



**AAFCO Board Minutes**  
**Wednesday, July 11, 2018**  
**1:06 pm – 3:01pm CDT**

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

**Absent:** George Ferguson

**Others Present:** Nancy Thiex, Dave Edwards, Louise Ogden, Mark LeBlanc, Linda Morrison, Wendy Campbell

**Staff Present:** Jennifer Roland (Recorder), FASS  
Susan M. Hays, Executive Director

**Board Meeting was called to Order by Stan Cook at 1:06 pm CDT.**

1. Approval of past Minutes
  - a. June 20, 2018
    - i. **Kristen MOTION to approve minutes. Bob Church Seconds. MOTION CARRIES**
  - b. July 3, 2018
    - i. **Kristen MOTION to approve minutes. Bob Church Seconds. MOTION CARRIES**
2. Speaking Engagement/Meeting Reports
  - a. Codex – Richard
    - i. Not available for report
3. Old Business
  - a. Spotlight On Update – Kristen Green
    - i. Kristen updated the Board on the status of the project. Filming will be July 24<sup>th</sup> at Purdue. Kristen still needs to confirm the order of the filming. The film crew will meet us at the feed mill on the morning of the 24<sup>th</sup> to start the video at that facility.
  - b. ODI (Online Database of Ingredients Software) Update– Dave Phillips/Sue Hays
    - i. Dave reported he is continuing to contact section editors of Chapter 6 of the OP to line up reviews of the ODI when it is ready and to conduct reviews of ingredients for synonyms list. In response to a question from the Board, Dave reported that they have people helping with the review for those sections where there are not section editors. The group working on the synonyms wants to be sure we include those items not included in the book as well as the lists of synonyms from the book.
    - ii. Oca Hoeflein from Mocaworks will be presenting a demonstration of the ODI during Current Issues and Outreach Committee on Monday, July 30. The demo will be on video for those not attending the meeting in Ft. Lauderdale.
    - iii. Expected launch date of product is October 31<sup>st</sup>.
  - c. Name change workgroup Update – Sue Hays
    - i. Next conference call July 17<sup>th</sup>.
    - ii. Workgroup will have a report for Strategic Affairs Committee at Annual on Wednesday, August 1<sup>st</sup>. The options being discussed include:
      1. Changing “Feed” to “Food”
      2. Changing “American” to “Animal”

3. Or just being “AAFCO” with no further breakdown or explanation.
- d. International Feed Regulator Fellowship – Latin America Executive Summary Update– Cat Marrier
  - i. Cat reported there is nothing new to report.
- e. Pet Food Forum 2019 Update– Kristen/Bob G./Stan/Sue
  - i. Call for Papers should be open by the end of July
    1. Potentially submit a paper on Ingredient Definitions Process or on Pet Food Label Modernization.
  - ii. 2019 Exhibitor Prospectus is not yet available.
  - iii. **ACTION:** Discuss at face to face board meeting at Annual Meeting
4. New Business
  - a. Annual Meeting Update– Jennifer
    - i. 389 attendees projected to exceed highest attendee count of 404. 140 Non-Medicated Feed Labeling Workshop. Registrations continue to come in.
  - b. Sampling Study RFP – Miriam/Bob C./Sue
    - i. WG had conference call on July 9. The WG is still working on the RFP.
    - ii. Sue working with the WG on the RFP.
  - c. Disposal or Donation of Old OPs at FASS – Jennifer
    - i. 89 – 2012 OPs
    - ii. 36 – 2013 OPs
    - iii. 133 – 2014 OPs
    - iv. 34 – 2015 OPs
    - v. 81 – 2016 OPs
    - vi. 98 – 2017 OPs
      1. Bob Geiger made an Email Motion on July 3, 2018: **Bob Geiger MOTION that association keep ten copies of the 2017 Official Publication and five copies of the 2016 through 2012 Official Publications and recycle the rest we have in inventory. Bob Church Seconds. MOTION CARRIES**
      2. 2017 OPs are now gone and working on getting rid of the excess 2016 inventory. We will most likely need to discuss what to do with 2012, 2013, and 2014 inventory at the September board meeting.
  - d. NANP discussion report – Sue/Dave Edwards
    - i. June 22<sup>nd</sup> Board members and the IDC Chair had a conference call with National Animal Nutrition Program. NANP has been charged by USDA to create a database on animal nutrition.
    - ii. NANP and AAFCO discussed a partnership to potentially use the AAFCO ingredient name and number.
    - iii. Group is funded through a 5-year grant from USDA. Working with National Academy of Research Council, NANP includes mostly academia. As such, NANP will not move fast.
    - iv. Developing animalnutrition.org for composition of animal nutrition and diets.
    - v. Look into linking AAFCO’s website to the Official Publication for definitions of Ingredients. This is a good opportunity to work with them on this.
  - e. Oat fiber manufacturer discussion report – Sue
    - i. June 19<sup>th</sup> had a conference call with representatives of Grain Millers from Oregon.
    - ii. Explained AAFCO Ingredient Definition process and explained the Oat Fiber Definition will be presented to membership as a Tentative Definition.
    - iii. Some members of Grain Millers will be attending the 2018 AAFCO Annual meeting
    - iv. FDA met with North American Grain Millers, and they plan to attend the AAFCO Annual Meeting. Looking into potentially submitting an amendment to definition.
  - f. 2019 budget follow-up items
    - i. 2018-2019 Budget approved on July 3.

- ii. Finance Committee will be discussing potential revenue sources submitted by Sue at the Annual Meeting.
  - iii. There were no follow-up items for discussion at this meeting.
- g. Exhibitor/Sponsor Program – Sue/Jennifer
  - i. Workgroup held a conference call on June 19.
  - ii. Discussed potential issues for having exhibitors or sponsors. Because the hotels we are contracted with do not have space for exhibits, the soonest we might be able to add a program like this would be Annual 2019.
  - iii. Next steps Looking into sending out a survey to members because AAFCO needs to understand the restrictions placed on sponsorships by states.
- h. AOAC Membership – Ali/Nancy
  - i. \$10,000 AOAC affiliate membership fee invoice has been received. Board members asked Nancy about the continuation of this membership for AAFCO. Nancy responded that the Sugars Methods Working Group through AOAC is going well. 3 Methods have been submitted for AOAC Annual meeting at the end of August. Affiliate Membership Includes 10 individual memberships to AOAC and 25 subscriptions to online OMA; Nancy will ask LMSC members in Ft. Lauderdale for interest in using these AOAC member benefits. The money for this membership renewal would come from Lab Method Development line item from 2018-2019 Budget.
    - 1. **ACTION:** Nancy work with Jennifer on paying membership.
  - ii. JAOAC Open Access Fees
    - 1. Nancy is recommending AAFCO pay the JAOAC open access fee of \$1,000 (\$900 if a member of AOAC) which will allow people to download the new manuscript JAOAC is publishing entitled “Critical Factors in Determining Fiber Content of Feeds and Foods and Their Ingredients”.
    - 2. We can post the pdf on AAFCO website, too.
    - 3. Funding for this fee can come from the Lab Method Development line item of the 2019 budget. No action needed.
- i. Update from Nancy Thiex
  - i. GOODTest Portions published on June 28.
    - 1. Received a request to publish this in French. CFIA would pay for the cost to translate to French. FASS would have to redo the layout for French so additional charges will be coming from FASS when that happens. Nancy recommended that AAFCO also arrange for a reviewer of French version to verify the accuracy of the translation, and this will be an additional fee.
    - 2. Funding for this can come from the Lab Method Development line item of the 2019 budget. No action needed.
  - ii. Fat Soluble Vitamins WG
    - 1. There may be a few costs associated with the WG project.
    - 2. Funding for this can come from the Lab Method Development line item of the 2019 budget. No action needed.
  - iii. State Lab Network
    - 1. 2 surveys to State Lab Contacts and State Feed Programs Contacts to assess what analyses are available and what are the gap needs in Labs. Survey State Programs on what test they currently run and what test do they want to run.
    - 2. LMSC wants to get this out before the Annual Meeting.
  - iv. Future Leadership for Lab Methods and Service Committee
    - 1. Three people volunteered: Kristina McCallum, CO.; Sharon Webb, KY.; Dorota Inerowicz, Purdue.
    - 2. LMSC looking for a 4<sup>th</sup> person due to the work load of this committee.
- j. Ohio House of Representatives Letter – Stan

- i. AAFCO received a letter from the clerk of the Ohio House of Representatives telling AAFCO about a resolution passed by the House. The Resolution deals with alfalfa.
  - ii. **ACTION:** Sue follow up with Bradley Young, the Clerk listed on the letter, regarding the intentions of the resolution. Sue will also contact Ohio Department of Agriculture contacts.
- 5. Liaison Reports
  - a. IFIF & IFRM – Richard Ten Eyck
    - i. Not available for report
  - b. Codex – Richard Ten Eyck
    - i. Not available for report
  - c. AFDO – Ali Kashani
    - i. Steve Moris, AFDO President, will be attending AAFCO Annual Meeting.
  - d. AVMA – Ali Kashani
    - i. Attending Annual meeting on July 13.
    - ii. Presenting a presentation on Cannabis in Animal feed with Hollis Glen from Colorado and Bill Bookout from NASC.
  - e. NASDA Animal Food Cooperative Agreement – Ali Kashani/Richard Ten Eyck/Bob Waltz/Linda Morrison
    - i. Next meeting is face to face after Annual meeting.
    - ii. Moving on to next phase of implementation. Final copy of the framework should be available soon.
    - iii. Need to add Bob Geiger to group meeting in Ft. Lauderdale.
  - f. AFRPS – Ali/Tim Weigner
    - i. 2019 Face to Face meeting will be in Mobile, Alabama from March 19-21.
    - ii. **Jennifer Godwin will send out a save-the-date email.**
  - g. NASC
    - i. Ben Jones submitted written report on Annual meeting on June call.
    - ii. NASC has approved a supplement that has Hemp Seed in it
  - h. Hemp Regulators Conference
    - i. No one from AAFCO with knowledge of Ingredient Definition Process is available to attend.
    - ii. Kristen is working with organizers on any questions from the conference that AAFCO could answer.
- 6. Action Item Table
  - a. Reviewed

**Kristen MOTION to adjourn meeting at 3:01pm CDT. Ali Kashani Seconds. MOTION CARRIES**

**July 29, 2018 - Bob Geiger MOTION to approve July 11, 2018 minutes. Kristen Green Seconds. MOTION CARRIES.**

<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 3/14/18 - Under consideration with IDC GRAS workgroup. 4/23/18 - in GRAS Verification Workgroup	
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. 9/13/17 - Erin as Board Liaison will follow up. 3/14/18 - No update 7/11/18- On EIC Annual Agenda	
3/8/17	Look into booth for next year at Pet Food Forum and AAFCO representatives attending	Stan		5/1/17 - In progress. 7/12/17 - 3/14/18 - Katie Simpson attending meeting this year. Will work with them on booth for 2018. 4/23/18 - Look into holding Pet	

				Food Labeling Workshop. 7/11/18 - In progress working with Watt Publishing	
1/24/18 Committee Chair Meeting	Fill Lab Methods & Service Committee Co-Chair Positions	Board		4/23/18 - In progress, Nancy and Aaron finding replacements. 7/11/18 - In progress Nancy has 3 potential volunteers	
2/21/18	Stan follow up with NASDA regarding participation on Cooperative Agreement group.	Stan		4/23/18 - In progress. 7/11/18 - In progress discuss at Face to Face meeting at Annual Meeting.	
4/23/18	Kristen work with Bob Geiger on setting up filming location for Spotlight On at Purdue	Kristen/Bob G.		Completed - July 24 <sup>th</sup> on Purdue's Campus	June 2018
4/23/18	Sue will build an RFP template for future RFP's to be issued	Sue		Completed - In Feed BIN	
4/23/18	Board refers Compliance Letter Database workgroup to EIC for further consideration	Erin/Sue/EIC		7/11/18 - In progress, discuss during EIC at Annual. Have 2 proposals from potential companies	
4/23/18	Develop charge for Sponsorship/Exhibitor workgroup	Jennifer, George, Sue, Ali		In Progress	
4/23/18	Jennifer will work with George and Kristen on clarifying request to IT on more modern format for AAFCO Talks Pet Food and Business of Pet Food websites.	Jennifer/George /Kristen		In Progress	
4/23/18	Board send charge to ETC that the Board would like the committee to evaluate if the	Kristen		7/11/18 - In progress on ETC Annual agenda	

	presentations from AITS and BITS should be downloadable and shareable in the BIN. Items to be posted in ALL AAFCO Members.				
4/23/18	Sue send response email regarding request for IFN and feed descriptions to NRC/NANP	Sue		Completed	May 2018
5/16/18	Sue and workgroup work with MocaWorks on contract to include timelines of project, maintenance fees, and what parties are responsible for content of project	Sue		Completed	June 2018
5/16/18	Sue Hays and Stan Cook will send an email regarding payment from FSPCA certificate payment. AAFCO will no longer sign certificates until payment is sorted out.	Sue		Completed	June 2018
5/16/18	Jennifer will review minutes from 2016 regarding payment agreement with FSPCA certificates.	Jennifer		Completed – In May & June 2014 Minutes	June 2018
5/16/18	Stan request update from Jacob Fleig for June board meeting on FSPCA status.	Stan		Completed- Written report sent to Board with June Agenda	June 2018
5/16/18	Discuss and approve Budget at June 20th board meeting	Board		Completed	July 3, 2018
5/16/18	Sue will put together resources for members on Media request in the BIN 1.Materials will assist in professional response and timely response 2.Kristen Green has material for Pet Food responses	Sue		7/11/18 - In progress	

6/20/18	Jennifer send Doodle Poll for special board meeting to approve budget before July 1st.	Jennifer		Complete	June 2018
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## Assessing Laboratory Capabilities and Capacities and FSMA

The Association of American Feed Control Officials Laboratory Methods and Services Committee proposes to form a workgroup to survey need for and current capability and capacity for non-routine laboratory tests. Non-routine tests may include mycotoxin confirmation, pesticides, heavy metals, biological contaminants, vitamins, livestock and human drugs, drug residues, hormones, dioxin and other contaminants. We are also learning that older skills, such as microscopy, are being lost and should be included in the survey.

### Why

The Food Safety Modernization Act and implementation and the Animal Food Preventive Control Rule focuses on preventing hazards from threatening animal or human health. As a result, laboratory emphasis is shifting from routine (crude protein, crude fiber and crude fat) analyses to more specialized and costly non-routine analyses. As expected, not all laboratories possess identical expertise and equipment, and some have insufficient space or funding to add capability for all non-routine tests for potential hazards. The laboratory needs survey and assessment will provide information beneficial to the regulatory agencies to build a knowledge base for more effective animal food regulatory programs.

### Benefits

State regulatory agencies that lack laboratory capability may be able to direct their laboratory samples to other state laboratories that have that capability. This would benefit state laboratories, state animal food programs and consumers.

- 1. Laboratories benefit:** This practice would make the receiving laboratory more economically efficient – more samples, better efficiency, and lower costs – and build up state laboratory resources. Why not grow capacity in a state laboratory system rather than commercial laboratories?
- 2. Regulators benefit:** Programs address a greater range of risk based animal food safety issues, are more effective and more efficient.
- 3. Consumers benefit:** When regulatory agencies or animal food manufacturers mitigate or prevent an animal health or human health incident because of the availability of laboratory testing, the consumer benefits.

### Overall Goals or Benefits:

1. Identify state laboratory capabilities and capacities.
2. Provide laboratory options for the testing of potential hazards and other non-routine analyses.
3. The results of the project analysis will reveal possible funding needs to build laboratory-testing capacity. For example, FDA may be approached to fund the infrastructure (equipment, supplies and training) to help build capacities for analytical tests involved in outbreaks.
4. Enable state feed programs to offer a more comprehensive, risk based surveillance program by having access to a greater portfolio of tests at cost effective prices.
5. Establish a list of laboratories with their capabilities and capacities available in the case of emergency response.