



## Proficiency Testing Program Committee Report/Minutes

2018 AAFCO Mid-Year Meeting  
January 22, 1:30 – 5:30 PM, Garden Grove, CA

### Committee Recommendations

Committee recommendation summary or list.

(1) None

### Board Recommendations

Board recommendation summary or list.

(1) None

### Association Actions

Association action summary or list.

(1) None

### Committee Participants

#### Members Present

FIRST	LAST	Affiliation	EMAIL	Role
Brenda	Snodgrass	AAFCO PTP/OK Dept. of Ag	<a href="mailto:pt@aaftco.org">pt@aaftco.org</a>	Chair – Program Manager
Louise	Ogden	AAFCO PTP	<a href="mailto:pt@aaftco.org">pt@aaftco.org</a>	Vice Chair – Quality Manager
Nancy	Thiex	AAFCO PTP	<a href="mailto:nancy.thiex@gmail.com">nancy.thiex@gmail.com</a>	Manager
Andy	Crawford	AAFCO PTP	<a href="mailto:andy@crawford.org">andy@crawford.org</a>	Statistician
Josh	Arbaugh	WV Dept. of Ag	<a href="mailto:jarbaugh@wvda.us">jarbaugh@wvda.us</a>	Member
Deepika	Curole	LSU Dept. of Ag. Chem.	<a href="mailto:dcurole@ldaf.state.la.us">dcurole@ldaf.state.la.us</a>	Member
Teresa	Grant	NC Dept. of Ag & APHL Liaison	<a href="mailto:teresa.grant@ncagr.gov">teresa.grant@ncagr.gov</a>	Member
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Aaron	Price	CFIA	<a href="mailto:aaron.price@inspection.gc.ca">aaron.price@inspection.gc.ca</a>	Member
Frank	Sikora, Ph.D.	AAPFCO (Magruder)	<a href="mailto:fsikora@uky.edu">fsikora@uky.edu</a>	Member
Michele	Swarbrick	MN Dept. of Agriculture	<a href="mailto:michele.swarbrick@state.mn.us">michele.swarbrick@state.mn.us</a>	Member
Sharon	Webb, Ph.D.	UK Div. of Reg. Serv.	<a href="mailto:sharon.webb@uky.edu">sharon.webb@uky.edu</a>	Member



### Advisors Present

FIRST	LAST	Affiliation	EMAIL	Role
Lars	Reimann	Eurofins & AFIA Primary	<a href="mailto:larsreimann@eurofinsus.com">larsreimann@eurofinsus.com</a>	Advisor
Ken L.	Riter	Nestle Purina Analytical Labs & Pet Food Institute	<a href="mailto:ken.riter@purina.nestle.com">ken.riter@purina.nestle.com</a>	Advisor
Jeff	Rich	Romer Labs	<a href="mailto:Jeff.rich@romerlabs.com">Jeff.rich@romerlabs.com</a>	Advisor
John	Szpylka	Merieux NutriSciences	<a href="mailto:John.szpylka@mxns.com">John.szpylka@mxns.com</a>	Advisor
Susan	Wiegert	Phibro Animal Health Corporation & AFIA Alternate	<a href="mailto:susan.wiegert@pahc.com">susan.wiegert@pahc.com</a>	Advisor

### Committee Report

#### Committee Activities

ACTION: None

#### Sub-Committee Activities

ACTION: Updated the method code list.

#### Committee Minutes

- 1) Call to Order
- 2) Review and Approval of Agenda
  - a) Approved with modifications
- 3) Introductions and Sign-up Sheet
- 4) Program Leadership and Administrative Update
  - a) Financial update
    - i) Financial Reports provided by FASS Executive Assistant, Jennifer Roland
      - i. For FY 2017 in Annex 1 of the 2018 Mid-year Proficiency Testing Program Committee Report/Minutes (this report)
      - ii. For 1<sup>st</sup> & 2<sup>nd</sup> Quarter of FY2018 in Annex 2 of the 2018 Mid-year Proficiency Testing Program Committee Report/Minutes (this report)
    - ii) QA Manager salary/wages is now a budget line item, effective FY2018
  - b) Accreditation update
    - i) Surveillance and mycotoxin audit has been completed. Passed with flying colors. Mycotoxin program will soon be included in scope (will have a total of four schemes accredited to ISO /IEC17043)
  - c) Customer Feedback and Surveys: Shipping of samples to the participants is still the major challenge for the program. People missing or getting damaged samples must fill out the form on the website for a replacement. In case of damaged packages please provide picture(s). The form allows for uploading pictures. *Presentation: AAFCO PT Program Customer Feed Back & Surveys*



- d) Continuity of Operations. A back-up plan covering for the major participants still has not been developed. Special concern centers around backup for Bob Kieffer and his operation (preparation and shipping of participant samples). Program leadership is currently

Chair: Brenda Snodgrass

Vice-Chair: Louise Ogden

Statistician: Andy Crawford

Prep Facility: Bob and Amy Kieffer

Program Support: Nancy Thiex

## 5) Program Summary

- a) Program Participation Report and homogeneity assessment –

*Presentations: PTP2017Demographics, PTP2017ParticipationAnaheim2018, and PTPDataInputLessThanSign*

- i. Feed scheme: Around 226 labs submitting results in the feed scheme. Test samples met homogeneity criteria. AAFCO has received the needed dispensations from FDA regulatory requirements to manufacture the medicated test samples.
- ii. Pet food scheme: Around active 64 participants. Met homogeneity criteria. The AAFCO PTP Committee is asking for help in procuring ingredients for the Pet Food Scheme. Please put the appropriate person at your company in contact with Louise Ogden (pt@aafco.org). The committee is having trouble getting the relatively small amounts of ingredients needed for the program. Contacts or help with ingredient suppliers or ingredient donations from manufacturers are all appreciated.
- iii. Mineral scheme: Around 39 active participants
- iv. Mycotoxin scheme: Around 64 participants and growing. Homogeneity and stability testing in progress. The supplier of the test material (Trilogy) provides homogeneity and stability (2 months) studies but additional studies are needed. *Presentation: Mycotoxin2017HomoStab.*

## 6) Method code updates

- a) An advisory group of the Committee consisting of Brenda Snodgrass, Louise Ogden, Manisha Das, John Szpylka and Sharon Webb reviewed the current method code lists. Louise Ogden presented the updates and changes. The changes were approved by the committee. The updates will be posted in early February. *Presentation: AAFCO PTP Method Code Updates*

## 7) Roundtable

- a) The suggestion was made to include a Type B drug sample (e.g., CTC at 8,000g/ton) in the program

## 8) Adjournment



### Action Item Table

Responsible Party	Item	Action	Timing / Status
Louise O	Scope Update	Add new ANAB Scope of Accreditation to AAFCO website & DRW	When Issued by ANAB
Louise O. & FASS IT Support	Method Code Lists Updates	Update the AAFCO PT Program Website & the DRW	February 2018
Brenda S.	Financial Reports	Include PT Program Financial Reports for FY 2017 and FY 2018 (1 <sup>st</sup> & 2 <sup>nd</sup> quarters) in the Meeting Minutes for the 2018 Mid-year Meeting in Anaheim, CA	March 2018

### Meeting Attendees

FIRST	LAST	Affiliation	EMAIL	Role
Josh	Arbaugh	WV Dept. of Ag	<a href="mailto:jarbauch@wvda.us">jarbauch@wvda.us</a>	Member
Shelli	Bencomo	Ballard Manufacturing	<a href="mailto:shellib@ballardmfg.com">shellib@ballardmfg.com</a>	
Kyle	Bennett	Neogen Corp.	<a href="mailto:kbennett@neogen.com">kbennett@neogen.com</a>	
Ametra	Berry	GA Dept. of Ag	<a href="mailto:ametra.berry@agr.georgia.gov">ametra.berry@agr.georgia.gov</a>	
Jennifer	Braun	Phibro Animal Health Corporation	<a href="mailto:Jennifer.Braun@pahc.com">Jennifer.Braun@pahc.com</a>	
Jane	Caldwell	Midwest Labs	<a href="mailto:jcaldwell@midwestlabs.com">jcaldwell@midwestlabs.com</a>	
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Andy	Crawford	AAFCO PTP	<a href="mailto:andy@crawford.org">andy@crawford.org</a>	Statistician
Deepika	Curole	LSU Dept. of Ag. Chem.	<a href="mailto:dcurole@ldaf.state.la.us">dcurole@ldaf.state.la.us</a>	Member
Sally	Flowers	NE Dept. of Ag	<a href="mailto:sally.flowers@nebraska.gov">sally.flowers@nebraska.gov</a>	
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John	Szpylka	Merieux NutriSciences	<a href="mailto:John.szpylka@mxns.com">John.szpylka@mxns.com</a>	Advisor
Julie	Taylor	Cargill Inc.	<a href="mailto:jtaylor@provimi-na.com">jtaylor@provimi-na.com</a>	
Nancy	Thiex	AAFCO PTP	<a href="mailto:nancy.thiex@gmail.com">nancy.thiex@gmail.com</a>	Manager
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Sharon	Webb, Ph.D.	UK Div. of Reg. Serv.	<a href="mailto:sharon.webb@uky.edu">sharon.webb@uky.edu</a>	Member
Susan	Wiegert	Phibro Animal Health Corporation & AFIA Alternate	<a href="mailto:susan.wiegert@pahc.com">susan.wiegert@pahc.com</a>	Advisor
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**PRESENTATIONS:**

*AAFCO PT Program Customer Feed Back & Surveys*

*PTP2017 Demographics*

*PTP2017 Participation Anaheim2018*

*PTPDataInputLessThanSign*

*Mycotoxin2017HomoStab*

*AAFCO PTP Method Code Updates*



## ANNEX 1

AAFCO				
Check Sample (Proficiency Testing) Financials				
6/30/2017				
		<b>2016-2017</b>		<b>2015-2016</b>
	<b>Actual</b>	<b>Approved</b>	<b>Actual</b>	<b>Approved</b>
	<b>6/30/2017</b>	<b>Budget</b>	<b>6/30/2016</b>	<b>Budget</b>
<b>Revenue &amp; Support</b>				
<b>Proficiency Testing Revenue</b>				
Animal Feed Scheme	\$69,675.00	\$40,000.00	\$30,375.00	\$40,000.00
Proficiency Testing Subscription	10,275.00	75,000.00	74,479.50	60,000.00
Shipping Revenue	35,318.75	2,000.00	18,095.86	1,000.00
Past Sample Order	20,075.00	8,000.00	13,610.00	6,000.00
Pet Food Add-On	629.00	1,000.00	1,574.00	3,000.00
Pet Food Program	22,192.74	22,000.00	22,312.74	18,000.00
Mycotoxin Program	23,805.00	18,000.00	18,480.00	15,400.00
Mineral Contaminants	11,700.00	8,000.00	9,000.00	5,100.00
<b>Total Proficiency Testing Revenue</b>	<b>193,670.49</b>	<b>174,000.00</b>	<b>187,927.10</b>	<b>148,500.00</b>
<b>Total Revenue and Support</b>	<b>193,670.49</b>	<b>174,000.00</b>	<b>187,927.10</b>	<b>148,500.00</b>
<b>Expenses</b>				
<b>Proficiency Testing Expenses</b>				
Animal Feed Scheme Expenses	96,266.76	80,000.00	91,830.94	55,000.00
Postage & Shipping	13,424.00	0.00	331.78	0.00
FASS Service Fees	16,252.41	20,000.00	15,642.17	20,000.00
Proficiency Testing Database Amortization	2,806.80	0.00	935.65	0.00
Lab Methods Validation Amortization	2,845.68	0.00	710.91	0.00
<b>Total Proficiency Testing Expenses</b>	<b>131,595.65</b>	<b>100,000.00</b>	<b>109,451.45</b>	<b>75,000.00</b>
<b>Total Expenses</b>	<b>131,595.65</b>	<b>100,000.00</b>	<b>109,451.45</b>	<b>75,000.00</b>
<b>Change in Net Assets</b>	<b>\$62,074.84</b>	<b>\$74,000.00</b>	<b>\$78,475.65</b>	<b>\$73,500.00</b>



## ANNEX 2

AAFCO				
Check Sample (Proficiency Testing) Financials				
As of January 31, 2018				
		<b>2017-2018</b>		<b>2016-2017</b>
	<b>Actual</b>	<b>Approved</b>	<b>Actual</b>	<b>Approved</b>
	<b>1/31/2018</b>	<b>Budget</b>	<b>6/30/2017</b>	<b>Budget</b>
<b>Revenue &amp; Support</b>				
<b>Proficiency Testing Revenue</b>				
Animal Feed Scheme	\$81,862.50	\$60,000.00	\$69,675.00	\$40,000.00
Proficiency Testing Subscription	6,525.00	75,000.00	10,275.00	75,000.00
Shipping Revenue	39,743.73	28,000.00	35,318.75	2,000.00
Past Sample Order	11,420.00	12,000.00	20,075.00	8,000.00
Pet Food Add-On	455.00	1,500.00	629.00	1,000.00
Pet Food Program	25,650.00	20,000.00	22,192.74	22,000.00
Mycotoxin Program	31,885.00	18,000.00	23,805.00	18,000.00
Mineral Contaminants	12,862.50	8,000.00	11,700.00	8,000.00
<b>Total Proficiency Testing Revenue</b>	<b>210,403.73</b>	<b>222,500.00</b>	<b>193,670.49</b>	<b>174,000.00</b>
<b>Total Revenue and Support</b>	<b>210,403.73</b>	<b>222,500.00</b>	<b>193,670.49</b>	<b>174,000.00</b>
<b>Expenses</b>				
<b>Proficiency Testing Expenses</b>				
Animal Feed Scheme Expenses	44,833.21	90,000.00	96,266.76	80,000.00
QC Manager Salary & Wages	16,750.00	30,000.00	0.00	0.00
Postage & Shipping	21,131.98	20,000.00	13,424.00	0.00
FASS Service Fees	8,426.55	17,000.00	16,252.41	20,000.00
Proficiency Testing Database Amortization	1,403.40	0.00	2,806.80	0.00
Lab Methods Validation Amortization	1,422.84	0.00	2,845.68	0.00
<b>Total Proficiency Testing Expenses</b>	<b>93,967.98</b>	<b>157,000.00</b>	<b>131,595.65</b>	<b>100,000.00</b>
<b>Total Expenses</b>	<b>93,967.98</b>	<b>157,000.00</b>	<b>131,595.65</b>	<b>100,000.00</b>
<b>Change in Net Assets</b>	<b>\$116,435.75</b>	<b>\$65,500.00</b>	<b>\$62,074.84</b>	<b>\$74,000.00</b>