

Conference-Developed Guides and Documents

INFORMATION TEMPLATE

The purpose of the information below is to enhance the descriptive narrative for guidance documents and to help make the CFP website more informative and user-friendly.

CFP Committee Chairs are to provide the following information for any committee-generated document to be posted on the CFP website. Please submit all required information to the CFP Executive Director following each biennial meeting. Uploading of approved documents and formatting of the information provided below will be completed by the CFP Executive Assistant.

Document title:

Committee name:

Issue number approving this document:

Example of how document narrative may be posted:

ABC Guidance Document Title

*Developed by the 20xx-20xx ABC Committee
Approved via Issue 20xx-X-xxx*

This document provides... .. and is intended for use by... and The original version of this document was created by the 20xx-20xx ABC Committee; the next review and revision is scheduled for 20xx.

>> Download (hyperlink)

Document summary – 50 words or less:

- *This brief summary will be posted with the primary listing on the “Conference Developed Guides and Documents” page.*

Expanded description of document:

- *This expanded narrative description will be posted on the web page dedicated to this guidance document; following this description, a hyperlink will be created for users to download the actual document.*
- *As appropriate, please include any relevant reference to previous posted versions of the document along with any intended review cycle.*
- *There is no word limit for the narrative on this page; however, text should be brief enough to allow a user to view all additional documents and hyperlinks without excessive scrolling.*

Title(s) and description of any approved attachment(s):

- *If multiple documents are to be posted (e.g., various formats, appendix documents), please place document titles in the exact desired order.*
- *If necessary, a brief (50 word limit) narrative may be provided for each document; in most cases, the document title provides adequate description.*

Date:

Submitted by:

Conference-Developed Guides and Documents

<http://www.foodprotect.org/guides-documents/>

The “Conference Developed Guides and Documents” web page is a summary list of CFP committee-generated content documents approved via the Issue process and accepted by the Assembly of Delegates. These documents are made available to any interested party via the CFP website.

Each entry on this summary web page includes a title and brief description of the linked document. Documents are currently listed in alpha order by title.

The narrative description for each listing on this summary page should be limited to 50 words or less.

Crosswalk - Phases of Food Incident Response

This FSMA Federal-State Integration Team Crosswalk document is a visual representation of the essential response program components that address the roles and responsibilities of the food regulatory program at each phase of a food incident response.

[View Description of Available Documents](#)

EXAMPLE

Each approved content document has its own dedicated web page accessed via the “View Description of Available Documents” link (placed directly under each document description, as noted in the above example).

This dedicated page contains links to download the approved document(s). The format of this page is based on the complexity of information offered. For example, it may contain:

- a single link to one content document;
- multiple links to various versions of the same document (e.g., English, Spanish, PDF, MS Word or Excel); or
- a primary document link along with additional links to other approved attachments.

On this page, an expanded description of the document(s) can be provided (e.g., background, purpose, target audience). Reference to previous posted versions of the document or an intended review cycle should also be included, as appropriate.

There is no word limit to the narrative on this dedicated page; however, narrative should be brief enough to allow a user to view all document titles and links without excessive scrolling.

Beginning with documents approved at the 2020 Biennial Meeting, each posting will also include the name of the committee charged with creating the document(s) and the Issue number granting approval of the document(s).

Emergency Action Plan for Retail Food Establishment

/ Home / Guides and Documents / Details

PDF Document

[Download](#)

Word Document

[Download](#)

EXAMPLE

Recommended Guidance for Mobile Food Establishments

/ Home / Guides and Documents / Details

MFE Guidance Document 2014

Recommended Guidance for Mobile Food Establishments

MFE Guidance Document 2014

[Download](#)

Appendix I - Application to Operate a Mobile Food Establishment

Application for MFE 2014

[Download](#)

Appendix II - Mobile Food Establishment Proposed Design Layout

MFE Design Layout 2014

[Download](#)

EXAMPLE

The purpose of enhancing the descriptive information for Conference-developed guidance documents is to help make the CFP website more informative and user-friendly.

See reverse for an “Information Template” to be completed by CFP Committee Chairs when documents are to be posted to the CFP website. Please contact the CFP Executive Director or Executive Assistant with any questions or concerns.