

Conference for Food Protection – Committee Periodic Report

Template approved: 04/20/2016

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COMMITTEE NAME: **MAIL ORDER**

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

Date submitted: 7/24/2016

Date amended (if applicable): 34T

Date accepted by Executive Board: 34T

COMMITTEE ASSIGNMENT: *Council I* *Council II* *Council III* *Executive Board*

REPORT SUBMITTED BY: *Davene Sarrocco-Smith, Council Chair & Dr. J. Keith Jackson, Council Vice Chair*

COMMITTEE CHARGE(S):

Issue # 2016 III-037

1. Identifying best practices and existing guidance documents that relate to shipment directly to a consumer of perishable food items.
2. Developing a guidance document for food establishments that includes best 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.
3. Determining 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. Reporting the committee's findings and recommendations to the 2018 Biennial Meeting of the Conference for Food Protection.

COMMITTEE WORK PLAN AND TIMELINE:

1. Initial conference call to take place by September 5 and work plan for completion of charges to be developed.

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

1. *Approval of the committee membership roster*

ATTACHMENTS:

1. *Content Documents:*

a. *Committee Member Roster: X* *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*