



**AAFCO Board Minutes**  
**Wednesday, June 14, 2017**  
**1:04pm-2:50pm CDT**

**BOD Present:** Bob Church, Ken Bowers, Bob Geiger, Dave Phillips, Ali Kashani, Kristen Green, Mark LeBlanc, Stan Cook

**Absent:** Erin Bubb,

**Others Present:** Richard Ten Eyck, Tim Lyons, Steve Solomon, FDA; Charlotte Conway, FDA; Nancy Thiex, Jim Fear, Tim Weigner, Linda Morrison

**FASS:** Jennifer Roland (Recorder)

**Board Meeting Call Called to Order by Ken Bowers at 1:04pm CDT**

1. Standing reports
  - a. APHL Co-Ag Update - Nancy
    - i. Got a no cost extension approved to extend past August 31<sup>st</sup>
    - ii. Using Carry Over funds to run more Sampling Pilots, looking into Lab Sample Prep Workshop, continue work on GOODSamples.
    - iii. APHL requesting funding to continue Lab Curriculum Development through IFPTI.
  - b. Liaison Report
    - i. NASDA – Bob Waltz/Richard Ten Eyck
      1. Call next Thursday
      2. Face to Face before Annual meeting in Bellevue
    - ii. IFIF & IFIR – Richard Ten Eyck
      1. No updates
    - iii. Codex
      1. Invited to submit an Abstract. If they accept AAFCO will sit on a panel at their meeting in Geneva in July.
    - iv. AFDO – Ali Kashani
      1. Attending conference starts June 17 in Houston
  - c. NASDA Animal Food Cooperative Agreement - Ali/Richard/Waltz/Linda
    - i. Covered under NASDA update
  - d. Training Update
    - i. National Feed & Food Inspector Curriculum Development /IFPTI –Tim Lyons
      1. Working on 4 modules going out for Peer Review. 4 AAFCO people are leads on each module: Samantha Moran, Amanda Anderson, Jacob Fleig, and Jennifer Godwin.
        - a. Just for Basic Inspector
        - b. Next step for Advanced Inspector look into more SMEs
      2. IFPTI has grant through FDA to develop training modules
    - ii. Education & Training – Tim

1. 3 working groups working on Strategic Plan
  - iii. NEHA
    - 1.
  - e. AFRPS – Ali/Tim Weigner
    - i. Formalizing AFRPS 2018 meeting projected date March 12-15, 2018
    - ii. Pursuing additional funding for more states to receive the AFRPS Cooperative Agreement
2. Speaking Engagement/Meeting Reports
  - a. **None**
3. Old Business
  - a. Executive Support Working Group – Linda/Stan
    - i. Closing date for applications was June 13<sup>th</sup>
    - ii. Setting up conference call in next week to setup next steps
4. New Business
  - a. Approval of Midyear Committee Reports – Jennifer
    - i. Accept committee reports (reports on 2017 Annual Meeting page): Education and Training, Pet Food Committee eMeeting 4/24/17, and Feed & Feed Ingredient Manufacturing Committee. **Kristen MOTION to accept committee reports. Stan Cook Seconds. MOTION CARRIES**
    - ii. Pet Food Committee eMeeting 4/24/17
      1. Pet Food Committee recommends that the Guidelines for Dental Related Claims in Appendix A of PFC eMeeting 4/24/17 intended to replace the Guidelines for Tartar Control Claims found on page 147 of the 2017 OP. **Dave Phillips MOTION to accept Dental Claims guidelines. Bob Geiger Seconds. MOTION CARRIES**
  - b. CVM Director Dr. Solomon
    - i. Introduced himself as the new Director and gave his career background
  - c. FDA Office of Training and Education Development (OTED) former DHRD Update - Jim Fear
    - i. National Feed & Food Inspector Curriculum Development update
      1. 25 gen eds will be available by August
      2. 11 Domains
    - ii. Who is identifying resources for each of competency?
    - iii. What is AAFCOs role in developing training?
      1. Using AAFCO as SMEs
  - d. Label Review Software – Ken
    - i. Dave Phillips look into software companies. Kristen Green and Bob Geiger will help and Ken Bowers if needed.
  - e. Sugar Working Group – Nancy
    - i. Presented Attachment A
    - ii. **ACTION:** Stan Cook contact Richard Sellers regarding who AOACs should send an invoice to at AFIA to start working group formation.
  - f. Best Practices Working Group – Nancy
    - i. Requested funding to setup working group in BIN for about 20 people.
  - g. Ethanol Working Group/Mycotoxin – Nancy
    - i. Presenting potential PT scheme for DEGs to Brenda Snodgrass and Louise Ogden.
  - h. AAFCO/AAPFCO Annual Meeting Rotation – Jennifer
    - i. **ACTION:** Jennifer put on August Board meeting at Annual Meeting

**Ken Bowers adjourned meeting at 2:50pm**

<u>Meeting DATE</u>	<u>ACTION ITEM</u>	<u>RESPONSIBLE PARTY (IES)</u>	<u>DEADLINE</u>	<u>STATUS</u>	<u>DATE COMPLETED</u>
10/16/2014	IDC to report next steps in Monograph plan back to the BOD.	IDC		In Progress, on IDC January agenda. 2/11/15 IDC accepted final report and potential action item for IDC. 3/11/15 Put on September board meeting. 3/9/16, 6/15/16- No Change, 10/20/16- No change 12/14/16- No change	
10/20/15	Make brochure for QA/QC guide	Nancy/Jennifer		12/9 - In progress. 3/9/16 - Jennifer follow up with Nancy. 12/14/16 - Jennifer will ask Brenda Snodgrass & Louise Ogden for help as well	
10/20/15	Find a place to post summaries of Ingredients not appropriate in animal feed. Include one uniform statement for label reviewers to use when reviewing labels.	IDC/Richard		12/9 - In progress - IDC will discuss in January 1/20/16 - On February 12 agenda 3/9/16 - Will be discussed at next meeting in April 6/15/16 - No IDC meeting in April will discuss in August. 10/20/16 - Maybe during January meeting. 12/14/16 - On IDC Agenda	

				2/8/17-Formed WG in Mobile	
1/20/16	Abe follow up on 20.88	Abe		3/9-16 – In progress – Jennifer in contact with Patrick Clouser from FDA. 6/15/16 – Jennifer to Follow up with Patrick 7/13/16 –Patrick will follow up with next step. 10/20/16- Eric follow up. 12/14/16 – Follow up with Eric at Midyear. 2/8/17 – Abe follow up with Patrick	
1/20/16	Dave Edwards follow up on Kim Young’s eligibility for Life Membership	Eric Nelson/Dave Edwards		3/9/16 – Jennifer to follow up with Dave 4/6/16 – Eric Nelson offered to write letter 7/13/16 – Eric will bring letter for Kim at BOD meeting in Pittsburgh 12/14/16- Mark will Follow up with Dave Edwards. 2/8/17 – Dave follow up with Eric	
6/15/16	Mark to draft a letter to encourage lab participation in AAFCO meetings	Mark		10/20/16- In progress. 2/8/17 – Dave give Office of Research Nancy Thiex’s information	
8/3/16	Board needs to review conflict of interest policy	Board		10/20/16 – Ken will have Bylaws	

				committee review. 2/8/17 – Ken follow up with Ali	
8/3/16	Feed Labeling Committee work with EIC on potential label review sharing on a secure site	FLC/EIC		10/20/16 – EIC will put on Midyear agenda on How to share.	
8/3/16	Stan and Kristen work with FASS on a proposal for a project manager for the Pet Food Labeling Modernization	Stan/Kristen		On Hold	
11/9/16	Strategic Affairs look into policy on posting eMeeting notices			In Progress – Put on Annual Agenda	
1/18/17	Look into theme for meetings and carry the theme in AAFCO 101 reception, opening session, and banquet.	Current Issues/Ali			
1/18/17	Committees review and update Advisor list	Committee Chairs/Stan		In progress	
2/8/17	Education and Training investigate further into NEHA Inspector credentialing exam turning into certificate program and running through BITS report back to board.			See below	
3/8/17	Jacob setup a conference call with NEHA, testing company and representatives from Board to figure out next steps. Figure out all costs to obtain full rights to exam.			5/1/17 – In progress	
3/8/17	Look into booth for next year at Pet Food Forum and AAFCO representatives attending	Stan		5/1/17 – In progress	
4/12/17	send email to each state contact listed on link with Human Grade information	Jennifer			
4/12/17	Meagan have citizen submit a statement through requesting	Meagan			

	association that can be read during EIC. Include Stan Cook and Ken Bowers on any email communications.				
5/1/17	Ali get clarification on who is to attend face to face meeting before annual.	Ali			
5/1/17	Abe follow up with Pat Alcock at DHRD on who the contact would be for training updates and needs for National Feed & Food Inspector Curriculum Development /IFPTI			Completed - Jim Fear and Audrey Vigil	
5/1/17	Ken add to FDA Briefing agenda in October to get an update from DHRD on training. Jennifer add to June board agenda topics for Briefing. Questions for DHRD: a. Who is overseeing IFPTIs work at DHRD? b. Who is identifying resources for each of competency? c. What is AAFCOs role in developing training?	Ken/Jennifer			
5/1/17	Kristen put together scholarship application and put on list serve. Evaluate dollar amount at June 14th board meeting.	Kristen		Completed	
5/1/17	Board discuss FDA MOU renewal during seminar and get back to Dave by the end of week.			Completed	
5/1/17	Kristen write draft response. Executive committee review before submitting.	Kristen		Completed	

## Attachment A

## AOAC INTERNATIONAL Summary for Voluntary Consensus Standard(s)

This summary provides background and information to help in the formation of a Document of Understanding (DOU) between AOAC INTERNATIONAL (“AOAC”), American Association of Feed Control Officials (“AAFCO”), and the American Feed Industry Association (“AFIA”) to AOAC establishing and leading a working group to develop a volunteer consensus identification of (the “Working Group”). The Working Group would develop a voluntary consensus standard(s) for the determination of free disaccharides and monosaccharides (sucrose, lactose, maltose glucose, fructose and galactose) and dietary fructans in animal feed.

Currently, the fee for the formation of a working group is \$60,000 and covers the administrative costs of:

- Establishing a Working Group (WG) that will be charged with developing consensus technical specification standards
- Publishing the consensus standards in the public domain requesting the submission of candidate methods
- Publishing the accepted methods in the public domain through the AOAC INTERNATIONAL’s Official Methods of Analysis compendium

The flowchart on the next pages outlines the overall process. The key aspect of this process is AOAC INTERNATIONAL is required and committed to the process being transparent under the auspices of Public Law 104-113 that they follow and as a result, the process is not influenced by any one stakeholder or “super-stakeholder”, such as the sponsor of the WG, by ensuring:

- Involvement in the Stakeholder Panel (SP)/ WG process is open to anyone materially affected by the proposed standard

- AOAC may recruit scientific experts for the SP/WG based on their expertise with the analytical problem from academia, government and non-government organizations, industry, contract research organizations, method developers and instrument/equipment manufacturers
- A representative voting panel model is used to ensure stakeholder perspectives are balanced and no particular one dominates

The expected time line for completion SMPR would be 6 months from the initiation of the SP/WG at the 2018 AOAC INTERNATIONAL Annual Meeting in Atlanta, GA.

- Advisory Panel Meeting. AOAC will hold an Advisory Panel Meeting to identify renowned subject matter experts and to identify. This Advisory Panel is made up of funders of the working group and would help set direction for the fitness – for – purpose.
- AOAC Stakeholder Panel Meeting (September 2017). The Working Group Chair will present the Working Group launch presentation and the stakeholders will refine fitness for purpose.
- AOAC Working Group Meetings. (September 2017 – March 2018) The Working Group will hold a series of teleconferences, as needed, to complete the draft SMPR(s).
- AOAC Stakeholder Panel Meeting (March 2018). The Working Group Chair will present the draft SMPR for approval by the stakeholders. Stakeholders will deliberate and reach consensus on and thereby approve a final version of the SMPR(s).

**Covered by DOU**

Advisory Panel

SP/WG Launch (Sept 2017)

WG Meetings (Oct 2017 – March 2018)

SP/WG Recommendation of SMPR (March 2018)

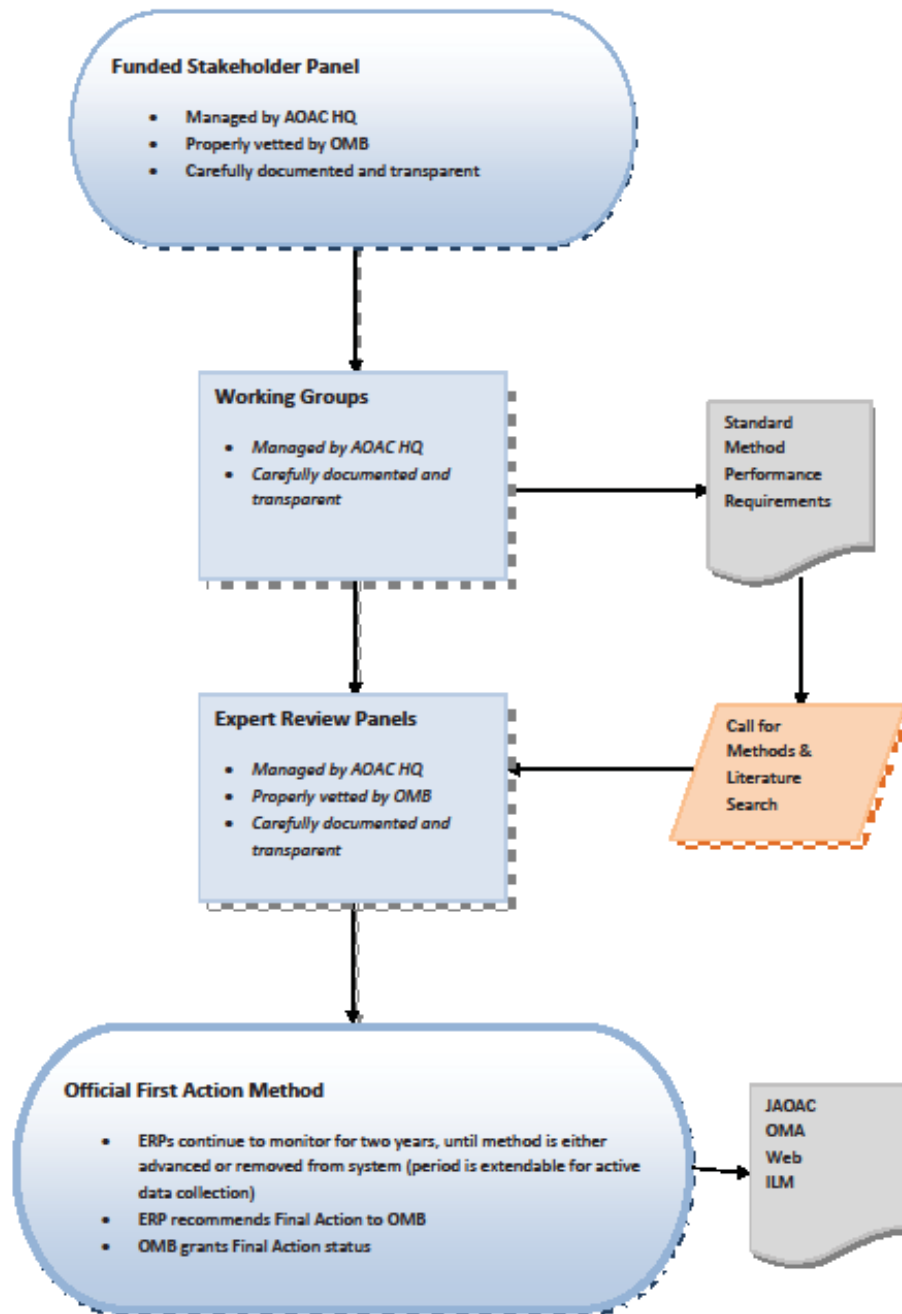
**Covered by AOAC**

Call for Methods and Experts

ERP



Alternate Pathway to Official First Action Method Status



Adopted 2011-5-25  
Revised 2011-6-27