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Approved 4/20/2016

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COMMITTEE NAME: **Retail Sushi HACCP Plan Standardization Committee**

DATE OF REPORT: *Initial fall progress report* *Spring progress report* *Second fall progress report*

Date submitted: 3/8/2022

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: *Veronica Bryant, Chair and Rupesh Modi, Vice Chair*

COMMITTEE CHARGE(S):

Issue # 2020 III-017 stated that a Retail Sushi HACCP Standardization Committee be formed with the following charges:

1. Review current industry practices, collect available guidance documents, and current state codes pertaining to the production of sushi prepared at retail establishments.
2. Update the current CFP guidance document for production of sushi prepared at retail establishments.
3. Referencing the guidance document in the Food Code Annex, or wherever the committee deems appropriate.
4. Identifying whether the Food Code adequately addresses sushi production at retail as a whole and make suggestions for changes (if necessary) at the next CFP Biennial Conference.
5. Identifying the recommended methods to disseminate the committee's findings.
6. Reporting the committee's findings at the next CFP Biennial Conference

COMMITTEE WORK PLAN AND TIMELINE:

During initial committee meeting on November 10, the committee decided to hold regular monthly meetings on the 2nd Wednesday of each month

1. *Work plan was discussed with full committee, decision was made to work on charges chronologically.*
2. *First charge was completed between November and December meetings.*
3. *Charge #2 to update guidance will take a majority of the time for the committee. Guidance document was discussed during December, January and February meetings.*
4. *Committee has agreed to split topics to be covered in the guidance document among members and work in small groups to write sections of the documents, and create infographics and decision trees.*
5. *Guidance document will be assembled with a target date of July 1.*
6. *Editing and review of the document will be completed with target date of August 1.*
7. *Charges #3 and #4 will be completed once guidance document has been completed by October 1, with work beginning on writing issues for submission at this time.*
8. *The chair and co-chair will monitor attendance of voting and non-voting members and voting members of the full committee will vote to excuse members if unexcused absence of the voting member becomes a pattern.*
9. *Periodic reports will be submitted by March 1, 2019 and July 1, 2022 to the Council Chair.*
10. *Final guidance document to be submitted to Council Chairs by November 1, 2022.*

COMMITTEE ACTIVITIES: Dates of committee meetings or conference calls: 11/10/21, 12/15/21, 1/12/22, 2/9/22

1. Overview of committee activities:

- a. *Committee has held meeting November 10, December 15, January 12, and February 9. Regular meetings on the second Wednesday of each month have been scheduled.*
- b. *Committee completed review of existing sushi guidance. Research was compiled, trends and discrepancies were noted, and a summary of the research will be included in the background of the guidance document.*
- c. *Committee has determined content to be discussed in guidance document, and what additional tools may be included.*
- d. *Committee has provided feedback on which section of the guidance document they are interested in writing, and groups of committee members are being formed to prepare guidance document.*
- e. *Committee members have provided some draft decision trees and infographics for review, to be used as part of the guidance document.*

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2. Charges COMPLETED and the rationale for each specific recommendation:

- a. Charge #1 has been completed, with a summary of this review to be included in the background section of the guidance document.

3. Status of charges still PENDING and activities yet to be completed:

- a. Charge #2 is currently being worked on, with guidance document being prepared and a target date for draft document July 1/
b. Charges #3, #4 and #5 will be covered once guidance document is completed.

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

1.

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/ 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