

AAFCO Annual Meeting

Minutes of the Collaborative Check Sample Program Committee Meeting

Saturday August 1st 2009, 1:30-5:30pm, Capitol Hyatt Regency, Washington DC

The following were in attendance:

Name	Representing	Telephone	Email
Victoria Siegel*	Office of Indiana State Chemist	765-494-1565	vsiegel@purdue.edu
Andy Crawford	NuPAL Tech Support		acrawford@nupal.net
J. Dennis McCurdy*	CVM / FDA	240-453-6852	John.McCurdy@fda.hhs.gov
Aaron Price*	Canadian Food Inspection Agency	613-759-1298	Aaron.price@inspection.gc.ca
Lars Reimann	Eurofins Scientific	901-301-8425	larsreimann@eurofinsus.com
William L. Hall	Mosaic	867-844-5099	Bill.Hall@mosaicco.com
Gina Clapper	AOCS	217-693-4809	Gina.Clapper@aocs.org
Nancy Thiex*	South Dakota State University	605-688-5466	Nancy.thiex@sdstate.edu
Melton Bryant*	University of Kentucky	859-257-4834	mbryant@uky.edu
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Sharon Webb	UK Division of Regulatory Services	859-257-2785	Sharon.webb@uky.edu
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Keith Wegner	Colorado Dept. of Ag.	303-867-9228	Keith.wegner@ag.state.co.us
Melissa Miller	Covance	317-433-8925	Melissa.Miller@Covance.com
Stephanie Bitters	EOS Direct	702-997-9552	Stephanie@eosdirect.com
Ken Riter	Nestle Purina	314-982-4056	Ken.riter@purina.nestle.com
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Mary Koestner Dorge*	Missouri Dept. of Agriculture	573-751-8320	Mary.koestner@mda.mo.gov
Lu Wetzler*	Nebraska Dept. of Ag. Lab	402-471-2176	Luann.wetzler@nebraska.gov

* Indicates members of the committee

The meeting was led by Victoria Siegel, Committee Chair

1. The minutes of the Mid-year 2009 Meeting were approved (Ursula Gage moved, Lu Wetzler second, all in favor).

2. Sharon Krebs provided data for the financial report

3. Program Participation report

Current enrollment for 2009 Program is 233 of which
 -133 (57%) US labs
 -73 (31%) International labs
 -27 (12%) Canadian Labs

This is a modest increase of 7 additional labs (3%) over the enrollment in 2008 at this time.

A special group of 95 analysts at 18 different lab locations (17 in the US and 1 in Canada) is also enrolled.

4. **The renewals process.** Problems encountered during the subscription renewal period for the 2009 Program were reviewed by the Chair. The group discussed plans to help the

2010 renewal go more smoothly. Specific suggestions included:

- use of customized invoices for each current participant
- making sure that the billing address part of the form is clearly identified and separate from the address for sample shipment
- requesting that the AAFCO lab code number be written on checks

***Action item:** Chair will investigate the possibility of including all these suggestions in the process for 2009*

***Update:** Melinda Walsh (AAFCO webmaster and contractor) is currently preparing customized invoices that will be emailed to all current participants at the end of September. Thanks so much for your help Melinda!*

5. Data Reporting Website. “It is a long road from conception to completion”-Moliere.

The prototype data reporting website is currently being updated to include the following suggestions made at the committee meeting of the 2009 Mid-year AAFCO meeting. The target for completion of the next version of the website is the end of August 2009.

- 1-List samples by sample number and not by due date
- 2-Add a link to give access to the AAFCO method code listing & references document
- 3-Add a link to give access to the sample label
- 4-Remove the second “unit” column and add the method reference instead
- 5-Add other sources of method references, listing them in the following format if multiple references are applicable-
AOAC 990.03 / AOCS Ba4e-90 / ISOXXXXX.

The AOAC location reference will be removed since the OMA is on-line.

- 6-In the administrative site, the method reference character limit will need to be increased

- 7-Results entered will be limited to a maximum of four decimal places.

- 8-Change the red asterisk to white and edit the text associated with the asterisk

- 9-Enable data for Day 1 and Day 2 to be entered separately (at different times). To allow for this, we request a “Data submission status” panel that would allow partially entered data to be “Saved for later”. The data can be resubmitted at any time until the data analysis begins, and we ask for a tab reading “Sample data submitted? Yes or No”, or equivalent, to inform the participant as to whether the results have been submitted for statistical analysis. We want this tab to be at the top of screen (we do not want to have to scroll down to see it). In the current version the data cannot be submitted unless there is both a Day 1 and a Day 2 result entered, and the results are submitted. Subsequent editing can be done, and the results are submitted again. There is no limit on how many times you can submit your data prior to the statistical analysis.

Check mark removal: currently, participants are able to submit data and then mark it so that the specific data points are not included in the statistical evaluation. This feature is used infrequently by participants, but allows for trainee data or suspect data to be included in the submission while not influencing the results. This feature is challenging to incorporate into the website data submission form and provides a benefit that can be accomplished by the individual participants using in-house comparison of such data without involving AAFCO in the process. The Chair moved a motion to remove this feature, which is consistent with guidelines in the IHP for proficiency testing of labs. Aaron Price seconded the motion and all were in favor.

***Action item:** Chair asked for comments on the manual document that was shared with the group prior to the Annual Meeting.*

Update: The web programmer is implementing the majority of the changes described above. We hope to have the updated version available for beta-testing by volunteer participants in October 2009.

Action item: Chair will continue to work on the “instruction manual” for introduction of the reporting website and the revised data analysis to the participants.

- 6. Changes to the statistical analysis.** Prior to the meeting the Chair circulated a proposal to retain the services of Dr. Andrew Crawford (Andy) of NuPAL Tech support L.L.C. to provide statistical analysis of Check Sample Program data. Andy presented his proposal for the group and also talked about potential future upgrades to the process. The Chair proposed a motion to hire Andy officially and the group discussed specific elements for a contract to present for approval by the AAFCO BOD. The following requirements are to be incorporated into the contract.

-in the event that Andy is no longer able to provide the service, AAFCO retains the software program (purchase the software itself and any upgrades made or a license for the software program?)

-Andy will provide AAFCO with a manual so that we can run the software ourselves

-the data remain the property of AAFCO and cannot be used without prior AAFCO permission

-program information will be treated confidentially (use an agreement)

-the current agreement represents no price increase over current Program spending for this function. The cost is defined for specific services and AAFCO has the right to change the contract if the price increases beyond our ability to pay. Have price increases not exceed the current cost-of-living rate.

-the committee requested a legal check of the contract prior to agreement

Provided these additional requirements are incorporated into the contract as discussed, the motion to hire Andy was moved by Aaron Price and seconded by Lu Wetzler. All were in favor. The prepared contract must be approved by the committee by e-vote prior to submission to the AAFCO BOD.

Action item: The Chair will get copies of any contracts already in place for Check Sample Program services and use it as a template

Update: The Program does not have official contracts for either Bob Coehlo or Able Laboratory. AAFCO provided an example contract and Andy and the Chair have produced a draft contract for committee approval by e-vote (scheduled week of September 22nd through 29th).

Action item: Find out whether AAFCO uses a lawyer to check contracts?

Update: AAFCO has contracts reviewed by the Attorney General’s Office, and avoids payment of legal fees. Any contract we develop will need to go through this review.

- 7. Method code needs.**

-Clarification of the method code reference for Phosphorus by Gravimetric Quinolinium Molybdophosphate (GQMP) method. The current AAFCO method code (031.02) references AOAC 964.06 (Phosphorus in Animal Feed by Alkalimetric Ammonium Molybdophosphate method) and also section 2.028 of the 1984 OMA which details the GQMP method. Since AOAC 2.028 is not available in the on-line OMA, the group agreed to change the reference to AOAC 962.02 (Phosphorus (Total) in fertilizers by GQMP) for detection and add AOAC 935.13 (Calcium in Animal Feed, wet ash method) for the extraction procedure.

-Clarification of references for free or available lysine. AAFCO method code 140.00 is listed in the current AAFCO method code document as Lysine, Free (Available). Since free lysine is defined differently from available lysine, this code needs refinement. AAFCO 140.00 references AOAC 975.44 which specifically measures available lysine content. The method code description will be edited to

140.00 Lysine, Available AOAC 975.44

A new method will be added for free Lysine:

140.01 Lysine, Free AOAC 999.13

-Addition of references to equivalent ISO methods. The ISO methods listed below are being reviewed for verification of equivalence to AOAC reference or applicability of AAFCO method code description.

Current reviews: Sharon Webb (ISO 5984 & 16472)

Nancy Thiex (ISO 5498 & 6492)

Analyte	AAFCO code	AOAC Reference	ISO Reference	Equivalent?
Protein, block dig/dist	002.10	2001.11	5983-2	YES
Fat, Soxtec, Pet ether	003.10	NA	11085	YES
Ash, 3h, 550°C	005.04 (new)	NA	5984	In review SW
Fiber, neutral detergent	009.07	2002.04	16472	In review SW
Starch, Polarimetric	012.00	NA	6493	YES
Fat, Soxtec, acid hydrolysis	013.10	NA	11085	YES
Fiber, Acid Detergent	008.02	973.18	13906	YES (NT)
Fiber, Crude	004.00	962.09	5498	In review NT
Fat, Hexane	003.12	NA	6492	In review NT
Fat, Acid hydrolysis	013.00?	NA	6492	In review NT

Thanks so much to all the volunteers for reviewing the documents. ISO references, once verified, will be added to the AAFCO reporting website.

- 8. Special samples** – Porcine Meat scraps. AAFCO sample 09-97 Meat & Bone meal (porcine) had to be shipped un-ground due to problems feeding the bulk sample into the grinder. The statistical analysis is complete and can be downloaded from the website.

2010 Program canned pet food: the Chair will try to include another canned pet food for the 2010 Program. Suggestions for the sample included low magnesium cat food.

- 9. Expanded program for drugs and antibiotics.** This project has been put on hold until after the website / calculations project has been completed.
Action item:- Development of a template for the SOP, and completion of the SOP
Action item:- Preparation of a prototype sample for homogeneity testing and homogeneity testing as described in the International Harmonize Protocol for the proficiency testing of analytical chemistry labs (IHP).

- 10. Other business.**

- Cost of the Program for 2010. The committee discussed pricing for 2010. Due to problems encountered by many participants during the 2009 renewal process, the committee decided to keep the same pricing as the 2009 Program.
- Electronic voting. The AAFCO guidelines for electronic voting were distributed prior to this meeting and the committee plans to use e-voting to approve these minutes and to approve a potential contract for Andy Crawford.