



FINAL: 10/21/13

Collaborative Check Sample Program Committee Report/Minutes

Monday August 12th 2013

1:30-5:30pm

St. Pete Beach, FL

COMMITTEE RECOMMENDATIONS:

1. Offer the Pet Food Program for ingredients as a stand-alone Program that does not require subscription to the regular AAFCO Program.
2. Accept the recommendations for data reporting and statistical analysis for contaminants data (mycotoxins, heavy metals or veterinary drugs) provided by Andy Crawford as outlined in the presentation attached to the report.

BOARD RECOMMENDATIONS: None

ASSOCIATION ACTIONS: None

Committee Participants:

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¹ Indicates members of the committee

⁴ Indicates AFDO liaisons

² Indicates liaison to the AAFCO Board of Directors

⁵ Indicates APHL liaisons

³ Indicates industry advisors

Committee Report:

• *Committee Activities*

MOTION: "Review and approval of meeting agenda" Sharon Webb / second: Aaron Price – passes

MOTION: "Review and approval of 2013 mid-year committee report" Aaron Price / second: Sharon Webb – passes

MOTION: "Approve the statistical approach recommended by Andy Crawford for performance scoring for the mycotoxins or heavy metals contaminants Programs as described in his presentation" Sharon Webb / second Andy Randall – passes

Committee Minutes:

1. Jennifer Roland (FASS) provided data for the financial report
2. Program Participation report

Current enrollment for 2013 Program is 275 labs of which

 - 145 (53 %) U.S. labs
 - 107 (39 %) International labs
 - 23 (8 %) Canadian Labs

Enrollment in the 2012 Program was ~260 labs. This is an increase of ~5%. Included in the participants are thirty four new labs, eighteen international and sixteen in the U.S. This continues our trend of increasing international participation. A special group of 123 analysts at 18 different lab locations (17 in the US and 1 in Canada) have enrolled again this year, also increasing subscriptions for this group.
3. Method code needs.

The following analytes were discussed and approved as potential AAFCO method code additions; individual fatty acids listed in the AOCS methods, total omega 3 fatty acids, and total omega 6 fatty acids, total saturated fats and total unsaturated fats. Screening / contaminant level codes for vet drugs are to be added for all vet drugs currently in the AAFCO method code list. The contaminant level codes will be in the "300" range of analyte numbers. For example, amprolium is 045.XX; residue level amprolium will be 345.XX. The method code list will be checked for those vet drugs associated with corn DDGs production (virginiamycin, penicillin, erythromycin etc.) and these will be added if not in the current document.

A request to add codes for Na, Cl, K and Ca by Omnion meter was discussed; the group suggested that this was already covered by generic method codes for ion selective electrode (ISE) methods. The current listing will be checked for ISE codes and necessary additions will be made.

Pyridoxine (vitamin B6) currently only has micro (112.00) or miscellaneous codes; a general LC method code will be added (112.01).

Method codes for Iodine by ICP-MS will be added as follows: 024.51 (Dry ash), 024.52 (open vessel) and 024.53 (microwave).
4. Additional Samples

AAFCO 201327 is Corn Gluten Meal and the accompanying pre-mix is 201397 Swine Nursery vitamin / mineral pre-mix, medicated with Oxytetracycline.

A canned pet food sample was discussed.
5. Updates on FDA grant-activities related to Program expansion

- Data Reporting Website

FASS has been contracted to convert the Data Reporting Website into a different software format. Total project estimated at 150 hours of programming time; FASS has about 20 hours invested currently.

A prototype of the administrative functions was provided by FASS and demonstrated at the meeting. The estimated timeline for completion of the project is mid-September 2013.

Update: *current programming time is now ~80 hours and prototype participant functions are available to Vicki for testing and to provide feed-back.*

- Pet Food Add-on Program

In 2013 we offered a quarterly add-on Program for pet food ingredients (poultry meal, soya

flour, egg powder and wheat flour) to participants in the U.S. currently subscribed to the regular AAFCO Program. The Pet Food Add-on was very well-received and had an extremely high rate of data reporting. A proposal to offer the pet food ingredient samples as a separate Pet Food Program (not requiring participation in the regular AAFCO Program) was discussed. Participants in the Pet Food Program also will be eligible to receive any dry or canned pet food samples available to regular AAFCO Program participants. Pricing options were discussed and will be decided by committee e-vote when the variables affecting the regular Program subscription rate can be fully evaluated.

- Mycotoxins / Heavy Metals contaminants Quarterly Program for 2014

A sub-contractor will provide quarterly samples of animal feed (dry pet food, cattle feed, swine feed and poultry feed), formulated using incurred mycotoxin contaminants at levels representing the analytical range specified in the AAFCO Method Needs Statement for the multi-mycotoxin method. Plans to also add contaminant levels of Heavy Metals at levels representing the analytical range specified in the AAFCO Method Needs Statement for Heavy Metals through spiking were also discussed. The Heavy Metals Program is not a planned grant activity until the 2015 Program year but this was a potential opportunity since the samples are being formulated for AAFCO. Pricing options for the quarterly Program were discussed and will be decided by committee e-vote. The following factors were raised as critical for decision-making: the cost of sample preparation; the ability to sustain the Program without funding from the grant; the value of the Program to laboratories.

***Update:** The sub-contractor is unable to provide samples with heavy metal contaminants as needed by the Program so that project will continue with AAFCO finding a way to formulate those samples.*

- Statistical analysis proposal for residues / contaminants

Andy Crawford presented a proposal for the data reporting and statistical analysis of mycotoxin and heavy metal contaminants. A pdf file of the presentation will be sent out with the minutes. After some discussion the committee voted to accept Andy's recommendations. We all congratulate Andy for his excellent recommendations and his presentation of the information.

- Triple vet. Drug / vet drug contaminants project plans

Aaron Price has updated the proposed schedule for development of AAFCO samples with at least three different veterinary drugs and the updated schedule will be sent out with the minutes. The schedule includes FDA allowed combinations in a variety of animal feeds. The samples will be prepared using commercially manufactured non-medicated feeds and drug pre-mixes. The label directions provided for use of the pre-mixes will be followed by Able Laboratory when preparing the triple-medicated samples. A prototype sample of combination B (chicken grower with 3 g / Ton Lincomycin, 17 g / Ton Roxarsone and 100 g / Ton Lasalocid) is currently in preparation by Able. Homogeneity / stability testing will be run by CFIA and provided the sample passes our established criteria for homogeneity it will be used in the Program. In year 4 of the grant we plan to establish a quarterly veterinary drugs contaminants Program and the low-level samples will be prepared by dilution of the feed level samples with non-medicated feed or feed ingredients.

9. Updates on FDA grant activities related to accreditation to ISO 17043 / ILAC-G13

- Development of CSP Quality Manual & supporting documentation

Drafts of sections 4, Technical Requirements, and 5, Management Requirements are in review by the CSP QA Oversight team. The on-going to-do list includes development of the supporting documentation such as the Quality Management Plan (to include the policies for the Program),

SOPs and Data Forms etc. Sharon Webb has worked on drafts for an SOP regarding education and experience requirements for Program Staff members and these will be reviewed by the CSP QA oversight team. Since Vicki has the majority of the information she will put out first drafts as quickly as possible so that the team can help with review. Andy has been putting together a web page of resources that document the statistical analysis used by the Program. Please check out a prototype at the following url:

<http://www.andy.crawford.org/CSPDocHTMLWeb/AAFCOdocsWebPrototype.html>

The goal is to submit the application for accreditation early in 2014.

- AAFCO Check Sample forum on the AAFCO website

FASS provided a Check Sample Forum website for members of the CSP QA oversight team to share documentation.

- CSP QA oversight team (QOT)

The conference call held Thursday July 25th 3:00 – 4:00 pm EST was used to describe the Check Sample forum website and it's use and to discuss the documents posted for review. Vicki is planning regular (monthly?) conference calls as the documents are drafted.

- Assessment of sub-contractors

Able Lab site assessment performed July 30th 2013 by Vicki

AOCS helped provide guidance for development of a "checklist" document, however, further general documentation regarding quality (such as the Quality Management Plan) need to be in place before the assessment report can be completed. The visit was very informative and we got the necessary information to complete documentation. Bob and Amy Kieffer are highly supportive of our plans for accreditation and they provided requested copies of records and are happy to work with us to meet the requirements.

Andy Crawford assessment performed August 11th by Vicki

Vicki developed a draft checklist based on contractual obligations and accreditation requirements. Further general documentation regarding quality (such as the Quality Management Plan) need to be in place before the assessment report can be completed.

Assessment of the Program Manager and Management system

This assessment activity was originally planned to follow the committee meeting however, discussions with Brenda Jackson and Teresa Grant underscored that we cannot perform this assessment until more of the documentation is completed. We can apply for accreditation so long as we have procedures in place and can show that we follow them; the assessment can be performed remotely or even at the January meeting.

- Training of volunteers and Staff Members

To demonstrate that our Staff Members and volunteers are experienced and technically competent to run the Program, a Volunteer education and experience form has been developed and reviewed by CSP QOT. Final edits will be made to the form in September 2013 and it will be sent out to all volunteers and Staff members with a copy of the AAFCO conflict of interest policy. The form has an e-mail button to send it back to Vicki and there will be an option to include a CV or resume if available. All volunteers and Staff Members will also need training on the Quality Management Plan (currently in development...). The document will be e-mailed along with a training form to be completed and returned.

Much of our training is "on-the-job" and a training Program will be developed that incorporates plans for deputies for key roles and use of a vice-Chair for succession planning.

- Homogeneity / stability testing

Three AAFCO samples have been sent to an ISO 17025 accredited lab for homogeneity and

stability testing. These include 201326 (medicated chicken starter), 201342 (soya flour) and 201328 (medicated swine grower). Andy presented the statistical analysis for homogeneity on samples 201326 and 201342. He also developed some additional data analysis tools that can be employed to predict samples that may have been less homogeneous so that they can be verified to see whether the homogeneity of the sample contributed excessively to reproducibility in the test results. A pdf file of his presentation will be sent out with the minutes. The good news is that the AAFCO samples that have been tested to date do meet our criteria for homogeneity and we will have further testing run on a cattle feed sample before the end of 2013.

10. Other business

- Pricing for 2014.

The pricing for all Programs (the regular AAFCO Program, the Pet Food Program and the Mycotoxin contaminants Program) was discussed and after researching necessary factors Vicki will propose pricing and will seek committee approval by e-vote before the end of September 2013.

Update: *Proposed pricing is as follows and will be voted on electronically the week of October 14th 2013. All prices include shipping costs.*

Regular Program *(monthly samples of animal feeds; includes one dry pet food sample and one double shipment of a feed ingredient and a medicated mineral / vitamin pre-mix; may include a canned pet food sample)*

N. America (includes Canada) \$25 per month (\$300 for the 2014 year)

International \$35 per month (\$420 for the 2014 year; they pay the N. American price if they pay for courier delivery)

Pet Food Program *(quarterly samples of pet food ingredients; also includes the dry pet food sample from the Regular Program and the canned pet food sample if offered)*

N. America only; \$300 per year; 2014 year is paid in advance with no part-year subscriptions offered

**Special pricing at \$100 for the 2014 year if your lab also is enrolled in the Regular Program (Total cost for Regular & Pet Food Program is \$400)*

Mycotoxin Contaminants Program *(quarterly samples of animal feed or pet food containing contaminant levels of incurred mycotoxins)*

N. America only; \$100 per sample (\$400 for the 2014 year)

- Online OP is available

Anyone interested in the online AAFCO Official Publication (also known as the FeedBIN) should go to the AAFCO website for further information.

Action Item Table:

Responsible	Item	Action	Timing / Status
Vicki Siegel	New method codes	Create new method codes as discussed, enter on Data Reporting Website and notify Andy Crawford to update the reports.	Prior to next method code document release (est. January 2014)
Ken Riter	Canned pet food sample donation	Work with the PFI to find a suitable donor for the material; Vicki to contact Ken with the desired can size and number of cases needed.	Completed, September 2013
Vicki Siegel	2014 Pricing	Research current / estimated costs for 2014 Programs and set pricing; hold e-vote on pricing	Due by end of October 2013
Vicki Siegel	Data Reporting Website	Work with the web programmer at FASS to implement changes necessary to allow for contaminant data reporting (Detect Yes/No, LOD field)	Due by January 2014
Vicki Siegel	Contaminant level vet. drug project	Let participant labs know about the vet. Drug project; add residual vet. Drugs to the "Determine as desired" section of AAFCO sample labels	After new method codes are available for reporting (target January 2014)
Vicki Siegel / QOT	Accreditation	Vicki to complete first drafts of required documentation; QOT to review and finalize documents	Application target is Spring 2014
Vicki Siegel	Accreditation	Schedule conference calls with QOT	October 2013
Vicki Siegel	Subcontractor assessments	Share final drafts of necessary documentation as available; complete assessment reports	Prior to application for accreditation / January AAFCO meeting
Vicki Siegel	Training	Finalize volunteer / Staff education and experience form with QOT; send out form to volunteers / Staff with the conflict of interest policy	Before end of December 2013