

## Conference for Food Protection – Committee Periodic Report

Template approved: 04/20/2016

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**COMMITTEE NAME: Product Assessment Committee**

**DATE OF REPORT:**  **Initial fall progress report**     **Spring progress report**     **Second fall progress report**

**Date submitted:** 7/18/2018    **Date amended (if applicable):** *Click here to enter a date.*

**Date accepted by Executive Board:** *Click here to enter a date.*

**COMMITTEE ASSIGNMENT:**  **Council I**     **Council II**     **Council III**     **Executive Board**

**REPORT SUBMITTED BY:** Veronica Bryant, Chair and Jon Freed, Vice-Chair

**COMMITTEE CHARGE(S):**

*Issue # III-024:*

Create a Product Assessment Committee to leverage the National Advisory Committee on Microbiological Criteria for Foods (NACMCF) challenge study guidelines document to create tools that are easier for the end users to understand and implement. Charges include creating:

1. A standardized template and checklist of appropriate criteria to consider when reviewing a challenge study, including directions for use.
2. A tool to assist in selecting appropriate organisms.
3. Standardized guidance on how to interpret results.
4. Direction on when it is appropriate to use computer modeling to either support or replace an inoculation study.
5. Report the committee's findings and recommendations back to the Conference at the 2020 Biennial Meeting.

**COMMITTEE WORK PLAN AND TIMELINE:**

Chair and Vice-Chair are working together in preliminary discussion to inform first committee meetings and schedule. Council Chairs, Vice Chairs and Executive Board are finalizing roster for committee. The following timeline and work plan will be used to complete committee charges:

1. *First committee meeting will be held during September 2018*
2. *Monthly meeting will be held via conference call to complete committee work*
3. *Sub- committees or other workgroup will be developed to explore the science needed for Charge 4.*
4. *Direction for which documents will be created and timeline for completion will be available for the Spring 2019 Board meeting.*
5. *First draft of documents that will be designed for submission during the 2020 Biennial Meeting will be prepared and submitted at the Fall 2019 Board meeting.*

**COMMITTEE ACTIVITIES: Dates of committee meetings or conference calls:**

1. **Overview of committee activities:**

- a. *Chair and Vice-Chair had preliminary meeting prior to final committee roster formation on 7/12/18. Chair and Vice-Chair discussed specific meeting times and structures as well as vision for the committee over the next two years.*
- b. *Original issue submitter discussed the issue with the Vice-Chair at the CFP meeting in May and Chair will be reaching out as well before first committee meeting.*
- c. *Formal committee work will begin once roster is completed and the members can be polled for most*

*convenient meeting times.*

2. **Charges COMPLETED and the rationale for each specific recommendation:**

a. *none*

3. **Status of charges still PENDING and activities yet to be completed:**

*All charges still pending, including:*

- a. *A standardized template and checklist of appropriate criteria to consider when reviewing a challenge study, including directions for use.*
- b. *A tool to assist in selecting appropriate organisms.*
- c. *Standardized guidance on how to interpret results.*
- d. *Direction on when it is appropriate to use computer modeling to either support or replace an inoculation study.*
- e. *Report the committee's findings and recommendations back to the Conference at the 2020 Biennial Meeting.*

**COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD:**  **No requested action at this time**

**ATTACHMENTS:**

1. **Content Documents:**

- a. **Committee Member Roster:**  **See changes noted above under "requested action"**  **No changes to previously approved roster**

*"Committee Members Template" (Excel) available at: [www.foodprotect.org/work/](http://www.foodprotect.org/work/) Committee roster to be submitted as a PDF attachment to this report.*

- b. **Committee Generated Content Documents (OPTIONAL):**  **No draft content documents submitted at this time**

2. **Supporting Attachments (OPTIONAL):**  **Not applicable**

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