

AAFCO Joint Committee Chair & Board Meeting
Friday, January 10, 2014
12:30pm-2:30pm CST

BOD Present: Tim Darden, Doug Lueders, Mark LeBlanc, Ken Bowers, Dan Danielson, Sam Davis, Richard Ten Eyck, Linda Morrison,

Absent: Ali Kashani, Bob Waltz, Chad Linton, Victoria Siegel, Aaron Elam,

Others Present: Eric Nelson, FDA; Gloria Dunnavan, Life Member; Michael Davidson, Jan Jarman, Jennifer Godwin, Tim Lyons, Nancy Thiex, Aaron Price, Judy Thompson, Mika Alewynse, FDA; Kristen Green, Meagan Davis

FASS: Jennifer Roland (Recorder)

Committee Chair Meeting Called to Order by Doug Lueders at 12:25pm CST

1. Old Business
 - a. Calcium Maximum
 - i. **Sam: MOTION: Board send attachment C of Committee Reports, Calcium Maximum, back to the Pet Food Committee. Richard Ten Eyck Seconds. MOTION PASSES.**
2. Potential Upcoming Training at Midyear Meeting
 - a. 2015 – Sampling
 - b. 2016 – Medicated Feed
 - c. 2017 – Pet Food
 - d. 2018 – Non-Medicated Feed
3. Committee Updates
 - a. Lab Methods & Service Committee
 - i. QA/QC Guideline done
 - ii. **Mark MOTION: Board accept Lab Methods QA/QC new guide. Sam Davis Seconds. MOTION PASSES**
 - b. Enforcement Issues
 - i. Formed Working Group for Biodiesel Derived Glycerin
 - c. Pet Food
 - i. **Action:** Work on budget for Pet Food Training for January 2016 needs to be to Ali by March of 2015.
 - d. Strategic Affairs
 - i. Formed Work Group for creating Committee Chair and Committee Member position descriptions
 - ii. Working on procedures manual
 - iii. Work Group for Strategic Plan tracking
 - iv. Work Group for reviewing committee structures

1. **Action:** All committee chairs send comments on the committee restructure
- e. Model Bill and Regulations
 - i. Civil Penalties passed by membership
 - ii. Colostrum passed through membership
- f. Feed Labeling
 - i. Industry requested training
- g. Inspection and Sampling
 - i. Certificate program
- h. Feed and Feed Ingredient Manufacturing
 - i. Work Group for Mineral Section of OP headed by Bill Burkholder
- i. Education and Training
 - i. Work Group developed procedures on working with Education and Training
 - ii. JTA (Job Task Analysis) for Feed Inspectors
 1. Looking at 3 day face to face training in late March or early April
 - iii. Feed Microscopy training at Penn State during summer
 - iv. Seminar
 1. Sending Save the Date next week
 2. Letters going out to Industry
 3. Working with Jennifer R on Budget
 4. Revamping forms for Scholarships
 5. Topics for Industry to discuss
 - a. What are they doing to get ready for Preventive Controls?
 - b. Hazards
 - c. Plans and approach
6. **Action:** Doug will personally contact each States Feed Administrator to invite them to the Feed Administrator Seminar

**AAFCO Board Meeting
Friday, January 10, 2014
2:30pm-4:00pm CST**

BOD Present: Tim Darden, Doug Lueders, Mark LeBlanc, Ken Bowers, Dan Danielson, Sam Davis, Richard Ten Eyck, Linda Morrison,

Absent: Ali Kashani

Others Present: Eric Nelson, FDA; Gloria Dunnavan, Life Member; Kent Kitade, Life Member; Dave Read, Michael Davidson, AAFCO Member

FASS: Jennifer Roland (Recorder)

Board Meeting Called to Order by at 2:39pm CST

1. **Monographs progress report – Kent**
 - a. Two proposed Monographs completed (documents in Feed BIN)
 - b. Next step is post for public comment
2. **Preventive Control Feed Alliance Report – Michael Davidson**
 - a. Presented summary of meeting to board – Attachment A
3. **Animal Feed Preventive Controls Training Certificate Program**
 - a. **Action:** Board: send list of questions regarding program to Eric Nelson and Kim Young before next Board Meeting.
 - b. IFPTI develop course

Meeting Adjourned at 4:18pm by Doug Lueders.

Ongoing Action Items Table

<u>Meeting DATE</u>	<u>ACTION ITEM</u>	<u>RESPONSIBLE PARTY (IES)</u>	<u>DEADLINE</u>	<u>STATUS</u>	<u>DATE COMPLETED</u>
1/24/2013	Richard will work with Nancy on investigator position for Lab Methods	Richard		Completed: Tom Phillips	January 2014
5/6/2013	Contact Meagan Davis & Jennifer Godwin regarding site for 2015 Seminar	Jennifer		In progress: Book Shaker Village and put cap at 50 attendees and have 50th Anniversary Seminar Dinner for past attendees. Dates Held April 27-May 1. Kentucky Department of Agriculture (Kristen Green) preformed site visit on Oct 22nd. Waiting for approval on dates from Seminar Committee. Requested Contract	
5/6/2013	Follow up to see if FAO Copyright letter was sent by Bob Waltz	Jennifer & Tim		In progress - Sent letter to Tim to fill in Presidential information and send to FAO, Tim to Sign and Send	
5/6/2013	Lead development of a procedure for scheduling and budgeting for training request. Tim needs to be informed for OP section changes	Tim & Mark		In progress: 8/11 Tim & Mark to review budget document prepared by Meagan Davis	

8/14/2013	Sam Davis and Richard to prepare presentation for AFIA Pet Food Conference on January 28th and represent AAFCO at booth at Poultry Expo in January 28-30, 2014 in Atlanta, GA	Sam/Richard		In progress: Both Travel Authorization's Approved, Hotel Reservations Made, Booth Contract Signed, and registered for conference & Airplane Tickets Bought	
8/14/2013	solicit training events anticipated in the next five years to prepare for the Midyear Committee Chair Session	Education & Training/Ken Board Liaison		In progress: In Education & Training Committee	
8/14/2013	Contact Mike Davidson regarding support for Annual 2014	Jennifer		Completed	January 2014
11/13/2013	Have FASS IT create Laboratory Tab on AAFCO website by replacing Events Calendar. Jennifer to work with Nancy on content.	Jennifer		In Progress: Laboratory Tab created with basic content. Nancy will populate after Midyear	
11/13/2013	Request contract from Shaker Village if receive approval from Seminar Committee on tentative dates.	Jennifer		In progress: Requested Contract	
12/5/2013	Arrange Seminar agenda timing as a draft to share with members at Midyear.	Sam		Completed	January 2014
12/5/2013	Setup surveys in preparation of the seminar in Feed BIN.	Sam/Seminar Work Group			
12/5/2013	Proceed with getting contract for April 27th – May 1st for 2015 FAS	Jennifer		In Progress: Requested Contract	
12/5/2013	Follow up with Ali regarding Current Issues & Outreach Assignments for Strategic Plan	Linda		In progress: Back in Current Issues Committee	

1/7/2014	Review FAO letter	Tim/Doug			
1/7/2014	Post presentation from AFIA January Conference in Feed BIN.	Richard/Sam			
1/7/2014	Form a Board Website Task force to work on updating website	Doug			
1/7/2014	Contact FDA CVM Compliance on consumer complaint portions of AAFCO Talks Pet Food Website	Richard/Dave Syverson			
1/7/2014	Resolve AAFCO's role in the Preventive Control Certificates and training.	Executive Committee			
1/7/2014	Write in Policy and Procedure a Committee Chair and Committee Member position description.	Ken/Strategic Affairs			
1/10/2014	Send list of questions regarding program to Eric Nelson and Kim Young before next Board Meeting on Wednesday February 12th	Board			

Attachment A

Animal Food Safety Preventative Control Alliance
Sub-Committee Meeting
New Orleans, LA
January 9, 2014

Members in attendance:

Name	Organization	Email address
David C. Ailor	NOPA	Dailor@nopa.org
Allen Bingham	PFI/Bil-Jac Foods	abingham@biljac.com
Jan Campbell	Purina Animal Nutrition/NGFA	JRCampbell@landolakes.com
Nick Charveron	ADM	Nick.charveron@adm.com
Mike Davidson	CA Dept Food & Ag	Mike.davidson@cdfa.ca.gov
Tom Dobbs	Darling/NRA	tdobbs@darlingii.com
David Fairfield	NGFA	dfairfield@ngfa.org
Matt Frederking	Ralco/NGFA	Matt.frederking@ralconutrition.com
Paul Keppy	AFIA	pkeppy@afia.org
Kim Koch	Northern Crops Institute/NDSU	Kim.koch@ndsu.edu
Sonya Lambkin	FDA/CVM	Sonya.lambkin@fda.hhs.gov
David Meeker	NRA	dmeeker@nationalrenderers.com
Jessica Meisinger	NRA	jmeisinger@nationalrenderers.com
Richard Sellers	AFIA	rsellers@afia.org
Charles Starkey	API-NRA	Charles.starkey@amprot.com
Karen Suedmeyer	Cargill, Inc.	Karen_suedmeyer@cargill.com
Pat Tovey	PFI	pat@petfoodinstitute.org
Henry Turlington	AFIA	hturlington@afia.org
Leah Wilkinson	AFIA	lwilkinson@afia.org
Kim Young	FDA/CVM	Kim.young@fda.hhs.gov

Introduction

- Kim Young gave an up-date on the Food Safety Preventive Control Alliance (FSPCA) activities, going over the status of training materials for the human food preventive controls.
- Kim Young added that, by court order, the animal preventive control final rule is required to be published by June 2015 and that the final training materials will need to be completed shortly after the final rule is published.
 - [Editorial Note: By court agreement, a new publishing date of August 30, 2015, has been established]
- Two new members from academia have joined the group – Kim Koch from Northern Crops Institute/NDSU (present at meeting) and Cassandra Jones from Kansas State University.

Discussion of training materials

- There will be a draft for the human food training materials available in February 2014. This committee will alter those training materials to fit animal feed. Example revisions are changing “human food” to “animal feed”, and removing the chapter on allergens.
- Industry members point out that there have been issues with using human food materials and altering it for animal feed. The documents still read as if they are for human food, and often include inappropriate topics for animal feed (such as allergens).
- Main industry members’ concern is how the FDA investigators will judge components of the rule – hazard plan, training, etc. Will there be adequate training to ensure that the investigators know the industry that they are inspecting and thus judge the firm’s compliance with FSMA accurately?
- The animal preventive control rule is a proposal at this time and industry members are concerned with writing training/guidance that goes along with the current draft of the rule, because they will have to change the materials when the final rule is published.
- Training material would have an example of a plan – ex. pig starter pellets safety plan. Want to have examples of feed templates in the appendix of the training material that each industry group could use. The pig starter document currently represents industry’s concerns – not all hazards are a CCP, and this document has too many CCPs. Most members do agree that the flow diagram is helpful for hazard plan (but not required).
- Group wants examples of different food safety plan templates to show that different plan formats are acceptable as long as the different format has the required information.
- Pig Starter Pellets safety plan example is too narrow of an example. The training take-a-way message would be that a company would need a separate safety plan for each feed produced. Suggestion is to use a broader example of a food safety plan such as “Dry Feed.”

Guidance Information

- Industry/Alliance is asked to submit guidance document information to FDA. FDA will compile the information, edit and then publish draft guidance(s) that will be open for comments before becoming final. The group will not have to wait to begin writing guidance documents until the final rule publishes. The group can start with the hazards that are known to be reasonably likely to occur (e.g., mycotoxins).

Document Sharing and Editing

- Need a website for the group to share documents -
 - Kim Koch suggested a site through NDSU
 - Other option is google docs
- After March 31, 2014 (deadline for submitting comments on the proposed animal preventive control rule), the following editorial group will review current shared documents then send them to the full group for comments.
 - Members of editorial group:
 - David Ailor
 - Dave Fairfield

- Kim Koch
- David Meeker
- Henry Turlington
- Kim Young

Overall Action items:

- Kim Koch will create a shared website
- David Fairfield will contact Kelly Davis from Renewable Fuels Association to ask about her interest in participating in group
- Industry members should post any materials that they have on food safety plans onto the shared website
- Mike Davidson will upload the checklist for best management that was developed through AAFCO 10 years ago. This checklist could be used as a starting point for training materials
- Kim Young will send out pig starter document and revised documents
- Kim Young will add his comments to table of contents and then send out to the group
- Editorial group will review current documents and then send out revised documents to the group for editing/comments
- Invite other academic individuals to participate
- Draft / revise training materials by AAFCO annual meeting (July 25-29, 2014)
- Develop Food Safety Plans for:
 - Dry Food – Dave Fairfield/Richard Sellers, Co-Leads
 - Liquid Feed - Richard Sellers, Lead
 - Minerals, Vitamins, Micro Ingredients - Henry Turlington, Lead
 - Animal Co-products – Dave Meeker, Lead
 - Plant Co-products – Dave Ailor/Dave Ailor, Co-Leads
 - Pet Food - Pat Tovey, Lead