

# NECAFS



The Northeast Center to Advance Food Safety

## Preventive Controls Work Groups

**Date:** March 10, 2022  
**Time:** 3:00pm - 4:00 pm EST  
**Contact:** Annie Fitzgerald  
 anne.fitzgerald@uvm.edu

**Upcoming meetings:**  
 April 14, 2022  
 Email communication monthly

AGENDA ITEM	OWNER	DETAILS	Actions / Due Date	Duration (mins)
Attendance	Annie	Elizabeth, Luke, Amanda, Beth, Nicole, Andrea, Dave		5
<b>Agenda</b>				
General		<ul style="list-style-type: none"> <li>PCHF page on the NECAFS website</li> </ul>	<ul style="list-style-type: none"> <li>Will add upcoming meeting dates for interested parties</li> </ul>	5
Resources		<ul style="list-style-type: none"> <li>Website feedback transcription still underway</li> <li>User testing complete, analysis pending</li> </ul>	<ul style="list-style-type: none"> <li>Regulators added to the site, not appearing on maps</li> </ul>	10
Awareness		<ul style="list-style-type: none"> <li>Advertising the site at food safety events</li> </ul>	<ul style="list-style-type: none"> <li>MEP may be partnering with Whole Foods for an assessment initiative</li> <li>Updating map and PC proposed site changes are essential to being ready to pitch to AFDO</li> <li>Publication will also be an outreach tool (food protection Trends or similar)</li> </ul>	15
Evaluation		<ul style="list-style-type: none"> <li>Making the evaluation tool available</li> </ul>	<ul style="list-style-type: none"> <li>Meeting next week to address additional questions and push to launch</li> <li>Possible variants of unique course IDs</li> <li>Directions currently being drafted</li> <li>Outreach efforts need to be planned</li> <li>Interest in sharing with other regions</li> </ul>	10
Needs Assessment		<ul style="list-style-type: none"> <li>Progress update</li> <li>Paper review coming later this month</li> </ul>	<ul style="list-style-type: none"> <li>Tables and discussion are currently in progress</li> </ul>	10
Final notes			<ul style="list-style-type: none"> <li>Discussed strategies for identifying food safety</li> </ul>	

			communicators for PC website	
<b>ReCap &amp; Next Meeting</b>		<ol style="list-style-type: none"> <li>1. Next Meeting</li> <li>2. Recap any tasks</li> </ol>		5

**ABOUT**

Northeast Center to Advance Food Safety (NECAFS) is one of four FDA/USDA funded regional centers tasked with coordinating training, education and outreach related to the FSMA Produce Safety Rule and the FSMA Preventive Controls for Human Foods Rule. NECAFS work focuses on coordination and facilitation of the Northeast regional network to support a national food safety training, education, extension, outreach, and technical assistance system among small and medium-sized producers and small processors.

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The Northeast Center to Advance Food Safety



## Preventive Controls Work Groups

**Date:** April 14, 2022  
**Time:** 3:00pm - 4:00 pm EDT

**Contact:**  
 Annie Fitzgerald  
 anne.fitzgerald@uvm.edu

**Upcoming meetings:**  
 May 12, 2022  
 Email communication monthly

AGENDA ITEM	OWNER	DETAILS	Actions / Due Date	Duration (mins)
Attendance	Annie			2
<b>Agenda</b>				
Evaluation	Nicole	<ul style="list-style-type: none"> <li>Tool almost ready to launch/promote</li> </ul>	<ul style="list-style-type: none"> <li>Evaluation tool tested at first course– didn't take too long for students</li> <li>Next step is to connect to instructors</li> </ul>	15
Awareness	Amanda & Luke	<ul style="list-style-type: none"> <li>Presence at Summer Fancy Food Show</li> </ul>	<ul style="list-style-type: none"> <li>Will have handouts and laptop to demo the website</li> </ul>	15
Resources	Annie & Beth	<ul style="list-style-type: none"> <li>Website revisions sent to our developer</li> <li>Website rename</li> </ul>	<ul style="list-style-type: none"> <li>Send out spreadsheet of website contacts for supplement/corrections</li> <li>Should include TAN link on contact page</li> <li>Map needs rework for better information organization</li> </ul>	15
Needs Assessment	Andrea & Annie	<ul style="list-style-type: none"> <li>Reworking draft to focus on data, not detailed analysis</li> </ul>	<ul style="list-style-type: none"> <li>Aim to have completed draft (including abstract) late next week, ideally submission late May</li> </ul>	10
Final notes				
ReCap & Next Meeting		<ol style="list-style-type: none"> <li>Next Meeting</li> <li>Recap any tasks</li> </ol>		3

## ABOUT

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The Northeast Center to Advance Food Safety

## Preventive Controls Work Groups

**Date:** May 12, 2022  
**Time:** 3:00pm - 4:00 pm EST  
**Contact:** [anne.fitzgerald@uvm.edu](mailto:anne.fitzgerald@uvm.edu)

**Upcoming meetings:**  
*June 9, 2022*  
*Email communication monthly*

AGENDA ITEM	OWNER	DETAILS	Actions / Due Date	Duration (mins)
Attendance	Annie	Beth, Nicole, Andrea, Elizabeth, Amanda		5
<b>Agenda</b>				
Needs Assessment		<ul style="list-style-type: none"> <li>Still in rewrites, working on Results section now</li> </ul>	<ul style="list-style-type: none"> <li>Finalized and polished results section due early week after next</li> <li>Aim for discussion and recommendations 2 weeks after that</li> </ul>	5
Awareness		<ul style="list-style-type: none"> <li>Fancy food show upcoming</li> </ul>	<ul style="list-style-type: none"> <li>Andrea (Sun), Amanda (Mon-Wed), Annie all days, Nicole maybe</li> <li>Anyone else interested should inform Amanda</li> <li>Plan meeting week of the 23rd to discuss in detail</li> <li>Late June Awareness strategy meeting (include Beth)</li> </ul>	20
Resources		<ul style="list-style-type: none"> <li>Site changes implemented</li> <li>More resources still need to be added</li> <li>User feedback still under review</li> </ul>	<ul style="list-style-type: none"> <li>Aim for a final walkthrough of the site before June</li> <li>UX feedback should be available in two next weeks</li> </ul>	10
Evaluation		<ul style="list-style-type: none"> <li>Trial data review</li> </ul>	<ul style="list-style-type: none"> <li>Amanda also used survey tool</li> <li>Data needs formatting and review</li> </ul>	10
Final notes		<ul style="list-style-type: none"> <li>Transition to Microsoft OneDrive</li> </ul>	<ul style="list-style-type: none"> <li>Consider Teams instead</li> </ul>	5
ReCap & Next Meeting		<ol style="list-style-type: none"> <li>Next Meeting</li> <li>Recap any tasks</li> </ol>		5

## ABOUT

Northeast Center to Advance Food Safety (NECAFS) is one of four FDA/USDA funded regional

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## Preventive Controls Work Groups

**Date:** June 9, 2022  
**Time:** 3:00pm - 4:00 pm EST  
**Contact:** [anne.fitzgerald@uvm.edu](mailto:anne.fitzgerald@uvm.edu)

**Upcoming meetings:**  
*July 14, 2022*  
*Email communication monthly*

AGENDA ITEM	OWNER	DETAILS	Actions / Due Date	Duration (mins)
Attendance	Annie			2
<b>Agenda</b>				
Resources		<ul style="list-style-type: none"><li>Update of website review meeting</li></ul>		
Evaluation		<ul style="list-style-type: none"><li>Recruitment letter draft</li></ul>		
Awareness		<ul style="list-style-type: none"><li>Fancy Food Show updates</li></ul>		
Needs Assessment		<ul style="list-style-type: none"><li>Undergoing revision now</li></ul>		
Final notes		<ul style="list-style-type: none"><li></li></ul>		
ReCap & Next Meeting		<ol style="list-style-type: none"><li>Next Meeting</li><li>Recap any tasks</li></ol>		5

## ABOUT

Northeast Center to Advance Food Safety (NECAFS) is one of four FDA/USDA funded regional centers tasked with coordinating training, education and outreach related to the FSMA Produce Safety Rule and the FSMA Preventive Controls for Human Foods Rule. NECAFS work focuses on coordination and facilitation of the Northeast regional network to support a national food safety training, education, extension, outreach, and technical assistance system among small and medium-sized producers and small processors.

# NECAFS



The Northeast Center to Advance Food Safety

## Preventive Controls Work Groups

**Date:** August 11, 2022  
**Time:** 3:00pm - 4:00 pm EST  
**Contact:** [anne.fitzgerald@uvm.edu](mailto:anne.fitzgerald@uvm.edu)

**Upcoming meetings:**  
*September 8, 2022*  
*Email communication monthly*

AGENDA ITEM	OWNER	DETAILS	Actions / Due Date	Duration (mins)
Attendance	Annie	Andrea, Beth, Luke, Elizabeth, Annie		5
<b>Agenda</b>				
Awareness	Luke and Amanda	<ul style="list-style-type: none"> <li>Awareness plan out</li> <li>IAFP/AFDO update</li> <li>Awareness next steps</li> </ul>	<ul style="list-style-type: none"> <li>Hope to meet with AFDO soon to present the website</li> <li>Documentation underway</li> </ul>	10
Evaluation	Nicole	<ul style="list-style-type: none"> <li>General update</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>	0
Resources	Beth and Annie	<ul style="list-style-type: none"> <li>UX report still pending</li> </ul>	<ul style="list-style-type: none"> <li>Expert feedback still not analyzed</li> </ul>	5
Needs Assessment	Annie	<ul style="list-style-type: none"> <li>Revisions underway</li> </ul>	<ul style="list-style-type: none"> <li>Tables reviewed yesterday</li> <li>Revisions to the framing/narrative and tables need to be implemented first, then more technical edits</li> <li>Will schedule a collaborative meeting</li> </ul>	10
Final notes		<ul style="list-style-type: none"> <li>Scheduling emails coming up</li> </ul>		
ReCap & Next Meeting		<ol style="list-style-type: none"> <li>Next Meeting</li> <li>Recap any tasks</li> </ol>		5

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# NECAFS

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## Preventive Controls Work Groups

**Date:** September 8, 2022  
**Time:** 3:00pm - 4:00 pm EST  
**Contact:** [anne.fitzgerald@uvm.edu](mailto:anne.fitzgerald@uvm.edu)

**Upcoming meetings:**  
*October 13, 2022*  
*Email communication monthly*

AGENDA ITEM	OWNER	DETAILS	Actions / Due Date	Duration (mins)
Attendance	Annie	Amanda, Beth, Nicole, Luke, Elizabeth		5
<b>Agenda</b>				
Resources		<ul style="list-style-type: none"> <li>How do we handle FSCs from other regions?</li> <li>Analytics update</li> </ul>	<ul style="list-style-type: none"> <li>The map needs to be equitable—so we cannot partially serve other states by adding a geographic listing</li> <li>We can create a filter options for “Other states” to include these individuals</li> <li>Almost 350 site visitors and about 1:30 spent per visit</li> </ul>	20
Awareness		<ul style="list-style-type: none"> <li>A brief update</li> <li>AFDO meeting tomorrow</li> <li>Invited to speak to NCR in March</li> </ul>	<ul style="list-style-type: none"> <li>Annie will take lead on discussion</li> </ul>	15
Evaluation		<ul style="list-style-type: none"> <li>General update</li> </ul>	<ul style="list-style-type: none"> <li>Nicole is collecting contacts for recruitment</li> </ul>	5
Needs Assessment		<ul style="list-style-type: none"> <li>Still ongoing, reframing focus of narrative</li> </ul>	<ul style="list-style-type: none"> <li>The group will wait to hear and update on a new draft</li> </ul>	10
Final notes		<ul style="list-style-type: none"> <li>None</li> </ul>		
ReCap & Next Meeting		<ol style="list-style-type: none"> <li>Next Meeting</li> <li>Recap any tasks</li> </ol>		5

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The Northeast Center to  
Advance Food Safety



## Preventive Controls Work Groups

**Date:** October 20, 2022  
**Time:** 3:00pm - 4:00 pm EST  
**Contact:**  
 anne.fitzgerald@uvm.edu

**Upcoming meetings:**  
 November 10, 2022  
 Email communication monthly

AGENDA ITEM	OWNER	DETAILS	Actions / Due Date	Duration (mins)
<b>Attendance</b>	Annie	Luke, Amanda, Jill, Elizabeth, Beth, Andrea, Nicole, Dave, Annie		3
<b>Agenda</b>				
FSOP and Annual Meeting		<ul style="list-style-type: none"> <li>Introducing a new project</li> <li>Devoting time at the annual meeting to this work</li> </ul>	<ul style="list-style-type: none"> <li>Discussion of the challenges of engaging processors in light of minimal FDA enforcement</li> </ul>	5
Awareness FSOP Exercise		<ul style="list-style-type: none"> <li>Introduction</li> <li>Brainstorming a timeline of past outreach</li> <li>Example of summarizing past activities</li> </ul>		30
Resources		<ul style="list-style-type: none"> <li>Analytics update</li> <li>Map update</li> </ul>	<ul style="list-style-type: none"> <li>493 users, avg 1:40 time</li> <li>49 this month for 1:44 time</li> </ul>	5
Awareness		<ul style="list-style-type: none"> <li>AFDO update</li> </ul>	<ul style="list-style-type: none"> <li>AFDO will be recording and sending out a video about the PCHF website later this month</li> </ul>	5
Evaluation		<ul style="list-style-type: none"> <li>Email went out to recruit FSCs</li> </ul>		5
<b>Final notes</b>		<ul style="list-style-type: none"> <li>Should we hold a quarterly open meeting and advertise it?</li> <li>Needs assessment draft available end of next week</li> </ul>		5
<b>ReCap &amp; Next Meeting</b>		<ol style="list-style-type: none"> <li>Next Meeting</li> <li>Recap any tasks</li> </ol>		2

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## Preventive Controls Work Groups

**Date:** *December 8, 2022*  
**Time:** *3:00 pm - 4:00 pm EST*  
**Contact:** *anne.fitzgerald@uvm.edu*

**Upcoming meetings:**  
*January 12, 2023*  
*Email communication monthly*

AGENDA ITEM	OWNER	Topics	Discussion points	Duration (mins)
Attendance	Annie	Amanda, Andrea, Beth, Dave, Elizabeth, Luke, Nicole		5
<b>Agenda</b>				
Annual meeting		<ul style="list-style-type: none"> <li>Annual meeting planning and discussion</li> </ul>	<ul style="list-style-type: none"> <li>Summary of Wed agenda (PC and Produce updates and planning)</li> <li>Will want to discuss the PFST Thursday: avoid being redundant but perhaps analytics and a sell for how and why</li> <li>A more formal launch for the evaluation tool (a few minutes)</li> <li>Want to raise awareness of projects that we may not know about– identify unique solutions to common problems (perhaps invite key partners to provide 5 minute talks)</li> <li>Look into shared word-cloud builder program</li> </ul>	55
Needs Assessment		<ul style="list-style-type: none"> <li>Implementation of content edits still underway</li> </ul>	<ul style="list-style-type: none"> <li>Content still needs updating and review</li> <li>Formatting and grammatical edits delayed</li> </ul>	n/a
Resources		<ul style="list-style-type: none"> <li>Analytics update</li> </ul>	<ul style="list-style-type: none"> <li>65 users in the last 30 days, majority are direct referrals but those finding us organically spend an average of 5(!) minutes on the site</li> <li>Some of the resources got miscategorized during back end changes– they are being corrected now</li> <li>Will put together presentation for the group to preview</li> </ul>	n/a
Awareness		<ul style="list-style-type: none"> <li>AFDO update</li> <li>Speaking in Kansas City in March</li> </ul>	<ul style="list-style-type: none"> <li>A promotional video is going out soon</li> <li>We can discuss the meeting (who's attending, a presentation) in February</li> </ul>	n/a
Evaluation		<ul style="list-style-type: none"> <li>Email went out to recruit FSCs</li> </ul>	<ul style="list-style-type: none"> <li>Pilot phase is done and ready to use</li> <li>Needs more outreach to get users</li> <li>On the NECAFS website– should be added to</li> </ul>	5

			the Clearinghouse	
<b>ReCap &amp; Next Meeting</b>		<ol style="list-style-type: none"><li>1. Next Meeting</li><li>2. Recap any tasks</li></ol>		