

**Conference for Food Protection  
Executive Board Meeting  
Council II Report**

**DATE OF REPORT: March 19, 2015**

**SUBMITTED BY: Susan Quam and David Lawrence**

**COMMITTEES ASSIGNED TO COUNCIL II:**

- Certification of Food Safety Regulatory Professionals
- Demonstration of Knowledge
- Interdisciplinary Food Borne Illness Training Committee
- Employee Food Safety Training

**COMMITTEE CHARGES:**

**Certification of Food Safety Regulatory Professionals (CFSRP) Committee**

1. Collaborate with the FDA Division of Human Resource Development, and the Partnership for Food Protection Training and Certification Workgroup (PFP TCWG) to:
  - a. Continue review of all initiatives: existing, new or under development; involving the training, evaluation and/or certification of food safety inspection officers. This collaborative working relationship will ensure the sharing of information so as not to create any unnecessary redundancies in the creation of work product or assignment of tasks/responsibilities.
  - b. Review the results of the partnership for food protection training and certification work group recommendations for the nationally recognized Retail Food Curriculum based on the Retail Food Job Task Analysis (JTA) to determine if changes are needed in the Standard 2 curriculum. Identify any gaps and recommendations for change and review the time frame for completion of Steps 1 through 4 for new hires or staff newly assigned to the regulatory retail food protection program.
  - c. Review the results of the Partnership of Food Protection training and certification work group recommendations to determine if the Conference for Food Protection Field Training Manual for Regulatory Retail Food Safety Inspection Officers and forms need to be revised.
2. Work in collaboration with the CFP program standards committee to:
  - a. Provide technical assistance with questions regarding the comments contained in the 2012 CFP CFSRP's Workgroup's uniform inspection program audit pilot project report on the CFP website that might trigger revisions of the VNRFRPS, Standard 4 Uniform Inspection Program.
  - b. Assess if any changes will be needed in Standard 2-Trained Regulatory Staff based on the current standard for review referenced in (1) above to provide better alignment with Standard 4 of the VNRFRPS.
3. Report back the Workgroup's findings and outcomes to the 2016 Biennial Meeting of the Conference for Food Protection.

**Demonstration of Knowledge Committee**

1. Review the current methods in Food Code Section 2-102.11 for demonstrating knowledge.
2. Identify the pros and cons of the existing methods in Food Code Section 2-102.11(A) and 2-102.11(C) for the Person in Charge to demonstrate knowledge.
3. In lieu of Food Code Section 2-102.11(A) and 2-102.11(C), identify methods that could be used to demonstrate knowledge if/when the CFPM is not onsite.
4. Identify the pros and cons of alternative methods to demonstrate knowledge if/when the CFPM is not onsite. Although not limited to the following areas, the committee should assess the pros and cons of each alternative method in light of the following areas:
  - a. Differentiation between knowledge and application;
  - b. Emphasis on risk factors;
  - c. Ease of uniform assessment by regulators and industry;
  - d. Enabling the Person in Charge to demonstrate knowledge even when there is language barrier.
  - e. What corrective action should be taken when there is not a demonstration of knowledge from the Certified Food Protection Manager or the Person In Charge.
5. Report back to the 2016 Biennial Meeting.

## **Interdisciplinary Food Borne Illness Training Committee**

1. Use the Crosswalk submitted in the 2012-2014 Committee report to identify current gaps in the training for Program Standard #5 as established by Council to Improve Foodborne Outbreak Response (CIFOR) and the Partnership for Food Protection as best practices for foodborne illness investigation.
2. Identify new training programs as they relate to the Crosswalk and Standard #5.
3. Work within the Conference process to post the Crosswalk document from the 2012-2014 Committee to the CFP Website.
4. Report back to the 2016 biennial meeting a revised Crosswalk document for foodborne illness investigation.

## **Employee Food Safety Training**

1. Make recommendations to the Conference for Food Protection in regard to:
  - a. What a food employee should know about food safety, prioritized by risk.
  - b. A guidance document to include recommendations for appropriate operator, regulator, and/or third-party food safety training program(s); including the criteria for the program and learning objectives.
2. Report Committee recommendations to the 2016 Conference for Food Protection Biennial Meeting.

## **REQUESTED ACTION BY BOARD:**

1. Approve all committee reports
2. Approve updated CFSRP committee roster

# Conference for Food Protection – Committee Periodic Status Report

Template approved by the Executive Board May 2014

**Committee Periodic Status Reports are considered DRAFT until reviewed and acknowledged by the Executive Board**

Council Chairs are required to submit committee reports to the Executive Director at least 30 days prior to each Executive Board meeting (held in Spring and Fall of each year); please submit reports far enough in advance of this deadline to permit review by the Council Chair. Committee Periodic Status Reports are intended to update the Executive Board on the status of the committee and the progress toward fulfilling the charges approved by the Assembly of Delegates or assigned by the Executive Board.

**COMMITTEE NAME:** *Certified Food Safety Regulatory Professionals (CFSRP) Committee*

**COUNCIL or EXECUTIVE BOARD ASSIGNMENT:** *Council II*

**DATE OF REPORT:** *March 5, 2015*

**SUBMITTED BY:** DeBrena Hilton

## COMMITTEE MEMBER ROSTER:

- see attached roster for updated member listing and Executive Board approval
- committee membership has not changed; see previously submitted and approved roster dated: \_

## COMMITTEE CHARGE(s):

**Charge 1:** Collaborate with the FDA Division of Human Resource Development, and the Partnership for Food Protection Training and Certification Workgroup (PFP TCWG) to:

1. Continue review of all initiatives: existing, new or under development; involving the training, evaluation and/or certification of food safety inspection officers. This collaborative working relationship will ensure the sharing of information so as not to create any unnecessary redundancies in the creation of work product or assignment of tasks/responsibilities.
2. Review the results of the partnership for food protection training and certification work group recommendations for the nationally recognized Retail Food Curriculum based on the Retail Food Job Task Analysis (JTA) to determine if changes are needed in the Standard 2 curriculum. Identify any gaps and recommendations for change and review the time frame for completion of Steps 1 through 4 for new hires or staff newly assigned to the regulatory retail food protection program.
3. Review the results of the Partnership of Food Protection training and certification work group recommendations to determine if the Conference for Food Protection Field Training Manual for Regulatory Retail Food Safety Inspection Officers and forms need to be revised.

**Charge 2:** Work in collaboration with the CFP program standards committee to:

1. Provide technical assistance with questions regarding the comments contained in the 2012 CFP CFSRP's Workgroup's uniform inspection program audit pilot project report on the CFP website that might trigger revisions of the VNRFRPS, Standard 4 Uniform Inspection Program.
2. Assess if any changes will be needed in Standard 2-Trained Regulatory Staff based on the current standard for review referenced in (1) above to provide better alignment with Standard 4 of the VNRFRPS.

**Charge 3:** Report back the Workgroup's findings and outcomes to the 2016 Biennial Meeting of the Conference for Food Protection.

**COMMITTEE'S REQUESTED ACTION FOR EXECUTIVE BOARD (If Applicable):** *Approval of revised committee roster (attached).*

<b>Committee Name: Certification of Food Safety Regulation Professionals</b>											
Last Name	First Name	Position (Chair/Member)	Constituency	Employer	City	State	Telephone	Email			
Hilton	DeBrena	Chair	Local Regulatory	Tulsa City-County Health Department	Tulsa	OK	918-595-4302	<a href="mailto:dhilton@tulsa-health.org">dhilton@tulsa-health.org</a>			
Benton	Angela	Vice-Chair	Food Industry	Jetro Restaurant Depot	College Point	NY	(718) 939-6400	<a href="mailto:ABenton@jetrord.com">ABenton@jetrord.com</a>			
Albrecht	Julie	Member	Academia	University of Nebraska/Lincoln	Lincoln	NE	(402) 472-8884	<a href="mailto:jalbrecht1@unl.edu">jalbrecht1@unl.edu</a>			
Kender	Linda	Member	Academia	Johnson & Wales University CCA	Providence	RI	(401) 598-1278	<a href="mailto:Linda.Kender@jwu.edu">Linda.Kender@jwu.edu</a>			
Grooters	Susan Vaughn	Member	Consumer	KAW Coalition	Washington	DC	(802) 223-6303	<a href="mailto:susangrooters@gmail.com">susangrooters@gmail.com</a>			
Baker	Rance	Member	Food Industry Support	National Environmental Health Association	Denver	CO	(303) 756-9090	<a href="mailto:RBaker@neha.org">RBaker@neha.org</a>			
Chapman	Bryan	Member	Food Industry Support	StateFoodSafety.com	Orem	UT	(801) 805-1872	<a href="mailto:bchapman@abovetraining.com">bchapman@abovetraining.com</a>			
Buck	Francie	Member	Food Industry Support	Sealedair (Diversey)	Racine	WI	(505) 610-3818	<a href="mailto:francie.buck@sealedair.com">francie.buck@sealedair.com</a>	Move to voting position to replace Susan Feazell		
Hussein	Sima	Member	Food Industry Support	Ecolab	Greensboro	NC	(336) 312-1285	<a href="mailto:Sima.Hussein@ecolab.com">Sima.Hussein@ecolab.com</a>			
Maeson	Jordan	Member	Food Industry Support	Safer Dining LLC	St. Petersburg	FL	(727) 422-7392	<a href="mailto:Jordan@SaferDining.com">Jordan@SaferDining.com</a>			
Weichelt	William	Member	Food Industry Support	National Restaurant Association	Chicago	IL	(312) 715-5388	<a href="mailto:wwweichelt@restaurant.org">wwweichelt@restaurant.org</a>			
Wilmsmeyer	Doug	Member	Food Industry Support	Alchemy Systems	Austin	TX	(512) 637-5100	<a href="mailto:doug.wilmsmeyer@alchemysystems.com">doug.wilmsmeyer@alchemysystems.com</a>			
Cranford	Vanessa	Member	Processing Food Industry	Taylor Farms Florida	Orlando	FL	(407) 495-7333	<a href="mailto:vcranford@taylorfarms.com">vcranford@taylorfarms.com</a>			
MacLeod	Michael	Member	Retail Food Industry	Big Y Foods Inc.	Springfield	MA	(413) 504-4453	<a href="mailto:mmacleod@bigy.com">mmacleod@bigy.com</a>			
Dickhans	Carrie	Member	Local Regulator	St. Louis County Department of Health	Berkely	MO	(314) 615-8925	<a href="mailto:cdickhans@stlouisco.com">cdickhans@stlouisco.com</a>			
Hults	Julie	Member	Local Regulatory	City of Milwaukee	Milwaukee	WI	(414) 286-5746	<a href="mailto:JHULTS@milwaukee.gov">JHULTS@milwaukee.gov</a>			
Sylvis	Christine	Member	Local Regulatory	Southern Nevada Health District	Las Vegas	NV	(702) 759-1251	<a href="mailto:sylvis@snhdmail.org">sylvis@snhdmail.org</a>			

Committee Name: CFSRP Committee

Last Name	First Name	Position (Chair/Member)	Constituency	Employer	City	State	Telephone	Email				
Atkins	Hugh	Member	State Regulatory	Tennessee Department of Health	Nashville	TN	(615) 741-8535	<a href="mailto:Hugh.Atkins@tn.gov">Hugh.Atkins@tn.gov</a>				
DeFrancesco	Joetta	Member	State Regulatory	Florida Department of Ag. & Consumer Services	Bonita Springs	FL	(850) 245-5520	<a href="mailto:Joetta.Defrancesco@freshfromflorida.com">Joetta.Defrancesco@freshfromflorida.com</a>				
Fenn	Phyllis	Member	State Regulatory	Alabama Department of Public Health	Montgomery	AL	(334) 206-5375	<a href="mailto:Phyllis.Fenn@adph.state.al.us">Phyllis.Fenn@adph.state.al.us</a>				
Kendrick	Susan	Member	State Regulatory	Oregon Department of Agriculture	Salem	OR	(503) 986-4720	<a href="mailto:skendrick@oda.state.or.us">skendrick@oda.state.or.us</a>				
Owens	Jacqueline	Member	State Regulatory	WI Dept of Agriculture - Division of Food Safety	Madison	WI	(608) 224-4734	<a href="mailto:Jacqueline.Owens@wisconsin.gov">Jacqueline.Owens@wisconsin.gov</a>				
Cyr	Angela	Member	State Regulatory	Minnesota Department of Health	St Paul	MN	(651) 201-4843	<a href="mailto:angie.cyr@state.mn.us">angie.cyr@state.mn.us</a>	Move to voting position to replace David Read			
Samarya-Timm	Michèle	Non-voting member*	Food Industry Support	Somerset County Department of Health	Somerville	NJ	(908)541-5749	<a href="mailto:SamaryaTimm@co.somerset.nj.us">SamaryaTimm@co.somerset.nj.us</a>				
Hazan	Stan	Non-voting member*	Food Industry Support	NSF International	Ann Arbor	MI	(734) 769-5105	<a href="mailto:Hazan@nsf.org">Hazan@nsf.org</a>				
Read	David	Non-voting member*		IFPTI				<a href="mailto:dread5668@gmail.com">dread5668@gmail.com</a>	now a non-voting member due to job position change - no longer state regulatory			
Carotenuto	Anthony	Non-voting member*	Programs and Policy Support	Navy and Marine Corps Public Health Center			(757)953-0712	<a href="mailto:Anthony.Carotenuto@med.navy.mil">Anthony.Carotenuto@med.navy.mil</a>				
Tart	Alan	Non-voting member*	Support	FDA			404-253-1267	<a href="mailto:alan.tart@fda.hhs.gov">alan.tart@fda.hhs.gov</a>				
Williams	Laurie	Non-voting member*	Support	FDA			240-402-2938	<a href="mailto:laurie.williams@fda.hhs.gov">laurie.williams@fda.hhs.gov</a>				
Delea	Kristin	Non-voting member*	Support	CDC			770-488-7065	<a href="mailto:kdelea@cdc.gov">kdelea@cdc.gov</a>				
* At-Large Member												
<b>No longer on Committee</b>												
Feazell	Susan	Member	Food Industry Support	National Registry of Food Safety Professionals	Orlando	FL	(800) 446-0257	<a href="mailto:sfeazell@nrfsp.com">sfeazell@nrfsp.com</a>				
Brainerd, Jr.	Dana	Member	Retail Food Industry	CVS/Caremark	Cumberland	RI	(401) 770-6194	<a href="mailto:dana.brainerd@cvscaremark.com">dana.brainerd@cvscaremark.com</a>				

# Conference for Food Protection – Committee Periodic Status Report

Template approved by the Executive Board May 2014

Committee Periodic Status Reports are considered **DRAFT** until reviewed and acknowledged by the Executive Board

## PROGRESS REPORT / COMMITTEE ACTIVITIES WITH ACTIVITY DATES:

### 1. *Progress on Overall Committee Activities*

Committee work pending

#### **Charge 1:**

*Initial report from the PFP Training and Certification Workgroup received on December 16, 2014: the retail curriculum will be addressed in more detail later, by late summer or so. Currently, the Partnership for Food Protection Training and Certification Workgroup (PFP TCWG) is focused on the entry level General Education (Gen Eds) domain areas (1<sup>st</sup> - 2 rows on the framework that are mostly knowledge/awareness based and/or comprehension) that is common to all Integrated Food Safety System inspectors/investigators.*

*In the spring/summer the PFP TCWG wants to be able to have the curriculum Gen Ed requirements identified in such a way that they can be handed off to ISS/ISD to begin developing content w/ Subject Matter Experts (SMEs).*

*In summary, the PFP TCWG recommended curriculum may not be completed in time to debate whether changes are needed to Standard 2 prior to issue submission deadline for the next CFP.*

#### **Charge 2:**

*CFP program standards committee workgroups formed. Collaboration pending.*

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**COMMITTEE NAME:** *Demonstration of Knowledge Committee*

**COUNCIL or EXECUTIVE BOARD ASSIGNMENT:** *Council II*

**DATE OF REPORT:** *March 18, 2015*

**SUBMITTED BY:** *Eric Moore & Michelle Haynes*

**COMMITTEE MEMBER ROSTER:**

see attached roster for updated member listing and Executive Board approval

committee membership has not changed; see previously submitted and approved roster dated: 3.18.15 (the EB was asked to approve a roster change after this report was written, before the April Board Meeting. The attached roster reflects that request)

**COMMITTEE CHARGE(s):**

1. *Review the current methods in Food Code Section 2-102.11 for demonstrating knowledge.*
2. *Identify the pro's and con's of the existing methods in Food Code Section 2-102.11(A) and 2-102.11(C) for the Person in Charge to demonstrate knowledge.*
3. *In lieu of Food Code Section 2-102.11(A) and 2-102.11(C), identify methods that could be used to demonstrate knowledge if/when the CFPM is not onsite.*
4. *Identify the pro's and con's of alternative methods to demonstrate knowledge if/when the CFPM is not onsite. Although not limited to the following areas, the committee should assess the pro's and con's of each alternative method in light of the following areas:*
  - a. *Differentiation between knowledge and application;*
  - b. *Emphasis on risk factors;*
  - c. *Ease of uniform assessment by regulators and industry;*
  - d. *Enabling the Person in Charge to demonstrate knowledge even when there is language barrier.*
  - e. *What corrective action should be taken when there is not a demonstration of knowledge from the Certified Food Protection Manager or the Person In Charge.*
5. *Report back to the 2016 Biennial Meeting.*

**COMMITTEE'S REQUESTED ACTION FOR EXECUTIVE BOARD (If Applicable):** *No action at this time*

**PROGRESS REPORT / COMMITTEE ACTIVITIES WITH ACTIVITY DATES:**

**1. Progress on Overall Committee Activities**

- *10/19/2014 – Michelle Haynes selected to as committee co-chair (replacing April Bogard)*
- *11/14/2014 – First call for the group, membership confirmed, charges and anti-trust statement reviewed, emailed feedback form to committees to provide analysis of Food Code references in charges.*
- *12/5/2014 - Second call, reviewed feedback forms received from committee members*
- *01/15/2015 – 01/22/2015 – Survey emailed to group for feedback on compiled analysis results of committee members*
- *01/23/2015 – Third call – reviewed survey results, discussed recommendations for final language*
- *02/09/2015 – Fourth call – continued review of survey results, discussed recommendations for final language*
- *03/16/2015 – Regulatory voting member April Bogard, Minnesota Department of Health resigns from committee service due to job change.*
- *03/18/2015 – Recommended local regulator Robert Erwin, Fairfax County Health Department to replace April Bogard as a regulatory voting member*

**2. Progress Addressing each Assigned Committee Charge**

1. **Review the current methods in Food Code Section 2-102.11 for demonstrating knowledge.**
  - a. *Charge has been completed.*
2. **Identify the pro's and con's of the existing methods in Food Code Section 2-102.11(A) and 2-102.11(C) for the Person in Charge to demonstrate knowledge.**
  - a. *This charge is approximately 80% complete.*

## Conference for Food Protection – Committee Periodic Status Report

*Template approved by the Executive Board May 2014*

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- 3. In lieu of Food Code Section 2-102.11(A) and 2-102.11(C), identify methods that could be used to demonstrate knowledge if/when the CFPM is not onsite.**
  - a. This charge is approximately 75% complete.*
- 4. Identify the pro's and con's of alternative methods to demonstrate knowledge if/when the CFPM is not onsite....**
  - a. This charge has not yet been addressed.*

# 2014 - 2016 CFP Demonstration of Knowledge Committee

**Teleconference: 1**

**Friday, November 14, 2014**

**1:00pm – 3:00p.m. EST**

**Call-In Number: 877-394-5901**

**Access Code: 2995496#**

**Co-Chairs:** Eric Moore, Michelle Haynes

**FDA Advisors:** John Marcello Stephen Hughes

**CDC Advisor:** Vince Radke

**Scribe:** *Eric Moore*

**AGENDA ITEMS:**

1. Welcome, Roll-Call,	Eric & Michelle	X
2. Conference for Food Protection, Inc. Antitrust Statement	<b>Eric</b>	X
3. Review of CFP Committee Membership Expectations a. <i>CFP Biennial Meeting/Conference Procedures 2014, Part VIII</i> b. Participation and feedback expectations	<b>Michelle</b>	X
4. Demonstration of Knowledge Committee Charges	<b>Eric</b>	X
5. Food Code provisions review	<b>Stephen Hughes</b>	X
6. Review of issue "As Submitted" at 2014 CFP	<b>April Bogard</b>	X
7. Review CFP Timeline for Committee Work	<b>Michelle</b>	X
8. Work Plan Recommendations ( Please be prepared to identify the charges in which you are most interested in the event of subgroup formation)	<b>All</b>	X
9. Other Items/General Discussion	<b>All</b>	X
10. Regular Monthly Meeting Dates (Please have your calendar's available)	<b>All</b>	X

**Attendance:**

April	Bogard	X
Robert	Brown	X
Deborah	Crabtree	X
Hector	Dela Cruz	X
Mark	Earnest	X
Robert	Gilliland	X
Michelle	Haynes	X
Julie	Hults	X
Lucia	James-Davis	X
Shanna	Lively	X
Mark(Mick)	Miklos	X
Eric	Moore	X

Sheri	Morris	X
Stephen	Hughes	X
Vince	Radke	X
Susan	Deslauriers	X
Christina	Meinhardt	X
Laura	Nelson	X
Tara	Paster	X
Susan	Tyjewski	X
Linda	Zaziski	X
Todd	Taylor	X
Christine	Sylvis	X
Dale	Yamnik	X

**Meeting Minutes:**

- Welcome and introductions completed, each member provided a brief history and why he/she were interested in the DoK Committee
- Recorded attendance
  - Read and reviewed the following CFP documents:
    - Antitrust statement
    - Committee member participation expectations
    - DoK Committee Charges
- FDA Advisor (Steven Hughes) provided Food Code provisions review

# 2014 - 2016 CFP

## Demonstration of Knowledge Committee

- Food Code sections: *2-102.11, 2-102.20, 2-103.11, & Annex 3 Public Health Reasons/Administrative Guidelines*
- Representative of Issue submitter (April Bogard) provided overview of why the issue was submitted to 2014 CFP
- Committee starting late and may require short timelines for feedback
- Next meeting to be scheduled for 12/5/14

### **Action Items for Committee:**

1. Review of the following documents:
  - a. Demonstration of Knowledge issue as submitted at 2014 CFP
  - b. Food Code sections: *2-102.11, 2-102.20, 2-103.11, & Annex 3 Public Health Reasons/Administrative Guidelines*
  - c. Demonstration of Knowledge Committee Charges
2. Identify the pros and cons of the existing methods in Food Code Section 2-102.11(A) and 2-102.11(C) for the Person in Charge to demonstrate knowledge.
  - a. Report all feedback on *2014 DoK Committee Feedback Template*
3. In lieu of Food Code Section 2-102.11(A) and 2-102.11(C), identify methods that could be used to demonstrate knowledge if/when the CFPM is not onsite.
  - a. Report all feedback on *2014 DoK Committee Feedback Template*

# 2014 - 2016 CFP Demonstration of Knowledge Committee

Teleconference: 2

**Friday, December 05, 2014**

**1:00pm – 3:00p.m. EST**

**Call-In Number: 877-394-5901**

**Access Code: 2995496#**

**Co-Chairs:** Eric Moore, Michelle Haynes

**FDA Advisors:** John Marcello Stephen Hughes

**CDC Advisor:** Vince Radke

**Scribe:** *Susan Tyjewski*

## AGENDA ITEMS:

1. Welcome, Call to Order	Eric	
2. Roll-Call,	Eric	
3. Conference for Food Protection, Inc. Antitrust Statement	Eric	
4. Approval of minutes ( <i>voting members</i> )	Eric	
5. Review CFP Timeline for Committee Work	Michelle	
6. Review of member submitted pros and cons of Food Code Section 2-102.11(A) and 2-102.11(C) for PIC to demonstrate knowledge	Michelle	
7. Review of member submitted proposed methods to demonstrate knowledge if/when the CFPM is not onsite	Eric	
8. Open discussion	All	
9. Determine next meeting date & action items	All	

## ATTENDANCE:

April	Bogard	
Robert	Brown	X
Francie	Buck	
Deborah	Crabtree	X
Hector	Dela Cruz	
Mark	Earnest	X
Lisa	Ford	X
Robert	Gilliland	X
Michelle	Haynes	X
Yao-Wen	Huang	
Julie	Hults	X
Lucia	James-Davis	X
Shanna	Lively	X
Mark(Mick)	Miklos	X
Eric	Moore	X
Sheri	Morris	X
Linda	Zaziski	
Dale	Yamnik	X
Todd	Taylor	X

Christine	Sylvis	X
Stephen	Hughes	
John	Marcello	X
Vince	Radke	X
Petra	Balli	
Susan	Deslauriers	
Rob	Erwin	
Christina	Eckhardt	
Laura	Nelson	
Tara	Paster	X
Susan	Tyjewski	
Sharon	Wood	
Brad	Peters	X
David	Lawrence	X

## Meeting Minutes:

- Meeting opened and roll call
- CFP committee report timeline reviewed
- Discussed individual committee member submitted pros & cons

# 2014 - 2016 CFP

## Demonstration of Knowledge Committee

- Determined that most efficient method to review all pros & cons would be to compile all feedback provided by members and conduct on-line poll for members to review and vote on.

**Teleconference: 3**

**Friday, January 23, 2015**

**1:00pm – 3:00p.m. EST**

**Call-In Number: 877-394-5901**

**Access Code: 2995496#**

**Co-Chairs:** Eric Moore, Michelle Haynes

**FDA Advisors:** John Marcello Stephen Hughes

**CDC Advisor:** Vince Radke

**Scribe:** *Susan Tyjewski*

**AGENDA ITEMS:**

1. Welcome, Call to Order	Eric	
2. Roll-Call,	Eric	
3. Conference for Food Protection, Inc. Antitrust Statement	Eric	
4. Review of member submitted pros and cons of Food Code Section 2-102.11(A) and 2-102.11(C) for PIC to demonstrate knowledge	Michelle	
5. Review of member submitted proposed methods to demonstrate knowledge if/when the CFPM is not onsite	Michelle	
6. Open discussion	All	
7. Determine next meeting date & action items	All	

**ATTENDANCE:**

April	Bogard	X
Robert	Brown	X
Francie	Buck	
Deborah	Crabtree	X
Hector	Dela Cruz	X
Mark	Earnest	
Lisa	Ford	
Robert	Gilliland	X
Michelle	Haynes	X
Yao-Wen	Huang	X
Julie	Hults	X
Lucia	James-Davis	X
Shanna	Lively	X
Mark(Mick)	Miklos	X
Eric	Moore	X
Sheri	Morris	X
Linda	Zaziski	X
Dale	Yamnik	X
Todd	Taylor	X

Christine	Sylvis	X
Stephen	Hughes	X
John	Marcello	
Vince	Radke	X
Petra	Balli	
Susan	Deslauriers	
Rob	Erwin	
Christina	Eckhardt	
Laura	Nelson	
Tara	Paster	
Susan	Tyjewski	X
Sharon	Wood	
Brad	Peters	
David	Lawrence	X

# 2014 - 2016 CFP

## Demonstration of Knowledge Committee

### Meeting Minutes:

- Welcome and Roll-Call
- Discussion of pros and cons survey results
- Food Code Section 2-102.11(A)
  - Pro 1 Accepted alternate language
  - Pro 2 Accepted as is
  - Pro 3 Accepted as is
  - Pro 4 Amend alternate language – In 2<sup>nd</sup> sentence change is after “compliance” to may and take out “designed to Achieve Managerial Control”
  - Pro 5 Amend alternate language – replace “food employees” with PIC
  - Con 1 Accepted alternate language
  - Con 2 Accepted 1<sup>st</sup> alternate language
  - Con 3 Accepted 1<sup>st</sup> alternate language and agreed on taking 2<sup>nd</sup> sentence from original Con (language barriers) and create Con 6
  - Con 4 Accepted as is
  - Con 5 Omit, Con 2 sufficiently covers
- Food Code Section 2-102.11(C)
  - Pro 1 Accept the 1<sup>st</sup> alternate language with the code citation removed
  - Pro 2 Use the alternate language of Pro 5
  - Pro 3 Accept alternate language
  - Pro 4 Accept alternate language
  - Pro 5 At the end of the sentence of the original language, add – pertaining to their operation.
  - Pro 6 Accept the 2<sup>nd</sup> alternate language with adding the word customized before the word questions...
  - Pro 7 Accept as is
  - Pro 8 Amend the alternate language – replace restaurant with food establishment
  - Con 1 Accept alternate language with removing the last sentence
  - Con 2 Amend alternate language to read – Questions not asked while inspection is being conducted may take extra time or be forgotten
  - Con 3 Begin next call with this item

### Action Item:

1. The Pros & Cons discussed today will be distributed with the agreed upon changes included.

### Wrap Up

- First report from the Chair to the CFP Board is due in March, 2015
- Next call will be on Feb. 9 at the same time and discussion will begin with Con 3 of Food Code Section 2-102.11(C).

# 2014 - 2016 CFP Demonstration of Knowledge Committee

Teleconference: 4

**Monday, February 9, 2015**

**1:00pm – 3:00p.m. EST**

**Call-In Number: 877-394-5901**

**Access Code: 2995496#**

**Co-Chairs:** Eric Moore, Michelle Haynes

**FDA Advisors:** John Marcello Stephen Hughes

**CDC Advisor:** Vince Radke

**Scribe:** *Susan Tyjewski*

**AGENDA ITEMS:**

1. Welcome, Call to Order	Eric	
2. Roll-Call,	Eric	
3. Continue discussion of Pros & Cons	All	
4. Determine next meeting date & action items	All	

**ATTENDANCE:**

April	Bogard	X
Robert	Brown	X
Francie	Buck	X
Deborah	Crabtree	X
Hector	Dela Cruz	X
Mark	Earnest	X
Lisa	Ford	
Robert	Gilliland	X
Michelle	Haynes	X
Yao-Wen	Huang	X
Julie	Hults	X
Lucia	James-Davis	X
Shanna	Lively	X
Mark(Mick)	Miklos	X
Eric	Moore	X
Sheri	Morris	X
Linda	Zaziski	X
Dale	Yamnik	X
Todd	Taylor	X

Christine	Sylvis	X
Stephen	Hughes	X
John	Marcello	
Vince	Radke	X
Petra	Balli	
Susan	Deslauriers	
Rob	Erwin	
Christina	Eckhardt	
Laura	Nelson	
Tara	Paster	
Susan	Tyjewski	X
Sharon	Wood	
Brad	Peters	X
David	Lawrence	X

**Meeting Minutes:**

- Welcome and Roll-Call
- Review of minutes from January 23 meeting
- Discussion of pros and cons survey results continued

# 2014 - 2016 CFP

## Demonstration of Knowledge Committee

- Food Code Section 2-102.11(C)
  - Con 3 Submitter withdraws
  - Con 4 Omit – this is covered in Con 10
  - Con 5 Omit – it is combined with Con 9
  - Con 6 Alternate language accepted
  - Con 7 The agreed upon language for Con 7 is the 2<sup>nd</sup> sentence from the 2<sup>nd</sup> alternate language of Con 9. “Regulators need to ensure only questions relevant to the operation are asked and that answers given for a facilities procedure that exceeds the minimum requirement (such as temperatures) are not debited for.”
  - Con 8 Accepted as is
  - Con 9 Use the 1<sup>st</sup> alternate language for now. This can be re-evaluated when the form with amended verbiage is circulated.
  - Con 10 Eric and Michelle will make changes with a focus on nerves, intimidation, ability to communicate, etc. Will start the next call with this item.
  - Con 11 Submitter removes
  - Con 12 Submitter removes because the core is covered in #7.
- Action Item 3
- In lieu of Food Code Section 2-102.11(A) and 2-102.11(C), identify methods that could be used to demonstrate knowledge if/when the CFPM is not onsite.
  - #1 Strike this one. It is not aligned with the committee’s charge.
  - #2 Strike this for #11.
  - #11 Discussion on amending #11 to include organizations that have their own program that matches an ANSI-ASTM accredited program.

### Wrap Up

During the discussion of food safety training in #11 it was mentioned there is another CFP committee that is working on employee food safety training standards. Susan Quam will contact the chairs, Chuck Catlin and Ben Chapman for a possible meeting with Eric and Michelle to discuss the overlap of this topic between the two committees.

### Next Meeting

**The following was provided by Julie Hults to be incorporated into suggestion #3 for discussion.**

Language from the WI version of the food code 2-102.11 (C):

(C) Demonstrating FOOD safety principles based on the PERMITTED/LICENSED establishment’s specific FOOD operations. The areas of knowledge include:

Next meeting is scheduled for February 27, 2015 at 1:00 pm Eastern time.  
Discussion should start with Con 10 of Food Code Section 2-102.11(C)

**Committee Name: Demonstration of Knowledge**

Last Name	First Name	Position (Chair/Member/Alt)	Constituency	Employer	City	State	Telephone	Email
Haynes	Michelle	Co-Chair	State Regulator	DBPR, Division of Hotels and Restaurants	Tallahassee	FL	(850) 717-1734	<a href="mailto:michelle.haynes@myfloridalicense.com">michelle.haynes@myfloridalicense.com</a>
Moore	Eric	Co-Chair	Industry	ACME Markets	Malvern	PA	(267) 971-0916	<a href="mailto:eric.moore@acmemarkets.com">eric.moore@acmemarkets.com</a>
Bogard	April	Member	State Regulator	Minnesota DOH	St Paul	MN	(651) 201-5076	<a href="mailto:april.bogard@state.mn.us">april.bogard@state.mn.us</a>
Brown	Robert	Member	Industry	Whole Foods Market	Austin	TX	(512) 944-7405	<a href="mailto:robert.brown@wholefoods.com">robert.brown@wholefoods.com</a>
Buck	Francie	Member	Industry	Sealed Air(Diversey)	Racine	WI	(505) 610-3818	<a href="mailto:francie.buck@sealedair.com">francie.buck@sealedair.com</a>
Crabtree	Deborah	Member	Local Regulator	Fairfax County Health Dept	Fairfax	VA	(703) 246-8431	<a href="mailto:deborah.crabtree@fairfaxcounty.gov">deborah.crabtree@fairfaxcounty.gov</a>
Dela Cruz	Hector	Member	Local Regulator	LA County Environmental Health	Van Nuys	CA	(818) 902-4468	<a href="mailto:hsdelacruz@gmail.com">hsdelacruz@gmail.com</a>
Earnest	Mark	Member	Industry	Captain D's	Nashville	TN	(615) 231-2089	<a href="mailto:mark_earnest@captains.com">mark_earnest@captains.com</a>
Erwin	Rob	Member	Local Regulator	Fairfax County Health Department	Fairfax	VA	(703) 246-8430	<a href="mailto:robert.erwin@fairfaxcounty.gov">robert.erwin@fairfaxcounty.gov</a>
Ford	Lisa	Member	Industry	Brinker International	Dallas	TX	(972) 770-9627	<a href="mailto:lisa.ford@brinker.com">lisa.ford@brinker.com</a>
Gilliland	Robert	Member	Local Regulator	Kansas City, MO Health Department	Kansas City	MO	(816) 513-6181	<a href="mailto:rob.gilliland@kcmo.org">rob.gilliland@kcmo.org</a>
Huang	Yao-Wen	Member	Academia	University of Georgia	Athens	GA	(706) 542-1092	<a href="mailto:huang188@gmail.com">huang188@gmail.com</a>
Hults	Julie	Member	Local Regulator	City of Milwaukee	Milwaukee	WI	(414) 286-5746	<a href="mailto:jhults@milwaukee.gov">jhults@milwaukee.gov</a>
James-Davis	Lucia	Member	Industry	The Seritech Group	Charlotte	NC	(321) 287-1394	<a href="mailto:lucia.james-davis@steritech.com">lucia.james-davis@steritech.com</a>
Lively	Shanna	Member	State Regulator	TN Department of Agriculture	Nashville	TN	(615) 837-5176	<a href="mailto:shanna.lively@tn.gov">shanna.lively@tn.gov</a>
Miklos	Mark(Mick)	Member	Industry	Miklos Consulting, Inc.	Buford	GA	(770) 868-7422	<a href="mailto:mmiklos@restaurant.org">mmiklos@restaurant.org</a>
Morris	Sheri	Member	State Regulator	PA Dept. of Agriculture	Harrisburg	PA	(717) 787-5289	<a href="mailto:shmorris@pa.gov">shmorris@pa.gov</a>
Peters	Brad	Member	Industry	HRBUniversal LLC	Birmingham	AL	(855) 447-2864	<a href="mailto:bpeters@hrbuni.net">bpeters@hrbuni.net</a>
Sylvis	Christine	Member	Local Regulator	Southern Nevada Health District	Las Vegas	NV	(702) 759-1251	<a href="mailto:sylvis@snhdmail.org">sylvis@snhdmail.org</a>
Taylor	Todd	Member	Industry	Ecolab	Greensboro	NC	(336) 931-2200	<a href="mailto:todd.taylor@ecolab.com">todd.taylor@ecolab.com</a>
Yamnik	Dale	Member	Industry	Yum! Brands, Inc.	Saint Cloud	FL	(407) 593-6181	<a href="mailto:dale.yamnik@yum.com">dale.yamnik@yum.com</a>
Zaziski	Linda	Member	Industry	Little Caesars Enterprises	Detroit	MI	(313) 471-6550	<a href="mailto:linda.zaziski@lcecorp.com">linda.zaziski@lcecorp.com</a>
Hughes	Stephen	FDA Advisor	Federal Regulator	FDA	College Park	MD	(240) 402-2833	<a href="mailto:stephen.hughes@fda.hhs.gov">stephen.hughes@fda.hhs.gov</a>
Marcello	John	FDA Advisor	Federal Regulator	FDA	Tempe	AZ	(480) 829-7396	<a href="mailto:john.marcello@fda.hhs.gov">john.marcello@fda.hhs.gov</a>
Radke	Vince	CDC Advisor	Federal Regulator	CDC			(770) 488-7065	<a href="mailto:vradke@cdc.gov">vradke@cdc.gov</a>
Balli	Petra	At Large Member	Industry	Aramark	Philadelphia	PA	(215) 413-8745	<a href="mailto:balli-petra@aramark.com">balli-petra@aramark.com</a>

Deslauriers	Susan	<b>At Large Member</b>	Industry	Big Y Foods	Springfield	MA	(413) 504-4452	<a href="mailto:deslauris@bigy.com">deslauris@bigy.com</a>
Meinhardt	Christina		Industry	Aramark	Philadelphia	PA	(267) 939-4894	<a href="mailto:eckhardt-christina@aramark.com">eckhardt-christina@aramark.com</a>
Nelson	Laura	<b>At Large Member</b>	Industry	Alchemy Systems	Austin	TX	(512) 637-5100	<a href="mailto:laura.nelson@alchemysystems.com">laura.nelson@alchemysystems.com</a>
Paster	Tara	<b>At Large Member</b>	Industry	Paster Training, Inc.	Gilbertsville	PA	(610) 970-1776	<a href="mailto:tara.paster@pastertraining.com">tara.paster@pastertraining.com</a>
Tyjewski	Susan	<b>At Large Member</b>	Industry	CKE Restaurants Holdings, Inc.	Anaheim	CA	(714) 254-4552	<a href="mailto:styjewski@ckr.com">styjewski@ckr.com</a>
Wood	Sharon	<b>At Large Member</b>	Industry	HEB Grocery Company	San Antonio	TX	(210) 938-6511	<a href="mailto:wood.sharon@heb.com">wood.sharon@heb.com</a>

# Conference for Food Protection – Committee Periodic Status Report

Template approved by the Executive Board May 2014

**Committee Periodic Status Reports are considered DRAFT until reviewed and acknowledged by the Executive Board**

Council Chairs are required to submit committee reports to the Executive Director at least 30 days prior to each Executive Board meeting (held in Spring and Fall of each year); please submit reports far enough in advance of this deadline to permit review by the Council Chair. Committee Periodic Status Reports are intended to update the Executive Board on the status of the committee and the progress toward fulfilling the charges approved by the Assembly of Delegates or assigned by the Executive Board.

## COMMITTEE NAME:

2016 Interdisciplinary FBI Training

## COUNCIL or EXECUTIVE BOARD ASSIGNMENT:

Council II

## DATE OF REPORT:

March 4, 2015

## SUBMITTED BY:

James Steele, Patricia Welch, Tim Mitchell

## COMMITTEE MEMBER ROSTER:

- see attached roster for updated member listing for documentation of three committee members who have resigned
- committee membership has not changed; see previously submitted and approved roster dated: \_

## COMMITTEE CHARGE(s):

1. Use the Crosswalk submitted in the 2012-2014 Committee report to identify current gaps in the training for Program Standard #5 as established by Council to Improve Foodborne Outbreak Response (CIFOR) and the Partnership for Food Protection as best practices for foodborne illness investigation.
2. Identify new training programs as they relate to the Crosswalk and Standard #5.
3. Work within the Conference process to post the Crosswalk document from the 2012-2014 Committee to the CFP Website.
4. Report back to the 2016 biennial meeting a revised Crosswalk document for foodborne illness investigation.

## COMMITTEE'S REQUESTED ACTION FOR EXECUTIVE BOARD (If Applicable):

## PROGRESS REPORT / COMMITTEE ACTIVITIES WITH ACTIVITY DATES:

### 1. *Progress on Overall Committee Activities*

The committee has been meeting regularly via conference call to work on charges. The first conference call was held on October 20, 2014. The following is a brief summary of this first meeting.

- Reviewed Part VII Committee Membership Expectations
- Pat gave a brief history of the committee and the crosswalk
- Tim sent the crosswalk and the charges out to the committee because some folks either did not receive or lost them
- Reviewed the charges to the committee
- Pat will look into setting up Food Shield for the group to work collaboratively on the crosswalk document

# Conference for Food Protection – Committee Periodic Status Report

*Template approved by the Executive Board May 2014*

**Committee Periodic Status Reports are considered DRAFT until reviewed and acknowledged by the Executive Board**

- Janet will try to get a copy of the RRT training to share with the team
- All members asked to review the crosswalk and charges and come with recommendations for the next meeting
- Next meeting on 11/17/14 1:00 pm EST

The second conference call was held on 12/15/14. James Steele was not available due to a medical emergency. The following is a brief summary of the meeting.

- Pat reviewed Food Shield, sounds like everyone is getting registered. Some folks already have access.
- Matt Jenkins and Pat Welch, Roger, Jeff Agreed to examine for gaps. (Charge 1/Subcommittee 1)
- Tim will look at number 2 with Susan Algeo and Dan and Kris. (Charge 2/Subcommittee 2)
- The group will work with the conference to get the current crosswalk posted. (Charge 3)
- Next group meeting will be 2/17/15 at 12 CST. (Pat to set Up)
- Sub committees will meet before 2/17/15 #1 will be 1/13/15 and Number 2 will be 1/23/15.

The third conference call was held 3/3/2015.

- Reviewed the progress of the two subcommittees and determined that the subcommittees were on the right track.
- The subcommittees will continue to meet before the next full committee meeting scheduled for 5/21/15.

## 2. **Progress Addressing each Assigned Committee Charge**

Two subcommittees were created to work on the charges. Workgroup 1 has been working on Charge 1 and Workgroup 2 has been working on Charge 2.

Subcommittee working on Charge 1 - Use the Crosswalk submitted in the 2012-2014 Committee report to identify current gaps in the training for Program Standard #5 as established by Council to Improve Foodborne Outbreak Response (CIFOR) and the Partnership for Food Protection as best practices for foodborne illness investigation.

The subcommittee is using the trainings in the Crosswalk document to see in there are gaps in (see attachment 2)

Next subcommittee meeting scheduled for 4/23/15.

Subcommittee working on Charge 2 - Identify new training programs as they relate to the Crosswalk and Standard #5.

The subcommittee is looking at the following trainings:

NEHA course "I-FITT-RR" provides training in many of the identified crosswalk areas.

CDC e-learning course "Environmental Assessment of Foodborne Illness Outbreaks"

The IFPTI Foodborne Illness Investigations Part 1-6.

Next subcommittee meeting scheduled for 4/28/15

## 2016 Interdisciplinary Foodborne Illness Training Committee

### Conference Call – October 20, 2014

Committee members on call:

1. Susan Algeo
2. Jeff Belmont
3. Sandy Fabian
4. Emilee Follet
5. Matt Jenkins
6. Kris Markulin
7. Jackie Owens
8. Pieter Sheehan
9. Pat Welch
10. Janet Williams
11. Tim Mitchell
12. Dan Okenu

- One committee member announced she is going on maternity leave so she will not be on the next one or two calls (Emilee Follet).
- Reviewed Part VII Committee Membership Expectations
- Pat gave a brief history of the committee and the crosswalk
- Tim sent the crosswalk and the charges out to the committee because some folks either did not receive or lost them
- Reviewed the charges to the committee
- Pat will look into setting up Food Shield for the group to work collaboratively on the crosswalk document
- Janet will try to get a copy of the RRT training to share with the team
- All members asked to review the crosswalk and charges and come with recommendations for the next meeting

Next meeting on 11/17/14 1:00 pm EST

Thank you,

Tim Mitchell RS, CP-FS

CQA Technical Coordinator

Publix Super Markets, Inc.

## 2016 Interdisciplinary Foodborne Illness Training Committee

### Conference Call – December 15, 2014

Committee members on call:

- David Lawrence
- Susan Quam
- Susan Algeo
- Jeff Belmont
- Matt Jenkins
- Kris Markulin
- Tim Mitchell
- Roger Mozingo
- Pat Welch

Pat reviewed Food Shield, sounds like everyone is getting registered. Some folks already have access.

Matt Jenkins and Pat Welch, Roger, Jeff Agreed to examine for gaps. (Charge 1/Subcommittee 1)

Tim will look at number 2 with Susan Algeo and Dan and Kris. (Charge 2/Subcommittee 2)

The group will work with the conference to get the current crosswalk posted. (Charge 3)

Next group meeting will be 2/17/15 at 12 CST. (Pat to set Up)

Sub committees will meet before 2/17/15 #1 will be 1/13/15 and Number 2 will be 1/23/15.

Thank you,

Tim Mitchell

**2016 Interdisciplinary Foodborne Illness Training Committee**

Minutes

3/3/2015

1. Susan Algeo
2. Jeff Belmont
3. Sandy Fabian
4. Matt Jenkins
5. Kris Markulin
6. Roger Mozingo
7. Jackie Owens
8. Gale Prince
9. Pat Welch
10. Tim Mitchell
11. Dan Okenu
12. James Steele

- Reviewed the progress of the two subcommittees and determined that the subcommittees were on the right track.
- The subcommittees will continue to meet before the next full committee meeting scheduled for 5/21/15.

STANDARD 5						
1. Investigative procedures. (RRT Page 518 shows the table)						
	RRT	CIFOR	IAFP	Manufactured Foods	NASDA	GAP Analysis
<p>a. The program has written operating procedures for responding to and /or conducting investigations of foodborne illness and food-related injury*. The procedures clearly identify the roles, duties and responsibilities of program staff and how the program interacts with other relevant departments and agencies. The procedures may be contained in a single source document or in multiple documents.</p>	II. A. Chapter 1	3.1				
<p>b. The program maintains contact lists for individuals, departments, and agencies that may be involved in the investigation of foodborne illness, food-related injury* or contamination of food.</p>	II.B. Chapters 2&3.	3.6		5.1. c		
<p>c. The program maintains a written operating procedure or a Memorandum of Understanding (MOU) with</p>	II.A. Chapter 1.	3.1				

the appropriate epidemiological investigation program/department to conduct foodborne illness investigations and to report findings. The operating procedure or MOU clearly identifies the roles, duties and responsibilities of each party.						
d. The program maintains logs or databases for all complaints or referral reports from other sources alleging food-related illness, food-related injury* or intentional food contamination. The final disposition for each complaint is recorded in the log or database and is filed in or linked to the establishment record for retrieval purposes.	II. E. Chapter 11	3.5		5.1.d		
e. Program procedures describe the disposition, action or follow-up and reporting required for each type of complaint or referral report.	Chapter 9,10,11 & 13	Chapter 4, 4.3, Chapter 5		1.f		
f. Program procedures require disposition, action or follow-up on each complaint or referral report alleging food-related illness or injury within 24 hours.	Chapters 9, 10, 11 & 13 (pg.212?) Subsection D	Chapter 4,5		1.e 1.f		
g. The program has established procedures and guidance for collecting information on the	Chapters 9,10, 11 & 13 Page 212? Subsection D	Chapter 4, 5		1.g		

suspect food's preparation, storage or handling during on-site investigations of food-related illness, food-related injury*, or outbreak investigations.						
h. Program procedures provide guidance for immediate notification of appropriate law enforcement agencies if at any time intentional food contamination is suspected.	Chapter 6, 10	3.1, 3.10, 6.3				
i. Program procedures provide guidance for the notification of appropriate state and/or federal agencies when a complaint involves a product that originated outside the agency's jurisdiction or has been shipped interstate.	Chapter 6, 10	3.1, 3.10, 7.3				
<b>2. Reporting Procedures</b>						
a. Possible contributing factors to the food-related illness, food-related injury* or intentional food contamination are identified in each on-site investigation report.	Chapters 9, 10, 11	5.2				
b. The program shares final reports of investigations with the state epidemiologist and reports of confirmed foodborne disease outbreaks* with CDC.	Chapter 3, 6, 13	4.2, 4.3, 4.4, 7.5, 9.1				
<b>3. Laboratory Support Documentation</b>						

<p>a. The program has a letter of understanding, written procedures, contract or MOU acknowledging, that a laboratory(s) is willing and able to provide analytical support to the jurisdiction's food program. The documentation describes the type of biological, chemical, radiological contaminants or other food adulterants that can be identified by the laboratory. The laboratory support available includes the ability to conduct environmental sample analysis, food sample analysis and clinical sample analysis.</p>		<p>4.2, 4.3, 4.4, 9.1,</p>				
<p>b. The program maintains a list of alternative laboratory contacts from which assistance could be sought in the event that a food-related emergency exceeds the capability of the primary support lab(s) listed in paragraph 3.a. This list should also identify potential sources of laboratory support such as FDA, USDA, CDC, or environmental laboratories for specific analysis that cannot be performed by the jurisdiction's primary laboratory(s).</p>		<p>4.2, 4.3, 4.4, 9.1</p>				
<p>4. Trace-back Procedures</p>						
<p>a.</p>	<p>Chapter 9</p>	<p>5.2</p>				

<p>Program management has an established procedure to address the trace-back of foods implicated in an illness, outbreak or intentional food contamination. The trace-back procedure provides for the coordinated involvement of all appropriate agencies and identifies a coordinator to guide the investigation. Trace-back reports are shared with all agencies involved and with CDC.</p>						
5. Recalls						
<p>a. Program management has an established procedure to address the recall of foods implicated in an illness, outbreak or intentional food contamination.</p>	Chapter 12	5.2				
<p>b. When the jurisdiction has the responsibility to request or monitor a product recall, written procedures equivalent to 21 CFR, Part 7 are followed.</p>	Chapter 12	5.2				
<p>c. Written policies and procedures exist for verifying the effectiveness of recall actions by firms (effectiveness checks) when requested by another agency.</p>	Chapter 12	5.2				
6. Media Management						
<p>a. The program has a written</p>	Chapter 3, 6	3.6				

<p>policy or procedure that defines a protocol for providing information to the public regarding a foodborne illness outbreak or food safety emergency. The policy/procedure should address coordination and cooperation with other agencies involved in the investigation. A media person is designated in the protocol.</p>						
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<p>7. Data Review and Analysis</p>						
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<p>a. At least once per year, the program conducts a review of the data in the complaint log or database and the foodborne illness and food-related injury* investigations to identify trends and possible contributing factors that are most likely to cause foodborne illness or food-related injury*. These periodic reviews of foodborne illnesses may suggest a need for further investigations and may suggest steps for illness prevention.</p>	<p>Chapter 13, 14</p>	<p>4.3, Chapter 8</p>				
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<p>b. The review is conducted with prevention in mind and focuses on, but is not limited to, the following: 1) Foodborne Disease Outbreaks*, Suspect Foodborne Outbreaks* and Confirmed Foodborne Disease</p>	<p>Chapter 13, 14</p>	<p>4.3, Chapter 8</p>				
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<p>Outbreaks* in a single establishment;</p> <p>2) Foodborne Disease Outbreaks*, Suspect Foodborne Outbreaks* and Confirmed Disease Outbreaks* in the same establishment type;</p> <p>3) Foodborne Disease Outbreaks*, Suspect Foodborne Outbreaks* and Confirmed Foodborne Disease Outbreaks* implicating the same food;</p> <p>4) Foodborne Disease outbreaks*, Suspect Foodborne Outbreaks* and Confirmed Foodborne Disease Outbreaks* associated with similar food preparation processes;</p> <p>5) Number of confirmed foodborne disease outbreaks*;</p> <p>6) Number of foodborne disease outbreaks* and suspect foodborne disease outbreaks*;</p> <p>7) Contributing factors most often identified;</p> <p>8) Number of complaints involving real and alleged threats of intentional food</p>						
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<p>contamination; and 9) Number of complaints involving the same agent and any complaints involving unusual agents when agents are identified.</p>						
<p>c. In the event that there have been no food-related illness or food-related injury* outbreak investigations conducted during the twelve months prior to the data review and analysis, program management will plan and conduct a mock foodborne illness investigation to test program readiness. The mock investigation should simulate response to an actual confirmed foodborne disease outbreak* and include on-site inspection, sample collection and analysis. A mock investigation must be completed at least once per year when no foodborne disease outbreak* investigations occur.</p>	<p>Chapter 8</p>					

Committee Name:

**Committee Name: Interdisciplinary FBI Training**

Last Name	First Name	Position (Chair/Member)	Constituency	Employer	City	State	Telephone	Email
Algeo	Susan	Member	Food Industry Support	Paster Training, Inc.	Gilbertsville	PA	610-970-1776	<a href="mailto:susan.algeo@pastertraining.com">susan.algeo@pastertraining.com</a>
Belmont	Jeffrey	Member	Food Industry Support	NRFSP	Orlando	FL	407-226-3500	<a href="mailto:jbelmont@nrfsp.com">jbelmont@nrfsp.com</a>
Catalan	Linda	Member	Retail Food Industry	Brinker International	Dallas	TX	972-770-8746	<a href="mailto:linda.catalan@brinker.com">linda.catalan@brinker.com</a>
Chapman	Bryan	Member	Food Industry Support	State Food Safety	Orem	UT	801-494-1879	<a href="mailto:bchapman@statefoodsafety.com">bchapman@statefoodsafety.com</a>
Cooper	Ivory Gene	Member	Local Regulator	Dist. Of Columbia	Washington	DC	202-535-2180	<a href="mailto:ivory.cooper@dc.gov">ivory.cooper@dc.gov</a>
Fabian	Sandra	Member	Food Service Industry	Wawa, Inc.	Media	PA	610-358-8779	<a href="mailto:sandra.fabian@wawa.com">sandra.fabian@wawa.com</a>
Follett	Emilee	Member	Food Industry Support	State Food Safety	Orem	UT	801-805-4679	<a href="mailto:efollett@statefoodsafety.com">efollett@statefoodsafety.com</a>
Hussein	Sima	Member	Food Industry Support	Ecolab	Greensboro	NC	336-931-2625	<a href="mailto:sima.hussein@ecolab.com">sima.hussein@ecolab.com</a>
Jenkins	Matthew	Member	Food Service Industry	Sodexo	Chicago	IL	630-390-4020	<a href="mailto:matthew.jenkins@sodexo.com">matthew.jenkins@sodexo.com</a>
Markulin	Kris	Member	Retail Food Industry	Delhaize America	Reston	VA	703-347-2072	<a href="mailto:kris.markulin@delhaize.com">kris.markulin@delhaize.com</a>
Mitchell	Tim	Vice-Chair	Retail Food Industry	Publix Super Markets	Lakeland	FL	863-688-1188	<a href="mailto:tim.mitchell@publix.com">tim.mitchell@publix.com</a>
Okenu	Dan	Member	Food Service Industry	TransGlobal Consults, LLC	Snellville	GA	404-805-2221	<a href="mailto:dan.okenu@transglobalconsults.com">dan.okenu@transglobalconsults.com</a>
Owens	Jackie	Member	State Regulator	WI Dept. of Agr.	Madison	WI	608-224-4734	<a href="mailto:jackie.owens@wi.gov">jackie.owens@wi.gov</a>
Sheehan	Pieter	Member	Local Regulator	Fairfax County Health Dept.	Fairfax	VA	703-246-8470	<a href="mailto:Pieter.sheehan@fairfaxcounty.gov">Pieter.sheehan@fairfaxcounty.gov</a>
Steele	James	Chair	Food Service Industry	Walt Disney World	Lake Buena Vista	FL	407-560-4724	<a href="mailto:james.steele@disney.com">james.steele@disney.com</a>
Welch	Patricia	Chair	State Regulator	IL Dept. of Public Health	Springfield	IL	217-785-2439	<a href="mailto:patricia.welch@illinois.gov">patricia.welch@illinois.gov</a>

Committee Name:

Williams	Janet	Member	Federal Regulator	FDA/ORA/DHRD	Rockville	MD	<a href="mailto:janet.williams@fda.hhs.gov">janet.williams@fda.hhs.gov</a>
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**Resigned from Committee**

Earnest	Mark	Member	Food Service Industry	Captain D's, LLC	Nashville	TN 615-231-2089	<a href="mailto:mark_earnest@captains.com">mark_earnest@captains.com</a>
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Mozingo	Roger	Member	Food Service Industry	Sodexo	Salisbury	NC 704-678-6797	<a href="mailto:roger.mozingo@sodexo.com">roger.mozingo@sodexo.com</a>
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Thomas	Ellen	Member	Academia	North Carolina State Univ.	Raleigh	NC 919-515-1373	<a href="mailto:emthoma3@ncsu.edu">emthoma3@ncsu.edu</a>
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**CONFERENCE FOR FOOD PROTECTION  
COUNCIL II  
EMPLOYEE FOOD SAFETY TRAINING COMMITTEE REPORT**

**COMMITTEE NAME:** Employee food safety training

**COUNCIL II**

**DATE OF REPORT:** 03-13-2015

**SUBMITTED BY:** Co Chairs: Chuck Catlin, Global Food Quality & Risk Manager, Google Food  
Dr. Benjamin Chapman, Associate Professor, Food Safety Specialist, North Carolina State  
University.

**COMMITTEE MEMBER ROSTER:**

see attached roster for updated member listing and documentation of committee member  
who has left the committee

committee membership has not changed; see previously submitted and approved roster

**COMMITTEE CHARGE:**

1. Make recommendations to the Conference for Food Protection in regard to:
  - a. What a food employee should know about food safety, prioritized by risk.
  - b. A guidance document to include recommendations for appropriate operator, regulator, and/or third-party food safety training program(s); including the criteria for the program and learning objectives.
2. Report Committee recommendations to the 2016 Conference for Food Protection Biennial Meeting.

**COMMITTEE'S REQUESTED ACTION FOR EXECUTIVE BOARD (If Applicable):**

**PROGRESS REPORT/COMMITTEE ACTIVITIES WITH ACTIVITY DATES:**

Our committee held its first meeting on Dec 12, 2014. Hal King and Benjamin Chapman PhD were the co-chairs. We began by looking at the state and local county mandated training programs. We examined industry training programs content and academic evidence based outcomes and recommended specifications. Co-chair Hal King stepped down. In late January. Chuck Catlin R.S., M.P.A was approved to become the co-chair to serve with Benjamin Chapman PhD. In an effort to accelerate our progress we decided to hold a face to face meeting in Chicago on March 18, 2015. At this meeting we will look at the food handler training requirements for Illinois, California and Florida. We will also examine the FDA 2013 Food Code required knowledge. Our goal is to determine the necessary knowledge components

required for food service employees. Once knowledge components have been identified we will examine the necessary behaviors needed to prevent foodborne illness when working with food. Current research has suggested that food workers view their business as low risk (Clayton et al., 2002) and behavior is motivated by values and interpretations of situations and events. (Burke 1990) Our goal is to create training that links the needed job knowledge and encourages the learning of positive behaviors that will prevent foodborne illness when they are working with food. Research further suggests that if you can elicit an emotional response from the learner you can improve the domains of cognition, attention memory and reasoning. (R.J.Polan 2002) Therefore, we will examine how the FDA Oral Culture project materials can help with setting the learning context to improve knowledge retention.

# Employee Food Safety Training Committee Conference Call

Date: Wednesday, December 17, 2014

Time: 3:00 p.m. (EST)

**Facilitator:** Hal King

Introduced himself as Chair and Ben as Vice Chair. . . Ben is not on the call due to illness.

1. Thanked everyone for agreeing to be a participant on the committee and explained that there is a lot of work to do
2. 19 voting members, Linda Catalan will not participate due to change in job duties
3. 18 participants on the call. Hal allowed the pragmatic system to announce callers.
4. Hal read the Antitrust Statement (conference for Food Protection, Inc.). Wants to be clear that everyone has a copy and understands.
5. Read the Committee Charge
  1. Make recommendations to the Conference for Food Protection in regard to:
    - a. What a food employee should know about food safety, prioritized by risk.
    - b. A guidance document to include recommendations for appropriate operator, regulator, and/or third-party food safety training program(s); including the criteria for the program and learning objectives.
  2. Report Committee recommendations to the 2016 Conference for Food Protection Biennial Meeting.
6. Ken Rosenwinkel – thanked Hal for being committee chair. Committee has one year as opposed to two years to complete the charge.
  - Hal stated that he wants to make sure that every voice is heard, and solicits everyone's input
7. The process of gathering information will allow to “close the gaps” in standards of food safety.
  - Christina. . .likes how process is layed out. Question: What can we gain from the training??
  - William. . .not a regulated thing from gov't perspective. It is a requirement for food safety training.

- Chirag. . .understands that the focus is retail food protection and not the manufacturing side.
- 8. We are only talking about “line” employees. Don’t want miss what we can learn from other sectors. The goal is to make sure that the food handler is ready.
- 9. Alan – Does anyone have a job that is based on Job Task Analysis (JTA)? Wants to prevent any assumptions as to what a food worker should know. The committee should decide what a food handler should really know. He and Hal have been through the JTA process. It would be great to stay as close to the JTA process as possible.
- 10. Take a look across the board at processes in different states (William). Agreed to be a part of this process and get ASTM standard information. Want to compare the states that are represented, just to see if there is a gap in what states are using.
- 11. Next call can be based on reports of gaps by members. Will collect info via email prior to call.
- 12. Steven (FDA) made suggestion to first figure out where programs are. Then look at them as a committee to agree on the actual gaps.
- 13. Aimee volunteered to get info on the grocery/retail side. Ben will search on the academic side.
- 14. Janice suggested to start at the state level.
- 15. Jeff Lang willing to serve with Ben on the academic sector.
- 16. Regardless of industry, there should not be that big of a difference.
- 17. A little confusion as to what the motive or goal is. As a baseline, it was suggested to start with the ASTM standard.
- 18. Hal thanked everyone for the comments and suggestions. The next call should take place at the end of January. Send emails or templates to Hal to assist. The goal is to make more progress.
- 19. Scheduling of future calls – suggested to preset calls. Select dates that will work for Hal and Ben. Then to send committee to vote on those dates. FDA can’t use doodle. Meeting Wizard works best for FDA. Suggested to have calls more frequently.
- 20. Call ended at 4:25 p.m.

## Employee Food Safety Training Committee

Last Name	First Name	Position (Chair/Member)	Constituency	Employer	City	State	Telephone	Email
Atkins	Hugh	member	state	TN Department of Health	Nashville	TN	(615) 741-8535	hugh.atkins@tn.gov
Bhatt	Chirag	member	Industry	Bloomin Brands, Inc	Tampa	FL	(813) 892-8641	ChiragBhatt@BloominBrands.com
<b>Catlin</b>	<b>Chuck</b>	Co-chair	Support	Google - Global Food Program	Mountain View	CA	(602) 769-1418	catlin@google.com
<b>Chapman</b>	<b>Ben</b>	Co-chair	Academia	North Carolina State University	Raleigh	NC	(919) 809-3205	benjamin_chapman@ncsu.edu
Eisenbeiser	Ashley	member	Retail Food Industry	Food Marketing Institute	Arlington	VA	(202) 220-0689	aeisenbeiser@fmi.org
Feazell	Susan	member	support	National Registry of Food Safety Professionals	Orlando	FL	(800) 446-0257	sfeazell@nrfsp.com
Graham	Joe	member	State	WA State Department of Health				joe.graham@DOH.WA.GOV
Green	Elizabeth	member	Local	Mid-Ohio Valley Health Department	Parkersburg	VA	(304) 420-1471	elizabeth.s.green@wv.gov
Grooters	Susan	member	consumer	KAW Coalition	Washington	DC	(802) 223-6303	susangrooters@gmail.com
Jensen	Joyce	member	Local	Lincoln-Lancaster County Health Department	Lincoln	NE	(402) 441-8033	jjensen@lincoln.ne.gov
King	Hal	Member	Food service	Chick-fil-A Inc.	Atlanta	GA	(404) 765-2508	hal.king@chick-fil-a.com
Lang	Jeffrey	member	Local	Lane County Environmental Health	Eugene	OR	(541) 682-3636	jeffrey.lang@co.lane.or.us
Lee	Aimee	member	retail	Publix Super Markets, Inc.	Charlotte	NC	704-424-5017	aimee.lee@publix.com

Luebkekmann	Geoff	member	Industry	Florida Restaurant and Lodging Associaton	Tallahassee	FL	(850) 224-2250	gluebkekmann@frla.org
Mull	Monique	member	Local	Mesa County Health Department	Grand Junction	CO	(970) 248-6962	monique.mull@mesacounty.us
Nelson	Laura	member	Support	Alchemy Systems	Austin	TX	(512) 637-5100	laura.nelson@alchemysystems.com
Rosenwinkel	Ken	member	retail	Jewel-Osco	Itasca	IL	(630) 948-6787	ken.rosenwinkel@jewelosco.com
Tabata	Christina	member	food service	Taco Bell (Yum!)	Irvine	CA	(949) 863-4327	christina.gallegos@tacobell.com
Taylor	Alan	member	State	Maryland Stae Department of Health	Balitime	MD	(410) 767-8447	alan.taylor@maryland.gov
Weichelt	William	member	industry trade	National Restaurant Association	Chicago	IL	(312) 715-5388	wweichelt@restaurant.org
<b>Coleman</b>	<b>Eric</b>	<b>CDC Advisor (non-voting member)</b>	<b>Advisory</b>	<b>CDC</b>			<b>(404) 488-3438</b>	<b>EColeman@cdc.gov</b>
<b>Hughes</b>	<b>Stephen</b>	<b>FDA member consultant</b>	<b>Advisory</b>	<b>FDA</b>	<b>College Park</b>	<b>MD</b>	<b>(240) 402-2833</b>	<b>stephen.hughes@fda.hhs.gov</b>
<b>Tart</b>	<b>Alan</b>	<b>Alternate</b>	<b>Advisory</b>	<b>FDA</b>	<b>Atlanta</b>	<b>GA</b>	<b>(404) 253-1267</b>	<b>alan.tart@fda.hhs.gov</b>
<b>Non-Voting Members:</b>								
Buchanon	Janice	non- voting member	Food Industry Support	The Steritech Group	Charlotte	NC	(704) 971-6565	janice.buchanon@steritech.com
Buswell	Cheri	non- voting member	Food Service Industry	International Dairy Queen	Minneapolis	MN	(952) 830-0224	cheri.buswell@idq.com

Chong	Korey	non- voting member	Food Industry Support	Premier Food Safety	Fullerton	CA	(714) 451-0075	korey@premierfoodsafety.com
Costa	Cynthia	non- voting member	State	CT Department of Public Health	Hartford	CT	(860) 509-7297	cynthia.costa@ct.gov
Deslauriers	Susan	non- voting member	Retail Food Industry	Big Y Foods	Springfield	MA	(413) 504-4452	deslaurs@bigy.com
Eckhardt	Christina	non- voting member	Food Industry Support	Aramark	Philadelphia	PA	(267) 939-4894	eckhardt-christina@aramark.com
Eisenbeiser	Ashley	non- voting member	Retail Food Industry	Food Marketing Institute	Arlington	VA	(202) 220-0689	aeisenbeiser@fmi.org
Eisenberg	Miriam	non- voting member	Food Industry Support	Ecosure, A Division of Ecolab	Lincolnshire	IL	(847) 597-9848	miriam.eisenberg@ecolab.com
Espinoza	Albert	non- voting member	Retail Food Industry	HEB	San Antonio	TX	(210) 884-5783	espinoza.albert@heb.com
Follett	Emilee	non- voting member	Food Industry Support	StateFoodSafety.com	Orem	UT	(801) 805-4679	efollett@statefoodsafety.com
Kim	James	non- voting member	Food Industry Support	Premier Food Safety	Fullerton	CA	(714) 451-0075	james@premierfoodsafety.com
Lewis	Christie H.	non- voting member	Food Industry Support	StateFoodSafety.com	Orem	UT	(801) 805-1872	chl@statefoodsafety.com
Maeson	Jordon	non- voting member	Food Industry Support	Safer Dining LLC	St. Petersburg	FL	(727) 422-7392	Jordon@SaferDining.com
McMahan	Thomas	non- voting member	Food Retail/Industry	Meijer	Grandville	MI	(616) 249-6035	thomas.mcmahan@meijer.com
Nakamura	George	non- voting member	Food Industry Support	StateFoodSafety.com	Orem	UT	(801) 494-1879	gmlnaka@comcast.net
Turner	Brian	non- voting member	Food Service Industry	Sodexo	Downers Grove	IL	(847) 682-5672	brian.turner@sodexo.com
Tyjewski	Susan	non- voting member	Food Service Industry	CKE Restaurants Holdings, Inc.	Anaheim	CA	(714) 254-4552	styjewski@ckr.com

**Resigned from Committee**

Catalan	Linda	member	Industry	Brinker International	Dallas	TX	(972) 770-8746	linda.catalan@brinker.com
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