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**COMMITTEE NAME:**

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

**Date submitted:** [Click here to enter a date.](#) **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:** Barry Parsons and Joe Graham

**COMMITTEE CHARGE(S):**

**Issue # 2020-1-004**

1. Continue work to develop guidance documents for foodborne illness outbreak investigation for State and Local retail food inspectors and documents for best practices related to compliance for traceability for retail food establishments.
2. Report the committee's finding and recommendations at the next CFP Biennial Meeting

**COMMITTEE WORK PLAN AND TIMELINE:**

1. Committee divided into two groups: Regulator and Industry however has an inclusive constituency.
2. The full committee meets the first Wednesday monthly while the Regulator and Industry groups meet separately on the third Thursday of each month. Both the Regulator and Industry groups have subdivided various tasks amongst smaller teams to approach various task simultaneously.

**COMMITTEE ACTIVITIES:**

**1. Dates of committee meetings or conference calls:**

Full Committee: 1/5/2022, 2/2/2022, 3/2/2022

Regulatory and Industry Subcommittee: 1/20/2022, 2/17/2022, 3/17/2022

**2. Overview of committee activities:**

- a. The Industry committee first met on January 20, 2022. They laid the foundation for document development. The initial concept was the development of a one-page word document that is written to simplify the tasks that are required to be performed by retailers to assist regulators in the traceability of shellstock if a foodborne illness would occur. The committee intends to possibly develop an infographic for the retail staff that compliments the one-page written document. The committee to date had an outline and progressed to a draft of a one-page document. Upon further discussion, it was decided to develop a one-page staff level document that is ready to be posted for use and develop a supervisor document with more details and a QR code for ease of access to the Shipper list. An infographic may still be developed and is to be determined.
- b. The Regulator committee also met for the first time on January 20, 2022. They feel materials created should be text-light and graphics heavy. To achieve this, they plan to create a toolkit of several documents. These include a document clarifying what molluscan shellfish are and what they are not, a summary of code requirements, how to prepare for an investigation related to illnesses from shellstock, how to conduct traceback, background on pathogens associated with shellstock, and a document showing the parts of a shellstock tag. Each document has a couple committee members working on it. One active discussion surround whether documents should refer to the current FDA Food Code or use language accepted by CFP and FDA during the last biennial meeting. The chairs have discussed this and will be steering them to use current language as we can't predict how the FDA will incorporate the proposed language into the next Food Code. We should be able to easily update these documents after FDA releases the next Food Code.

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

- a. All charges are still pending, as described in the overview above.

**COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD:**

- Board Action is NOT required and therefore the report can be placed on the consent calendar for Board review and acceptance.**  
 **Board Action is required for some provision(s) of this report and therefore a verbal report needs to be presented at the Board Meeting.**

**ATTACHMENTS:**

1. **Content Documents:**

- a. **Committee Member Roster:**  See changes noted above under "requested action"  No changes to previously approved roster  
"Committee Members Template" (Excel) available at: [www.foodprotect.org/work/](http://www.foodprotect.org/work/) Committee roster to be submitted as a PDF attachment to this report.
- b. **Committee Generated Content Documents (OPTIONAL):**  No draft content documents submitted at this time

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