

# AAFCO Training Seminar Guidelines

for the

## Advanced Inspector Training Seminar

January 26, 2010

AAFCO sponsors one Advanced Inspector Training Seminar (AITS) per year with a volunteer host state. Subject to availability and approval, AAFCO will provide funding to the host state for approved expenses. Typical amounts are \$2,000 seed money and approximately \$3,000 for scholarships that are used to pay for 6 registrations and lodging costs. The seed money is available for use as down payments for facilities, speaker travel and other costs not covered by registration fees. Any remaining funds not used for appropriate costs are to be returned to AAFCO. AITS completion and certification is considered to be for Level II Inspectors. The Inspection & Sampling Committee (ISC) co-chairs (Andy Gray, Chad Linton and Natalie Krout-Greenberg) will provide oversight and coordinate the Seminar with the host state. The ISC will work with the host state to provide a list of AAFCO sponsored qualified speakers for the Seminar. Other speakers and topics not listed below will be coordinated between the ISC and the host state. The following guidelines are to be used by states hosting an AITS:

Host states must make application through the AAFCO ISC on proper forms before a seminar can be recommended by the committee for approval to the AAFCO Board of Directors. The training is typically 2½ days of classroom lectures with break-out sessions to facilitate advanced training of feed regulatory inspectors in the subject matter that follows. The following subjects, and the list of sub-topics, are in order of priority as compiled by a survey of ISC members and advisors.

### **1. Ruminant Feed Ban**

- Specialized sampling techniques for feeds to be tested for animal proteins
- Proper clean-out, sequencing and flush procedures
- Proper record keeping
- Discussion on Prohibited Materials
- Proper label review and ingredient identification
- Types of testing methods available, their effectiveness and value
- Dealing with Collective Terms on labels
- BSE Rule inspections on transportation firms

### **2. GMPs and Record Review**

- Ability to trace, locate, and recall a product after sold
- Reconciling of production records, batch records and yield records
- Clean-out, sequencing and flush procedures records
- How to decide the adequate number of records to look at
- Drug inventory controls
- Trace back of ingredients
- How to handle incoming ingredients
- Master record file (history of production)
- Good housekeeping

### **3. Label Review and Medicated Feed Labels**

- Label review / review of drug concentrations / adequate feeding directions
- Calculating drug concentrations
- Referencing the Feed Additive Compendium / CFR

#### 4. Feed Stuffs

General understanding of feed stuffs / ingredients  
Ration development / feed formula review  
Feed definitions

#### 5. Reference Materials

How to use the AAFCO OP for looking up feed terms and definitions  
How to use and interpret the Feed Additive Compendium  
How to use and read the Code of Federal Regulations

#### 6. Other topics relevant to the needs of the host state

General understanding of feed stuffs / ingredients  
Regional species ration development / feed formula review  
Feed definitions  
Other subjects relevant to regional concerns

Additional guidelines include:

- Attendance to AITS is subject to completion of the BITS, or the approval of an inspector's supervisor.
- A written test will be given and must be passed as outlined within policy as written by the ISC and in coordination with the Inspector Certification Body (ICB). The test will be written and reviewed by the ISC in coordination with the ICB. In addition to verifying the level of knowledge for inspectors, the tests are developed to provide topic direction for speakers.
- The ISC will provide the layout, language and signatures for course completion certificates.
  - Certificates should be kept by employees and employers as proof of course completion and as a part of the inspector certification process.
- Attendance of all classes is required for registrants to receive course certificate.
- Speakers requiring expense reimbursement from AAFCO must complete an AAFCO Travel Expense Request form for approval by the ISC Chair and AAFCO President. Speakers will not be responsible for paying a registration fee. The host state is responsible for speaker's meals. However, the AAFCO seed money can be used for the reimbursement of those meals.
- Typical and historical guidelines:
  - registration fee of less than \$200
  - motel cost of approximately \$100
  - number of meals covered by registration ~ 6
  - minimum hours of classroom coursework - 18
  - host state attendees are required to pay registration fees
  - the seminar is held in October, not to conflict with BITS
  - minimum of 25 students and a maximum of 50
  - AAFCO presenter materials are paid for by AAFCO
  - A course binder should be provided to each attendee with materials covered by presenters
  - The host state is responsible for the travel of attendees between the airport and the meeting facility if further than typical distance and cost
  - All sponsors, endorsements and the use of AAFCO's name must be approved through the AAFCO Board of Directors
  - The ISC will review and determine scholarship recipients based on criteria setup within the Scholarship application
  - The ISC will provide a standard registration form to the host state