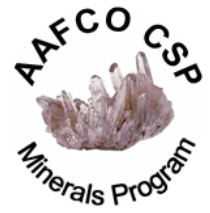


Upgrade Review

Mark Budden, FASS

AAFCO Check Sample Committee
2016 Midyear Meeting – Isle of Palms, SC
January 18, 2016



Upgrade Review

Primary Goals

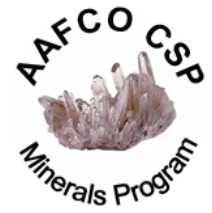
- Consolidate program information
- Streamline/automate maintenance activities
- Improve clients' experience and information accessibility



Consolidating Program Information

Information now stored in the expanded DRW:

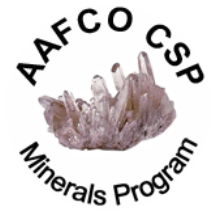
- Subscription information
 - Programs, quantities, payment amounts and dates
 - Shipping methods, recipients, addresses, couriers
- Shipment tracking information



Improving clients' experience and information accessibility

Through the dashboard, subscribers can:

- Add new labs and link to their renewing labs
- Subscribe and pay for multiple labs
- View subscription and payment history (2016+)
- Edit shipping address, recipient, and courier account
- Add/edit/remove data reporters
- View shipping history and tracking info (2016+)



Improving clients' experience and information accessibility

Through the DRW, data submitters can now:

- View sample shipments and tracking info
- Edit shipping addresses and recipients
- View separate method lists for each program



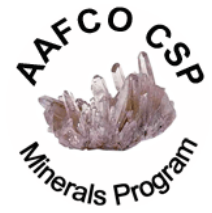
Streamlining and automating maintenance activities

- Online subscriptions are configured in the DRW automatically
- Subscriptions not paid by credit card only require “activation” by staff when payment is received (instead of manual entry)
- Shipper can export shipping database on own
- Shipment tracking information is emailed to receivers as shipment information is imported

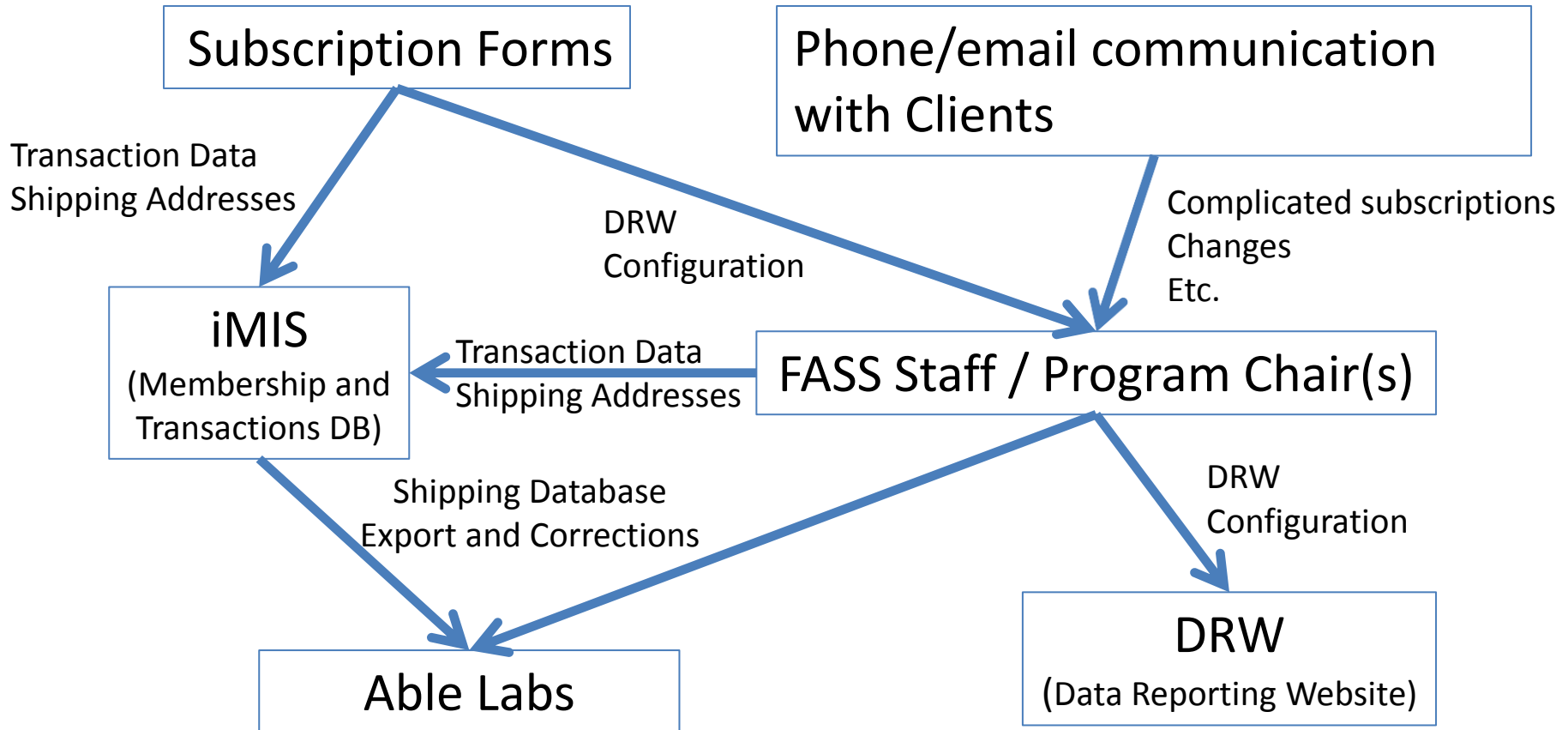


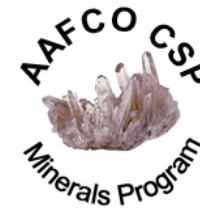
Shipping Options

- USPS (prepaid) or Lab's Courier Account
- USPS priced by number of samples/shipments, country zones, and service
 - Zones: U.S., Canada, Mexico, China, Elsewhere
 - Services: First Class, Priority, Express
 - Priority Mail instead of First Class for China
 - Express Mail only available outside of U.S. and Canada
 - Express Mail is flat-rate

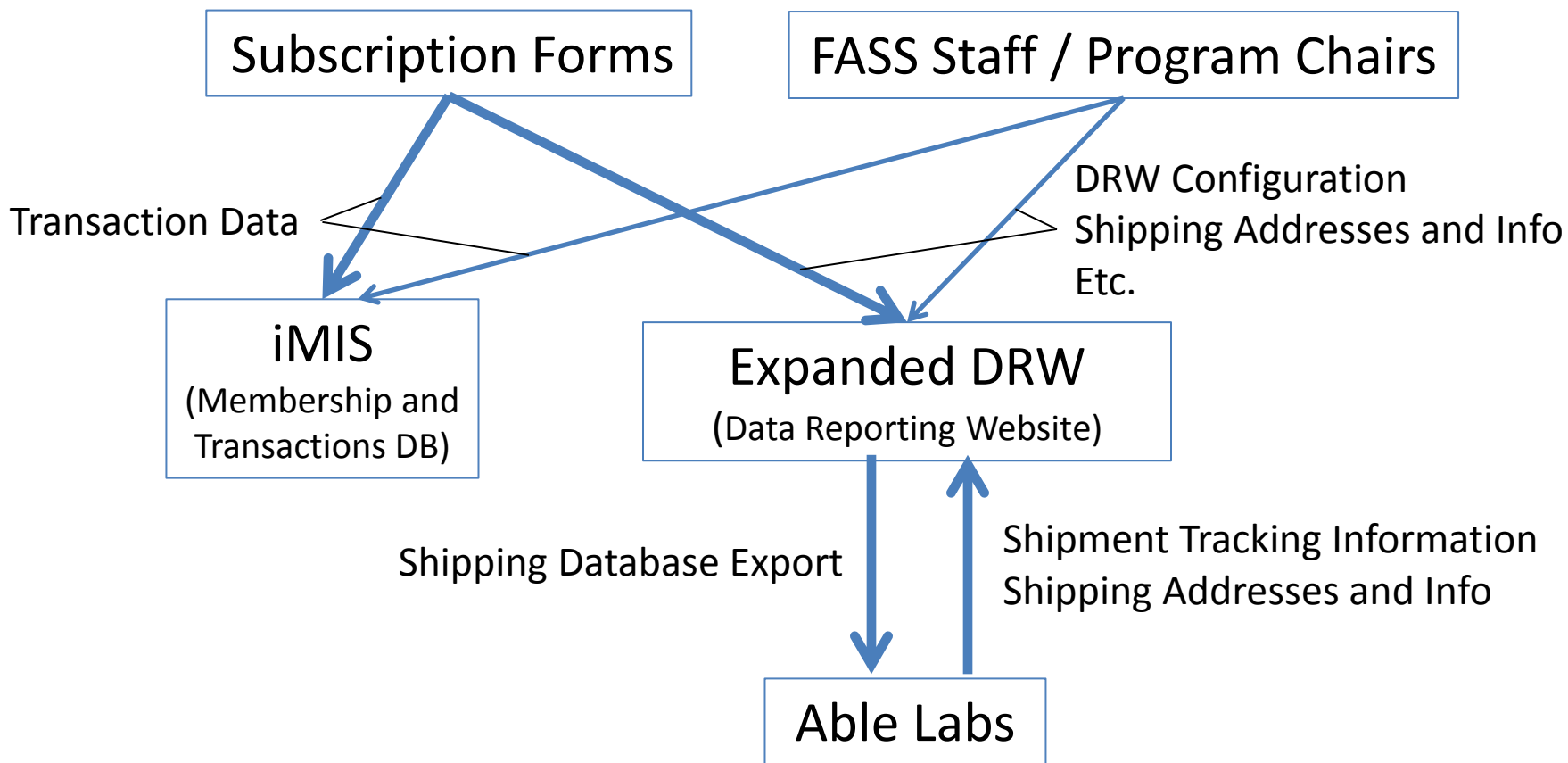


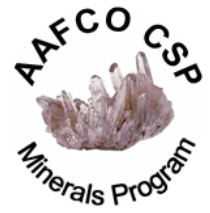
Old Flowchart





New Flowchart





Improvements to DRW Application Structure

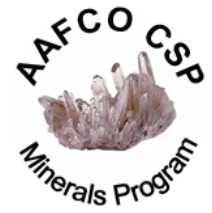
- Support for program-specific analyte/method lists
- Support for a continuous program model instead of each year being considered a new program
- Support for samples shared between programs (one data set to export)



Programs and Analyte Method Codes

- One master list of method codes
- Method codes are selected for inclusion in list for each program

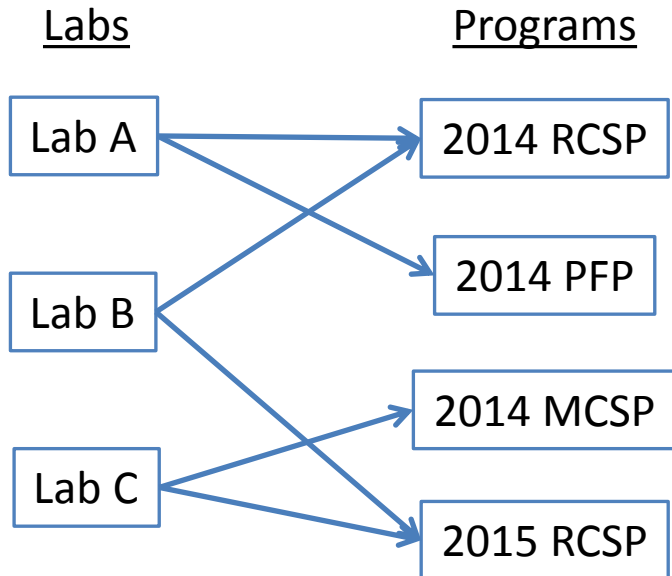
Code	Regular	Pet Food	Mycotoxins	Minerals
001.01	X	X	X	X
100.01	X	X		
300.01	X	X	X	X
500.01				X
600.01			X	



Application Program Model

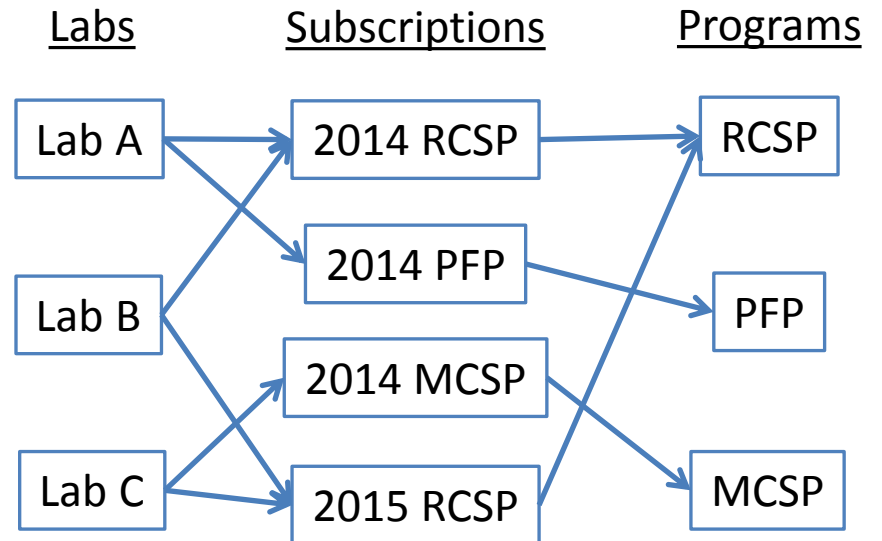
Old

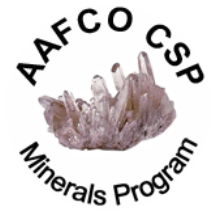
Distinct programs for each year



New

Support for a continuous program model

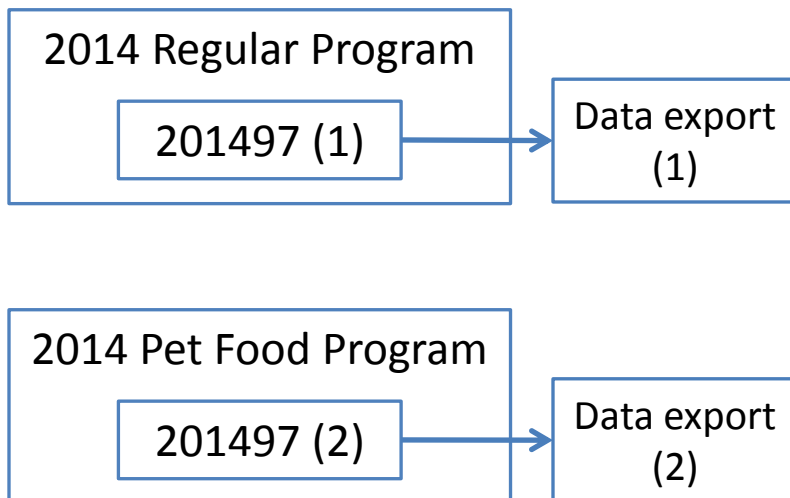




Programs and Samples

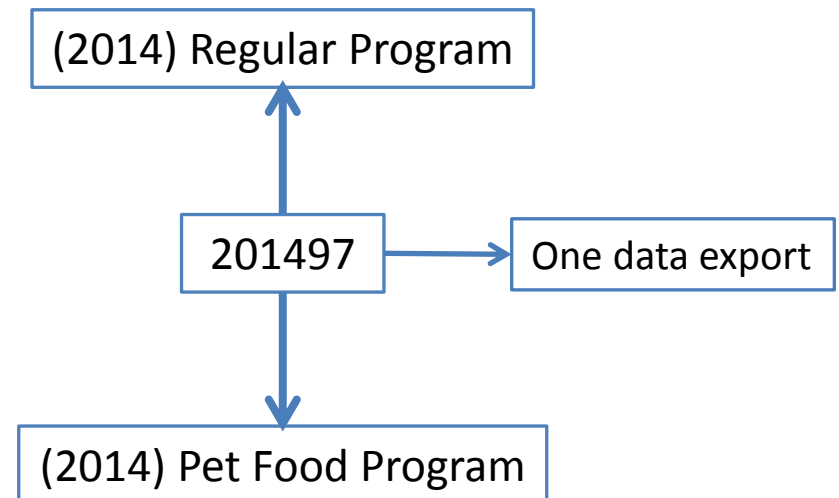
Old

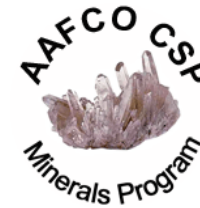
Samples belong to programs



New

Samples can be shared between programs





Subscription Dashboard

FASS
Facilitating Science

FASS
SECURE SERVICES

AAFCO
Association of American Feed Control Officials

AAFCO Check Sample Programs Dashboard

To begin your subscription/renewal process, please log in on the left. Please note: *This login is different than your Data Reporting login.*

Renewing Labs: An account exists for the person who subscribed previously. If you don't know your login or password, please use the link at the left to retrieve them.

New Subscribers: If you do not have an account on this website, please create one.

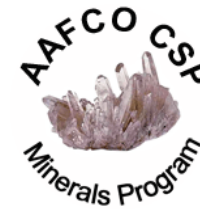
Login:

Password:

LOG IN

- ▶ **Forgot your login or password?** Click here to retrieve them.
- ▶ **Don't have an account?** Click here to create one.

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1800 S. Oak Street, Suite 100, Champaign, IL USA 61820-6974 Phone: +1-217-356-3182 Fax: +1-217-398-4119 Email: CustomerService@assoqh.org



Add new labs and link existing labs

AAFCO Check Sample Programs Dashboard

To continue your subscription process, please read below.

Your Labs

Please set up your lab(s). There are no labs linked to your account yet. All AAFCO Check Sample Program subscriptions are linked to a specific lab, so you must set up one or more labs by providing information about them before you can subscribe.

- Each lab can participate in any or all programs (regular, pet food, mycotoxins, and minerals; subject to program restrictions).
- Each lab may only submit one set of data (2 result values) for each method code in each program.
- A lab must use the same shipping address for all programs it wishes to participate in.
- A large corporation will likely need to set up multiple labs. Samples can be shipped to the same location for multiple labs, if desired.
- Each lab will receive a unique lab number by which to identify the lab's performance in the reports. Renewing labs will have the option to keeping using the same lab number.

For each lab, we will need:

- Full shipping address and receiving person.
- Shipping courier account (optional, but strongly recommended).
- Identity of the data submitter(s) (name and email address).

SET UP A LAB

AAFCO Check Sample Programs - Set up a Lab

[Return to Dashboard](#)

Option 1: Set up a New Lab

Set up a new lab OR set up a participating lab with a *new* lab number. The lab will be assigned a **new, automatically-generated lab number**.

Renewing Labs: If you wish to keep your old lab number, do NOT choose this option!

[Select Option 1](#)

Option 2: Link a Renewing Lab

For renewing labs only: Set up a lab that has participated in an AAFCO check sample program before AND keep using the same lab number. You will need to enter the lab number, name, and location. After submitting this information, you will need to wait until AAFCO staff has verified it and links your lab to your account before you can renew your subscription. This may take up to 2 business days. You will also need to provide some additional information about your lab after it has been verified.

Lab Number (must be a 4 digit number)

Lab Name

Lab Location (city, state/province, country)

[Submit Verification Request](#)

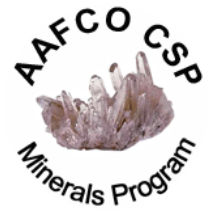
Verification Requests Submitted Previously

We've received the following verification requests from you. Please do not submit duplicate requests.

Date Submitted	Lab Number	Lab Name	Lab Location	Status
8/20/2015 1:49:05 PM	0000	Testing	Testing	Verified 9/18/2015 10:52:07 AM

Status Descriptions:

- **Pending:** We have not yet verified your lab. Please wait.
- **Verified:** Your lab has been verified and added to your dashboard.
- **Rejected:** Your lab could not be verified. It does not match any participating lab.

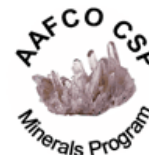


Information Security

Connecting subscribers to their lab(s)

Subscriber cannot *automatically* connect to their existing labs. Instead, FASS staff or program chair must link iMIS accounts to existing labs. Why?

To support the required level of automation, lab link requests would need to be confirmed through a verification process. I.e. The subscriber would enter a lab name or number, and the web page would reply with a “Did you mean lab _____?” query. This process could be exploited to learn the identity of any lab.



AAFCO Check Sample Programs Dashboard

Subscriptions in your Cart

These subscriptions have been added to your cart, but have NOT yet been submitted to AAFCO. Click the **FINALIZE SUBSCRIPTIONS** button to finalize these subscriptions.

Date Added	Lab #	Subscription	Qty	Amount	Shipping	Options
1/12/2016	10000	2016 AAFCO Regular Check Sample Program	1	\$300.00	Courier	Edit

[FINALIZE SUBSCRIPTIONS](#)

[REMOVE SUBSCRIPTIONS](#)

Your Labs

Select a lab below to add subscriptions for the lab and to view/edit lab details.

10000

Mark Testing

Subscriptions (Information for subscriptions prior to 2016 may be incomplete)

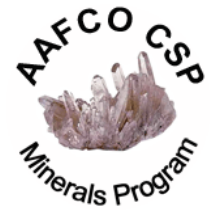
- 2016 AAFCO Regular Check Sample Program - 1 or more portions - \$948.96 paid - **\$474.48 due for 1 or more portions**
- 2016 AAFCO Mycotoxin Contaminants Program - 1 or more portions - \$470 paid
- 2016 AAFCO Minerals Program
- 2016 AAFCO Pet Food Program - 1 or more portions - \$358.16 paid

[SELECT THIS LAB](#)

10001

Mark Test 2

Subscriptions (Information for subscriptions prior to 2016 may be incomplete)



Subscribe to programs and pay

Lab #10000 – Mark Testing

[Return to Dashboard](#)

Subscriptions

[Add 2016 Subscriptions](#)

Subscription options

2016 AAFCO Regular Check Sample Program

The Regular Check Sample Program consists of monthly shipments of a sample of ground and mixed commercial feed. The series begins in January and includes a variety of feeds and supplements with nutrients, drugs, antibiotics, minerals, and vitamins at levels typically encountered in commercial products. At least one of the monthly samples is a dry pet food and one month includes a double shipment comprised of a feed ingredient and a mineral pre-mix supplement.

Cost per subscription: \$300

Quantity previously purchased: 2

Additional quantity desired: ▼

2016 AAFCO Pet Food Program

The Pet Food Program consists of quarterly shipments of a sample of ground and mixed pet food ingredient. The series begins in February and includes feed ingredients derived from animal or plant sources. Laboratories only enrolled in the Pet Food Program will also receive any samples of dry pet food or canned pet food offered in the Regular Program, if the box below is checked.

Cost per subscription: \$300

Quantity previously purchased: 1

Additional quantity desired: ▼

Do you want to receive samples that are shared between this program and another? If you subscribe to both programs that a sample is shared between, checking this box will have no effect.

2016 AAFCO Mycotoxin Contaminants Program

The Mycotoxin Contaminants Program consists of quarterly shipments of a sample of ground and mixed animal feed or pet food that has been contaminated with naturally incurred mycotoxins. Mycotoxins that may be present include aflatoxins, fumonisins, deoxynivalenol, zearalenone, ochratoxin A and T-2 toxin.

Cost per subscription: \$440

Quantity previously purchased: 1

2016 AAFCO Minerals Program

The Minerals Program consists of quarterly animal feed, pet food, and food samples with both naturally occurring and spiked minerals at concentrations of health/toxicological significance. Minerals present may include aluminum, arsenic, boron, cadmium, chromium, cobalt, copper, fluorine, iodine, lead, mercury, molybdenum, nickel, selenium, sulfur and vanadium.

Cost per subscription: \$300

Quantity desired: ▼

Shipping options

If the samples will be shipped outside of North America, it is strongly recommended that you provide a shipping courier account. This allows us to bill you for the actual cost of each shipment at the time of shipment, and helps ensure timely delivery. If you do not provide a courier account, then you must select a postal service shipping method, and we will charge you for the estimated shipping costs of all samples based on that method.

Shipping Method

- Use my courier account provided below (Choosing this option will switch ALL of your 2016 subscriptions for this lab to this shipping method)
- USPS First Class \$236.52 (\$19.71 X sample quantity X subscription quantity for each program)

Courier Information

Courier

- UPS
- FedEx
- DHL
- TNT
- No courier

Courier Account Name

Courier Account Number

Total

\$ USD

Click the ADD TO CART button to proceed to the review page. If you would like to add subscriptions for other labs and pay for them all at once, you will be given that option on the next page.

ADD TO CART

[Return to Dashboard](#)

If you wish to add subscriptions for additional labs to your cart before paying, click the "Return to Dashboard" button above, and then select another lab.

Subscriptions

Date Added	Lab #	Subscription	Qty	Amount	Shipping	Options
1/12/2016	10000	2016 AAFCO Regular Check Sample Program	1	\$300.00	Courier	Edit

Total

\$300.00

Payment

Please select a payment method. The preferred payment method is credit card. You may pay by check or wire transfer, however your subscription(s) will not become active until your payment is received and processed.

Credit Card

Credit Card Type

- MasterCard
- Visa
- American Express
- Discover

Credit Card Number

Credit Card Expiration

(Month) (Year)

Credit Card Security Code

(extra 3 or 4 digit number on card)

Credit Card Holder Name

Check/Money Order/Purchase Order

Wire Transfer (a \$30 service fee will be added)

Submit

You must click the SUBMIT button below to finalize your subscription.

SUBMIT



View subscription and payment history

Subscription Order History

Date Submitted	Subscription	Quantity	Amount Billed	Amount Received	Status / Balance Due	Payment Method
9/23/2015	2016 AAFCO Minerals Program	1	\$358.16	\$0.00	Cancelled	Credit Card
9/23/2015	2016 AAFCO Minerals Program	1	\$358.16	\$358.16 on 9/23/2015	Refunded	Credit Card
9/23/2015	2016 AAFCO Minerals Program	2	\$716.32	\$716.32 on 9/24/2015	Refunded	Credit Card
9/16/2015	2016 AAFCO Minerals Program	2	\$716.32	\$716.32 on 9/16/2015	Refunded	Credit Card
9/24/2015	2016 AAFCO Mycotoxin Contaminants Program	1	\$440.00	\$0.00	Cancelled	Wire Transfer
9/24/2015	2016 AAFCO Mycotoxin Contaminants Program	1	\$470.00	\$470.00 on 9/24/2015	\$0.00	Wire Transfer
9/24/2015	2016 AAFCO Pet Food Program	1	\$358.16	\$358.16 on 9/24/2015	\$0.00	Check
10/22/2015	2016 AAFCO Regular Check Sample Program	1	\$474.48	\$0.00	\$474.48	Check
9/23/2015	2016 AAFCO Regular Check Sample Program	2	\$600.00	\$600.00 on 9/23/2015	Refunded	Credit Card
9/16/2015	2016 AAFCO Regular Check Sample Program	2	\$948.96	\$948.96 on 9/16/2015	\$0.00	Credit Card
9/1/2015	2016 AAFCO Regular Check Sample Program	1	\$400.00	\$400.00 on 9/1/2015	Refunded	Credit Card

Subscriptions

[Add 2016 Subscriptions](#)

Subscriptions in your Cart

These subscriptions have been added to your cart, but have NOT yet been submitted to AAFCO. Click the FINALIZE SUBSCRIPTIONS button below to finalize these subscriptions.

Date Added	Subscription	Qty	Amount	Shipping	Options
11/24/2015	2016 AAFCO Minerals Program	1	\$300.00	+ \$78.84 (USPS First Class)	Edit
Total:			\$378.84		

[Finalize Subscriptions](#)

[Remove Subscriptions](#)

Submitted Subscriptions – Awaiting Payment

These subscription orders have been submitted, but payment has *not* yet been received. If you have not yet sent the payment, please send it as soon as possible. If you have sent the payment, please be patient while the payment is in transit and processed.

Date Submitted	Subscription	Quantity	Amount Billed	Amount Received	Balance Due	Payment Method
10/22/2015	2016 AAFCO Regular Check Sample Program	1	\$474.48	\$0.00	\$474.48	Check

Active Subscriptions

The following subscriptions are currently active for this lab.

- 1 – 2016 AAFCO Pet Food Program (shipped USPS First Class)
- 1 – 2016 AAFCO Mycotoxin Contaminants Program (shipped Courier)
- 2 – 2016 AAFCO Regular Check Sample Program (shipped USPS First Class)

Subscription Order History

[Show Order History](#)



Add/edit/remove data reporters

Data Reporters

Name	Email	Date Added	Options	
Mark Budden	markb2@assoq.org	1/4/2016	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Mark Budden	markb@assoq.org	8/25/2015	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

AAFCO Check Sample Programs - Add Data Reporter

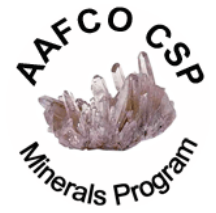
Lab #10000 – Mark Testing

New Data Reporter

The person who will log into the data reporting website to submit sample analysis data for this lab. The data reporter will be sent an email with login instructions. If you have multiple data reporters, please enter one at a time, clicking SUBMIT after each.

Name (First and Last)

Email



Edit shipping address, recipient, and courier

Shipping

Samples Recipient and Address

[Edit Recipient and Address](#)

Mark
FASS
1800 S. Oak St.
Suite 100
Champaign, IL 61821
MEXICO
Phone: 000-0000
Email: markb@assoqh.org

Courier Account

[Edit Courier Account](#)

UPS
FASS-UPS
00000000000

Lab #10000 – Mark Testing

The person and address to send the samples to

Please use Latin characters

Recipient Name

Recipient Phone

Recipient Email

An email will be sent each time a sample ships to this lab

Recipient Company

Address to ship samples to

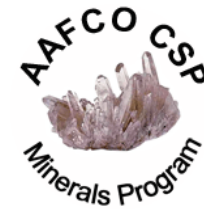
City

State/Province

Zip/Postal Code

Country

Mexico



AAFCO Check Sample Programs - Edit Courier Account

[Return to Lab Details](#)

Lab #10000 – Mark Testing

One or more of your current subscriptions are using courier shipping. Therefore, you must not remove your courier account information.

If the samples will be shipped outside of North America, it is strongly recommended that you provide a shipping courier account. This allows us to bill you for the actual cost of each shipment at the time of shipment, and helps ensure timely delivery. If you do not provide a courier account or you do not select "courier" as your shipping method when you choose your subscription(s), we will charge you for the estimated shipping costs of all samples based on the postal service option you select at the time of subscription.

Courier

- UPS
- FedEx
- DHL
- TNT
- No courier

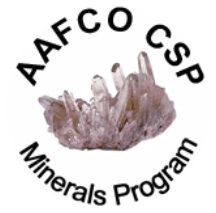
Courier Account Name

FASS

Courier Account Number

00000000000

[SUBMIT](#)



View shipping history and tracking info

Shipping history and tracking info will only be shown for 2016 programs and beyond

Sample Shipment History

Date Shipped	Sample(s)	Sample Qty / Weight	Service	Tracking Number	Details
1/8/2016	201621	1 -- 1 lb	UPS	1ZX00000000000	Shipped To: Mark Budden FASS 1800 S. Oak St. Ste 100 Champaign, IL 61820 United States



Sample Data Submission

- Very few visible changes to the DRW for data submission and report viewing
- Added shipment viewing and lab admin pages
- Added specific analytes/methods lists for each program



Check Sample Program – Data Reporting

[Samples](#)[Reports](#)[Shipments](#)[User Admin](#)[Lab Admin](#)[Information](#)[Log Out](#)

User: Mark Budden Lab #: 0

Sample Data Submission

2016 AAFCO Regular Check Sample Program
201621 – Cattle Feed Supplement
Due Date: 2/10/2016

Lab #: 0

Note: You have not entered any data for this sample yet. The following rows were loaded from your list of default analytes/methods.

Analyte, Method Description (view list)	Method Code	Result 1	Result 2	Units	Method References	Status	Options
						New	DELETE ROW

To save the analytes/methods in the table above as the default for your lab for one or more programs, select the program(s) below

AAFCO Regular Check Sample Program

[ADD NEW ROW](#)[SAVE](#)[SUBMIT](#)

Import Data from File

For your convenience, you may enter your data into the following Excel file, save a copy as a CSV file, and upload that CSV file.

[Download Excel data entry template](#)

[Upload your CSV file](#)

Activity Receipts

Your lab has not saved or submitted any data for this sample yet.



Check Sample Program – Data Reporting

- Samples
- Reports
- Shipments
- User Admin
- Lab Admin
- Information
- Log Out

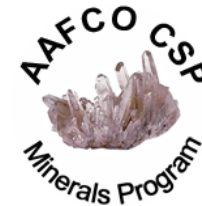
User: Mark Budden Lab #: 0

Sample Shipments

Date Shipped ▾	Sample(s) ⚡	Sample Qty / Weight ⚡	Service ⚡	Tracking Number ⚡	Details ⚡
1/8/2016	201621	1 — 1 lb	UPS	1ZX00000000000	Shipped To: Mark Budden FASS 1800 S. Oak St. Ste 100 Champaign, IL 61820 United States



AAFCO
Association of American Feed Control Officials



Lab Admin

Change Shipping Address and Recipient Information

Recipient Name:
Required

Recipient Phone:

Recipient Email:
Required

Recipient Company:
Required

Shipping Address:
Required

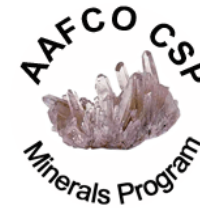
Shipping City:
Required

Shipping State/Province:

Shipping Postal Code:

Shipping Country:
Cannot be changed

CHANGE



Check Sample Program – Data Reporting – Analytes/Methods

- Samples
- Reports
- Shipments
- User Admin
- Lab Admin
- Information
- Log Out

Analytes/Methods List

View list for program:

- [AAFCO Regular Check Sample Program](#)
- [AAFCO Pet Food Program](#)
- [AAFCO Mycotoxin Contaminants Program](#)
- [AAFCO Minerals Program](#)
- [All Programs](#)

For AAFCO Regular Check Sample Program

Click a column heading to sort by that column.

Total: 1215

Method Code ^	Analyte Name ⇅	Method Description ⇅	Unit ⇅	References ⇅	Active ⇅
000.02	Urea	As protein, Colorimetric	%	AOAC: 967.07	8/22/2013
000.99	Urea	Miscellaneous	%		8/22/2013
001.00	Loss on Drying	Vac 95°C 5 hr	%	AOAC: 934.01, AOCS: Ba2b-82	8/22/2013
001.02	Loss on Drying	Vac on sand	%	AOAC: 925.45	8/22/2013
001.03	Loss on Drying	Low temp. methods	%	ISO: 6496	8/22/2013
001.05	Loss on Drying	LECO	%		8/22/2013

Analytes/Methods List

View list for program:

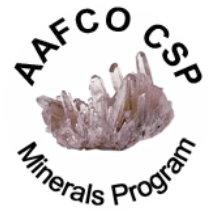
- [AAFCO Regular Check Sample Program](#)
- [AAFCO Pet Food Program](#)
- [AAFCO Mycotoxin Contaminants Program](#)
- [AAFCO Minerals Program](#)
- [All Programs](#)

For AAFCO Mycotoxin Contaminants Program

Click a column heading to sort by that column.

Total: 165

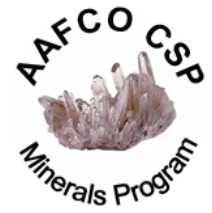
Method Code ^	Analyte Name ⇅	Method Description ⇅	Unit ⇅	References ⇅	Active ⇅
600.01	Total Aflatoxin	Neogen Veratox Aflatoxin	µg / kg (ppb)	AOAC: 990.32	8/22/2013
600.02	Total Aflatoxin	Neogen Veratox Aflatoxin HS	µg / kg (ppb)		8/22/2013
600.03	Total Aflatoxin	Charm ROSA Fast Aflatoxin Quant	µg / kg (ppb)		8/22/2013
600.04	Total Aflatoxin	Charm ROSA Fast 5 Aflatoxin Quant	µg / kg (ppb)		8/22/2013
600.05	Total Aflatoxin	Charm ROSA Aflatoxin Quant - MeOH	µg / kg (ppb)		8/22/2013
600.06	Total Aflatoxin	Charm ROSA Aflatoxin Quant - EtOH	µg / kg (ppb)		8/22/2013



Finalizing the Transition

In late January

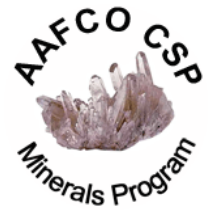
- Disable old DRW and redirect users to new DRW
- Move remaining documents (reports, receipts, etc) to new DRW
- Transfer lab default methods to new DRW



2016 Program Subscriptions/Renewals

As of Jan 15

Program	Labs	Ordered	Paid
Regular	215	244	221
Pet Food	56	69	62
Mycotoxin Contaminants	36	37	32
Minerals	35	35	31



Thank You!