



# **Conference for Food Protection**

**2018**

**Biennial Meeting**

**Richmond, Virginia**

**Council II**

**Issue Recommendations**

**Submitted to the**

**Assembly of State**

**Delegates**

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Fairfax, VA

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### **Regulatory**

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Charlotte, NC

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Tom Ford  
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Greensboro, NC

Courtney Halbrook  
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### **Parliamentarian**

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Seattle, WA

*Lead Parliamentarian*  
Janet Williams  
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Washington, DC

### **Scribes**

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Virginia Department of Health

Amanda Smith (alternate)  
Virginia Department of Agriculture and  
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### **Runners**

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Virginia Department of Health

Erin Perkins (alternate)  
Virginia Department of Health

*Council Alternates listed on next page*

**Regulatory Alternates**

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## Council II – 2018 Issue Listing

Number	Issue Title	As Submitted	As Amended	No Action	Assembly Action
II-001	Report – Employee Food Safety Training (EFST) Committee	X			
II-002	EFST 2 – Approval and Posting of Guidance Document	X			
II-003	Amend Food Code – Food Protection Manager to Provide Verifiable Training			X	
II-004	Report – Demonstration of Knowledge (DOK) Committee	X			
II-005	DOK 2 – Amend Food Code for Demonstration of Knowledge		X		
II-006	Amend Food Code 2-103.11 Person in Charge.	X			
II-007	Amend Food Code – Food Allergen Training for Persons in Charge			X	
II-008	Amend Food Code – Demonstration of Knowledge of Food Allergens in RTE Foods			X	
II-009	Report – Food Protection Manager Certification Committee (FPMCC)	X			
II-010	FPMCC 2 – Standards for Accreditation of Food Protection Mgr Certification	X			
II-011	FPMCC 3 – Bylaws Revisions	X			
II-012	FPMCC 4 – Normative Document ISO17024 option to CFP Standards-FPM Cert.		X		
II-013	Report – Program Standards Committee (PSC)	X			
II-014	PSC 2 – Improvements to VNRFRPS		X		
II-015	PSC 4 – Amend VNRFRPS Standard 3, Inspections Based on HACCP Principles	X			
II-016	PSC 5 – Amend VNRFRPS Standard 6, Compliance and Enforcement	X			
II-017	PSC 6 – Posting Self-Assessment Audit Verification Tool			X	
II-018	PSC 3 – Continue Revision of VNRFRPS Standard 8 Staffing Level Criteria	X			
II-019	PSC 7 – Training of Food Safety Regulatory Professionals	X			
II-020	PSC 8 – Approval & Posting of Updated Foodborne Illness Training Crosswalk	X			
II-021	Amend VNRFRPS – Standard 4 – Uniform Inspection Program		X		
II-022	Amend Food Code – Submission of Application 30 Days Before Opening			X	
II-023	Amend Food Code – Establishing Inspection Intervals, Section 8-401.10			X	
II-024	Report – Constitution, Bylaws and Procedures (CBP) Committee	X			
II-025	CBP 2 – Nominating Committee Duties		X		
II-026	CBP 3 – Strategic Planning Committee (SPC) Duties	X			
II-027	CBP 4 – Publications Committee as Standing Committee - Duties and Charges	X			
II-028	CBP 5 – Amend CFP Constitution and Bylaws, Membership			X	
II-029	Creation of a Retail Food Regulatory Program Alliance	X			
I-015	Amend Food Code Consumer Advisory: Food Allergies - Allergen Disclosure		X		

**Conference for Food Protection  
2018 Issue Form**

**Issue: 2018 II-001**

<b>Council Recommendation:</b>	Accepted as Submitted	<input checked="" type="checkbox"/>	Accepted as Amended	<input type="checkbox"/>	No Action	<input type="checkbox"/>
<b>Delegate Action:</b>	Accepted	<input type="checkbox"/>	Rejected	<input type="checkbox"/>		

*All information above the line is for conference use only.*

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**Title:**

Report – Employee Food Safety Training (EFST) Committee

**Recommended Solution: The Conference recommends...:**

acknowledgement of the 2016 - 2018 Employee Food Safety Training Committee Final Report, thanking the committee members for the completed work, and disbanding the committee because all assigned charges have been completed.

The Conference further recommends forming a new Employee Food Safety Training Committee at the 2022 Biennial Meeting to review the Employee Food Safety Training Guidance Document for possible updates

*It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.*

**Conference for Food Protection  
2018 Issue Form**

**Issue: 2018 II-002**

<b>Council Recommendation:</b>	Accepted as Submitted	<input checked="" type="checkbox"/>	Accepted as Amended	<input type="checkbox"/>	No Action	<input type="checkbox"/>
<b>Delegate Action:</b>	Accepted	<input type="checkbox"/>	Rejected	<input type="checkbox"/>		

*All information above the line is for conference use only.*

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**Title:**

EFST 2 - Approval and Posting of Guidance Document

**Recommended Solution: The Conference recommends...:**

that the Employee Food Safety Training Guidance Document (attached to the Issue titled Report - EFST Committee) be approved and posted to the CFP website as a PDF guidance document, and authorize the Conference to make any necessary edits prior to posting to assure consistency of format and non-technical content; edits will not affect the technical content of the document.

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**Conference for Food Protection  
2018 Issue Form**

**Issue: 2018 II-003**

<b>Council Recommendation:</b>	Accepted as Submitted _____	Accepted as Amended _____	No Action _____	<b>x</b> _____
<b>Delegate Action:</b>	Accepted _____	Rejected _____		

*All information above the line is for conference use only.*

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**Title:**

Amend Food Code - Food Protection Manager to Provide Verifiable Training

**Recommended Solution: The Conference recommends...:**

no action because the Issue: (1) is already addressed in Section 2-203.11(M) of the 2017 FDA Food Code; (2) there is no standard for established training; and (3) it would be difficult for regulatory and industry to manage.

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**Conference for Food Protection  
2018 Issue Form**

**Issue: 2018 II-004**

<b>Council Recommendation:</b>	Accepted as Submitted	<input checked="" type="checkbox"/>	Accepted as Amended	<input type="checkbox"/>	No Action	<input type="checkbox"/>
<b>Delegate Action:</b>	Accepted	<input type="checkbox"/>	Rejected	<input type="checkbox"/>		

*All information above the line is for conference use only.*

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**Title:**

Report – Demonstration of Knowledge (DOK) Committee

**Recommended Solution: The Conference recommends...:**

acknowledgement of the 2016 - 2018 Demonstration of Knowledge Committee Final Report, thanking the committee members for the completed work, and disbanding the committee because all assigned charges have been completed.

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**Conference for Food Protection  
2018 Issue Form**

**Issue: 2018 II-005**

<b>Council Recommendation:</b>	Accepted as Submitted _____	Accepted as Amended _____	<input checked="" type="checkbox"/> No Action _____
<b>Delegate Action:</b>	Accepted _____	Rejected _____	

*All information above the line is for conference use only.*

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**Title:**

DOK 2 – Amend Food Code for Demonstration of Knowledge

**Recommended Solution: The Conference recommends...:**

that a letter be sent to the FDA requesting that the most current edition of the Food Code be amended by adding a new paragraph (D) as a priority foundation item to Section 2-102.11 as follows (*underline used for new language; strikethrough format used for language to be deleted*) as an additional method of demonstrating knowledge.

(A) Complying with this Code by having no violations of PRIORITY ITEMS during the current inspection; Pf

(B) Being a certified FOOD protection Manager who has shown proficiency of required information through passing a test that is part of an ACCREDITED PROGRAM; Pf or

(C) Responding correctly to the inspector's questions ~~as they relate to the specific food operation~~; or correctly demonstrating food safety knowledge as related to specific food operation through the use of job aids and/or other practical means as verified during the current inspection. The areas of knowledge include:

1. Describing the relationship between the prevention of foodborne disease and the personal hygiene of a FOOD EMPLOYEE; Pf
2. Explaining the responsibility of the PERSON IN CHARGE for preventing the transmission of foodborne disease by a FOOD EMPLOYEE who has a disease or medical condition that may cause foodborne disease; Pf
3. Describing the symptoms associated with the diseases that are transmissible through FOOD; Pf
4. Explaining the significance of the relationship between maintaining the time and temperature of TIME/TEMPERATURE CONTROL FOR SAFETY FOOD and the prevention of foodborne illness; Pf

5. Explaining the HAZARDS involved in the consumption of raw or undercooked MEAT, POULTRY, EGGS, and FISH; Pf
6. Stating the required FOOD temperatures and times for safe cooking of TIME/TEMPERATURE CONTROL FOR SAFETY FOOD including MEAT, POULTRY, EGGS, and FISH; Pf
7. Stating the required temperatures and times for the safe refrigerated storage, hot holding, cooling, and reheating of TIME/TEMPERATURE CONTROL FOR SAFETY FOOD; Pf
8. Describing the relationship between the prevention of foodborne illness and the management and control of the following:
  - a) Cross contamination, Pf
  - b) Hand contact with READY-TO-EAT FOODS, Pf
  - c) Handwashing, Pf and
  - d) Maintaining the FOOD ESTABLISHMENT in a clean condition and in good repair; Pf
9. Describing FOODS identified as MAJOR FOOD ALLERGENS and the symptoms that a MAJOR FOOD ALLERGEN could cause in a sensitive individual who has an allergic reaction. Pf
10. Explaining the relationship between FOOD safety and providing EQUIPMENT that is:
  - a) Sufficient in number and capacity, Pf and
  - b) Properly designed, constructed, located, installed, operated, maintained, and cleaned; Pf
11. Explaining correct procedures for cleaning and SANITIZING UTENSILS and FOOD-CONTACT SURFACES of EQUIPMENT; Pf
12. Identifying the source of water used and measures taken to ensure that it remains protected from contamination such as providing protection from backflow and precluding the creation of cross connections; Pf
13. Identifying POISONOUS OR TOXIC MATERIALS in the FOOD ESTABLISHMENT and the procedures necessary to ensure that they are safely stored, dispensed, used, and disposed of according to LAW;
14. Identifying CRITICAL CONTROL POINTS in the operation from purchasing through sale or service that when not controlled may contribute to the transmission of foodborne illness and explaining steps taken to ensure that the points are controlled in accordance with the requirements of this Code; Pf
15. Explaining the details of how the PERSON IN CHARGE and FOOD EMPLOYEES comply with the HACCP PLAN if a plan is required by the LAW, this Code, or an agreement between the REGULATORY AUTHORITY and the FOOD ESTABLISHMENT; Pf

16. Explaining the responsibilities, rights, and authorities assigned by this Code to the:

- a) FOOD EMPLOYEE, Pf
- b) CONDITIONAL EMPLOYEE, Pf
- c) PERSON IN CHARGE, Pf
- d) REGULATORY AUTHORITY; Pf and

17. Explaining how the PERSON IN CHARGE, FOOD EMPLOYEES, and CONDITIONAL EMPLOYEES comply with reporting responsibilities and EXCLUSION or RESTRICTION of FOOD EMPLOYEES; Pf ~~or~~

~~(D) The PIC can demonstrate food safety knowledge as it relates to the specific food operation through the use of job aids and other practical means such as showing how they take temperatures, calibrate a thermometer, mix or test sanitizer, and in general being in compliance with section 2-103.11 as verified during the current inspection. Pf~~

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**Conference for Food Protection  
2018 Issue Form**

**Issue: 2018 II-006**

<b>Council Recommendation:</b>	Accepted as Submitted	<u>  X  </u>	Accepted as Amended	<u>      </u>	No Action	<u>      </u>
<b>Delegate Action:</b>	Accepted	<u>      </u>	Rejected	<u>      </u>		

*All information above the line is for conference use only.*

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**Title:**

Amend Food Code 2-103.11 Person in Charge.

**Recommended Solution: The Conference recommends...:**

that a letter be sent to the FDA requesting that the most current edition of the Food Code be amended as follows (new language is underlined):

Section 2-103.11 Person in Charge

The person in charge shall ensure, as they relate to the specific food operation, that:

*(with no change to the wording in paragraphs A through P)*

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**Conference for Food Protection  
2018 Issue Form**

**Issue: 2018 II-007**

<b>Council Recommendation:</b>	Accepted as Submitted _____	Accepted as Amended _____	No Action _____	<b>x</b> _____
<b>Delegate Action:</b>	Accepted _____	Rejected _____		

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**Title:**

Amend Food Code - Food Allergen Training for Persons in Charge

**Recommended Solution: The Conference recommends...:**

no action due to the formation of an allergen committee as referenced in Issue 2018-I-015.

*It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.*

**Conference for Food Protection  
2018 Issue Form**

**Issue: 2018 II-008**

<b>Council Recommendation:</b>	Accepted as Submitted _____	Accepted as Amended _____	No Action _____	<b>x</b> _____
<b>Delegate Action:</b>	Accepted _____	Rejected _____		

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**Title:**

Amend Food Code - Demonstration of Knowledge of Food Allergens in RTE Foods

**Recommended Solution: The Conference recommends...:**

no action due to the formation of an allergen committee as referenced in Issue 2018-I-015.

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**Conference for Food Protection  
2018 Issue Form**

**Issue: 2018 II-009**

<b>Council Recommendation:</b>	Accepted as Submitted	<input checked="" type="checkbox"/>	Accepted as Amended	<input type="checkbox"/>	No Action	<input type="checkbox"/>
<b>Delegate Action:</b>	Accepted	<input type="checkbox"/>	Rejected	<input type="checkbox"/>		

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**Title:**

Report - Food Protection Manager Certification Committee (FPMCC)

**Recommended Solution: The Conference recommends...:**

acknowledgement of the 2016 - 2018 Food Protection Manager Certification Committee (FPMCC) Final Report, and thanking the committee members for their work.

The Conference further recommends the continuation of the following charge (from Issue 2016 II-023) assigned to the Food Protection Manager Certification Committee (FPMCC), a standing committee, for the 2018-2020 biennium:

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.

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**Conference for Food Protection  
2018 Issue Form**

**Issue: 2018 II-010**

<b>Council Recommendation:</b>	Accepted as Submitted	<u>  X  </u>	Accepted as Amended	<u>      </u>	No Action	<u>      </u>
<b>Delegate Action:</b>	Accepted	<u>      </u>	Rejected	<u>      </u>		

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**Title:**

FPMCC 2 - Standards for Accreditation of Food Protection Mgr Certification

**Recommended Solution: The Conference recommends...:**

1. approval of the revised ***Standards for Accreditation of Food Protection Manager Certification Programs*** (attached to Issue titled: ***Report - FPMCC***; attachment title: ***Attachment III CFP Food Protection Manager Certification Standards Version 1.8 2018***);
2. authorizing the Conference to make any necessary edits prior to posting the document on the CFP web site to assure consistency of format and non-technical content; edits will not affect the technical content of the document; and
3. that the revised Standards be posted on the CFP website in PDF format.

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**Conference for Food Protection  
2018 Issue Form**

**Issue: 2018 II-011**

<b>Council Recommendation:</b>	Accepted as Submitted	<input checked="" type="checkbox"/>	Accepted as Amended	<input type="checkbox"/>	No Action	<input type="checkbox"/>
<b>Delegate Action:</b>	Accepted	<input type="checkbox"/>	Rejected	<input type="checkbox"/>		

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**Title:**

FPMCC 3 - Bylaws Revisions

**Recommended Solution: The Conference recommends...:**

1. approval of the revised **Food Protection Manager Certification Committee Bylaws** (attached to Issue titled: **Report - FPMCC**; attachment title: **Attachment IV Revised FPMCC Bylaws 2017-2018**).
2. authorizing the Conference to make any necessary edits prior to posting the document on the CFP web site to assure consistency of format and non-technical content; edits will not affect the technical content of the document; and
3. that the revised Bylaws be posted on the CFP website in PDF format.

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**Conference for Food Protection  
2018 Issue Form**

**Issue: 2018 II-012**

**Council Recommendation:** Accepted as Submitted \_\_\_\_\_ Accepted as Amended   x   No Action \_\_\_\_\_

**Delegate Action:** Accepted \_\_\_\_\_ Rejected \_\_\_\_\_

*All information above the line is for conference use only.*

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**Title:**

FPMCC 4 - Normative Document ISO17024 option to CFP Standards-FPM Cert.

**Recommended Solution: The Conference recommends...:**

1. approval of the draft Normative Document (attached to **Report - FPMCC**) as the process and requirements for acceptance of the International Organization for Standardization/ International Electro-technical Commission (ISO/IEC) 17024-2012 for food protection manager certification as an additional option to existing CFP Standards for Accreditation of Food Protection Manager Certification Programs
2. approving the use of the FPMCC CFP Communication Outreach PowerPoint 2018 (attached to **Report - FPMCC, Attachment VI**) as a proactive outreach effort for further educating regulators, exam providers and the industry, with amendments to slides #21 and #23 as noted below (new language is underlined; language to be deleted is in strikethrough format):

**FDA 2-102.12 Certified Food Protection Manager**

- (A) The PERSON IN CHARGE shall be a certified FOOD protection manager who has shown proficiency of required information through passing a test that is part of an ACCREDITED PROGRAM. ~~At least one EMPLOYEE that has supervisory and management responsibility and the authority to direct and control FOOD preparation and service shall be a certified FOOD protection manager who has shown proficiency of required information through passing a test that is part of an ACCREDITED PROGRAM.~~ <sup>3</sup>
- (B) ~~This section does not apply to certain types of FOOD ESTABLISHMENTS deemed by the REGULATORY AUTHORITY to pose minimal risk of causing, or contributing to, foodborne illness based on the nature of the operation and extent of FOOD preparation.~~ <sup>3</sup>



## FDA 2-102.20 Food Protection Manager Certification

- (A) A PERSON IN CHARGE who demonstrates knowledge by being a FOOD protection manager that is certified by a FOOD protection manager certification program that is evaluated and listed by a Conference for Food Protection-recognized accrediting agency as conforming to the Conference for Food Protection Standards for Accreditation of FOOD Protection Manager Certification Programs is deemed to comply with §2-102.11(B).<sup>3</sup>
- (B) A FOOD ESTABLISHMENT that has an EMPLOYEE PERSON IN CHARGE that is certified by a FOOD protection manager certification program that is evaluated and listed by a Conference for Food Protection-recognized accrediting agency as conforming to the Conference for Food Protection Standards for Accreditation of FOOD Protection Manager Certification Programs is deemed to comply with §2-102.12.<sup>3</sup>



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3. authorizing the Conference to make any necessary edits prior to posting the above documents on the CFP web site to assure consistency of format and non-technical content; edits will not affect the technical content of the document; and

4. that the Normative Document and the Outreach PowerPoint, as amended, be posted on the CFP website in PDF format.

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**Conference for Food Protection  
2018 Issue Form**

**Issue: 2018 II-013**

<b>Council Recommendation:</b>	Accepted as Submitted	<u>  X  </u>	Accepted as Amended	<u>      </u>	No Action	<u>      </u>
<b>Delegate Action:</b>	Accepted	<u>      </u>	Rejected	<u>      </u>		

*All information above the line is for conference use only.*

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**Title:**

Report - Program Standards Committee (PSC)

**Recommended Solution: The Conference recommends...:**

1. Acknowledgment of the 2016-2018 Program Standards Committee Final Report; and
2. Thanking the Committee members for their work and dedication during the 2016-2018 biennium.

The Conference also recommends that a letter be sent to the FDA requesting clarification on an outstanding charge from Issue 2016-II-009 to provide a cost/benefit analysis for recognizing partial achievement of the Voluntary National Retail Food Regulatory Program Standards (VNRFRPS); this clarification is needed for the Committee to continue working on this charge in the 2018-2020 biennium.

The Conference further recommends the Program Standards Committee, a CFP standing committee, be charged with the following during the 2018-2020 biennium:

1. Examine whether there is an additional burden placed on enrollees or FDA (in time, money, or added complexity of the Standards) associated with development of a system to ensure that jurisdictions are uniformly recognized for partial achievement of the Standards (*charge originally assigned via Issue 2016-II-009*);
2. Continue work on a cost/benefit analysis for recognizing partial achievement of the VNRFRPS following clarification from the FDA (as noted above) (*charge originally assigned via Issue 2016-II-009*);
3. Identify inconsistencies in language between all Standards in the VNRFRPS; and
4. Report back the Committee's findings and recommendations to the 2020 biennial meeting.

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**Conference for Food Protection  
2018 Issue Form**

**Issue: 2018 II-013**

<b>Council Recommendation:</b>	Accepted as Submitted	<u>  X  </u>	Accepted as Amended	<u>      </u>	No Action	<u>      </u>
<b>Delegate Action:</b>	Accepted	<u>      </u>	Rejected	<u>      </u>		

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**Title:**

Report - Program Standards Committee (PSC)

**Recommended Solution: The Conference recommends...:**

1. Acknowledgment of the 2016-2018 Program Standards Committee Final Report; and
2. Thanking the Committee members for their work and dedication during the 2016-2018 biennium.

The Conference also recommends that a letter be sent to the FDA requesting clarification on an outstanding charge from Issue 2016-II-009 to provide a cost/benefit analysis for recognizing partial achievement of the Voluntary National Retail Food Regulatory Program Standards (VNRFRPS); this clarification is needed for the Committee to continue working on this charge in the 2018-2020 biennium.

The Conference further recommends the Program Standards Committee, a CFP standing committee, be charged with the following during the 2018-2020 biennium:

1. Examine whether there is an additional burden placed on enrollees or FDA (in time, money, or added complexity of the Standards) associated with development of a system to ensure that jurisdictions are uniformly recognized for partial achievement of the Standards (*charge originally assigned via Issue 2016-II-009*);
2. Continue work on a cost/benefit analysis for recognizing partial achievement of the VNRFRPS following clarification from the FDA (as noted above) (*charge originally assigned via Issue 2016-II-009*);
3. Identify inconsistencies in language between all Standards in the VNRFRPS; and
4. Report back the Committee's findings and recommendations to the 2020 biennial meeting.

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**Conference for Food Protection  
2018 Issue Form**

**Issue: 2018 II-014**

<b>Council Recommendation:</b>	Accepted as Submitted _____	Accepted as Amended _____	<input checked="" type="checkbox"/> No Action _____
<b>Delegate Action:</b>	Accepted _____	Rejected _____	

*All information above the line is for conference use only.*

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**Title:**

PSC 2 - Improvements to VNRFRPS

**Recommended Solution: The Conference recommends...:**

that a letter be sent to the FDA requesting that the Voluntary National Retail Food Regulatory Program Standards (VNRFRPS) be amended by addressing the following:

- 1) Standard 1: Recognize that enrolled regulatory agencies, especially local regulators, may not have control over their retail food regulations. Recognize efforts made to achieve this standard when the gap can be documented by the enrollee as part of their Standard 1 self-assessment.
- 2) Standard 5: Ensure future edits of Standard 5 align with the most recent Council to Improve Foodborne Outbreak Response (CIFOR) guidelines.
- 3) Work with the Program Standards Committee (PSC) to include plan review in the VNRFRPS. The committee recognizes that facility design and construction support behaviors that reduce the occurrence of foodborne illness risk factors.
- 4) For the Listing of Jurisdictions Enrolled in the VNRFRPS on the FDA's website:
  - a. Work with the Program Standards Committee to identify a means to recognize enrolled jurisdictions that are self-reporting partial achievement of a Standard. For example, place an asterisk (\*) by an agency's name under that particular VNRFRPS Standard to denote partial achievement and a footnote that states the reason why the jurisdiction cannot fully meet the Standard.
  - b. Modify the document to allow jurisdictions to self-identify their interest in auditing particular VNRFRPS Standard(s). For example, collaborate with National Association of County and City Health Officials (NACCHO) to identify auditors through their mentorship program.
  - c. Incorporate the Clearinghouse Work Group Questions and Answers document into the VNRFRPS Standards whenever possible, such as inclusion of hyperlinks to the documents in the Self-Assessment and Verification Audit instructions.

5) Encourage agencies to use the Self-Assessment - Audit Verification Summary & Gap Analysis tool to assist with documenting progress with the VNRFRPS Standards. (see *Issue titled: Report - Program Standards Committee (PSC); supporting attachment titled: Self-Assessment-Audit Verification Summary & Gap Analysis Audit*)

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**Conference for Food Protection  
2018 Issue Form**

**Issue: 2018 II-015**

<b>Council Recommendation:</b>	Accepted as Submitted	<u>  X  </u>	Accepted as Amended	<u>      </u>	No Action	<u>      </u>
<b>Delegate Action:</b>	Accepted	<u>      </u>	Rejected	<u>      </u>		

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**Title:**

PSC 4 - Amend VNRFPS Standard 3, Inspections Based on HACCP Principles

**Recommended Solution: The Conference recommends...:**

that a letter be sent to the FDA requesting that the Voluntary National Retail Food Regulatory Program Standards (VNRFPS), Standard 3 - Inspection Program Based on HACCP Principles be amended as follows (language to be deleted is in strikethrough format; language to be added is underlined):

**1. Add an additional asterisk comment to *Program Management*, item 4:**

- 4) Develops and implements a program policy \*\*\* that requires:
  - a) On-site corrective actions\* as appropriate to the type of violation.
  - b) Discussion of long-term control\*\* of risk factor options, and
  - c) Follow-up activities.

\*\*\* Consideration of the elements outlined in Standard 4 will ensure a strong foundation for a quality and uniform inspection program.

**2. Correct misspellings of the word "policies" under *Description of Requirement*, items 5 and 6:**

- 5) Establishes and implements written ~~policies~~ policies addressing code variance requests related to risk factors and interventions.
- 6) Establishes written ~~policies~~ policies regarding the verification and validation of HACCP plans when a plan is required by the code.

*A draft revision to Standard 3 is attached to Issue titled: "Report - Program Standards Committee (PSC)"; see content document titled: "Std 3 Proposed Changes"*

*It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.*



**Conference for Food Protection  
2018 Issue Form**

**Issue: 2018 II-016**

<b>Council Recommendation:</b>	Accepted as Submitted	<input checked="" type="checkbox"/>	Accepted as Amended	<input type="checkbox"/>	No Action	<input type="checkbox"/>
<b>Delegate Action:</b>	Accepted	<input type="checkbox"/>	Rejected	<input type="checkbox"/>		

*All information above the line is for conference use only.*

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**Title:**

PSC 5 - Amend VNRFRPS Standard 6, Compliance and Enforcement

**Recommended Solution: The Conference recommends...:**

that a letter be sent to the FDA requesting that the Voluntary National Retail Food Regulatory Program Standards (VNRFRPS), Standard 6 - Compliance and Enforcement be amended as follows:

1. Add reference and a link to the document titled *Standardized Key Crosswalk to Code* to allow jurisdictions to make comparisons of their Code risk factors and intervention strategies to the FDA Food Code (see Issue titled: *Report - Program Standards Committee (PSC)*; content document titled: *Std Key Crosswalk to Code*).
2. Allow jurisdictions to assess the effectiveness of their compliance and enforcement program using an alternative sampling method that provides the same level of statistical confidence as the prescribed method in VNRFRPS Standard 6.

**a) Amend Standard 6, Documentation, by adding additional options #5 and #6 (language to be added is underlined):**

5. If necessary, a copy of the jurisdiction's established written procedures used to measure the effectiveness of the compliance and enforcement program

6. If necessary, statistical confidence level documentation from a statistician

*(see Issue titled: Report - Program Standards Committee (PSC); content documents titled: Std 6 Proposed Changes and Std 6 Summary of Changes)*

**b) Amend Standard 6 Instructions and Worksheet for Conducting a Self-Assessment, Step 2, as follows (language to be deleted is in strikethrough format; language to be added is underlined):**

STEP 2 - Assess the Effectiveness of the Compliance & Enforcement Program

~~Randomly selected establishment files will be reviewed to determine if documented violations were resolved satisfactorily in the establishment. The results of the review will be used to assess the success of the compliance and enforcement program. This section of the self-assessment process has been broken down into the following four parts:~~

Each jurisdiction shall measure the effectiveness of their compliance and enforcement program by either reviewing each inspection when a FBI Risk Factor or Public Health intervention was marked out of compliance or by using a statistical method to determine if the jurisdiction has satisfactorily resolved FBI Risk Factor and Public Health Intervention violations. The jurisdiction shall establish written procedures that:

- Describe the compliance and enforcement review process;
- Include a review of the routine inspections that have at least one Foodborne Illness or Public Health Intervention Violation marked OUT of compliance. The number of inspections reviewed and method of selection must provide a statistical confidence level equal to or greater than the published Standard 6 statistical model; and
- Include supporting documentation and worksheets. If a jurisdiction does not wish to establish independent written procedures, the jurisdiction may use the method set forth in Parts I-IV.

*(see Issue titled: Report - Program Standards Committee (PSC); content document titled: Std 6 Instructions for Conducting a Self-Assessment)*

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**Conference for Food Protection  
2018 Issue Form**

**Issue: 2018 II-017**

<b>Council Recommendation:</b>	Accepted as Submitted _____	Accepted as Amended _____	No Action _____	<b>x</b> _____
<b>Delegate Action:</b>	Accepted _____	Rejected _____	_____	

*All information above the line is for conference use only.*

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**Title:**

PSC 6 - Posting Self-Assessment Audit Verification Tool

**Recommended Solution: The Conference recommends...:**

no action because the document is currently available under the "Retail Program Standards Resource Center" page on the Food Shield website.

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**Conference for Food Protection  
2018 Issue Form**

**Issue: 2018 II-018**

<b>Council Recommendation:</b>	Accepted as Submitted	<u>  X  </u>	Accepted as Amended	<u>      </u>	No Action	<u>      </u>
<b>Delegate Action:</b>	Accepted	<u>      </u>	Rejected	<u>      </u>		

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**Title:**

PSC 3 - Continue Revision of VNRFRPS Standard 8 Staffing Level Criteria

**Recommended Solution: The Conference recommends...:**

that the Program Standards Committee, a CFP standing committee, be charged with the following during the 2018-2020 biennium:

1. Continue to collaborate with the FDA internal Program Standards working group on modifying the "Description of Requirements" for "Staffing Level" in Standard 8 of the FDA Voluntary National Retail Food Regulatory Program Standards (VNRFRPS);
2. Use the supporting attachments listed in the 2016 - 2018 Program Standards Committee, Standard 8 Subcommittee report as the foundation to establish a more statistically sound logic model for the FTE (full-time equivalent) / Inspection ratio and provide the new calculation/formula to be used by a VNRFRPS enrollee to assess the Standard 8 "Staffing Level";
3. Propose amendments to Standard 8 of the VNRFRPS and the CFP guidance document titled "*Standard 8 Staffing Level Assessment Workbook*" and accompanying "*Instruction Guide*" to incorporate the outcomes of Charges 1 and 2; and
4. Report back committee findings and recommendations to the 2020 Biennial Meeting.

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**Conference for Food Protection  
2018 Issue Form**

**Issue: 2018 II-019**

<b>Council Recommendation:</b>	Accepted as Submitted	<u>  X  </u>	Accepted as Amended	<u>      </u>	No Action	<u>      </u>
<b>Delegate Action:</b>	Accepted	<u>      </u>	Rejected	<u>      </u>		

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**Title:**

PSC 7 - Training of Food Safety Regulatory Professionals

**Recommended Solution: The Conference recommends...:**

that the Program Standards Committee, a CFP standing committee, be charged during the 2018-2020 biennium to continue work originally assigned via Issue 2016-II-015 by collaborating with the FDA Office of Training Education and Development (OTED) and the Partnership for Food Protection Training and Certification Workgroup (PFP TCWG) to:

1. 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.
2. Review the results of the PFP TCWG recommendations for the nationally recognized Retail Food Curriculum based on the Retail Food Competency and Curriculum Framework to determine if changes are needed in the Voluntary National Retail Food Regulatory Program Standards (VNRFRPS) Standard 2 curriculum; including, but not limited to:
  - a) Identifying any gaps and recommendations for change; and
  - b) Reviewing the time frame for completion of Standard 2, Steps 1 through 4, for new hires or staff newly assigned to regulatory retail food protection programs.
3. Continue to assess if any changes will be needed in VNRFRPS Standard 2 - Trained Regulatory Staff to provide better alignment with Standard 4 of the VNRFRPS.
4. Report back findings and recommendations to the 2020 Biennial Meeting of the Conference for Food Protection.

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**Conference for Food Protection  
2018 Issue Form**

**Issue: 2018 II-020**

**Council Recommendation:** Accepted as Submitted  Amended  No Action   
**Delegate Action:** Accepted  Rejected

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**Title:**

PSC 8 - Approval & Posting of Updated Foodborne Illness Training Crosswalk

**Recommended Solution: The Conference recommends...:**

1. Approval of the updated document titled "*Crosswalk - Requirements for Foodborne Illness Training Programs*" (*Crosswalk*) (revision date 11/3/17) and authorizing the Conference to make any necessary edits prior to posting the document on the CFP website to assure consistency of format and non-technical content; edits will not affect the technical content of the document. Attached as a content document to Issue titled: Report - Program Standards Committee (PSC).
2. Replace the existing PDF file on the CFP website with the updated *Crosswalk* document.

The Conference also recommends charging the Program Standards Committee with:

1. Maintaining the "*Crosswalk - Requirements for Foodborne Illness Training Programs*" document as a resource for content baseline for foodborne illness training;
2. Evaluating the following references for inclusion in the *Crosswalk* document:
  - a) CDC EHS e-Learning on Environmental Assessment of Foodborne Illness Outbreaks [https://www.cdc.gov/nceh/ehs/elearn/ea\\_fio/](https://www.cdc.gov/nceh/ehs/elearn/ea_fio/)
  - b) FDA Food Related Emergency Exercise Bundle (FREE-B) <https://www.fda.gov/Food/FoodDefense/ToolsEducationalMaterials/ucm295902.htm> [CA(1)]
  - c) IS-305: Environmental Health Training in Emergency Response (EHTER) Awareness Level <https://training.fema.gov/is/>
  - d) NEHA Certified Foodborne Outbreak Investigator Credential (CFOI) <http://neha.org/professional-development/credentials/certified-foodborne-outbreak-investigator-cfoi-credential>
  - e) Integrated Food Safety Center of Excellence (CoE) Webinar Series <https://www.coefoodsafetytools.org/AllCoEProducts.aspx>; and
3. Reporting back any findings and recommendations to each biennial meeting of the Conference for Food Protection.

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**Conference for Food Protection  
2018 Issue Form**

**Issue: 2018 II-021**

<b>Council Recommendation:</b>	Accepted as Submitted _____	Accepted as Amended _____	<input checked="" type="checkbox"/> No Action _____
<b>Delegate Action:</b>	Accepted _____	Rejected _____	

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**Title:**

Amend VNRFPS – Standard 4 – Uniform Inspection Program

**Recommended Solution: The Conference recommends...:**

the Program Standards Committee be charged to address the Voluntary National Retail Food Regulatory Program Standards (VNRFPS), Program Standard No. 4 - Uniform Inspection Program to:

1. research a new model, solution and/or recommendation that will allow large and small jurisdictions to have the same statistical compliance requirements;
2. amend audit requirements to include randomized selection of files to be reviewed; and
3. report back to the 2020 Biennial meeting of the Conference for Food Protection its findings and recommendations.

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**Conference for Food Protection  
2018 Issue Form**

**Issue: 2018 II-022**

<b>Council Recommendation:</b>	Accepted as Submitted _____	Accepted as Amended _____	No Action _____	<b>x</b> _____
<b>Delegate Action:</b>	Accepted _____	Rejected _____		

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**Title:**

Amend Food Code - Submission of Application 30 Days Before Opening

**Recommended Solution: The Conference recommends...:**

no action because Section 8-302.11 of the current FDA Food Code allows local authorities to use discretion when applying this section.

*It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.*



**Conference for Food Protection  
2018 Issue Form**

**Issue: 2018 II-023**

<b>Council Recommendation:</b>	Accepted as Submitted _____	Accepted as Amended _____	No Action _____	<b>x</b> _____
<b>Delegate Action:</b>	Accepted _____	Rejected _____		

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**Title:**

Amend Food Code - Establishing Inspection Intervals, Section 8-401.10

**Recommended Solution: The Conference recommends...:**

no action because the issue is adequately addressed in the current FDA Food Code Sections 8-401.10(C) and 8-401.20.

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**Conference for Food Protection  
2018 Issue Form**

**Issue: 2018 II-024**

<b>Council Recommendation:</b>	Accepted as Submitted	<u>  X  </u>	Accepted as Amended	<u>      </u>	No Action	<u>      </u>
<b>Delegate Action:</b>	Accepted	<u>      </u>	Rejected	<u>      </u>		

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**Title:**

Report - Constitution, Bylaws and Procedures (CBP) Committee

**Recommended Solution: The Conference recommends...:**

acknowledgement of the submitted committee report and appreciation for the work of the 2016-2018 Constitution, Bylaws and Procedures Committee members.

The Conference also recommends continued work by the Constitution, Bylaws and Procedures (CBP) Committee on charges assigned by the Executive Board to:

1. Review the Conference for Food Protection governing documents (Conference for Food Protection Constitution and Bylaws, Conference Procedures, Conference Biennial Manual, position descriptions, conference policies, etc.) to facilitate a merger and conformance of these documents into a comprehensive "Conference for Food Protection Manual." (Issues 2012-II-001, 2012-II-004, 2014-II-018 and 2016-II-026)
2. Review membership and constituency of at-large members on all committees and offer recommendations on how to address the quantity and functionality of committees.
3. Report back to the Executive Board; and submit recommendations as Issues at the 2020 Biennial Meeting.

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**Conference for Food Protection  
2018 Issue Form**

**Issue: 2018 II-025**

<b>Council Recommendation:</b>	Accepted as Submitted _____	Accepted as Amended _____	<input checked="" type="checkbox"/> No Action _____
<b>Delegate Action:</b>	Accepted _____	Rejected _____	

*All information above the line is for conference use only.*

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**Title:**

CBP 2 - Nominating Committee Duties

**Recommended Solution: The Conference recommends...:**

the Constitution and By-Laws Article XV be amended to include a new Section 9 which describes the duties of the Nominating Committee. The current Sections 9 and 10 will be renumbered to accommodate the change (new language is underlined).

**Section 9.** The Nominating Committee shall report to the Executive Board. The Nominating Committee shall provide to the Board a list of viable candidates for Conference Chair and Vice Conference Chair immediately prior to each Biennial Meeting.

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**Conference for Food Protection  
2018 Issue Form**

**Issue: 2018 II-026**

<b>Council Recommendation:</b>	Accepted as Submitted	<input checked="" type="checkbox"/>	Accepted as Amended	<input type="checkbox"/>	No Action	<input type="checkbox"/>
<b>Delegate Action:</b>	Accepted	<input type="checkbox"/>	Rejected	<input type="checkbox"/>		

*All information above the line is for conference use only.*

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**Title:**

CBP 3 - Strategic Planning Committee (SPC) Duties

**Recommended Solution: The Conference recommends...:**

the Constitution and By-Laws Article XV be amended to include a new Section 10 which describes the duties of the Strategic Planning Committee and the current Sections 10 and 11 to be renumbered to accommodate the change (new language is underlined).

**Section 10.** The Strategic Planning Committee shall report to the Executive Board. The Strategic Planning Committee shall provide an active leadership role in developing both long term and short term goals that will enhance and sustain the relevance and viability of the Conference for Food Protection. To accomplish these goals the SPC will include such activities as...

- a) Anticipate changing business and regulatory environment.
- b) Assess membership satisfaction of the CFP and its processes.
- c) Identify changing expectations of CFP members.
- d) Explore ways to build membership.
- e) Assist in efforts to communicate more effectively with membership.
- f) Expand outreach to collaborate and partner with organizations of similar public safety goals.
- g) Search for viable funding sources to ensure long term financial sustainability.

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**Conference for Food Protection  
2018 Issue Form**

**Issue: 2018 II-027**

<b>Council Recommendation:</b>	Accepted as Submitted	<u>  x  </u>	Accepted as Amended	<u>      </u>	No Action	<u>      </u>
<b>Delegate Action:</b>	Accepted	<u>      </u>	Rejected	<u>      </u>		

*All information above the line is for conference use only.*

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**Title:**

CBP 4 - Publications Committee as Standing Committee - Duties and Charges

**Recommended Solution: The Conference recommends...:**

1) The Constitution and By-Laws, Article XIV - Committees, Section 2 be amended to add Subsection 9 - Publications Committee as follows (new language is underlined):

*The following standing committees shall be established:*

***Subsection 1.*** Audit Committee;

***Subsection 2.*** Constitution and Bylaws/Procedures Committee;

***Subsection 3.*** Finance Committee;

***Subsection 4.*** Issue Committee;

***Subsection 5.*** Food Protection Manager Certification Committee;

***Subsection 6.*** Nominating Committee;

***Subsection 7.*** Program Committee;

***Subsection 8.*** Program Standards Committee

***Subsection 9.*** Publications Committee

***Subsection 10.*** Resolutions Committee; and

2) The Constitution and By-Laws Article XV - Duties of Committees be amended to include a new Section 11 which describes the duties of the Publications Committee and the current Sections 11 and 12 be renumbered to accommodate the change (new language is underlined).

**Section 11.** The Publications Committee shall report to the Executive Board. The Publications Committee shall make recommendations to the Board to establish, maintain, and improve Conference publications regarding Conference endorsement, copyright, scientific and regulatory accuracy, and external publication approval. The Committee shall report all publication recommendations to the Board for approval prior to internal publication and revisions or external publication.

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**Conference for Food Protection  
2018 Issue Form**

**Issue: 2018 II-028**

<b>Council Recommendation:</b>	Accepted as Submitted _____	Accepted as Amended _____	No Action _____	<b>x</b> _____
<b>Delegate Action:</b>	Accepted _____	Rejected _____		

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**Title:**

CBP 5 - Amend CFP Constitution and Bylaws, Membership

**Recommended Solution: The Conference recommends...:**

no action as the definition of "Regulatory Support" is captured in the Conference for Food Protection Constitution and Bylaws under Article 3, Section 5, §2(e).

*It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.*

**Conference for Food Protection  
2018 Issue Form**

**Issue: 2018 II-029**

<b>Council Recommendation:</b>	Accepted as Submitted	<input checked="" type="checkbox"/>	Accepted as Amended	<input type="checkbox"/>	No Action	<input type="checkbox"/>
<b>Delegate Action:</b>	Accepted	<input type="checkbox"/>	Rejected	<input type="checkbox"/>		

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**Title:**

Creation of a Retail Food Regulatory Program Alliance

**Recommended Solution: The Conference recommends...:**

that a letter be sent to FDA asking recognition and support of a "Retail Food Regulatory Program Alliance," and provide funding for the development of this Alliance to assure it meets the objective of advancing conformance with the Voluntary National Retail Food Regulatory Program Standards.

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**Conference for Food Protection  
2018 Issue Form**

**Issue: 2018 I-015**

<b>Council Recommendation:</b>	Accepted as Submitted _____	Accepted as Amended _____	<input checked="" type="checkbox"/> No Action _____
<b>Delegate Action:</b>	Accepted _____	Rejected _____	

*All information above the line is for conference use only.*

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**Title:**

Amend Food Code Consumer Advisory: Food Allergies - Allergen Disclosure

**Recommended Solution: The Conference recommends...:**

formation of an allergen committee charged to:

- Review Issues 2018-I-015, 2018-II-007, 2018-II-008 and their original submitted Recommended Solution, including but not limited to:
  - Evaluation of major food allergen disclaimers in retail food establishments.
  - Development of methodology for retail food establishments to notify consumers when menu items contain major food allergens.
  - Determining if any additional staff training for food allergen awareness is needed
  - Identifying any supporting research or evidence that supports recommendations.
- Recommend changes to the Food Code that support retail food establishments in their efforts to protect consumers with major food allergens.
- Report back findings and recommendations to the 2020 Biennial Meeting of the Conference for Food Protection.

*It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.*