

AAFCO Mid-Year Meeting
Minutes of the Collaborative Check Sample Program Committee Meeting

Tuesday January 19th 2010, 10:30-12:30pm, Redondo Beach CA

The following were in attendance:

Name	Representing	Telephone	Email
Victoria Siegel*	Office of Indiana State Chemist	765-494-1565	vsiegel@purdue.edu
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Mary Koestner	Missouri Dept. of Agriculture	573-751-8320	Mary.koestner@mda.mo.gov

* Indicates members of the committee

The meeting was led by Victoria Siegel, Committee Chair

1. Sharon Krebs provided data for the financial report

2. Program Participation report

Current enrollment for 2010 Program is 188 of which

- 110 (58%) US labs
- 56 (30%) International labs
- 22 (12%) Canadian Labs

This is a typical rate of enrollment and there are a number of invoices still waiting for credit card processing at this time.

A special group of 99 analysts at 18 different lab locations (17 in the US and 1 in Canada) is also enrolled.

Update: Current total enrollment for the 2010 Program is 234 plus 99(333). This maintains the level of participation seen in 2009.

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

The report from the beta test of the data reporting website was presented. Of the fifteen testers, one was in New Zealand and one was Canadian, while several were industry labs with the majority comprised of US State regulatory labs. The website functioned properly and there were good suggestions for improvements. The following improvements will be incorporated prior to the official launch.

- Method codes documents (alphabetical and numerical order) will be linked to the Information page of the website
- Saved pdf files of the reported data will be ordered exactly as entered by the user into the table. (currently, the order is backwards, analytes last entered are showing first,

however, if you add a bunch empty lines first and then fill them in, delete lines etc. the order is changed)

- Users will be able to report whole numbers without a decimal place if they wish

Update: These improvements were made by the end of February 2010

The following improvements will be made once routine operation of the website is established

- Users will be able to create a custom template that already lists the analytes routinely reported by their lab. The custom template can still be edited as needed. The default template (single line, no analytes until you add them) will still be available as an option.

- Allowing for automated scrolling of the data entry screen, useful for those labs entering a large number of analyses

- Using a "Tab sequence" to have the tab end up on the "Add row" button. Tabs go to every link or input field on the web page, but they can be sequenced. However, we will have to test out whether this would interfere with any other functions.

A time-line for launch of the new Program was established as follows

- Participants will be emailed a document that describes the changes being made to the statistical analysis, and our plans to open the website for data reporting. They will also receive example reports for recent 2009 samples using the new analysis.

Projected date: Beginning of February 2010

Update: Introduction manuals were e-mailed February 12th. Example reports and report cards were e-mailed February 27th.

- Participants will be emailed a web link, password and instruction manual for their lab to begin data entry for AAFCO 1021.

Projected date: February 1st – 10th (due date for AAFCO 1021).

Update: E-mailed between March 5th and March 8th, asked to re-report sample 1021 and report sample 1022

4. Changes to the statistical analysis. In late September 2009 the committee approved (using e-vote) a contract to retain the services of Dr. Andrew Crawford (Andy) for statistical analysis of Program data. The Committee-approved document was signed by the AAFCO President in October 2009. At this meeting Andy presented the final format for the reporting output which includes

- AAFCO Report card
- Proficiency Testing Report card
- Method Performance Report
- AAFCO All tests
- Proficiency Testing All tests

Timeline for launch of the reporting output

Andy will process all web reported data and the reports will be linked to the website. The instruction manual will be updated and sent out to all participants.

Projected date: end of February- March 10th

Update: Andy did not receive the web datasets for 1021 & 1022 until April 9th, but he had the reports ready and available for posting to the website by April 15th. The Data Reporting Website was not ready to link the reports until May 10th. The Chair e-mailed participants their reports for 1021 & 1022 manually on April 29th & 30th. The 1023 reports were available for download from the Data Reporting Website on May 5th.

5. **Method code needs.**

The expanded set of method codes for reporting minerals were reviewed and a numbering system was chosen for the new method codes that allows maximum flexibility in data analysis. The mineral codes were assigned so that we can group sets of method codes together in the event that the individual method codes do not have enough data to allow for proper scoring.

-Addition of references to equivalent ISO methods. ISO method references that have been in review have all been verified for equivalence to the AAFCO method code reference methods. Aaron Price added an equivalent method reference for AOAC 2006.1 (monensin, narasin & salinomycin) which is ISO 14183:2005.

Additional method codes. A request was made to add method codes for free Methionine and Threonine by AOAC 999.13. Ankom has requested that we add additional method codes for crude fat (analyte 003.XX) methods for labs that are using different solvents. The committee agreed to survey the participants to find out which solvents are being used so that an informed decision can be made.

***Action item:** Edit the method codes in the Data Reporting Website and update method references. Provide updated method code listing to Andy for inclusion in the data processing program. Provide updated method code documents to participants and post on the AAFCO website and on the Data Reporting Website.*

***Update:** All method codes were updated with additional references by February 24th and shared with Andy. New method code documents were posted to both websites and shared with participants on March 4th 2010.*

6. **Special samples** – The committee discussed options for the 2010 feed ingredient. Suggestions included alfalfa pellets, soybean meal, corn gluten or medicated liquid molasses. The Chair will see which of these are available later in the year.

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.

7. **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)*

8. **Other business.**

- Recognition of Bob Coehlo, former programmer for the Program. Bob had been processing data for the Program for more than 40 years and the committee agreed with the Chair's request that we send an award in recognition of his long time service.

***Action item:** investigate options with the Awards committee*

-The committee discussed making a change to the information provided in the Analytical Variations (AV) to clarify recommendations for products that test above the guarantee +

the AV in situations where the analyte degrades over time and manufacturing practices require over-formulation to extend shelf life of the product.

Action item: Draft the changes ready for committee review at the 2010 Annual Meeting

-A participant lab has reported to the Chair their suspicions that for antibiotics tested using microbiological methods, some participant labs may be testing the samples multiple times and reporting averages rather than reporting the results from a single test portion analyzed on two different days. The participant was concerned that the repetitions were being made to bring results in line with the guarantee on the AAFCO sample label. Their suggestion was to use a range on the AAFCO product label. The committee reviewed the data but did not find cause for concern and did not recommend use of a range on the product labels. The AAFCO label is an “estimate” based upon the commercial product label and is provided to allow for appropriate dilution of test samples.

Action item: During the launch of the new Program there will be educational outreach to remind participants that the statistical analysis is designed for data reported from a single test portion run on two different days, and that the AAFCO label is only an estimate of content.