

TERMS AND CONDITIONS for Issue Submission

approved for 2012-2014

To be accepted by the Conference for Food Protection and considered for council deliberation, an Issue must meet all of the following Issue Acceptance eCriteria:

1. Be within the jurisdiction of the Conference and concern retail food, food service, retail food stores, and/or vending.
2. Be submitted electronically using the online Issue Submission Form.
3. Be submitted on or before Friday, January 6~~th~~ 24, 2014 at 9:00 p.m. EST at which time the Submission Form will be inactivated. NOTE: See the Late Issue Submission Policy.
4. All sections of the Issue Submission Form must be complete and be grammatically correct.
- ~~5. The name for all acronyms used in the Suggested Solution section must be spelled out at least once.~~
- ~~6-5.~~ The Issue must be described completely including its impact on the retail food industry.
- ~~7-6.~~ The food protection or public health significance must be clearly stated and be easily understood.
- ~~8-7.~~ The suggested solution or rationale of the Issue must be sufficiently detailed to cover all aspects of the submission. When the recommended solution is to change the wording of an existing document (such as the current FDA Food Code or a Conference document), the specific portion of the document to be changed must be accurately identified and any requested changes clearly specified using strikeout to indicate the words to be deleted and underline to indicate the newly added text.
- ~~9-8.~~ Endorsements of an Issue by an organization, agency, or individual are to be placed in the Issue Submission Form section titled "Issue you would like the Conference to Consider" or "Public Health Significance." Endorsements are NOT to be placed within the "Recommended Solution." Endorsement letters or copies of email communication may be submitted with an Issue as a supporting attachment.
- ~~10-9.~~ Issue and attachments must meet specified size and format limitations.
NOTE: See Issue Attachment Limitations.
- ~~11-10.~~ Issues may not be commercial in nature. Issues that endorse a brand name or commercial proprietary process will NOT be accepted.
NOTE: See the Commercialism Policy.
- ~~12-11.~~ An Issue submitted by a Conference Committee must conform to additional criteria.
NOTE: See Issue Review Process and Checklist – Committee Submitted Issues – Review Process and Checklist.
12. Issues will be reviewed for spelling, grammar, content, and clarity; submitter will be provided two (2) opportunities the opportunity to incorporate recommended changes. Failure to make changes as requested and within a specified time period will may result in rejection of the Issue. Issues will NOT be rejected based on content; the only reason for rejection will be for non-compliance with the requirements for Issue acceptance.
Note: See Issue Acceptance-Rejection Criteria from the Conference for Food Protection Procedures, Section IV. Approved by the Executive Board.
13. Revisions to an Issue after the posted deadline will be limited to those requested by the Issue Reviewers.
14. Issues become the property of the Conference for Food Protection once accepted-finalized by the Issue Reviewers.

ISSUE ATTACHMENT LIMITATIONS for Issue Submission

approved for ~~2012~~2014

Attachments to an Issue are subject to the following limitations:

1. All attached documents must be in a format compatible with MS-Microsoft Word (.doc) or Adobe Acrobat Portable Document format (.pdf) format; other formats such as Text (.txt) and Rich Text Format (.rtf) will NOT be accepted.
2. The name of the attachment must be specific and accurately referenced within the-all Issue documents; the attachment name may be modified by the Conference because of space limitations, clarification, or duplication.
- ~~3. A description of the specific section(s) and/or page number(s) referenced must be noted.~~
- ~~4.3. Large documents posted online (e.g., Food Code) are to be referenced only by the web address along with a notation of the specific page and/or section numbers; large publicly available documents are NOT to be attached in their entirety. If documents to be attached are posted online on a publicly accessible website, it is requested that a single page MS Word (.doc) or Adobe Acrobat (.pdf) document be the only attached document providing the actual citations and website address links (URL) for all referenced documents.~~
- ~~5.4. All Macros are to be removed from attached documents.~~
- ~~6.5. Attachments over 2 megabytes (2 MB) in size will NOT be accepted; large documents may be divided into multiple smaller documents in a logical sequence.~~
6. Attachments containing a virus will NOT be uploaded; it is highly recommended that a virus scan be performed on all attachments.
7. Content Attachments (body of work to be reviewed and approved via the Council deliberation process) submitted as a PDF must be made available by the submitter in advance to the Council Scribe in a format compatible with Microsoft Word (.doc) to facilitate editing during council deliberations

LATE ISSUE SUBMISSION POLICY

revision approved August ~~2002~~2014

PURPOSE

This policy has been developed by the Executive Board to establish guidelines when evaluating the acceptance or rejection of an Issue and/or supplementary material that has been submitted after the deadline established in the Constitution and Bylaws.

POLICY

The deadline for Issues and their attachments is the date specified in the Constitution and Bylaws. The Executive Board may elect to accept an Issue and/or supplementary material based upon the following:

- Extremely urgent and late-breaking Issues as determined by the Executive Board will be presented to the Council(s). The Board will ensure consistency of the application of this policy and will limit the frequency of this occurrence.
- Additional reports, studies, and other supplementary materials (except committee updates) may be presented orally to the Council(s) and made available through the information table at the Conference Meeting. Council and Assembly members should not be expected to absorb this supplementary material prior to deciding on the disposition of the Issue.

NOTE: Presenting a modification to the "recommended solution" or supplemental material during the council deliberation is not considered a "late Issue submission"; however, to present this material to council, submitters are required to:

- ✓ Notify the Council Chair in advance.
- ✓ Provide an electronic version (transportable memory or CD) for the Council Scribe.
- ✓ Provide 25 paper copies to the Council Chair for distribution to council members
- ✓ Present all changes/modifications to the original submittal in a ~~strikethrough~~/underline format (both on the electronic version and on the paper copies).
- ✓ Indicate the date on the new document to reduce confusion with previous versions; the time of day is also required if multiple versions are generated on the same date.
- ✓ Be prepared to present a brief oral overview of the new alternative recommendation when the Issue is up for debate in council.

- Late-developing Conference Committee updates may be presented both orally and in writing.
- Conference Executive Board Members, Council members and Delegates will receive this information at no charge.
- Conference Members will be notified of the acceptance of a late Issue and/or supplementary material via email or website at the discretion of the Executive Board.

COMMERCIALISM POLICY

approved August 2000

PURPOSE

This policy has been developed by the Executive Board to establish guidelines for the use of commercial names, logos, or other information in Issues submitted to the Conference.

POLICY

- The Conference for Food Protection shall not endorse the use of a product, process or service by brand name.
- Issues submitted for consideration at a Biennial Meeting will be reviewed; and those where brand names are used in the Issue, rationale or solution will be rejected.
- The Issue Submission Form will contain a statement that reads, *"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."*

NOTE: Info below has been merged with "terms and conditions" above.

ISSUE ACCEPTANCE and REJECTION CRITERIA

approved August 2011

(Note: numbering format has been modified for consistency)

Issue Acceptance Criteria

1. ~~In order for the Issue to be accepted by the Conference and considered for Council deliberation, all sections of the form must be completed. The Issue must be described completely, with its impact on retail distribution identified. The food protection or public health aspect of the Issue must be clearly stated to be easily understood. A suggested solution or rationale for the Issue must be sufficiently detailed to cover all aspects of the submission.~~
 - a. ~~Prior to finalization, all Issues are to be in a "finished form" (e.g., no annotations or unaccepted edits, all attachments present and complete). Issues that are not in this format may be rejected if the submitter fails to make requested revisions. Documents containing "track changes" or comments from reviewers cannot be accepted because they are, by definition, unfinished and incomplete; the Council will not know what wording to act upon.~~

- ~~b. Issues will NOT be rejected based on content; the only reason for rejection will be non-compliance with the requirements for Issue acceptance.~~
- ~~2. When the recommended solution is to change the wording of a document, such as the Food Code or a Conference document, the portion of the document to be changed must be accurately identified, the change that is requested must be specified (e.g., actual language for replacement, addition, change or deletion), and the recommended language provided.~~
- ~~3. A late-breaking food safety Issue submitted after the deadline may be considered for assignment to a Council if it has first been presented to the Conference Executive Board for review and acceptance. The Conference Executive Board shall inform the Issue Committee Chair of its decision to accept or reject any Issue submitted after the Issue deadline.~~

Issue Rejection Process

~~All Issues must be received in final form by the deadline date. If an Issue received prior to the deadline date does not meet the criteria set forth in IV. B., the Issue Chair will make a reasonable attempt to contact the submitter with a brief explanation of the problem. Failure of the submitter to correct and/or resubmit the Issue prior to the deadline date will result in rejection of the Issue.~~

- ~~1. Issue Chair will notify submitter in writing that Issue cannot be accepted as currently written and will be rejected if not submitted in a finished form.
 - ~~a. Notification to include: specific required changes, deadline date, reference to Issue acceptance Criteria, and a recommendation that Issue can be rewritten and referred to a committee if unable to finalize language.~~
 - ~~b. If Issue was submitted by a CFP committee, the respective Council Chair will also be notified; the Executive Director will be notified regarding Issues submitted by standing committees.~~
 - ~~c. If submitter is non-responsive, he/she will be notified a second time by the Issue Chair that Issue will be rejected if not submitted in a finished form.~~~~
- ~~2. If no response is forthcoming from the submitter after the second notification, the Issue Chair will notify the Executive Director that the Issue is pending rejection.
 - ~~a. The Executive Director will evaluate the Issue Chair recommendation for rejection and agree or disagree based on the criteria spelled out in the Conference Procedures for Issue Acceptance; the Executive Director may elect to contact the submitter directly.
 - ~~i. If the Executive Director agrees with the Issue Chair decision to reject, he/she will forward the Issue to the Conference Chair and Vice Chair for their review.~~
 - ~~ii. The Conference Chair and/or Vice Chair may elect to contact the submitter directly to determine if he/she is willing to bring the Issue into compliance; thus, the submitter may have one last chance.~~
 - ~~iii. If the Conference Chair or Vice Chair do NOT choose to contact the submitter, the Issue will be rejected.~~
 - ~~iv. If the Conference Chair and Vice Chair disagree as to whether the Issue should be rejected, the matter will be referred to the Executive Board for resolution.~~~~~~

~~If the Executive Director disagrees with the Issue Chair and determines the Issue (as written) meets the Issue acceptance requirements, he/she will send the Issue back to the Issue Chair with a written explanation; the Issue Chair may appeal such a finding to the Executive Board.~~