

# 2017-2018 AFDO FINAL COMMITTEE REPORT

## Retail Food Committee

**\*Chair:** Angela Montalbano, NY Department of Agriculture & Markets, Brooklyn, NY

**Chair:** Adam Inman

**Chair:** Elizabeth Nutt, Tulsa Health Department

**Chair:** Andre Pierce

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**Charge 1:** Update AFDO's Retail Meat and Poultry Processing Guidelines. Seek input from FSIS.

**Discussion:** Joe Corby worked with USDA's Elaine Hite on updating AFDO's Retail Meat and Poultry Processing Guidelines. It had been determined that USDA FSIS was in the process of updating a guidance document issued by FSIS that is very similar to AFDO's Retail Meat and Poultry Processing Guidelines. The project completion date is September 30, 2017. FSIS submitted the document after it passed the clearance process. The retail committee reviewed the document and provided edits. The committee along with AFDO staff added photos and created the document cover. AFDO would be free to reference the FSIS document and provide a link in their guideline. Final edits and photos were submitted to AFDO on September 25, 2017.

**Recommendations:** Joe Corby **has completed this Committee charge.** The "Guidelines for Meat and Poultry Retail Processing" document has been completed.

### **Executive Committee Action:**

Approval



Disapproval



Date

6/6/18

**Charge 2:** Maintain contact with CFP committees and identify opportunities for collaboration. Regularly request and maintain a listing of CFP committees and their members.

**Discussion:** Retail Food committee members Adam Inman, Andre Pierce and Elizabeth Nutt are active CFP members, committee members, Strategic Planning committee and Council 1 and Council 2 members. Andre is the Co-Chair of the Program Standards Committee. Elizabeth is the Co-Chair of the Strategic Planning Committee and is on Council 1. Steve Morris is on the CFP Board and on Council 2.

### **Program Standards Committee Roster**

<http://www.foodprotect.org/administration/positions/program-standards-committee/>

**Recommendations:** The Retail Food Committee will maintain a listing of current CFP committees and their rosters. All committee rosters are available on CFP's website, link included. This charge should continue.

### **Executive Committee Action:**

Approval



Disapproval



Date

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**Charge 3:** Create an AFDO Guidance on Wild Harvested Mushrooms.

**Discussion:** Erik Bungo continues to lead the work on this charge and completion of the guidance document and is pending publication.

**Recommendations:** The guidance document has been completed. The document was reviewed at the AFDO Spring Board meeting in March, 2018 for final discussion and publication. Committee is seeking final subject matter expert review prior to publication.

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**Recommendations:** Charge has been completed.

**Executive Committee Action:**

Approval  Disapproval  Date 6/6/18

**Charge 4:** Develop a webinar for retail program managers discussing the functions and responsibilities of the CFSAN retail food protection staff and ORA retail program specialists including how each area can provide support to state retail program managers.

**Discussion:** Webinar with CFSAN retail food protection staff and ORA retail program specialist will be held on March 7, 2018 from 2:00 pm – 4: pm eastern time.

**Charge was completed as of March 7, 2018.**

Join us Wednesday, March 7th to learn more about the functions and responsibilities of the CFSAN retail food protection staff and ORA retail program specialist.

Wednesday, March 7, 2018  
2:00 PM - 4:00 PM (Eastern Time)  
Webinar Hosted by AFDO Retail Food Committee

The webinar was launched on March 7, 2018 from 2:00 pm – 4:00 pm eastern time. The webinar consisted of two part; discuss the functions and responsibilities of the CFSAN retail food protection staff AND provide information on how ORA retail program specials can provide support to state retail program manager.

Committee will update and maintains a directory of FDA’s Retail Food Specialist Team.

**Recommendations:** Committee members worked FDA to develop and worked with AFDO staff to finalizing the logistics, press release of the webinar and emailing the webinar information to all AFDO regulatory members.

**Executive Committee Action:**

Approval  Disapproval  Date 6/6/18

**Charge 5:** Solicit input from members of AFDO that are state and local retail program managers about areas of potential change to the VNRFRPS. Work to identify areas of consensus and begin developing issues for the 2018 CFP.

**Discussion:** AFDO - provide resolutions to FDA Retail Program Alliance on harmonization of standards.

**Recommendations:** Submit resolution to create an alliance. Identify standards that were outcome based (as opposed to being prescriptive and detailed) that could be more flexibly implemented by jurisdictions. The CFP speaker will be asked to discuss areas of consensus and issues during the retail committee meeting.

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**Charge 6:** Work to identify areas of consensus and begin developing issues for the 2018 CFP.

**Discussion:**

The Committee monitored CFP issue development with several AFDO members. The Committee noted interest in working to harmonize the VNFRPS to the MFRPS whenever possible. Updates on CFP proceedings will be provided during the annual AFDO Conference and in subsequent committee reports.

The Committee recommends periodic communication with the membership from December 2018 to July 2019 soliciting potential CFP issues that AFDO could support. Draft a survey question for the AFDO e-newsletter – requesting members to respond with issues to be presented at CFP.

Suggested wording is “Do you have a burning retail food protection issue that you want the Conference for Food Protection to address? Do you wonder if you're the only one?”

AFDO is here to help. Submit your idea for an issue to the AFDO Retail Food Committee. We will compile all the ideas and facilitate a coordinated issue submission on consensus issues.”

Determine time lines to submit issues to CFP. December 15 – January 15 for 2019.

**Recommendations:** Determine time lines to submit issues to CFP. December 15 – January 15 for 2019. Survey answers will be received, compiled and submitted by the committee.

**Executive Committee Action:**

Approval



Disapproval



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**Charge 7:** Work with other organizations involved in retail foods to develop and disseminate of information to assist state and local retail food programs. Other organization such as Conference for Food Protection (CFP), National Association of County and City Health Officials (NACCHO), and National Environmental Health Association (NEHA).

**Discussion:** Work on creating a resource index that can be shared with other organizations in addition to exchanging their resource index listing with AFDO. All resource links should be verified that they are current and in working order before adding to the AFDO website.

The Committee worked to identify and cultivate contacts with other retail food organizations. AFDO Members are actively involved with CFP as board members and Council participants.

The Committed recommends consolidating links to retail food protection resources under a Retail Food Resources page on AFDO’s website. Links that should be on the new page include existing links, such as Allergen Control at Retail, CFP, Food Code Adoption, and Retail Food Safety Consortium, as well as links to NACCHO, NEHA, and other links that may be identified in the future.

Further, the Committee recommends convening a meeting of key retail food participants from AFDO, CFP, NACCHO, and NEHA to discuss opportunities to improve coordination of retail food protection activities.

**Recommendations:** The committee has identified resource links for the AFDO website: FDA Resource Guide, Food Code Reference System, DSLO to be shared with NACHO.

<https://www.fda.gov/food/guidanceregulation/retailfoodprotection/ucm2006807.htm>

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

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**Charge 8:** Construct a 2-hour committee session during the allotted committee time spot with a final agenda for submission no later than March 1, 2018.

**Discussion:** The committee has developed a 2-hour agenda for the annual AFDO conference Retail Committee meeting which was submitted to the AFDO office within the expected time line. Hot topics and current issues were discussed when choosing topics and presenters. Topics of discussion were currently in use by the Retail Break Out session. Topics chosen include updates from USDA, FDA and CFP, including a Hands-on Approach to Food Safety Training.

**Recommendations:** The Retail Food Committee Meeting has been scheduled for Saturday, June 9, 2:00 – 3:30 pm. It was recommended to increase the committee time by ½ hour to support the presenters needs. Committee granted an additional ½ hour to complete agenda and committee needs. Retail committee chairs attend routine scheduled retail programing planning calls. Elizabeth and Angela volunteered to work on the agenda.

All Retail Food Committee Co-Chairs; Angela, Elizabeth, Adam and Andre all participate on the routine Retail planning program conference calls.

2:00 – 2:30 – USDA Update – Carl-Martin Ruiz, Deputy Assistant Administrator, Office of Investigation, Enforcement and Audit (OIEA), Food Safety and Inspection Service, USDA, Grinding Recordkeeping Requirement: Policy & Observations from Enforcement, William K. Shaw, Jr. PhD., Director, Risk, Innovations, and Management Staff, USDA/FSIS/Office of Policy and Program Development; Tom Collaro, Senior Compliance Investigator

2:30 – 3:00 – CFP Update – Patrick Guzzle

3:00 – 3:30 – FDA Food Code Update – Glenda Lewis, FDA

3:30 – 4:00 – Robert Mancini - Title: An innovative hands-on approach to food safety training

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**Charge 9:** Develop guidance on mail order delivery.

**Discussion:** It was determined that CFP has a Mail order committee which is in the final stages of completion. <http://www.foodprotect.org/media/reportdate/mail-order-committee-periodic-status-report.pdf>

**Recommendations:** It was discussed the charge should be removed since CFP has a work group working on the same charge. A retail committee member should reach out to CFP to see exactly what they are working on. If the committee and AFDO have additional concerns regarding mail order, then the committee will consider the concerns. Possibly assist CFP with disseminating the guidance document.

## Executive Committee Action:

Approval



Disapproval



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