

Conference for Food Protection – Committee Final Report

Template approved: 8/14/2013

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COMMITTEE NAME: Plan Review Committee (P R C)

COUNCIL or EXECUTIVE BOARD ASSIGNMENT: Council 1

DATE OF REPORT: January 29, 2016

SUBMITTED BY: Albert Espinoza and Rebecca Krzyzanowski, Co - Chairs

COMMITTEE CHARGE(s):

Re-creating the Plan Review Committee following the CFP 2014 Biennial Meeting to continue its review and update of the following Conference for Food Protection document, Food Establishment Plan Review Guide (2008), and present their findings at the 2016 CFP Biennial Meeting.

COMMITTEE ACTIVITIES AND RECOMMENDATIONS

Progress on Overall Committee Activities

As of July 24, 2014 we received confirmation from our initial list of committee participants August, 2014 we completed the list with as much a representation of constituency as possible.

In August, 2014 the Co-Chairs reviewed the Plan Review Guide (2008) and shared with our members.

We held a conference call on September 26, 2014 with a proposed agenda.

Conference Call held on Nov. 17 and Nov. 19, 2014 to continue updating the Plan Review Guide

Conference Calls were held on January 16th and February 18, 2015.

During the February 18th conference call our committee decided to have at least 2 members update each of the 12 Sections of the Guide and submit to our Group for discussion, consensus and final update. A webinar resource is requested to provide a VISUAL of the document during our Meetings. Dr. David McSwane later notified our Committee, a webinar resource was available to use.

Per the February 18, 2015 Conference Call, we anticipated progress as the body of *the* Plan Review Guide was broken out into sub groups and offered to our entire group for discussion, consensus and final update. Summer – September, 2015

We held monthly conference calls, in April and May, 2015. During the April conference call subgroups were developed to update the plan review guide as follows:

- Team Leader Rebecca - Sections 1, 2 and 3
- Team Leader Elizabeth – Sections 4, 5, 6
- Team Leader Albert – Sections 7, 8, 9
- Team Leader Liza – Section 10 and Appendix

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Our Teams reported their progress on the May 15th, 2015 conference call.

Rebecca Krzyzanowski, Albert Espinoza, Linda Zaziski, Deborah Marlowe, Christopher Sparks and Eric Puente met on July 22nd, 1 p.m. through July 23rd 5 p.m. to update the CFP Plan Review Manual at an on-site workshop at the HEB Quality Assurance, Conference Room, 5105 Rittiman Road, San Antonio, TX.

Our entire Plan Review Committee received the updated Plan Review Manual for final review after our on-site workshop for their comments during our August conference call.

We continued with conference calls every third Friday of the month from June to November,

2015 before submitting our updated Food Establishment Plan Review Manual

- June 19th - Conference Call – Discussion on subgroup progress
- July 22/23 – Group Meeting on-site in San Antonio, Texas. – Food Establishment Plan Review Manual Workshop, Wrap up Webinar held with Committee members unable to attend.
- August 21st – Plan Review Manual, Table of Contents and Appendix A, B available for comment and discussed. Appendix C and D mentioned for our work.
- September 25th, Webinar held with conference call to discuss updates.
- October 16th, Webinar held with conference call, key edits completed per committee member comments.
- November 20th – Webinar held with conference call, final edit review group was formed to complete final edits before the December 11 final webinar and conference call.

December 11th - Final edits to align with the 2013 FDA Food Code were completed and discussed by our committee members. Our final edit review group, Liza Frias, Jessica Fletcher and Catherine Cummins were thanked for their work. Food Establishment Plan Review Manual, Appendix A & B completed. Our FDA Consultant, Veronica Moore was recognized for being present through out our proceedings. Elizabeth Nutt provided the cover sheet. The cover sheet needed one edit and Appendix C & D were to be finalized. A verbal agreement was given/made by the committee to provide a status report to Council Chair, finalize and submit remaining parts by Monday, December 14th, 2015. A follow up email to the committee was provided on Monday, December 14th, 2015 for their vote of approval. Their responses were received by our Committee Co-Chairs for the record.

Our Council Chair received the final packet with the Food Establishment Plan Review Manual, Appendix A – D. This final report and our Formal Voting Committee roster is submitted.

1. Recommendations for consideration by Council:

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Our re-created Plan Review Committee's Charge following the CFP 2014 Biennial Meeting was to review and update the Conference for Food Protection document, Food Establishment Plan Review Guide (2008), and present our findings at the 2016 CFP Biennial Meeting. We submit the proposed Food Establishment Plan Review Manual (CFP 2016) for Council Chair consideration to be forwarded to the Conference of Food Protection 2016.

CFP ISSUES TO BE SUBMITTED BY COMMITTEE:

1. Report – Plan Review Committee Final Report
 - a. Acknowledgement of 2014-2016 Plan Review Committee Final Report
 - b. Thank the Committee members for their work on the guidance document
 - c. Disband the Committee
2. PRC 2- Food Establishment Plan Review Manual
 - a. Accept the updated Food Establishment Plan Review Manual and Appendix A through D

Attachments:

Content Documents:

1. 2014-2016 Plan Review Committee Final Report
2. Food Establishment Plan Review Manual Cover Sheet
3. Food Establishment Plan Review Manual
4. Appendix A – Plan Review Application
5. Appendix B – Compliance Checklist
6. Appendix C – Copy of Plan Review Model Calculations
7. Appendix D – Plan Review Web Link
8. 2014-2016 Plan Review Committee Roster

COMMITTEE MEMBER ROSTER (attached)