

## Conference for Food Protection – Committee Periodic Report

Template approved: 04/20/2016

### Committee Reports are considered DRAFT until accepted by the Executive Board

The Conference Chair, Executive Director, Council Chair, or Issue Chair may return committee reports, Issues, or attached documents requesting edits to improve clarity or understanding, or to include missing information.

Committee-submitted documents may impact the image, credibility and integrity of the Conference as an organization. With the exception of material that is copyrighted and/or has registration marks, committee generated documents submitted to the Executive Board and via the Issue process (including Issues, reports, and content documents) become the property of the Conference.

COMMITTEE NAME: Allergen

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

Date submitted: 7/23/2018

Date amended (if applicable): [Click here to enter a date.](#)

Date accepted by Executive Board: [Click here to enter a date.](#)

COMMITTEE ASSIGNMENT:  Council I  Council II  Council III  Executive Board

REPORT SUBMITTED BY: Jeff Hawley-Chair

COMMITTEE CHARGE(S):

Formation of an allergen committee charged to:

- Review Issues 2018-I-015, 2018-II-007, 2018-II-008 and their original submitted Recommended Solution, including but not limited to:
  - Evaluation of major food allergen disclaimers in retail food establishments.
  - Development of methodology for retail food establishments to notify consumers when menu items contain major food allergens.
  - Determining if any additional staff training for food allergen awareness is needed
  - Identifying any supporting research or evidence that supports recommendations.
- Recommend changes to the Food Code that support retail food establishments in their efforts to protect consumers with major food allergens.
- Report back findings and recommendations to the 2020 Biennial Meeting of the Conference for Food Protection.

COMMITTEE WORK PLAN AND TIMELINE:

It is anticipated that this Committee will meet regularly via conference call. Our initial call, following Executive Board approval, will be to review Issues 2018-I-015, 2018-II-007, 2018-II-008 and their original submitted Recommended Solution. Subsequent calls will be held to identify gaps in allergen awareness requirements, and possible solutions.

COMMITTEE ACTIVITIES: Dates of committee meetings or conference calls:

1. **Overview of committee activities:**

Committee chair had an initial call with Council II chair and vice-chair to select Committee vice-chair and individuals for voting members of the committee. Chair and vice-chair had a follow-up call to finalize roster. Chair emailed all voting members that were selected and asked for email confirmation that they are still interested in serving on the Committee. Roster of voting members, at-large members and consultants was submitted for Executive Board approval.

2. **Charges COMPLETED and the rationale for each specific recommendation:** Not applicable for this report.

- a.
- b.

3. **Status of charges still PENDING and activities yet to be completed:** Not applicable for this report.

- a.

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

- 1. Approval of proposed committee roster;
- 2. Acknowledgement of the committee's periodic report; and
- 3. Review and approval of proposed work plan.

ATTACHMENTS:

1. **Content Documents:**

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

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*“Committee Members Template” (Excel) available at: [www.foodprotect.org/work/](http://www.foodprotect.org/work/)*

*Committee roster to be submitted as a PDF attachment to this report.*

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

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

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