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General Membership Business Meeting Minutes

2014 AAFCO Annual Meeting
July 25, 8:44–9:13 am, Sacramento, California

- 1) Richard Ten Eyck, President-Elect called to order the Business Session of the Association at 8:44am.
 - a) Certificates of Appreciation were given to Bob Church, Brenda Snodgrass & Louise Ogden.
- 2) Mark LeBlanc states the AAFCO Board of Directors approved the following Committee Reports from the January 2014 meeting in New Orleans: Collaborative Check Sample, Current Issues and Outreach, Education and Training, Feed and Feed Ingredient Manufacturing, Ingredient Definitions, Inspection and Sampling, Laboratory Methods and Services, Model Bills and Regulations, Pet Food and Strategic Affairs; and recommends the same to the membership. I so move. Sam Davis seconds.

MOTION CARRIES

Mark LeBlanc states the AAFCO Board of Directors approved the Feed Labeling Committee Report from the January 2014 meeting in New Orleans and recommends the same to the membership. I so move. Sam Davis seconds.

Tim Darden moves to amend the Feed Labeling Committee Report by replacing appendix A on page 24 with the attached document. The wrong form was attached to the committee report. Sam Davis seconds. **AMENDMENT CARRIES**

MOTION to accept the amended FLC report CARRIES.

Mark LeBlanc states the AAFCO Board of Directors approved the Model Bills and Regulations Committee Reports from the January 2014 meeting in New Orleans as reflected on page 39 with the exception that recommendation #4 was returned to PFC at their request and recommends the same to the membership. I so move with the correction. Chad Linton seconds. **MOTION CARRIES**

3) **Acceptance of Committee Recommendations**

Ingredient Definitions 1-3:

Chair asked that the discussion on the pulse ingredients by the speakers on the sign up sheet be limited to 2 minutes per person. Eight people provided comments.

- 1) Mark LeBlanc states the AAFCO Board of Directors accepted the recommendation from the IDC to move the following definitions to Tentative in the Official Publication and recommends the same to the membership, with a Vote on each separately.
 - a) T60.114 Pulse Flour Mark LeBlanc states the AAFCO Board of Directors accepted the recommendation from the IDC to publish the definition as Tentative in the Official Publication. I so move. Dave Phillips seconds. **MOTION CARRIES**
 - b) T60.115 Pulse Protein Linda Morrison states the AAFCO Board of Directors accepted the recommendation from the IDC to publish the definition as Tentative in the Official Publication. I so move. Sam Davis seconds. **MOTION CARRIES**
 - c) T60.116 Pulse Starch Mark LeBlanc states the AAFCO Board of Directors accepted the recommendation from the IDC to publish the definition as Tentative in the Official Publication. I so move. Dave Phillips seconds. **MOTION CARRIES**
 - d) T60.113 Pulse Fiber Mark LeBlanc states the AAFCO Board of Directors accepted the recommendation from the IDC to publish the definition as Tentative in the Official Publication. I so move. Sam Davis seconds. **MOTION CARRIES**
 - e) T33.10 ____ Distillers Oil, Feed Grade Mark LeBlanc states the AAFCO Board of Directors accepted the recommendation from the IDC to publish the definition as Tentative in the Official Publication. I so move. Sam Davis seconds. **MOTION CARRIES**

f) T60.111 Bio-Diesel Derived Glycerin Mark LeBlanc states the AAFCO Board of Directors accepted the recommendation from the IDC to publish the definition as Tentative in the Official Publication. I so move. **Bob Gieger seconds. MOTION CARRIES**

2) Mark LeBlanc states the AAFCO Board of Directors accepted the recommendation from the IDC to delete the TT60.111 Bio-Diesel Derived Glycerin definition from page 415 of the OP (allows item 1 (f) to take replace it) and recommends the same to the membership. I so move. Sam Davis seconds. **MOTION CARRIES**

3) Mark LeBlanc states the AAFCO Board of Directors accepted the recommendation from the IDC to publish T51.15 Fish Stock/Broth definition in attachment A in the OP. It modifies 51.15 by lowering the protein level required and recommends the same to the membership. I so move. Sam Davis seconds. **MOTION CARRIES**

Model Bill 1–5:

1) Mark LeBlanc states the AAFCO Board of Directors accepted the recommendation from the Model Bills and Regulations Committee that Feed Labeling Committee changes to Model Bill Section 3(a)(4) (appendix A-1 on page 42 of the Committee Report Book) conforms to the Model Bill and that the BOD review the proposal for future consideration of the Association membership and recommends the same to the membership. I so move. **Ben Jones Seconds. MOTION CARRIES**

2) Mark LeBlanc states the AAFCO Board of Directors accepted the recommendation from the Model Bills and Regulations Committee that Feed Labeling Committee changes to Model Bill Section 4(i)(1)(a) (appendix A-2 on page 42 of the Committee Report Book) conforms to the Model Bill and that the BOD review the proposal for future consideration of the Association membership. and recommends the same to the membership. I so move. **Ben Jones Seconds. MOTION CARRIES**

3) Mark LeBlanc states the AAFCO Board of Directors accepted the recommendation from the Model Bills and Regulations Committee that Feed Labeling Committee changes to Model Bill Section 3(a)(3)VII (appendix A-3 on page 42 of the Committee Report Book) conforms to the Model Bill and that the BOD review the proposal for future consideration of the Association membership and recommends the same to the membership. I so move. **Sam Davis Seconds. MOTION CARRIES**

4) Recommendation was returned to PFC at their request. Nothing to vote on.

5) Mark LeBlanc states the AAFCO Board of Directors accepted the recommendation from the Model Bills and Regulations Committee that the Pet Food Committee changes to Dog and Cat Feeding Protocols (appendix D on page 45 of the Committee Report Book) replaces existing language found on pages 165 -175 in the 2014 Official Publication and conforms to the Model Regulations for Pet and Specialty Food, and that the BOD review the proposal for future consideration of the Association membership and recommends the same to the membership. I so move. **Liz Higgins Seconds. MOTION CARRIES**

Strategic Affairs 1–2:

1) Mark LeBlanc states the AAFCO Board of Directors accepted the recommendation from Strategic Affairs Committee to send the Terms and Conditions for Committees, etc., language (Appendix 1 on page 56 of the Committee Report Book) to the membership for vote. Section editor, Ken Bowers, will integrate the text into the Committee Guidelines section of the OP and recommends the same to the membership. I so move. **Chad Linton Seconds. MOTION CARRIES**

2) Mark LeBlanc states the AAFCO Board of Directors accepted the recommendation from Strategic Affairs Committee to send the Budget Creation Procedure language (Appendix 2 on page 58 of the Committee Report Book) on to the membership to vote for inclusion in the OP and recommends the same to the membership. I so move. **Ali Kashani Seconds. MOTION CARRIES.**

4) The Nominating committee recommends the following individuals form the Board of Directors for 2015:

President, RICHARD TEN EYCK..... Salem, OR

President-Elect, MARK LEBLANCBaton Rouge, LA.
 Secretary-Treasurer, ALI KASHANI Olympia, WA
 Sr. Director, KEN BOWERS Topeka, KS
 Sr. Director, DAN DANIELSONNashville, TN
 Jr. Director, SAMUEL DAVISWest Columbia, SC
 Jr. Director, STAN COOK..... Jefferson City, MO
 Jr. Director, KRISTEN GREEN.....Lexington, KY
 Immediate Past President, DOUG LUEDERSSt. Paul, MN

Mark moves to accept the recommendation of the Nominating Committee. Tim Darden seconds.

MOTION CARRIES

- 5) **Credential Report** – FASS
 - Number of Voting Members Represented: 31
 - Number of States in attendance: 43
 - Number of Countries: 6
 - Number of FDA Representatives: 22
 - Number of Life Members: 2
 - Total Meeting Attendance: 304

- 6) Richard Ten Eyck Adjourned the Business Meeting at 9:13am.

Linda MOTION to accept minutes. Dan Danielson seconds. **MOTION CARRIES**

Approved on 7/27/14

Appendix A (replaces report page 24)
FLC Recommendation #1

Model Regulations for Guaranteed Analysis for Equine Complete Feeds, Supplements, and Mineral Feeds Regulation 3. (a) 4 (V) b. (8) & 3. (a) 4 (V) c. (5) (OP page 123)

- I. Required Guarantees for Equine Formula Feeds
 - a. Animal Classes
 - 1. Growing
 - 2. Broodmare
 - 3. Maintenance
 - 4. Performance (Including Stallions)

 - b. Guaranteed Analysis for Equine Complete Feeds and Supplements (all animal classes)
 - 1) Minimum percentage of Crude Protein
 - 2) Minimum percentage of Crude Fat
 - 3) Maximum percentage of Crude Fiber
 - 4) Maximum percentage of Acid Detergent Fiber (ADF)
 - 5) Maximum percentage of Neutral Detergent Fiber (NDF)
 - 6) Minimum and Maximum percentage of Calcium
 - 7) Minimum percentage of Phosphorus
 - 8) Minimum Copper in parts per million (ppm) **(if added)**
 - 9) Minimum Selenium in parts per million (ppm)
 - 10) Minimum Zinc in parts per million (ppm)
 - 11) Minimum Vitamin A, other than the precursors of Vitamin A, in International Units per pound (if added)

 - c. Guaranteed Analysis for Equine Mineral Feeds (all animal classes)
 - 1) Minimum and maximum percentage of Calcium
 - 2) Minimum percentage of Phosphorous
 - 3) Minimum and maximum percentage of Salt (if added)
 - 4) Minimum and maximum percentage of Sodium
 - 5) Minimum Copper in parts per million (ppm) **(if added)**
 - 6) Minimum Selenium in parts per million (ppm)
 - 7) Minimum Zinc in parts per million (ppm)
 - 8) Minimum Vitamin A, other than the precursors of Vitamin A, in International Units per pound (if added)

Collaborative Check Sample Program Committee Report/Minutes

2014 AAFCO Annual Meeting

July 25, 2014, 1:30-5:30 pm, Sacramento, CA

Committee Recommendations: None. No recommendations for the Board or membership for consideration.

Board Recommendations: The board accepted the report on 10/23/14.

Association Actions: None

Committee Participants:

Name	Representing	Telephone	Email
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¹Indicates members of the committee

²Indicates liaison to the AAFCO Board of Directors

³Indicates industry advisors

⁴Indicates AFDO liaisons

⁵Indicates APHL liaisons

Committee Report:

Committee Activities

MOTION: "Review and approval of meeting agenda" Sharon Webb / second: Andy Randall – passes

MOTION: "Increase cost of the Mycotoxin Contaminants Program to \$110 per sample (\$440 for 2015 year) to allow the Program to break even financially" Sharon Webb / second: Mark LeBlanc - passes

MOTION: "Charge \$50 per canned pet food case (QRM 201497); obtain approximate shipping cost from Able Lab per case and round up to the nearest \$25 (minimal cost per case will be \$75 incl. s & h) Sharon Webb / second Aaron Price - passes

MOTION: "To adjourn the meeting" Sharon Webb / second: Aaron Price – passes

Committee Minutes

- 1) The meeting was called to order at 1:35 pm. Teresa Grant joined by teleconference; difficulties with Foodshield prevented use of the webinar. No new business was added to the agenda. Sharon Webb moved to accept the agenda, seconded by Andy Randall. The motion passed. (Reminder: Mid-year Meeting Committee Report was accepted by e-vote in February 2014).
- 2) The committee rosters for members, industrial advisors or QA Oversight Team were reviewed. Thanks to Jimmie Ward for his service as Industry Advisor and QA Oversight team member; congratulations on your upcoming retirement! Anyone interested in serving in any of these roles should contact Vicki Siegel via email.
- 3) Jennifer Roland (FASS) provided data for the financial report
- 4) Program Participation report
Current enrollment for 2014 Regular AAFCO Program is 263 labs of which
 - 141 (54%) US labs
 - 100 (38%) International labs
 - 22 (8%) Canadian Labs

Enrollment in 2013 was approximately 275 labs, but we expected a slightly lower enrollment this year due to our offering of additional Programs. Participating in the 2014 Program are fifteen new labs, ten international, four in the U.S. and one new lab in Canada.

Pet Food Program (PFP)

Current enrollment for the PFP is 74 labs in the U.S. A special group of 118 analysts at 18 different lab locations (17 in the US and 1 in Canada) are also enrolled this year. The 2014 program included the following quarterly samples of ingredients used to manufacture pet foods: Fish meal, potato flour, Beet pulp and non-fat dry milk. Thanks to our pet food industry partners who donated ingredient samples. Labs enrolled only in the PFP also were shipped sample 201428 (dry cat food) and could sign-up to receive sample 201497 (canned cat food) offered in the Regular Program as part of the PFP fee. The Program is offered only to labs in the U.S. in 2014, however, any laboratory may purchase our left-over portions as Quality Reference Materials (QRMs) using the forms on the CCSP page of the AAFCO website. The committee decided to offer this program to Canadian labs in 2015.

Mycotoxin Contaminants Program (MCP)

Current enrollment for the MCP is 29 labs in the U.S. One additional lab in Canada is enrolled to determine whether these samples will have shipping problems. The first two quarter samples (201461 Poultry Feed and 201462 Swine Feed) have been delivered successfully in Canada. The 2014 Program has been subsidized by the FDA grant, which covered sample preparation expenses and the data analysis for this Program. To break even financially in 2015, the committee agreed to increase the cost to \$110 per quarter (current price \$100 per quarter). Motion moved by Sharon Webb and seconded by Mark LeBlanc; all were in favor of the motion. To allow for increased participation, the committee agreed to open enrollment to labs in Canada for the 2015 Program.

5) Method code needs.

Update on Revisions/Additions to the method codes: The unit changes that were voted on at the 2013 annual meeting have been added to the new Data Reporting Website (DRW). A new screening project for collection of data on residues of veterinary drugs in the Regular Program samples was initiated in March 2014 with release of residual AAFCO method codes (in the 300s) for veterinary drug analytes. Codes for fatty acids determined using AOCS ce 1j-07 will be added in the next method update (targeted for March 2015).

A request to add codes for Peroxide value (rancidity indicator) was discussed at length. The challenge associated with testing for this analyte is the inherent variability in results (results tend to be interpreted by trend over time rather than actual value). However, there is a need for our participant labs to have PT samples for this analyte. The method code would reference an AOCS method for detection but we may need multiple codes to accommodate specific extractions. The committee agreed to survey participants for interest in reporting this analyte and the survey should ask for information on methods being used.

A request to add method codes for energy dispersive x-ray fluorescence spectroscopy (EDXRF) and wavelength dispersive x-ray fluorescence spectroscopy (WDXRF) was discussed by the committee. Only one lab represented at the meeting is using this type of analysis, and they are calibrating the results against traditional ICP analysis. Addition of method codes for this technology would require multiple metal analyte codes. The group decided not to survey participants. We will wait until more participants let us know that they are using this instrumentation before we consider addition of these codes.

6) Additional Samples

A canned cat food sample is currently out for testing (sample number 201497) with a results due date of August 10th. Approximately 50 labs are participating in the testing round. Thanks to our partner in the pet food industry who donated this sample to the Program. The remaining material will be sold by the case. A base price of \$50 for the case of cans was established by the committee. We will add the approximate shipping cost rounded to the nearest \$25 to set a purchase price. International labs will need to pay for courier delivery of the shipment. The motion was moved by Sharon Webb and seconded by Aaron price. All were in favor.

Note that a canned dog food has been requested for the next canned pet food sample.

A meat and bone meal sample will be the 2014 Program ingredient sample.

7) Updates on FDA grant-activities related to Program expansion

- Data Reporting Website (DRW)
The new DRW was opened for data reporting in March 2014. Vicki demonstrated the updated features to the group. The response to the new website has been extremely positive; Mark Budden at FASS is doing a wonderful job! Suggestions for a couple of small improvements include changing the title from “Submission Receipts” to “Activity Receipts” since the receipts also are provided when single data entries are saved, not just when data are submitted. The other suggestion is to automate the password retrieval process (not discussed at the meeting but raised in other conversation).
- Pet Food Program (PFP)
The stand-alone Program has been well-received by participants and will continue to be offered in 2015. Thanks to Nancy Thiex who procured all four samples for the Program this year. We appreciate very much that three of the samples were donated by our industry partners. Suggestions for samples for 2015 include rice. For the beet pulp sample it was requested that suggested analytes be included on the label (in the “test as desired” section) and in the shipping notice: fiber (crude and other specific fractions). The committee agreed to open this Program to Canadian labs for 2015.
- Mycotoxin Contaminants Program (MCP)
Andy Crawford gave a presentation on the results from the first quarter sample (poultry feed). See attached Power point presentation “Mycotoxin201461Presentation.pdf. The statistical approach selected by the committee appears to be working well for the data and we are expecting the units issue (labs reporting ppm instead of ppb for DON and Fumonisin) to be resolved for the next sample. The method codes documents will be edited so that total aflatoxins and fumonisins are listed under the “As” and “Fs” specifically, instead of the “Ts” in the alphabetical listing. Also, we need to create a separate listing for HT-2 since our sample assigned values list this separately and the LC methods report this separately but one of the test kits reports a combined T-2 / HT-2 result. The Program will continue to be offered in 2015 (open to Canadian labs too). Matrices suggested for 2015 include a dairy cattle feed, a horse feed, a dry pet food and a swine feed.
- Heavy Metals contaminants Quarterly Program for 2015
Nancy Thiex has been working on the project to find a provider to prepare these samples and to develop a prototype sample. It has been more challenging than expected, however, a good candidate has recently been identified and is currently working with a base bulk sample of dry dog food provided by AAFCO to prepare the prototype. Metal salts will be spiked into the sample; over the course of four quarterly samples we plan to vary concentrations of approximately fourteen toxicologically significant metals. A survey is currently out with participants to assess interest in the Program to assist with planning for sample preparation etc. Please be sure to respond to this very brief but vitally important survey! The committee discussed desirable sample matrices which included finished animal feeds, pet foods and foods (rice or other grains were suggested as applicable to both feed and food labs).
- Triple vet. Drug / vet drug contaminants project plans
Due to the high volume of other projects brought to completion this year, we have not made progress with this project this year. It should be noted that the residual method codes for veterinary drugs are not being used for reporting of data on our regular Program samples. This indicates that the market for this kind of PT sample is more specific and more limited in numbers so we anticipate that this Program may well be difficult to sustain without grant support.

8) Updates on FDA grant activities related to accreditation to ISO 17043 / ILAC-G13
No progress reported; see item 9.

9) Other business

The Program is looking for a new Chair and Vice-chair since Vicki will no longer be an AAFCO member, due to a job change in September 2014. Anyone interested in volunteering for these positions should notify Vicki as soon as possible. There will be an active call for candidates going out to AAFCO members shortly. Management responsibilities may be subdivided among multiple individuals in support of accreditation requirements. Vicki will continue in an Industry Advisor role.

Action Item Table

Responsible	Item	Action	Timing / Status
Chair / Vice chair	New method codes	Add fatty acid codes to DRW; edit total aflatoxins or fumonisins to Aflatoxins, total; add HT-2 codes; update method code documents; send to Andy; post on website	In next method code update (est. March 2015)
Chair / Vice chair	Survey labs for peroxide value method code	Survey labs to establish interest in adding PV AAFCO method code; request information on methods used	Due before mid-year meeting (January 2015)
Vicki Siegel	Canned pet food QRM	Ask Able for approximate shipping cost; set case price and add to QRM inventory	Due by end of September 2014
Vicki Siegel	Data Reporting Website	Request change to "Activity Receipts" not "Submission Receipts"; automate password retrieval	Due before mid-year meeting (January 2015)
Vicki Siegel	PFP Beet pulp sample	Add fiber analytes to the "Determine as desired" section of the AAFCO sample label	Prior to shipment (end of August 2014)
Vicki Siegel	Training & transition	Provide relevant training to those assuming tasks during transition to new chair	Until new chair / vice chair are independent

Current Issues and Outreach Committee Report/Minutes

2014 AAFCO Annual Meeting
August 25, 2014, 10:15 am, Sacramento, California

Committee Recommendations: None

Board Recommendations: The board accepted the report on 10/16/14.

Association Actions: None

Committee Participants

Members Present: Katie Brenner, Sam Davis, Chad Linton, Tim Darden, Ben Jones, Ali Kashani, Richard Ten Eyck, Meagan Davis, Steve Gramlich, Sam Davis, Kent Kitade and Tim Lyons.

Advisors Present: David Ailor, David Dzanis, David Fairfield, Bob Ehart, David Meeker, Scott Ringger, Jason Vickers and Kurt Gallagher.

Committee Report/Minutes

With over 290 members, advisors, guests and other attendees, Ali Kashani opened the meeting by welcoming the audience and introducing the new vice-chair of the committee, Katie Brenner, members and advisors. Ali then invited and encouraged members, advisors and attendees to submit topics for discussions as agenda items for future meetings and to contact him if there were suggested changes to the committee make-up.

Dr. Robert Waltz introduced the first guest speaker, Mr. Bob Ehart, Senior Policy and Science Advisor, National Association of State Departments of Agriculture (NASDA). Mr. Ehart presented NASDA's views and perspectives on current rules FDA has proposed under the 2011 Food Safety Modernization Act (FSMA). Following is a summary of Mr. Ehart talk with a copy of his PowerPoint slides posted on the AAFCO website:

"Food Safety Modernization Act (FSMA) does not replace the Food Drug and Cosmetic Act, it "enhances" it; therefore, human and animal food producers must conform to existing [previous] law and now the new provisions added to the FDA authority by FSMA. FSMA is the most significant change in agricultural policy in decades. For example, for the first time, farmers and feed operators are proactively regulated. The law not only governs the production of food for domestic producers, but also for imported producers as well. The law moves FDA's previous authority from reactive to requiring preventive controls to be in place to prevent microbial contamination. The law also codifies many good manufacturing practices, hazard analysis and critical control points (HACCP) and preventive controls (PC) for manufactured foods. FDA is in the process of promulgating seven major rules to implement the new Act. By court order, two of these rules must be in effect by May 31, 2015 (the PC rules for Human and Animal Feed) and three more by Oct 31, 2015 (Produce Safety, Foreign Supplier Verification and Third-Party Accreditation) with the remaining two (Intentional Adulteration and Sanitary Transportation) in effect by May 2016. A lot more information is available on FDA's website [Google "FDA FSMA" to get to the webpage for the law and rules].

NASDA will continue working with its affiliates to comment on the second drafts (supplemental rules) as they become available. Your (AAFCO) involvement in developing NASDA's comments have been very helpful. I look forward to continuing this effort on the second draft. In addition, NASDA is working on a draft implementation plan for an integrated food safety system. NASDA's first effort is for the Produce Safety Rule. Once that is complete we plan to develop another draft implementation plan for the Preventive Controls: Animal Food Rule. This effort cannot be completed unless we have input from

AAFCO members. We will continue to have ample reasons to work together over the coming year – and into the future.”

Ms. Lindsay Fernandez-Salvador of Organic Materials Review Institute (OMRI) was the second guest speaker and made a presentation on the national organic program standards. Ms. Fernandez-Salvador’s presentation covered the basic regulations for organic livestock production, specifically for livestock feed supplements and additives. It also goes into depth on a new guidance document from the National Organic Program on how certification agencies and OMRI should review livestock feed additives and supplements, including AAFCO vitamins and mineral ingredients. There are a number of label examples of typical evaluations. PowerPoint slides Ms. Fernandez-Salvador presented are posted on the AAFCO website.

Mr. William Stone of USDA/AMS made a presentation on a recent MOU his agency signed with FDA on certificate for export of pet food and livestock feed. Mr. Stone stated that the U.S. Department of Agriculture’s Agricultural Marketing Service administers programs that facilitate the efficient, fair marketing of U.S. agricultural products. The U.S. Department of Agriculture (USDA) signed an agreement with the U.S. Food and Drug Administration (FDA) that gives USDA the authority to certify animal feed and pet food products for export to foreign countries. The agreement is to address a number of countries around the world that do require certification for feed, feed stuffs, and pet food products in order to meet the import requirements. Mr. Stone’s PowerPoint presentation is posted on the AAFCO website.

Ms. Debra Roehrig of Nestle Purina PetCare Co., the last speaker of the session, gave a presentation on her workgroup efforts (Product Registration Standardization) which included the results of a questionnaire that was sent to all states through Survey Monkey. Each question was read and displayed on the screen for everyone to see and the results were given in percentage. Conducting the survey and compiling the results were the initial work of the group.

The meeting was adjourned at 12:00 PM

Committee Activities

ACTION: None

Education and Training Committee Report/Minutes

2014 AAFCO Annual Meeting
July 26, 2014, 1:30 pm, Sacramento, California

Committee Report

Committee Recommendations to Board and Membership: None

The board accepted the report on 10/16/14.

Committee Action Items

- 1) Recruit AAFCO members to attend JTA Feed Course and Curriculum Development Meeting
- 2) Seminar Planning for 2015
- 3) Microscopy Training Summary
- 4) Advanced Inspector Training
- 5) Sampling Workshop for Mid Year Meeting
- 6) AFRPS Workshop for Mid Year Meeting

Summary of Liaisons from ETC

- 1) Serve as a member on the Animal Food Preventative Control Safety Alliance Committee (AFPCSA) (Lyons)
- 2) Participate on the FDA Training Planning Summit Committee (Godwin, Davis)
- 3) Serve on the AFSPCA Training Curriculum Editorial Committee (Lyons)
- 4) Work on the IFPTI Fellowship for Food Protection Re-Development Committee (Lyons)

Committee Minutes 6/26/14

Committee Participants

Members Present:

Jim Fear, Judy Thompson, Darlene Krieger, Sam Davis, Mark Glover, Rick Manthei, Meagan Davis, Tim Lyons, Kristen Green, Bob Geiger, April Hunt, Tim Darden, Jim True, David Fairfield, Richard TenEyck

Advisors Present:

Kurt Gallagher, Tami Sargent PFI, Carlos Gonzalez, Leah Wilkinson,

Introductions and Agenda Review, Tim Lyons

New Leadership: Tim Lyons is the new chairperson with Jennifer Godwin and Meagan Davis acting as vice chairs. The change in leadership was requested by the AAFCO Board of Directors in January of 2014. The committee recognized both Gloria Dunnavan (absent) and Judy Thompson for their time of leadership for this committee.

AAFCO Committee Representation: Would like to have a representative from each standing AAFCO committee be on Education and Training Committee (ETC) so the ETC can be prepared to assist other AAFCO committees with training needs. Jennifer Godwin has lead this initiative and has recruited a placeholder from each committee except the Laboratory Committee.

National Environmental Health Association (NEHA) / Job Task Analysis (JTA)

Report on JTA in Denver, CO from the state perspective: Jim True (KY)

11 inspectors from 10 states across the country and 4 observers spent 3 days in Denver in March 2014 to discuss and review their roles as inspectors or feed specialists. The JTA is an important assessment to develop a cross section of what tasks a feed inspector completes on a daily basis across the nation from a state perspective. The JTA drilled down and focused on six primary areas.

- 1) Performing State and FDA feed facility inspections
- 2) Collecting animal feed samples
- 3) Investigations
- 4) Enforcement
- 5) Respond to emergencies

- 6) Perform education and outreach

Job Task Analysis (JTA) Process, Rance Baker, National Environmental Health Association (NEHA)

Rance continued and provided more insight on the Job Task Analysis process and survey results. As mentioned, 11 inspectors participated in the JTA. Following the analysis of the data from the JTA, a survey was developed to assess the validity of the JTA. The survey was sent to state feed programs throughout the country with assistance from AAFCO members. 135 people participated in the online survey related to the JTA. From the survey, a statistical analysis was conducted of the results and illustrated the likelihood of seeing the same responses of a JTA from other inspectors from across the country. The survey also exposed 5 tasks that were flagged under a 3 rating which implies that the task on average is performed less than "fairly often". These tasks were:

- 1) Document Facility Inventory
- 2) Obtain training in Incident Command System (ICS)
- 3) Perform ICS role
- 4) Develop Industry Education Programs
- 5) Educate Animal Feed Stakeholders

Next Steps and Future Needs – Jim Fear, FDA ORA-U and Craig Kaml, International Food Protection Training Institute (IFPTI)

FDA ORA-U and IFPTI are looking to develop national curriculum standards based on the JTA conducted by NEHA. Craig Kaml at IFPTI will review the survey results and see how it aligns with the Animal Feed Regulatory Program Standards (AFRPS). The future steps of the process include knowledge, comprehension, application, and reinforcement.

- 1) Curriculum Development - completion goal is January 2015
- 2) Design and Development – to begin around February 2015

NEHA, FDA ORA-U, IFPTI and members of the AAFCO ETC plan to have a conference call to begin soliciting additional subject matter experts for a November meeting. They will try to finish up the curriculum development near the AAFCO midyear meeting for presenting. Jim Fear mentioned how

Iowa State and Kansas State developed a Feed and Grain 101 course. There are other livestock and feed courses in development. When things are more regulatory specific, the state regulators will be the subject matter experts.

Bennie Osburn, Director of outreach and training for the Western Institute for Food Safety (WIFS) spoke briefly about training development. He explained how his group is collaborating with IFPTI and working on a blended learning concept with online manuals to study before a face to face meeting. They will be working with IFPTI and AAFCO on inspection training needs. They will package the training in a way that the information will be interactive.

Standard 2 Sub – Committee and Training Opportunities, Bob Geiger and Meagan Davis

- 1) Assess what training materials are currently available from all sources – state, FDA, industry, etc.
- 2) Basic Inspector Training (BITS) and Advanced Inspector Training (AITS)
 - a) Adjust the training curriculum to meet the standard 2 requirements
 - b) Possible development of an Intermediate Inspector Training
 - c) What other training exists, what gaps are out there
- 3) Develop a training event calendar – what training is already out there, list and links to state, federal and industry training opportunities and symposiums.
- 4) Include a separate training/workshop at the AAFCO midyear meeting – January 2014 in San Antonio.
 - a) A new training that is not already in the AAFCO budget
 - b) Possibly send out a updated survey to assess training needs
 - c) Possible AFRPS (standards) workshop at the mid-year meeting hosted by ETC and FDA.
 - d) Nancy Thies – has a proposal of a sampling workshop on what at GOOD sample is
 - i) For regulators, FDA, industry, management
 - ii) Workshop funded with cooperative agreement dollars and registration fees

- iii) Date is tentatively January 12
 - iv) It would be what management needs to know to make sure their organization is doing the right thing regarding sampling procedures
 - v) More information about the training will come out in October
- 5) AITS will be held January 27-29, 2015 in Baton Rouge, LA
 - 6) Washington expressed some interest in hosting a BITS or AITS course.
 - 7) Placement of the Workshop/Training Procedures and Proposal documents in the Feed Bin.

Certificate and Alliance Update, Tim Darden and Tim Lyons

- IFPTI has a learning management system that can track training certificates. The AAFCO BOD has voted and the association will be using this system for certificate endorsement and issuance of Preventative Controls Alliance training certificates. AFDO is doing the same thing with the food alliance. Topics of discussion were:
 - Discussion developed between the difference between certification and certificates “of attendance” which is what AAFCO and AFDO will issue.
 - Qualifications & trainings for “Train the trainers”. Who will manage this for AAFCO? Once a course is developed, AAFCO members, industry or anyone for that matter, could get trained to teach that individual class by the course developers and IFPTI trainers. Would have to pass some sort of competency that the person could in fact teach a given course.
 - The group discussed curriculum and AAFCO’s Feed and Feed Ingredients Manufacturing committee’s role in education.

2014 AAFCO Feed Administrator Seminar, Kristen Green

The AAFCO Feed Administrator’s Seminar (Seminar) was held and hosted again by the State of Montana in in May of 2014. 60 regulators and industry attended this event which was a huge success based on the post survey. Recognition went to Jennifer Godwin and her committee for making this event happen and successful again. Much appreciation goes to Bob Church and the State of Montana for hosting this event and all their hospitality. Hope it can head out there again someday.

In 2015, Seminar will be held in Shaker Village, KY from April 28-30. This will mark the 50th anniversary of the AAFCO Administrator Seminar, which was originally held in Shaker Village, KY. We will be encouraging all states to register early for this event as this popular event will have limited space, approximately 50, to hold everyone that wants to attend. This will pose another challenge for the Seminar committee. ***We are encouraging anyone and everyone with any seminar topics to send them to Jennifer Godwin or Kristen Green.***

Microscopy Training

Microscopy Training will be held the week of August 11, 2014 hosted by Alteca, LLC in Manhattan, KS. To date, 15 laboratory scientists are signed up with a goal of 30 to be in attendance. It is open to public and private laboratory chemists covering ingredient verification and feed contaminants. This has been something that has been asked for by the Laboratory Committee for quite a while. Some logistical questions and confusion was raised by the Laboratory committee. Since this was the first training coordinated by this committee, hopefully any confusion will be addressed within the procedures and training proposal documents.

Financial needs 2015-16: will identify next meeting.

Meeting was adjourned at 2:56pm

Action Item Table

Responsible	Item	Action	Timing / Status
Tim Lyons/Jim True	Continue to work with NEHA, IFPTI, FDA on Training	SME's for October Training Framework	
Tim Lyons	Microscopy Post Survey		
Jennifer Godwin	Seminar Committee		
Meagan Davis	AITs		
Meagan Davis/ETC Leadership	Standard Training for Mid Year		
Nancy Thix	Sampling Analysis for Mid Year		

Feed and Feed Ingredient Manufacturing Committee Report/Minutes

2014 AAFCO Annual Meeting
July 25, 2014, 1:30-3:30 pm, Sacramento, California

Committee Recommendations:

Report acceptance – Vote completed August 20, 2014

Board Recommendations:

Report accepted – 10/16/14

Association Actions:

Report accepted – date

Committee Participants:

Members present: Ken Bowers, William Burkholder, Bob Church, Stan Cook, Tim Darden, Mike Davidson, Bob Geiger, Jo Gully, Jamey Johnson, Ben Jones, Ali Kashani, Darlene Krieger, Doug Leuders, Dragan Momcilovic, Wayne Nelson, Judy Thompson

Advisors present: David Ailor, Veronica Daenzer, David Dzanis, Bob Ehart, David Fairfield, Matt Frederking, Diane Loiselle, David Meeker, Jessica Meisinger, Richard Sellers, Charles Starkey

Committee Report/Minutes:

- 1) Meeting called to order by Judy Thompson at 1:30 pm PT. Members and advisors introduced themselves.
- 2) The minutes from the 2014 Mid-Year Feed and Feed Ingredient Manufacturing Committee Meeting held on Thursday, January 9, 2014 were voted on and approved on March 19, 2014. These were posted to the website. No further action is needed.
- 3) Review of Action Items (See Attachment A)
 - Mineral Guidelines Working Group
Dr. William Burkholder has reviewed and updated Table 1 with the exception of sheep where the NRC has identified a myriad of levels. Dr. Burkholder's intent is to finalize Table 1 and then share that with working group members. A progress report will be provided to the Committee at the 2015 Mid-Year Meeting.
 - Emergency Response Working Group
(Strategic Plan) – Leadership of this working group has shifted from Glo Dunnavan to Darlene Krieger. The working group intends to review and revise the information on emergency response in the current OP as the first order of business. After that, the working group will develop a folder in the FeedBin for States to place any table top exercise materials they may have for others states to use. The final step will be to develop a table top exercise that could be used at an upcoming AAFCO meeting.
 - Feed Preventative Control Alliance
Judy Thompson, Dan Danielson and Tim Lyons will be joining the Sub-Committee. Regular updates will be provided at future FFIMC meetings.
- 4) CVM/AMS Agreement for Export Certification; Will Stone, International Marketing Specialist, USDA Agricultural Marketing Service – Will Stone provided the Membership with a update of the CVM/AMS agreement. (See Attachment B)
- 5) US Federal Regulatory Update
 - i) What's next for FSMA? (Kim Young, FDA)
 - a) Comment period for the original proposal is closed. Over 2000 comments were received ranging in length from one page to hundreds of pages. The FDA is in the process of reviewing the comments and developing the responses to the individual comments to include in the final regulatory package.
 - b) A supplemental proposal has been developed based on comments from stakeholder

meetings. The supplemental proposal will not respond to all comments received but will provide clarification of various parts of the original proposed regulations. The supplemental proposal will provide an additional opportunity to provide comments. Responses to these comments will also be included in the final regulatory package.

- c) As discussed by Joann Givens in the Current Issues and Outreach Committee, SMEs are being hired by the Centres to respond to questions from the field (Federal/State regulators and investigators as well as regulated parties) in real time. Kim introduced two of the SMES who were in attendance at the meeting: Kevin Klomnhaus and Dianne Milazzo.
- ii) Preventative Controls Alliance Update (Sonya Lambkin)
 - a) Deliverables
 - i) Animal Training Curriculum – A training course will be created to provide the animal food industry and regulators with information on the current Good Manufacturing Practice (cGMPs) and Hazard Analysis and Risk-based Preventive Controls for Animal Food. Specifically, the training course will include the fundamentals of the cGMPs and Food Safety Plans, an explanation of FDA’s regulation and guidance materials to help develop a Food Safety Plan, and class exercises in hazard analysis and Food Safety Plan development. The Animal Training Curriculum will include multiple examples of Food Safety Plans for different segments of the animal food industry, tentatively including plans for dry food, liquid feed, animal co-products, plant co-products, pet food, and minerals, vitamins and micro-ingredients.
 - ii) Guidance – Addresses possible hazards in animal food ingredients and manufacturing processes.
 - iii) GMP Training Needs – To be discussed.
 - iv) Timeline – By court order, the Preventive Controls for Food for Animals final rule must be published in the Federal Register by August 30, 2015.
 - 11/ 1/2015: Finalize PC Alliance Standardized Curriculum
 - 11/ 1/2015: Begin PC Alliance Train-the-Trainer
 - 1/ 1/2016: Begin training of industry and regulators
 - 8/30/2016: Compliance by Large Firms
 - 8/30/2017: Compliance by Small Firms
 - 8/30/2018: Compliance by Very Small Firms
- 6) Implementation Plan for FSMA – Judy Thompson provided an overview of the anticipated impacts of FSMA on the work of various AAFCO Committees. AAFCO will be developing an implementation plan to assist committees in accomplishing the important work to support FSMA in addition to regular work.
- 7) Canadian Regulatory Update – Judy Thompson provided the Membership with a regulatory update of the current and planned changes for the Canadian Food Inspection Agency (CFIA). (See Attachment C)
- 8) ISO/ TC 34/ SC17/ WG 9 – Judy Thompson provided the Membership with a brief update on the formation of a working group in ISO to work on the development of feed production prerequisite programs. (See Attachment D)
- 9) Industry Stakeholder Updates
 - a) AFIA (Richard Sellers): Feed/Safe Food became the first program in the world to be benchmarked for both feed and pet food under the Global Food Safety Initiative (GFSI).
 - b) National Renderers Association (David Meeker): 117 rendering plants are now certified in the Rendering Code of Practice in the U.S. and Canada, representing 95% of total production. This is a HAACP- based program using third-party auditors. The program is being updated now to align with AFIA’s newest version of Safe Feed/Safe Food, and will align in the future with SQFI and GFSI. This program should prepare the industry well to comply with FSMA as rules are finalized.
- 10) Other Business
 - a) Dragan Momcilovic advised the Membership that in June 2014, FDA issued a draft guidance to address various issues related to the use of nanotechnology in food ingredients intended for use in food for animals. FDA requests public comments on this draft guidance by

September 10, 2014. The Draft guidance can be accessed at <http://www.fda.gov/downloads/AnimalVeterinary/GuidanceComplianceEnforcement/GuidanceforIndustry/UCM401508.pdf>

Meeting adjourned at 2:45 as there was no other business.

Acceptance of the Minutes/Report

The draft report was circulated to committee members and advisors on August 12, 2014. Motion to accept the minutes was made by Ken Bowers on August 12, 2014. Seconded by Tim Darden. The minutes were accepted on August 20, 2014 after a majority of 12 aye votes were recorded (0 nay votes).

Attachment A – Action Item Table

Completed Items

Responsible	Item	Action	Timing / Status
Judy Thompson	Establish working group and develop FSMA comments for Board of Directors	Recruit working group members and develop process for collecting comments (January 2014). Working Group Members – Doug Leuders, Ken Bowers, Tim Darden, Judy Thompson (lead)	Completed
		Draft comments for approval by BoD	Completed
Ali Kashani	Request NASDA comments	Request comments on food preventative controls from NASDA and provide copy to working group	Completed
Sharon Benz	Lead for Mineral Guidelines Working Group	Sharon Benz to identify lead from CVM for Mineral Guidelines Working Group Dr. Burkholder has been identified as lead for this working group (September 15, 2013)	Completed
Judy Thompson/ Glo Dunnavan	Strategic Plan – Emergency Response	Circulate proposed member survey and workplan for tabletop exercise to working group and FFIMC members and advisors and request comments to Glo by September 15, 2013 (Judy)	Completed
		Survey AAFCO members regarding their emergency response plans (Glo)	Completed

Outstanding Items

Responsible	Item	Action	Timing / Status
Mineral Guidelines Working Group	Review and Revise Mineral Guidelines	Working group to develop plan to review and revise Mineral Guidelines in the OP for discussion by the Committee Workgroup Members: Bill Burkholder (lead) Jon Nelson, Tim Costigan, Jennifer Kormos David Syverson, Bill Hall, Dave Dzanis, Roger Hoestenbach	Update at January 2015 Mid-Year Meeting
Darlene Krieger	Strategic Plan – Emergency Response	Working Group to: review and revise the information on emergency response in the current OP develop a folder in the FeedBin for States to place any table top exercise materials they may have for others states to use develop a table top exercise that could be used at an upcoming AAFCO meeting. Workgroup Members: Darlene Krieger (lead), Glo Dunnavan, David Fairfield, Dragan Momcilovic, Tim Darden, Mark Glover, Stan Cook, Tim Lyons	Update at January 2015 Mid-Year Meeting

Responsible	Item	Action	Timing / Status
Mike Davidson	BOD Request – Review Feed Preventive Control Alliance Certificate Program Training Material	Provide updates on training material development in regular committee reporting. Industry/Academia: David Ailor, NOPA; David Fairfield, NGFA; David Meeker, NRA; Henry Turlington, AFIA; Kim Koch, North Dakota State University FDA: Kim Young, Sonya Lambkin AAFCO: Mike Davidson, Judy Thompson, Dan Danielson, Tim Lyons	Ongoing reporting of PC Alliance activities Update at January 2015 Mid-Year Meeting

Attachment B – CVM/AMS Agreement for Export Certification PPT

Can be found on the past committee meeting minute's page on the AAFCO website:
<http://www.aafco.org/Meetings/PastMeetingInformation/CommitteeMeetingMinutes.aspx>

Attachment C – Canadian Regulatory Update PPT

Can be found on the past committee meeting minute's page on the AAFCO website:
<http://www.aafco.org/Meetings/PastMeetingInformation/CommitteeMeetingMinutes.aspx>

Attachment D – ISO/TC34/SC17/WG 9 PPT

Can be found on the past committee meeting minute's page on the AAFCO website:
<http://www.aafco.org/Meetings/PastMeetingInformation/CommitteeMeetingMinutes.aspx>

Ingredient Definitions Committee Meeting

2014 AAFCO Annual Meeting
July 26, 2014, 4–6 pm, Sacramento, CA

Committee Recommendations to the Board and Membership:

- 1) Delete the following Tentative definitions:
 - a) T3.2 Dehydrated Alfalfa meal, 2014 online OP rev 1 page 353
 - b) T9.40 Meat Meal, 2014 online OP rev 1 page 361
 - c) T9.41 Meat and Bone Meal, 2014 online OP rev 1 page 361

- 2) Move the following Definitions to Official status:
 - a) TT 36.16 Dried L-Lysine Fermentation Product 2014 online OP rev 1 page 385
 - b) T60.112 (*blank – Fruit) Pomace, 2014 online OP rev 1 page 414
 - c) T73.100 Yeast for Production of Distillers Products, 2014 online OP rev 1 page 432
 - d) TT73.100 Yeast for Production of Distillers Products, place an “and/or” between the paragraphs describing each yeast, 2014 online OP rev 1 page 432
 - e) T73.105 Sodium Hydroxide Lignin Dehydrated, 2014 online OP rev 1 page 432
 - f) T73.200 Xanthan gum, 2014 online OP rev 1 page 432
 - g) T75.10 _____ Stabilized Rice Bran, 2014 online OP rev 1 page 435
 - h) T87.30 Table of Flavoring agents, 2014 online OP rev 1 page 444

- 3) Publish the following new definitions as Tentative in the OP: (Text is in “IDC Attachment A”)
 - a) T71.30 Mustard Meal
 - b) T73.300 Sodium Salts of Fatty Acids
 - c) T73.301 Potassium Salts of Fatty Acids
 - d) T57.165 Zinc Hydroxychloride
 - e) T87.29 Yucca schidigera

- 4) Publish the following CFR language as Official in the OP:
 - a) 87.27 Formic acid, (Text is in “IDC Attachment A”)

- 5) Publish the new feed term “Field Wilted” in the OP. Text is in “IDC Attachment A”)

Board Recommendations: The board accepted recommendations 1–5 on 10/16/14 and recommends the same to membership.

Membership Actions:

IDC Committee 7/26/2014 Minutes:

Committee Members Present: Erin Bubb; Alan Harrison; Brett Groves; Mark LeBlanc; Dave Phillips; Steve Gramlich; Richard TenEyck; Mika Alewynse; April Hunt; Ali Kashani; Don Delorme.

Industry Advisors Present: Jill Franks; Steve Traylor; Jan Campbell; Jonathan Goodson; Jessica Meisinger; David Meeker; Emily Helmes; Charles Starkey; David Ailor; Kristi Smedley; Dave Dzanis; Jon Nelson; Leah Wilkinson; Jean Hofve; Susan Thixton.

Life Member: Kent Kitade.

Actions taken on definitions.

- 1) Investigator annual recommendations to move tentative to official
 - a) T3.2 Dehydrated Alfalfa --Erin Bubb recommends **deletion**. Brett moves to ACCEPT; Steve seconds. MOTION PASSES

- b) T9.40 Meat Meal—Richard recommends move to official. Steve moves to ACCEPT; Brett seconds. Motion Withdrawn

Discussion: Steve Traylor informed that no report had been provided by industry regarding phosphorus content on meat meal and meat and bone meal. Leah Wilkinson said that AFIA has no problems with this as a tentative definition, but not as official. Susan Thixton concurred that this is not agreed. Steve Gramlich withdrew the motion and Dave withdraws second. David Meeker supports deleting the new tentative definition.

Steve moves to delete the T9.40 definition. Dave seconds. MOTION PASSES.

- c) T9.41 Meat and Bone Meal – Richard recommends move to official. Brett moves to delete T9.41. April seconds. MOTION PASSES.
- d) T33.19 Hydrogenated Glycerides – Ken recommends move to official. Alan moves to ACCEPT. Brett seconds. MOTION PASSES.
- e) TT36.16 Dried L-Lysine Fermentation Product, Jan recommends move to official. Dave moves to ACCEPT. Steve seconds. MOTION PASSES.
- f) T54.33 Bovine Colostrum, Richard recommends move to official. Mark LeBlanc moves to leave this definition as tentative. Alan seconds. MOTION PASSES

Leah said that these should be brought forward at annual meeting and permit discussion to take place. Steve T encouraged the IDC to not set a precedent. New ingredients should be published in the paper edition as Tentative before going official.

- g) T54.34 Dried Bovine Colostrum, Richard recommends move to official. Mark LeBlanc moves to leave it as tentative. Steve seconds. MOTION PASSES.

Brett Groves questioned whether there is a test method for colostrum and hence how do we know it is not milk.

- ~~h) TT60.111 Biodiesel-derived Glycerin, Item removed from IDC agenda. membership already deleted it on 7/25/14~~
- i) T60.112 (*blank - fruit) Pomace, page 414 Erin recommends move to official. Brett moves to ACCEPT. Mark seconds. MOTION PASSES.
- j) T73.100 Yeast for Production of Distillers Products, Richard recommends move to official. Steve moves to ACCEPT. Dave seconds. MOTION PASSES.

What is the difference between T and TT designation? It indicates there was already a tentative definition in the OP when the next one was proposed. Richard TenEyck said that the TT definition was added by membership in January, and that it has only been published in the online OP and not in the paper OP. Mika explained that this ingredient will only be seen on the yeast label going to the ethanol producer.

The yeast would be a component of the DDGS, as such the yeast would not be listed as an ingredient in any feedstuff.

- k) TT73.100 Yeast for Production of Distillers Products, Richard recommends move to official. Steve moves to ACCEPT. Ali seconds. MOTION PASSES.

Steve Traylor suggested that there should be an “or” separating these 2 definitions, otherwise it will be very confusing.

- l) T73.105 Sodium Hydroxide Lignin Dehydrated, Richard recommends move to official. Steve moves to ACCEPT. April seconds. MOTION PASSES.
- m) T73.200 Xanthan gum, Richard recommends move to official. Mark moves to ACCEPT. Brett seconds. MOTION PASSES.
- n) T75.10 ____ Stabilized Rice Bran, page 435, IDC recommends move to official. Ali moves to ACCEPT. Mark seconds. MOTION PASSES.
- o) T87.30 table of flavoring agents on page 444, Richard recommends move to official. Mark moves to ACCEPT. Brett seconds. MOTION PASSES.

Mika said that these are the natural flavors that CVM has used enforcement discretion for a long time. Kristi said that they are currently listed as Food Additives for human use.

- p) T93.9 ____ Wheat Gluten , page 453, IDC recommends move to official. Mika so moved; Steve seconds. Mark mentioned that it is not in the hard copy of the AAFCO OP. Mika removed her motion. Steve seconds. Mark moved that this remain tentative. Dave seconds. MOTION PASSES.

2) New Definitions

- a) T71.30 Mustard Meal -Modification - Bob Church. Mark moves to ACCEPT. Brett seconds. MOTION PASSES.

Bob Church said that he has taken several questions on this definition and believes that the definition should be tightened. Steve (Agrisoma), a Canadian company that supplies mustard meal and they believe that the definition should remain as is or that this variety should be added to the new tentative definition. He presented information on Brassica carinata, Ethiopian mustard. They have conducted animal feeding trials and have gotten Canadian approval and are working with the US FDA currently. It is essentially identical to other mustard meals on the market. Mika Alewynse clarified that the Agrisoma information is still under review and that FDA cannot support this addition to the definition at this time. Leah questioned whether we are going to review every species and every crop and this creates a large burden for industry. Susan Thixton commented that she would like to see the animal species specified. Judy Thompson pointed out that the company could market based on the current official definition. Mika said that the company can market the mustard meal if they have self-determined as GRAS based on scientific procedures using a qualified expert panel. Kristi Smedley said that if an ingredient is safe and meets an AAFCO definition, then it can be marketed. Dave Dzanis reminded that we have always in the past added a new Tentative definition and then automatically removed the old definition.

Mika moves to REMOVE the original definition, 71.30 Mustard Meal, Solvent-extracted. Brett seconds. MOTION FAILS.

Judy Thompson asked how you can delete a definition without any notification. Leah agreed that this change cannot be made without notification as this would indeed have market ramifications.

- b) T73.300 & T73.301 Sodium Salts of Fatty Acids and Potassium Salts of Fatty Acids – Richard (One request split into two definitions). Steve moves that T73.300 become a new tentative definition. Brett seconds. MOTION PASSES. Steve moves that T73.301 be made a tentative. Erin seconds. MOTION PASSES.

- c) T3.5 Direct Dehydrated Alfalfa Meal or Pellets --- NO MOTION MADE.

Erin recommended that this needs more work. IDC agreed to defer. Erin proposes a Work Group be formed to include members of states where alfalfa is produced together with stakeholders. Richard asked Erin to come back in January with a consensus solution

- d) T57.165 Zinc Hydroxychloride – Jennifer Kormos.

Mark moves that the definition be approved as Tentative. Dave seconds. MOTION PASSES.

Susan Thixton is concerned about the amount of heavy metals allowed in this ingredient particularly lead. Kristi Smedley indicated that the established metal contaminate levels were below the AAFCO prescribed limits for mineral products and below the tolerable levels set by NRC. Mika explained that the level used would be extremely low in the diets and the metals content were reviewed and the use level restriction was imposed. Jean Hofve explained that pet foods include 300% of NRC and hence this is a concern. Jon Nelson informed that the levels are quite low. Dr. Oscar Chavez, DVM & Dr. Cathy Alinovi, DVM from the audience spoke and presented concern of bioaccumulation of the lead in the human food. Mika said that they looked at margin of safety in their evaluation and FDA toxicologists reviewed this ingredient dossier. In this case, there was no concern however specifications were put in place to ensure that use would be safe. Susan Thixton of Association for Truth in Pet Food asked Mika Alewynse of FDA if consideration was given to the effects of heat for this ingredient such as with extrusion and Dr. Alewynse couldn't recall.

- e) T3.2A Dehydrated Suncured Alfalfa – NO MOTION MADE.

Erin recommended that this needs more work. IDC agreed to defer. Erin proposes a Work Group be formed to include members of states where alfalfa is produced together with stakeholders. Richard asked Erin to come back in January with a consensus solution.

- ~~f) T27.xxx deoiled distillers grains. (placeholder) — Steve removed from agenda~~
- ~~g) Xx.xxx Glucose Syrup (late add) (need form) — Mika removed from agenda~~
- ~~h) xx.xxx Hydrolyzed Wheat Protein (late add) (need form) — Mika removed from agenda~~
- i) T87.29 Yucca schidigera, —Richard.

Mika moves to ACCEPT this new tentative definition. Steve seconds. MOTION PASSES. The plan is to leave the current definition in the table until this new tentative definition becomes official.

3) Modifications to tables etc.

- a) 87.27 Formic Acid, page 431-Sharon. This is an editorial change to add the CFR language for this Food Additive into the OP. Steve moves to ACCEPT. Mika seconds. MOTION PASSES.
- b) **New Feed Term:** Field Wilted (process)-Material partially dried by exposure in open air and to the direct rays of the sun before further processing. — Ali.
Steve moves to ACCEPT. Mark seconds. MOTION PASSES.

Ali said that the alfalfa investigator felt this was needed. Jon Goodson advised that the current terms work fine. Erin Bubb added that this feed term would be useful in that it is being used by alfalfa processors.

4) Discussion Topics:

- a) Meat Meal Work Group Report – (need new leader) Jan Jarman, Meagan Davis, Susan Thixton, Dave Meeker, Jill Franks, Leah Wilkinson. No report was given. Discussion was held to determine if the group was needed. Industry said no, consumers said yes. Susan Thixton of Association for Truth in Pet Food objected to tentative ingredients being deleted and then the meat meal working group being disbanded. No regulators were willing to lead the group. Chair instructed that the Work Group be disbanded. The chair will pursue other means to accomplish the revisions needed in the animal products section.
- b) Report on Ingredient Monograph Pilot - Kent Kitade. Kent reported the results of the monograph pilot project. For Food Additives and GRAS definitions, the FDA looks at information from one firm, according to Dan McChesney. Therefore by having monographs on ingredients, then it would provide standards for the ingredients no matter who proposed the ingredient. Dan McChesney, FDA voiced support of the concept. It was agreed to take this topic up in a Webinar in the future to enable discussion on this topic.
- c) Environmental information on definition requests – Mika Alewynse , CVM.

Mika informed the committee that there has been some confusion about the information needed to support an AAFCO definition. Because of FDA's interest in having definitions become food additive regulations (21 CFR 573), FDA is asking for an environmental statement specific to the regulations as provided in 21 CFR 25. As the vast number of ingredients occur naturally in the environment and are sources of proteins, minerals, and hence this is a substitution of the use of other ingredients. New ingredients will typically not have a material impact on the environment. Mika indicated that most AAFCO definition could likely refer to the categorical exclusion for natural product ((21 CFR 25.32(r)). Submitters should consider what happens to the ingredient in the environment, and whether any extraordinary circumstances take place with the ingredient. Exemptions from the need for environmental assessments need to be correctly articulated in definition request packages. Examples of this type of exclusion language can be found at 21 CFR 25.32. Kristi Smedley noted that ingredient definitions, as they are handled under enforcement discretion, were not under the jurisdiction of the National Environmental

Policy Act (NEPA) as such are not required to provide an environmental assessment. This is similar to GRAS notifications as no rule-making is promulgated., no environmental assessment is required.

- d) Update on the number of food additive petitions and number of ingredient definitions that are submitted for review. – Mika, CVM. 12 Active food additive petitions. 5 Inactive food additive petitions. 18 Ingredient definitions are being worked on. This is the largest number the CVM has ever had.
- e) The following Definition Requests are stale. The submitting firm needs to respond to the indicated investigator by 7/26/14 or the request will be removed without prejudice from investigator consideration. Typically CVM has asked the firm for more information 2 years ago or more, and has not received a response. The firm will need to send a new request package with all information if they want to pursue the listing after 7/26/14. For communication only. NO MOTION WAS MADE.
 - i) Oilseed Protein Modified - Bob Church
 - ii) Agave Syrup — Erin Bubb
 - iii) Artemia Frozen Biomass - Richard Ten Eyck
 - iv) Artificially Dried Deer Antler Velvet - Richard
 - v) Borage Oil - Ken Bowers
 - vi) Brewers Condensed Yeast – Jenna Areias
 - vii) Choline Stabilized Orthosilic Acid – Erin
 - viii) Cooked Bone Meal (modify Definition to incl steamed)- Jennifer
 - ix) CoQ10 – Erin
 - x) Gelatin By Products (modify 60.29) – Richard
 - xi) Hydrolyzed Whole Cassava Meal - Erin
 - xii) Kiwi Fruit Extract – Erin
 - xiii) Kombo Nut - Erin
 - xiv) Meadowfoam Seed Meal – Bob
 - xv) Milk Protein Concentrate - Richard
 - xvi) Noni Fruit – Richard
 - xvii) Stevia Rebauiana (flavor) - Richard
 - xviii) Sunflower Hull Ash - Bob (needs to go to Jennifer)
 - xix) Whey Minerals - Richard
 - xx) Whey Permeate Dried Yeast - Richard

IDC Attachment A for 7/26/14 meeting

Recommendation #3: Publish the following new definitions as Tentative in the OP:

- 1) **T71.30 Mustard Meal, Solvent Extracted** is the product obtained by grinding the cake which remains after removal of some of the oil by mechanical extraction, and removing most of the remaining oil by solvent extraction. It is obtained from the seed of the cultivated mustard plants *Brassica juncea*, *Brassica nigra*, and *Sinapis alba* (formerly *Brassica alba*). Use should be restricted to cattle and sheep and at no more than 10% of the ration. It should not be fed to lactating dairy cows if milk production is for human consumption because of objectionable taste and/or odor. (Proposed 1972, Adopted 1973,)

IFN 5-12-149 Mustard seeds meal solvent extracted

2) **Binders**

T73.300 Sodium Salts of Fatty acids are obtained by the neutralization of feed grade vegetable origin free fatty acids, or saponification of vegetable oil or a combination thereof. The specifications of the starting materials must meet the requirements stated in the AAFCO definition 33.3 (Hydrolyzed Vegetable Fats, or Oils, Feed Grade) and the AAFCO definition 33.2 (Vegetable Fat, or Oil), respectively. Sodium hydroxide is used in the neutralization or saponification reactions. The resulting sodium salts are used as a binder and/or lubricant in the pelleted and flaked feed. The source of the fatty acids or vegetable oil shall be indicated on the label. Sodium salts are in dry form with the maximum moisture not to exceed 8 percent by weight. It may be used in animal feed in amounts calculated on an "as is" basis not to exceed 5.5 lb/ton. Sodium salts of Fatty Acids shall be labeled with guarantees on an "as is" basis for no more than 0.5% free fatty acids, no more than 12% glycerin, not less than 67% total sodium salts of fatty acids, and no more than 1% unsaponifiable matter.

3) **Binders**

T73.301 Potassium Salts of Fatty acids are obtained by the neutralization of feed grade vegetable origin free fatty acids, or saponification of vegetable oil or a combination thereof. The specifications of the starting materials must meet the requirements stated in the AAFCO definition 33.3 (Hydrolyzed Vegetable Fats, or Oils, Feed Grade) and the AAFCO definition 33.2 (Vegetable Fat, or Oil), respectively. Potassium hydroxide is used in the neutralization or saponification reactions. The resulting potassium salts are used as a binder and/or lubricant in the pelleted and flaked feed. The source of the fatty acids or vegetable oil shall be indicated on the label.

Potassium salts are in liquid form with the maximum moisture not to exceed 68 percent by weight. It may be used in animal feed in amounts calculated on an "as is" basis not to exceed 15.5 lb/ton. Potassium salts of Fatty Acids shall be labeled with guarantees on an "as is" basis for no more than 0.5% free fatty acids, no more than 10% glycerin, not less than 24% total potassium salts of fatty acids, and no more than 1% unsaponifiable matter.

- 4) **T57.165 Zinc hydroxychloride** is the hydrolysis product of zinc chloride having the empirical formula $Zn_5(OH)_8Cl_2(H_2O)$. The particle size must not exceed 100 microns. It must contain not less than 54% zinc and is intended to be a source of zinc for use in livestock and companion animal diets. It must not contain more than 20% chloride, 90 ppm lead, 15 ppm chromium, 10 ppm arsenic, 10 ppm cadmium, and 0.2 ppm mercury. (Proposed 2014 rev 2)
- 5) **T87.29 Yucca schidigera Extract** may be used as a flavoring agent in all animal foods. It is also an aid in the control of manure odor (post-excretion) when added to finished feeds of poultry, livestock, rats, mice, hamsters, gerbils and hedgehogs. The inclusion rate shall be the minimum quantity necessary to produce the intended effect, but not exceeding 125 ppm in the finished feed. 21 CFR 172.510. IFN 8-19-700 Yucca, Mohave extract.

Recommendation #4 Publish the following CFR language as Official in the OP:

- 6) **87.27 Formic Acid** is manufactured by heating carbon dioxide and NaOH under pressure and

decomposing the resulting sodium formate with H_2SO_4 , the resulting formic acid, CH_2O_2 , has a molecular weight of 46.02. Formic acid may be safely used in accordance with the following conditions:

(a) The additive is used as a preservative in hay crop silage in an amount not to exceed 2.25 percent of the silage on a dry weight basis or 0.45 percent when direct cut, as follows:

(1) The top foot of silage stored should not contain formic acid and

(2) Silage should not be fed to livestock within 4 weeks of treatment.

(b) The additive is used or intended for use as a feed acidifying agent, to lower the pH, in complete swine feeds at levels not to exceed 1.2 percent of the complete feed.

(1) The additive consists of not less than 85 percent formic acid (CAS 64-18-6).

(2) The additive meets the following specifications:

(i) Free methyl alcohol not to exceed 1,000 parts per million (ppm);

(ii) Methyl formate not to exceed 1,000 ppm; and

(iii) Moisture not to exceed 15 percent.

(3) To assure safe use of the additive, in addition to the other information required by the Federal Food, Drug and Cosmetic Act, the label and labeling shall contain:

(i) The name of the additive.

(ii) Adequate directions for use including a statement that formic acid must be uniformly applied and thoroughly mixed into complete swine feeds and that the complete swine feeds so treated shall be labeled as containing formic acid.

(4) To assure safe use of the additive, in addition to the other information required by the Federal Food, Drug, and Cosmetic Act and paragraph (b)(3) of this section, the label and labeling shall contain:

(i) Appropriate warnings and safety precautions concerning formic acid (85 percent formic acid).

(ii) Statements identifying formic acid (85 percent formic acid) as a corrosive and possible severe irritant.

(iii) Information about emergency aid in case of accidental exposure.

(A) Statements reflecting requirements of applicable sections of the Superfund Amendments and Reauthorization Act (SARA), and the Occupational Safety and Health Administration's (OSHA) human safety guidance regulations.

(B) Contact address and telephone number for reporting adverse reactions or to request a copy of the Material Safety Data Sheet (MSDS). (21 CFR 573.480) (Proposed 2011, Adopted 2012, 2013, edited xxxx)

Recommendation #5 Publish the new feed term

- 7) **“Field Wilted (process)**-Material partially dried by exposure in open air and to the direct rays of the sun before further processing.”

Inspection and Sampling Committee

2014 AAFCO Annual Meeting
July 26, 2014, Sacramento, CA

Committee Recommendations: None

Board Recommendations: The board accepted the report on 10/16/14.

Association Actions: None

The meeting was called to order by Co-Chair Dan Danielson at 10:35am. He asked that any people that would like to join the committee at this time please come forward and sit with the committee members. All committee members introduced themselves, all advisors introduced themselves. There were also two callers on the phone line, Jennifer Godwin and Doug Lueders. We have three new members to the committee, Kevin Klommhaus, CVM replacing Shannon Jordre, Stan Cook, MO and Mark Glover, CVM.

Isaiah Isakson, FDA/ORA Feed Specialist introduced himself and he will be the point of contact for all matters concerning AAFCO and the AFRPS. He thanked all members that helped work on the standards and without their help and the support of AAFCO, the standards could not have been completed. The FDA hosted 4 phone calls to provide an overview of the standards and field questions about contract options. He discussed Standards 3 and 11 with the committee. He will be working with the states to help them with any concerns or matters that they may have will incorporating the standards. He stated that there is a Webinar on Standard 10 on August 19, 2014 at 2-3pm. All parties interested are encouraged to attend. He gave the group his contact information and phone number for questions in the future, 303-236-3087.

Darlene Krieger, CVM, discussed a recent Risk Based Sample Targeting System that was incorporated in her previous district. This system is to allow states to have a science risk based evaluation to choose firms for inspection in a timely matter. This is done with a Risk Ranking Score System that identifies and collects inventory of all feed facilities. Some of the risk factors are types of inventory on hand, type of firms to be inspected, previous inspection results, frequency of inspections, livestock to be fed or pets, and volume of firm along with many more questions. All firms were scored according to this scoring system and assigned a number with pre/post inspections. After scores were assigned to each firm, this determined the frequency of the next inspection. The theory is that the firms not inspected recently or the higher risk firms will be inspected immediately and more often. The scoring system is currently on a spreadsheet form that will automatically tally all scores and is available to any one that wants to look at it, use it, or improve upon it for their own state. Contact Darlene Krieger if you want the spreadsheet as she will send it to you.

Meagan Davis gave a final update on the previous Basic Inspectors Training Seminars conducted last year in the spring and fall in Louisiana. There were approximately 85 inspectors at each seminar. There is an Advanced Inspectors Training Seminar scheduled for January 26-30, 2015 in Baton Rouge, LA. Some things are still to be finalized, but will be completed soon and sent out to the membership for registering for this training. If you have any questions, please contact Meagan Davis.

Chad Linton, Co-Chair, brought up New Business with asking the group for suggestions for the future of this committee. With the onset of FSMA and AFRPS, this group will be responsible for helping with the training and updating of sampling techniques for all products in the feed world. If any member has an idea about a product that this committee needs to look at for a new sampling technique or revision of an existing one, then please contact a committee member to discuss the options and we will bring it to the committee for discussion.

Meeting was adjourned at 11:48 am.

Laboratory Methods and Services Committee Report/Minutes

2014 AAFCO Annual Meeting
July 26, 2014, 8:00 am to 5:00 pm, Sacramento, CA

Committee Recommendations: None

Board Recommendations: The board accepted the report on 10/16/14.

Association Actions: None

Committee Participants: (C *Committee members, ** Advisors)

Aaron Price*	Canadian Food Inspection Agency	aaron.price@inspection.gc.ca
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Committee Report:

Committee Activities

ACTION: Agenda Approval

MOTION: "Motion to accept the agenda for the 2014 Annual Meeting of the Lab Methods and Services Committee" passes (all in favor) (Doc #1)

Committee Minutes:

- The Laboratory Methods and Services (LMS) committee membership roster and industry advisor listing has been updated since last meeting (Doc #2). People wishing to be added or eliminated from the list should contact Aaron Price or Nancy Thieux.
- People wishing to volunteer for any of the working groups should contact Aaron Price or Nancy Thieux.
- The AAFCO website is being totally revamped (Doc #3). Need feedback, lab specific photo and volunteers. Will not incorporate working group activities – they will remain on FoodShield. The secure side of the current AAFCO web site will be discontinued.
- Updates on collab studies:

- Starch collaborative study (update provided by Nancy Thiex): AOAC ERP is up for OMB review and approval prior to AOACI Annual Meeting.
- AOCS Fatty Acid Collab (update provided by Gina Clapper). Study complete (Doc #4). Gina to provide raw validation data as well.
- Working Group updates:
 - CTC WG – Tom Phillips reported he had completed SLV (Doc #5).
 - Tylosin WG – Tom Phillips reported little progress due to lack of instrument time. He is not considering HPLC-MS/MS because FDA's aversion for that technology.
 - Fat Soluble vitamins WG (formerly Vitamin A + E WGs) – Ken Riter heading the Vit A Group and Dorota Inerowicz heading the Vit E Group. Accomplishments to date were summarized (Doc #6). Updates available on FoodShield. Upcoming group tasks – looking for methods and sponsors, agreeing on matrices and looking for suppliers of same. Goal is to have 8-10 samples representing key matrices and levels that labs should analyze once on two different days. People interested in participating in the study should contact Ken or Dorota ASAP!
 - Sugars (mono- and disaccharide) WG - Jeff Horst Chair. Jeff introduced Dan Berg who updated the group on his study (Doc #7a). He reported that GC and HPAEC combined with PAD seemed to work well while HPLC-RI was much more sensitive to interferences. Jeff referenced a presentation by Tiffany Gallegos-Peretz (Doc #7B) which indicated that 50% ethanol was the preferred extractant based on analyses of food. Jeff reminded everyone to submit sugar data for the AAFCO control samples.
 - Mycotoxin WG – Bob Sheridan the current Chair and Kristen Hafler his back-up. The group has 29 members. No update. Bob and Kristen are hoping that the implementation of the AAFCO Mycotoxin Check Sample Program will reactivate interest in this issue.
 - Best Practices WG – Lawrence Novotny co-Chair. The group is currently focused on phosphorus. Got 20 responses to survey which was compiled and presented by Lawrence (Doc #8). Next steps are focused on getting an ICP expert to give a presentation on the use of this technique as well as assemble a summary of the strengths and weaknesses of the different approaches.
- Sample Prep Guidelines – Nancy Thiex reported that ISO had adopted the AAFCO Sample Prep guideline with very few changes or additions (Docs #9a & #9b). AAFCO sold the guidelines for \$50 while ANSI sold the ISO version for \$200. It was suggested that FASS Counsel approach ANSI claiming copyright infringement.
- Animal Feed Program Regulatory Standard – Nancy reported that a training webinar on Standard 10 would take place on Aug 19, 2014. People interested in participating can get access information from Isaiah Isakson at FDA (isaiah.isakson@fda.hhs.gov) (see Doc #10). Note that commercial labs providing services to State labs would also be expected to comply with the standard.
- Nanotech / Use of Advanced Analytical Techniques by State Labs – Dragan Momcilovic reported that FDA had issued a guideline addressing nanotechnology (Doc #11). He also inquired into Regulatory labs using advanced techniques such as GC-MS, LC-MS and LC-MS/MS for medicated feed analysis. Discussion followed about the use of LC-MS/MS to verify formulation levels. Comments included that the technique was overkill, not as rugged as needed, best for quantifying and/or confirming levels below 10 mg/kg.
- Cooperative Agreement – Nancy Thiex provided a quick overview (Doc #12a).
 - Yvonne Salfinger provided an update (Doc #12b) covering the new tools and resources available to labs seeking ISO 17025 accreditation. A "Best Practices Manual" is available but may need some updating. A "Discussion Board" restricted to regulatory labs is available and sponsored by APHL. Web pages containing helpful information have also been compiled.
 - Check Sample Program (CSP) – Victoria Siegel reported that the CSP has established a new reporting web site and initiated a mycotoxin residue program. The Pet Food Program is going well (includes fish meal, beet pulp, potato flour and non-fat dry milk) and the CSP will be going forward with a metals contaminant program.
 - QA Task Force – reported that the QA manual has been published.
 - PT Providers: Tom Phillips shared the listing of PT programs assembled by the team (Doc #12c). It is focused on meeting the needs of food & feed labs and will be available on AAFCO

- and APHL's web sites. The current version is under review (please send comments to Tom) and expected to be finalized by Sept 1, 2014.
- Sampling – Nancy Thiex summarized a presentation on “Good Samples” given earlier that outlines the thinking behind proper sampling protocols ensuring valid samples (Doc 12d).
 - Miscellaneous:
 - Discussion followed on the differences in measuring phytase activity, how different methods seemed to get a different result. It was agreed that it is necessary to know the source of the enzyme when selecting the assay method.
 - Jim Crane / Emily Trunkely discussed the need to speciate the relative amount of MnO and MnO₂ in premixes and feed due to their different bioavailability. A method for Heavy Metal Speciation is also needed. ISO has one good candidate.
 - ISO Accreditation / Quality Management Systems Panel: A panel of QA lab experts was brought together to present their experiences with a variety of common QA lab issues. The topics covered were Accreditation Overview, Management Review, Method Validation/Verification, Measurement Traceability, Measurement Uncertainty, and Training Competency. The Panelists who presented were Brenda Snodgrass, Kristi McCallum, Teresa Grant, Louise Ogden, Aaron Price, and Yvonne Salfinger. The presentations led to several discussions from the committee on people's experiences with the QA issues mentioned and best practices.
 - The Mid-West AOAC meeting 2015 will be located in Bozeman, Montana.
 - A 5-day Microscopy Training Course will be sponsored by AAFCO in Manhattan KS August 11-15, 2014 hosted by Alteca (Dr. Lynn Bates). Registration is \$1200. Spaces and scholarships are still available.
 - The BSE Grants States will plan a formal session in conjunction with the annual meeting.
 - Andy Crawford presented preliminary results of an interlaboratory study assessing sample preparation variability.

Action Item Table

Responsible	Item	Action	Timing / Status
All	Joining the Fat Soluble Vitamins working group	Let Ken Riter and Dorota Inerowicz know if you are interested in joining.	Prior to next meeting
All	Reviewing Committee Roster	Review the committee roster and let Nancy or Aaron know if you would like to be added to or removed from the committee.	Prior to next meeting

Model Bills and Regulations Committee

2014 AAFCO Annual Meeting
July 25, 2014, Sacramento, CA

Committee Recommendations:

- 1) The Model Bills and Regulations Committee (MBRC) recommends that Feed Labeling Committee changes to Model Regulation 3(a)(4)(V) (Appendix A2) conform to the Model Bill and that the AAFCO Board of Directors review the proposal for future consideration of the Association membership.
- 2) The MBRC recommends that Feed Labeling Committee changes to Model Regulation 3(a)(4) (Appendix B) conform to the Model Bill and that the AAFCO Board of Directors review the proposal for future consideration of the Association membership.
- 3) The MBRC recommends that Feed Labeling Committee changes to Model Bill Regulation 7(d) Table (Appendix C) conform to the Model Bill and that the AAFCO Board of Directors review the proposal for future consideration of the Association membership.

Board Recommendations: The board accepted recommendations 1–3 on 10/16/14 and recommends the same to membership.

Association Actions: None

Committee Report and Minutes (July 25, 2014):

Model Bills and Regulations Committee Chairman Doug Lueders called the meeting to order at 4 p.m. on July 25, 2014. He welcomed committee members, industry advisers and guests who were present, and reviewed the agenda. He asked if there were any additional agenda topics, and none were offered.

In addition to Mr. Lueders, committee members in attendance were: Ken Bowers (Kansas), Bill Burkholder (FDA), Mike Davidson (California), April Hunt (Michigan), Ben Jones (Texas) and Richard Ten Eyck (Oregon).

Industry advisers present were: Angela Mills and Scott Ringer (AFIA); David Dzanis (APPA/ACVN); Jan Campbell and David Fairfield (NGFA); Angele Thompson and Pat Tovey (PFI); and Sue Hays and Matt Pope (Wild Bird Feeding Industry).

Minutes from Previous Committee Meeting

Chairman Lueders noted that minutes from the January 2014 committee meeting conducted in New Orleans were approved on March 11, posted on the AAFCO website and were included in the 2014 Annual Meeting's General Session packet.

Old Business

Chairman Lueders noted the committee had no old business to consider. He also noted that all previous recommendations emanating from the committee's meeting in New Orleans were approved by the AAFCO Board of Directors and the AAFCO membership.

New Business

The committee proceeded to consider new business.

- **Feed Labeling Committee – Regulation 3(a)(4)(V):** The committee reviewed language proposed by the Feed Labeling Committee for Regulation 3(a)(4)(V) – Required Guarantees for Equine Formula Feeds – as indicated in Appendix A2. After discussion, it was moved by Mr. Ten Eyck to accept the Feed Labeling Committee recommendation as indicated in Appendix A2 and forward it to the AAFCO Board of Directors with the recommendation that it conforms to the Model Bill and that the Board of Directors review the proposal for future consideration of the Association membership. The motion was seconded by Mr. Jones. Committee members approved the motion by a voice vote.
- **Feed Labeling Committee – Regulation 3(a)(4):** The committee reviewed language proposed by the Feed Labeling Committee to revise Regulation 3(a)(4) - Guarantees - as indicated in

Appendix B. After discussion, it was moved by Mr. Ten Eyck to accept the Feed Labeling Committee recommendation as indicated in Appendix B and forward it to the AAFCO Board of Directors with the recommendation that it conforms to the Model Bill and that the Board of Directors review the proposal for future consideration of the Association membership. The motion was seconded by Mr. Jones. Committee members approved the motion by a voice vote.

- **Feed Labeling Committee – Regulation 7(d) Table:** The committee reviewed revisions proposed by the Feed Labeling Committee for the table associated with Regulation 7(d) – Directions for Use and Precautionary Statements for Raw Milk – as indicated in Appendix C. After discussion, it was moved by Mr. Ten Eyck to accept the Feed Labeling Committee recommendation as indicated in Appendix C and forward it to the AAFCO Board of Directors with the recommendation that it conforms to the Model Bill and that the Board of Directors review the proposal for future consideration of the Association membership. The motion was seconded by Mr. Jones. Committee members approved the motion by a voice vote.
- **Revisions to the Model Bill for Synergism with the Food Safety Modernization Act (FSMA):** Mr. Lueders asked for committee discussion about potential revisions to the Model Bill for synergism with FSMA. After committee members offered none, Mr. Lueders stated the AAFCO Feed and Feed Ingredient Manufacturing Committee likely would take the lead, subject to direction provided by the AAFCO Board of Directors, in considering potential revisions to the Model Bill for synergism with FSMA.

Assignments/Homework for Mid-Year Meeting

Mr. Lueders said the AAFCO Pet Food Committee likely would make a recommendation pertaining to the AAFCO Dog Food Nutrient Profiles during its committee meeting to be held on July 27. Mr. Lueders encouraged members to review the recommendation, if made, and said the MBRC likely would discuss the recommendation prior to its next face-to-face meeting scheduled to be held at the 2015 mid-year meeting in San Antonio.

Adjournment

Mr. Lueders asked whether there was any other business to be considered by the committee. Given that none was identified, the committee meeting was adjourned at 4:20 p.m.

On behalf of the Model Bills and Regulations Committee, I respectfully submit this semi-annual report and request acceptance of the report and recommendations by the AAFCO Board of Directors and the Association Membership.

FINAL Sacramento MBRC report, approved 8/12 electronic vote, 8 aye, no nays or abstentions

Appendix A2 – Recommendation for Regulation 3(a)(4)(V)

Feed Labeling Committee's Recommendation for Regulation 3(a)(4)(V) (page 123 of the 2014 hard copy **Official Publication**):

- V. Required Guarantees for Equine Formula Feeds
 - a. Animal Classes
 - 1) Growing
 - 2) Broodmare
 - 3) Maintenance
 - 4) Performance (Including Stallions)

 - b. Guaranteed Analysis for Equine Complete Feeds and Supplements (all animal classes)
 - 12) Minimum percentage of Crude Protein
 - 13) Minimum percentage of Crude Fat
 - 14) Maximum percentage of Crude Fiber
 - 15) Maximum percentage of Acid Detergent Fiber (ADF)
 - 16) Maximum percentage of Neutral Detergent Fiber (NDF)
 - 17) Minimum and Maximum percentage of Calcium
 - 18) Minimum percentage of Phosphorus
 - 19) Minimum Copper in parts per million (ppm) (if added)
 - 20) Minimum Selenium in parts per million (ppm)
 - 21) Minimum Zinc in parts per million (ppm)
 - 22) Minimum Vitamin A, other than the precursors of Vitamin A, in International Units per pound (if added)

 - c. Guaranteed Analysis for Equine Mineral Feeds (all animal classes)
 - 9) Minimum and maximum percentage of Calcium
 - 10) Minimum percentage of Phosphorous
 - 11) Minimum and maximum percentage of Salt (if added)
 - 12) Minimum and maximum percentage of Sodium
 - 13) Minimum Copper in parts per million (ppm) (if added)
 - 14) Minimum Selenium in parts per million (ppm)
 - 15) Minimum Zinc in parts per million (ppm)
 - 16) Minimum Vitamin A, other than the precursors of Vitamin A, in International Units per pound (if added)

Appendix B – Recommendation for Regulation 3(a)(4)

Feed Labeling Committee's Recommendation for Regulation 3(a)(4) (page 120 of the 2014 hard copy *Official Publication*), new language **bold faced and underscored**:

(4) Guarantees - Crude Protein, Equivalent Crude Protein from Non Protein Nitrogen, Amino Acids, Crude Fat, Crude Fiber, Acid Detergent Fiber, Calcium, Phosphorus, Salt and Sodium shall be the sequence of nutritional guarantees when such guarantee is stated. Other required and voluntary guarantees should follow in a general format such that the units of measure used to express guarantees (percentage, parts per million, International Units, etc.) are listed in a sequence that provides a consistent grouping of the units of measure. **Individual nutrient guarantees are not required if listed as exempt in section XII.**

Feed Labeling Committee's Recommendation for Regulation 3(a)(4) (page 126 of the 2014 Hard Copy Official Publication), new language **bold faced and underscored**:

XI. The required guarantees of grain mixtures with or without molasses and feeds other than those described in regulation 3(a)(4) **(I thru X)** shall include the following items...

Appendix C – Recommendation for Regulation 7(d)

Feed Labeling Committee's Recommendation for Regulation 7(d) – Table (page 131 of the hard copy 2014 **Official Publication**):

Panel Size	Minimum Warning Statement Type Size
≤5 in ²	1/16 inch
>5 - ≤25 in ²	1/8 inch
>25 - ≤100 in ²	3/16 inch
>100 - ≤400 in ²	¼ inch
> 400 in ²	½ inch

Pet Food Committee Report/Minutes
2014 AAFCO Annual Meeting
July 27, 2014, 10:15 – 12:00 pm , Sacramento, CA

Committee Recommendations:

The Pet Food Committee (PFC) recommends that the Board of Directors (BOD) accept the revised AAFCO Pet Food Regulations Label Review Checklist, to entirely replace the current Checklist on pages 195 to 200 of the 2014 Official Publication (OP).

Board Recommendations: The board accepted the recommendation on 10/16/14 and recommends the same to membership.

Association Actions: None

Committee Participants:

Members: Sam Davis (SC), Katie Brenner (ID), Lizette Beckman (WA), William Burkholder (FDA/CVM), Charlotte Conway (FDA/CVM), Dave Phillips (ND), Liz Higgins (NM), Stan Cook (MO), Jan Jarman (MN), Kristen Green (KY)

Advisors: Jessica Meisinger (NRA), Charles Starkey (PPFC), Pat Tovey (PFI), Angele Thompson (PFI), Susan Thixton (AFTP), Dave Dzanis (APPA/ACVN), Jean Hofve (PWA), Leah Wilkinson (AFIA), Megan Kosky (AFIA), Angela Mills (NGFA), David Fairfield (NGFA)

123 Additional Control Officials, Industry Representatives and Guests attended.

Committee Report:

Committee Activities

ACTION: Following a discussion and comment period, the Committee held an e-vote on July 2, 2014 on the revised Dog and Cat Food Nutrient Profiles.

MOTION: Johanna Phillips moved that the Pet Food Committee accept the revised Dog and Cat Food Nutrient Profiles as amended from the Canine Nutrition Expert Subcommittee report, and recommend the same to the Model Bills and Regulations Committee for passage. The motion was seconded by Kristen Green. The motion passed.

ACTION: Because of the revisions to the AAFCO Dog and Cat Food Nutrient Profiles, the Pet Food Committee recognizes that additional revisions to the Pet Food Model Regulations may be necessary to clearly differentiate which profile values apply to specific growth and all-life-stages products for dogs. The PFC also wants to consider issuing a recommendation for an implementation specific compliance date for products claiming nutritional adequacy based on the product being formulated to meet the revised AAFCO Dog and Cat Food Nutrient Profiles. Both issues should be reviewed and recommendations formed by a new working group.

MOTION: Liz Higgins moved that a working group be formed to look at revisions needed in the Pet Food Model Regulations based on changes to the AAFCO Nutrient Profiles as well as consider a recommendation for implementation of the revised profiles. The motion was seconded by Sam Davis. The motion passed.

ACTION: The Pet Food Labeling Checklist Working Group submitted the final draft revisions to the Checklist.

MOTION: Liz Higgins moved that the Pet Food Committee accept the revised Pet Food Labeling Checklist to replace pages 195-200 in the printed 2014 Official Publication (OP) and recommends the same to the Board of Directors (BOD) for acceptance by the membership and inclusion in the AAFCO OP. The motion was seconded by Sam Davis. The motion passed.

ACTION: Revisions to the Tartar Control Guidelines (on page 148 of the 2014 OP) should be considered by the committee at the next AAFCO meeting.

MOTION: Stan Cook moved that a review of the language of the Tartar Control Guidelines be added to the agenda for the 2015 mid-year meeting in San Antonio. The motion was seconded by Sam Davis. The motion passed.

Committee Minutes

Meeting called to order on July 27, 2014 at 10:20 AM PDT.

Announcements:

Jenny Bibb (MS) and Johanna Phillips (ID) have left the Pet Food committee (PFC) and are pursuing other opportunities. Katie Brenner (ID) has joined the PFC as a member. Sam Davis (SC) is the new BOD liaison and replaces Doug Lueders (MN) in this post. Lonnie Boyd has joined as the alternate advisor representing the Association for Truth in Pet Food, and Molly Morrisette will be serving as the alternate advisor for the Pet Welfare Alliance.

Administrative Business:

- Committee report/minutes structure: Jan Jarman (MN) provided details on the new committee report structure.
- Feed BIN: PFC is going to start using the Feed BIN for committee work. All committee members/advisors have been granted limited access to the Feed BIN by the BOD to perform committee functions. Kristen Green is the PFC contact for Feed BIN questions. There is no set date to begin performing committee work on the site, but this information will be announced when determined and e-mail notifications will be sent.
- Submission of Agenda Items: Should be according to page 94 of the Committee Issues section of the 2014 printed AAFCO OP. An example as well as any additional information concerning submission of agenda items will be made available to the committee and posted in the PFC library on the Feed BIN. A reminder for submission of agenda items will be sent prior to the deadline for the 2015 mid-year meeting.

Revised Dog Food Nutrient Profiles:

- Jan Jarman (MN) explained that the PFC held a comment period and an e-vote after the 2014 mid-year meeting (New Orleans) to specifically address the maximum calcium (Ca) value for growth and reproduction of dogs. The Nutrient Profiles that were passed by the Model Bills and Regulations Committee (MBRC) in New Orleans called for a maximum Ca value of 1.8% for growth and reproduction of all size dogs. The Dog Food Nutrient Profiles were returned to the PFC for further consideration by the BOD after the mid-year meeting. An e-vote was held with a result that the maximum Calcium value was adjusted to 1.8% for only large size dogs (for growth) and remained at a maximum 2.5% for all other life stages and sizes of dogs. Large size dogs are defined as those animals with a mature lean adult weight of 70lbs or greater. These maximum calcium values reflect those originally proposed by the Canine Nutrient Expert Subcommittee. It is the intent of the PFC to provide the revised AAFCO Dog and Cat Food Nutrient Profiles to the MBRC for their consideration before the 2015 mid-year meeting. The profiles will be posted in the online and print editions of the *Official Publication* once they pass the general membership and implementation will be required on a state by state basis although AAFCO may recommend a specific compliance date. The revised Dog Food Nutrient Profiles appear in APPENDIX A.
- Revisions to the Model Regulations for Pet and Specialty Pet Food Under the Model Bill: It was moved to form a working group to look at revisions that may be necessary to the Pet Food Model Regulations based on the revised AAFCO Dog and Cat Food Nutrient Profiles and for this working group to consider issuing a recommendation for a date by which products bearing a formulated-to-meet nutritional adequacy statement would need to be compliant with the revised profiles. Doug Lueders explained that as additional changes will need to be made to the Pet Food Model Regulations based on changes to the AAFCO Dog and Cat Food Nutrient Profiles, the Model Bill and Regulations committee will likely hold the Nutrient Profiles until the suggested revisions to the Regulations are ready. The working group established to consider revisions to the Model Bill and the implementation timeline includes: Kristen Green (chair), Susan Thixton, Jean Hofve, Leah Wilkinson, Angele Thompson, David Meeker, Dave Dzanis, Liz Higgins, William Burkholder, Katie Brenner, Lizette Beckman.

Reports from Working Groups:

- The Business of Pet Food and AAFCO Talks Pet Food Websites – A new working group chair for the Business of Pet Food website review is required now that the previous chair Jenny Bibb has left PFC. Richard TenEyck (OR) informed the committee that the AAFCO Talks Pet Food website was drafted by a consultant and is available for review by the PFC. The BOD would like the site to be made public as soon as possible. Comments were made that a working group composed of PFC and advisors should review the site for content and a style level appropriate for the general public. Lizette Beckman (WA) will chair this working group.
- Carbohydrate Working Group – Jan Jarman explained that the working group is developing proposed wording for an NFE statement to address a desire for presenting carbohydrate information on the label. No text was shared with PFC as the proposal has not been finalized.
- AAFCO Pet Food & Specialty Pet Food Labeling Guide and Label Review Checklist Workgroup – This working group needs a new chair now that the previous chair Johanna Phillips has left the PFC. The checklist has been completed and was voted to be sent to the BOD for a vote by the membership for its inclusion into the Official Publication during this meeting. Work on the Pet Food Labeling Guide has started. Other than the chair, the membership of the Pet Food Labeling Guide and Checklist working group has not changed. Charlotte Conway (FDA/CVM) volunteered to chair the committee. The final Label Review Checklist appears in APPENDIX B.

Clarification of Items in the Model Regulations for Pet and Specialty Pet Food Under the Model Bill:

- AAFCO Guidelines for Tartar Control Claims – Dave Phillips (ND) had raised the issue of unqualified tartar control claims on labeling where mechanical action is the means of tartar control but not specified on the labeling. This makes it difficult for consumers to understand the mode of action and for regulators to evaluate the tartar control claims. The guidelines for tartar control claims (available on page 148 of the 2014 AAFCO OP) in the Model Regulations do not specifically state that the mode of action must be stated on the labeling. Susan Thixton commented that the language regarding low priority enforcement for such claims is confusing and should be revised. Dr. Chavez asked if AAFCO couldn't incorporate VOHC guidelines for tartar control. Jan Jarman responded that those guidelines are not administered by a regulatory body. Bill Burkholder further clarified that VOHC results can be used to substantiate tartar control claims. Jan Jarman brought up an additional point that the text concerning the role of FDA/CVM should be modified to represent these as AAFCO Guidelines. The PFC voted to consider this issue at the San Antonio mid-year 2015 meeting.
- Regulation PF2 (c). Use of vignettes, graphics or pictorial representations – Agenda item not addressed due to time constraints.
- Regulation PF5 (d) (3). References to quality or grade of ingredients in the ingredient statement – Agenda item not addressed due to time constraints.
- Reminders/deadlines – Agenda item not addressed due to time constraints.

Sam Davis moved to adjourn the PFC meeting. Liz Higgins seconded the motion. The motion passed.

Pet Food Committee Adjourned at 11:52 AM (PDT).

Action Item Table

Responsible	Item	Action	Timing / Status
Jan J.	Revisions to Tables in PF2(i) & PF3(c)	Submitted to MBRC 04-01-14	On MBRC Agenda 2015 Midyear
Jan J.	Revised Dog & Cat Food Nutrient Profiles	Submitted to MBRC 09-26-14	MBRC will wait for related revisions to Model PF Regulations
Kristen G.	Revisions to Model PF Regulations related to Revised Nutrient Profiles	Submit Working Group Report to PFC for consideration	Anticipated 10-01-14

Responsible	Item	Action	Timing / Status
Lizette B.	“AAFCO Talks Pet Food” website	2 nd draft of revisions	10-3-14
Jan J.	Carbohydrate Working Group report	Submit to PFC for consideration	2 mos. prior to 2015 Midyear Meeting
Charlotte C.	PF/SPF Labeling Guide revisions	Submit first drafts to WG Chair	Ongoing
Jan J.	Revisions to Tartar Control Guidelines	Submit to PFC as agenda item	2 mos. prior to 2015 Midyear Meeting
Jan J.	Unclear/ambiguous Model PF Regulations	Submit to PFC as agenda item	2 mos. prior to 2015 Midyear Meeting
Jan J.	Instructions for submitting agenda items	Post on Feed BIN & AAFCO site	10-01-2014

Appendix A – Revised AAFCO Nutrient Profiles

The Revised AAFCO Nutrient Profiles can be found on the past committee meeting minutes page:

<http://www.aafco.org/Meetings/PastMeetingInformation/CommitteeMeetingMinutes.aspx>

Appendix B – Revised Label Review Checklist

The Revised Label Review Checklist can be found on the past committee meeting minute’s page: <http://www.aafco.org/Meetings/PastMeetingInformation/CommitteeMeetingMinutes.aspx>

Strategic Affairs Committee Report/Minutes

2014 AAFCO Annual Meeting

July 27, 2014, 8:00 – 10:00 am, Sacramento, CA

Committee Recommendations:

- 1) Report acceptance
- 2) Accept the Chairperson, Vice and Co-Chairperson definitions (Appendix 1) and move them to the membership for acceptance and insertion into the OP, Committee Guidelines

Board Recommendations:

- 1) Report accepted – 10/16/14
- 2) Recommendation accepted – The board accepted recommendation #2 on 10/16/14 and recommends the same to membership.

Association Actions:

- 1) Report accepted – date
- 2) Recommendation accepted - date

Committee Participants:

Full Committee Members:

Linda Morrison	Paul Bachman	Ken Bowers	Richard TenEyck
Andy Gray	Roger Hoestenbach	April Hunt	Jamey Johnson
Shannon Jordre	Ali Kashani	Chad Linton	Mark LeBlanc (Board Liaison)
Dragan Momcilovic	Jenny Murphy	Aaron Price	
Nancy Thiex	Judy Thompson	Robert Waltz, Vice Chairperson	

Finance Sub-Committee

Ali Kashani, Chair	Ken Bowers	Jamey Johnson	Mark LeBlanc
Chad Linton	Richard TenEyck	Judy Thompson	

By-Laws Sub-Committee

Ken Bowers, Chair	April Hunt
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Committee Advisors

Dave Ailor	Nancy Cook	Dave Dzanis	Bob Ehart
Dave Fairfield	Kurt Gallagher	Kristi Krafka	Ed Rod
Richard Sellers			

Committee Report:

- 1) Working Group (Bob/Shannon/Ali/Roger/Ken):
 - Review of draft definitions for Committee Chairperson, Co-Chairperson and Vice Chairperson (Appendix 1)
Motion: Accept the definitions and move them to the Board and membership for acceptance and insertion into the OP, Committee Guidelines by Ken Bowers; second Richard TenEyck. Motion carries.
 - Procedures Manual Review - Committee coordination processes (Appendix 2 – separate document)
 - Update/review draft Phase 2 work – Committee comments:
 - add person responsible
 - edit in Committee (not Board)
 - rule of thumb - write procedures once and just reference in other association documents (e.g. either OP or procedures manual but not both)
 - move procedures more fully into manual from OP as it is more available on web site but

- keep timelines in OP
 - e-voting to include minimum 2 week discussion provision
 - clarify committee quorum and voting procedure (very detailed in e-vote but not in-person voting) (notably differentiation when voting, if all members present aren't voting, e.g. majority of those present or majority of those voting – refer to Robert's Rules)
 - Action:** Edit and share electronically with the Committee by October 1 with view to presenting final version for acceptance and forwarding to the Board (vote)/membership (presented for information) in January 2015.
- 2) Sub-Committee activities:
 - By-Laws: Nothing for the meeting
 - Action:** Review quorum provisions for Committees in the By-Laws for consideration in January 2015.
 - Finance: Nothing for the meeting.
- 3) Strategic Plan Priority Activities 2013-16
 - Working group (Bob, Jenny and Richard) report on Integrated Tracking system implementation in FeedBin:
 - Roughed out a workplan in the FeedBin,
 - Action:** Share with the Chair and webinar last half of September. Hope to have basic system ready by January 2015.
 - Workplan status reviewed for all priority activities:
 - Sound financial planning / More cost effective operations: Ali
 - Need to update the workplan and final report if complete
 - Revenue Generation Plan: Ali
 - Need to update the workplan and final report if complete
 - Process for new members: Katie/ Ali
 - Early work to be further developed by January 2015
 - Build leaders with AAFCO background who support AAFCO: Linda/Tim L.
 - Next step is course identification/costing by January 2015
 - Emergency Preparedness Exercise: Judy
 - States surveyed (those with EP), leader change to Darlene. Looking to update OP and table top planning exercise for discussion in January 2015
 - Partnership establishment: Katie/ Ali
 - Actively working with key partner FDA (PFP, 50 state, AFSS), NASDA, AFDO (regional) and reinvigorated USDA collaboration
 - Support APHL Grant: Nancy
 - On target with deliverables, monthly reporting to APHL and regular Board reports, annual report completed (annual and Mid-Year posted in the FeedBin/web site)
 - Enhanced Communications (6 sub-elements): Katie/ Ali
 - Leader change. Will review/prioritize activities and establish time lines
 - Action:** All SP priority leads to update workplans and submit to SAC for tracking purposes by October 1, 2014.
- 4) Committee structure review (Mark (lead), Judy and Richard) (Appendix 3)
 - Draft workplan reviewed with Committee
 - Action:** Update workplan with Committee comments and append to report. Committee has no specific financial needs from the 2014-15 budget.
 - Motion:** To accept the Strategic Affairs Committee report, subject to minor edits/formatting by Bob Waltz; second Sam Davis. Motion passes.

Action Item Table:

Responsible	Item	Action	Timing / Status
Working Group: Bob, Roger, Shannon, Ali and Ken	Phase 1: Review terms and conditions of Committees, Sub-Committees, Working Groups, Task Forces and Investigators, for more efficient effective work flow	Committee recommendation accepted by Board/membership August AGM 2014	Complete
	Phase 2: general review of the Procedures Manual to ensure timely work flow between Committees	WG draft Procedures Manual shared at August AGM 2014	Edit and share electronically with the Committee by October 1 with view to presenting final version for acceptance and forwarding to the Board (vote)/membership (presented for information) in January 2015.
Working Group: Ken and Judy	Create definitions for Committee Chairperson, Co-Chairperson and Vice Chairperson	Draft provided for consideration at the August AGM 2014	Committee accepted and forwarded to Board/membership for acceptance January 2015.
By-Laws Sub-Committee	By-Laws issues	Review quorum provisions for Committees	Present draft for consideration in January 2015.
Work group: Bob W. (lead), Jenny and Richard	Strategic Plan and Priority Action Item tracking and progress updates	Strategic Plan key priorities for 2013-16 completed by Board October, 2012. Committee Chairs drafted workplans which were reviewed and accepted by the Board of Directors (with adjustments requested of CIOC (slight re-structure and addition of timelines)). Integrated Tracking system drafted in FeedBin with FASS support for detail input.	Share tracking system with the Chair and hold webinar last half of September. Hope to have basic system ready by January 2015. All SP priority leads to update workplans and submit to SAC for tracking purposes by October 1, 2014.
Strategic Affairs: Mark (lead), Judy and Richard	Schedule review of Committee structure two years after implementation to make sure re-organization has been of value.	Proposed workplan presented at August AGM 2014. Suggestion is to start with survey of Committee chairs, advisors and members.	Update workplan with Committee comments and append to report.

Appendix 1 – Definitions

DEFINITIONS

Committee

A group of members and advisors officially delegated to administer, discuss, or make reports concerning a subject on which its members are authorities.

Committee Chairperson

The presiding officer of a committee who ensures the committee is properly managed and functioning effectively.

Vice Chairperson

A member of a committee designated as immediately subordinate to the chairperson who serves as the chairperson in the event of their absence or indisposition and assists the chairperson as required.

Committee Co-Chairperson

One of two or more presiding officers of a committee who share the responsibility for the proper management and effective functioning of a committee.

Responsibilities – Committee Chairperson

The chairperson's duties and responsibilities include, but are not limited to, the following:

- Ensure meetings are called and held in accordance with AAFCO's mandate, terms of reference or by-laws
- In consultation with committee members and advisors establish and confirm an agenda for each meeting
- Ensure the meeting agenda and relevant documents are circulated to the members and the advisors in accordance with the timelines identified by AAFCO's terms of reference or by-laws
- Officiate and conduct meetings
- Provide leadership and ensure committee members and advisors are aware of their obligations and that the committee complies with its responsibilities
- Ensure there is sufficient time during the meeting to fully discuss agenda items
- Ensure that discussion on agenda items is on topic, productive and professional
- Ensure committee minutes and reports are complete and accurate, reviewed and submitted in accordance with the timelines identified by AAFCO's terms of reference or by-laws

Appendix 2 – Procedure Manual

AAFCO's Procedure Manual can be found on the past committee meeting minutes page:
<http://www.aafco.org/Meetings/PastMeetingInformation/CommitteeMeetingMinutes.aspx>

Appendix 3 – Committee Structure Review

Committee Structure Review

Workplan

Workgroup on Organizational Structure (ORG).

Reports to Strategic Affairs. est 1/7/14

Task: Survey if changes made in 2010 to AAFCO Organizational structure were effective and recommend any further changes needed.

Members: Judy Thompson, Mark Leblanc, Richard Ten Eyck

ORG Workgroup Report 7/1/14

Workgroup met by webinar 6/18/14 and developed survey questions reflected below. SA reviewed & edited at annual meeting.

- work plan is to develop survey, review survey with SA in July, share survey on the BIN with chairs by 11/10/14, committees to discuss survey in January 2015, chairs to provide comments by 3/1/14ish (same day as minutes due), final report from workgroup to SA 4/1/15 (build in BIN planning tool-rt)
- For workgroup final report, put in what additional changes we had to make to implement the original committee changes, i.e. ETC restructure with vice chairs handling areas of importance. Recognize PFC still having struggles with volume of questions. Give current status of training event communications. Include budget communication process and current finance functions.

Preface for the AAFCO Committee Structure Survey:

In 2010 AAFCO combined several committees. Part of the process was to come back and verify if the organization restructure increased our effectiveness. We'd like your input and suggestions.

The committee structure changes recommended in 2010 were:

- Combined Enforcement issues with E-Commerce task force and Federal State relations (part of their tasks to move to Outreach)
- Combined Communications and State and Industry Relations
- Combined Feed Manufacturing and Feed Contaminants
- Created Strategic Affairs by combining Bylaws, Finance & Long Range Planning
- Created Education and Training and placed seminar committee in it

Please focus on the current structures not the initial structure set out in the reorganization.

Questions for the AAFCO Committee Structure Survey:

Work Process Change Questions:

- 1) Is the process of running new language through the model bill committee for placement and check for conflicting language necessary?
- 2) Is the lateral movement of motions between committees with board knowledge working for your committee?

Organizational Structure Change Questions:

- 1) Are the changes we made in 2010 working for your committee?
- 2) Do you have time to address all the issues brought to the combined committee?
- 3) Did the combination add value or efficiencies to AAFCO?
- 4) Is there any other changes to committee structure that would be useful? for example:
 - a) With National Pet food labeling regulations on the horizon do we need to maintain a separate Feed Labeling committee and a Pet Food committee or could we combine them?
 - b) Should the Finance subcommittee be housed under the BOD instead of strategic affairs?
- 5) Other comments?