

Conference for Food Protection – Committee FINAL Report

Template approved: 04/20/2016

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COMMITTEE NAME: Unattended Food Establishment (UFE) Committee

DATE OF FINAL REPORT: 10.30.2017

COMMITTEE ASSIGNMENT: Council I Council II Council III Executive

Board REPORT SUBMITTED BY: Jean Edsall and Jamie Higley

COMMITTEE CHARGE(S):

2016 Issue # I-015

1. Develop recommendations on how the FDA Food Code addresses Unattended Food Establishments;
2. Continue to review the "Guidance Document for Unattended Food Establishments" and any existing guidance from FDA and others to update the CFP guidance document that could assist states when addressing the need to have alternative protective provisions in place when approving variances for entities that do not meet section 2-101.11 and 2-103.11 of the 2013 Food Code; and
3. Present their findings at the 2018 CFP Biennial Meeting.

COMMITTEE WORK PLAN AND TIMELINE:

1. The Food Code does not define unattended food establishments. Currently to comply, operators must apply for a variance from having a person in charge present at all times for each location and regulatory agencies must review and approve each variance request. The committee continued to build on work from a previous biennium committee.
2. The committee met via conference call approximately every 4-6 weeks during the months when committee work was completed.
3. The committee consulted with a food defense expert as well as the FDA assigned consultants.
4. The committee finished its charges and is submitting its drafted Issues to the Conference for Food Protection.

COMMITTEE ACTIVITIES:

1. Dates of committee meetings or conference calls: July 13, 2016, September 20, 2016, October, 2016, December 15, 2016, January 26, 2017, March 14, 2017, May 10, 2017, June 12, 2017, August 18, 2017
2. Overview of committee activities: The committee reviewed and amended the "Guidance Document for Unattended Food Establishments" <http://www.foodprotect.org/guides-documents/> and drafted a proposed definition of an unattended food establishment and language to add to the Food Code to address minimum requirements for an exemption from having a person in charge present at all times.
3. Charges COMPLETED and the rationale for each specific recommendation:
 - a. Revised the Guidance Document to assist regulatory authorities and the food service industry in the review, approval and operation of UFEs
 - i. Updated the Preface to reflect the current committee's charge(s)
 - ii. Provided more information to describe "bulk food" vs. packaged food
 - iii. Added new section describing acceptable types of beverage dispensing equipment
 - iv. Corrected Food Code section reference regarding cleaning of multi-use food contact surfaces
 - v. Combined previous sections (G) Security and (H) Routine Maintenance in the original document into a new section (G) renamed "Food Protection"
 - vi. Added additional information on posting information on the presence of video surveillance to address food protection
 - vii. Renamed "Routine Maintenance" to "Routine Service" to better describe the activities that are related to food protection
 - viii. Removed references to product rotation and removal of recalled foods as these are not currently required by the Food Code
 - ix. Renumbered remaining sections of the document
 - b. Developed proposed definition of an unattended food establishment to add to Food Code section 1-201.10(B)
 - c. Developed proposed additions to the Food Code section 2-101.11 to exempt unattended food establishments from being required to provide a person-in-charge at all times.
4. Charges INCOMPLETE and to be continued to next biennium:
 - a. None

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD:

- No requested Executive Board action at this time; all committee requests and recommendations are included as an Issue submittal.

LISTING OF CFP ISSUES TO BE SUBMITTED BY COMMITTEE:

1. Issue #1: Report – Unattended Food Establishment Committee (UFE)

a. List of content documents submitted with this Issue:

- (1) Committee Member Roster: See attached PDF 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.

- (2) Other content documents: *Guidance Document for Unattended Food Establishments*

b. List of supporting attachments: Not applicable

2. Committee Issue #2: UFE 2 - Guidance Document for Unattended Food Establishments

1. Approval of the Unattended Food Establishment Committee Document titled *Guidance Document for Unattended Food Establishments* (attached to the Issue titled: *Report - Unattended Food Establishment (UFE) Committee*); and
2. Post the approved document in PDF format on the Conference for Food Protection website.

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3. **Committee Issue #3: UFE 3 - Amend Food Code Food Establishment definition and exemption for PIC**

Recommendations to amend the Food Code to add unattended food establishments to the definition of a food establishment and to add an additional exemption to the assignment of a person in charge in §2-101.11.