

**Item 2.3.3**

**Committee Reports are considered DRAFT until accepted by the Executive Board  
Approved 4/2/2019**

*The Conference Chair, Executive Director, Council Chair, or Issue Chair may return committee reports, Issues, or attached documents requesting edits to improve clarity or understanding, or to include missing information.*

*Committee-submitted documents may impact the image, credibility and integrity of the Conference as an organization. With the exception of material that is copyrighted and/or has registration marks, committee generated documents submitted to the Executive Board and via the Issue process (including Issues, reports, and content documents) become the property of the Conference.*

**COMMITTEE NAME:** **Direct to Consumer Delivery Committee**

**DATE OF REPORT:**  *Initial fall progress report*     *Spring progress report*     *Second fall progress report*  
**Date submitted:** 6/27/2019                      **Date amended (if applicable):** *Click here to enter a date.*                      **Date accepted by Executive Board:** *Click here to enter a date.*

**COMMITTEE ASSIGNMENT:**     *Council I*     *Council II*     *Council III*     *Executive Board*

**REPORT SUBMITTED BY:** **Donald W Schaffner (chair), Albert Espinoza (vice chair)**

**COMMITTEE CHARGE(S):**

*Issue #* **\_ 2018-III-006 \_**

1. **Identify current recommended practices and existing guidance documents that relate to shipment directly to a consumer of perishable food items and for the safe delivery of food by Third Party Delivery Services (TPDS) entities.**
2. **Revise the Guidance Document for Mail Order Food Companies that includes recommended practices for transportation directly to a consumer of perishable products, to include proper packaging; temperature control during shipping, receiving, and storage; return of compromised and abused products; and other food safety related topics. Current guidance document to be revised to include food safety training for the TPDS entities, and information on all food delivery practices from food production, distribution, or retail food service facilities.**
3. **Determine 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 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. **Report the committee's findings and recommendations to the 2020 Biennial Meeting of the Conference for Food Protection.**

**COMMITTEE WORK PLAN AND TIMELINE:**

*The committee has been meeting every two weeks on Tuesdays at 3 PM Eastern. Two sub-committees has also been meeting on a by-weekly basis. One subcommittee is focused on foundational issues that apply to mail order as well as third-party delivery. The subcommittee is also revising mail-order text from the original document. The second subcommittee is focused specifically on third-party delivery specific issues.*

*The committee and sub-committees are using the CFP supplied Pragmatic conference call service and screen sharing via gotomeeting.com. All calls have been recorded and available for listening afterward for those who could not attend, or for those that need a refresher.*

*Attendance is monitored after the end of the call using a Google survey. Vice-chair Albert Espinoza is monitoring responses to insure participation.*

*The committee is working by reaching consensus. No votes have been required.*

*Documents are shared using Dropbox. Those that cannot use Dropbox are sent files via email.*

*The committee is addressing Points 1 and 2 of charge first.*

<b>Task</b>	<b>Oct – Dec 2018</b>	<b>Jan – Mar 2019</b>	<b>Apr – Jun 2019</b>	<b>Jul- Sep 2019</b>	<b>Oct -Dec 2019</b>
<i>Collect information, draft new text (Charge 1)</i>	x	x			
<i>Integrate new information into existing document (Charge 2)</i>		x	x	x	
<i>Final edits of the document (Charge 2)</i>				x	x

**COMMITTEE ACTIVITIES: Dates of committee meetings or conference calls:**

1. **Overview of committee activities:** *The committee has met every two weeks starting from Tuesday, Sep 18th, 2018, through the date of this report, with the exception of Tuesday, Dec 25th, 2018.*
2. **Charges COMPLETED and the rationale for each specific recommendation:**
  - a. *None*

**Item 2.3.3**

---

- 3. Status of charges still *PENDING* and activities yet to be completed:**
- a. *Identify current recommended practices and existing guidance documents – Ongoing*
  - b. *Revise the Guidance Document for Mail Order Food Companies – Ongoing*
  - c. *Determine appropriate methods of sharing the committee's work – Not yet started*
  - d. *Report the committee's findings and recommendations – Will not happen until 2020 CFP meeting*

**COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD:**  *No requested action at this time*

- 1. **Acknowledge the committee report**
- 2. **Accept changes to roster. Three (3) ad-hoc members removed. Paul Marra, Wegmans Food Markets, resigned other commitments. Voting members voted 11-0 to remove 2 other non-participating ad-hoc members: James O'Donnel, Hussman Corp., non-responsive, possible job change; B.J. Mikeska, Diversey, non-responsive. One ad-hoc member added: Helen Kor, Blue Apron, LLC for deep expertise in developing implementing food safety practices at leading food delivery company.**

**ATTACHMENTS:**

- 1. **Content Documents:**
  - a. **Committee Member Roster:**  *See changes noted above under "requested action"*  *No changes to previously approved roster*  
*"Committee Members Template" (Excel) available at: [www.foodprotect.org/work/](http://www.foodprotect.org/work/) Committee roster to be submitted as a PDF attachment to this report.*
  - b. **Committee Generated Content Documents (OPTIONAL):**  *No draft content documents submitted at this time*
- 2. **Supporting Attachments (OPTIONAL):**  *Not applicable*  
*Progress is tracked via a Google sheet. A PDF version of the current state of the various parts of the document is attached.*