

Council Committees

- **Allergen Committee** (reports to Council II; Issue 2020-II-011)
- **CFP-ISSC Joint Shellfish Committee** (reports to Council I; Issue 2020-I-004)
- **Digital Food Safety System Committee** (reports to Council II; Issue 2020-II-021)
- **Disinfection of Food-Contact Surfaces Committee** (reports to Council III; Issue 2020-III-035)
- **Employee Food Safety Training Committee** (reports to Council II; Issue 2018-II-001)
- **Evaluation of Intended Use Hazards During Retail Meat Grinding Committee** (reports to Council III; Issue 2020-III-015)
- **Foodborne Illness Investigation Committee** (reports to Council I; Issue 2020-I-015)
- **Food Defense Committee** (reports to Council II; Issue 2020-II-009)
- **Food Safety Management System (FSMS) Committee** (reports to Council II; Issue 2020-II-030)
- **Local Regulatory Representation Committee** (reports to Council II; Issue 2020-II-010)
- **Retail Sushi HACCP Plan Standardization Committee** (reports to Council III; Issue 2020-III-017)
- **Safe Use of Reusable Containers Committee** (reports to Council III; Issue 2020-I-024)

Council I

CFP-ISSC Joint Shellfish Committee (Issue 2020-I-004)

The committee will be re-created as a Council Committee with the following charges:

1. Continue work to develop guidance documents for foodborne illness outbreak investigations for State and Local retail food inspectors and documents for best practices related to compliance for traceability for retail food establishments.
2. Report the committee's findings and recommendations at the next CFP Biennial Meeting.

Foodborne Illness Investigation Committee (Issue 2020-I-015)

To examine consumer purchase history with the following charges:

1. Determine if it would be appropriate to place language in the current Food Code to address regulatory authority for foodborne illness investigation and obtaining purchase history information. If appropriate, then;
 - a. Draft language for an amendment to the current FDA Food Code giving regulatory authorities authority for access during foodborne illness investigations.
 - b. Draft language for an amendment to the Food code giving regulatory authorities access to consumer purchase history information.
 - c. Include maintaining customer data protection as confidential when managing a foodborne illness investigation.
2. Include methods to educate and collaborate with industry and regulatory authorities.
3. Report progress back at the next Biennial meeting and complete the charges by the subsequent Biennial Meeting.

Council II

Allergen Committee (Issue 2020-II-011)

Re-created to complete the following three charges:

1. Develop an operational framework for food allergy prevention and control using existing research and other evidence-based materials (for example: CDC guidance in schools and guidance developed by retail food industry) in retail food establishments including:
 - a. A written template retail food establishments can use to reduce the risk of food allergy reactions and respond to any reactions that do occur. The template can incorporate findings, lessons, materials, etc. from items b-f.
 - b. Steps to take during a food allergy emergency and identify key components of food allergy emergency plans.
 - c. Food allergy training for food workers and identify educational content and training needs based on employees' assigned duties.
 - d. Findings, recommendations, and materials from the 2018 Allergen Committee to ensure retail food establishments have tools to notify customers when menu items contain major food allergens.
 - e. Food-handling practices, policies, and procedures to prevent food allergens from unintentionally contacting another food.
 - f. Equal considerations for alternate food sources, such as food pantries and food banks, to ensure equity and access.
2. Recommend changes to the Food Code that support retail food establishments to operationalize framework to prevent and control food allergic reactions.
3. Report back findings and recommendations to the next Biennial Meeting of the Conference for Food Protection.

CFP Committee Charges for the 2021-2023 Biennium

Digital Food Safety System Committee *(Issue 2020-II-021)*

To complete the following charges and report its findings at the next CFP Meeting:

1. Identifying best practices, existing guidance documents, and research that relate to the use of digital food safety management systems including digital temperature monitoring equipment.
2. Developing a guidance document for food establishments and regulatory authorities that establishes General Best Practice Guidelines for Digital Food Safety Management Systems including digital temperature monitoring equipment.
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 4 (Management of Food Safety Practices - Achieving Active Managerial Control of Foodborne Illness Risk Factors), 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 next Biennial Meeting of the Conference for Food Protection.

Employee Food Safety Training Committee *(Issue 2018-II-001)*

To review the Employee Food Safety Training Guidance Document for possible updates

Food Defense Committee *(Issue 2020-II-009)*

To evaluate ways to improve Food Defense awareness for both operators and regulators in food establishments. Charges for the committee are:

1. Identify current food defense references to be included in Appendix 2, Section 4.
2. Recommend whether an additional knowledge area under 2-102.11(C) relating to Food Defense in food establishments is appropriate.
3. Report the committee's findings and recommendations back to the Conference at the next Biennial Meeting.
4. The Committee would work closely with the FDA Food Defense and Emergency Coordination staff in CFSAN.

Food Safety Management System (FSMS) Committee *(Issue 2020-II-030)*

To work with stakeholders such as, but not limited to, the Retail Food Safety Regulatory Association Collaborative to identify recommendations for developing and implementing documented, HACCP principles-based Food Safety Management Systems (FSMSs) in all food establishments to support FDA's blueprint for a New Era of Smarter Food Safety. The FSMS Committee should consider:

Digital Food Safety System Committee to complete the following charges and report its findings at the next CFP Meeting:

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.

Local Regulatory Representation Committee *(Issue 2020-II-010)*

To evaluate local regulator voting representation on the Assembly of Delegates and report to the Executive Board for consideration of the following:

1. Examining the current by-laws to include an historical perspective and exploring methods to provide representation of local regulators on the Assembly of State Delegates
2. Reporting back to the Executive Board before the next biennium to make a recommendation for consideration for issue submittal during the next biennium
3. Including representation from the Constitution and By-laws Committee to assist in the development of recommendations and amendments from the findings determined in charge

Council III

Disinfection of Food-Contact Surfaces Committee *(Issue 2020-III-035)*

To address the term DISINFECTANTS in the Food Code, Food Code Annex, and with the recommended constituencies, including federal partners like FDA, EPA, USDA, and CDC.

Committee charges include:

1. Review current regulations related to disinfectant use.
2. Develop a guidance document for posting on the CFP website for use by retail food facility operators (chain and independent operators), food safety trainers, and regulators to explain the appropriate use of disinfectants on food-contact surfaces in a retail food facility. Suggested topics include, but are not limited to:
 - a. Why to use, including an explanation of the difference between sanitization and disinfection.
 - b. When to use to treat a surface exposed to viruses (e.g., vomiting and diarrheal events, foodborne illness outbreaks, COVID-19 illness(es)).
 - c. What to use (e.g., EPA-registered products).
 - d. How to use (e.g., in accordance with EPA-registered label use instructions).
 - e. Recommended protocols for clean-up of vomiting and diarrheal events as specified in FDA Food Code section 2-501.11.
 - f. List of existing resources, such as federal agency guidance documents, federal regulations (referencing specific, applicable sections), and other publicly available resources to prevent information duplication or contradiction.
3. Consider recommending changes to the FDA Food Code to clarify the use of disinfectants in retail food facilities on food-contact surfaces.
4. Report progress back to the next Biennial Meeting in 2023 and the committee findings and recommendations may be presented at subsequent Biennial Meetings if necessary.

Evaluation of Intended Use Hazards during Retail Meat Grinding Committee *(Issue 2020-III-015)*

This committee should include members from all constituencies in the CFP, including USDA personnel as a consultant.

The Committee will be charged with:

1. Evaluate prior developed 'CFP Beef Grinding Log Template Guidance Document' to consider inclusion of information for the prevention of common hazards known to be associated with grinding processes:
 - a. "Intended Use" policy, purpose, and control measures including supply chain communication.
 - b. Examples of common control measures, such as supplier guarantees or certificates of analysis and ongoing verification;
 - c. Reference to FSIS guideline for minimizing STEC in Raw Beef Processing Operations (<https://www.fsis.usda.gov/guidelines/2021-0007>)
2. Consider developing educational materials (e.g., handout(s) to support grinding log assessment by regulatory authorities, industry personnel, and the public. Examples may include:
 - a. Educational fact sheets detailing hazards represented by the non-intact handling of beef intended for whole intact use;
 - b. Plain language explanations of "Intended Use" policy purpose.
3. Evaluating potential changes to the Food Code to address the hazards associated with establishments grinding of beef that is manufactured as "Intended for Intact Use".
4. Determining appropriate mechanisms for sharing the committee's work, and
5. Reporting progress back to the next Biennial Meeting in 2023 and the committee's findings and recommendations may be presented at the subsequent Biennial Meeting if necessary.

Retail Sushi HACCP Plan Standardization *(Issue 2020-III-017)*

Committee to review the current CFP documents and science relating to production of sushi. This committee shall be composed of industry, academic, and regulatory stakeholders and charged with the following:

1. Review current industry practices, collect available guidance documents, and current state codes pertaining to the production of sushi prepared at retail establishments.
2. Updating the current CFP guidance document for the production of sushi prepared at retail establishments.
3. Referencing the guidance document in the Food Code Annex, or wherever the committee deems appropriate.
4. Identifying whether the Food Code adequately addresses sushi production at retail as a whole and make suggestions for changes (if necessary) at the next CFP Biennial Conference.
5. Identifying the recommended methods to disseminate the committee's findings.
6. Reporting the committee's findings at the next CFP Biennial Conference.

CFP Committee Charges for the 2021-2023 Biennium

Safe Use of Reusable Container Committee *(Issue 2020-I-024)*

To address the safe use of reusable containers in restaurants, markets, temporary food facilities and vending. This includes a review of the current FDA Food Code, specifically section 3-304.17. Scenarios for Committee consideration:

- The use of consumer-owned containers for the sale of bulk dry goods, baked goods, and other food categories
- The filling of customer-owned containers for restaurant takeaway (dining & to-go)
- The appropriate handling of Time/Temperature Control for Safety Foods when sold in reusable containers

The Committee charges are:

1. Clarify the scenarios related to reusable containers within the scope of regulation.
2. Identify and analyze the scientific and other literature related to consumer-owned containers at retail.
3. Draft recommended guidance around those scenarios and create a definition of reusable container.
4. Provide recommended Code language changes, if necessary, to FDA
5. Report progress back to the next Biennial Meeting in 2023 and the committee findings and recommendations may be presented at the subsequent Biennial Meeting if necessary

Standing Committees

Standing Committee charges are identified in the Constitution and Bylaws; additional charges may be assigned via the Issue process or by the CFP Executive Board.

- **Audit Committee**
- **Constitution, Bylaws, and Procedures Committee**
- **Finance Committee**
- **Issue Committee**
- **Food Protection Manager Certification Committee**
- **Program Committee**
- **Program Standards Committee**
- **Publications Committee**
- **Resolutions Committee**
- **Strategic Planning Committee**

Constitutional charges below are extracted from the 2018 CFP Constitution and Bylaws as posted on the CFP website; a 2021 revision was approved by the Assembly of Delegates via Issues 2020-II-006 and 2020-II-034.

Audit Committee

Constitutional Charge: Audit the Conference's financial records annually.

Constitution and Bylaws/Procedures Committee

Constitutional Charges:

- Submit recommendations to improve Conference administrative functions through proposals to amend the Constitution and Bylaws.
- Review proposed memorandums of understanding and ensure consistency among governing documents such as the Constitution and Bylaws, the CFP Biennial Meeting/Procedures document, and other governing documents.
- Report all recommendations to the Board prior to Council II deliberation and shall follow the direction of the Board.

Charge identified in final committee report: (acknowledged with Issue 2020-II-005)

Facilitate a merger and conformance of the Conference governing documents into a comprehensive "Conference for Food Protection Manual." *(continuation from Issues 2012-II-001, 2012-II-004, 2014-II-018, 2016-II-026, and 2018-II-024)*

Finance Committee

Constitutional Charges: Provide financial oversight for the Conference.

- Budgeting and Financial Planning:
 - ✓ Develop a biennial operating budget with staff.
 - ✓ Approve the budget within the Finance Committee.
 - ✓ Monitor adherence to the budget.
 - ✓ Set long-range financial goals along with funding strategies to achieve them.
 - ✓ Develop multi-year operating budgets that integrate strategic plan objectives and initiatives.
 - ✓ Present all financial goals and proposals to the Board for approval.
- Reporting:
 - ✓ Develop useful and readable report formats with staff.

CFP Committee Charges for the 2021-2023 Biennium

- ✓ Work with staff to develop a list of desired reports noting the level of detail, frequency, deadlines, and recipients of these reports.
- ✓ Work with staff to understand the implications of the reports.
- ✓ Present the financial reports to the full Board.
- Internal Controls and Accountability Policies:
 - ✓ Create, approve, and update (as necessary) policies that help ensure the assets of the Conference are protected.
 - ✓ Ensure policies and procedures for financial transactions are documented in a manual, and that the manual is reviewed annually and updated as necessary.
 - ✓ Ensure approved financial policies and procedures are being followed.

Food Protection Manager Certification Committee (FPMCC)

Constitutional Charges: Work with the accreditation organization for food protection manager certification programs to:

- Establish and refine policies and standards to which certifiers must conform in order for them to be accredited;
- Provide Conference input on accreditation standards for certifying organizations specific to food protection manager certification programs;
- Develop strategies for enhancing equivalence among food protection manager certificates issued by certifiers; and
- Promote universal acceptance of certificates issued by accredited certifiers.

Charge assigned via Issue 2020-II-001: (continuation from Issue 2018-II-009)

Carry out charges assigned via the Conference Issue process and from the Conference Executive Board relating to food protection manager certification and to adopt sound, uniform accreditation standards and procedures that are accepted by the Conference while ensuring that the conference Standards for Accreditation for Food Protection Manager Certification programs and the accreditation process are administered in a fair and responsible manner.

Charge assigned via Issue 2020-II-001: (continuation of charge from Issue 2018-II-009)

To carry out charges assigned via the Conference Issue process and from the Conference Executive Board relating to food protection manager certification and to adopt sound, uniform accreditation standards and procedures that are accepted by the Conference while ensuring that the conference Standards for Accreditation for Food Protection Manager Certification programs and the accreditation process are administered in a fair and responsible manner.

Charge assigned via Issue 2020-II-004:

Review the impact and feasibility of changing the frequency of required certification examination to a time period not to exceed four years from date of issuance, aligning knowledge demonstration by examination with the routine four-year update and publication of the FDA Retail Food Code.

Issue Committee

Constitutional Charges:

- Review all Issues submitted at least ninety (90) days before the CFP Biennial Meeting.
- Assign those Issues that have met the acceptance criteria specified in the current CFP Biennial Meeting/Conference Procedures document.

Program Committee

Constitutional Charge: Responsible for the educational workshop, and the reports and updates session at the biennial meeting.

Program Standards Committee

Constitutional Charges:

- Provide ongoing input to the FDA on issues that arise with the Voluntary National Retail Food Regulatory Program Standards.
- Indirectly assist the Voluntary National Retail Food Regulatory Program Standards enrollees in achieving progress towards meeting the Standards.

Charges assigned via Issue 2020-II-017:

1. Identify inconsistencies in language between all Standards in the Retail Program Standards;
2. Continue review of initiatives (existing, new or under development) involving the training, evaluation and/or certification of food safety inspection officers to ensure the sharing of information and eliminate unnecessary redundancy in the creation of work products or assignments of tasks/responsibilities; and
3. Maintain the "Crosswalk - Requirements for Foodborne Illness Training Programs" document as a resource for content baseline for foodborne illness training.

Charges assigned via Issue 2020-II-023:

1. Program Standards Committee and FDA staff continue to explore the feasibility of incorporation of plan review functions into the standards either as a stand-alone standard or inserted into the existing standards in the Voluntary National Retail Food Regulatory Program Standards.

CFP Committee Charges for the 2021-2023 Biennium

2. Acknowledgement of the Preliminary Plan Review Proposal document to be utilized as a starting point for the 2020-2022 Program Standards Committee work on this issue.

Potential charge assigned via Issue 2020-II-028

CLARIFICATION NEEDED to determine if the directive is to assign this charge to the PSC or refer it to the FDA; the approved RS states:

The Conference recommends for better alignment of Standard 2 with Standard 2 that the CFP Training Manual and Attachment A - CFP Training Plan and Log (see Draft CFP Training Plan Revision and Draft Attachment A - CFP Training Plan and Log Revision) be amended to address (followed by 8 points requiring clarification).

Charge assigned via Issue 2020-II-033:

1. Conduct a thorough review of Standard 5 "Foodborne Illness and Food Defense Preparedness and Response of the FDA Voluntary National Retail Food Regulatory Program Standards (VNRFRPS);
2. The review should include comparing the Standard to other similar FDA standards in food;
3. Review the "Description of Requirements" to ensure the requirements provide program flexibility and include items generally part of a retail food program;
4. Review Standard 5 "Data Review and Analysis" from a sampling of jurisdictions to determine if certain data analysis requirements typically have no or such limited data to make the information not valuable;
5. Review the Center for Disease Control and Prevention's National Environmental Assessment Reporting System (NEARS), Environmental Assessment Training Series (EATS), and Council to Improve Foodborne Outbreak Response (CIFOR) to consider inclusion of specific components.
6. Propose amendments to Standard 5 of the VNRFRPS;
7. Report back committee findings and recommendations to the next Biennial Meeting.

Publications Committee

Constitutional Charges (established per Issue 2018-II-024):

- Make recommendations to the Board to establish, maintain, and improve Conference publications regarding Conference endorsement, copyright, scientific and regulatory accuracy, and external publication approval.
- Report all publication recommendations to the Board for approval prior to internal publication and revisions or external publication.

Charges assigned via Issue 2020-III-003:

1. Make recommendations to the Board to address how Conference for Food Protection publications are disseminated to ensure that all publications are distributed and communicated equally and adequately to reach the applicable constituency groups
2. Oversee dissemination of approved publications following said recommendations

Charges clarified via Board action in August 2018 and affirmed in August 2019:

1. Publication Committee to provide feedback to the Board confirming the importance of publications and an internal publication process to the mission and goals of CFP.
2. Publication Committee to provide feedback to the Board on continued work on meeting Committee charges.
3. Establish Committee working groups to conduct research and develop recommendations regarding:
 - a) Internal publications including documents posted on the CFP website.
 - b) External publications such as white papers, submittals to peer reviewed journals, etc.
 - c) Publication rights and legal concerns regarding copyright, intellectual property, public domain, etc.
 - d) Process, parameters, and conditions for any publication release, including creation of a CFP "style guide."
4. Draft "position description" for Publications Committee Chair for EB review and approval.
5. Draft Committee tasks and clarified charges for EB review and approval – based on recommendations extracted from previous EB discussions regarding publications (supporting document submitted with reports).
6. Develop draft "style guide" for CFP documents for EB review and approval.
7. Review and edit existing documents (based on approved style guide) for EB review and approval.

Resolutions Committee

Constitutional Charge: Except for "thank you" resolutions, shall prepare all resolutions for Board approval.

Strategic Planning Committee

Constitutional Charges:

- Advise the Board on the current and future direction for CFP.
- Make recommendations to keep the CFP relevant and increase the viability and growth of the organization.
- Actively engage CFP Committees and the Board by:
 - ✓ Positioning CFP to respond to changes in the business and regulatory environment by staying abreast of changing needs

CFP Committee Charges for the 2021-2023 Biennium

- to keep CFP a viable and relevant organization.
- ✓ Assessing member satisfaction, exploring ways to increase membership, improving communication with members, and responding to membership's changing expectations of CFP, its programs, services, and the Biennial meeting.
- ✓ Finding ways for CFP to collaborate/partner with organizations that hold similar values and interests in retail food safety.
- ✓ Sustaining the financial stability of CFP by seeking new, increased, or alternative sources of funding.