



AAFCO Board Minutes
Wednesday, March 18, 2015
10:47am – 12:26pm CST

BOD Present: Richard Ten Eyck, Bob Geiger, Ken Bowers, Mark LeBlanc, Ali Kashani, Kristen Green, Stan Cook, Dan Danielson, Doug Lueders

Absent:

Others Present: Dave Phillips, Nancy Thiex, Chuck Ramsey, Tim Lyons, Bob Waltz, Meagan Davis, Jennifer Godwin, Linda Morrison

FASS: Jennifer Roland (Recorder)

Board Conference Call Called to Order by Richard Ten Eyck at 10:47am CST

1. Co-Ag Update
 - a. **See Attachment A**
2. Check Sample Update
 - a. **See Attachment A**
 - b. Leadership
 - i. Still continuing on the same path with Nancy purchasing samples, Andy completes reports, FASS perform Admin duties.
 - ii. Hoping consultant for ISO 17043 will help with structure of Check Sample Program Management
3. MFRPS Sampling Meeting
 - a. **See Attachment A**
4. Discuss Sampling Workshop
 - a. **See Attachment B**
 - b. Survey results posted in BIN under Board of Directors Documents
 - c. Good Samples Document
 - i. Hoping to have final document available at Annual Meeting in August
 - ii. **ACTION:** Do a joint webinar with Board of Directors and Inspection & Sampling Committee to preview the document.
 - iii. **ACTION:** Inspection & Sampling Committee review JAOAC papers which will be on AOAC website. Dan communicate to committee members.
5. Liaison Update – Bob Waltz
 - a. PFP
 - i. Committees have been restructured and organized. Working on revising manual
 - b. Preventive Controls
 - i. Bob will share document to Exec Committee that gives financial overview
6. Approve Minutes

Kristen MOTION to approve minutes. Bob Seconds. MOTION CARRIES

Attachment A

Report for AAFCO BOD for March 18, 2015

Items of interest since the February 11, 2015 BOD meeting:

CoAg work items

- Thiex participated in the PFP Laboratory Science Workgroup on February 19, 2015.
- Thiex prepared a Midyear Cooperative Agreement report for APHL, which was due to APHL on February 27, 2015.
- Jo Marie Cook coauthored a paper, “Sampling and Sample Processing in Pesticide Residue Analysis” in the *Journal of Ag and Food Chem*. Contact Nancy for a copy. (Copyright does not allow posting to Feed BIN).
- All manuscripts for the JAOAC Special Section are fully accepted, and in press. They will be published before the end of March (maybe sooner). The full list of manuscripts follows:
 - *Food and Feed Safety Assessment: The Importance of Proper Sampling*, **Harry Kuiper and Claudia Paoletti**
 - *Towards a Unified Sampling Terminology: Clarifying Misperceptions*, **Nancy Thiex, Kim H. Esbensen and Claudia Paoletti**
 - *A Systematic Approach to Representative Sampling*, **Charles Ramsey and Claas Wagner**
 - *Sample Quality Criteria*, **Charles Ramsey and Claas Wagner**
 - *Materials Properties: Heterogeneity and Appropriate Sampling Modes*, **Kim H. Esbensen**
 - *Theory of Sampling – Four critical success factors before analysis*, **Claas Wagner and Kim H. Esbensen**
 - *Quality Control of Sampling Processes – A First Foray; From Field to Test Portion*, **Kim H. Esbensen and Charles Ramsey**
 - *Considerations for Inference to Decision Units*, **Charles Ramsey**
 - *Distributional assumptions in agricultural commodities – Development of Fit-for-Decision Sampling Protocols*, **Claudia Paoletti & Kim H. Esbensen**
 - *Critical Practicalities in Sampling For Mycotoxins in Feed*, **Claas Wagner**
 - *Considerations for Sampling Contaminants in Agricultural Soils*, **Charles Ramsey**
 - *Considerations for Sampling of Water*, **Charles Ramsey**
- A press release will be sent by AOAC to AAFCO when the special section is available, and I will also notify Jennifer, Ali and Richard. Note: Draft of press release and draft of Introduction attached.
- Thiex attended the MFRPAlliance and CAP Laboratory meetings in San Diego, CA March 9-13. A daylong sampling workshop was held on March 13, 2015.
- Email comments from Ron Klein, AFDO, regarding the March 13, 2015 training and AFDPO follow up:

“The MFRPA Sampling Workshop received excellent participant feedback. Participants commented that the training helped open their eyes to weaknesses associated with current sampling practices. There is an interest in more in-depth training and assistance to improve sampling programs so that sampling can

credibly support food safety decisions.

Thank's for all you are doing to keep this moving!

I am planning on attending the Irvine training in addition to the four MFRPA Board members that have expressed interest. Are you still looking for two lab people? Do you want my help in identifying FDA participants?"

-Ron Klein, AFDO 3/17/15

- It is worthy of mention that quite a number of state feed labs were in attendance at the CAP Lab meetings in San Diego as unfunded labs were allowed to attend this year. (So, it wasn't only state food MFRPA labs.) Some state feed labs were even involved in developing the sessions and making presentations. It was noted to the feed labs that funding for ISO accreditation would be available via the State Feed Program grants that would be announced this summer. It was a great meeting for the labs.
- A 4-day Sampling Training is planned for the week of July 20, 2015 at Irvine, CA for a mix of AAFCO, AFDO, APHL and FDA attendees. A second is being considered for the DC area.
- The QA Working Group Co-chairs developed a list of Quality Assurance/Quality Control Resources which is now available on the AAFCO Laboratory page website (www.aafco.org/laboratory)
- The QA Working Group Co-chairs are developing a list of ISO 17025 accrediting bodies with hyperlinks to add to the AAFCO Laboratory page website.
- The QA/QC Workgroup members participated in the CoAg ISO Training Steering Committee conference call on February 6, 2015. (Not reported last month)
- The list of Proficiency Testing Providers was updated and reposted to the AAFCO website.
- A listing of state feed lab contacts was developed.

CCSP work items

- Thiex has received proposals from several consultants with expertise in ISO 17043, and is in the process of reviewing them. She will make a recommendation to the AAFCO BOD later this month. (Yes, I'm behind.)
- Minutes from the Midyear meeting have been approved and delivered to Jennifer along with attachments. They are now posted on the public Laboratory page on the AAFCO site.
- Sample Handling Instructions to labs for the check sample program have been revised. The final version can be viewed at: http://www.aafco.org/Portals/0/SiteContent/Laboratory/Check_Sample_Programs/AAFCO-Lab-Instructions.pdf?v20150216. These reflect program updates and also change the focus from a “collaborative method validation” program to a true “proficiency testing” program.
- Dale Hill was unsuccessful in his attempt to get ADM to manufacture medicated materials for the CSP. So, we're trying another approach at Able Lab.
- Methods codes are being updated this month to include fatty acids, HT-2 toxin, additional drugs and additional drug residues. Method code updates are done annually.
- The status of the various 2015 PT programs is presented in Tables 1-3. It should be noted that all three quarterly program shipped the 1st 2015 material the last week of February. (*WHEW!!*) (*yellow highlights actual ship dates and updated numbers of participants from last month*).

Table 1. 2015 Schedule of Events for Pet Food Program

Quarter	1	2	3	4	5
Number of subscribers	60				
Sample Number	201541	201542	201543	201544	TBD
Material	Dried Brewers Yeast	TBD	TBD	TBD	Pet Food
Date shipped to subscribers	2/23/15	5/18/15	8/24/15	11/23/15	TBD
Results due from subscribers	4/10/15	7/10/15	10/10/15	1/10/16	TBD
Report Issue Date	4/30/15	7/31/15	10/30/15	1/31/16	TBD

Table 2. 2015 Schedule of Events for Mycotoxins Program

Quarter	1	2	3	4
Number of subscribers	37			
Sample Number	201561	201562	201563	201564
Material	Dairy Feed*	Poultry Feed*	Equine Feed	Dry Pet Food*
Date due to Able Labs	2/17/15	5/24/15	8/19/15	11/18/15
Date shipped to subscribers	2/23/15	5/27/15	8/29/15	11/21/15
Results due from subscribers	5/19/15	8/10/15	10/10/15	1/10/16
Report Issue date	5/31/15	8/31/15	10/31/15	1/31/16

Table 3. 2015 Schedule of Events for Minerals Program

Quarter	1	2	3	4
Number of subscribers	18			
Sample Number	201551	201552	201553	201554
Material	Poultry Feed	Rice	Swine or Dairy Feed*	Dry Pet Food*
Date shipped to subscribers	2/28/15	5/18/15	8/24/15	11/23/15
Results due from subscribers	4/10/15	7/10/15	10/10/15	1/10/16
Report Issue date	4/30/15	7/31/15	10/30/15	1/31/16

* TBD

LM&SC Items

- Minutes from the Midyear meeting have been approved and delivered to Jennifer along with many attachments. They have been posted on the Laboratory public page.
- A Laboratory Sample Preparation Working Group has been formed to review the existing *AAFCO Laboratory Sample Preparation Guidelines*. Working Group members are Aaron Price (CFIA), Chuck Ramsey, Heidi Hickes (MT), Mark LeBlanc (LA), Kristi McCallum (CO), Ken McManus (MD), Lawrence Novotny (Ret. SD), Michele Swarbrick (MN), Nancy Thiex, Sharon Webb (KY) and Teresa Grant (NC). A FoodSHIELD Work Group has been established to support the working group activities. The first conference call will be held on March 31, 2015.
- Monthly calls are held to keep the many Working Groups up to date and on track. The February call was held Feb. 25, 2015.
- The BOD survey on committee structure and work process was completed and returned.
- Active working groups (not tied to CoAg) include:
 - Tylosin and CTC
 - Best practices WG
 - Fat soluble vitamins
 - Mycotoxin
 - Sugars
 - Multi-element
 - Sample preparation guidelines
- A funding application form is being developed.

Attachment B

Recommendations from Nancy Thiex to the AAFCO BOD when asked to respond to question regarding suggested action items as follow up to the AAFCO Sampling Workshop.

The more important question is: What does AAFCO want to do? Any actions by AAFCO need to be member or board driven, with a manageable, long-term (multi-year) view. Two committees considering action items would be the Laboratory Methods and Services Committee and the Inspection and Sampling Committee.

Laboratory Methods and Services Committee

The LM&SC has formed a new WG (this month) to review the AAFCO Laboratory Sampling Preparation Guidelines and determine if updates are necessary. It is anticipated that they will have recommendations for the full LM&SC of what, if any, updates are needed by the 2015 Annual meeting. Work will proceed as appropriate after the scope is defined.

Inspection and Sampling Committee

If the AAFCO Inspection and Sampling committee decides to take action, it appears the priorities should be:

1. Develop Sample Quality Criteria (SQC) for a variety of products, analytes and containerizations (presentations).

Once this is done, other activities could include:

2. Coordinate with ETC to provide more AAFCO multi-day training to those who are interested in becoming sampling program SMEs or state program sample coordinators.
3. Form a working group to evaluate current sample collection protocols with respect to the SQC. (Current protocols cannot be evaluated without SQC.
4. Develop a proposal to FDA to provide funding for development of SQC and sampling experiments.

<u>Meeting DATE</u>	<u>ACTION ITEM</u>	<u>RESPONSIBLE PARTY (IES)</u>	<u>DEADLINE</u>	<u>STATUS</u>	<u>DATE COMPLETED</u>
5/5/2014	FASS IT develop password protected pdf of Chapter 6 for additional security.	Jennifer/FASS		On hold while IT reworks aafco.org 12/10/14 BOD voted to proceed. Regulator must buy online OP to get downloadable pdf 3/11/15 Trial version out operational version out on 3/16	
7/9/2014	Contact National Animal Academy of Sciences (Nutrition Program?) regarding partnership options for Monograph Pilot Project	Sharon		Have not been able to make contact. Will have update at Midyear. 3/11/15 Making progress to work on a solution for the Administrative side of the Monograph Project	
7/24/2014	Perform a FASS general budget analysis before October Board meeting on 16th by mid-December. This will be for the November financial report.	Ali, Doug and Bob Waltz		Linda sent FASS her month/month analysis on 11/20/14. FASS accounting will continue to track this. 2/11/15 Accounting will have done by end of February	
7/27/2014	Part 1: Obtain Fellowship information from IFPTI website and	Jennifer/Doug (email to come from Doug)		Completed: Collected information	
10/15/2014	Part 2: Send IFPTI fellowship information to membership to solicit interested individuals for next year.			Pending: need to write email for membership. Will send email by April 30, 2015 as due date for	

				application is not until June 30th.	
10/16/2014	Go back to the AAFCO Talks Pet Food working group and provide at the next BOD meeting an update so that appropriate timelines can be provided.	Kristen Green		In Progress Will discuss at mid-year meeting. 2/11/15 Consultant should be done by end of March. Kristen send contract to Exec. Committee for approval. Site hopefully done by Seminar. 3/11/15 Contract signed w/ consultant work complete by end of March	
10/16/2014	Review FDA MOU with IDC and report back to the BOD with a recommendation.	Richard		In Progress, 1/15/15 BOD approved sending both versions to FDA Liaison Sharon Benz. Dated for a 2 year extension September 30, 2017. 3/11/15 MOU signed and given to Bernadette for signature. Richard drafting press release	
10/16/2014	IDC to report next steps in Monograph plan back to the BOD.	IDC		In Progress, on IDC January agenda. 2/11/15 IDC accepted final report and potential action item for IDC. 3/11/15 Put on September board meeting	

10/16/2014	Ask the Feed and Feed Ingredient Manufacturing Committee (Judy Thompson) to identify a person to be on the Import Verification Implementation team.	Richard		In Progress, Judy is looking for person.	
1/11/2015	Budget External Audit of July 1,2012-June 30,215	Ali	3/6/2015	In progress: Ali will update 2015-2016 budget for meetings by April 28 th	
1/15/2015	Add agenda topic of state samples to FDA lab for Field Committee Meeting	Richard			
1/15/2015	Submit travel authorizations for Field Committee Meeting with FDA May 6th & 7th	Richard & Mark		In progress: 3/11/15 Richard submitted. Mark will submit	
1/15/2015	Check if AFSS videos can be posted in BIN All AAFCO Member Library.	Sharon		3/11/15 Videos cannot be posted copies are available if regulators want them. Sharon will send list of available videos. Post in ALL AAFCO Members Library & Presentation Library	March 2015
1/15/2015	Link public AFSS videos to aafco.org	Jennifer		3/11/15 will post link on website Completed	March 2015
1/15/2015	Offer AFSS videos on feed listserv to distribute DVDs to regulators	Sharon		3/11/15 Shannon Jordre will complete	
Committee Chair 1/15/2015	Consider FERN network for list of Feed Labs capacity and specialties report back to board by August	Nancy			
Committee Chair 1/15/2015	Table top full day Emergency response training during the January 2017 Midyear Meeting add a day to meeting	Jennifer		Judy confirmed with Darlene. Jennifer will add day to hotel contract. 3/11/15 add to Seminar	

				agenda city location	
Committee Chair 1/15/2015	Check Sample program is requesting board approval to move forward with the proposal from Mark Budden/FASS IT. The proposal outlined improvements to data reporting site and to make program more automated. Proposed cost for work is \$10,000.	Board		Completed: Approved by Board FASS will start in early Fall hopefully by September would like to have subscription portion complete by beginning of October. Check Sample Committee/Ali make sure in 2015/2016 Budget	
Committee Chair 1/15/2015	Submit a proposal to board by February conference call for NEHA Assessment request	ETC/Meagan		3/11/15 Jennifer R follow up with ETC	
2/11/15	Talk with Abram Brown and Tim Weigner regarding funding for Fall briefing	Ali			
2/11/15	Submit Travel Authorizations and registration for Seminar.	Board		Completed	March 2015
3/11/15	help review banner design	Bob & Kristen			
3/11/15	Send Board members detailed invoices for Seminar registrations	Jennifer		Completed	3/13/15