

**Conference for Food Protection  
Council Final Summary Report**

---

**Date of Report: August 12, 2020**

**Submitted By:** Sharon Wood, Chair Council II  
Jo DeFrancesco, Vice-Chair Council II

**Committee Charges and Activities:** *See individual committee reports for details*

**1. List of Committees:**

- **Food Protection Manager Certification Committee (FPMCC) – Co-Chairs Sean Dunleavy and Sharon Wood**
  - **Issue II-001: Food Protection Manager Certification Committee (FPMCC) Final Report-** Acknowledge the Food Protection Manager Certification Committee Report with attachments and extending thanks to the Committee members for their work.
  - **Issue II-002: FPMCC Standards for Accreditation of Food Manager Certification –** Approval of Revisions to the Standards for Accreditation of Food Protection Manager Certification Programs
  - **Issue II-003: FPMCC Bylaw Revisions-** Approval of the revisions to the Food Protection Manager Certification Committee Bylaws
- **Constitution ByLaws and Procedures Committee (CPBC) Co-Chairs Davene Sarrocco-Smith and Susan Quam**
  - **Issue II-005: Report Constitution ByLaws and Procedures Committee (CPBC):** Acknowledge the CBPC Report with attachments and extending thanks to the Committee members for their work.
  - **Issue II-006: CBPC#2 Revised Constitution ByLaws-** Acceptance of the draft of the revised Conference for Food Protection Constitution and ByLaws 2018.
  - **Issue II-007: CBPC#3 At Large Committee Membership-** Acceptance of the draft of the CFP Constitution and ByLaws 2018, Article XV Section 13.
  - **Issue II-008: CBPC #4 MOU between CP and NACCHO- Acceptance** of the MOU between CFP and NACCHO to establish a working relationship.
  - **Late Breaking Issue II-034: CBPC 5 – Revised CFP Constitution and Bylaws –** Approval of a 2021 revision to the CFP Constitution and Bylaws.
- **Allergen Committee (AC)- Co-Chairs Jeff Hawley and Mike Pascucilla**
  - **Issue II-0011: Allergen Committee Final Report -** Acknowledge the Food Protection Manager Certification Committee Report with attachments and extending thanks to the Committee members for their work.
  - **Issue II-012: AC #2 Post Food Allergy Notifications Guidance Document on CFP Website-** Post the major food allergens notifications guidance document for industry on the CFP website.
  - **Issue II-013: AC#3 Amend Food Code for Major Food Allergen Training for Food Employees-** Amend food code to remove food allergen training from 2-103.11(N) and add a new paragraph to section 2-103.11 with recommended components of food allergen training.
  - **Issue II-014: AC#4 Amend Food Code for Notification of Major Food Allergens in Bulk Foods-** Amend subparagraph 3-602.11(C)(2) of the Food Code to require notification of MAJOR FOOD ALLERGENS in consumer self-service bulk FOOD.

- **Issue II-015: AC#5 Amend Food Code for Written Notification of Major Food Allergens** – Amend the Food Code to add a new paragraph to 3-602.12 to require permit holder to notify consumers of the presence of MAJOR FOOD ALLERGENS as ingredients in unpackaged FOOD items by various means.
- **Issue II-016: AC#6 Amend Food Code; Major Food Allergen Notification Upon Consumer Request-** Amend 3-602.12 of the Food Code to add a new Paragraph to require the PERMIT HOLDER to, upon request, provide consumers with a written list of all MAJOR FOOD ALLERGEN ingredients in FOOD items.
- **Program Standards Committee (PSC)- Co-Chairs Angie Cyr and Amanda Douglas**
  - **Issue II-017: PSC Issue #1: Report 2018-2020 Program Standards Committee-** Acknowledge the Program Standards Committee Report with attachments and extending thanks to the Committee members for their work.
  - **Issue II-18: PSC Issue #2 New Assessment for Standard 8 Staffing Level Criteria-** PSC has addressed the charges outlined in 2018 II-018: The committee has proposed a recommendation that the FDA modify Standard 8 “Staffing Level.”
  - **Issue II-19: PSC Issue #3 Posting updated Crosswalk- Requirements for Foodborne Illness-** post updated version of the Crosswalk- Requirements for Foodborne Illness Training Programs based on Standard 5 to CFP website.
  - **Issue II-20: PSC Issue #4 Maintenance and Posting of Self-Assessment Tool-** PSC recommends that the SA Tool spreadsheet be maintained by the FDA and posted on the VNRFPR’s web page.
  - **Issue II-23: PSC Issue #5 Continuation of Issue 2018 II-014 PSC2-** PSC Recommends continuing issue 2018 II-014 to have the FDA work with the PSC to incorporate plan review to the VNRFPR’s.
  - **Issue II-24: PSC Issue #6 Amend Standard 2 Appendix B-1 format –** Change format of Appendix to reflect educational changes, new technology, etc.
  - **Issue II-25: PSC Issue #7 Amend Standard 2 curriculum to replace select Courses with updates-** Replace outdated content in Standard 2 with more relevant up to date information.
  - **Issue II-26: PSC Issue #8 Amend Standard 2 curriculum to replace pre and post curriculum-** add additional content to reflect missing topics.
  - **Issue II-27: PSC Issue #9 Amend Standard 2 to increase completion time of steps 1-4-** Increase the 18-month training time frame in the VNRFPR’s for training to reflect the time frame in the MFRPS.
  - **Issue II-28: PSC Issue #10 Amend CFP Training Manual to add Quality Program Elements (STD 2)**

## 2. Council leadership requested action:

- The FPMCC reviewed existing standards for Accreditation of FPMCC programs and suggested changes to update certification requirements in the document CFP Food Protection Manager Certification Standards. It is requested that the document be placed onto the CFP website pending board approval and any necessary edits. The FPMCC has also suggested revisions to the FPMCC by laws with the bylaws placed onto the CFP Website also pending acceptance and board approval.
- CBPC has proposed clarification changes to the Constitution of ByLaws to improve administrative functions. Additionally, CPBC has proposed changes to committee membership changing the name of At-Large members to Alternate members and limiting the number of Alternate members to 18 to increase committee efficiency along with other changes for clarification of committee membership.

- The AC has requested to amend the Food code to add Allergen training for food employees and changes to the Food Code to address MAJOR FOOD ALLERGEN labeling of bulk foods, notifications of MAJOR FOOD ALLERGENS upon consumer request and as ingredients. The AC has also requested that the Board post a FOOD ALLERGEN guidance document on the CFP website if accepted by council.
- The PSC has proposed changes to Standard 8 on Staffing Levels to change the formula for determining an acceptable number of inspectors as well as updating the Foodborne Illness Crosswalk on Standard 5 and posting it to the CFP website. There is an issue to include plan review as part of the VNRFRP's as a continuation of 2018 II-014. The majority of the issues from the PSC that address standard 2 are in updating the curriculum to reflect needed training topics that are not currently on the CFP Training plan. The CFP training plan has not been updated in over 10 years. Other items addressed in Standard 2 affect the learning platforms utilized. Many jurisdictions have moved to LMS Platforms and other current methods of teaching that are not addressed in the current Standard.

### **3. Council Issue Breakdown:**

- There are 34 Issues assigned to Council II for 2020
  - 24 Issues were submitted by the 4 assigned committees
  - Ten Issues were generated from independent sources.