

**Committee Name:**     **Issue Committee**

**Date of Report:**     August 1, 2011

**Submitted By:**     Vicki Everly and Aggie Hale, Issue Co-Chairs

**Committee Charges:**

Constitutional Charge

Article XV     Duties of the Committees

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

Charges Established by Issue

Issue 2010 II-30     "Expand Archive and Posting Capabilities of CFP Approved Documents"

The Conference recommends expanding capabilities for archiving and posting documents on the Conference web site, and charging the Issue Committee with the development of a process and procedure to ensure posting of all:

1. Documents and attachments modified or edited after the Issue packets are made available with reference to the original Issue number and attachment titles;
2. Documents and attachments modified during and after Council deliberations at the Biennial Meetings; and
3. Final version of conference approved guides, documents, and presentations in both PDF and the original editable format.

Charges Established by the Executive Board (see Committee report dated 03/09/10)

1. Clarify concerns regarding "final" committee reports, Issues, and attachments, including:
  - a) Requirements for content and format. **(see attached Committee Submitted Issues—Review Process and Checklist)**
  - b) Instructions regarding the process for review and online submittal. **(see attached Committee Submitted Issues—Review Process and Checklist)**
  - c) Clarification of roles of Council Chair and Issue Chair in final approval. **(see attached Committee Submitted Issues—Review Process and Checklist)**
  - d) Clarification of when Standing Committee final reports need to be submitted as an Issue. **(see below)**
2. Revise, modify, or clarify Issue submittal criteria and review tools, including:
  - a) Issue "rejection" process and procedure, including roles and responsibilities for committee-submitted documents and "independent" submittals. **(see below)**
  - b) *CFP Commercialism Policy* as it relates to Issue "attachments" (e.g., peer reviewed articles, industry sponsored studies, letters of recommendation, presentations).
  - c) Appropriate location of Issue "endorsements" (i.e., by an organization, agency, or individual) within the Issue submittal documentation. **(see below)**
  - d) Final Issue submittal deadline (current deadline of 11:59 PM EST requires East Coast Council Chairs to be on "stand-by" until midnight). **(see below)**
3. Clarify concerns regarding "content attachments" (i.e., attachments reviewed and approved by council) that become Conference developed guides and documents, including:
  - a) The review and approval process prior to Issue submission. **(see attached Committee Submitted Issues—Review Process and Checklist)**
  - b) Development of a "masthead, flag, nameplate, or style guide" to readily identify approved and posted documents as belonging to the Conference.
  - c) Archive and posting of documents revised after Issue submittal (currently, the only version routinely archived is the original document attached to the submitted Issue even when the document is revised in council). **(see "charges established by Issue" above)**
4. Review and update CFP governing documents and position descriptions regarding the Issue process and responsibilities, including:
  - a) Procedures and responsibilities for each biennium.
  - b) Tools to facilitate tracking of charges to aid in review of committee reports and attachments. **(see attached abbreviated list of final Issue action items for each council)**

Other Topics Identified in the April 2010 Committee Report (based on 2010 Biennial Meeting "experience")

1. Develop an "informational packet" for Committee Chairs to assist in preparing final reports and Issues.
2. Modify "review checklist" to assist Issue Committee and Council Chairs reviewing committee reports and Issues. **(see attached Committee Submitted Issues—Review Process and Checklist)**
3. Develop a process that involves Issue Committee members in the review of draft committee reports and prospective Issues prior to online submittal.

4. Improve "attachment instructions" to assist submitters when attaching, editing, and replacing documents submitted as attachments to their Issues.

**Requested Action by Executive Board: approval of language noted below in red underline.**

**Progress Report / Committee Activities:**

1. Development of a tool to facilitate tracking of charges to aid in review of committee reports and attachments. (see attached documents for Council I, II, and III Final Issue Recommendations with Actions; documents originally presented with August 2010 Issue Committee report)
2. Drafted language to clarify the requirement for Standing Committee final reports and Issues:  
*Conference Procedures, Section IV, Conference Issues:*  
*A. Issue Submission*
  1. *The Executive Board shall approve an Issue Submission Form.*
  2. *Within the time specified in the Constitution and Bylaws, the Issue Submission Form shall be made available to Conference members and to other interested parties by 150 days prior to the Biennial Meeting.*
  3. *Issue submissions shall be made electronically through the internet. Issues may be submitted to the Executive Board only in the event of a late-breaking food safety Issue. Current instructions for submission and the form are available through the internet on the Conference web site or from the Executive Director.*
    - a. *For the purpose of this Section a late-breaking food safety Issue is defined as an Issue that specifically relates to an event, practice or circumstance creating a situation requiring the immediate attention of the Conference that has occurred between the deadline of the Conference Issue submission deadline and the Biennial meeting.*
  4. *The deadline for Issues and their attachments is the date specified in the Constitution and Bylaws.*
    - a. *Standing committee final reports are required to be submitted as an Issue ONLY when council action is required (e.g., to approve or modify a CFP governing document or policy). By the designated deadline, all Standing Committees are required to submit their final committee report, prospective Issue(s), and any accompanying documents to the Executive Director for review and approval.*
3. Drafted revision to Conference Procedures regarding Issue rejection process:  
*Conference Procedures, Section IV, Conference Issues:*  
*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.*
    - a. *Prior to finalization, all Issues are to be in a "finished form" (e.g., no annotations or unaccepted edits, all attachments present and complete). Issues that are not in this format may be rejected if the submitter fails to make requested revisions. Documents containing "track changes" or comments from reviewers cannot be accepted because they are, by definition, unfinished and incomplete; the Council will not know what wording to act upon.*
    - b. *Issues will NOT be rejected based on content; the only reason for rejection will be non-compliance with the requirements for Issue acceptance.*
  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.*  
*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.*
    - a. *Issue Chair will notify submitter in writing that Issue cannot be accepted as currently written and will be rejected if not submitted in a finished form.*

- 1) Notification to include: specific required changes, deadline date, reference to Issue acceptance Criteria, and a recommendation that Issue can be rewritten and referred to a committee if unable to finalize language.
  - 2) If Issue was submitted by a CFP committee, the respective Council Chair will also be notified; the Executive Director will be notified regarding Issues submitted by standing committees.
  - 3) If submitter is non-responsive, he/she will be notified a second time by the Issue Chair that Issue will be rejected if not submitted in a finished form.
  - b. If no response is forthcoming from the submitter after the second notification, the Issue Chair will notify the Executive Director that the Issue is pending rejection.
    - 1) The Executive Director will evaluate the Issue Chair recommendation for rejection and agree or disagree based on the criteria spelled out in the Conference Procedures for Issue Acceptance; the Executive Director may elect to contact the submitter directly.
      - a) If the Executive Director agrees with the Issue Chair decision to reject, he/she will forward the Issue to the Conference Chair and Vice Chair for their review.
        - The Conference Chair and/or Vice Chair may elect to contact the submitter directly to determine if he/she is willing to bring the Issue into compliance; thus, the submitter may have one last chance.
        - If the Conference Chair or Vice Chair do NOT choose to contact the submitter, the Issue will be rejected.
        - If the Conference Chair and Vice Chair disagree as to whether the Issue should be rejected, the matter will be referred to the Executive Board for resolution.
      - b) If the Executive Director disagrees with the Issue Chair and determines the Issue (as written) meets the Issue acceptance requirements, he/she will send the Issue back to the Issue Chair with a written explanation; the Issue Chair may appeal such a finding to the Executive Board.
  2. At least forty (40) days before the Conference meeting, the submitter of an Issue that does not meet the criteria for acceptance or is not in the jurisdiction of the Conference is notified by the Executive Director with a copy to the Conference Chair and the Issue 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.
2. Identified appropriate location of Issue "endorsements" (i.e., by an organization, agency, or individual) within the Issue submittal documentation (new language below in red, underline).
- TERMS AND CONDITIONS:** *To be accepted by the Conference for Food Protection, an Issue must meet all of the following criteria:*
1. *Be within the jurisdiction of the of the Conference and concern retail food, food service, retail food stores, and/or vending.*
  2. *Be submitted electronically using the online Issue Submission Form.*
  3. *Be submitted on or before January 13 at 11:59 p.m. EST at which time the Submission Form will be inactivated. NOTE: See the Late Issue Submission Policy.*
  4. *All sections of the Issue Submission Form must be complete and grammatically correct.*
  5. *The name for all acronyms used in the Suggested Solution section must be spelled out at least once.*
  6. *The Issue must be described completely including its impact on the retail food industry.*
  7. *The food protection or public health aspect must be clearly stated and be easily understood.*
  8. *The Suggested Solution or rationale must be sufficiently detailed to cover all aspects of the submission. When the recommended solution is to change the wording of an existing document (such as the FDA Food Code or a Conference document), the portion of the document to be changed must be accurately identified and requested changes clearly specified using strikeout to indicate the words to be deleted and underline the newly added text.*
  9. *Endorsements of an Issue by an organization, agency, or individual are to be placed in the Issue Submission Form section titled "Issue you would like the Conference to Consider" or "Public Health Significance"; endorsements are not to be placed within the "Recommended Solution." Endorsement letters or copies of email communication may be submitted with an Issue as a supporting attachment.*
  10. *Issue and attachments must meet specified size and format limitations. NOTE: See Issue Attachment Limitations.*
  11. *Issues may not be commercial in nature. Issues that endorse a brand name or commercial proprietary process will NOT be accepted. NOTE: See the Commercialism Policy.*
  12. *An Issue submitted by a Conference Committee must conform to additional criteria NOTE: See Additional Criteria for Committee-Submitted Issues.*

13. *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.*
  14. *Revisions to an Issue after the posted deadline will be limited to those requested by the Issue Reviewers.*
  15. *Issues become the property of the Conference for Food Protection once accepted by the Issue Reviewers.*
4. Recommend final Issue submittal deadline be changed to **9:00 PM EST** (note: current deadline of 11:59 PM EST requires Council Chairs located on the East Coast to be on “stand-by” until midnight to ensure all Issues from their council committees have been submitted).
  5. Drafted a revised **“Committee Submitted Issues – Review Process and Checklist”** to clarify various questions and concerns (**see attached**).
  6. **REMINDER** – established dates for the 2012 Biennial Meeting:
    - a) **November 2011** – Issue Submission Form to be available online
    - b) **Friday, December 5, 2011** – deadline for Committee Reports and prospective Issues to be submitted to Council Chairs for review
    - c) **Friday, January 6, 2012** – Issue submission deadline (*constitutionally mandated not less than 90 days before Biennial Meeting*)
    - d) **February 17, 2012** – Issue Committee finalizes Council assignments
    - e) **March 4, 2012** – Issue Packets made available by Director (*constitutionally mandated at 40 days before Biennial Meeting*)

**Future Activities:**

1. Development of committee chair “informational packet” using information from various CFP approved documents (to be completed and disseminated by end of September 2011).
2. Completion of constitutional charge for review and assignment of Issues for 2012 Biennial Meeting, including:
  - a) Review and improve online submittal instructions, including those for attachments
  - b) Develop a process to involve Issue Committee members in the review of draft committee reports and prospective Issues prior to online submittal
3. Development of draft procedures regarding CFP documents approved via the Issue process (to be completed and presented to Executive Board for April 2012 meeting):
  - a) Development of a procedure to archive and post CFP documents revised after Issue submittal (per Issue 2010 II-30).
  - b) Development of a “masthead, flag, nameplate, or style guide” to readily identify approved and posted documents as belonging to the Conference.
4. Review *CFP Commercialism Policy* as it relates to Issue “attachments” (e.g., peer reviewed articles, industry sponsored studies, letters of recommendation, presentations).
5. Review and update CFP governing documents and position descriptions regarding the Issue process and responsibilities, including procedures and responsibilities for each biennium.

**Committee Members:**

*Submitted for Executive Board approval on 08/10/10.*

*Council Chairs and Vice Chairs automatically serve as members of the Issue Committee, therefore Dave Gifford was added to the Issue Committee when he officially replaced Robert Jue as Council III Vice Chair.*

Last Name	First Name	Constituency	Employer
Armatis	David	Industry – Food Service	Safe Foods First, LLC
Bacon	Brenda	Industry – Retail Food Stores (Council I Vice Chair)	Harris Tetter
Bhatt	Chirag	Other – Computer Services (Council II Chair)	Garrison Enterprises, Inc.
Casazza	Gene	Industry –Retail Food Stores	Warehouse Realty LLC
Cornman	Lee	Regulatory – State	Florida Dept of Ag. and Consumer Services
Elizondo	Marcel	Regulatory - Local	Austin/Travis Co Health and Human Services
Everly	Vicki	Regulatory – Local (Issue Co-Chair)	Santa Clara County (CA) Dept. of EH
Gaither	Marlene	Regulatory – Local	Coconino County (AZ) Health Department

Last Name	First Name	Constituency	Employer
Gifford	Dave	Regulatory – State (Council III Vice Chair)	Washington State Dept. of Health
Guzzle	Patrick	Regulatory – State (Council II Vice Chair)	Idaho Dept. of Health and Welfare
Hale	Aggie	Regulatory – State (Issue Co-Chair)	Florida Dept. of Ag. and Consumer Services
Harris	Craig	Academia	Michigan State University
Hazan	Stan	Other – Standards / Compliance	NSF International
Linton	Richard	Academia (Council III Chair)	Purdue University
Marlow	Deborah	Regulatory – State (Council I Chair)	Texas Department of State Health Services
Martin	Eric	Industry – Food Service	Margaritaville Enterprises, Inc.
Moore	Eric	Industry – Food Service	Aramark
Odom	Alan	Industry – Food Service	Compass Group
Patnoad	Martha	Academia	University of RI Nutrition and Food Sciences
Reid	Karen	Industry – Food Service	Walt Disney World Co.
Reinhard	Robert	Industry – Food Processing	Sara Lee Corporation
Rosenwinkel	Kenneth	Industry – Retail Food Stores	Supervalu
Sandford	Mary	Industry – Food Service	Burger King Corporation
Starobin	Anna	Other – Sanitation Services	Ecolab
Weddig	Lisa	Industry – Food Processing	Better Seafood Board
Whiteside	Jayne	Other – Medical Services	Coastal Dialysis
Williams	Dee	Industry – Food Service	Jack in the Box Inc.
Wright	Lisa	Other – CFP Administration	Conference for Food Protection

COMMITTEE SUBMITTED ISSUES – REVIEW PROCESS AND CHECKLIST  
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**TIMELINE**

NOVEMBER 2011

- Issue submission template and instructions available online by end of month

FRIDAY, DECEMBER 5, 2011

- Deadline** for CFP committee chairs to submit final committee reports along with ALL prospective Issues and accompanying documents to their Council Chair for **preliminary review and approval**
  - **ALL CFP committee generated documents MUST** go through a formal **review** process PRIOR to online submittal; documents needing review include committee reports, Issues, and all attachments (see process and “Review Checklist” below)
  - Once approved by Council Chairs, all Issues and attachments MUST then be submitted via the online process prior to the posted deadline
  - **STANDING COMMITTEES:**
    - All Standing Committee reports and prospective Issues and accompanying documents are to be submitted to the Executive Director for review and approval.
    - For Standing Committee reports and Issues, the Executive Director will fulfill the same review functions as the Council Chair

FRIDAY, JANUARY 6, 2012

- Deadline for online Issue submittal** is 9:00 PM EST – this deadline applies to ALL Issues including CFP committee submitted Issues and independently submitted Issues
  - Once submitted online, the Issue Committee will conduct a final review and work with submitters and Council Chairs to clarify any questions or concerns
- Submittal of Issues in advance of the deadline is highly encouraged
- The only Issues that can be submitted AFTER the deadline must meet the “*Late Issue Submittal Policy*” [http://www.foodprotect.org/media/policy/Policy\\_CFP\\_Late\\_Issue\\_Submission.pdf](http://www.foodprotect.org/media/policy/Policy_CFP_Late_Issue_Submission.pdf)

SUNDAY, MARCH 4, 2012

- Online Issue packets available

**PRELIMINARY REVIEW – PRIOR TO ONLINE SUBMITTAL**

PRELIMINARY REVIEW PROCESS

- Preliminary Review:
  - All CFP committee generated documents are subject to a formal “offline” preliminary review process – Issues are NOT to be submitted online until the preliminary review has been conducted and approval granted by the respective Council Chair
  - During the preliminary review process, Council Chairs, Council Vice Chairs, and the Issue Chair(s) will serve as reviewers of CFP committee submitted documents
    - Council Chairs will forward documents submitted by the committee chairs to their respective Vice Chair and to the Issue Chair(s)
    - Council Chairs will serve as the primary contact with their respective committee chairs
    - Issue Chair(s) and Council Vice Chairs will forward any comments, questions, or concerns to the Council Chairs
  - All reviewers will follow the “Review Checklist” (see below)

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- When editing documents, “tracked changes” should be used whenever possible; once document review is complete, all track changes must be accepted or removed before submitting online
- Council Chairs will notify via email the Issue Chair(s) when the preliminary review process for each committee is complete and approval has been given for online submittal of Issues and accompanying documents; a copy of the final approved committee documents will be forwarded via email to the Issue Chair(s)
  - Committee Issues are NOT to be submitted via the online submittal process until the preliminary review has been completed
    - Final review by the Issue Committee will NOT begin until approval is received from the Council Chair
  - Preliminary review process MUST be completed far enough in advance to allow committee chairs to meet the online Issue submittal deadline
  - Any changes made to a committee report, document, or Issue after the preliminary review process MUST be approved by the respective Council Chair

REVIEW CHECKLIST

**A. SCOPE OF ISSUE**

*PLEASE NOTE: reviewing the “scope of issue” is the MOST critical aspect of the preliminary review. Limiting the scope AND clearly defining the intent of each Issue will facilitate a logical and sequential deliberation within Council. To facilitate the process, it is recommended to divide issues containing multiple actions or directives; single Issues containing multiple actions or directives are cumbersome to deliberate and may lead to confusing or contradictory recommended solutions. Once the online Issue submittal deadline has passed, the automated process does NOT allow the submittal of additional Issues; therefore, committee reports can NOT be divided into multiple Issues after the deadline has passed.*

- The majority of CFP committees will submit more than one Issue...
  - **First Committee Issue** – essentially a presentation of the committee report. The “Recommended Solution” of the first committee Issue contains **four (4) elements**:
    1. Statement to “acknowledge attached committee report” (*reports are NOT “accepted” or “approved” as this implies the entire content of the report has been debated and agreed upon by Council*)
      - ✓ Reports are to follow the approved Committee FINAL report format and include the following information: (*see Committee FINAL Report template*)
        - ▲ full list of committee charges from the previous Biennial Meeting (or as subsequently assigned by the Executive Board)
        - ▲ details of committee activities and recommendations
        - ▲ specific outcome(s) and disposition(s) for each assigned charge
        - ▲ specific direction regarding the future of the committee
        - ▲ new or continuation charges to be addressed during the upcoming biennium
        - ▲ list of all committee submitted Issues and attachments
        - ▲ list of committee members
    2. List of attachments (titles) for ALL committee generated “content documents” (*see description below regarding “content documents” vs. “supporting attachments”*)
    3. Specific direction regarding the future of the committee, such as:
      - ✓ Committee to be disbanded:
        - ▲ all charges previously assigned to committee have been completed
        - ▲ disbanded committees may NOT have continuation or new charges
      - ✓ Committee to be re-created, along with specifics regarding:

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▲ continuation charges (i.e., incomplete or ongoing charges from the previous Biennial Meeting)

▲ requirement to “report back to the next Biennial Meeting”

*NOTE: newly created charges (not carried over from the previous Biennial Meeting) that the committee would like to address during the next biennium are best included in a subsequent stand-alone Issue, especially if it is anticipated that requesting the new charge(s) will result in debate within Council*

*NOTE: if a decision to re-create a committee with continuation charges is dependent on the outcome of a subsequent Issue, the continuation charges and the report back requirement should be included in a subsequent stand-alone Issue and not included within the first committee Issue*

*NOTE: standing committee final reports are required to be submitted as an Issue ONLY when council action is required (e.g., to approve or modify a CFP governing document or policy). By the designated deadline, all Standing Committees are required to submit their final committee report, prospective Issue(s), and any accompanying documents to the Executive Director for review and approval.*

*NOTE: except for standing committees that report directly to the Executive Board, all CFP committees must be either disbanded or re-created each biennium*

4. Thank you statement to committee members

- **Subsequent Committee Issue(s)** – the actual number or subsequent committee Issues will depend on the work completed by a committee. Committee generated documents, or specific elements of a committee report that need to be formally debated and approved, are to be submitted as subsequent stand-alone Issues; examples include:

- Policy or guidance documents created by the committee

- ✓ It is recommended that a separate Issue is submitted for each independent document

*EXCEPTION: large documents divided to meet attachment size restrictions should be presented within a single Issue*

- Committee recommendations regarding controversial or substantial changes to policy or practice

*EXCEPTION: non-substantive changes can be presented together as a single Issue (e.g., grammatical or editorial changes to existing approved documents)*

- New charges assigned to a re-created committee

*NOTE: the actual number of subsequent Issues submitted by a committee should be determined on a case-by-case basis depending on the complexity of the information to be presented; the Issue Chair(s) and Council Chairs can assist committee chairs in determining the best approach in submitting committee Issues.*

## B. CONTENT REVIEW – ISSUE and ATTACHMENTS

*The goals of content review are to increase readability and understanding, and to minimize confusion during Council deliberation.*

- General review includes...
  - Verification that all sections of the Issue submission form are complete
  - Spelling and grammar
  - Content and clarity
  - Document titles are in quotes or italics
  - Narrative is gender non-specific
  - Correct capitalization (e.g., committee names, Issue titles)
  - Multiple page documents contain page numbers (“page \_\_\_ of \_\_\_” is the preferred format)



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- Correct use of organizational terminology and titles (e.g., “Conference,” “Biennial Meeting,” “Food Code” or “FDA Food Code”)
- Correct use of strikethrough/underline format for changes to existing CFP documents, FDA Food Code, or other regulatory documents (i.e., underlining of “new or proposed” language with “~~strikethrough~~” for language to be deleted)
- Adherence to “CFP Commercialism Policy” (i.e., Issues may NOT be commercial in nature) [http://www.foodprotect.org/media/policy/Policy\\_CFP\\_Commercialism.pdf](http://www.foodprotect.org/media/policy/Policy_CFP_Commercialism.pdf)
- Issue Title...
  - Limited to 75 characters
  - Title uniquely describes purpose of Issue  
*NOTE: Issue titles may be modified by the Issue Chair for clarification in the event of duplicate submittals*
  - Use of standardized “prefix” for CFP committee submitted Issue titles:
    - Report – \_\_\_\_\_ (insert committee name)
    - Re-Create – \_\_\_\_\_ (insert committee name)
    - Report and Re-Create – \_\_\_\_\_ (insert committee name)  
*NOTE: this dual format is rarely used; see Issue Chair(s) for guidance*
- Issue Description...
  - Briefly describes the problem or concern to the retail food industry
- Public Health Significance...
  - Describes impact this Issue will have on the industry
  - Clearly stated and easily understood
- Recommended Solution...

*NOTE: the “recommended solution” is the ONLY portion of the Issue that will appear in the Conference Proceedings; therefore, it needs to be as complete and as clearly written as possible.*

  - Rationale of recommended solution must be sufficiently detailed to cover all aspects of the submission
  - All recommendations made by a CFP committee must be extracted from the committee report and captured within the recommended solution section of the Issue submittal form
  - Lists the exact titles of any subsequent committee Issue(s) and attachments (*recommend using a “cut-and-paste” of the title directly from the committee report*)
  - When edits or modifications are proposed for an existing document (e.g., CFP governing document, FDA Food Code, other regulatory document), relevant sections are to be “cut-and-pasted” into the recommended solution using strikethrough/underline format
  - Acronyms must be spelled out when the term is first used  
*EXCEPTIONS: FDA, USDA, CDC, EPA, CFP*
  - Any new or continuation charges assigned to a committee must be included within the recommended solution along with a requirement to “report back to the next Biennial Meeting”
  - Direction(s) MUST be given to CFP regarding final disposition of the Issue, such as:
    - “a letter be sent to the FDA requesting...”
    - “modified language be incorporated into...”
    - “final guidelines to be posted on the CFP web site”
    - “a committee be created to study...”

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- Attachments...
  - There are two (2) different kinds of attachments:
    1. **“Content Documents”** – this is the body of work created by a committee that **MUST** be reviewed and approved via the Council deliberation process (e.g., guidelines, policy documents, suggested revisions to existing documents and regulatory codes)
      - ✓ Content documents should be “attached” only once to the first committee Issue along with the committee report
        - ▲ In subsequent committee Issues, the attachment should be referenced by the exact name of the attachment and the name of the Issue where the attachment can be found (for example: “See *Report – ABC Committee, Attachment #1, titled: XYZ*”)
    2. **“Supporting Attachment”** – this is information presented **ONLY** to assist in understanding the specific Issue (e.g., abstracts, articles, studies, reference material)
      - ✓ Large documents posted online (e.g., Food Code) are to be referenced only by the web address along with a notation of the specific page and/or section numbers; large publicly available documents are **NOT** to be attached in their entirety
  - Attachment format:
    - All attachments **MUST** be in a format compatible with MS Word (.doc), as a PDF (portable document format)... or as a web address for existing documents
      - ✓ Content Attachments submitted as a PDF must be made available by the submitter in advance to the Council Scribe in a format compatible with MS Word (.doc) to facilitate editing during Council deliberations
    - Attachments should use a header or footer that includes both the document title and page numbers (*“page \_\_ of \_\_” is the preferred format*)
    - Name of each attachment must be specific **AND** consistently referenced throughout all material submitted by the committee
    - Attachments over 2 megabytes (2 MB) must be divided into multiple smaller documents in a logical sequence
    - All Macros are to be removed from attached documents
  - Council Chairs will work with committee chairs and the Issue Chair(s) to determine the best format and method of attaching documents to their Issues
- Submitter name...
  - CFP committee chair(s) is to be listed as the “submitter” (e.g., Jane Doe, Chair)
  - CFP committee name is to be listed as the “organization” (e.g., ABC Committee)

## FINAL REVIEW – AFTER ONLINE SUBMITTAL

### FINAL REVIEW PROCESS

- All CFP committee Issues **MUST** be approved by the respective Council Chair through the preliminary review process **PRIOR** to online submittal (see above)
- Once submitted online, the final review process for that Issue begins:
  - During the final review, the Issue Committee will serve as the primary contact with all Issue submitters via the online review process
  - CFP committee submitted Issues will be forwarded by the Issue Committee to Council Chairs for final review and approval via the online review process

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- Revisions to an Issue after the submittal deadline will be limited to those requested by the Issue reviewers
  - Via the online Issue Management web site, the Issue submitter will receive edits and comments from the reviewers; the submitter can either:
    - “accept” the Issue (indicating it is ready for finalization)
    - submit another round of revisions (this part of the review process can go back-and-forth as many times as necessary until an Issue is ready to be finalized), or
    - “withdraw” the issue
- Once accepted and finalized, an Issue can no longer be edited until it is deliberated in Council.

FINAL REVIEW CHECKLIST

- Verify Council Chair approval of CFP committee submitted Issues
  - Any changes made to a committee report after the preliminary review process **MUST** be approved by the respective Council Chair
- Ensure that the final Issue meets CFP’s Issue Acceptance “*Terms and Conditions*” as posted on the CFP web site
- Review all Issues and attachments using “Review Checklist” (noted above)
- Verify documents referenced in an Issue or in a committee report:
  - All attachments listed or referenced are actually “attached” to the appropriate Issue
  - All relevant attachment pages are included
  - All attached documents readily print and are in a readable format
  - All web address links are correct
- Issue Committee will conduct a final edit to standardize content of all Issues, for example:
  - Re-name multiple Issues with similar titles
  - Ensure submitter’s name and information follows a standardized format  
*NOTE: the submitter’s employer contact information is to be entered in the “submitter information” section at the bottom of the submittal form; it is NOT entered under “submitter name” at the top of the form*
  - Remove redundant or auto-generated wording from final Issue, for example:
    - Recommended Solution... deletion of the words "The Conference Recommends..." from the final submittal as this wording will be auto-generated in the final Issue packet
- Submitter will be notified via email when Issue has been accepted and finalized

LETTER       CHARGES       CFP WEB POSTING

**Issue: 2010 I-002      Title: Report – Plan Review Committee**

**Recommended Solution:**

The Conference recommends re-creation of the committee to review and update the following Conference for Food Protection documents and present their finding at the 2012 CFP Biennial Meeting:

- Temporary Food Establishments
  - Permanent Outdoor Cooking Operations
- 

LETTER       CHARGES       CFP WEB POSTING

**Issue: 2010 I-008      Title: Wild Harvested Mushrooms**

**Recommended Solution:**

The Conference recommends that the Council consider forming a committee to continue discussion of this issue and that the following language and attachments for consideration to be placed on the CFP website as guidance listing steps that states can use to develop and implement a wild harvested mushroom program for their state. The charges will be:

- Develop guidelines to help regulators address the issue of wild mushrooms in food establishments
  - Report back at the 2012 CFP.
  - The name of the committee will be Wild Harvested Mushrooms Committee.
- 

LETTER       CHARGES       CFP WEB POSTING

**Issue: 2010 I-010      Title: USDA Recall Policy Revision**

**Recommended Solution:**

The Conference Recommends that a Recall Evaluation Committee be formed and work with FDA, USDA, and states on the following charge:

- Clarify the system of classification for recalls established by USDA and FDA.
  - Create clarifying instructions and procedures that industry and consumers can easily understand and comply with.
  - Recommend enforceable and reasonable time frames for execution of recall communications and actions.
  - Clarify the information required to be included in supplier recall notifications.
  - Recommend expectations for the notification of end-users, including restaurant and retail customers as well as school and institutional food service.
  - Report back to the 2012 Biennial Meeting.
- 

LETTER       CHARGES       CFP WEB POSTING

**Issue: 2010 I-011      Title: Signage Requirement on Reporting of Employee Health Conditions**

**Recommended Solution:**

The Conference recommends that a letter be sent to the FDA recommending that Section 2-103.11 be amended.

Amend Section 2-103.11 Person in Charge by adding Paragraph (N) to read:

(N) " A verifiable system needs to be in place to communicate to employees the importance of employee health as described in, Subparagraphs 2-201.11 (A)(1), (2), (3), (4), and (5) to the permit holder, such as posting a sign, written agreement, or training related to reporting symptoms and diagnosis."

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**LETTER** **CHARGES** **CFP WEB POSTING****Issue: 2010 I-015****Title: Criticality Implementation & Education Committee – Criticality Training Slides****Recommended Solution:**

The Conference recommends

- acceptance of the PowerPoint presentation and speaker notes titled "Re-designation of Food Code Provisions" and place it in a downloadable format under the "Conference Developed Guidance and Documents" section of the Conference web site.
- that a letter be sent to FDA requesting the same PowerPoint presentation and speaker notes be made available through its web site.

 **LETTER** **CHARGES** **CFP WEB POSTING****Issue: 2010 I-016****Title: Criticality Implementation & Education Committee – Frequently Asked Questions****Recommended Solution:**

The Conference recommends that a letter be sent to FDA requesting that they:

- provide answers to the list of FAQs included in the attached document.
- have the FAQs and answers available for stakeholders on or before June 30, 2010 by posting on the FDA website.

 **LETTER** **CHARGES** **CFP WEB POSTING****Issue: 2010 I-017****Title: Criticality Implementation & Education Committee – Timely Correction of****Violations****Recommended Solution:**

The Conference recommends that a letter be sent to the FDA requesting revision and/or addition to the following three sections in Chapter 8, Compliance and Enforcement in the FDA

***See final Issue Recommended Solution for full details to include in letter*** **LETTER** **CHARGES** **CFP WEB POSTING****Issue: 2010 I-019****Title: 4-501.114-Manual and Mechanical Warewashing Equipment Chemical Sanitation****Recommended Solution:**

The Conference recommends that a letter be sent to FDA requesting that Section 4-501-114 be revised as follows:

***See final Issue Recommended Solution for full details to include in letter*** **LETTER** **CHARGES** **CFP WEB POSTING****Issue: 2010 I-021****Title: 3-304.14 Wiping Cloths, Use Limitation****Recommended Solution:**

The Conference recommends that a letter be sent to FDA requesting written clarification in the Food Code or Annexes on how the FDA may recognize the appropriate use of dry cloths, including disposable towels, for wiping down counters and equipment.

**LETTER**             **CHARGES**             **CFP WEB POSTING**

**Issue: 2010 I-022    Title: Key Drop**

**Recommended Solution:**

The Conference recommends that a letter be sent to FDA requesting the following changes to the Food Code:

that § 2.103.11 of the FDA Food Code be amended by adding a new ¶ 2.103.11 (F), and renumbering subsequent paragraphs in this Section appropriately, to specifically allow for the practice of key access deliveries by including the following language:

***See final Issue Recommended Solution for full details to include in letter***

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**LETTER**             **CHARGES**             **CFP WEB POSTING**

**Issue: 2010 I-024    Title: Management Responsibility Code Section 2-101.11**

**Recommended Solution:**

The Conference recommends that a letter be sent to FDA requesting that the language in Food Code Section 2-101.11 (Responsibility and Assignment) be added with the following language and that additional changes to Chapter 2 be made as necessary to be consistent with this change.

Responsibility 2-101.11 Assignment\*

(C) The PERMIT HOLDER through the certified food manager or person in charge (PIC) shall ensure that standard operating procedures that ensure compliance with the requirements of this Code are developed & implemented as specified under 8-201.12 (E) & (F);

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**LETTER**             **CHARGES**             **CFP WEB POSTING**

**Issue: 2010 II-021    Title: Food Protection Manager Certification**

**Recommended Solution:**

The Conference recommends that a letter be sent to FDA requesting a change to the Food Code to require that at least one Person in Charge in each food establishment (exempting certain low risk establishments) be certified in food protection through a manager certification program that conforms to the Conference for Food Protection Standards for Accreditation of Food Protection Manager Certification Programs.

***See final Issue Recommended Solution for full details to include in letter***

LETTER       CHARGES       CFP WEB POSTING

**Issue: 2010 II-002      Title: Amend "Outcome" Section of Program Standard No. 5**

**Recommended Solution:**

The Conference recommends that a letter be written to FDA endorsing and recommending that the amendment below (indicated in underline format) be included to the appropriate Section of FDA's *Voluntary National Retail Food Regulatory Program Standards, Standard 5 - April 2009*:

**See final Issue Recommended Solution for full details to include in letter**

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LETTER       CHARGES       CFP WEB POSTING

**Issue: 2010 II-003      Title: Report and Re-creation – Interdisciplinary FBI Committee**

**Recommended Solution:**

The Conference recommends re-creation of the Foodborne Illness Training Committee with the following charges:

- continuing to track the progress of prominent disease training programs currently in development; and
  - reporting back to the 2012 Biennial Meeting of the Conference for Food Protection.
- 

LETTER       CHARGES       CFP WEB POSTING

**Issue: 2010 II-005      Title: Re-create – Inspection Form Scoring Committee**

**Recommended Solution:**

The Conference recommends re-creating the Inspection Form Scoring Committee during 2010-2012 to:

1. Continue working with academic researchers to:

- investigate and determine the most effective Foodservice Establishment scoring system, based on the current identified risk factors and interventions identified in the FDA Food Code, and for use with the current FDA Food Establishment Inspection Form; including the possible development of a scoring system for the FDA Model Food Establishment Inspection Report Form.
- determine the most effective way to communicate the Food Establishment Inspection scores to the public so they have access to information in advance of choosing where to dine or where to purchase food items; including the possible development of a method to post inspection scores so that the public has access to the information in advance of choosing where to dine and purchase food items.
- identify funding sources to conduct research and provide a letter of support for funding already identified.

2. Report the committee's findings back to the Conference for Food Protection at the 2012 Biennial Meeting.

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LETTER       CHARGES       CFP WEB POSTING

**Issue: 2010 II-006      Title: Report – Electronic Reporting Committee**

**Recommended Solution:**

The Conference recommends that a more prominent link be provided on the CFP web site to the 2006-2008 Electronic Data Capture and Reporting Committee Survey.

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**LETTER** **CHARGES** **CFP WEB POSTING****Issue: 2010 II-007****Title: Re-create – Electronic Reporting Committee (title changed: Electronic Reporting)****Recommended Solution:**

The Conference recommends that the Conference Chair write a letter to the Food and Drug Administration (FDA) requesting that they develop a database management tool that will enable the analysis of future baseline survey data collected by regulatory agencies to assess and enhance the effectiveness of food safety programs and report back to the Conference for Food Protection.

 **LETTER** **CHARGES** **CFP WEB POSTING****Issue: 2010 II-009****Title: Allergen Management Course Addition to Appendix B-1, Standard 2****Recommended Solution:**

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

- that upon its completion the FDA Allergen Management Course be reviewed by the re-created CFP Food Allergen Committee.

***See final Issue Recommended Solution for full details to include in letter***

 **LETTER** **CHARGES** **CFP WEB POSTING****Issue: 2010 II-010****Title: Emergency Management Course Additions to Appendix B-1, Standard 2****Recommended Solution:**

The Conference recommends that a letter be sent to the FDA requesting that Appendix, B-1, Standard 2 - Trained Regulatory Staff, FDA Draft Voluntary National Retail Food Regulatory Program Standards (2009) be revised to:

***See final Issue Recommended Solution for full details to include in letter***

 **LETTER** **CHARGES** **CFP WEB POSTING****Issue: 2010 II-011****Title: Clarifying Language for Step 2, Standard 2 – Program Standards****Recommended Solution:**

The Conference recommends that a letter be sent to the FDA requesting that Standard 2 - Trained Regulatory Staff, *FDA Voluntary National Retail Food Regulatory Program Standards (2009)* be revised as follows:

***See final Issue Recommended Solution for full details to include in letter***

 **LETTER** **CHARGES** **CFP WEB POSTING****Issue: 2010 II-012****Title: Clarifying Definitions for Step 4, Standard 2 – Program Standards****Recommended Solution:**

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

- that the terms "Trainer" and "Training Standard" as defined in the FDA Voluntary National Retail Food Program Standards (2009) be revised to reflect the language below.
- that Step 4, Standard 2 be revised to include clarification regarding the "Training Standard" requirements as presented below.

***See final Issue Recommended Solution for full details to include in letter***



LETTER       CHARGES       CFP WEB POSTING

**Issue: 2010 II-013      Title: Re-create – CFSRP Work Group**

**Recommended Solution:**

The Conference recommends that a 2010-2012 Certification of Food Safety Regulation Professionals (CFSRP) Work Group be re-created to address the following charges:

1. Collaborate with the FDA Center for Food Safety and Applied Nutrition and the FDA Division of Human Resource Development to:
  - Review all initiatives: existing, new or under development; involving the training, evaluation and/or certification of Food Safety Inspection Officers. This collaborative working relationship will ensure the sharing of information so as not to create any unnecessary redundancies in the creation of work product or assignment of tasks/responsibilities.
  - Review and revise, as needed, Standard 2 classroom curriculum, time frame for completion of Steps 1 through 4 for new hires or staff newly assigned to the regulatory retail food protection program.
  - Determine if the CFP Field Training Manual and forms have completely addressed all recommendations received as part of the 2007 Assessment of Training Needs (ATN) pilot project.
2. Eliminate the potential redundancy of multiple verification tools (*FDA Retail Food Level I Performance Audit and FDA Procedures for Standardization and Certification of Retail Food Inspection / Training Officers*) utilized by FDA programs, work in collaboration with FDA's Center for Food Safety and Applied Nutrition, FDA's National Retail Food Team and the FDA's Division of Human Resource Development to:
  - Conduct a pilot project over the next year using the *FDA Retail Food Level I Performance Audit* with a limited and selected number of jurisdictions. The *FDA Performance Audit* will be piloted for use during the two joint inspections conducted as part of the quality assurance component of *Standard 4 - Uniform Inspection Program*. An outline of the pilot project objectives, protocol, and projected timeline is included as Attachment A with this Issue. The CFP CFSRP work group will submit a report to the 2012 Biennial Meeting that documents the result of the pilot project and any recommendations for the use of verification tools as part of the FDA Program Standards; and,
  - Conduct a joint assessment of *FDA Standardization Procedures* and *FDA Performance Audit* documents to determine if both verification tools are equally viable with distinct purposes and outcomes; and,
  - Explore the feasibility of merging these existing verification tool documents and provide a plan for consolidation of such; and,
  - Upon determination, assess the placement and administration of final verification tool(s) within the *FDA Program Standards* as appropriate, or separately as appropriate; and,
  - With input and guidance from the CFSRP Work Group, FDA will determine if modifications to their draft *FDA Performance Audit* and/or *Standardization* documents are needed. Any modifications that would include changes to the Program Standards will be submitted as Issues by the CFP CFSRP Work Group to the 2012 Biennial Meeting.
3. Collaborate with FDA, other federal agencies, professional and industry associations to research what criteria is currently being used to assess the education and training qualifications of independent third party auditors that have been contracted to conduct institutional foodservice, restaurant, and retail food compliance inspections in lieu of a State/local/tribal regulatory retail food program. The re-created Work Group is to provide a report to the 2012 Biennial Meeting that:
  - Assesses the number of jurisdictions and geographic areas where retail food compliance Inspections are conducted by independent third party auditors in lieu of a regulatory compliance program;
  - Delineates the reasons jurisdictions have moved to a third party auditor inspection compliance program;
  - Summarizes criteria used to select third party auditors for inspection compliance oversight responsibilities including, but not limited to, education and training qualifications;

- Assesses and determines appropriate training and standardization processes/protocols for third party auditors, and
  - Identifies any agencies/organizations/working groups currently addressing education and training standards for third party auditors conducting retail food compliance inspections.
- Based on the above research, the work group will provide a recommendation to the Conference as to what actions/initiatives, if any, need to be undertaken to provide a national structure for ensuring that third party auditors possess the necessary knowledge, skills, and abilities to conduct retail food program compliance inspections.
4. Evaluate and determine the best approaches to promoting awareness and implementation of the national training model contained in the CFP Field Training Manual and forms, Appendix B-2, Standard 2. The Work Group will:
    - Research the use of websites, list serves, newsletters, testimonials, presentations, and training workshops, etc.
    - Assess opportunities for enhancing the electronic versions of the CFP Field Training Manual and forms to minimize paperwork.
  5. Report back to the 2012 Biennial Meeting its findings regarding the above charges.

LETTER       CHARGES       CFP WEB POSTING       OTHER  
**Issue: 2010 II-015      Title: FPMTTC Committee – Amend Training Language in Standards**  
**Recommended Solution:**  
 The Conference recommends revising the *Standards for Accreditation of Food Protection Manager Certification Programs*, Annex B, Section B 3, as noted below to clarify information available regarding food safety content to assist training program developers and evaluators.  
*Note: new language below is in underline format; language to be deleted is in strike through*  
**See final Issue Recommended Solution for full details regarding edits**

LETTER       CHARGES       CFP WEB POSTING       OTHER  
**Issue: 2010 II-016      Title: FPMTTC Committee – Amend Section 5 of the Standards for Accreditation**  
**Recommended Solution:**  
 The Conference recommends revising the *Standards for Accreditation of Food Protection Manager Certification Programs*, Section 5 - *Food Safety Examination Administration* with substantial revisions as follows:  
**See final Issue Recommended Solution for full details regarding edits**

LETTER       CHARGES       CFP WEB POSTING       OTHER  
**Issue: 2010 II-017      Title: FPMTTC Committee – Remove "monitor" from Standards for Accreditation**  
**Recommended Solution:**  
 The Conference recommends removing the definition and use of the term "monitor" from the *Standards for Accreditation of Food Protection Manager Certification Programs* in the following sections:  
**See final Issue Recommended Solution for full details regarding edits**

LETTER       CHARGES       CFP WEB POSTING       OTHER  
**Issue: 2010 II-018      Title: FPMTTC Committee – Name Change**  
**Recommended Solution:**  
 The Conference recommends
 

- Changing the name of the CFP standing committee from "Managers Training, Testing and Certification Committee" (as listed in the *CFP Constitution and Bylaws*), and "Food

Protection Manager Training, Testing and Certification Committee" (as listed in the *FPMTTC Committee Bylaws*) to "Food Protection Manager Certification Committee" in all CFP documents, including the *CFP Constitution and Bylaws 2008* in Article XIV Committees, Section 2. Subsection 4: Food Protection Managers Training, Testing and Certification Committee.

- Adding a new article to the *FPMTTC Committee Bylaws* specifying the full name of the committee and re-numbering all subsequent sections: Article I. Name. The Name of the Committee is Food Protection Manager Certification Committee.

The Conference further recommends that all other references in the CFP Constitution and Bylaws, FPMTTC Committee Bylaws, and information on the CFP Website be updated to reflect the new full committee name or the acronym FPMCC.

Refer to the FPMTTC Committee Report Issue attachment *Food Protection Manager Training, Testing, and Certification Committee Bylaws* for complete proposed revision.

LETTER

CHARGES

CFP WEB POSTING

OTHER

Issue: 2010 II-019

Title: FPMTTC Committee – Revise Bylaws

**Recommended Solution:**

The Conference recommends adopting the Committee Bylaw revisions as proposed by the Food Protection Manager Training, Testing and Certification Committee.

***See final Issue Recommended Solution for full details regarding edits***

LETTER

CHARGES

CFP WEB POSTING

Issue: 2010 II-020

Title: New or Continuation Charges for the Renamed FPMTTC Committee

**Recommended Solution:**

The Conference recommends that the Food Protection Manager Certification Committee (FPMCC), a standing committee of the Conference 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 for Accreditation of Food Protection Manager Certification Programs* in an up-to-date format.
- request that ANSI and the Certification Providers will examine all options for resolving the exam security and independence issues as they pertain to trainers serving as test administrators and come to consensus with a suggested action plan as follows:
  - By April of 2011, a recommended solution to be reviewed by the ANSI / Certification providers workgroup
  - By June of 2011 the FPMCC, Certification Providers and ANSI have reached consensus on the recommended solutions
  - The draft recommendations will be submitted to the Executive Board for their review at the August 2011 Board meeting
  - Recommendations approved by the Executive Board will be submitted as an issue at the 2012 biennial meeting
- Pending Conference approval, the new requirements will be implemented no later than January of 2013. Investigate if the *Standards for Accreditation of Food Protection Manager Certification Programs* should create more alignment with ISO (International Standards Organization) 17024 and propose changes if needed.
- determine how Committee membership vacancies and change of membership representation are addressed in the Committee bylaws and propose changes if needed.
- report back to the Executive Board and the 2012 Biennial Meeting of the Conference for Food Protection.

**LETTER**       **CHARGES**       **CFP WEB POSTING**  
**Issue: 2010 II-022      Title: Report – Program Standards Committee**  
**Recommended Solution:**

The Conference recommends that a letter be sent to the FDA recommending that:

- the FDA continue to send the Retail Resource Disk to all enrolled jurisdictions and that a hard copy be provided to enrolled jurisdictions only if requested.
- the following documents be made available on the FDA web site:
  - summary of Program Standards changes from 2007 and 2009
  - the two most current versions of the Program Standards (currently, 2007 and 2009)
  - all Supplemental Tools and Materials
  - the FDA Data Collection Manual

**LETTER**       **CHARGES**       **CFP WEB POSTING**  
**Issue: 2010 II-023      Title: New Definition for Voluntary Retail Food Regulatory Program Standards**  
**Recommended Solution:**

The Conference recommends that the Conference Chair send a letter to the FDA Commissioner requesting:

- that the Definitions in the Program Standards be amended to include designation in numerical order, and
- that the following definition be added:  
 Self-Assessment Update - Comparison of one or more program elements against the Voluntary *National Retail Food Regulatory Program Standards* between the required 60-month, periodic Self-Assessments.

**LETTER**       **CHARGES**       **CFP WEB POSTING**  
**Issue: 2010 II-024      Title: Amendments to Program Standard No. 9 – Program Assessment**  
**Recommended Solution:**

The Conference recommends that the Conference Chair send a letter to the FDA Commissioner requesting that Program Standard No. 9 be amended to read as specified in the attached document titled: *Proposed Amendments to Standard No. 9 - Program Assessment*.

***See final Issue Recommended Solution for full details to include in letter***

**LETTER**       **CHARGES**       **CFP WEB POSTING**  
**Issue: 2010 II-025      Title: Financial Support for Voluntary Retail Food Regulatory Program Standards**  
**Recommended Solution:**

The Conference recommends that the Conference Chair send a letter to the FDA Commissioner recommending that FDA enhance national food safety by providing multi-year funding through appropriate mechanisms to state, territorial, tribal, and local food safety agencies enrolled in the Voluntary National Retail Food Regulatory Program Standards to build the necessary infrastructure to assess, implement and audit program efforts to attain standards.

LETTER       CHARGES       CFP WEB POSTING

**Issue: 2010 II-026      Title: Re-create – Program Standards Committee**

**Recommended Solution:**

The Conference recommends re-creating the Program Standards Committee to work on the following charges:

1. Serve as a stakeholder group to provide input to an FDA internal working group which will be considering administrative functions such as:
  - Criteria for verification auditors
  - Recommending additional changes or improvements to the Program Standards
2. Formulate resolutions to issues brought before the committee.
3. Report back to Conference at the 2012 CFP Biennial Meeting.

LETTER       CHARGES       CFP WEB POSTING

**Issue: 2010 II-027      Title: Change in Program Standard No. 6 and Appendix F, Compliance and Enforcement**

**Recommended Solution:**

The Conference recommends that a letter be sent to the FDA requesting that the modified language proposed be incorporated into Standard 6 and Appendix F, Supplement to Standard 6 - Compliance and Enforcement of the Voluntary National Retail Food Regulatory Program Standards.

***See final Issue Recommended Solution for full details to include in letter***

LETTER       CHARGES       CFP WEB POSTING

**Issue: 2010 II-028      Title: Report – Constitution and Bylaws Committee**

**Recommended Solution:**

The Conference further recommends that the Constitution and Bylaws/Procedures Committee continue their review of the provisions concerning definitions of membership categories, report back to the Executive Board, and submit, if deemed necessary, recommended changes as an issue at the 2012 Biennial Meeting.

LETTER       CHARGES       CFP WEB POSTING       OTHER

**Issue: 2010 II-029      Title: Constitution – New Article Titled "Parliamentary Authority"**

**Recommended Solution:**

The Conference recommends that a new Article, entitled Parliamentary Authority, be added to the Constitution and Bylaws and placed before the current Article XIX of the Constitution. The new Article would become Article XIX, the current Article XIX would become Article XX, and the current Article XX would become Article XXI.

Article XIX Parliamentary Authority

The rules of parliamentary procedure comprised in the current edition of Roberts Rules of Order, Newly Revised, shall govern all proceedings of the Conference and the Executive Board, subject to such special rules as have been or may be adopted.

LETTER CHARGES CFP WEB POSTING**Issue: 2010 II-030****Title: Expand Archive and Posting Capabilities of CFP Approved Documents****Recommended Solution:**

The Conference recommends expanding capabilities for archiving and posting documents on the Conference web site, and charging the Issue Committee with the development of a process and procedure to ensure posting of all:

- a) documents and attachments modified or edited after the Issue packets are made available with reference to the original Issue number and attachment titles;
- b) documents and attachments modified during and after Council deliberations at the Biennial Meetings; and
- c) final version of conference approved guides, documents and presentations in both PDF and the original editable format.

 LETTER CHARGES CFP WEB POSTING**Issue: 2010 II-031****Title: Coordination of the Two Current FDA Food Program Standards****Recommended Solution:**

The Conference recommends that a letter be sent to FDA asking them to work with appropriate interested parties to study the differences and similarities of both the Voluntary National Retail Food Regulatory Program Standards and the Manufactured Food Regulatory Program Standards and identify areas where harmonization can be achieved, and report back to the Conference.

 LETTER CHARGES CFP WEB POSTING**Issue: 2010 II-033****Title: Barriers to Bare Hand Contact Training Materials****Recommended Solution:**

The Conference recommends approval of the following guidance documents (submitted as attachments to the Issue titled: *Report - Food Contact and Utensil Barrier Usage Committee*):

1. Barrier to Bare Hand Contact Reference Document - English and Spanish
2. Barrier to Bare Hand Contact PowerPoint Presentation - English and Spanish

The Conference further recommends that these documents be posted to the CFP web site.

 LETTER CHARGES CFP WEB POSTING**Issue: 2010 II-035****Title: Limiting Committee Member Numbers (title changed: Committee Participation)****Recommended Solution:**

The Conference recommends the Constitution and Bylaws Committee develop guidelines regarding committee structure, participant responsibilities, membership size, and constituency representation and report back to the Executive Board no later than the August 2011 Executive Board Meeting with recommendations regarding proposed changes to policies and/or governing documents.

LETTER       CHARGES       CFP WEB POSTING

**Issue: 2010 III-001    Title: Report and Re-creation – Food Allergen Committee**

**Recommended Solution:**

The Conference recommends re-creation of the Food Allergen Committee to extend the reach of food allergy education, training and awareness as follows:

- Identify appropriate strategies to develop an FDA "endorsed" Allergen Management Course, including the review of course curriculum.
  - Review the pending publication of FDA materials and guidance document(s) related to allergen management.
  - Utilize the strengths of groups like FAAN and IFIC Foundation (in cooperation with the CFP Food Allergen Committee) to define and lead a health professional outreach activity such as a "food allergy resource page" of educational materials suitable for state/local regulatory officials, food managers, and food employees.
  - Add a CDC representative to serve on the CFP Food Allergen Committee to help enhance our current public health perspectives and assist in the development and dissemination of a health professional outreach activity.
  - Report back to the 2012 Biennial Meeting with the outcome of these charges.
- 

LETTER       CHARGES       CFP WEB POSTING

**Issue: 2010 III-005    Title: On-Site Generation of Antimicrobial Pesticides**

**Recommended Solution:**

The Conference recommends that a letter be sent to the FDA recommending changes to the Food Code as detailed in the attached "Food\_Code\_Recommendations\_for\_On-site\_Generation\_of\_Antimicrobials" (extracted from Table 1 of the CFP 2008-10 Sanitizer Committee Final Report). Detailed rationales for the recommended changes are included in the table.

***See final Issue Recommended Solution for full details to include in letter***

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LETTER       CHARGES       CFP WEB POSTING

**Issue: 2010 III-006    Title: 4-501.19 Manual and Mechanical Warewashing Equipment, Wash Solution Temperature**

**Recommended Solution:**

The Conference recommends that a letter be sent to FDA requesting that section 4-501.19 be revised to remove the minimum wash solution temperature and be classified as a Core C item by removing the "Pf" and substituting "C" at the end of the section as indicated below AND requests that the Annex 3 entry for this section be amended as stated below.

***See final Issue Recommended Solution for full details to include in letter***

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LETTER       CHARGES       CFP WEB POSTING

**Issue: 2010 III-007    Title: Reduced Minimum Temperatures for Mechanical Warewashing Equipment**

**Recommended Solution:**

The Conference recommends that a letter be sent to FDA requesting the FDA Food Code be revised as follows:

4-501.110 Mechanical Warewashing Equipment, Wash Solution Temperature.

***See final Issue Recommended Solution for full details to include in letter***

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LETTER       CHARGES       CFP WEB POSTING

**Issue: 2010 III-010      Title: Guidelines for Producing or Cooking Mechanically Tenderized Beef for Retail**

**Recommended Solution:**

The Conference recommends approval of the new revised guidance document titled "Guidelines for Producing or Cooking Mechanically Tenderized Beef for Retail and Food Service Establishments" and that it be made available to interested stakeholders on CFP's web site.

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LETTER       CHARGES       CFP WEB POSTING

**Issue: 2010 III-012      Title: Re-create – Hot Holding Committee**

**Recommended Solution:**

The conference recommends that the Conference send a letter to FDA recommending that the issue of evaporative cooling and its relationship to pathogen growth during hot holding be investigated as a research priority.

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LETTER       CHARGES       CFP WEB POSTING

**Issue: 2010 III-013      Title: Bare Hand Contact for RTE Ingredients that are Fully Cooked After Handling**

**Recommended Solution:**

The Conference recommends that the Conference send a letter to FDA requesting that provisions to allow for use of Ready-to-Eat FOOD ingredients from containers that are used exclusively in food products which are subsequently fully cooked or reheated should be added to the Food Code.

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LETTER       CHARGES       CFP WEB POSTING

**Issue: 2010 III-015      Title: Temperature of Water for Handwashing Sinks**

**Recommended Solution:**

The Conference recommends that a letter be sent to the FDA recommending changes to the Food Code section 5-202.12 Handwashing Sink, Installation to read as follows:  
5-202.12 Handwashing Sink, Installation.

(A) A handwashing sink shall be equipped to provide warm water at a temperature of 85oF (29.5oC) or above through a mixing valve or combination faucet.

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LETTER       CHARGES       CFP WEB POSTING

**Issue: 2010 III-016      Title: Sequential Application of Hand Antiseptic for Use in No-Water Situations**

**Recommended Solution:**

The Conference recommends that a committee be formed to include appropriate stakeholders including Center for Food Safety and Applied Nutrition (CFSAN), CDC and Center for Drug Evaluation and Research (CDER) to address:

- the efficacy/risk reduction strategies of alternative hand hygiene regimes compared to handwashing with respect to foodborne pathogens including viruses
  - identify settings where alternatives to handwashing are appropriate. and
  - report back to the 2012 Conference.
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LETTER       CHARGES       CFP WEB POSTING

**Issue: 2010 III-018    Title: Updating ROP Criteria with regard to Cook Chill and Sous Vide**  
**Recommended Solution:**

The Conference recommends the formation of a new committee charged with the following:

- create a guidance document detailing the scientific evidence of ROP HACCP controls and preventive measures and provide implementation suggestions.
- recommend clarifications to the Food Code based on charge one.
- report back to the Conference in 2012.

LETTER       CHARGES       CFP WEB POSTING

**Issue: 2010 III-020    Title: 3-302.11 Packaged and Unpackaged Food – Separation**  
**Recommended Solution:**

The Conference recommends that a letter be sent to FDA requesting that Section 3-302.11 have (A)(1)(d) added as follows:

3-302.11 Packaged and Unpackaged Food - Separation, Packaging, and Segregation.  
 (d) *Packaged raw Ground beef may be stored or displayed with or above other cuts of packaged raw beef*

and Annex 3 (Public Health Reasons/Administrative Guidelines) be amended.

LETTER       CHARGES       CFP WEB POSTING

**Issue: 2010 III-022    Title: Antimicrobial Treatments for Washing Fruits and Vegetables**  
**Recommended Solution:**

The Conference recommends that a letter be sent to the FDA recommending the following changes to the Food Code: Annex 3 §3-302.15 Washing Fruits and Vegetables.

***See final Issue Recommended Solution for full details to include in letter***

LETTER       CHARGES       CFP WEB POSTING

**Issue: 2010 III-023    Title: Food Establishment Response Procedure to Vomiting and Diarrheal Contamination**  
**Recommended Solution:**

The Conference recommends that a letter be sent to FDA requesting modification of the 2009 Food Code to require that food establishments have access to a plan for responding to unexpected events that result in the discharge of vomitus or feces in any area other than a toilet.

LETTER       CHARGES       CFP WEB POSTING

**Issue: 2010 III-024    Title: Drying Agents**  
**Recommended Solution:**

The Conference recommends that a letter be sent to the FDA recommending the following changes to the Food Code,

7-204.14 Drying Agents, Criteria

***See final Issue Recommended Solution for full details to include in letter***

LETTER       CHARGES       CFP WEB POSTING       OTHER

**DELEGATE ACTION: rejected**

**Issue: 2010 I-005      Title: Consumer Advisory for pinned/injected/tenderized meats:  
Food Code 3-603.11**

**Recommended Solution:**

The Conference recommends no action.

**Reason:**

Food establishment operators may not be aware of what products have been tenderized because there is no requirement for labeling.