

Conference for Food Protection – Committee Periodic Report

Template approved: 04/20/2016

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COMMITTEE NAME: Employee Food Safety Training (EFST)

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

Date submitted: 7/15/2016

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: Ben Chapman and Susan Quam, Co-Chairs

COMMITTEE CHARGE(S):

Issue # 2016 II-001

The Employee Food Safety Training Committee was re-created in Issue 2016 II-001 to continue work initiated during the 2014 – 2016 biennium from Issue 2014-II-011. Specific charges for the 2016 – 2018 biennium are to:

1. Identify what a food employee should know about food safety, prioritized by risk.
2. Develop a guidance document to include recommendations for appropriate operator, regulator, and/or third-party food safety training program(s); including the criteria for the program and learning objectives.
3. Report Committee findings and recommendations to the 2018 Conference for Food Protection Biennial Meeting.

COMMITTEE WORK PLAN AND TIMELINE:

It is anticipated that this committee will begin to address the charges in September 2016 and will meet monthly via conference call. Our initial call, in September, will be to review the 2014-2016 committee activities and outputs (essentially fulfilling Charge 1 and create a schedule to outline, develop and review sections of the guidance document). Subsequent calls, beginning in October 2016 will be held to discuss sections of the document, writing responsibilities, review structure and consensus building. We will hold 14 calls between September 2016 and October 2017 and it is anticipated a draft guidance document will be completed in that time. A final call in November 2017 will be held to finalize the document and issue submission for CFP 2018.

COMMITTEE ACTIVITIES: Dates of committee meetings or conference calls:

1. **Overview of committee activities:**

The co-chairs met and selected individuals for voting members of the committee. The co-chairs worked to develop a roster with both returning and new members, along with balancing constituencies. Due to the nature of this committee, there were quite a few qualified industry representatives interested in serving. However there were not as many regulators who marked this committee as a first choice. To meet the required number of regulators, the co-chairs needed to select quite a few people who had this committee as a second choice. Much effort was made to create balance of industry members as well. The co-chairs specifically looked for members who represented both table service and quick service restaurants along with retail stores. A mix of associations and industry training consultants make up the food industry support constituency.

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 and timeline.

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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/ 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*