

## Conference for Food Protection – Committee Periodic Report

Template approved: 04/20/2016

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**COMMITTEE NAME:** Demonstration of Knowledge Committee (DoK)

**DATE OF REPORT:**  Initial fall progress report     Spring progress report     Second fall progress report  
**Date submitted:** 7/31/2017                      **Date amended (if applicable):** 34T                      **Date accepted by Executive Board:**

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

**REPORT SUBMITTED BY:** Joetta DeFrancesco and Eric Moore, Co-Chairs

**COMMITTEE CHARGE(S):**

Issue # 2016 II-003

The Demonstration of Knowledge (DoK) Committee be re-created following the 2016 CFP Biennial Meeting to continue work originally assigned in Issue 2014-11-016 with the following charges:

1. Identify and evaluate the pros and cons of Alternative Methods to Demonstrating Knowledge, a document created by the 2014-2016 DoK Committee (Attachment VI to the DoK Committee Report). Although not limited to the following areas, the committee will 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 a language barrier
  - e. What corrective action should be taken when there is not a demonstration of knowledge from the Person in Charge
2. Recommend alternative methods of demonstrating knowledge as new or amended Food Code language.
3. Report back committee outcomes and recommendations to the 2018 CFP Biennial Meeting.

**COMMITTEE WORK PLAN AND TIMELINE:**

1. Establish committee roster and submit to Counsel II Chairs by 7/8/2016.
2. Working group structure will be comprised of voting and at-large members, sub-committee not expected to be needed.
3. Hold monthly conference calls beginning in September where entire DoK committee is able to discuss charges and identify recommendations to complete committee charges.
4. Conduct on-line surveys with voting members for all committee decisions.
5. Compile all survey feedback and complete committee charges for presentation at 2018 CFP

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

| Full Committee Conference Call Dates |          |          | Subcommittee 1 |        |         | Subcommittee 2 |         |        |
|--------------------------------------|----------|----------|----------------|--------|---------|----------------|---------|--------|
| 9/22/16                              | 10/27/16 | 11/17/16 | 2/10/17        | 4/6/17 | 4/17/17 | 2/16/17        | 4/12/17 | 5/4/17 |
| 12/15/16                             | 2/16/17  | 3/16/17  | 4/25/17        | 5/2/17 | 5/16/17 |                |         |        |
| 4/20/17                              | 5/18/17  | 6/15/17  | 07/21/17       |        |         |                |         |        |
| 7/27/17                              |          |          |                |        |         |                |         |        |

1. **Overview of committee activities:**

- a. The committee has met seven times. The first three meetings were spent reviewing the 2014-2016 Demonstration of Knowledge (DoK) Committee's work and the existing recommended alternate methods of demonstrating knowledge and having open dialog around the pros and cons of these recommendations. The committee developed an alternate methods voting member survey which was completed and reviewed by the Committee Co-Chairs. The results of the initial survey were poor and did not have an acceptable representation of committee members, thus requiring redistribution of the survey. The participation and results of the second survey were reviewed and found to be acceptable. The completion of this survey led to the formation of two sub-committees, each to focus specifically on half of the existing alternate method recommendations. Sub-Committee groups are done working through Pros & Cons for each assigned alternate method and working to provide alternate language for the food code as identified in committee charges.
- b. The committee continues to meet monthly with a total of 10 full committee meetings via conference calls. Two roster membership

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changes have been reviewed and approved by the CFP Board, no additional roster changes are expected to be needed. Sub-Committee groups 1 & 2 are in the final stages of working through all parts of Charge 1 for each assigned alternate methods, during this process both groups are continuously evaluating each method against areas identified in the charges to determine its relevancy or eliminate it from consideration. Sub-Committee participation has been a challenge at times however the use of full committee voting members has been effectively leveraged to make up for this shortfall.

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

#### a. Subcommittee 1 Update:

*i.* Subcommittee formed and charged with completing DoK Committee charges 1 & 2 for Alternate methods (*Alternate Method Details available on attached DoK survey question document*) and report back findings to full DoK committee:

- Method 2: Establishment is in compliance with 2-103.11;
- Method 3: Recommend modifying Section 2-102.11 of the Food Code as follows:
- Method 4: Employees are completing tasks correctly;
- Method 5: Having one or more food handlers who are certificated through an ANSI-ASTM accredited program or equivalent and who comply with section 2-103.11 of this Code, thus applying practical means knowledge to the successful completion of tasks; and
- Method 10: Recommend eliminating Section 2-102.11 within the Food Code as follows:

*ii.* Subcommittee reviewed DoK Voting member survey responses for above-noted methods.

*iii.* Based on DoK Committee survey responses Subcommittee 1 voted to combine/eliminate the following methods:

- Combined methods 2 & 5
- Eliminated methods 3 & 4

*iv.* Based on continued review and discussion of Subcommittee 1:

- Combination of methods 2 & 5 was changed based on discussion and voting member quorum.
- Removal of methods 5 & 10 was determined through voting member quorum.

*v.* Subcommittee is currently in the final stages of creating suggested language as new or amended Food Code language.

#### b. Subcommittee 2 Update:

*i.* Subcommittee formed and charged with completing DoK Committee charges 1 & 2 for Alternate methods (*Alternate Method Details available on attached DoK survey question document*) and report back findings to full DoK committee:

- Method 1: The person in charge can demonstrate Food Code knowledge through practical means such as showing how they take temperatures, calibrate a thermometer, mix or test sanitizer, showing a posted employee health policy or list of major food allergens, etc.;
- Method 6: The PIC can show evidence of demonstration of knowledge using job aides or other means;
- Method 7: Change the Demonstration of Knowledge criteria. Instead of meeting one of the three options to be in compliance, change it to having to meet two of the three options to be in compliance;
- Method 8: The establishment has a food handler certificated program through an ANSI-ASTM program or equivalent and one or more employees is certificated through the program; and
- Method 9: Change the code language in 2-102.11 (C) to: "Demonstrating food safety principles based on the specific food operation. The areas of knowledge include:"

*ii.* Subcommittee reviewed DoK Voting member survey responses for above-noted methods

*iii.* Subcommittee has submitted for review feedback on pros/cons for all above noted methods

*iv.* Based on review and discussion of Subcommittee 2:

- Removal of method 8 determined through voting member quorum.
- Amended code language outlined.

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

#### a. Full Committee

- Discussion of final document recommendations and draft final document/ issue(s).

#### b. Subcommittee 1 Status:

- Charge 1 – COMPLETE
- Charge 2 – In progress

#### c. Subcommittee 2 Status:

- Charge 1 – In progress – DoK Chairs have requested additional discussion/review of remaining methods to ensure they have been properly reviewed and evaluated by subcommittee members.
- Charge 2 – In progress

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

#### ATTACHMENTS:

##### 1. Content Documents:

- a. Committee Member Roster:  See changes noted above under "requested action"  No changes to previously approved roster

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*“Committee Members Template” (Excel) available at: [www.foodprotect.org/work/](http://www.foodprotect.org/work/)  
attachment to this report.*

*Committee roster to be submitted as a PDF*

- b. Committee Generated Content Documents (OPTIONAL):  No draft content documents submitted at this time
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- 2. Supporting Attachments (OPTIONAL):  DoK Major Tasks

| Major Tasks for 2016 – 2018 Biennium  | Assigned Responsibility                                     | Target Due Date    | Comments   |
|---|---|--------------------|--|
| Identify and evaluate the pros and cons of <i>Alternative Methods to Demonstrating Knowledge</i> , a document created by the 2014-2016 DoK Committee  | Subcommittee One:<br>Alternative Methods:<br>2,3,4,5 and 10 | June 15, 2017      | Completed, starting on suggested draft language.   |
| Identify and evaluate the pros and cons of <i>Alternative Methods to Demonstrating Knowledge</i> , a document created by the 2014-2016 DoK Committee  | Subcommittee Two<br>Alternative Methods:<br>1,6,7,8 and 9   | June 15, 2017      | Group working on completing Pros and Cons of Alternative Methods                             |
| Progress Report to Council Co-Chairs  | Committee Chairs  | July 5, 2017       |  |
| Draft suggested Language for Alternative Methods to Demonstration of Knowledge approved by the subcommittee.  | Subcommittee Chairs   | July 20, 2017      | May submit to co-chairs and present to full committee if accomplished earlier than deadline. |
| Submit drafted language to Committee Chairs   | Subcommittee chairs   | July 21, 2017      |  |
| Email Alternative Methods and suggested draft language (for alternative Methods that met the requirements set out in committee charges) to full Demonstration of Knowledge Committee for members to be prepared to discuss on call. | Committee Chairs  | July 30, 2017      |  |
| Discussion on draft language proposed by subcommittee. Vote if call to question.  | Full committee  | August 17, 2017    | Discussions may be held earlier if language completed prior to deadline.                     |
| Discussion on draft language proposed by subcommittee. Vote if call to question.  | Full committee  | September 7, 2017  | Added meeting - only if committee appears to be running behind schedule.                     |
| Discussion on draft language proposed by  | Full committee  | September 21, 2017 |  |

|   |                  |                      |  |
|---|------------------|----------------------|--|
| subcommittee. Vote.<br>"Drop Dead" deadline |                  |                      |  |
| Progress Report to<br>Council Co-Chairs     | Committee Chairs | October 2,<br>2017   |  |
| Issue(s) drafted and<br>submitted           | Committee Chairs | November 30,<br>2017 |  |
|   |                  |                      |  |