

AAFCO Annual Meeting
Minutes of the Collaborative Check Sample Program Committee Meeting
 Saturday August 4th 2012, 1:30-5:30pm, Indianapolis IN

The following were in attendance:

Name	Representing	Telephone	Email
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* Indicates members of the committee

*Indicates liaison to the AAFCO Board of Directors

* Indicates industry advisor

The meeting was led by Victoria Siegel, Committee Chair

1. The agenda and the minutes of the 2012 mid-year meeting were reviewed and approved.
2. The committee and industry advisor rosters were reviewed. Teresa Grant (N. Carolina Department of Agriculture) joined the committee and Jimmie Ward (P & G PetCare) volunteered to serve as an industry advisor.
3. Jenna Stoia (FASS) provided data for the financial report
4. Program Participation report
 - Current enrollment for 2012 Program is 272 of which
 - 132 (48 %) U.S. labs
 - 114 (42 %) International labs
 - 26 (10 %) Canadian Labs

This maintains and increases the high level of participation in the Program in 2011 (260 labs). Growth continues with international labs, particularly labs in China. A special group of 116 analysts at 18 different lab locations (17 in the US and 1 in Canada) have enrolled again this year, an increase of 19 subscriptions for this group.

5. Review of web-forms.

New web-forms available on the Check Sample page of the AAFCO website were demonstrated to the committee. The forms include a 2012 Program order form (for use by new labs joining for the remainder of the 2012 Program), a Quality Reference Material order form that is linked to the inventory of available past samples and is updated as orders are placed, and a missing sample form to order replacement shipments of samples that have not been delivered on initial shipment. We agreed on public posting of the AAFCO All Test Reports on the same page that the Method Performance reports are currently posted.

Action item update: *All available AAFCO All Tests reports have been posted on the AAFCO website. Access the reports at the following url:*

<http://www.aafco.org/Directory/CommitteePages/CheckSampleProgram/MethodPerformance.aspx>

Action item: *Prepare 2013 Program order forms and manuals*

6. Program expansion – residue screening and trace level reporting for mycotoxins and heavy metals.

The finalized list of new method codes to allow for trace-level reporting was approved. The updated method codes will be available for reporting of the August samples (201228, Beef Cattle Pellet and 201298, Feed grade monocalcium phosphate).

Action item update: *The revised method codes were released September 6th 2012 and participants were asked to re-submit previously reported data for samples 201228 and 201298 using the revised method codes.*

Action item: *Vicki to report the data for sample 201298 at the AAFCO meeting at the AOAC Annual meeting on Tuesday October 2nd 2012.*

7. Program expansion - Drugs and Antibiotics (no progress since January 2012).

The stock of drug pre-mixes obtained for the Program is sufficient to allow for making of a prototype triple-medicated sample using a non-medicated feed base and mixing according to manufacturer labeling directions. CFIA have volunteered to perform a homogeneity test on the prototype sample (thanks Aaron). Provided the prototype meets the ISO criteria for sufficient homogeneity it will be used as a Program sample.

Action item: Vicki to purchase non-medicated feed and ship the premixes and instructions for mixing to Able Laboratory for preparation according to the AAFCO Check Sample Program SOP.

Action item: Aaron Price will review the proposed schedule of triple-medicated feeds.

8. Program expansion – Pet Food add-on.

A quarterly Program for pet food ingredients will be offered in 2013, with the first sample shipment anticipated in February. Members of the regular feed Program will be eligible to sign up for the add-on provided they are in the U.S. and that they complete their registration before December 31st.

Action item: Develop a web order form with FASS; market the Program to eligible participants; order sufficient bulk sample in the first week of January.

9. Special samples

Very limited supplies (one case of 24 cans) of canned pet food sample 201195 are available. Please contact Vicki if you have a special project or need for this material.

The 2012 feed ingredient sample is 201298 “Feed grade monocalcium phosphate”.

Update: 201298 reports were posted on the Data Reporting Website on September 26th and include some data for heavy metals using the new method codes.

10. AV review project

A working group has been formed to continue to explore the issue of AV creation and to look at statistical approaches for comparison of the performance of methods currently in use and the AAFCO AVs. Members of the WG are Andy Crawford, Nancy Thiex, Lars Reimann and Aaron Price. A box of data relating to the last review of the AVs was received from former Program Chair George Latimer.

Action item: Vicki to sort information from George Latimer and send relevant information to the WG.

11. Method code needs

The following analytes were discussed as potential AAFCO method code additions:- water activity, free amino acids, sucrose, lactose, maltose, glucose, fructose, galactose, vitamin C, fatty acids (discussed at the Lab Methods and Services meeting on August 5th), dietary fiber and non-protein nitrogen (NPN). Revisions to the following codes were discussed:- crude protein 002.03, folic acid 113.01, sugars 006.xx and starch 012.xx.

Action item: revise and / or create new method codes as discussed

Update: The revised method codes were released on September 6th 2012 with the exception of the fatty acids. Menadione (vitamin K) also was added at this time. During revisions the committee and advisors identified a need to update some of the units associated with the AAFCO method codes. Based on comments received during the discussion, Vicki will propose a revised set of metric units for approval at the January meeting and will survey the participants regarding the proposed unit changes.

12. Possible A2LA accreditation to ISO 17043 / ILAC-G13.

AAFCCO have applied for a grant for funding from FDA to help us to accredit the Program and expand the scope in support of laboratories seeking accreditation to ISO 17025 in preparation for FSMA implementation. See the attached power point document "PTaccreditationAug2012" for details of the proposal. Areas of discussion included the need for improvements to the Data Reporting Website. Prioritized improvements include a stored, customizable result reporting table for analytes routinely reported by participants and the ability to include a text field in the result reporting table for capture of additional details, such as LOQ or LOD information. The requirement to demonstrate sample homogeneity was also discussed by the group, with the emphasis on establishing criteria to identify testing rounds where the data suggest that sample homogeneity contributed significantly to reproducibility and performance scores are unsuitable for corrective action. The possibility of re-issuing a sample to compare data will be explored. Note that some homogeneity and stability testing is planned in preparation for accreditation.

Action item: Vicki to document current management system fully in a Quality Manual as the initial step in a gap analysis.

Update: The hosting of the Data Reporting website has been transferred to FASS and we will continue to work with FASS to support, maintain and eventually make improvements to the site.

Update: The grant from FDA has been awarded with a start date of September 2012!

13. Other business

- 2013 Program pricing

Cost of participation for the U.S. and Canadian labs will be increased by approximately 3%. Due to significant increases in the cost of shipments overseas, the overseas pricing will include the average overseas shipping costs.

Action item: Vicki to research overseas shipping costs and propose pricing by mid-October, ready for subscription renewal.