

Conference for Food Protection – Committee Periodic Report

Template approved: 04/20/2016

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COMMITTEE NAME: **Mail Order Food Safety Committee**

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

Date submitted: 7/10/2017 **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: **Christine Applewhite & Christina Bongo-Box**

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. On September 1, 2016, the Committee decided to tackle the charges of the Committee by the following:*
- 2. Committee Chair will create a workgroup on the FoodSHIELD.org website to post all research documents currently circulating, as long as industry members can gain access to the site. Regulatory, as well as academia folks are already afforded access to this site.*
- 3. The Committee will tackle Charge #1, Identify best practices and existing guidance documents related to shipment of perishable food items directly to a consumer, first by researching what documents, guidelines, best practices, etc. are currently available for a period of 30 days. This research and document collection will be conducted by a sub-group of the committee, consisting of four members: Reyes, Zimmermann, Thomas, and Auffray, with assistance from Chair Applewhite. Documents will be reviewed by the Committee members once compiled and pertinent information will be extracted from existing guidance.*
- 4. Committee will then move to Charge #2, Develop a guidance document for food establishments that includes best practices for transportation of perishable food items directly to a consumer to include proper packaging; temperature control during shipping, receiving, and storage; return of compromised and abused products; and other food safety related topics.*
- 5. Committee will be responsible for determining the intent of certain language included in the charges such as "perishable", "transportation", "packaging", etc. and will address such situations as they are presented during items #3 and #4 above.*
- 6. Activities related to Charges #1 and #2 will be conducted by voting members of the Committee. Ground-rules*

established by the Committee based on a quorum vote reflect the following:

7. If a voting member misses 3 consecutive conference calls the Chair and/or Vice Chair will contact the member about their intentions regarding participation on the committee and they are to respond back within 48 hours.
8. If a voting member has not been active in Committee activities for more than a 3-month period, then Committee voting members will vote on whether to keep or dismiss the individual from the committee, after initially contacting the member to discuss their interest in continued participation.
9. Periodic reports were submitted by March 1, 2017 and July 10, 2017 to the Council Chair
10. Final committee report and guidance document to be submitted to Council Chairs by November 1, 2017.

COMMITTEE ACTIVITIES:

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

- a. 9/1/16, 9/13/16, 9/27/16, 10/11/16, 10/25/16, 11/8/16, 12/8/16, 1/3/17, 1/17/17, 2/14/17, 2/28/17, 3/14/17, 3/28/17, 4/11/17, 4/25/17, 5/9/17, 6/6/17, 6/20/17.

2. **Overview of committee activities:**

- a. The Committee has completed bi-weekly conference calls since September 2016 to accomplish the charges. The calls are every-other Tuesday at 12:00pm EST. The Committee has been hosting web-ex meetings to accomplish Charge #2 so all members can view and edit the document in real-time during the calls. As of June 20, 2017, a draft of the guidance document has been completed and the Committee is in the process of conducting final edits.
- b. Work Plan has been followed to date.

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

- a. *Charge #1 has been completed. While multiple existing guidance documents were found by various Committee members, there was one document that stood out from all the others and was decided by the Committee members to be used as the foundation for the draft document developed by the Committee. This document had originated from the UK and was compiled to address mail-order of foods within the UK.*

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

- a. *Charge #2 is currently in progress and is scheduled to be completed on-time for submission to Council Chairs for inclusion at the 2018 CFP Conference. Final edits are in progress and continue on a bi-weekly basis. Future conference calls are scheduled for the following dates: 7/18/17, 8/1/17, 8/15/17, 8/29/17, 9/12/17, 9/26/17, 10/10/17, 10/24/17.*
- b. *Charge #3 will be discussed by the Committee after Charge #2 has been completed.*

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

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):**

2. **Supporting Attachments (OPTIONAL):** Conference call minutes from 9/1/16-6/20/17- see attachment.