



**AAFCO Online Database of Ingredients (ODI),  
Online Official Publication (OP), and Feed BIN Workshop  
Hyatt Regency, Savannah, GA  
January 20, 2019**

**Agenda**

Prepared December 11, 2018

**Required for this session: Your laptop or note book computer.**

**This session is not designed for casual observers trying to take notes all day.**

1. 8:00 am – Welcome and introduction of the day’s presenters - Sue Hays
2. 8:05 – 8:30 – Everyone gets logged into the internet and into their BIN account – Oca Hoeflein with ODI beta testers
  - a. WiFi in the meeting room is included with your reservation for this training.
  - b. 2-week online OP subscription is included with your reservation for this training if you don’t already have an online OP subscription. Your 2-week subscription will begin 1 week before the training. You will receive an email when your subscription access is activated.
  - c. Everyone will receive access to the ODI 1 week ahead of the workshop, so you can start to work with it.
3. 8:30 – 8:45 – Overview of the AAFCO website and where to find the things you need – Richard Ten Eyck, Stan Cook
  - a. How to find committee minutes and resources
  - b. How to find pet food consumer and small business resources
  - c. What ingredients and definitions can be found on the website?
4. 8:45 – 10:00 – Using the BIN for your work groups, teams, and projects– Richard Ten Eyck, Stan Cook, Oca Hoeflein
  - a. How to log into the AAFCO feed BIN
  - b. Understanding the Library structure
  - c. Team and document security revealed
  - d. Exporting and collaboration of documents
  - e. Importing and creating documents in the BIN
  - f. How to add a calendar event
  - g. Using BIN email // People Search
  - h. Other Features (Free tools you can use)
  - i. Where to find help later
5. 10:00 – 10:15 – Break
6. 10:15 – 10:45 – Questions about using the BIN
7. 10:45 – 11:00 – A walk through the new features in the 2019 online OP – Oca Hoeflein
8. 11:00 – 12:00 – A demonstration of the features and navigation of ODI – Oca Hoeflein, Dave Phillips, Steve Stewart
9. 12:00 – 1:00 – Lunch on your own
10. 1:00 – 2:30 – ODI hands-on training – Oca Hoeflein, Dave Phillips, Steve Stewart, with the ODI beta testers
  - a. Bring a label you have – PDF or hard copy or jpeg
  - b. We will have a mock-up sample label we use for this part – a company’s actual label will not be used
  - c. Mobile application will be included in this session
  - d. Practice ingredient searches and set up your ODI system, including how to add ingredients not in the OP Chapter 6
  - e. Entering label contents for ODI to analyze – build your customized list and start using it that day
11. 2:30 – 3:00 - Questions and comments