

Council Committees

- **Allergen Committee** (reports to Council I; Issue 2023-II-052)
- **Complex Vending Units Committee** (reports to Council I; Issue 2023-I-027)
- **Consideration of Plant TCS Foods Committee** (reports to Council III; Issue 2023-III-029)
- **E-Commerce Committee** (reports to Council I; Issue 2023-I-028)
- **Food Safety Culture at Retail Committee** (reports to Council II; Issue 2023-II-013)
- **Heat-Treated Committee** (reports to Council III; Issue 2023-III-021)
- **Plan Review Committee** (reports to Council I; Issue 2022-I-015)
- **Rehydrated Foods Committee** (reports to Council III; Issue 2023-III-022)
- **Retail Cold Brew Coffee Safety and Compliance Committee** (reports to Council III; Issue 2023-III-020)

Council I – Laws and Regulations

Allergen Committee (re-created) (Issue 2023- II-052 – Reassigned to Council I)

1. Provide clarification and guidance on 2022 FDA Food Code Section 3-602.11(B)(5), 3- 602.11(C)(2), related to major food allergen labeling in bulk food available for consumer self-dispensing and 3-602.12(C) informing consumers of major food allergens in unpackageged foods via written means.
2. Using existing research and resources to expand upon the "Major Food Allergen Framework" to include:
 - a) If determined to be needed, provide continued guidance on how to control major food allergen cross-contact, including during receiving, storage, holding, preparation (including knowledge of preparation methods), and service.
 - b) Identify and gather existing research and resources to form an "Allergen Control Toolkit", (which could include checklists, infographics, allergen matrix for all products, etc.) that can be used by food workers to better understand allergen control.
 - c) Identify and establish tools (such as SOPs, standardized menus, ingredient lists, quality assurance, etc.) to support the PIC when training food workers around notifying a Consumer about food allergens.
 - d) Update the document "Major Food Allergen Framework" to include the gathered information from steps a - c.
3. Recommend changes to the Food Code that support retail food establishments to operationalize framework to prevent and control food allergic reactions.
4. Examine if allergen cross contact can be defined and if so, propose a definition.
5. Create best practices and consumer messaging for when and how to disclose when major food allergens are used on shared equipment within retail establishments. Include recommendations for scenarios that include "may contain" or "made in a facility that also processes" statements and potentially addresses tolerance levels.
6. Report back findings and recommendations to the next Biennial Meeting of the Conference for Food Protection.

Complex Vending Units Committee (Issue 2023-I-027)

1. Gather & review existing technology, standards and certifications of complex vending units (CVU) such as units that prepare and assemble exposed food within the unit.
2. Examine how CVU's are currently regulated.
3. Determine if CVU's should be considered a vending machine, unattended food establishment, or a different category. a. If any changes are needed to the definitions in the Food Code, propose the needed changes.
4. Explore the design, construction & operation of CVU's for food safety (including but not limited to supervision, sanitation, chapter four of the 2022 Food Code, etc.) and determine if changes to the Food Code are needed and, if so, propose the needed changes.
5. Determine if guidance tools are needed for industry and regulatory use. If a need is determined, develop such tools.
6. Report findings at next CFP Biennial Meeting.

E-Commerce Committee (Issue 2023-I-028)

1. Identify best practices and existing guidance that pertain to E-Commerce shopping at retail.
2. Develop a comprehensive guidance document for retail food establishments with best practices specific to E-Commerce shopping to ensure general Food Code recommendations are followed. These recommendations would include proper handling during the shopping process to ensure adequate time/temperature control and prevent cross contamination, construction and equipment requirements for areas where shopped products are held, procedures to address items that were shopped but not picked up by the consumer and any other concerns that may arise during guidance development.
3. Determine appropriate mechanisms for distributing the committee's work.
4. Report the committee's findings and recommendations at the next Biennial Meeting.

CFP Committee Charges for the 2023-2025 Biennium

Plan Review Committee *(Issue 2023-I-015)*

1. Review and revise the following documents as needed to address changes in the latest version of the FDA Food Code, as well as latest and popular industry trends.
 - a) Plan Review for Food Establishments 2016
 - b) Recommended Guidance for Permanent Outdoor Cooking at Permanent Food Establishment 2014
 - c) Recommended Guidance for Mobile Food Establishments 2014
 - d) Temporary Food Establishments 2011
2. Identify newer technologies which may benefit from additional guidance documents.
3. Report back to the next biennial meeting of the Conference for Food Protection

Council II – Administration, Education, and Certification

Food Safety Culture at Retail Committee *(Issue 2023-II-013)*

1. Work collaboratively with regulatory, industry, academia, and consumer groups to drive Food Safety Culture at retail to:
 - a) Define Food Safety Culture at Retail.
 - b) Create a visual Food Safety Culture at Retail infographic to aid oral learners.
 - c) Assess the global application of Food Safety Culture at retail including regulatory influence and industry operational practices.
 - d) Research the public health significance of Food Safety Culture at Retail to document the relationships between Active Managerial Control, a Food Safety Management System, and Regulatory Influence (Multiplier Effect) with Food safety Culture at Retail.
 - e) Develop a Food Safety culture at Retail curriculum for use by retail food safety stakeholders.
2. Report findings at the next biennial meeting, including a request that as part of Standard 2, in the "Description of Requirement" section under Step 1: Pre-Inspection Curriculum, add item 5. Retail Food Safety Culture Awareness to the curriculum in Appendix B-1.

Council III – Science and Technology

Retail Cold Brew Coffee Safety and Compliance Committee *(Issue III-020)*

1. Consider the need for having uniform standards on retail cold brew coffee food safety for consistent enforcement across all U.S. health department and retail food safety jurisdictions.
2. Identify and review available food safety literature and challenge study data on retail cold brew coffee.
3. Propose language on retail cold brew coffee food safety for inclusion in the Food Code.
4. Report the Committee's findings back at the next biennial meeting.

Heat-Treated Committee *(Issue 2023-III-021)*

1. Identifying and evaluating risk-based literature that aids in defining a temperature threshold for what is considered heat treatment for all types of foods.
2. Developing a definition for "heat-treated" that will adequately convey the risk and will clarify which processes seen at retail result in a food product being TCS. As part of this definition, it is recommended to also clarify the meaning of "heat-treated to destroy vegetative cells" as it appears in Table A in Paragraph 1-201.10(B) to also include an additional temperature for plant foods that do not have a final cook temperature in Section 3-401.11.
3. Determining appropriate methods of sharing the committee's work, including but not limited to a recommendation that a letter be sent to the FDA recommending the most recent version of the FDA Food Code to include the newly formed definition for "heat-treated" as referenced in Paragraph 1-201.10(B) where Time and Temperature Control for Safety Foods is defined and "heat-treated to destroy vegetative cells" as referenced in Table A of this definition.
4. Report the committee's findings and recommendations at the next biennial meeting.

Rehydrated Foods Committee *(Issue 2023-III-022)*

1. Reviewing of the literature available on rehydration of food practices at retail.
2. Analyzing of food safety hazards likely to occur during rehydration process and during hydrated storage.
3. Providing guidance on controlling hazards, in a guidance document or another format.
4. Identifying the recommended methods to disseminate the committee's findings.
5. Reporting the committee's findings at the next CFP Biennial Meeting.

Consideration of Plant TCS Foods Committee *(Issue 2023-III-029)*

1. Evaluate the criteria for the definition of plant food that is raw and cut/diced/sliced/peeled/comminuted TCS food in the FDA Food Code including but not limited to the following issues:
 - a) The relevant science regarding current plant TCS foods and the current definition of TCS in the FDA Food Code.
 - b) Common industry practices for merchandising prior to sale such as trimming asparagus, trimming bulk leafy greens,

CFP Committee Charges for the 2023-2025 Biennium

- husking corn, removing non-edible portions of produce items, refrigeration for quality, and antimicrobials.
 - c) Time as a public health control for items on display for a short period of time.
 - d) Consideration if the intended use is for the product to be consumed raw.
 - e) Modification to control for pathogenic growth.
2. Evaluate the need for changes to be made to section 1-201.10 (B), Including identifying and defining TCS plant foods along with any exemptions. As well as any other identified sections in the FDA Food Code.
 3. Conduct industry and regulatory impact assessment.
 4. Provide a report at the next biennial meeting and present recommendations in a format that CFP members can understand and utilize the information.

Standing Committees

Standing Committee charges are identified in the Constitution and Bylaws; additional charges may be assigned via the Issue process or by the CFP Executive Board.

- **Audit Committee**
- **Constitution, Bylaws, and Procedures Committee**
- **Finance Committee**
- **Food Protection Manager Certification Committee (FPMCC)**
- **Food Safety Management Systems (FSMS) Committee – *NEW Standing Committee***
- **Issue Committee**
- **Program Committee**
- **Program Standards Committee**
- **Publications Committee**
- **Resolutions Committee**
- **Strategic Planning Committee**
- **Technology Solutions Committee – *NEW Standing Committee***

Constitutional charges below are extracted from the 2021 CFP Constitution and Bylaws as posted on the CFP website; revisions were approved by the Assembly of Delegates at the 2023 Biennial Meeting.

Audit Committee

Constitutional Charge: Audit the Conference's financial records annually.

Constitution and Bylaws/Procedures Committee

Constitutional Charges:

- Submit recommendations to improve Conference administrative functions through proposals to amend the Constitution and Bylaws.
- Review proposed memorandums of understanding and ensure consistency among governing documents.
- Review governing documents on a recurrent basis with at least one document or set of documents per biennium cycle. Such review shall occur in succession from one biennium to the next and prioritized in the manner below, unless directed by the Board to accomplish the Conference objectives:
 - a) CFP Constitution and Bylaws.
 - b) CFP Biennial Meeting/Procedures document.
 - c) Position descriptions.
 - d) Governing policy documents.
- Report all recommendations to the Board prior to Council II deliberation and shall follow the direction of the Board.

Charge acknowledged with Issue 2020-II-005

Facilitate a merger and conformance of the Conference governing documents into a comprehensive "Conference for Food Protection Manual." (*continuation from Issues 2012-II-001, 2012-II-004, 2014-II-018, 2016-II-026, and 2018-II-024*)

Finance Committee

Constitutional Charges: Provide financial oversight for the Conference.

- Budgeting and Financial Planning:
 - ✓ Develop a biennial operating budget with staff.
 - ✓ Approve the budget within the Finance Committee.
 - ✓ Monitor adherence to the budget.
 - ✓ Set long-range financial goals along with funding strategies to achieve them.
 - ✓ Develop multi-year operating budgets that integrate strategic plan objectives and initiatives.

CFP Committee Charges for the 2023-2025 Biennium

- ✓ Present all financial goals and proposals to the Board for approval.
- Reporting:
 - ✓ Develop useful and readable report formats with staff.
 - ✓ Work with staff to develop a list of desired reports noting the level of detail, frequency, deadlines, and recipients of these reports.
 - ✓ Work with staff to understand the implications of the reports.
 - ✓ Present the financial reports to the full Board.
- Internal Controls and Accountability Policies:
 - ✓ Create, approve, and update (as necessary) policies that help ensure the assets of the Conference are protected.
 - ✓ Ensure policies and procedures for financial transactions are documented in a manual, and that the manual is reviewed annually and updated as necessary.
 - ✓ Ensure approved financial policies and procedures are being followed.

Food Protection Manager Certification Committee (FPMCC)

Constitutional Charges: Work with the accreditation organization for food protection manager certification programs to:

- Establish and refine policies and standards to which certifiers must conform in order for them to be accredited;
- Provide Conference input on accreditation standards for certifying organizations specific to food protection manager certification programs;
- Develop strategies for enhancing equivalence among food protection manager certificates issued by certifiers; and
- Promote universal acceptance of certificates issued by accredited certifiers.

Charge assigned via Issue 2023-II-001: (continuation from Issue 2020-II-001 and 2018 II-009)

Carry out charges assigned via the Conference Issue process and from the Conference Executive Board relating to food protection manager certification and to adopt sound, uniform accreditation standards and procedures that are accepted by the Conference while ensuring that the conference Standards for Accreditation for Food Protection Manager Certification programs and the accreditation process are administered in a fair and responsible manner.

Food Safety Management System (FSMS) Committee – *NEW Standing Committee*

Constitutional Charges assigned via Issue 2023-II-045:

The Food Safety Management System Committee shall report to the Board and shall have the objective of incorporating a Food Safety Management System into everyday activities of retail food establishments and provide ongoing development of resources to assist the food safety community in achieving active managerial control of foodborne illness risk factors.

Charges assigned via Issue 2023-II-044

1. Collaborate with the Retail Food Safety Regulatory Association Collaborative to create resources for establishments to develop a FSMS.
 - a) Toolbox may include instructions on how to create SOPs, draft SOP templates, job aids, case studies, etc. The committee should consider reviewing the "Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles."
 - b) Review the CDC EHS-Net project on employee health and consider collaborating to build on the results to further expand a framework to address employee health SOPs.
2. Review 2021-2023 FSMS Committee - Committee Charges Report and identify specific items to develop remedies.
3. Develop recommendations on next steps to promote universal development and implementation of a documented FSMS to be included in a future edition of the Food Code.
 - a) Conduct a gap analysis of Food Code § 2-103.11 to identify opportunities to incorporate a FSMS into the duties of the person in charge.
4. Collaborate with the Retail Food Safety Regulatory Association Collaborative to conduct a cost/benefit analysis of an implemented FSMS.
5. Report the committee's findings and recommendations at the next Biennial Meeting of the Conference for Food Protection

Issue Committee

Constitutional Charges:

- Review all Issues submitted at least ninety (90) days before the CFP Biennial Meeting.
- Assign those Issues that have met the acceptance criteria specified in the current CFP Biennial Meeting/Conference Procedures document.

Program Committee

Constitutional Charge: Responsible for the educational workshop, and the reports and updates session at the biennial meeting.

Program Standards Committee

CFP Committee Charges for the 2023-2025 Biennium

Constitutional Charges:

- Provide ongoing input to the FDA on issues that arise with the Voluntary National Retail Food Regulatory Program Standards.
- Indirectly assist the Voluntary National Retail Food Regulatory Program Standards enrollees in achieving progress towards meeting the Standards.

Charges assigned via Issue 2023-II-009:

1. Identify inconsistencies in language between all Standards in the Retail Program Standards;
2. Continue review of initiatives (existing, new or under development) involving the training, evaluation and/or certification of food safety inspection officers to ensure the sharing of information and eliminate unnecessary redundancy in the creation of work products or assignments of tasks/responsibilities; and
3. Maintain the "Crosswalk - Requirements for Foodborne Illness Training Programs" document as a resource for content baseline for foodborne illness training.

Charges assigned via Issue 2023-II-017:

Program Standards Committee charged to develop a training and standardization plan in VNRFRPS, Standard 2 for FSIOs conducting only non-high-risk inspections, similar to MFRPS, Standard 2 training requirements.

The committee will be charged with:

1. Defining non-high risk facilities using MFRPS, Standard 2 for reference,
2. Identifying appropriate coursework required for non-high risk inspections.
3. Creating a feasible timeline for FSIOs to achieve the knowledge, skills, and ability to conduct non-high risk inspections.
4. Adapting documentation and auditing requirements to ensure skill sets are gained and retained.
5. Designing a pathway for FSIOs to escalate to the next level of training within the identified system of risk levels.
6. Report back to the next biennial meeting of the Conference for Food Protection.

Charges assigned via Issue 2023-II-021:

Program Standards Committee identifies recommendations for incorporating training specific to specialized processes in the Voluntary National Retail Food Regulatory Standards. The committee should consider:

1. The inclusion of training specific to specialized processes in Standard 2 for inspectors conducting validation and verification of variances and HACCP plans including:
 - a) Pre- and/or Post-Inspection curriculum.
 - b) Initial Field Training and Experience.
 - c) Field Standardization.
 - d) Continuing Education.
 - e) Qualifications for inspectors conducting validation and verification for variances and HACCP Plans.
2. Requirements for the Variance Request Policy include Validation and Verification of the HACCP Plan Policy required by Standard 3.
3. The committee should report its findings and recommendations to the 2025 Biennial Meeting of the Conference for Food Protection.

Charges assigned via Issue 2023-II-027

Program Standards committee to continue to work on finalizing the roadmap. Part of the Roadmap would include tools and templates, such as the Data Collection Template. Due to the nature of VNRFRPS Standard 5, it is also recommended that the subcommittee formed to work on this issue be made up of a majority of regulators who have experience and understanding of Standard 5.

1. Charges:
 - a) Finalize a Roadmap to assist jurisdictions in understanding the necessary requirements.
 - b) Review Standard 5 and make recommendations or amendments for improvements to the Standard
 - c) Report back committee findings and recommendations to the next Biennial Meeting
2. Acknowledgement of the Draft Roadmap for Standard 5 document to be utilized as a starting point for the 2023-2025 Program Standards Committee work on this issue.

Charges assigned via Issue 2023--II-030

Program Standards Committee be charged with continuing the work from Issue 2020 II-033 Charges 3, 4 and 5 in the next biennium. The following charges should be assigned to the PSC:

1. Review the "Description of Requirements" to ensure the requirements provide program flexibility and include items generally part of a retail food program.
2. Review Standard 5 "Data Review and Analysis" from a sampling of jurisdictions to determine if certain data analysis requirements typically have no or such limited data to make the information not valuable.

CFP Committee Charges for the 2023-2025 Biennium

3. Review the Center for Disease Control and Prevention's National Environmental Assessment Reporting System (NEARS), Environmental Assessment Training Series (EATS), and Council to Improve Foodborne Outbreak Response (CIFOR) to consider inclusion of specific components in VNRFRPS Standard 5.
4. Present any revisions to VNRFRPS Standard 5 based on these reviews to the 2025 CFP biennial meeting.

Charges assigned via Issue 2023-II-036

That Issue 2020-II-031 be assigned to the CFP Program Standards Committee with the following charges:

1. Conduct a comprehensive review of all the factors regarding VNRFRPS Standard 1 - Regulatory Foundation and assessment of the 80% code provision requirement to meet the Standard.
2. Provide recommendations to the 2025 CFP biennial meeting.

Publications Committee

Constitutional Charges:

- Make recommendations to the Board to establish, maintain, and improve Conference publications regarding Conference endorsement, copyright, scientific and regulatory accuracy, and external publication approval.
- Report all publication recommendations to the Board for approval prior to internal publication and revisions or external publication.

Charges clarified via Board action in August 2018 and affirmed in August 2019:

1. Publication Committee to provide feedback to the Board confirming the importance of publications and an internal publication process to the mission and goals of CFP.
2. Publication Committee to provide feedback to the Board on continued work on meeting Committee charges.
3. Establish Committee working groups to conduct research and develop recommendations regarding:
 - a) Internal publications including documents posted on the CFP website.
 - b) External publications such as white papers, submittals to peer reviewed journals, etc.
 - c) Publication rights and legal concerns regarding copyright, intellectual property, public domain, etc.
 - d) Process, parameters, and conditions for any publication release, including creation of a CFP "style guide."
4. Draft "position description" for Publications Committee Chair for EB review and approval.
5. Draft Committee tasks and clarified charges for EB review and approval – based on recommendations extracted from previous EB discussions regarding publications (supporting document submitted with reports).
6. Develop draft "style guide" for CFP documents for EB review and approval.
7. Review and edit existing documents (based on approved style guide) for EB review and approval.

Resolutions Committee

Constitutional Charge: Except for "thank you" resolutions, shall prepare all resolutions for Board approval.

Strategic Planning Committee

Constitutional Charges:

- Advise the Board on the current and future direction for CFP.
- Make recommendations to keep the CFP relevant and increase the viability and growth of the organization.
- Actively engage CFP Committees and the Board by:
 - ✓ Positioning CFP to respond to changes in the business and regulatory environment by staying abreast of changing needs to keep CFP a viable and relevant organization.
 - ✓ Assessing member satisfaction, exploring ways to increase membership, improving communication with members, and responding to membership's changing expectations of CFP, its programs, services, and the Biennial Meeting.
 - ✓ Finding ways for CFP to collaborate/partner with organizations that hold similar values and interests in retail food safety.
 - ✓ Sustaining the financial stability of CFP by seeking new, increased, or alternative sources of funding.

Technology Solutions Committee – *New Standing Committee*

Constitutional charges assigned via Issue 2023-II-053:

- The Digital Engagement and Technology Solutions Committee shall report to the Board and shall have the objective of identifying, vetting, and recommending digital engagement and technology solutions which brings value to membership, encourages engagement with CFP, and improves internal processes.
- This committee will also work with the Board to identify and prioritize digital technology activities for each biennium.
- The Conference also recommends the Digital Engagement and Technology Solutions Committee be charged during the 2023-2025 biennium to identify, vet, and recommend to the CFP Board:
 - 1) document sharing and collaboration solutions,
 - 2) website redesign/optimization,
 - 3) social media and communication solutions.