Agenda

1:30 pm – 1:45 pm
1) Call to Order – B. Snodgrass
2) Review and Approval of Agenda – B. Snodgrass
3) Introductions and Sign-up Sheet – B. Snodgrass

1:45 pm – 2:45 pm
4) Program Leadership and Administrative Update – B. Snodgrass
   a) Update committee description in AAFCO Procedures Manual
   b) Accreditation update - L. Ogden
   c) Survey – L. Ogden
      i) Survey Results – Animal Feed Scheme
      ii) Upcoming survey – Pet Food

3:00 pm – 4:00 pm
5) Program Summary – A. Crawford, N. Thiex and B. Snodgrass
   a) Program Participation Report – current enrollment
      i) Feed
      ii) Pet Food
      iii) Minerals
      iv) Mycotoxins
   b) Feed
      i) Special analytes or special matrix
c) Incorporation of Veterinary Drugs
   i) Veterinary Drug Residues
   ii) Reporting
d) Pet Food Program
   i) Special analytes or special matrix
e) Mycotoxin Program
   i) Special analytes or special matrix
f) Minerals Program
   i) Special analytes or special matrix

4:00 pm – 5:30 pm
6) Promotional efforts–AAFCO Check Sample Programs – N. Thiex and L. Ogden
7) Future Program Improvements – B. Snodgrass and L. Ogden
8) Roundtable
9) Adjournment
Current Language in AAFCO Procedures Manual
AAFCO COLLABORATIVE CHECK SAMPLE

Purpose
To support regulatory, industry, and commercial feed laboratories by providing proficiency testing programs that is compliant with international guidelines at nominal cost to laboratories. To monitor the use and performance of analytical test methods and to provide information to other AAFCO committees as required. To provide feed testing laboratories with performance-monitoring procedures that is common requirements of accreditation and produce well-defined testing materials to be used for method validation and quality control.

General Operating Procedures
- Operate the AAFCO proficiency testing programs including contracting with a laboratory to prepare and distribute samples.
- Employ a consultant to manage statistics and computer software.
- Provide statistical analyses suitable for analysts to use in monitoring their performance and method evaluation.

Provide to the BOD estimates of the accuracy of the more widely used assay methods and recommend analytical variations (AV's) for use as guidelines in assessing the acceptability of products appearing to be marginally acceptable.
- Encourage the use of the most effective methods of analysis.
- All participants in the check sample program from regulatory, manufacturers, research and private service laboratories are invited to take part in the meetings, help plan sample schedules and give guidance to the programs.