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COMMITTEE NAME: Food Safety Management Systems (FSMS) Committee

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

Date submitted: 3/23/2022

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: Jo DeFrancesco, Council II Chair
Mandy Sedlak, Committee Co-Chair Industry
Christine Sylvis, Committee Co-Chair Regulatory

COMMITTEE CHARGE(S):

Issue: 2020 II-030

1. Identifying barriers to the universal *voluntary* development and implementation of documented FSMSs consistent with Annex 4 of the Food Code.
2. Identifying solutions for overcoming the identified barriers in #1 and provide recommendations for how to promote the solutions.
3. Conducting a pros/cons assessment of including a requirement for the development and implementation of documented FSMSs, consistent with Annex 4, in a future edition of the Food Code. In the assessment, the committee should consider providing feedback on: a) the hurdles/challenges involved in such a requirement; and b) recommendations on how a requirement might best be incorporated to proactively control foodborne illness risk factor occurrence while recognizing the diversity within the retail and food service industries. The committee should also consider a gap analysis of § 2-103.11 as a starting point.
4. Developing recommendations on next steps to promote universal development and implementation of documented FSMSs consistent with Annex 4.
5. The committee should report its findings and recommendations at the next Biennial Meeting of the Conference for Food Protection. While FDA's efforts will be ongoing during this time, the findings and recommendations will continue to be useful to the agency as it continues to implement its blueprint on retail modernization.

COMMITTEE WORK PLAN AND TIMELINE: The committee will meet monthly from November 2021 through Workgroup documents will be shared via FoodSHIELD and attached to calendar invitations. Microsoft Teams will be used for monthly meetings and for the working document. The following milestones have been established: identifying barriers to the universal *voluntary* development and implementation of documented FSMSs consistent with Annex 4 of the Food Code by January 2022; identifying solutions for overcoming the identified barriers and provide recommendations for how to promote the solutions by May 2022; conducting a pros/cons assessment of including a requirement for the development and implementation of documented FSMSs in a future edition of the Food Code by July 2022; and developing recommendations on next steps to promote universal development and implementation of documented FSMSs by October 2022. Periodic reports will be prepared and submitted in October 2021, March 2022, July 2022, and November 2022, in accordance with the CFP master calendar.

COMMITTEE ACTIVITIES:

1. **Overview of committee activities**
 - a. **Dates of committee meetings or conference calls:** The committee has met on November 16, 2021, December 14, 2021, January 18, 2022, February 14, 2022. A subcommittee was created to organize identified barriers into subcategories and consolidate and edit the barriers. The subcommittee met on February 2, 2022, February 8, 2022 and February 12, 2022 for 3 hour sessions each.
 - b. **Overview of activities completed:** Council II Vice Chair Drafted initial proposed membership roster which was approved by the Board. The initial meeting November 16, 2021, included committee member introductions, a

review the committee charges, a timeline for addressing the charges was agreed upon, and it was decided that FoodSHIELD will be used for document sharing, During the meeting December 14, 2022, work being conducted on FSMs by other groups such as the food safety management survey Association of Food and Drug Officials (AFDO) is currently conducting in conjunction with the FDA Retail Food Safety Regulatory Collaborative was discussed, an overview of FoodSHIELD and the working document was provided, and committee members were encouraged to submit barriers and review those submitted. During the meeting January 18, 2022, the categories to organize barriers (economics, training, processes, accountability, people) was discussed and an overview of the AFDO food safety management industry survey was provided. During the meeting February 14, 2022 the barriers as organized by the subcommittee was reviewed and the committee determined terms in Annex 4 of the Food Code (Food Safety Culture, Food Safety Management Systems and Active Managerial Control) need to be clarified and defined prior to moving forward with solutions.

2. **Charges COMPLETED and the rationale for each specific recommendation:**

a. N/A

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

a. The first draft of barriers to the universal *voluntary* development and implementation of documented FSMs (charge 1) has been created. Solutions to the barriers from the committee have been collected (charge 2). The remaining charges will be addressed during scheduled future meetings according to the timeline with outcomes detailed in future reports.

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.

1.

ATTACHMENTS:

1. **Content Documents:**

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

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

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

Meeting minutes for meetings 1-4

Attendance