



ORIGINAL: 02/28/14

**Collaborative Check Sample Program Committee Report/Minutes**

Wednesday January 8<sup>th</sup> 2014

1:30-5:30pm

New Orleans, LA

**COMMITTEE RECOMMENDATIONS: None**

**BOARD RECOMMENDATIONS: None**

**ASSOCIATION ACTIONS: None**

**Committee Participants:**

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<sup>4</sup> Indicates AFDO liaisons

<sup>2</sup> Indicates liaison to the AAFCO Board of Directors

<sup>5</sup> Indicates APHL liaisons

<sup>3</sup> Indicates industry advisors

Committee Report:

- *Committee Activities*

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

MOTION: “To adjourn the meeting” Aaron Price / second Sharon Webb – passes

Committee Minutes:

1. The meeting was called to order at 1:31 pm. No new business was added to the agenda. Sharon Webb moved to accept the agenda, seconded by Aaron Price. The motion passed. (Reminder: Annual Meeting Committee Reports were accepted by e-vote in October 2013).
2. Any revisions to the committee roster (either as member or industrial advisor) as it is published in the AAFCO OP 2014 need to be submitted to Vicki Siegel via email or state as such now. (No comments were made as to any revisions during the meeting.) If anyone, industrial advisor or committee member, wants to be added or removed from the CCSP or the Quality Assurance Oversight Team, let Vicki Siegel know directly via email.
3. Jennifer Roland (FASS) provided data for the financial report

4. Program Participation report

Current enrollment for 2014 Regular AAFCO Program is 166 labs of which

- 96 (58%) US labs 108 (53%)

-56 (34%) International labs 75 (37%)

-14 (8%) Canadian Labs 21 (10%)

\*Current enrollment updates shown in purple text

Enrollment in 2013 was approximately 275 labs, and this is a typical rate of renewal for this time of year. Included in the participants are nine new labs, eight international and one in the U.S. The international numbers are expected to increase because their enrollment applications tend to come in later than U.S. and Canadian customers. The participation numbers are fairly typical for this time of year. Lars asked about the international representation in the CCSP and was told the international customers are well-represented, with almost each continent having at least one laboratory. He asked a follow up question regarding the customers in Brazil. There are significant challenges with delivery in Brazil. An upgraded international shipping option (with full tracking) is available this year for an additional fee that is about half the cost of courier delivery per sample. Labs that have on-going issues in receiving samples are required to try this option to participate this year. The CCSP has been using this upgraded shipping option for QRM sample deliveries this year and have seen good results. It was pointed out that there is no real cutoff on signing up for samples for any of the Programs and there are links on the AAFCO website to the subscription forms.

Pet Food Program

Current enrollment for the Pet Food Program is 41 labs in the U.S. A special group of 118 analysts at 18 different lab locations (17 in the US and 1 in Canada) will enroll in the Pet Food Program this year. This program has quarterly samples of ingredients used to manufacture pet foods and labs enrolled only in the Pet Food Program also will be shipped samples of dry or canned pet foods offered in the Regular Program as part of the fee. The Program is offered only to labs in the U.S. in 2014, however, any laboratory may purchase our left-over portions as Quality Reference Materials (QRMs) using the forms on the CCSP page of the AAFCO website.

Mycotoxin Contaminants Program

Current enrollment for the Mycotoxin Contaminants Program is 20 labs in the U.S.

Currently only open to interested laboratories in the U.S. due to challenges faced in shipping internationally.

5. Method code needs.

Update on Revisions/Additions to the method codes: The unit changes that were voted on at the annual meeting have been added to the new Data Reporting Website (DRW). The new DRW was demonstrated and seems to have addressed the requested changes that the customers have asked for and it looks great! The new DRW is currently in the final editing stages and will move to beta-testing in January with a target to go live for reporting of the January sample for the 2014 Regular Program. Update – finalization of the new DRW has been delayed but will definitely be available for reporting of the first Mycotoxin Contaminants sample. The unit updates are more standardized for international clientele. A new screening project for collection of data on residues of veterinary drugs will move forward with the availability of new method codes for veterinary drug residues.

Following up on a request discussed at the annual meeting, Dr. Siegel verified that method codes already exist for the following ions by ion-selective electrode (ISE): Na, K, and Ca but there is no current code for Cl<sup>-</sup>. There are current codes for salt by ISE (033.05) and some of the existing salt codes are Cl specific (033.00 Salt by soluble Cl AOAC 943.01; 033.01 Salt by potentiometric titration of Cl AOAC 969.10). A long discussion ensued as to whether additional codes were needed for Cl by ISE or not. Raised points included: not a direct method of analysis, that salt is a calculated value based on either sodium or chloride tests, and this is a term that is getting less use internationally. However, it was pointed out that salt was a label requirement in the U.S. and the codes are needed. Opposing sides agreed that CCSP should keep offering the method reference code as salt and that an ISE, IC, and titrimetric method code for Cl<sup>-</sup> would be sufficient. Dr. Siegel stated she would further investigate this issue. Also, fatty acid method codes will also be added once the new DRW is up and running.

6. Additional Samples

There will be another canned pet food sample this year. Dr. Siegel will send out a survey (probably in February or March) to determine those labs wanting to participate in the testing round. She stated the canned sample would be shipped probably at the end of the 1<sup>st</sup> quarter of the calendar year. There will be no need to pre-order it by the case; cases will be available for purchase as a QRM using the QRM order form on the CCSP page of the AAFCO website. Dr. Siegel asked for suggestions for the feed ingredient sample for the summer. Sharon Webb suggested another mineral sample with similar values to that from 1999-31 to accompany the ingredient sample. Dr. Siegel said she would see what is available. Suggested ingredients were meat and bone meal and fish meal.

7. Updates on FDA grant-activities related to Program expansion

**- Data Reporting Website (DRW)**

A new website for data reporting has been developed by FASS and will be operational in the near future. One of the features is that Dr. Siegel can set up login information for users, not just labs. The new website will send an email with the link to the DRW and provide the password. The username will be your email address. Each lab can have more than one user! There are easy to navigate tabs across the top. On logging in, the default tab the user is in is the "Samples" tab. The options under this tab is "Past Samples", "Samples & Analytes" that data is reported for. The website will be color coded to help differentiate the different Programs and associated samples to ease any confusion. Other tabs include "Program", "Sample Number", "Sample Name", "Due Date" and "Analyte Number". A template can be made by the user and used to report data for samples in each program. The first time, the user will build their template, and then the website will save the template. The template can be easily adjusted. The unit is populated, the method reference, and analyte can be saved in the template. The method code can be selected from a drop down list. The new reporting website creates a pdf of results upon saving as a submission receipt. Alternatively the user can download an Excel spreadsheet to save their data and then import into the DRW after saving the Excel file as a csv file. (Any imports will replace any data already entered for that sample.) Clicking upon "Sample ID" gives you the AAFCO label. The Mycotoxin Contaminants Program has required development of a new result report template in the DRW. The labs must identify each test result as a "Detect" (Yes) or "Non-detect" (No) based upon the Limit of Detection (LOD) for their test method. If "yes" is chosen, then a non-zero value must be entered. If "No" is chosen, the result field will be greyed out and the LOD must be entered in a separate field. The

codes developed for mycotoxins allow for reporting of the different components separately (for example AB1, AB2, AG1 or AG2) or as Total aflatoxin. The statistics to analyze the contaminant data were approved at the Annual Meeting in 2013. The calculations determine the probability of detection. All data reported using the previous DRW will be imported into the new DRW. Overall, the new DRW is more user-friendly for the administrator, allowing more options and greater efficiency for Dr. Siegel to facilitate. Now is the time to fix any errors in the method code list. Email Dr. Siegel to let her know which method codes need revision.

**- Pet Food Program**

For 2014 the Pet Food Program is offered as a stand-alone Program but is better value if purchased by labs also enrolled in the Regular Program. Enrollment is open all year.

**-Mycotoxin Contaminants Program reporting**

Andy Crawford gave a presentation on the planned reporting output for the Mycotoxin Contaminants Program. The samples for this program have assigned values (including uncertainty) from an expert laboratory so that quantification can be done. Results reported as "Detects" will receive a Z score. Non-detects will receive a POD (Probability of Detection.) The POD calculation can handle 1 or 2 non-detects in a pair of results. Discussion was had as to whether the POD should reflect lab bias or POD for the assigned value. The final decision was a POD for the assigned value. The presentation will be available in pdf format as an attachment to the minutes.

**- Heavy Metals contaminants Quarterly Program for 2015**

Plans to prepare a prototype sample for a heavy metals contaminants program in 2015 is currently being worked on with help from Nancy Thix. The triple vet drug/vet drug residue premixes are currently at the prep lab.

**- Triple vet. Drug / vet drug contaminants project plans**

Method codes in the 300's were created for residual veterinary drugs and the units are  $\mu\text{g} / \text{kg}$  (ppb). The units for the feed levels of veterinary drugs will be  $\text{mg} / \text{kg}$  (ppm) when the new DRW is in use. A suggestion was made to include a method code for a single quad (LC-MS) in addition the triple-quad method code. Participants wanting to screen the current regular program samples for residual drugs can report data using these new codes and we will use the data for preliminary assessment for development of a quarterly veterinary drugs contaminants Program in year four of the FDA grant. The low-level samples will be prepared by dilution of the feed level samples with non-medicated feed or feed ingredients. The materials for preparation of the prototype triple vet drug sample are currently with the sample preparation laboratory.

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

**- Training of volunteers and Staff Members**

Documentation that our Staff Members and volunteers are experienced and technically competent to run the Program has been accomplished using the Education and experience form. The form was sent out to all volunteers and Staff members with a copy of the AAFCO conflict of interest policy in December. The form has an e-mail button to send it back to Vicki and there is an option to include a CV or resume if available. Please send in your forms to Vicki if you have not yet done so.

**- 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 stability and our assessment of the data. A pdf file of his presentation will be sent out with the minutes.

**- Documentation**

The progress has been a little slow, but should speed up now. Andy Crawford has collected relevant documentation together for a web link that will be posted to document the statistical analysis performed and referenced materials for resources. The QA oversight team will schedule more calls to review first drafts of the quality documents (manuals, plans and SOPs).

9. Other business

**-NPN listing in AV table of AAFCO Official Publication**

The AV table in the 2014 OP lists it as “NPN Protein”, but it isn’t equivalent to crude protein. A discussion ensued on what was being reported. A suggestion was made that it should be changed to “NPN Nitrogen” in the AV table of the OP. The online OP should be easier to change, but it will not be changed until the 2015 OP is printed.

**-Eurachem workshop**

A Eurachem Workshop on proficiency testing in analytical chemistry, microbiology and laboratory medicine will be held in Berlin, Germany in October 2014. There will be lectures, posters, and training sessions on ISO 17043 and ISO 13528. The CCSP committee agreed that this would be beneficial for Dr. Siegel to attend. She will request approval for travel funding from the AAFCO BOD.

Action Item Table:

Responsible	Item	Action	Timing / Status
Vicki Siegel	New method codes	Make final edits to method code changes (CI, LC-MS for 300s) and unit changes in new DRW; update method code documents; send to Andy; post on website	Prior to release of new DRW (est. March 2014)
Vicki Siegel	Canned pet food sample survey	Survey labs to establish participation in the testing round; add cases to QRM order form inventory	Due before annual meeting (August 2014)
Vicki Siegel	Edit AV table in OP	Change “NPN Protein” to “NPN Nitrogen”	Due by end of September 2014
Vicki Siegel	Data Reporting Website	Select beta-testing labs and develop guidance document; roll-out new DRW to all labs	Due by March 2014
Vicki Siegel	Veterinary drug residues screening project	Let participant labs know about the vet. Drug project; add residual vet. Drugs to the “Determine as desired” section of AAFCO sample labels	Prior to release of new DRW (est. March 2014)
Vicki Siegel / QOT	Accreditation	Vicki to complete first drafts of required documentation; QOT to review and finalize documents	Application target is Summer 2014
Vicki Siegel	Accreditation	Schedule conference calls with QOT	Spring 2014
Vicki Siegel	Subcontractor assessments	Share final drafts of necessary documentation as available; complete assessment reports	Prior to application for accreditation / August AAFCO meeting
Vicki Siegel	Training	Provide as relevant training in: Quality Management Plan	Before application for accreditation



**AAFCO**  
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		SOPs Document on training forms	