – Means an incident in which two or more persons experience a similar illness after ingestion of a common food or eating at a common food establishment/gathering.


*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.*

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

*All information above the line is for conference use only.*

**Title:**

PSC16 Development of a Roadmap for the requirements in VNRFRPS Standard 5

**Recommended Solution: The Conference recommends...:**

The Program Standards committee continue to work on finalizing the roadmap. Part of the Roadmap would include tools and templates, such as the Data Collection Template. Due to the nature of VNRFRPS Standard 5, it is also recommended that the subcommittee formed to work on this issue be made up of a majority of regulators who have experience and understanding of Standard 5.

1. *Charges:*
    1. Finalize a Roadmap to assist jurisdictions in understanding the necessary requirements.
    2. Review Standard 5 and make recommendations or amendments for improvements to the Standard
    3. Report back committee findings and recommendations to the next Biennial Meeting
2. Acknowledgement of the Draft Roadmap for Standard 5 document to be utilized as a starting point for the 2023-2025 Program Standards Committee work on this issue.

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# Conference for Food Protection
## 2023 Issue Form

**Issue: 2023 II-028**

| **Council Recommendation:** | Accepted as Submitted | **X** | Accepted as Amended | _____ | No Action | _____ |
|---|---|---|---|---|---|---|
| **Delegate Action:** | Accepted | _____ | Rejected | _____ | | |

*All information above the line is for conference use only.*

**Title:**

PSC17 Referencing Crosswalk – Requirements for Foodborne Illness Training

**Recommended Solution: The Conference recommends...:**

that a letter be sent to FDA requesting incorporation of the "Crosswalk - Requirements for Foodborne Illness Training Programs" as a content reference for foodborne illness training resources within Standard 2 and Standard 5 of the VNRFRPS.

Adding language to Standard 2 on page 8 for an additional activity as follows:

"6. Foodborne illness training referenced in the Crosswalk Requirements for Foodborne Illness Training Programs - Standard 5."

And

Adding language to Standard 5 on page 4-5 as an additional note as follows:

*"Note: Regulatory Programs are encouraged to refer to the Crosswalk - Requirements for Foodborne Illness Training Programs located on the CFP website at www.foodprotect.org under the Conference-Developed Guides and Documents tab and to also participate in the CDC National Environmental Assessment Reporting System (NEARS). The Crosswalk is a table that identifies training resources that correlate to the requirements listed in Standard 5. NEARS is designed to provide a more comprehensive approach to foodborne disease outbreak investigation and response and will provide a data source to measure the impact of food safety programs to further research and understand foodborne illness causes and prevention. (The following link provides additional information regarding NEARS:* http://www.cdc.gov/nceh/ehs/nears/index.htm *)"

# Conference for Food Protection
## 2023 Issue Form

| | | | | | |
|---|---|---|---|---|---|
| **Council Recommendation:** | Accepted as Submitted | _____ | Accepted as Amended | **X** | No Action _____ |
| **Delegate Action:** | Accepted | _____ | Rejected | _____ | |

*All information above the line is for conference use only.*

**Title:**

PSC18 Requirements for Foodborne Illness Training Program Crosswalk Content

**Recommended Solution: The Conference recommends...:**

that the Crosswalk references provided on the CFP website be updated by CFP to include only the most recent version to eliminate confusion. The conference also recommends that a letter be sent to FDA, NEHA and CDC requesting access to the resource documents and programs listed within the "Crosswalk - Requirements for Foodborne Illness Training Programs Based on Standard 5" be provided to CFP. It is further recommended that CFP provides access to these reference documents and programs to the Conference-Developed Guides and Documents along with the Crosswalk Requirements for Foodborne Illness Training Programs - Standard 5 on the CFP website to make them more accessible.

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# Conference for Food Protection
## 2023 Issue Form

**Issue: 2023 II-030**

| | | | | | |
|---|---|---|---|---|---|
| **Council Recommendation:** | Accepted as Submitted | **X** | Accepted as Amended | _____ No Action | _____ |
| **Delegate Action:** | Accepted | _____ | Rejected | _____ | |

*All information above the line is for conference use only.*

**Title:**

PSC19 Continuation of Issue # 2020 II-033

**Recommended Solution: The Conference recommends...:**

that the Program Standards Committee be charged with continuing the work from Issue 2020 II-033 Charges 3, 4 and 5 in the next biennium. The following charges should be assigned to the PSC:

1. Review the "Description of Requirements" to ensure the requirements provide program flexibility and include items generally part of a retail food program.
2. Review Standard 5 "Data Review and Analysis" from a sampling of jurisdictions to determine if certain data analysis requirements typically have no or such limited data to make the information not valuable.
3. Review the Center for Disease Control and Prevention's National Environmental Assessment Reporting System (NEARS), Environmental Assessment Training Series (EATS), and Council to Improve Foodborne Outbreak Response (CIFOR) to consider inclusion of specific components in VNRFRPS Standard 5.
4. Present any revisions to VNRFRPS Standard 5 based on these reviews to the 2025 CFP biennial 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.*

# Conference for Food Protection
## 2023 Issue Form

**Issue: 2023 II-031**

**Title:**

PSC10 Standard 6 Establishment File Worksheet Form 3A

**Recommended Solution: The Conference recommends...:**

that a letter be sent to FDA requesting creation of an additional VNRFRPS Standard 6 Establishment File Worksheet based on the FDA Food Code Form 3-A, Food Establishment Inspection Report, to be included in VNRFRPS Standard 6, Compliance and Enforcement resources.

*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
## 2023 Issue Form

**Issue: 2023 II-032**

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

*All information above the line is for conference use only.*

**Title:**

PSC11 Draft Standard 6 Standardized Key Crosswalk to the 2017 FDA Food Code

**Recommended Solution: The Conference recommends...:**

that a letter be sent to FDA requesting the VNRFRPS Standard 6 - Standardized Key Crosswalk to the 2017 FDA Food Code be updated with the attached version and replacing "Quick Reference Applicable Food Code Risk Factor Provisions" with "Standard 6 - Standardized Key Crosswalk to the 2017 FDA Food Code" as the file name and website link to the document on the Voluntary National Retail Food Regulatory Program Standards landing page.

*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
## 2023 Issue Form

**Issue: 2023 II-033**

| | | | | |
|---|---|---|---|---|
| **Council Recommendation:** | Accepted as Submitted \_\_\_\_\_ | Accepted as Amended \_\_\_\_\_ | No Action | **X** \_\_\_\_\_ |
| **Delegate Action:** | Accepted \_\_\_\_\_ | Rejected \_\_\_\_\_ | | |

*All information above the line is for conference use only.*

**Title:**

Amend VNRFRPS Standard 6, Compliance And Enforcement

**Recommended Solution: The Conference recommends...:**

No Action: Due to insufficient research and supporting documentation.

*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
## 2023 Issue Form

**Issue: 2023 II-034**

**Title:**

PSC12 Defining Standard 8 Verification Audit Parameters

**Recommended Solution: The Conference recommends...:**

that a letter be sent to FDA requesting them to develop criteria that would allow the objective review of a jurisdiction's staffing level to determine compliance with VNRFRPS Standard 8 when using the third option listed in the Standard for evaluating adequate staffing level.

*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.*

**Issue: 2023 II-035**

| Council Recommendation: | Accepted as Submitted | _____ | Accepted as Amended | **X** | No Action | _____ |
|---|---|---|---|---|---|---|
| **Delegate Action:** | Accepted | _____ | Rejected | _____ | | |

*All information above the line is for conference use only.*

**Title:**

Standard 8 Staffing Level Criteria

**Recommended Solution: The Conference recommends...:**

that the correct workbook for Standard 8 Staffing Level Criteria titled "Alternative S8 Workbook Model_3_4 Risk Code_2022(1)" replace the workbook titled "Standard-8-re-evaluation-of-stafing-alternative-conformance-workbook-04-19-2022-1 (1)" uploaded in the CFP website. CFP is to provide a set of instructions to the current tool. The FDA is provided an opportunity to edit and comment on the associated documents.

*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.*

**Issue: 2023 II-036**

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

*All information above the line is for conference use only.*

**Title:**

PSC2 Assign 2020 II-031 to CFP Program Standards Committee

**Recommended Solution: The Conference recommends...:**

That Issue 2020-II-031 be assigned to the CFP Program Standards Committee with the following charges:

1. Conduct a comprehensive review of all the factors regarding VNRFRPS Standard 1 - Regulatory Foundation and assessment of the 80% code provision requirement to meet the Standard.
2. Provide recommendations to the 2025 CFP biennial 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.*

**Issue: 2023 II-037**

| Council Recommendation: | Accepted as Submitted | | Accepted as Amended | **X** | No Action | |
|---|---|---|---|---|---|---|

**Delegate Action:**    Accepted       Rejected

*All information above the line is for conference use only.*

**Title:**

Retail Program Standards Verification Auditor Criteria

**Recommended Solution: The Conference recommends...:**

that a letter be sent to FDA asking that FDA define qualifications for a Retail Program Standards Auditor, to include attending an FDA-developed Verification Audit workshop and on-going maintenance requirements, and work with the Program Standards Committee for this change to be included in the 2026 VNRFRPS Administrative Procedures.

FDA would report back to the Conference in the 2025 Biennium the status of the verification auditor criteria development.

*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
## 2023 Issue Form

**Council Recommendation:**    Accepted as Submitted    **X**    Accepted as Amended   _____   No Action   _____

**Delegate Action:**    Accepted   _____   Rejected   _____

*All information above the line is for conference use only.*

**Title:**

Report – Food Defense Committee (FDC)

**Recommended Solution: The Conference recommends...:**

Acknowledgement of the 2021- 2023 Food Defense Committee Final Report, thanking the committee members for the completed work, and disbanding the committee because all assigned charges have been completed.

*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
## 2023 Issue Form

**Issue: 2023 II-039**

**Title:**

FDC Issue 2–Amend 2022 FDA Food Code to add food defense rule under 2-102

**Recommended Solution: The Conference recommends...:**

A letter be sent to the FDA requesting that the most current edition of the Food Code be amended as follows (new language is underlined):

2-102.11 (C) (18) Explaining steps that are taken to prevent intentional adulteration by CONSUMERS, EMPLOYEES, or other persons including monitoring operations, ingredients, supplies, and finished products for unusual or suspicious activities, and similar food defense activities.

2-103.11 (Q) EMPLOYEES are aware of food defense, such as signs of intentional acts of adulteration as it relates to their assigned duties and report suspicious activity to the PERSON IN CHARGE.

1-201.10 (B) **"Food Defense"** is the effort to protect food from acts of intentional adulteration.

*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.*

| **Council Recommendation:** | Accepted as Submitted | **X** | Accepted as Amended | _____ | No Action | _____ |
|---|---|---|---|---|---|---|
| **Delegate Action:** | Accepted | _____ | Rejected | _____ | | |

*All information above the line is for conference use only.*

**Title:**

FDC Issue 3 – Amend FDA Food Code, Annex 2, Sect. 4 Food Defense references

**Recommended Solution: The Conference recommends...:**

A letter be sent to FDA requesting that the 2022 Food Code be amended to include updated references to Annex 2, Section 4, Food Defense Guidance from Farm to Table as follows (the entire Annex 2, Section 4 will be replaced with the updated, underlined language below):

## 4. FOOD DEFENSE GUIDANCE FROM FARM TO TABLE

The following is a summary of available resources on food defense that is of interest to the retail and food service food community. This listing is provided below and is not all-inclusive. It contains links to websites and describes publications from federal agencies (primarily FDA, CDC, and USDA) and industry groups with information of interest for regulators, industry, and consumers. Responsibility for updating the web pages lies with the listed organization and those listed are up to date as of the printing of the current Food Code.

### U.S. Food and Drug Administration:

The FDA has developed food defense tools, resources, and regulation and guidance documents to help food establishments and food facilities prevent, prepare for, respond to, and recover from acts of intentional adulteration of the food supply.

These resources can be found by visiting Food Defense | FDA (www.fda.gov/food/food-defense) website or by searching U.S. Food and Drug Administration (fda.gov) on the FDA website includes:

- Guidance for Industry: Food Security Preventive Measures Guidance for Retail Food Stores and Food Service Establishments: This guidance is designed as an aid to operators of retail food stores and food service establishments (for example, bakeries, bars, bed-and-breakfast operations, cafeterias, camps, child and adult day care providers, church kitchens, commissaries, community fundraisers, convenience stores, fairs, food banks, grocery stores, interstate conveyances, meal services for home-bound persons, mobile food carts, restaurants, and vending machine operators). This guidance identifies the kinds of preventive measures they may take to minimize the risk that food under their control will be subject to tampering or other malicious, criminal, or terrorist actions.

- Food Defense 101 - Front-line Employee Training: The web-based course provides front-line employees with simple procedures to protect the food supply against an intentional attack.

- Food Defense Plan Builder: This is a user-friendly tool designed to help owners and operators of a food facility in the development of a food defense plan that is specific to their facility. The plan builder is designed for food manufacturers and processors but can also be used by retail and foodservice operators to develop food defense plans.

- Food Related Emergency Exercise Bundle (FREE-B): Exercise scenarios based on both intentional and unintentional food contamination events. FREE-B assists government regulatory and public health agencies in assessing the readiness of their entity to respond to a food contamination event. The FREE-B is designed to allow for multiple jurisdictions and organizations (medical community, private sector, law enforcement, first responder communities) to 'play' with the host agency, or, quite simply, for an individual agency to test their own plans, protocols, and procedures independently.

- Food Defense Mitigation Strategies Database (FDMSD): Online database designed to help owners and operators of a food facility with identifying mitigation strategies to protect the food against intentional adulteration. The FDMSD includes mitigation strategies for some common points, steps, and procedures that are often found at food facilities.

- "See Something, Say Something" Poster: FDA collaborated with partner agencies in the Food and Agriculture Sector Council to develop a poster for food facilities and food establishments to raise awareness of the indicators of terrorism and terrorism-related crime, as well as the importance of reporting suspicious activity to state and local law enforcement.

**Other FDA Resources:**

- To report an emergency involving food, drugs, medical devices, dietary supplements, or cosmetics, call 1-866-300-4374 or 1-301-796-8240.

- To report a problem with FDA-regulated products by phone: Call 1-888-INFO-FDA (1-888-463-6332) or Consumer Complaint Coordinators | FDA.

- Use the MedWatch Online Voluntary Reporting Form (fda.gov) to report adverse events with human food and medical products.
- Use the Safety Reporting Portal (hhs.gov) online form to report problems with pet food, dietary supplements, and tobacco products. This form also accepts mandatory reports, such as Reportable Food Registry for Industry.

## U.S. Department of Agriculture

USDA Food Safety and Inspection Service (FSIS) promotes food defense by encouraging establishments to voluntarily adopt a functional food defense plan; implement food defense practices (including inside, outside, and personnel security measures); and conduct training and exercises to ensure preparedness. (Note: resources may be found by searching Home | Food Safety and Inspection Service (usda.gov) for keywords Food Defense, Security, and other similar keywords or visiting Food Defense | Food Safety and Inspection Service (usda.gov)).

Food Defense | Food Safety and Inspection Service (usda.gov): This site discusses a comprehensive approach that addresses food safety, food defense, and food security considerations improves resilience and protects public health.

- Food Defense for In-Commerce Firms: Provides resources and information on food safety and food defense for in-commerce firms.

- Food Defense Guidelines for the transportation and Distribution of Meat, Poultry and Processed Egg Products: The FSIS Food Defense Guidelines for the Transportation and Distribution of Meat, Poultry, and Processed Egg Products is designed to assist those handling food products during transportation and storage. These guidelines provide a list of defense measures that can be taken to prevent intentional contamination of meat, poultry, and processed egg products during loading, unloading, transportation, and in-transit storage.

## USDA Food and Nutrition Resources (FNS) for Schools:

- A Biosecurity Checklist - School Foodservice Programs | Missouri Department of Elementary and Secondary Education (mo.gov): USDA FNS has prepared a Biosecurity Checklist for School Foodservice Programs for developing a biosecurity

management plan. Its purpose is to help protect the health of the children and adults in the school by strengthening the safety of the foodservice operation.

- Emergency_readiness_plan_a_guide_for_the_school_foodservice_operation.pdf (hhs.gov): Emergency Readiness Plan: Forms for the School Foodservice Operation includes several prototype forms to assist foodservice professionals when writing an emergency readiness plan.

- Responding_Food_Recall_FNS_05302014.pdf (azureedge.us): Provides an overview of the recall process for USDA foods with a focus on school meals programs. Particular attention is given to the roles of various entities in communicating information to ensure that recalls are handled in a timely and effective manner.

## Other USDA Resources:

- USDA Meat & Poultry Hotline: 1-888-MPHotline (1-888-674-6854).

## Industry Publications:

A variety of resource are available from industry groups. *(Note: these documents may also be found by searching for keywords Food Defense, Security, and other similar keywords):*

- National Restaurant Association | National Restaurant Association: provides access to security information and guidelines targeted specifically the restaurant industry.

- FMI | The Food Industry Association: provides access to security information and guidelines targeted specifically to food retailers.

- FMI | Voice of The Food Industry Blog: provides access to information.

- Conference-Developed Guides and Documents | Conference for Food Protection: Provides guidance documents related to retail food safety.

## Guidance on Responding to Food Emergencies

- Environmental Health Services Program Home | EHS | CDC: This site provides free tools and guidance, training, and research for environmental health practitioners and programs serving states, tribes, localities, and territories.

- Information on Specific Types of Emergencies| Emergency Preparedness and Response (cdc.gov): Provides resources for preparedness and response to specific types of emergencies.

- Conference for Food Protection: Provides resources, specifically emergency action plan information: Emergency Action Plan for Retail Food Establishments | Conference of Food Protection)

4. FOOD DEFENSE GUIDANCE FROM FARM TO TABLE

The following is a summary of available resources on food defense that is of interest to

the retail and food service food community. This listing is provided below and is not all-inclusive. It contains links to publications from federal regulatory agencies (primarily

FDA, CDC, and USDA) and industry groups with information of interest to regulators,

industry, and consumers. Responsibility for updating the web pages lies with the listed

organization and those listed are up to date as of the printing of the 2005 Food Code.

FDA Publications:

These guidance documents identify the kinds of preventive measures that food

establishment and food processing operators may take to minimize risks to food under

their control, from tampering or other malicious, criminal, or terrorist actions:

• Retail Food Stores and Food Service Establishments: Food Security

Preventive Measures Guidance at

http://www.fda.gov/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInform

ation/FoodDefense/ucm082751.htm

• Food Producers, Processors, and Transporters: Food Security Preventive

Measures Guidance at

http://www.fda.gov/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInform

ation/FoodDefense/ucm083075.htm

Annex 2 - References

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• Dairy Farms, Bulk Milk Transporters, Bulk Milk Transfer Stations and Fluid
Milk Processors Food Security Preventive Measures Guidance at
http://www.fda.gov/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInform
ation/FoodDefense/ucm083049.htm.

• Importers and Filers: Food Security Preventive Measures Guidance at
http://www.fda.gov/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInform
ation/FoodDefense/ucm078978.htm.

• The Bioterrorism Act of 2002 at:
http://www.fda.gov/RegulatoryInformation/Legislation/ucm148797.htm.

USDA Publications:

• Food Safety and Inspection Service (FSIS) Security Guidelines for Food
Processors at
https://www.fsis.usda.gov/wps/wcm/connect/457116c6-dccb-494a-a419
62d07d4123a4/PHVv2Homeland_Food_SecuritySecurity_Guide.pdf?MOD=AJPERES

• FSIS Guidelines "Keep America's Food Safe" at
https://www.fsis.usda.gov/wps/portal/fsis/topics/food-defense-and-
emergencyresponse/preparation-and-prevention/guidance-documents/security-
guidelines/keepamericas-food-safe

This guidance is designed to assist transporters, warehouses, distributors, retailers,
and restaurants with enhancing their security programs to further protect the food
supply from contamination due to criminal or terrorist acts.

• FSIS Safety and Security Guidelines for the Transportation and Distribution of
Meat, Poultry and Egg Products at:
https://www.fsis.usda.gov/shared/PDF/Transportation_Security_Guidelines.pdf

This guidance contains recommendations to ensure the security of food products through all phases of the distribution process.

Annex 2 - References

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Additional information on FSIS food security guidance publications is available over the Internet at http://www.fsis.usda.gov.

Industry Publications:

• National Restaurant Association. Information for restaurants can be found on the National Restaurant Association's web page at http://www.restaurant.org.

• Food Marketing Institute (FMI) Security Information and Resources web page at http://www.fmi.org/foodsafety/ provides access to security information and guidelines targeted specifically to food retailers.

Guidance on Responding to Food Emergencies:

• Centers for Disease Control and Prevention (CDC) Emergency Preparedness and Response information can be found at https://www.cdc.gov/nceh/ehs/etp/food.htm.

• USDA - Food and Nutrition Service food emergency publication, Responding to a Food Recall at https://www.fns.usda.gov/responding-food-recall-proceduresrecalls-usda-foods

• FDA's Office of Emergency Operations at 301-443-1240 for FDA regulated products and FSIS Technical Service Center at 1-800-233-3935 for USDA regulated products.

• Conference for Food Protection (CFP) Emergency Action Plan for Retail Food

Establishments, 2nd Editon can be found at http://www.foodprotect.org/.

Food Defense and Emergency Guidance of Interest to Schools:

• A Biosecurity Checklist for School Foodservice: Developing a Biosecurity

Management Plan

The document is from the USDA - Food and Nutrition Service and provides

information for school food service managers. It can be found at

https://dese.mo.gov/sites/default/files/BiosecurityRevisedChecklist.pdf. The exact

link to the checklist is http://foodbiosecurity.nfsmi.org/FSManager.php.

• USDA - Food and Nutrition Service food emergency publication, Emergency

Readiness Plan: A Guide for the School Foodservice Operation at:

http://www.nfsmi.org/documentlibraryfiles/PDF/20080207044955.pdf

Defense Guidance of Interest to Consumers:

• Food Safety and Security: What Consumers Need to Know, at

http://www.fsis.usda.gov/wps/portal/fsis/topics/food-safety-education/getanswers/food-safety-fact-sheets/emergency-preparedness/food-safety-and-securitywhat-consumers-need-to-know .

• Food Tampering: An Extra Ounce of Caution, at

http://www.fda.gov/Food/ResourcesForYou/Consumers/ucm079137.htm

*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.*

**Issue: 2023 II-041**

| **Council Recommendation:** | Accepted as Submitted | **X** | Accepted as Amended | _____ | No Action | _____ |
|---|---|---|---|---|---|---|
| **Delegate Action:** | Accepted | _____ | Rejected | _____ | | |

_All information above the line is for conference use only._

**Title:**

FDC Issue 4 – Approval and Posting of Food Defense Guidance Document

**Recommended Solution: The Conference recommends...:**

That the Food Defense Guidance Document attached to issue 1, be approved, and posted to the CFP website as a usable Word document and authorize the Conference to make any necessary edits prior to posting to assure consistency of format and non-technical content; edits will not affect the technical content of the document.

_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._

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

*All information above the line is for conference use only.*

**Title:**

Report – Food Safety Management System (FSMS) Committee

**Recommended Solution: The Conference recommends...:**

acknowledgement of the committee's Final Report and thanking the committee members for their work.

*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.*

| **Council Recommendation:** | Accepted as Submitted | _____ | Accepted as Amended | **X** | No Action | _____ |
|---|---|---|---|---|---|---|
| **Delegate Action:** | Accepted | _____ | Rejected | _____ | | |

*All information above the line is for conference use only.*

**Title:**

FSMS #2 Amend Food Code – Define Active Managerial Control and FSMS

**Recommended Solution: The Conference recommends...:**

that a letter be sent to the FDA requesting that the most current edition of the Food Code be amended as follows:

1. Section 2-103.11 Person in Charge be amended as follows (language to be removed is marked with strikethrough and language added is marked with underline format):

   2-103.11 Person in Charge. The PERSON IN CHARGE shall ~~ensure that~~ perform ACTIVE MANAGERIAL CONTROL by:

2. Section 8-201.12 Contents of the Plans and Specifications. (E) Evidence that ~~standard procedures~~ a FOOD SAFETY MANAGEMENT SYSTEM ensures compliance with the requirements of this Code is developed or is being developed; and

3. The definition of active managerial control from Annex 4 be added to §1-201.10 Statement of Application and Listing of Terms which states "Active managerial control means the purposeful incorporation of specific actions or procedures by industry management into the operation of their business to attain control over foodborne illness risk factors."

4.The definition of Food Safety Management System be added to §1-201.10 Statement of Application and Listing of Terms stating: "Food safety management system" means a

specific set of actions (e.g., procedures, training, and monitoring) to help achieve active managerial control.

- Procedures (P): A defined set of actions adopted by food service management for accomplishing a task in a way that minimizes food safety risks. Procedures may be oral or written and include who, what, where, when, and how a task should be performed. The goal is to move toward complete, consistent, and primarily written procedures and may include topics such as when to wash your hands, how to set up a 3-compartment sink, how food temperatures are achieved and maintained/monitoring food temperatures.
- Training (T): The process of management's informing employees of the food safety procedures within the food service establishment and teaching employees how to carry them out. Information may be presented in formats such as a set of instructions/illustrations, recipe cards with process instructions, wall charts, wallet cards, or live demonstration. The goal is to provide and document training for all food safety tasks in a format and frequency adequate to ensure employees have the knowledge to carry out the procedures consistently and effectively.
- Monitoring (M): Routine observations and measurements conducted to determine if food safety procedures are being followed. Monitoring systems should include who, what, where, when, and how monitoring is to be performed and may be conducted visually or documented in writing. The goal is to move toward a well-documented system that can be verified and may include use of automated systems, digital thermometers, logs, charts, checklists, and other job aids and tools."

**Issue: 2023 II-044**

| **Council Recommendation:** | Accepted as Submitted | _____ | Accepted as Amended | **X** | No Action | _____ |

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

*All information above the line is for conference use only.*

**Title:**

FSMS #3 Re-create FSMS Committee

**Recommended Solution: The Conference recommends...:**

The Food Safety Management System (FSMS) Committee be reestablished with the following charges:

1. Collaborate with the Retail Food Safety Regulatory Association Collaborative to create resources for establishments to develop a FSMS.
    - a. Toolbox may include instructions on how to create SOPs, draft SOP templates, job aids, case studies, etc. The committee should consider reviewing the "Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles."
    - b. Review the CDC EHS-Net project on employee health and consider collaborating to build on the results to further expand a framework to address employee health SOPs.
2. Review 2021-2023 FSMS Committee - Committee Charges Report and identify specific items to develop remedies.
3. Develop recommendations on next steps to promote universal development and implementation of a documented FSMS to be included in a future edition of the Food Code.
    - a. Conduct a gap analysis of Food Code § 2-103.11 to identify opportunities to incorporate a FSMS into the duties of the person in charge.
4. Collaborate with the Retail Food Safety Regulatory Association Collaborative to conduct a cost/benefit analysis of an implemented FSMS.

5. Report the committee's findings and recommendations at the next Biennial Meeting of the Conference for Food Protection.

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| **Council Recommendation:** | Accepted as Submitted | _____ | Accepted as Amended | **X** | No Action | _____ |

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

*All information above the line is for conference use only.*

**Title:**

FSMS #4 – Create FSMS Committee as Standing Committee

**Recommended Solution: The Conference recommends...:**

1.) Amend the CFP Constitution and Bylaws 2021, Article XV Committees, Section 2 to include a new Food Safety Management System Committee (new language is underlined):

Article XV Committees

Section 2. The following Standing Committees shall be established:

• Issue Committee

• Program Committee

• Constitution and Bylaws/Procedures Committee

• Resolutions Committee

• Audit Committee

• Food Protection Manager Certification Committee (FPMCC)

• Program Standards Committee

• Finance Committee

• Nominating Committee

• Strategic Planning Committee (SPC)

• Publications Committee

• Food Safety Management System (FSMS)

2.) Amend the CFP Constitution and Bylaws 2021, Article XVI Duties and Responsibilities of Committees to include a new Section 12 which describes the purpose of the Food Safety Management System Committee and the current Sections 12 and 13 be renumbered to accommodate the change (new language is underlined):

Section 12. The Food Safety Management System Committee shall report to the Board and shall have the objective of incorporating a Food Safety Management System into everyday activities of retail food establishments and provide ongoing development of resources to assist the food safety community in achieving active managerial control of foodborne illness risk factors.

*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**
**2023 Issue Form**

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

*All information above the line is for conference use only.*

**Title:**

Report - Digital Food Safety System Committee (DFSSC)

**Recommended Solution: The Conference recommends...:**

1. Acknowledgement of the Digital Food Safety System Committee Final Report.
2. Thank the voting members, at large non-voting members, federal consultants and observers for their dedication and hard work.
3. Disband the committee; all assigned charges have been completed.

*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
## 2023 Issue Form

**Issue: 2023 II-047**

**Title:**

DFSSC 2 - Approve and Post General Best Practice Guidelines

**Recommended Solution: The Conference recommends...:**

1. Approval of the committee generated draft guidance document entitled "DRAFT General Best Practice Guidelines for Digital Food Safety Management Systems" (See document attached to Issue titled: Report - Digital Food Safety System Committee (DFSSC)).
2. Posting of the guidance document on the CFP website in a downloadable format with functional hyperlinks; and
3. Authorizing the Conference to make any additional edits prior to posting the document to assure consistency of format and non-technical content; edits will not affect the technical content of the document.

*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
## 2023 Issue Form

| **Council Recommendation:** | Accepted as Submitted | **X** | Accepted as Amended | _____ | No Action | _____ |

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

*All information above the line is for conference use only.*

**Title:**

DFSSC 3 - Amend Food Code Annexes to Include Reference to Guidance Document

**Recommended Solution: The Conference recommends...:**

A letter be sent to FDA requesting that the current version of the FDA Model Food Code Annex 4 - Management of Food Safety Practices - Achieving Active Managerial Control of Foodborne Illness Risk Factors, and Annex 2 - References, 3. Supporting Documents be amended by including a reference to the "General Best Practice Guidelines for Digital Food Safety Management Systems" (document is attached to Issue titled: Report - Digital Food Safety System Committee (DFSSC)).

*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
## 2023 Issue Form

**Issue: 2023 II-049**

**Title:**

Report – Allergen Committee

**Recommended Solution: The Conference recommends...:**

Acknowledgement of the 2021 - 2023 Allergen Committee (AC) Report, and thank the committee members for the completed work.

*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.*

**Issue: 2023 II-050**

| **Council Recommendation:** | Accepted as Submitted | **X** | Accepted as Amended | _____ | No Action | _____ |
|---|---|---|---|---|---|---|
| **Delegate Action:** | Accepted | _____ | Rejected | _____ | | |

*All information above the line is for conference use only.*

**Title:**

Allergen Committee 2 Publish "Major Food Allergen Framework" and SUMMARY

**Recommended Solution: The Conference recommends...:**

1. Acceptance of the committee-generated document entitled, **"Major Food Allergen Framework"** (attached as content to this Issue);

and

2. Authorizing the Conference to make any necessary edits prior to posting the document on the CFP website to assure consistency of format and non-technical content; edits will not affect the technical content of the document;

and

3. Prior to posting the final document on the CFP website in PDF format, it will be reviewed to remove any potential violations of the CFP Commercialism and Comity Policy;

and

4. Removal of the CFP-approved document, "Food Allergy Notifications: A Guidance for Industry," from the CFP website as it is now addressed within the document, "Major Food Allergen Framework."

*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
## 2023 Issue Form

**Issue: 2023 II-051**

| | | | | | |
|---|---|---|---|---|---|
| **Council Recommendation:** | Accepted as Submitted | **x** | Accepted as Amended | _____ | No Action _____ |
| **Delegate Action:** | Accepted | _____ | Rejected | _____ | |

*All information above the line is for conference use only.*

**Title:**

Allergen Committee 3 Amend Annex 2 "References" Section of the Food Code.

**Recommended Solution: The Conference recommends...:**

1. A letter be sent to FDA requesting that Annex 2 "References", or other location where deemed appropriate by FDA, of the most current edition of the Food Code be amended as follows:

*FDA Food Code, page 290 (PDF page 323)*

Insert "5. Food Allergens" and dedicate this section to food allergen references including the "Major Food Allergen Framework" with the direct link to the CFP website where the document is housed.

Possible introductory paragraph, "5. The following is a summary of available resources on Food Allergens that is of interest to the retail and food service community. This listing is provided below and is not all inclusive. Responsibility for updating the web pages lies with the listed organization."

*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.*

**Issue: 2023 II-053**

| **Council Recommendation:** | Accepted as Submitted | **X** | Accepted as Amended | _____ | No Action | _____ |
|---|---|---|---|---|---|---|
| **Delegate Action:** | Accepted | _____ | Rejected | _____ | | |

*All information above the line is for conference use only.*

**Title:**

Create a CFP Technology Solutions Standing Committee

**Recommended Solution: The Conference recommends...:**

1.) Amend the CFP Constitution and Bylaws 2021, Article XV Committees, Section 2 to include a new bullet for the Digital Engagement and Technology Solutions Committee (new language is underlined):

Article XV Committees

Section 2. The following Standing Committees shall be established:

- Issue Committee
- Program Committee
- Constitution and Bylaws/Procedures Committee
- Resolutions Committee
- Audit Committee
- Food Protection Manager Certification Committee (FPMCC)
- Program Standards Committee
- Finance Committee
- Nominating Committee
- Strategic Planning Committee (SPC)
- Publications Committee
- Digital Engagement and Technology Solutions Committee (DETS)

2.) Amend the CFP Constitution and Bylaws 2021, Article XVI Duties and Responsibilities of Committees, to insert a new Section 12 which describes the duties of the Digital Engagement and Technology Solutions Committee, and the current Sections 12 and 13 be renumbered to accommodate the change (new language is underlined).

<u>Section 12. The Digital Engagement and Technology Solutions Committee shall report to the Board and shall have the objective of identifying, vetting, and recommending digital engagement and technology solutions which brings value to membership, encourages engagement with CFP, and improves internal processes. This committee will also work with the Board to identify and prioritize digital technology activities for each biennium.</u>

The Conference also recommends the Digital Engagement and Technology Solutions Committee be charged during the 2023-2025 biennium to identify, vet, and recommend to the CFP Board:

*1) document sharing and collaboration solutions,*

*2) website redesign/optimization,*

*3) social media and communication solutions.*

*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.*