

AAFCO Training Seminar Guidelines

for the

Basic Inspector Training Seminar

January 26, 2010

AAFCO sponsors one Basic Inspector Training Seminar (BITS) per year with a volunteer host state. AAFCO typically provides \$1500 start-up money. These funds are 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. The BITS target audience is for new hires, less experienced inspectors and for providing continuing education to any regulatory official involved with inspecting and the sampling of feeds, seeds and fertilizers. BITS completion and certification is recommended before attending the Advanced Inspector Training Seminar (AITS). 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 a BITS:

- Host state must make application through the AAFCO Inspection and Sampling Committee (ISC) on proper forms before a seminar can be recommended by the committee for approval to the AAFCO Board.
- Classroom agenda:
 - Professionalism
 - Sampling Techniques
 - Investigative / Interview Techniques and documentation / Consumer complaints
 - Basic GMP overview
 - Bio-security for the field inspector
 - Safety (provided by host state)
 - Time Management (provided by host state)
 - Conflict Management (provided by host state)
- Hands-on feed station agenda is (See attached for full description):
 - Bagged Feed
 - Liquid Feed
 - Bulk Feed
 - Feed Tour (provided by the host state and commodity facility)
 - Tote-bag bulk feed
 - Block Feed
 - Feed Processing
- 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.
- The ISC will provide the layout 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 by registrants is mandatory to receive course certificate.
- The ISC will provide a standard registration form to the host state
- All sponsors, endorsements and the use of AAFCO's name must be approved through the AAFCO Board of Directors
- Typical and historical guidelines:
 - registration fee of less than \$200
 - motel cost of < \$100
 - number of meals covered by registration ~ 6
 - host state attendees are required to pay registration fees
 - seminar is held in September
 - minimum of 25 students
 - minimum hours of classroom coursework – 8 (some of which is combined with AAPFCO topics)
 - minimum hours of hands-on feed coursework - 4
 - 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 meeting facility and the hands-on training sites