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COMMITTEE NAME: Food Safety Management Systems (FSMS) Committee

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

Date submitted: 9/9/2022

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: Mandy Sedlak, Committee Co-Chair Industry
Christine Sylvis, Committee Co-Chair Regulatory

COMMITTEE CHARGE(S):

Issue: 2020 II-030

1. Identifying barriers to the universal *voluntary* development and implementation of documented FSMSs consistent with Annex 4 of the Food Code.
2. Identifying solutions for overcoming the identified barriers in #1 and provide recommendations for how to promote the solutions.
3. Conducting a pros/cons assessment of including a requirement for the development and implementation of documented FSMSs, consistent with Annex 4, in a future edition of the Food Code. In the assessment, the committee should consider providing feedback on:
 - a) the hurdles/challenges involved in such a requirement; and
 - b) recommendations on how a requirement might best be incorporated to proactively control foodborne illness risk factor occurrence while recognizing the diversity within the retail and food service industries. The committee should also consider a gap analysis of § 2-103.11 as a starting point.
4. Developing recommendations on next steps to promote universal development and implementation of documented FSMSs consistent with Annex 4.
5. The committee should report its findings and recommendations at the next Biennial Meeting of the Conference for Food Protection. While FDA's efforts will be ongoing during this time, the findings and recommendations will continue to be useful to the agency as it continues to implement its blueprint on retail modernization.

COMMITTEE WORK PLAN AND TIMELINE: The committee will meet monthly from November 2021 through December 2022. Workgroup documents will be shared via FoodSHIELD, CFP Microsoft Teams/SharePoint, and attached to calendar invitations. Microsoft Teams will be used for monthly meetings and for the working document. The following milestones have been established: identifying barriers to the universal *voluntary* development and implementation of documented FSMSs consistent with Annex 4 of the Food Code by January 2022; identifying solutions for overcoming the identified barriers and provide recommendations for how to promote the solutions by ~~April~~ August 2022; conducting a pros/cons assessment of including a requirement for the development and implementation of documented FSMSs in a future edition of the Food Code by ~~July~~ September 2022; and developing recommendations on next steps to promote universal development and implementation of documented FSMSs by October 2022. Periodic reports will be prepared and submitted in October 2021, March 2022, July 2022, and November 2022, in accordance with the CFP master calendar.

COMMITTEE ACTIVITIES:

1. **Overview of committee activities**
 - a. **Dates of committee meetings or conference calls:** The committee has met on November 16, 2021, December 14, 2021, January 18, 2022, February 14, 2022, April 19, 2022, May 17, 2022, June 24, 2022, and July 26, 2022. A subcommittee was created to organize identified barriers into subcategories and consolidate and edit the barriers. Additional subcommittees were created to review the solutions submitted by barrier subcategory (economic, people, and training).
 - b. **Overview of activities completed:** Council II Vice Chair Drafted initial proposed membership roster which was approved by the Board. The initial meeting November 16, 2021, included committee member introductions, a

review the committee charges, a timeline for addressing the charges was agreed upon, and it was decided that FoodSHIELD will be used for document sharing, During the meeting December 14, 2022, work being conducted on FSMSs by other groups such as the food safety management survey Association of Food and Drug Officials (AFDO) is currently conducting in conjunction with the FDA Retail Food Safety Regulatory Collaborative was discussed, an overview of FoodSHIELD and the working document was provided, and committee members were encouraged to submit barriers and review those submitted. During the meeting January 18, 2022, the categories to organize barriers (economics, training, processes, accountability, people) was discussed and an overview of the AFDO food safety management industry survey was provided. During the meeting February 14, 2022 the barriers as organized by the subcommittee was reviewed and the committee determined terms in Annex 4 of the Food Code (Food Safety Culture, Food Safety Management Systems (FSMS), and Active Managerial Control (AMC)) need to be clarified and defined prior to moving forward with solutions. During the meeting April 19, 2022, a definition for AMC as decided upon and a work on a definition for FSMS was commenced. During the meeting May 17, the format for the solutions was decided and three subcommittees with Leads for each of the related barrier categories were created (economic, people, training). Work on a definition for FSMS continued. During the meeting June 24, 2022, the definition for FSMS was completed and an example of how to implement a FSMS was discussed. Review of solutions to economic and people barriers were complete. The co-chairs met with FDA Advisor, John Marcello, on June 24, 2022 to discuss the direction of the Committee and future actions/charges of the FSMS if reconvened. The co-chairs met with Council II Chari and Vice-Chair, Courtney Halbrook and Wendy Bell, on July 13, 2022 to discuss the progress of the Committee and recap the discussion with the FDA Advisor to ensure it aligned with the charges of the Committee. During the meeting July 26, 2022, a quorum was not established so the definition of FSMS could not be voted upon. Options for the future direction of the Committee was discussed and work on Charge #3 commenced.

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

- a. N/A. Charges 1 and 2 are completed pending a vote to approve the final document. A definition was developed for FSMS pending a vote to approve.

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

- a. The barriers (Charge 1) and solutions (Charge 2) the universal *voluntary* development and implementation of documented FSMSs are complete pending a vote to approve the final document. The pros/cons have been received with the assessment of including a requirement for the development and implementation of documented FSMSs in a future edition of the Food Code (Charge 3) scheduled to be discussed at the September 20, 2022 meeting. Developing recommendations on next steps to promote universal development and implementation of documented FSMSs consistent with Annex 4 (Charge 5) and prospective Committee Issues will be addressed during the October 18, 2022 scheduled meeting. Drafting Issues will occur in November 2022.

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD:

- Board Action is NOT required and therefore the report can be placed on the consent calendar for Board review and acceptance.**
- Board Action is required for some provision(s) of this report and therefore a verbal report needs to be presented at the Board Meeting.**
1. Remove voting member Mark Speltz who respectfully asked to be removed from the committee due to a new job responsibility.
 2. Remove voting members Sean Dunleavy, Naomi Macias, and Shelly Wallingford due to missing at least 3 consecutive meetings and not responding to an email inquiring about future participation.
 3. Transfer Troy Huffman and Evelin Pollock from non-voting members to voting members to replace those listed in 1 and 2 above.

ATTACHMENTS:

1. **Content Documents:**

- a. **Committee Member Roster:** See changes noted above under "requested action" No changes to previously approved roster
- b. **Committee Generated Content Documents (OPTIONAL):** No draft content documents submitted at this time

2. **Supporting Attachments (OPTIONAL):** Not applicable

Meeting minutes for meetings 1-8

Item 2.2.5b

Committee Name: Food Safety Management Systems								
Voting Members								
Last Name	First Name	Position on Committee	Constituency	Employer	City	State	Phone	Email
Sediak	Mandy	Chair	Industry - Food Service	EcoSure, a Division of Ecolab	Naperville	IL	612-271-4935	mandy.sediak@ecolab.com
Sylvis	Christine	Co-Chair	Regulatory - Local	Southern Nevada Health District	Las Vegas	NV	7027590507	sylvis@snhd.org
Dunleavy	Sean	Member	Regulator - State	Michigan Department of Agriculture and Rural Development	Howell, MI 48855	MI	46472438895	dunleavy@michigan.gov
Jackson	Jeff	Member	Regulatory - State	Arkansas Department of Health	Little Rock	AR	8708477619	jeff.jackson@arkansas.gov
Spellz	Mark	Member	Regulator - State	Iowa Department of Inspections and Appeals	Des Moines	IA	15156693266	mark_spellz@dia.iowa.gov
Smith	Colleen	Member	Regulator - State	NH DHHS	Concord	NH	16032714858	colleen.smith@dhhs.nh.gov
Sanders	Heather	Member	Regulator - State	Pennsylvania Department of Agriculture	Harrisburg	PA	717-836-2115	hesanders@pa.gov
Macias	Naomi	Member	Regulatory - Local	Houston Health Department	Houston	TX	2818513733	naomi.macias@houstontx.gov
Woods	Yolanda	Member	Regulatory - Local	Shelby County Government	Memphis	TN	19012229190	yolanda.woods@shelbycountyttn.gov
Monique	Crawford	Member	Regulatory - Local	Harris County Public Health	Houston	TX	8328402522	monique.crawford@phs.hctx.net
Boyles	Chris	Member	Industry - Support	Steritech	Charlotte	NC	704-968-3822	chris.boyles@steritech.com
Rossow	Todd	Member	Industry - Retail Food	Publix Super Markets, Inc.	Lakeland	FL	8637977659	todd.rossow@publix.com
Huffman	Troy	Alternate	Regulatory - State	Colorado Dept. of Public Health & Environment	Denver	CO	3036923664	troy.huffman@state.co.us
Pollock	Evelin	Alternate	Regulatory - Local	Harris County Public Health	Houston	TX	713-248-5691	evelin.pollock@phs.hctx.net
Edelen	Jeffrey	Member	Industry - Retail Food	Whole Foods Market	Austin	TX	737-932-1143	jeff.edelen@wholefoods.com
Whitlock	Lisa	Member	Industry - Retail Food	Lisa Whitlock Retail Food Safety Consultant	Loma Rica	CA	(530) 770-1953	kitchencooker63@gmail.com
Tew	Dan	Member	Industry - Food Service	Yum! Brands	Prosper	TX	5026193447	daniel.lew@yum.com
Okenu, Ph.D.	Dan	Member	Industry - Food Service	H-E-B Grocery Company	San Antonio	TX	(404)805-2221	okenu.daniel@heb.com
Swalingford	Shelby	Member	Industry - Food Service	First Watch Restaurants	Bradenton	FL	(720) 456-5702	swalingford@firstwatch.com
Zaziski	Linda	Member	Industry - Food Service	Little Caesar Enterprises/Blue Line Distribution/Champion Food Service	Detroit	MI	586-243-6932	linda.zaziski@lcescorp.com
Nutt	Elizabeth	Member	Industry - Support	Association of Food and Drug Officials	Tulsa	OK	9182711420	enutt@afdo.org
Quam	Susan	Member	Industry - Support	Wisconsin Restaurant Association	Madison	WI	6082162875	squam@wireslaurant.org
Non-Voting Members								
Last Name	First Name	Position on Committee	Constituency	Employer	City	State	Phone	Email
Otto	CRD Jessica	FDA Consultant	Regulatory - Federal	FDA			240-402-1876	Jessica.Otto@fda.hhs.gov
Marcello	John	FDA Alterante	Regulatory - Federal	FDA			480-829-7396 x 2035	john.marcello@fda.hhs.gov
Witry	Beth	CDC Consultant	Regulatory - Federal	CDC			770-488-7333	Xks5@cdc.gov
Otto	Mark	Alternate	Regulatory - Federal	CDC			404-498-6400	rw3@cdc.gov
Smith	Melissa	Alternate	Industry - Food Service	TPC Training - State Food Safety	Buffalo Grove	IL	5037295667	melissa.smith@statefoodsafety
Hsieh	Hsing-Yi	Alternate	Industry - Retail Food	Skogen's Festival Foods	De Pere	WI	9205405644	hhsieh@festfoods.com
Temke	Laura	Alternate	Industry - Retail Food	Sendik's Food Markets	Milwaukee	WI	4147327585	laura.temke@sendiks.com
Wilday	Laura	Alternate	Industry - Retail Food	National Environmental Health Association (NEHA)	Denver	CO	3026685403	lwilday@neha.org
ZENLEA	JEREMY	Alternate	Industry - Retail Food	EG America	Westboro	MA	6035832506	jzenlea@cumberlandfarms.com
Bussiere	Vanessa	Alternate	Industry - Support	Aspire Food Safety Solutions LLC	Tacoma	WA	253-334-5181	vanessa@aspirefoodsafety.com
Dohnal	Theodore	Alternate	Industry - Support	Huginn Consulting LLC	Big Rapids	MI	231-349-3322	tdohnal@huginnconsultingllc.com
Eisenbeiser	Ashley	Alternate	Industry - Support	FMI	Arlington	VA	2022200689	aeisenbeiser@fmi.org
Flusberg	Martin	Alternate	Industry - Support	Powerhouse Dynamics	Newton	MA	617 680 2471	martin@powerhousedynamics.com
Seminara	Mario	Alternate	Industry - Support	Food Safety Works LLC	Lakewood	CO	7206811615	mario@foodsafetyworksllc.com
Follett*	Emilee	Alternate	Industry - Support	State Food Safety				efollett@statefoodsafety.com
Wilson	David	Alternate	Consumer (organizations)	After School Matters	La Grange	IL	17085820022	d.wilson180@my.chicago.chefs.edu
Crawford, Ed D.	Herman	Alternate	Academia	Nutri-Rific LLC	Webster	NY	9728850067	NUTRIRIFIC@GMAIL.COM
<p><i>Note: Minimum council committee size is 11 (as noted above): 1-Chair; 1-Vice Chair; 1-State; 1-Local; 2-Industry; 1-Academia; 1-Consumer; 3-Any constituency with emphasis on expertise; 6-Non-voting alternates.</i></p> <p><i>Maximum council committee size is 23 voting members: 1-Chair; 1-Vice Chair; 4-State; 4-Local; 8-Industry; 1-Academia; 1-Consumer; 3-Any constituency with emphasis on expertise; 18-Non-voting alternates.</i></p> <p><i>Membership on standing committees is defined by the Executive Board. On all CFP committees, the committee chair, co-chair(s), and vice chair(s) all count towards constituency balance.</i></p> <p>*added at the direction of Conference Chair and not eligible as a voting member until approved by the Executive Board</p>								
Johnson	Alisha	Observer	Regulatory - Federal	FDA				Alisha.johnson@fda.hhs.gov
Defrancesco	Jo	Council II Chair						joetta.defrancesco@fdacs.gov
Halbrook	Courtney	Council II Vice Chair						courtney.halbrook@topgolf.com