



## Collaborative Check Sample Program Committee Report/Minutes

Monday August 3<sup>rd</sup> 2015

1:30-5:30pm

Denver, CO

**COMMITTEE RECOMMENDATIONS:** To change the AAFCO CSP units for vitamin E; integrate needs of the Mycotoxin Working Group with the Mycotoxin Program; perform homogeneity testing of material in the Minerals Program; canned pet food should be a dog food; prepare promotional PowerPoint for Programs; create a paid part time Quality Manger position.

**BOARD RECOMMENDATIONS:** To create a paid part time position for a Quality Manager to support the AAFCO Check Sample Programs.

**ASSOCIATION ACTIONS: None**

### Committee Report:

- *Committee Activities*

MOTION: "Review and approval of meeting agenda" not recorded (approved by consensus)– passes

MOTION: "To change the units for vitamin E to IU/kg" Sharon Webb / second: Dorota Inerowicz - passes

MOTION: "Nancy to go to board to hire a Quality Manager @ 10 hours a week/month (part time) to move forward with ISO 17043 accreditation" Sharon Webb / second Aaron Price - passes

MOTION: "To adjourn the meeting" Ametra Berry / second: Teresa Grant – passes

### Committee Minutes:

1. Agenda approved.

2. Regular Check sample Program Review

- a. Participation stats—270 lab subscribing and 219 participating labs (less the large client with 100+ labs because they decided to use their own even though they were very pleased with the AAFCO program). Added several tests over the past 6 months – currently 1381 method codes and 227 analytes. Homogeneity mixer study was performed addressing the addition of medicated premix to finished feed. Data looked good. Suggestions for tylosin for drug, dairy feed
- b. Method code updates—Motion to change units for vitamin E to IU/kg passed. (Sharon (UK) made motion/Dorota (Indiana) 2<sup>nd</sup>)
- c. Software development update. The subscription process is being updated by FASS.
- d. Program tweaks and updates—to determine a plan for future samples that contain antibiotics/drugs, an electronic survey will be designed for the participants to take once VFD is finalized so states will know what drugs/antibiotics and their levels to expect. This way the samples will more reflect what is being seen in the market and states will have comparable QRM that reflect matrix, analyte, and analyte levels. Notification will be sent out in the September sample regarding any changes made.  
- 4 new analyte codes were created for insecticides, 12 for vet drugs / residues and 2 for mycotoxins (T2 and HT2)



- 2016 subscriptions will be done online.

3. Pet Food Program Review
  - a. Participation stats—Currently 65 labs are subscribing and 53 labs participate in pet food program
  - b. Program tweaks and updates - 3<sup>rd</sup> & 4<sup>th</sup> quarter ingredients; Gina (AOCS) has -source of dried turkey meal or other meat meal; next canned will be dog; suggestions made to include some of the following: citrus pulp or tomato pumice (high fiber), corn sourced protein, barley, or dried cheese product
  
4. Mycotoxin Contaminants Program (still tweaking!)
  - a. Participation stats - Currently 37 labs are subscribing and 20-30 labs are participating.
  - b. Statistical approach modification review—z scores will be grayed out when less than 6 participants are used to report the z score; these results will be compared to the reference lab; >6 uses consensus values
  - c. Integration with working group—dry dog, swine, need something with a measurable AG1 & AG2; then go to horse, beef, and poultry to circulate through the feed types. Horse may offer different mycotoxins, such as ochratoxin in oats.
  
5. Minerals Program (new program)
  - a. Statistical approach (use of calculated spike)
  - b. Data observations—UK & Louisiana agreed to assist with homogeneity testing of a sample. Samples will be sent to Sharon Webb & Mark LaBlanc. Sample 201432/201551 was the sample to be used to get this data.
  - c. Participation and promotion— Currently 22 labs are subscribing and 14 labs reporting. 4<sup>th</sup> quarter will be horse, then cattle, suggestions for kale, peanuts (defatted) or dried milk
  
6. Samples Acquisition and Distribution—
  - a. An outline of Bob's issues – not covered
  - b. Volunteer samples – volunteers asked to contact Nancy
  - c. Are we doing a canned product in 2015 or 2016—determined to be dog in 2016
  - d. Any requirement for liquids? –
  
7. Accreditation Progress—Moving forward towards accreditation to ISO 17043: motion passed for Nancy to go to board to hire a Quality Manager @ 10 hours a week to move forward. (Sharon Webb (UK) Motioned seconded by Aaron Price (CN))
  - a. Consultant hire—(Matt Sica, trained auditor) was hired to do a gap analysis. This is complete. Technically we are sound, but we need a management system. FASS can be a part of this
  - b. Progress to date on SOPs—Document Control, Contract Review, Vendor Approval, and Purchasing: First drafts of these SOP's are complete. Need many additional drafts. Need a virtual office as a document repository, the AAFCO Feed bin was suggested.
  - c. Nancy comments—May have add-on meeting in the January Meeting of AAFCO to meet with consultant for review.



8. Programs Promotion

- a. We need to create and improve awareness (get the word out!) —Sharon Webb (UK) & Josh Arbough (WV) agreed to make PowerPoint for use of other AAFCO members to use to get the word spread out for all the CSP has to offer.

9. New Leadership

- a. Chair and vice chair—Team approach until chair and vice chair are filled.
- b. Nancy comments – We need to figure out roles and responsibilities

—Meeting adjourned at 5:03 PM MST. (Motion made by Ametra Berry (GA)/seconded by Teresa Grant (NC)

Action Item Table:

Responsible	Item	Action	Timing / Status
Andy & Nancy	Vitamin E units	Change the units for vitamin E from mg/kg to IU/kg	One month
Nancy	Survey on drugs/antibiotics	Survey labs to establish PT needs for drugs and antibiotics	October
Nancy	Homogeneity testing on mineral materials	Arrange for shipment of mineral materials to Sharon and Mark	October
Sharon and Mark	Homogeneity testing on mineral materials	Provide data on mineral homogeneity samples to Andy	November
Andy	Homogeneity testing on mineral materials	Prepare report for January meeting on results of homogeneity tests of mineral materials	January
Sharon and Josh	PowerPoint	Prepare promotional PowerPoint presentation on AAFCO CSP for general use by BOD and members	October - November
Nancy	Add on meeting	Arrange add-on meeting to Mid Year 2016 of parties involved in accreditation implementation	October - January
Nancy	QA Manager position	Request approval for a QA Manager position from BOD; seek proposals	November