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Education & Training Committee Report/Minutes

AAFCO Annual Meeting

Tuesday, August 3, 2021, 2:15-3:15 PM (EST) - Virtual

Committee Recommendations

None.

Board Recommendations

None.

Association Actions

None.

Committee Participants:

Members Present: Marissa Kost – NC, Chris Berg – IA, David Dressler – PA, George Ferguson – NC, Jacob Fleig – MO, Jennifer Godwin – FDA, Kristen Green – KY, Kimberly Hull – FDA, Kevin Klommhaus – FDA, Darlene Krieger – FDA, Rick Manthei – MN, Samantha Moran-Defty – CA, Laura Scott (for Rob Murray) – CFIA, Shaness Thomas – FL, Jim True – KY, Janet Williams – FDA

Advisors Present: Amanda Anderson – PFI, David Fairfield – NFGA, Scott Ringger – AFIA, Patrick Tovey – PFI

Others Present: Sue Hays – AAFCO, Miriam Johnson – NC, Scott Ziehr – CO, Meagan Davis – ToxStrategies

Committee Report/Minutes:

Marissa Kost (Committee Chair) called the meeting to order at 2:15 PM (EST). Attendance was taken in the waiting room for committee members to establish a quorum. A brief introduction was given for new committee members (Amanda Anderson, PFI & Chris Berg, IA).

Workgroup Updates (5-10 mins)

- Leadership Training – Darlene Krieger, FDA – Reaching back out to LinkedIn for more information regarding costs and change of ownership (or share accounts). Still working on the feedback form with WG. Goal is to narrow down list of courses and provide feedback about how beneficial courses were. Completion by Midyear Meeting in January.
- Training Endorsement Policy & Tables – Marissa Kost, NC – WG is still working on final budget template and plans to hold 1-2 additional meetings to finalize any edits or changes. Will send the final template to the committee for final approval and acceptance. Reviewed details of current budget template.
 - Meagan Davis – suggestion to include video recording in budget template
 - Darlene Krieger – Should LinkedIn license line item be included in this budget template?
 - George Ferguson – Suggest comparing the final budget template with Meagan's final proposal and ask FASS when it's done to return how it really ended up; do this for

the first 7-8 of these, save live documents for other to use as examples in the BIN.

- Ashlee-Rose Ferguson – mentioned to include finance committee with this budget

Feed Administrator's Seminar (FAS) Sub-Committee Update

- FAS 2021 & 2022 Update – Scott Ziehr, CO – this year we held the FAS for the first time as a virtual event (117 attendees total) – more than double what we would have in-person; day 1: change management principles, state updates; day 2: hemp & rendered ingredients in PF; day 3: mycotoxins, intro to philosophy communications; in process of planning FAS 2022 – planning to host in-person in Estes Park, CO, Dr. Temple Grandin will be a keynote speaker next year
 - Dates: May 15-18, 2022

Training Availability Updates

- AITS & BITS Update – Miriam Johnson, NC – Both AITS & BITS will be postponed until 2022; Miriam to reach out in December to begin discussions, will provide additional updates at Midyear 2022. If interested in hosting (previous or new), reach out to Miriam and/or cadre members.
- FDA OTED Training Update – Kimberly Hull & Janet Williams, FDA OTED – Back in Oct 2020, announced it would not deliver instructor led courses in FY21. There are gaps in the AF training need needed to be updated; OTED has been busy updating those courses in our AF course catalog to be ready for virtual delivery in FY22. Updates include: incorporating the comprehensive animal food inspection approach, aligning the AF training learning path, incorporating FDA initiatives such as elements of systems thinking, elements of the national curriculums standard AF framework, incorporating prerequisite courses to strengthen inspectional and AF commodity foundational knowledge (e.g., evidence collection online course – expected to be ready this Fall). In FY22 OTED plans to deliver 5 offerings of vILT: VM102 (cGMP), VM213 (BSE), VM206 (Medicated Feed), VM230 (VFD), and VM220 (PCAF); registration process will be handled similar to how ILT have been handled in the past. OTED course announcements will be distributed at the beginning of the fiscal year; each course does have set participant capacity limits and established slot allocations for FDA and state participants; OTED does not select participants, FDA program training officers select FDA participants and FDA OP work with state training coordinators in selecting state participants; course schedule, class details, and prerequisites can be accessed on ORAU portal. Courses available starting October 1.
 - George Ferguson – the states were recently asked to update their state training coordinator information and contacts; can FDA give us an estimated time for when they will be sending out those calendars so we can begin requesting seats for those courses; of the available seats, what percentage for 2 FSMA related courses (VM102 & VM220), how many do they anticipate being made available for the states? -- The coordination of the slots for the states are handled by the Office of Partnership. Unsure when states will receive their workbook, can reach out to their mailbox to answer any questions that you have; Janet will provide allocations for courses to provide an idea how states need to prioritize.

	Allocations per Course	FDA	State
VM102	Current Good Manufacturing Practice (CGMP) for Animal Food Regulators Course	19	16
VM201	Drug Residues	34	0
VM206	Medicated Feed	19	11
VM213	BSE Inspections	19	11
VM220	Preventive Controls (PC) for Animal Food Regulators Course	15	15
VM230	Veterinary Feed Directive Inspection Course	19	11

- Chat Box: When should we expect the course pre-registration workbook to be sent out?
 - Tim Weiner (FDA) – Projected release of the training pre-requisite workbook will be this week; please use the mailbox that Kim & Janet referenced – mailboxstatetraining@fda.hhs.gov
- AAFCO Online Training Program Update – Sue Hays, AAFCO Executive Director – Ingredient Definitions Process – ready to roll out once price is established, should be available shortly after Labor Day; Ingredient Submission Workshop – waiting for content to be approved by FDA legal, then will receive price proposal from instructional designer, still very much in development, release anticipated for September-October, follow-up with in-person workshop in January (Mobile, AL); Pet Food Labeling workshop is developing content currently; SMEs are discussing which slides to use and how to package it for online delivery; Feed Labeling Workshop has been approved prior to this by the BOD, can be developed once the FLC is ready to move forward; Understanding the Pet Food Label is approved and this can be developed as well. Provided a preview of slides for the Ingredient Submission Workshop.

Workshop Calendar Request Updates

- Webinar: GRAS & Ingredient Definitions Submission Preparation Workshop – Meagan Davis – Change in name to: Ingredient Submission Online Training (ISOT), all encompassing: will provide useful information for AAFCO ingredient definition petition submission, GRAS notification, or a food additive petition; 12 modules and 7 videos included in online training, ~250 slides in the course; having videos to discuss things such as new guidance for industry 262, explain difference between a GRAS conclusion & GRAS notification; slight delay in expected release, ID stepped away, has hired a new one; estimating training will be available not later than December 1st; pre-requisite for in-person Q&A session planned for Midyear Meeting 2022, last afternoon of the meeting. If Mobile meeting becomes a virtual format; won't delay release of online training modules, considering alternatives (push off F2F to another date, etc.); will be marketed internationally.
 - Midyear Meeting 2022 (Mobile, AL): Face-to-Face portion of ISWS – This portion of the training allows for participants to have face-to-face conversations and ask questions to SMEs; planning for 3.5-4 hours long; will have had to take the online training course in order to participate in this.
- Annual 2022 (St. Louis, MO): OPEN / Pet Food Labeling Workshop (next in rotation, unless higher priority workshop is required at this time [e.g., PF Label Modernization]) – FLC has



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nothing planned; Pat Tovey (PFI) – PFI and members support a PF label workshop as it pertains to PF Label Modernization; still too early for this workshop for Annual 2022.

New Business

- CIOC is looking for a volunteer to join their CIOC/Philosophy workgroup to serve as a representative from ETC.
 - After our virtual meeting, Danielle Borchert, MN has volunteered to serve on this workgroup for ETC.

Adjourn (3:15 PM)

Action Item Table

Responsible	Item	Action	Timing / Status
Darlene Krieger	Leadership Training	Creation of feedback form for courses	2022 Midyear Meeting
Marissa Kost	Training Endorsement Policy & Tables	Modify and edit Budget Template (guidance document) to align with online/virtual delivery	2022 Midyear Meeting

Minutes approved 10/07/2021. 15 voting in the affirmative.