

CONFERENCE ADMINISTRATION	Document Date	Target Review Cycle	Assigned Reviewer	Status
Governing Documents				
Constitution and Bylaws	2018 July			
Biennial Meeting / Conference Procedures	2019			
Biennial Meeting Information Manual	Not posted			Removed from website in 2018 pending revision
Polices				
Antitrust Policy	2001 August			
Archiving CFP Documents	2014 April			
Audit Policy	2006 August			
Commercialism and Comity Policy	2017 August			
Crumbine Award Policy	1997 March			
Late Issue Submission Policy	2013 August			
Open Meeting Policy	2000 August			
Record Retention Policy	2006 August			
Travel Subsidy Policy	2018 April			
Conference Spokesperson Policy	2014 May			
Invoice Approval Policy	2017 August			
Position Descriptions (PDs)				
<i>Leadership Positions</i>				
Conference Chair	2018 August			
Conference Vice Chair	2018 August			
Immediate Past Chair	PD not available			
<i>Executive Administration Positions</i>				
Executive Board Member	2018 August			
Executive Director	2019 April			
Executive Treasurer	2016 February			
Executive Assistant	2018 August			
<i>Council Positions</i>				
Council Chair	2017 August			
Council Vice Chair	2017 August			
Council Member	2019 April			
Council Scribe	2017 August			
Council Runner	2017 August			
Parliamentarian	2017 August			
Council App Liaison	2019 April			
<i>Committee Positions</i>				
Council Committee Chair / Vice Chair	2017 August			
Committee Member	2005 August			
<i>Standing Committee Positions</i>				
Audit Committee Chair	2005 August			
Constitution & Bylaws Committee Chair	2014 August			

Finance Committee Chair	2016 August			
Food Protection Manager Certification Committee Chair	2015 October			
Issue Chair	2017 August			
Nominating Committee Chair	Not dated			
Program Chair	2005 August			
Program Standards Committee Chair	2015 April			
Publications Committee Chair	PD not available			
Resolutions Committee Chair	2005 August			
Strategic Planning Committee Chair	2015 November			
COUNCIL and COMMITTEE REPORT TEMPLATES	Document Date	Target Review Cycle	Assigned Reviewer	Status
<i>Committees</i>				
Committee Final Report Instructions	Not dated			
Committee Final Report Template	Not dated			
Committee Periodic Report Instructions	2016 April			
Committee Periodic Report Template	2016 April			
Committee Roster and Instruction Form Template	2018 September			Note: instructions do not match template
CFP Committee Conference Call Documentation Form Template	2018 April			
CFP Council Committee Chair Handbook	2019 April			
<i>Councils</i>				
Council Chair Periodic Summary Report Instructions	2014 May			
Council Chair Periodic Summary Report	2014 May			
Council Chair Final Summary Report Instructions (template)	2018 March			
Council Chair Final Summary Report Instruction (form)	2018 March			
FORMS	Document Date	Target Review Cycle	Assigned Reviewer	Status
Membership Application	01/30/2019			
Sponsorship Applications – Sustaining and Event	Pending			Documents currently in the development stage
Sustaining Supporter Application	Not dated			Revised January 2019 to update EA contact info
CFP PRESENTATIONS (organizational) – PowerPoint	Document Date	Target Review Cycle	Assigned Reviewer	Status
CFP Orientation PowerPoint	Not dated			Location: “about the conference,” “current organization”
Committee Formation PowerPoint	2014			Location: “conference administration,” “standing committees”
New Board Member Orientation PowerPoint	Not posted			Most recent version from 2014
CFP Biennial Meeting Council Orientation PowerPoint	Not posted			Most recent version from 2018

OTHER DOCUMENTS	Document Date (as indicated on document)	Target Review Cycle	Assigned Reviewer	Status
Issue Submission	Various			Location: “about the conference,” “Issue submission” All posted documents updated each biennium prior to launch of online Issue submission
Biennial meeting information (<i>see page 10 of this document for list of biennial meeting dates/locations</i>)	Various			Location: “biennial meetings” Maintained online since 2000
Master Calendar (of biennial cycle)	04/02/2019			Location: “conference administration,” “calendar”
Committee Contact List	07/01/2019			Location: “committee activities and reports to EB”
Reports to the Executive Board and meeting minutes - August 2004 to the present – see page 9 of this document	Various			Location: “committee activities and reports to EB” Recent postings include all documents submitted for each EB meeting from Executive team, Conference and Council Leaders, committee chairs (council, standing, and ad hoc), and federal agency partners
MOUs – FDA, USDA, CDC, AFDO	Various			Location: “about the conference.” “memoranda of understanding”
Food Protection Manager Certification	Various			Location: “food protection manager certification”
- CFP Food Protection Manager Certification Standards	Amended at 2018 Biennial Meeting			
- FPMCC – Normative Document	Approved at 2018 Biennial Meeting			
- FAQs Document	Revised 03/08/2005			
- Orientation to FPMC Committee (PowerPoint)	08/07/2014			
- MPCMM CFP Communication Outreach PowerPoint Program	Not dated			
- FDA Endorsement Letter	04/13/2004			
- CDC Endorsement Letter	05/06/2006			
- Information-Food Protection Manager Certification	05/11/2017			
- Meeting Minutes 2012-2014 CFP Cycle	As stated in title			
- Meeting Minutes 2014-2016 CFP Cycle	As stated in title			
- 2016 April Report to the Executive Board	As stated in title			
- April 2017 Food Protection Manager Certification Committee Report	As stated in title			
- 2016-2018 Food Protection Manager Certification Committee Roster	As stated in title			
- 2018 Final FPMC Committee Report	As stated in title			
- Food Protection Manager Certification Committee Bylaws	10/25/2017; approved 2018 Biennium			

OTHER DOCUMENTS	Document Date (as indicated on document)	Target Review Cycle	Assigned Reviewer	Status
Agency Partners				
- FDA/CFSAN (Center for Food Safety and Nutrition)	n/a			Links directly to CFSAAN webpage
- USDA/FSIS (Food Safety and Inspection Service)	n/a			Links directly to FSIS webpage
- CDC (Centers for Disease Control and Prevention)	n/a			Links directly to CDC webpage
- Association of Food and Drug Officials (AFDO)	n/a			Links directly to AFDO webpage
Partner Documents				Location: "links to partners and other documents"
- FDA Food Code	2017			
- FDA Information				
✓ FDA Draft Report 2017 – Control of Listeria Guidance Regulation document for Industry	January 2017			
✓ FDA Audit Manual for Conducting Voluntary National Retail Food Regulatory Program Standards Self-Assessment Evaluations	06/30/2004			
✓ FDA Food Security Preventive Measures Guidance	October 2007			
✓ FDA HACCP Guide for Operators	April 2006			
✓ FDA HACCP Guide for Regulators	April 2006			
✓ FDA Standardization Procedures	05/11/2015			
✓ FDA Voluntary National Retail Food Regulatory Program Standards	January 2017			Direct link to FDA webpage
✓ Institute of Food Technologist (IFT) Report, "Evaluation and Definition of Potentially Hazardous Foods"	12/31/2001			
- UDSA Information				
✓ Parameters for Determining Inoculated Pack/Challenge Study Protocols	03/20/2009			
✓ USDA Listeria Controls at Retail: Nationwide Surveillance Results	Not dated			
- Crumbine Award				Active links to www.crumbineaward and Kansas State Historical Society website

CONFERENCE-DEVELOPED GUIDES and DOCUMENTS	Document Date (as indicated on document)	Committee of Origin (Council included when referenced)	Status of Committee	Target Review Cycle	Assigned Reviewer	Notes
2014 IT Sub-committee White Paper	2014	IT Subcommittee	Retired			
Assessment of Training Needs Pilot Project Report	January 2008	Certification of Food Safety Regulation Professionals Work Group (Council II)	Retired			
CFP Beef Grinding Log Template Guidance Document	Not dated	Beef Grinding Log Committee (Council I)	Retired			Refers to 2014 Biennial Meeting
CFP Field Training Manual for Regulatory Retail Food Safety Inspection Officers (FSIO)	Updated 05/31/2013	Certification of Food Safety Regulation Professionals Work Group (Council II)	Retired – charges given to PSC			
CFP CFSRP Pilot Project Information (NOTE: provides info related to “Assessment of Training Needs Pilot Project Report” listed above)	Published: 05/06/2010 See 7 documents:	Certification of Food Safety Regulation Professionals Work Group (Council II)	Retired			References April 2009 FDA Program Standards
- Cover Memo – Pilot Project Fact Sheet	04/10/2010					
- Application to Participate – Uniform Inspection Program	Not dated; includes reference to a 05/28/2010 deadline					
- Guide to the Uniform Inspection Program Audit	Not dated					
- Audit Worksheet Form	Not dated					
- Audit Reference Guide	Not dated					
- Audit Results Summary and FSIO Training Plan	Not dated					
- April 2009 FDA Program Standards	April 2009					
Comprehensive Guidance for Food Recovery Programs – posted in both PDF and MS Word format	April 2016	Food Recovery Committee (Council I)	Retired			Original date 2000; revision dates January 2004, March 2007, and April 2016
Crosswalk – Phases of Food Incident Response	04/29/2013 Draft	Interdisciplinary Foodborne Illness Training Committee (IFITC) (Council II)	Retired – charges transferred to PSC			Marked as DRAFT and as “Attachment A – FSMA 205(1)A” but without reference to originating document
Crosswalk – Requirements for Foodborne Illness Training Programs Based on Standard 2	Revised 11/03/2017; approved at 2018 Biennial Meeting	Interdisciplinary Foodborne Illness Training Committee (IFITC) (Council II)	Retired – charges transferred to PSC			

CONFERENCE-DEVELOPED GUIDES and DOCUMENTS	Document Date (as indicated on document)	Committee of Origin (Council included when referenced)	Status of Committee	Target Review Cycle	Assigned Reviewer	Notes
Food Contact and Utensil Barrier Usage Committee	See 4 documents below	Food Contact Utensil Barrier Usage Committee	Retired			
- Barriers to Bare Hand Contact	Draft submitted for approval April 2010					Watermarked as DRAFT
- Barriers to Bare Hand Contact (Spanish)	Not dated					
- Utensil Barrier PowerPoint – English	Revised December 2009					
- Utensil Barrier PowerPoint – Spanish	Revised December 2009					Refers to Committees in 2007-2008 and 2009-2010
Food Establishment Inspection Report	See 4 documents below	Inspection Form Committee	Retired			
- Form PDF Document	Footer indicates CFP 00-12-03 Date format not clear if it is 2000 or 2003					Marked as “Appendix A” without reference to originating document.
- Form Excel Document	Not dated					
- Marking Instructions	Not dated					Marked as “Appendix B” without reference to originating document. Document refers to 2001 Food Code
- Risk Factors and Interventions	Not dated					Marked as “Appendix C” without reference to originating document.
Emergency Action Plan for Retail Food Establishments	See 2 documents below	Emergency Preparedness Committee (Council II)	Retired			Original 2004-2006; 1 st revision 2006-2008
- PDF Document	2 nd Edition 01/22/2014					
- Word Document	2 nd Edition 01/22/2014					
Employee Food Safety Training Guidance Document	Approved at 2018 Biennial Meeting	Employee Food Safety Training Committee (Council II)	Retired			
Guidance Document for a Model Wild-harvested Mushroom Program	Updated 05/05/2014	Wild Harvested Mushroom Committee	Retired			Updates guidance originally developed 2012
Guidance for Mail Order Food Companies	Approved at 2018 Biennial Meeting	Mail Order Food Safety Committee	Retired			
Plan Review for Food Establishments	See 3 documents below	Plan Review Committee	Retired			

CONFERENCE-DEVELOPED GUIDES and DOCUMENTS	Document Date (as indicated on document)	Committee of Origin (Council included when referenced)	Status of Committee	Target Review Cycle	Assigned Reviewer	Notes
- <i>Plan Review for Food Establishments 2016 (titled: Food Establishment Plan Review Manual)</i>	2016 Version					
- <i>Plan Review for Food Establishments 2016 in Word (titled: Food Establishment Plan Review Manual)</i>	2016 Version					
- <i>Plan Review Calculations AE – Appendix C</i>	Not dated					Excel: 8 sheets from various sources
Recommended Guidance for Permanent Outdoor Cooking at Permanent Food Establishments	<i>See 2 documents below</i>	Plan Review Committee	Retired			
- <i>Recommended Guidance for Permanent Outdoor Cooking at Permanent Food Est.</i>	Final 07/15/2014					Second Edition
- <i>Appendix 1 – Outdoor Cooking Operations Plan Review Checklist</i>	Not dated					Footer refers to 2012-2014 Plan Review Committee
Recommended Guidance for Mobile Food Establishments	<i>See 5 documents below</i>	Plan Review Committee	Retired			
- <i>Recommended Guidance for Mobile Food Establishments</i>	2014 on cover; footer dated FINAL 11/18/2013					Second Edition
- <i>Appendix I – Application to Operate a Mobile Food Establishment</i>	October 2013					Marked as “Appendix I” without reference to originating document.
- <i>Appendix II – Mobile Food Establishment Proposed Design Layout</i>	Not dated					Marked as “Appendix II” without reference to originating document. Footer references 2012-14 Plan Review Committee
- <i>Appendix III – Servicing Area Agreement</i>	October 2013					Marked as “Appendix III” without reference to originating document.
- <i>Appendix IV – FDA Food Code Mobile Food Establishment Matrix</i>	Not dated					Marked as “Appendix IV” without reference to originating document.

CONFERENCE-DEVELOPED GUIDES and DOCUMENTS	Document Date (as indicated on document)	Committee of Origin (Council included when referenced)	Status of Committee	Target Review Cycle	Assigned Reviewer	Notes
Sanitation Practices Standard Operating Procedures and Good Retail Practices to Minimize Contamination and Growth of Lm within Food Establishments	Not dated	<i>Listeria monocytogenes</i> Intervention Committee (Council III)	Retired			2 nd Edition; references 2012-2014 and 2015-2016 Committees. Also references original 2004-2006 Committee
Standard 8 Staffing Level Assessment Workbook; Instruction Guide	2012	Program Standards Committee	Active – Standing			
Standard 8 Staffing Level (FTE to Inspection Ratio) Assessment Workbook (Excel)	11/13/2015 listed on website; document not dated	Program Standards Committee	Active – Standing			Excel document with 8 sheets
Temperature Control for Safety Committee Survey	10/27/2005 revised	Temperature Controlled for Safety (TCS) Food Implementation Committee (Council I) Also referred to as Temperature Control for Food Safety Committee	Retired			Various pages dated differently: 12/07/2005, 12/27/2005, 01/17/2006
Temporary Food Establishments	<i>See 2 documents below</i>	Plan Review Committee	Retired			
- <i>Final Document</i>	2011					
- <i>Final Document in Word</i>	2011					
Unattended Food Establishment Guidance Document (titled as Guidance Document for Unattended Food Establishments)	Revised 12/26/2017; accepted by Assembly April 2018	Unattended Food Establishment Committee	Retired			Also marked as prepared 2014-2016; accepted 2016
Uniform Inspection Program Audit Pilot Project Report	12/01/2011	Certification of Food Safety Regulation Professionals Work Group (Council II)	Retired			
Voluntary National Retail Food Regulatory Program Standards Clearinghouse Workgroup – Q&A	January 2017	Program Standards Committee	Active – Standing			
Voluntary National Retail Food Program Standards – Competence of Inspections infographic	2014-2016 Committee	Program Standards Committee	Active – Standing			

For reference only – once posted, documents are NOT updated unless errors are noted

REPORTS TO THE EXECUTIVE BOARD (reverse date order)	Category of Reports Posted	Notes
2019 August	Pending	
2019 April	Executive Board Meeting	
2018 August	Executive Board Meeting	
2018 April	Executive Board Meeting	
2017 August	Executive Board Meeting	
2017 April	Executive Board Meeting	
<i>NOTE: prior to 2017, hierarchical posting was inconsistent. Most documents are posted under the "Executive Board Meeting" header; documents listed below are under separate headers.</i>		
2016 August	Executive Board Meeting, 2016 2 nd Quarter Financial Statement	
2016 April	Executive Board Meeting, 2016 1 st Quarter Financial Report, 2015 4 th Quarter Financial Report	
2015 August	Executive Board Meeting	
2015 April	Executive Board Meeting	
2014 August	Executive Board Meeting, 2014 3 rd Quarter Financial Report, 2014 Executive Treasurer Report, 2014-2016 Executive Board Meeting Minutes,	
2014 May	Executive Board Meeting, 2013 Quarter 4 Year End Financial Statement	
2013 August	Executive Board Meeting, Wild Mushroom Committee, September 2013 3 rd Quarter Financial Statement, 2014 Projected Budget	
2013 April	Executive Board Meeting	
2012 August	Executive Board Meeting, December 2012 Financial Report, June 2012 Financial Report	
2012 April	Executive Board Meeting	
2011 August	Executive Board Meeting, December 2011 Financial Report, October 2011 Financial Report	
2011 April	Executive Board Meeting	
2010 August	Executive Board Meeting, October 2010 Financial Report	
2010 April	Executive Board Meeting/Biennial Meeting, January 2010 Financial Reports	
2009 August	Executive Board Meeting (DUPLICATED)	
2009 April	Executive Board Meeting, 2009 Annual Operating Budget	
2008 August	Executive Board Meeting, 2008 Annual Financial Report, 2008 Annual Reports	
2008 April	Executive Board Meeting	
2007 August	Executive Board Meeting, 2007 Annual Financial Report	
2007 April	Executive Board Meeting	
2006 August	Executive Board Meeting, 2006 Annual Financial Report	
2006 April	Executive Board Meeting	
2005 August	Executive Board Meeting, 2005 Annual Financial Report	
2005 April	Executive Board Meeting	
2004 August	Executive Board Meeting, 2004 Annual Financial Report	
2002	2002 Annual financial report	

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BIENNIAL MEETING	Documents Posted	Conference Chair(s)
2020 – Denver, CO	Pending: http://www.foodprotect.org/biennial-meetings/2020-biennial-meeting/	David Lawrence
2018 – Richmond, VA	See listing of documents posted at: http://www.foodprotect.org/biennial-meetings/2018-biennial-meeting/ <i>Note: need to work with webmaster to correct the links for Council II final committee reports (incorrect documents open)</i>	Patrick Guzzle
2016 – Boise, ID	See listing of documents posted at: http://www.foodprotect.org/biennial-meetings/2016-biennial-meeting/	John M. Luker
2014 – Orlando, FL	See listing of documents posted at: http://www.foodprotect.org/biennial-meetings/2014-biennial-meeting/	Lori LeMaster
2012 – Indianapolis, IN	See listing of documents posted at: http://www.foodprotect.org/biennial-meetings/2012-biennial-meeting/	Sheri Morris
2010 – Providence, RI	See listing of documents posted at: http://www.foodprotect.org/biennial-meetings/2010-biennial-meeting/	David Gifford
2008 – San Antonio, TX	See listing of documents posted at: http://www.foodprotect.org/biennial-meetings/2008-biennial-meeting/	Elizabeth Nutt
2006 – Columbus, OH	See listing of documents posted at: http://www.foodprotect.org/biennial-meetings/2006-biennial-meeting/	Janice Buchanon
2004 – Chandler, AZ	See listing of documents posted at: http://www.foodprotect.org/biennial-meetings/2004-biennial-meeting/	Glenda Christy
2002 – Nashville, TN	See listing of documents posted at: http://www.foodprotect.org/biennial-meetings/2002-biennial-meeting/	Lydia Strayer
2000 – Milwaukee, WI	Proceedings only posted at: http://www.foodprotect.org/biennial-meetings/2000-biennial-meeting/	Sandra Lancaster
1998 – Boston, MA	Not posted	C. Thomas Leitzke
1996 – Denver, CO	Not posted	Paul Panico
1994 – San Jose, CA	Not posted	Trevor Hayes
1992 – Baltimore, MD	Meeting proceedings not generated	David Resh and Ellen Thomas
1990 – Atlanta, GA	Meeting proceedings not generated	Betty Harden
1988 – Orlando, FL	Not posted	Martha E. Rhodes
1986 – Ann Arbor, MI	Not posted	Charles Felix
1984 – Washington, DC	Not posted	Charles Felix
1971 – Denver, CO	Not posted	George Kupchik

For reference only – once posted, documents are NOT updated unless errors are noted

RETIRED COMMITTEES	Dates Active	Notes
Location: listed with "Standing Committees" on the "Conference Administration" page	(linked reports currently on website)	
Allergen Committee	2005, 2007 to 2011	
Barrier Hazard Committee	2007, 2009	
Beef Grinding Log Template for Retail Establishments	2013	
Blade Tenderized Meat Committee	2007, 2009	
Certification of Food Safety Regulatory Professionals Committee (Program Standards Workgroup)	2005, 2007, 2009 to 2015	
Clean-in-Place Committee	2016 to 2018	
Cold Holding of Fish in Reduced Oxygen Packaging Committee	2009	
Critical Item Committee	2005 to 2009	
Criticality Implementation and Education Committee	2009	
Date Marking Coded as a Critical Violation Committee	No reports posted	
Demonstration of Knowledge Committee	2014, 2016 to 2018	

RETIRED COMMITTEES Location: listed with “Standing Committees” on the “Conference Administration” page	Dates Active (linked reports currently on website)	Notes
Electronic Reporting Committee	2007 to 2009	
Emergency Action Plan Committee	2013	
Emergency Preparedness and Response Committee	2005, 2007	
Employee Training Committee	2014, 2016 to 2018	
Food Contact Utensil and Barrier Usage Committee	2007, 2009	
Food Defense Committee (ad hoc)	2010	
HACCP-Based Guidance for Meat and Poultry Processing at Retail Committee	2012, 2013	
Hand Hygiene Committee	2010, 2011, 2013 to 2015	
Hot Holding Temperature Reduction Committee	2009	
Ice Maker Committee	2014, 2015	
Inspection Form Committee	2005 to 2007	
Inspection Form Scoring Committee	2008 to 2011	
Interdisciplinary Foodborne Illness Training Committee	2005, 2007 to 2011, 2013 to 2015	
Interstate Shipment of Shellfish Committee (ad hoc)	2009	
Listeria monocytogenes Intervention Committee	2005	
Listeria Retail Guidelines Committee	2013 to 2015	
Mail Order Food Safety Committee	2016 to 2018	Committee re-created 2018 as “Direct to Consumer Delivery Food Safety Committee”
NVEAIS Committee	2009	
Oyster Advisory Committee	2014, 2015	
Plan Review Committee	2005 to 2007, 2009 to 2015	
Publishing Guidelines Committee (as hoc)	2012, 2013, 2016, 2018	
Recall Evaluation Committee	2010, 2011	
Reduced Oxygen Packaging Committee	2010, 2011	
Sanitizer Committee	2007 to 2009	
Special Process Control Committee	2016 to 2018	
Standardized Data Collection / Electronic Reporting Committee	2012, 2013	
TCS Food Implementation Committee	2005 to 2007, 2009	
Time as a Public Health Control Committee	2013	
Unattended Food service Establishment Committee	2014, 2016 to 2018	
Video Content Committee (ad hoc)	2007	
Website Committee (as hoc)	2005, 2007, 2008	
Wild Mushroom Committee	2013	