

Conference for Food Protection 2006-2008  
Issue Committee Report

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**Date of Committee Report:** July 31, 2007

**Submitted By:** Vicki Everly

**Requested Action by Executive Board:**

**Review and approval of proposed "Policy"**

- Issue Acceptance Criteria (*please note question regarding Criteria #7*) – see page 4
- Additional Criteria for Committee Submitted Issues – see page 6
- Issue Attachment Limitations – see page 7
- Submitting Issue Amendments or Revisions – see page 8

**Committee Charges:**

Constitutional Charge

Article XIV 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.

Charges from Committee reports/Issues as submitted for the 2006 Conference in Issues II-043 (branding) and II-044 (committee report and addendum).

1. Research and recommend a "branding policy" for accepting and rejecting Issues and attachments
  - a. research policies in other organizations on use of Brand names within internal documents
  - b. via the Conference Board, solicit a legal review of the proposed policy to protect the Conference should an Issue be rejected due to a Brand name.
2. Finalize / Document Procedures for Issue Committee, including:
  - a. Issue review (i.e., flow chart), criteria, and committee instructions
  - b. timeline for future Conferences (based on new 90 day requirement)
  - c. Issue "attachment policy"
3. Develop instructions for Committee Reports submitted with Issues, including:
  - a. procedure and timeline for submission to Council Chairs
  - b. procedure to Include report information within Committee Chair training (e.g., deadlines, format, spell and grammar check, content)
4. Finalize Council instructions for Issues
5. Web site activities, including:
  - a. update of computer program (minor edits and simplifications)
  - b. develop instructions for web based program
  - c. final posting of revised Issue instructions and submission procedures
  - d. establishment of Issue Chair and Executive Assistant web links

**Progress Report / Committee Activities:**

1. Activities completed since last Committee report:
  - a. Finalization of beta test of the redeveloped Issue Submission website.
  - b. Review and editing of online Issue submission instructions.
  - c. Review of existing procedures, policies, Constitution and Bylaws, and other Issue related documents.
  - d. Establishment of tentative timeline for Committee activities leading up to the 2008 meeting:

<i>October 2007</i>	<i>Online Issue submission available</i>
<i>7 December 2007</i>	<i>Committee Reports and prospective Issues due to Council Chairs</i>
<i>13 January 2008</i>	<i>Issue submission deadline (90 days before biennial meeting)</i>
<i>25 January</i>	<i>Target Date to complete all post-deadline Issue revisions</i>
<i>28 January</i>	<i>Target Date to submit Issues to Issue Committee</i>
<i>1 February</i>	<i>Target Date for Issue Committee to finalize Council assignments</i>

Week of February 4-8	Target Date for Conference call with Council Chairs, Vice Chairs, and Issue Committee Chair
18 February	Issue Chair finalizes packets for Executive Director
3 March	Online Issue packets available (40 days before biennial meeting)

2. Activities currently in progress and scheduled for completion prior to the August 2007 Executive Board meeting:

- a. Compilation of input from other organizations regarding “branding policies.”  
*Note: an existing **Commercialism Policy** for the Conference was established in August 2000 and reads as follows:*  
**Purpose:** This policy has been developed by the Executive Board to establish guidelines for the use of commercial names, logos, or other information in Issues submitted to the Conference  
**Policy:**
  - The Conference for Food Protection shall not endorse the use of a product, process or service by brand name.
  - Issues submitted for consideration at a Biennial Meeting will be reviewed; and those where brand names are used in the Issue, rationale or solution will be rejected.
  - The Issue Submission Form will contain a statement that reads, “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.”
- b. Flow chart of Issue submission process

3. Future Activities

- a. Review and update of procedures for Issue review process and review criteria
- b. Review and update of Council instructions regarding Issues
- c. Development of an Issue website management manual (drafted by Kevin Hamstra)

**Committee Members:**

Local Regulatory	
Vicki Everly, Issue Committee Chair Santa Clara County Dept. of Environmental Health 1555 Berger Drive, Suite 300 San Jose CA 95112-2716 (408) 918-3490 vicki.everly@deh.sccgov.org	David Ludwig, Council III Chair Maricopa County Environmental Services 1001 N. Central Avenue, Suite 300 Phoenix AZ 85004 (602) 506-6971 dludwig@mail.maricopa.gov
Darwin Pattengale Albuquerque Environmental Health Department One Civic Plaza Albuquerque NM 87103 (505) 768-2616 dpattengale@cabq.gov	Glenda Christy Allegheny County Health Dept 3901 Penn Avenue, Building #1 Pittsburgh PA 15224-1318 (412) 578-7932 gchristy@achd.net
State Regulatory	
Lee Cornman, Council I Chair Florida Dept. of Agriculture and Consumer Svcs. 3125 Conner Blvd., C-18 Tallahassee FL 32399-1650 (850) 488-8434 cornmal@doacs.state.fl.us	Aggie Hale, Council II Vice-Chair Florida Dept. of Agriculture and Consumer Svcs. 3125 Conner Blvd., Suite H Tallahassee FL 32399-1650 (850) 245-5520 halea@doacs.state.fl.us
Dean Finkenbinder Wyoming Department of Agriculture 2219 Carey Avenue Cheyenne WY 82002 (307) 777-6587 dfinke@state.wy.us	

Federal Regulatory	Academia
Glenda R. Lewis USFDA/CFSAN 5100 Paint Branch Parkway, HFS 626, Room 2C-006 College Park MD 20740 (301) 436-2150 glewis@fda.hhs.gov	Brian A. Nummer, Ph.D. Utah State University 8700 Old Main Hill Logan UT 84322-8700 (435) 797-2116 briann@ext.usu.edu
Industry – Food Service	
John Gurrisi, Council II Chair Darden Restaurants, Inc. 5900 Lake Ellenor Drive Orlando FL 32809 (407) 245-6842 jgurrisi@darden.com	Pam Williams, Council I Vice-Chair Yum! Brands, Inc. 675 Mansell Road, Suite 200 Roswell GA 30076 (770) 990-2000 Pam.Williams@yum.com
Frank Ferko RARE Hospitality International, Inc. 8215 Roswell Road, Bldg. 600 Atlanta GA 30350 (678) 320-9288 fferko@loho.com	David Armatis Guckenheimer #3 Lagoon Drive, Suite 325 Redwood Shores CA 94065 (650) 274-8573 darmatis@guckenheimer.com
Alan Odom Compass Group 310 West Church St. Benton IL 62812 (618) 439-9753 alan.odom@exch.compass-usa.com	Eric D. Martin Margaritaville 6800 Lakewood Plaza Drive Orlando FL 32819 (407) 224-3216 emartin@margaritaville.com
Dee Williams Jack in the Box Inc. 9330 Balboa Avenue, Innovation Center (858) 694-1525 San Diego CA 92123 (858) 571-2550 dee.williams@jackinthebox.com	Mary Sandford Burger King Brands 5505 Blue Lagoon Drive Miami FL 33126 (305) 378-7917 msandford@whopper.com
Industry – Retail	
Ken Rosenwinkel, Council III Vice-Chair Jewel-Osco / Albertson's 1955 W. North Avenue Melrose Park IL 60160 (708) 531-6787 ken.rosenwinkel@albertsons.com	Jane Griffith, Constitution and Bylaws Committee Chair Wawa, Inc. 260 W. Baltimore Pike Wawa PA 19063-5699 (610) 358-8180 jane.m.griffith@wawa.com
Industry – Vending	
Robert Himes Himes Vending, Inc. 4654 Groves Rd. Columbus OH 43232 (614) 868-6931 himesvend@juno.com	
Committee Consultants	
Kevin Hamstra, Multimedia Technical Specialist Purdue University (765) 496-3833 khamstra@purdue.edu	Lisa Wright, CFP Executive Assistant 11825A Spruce Run Drive San Diego CA 92131-3714 (858) 547-8595 ewright1@san.rr.com

Proposed Policy: Issue Acceptance Criteria (*please note question regarding Criteria #7*)

To be accepted by the Conference for Food Protection, an Issue must meet all of the following criteria:

1. Issues must be within the jurisdiction of the Conference and be oriented to retail food, food service, retail food stores, and/or vending.
2. Issues must be consistent with the goals, procedures, and Constitution and Bylaws of the Conference.
3. Issues may not be “commercial” in nature: The Conference for Food Protection has a strict policy on commercialism during meetings and on Issues. Issues that endorse a brand name or a commercial proprietary process will not be accepted. (*See Commercialism Policy, approved August 2000*)
4. All Issues must be submitted electronically using the online Issue Submission Form located on the Conference website.
5. All sections of the Issue Submission Form must be complete, grammatically correct, and meet the specified size and color limitations.
  - a. Issue must be described completely including its impact on the retail food industry.
  - b. The food protection or public health aspect of the Issue must be clearly stated to be easily understood.
  - c. A suggested solution or rationale for the Issue must be sufficiently detailed to cover all aspects of the submission.
  - d. The name for all acronyms used in the suggested solution is to be spelled out at least once.
6. When the recommended solution is to change the wording of a document, such as the FDA 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 clearly specified using strikeout to indicate the words to be deleted and underline for newly added text.
7. To facilitate understanding and the Council deliberation process, Issues will be reviewed for spelling, grammar, content, and clarity; submitter will be provided two (2) opportunities to incorporate recommended changes. Failure to make changes as requested and within a specified time period will result in rejection of the Issue. \*\*
8. All Issue attachments must meet the specified size and format limitations.
9. Issues must be submitted by the posted deadline; submission after the deadline is blocked by the online process. A late-breaking food safety Issue submitted after the deadline must be presented to the Conference Executive Board for review and acceptance. (*See Late Issue Submission Policy, approved August 2002*)
10. Revisions to an Issue after the posted deadline will be limited to those requested by the Issue Committee. *Note: amendments/revisions to Issues may be submitted during Council deliberation if time allows and if specified guidelines are followed.*
11. Issue submitter must accept and agree to all terms and conditions prior to submission.
12. Issues failing to meet any of the above criteria will not be accepted.

**\*\* Question...**

**Does the Issue Committee have the authority to “reject” an Issue based solely on content and clarity?**

**If no**, then #7 from the above criteria needs to be edited to remove the words “content and clarity” leaving the review to only spelling and grammar.

**If yes**, specific criteria for rejecting an Issue based on content and clarity will need to be formally established.

**REFERENCE ONLY – Current language from 2004 Conference Procedures**

**IV.B. Issue Acceptance Criteria**

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

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.*

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

Proposed Policy: Additional Criteria for Committee Submitted Issues

In addition to meeting all of the Issue Acceptance Criteria, the following additional criteria shall apply to Committee submitted Issues.

1. At a date approved by the Board (approximately 5 weeks in advance of the Issue submission deadline), all Committee Chairs shall submit the following to the respective Council Chair:
  - a. Prospective Issue(s) for review.
  - b. A final Committee report for review and approval.  
*(Note: report submission date for the 2008 biennial meeting has been designated as 12/07/07)*Council Chair will respond to Committee Chair(s) with their comments in time for Issue(s) to be submitted via the online process; Council Chairs will then notify the Issue Committee Chair when their review process is complete.
2. The final Committee report shall be submitted as an attachment to an Issue; the recommended solution shall be to:
  - a. "Acknowledge" the Committee report. *(Note: Councils should not "accept" or "approve" Committee reports as this implies that the entire content of the report has been debated and agreed upon by Council members. Specific elements of the Committee report that need to be formally debated and approved are to be submitted as separate stand-alone Issues)*
  - b. Thank the Committee members.
3. The final Committee report shall contain a listing of all Issues and attachments to be submitted by that Committee.
  - a. The title used for Issues and attachments is to be used consistently within the Committee report and all subsequent Issues.
  - b. Issue attachments:
    - i. If an attachment is referenced in multiple Issues, it is recommended that the document be attached only once to the Committee report, then simply referenced in subsequent Issue(s) *(for example: "See ABC Committee Report, Attachment #1, titled: XYZ")*. This recommendation is an effort to reduce the need for printing and reviewing multiple copies of an identical document. Council Chairs will work with Committee Chairs to determine the best method of attaching documents for individual circumstance.
    - ii. Attachments that are subject to editing by Council during deliberation may be attached as an Adobe Acrobat (.pdf) document, but must be made available in advance to the Council Scribe for downloading electronically in MS Word (.doc) format.

**REFERENCE ONLY – Current language from 2004 Conference Procedures**

*VIII. G. Committee Reports*

*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 done 75 days (75) in advance of the Conference 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 meeting to present and discuss the Committee's report.*

## Proposed Policy: Issue Attachment Limitations

### Issue Attachment Limitations

1. All attachments must be in MS Word (.doc) or Adobe Acrobat (.pdf) format. Other formats such as Text (.txt) and Rich Text Format (.rtf) will not be accepted.
2. If documents to be attached are posted online on a publicly accessible website, it is requested that a single-page MS Word (.doc) or Adobe Acrobat (.pdf) document be submitted as the attachment providing the citations and website address links (URL) for the referenced documents.
3. Attachments over 2 megabytes (2 MB) in size will not be accepted.
4. A description of the specific section(s) and/or page number(s) within an attached document must be referenced, especially with large documents such as the FDA Food Code.
5. When attaching any document, the name of the attachment needs to be as specific as possible and should be accurately referenced within the Issue. The attachment name may be modified by the Conference for space limitations, clarification, or because of duplication.
6. All Macros are to be removed from attachments.
7. Attachments containing a virus will not be uploaded; it is highly recommended that a virus scan be performed on all attachments.

### **REFERENCE ONLY – Current language from 2004 Conference Procedures**

#### *IV.G. 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 to ensure timely review by the Councils. If that is not possible, written materials relating to an Issue may be made available to Council and Assembly members during Conference deliberations by placing them on the designated information table in the appropriate meeting space. However, submitters may not expect that such materials will be read due to the press of business at the Conference. 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 Conference at no charge.*
2. *Late developing Conference committee updates shall be presented both orally and in writing.*

## Proposed Policy: Submitting Issue Amendments or Revisions

A consistent Issue amendment and/or revision process will help Council Members understand and recognize their responsibilities and duties; help Issue submitters understand their role during a Council meeting; define what actions may be taken with an Issue during a Council meeting; and provide an effective, efficient, and fair process for Council deliberation and action.

Any Issue amendment, revision, or supplemental handouts submitted during the biennial meeting for consideration by a Council will adhere to the following:

1. Amendments, revisions, or supplemental handouts must be:
  - a. Provided in advance to the appropriate Council Chair or Vice Chair in an acceptable electronic format (e.g., CD, USB) for downloading by the Council Scribe, along with 25 paper copies for Council Members.
  - b. Submitted in an underline and strikeover format to allow Council Members to readily locate changes.
  - c. Dated and timed to reduce confusion with previous submissions.
2. Submitter of amendment or revision will notify the Council Chair in advance so that time can be scheduled for Council Members to review the new information.
3. Content and format of final Issue recommendation must meet the specifications described in the Issue Acceptance Criteria.
4. Bringing the amendment or revision to the table:
  - a. A Council Member who is the original submitter may bring the amendment or revision to the table as recognized by the Council Chair.
  - b. If the Issue submitter is not a Council Member, then a Council Member must bring the amendment or revision to the table as recognized by the Council Chair. Issue Submitter may address the amendment or revision when recognized by the Council Chair.
5. The Council will determine if they have adequate time to address the amendment or revisions. There is no guarantee that all amendment or revisions will be debated; the submitter should be aware of the limitation of time available at Council sessions.

### **REFERENCE ONLY – Current language from 2004 Conference Procedures**

#### *IV.F. Presentation of the Issue to the Council*

*The submitter of each Issue, or the submitter's representative, is afforded the opportunity to verbally present the Issue to the Council as it is opened for discussion and to address questions that arise during its deliberation.*