The "Recommended Solution" becomes a stand-alone document….final language MUST be clear and unambiguous.

- The following "edits" do NOT warrant an action of "Accepted as Amended":
  - ✓ Correcting typos or punctuation when the intent does not change.
  - ✓ Corrections identified by the CFP Executive Director and disseminated to all Biennial Meeting participants.
- Correct CFP terminology must be used: "Biennial Meeting" to refer to the 2022 meeting in Houston, and "Conference" or "Conference for Food Protection" to refer to the organization.
- All acronyms MUST be spelled out the first time use (*exception : FDA, USDA, CDC, EPA, CFP, HACCP*)
- When making specific changes to an EXISTING DOCUMENT (*e.g., Food Code, CFP guidance document*) OR a "content document" (*i.e., work submitted through the approval with the Issue*):
  - ✓ Strikethrough/underline MUST be used for changes to EXISTING language (*i.e., <u>underline</u> new or proposed language and use ~~strikethrough~~ for language to be deleted*).
    - To facilitate debate, Issue submitters MUST bring any AMENDMENTS or REVISIONS to a Recommended Solution OR to a "content document" using <u>underline</u>/~~strikethrough~~ to identify changes from their original submittal. The formatting MUST be removed in the final Recommended Solution language EXCEPT as required to identify changes to existing documents.
  - ✓ The CORRECT and FULL NAME of a document or attachment MUST be referenced in the Recommended Solution.
  - ✓ The specific code section or document page number MUST be included, if applicable.
  - ✓ ANY edit recommended by Council to an existing document MUST be captured within the Recommended Solution:
    - Use cut-and-paste to remove edited language into the Recommended Solution, then use appropriate <u>underline</u>/~~strikethrough~~ to designate changes.
    - ONLY the sections or paragraphs to be edited need to be moved into the Recommended Solution.
- Specific direction(s) MUST be given regarding final disposition of the Issue:
  - ✓ *"…a letter be sent to the FDA requesting that section ____ of the most current edition of the Food Code be amended as follows ____." **NOTE:** exact language is NOT required when recommending changes to the FDA Food Code.*
  - ✓ *"…a letter be sent to the FDA requesting an interpretation that clarifies / explains ____, and that the final interpretation document be posted to the Food Code Reference System."*
  - ✓ *"…a letter be sent to ____ requesting that further investigation be conducted to determine/resolve/study ____."*
- EDITS must NOT violate the CFP Commercialism Policy (*all Issues were vetted "as submitted"*).

CREATING A CFP COMMITTEE

- A specific committee name is NOT required.
- Charges MUST be SPECIFIC and ACHIEVABLE as work must be completed in approximately 15 months.
- Charges are to be NUMBERED and in outline format with minimal use of bullets.
- If a charge includes creating a GUIDANCE DOCUMENT, a specific TARGET AUDIENCE should be identified and included (*e.g., regulators, food safety trainers, retail chain facilities, independent operators*).
- All committees MUST be charged to *"Report back findings and recommendations to the 2022 Biennial Meeting."*

RECOMMENDING "NO ACTION"

"No Action" recommendations MUST be accompanied by a specific and defensible reason. The following are offered as guidance; however, Council may craft its own statement as appropriate:

1. "*The Issue is adequately addressed in the current FDA Food Code, section(s) ____."*
   Point to consider: If the Food Code section in question "could" be misinterpreted, should a request for clarification be submitted to the FDA rather than taking "no action"?
2. *"Insufficient science / research / information has been provided to take action on the Recommended Solution."*
   Point to consider: Should a request be submitted to Federal agencies to conduct any needed research rather than taking "no action"?
3. *"Council could not reach consensus on the Issue."*
   Point to consider: Should a CFP committee be created to study the Issue rather than taking "no action"?
4. *"The Issue is outside the scope of the Conference for Food Protection."*
5. *"The Issue is addressed in Issue 20xx-x-____."*
6. *"The submitter recommended that the Issue be withdrawn."*

The following are NOT acceptable reasons for taking "No Action":

- ✓ *"Submitter was not present."*
  Reason: Submitters are NOT required to be present for an Issue to be deliberated.
- ✓ *"Issue violates the CFP Commercialism Policy."*
  Reason: All Issues were previously vetted "as submitted."

When in doubt, please ask the Issue Chairs for guidance.