

## Conference for Food Protection – Committee Periodic Report

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**Approved 4/2/2019**

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**COMMITTEE NAME:** **Direct to Consumer Delivery Committee**

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

Date submitted: 1/19/2019

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:** Donald W Schaffner (chair). Albert Espinoza (vice chair)

**COMMITTEE CHARGE(S):**

*Issue #* 2018-III-006

1. Identify current recommended practices and existing guidance documents that relate to shipment directly to a consumer of perishable food items and for the safe delivery of food by Third Party Delivery Services (TPDS) entities.
2. Revise the Guidance Document for Mail Order Food Companies that includes recommended practices for transportation directly to a consumer of perishable products, to include proper packaging; temperature control during shipping, receiving, and storage; return of compromised and abused products; and other food safety related topics. Current guidance document to be revised to include food safety training for the TPDS entities, and information on all food delivery practices from food production, distribution, or retail food service facilities.
3. Determine appropriate methods of sharing the committee's work, including but not limited to a recommendation that a letter be sent to FDA requesting that the Food Code, Annex 2 (References, Part 3-Supporting Documents) be amended by adding references to the new guidance document as well as any existing guidance documents that the committee recommends, and the posting of information on the CFP website.
4. Report the committee's findings and recommendations to the 2020 Biennial Meeting of the Conference for Food Protection.

**COMMITTEE WORK PLAN AND TIMELINE:**

*The Committee held its first call on Tuesday, Sep 18th, 2018 at 3 PM Eastern, and it's second call October 2, 2018 at the same time. The committee has been meeting every two weeks on Tuesdays at 3 PM Eastern.*

*The committee is using the CFP supplied Pragmatic conference call service and screen sharing via gotomeeting.com. All calls have been recorded and available for listening afterward for those who could not attend, or for those that need a refresher.*

*Attendance is monitored after the end of the call using a Google survey. Vice-chair Albert Espinoza is monitoring responses and will be contacting non-participants.*

*The committee is working by reaching consensus. No votes have been required.*

*Documents are shared using Dropbox. Those that cannot use Dropbox are sent files via email.*

*The committee is addressing Points 1 and 2 of charge first.*

*Various subcommittees have been formed and dissolved as needed. They continue to be formed to address specific areas that need more rapid progress than biweekly conference calls would allow. We have formed a new subcommittee to review the current document outline and identify areas of the document that need wholesale revision or creation.*

Task	Oct – Dec 2018	Jan – Mar 2019	Apr – Jun 2019	Jul- Sep 2019	Oct -Dec 2019
<i>Collect information, draft new text (Charge 1)</i>	x	x			
<i>Integrate new information into existing document (Charge 2)</i>		x	x	x	
<i>Final edits of the document (Charge 2)</i>				x	x

**COMMITTEE ACTIVITIES: Dates of committee meetings or conference calls:**

1. **Overview of committee activities:** *The committee has met every two weeks starting from Tuesday, Sep 18th, 2018, through the date of this report, with the exception of Tuesday, Dec 25th, 2018.*

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

- a. *None*

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

- a. *Identify current recommended practices and existing guidance documents – Ongoing*  
b. *Revise the Guidance Document for Mail Order Food Companies – Ongoing*  
c. *Determine appropriate methods of sharing the committee's work – Not yet started*  
d. *Report the committee's findings and recommendations – Will not happen until 2020 CFP meeting*

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

1. **Approve modified committee roster. There are changes to voting members or their constituencies.**  
2. **Acknowledge the committee report**

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*

*A copy of the track changes version of the document.*