

**Conference for Food Protection
2008 Issue Form**

**Internal Number: 070
Issue: 2008 II-001**

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

All information above the line is for conference use only.

Title:

Report: CB 1 - Constitution and Bylaws Committee

Issue you would like the Conference to consider:

The 2006-2008 Constitution and Bylaws/Procedures Committee has addressed recommendations from the Executive Board 2006 Biennial Meeting and prepared a report summarizing its work.

Public Health Significance:

The Constitution and Bylaws/Procedures Committee shall submit recommendations to improve the Conference administrative functions through proposals to amend the Constitution and Bylaws and Conference Procedures.

Recommended Solution: The Conference recommends...:

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

Submitter Information:

Name: Jane Griffith, Chair
Organization: Constitution and Bylaws/Procedures Committee
Address: 260 W. Baltimore Pike
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Telephone: 215-603-2348 Fax:
E-mail: jane.m.griffith@wawa.com

Attachments:

- "Report: Constitution and Bylaws and Procedures Committee"
- "2008 CBL and Procedures Committee Issue List"

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

**Conference for Food Protection
2008 Issue Form**

**Internal Number: 066
Issue: 2008 II-002**

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

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Title:

CB 2 - CFP Constitution - Memorandum of Understanding between CFP and AFDO

Issue you would like the Conference to consider:

Acceptance of this Memorandum of Understanding between the Conference for Food Protection and the Association of Food and Drug Officials.

Public Health Significance:

The Conference Executive Board wishes to establish a formal working relationship with AFDO.

Recommended Solution: The Conference recommends...:

adoption of the attached Memorandum of Understanding with the Association of Food and Drug Officials (AFDO).

Submitter Information:

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Attachments:

- "AFDO MOU with CFP"

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**Conference for Food Protection
2008 Issue Form**

**Internal Number: 073
Issue: 2008 II-003**

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

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Title:

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

Issue you would like the Conference to consider:

Amend Article III Registration and Membership Section 4.

Public Health Significance:

The Conference Executive Board would like to clarify the Conference membership as it relates to payment of membership fees, Conference registration and the Biennial Conference meeting.

Recommended Solution: The Conference recommends...:

that Article III, Section 4 be amended as follows:

Article III Registration and Membership

Section 4. Conference membership is for the time period from **begins at the time of payment of membership fee. Membership fees paid as part of the Conference registration begin on** the first day of one Conference meeting and ends the day prior to the next biennial Conference meeting.

Submitter Information:

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**Conference for Food Protection
2008 Issue Form**

**Internal Number: 075
Issue: 2008 II-004**

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

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Title:

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

Issue you would like the Conference to consider:

Amend Article V Duties of the Assembly and the Board, Section 7 of the CFP Constitution and Bylaws.

Public Health Significance:

The Conference Executive Board would like to further clarify the process for absent voting members of the Executive Board to submit information for consideration to the Board and ex-officio members during an Executive Board Meeting.

Recommended Solution: The Conference recommends...:

that Article V, Section 7 be amended as follows:

Article V Duties of the Assembly and the Board

Section 7. If voting members of the Board are unable to participate in a Board meeting, they may not send a substitute, but may forward by mail, **email or fax information** for consideration by attending members of the Board. Voting **and ex officio members** may participate through a telephone conference call.

Submitter Information:

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**Conference for Food Protection
2008 Issue Form**

**Internal Number: 076
Issue: 2008 II-005**

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

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Title:

CB 8 - CFP Constitution - Amend Article VI

Issue you would like the Conference to consider:

Amend Article VI Duties of the Chair Section 5 and add Section 11.

Public Health Significance:

The Constitution and Bylaws Committee recommends clarification of the Duties for the Chair to ensure continuity in the Conference.

Recommended Solution: The Conference recommends...:

amending Section 5 and adding Section 11 which references the responsibilities and duties of the Conference Chair as stated in the position description.

Article VI Duties of the Chair

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

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

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

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

Section 5. The Chair shall appoint Chairs of the Conference for ~~Issue, Program, Audit, Resolution, Constitution and Bylaws, Managers Training, Testing, and Certification;~~

~~Nominating and Strategic Planning.~~ **standing committees established in Articles XV, Section 2.**

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

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

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

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

Section 10. Between Conference meetings the Chair shall require from each Council Chair a report of the status of implementation of each approved recommendation originating in the respective Council and this information shall be provided to the Conference participants.

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

Submitter Information:

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**Conference for Food Protection
2008 Issue Form**

**Internal Number: 077
Issue: 2008 II-006**

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

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Title:

CB 9 - CFP Constitution - Article VII, new Section 3

Issue you would like the Conference to consider:

Amend Article VII Duties of the Vice-Chair by adding Section 3

Public Health Significance:

The Constitution and Bylaws Committee recommends clarification of the Duties for the Vice-Chair by adding Section 3 which references the responsibilities and duties as stated in the position description.

Recommended Solution: The Conference recommends...:

Article VII be amended by adding Section 3

Article VII Duties of the Vice-Chair

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

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

Section 3. The Vice-Chair shall perform all other responsibilities and duties as detailed in the Conference Vice-Chair Position Description.

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**Conference for Food Protection
2008 Issue Form**

**Internal Number: 081
Issue: 2008 II-007**

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

All information above the line is for conference use only.

Title:

CB 13-CFP-Constitution Amend Article XII, Section 6, Subsection 2

Issue you would like the Conference to consider:

Amend Article XII, Section 6, Subsection 2.

Public Health Significance:

The Constitution and Bylaws/Procedures Committee would like to clarify the supporting relationship between the Council Chairs and the Council members during the period between the Biennial Meetings.

Recommended Solution: The Conference recommends...:

that Article XII, Section 6, Subsection 2 be amended as follows:

Article XII-XIII Duties and Responsibilities of Councils

Section 1. Council I: Council on Laws and Regulations

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

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

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

Section 3. Council III: Council on Science and Technology

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

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

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

Section 6. Duties of the Councils between Biennial Meetings

Subsection 1. Following the Biennial Meeting, the Conference Chair shall contact the Council Chairs to review the recommendations approved by the Assembly of State Delegates and to plan for the implementation of approved recommendations originating in their respective Councils.

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

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

Subsection 4. The new Council Chairs shall submit for the Executive Board approval the names of Committee Chairs and membership of all Committees assigned to their Council by the Fall Board Meeting following the Biennial Meeting.

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**Conference for Food Protection
2008 Issue Form**

**Internal Number: 082
Issue: 2008 II-008**

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

All information above the line is for conference use only.

Title:

CB 14 - CFP Constitution - Article XIV, Section 2

Issue you would like the Conference to consider:

Amend Article XIV Duties of the Committees, Section 2; The Program Committee.

Public Health Significance:

The Conference Executive Board requested clarification of the Program Committee responsibilities to reflect actual responsibilities.

Recommended Solution: The Conference recommends...:

that Article XIV, Section 2 be amended as follows:

Article XIV XV Duties of the Committees

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

Section 2. The Program Committee shall ~~assist the Executive Director and Conference Chair in planning and arranging all Conference meetings and shall assist the Executive Director in the preparation of programs for each Conference meeting.~~ **be responsible for the educational workshop at the bi-annual meeting.**

Section 3. The Constitution and Bylaws/Procedures Committee shall submit recommendations to improve Conference administrative functions through proposals to

amend the Constitution and Bylaws. The Committee shall review proposed memorandums of understanding and ensure consistency among the memorandums of understanding, the Conference Procedures manual, the Constitution and Bylaws and other working documents. The Committee shall report all recommendations to the Board prior to Council II deliberation and shall follow the direction of the Board.

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

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

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

Subsection 1. Establish and refine policies and standards to which certifiers must conform in order for them to be accredited;

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

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

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

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

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

Subsection 2. Standing Committees to the Conference Chair and Executive Director

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**Conference for Food Protection
2008 Issue Form**

**Internal Number: 071
Issue: 2008 II-009**

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

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Title:

CB 3 - CFP Constitution and Bylaws - Amend Article II, Section 1

Issue you would like the Conference to consider:

Amend Article II, Section 1 to include the Executive Assistant and Executive Treasurer position and the Standing Committees as members of the Conference.

Public Health Significance:

The Conference Executive Board would like to clarify the members of the Conference.

Recommended Solution: The Conference recommends...:

The Conference recommends

Article II, Section 1 be amended to include:

Article II Organization and Operation

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

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

Submitter Information:

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**Conference for Food Protection
2008 Issue Form**

**Internal Number: 072
Issue: 2008 II-010**

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

All information above the line is for conference use only.

Title:

CB 4 - CFP Constitution - Amend Article III, Article IV, and Article V

Issue you would like the Conference to consider:

Amend Article III; Article IV; and Article V to reflect the position responsibility changes to the Executive Director with the creation of the Executive Treasurer position.

Public Health Significance:

With the creation of the Executive Treasurer position, the Conference Executive Board would like to clarify the responsibilities of the Executive Treasurer to the Executive Director, the Executive Board and the Council, and recommend amendments to Article III, Section 1,2,3; Article IV, Section 4; and Article V, Section 10 to clarify the Executive Treasurer's responsibilities.

Recommended Solution: The Conference recommends...:

that Article III, Section 1, 2, 3 be amended as follows:

Article III Registration and Membership

Section 1. Any persons interested in promoting the objective in Article I may attend the Conference meetings by registering their name, address, and the business they represent with the Executive ~~Director~~ Treasurer and paying the registration fee established by the Board under Article V, Section ~~4~~ s 10 and 12.

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

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

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

Article IV, Section 4 be amended to:

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

Section 3. Board Membership

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

- a) The Immediate Past Chair of the Board;
- b) The Chair and Vice Chair of each Council;
- c) The Conference Program Chair;
- d) Representatives from regulatory agencies regulating retail food operations in other countries of the world, such as Canada, Mexico, etc.
- e) The Executive Director, Executive Treasurer, Executive Assistant;
- f) The Conference Issue Chair, and
- g) The Conference Constitution and Bylaws/Procedures Chair

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

Article V Duties of the Assembly and the Board

Section 10. The Board shall direct the Executive Director Treasurer to collect registration and membership fees as necessary to defray the costs of the operation of the Conference.

The Board shall cause an annual audit to be made of the Executive Director's Treasurer's financial reports.

Submitter Information:

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**Conference for Food Protection
2008 Issue Form**

**Internal Number: 074
Issue: 2008 II-011**

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

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Title:

CB 6 - CFP Constitution - Amend Article IV - Subsection 4

Issue you would like the Conference to consider:

Amend Article IV, Composition of Organizational Components and Eligibility Requirements for Serving in Official Capacities in Section 3, Subsection 4 to include the Executive Treasurer, and Constitution and Bylaws Chair as Ex-Officio members of the Executive Board.

Public Health Significance:

With the creation of the Executive Treasurer position it is important to clarify this role on the Executive Board as an Ex-officio member.

In addition, The Conference Executive Board would like to clarify the role of the Constitution and Bylaws Chair on the Executive Board as an Ex-officio member.

Recommended Solution: The Conference recommends...:

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

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

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

- a) The Immediate Past Chair of the Board;
- b) The Chair and Vice Chair of each Council;

c) The Conference Program Chair;

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

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

f) The Conference Issue Chair, and

g) **The Conference Constitution and Bylaws/Procedures Chair**

Submitter Information:

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**Conference for Food Protection
2008 Issue Form**

**Internal Number: 078
Issue: 2008 II-012**

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

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Title:

CB 10 - CFP Constitution - Amend Article VIII

Issue you would like the Conference to consider:

Amend Article VIII, Duties of the Executive Director and subsequent renumbering.

Public Health Significance:

With the creation of the Executive Treasurer and the Executive Assistant positions, the Conference Executive Board would like to clarify the working relationship between the Executive Director and the Executive Treasurer and the Executive Assistant.

Recommended Solution: The Conference recommends...:

that Article VIII be amended as follows:

Article VIII Duties of the Executive Director

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

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

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

~~**Section 4** The Executive Director shall collect registration and membership fees and shall pay all bills as directed by the Board.~~

Section 5 4. The Executive Director shall accomplish the duties outlined in Article VI, Section 10; and Article XVII, Section 1, Subsections 2, 3, 4, and Section 4.

Section 7 5. The Executive Director shall maintain an up-to-date list of the qualified delegates designated as required by Article XIV.

~~**Section 5** The Executive Director shall obtain receipts for all disbursements and shall make all such receipts a part of the Board record.~~

Section 8 6. The Executive Director shall retain, subject to Board's approval, a qualified person to serve as Executive Assistant, and shall direct and oversee duties assigned to the Executive Assistant.

~~**Section 6** The Executive Director shall prepare a proposed annual budget for presentation to the Board.~~

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

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**Conference for Food Protection
2008 Issue Form**

**Internal Number: 079
Issue: 2008 II-013**

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

All information above the line is for conference use only.

Title:

CB 11 - CFP Constitution - Amend Article IX

Issue you would like the Conference to consider:

Amend Article IX, Duties of the Executive Assistant by replacing it with the Duties of the Executive Treasurer as Article IX and then renumbering the subsequent Articles and any subsequent references in the CFP Constitution and Bylaws. Thereby, the Duties of the Executive Assistant are renumbered to be Article X.

Public Health Significance:

The Conference Executive Board has created a new staff position and would like to define the duties of the Executive Treasurer position.

Recommended Solution: The Conference recommends...:

that Article IX be amended to reflect the Duties of the Executive Treasurer and subsequent renumbering of Articles to reflect this addition.

Article IX Duties of the Executive Treasurer

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

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

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

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

Article IX X Duties of the Executive Assistant

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**Conference for Food Protection
2008 Issue Form**

**Internal Number: 080
Issue: 2008 II-014**

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

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Title:

CB 12 - CFP Constitution - Article IX, new Section 7

Issue you would like the Conference to consider:

Amend Article IX Duties of the Executive Assistant by adding Section 7

Public Health Significance:

The Constitution and Bylaws Committee recommends clarification of Article IX, The Duties for the Executive Assistant by adding a new Section 7 which reference the responsibilities and duties as stated in the position description.

Recommended Solution: The Conference recommends...:

that Article IX be amended by adding new Section 7:

Article IX X Duties of the Executive Assistant

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

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

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

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

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

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

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

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**Conference for Food Protection
2008 Issue Form**

**Internal Number: 083
Issue: 2008 II-015**

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

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Title:

CB 15- CFP Constitution - Amend Article XVII, Section 1, Subsection 4

Issue you would like the Conference to consider:

Amend Article XVII Rules of the Assembly, Section 1, Subsection 4.

Public Health Significance:

The Conference Executive Board requests that the Executive Treasurer report to the Assembly on the financial status of the Conference.

Recommended Solution: The Conference recommends...:

that Article XVII Rules of the Assembly, Section 1, Subsection 4 be amended to include a report from the Executive Treasurer during the Conference Assembly.

Article XVII-XVIII Rules of the Assembly

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

Subsection 1. Call to order by the Chair;

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

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

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

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

Subsection 6. Assembly voting;

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

Subsection 8. Adjournment.

Submitter Information:

Name: Jane Griffith, Chair
Organization: Constitution and Bylaws/Procedures Committee
Address: 260 W. Baltimore Pike
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E-mail: jane.m.griffith@wawa.com

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

**Conference for Food Protection
2008 Issue Form**

**Internal Number: 085
Issue: 2008 II-016**

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

All information above the line is for conference use only.

Title:

CB 17 - Constitution - Amend Appendix - Executive Board Member listing

Issue you would like the Conference to consider:

Amend Appendix list of Executive Board Members to add Ex-Officio members.

Public Health Significance:

The Conference Executive Board would like to amend the Appendix of the Constitution and Bylaws to include new members of the Non-Voting Ex-Officio.

Recommended Solution: The Conference recommends...:

Executive Board listing in the Appendix be amended.

Executive Board

Role: Manages the affairs of the Conference

Chair and Vice-Chair: Elected from Board Voting Membership

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

Voting 6 State regulatory agencies (1 each per CFP Region)

6 Local regulatory agencies (1 each per CFP Region)

3 Agencies (FDA, USDA and CDC)

6 Food Industries

1 Academic Institution

1 Consumer Representative

Non-Voting Ex-Officio 1 Immediate Past Chair

3 Chairs of each Council

3 Vice-Chairs of each Council

1 Program Chair

1 Issue Chair

1 Constitution and Bylaws/Procedures Chair

4 International Representatives ;(i.e. Canada, Mexico, etc.)

1 Executive Director

1 Executive Treasurer

1 Executive Assistant

Submitter Information:

Name: Jane Griffith, Chair

Organization: Constitution and Bylaws/Procedures Committee

Address: 260 W. Baltimore Pike

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

**Conference for Food Protection
2008 Issue Form**

**Internal Number: 084
Issue: 2008 II-017**

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

All information above the line is for conference use only.

Title:

CB 16 - Constitution - Amend Article XIX, Section 1

Issue you would like the Conference to consider:

Amend Article XIX, Section 1 to reflect the change in notification time to the delegates by the Executive Director on amendments to the Constitution and Bylaws.

Public Health Significance:

Provide adequate time for the delegates to be notified by the Executive Director about amendments to the Constitution and Bylaws.

Recommended Solution: The Conference recommends...:

Article XIX , Section 1 be amended.

Article ~~XIX~~XX Amendments to the Constitution and Bylaws

Section 1. The Constitution and Bylaws may be amended at a duly called Conference meeting, the delegates having had ~~thirty (30)~~ **forty (40)** days notice from the Executive Director of such proposal to amend as provided in Article II, Section 3 and Article VIII, Section 3.

Section 2. Amendments to the Constitution and Bylaws will become effective at the close of the meeting at which they are adopted.

Submitter Information:

Name: Jane Griffith, Chair

Organization: Constitution and Bylaws/Procedures Committee
Address: 260 W. Baltimore Pike
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E-mail: jane.m.griffith@wawa.com

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

**Conference for Food Protection
2008 Issue Form**

**Internal Number: 086
Issue: 2008 II-018**

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

All information above the line is for conference use only.

Title:

CP 18- Conference Procedures 2006 - Amend IV Conference Issues

Issue you would like the Conference to consider:

Amend IV Conference Issue, to include Section C - Issues Withdrawal Criteria and the subsequent renumbering.

Public Health Significance:

The Conference Executive Board would like to clarify when an Issue can be removed from consideration.

Recommended Solution: The Conference recommends...:

that Conference Procedures - IV Conference Issues be amended to include:

IV. Conference Issues

A. Issue Submission

1. The Executive Board shall approve an Issue Submission Form.
2. As specified in the Constitution and Bylaws, the Issue Submission Form shall be made available to Conference members and to other interested parties by 150 days prior to the Biennial Meeting.
3. Issue submissions may be made by mail, FAX, or electronically through the internet. Issues may be submitted to the Executive Board only in the event of a late-breaking food safety Issue. Current instructions for submission and the form are available through the internet on the Conference web site or from the Executive Director.

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

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

B. Issue Acceptance Criteria

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

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

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

C. Issue Withdrawal Criteria

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

2. Once an Issue has been assigned to a Council, the Council is required to review the Issue and at that time they can vote to remove the Issue.

Submitter Information:

Name: Jane Griffith, Chair
Organization: Constitution and Bylaws/Procedures Committee
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Telephone: 215-603-2348 Fax:
E-mail: jane.m.griffith@wawa.com

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

**Conference for Food Protection
2008 Issue Form**

**Internal Number: 087
Issue: 2008 II-019**

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

All information above the line is for conference use only.

Title:

CP 19 - Conference Procedures - Amend IV Conference Issues

Issue you would like the Conference to consider:

Amend Conference Procedures - Conference Issues IV.D.2

Public Health Significance:

The Conference Executive Borad recommends changing the notice time to the Issue submitter from 30 days to 40 days.

Recommended Solution: The Conference recommends...:

that Article IV, D be amended to read:

~~D~~E. Issue Rejection Process

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

2. At least ~~thirty (30)~~ **forty (40)** days before the Conference meeting, the submitter of an Issue that does not meet the criteria dor acceptance or is not in the jurisdiction of the Conference is notified with a copy to the Conference Chair of the reason(s) why the proposed Issue is not acceptable. A rejected Issue may be considered a "Special Issue" if accepted by the Board and submitted by the Board to the Council at the beginning of the Biennial Meeting.

Submitter Information:

Name: Jane Griffith, Chair
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E-mail: jane.m.griffith@wawa.com

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

**Conference for Food Protection
2008 Issue Form**

**Internal Number: 088
Issue: 2008 II-020**

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

All information above the line is for conference use only.

Title:

CP 20 - Conference Procedures Conference Issues - IV.E

Issue you would like the Conference to consider:

Amend Conference Procedures Conference Issues IV.E to clarify the Issue numbering nomenclature.

Public Health Significance:

The Conference Executive Board recommends amending the wording in Conference Issues IV.E for clarification.

Recommended Solution: The Conference recommends...:

that Conference Procedures, Conference Issues, IV.E, Numbering of Issues be amended to read:

EF. Numbering of Issues

Each Issue is given a number. The number shall reflect the year, Council assignment, and the sequence within that Council. For example, Issue 98-III-15 ~~was submitted for the 1998 Conference meeting that is assigned to Council III.~~ **was submitted for the 1998 Biennial Meeting, assigned to Council III, and is scheduled to be the fifteenth Issue discussed by Council III.**

Submitter Information:

Name: Jane Griffith, Chair
Organization: Constitution and Bylaws/Procedures Committee

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

**Conference for Food Protection
2008 Issue Form**

**Internal Number: 089
Issue: 2008 II-021**

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

All information above the line is for conference use only.

Title:

CP 21 - Conference Procedures Conference Issues IV.G

Issue you would like the Conference to consider:

Amend Conference Procedures Conference Issues G - Supplemental Material to Issues to clarify process for submitting supplemental materials.

Public Health Significance:

The Conference Executive Board recommends amending the section by adding further guidance, clarification and requirements on submitting supplemental materials for Issues.

Recommended Solution: The Conference recommends...:

that Conference Procedures, Conference Issues G be amended to include:

G.H. Supplemental Material to Issues

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

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

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

Submitter Information:

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

**Conference for Food Protection
2008 Issue Form**

**Internal Number: 090
Issue: 2008 II-022**

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

All information above the line is for conference use only.

Title:

CP 22 - Conference Procedures- V. C. Conducting Business

Issue you would like the Conference to consider:

Amend Conference Procedures V - Councils V.C.2. - Referral of Issues to Another Council to further define the responsibilities of the Vice Chair when reassigning an Issue to another Council.

Public Health Significance:

The Conference Executive Board recommends amending the section and adding further details and guidance when reassigning an Issue.

Recommended Solution: The Conference recommends...:

that Conference Procedures - Conducting Business C.2 be amended as follows:

C. Conducting Business

1. Rules

Before beginning Council deliberations, each Council Chair announces the respective rules to be followed, in addition to Robert's Rules of Order, reviews the agenda, schedules, limits of time for deliberation on each Issue by any individual, voting on Issues (i.e., acceptance, no action or referral) and any other pertinent information.

2. Referral of Issues to Another Council

If a Council decides by a simple majority vote that it is necessary to refer an Issue to another Council, the Council Chair immediately notifies the Issue Chair. **The Council Vice**

Chair works with the Issue Chair to ensure that the Issue and all supporting documentation and rationale for reassignment is successfully communicated and assigned to the new Council. Issue Chair reassigns the Issue and confirms that a notice has been posted on the agendas of all involved Councils. Sufficient copies of the reassigned Issue shall be provided to the new Council for its use in reviewing the Issue. A reassigned Issue is generally considered at the end of the Council agenda or can be grouped with like Issues.

Submitter Information:

Name: Jane Griffith, Chair
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It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.

**Conference for Food Protection
2008 Issue Form**

**Internal Number: 091
Issue: 2008 II-023**

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

All information above the line is for conference use only.

Title:

CP 23 - Conference Procedures Councils V.5.

Issue you would like the Conference to consider:

Amend Conference Procedures Councils - V.5 - Council Deliberations and Voting Process to clarify Issue discussion.

Public Health Significance:

The Conference Executive Board recommends amending the wording of Councils V.5 for clarification.

Recommended Solution: The Conference recommends...:

that Conference Procedures Councils - V.5.- Council Deliberations and Voting Process be amended to include

5. Council Deliberations and Voting Process

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

b. The Council Chair reads each Issue to the Council and entertains a motion and a second in order to bring the Issue to the floor for discussion. For discussion purposes, the Council Chair recognizes members of the Council first, **the submitter, and** then those in the audience. Should members of the audience wish to be recognized by the Chair, they need to raise their hand, await recognition by the Chair, and then step forward to address the

Council. **A member of the Council may request the Chair to recognize a member of the audience for comment.** The audience may come and go in an orderly fashion should they wish.

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

· ACCEPT AS WRITTEN

Goes to Assembly of State Delegates as submitted.

· ACCEPT AS AMENDED

Goes to Assembly of State Delegates as amended.

· NO ACTION

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

Submitter Information:

Name: Jane Griffith, Chair
Organization: Constitution and Bylaws/Procedures Committee
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It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.

**Conference for Food Protection
2008 Issue Form**

**Internal Number: 092
Issue: 2008 II-024**

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

All information above the line is for conference use only.

Title:

CP 24 - Conference Procedures Assembly of Delegates VII.B

Issue you would like the Conference to consider:

Amend the Conference Procedures - Assembly of Delegates VII to clarify the Assembly voting protocols.

Public Health Significance:

The Conference Executive Board recommends amending the Conference Procedures - Assembly of Delegates VII by adding clarification on Assembly voting procedures.

Recommended Solution: The Conference recommends...:

that Conference Procedures - Assembly of Delegates VII.B be amended to include:

VII. Assembly of Delegates

A. Role of the Assembly

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

B. Workings of the Assembly

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

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

3. Issues dealing with the Constitution and Bylaws and Procedures of the Conference are automatically extracted from the Council II report. **The Constitution and Bylaws and the Procedure of the Conference Issues are reported separately by the Committee Chair.**

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

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

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

7. **Any delegate may request the Conference Chair to announce the final vote totals on any Issue to the delegation and recorded in the conference minutes**

7.8. Delegate voting options are "Yes", "No", or "Abstain".

Delegate - Yes Vote

Council approved - then the action moves forward

Council rejected- then the action dies

Delegate - No Vote

Council approved - action dies

Council rejected - Issue moves to Board for review and potential action

Abstain

Submitter Information:

Name: Jane Griffith, Chair
Organization: Constitution and Bylaws/Procedures Committee
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It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.

**Conference for Food Protection
2008 Issue Form**

**Internal Number: 093
Issue: 2008 II-025**

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

All information above the line is for conference use only.

Title:

CP 25 - Conference Procedures - Committees VIII

Issue you would like the Conference to consider:

Amend the Conference Procedures - Committee VIII to include definition of Committees.

Public Health Significance:

The Executive Board recommends amending Conference Procedures - Committees VIII by adding definition for ad hoc and standing committees.

Recommended Solution: The Conference recommends...:

that Conference Procedures - Committees VIII be amended to include:

VIII. Committees

Ad-Hoc Committees

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

Standing Committees

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

A. Committee Membership

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

B. Appointment of Members

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

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

C. Committee Chair

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

Submitter Information:

Name: Jane Griffith, Chair
Organization: Constitution and Bylaws/Procedures Committee
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It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.

**Conference for Food Protection
2008 Issue Form**

**Internal Number: 094
Issue: 2008 II-026**

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

All information above the line is for conference use only.

Title:

CP 26 - Conference Procedures - Committees VIII.C

Issue you would like the Conference to consider:

Amend the Conference Procedures - Committee VIII.C to clarify the Committee chairs term.

Public Health Significance:

The Executive Board recommends amending Conference Procedures - Committees VIII.C by clarifying the Committee chairs term.

Recommended Solution: The Conference recommends...:

that Conference Procedures - Committees VIII.C be amended to include:

VIII. Committees

C. Committee Chair

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

A Committee Chair's term shall be from appointment and last through the Executive Board Meeting following the next Biennial Meeting.

Submitter Information:

Name: Jane Griffith, Chair
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It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.

**Conference for Food Protection
2008 Issue Form**

**Internal Number: 095
Issue: 2008 II-027**

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

All information above the line is for conference use only.

Title:

CP 27- Conference Procedures - Committee VIII. G.2

Issue you would like the Conference to consider:

Amending Conference Procedures - Committee VIII - Committee Reports G.2

Public Health Significance:

The Executive Board recommends the Conference Procedures - Committee Report G.2 be amended to reflect the change in final report due dates to the Executive Board from 75 to 90 days as approved at the 2006 Biennial Meeting.

Recommended Solution: The Conference recommends...:

that Conference Procedures - Committee Report G.2 be amended to include:

G. Committee Reports

1. Periodic Status Report

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

2. Final Report

Committees that are assigned to a Council shall provide a final report of their activities to the Council with a recommendation in the form of an Issue submitted for Conference deliberation. This shall be ~~75 days~~ **ninety (90) days** in advance of the ~~Conference~~ **Biennial Meeting** as specified in Article II, Section 3, of the Constitution and Bylaws with the report attached to the pertinent Issue.

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

Submitter Information:

Name: Jane Griffith, Chair
Organization: Constitution and Bylaws/Procedures Committee
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E-mail: jane.m.griffith@wawa.com

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

**Conference for Food Protection
2008 Issue Form**

**Internal Number: 096
Issue: 2008 II-028**

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

All information above the line is for conference use only.

Title:

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

Issue you would like the Conference to consider:

Amend the Conference Procedures - Conference Recommendations Relating to the FDA Food Code - IX.3 to establish a timeline for the FDA and USDA to discuss any Issues with the Executive Board.

Public Health Significance:

The Conference Executive Board recommends amending Conference Procedures - Conference Recommendations Relating to the FDA Food Code - IX.3 to clarify the response timeline for discussion of Issues with the FDA and USDA.

Recommended Solution: The Conference recommends...:

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

>

IX. Conference Recommendations Relating to the FDA Food Code

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

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

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

3. The FDA and USDA will be available to discuss any Issue with the Conference Executive Board in an effort to explore any concerns and identify mutually acceptable approaches for their resolution. The FDA and USDA will arrange to have appropriate staff available so that this discussion may occur ~~within approximately 30 days of the FDA's and USDA's reply to the Conference.~~ **at the Fall Board meeting following the Biennial Meeting, unless by mutual agreement an earlier date is appropriate.**

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

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

Submitter Information:

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

**Conference for Food Protection
2008 Issue Form**

**Internal Number: 097
Issue: 2008 II-029**

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

All information above the line is for conference use only.

Title:

CP29 - Conference Procedures - Committees VIII.E

Issue you would like the Conference to consider:

Amend the Conference Procedures - Committee VIII.E to clarify the Term of the Committee.

Public Health Significance:

The Executive Board recommends the Conference Procedures - Committee VIII.E is amended to clarify the terms of ad hoc and standing committees.

Recommended Solution: The Conference recommends...:

that Conference Procedures - Committee VIII.E be amended as follows:

E. Term of the Committee

An Ad-hoc Committee ceases to exist with **Board approval**, or when its function has been completed. **Function includes submitting** an Issue ~~has been submitted and deliberated at the Conference meeting unless it is a standing Committee, or the Council or Executive Board re-authorizes the Committee to continue to work on the Issue under consideration~~ **that is deliberated at a Council meeting and voted on by the Assembly.**

Standing committees exist until the Assembly votes to end the committee.

Submitter Information:

Name: Jane Griffith, Chair

Organization: Constitution and Bylaws/Procedures Committee
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It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.

**Conference for Food Protection
2008 Issue Form**

**Internal Number: 035
Issue: 2008 II-030**

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

All information above the line is for conference use only.

Title:

Constitution & By Laws - Article X - Councils - Council III

Issue you would like the Conference to consider:

To better define the membership of Council III and the selection process for the Council III Vice-Chair.

Public Health Significance:

The By Laws concerning Council III are limited in scope and subject to interpretation in both membership and the selection of the Council III Vice Chair. Language is necessary to provide clear guidance to the Chair in selecting membership and recommending a Council III Vice-Chair.

Recommended Solution: The Conference recommends...:

changing the By Laws - Article X - Councils, Section 2. Subsection 3 to read:

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

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

The Chair and Vice-Chair from Council III shall be from one of the following disciplines - Regulatory, Industry or Academia and at no time shall both the Chair and Vice-Chair represent the same group.

Submitter Information:

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**Conference for Food Protection
2008 Issue Form**

**Internal Number: 042
Issue: 2008 II-031**

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

All information above the line is for conference use only.

Title:

Support and Funding for Consumer Participation at CFP

Issue you would like the Conference to consider:

The Conference for Food Protection plays an integral role in the development of the FDA Food Code. The cooperation and input of various stakeholders - including consumer, industry, and regulatory representatives - is crucial to the development of this important public health guidance document. Currently, consumer participation in the Conference is anemic, in part because of the financial cost of attending the Conference. Without adequate consumer participation, both the credibility and the substance of the FDA Food Code suffer.

Public Health Significance:

Consumer organizations can provide critical insight into consumer attitudes, beliefs, and interests, and are active participants in public policy and regulatory matters before federal, state, and local governments. They have made a significant impact in improving food safety. In addition, by their very nature consumer organizations are able to present information without bias, whereas industry groups and regulatory bodies have both financial and personnel issues to consider.

Recommended Solution: The Conference recommends...:

that the Constitution and Bylaws of the Conference for Food Protection be amended to create participant scholarships to provide funding for consumer participants at CFP. A subcommittee of the Executive Board should be created to administer scholarships, with an organizing document that places paramount importance on increasing consumer representation to CFP. The subcommittee should be chaired by a consumer member. A minimum number of scholarships should be created for the next Biennial Meeting, with a goal toward increasing consumer participation each cycle. Scholarships should be

adequate to cover the cost of transportation to and from the conference, conference fees, lodging, and meals. Consumer representatives should be required to submit relevant 501-C3 status documentation, primary sources of organizational funding, and a mission statement to be eligible for a scholarship.

Submitter Information:

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

**Conference for Food Protection
2008 Issue Form**

**Internal Number: 018
Issue: 2008 II-032**

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

All information above the line is for conference use only.

Title:

2006-2008 Issue Committee Report

Issue you would like the Conference to consider:

Acknowledge the 2006-2008 Issue Committee Report

Public Health Significance:

The continued enhancement of the existing CFP online Issue Submission process improves the Conference's ability to effectively and efficiently communicate with stakeholders; additionally, it reduces both the administrative and volunteer time required to prepare for the biennial meeting.

Recommended Solution: The Conference recommends...:

- 1) the 2006-2008 Issue Committee Report be acknowledged and the Issue Committee members thanked for their contribution;
- 2) the Issue Committee Consultants, Kevin Hamstra and Lisa Wright, be especially acknowledged for their time and effort; and
- 3) the 2008-2010 Issue Committee continue its work to:
 - a. enhance and maintain the online Issue submission process;
 - b. draft policies and procedures regarding the Issue process, including submission, review, and Council consideration; and
 - c. recommend improvements to the Issue Committee structure to more effectively manage responsibilities and workload.

Submitter Information:

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Attachments:

- "2008 Issue Committee Final Report"

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

**Conference for Food Protection
2008 Issue Form**

**Internal Number: 062
Issue: 2008 II-033**

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

All information above the line is for conference use only.

Title:

Emergency Preparedness and Response Committee

Issue you would like the Conference to consider:

During the 2004 Biennial Meeting, the Emergency Preparedness and Response Committee (EPRC) was formed to develop a consistent and sound guidance document for regulatory agencies and industry to use during emergencies involving the retail food segment. At the 2006 Biennial Meeting, a charge was given to EPRC to continue work on evaluating comments received based on the use of these documents and to update the guidance documents as appropriate. The Committee was also asked to evaluate other areas where guidance documents are needed and to explore strategies to make them available to interested parties.

The 2006-2008 Committee has worked together to enhance the guidance document by adding current topics and by eliminating non-related items. The revised document is a consistent and scientifically sound guidance document that will assist regulatory and industry segments in addressing emergencies in the retail foods sector.

Public Health Significance:

The guidance document must be available in retail food establishments to prevent dramatic public health vulnerabilities during natural and man-made emergency situations, such as flooding, power outage, fires, bio-terrorism, etc. The guidance document should be fact-based and provide direction in dealing with emergencies affecting retail food establishments by ensuring food safety and security. By posting the guidance document on websites, such as CFP, CFSAN, etc., it will be readily available to help the retail food industry be more prepared and assist them during emergencies.

Recommended Solution: The Conference recommends...:

- 1) acknowledgement of the Emergency Preparedness and Response Committee report,
- 2) approval of the revised *Emergency Action Plan for Retail Food Establishments* document as outlined in the attachment titled "Summary of Changes to Emergency Action Plan Document",
- 3) posting of the revised *Emergency Action Plan for Retail Food Establishments* document on appropriate websites such as CFP, CFSAN, CDC, etc.,
- 4) offering a thank you to the Committee members for the work they completed, and
- 5) dissolving the Emergency Preparedness and Response Committee as their charges have been completed.

Submitter Information:

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Attachments:

- "Emergency Action Plan for Retail Food Establishments (Revised Draft)"
- "Emergency Preparedness and Response Committee Report"
- "Summary of Changes to Emergency Action Plan"

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

**Conference for Food Protection
2008 Issue Form**

**Internal Number: 107
Issue: 2008 II-034**

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

All information above the line is for conference use only.

Title:

Report of the Food Contact and Utensil Barrier Usage Committee

Issue you would like the Conference to consider:

The Food Contact and Utensil Barrier Usage Committee seeks Council II's acknowledgement of its committee report.

Public Health Significance:

The committee recognizes the need to produce a brand neutral guidance document illustrating the effective use of barriers and utensils when handling foods, including the use of disposable gloves, and the process of barrier use related to hand hygiene.

The purpose of the guidance document is to:

- 1) Reflect industry's best practices regarding bare hand contact barriers
- 2) Be used by industry and regulatory as a training and teaching tool
- 3) Demonstrate the alternatives to bare-hand contact.

Recommended Solution: The Conference recommends...:

acknowledging the work of the Food Contact and Utensil Barrier Usage Committee and thanking the Committee for their hard work and dedication to this Issue.

Submitter Information:

Name: LeAnn Chuboff, Chair

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Attachments:

- "FCUBU committee report"

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

**Conference for Food Protection
2008 Issue Form**

**Internal Number: 108
Issue: 2008 II-035**

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

All information above the line is for conference use only.

Title:

Re-create: Food Contact and Utensil Barrier Usage Committee

Issue you would like the Conference to consider:

The Food Contact and Utensil Barrier Usage Committee requests that the work of the committee continue in order to complete all charges issued to this committee and secure consensus among all committee members.

Public Health Significance:

The committee recognizes the need to produce a brand neutral guidance document illustrating the effective use of barriers and utensils when handling foods, including the use of disposable gloves, and the process of barrier use related to hand hygiene.

While the majority of the work has been completed, the committee recognizes additional work should continue in order to meet the original charges of the committee.

Recommended Solution: The Conference recommends...:

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

Charges include:

- Developing content for the fifth category, Forks, Chopsticks and Toothpicks.
- Identifying potential languages for translation.
- Evaluating the costs associated with translating document.
- Providing additional pictures and/or illustrations representing utensil use.

- A complete review and sign off by all committee members to gain full support of the document.
- Posting the document to a Conference approved Internet site.
- Submitting a final report to the 2010 Biennial Meeting of the Conference.

Submitter Information:

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

**Conference for Food Protection
2008 Issue Form**

**Internal Number: 005
Issue: 2008 II-036**

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

All information above the line is for conference use only.

Title:

Report: Electronic Data Capture and Reporting Committee

Issue you would like the Conference to consider:

Acknowledge the committee report.

Public Health Significance:

The 2006 Biennial Meeting recognized that the next logical step after the creation of the standardized Inspection Report Form was to make it available electronically. The 2006 Biennial Meeting further recognized that regulatory agencies may be interested in capturing inspection data in an electronic format, and that this information could then be compiled into an anonymous national database for the purpose of research.

This committee was created to compile information regarding:

- the software packages currently in use;
- best practices and lessons learned in the development and implementation of these programs;
- costs of implementation;
- elements for incorporation into a single, national, uniform electronic database to benefit all regulatory agencies;
- types of data storage currently in use; and
- potential acceptance of a single, national, uniform electronic database.

This information was gathered primarily through surveys of regulatory agencies. The results of the surveys are compiled in 2006 - 2008 Electronic Data Capture and Reporting Committee Final Report.

Recommended Solution: The Conference recommends...:

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

We further recommend that the Inspection Form Committee be charged with the following:

1. consider options to make the results of the "Best Practices and Lessons Learned" as identified in the *2006-2008 Electronic Data Capture and Reporting Committee Survey 2* (attached to this Issue) available to jurisdictions considering an electronic data capture system; and
2. conduct research into the feasibility of providing an anonymous, central electronic database for the collection of electronic data from jurisdictions across the country.

Submitter Information:

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Attachments:

- "2006 - 2008 Electronic Data Capture and Reporting Committee Survey 1"
- "2006 - 2008 Electronic Data Capture and Reporting Committee Survey 2 "
- "2006 - 2008 Electronic Data Capture and Reporting Committee Final Report"

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**Conference for Food Protection
2008 Issue Form**

**Internal Number: 006
Issue: 2008 II-037**

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

All information above the line is for conference use only.

Title:

Report: Manager Training, Testing & Certification Committee

Issue you would like the Conference to consider:

The 2006-2008 Manager Training, Testing, and Certification Committee has worked diligently over the last two years to address the charges from the 2006 biennial meeting, and prepared a report of its work.

Public Health Significance:

Food establishments have fewer critical risk factors, according to FDA research data, when they employ managers who are certified in accordance with the Conference for Food Protection Standards.

Recommended Solution: The Conference recommends...:

acknowledging the attached Manager Training Testing and Certification Committee report, and extending thanks to the Committee members.

In addition, the Conference recommends this standing committee be charged to continue working with the CFP Executive Board and the American National Standards Institute (ANSI)-CFP Accreditation Committee (ACAC) to maintain the standards in an up-to-date format.

Submitter Information:

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Attachments:

- "Manager Training, Testing, and Certification Committee Report"

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

**Conference for Food Protection
2008 Issue Form**

**Internal Number: 009
Issue: 2008 II-038**

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

All information above the line is for conference use only.

Title:

Standards for Accreditation of Food Protection Mgr Cert. Programs Updates

Issue you would like the Conference to consider:

Updates to the Standards for Accreditation of Food Protection Manager Certification Programs are necessary to keep the Standards current, aligned with accreditation issues raised by the American National Standards Institute (ANSI), and consistent with current science. Each of the proposed updates to the Standards will position the Standards for continuing to serve the Conference and the food industry well.

Public Health Significance:

The proposed updates to the Standards will enhance the certification process through better test security measures and more clear communication of the types of processes required to successfully administer a certification program.

Recommended Solution: The Conference recommends...:

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

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

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

~~4.15 Internal Security. Demonstration shall include an overall examination security plan that covers each step in the examination development and administration process beginning with examination and item development and including, but not limited to, transportation, administration, personnel, physical security, and disposition of secure materials. In addition to procedures to assure security, the system must include the protocol for handling any real or suspected breaches of security, the contingency plans for disposition of examination forms or items that are shown to be disclosed, and notification to clients of the problem and its consequences~~

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

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

- i. fluent in both languages
- ii. have a recognized skill in interpretation
- iii. trained in the principles of objective test administration
- iv. have no personal relationship with the candidate (may not be another candidate, may not be a relative or friend of the candidate and may not be a co-worker, employer, or an employee of the candidate)
- v. may not be a Certified Food Protection Manager nor have any vested interest in Food Protection Manager certification or conflict of interest,
- vi. provide references or other proof attesting to the interpreter's competencies and professional acumen
- vii agree in writing to maintain the security of the examination.

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

- a. conforms to all CFP standards;
- ab. has been developed from an item bank of at least 600 questions; and

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

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

5.8 Where Instructors/Educators/Trainers are used as Test Administrators/Proctors, the certifying organization shall enter into a formal contractual relationship with the test administrators/proctors to ensure they follow all administrative procedures.

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Attachments:

- "Standards for Accreditation of Food Protection Mgr Certification Programs"

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**Conference for Food Protection
2008 Issue Form**

**Internal Number: 008
Issue: 2008 II-039**

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

All information above the line is for conference use only.

Title:

Training Resources to Prepare for Manager Certification

Issue you would like the Conference to consider:

The Manager Training, Testing, and Certification Committee was charged to "Develop a process to review public information (including the removed Annex B from the CFP *Standards for Accreditation of Food Protection Manager Certification Programs*) related to food manager training for relevance, a process to make that information available through the Conference for Food Protection (i.e. web site or other appropriate means), and submit this information to the Executive Board for consideration and adoption."

The role that training plays in the process of becoming a Certified Food Protection Manager cannot be disputed. To that end, the Committee, by consensus, reaffirmed the following statement as foundational to the Conference position on training in the certification process:

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

This consensus position recognizes that it leaves the training question open to evaluation by all of the stakeholders involved in the certification process. To assist with this evaluation, the Committee has taken an additional step of providing access to content outlines for ANSI-accredited certification programs through links on the Conference web site. These content outlines are based on Job Task Analyses that are practical applications of the *FDA Food Code* in the real world of managing a food business (receiving, storing, processing/preparing, serving/selling, etc.). These content outlines cover the knowledge base required to become certified, and point to the information needed in any training program used to prepare candidates for certification.

Public Health Significance:

Food establishments have fewer critical risk factors, according to FDA research data, when they employ managers certified in food protection in accordance with the Conference for Food Protection *Standards for Accreditation of Food Protection Manager Certification Programs*. Assisting with the certification of managers will promote continued reduction in critical risk factors at food establishments. Evaluation of training programs that prepare for certification by providing guidance on training content will promote successful completion of manager certification programs.

Recommended Solution: The Conference recommends...:

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

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

Submitter Information:

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**Conference for Food Protection
2008 Issue Form**

**Internal Number: 115
Issue: 2008 II-040**

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

All information above the line is for conference use only.

Title:

Report: Inspection Form Committee

Issue you would like the Conference to consider:

Acknowledgment of the Inspection Form Committee's report to the CFP Biennial Meeting.

Public Health Significance:

Continued support of the Committee's progress regarding revisions to the Inspection Form, Marking Instructions, and Code References promotes inspection uniformity in all regulatory jurisdictions (one outcome of the *FDA Voluntary National Retail Food Regulatory Program Standards*), and enhances food safety efforts nationwide.

The promotion of a risk-based inspection report format and process, with a focus on the sharing and applying the latest food safety knowledge, allows all stakeholders to have a share in the promotion of a safe national food supply and thereby reduce the incidence of food borne illness.

A scoring system continues to be missing on the Inspection Form, but in order to address this issue, it is imperative to first determine if scoring has an impact on the reduction of risk factors associated with foodborne illness.

Recommended Solution: The Conference recommends...:

acknowledgment of the Inspection Form Committee report to the Conference (see attachment titled: *CFP Inspection Form Committee Report, Attachment 1*), and to thank the members for their work and contribution in completion of the charges issued by CFP.

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Attachments:

- "CFP Inspection Form Committee Report, Attachment 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.

**Conference for Food Protection
2008 Issue Form**

**Internal Number: 116
Issue: 2008 II-041**

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

All information above the line is for conference use only.

Title:

Scoring Food Establishment Inspections and the Reduction of Risk Factors

Issue you would like the Conference to consider:

Creation of an Ad-Hoc Scoring Committee to facilitate the identification of a recommended scoring system that can be included in the *FDA Food Code*. In addition the Inspection Form Committee is requesting that CFP provide funding for academic research to determine the most effective scoring system, and the most effective way to communicate Food Establishment sanitation scores to the general public, in advance of choosing where to dine.

Public Health Significance:

Based on the literature search and survey questionnaire, the Inspection Form Committee's results* show that scoring inspections can have a positive impact on public health by reducing the risk factors associated with foodborne disease if:

- The health jurisdiction's programs include inspector and industry training.
- The scoring system is easy for the inspector, the public and regulated industry to understand.
- The inspector's performance is standardized on an ongoing basis.
- The jurisdiction is using a risk based food code that requires effective control of CDC risk factors.
- The health jurisdiction regularly evaluates their inspection program results using a consistent and effective methodology.
- The public receives the sanitation scores in a way that allows them to make informed decisions about where they would like to eat.

* As an attachment to this Issue, see Inspection Form Committee Report, Attachment 2, titled: "*Scoring Food Establishment Inspections and the Reduction of Risk Factors.*"

Recommended Solution: The Conference recommends...:

the creation of a Scoring Ad-Hoc Committee with necessary funding from the Conference to:

- conduct academic research to determine the most effective scoring system;
- determine the most effective way to communicate the scores to the public; and
- to report the Committee's finding back to the Conference at the 2010 Biennial Meeting.

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Attachments:

- "Scoring Food Establishment Inspections and the Reduction of 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
2008 Issue Form**

**Internal Number: 105
Issue: 2008 II-042**

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

All information above the line is for conference use only.

Title:

Instructions for Marking the Food Establishment Inspection Report

Issue you would like the Conference to consider:

The Inspection Form Committee requests approval of the recommended language revisions made to the Marking Instructions in Guides 3-B & C in Annex 7 of the *FDA Food Code*. The revisions include:

1. Consolidating the Marking Instructions and Food Code References into one document,
2. Providing a consistent format for instructions with explanations, and
3. Providing Marking Instructions for the Good Retail Practice items on the Inspection Report Form.

Public Health Significance:

The Marking Instructions is a reference tool for the FDA Inspection Report Form which makes it easier for inspectors to more accurately complete the form, and will increase the likelihood that inspection reports will be completed in a consistent fashion. However, the Inspector may not be aware that the Marking Instructions and Code References are in separate sections in Annex 7 of the FDA Food Code. By integrating *Guide 3-B, Food Code References Specified on the Food Establishment Inspection Report, Parts 1 & 2*, with *Guide 3-C, Instructions for Marking the Food Establishment Inspection Report*, it eliminates the need for two separate reference sections; therefore, the inspector will no longer have to flip back and forth between the two code references.

In addition, some of the Risk Factors/Public Health Interventions in the Marking Instructions have a reasonable explanation on the intent of the item; other items have little to no explanation. And unlike the Risk Factor & Intervention items, the GRP items on the form have no specific instructions at all. Providing a standardized format in the explanation

provided in the Marking Instructions, including the GRP items, will improve consistency and accuracy in recording observations on the Inspection Report Form.

Recommended Solution: The Conference recommends...:

that a letter be written to FDA endorsing and recommending the following revisions to the *FDA Food Code* in Annex 7:

- Guide 3-B, Food Code References Specified on the Food Establishment Inspection Report, Part 1. Risk Factors and Interventions, Part 2. Good Retail Practices; and
- Guide 3-C Instructions for Marking the Food Establishment Inspection Report; and merging Guide 3-B into Guide 3-C

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

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Attachments:

- "Instructions for Marking the Food Establishment Inspection Report"

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

**Conference for Food Protection
2008 Issue Form**

**Internal Number: 054
Issue: 2008 II-043**

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

All information above the line is for conference use only.

Title:

Report: Program Standards Committee

Issue you would like the Conference to consider:

The Conference for Food Protection (CFP) Program Standards Committee seeks Council II's acknowledgement of its Committee report and requests that the Committee be re-created to continue working with the Food & Drug Administration (FDA).

Public Health Significance:

The Program Standards were developed to serve as a guide for regulatory retail food program managers in the design and management of a retail food program in our continued goal of reducing foodborne illnesses and the promotion of active managerial control of all factors that may cause foodborne illness. This Committee was formed to work with the FDA Clearinghouse Committee to clarify and address language issues currently found in the National Retail Food Regulatory Program Standards.

Over the past two years, the Committee has worked with the FDA Clearinghouse Committee and the attached report outlines the process and culmination of the past two years work.

Recommended Solution: The Conference recommends...:

acknowledgement of the CFP Program Standards Committee Report; thanking the Committee members; and, re-creating the Committee to work on the following two charges:

1. Serve as a stakeholder group to provide input to an FDA internal working group which will be considering administrative functions such as:

- The frequency of revision of the Program Standards document.

- Effective dates/timeframes for meeting new requirements of the Program Standards.
- Dissemination of changes to the Program Standards document and supporting tools and training materials
- Mechanisms for encouraging timely self-assessments and audits by enrolled jurisdictions
- Mechanisms for making changes to the Program Standards documents.

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

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Attachments:

- "Program Standards Committee Final Report"

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

**Conference for Food Protection
2008 Issue Form**

**Internal Number: 059
Issue: 2008 II-044**

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

All information above the line is for conference use only.

Title:

Standard No. 5 FBI and Food Security Preparedness and Response

Issue you would like the Conference to consider:

Amend *FDA Voluntary National Retail Food Regulatory Program Standards*, Standard No. 5, Foodborne Illness and Food Security Preparedness and Response, to clarify that data collected as part of the "trend analysis" should include confirmed, suspect or other food-related injuries.

Public Health Significance:

Currently the language contained in Program Standard No. 5 does not clarify if the data collected as part of the "trend analysis" includes only confirmed or substantiated foodborne illness or injury complaints or should the analysis include "all" (even if the complaints were unsubstantiated or they were not confirmed outbreaks). The FDA Clearinghouse Workgroup recommended modifying the language in the Program Standard No. 5 to clarify that the intent is to include confirmed, suspect or other food-related injuries as part of the annual review.

There are a number of reasons for including all these categories in any annual review of incidents contained in a complaint log or database. If only confirmed foodborne disease outbreaks are included in the review, then a large number of incidents are automatically excluded from the review. There are many instances where investigators know from associated facts that some form of food-related event has taken place, but agents are not identified and/or the incident is made known too far after the occurrence to gather all the relevant data needed to categorize the event as confirmed.

The purpose of the annual review is to provide an opportunity to look back and determine whether general food program inspection and intervention programs should be modified to help eliminate the observed problems. The value of reviewing foodborne disease outbreaks, suspect foodborne outbreaks and food-related injuries is two fold. First, the examination of foodborne disease outbreaks, including confirmed and suspect foodborne

outbreaks and food-related injuries can and should trigger a review of the epidemiological investigations. It is from this review that areas for improvement in either investigation techniques or role and coordination functions are revealed. Second, a general data review may link a series of cases, which initially appeared unrelated, and may reveal clues valuable in future investigations.

To include only confirmed foodborne disease outbreaks in the annual review would eliminate many Standards' participants from performing any review of data. Under-reporting of foodborne illnesses and passive surveillance systems result in few or no confirmed disease outbreaks in many jurisdictions. It is advantageous for public health to advocate as broad an annual review as is practical and constructive.

Recommended Solution: The Conference recommends...:

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

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Attachments:

- "Proposed Amendments to Standard No. 5"

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

**Conference for Food Protection
2008 Issue Form**

**Internal Number: 057
Issue: 2008 II-045**

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

All information above the line is for conference use only.

Title:

Program Standard No. 1 Regulatory Foundation

Issue you would like the Conference to consider:

Amend FDA Voluntary National Retail Food Regulatory Program Standards, Standard No. 1, Regulatory Foundation, to require regulatory agencies to work towards adoption of the most recent versions of the Food Code as a basis to their regulatory foundation.

Public Health Significance:

The FDA Food Code serves as a model and provides practical, science-based guidance and manageable, enforceable provisions for mitigating risk factors known to cause foodborne illness. The Food Code is modified every two years as a means to provide regulatory agencies and the retail food industry with the most current science-based information.

The Standard is based on the public health interventions and risk factors identified in the Food Code. As part of the evaluation process it is essential that a regulatory agency work towards adoption of the most current Food Code version. The current language does not require that a regulatory agency's regulations be compliant with the most recent versions of the Food Code.

Recommended Solution: The Conference recommends...:

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

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Attachments:

- "Proposed Changes to Standard No. 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.

**Conference for Food Protection
2008 Issue Form**

**Internal Number: 055
Issue: 2008 II-046**

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

All information above the line is for conference use only.

Title:

Proposed changes to the Program Standards Definitions

Issue you would like the Conference to consider:

The Program Standard Committee in collaboration with the FDA Clearinghouse Committee would like to modify and add new definitions to the FDA Voluntary National Retail Food Regulatory Program Standards in an effort to provide further clarification.

Public Health Significance:

The definitions provided in the beginning of the Standards assist with the interpretation and application of the standards. The proposed changes will ensure that the Standards are more uniformly followed and applied.

Recommended Solution: The Conference recommends...:

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

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Attachments:

- "Proposed Changes to the definitions within the Program Standards"

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

**Conference for Food Protection
2008 Issue Form**

**Internal Number: 020
Issue: 2008 II-047**

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

All information above the line is for conference use only.

Title:

Report: Certification of Food Safety Regulation Professionals Work Group

Issue you would like the Conference to consider:

The CFP Certification of Food Safety Regulation Professionals (CFSRP) Work Group seeks the Conference's acknowledgement of its Work Group Report.

Public Health Significance:

The Certification of Food Safety Regulation Professionals Work Group report submitted with this Issue as Attachment A provides a summary of the actions taken to address each of the following Conference charges:

- Administer and coordinate the CFP Assessment of Training Needs (ATN) Pilot Project;
- Analyze the results from the CFP ATN Pilot Project and provide a report to the 2008 Conference that summarizes the projects results;
- Address issues identified in the CFP CFSRP work group report to the 2006 Conference; and
- Work with FDA to determine what impact reducing the minimum number of standardization inspections in *Standard 2 - Trained Regulatory Staff, FDA Draft Voluntary National Retail Food Regulatory Program Standards*, from 8 to 4 has on the scoring procedure. FDA is to assist the Work Group in determining whether the scoring system needs to be modified to accommodate a procedure that is based on 4 minimum inspections.

The CFP Executive Board issued an additional charge to the Work Group after the 2006 Biennial Meeting.

•The Executive Board charges the Work Group to discuss a solution that will address FDA's responses to the two Issues regarding the incorporation of hiring practices into Standard 2 and report back to the 2008 Biennial Meeting.

In addition to this summary report, the CFP CFSRP Work Group has submitted as separate Issues recommended actions for the Conference to consider. A recommendation for the continuation of the CFP CFSRP Work Group with suggestions for future Conference 'charges' have been submitted to the 2008 Biennial Meeting as a separate issue titled:

Re-create: Certification of Food Safety Regulation Professionals Workgroup

Recommended Solution: The Conference recommends...:

acknowledgement of the Conference for Food Protection, Certification of Food Safety Regulation Professionals - Work Group Report included as an Attachment with this Issue.

The Conference further recommends that an expression of thanks be extended to all the CFSRP work group members who diligently dedicated their time over the past two years.

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Attachments:

- "Certification of Food Safety Regulation Professionals Work Group Report"

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

**Conference for Food Protection
2008 Issue Form**

**Internal Number: 021
Issue: 2008 II-048**

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

All information above the line is for conference use only.

Title:

Assessment of Training Needs (ATN) Pilot Project Report

Issue you would like the Conference to consider:

The CFP Certification of Food Safety Regulations Professionals (CFSRP) Work Group seeks Conference acknowledgement of its report summarizing the data and feedback received from the 29 State, local and tribal jurisdictions that participated in the Assessment of Training Needs (ATN) Pilot Project. The 2006 Biennial Meeting charged the CFSRP Work Group with coordinating this pilot project and developing the enclosed report summarizing the project findings. The field testing of the ATN protocol and procedures by participating jurisdictions encompassed the time period from June, 2006 through July, 2007. The pilot project report is included with this Issue as an Attachment.

The purpose of the pilot project was to assess the appropriateness and clarity of the performance elements included in the ATN - *Field Training Worksheet*, included as part of Appendix B-2, *Standard 2 - Trained Regulatory Staff, FDA Draft Voluntary Retail Food Regulatory Program Standards (2007)*. In addition, participating pilot project jurisdictions provided feedback concerning the logistics and process for conducting the Assessment of Training Needs. The CFP *Guide for Conducting an Assessment of Training Needs* and *Field Training Worksheet* used for this pilot study are available on the CFP web link:

<http://www.foodprotect.org/Guidesdocuments/index.php?page=guidesdocuments.html>

Pilot Project Objectives

The objectives of the pilot project included:

1. An evaluation of the *Guide for Conducting an Assessment of Training Needs (Guide)*.

· Determine if the *Guide* provides sufficient information to enable regulatory retail food program trainers and food program managers to use the ATN process and forms for training new hires and staff newly assigned to the retail food protection program.

· Determine if there are specific sections of the *Guide* that need to be revised to enhance clarity in the understanding of the ATN process and use of the forms.

2. An evaluation of the ATN forms which include the *Field Training Worksheet* and the *Documentation of Successful Completion*.

- Review the performance elements and criteria for training retail Food Safety Inspection Officers (FSIOs) for omissions, additions, and items that are not applicable to the knowledge and skills needed to perform their job responsibilities.
- Determine the ease of use of the documents, including instructions. Determine if jurisdictions are able to use the ATN *Field Training Worksheet* and the *Documentation of Successful Completion* independently without direct supervision or an orientation to the ATN process.
- Determine the length of time required to use the documents and to complete the Assessment of Training Needs.
- Determine if the format and headers for the ATN *Field Training Worksheet* and *Documentation for Successful Completion* documents are appropriate.

3. A comprehensive review of the ATN training process.

- Verify whether the pre-requisite coursework, identified in Appendix B-1, *Standard 2 - Trained Regulatory Staff*, is sufficient to prepare candidates for successful completion of the Assessment of Training Needs and effectively prepares FSIOs to conduct independent retail food and/or foodservice inspections.
- Verify whether the ATN is appropriately placed in the Standard 2 criteria.
- Determine if the 25 joint field training inspections are adequate to prepare the candidate for the Assessment of Training Needs and independent inspections of retail food and foodservice facilities.

Public Health Significance:

In addition to the attached *Assessment of Training Needs Pilot Project Report*, the CFSRP Work Group has submitted as a separate Issue for consideration at the 2008 Conference a revised CFP *Field Training Manual for Regulatory Retail Food Safety Inspection Officers*; a *Training Plan and Log*; and *Field Training Worksheets* that can be used as a national model for training Retail Food Safety Inspection Officers on minimum competencies needed to conduct independent inspections of retail food and or foodservice establishments. The CFP Issue containing these documents is titled,

Field Training Manual for Regulatory Retail Food Safety Inspection Officers

The revisions included in the CFP *Field Training Manual* and *Worksheets* were driven primarily by the feedback received from the jurisdictions that participated in the ATN pilot project. The CFSRP Work Group is recommending in the above-referenced Issue, that the

CFP *Field Training Manual* replace the current CFP *Guide for Conducting an Assessment of Training Needs*.

The Assessment of Training Needs Pilot Project Report is included with this Issue as an Attachment.

Recommended Solution: The Conference recommends...:

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

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

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Attachments:

- "Assessment of Training Needs Pilot Project Report"

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

**Conference for Food Protection
2008 Issue Form**

**Internal Number: 026
Issue: 2008 II-049**

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

All information above the line is for conference use only.

Title:

Field Training Manual for Regulatory Retail Food Safety Inspection Officers

Issue you would like the Conference to consider:

Based on a review of the findings and feedback from the Assessment of Training Needs (ATN) Pilot Project (conducted June, 2006 - July, 2007) the CFP Certification of Food Safety Regulations Professionals (CFSRP) Work Group has developed a CFP *Field Training Manual for Regulatory Retail Food Safety Inspection Officers (Field Training Manual)*. The CFSRP Work Group is recommending that the *Field Training Manual* **replace** the current CFP *Guide to Conducting an Assessment of Training Needs* in Appendix B-2 of *Standard 2 - Trained Regulatory Staff, FDA Draft Voluntary National Retail Food Regulatory Program Standards (2007)*.

The CFP Field Training Manual for Regulatory Retail Food Inspection Officers is included with this Issue as 2 separate Attachments:

- CFP Field Training Manual - Pages 1 thru 39, and
- CFP Field Training Manual - Pages 40 thru 90 - ATTACHMENTS A thru C

The training process outlined in the *Guide to Conducting an Assessment of Training Needs (Guide)* represents the culmination of years of research and review by subject matter experts comprised of psychometricians and representatives from state and local regulatory retail food programs; industry trade associations; retail food and foodservice operations; academia; and the FDA's Office of Regulatory Affairs University (ORA U). Prior to the 2006 Conference, however, it had not been field tested by regulatory retail food protection programs.

The 2006 Biennial Meeting charged the CFSRP Work Group with the responsibility for conducting an Assessment of Training Needs (ATN) Pilot Project. The pilot project provided an opportunity to field test the Food Safety Inspection Officer (FSIO) training process. The data and feedback received from the pilot project was subsequently used by the Work Group to develop the *Field Training Manual* and forms to more closely meet the training environment within regulatory retail food programs.

One of the fundamental problems inherent to the *Guide* is that it vacillated between a training approach and an evaluation/audit procedure. The Work Group has taken action to resolve this problem by developing the *Field Training Manual* as a training process for FSIOs newly-hired or assigned to a regulatory retail food protection program. All references to an evaluation/audit procedure have been removed.

The Work Group has submitted a separate Issue to the 2008 Biennial Meeting recommending re-creation of the CFSRP Work Group titled:

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

One of the recommended charges is for the Work Group to enter into collaboration with FDA's Division of Human Resource Development to explore the development of a field evaluation/audit process that mirrors the competencies contained in the *Field Training Manual*. By taking this approach, the purpose and objectives inherent to a training process can remain separate and distinct from an evaluation/audit process.

Public Health Significance:

The *Field Training Manual* provides a national training model developed through the CFP process, consisting of a *Training Plan and Log*, *Field Training Worksheets*, and procedures that may be used by any regulatory retail food protection program. Jurisdictions do not have to be enrolled in the *FDA Draft Voluntary National Retail Food Regulatory Program Standards* to use, and benefit from, this training structure for preparing FSIOs to conduct independent inspections of retail food and/or foodservice facilities. One of the primary purposes for the manual's development is to provide jurisdictions that do not have the staff resources or funding to develop their own comprehensive training process with a model that they can readily integrate into their existing regulatory retail food programs.

The scope of the changes to the content and format to the current *Guide to Conducting an Assessment of Training Needs* were so extensive that providing the Conference the *Field Training Manual* with a "track changes" copy is impractical. Included with this Issue is the *Field Training Manual* developed and recommended by the Work Group. The existing *Guide to Conducting an Assessment of Training Needs* can be obtained from the following CFP web link:

<http://www.foodprotect.org/Guidesdocuments/index.php?page=guidesdocuments.html>

The *Field Training Manual* incorporates many of the recommendations provided by the ATN pilot project jurisdictions. Some of the significant changes to the FSIO training process include:

- Reformatting the content to create an instructional step-by-step field training manual.
- Inserting additional information on pre-requisite coursework that an FSIO should complete prior to conducting independent retail food and/or foodservice inspections.

- Including a new *CFP Training Plan and Log* to assist jurisdictions with identifying appropriate methods of training for listed competencies.
- Providing Optional *Training Logs* for keeping track of a FSIOs weekly progress as well as the types of establishments that have been included as part of the field-training process.
- Clarifying language so the manual is only used for training purposes and ***not*** as an evaluation/audit process or for administrative purposes. All references to the training process being an 'assessment' of the FSIO have been eliminated.
- Including expectations of trainers regarding their role during field-training inspections and methods for working with the new FSIO assigned to the retail food protection program.
- Modifying the *Field Training Worksheets* to better reflect a training process rather than an assessment tool. References for 'A' - (Acceptable) or 'NI' - (Needs Improvement) have been removed. *Worksheets* are now designed to track the continual improvement of the FSIO as progress is made during the field-training inspections.
- Describing options for jurisdictions to use the forms and worksheets provided in the manual. Flexibility has been built into the process to allow jurisdictions to develop their own forms or modify those provided to meet specific training needs.
- Creating forms that will allow entering information on worksheets electronically. The *CFP Training Plan and Log*, as well as the *Field Training Worksheets* have been developed using a Word 'Form' format. This format will allow these documents to be completed electronically. The option to complete the forms manually is still available to jurisdictions that prefer this method.

Recommended Solution: The Conference recommends...:

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

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Attachments:

- "CFP Field Training Manual - Pages 1 thru 39"
- "CFP Field Training Manual - Pages 40 thru 90 - ATTACHMENTS A thru C"

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**Conference for Food Protection
2008 Issue Form**

**Internal Number: 027
Issue: 2008 II-050**

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

All information above the line is for conference use only.

Title:

Clarifying language for Step 2, Standard 2, FDA Program Standards (2007)

Issue you would like the Conference to consider:

Revise language within Step 2, *Standard 2 - Trained Regulatory Staff, FDA Voluntary National Retail Food Regulatory Program Standards (2007)*

Public Health Significance:

The CFP Certification of Food Safety Regulation Professionals (CFSRP) Work Group has recommended (under a separate Conference Issue) the replacement of the current *CFP Guide to Conducting an Assessment of Training Needs (Guide)* with the *CFP Field Training Manual for Regulatory Retail Food Safety Inspection Officers (Field Training Manual)* in Appendix B-2, *Standard 2 - Trained Regulatory Staff*. If that recommendation to Appendix B-2 is approved, revisions to the language in Step 2 of Standard 2 will be necessary to maintain consistency. The above-referenced CFP Issue with the replacement document is titled:

Field Training Manual for Regulatory Retail Food Safety Inspection Officers

Two versions of the Work Group's proposed revised language for Step 2, Standard 2 are included with this Issue. A "clean copy" with all recommended solution changes is included below as the recommended solution and a copy showing the additions/deletions as tracked changes is included as Attachment A.

Recommended Solution: The Conference recommends...:

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

Step 2: Initial Field Training and Experience

The regulatory staff conducting inspections of retail food establishments must conduct a minimum of 25 joint field inspections with a trainer or the jurisdiction's designated staff member, who has successfully completed all training elements (Steps 1 - 3) required by this Standard. The 25 joint field inspections are to be comprised of both "demonstration" (trainer-led) and trainee-led inspections and include a variety of retail food establishment types available within the jurisdiction.

>

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

The 25 joint field inspections must be conducted using a field training process and forms similar to ones presented in the *CFP Field Training Manual for Regulatory Retail Food Inspection Officers (Field Training Manual)* included as Appendix B-2. The *Field Training Manual* consists of a *Training Plan and Log*, *Field Training Worksheets*, and procedures that may be incorporated into any jurisdiction's retail food training program. It is a national model upon which jurisdictions can design basic field training and provides a method for FSIOs to demonstrate competencies needed to conduct independent inspections of retail food, restaurant and institutional foodservice establishments.

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

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

· *The Field Training Manual is NOT intended to be used for certification or licensure purposes.*

· *The Field Training Manual is NOT intended to be used for administrative purposes including but not limited to, job classifications, promotions, or disciplinary actions up to and including termination.*

FSIOs must successfully complete a joint field training process, similar to that presented in the *Field Training Manual*, prior to conducting independent inspections and re-inspections of retail food establishments in risk categories 2, 3, and 4 as presented in Appendix B-3

(taken from Annex 5, Table 1 of the 2005 FDA Food Code). The jurisdiction's trainer/food program manager can make a determination as to the FSIO's readiness to conduct independent inspections of risk category 1 establishments as defined in Appendix B-3 at any time during the training process.

NOTE: *The criterion for conducting a minimum of 25 joint field training inspections is intended for new employees or employees new to the food safety program. In order to accommodate an experienced FSIO, the supervisor/training officer can include a signed statement or affidavit in the employee's training file explaining the background or experience that justifies a waiver of this requirement. When the 25 joint field inspections are waived, the supervisor/training officer must observe experienced FSIOs conduct inspections to determine any areas in need of improvement. An individual corrective action plan should be developed outlining how any training deficiencies will be corrected and the date when correction will be achieved.*

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Attachments:

- "Attachment A - Track Changes Step 2, Standard 2"

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

**Conference for Food Protection
2008 Issue Form**

**Internal Number: 028
Issue: 2008 II-051**

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

All information above the line is for conference use only.

Title:

Revision to Appendix B-1, Standard 2, FDA Program Standards (2007)

Issue you would like the Conference to consider:

During the 2006 Biennial Meeting, the Voting Delegates unanimously approved several Issues clarifying the criteria within *Standard 2 - Trained Regulatory Staff, FDA Draft Voluntary National Retail Food Program Standards (2007)* regarding training of Retail Food Safety Inspection Officers (FSIO). The existing Appendix B-1 of Standard 2 (included as Attachment A with this Issue) provides a retail food course curriculum that a FSIO should complete within the first 18 months of hire or assignment to a regulatory retail food protection program.

The curriculum includes a recommendation for FSIOs to successfully complete an *Application of the Basics of Inspection/Investigation* course (*Application Course*). The *Application Course* integrates a practicum for FSIOs to demonstrate competencies needed to conduct independent inspections of retail food and/or foodservice inspections - a primary Standard 2 training objective.

Prior to the 2006 Biennial Meeting, if a jurisdiction did not have the resources to develop their own *Application Course*, they had limited access to training materials. The occasional course offerings sponsored by the Association of Food and Drug Officials (AFDO) were not readily available to all the jurisdictions enrolled in the *FDA Program Standards*. Given the restricted availability of training materials at the time, the *Application Course* was included as a recommendation rather than a requirement.

In 2007, the CFP Certification of Food Safety Regulation Professionals (CFSRP) Work Group conducted a pilot study of the field-training process contained in Step 2 of Standard 2. Twenty-nine State, local, and tribal jurisdictions participated in the study. Sixty-four percent (64%) of the pilot project jurisdictions indicated that an *Application Course* would have better prepared their FSIOs for conducting regulatory retail food inspections.

FDA's Division of Human Resource Development (DHRD) now has the capability of providing on loan multiple copies of the *Application Course*. Jurisdictions can make copies

of all training materials and exercises for future use before returning the originals to the FDA lending library.

Successful completion of the learning objectives contained in the *Application of the Basics of Inspection/Investigation* course establishes a solid foundation for preparing FSIOs to effectively conduct retail food and/or foodservice inspections. Since jurisdictions now have ready access to a fully developed *Application Course*, the learning objectives addressed in the course should be an integral part of any regulatory retail food protection program.

Public Health Significance:

With the availability of an *Application of the Basics of Inspection/Investigation* course through the FDA DHRD lending library, jurisdictions now have a national model upon which to design basic training that provides opportunities for FSIOs to demonstrate minimum competencies for conducting independent retail food and/or foodservice inspections. Integration of the *Application Course* learning objectives into existing regulatory retail food protection training programs will both enhance the effectiveness of inspections and increase uniformity among regulatory food safety professionals.

Recommended Solution: The Conference recommends...:

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

The Conference further recommends that FDA revise Appendix B-1, *Standard 2 - Trained Regulatory Staff*, to incorporate the changes recommended by the CFP CFSRP Work Group contained in Attachment B with this Issue.

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Attachments:

- "Attachment A - Appendix B-1, Standard 2"
- "Attachment B - Track Changes Proposed for Appendix B-1, Standard 2"

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**Conference for Food Protection
2008 Issue Form**

**Internal Number: 029
Issue: 2008 II-052**

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

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Title:

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

Issue you would like the Conference to consider:

The CFP Certification of Food Safety Regulation Professionals (CFSRP) Work Group has identified specific initiatives pertaining to the training and professional development of regulatory retail food safety inspection officers that require continued Conference deliberation. A 2008-2010 CFP Certification of Food Safety Regulations Professional (CFSRP) Work Group should be re-created to continue the work on these initiatives.

Public Health Significance:

A national model that addresses training and the professional development of regulatory retail food safety professionals is essential to enhancing the effectiveness of the nation's retail food protection system. The model training plan and log, field training worksheets, and joint field training process presented in the CFP *Field Training Manual for Regulatory Retail Food Safety Inspection Officers (Field Training Manual)*, submitted to the 2008 Biennial Meeting as a separate Issue, are only a part of a professional development continuum that is needed to ensure regulatory retail food safety professionals have the knowledge and skills to effectively conduct inspections of retail food stores, restaurants, and/or institutional foodservice facility types.

The *Field Training Manual* should be viewed as a working document that will need to be updated and revised to meet the ever-changing retail food safety environment. The Conference for Food Protection provides the mechanism to:

- maintain and update this national training model;
- explore additional training and/or assessment needs for regulatory retail food programs;
and
- build consensus among all retail food safety stakeholders.

Recommended Solution: The Conference recommends...:

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

- Work in collaboration with FDA's Division of Human Resource Development to create an evaluation/audit tool that mirrors the FSIO competencies identified in the *Field Training Manual*. The new Work Group is to provide a recommendation to the 2010 Biennial Meeting as to whether the evaluation/audit tool should be included as part of the *Standard 2 - Trained Regulatory Staff* criteria or be positioned as a stand-alone tool available via an FDA web link to jurisdictions interested in using it.
- Continue to review the findings and feedback from the Assessment of Training Needs Pilot Project to determine if further revisions can be made to the *Field Training Manual* and *Worksheets* that will provide a clearer understanding of the minimum competencies that are to be included as part of the field-training process and facilitate the use of the worksheets and forms.
- Continue to review the criteria of *Standard 2 - Trained Regulatory Staff, FDA Draft Voluntary National Retail Food Regulatory Program Standards* to ensure it reflects the most up-to-date approach for training and standardizing Food Safety Inspection Officers (FSIOs) newly hired or assigned to regulatory retail food protection programs and report back to the 2010 Biennial Meeting any recommended changes.

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**Conference for Food Protection
2008 Issue Form**

**Internal Number: 098
Issue: 2008 II-053**

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

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Title:

Education Provision for Voluntary Retail Food Regulatory Program Standard

Issue you would like the Conference to consider:

During the 2006 biennial meeting, the Assembly of Delegates approved Issue II-039 recommending that FDA amend Draft Voluntary National Retail Food Program Standard No. 2 to require that newly hired Food Safety Inspection Officers (FSIO) meet minimum education requirements including having a bachelor's degree with 30 semester hours or 45 quarter hours in science. FDA did not concur with the conference recommendation to modify the Program Standards on the basis of their opinion that a hiring standard was beyond the scope of Program Standard No. 2.

The CFP Executive Board subsequently referred the issue to the CFP Certification of Food Safety Regulation Professionals Work Group to develop an alternative solution to present at the 2008 biennial meeting. The Work Group has submitted a resolution to the CFP Executive Board stating the Conference supports a minimum education of a bachelor's degree with 30 semester or 45 quarter hours in the basic sciences. In addition, the Work Group continues to explore ways to add similar language into the Draft Voluntary National Retail Food Program Standards stating the CFP's support for a bachelor's degree and recognizing that the Program Standards do not establish recommendations or criteria for hiring qualifications.

Because the Certification of Food Safety Regulation Professionals Work Group's deliberations of this issue and its recommendations will continue beyond the deadline for submitting issues to be considered at the upcoming CFP meeting, the issue is being submitted by an individual member of the Conference and not on behalf of the work group.

Public Health Significance:

The diverse and multifaceted nature of food safety mandates that the FSIO be educated and trained to easily understand, interpret, apply, and communicate these disciplines. The minimum education of a bachelor's degree would increase the ability of the Regulatory

Food Safety Professional to accurately identify hazards and effectively communicate control of risk factors, which would reduce the incidence of food-borne illness. A minimum level of education and training is necessary to competently and consistently perform science-based food safety assessments in retail food establishments.

Recommended Solution: The Conference recommends...:

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

1. These Standards do not establish recommendations or criteria for hiring qualifications and practices used by retail food regulatory programs nor do they establish criteria for the credentialing or certification of food safety inspection officers.
2. Retail food regulatory programs through the Conference for Food Protection promote policies and practices that will attract a highly qualified and educated workforce with the ability to identify and communicate control of food safety hazards.
3. The **Conference for Food Protection** supports a minimum education for all Food Safety Inspection Officers of at least a bachelor's degree with 30 semester hours or 45 quarter hours in the basic sciences including courses in biology, microbiology, chemistry, physics, agricultural science, or other physical sciences, as well as environmental health science, sanitary engineering, or environmental engineering.

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**Conference for Food Protection
2008 Issue Form**

**Internal Number: 023
Issue: 2008 II-054**

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

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Title:

FDA Evaluation of State Retail Food Safety Regulatory Programs

Issue you would like the Conference to consider:

For many years FDA (U. S. Food & Drug Administration) has offered Program Evaluation as a component of Federal State Cooperative Programs. This practice continues in the Milk and Shellfish Programs, however it has been discontinued in the Retail Food Safety Program. When the Voluntary National Retail Food Regulatory Program Standards (Standards) were developed, it was the intent of the authors that a FDA program evaluation procedure would be implemented based on the 9 elements of the Standards. Under the Standards, FDA endorsed third party auditing which allows anyone to conduct a program audit without regard to the training and experience level of the auditors. The current FDA approach presents the following difficulties for State, local and Tribal regulatory programs:

- FDA evaluation of state regulatory programs provided objective third party assessments which often led to changes such as code revision, permit and revenue enhancement, increased staffing and better staff training. State program management can no longer use these reports to initiate change and enhance program performance.
- FDA no longer trains and certifies State Evaluation Officers to provide comprehensive third party program evaluation to local regulatory programs, thus denying this valuable management tool to local program managers.
- The current system of auditing based on the Standards only looks at those Standards which have been reported as being met by the enrolled jurisdictions. The system lacks a formal mechanism for providing recommendations regarding how to meet the unmet Standards.
- The current audit system in the Standards is based on a look back at data which is three years old. For meaningful recommendations to be made, the evaluation/audit must be based on more current data.

Public Health Significance:

FDA's current implementation approach does not provide meaningful third party evaluation of State Programs nor train State Evaluation officers to provide evaluations to local programs. Reinstating the FDA evaluations of state retail programs will foster strong state, local and tribal relationships as well as providing a procedure for conducting a food program evaluation.

Recommended Solution: The Conference recommends...:

that a letter be sent to the FDA requesting that:

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

(2) At the request of a State Regulatory Agency, FDA should train at least one state employee to conduct the third party audits as required by Standard 9 of the Voluntary National Retail Food Regulatory Program Standards.

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**Conference for Food Protection
2008 Issue Form**

**Internal Number: 109
Issue: 2008 II-055**

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

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Title:

Report: Interdisciplinary Foodborne Illness Training Committee

Issue you would like the Conference to consider:

The Interdisciplinary Foodborne Illness Training Committee requests acknowledgement of their Committee report.

Public Health Significance:

The Interdisciplinary Foodborne Illness Training Committee pursued the charge of cataloging existing foodborne illness investigation training programs, optimizing the training and materials used, and developing recommendations to improve sustainability and rapidly broaden dissemination of the programs.

The committee worked toward the charge through multiple conference calls, and various outreach methodologies. The National Restaurant Association graciously offered the assistance of their summer intern to complete the outreach to individual states. Through these collective efforts, the committee is able to submit a cataloging of state and nationally sponsored foodborne illness training programs. (see attachments titled: "Foodborne Epi State Trainings" and "Foodborne Epi State Contracts")

Recommended Solution: The Conference recommends...:

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

The Committee further recommends that a letter be sent to the FDA and CDC recommending that foodborne illness training materials be collected on behalf of the

Conference for Food Protection and housed as a resource at the offices of the FDA, CDC, or a mutually agreed upon location to be determined.

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Attachments:

- "Interdisciplinary Foodborne Illness Training Committee Report"
- "Foodborne Epi State Contacts"
- "Foodborne Epi State Trainings"

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**Conference for Food Protection
2008 Issue Form**

**Internal Number: 111
Issue: 2008 II-056**

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

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Title:

Re-create: Interdisciplinary Foodborne Illness Training Committee

Issue you would like the Conference to consider:

The Conference for Food Protection may wish to consider re-creating the Interdisciplinary Foodborne Illness Training Committee to explore the benefits of developing criteria for standardizing foodborne epi programs among the states, or establishing voluntary accreditation standards for these programs.

Public Health Significance:

Delays in reporting or investigating a possible foodborne disease outbreak can prolong an outbreak event, potentially resulting in further illness or economic disruption. Effective training of professionals in outbreak response can mitigate the effects of an outbreak.

Many states indicate utilizing some form of foodborne epi education programs, but there is great variability in training offerings. Training programs in outbreak investigation should have some consistency and a minimal level of proficiency to ensure rapid response and communication, amongst investigating parties.

The mere existence of programs does not guarantee efficacy of the training. Accreditation or voluntary standards can provide a level of quality assurance and/or consistency amongst foodborne illness training programs to ensure that professionals are comfortably prepared to investigate outbreaks, institute proper control measures, and correspond appropriately amongst the many other parties and jurisdictions involved.

Recommended Solution: The Conference recommends...:

re-creating the Interdisciplinary Foodborne Illness Training Committee with the charge to investigate establishing standards for foodborne illness training programs and report back to the 2010 Biennial Meeting.

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**Conference for Food Protection
2008 Issue Form**

**Internal Number: 056
Issue: 2008 II-057**

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

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Title:

National Voluntary Environmental Assessment Information System (NVEAIS)

Issue you would like the Conference to consider:

This Issue relates to establishing a National Voluntary Environmental Assessment Information System (NVEAIS) for foodborne outbreak investigations. This voluntary program will augment the current Foodborne Disease Outbreak Surveillance System maintained by the Centers for Disease Control and Prevention (CDC) to strengthen the role of food safety authorities in foodborne disease outbreak surveillance and in turn, CDC's ability to support their foodborne disease prevention and control efforts.

The purpose of a NVEAIS would be to identify factors that can be routinely monitored by food safety programs to prevent or reduce the risk of foodborne outbreaks associated with foodservice establishments. Proposed objectives of the NVEAIS are to:

- establish a detailed characterization of foods implicated in foodborne outbreaks and monitor the trends of implicated foods,
- identify and monitor contributing factors and their environmental antecedents,
- establish the basis for hypothesis generation regarding factors that may support foodborne outbreak events and,
- guide the planning, implementation and evaluation of food safety programs.

Public Health Significance:

Through the systematic collection, analysis, interpretation and dissemination of environmental data from foodborne disease outbreak investigations, food safety authorities will have the information needed to take food safety action, assess its effectiveness, support program evaluation, develop and / or modify program policies and/or regulations based on sound epidemiologic data, train environmental health specialists regarding

environmental factors related to foodborne outbreaks as well as how to conduct the environmental assessment in a foodborne outbreak investigation, and to justify program budgets.

Recommended Solution: The Conference recommends...:

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

The recommended Committee charge:

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

2) prepare a report on the NVEAIS concept for the fall 2009 CFP Executive Board meeting to cover but not be limited to:

- o a brief description of a NVEAIS

- o a detailed description of the anticipated usefulness of a NVEAIS to food safety programs,

- o the feasibility of reporting environmental assessment data to CDC by food safety programs,

- o the acceptability of a NVEAIS by food safety program managers and the willingness to participate, and,

- o if appropriate, based on committee deliberations, a recommendation to continue the committee's work; if not appropriate based on committee deliberations, report the committee's work complete and recommend the committee be dissolved,

3) determine how a NVEAIS could be best supported by the Conference for Food Protection

- o explore the appropriateness of an amendment to Standard 5, Foodborne Illness and Food Security Preparedness and Response, and,

- o as may be appropriate, develop a recommendation and/or issue for the 2010 CFP Biennial Meeting.

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Attachments:

- "Draft National Voluntary Environmental Assessment Information System"

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