

## Education & Training Committee Report/Minutes

AAFCO Annual Meeting  
Wednesday, August 7, 2019, 9-10 AM, Louisville, KY

### **Committee/Board Recommendations:**

None at this time.

### Committee Participants:

**Members Present:** Marissa Kost – NC, Liz Beckman – WA, Kate Nelson – CT, David Dressler – PA, David Edwards – FDA, Jacob Fleig – MO, Kristen Green – KY, Shannon Jordre – FDA, Rick Manthei – MN, Jo Lynn Otero – NM, Shaness Thomas – FL, Jim True – KY, Darlene Krieger – FDA, Tim Lyons – MI, Robert Murray – CFIA

Members via Phone: George Ferguson – NC

**Advisors Present:** David Fairfield – NGFA, Pat Tovey – PFI, Felicity Mejeris – NASDA, Lorri Chavez – PFI, Scott Ringger – AFIA

**Others Present:** Susan Hays – AAFCO

### Committee Report/Minutes:

Marissa Kost (Committee Chair) called the meeting to order at 9:06 AM (EST). Members and advisors in the room introduced themselves.

- **Training Calendar Workgroup:** Available trainings have been added to the FeedBIN calendar. Jeffrey Scallan, LA, will remain the primary contract to add trainings to the calendar, with Marissa Kost, NC, as the secondary contact.
- **State Training Needs Survey Workgroup:** Marissa Kost, NC, updated workgroup progress. The survey was distributed to members in February for a minimum of 30 days for completion. The results indicated that the topics nutritional toxicities and medicated feed were the most popular. Pet food labeling was also a popular choice for continued trainings. Pat Tovey, PFI, suggested combining the pet food labeling guide with the OP. The largest obstacles were required travel, lack of time, and cost. The results (Appendix A) have been sent to the BOD and committee chairs to identify where committees could provide training for the gaps.
- **OTED Training Updates:** Janet Williams, FDA, and Kimberly Hull, FDA, discussed the realignment of OTED staff into 4 divisions. They also discussed available courses for Animal Food Regulators and prerequisite courses. The upcoming training schedule (18-month platform) includes 4 cGMP courses and 4 PC courses in the following locations: Indianapolis, IN, Charlotte, NC, Seattle, WA, and Fort Worth, TX. Except for Indianapolis, IN (due to the federal holiday), the cGMP course will be offered one week with the PC course offered the following week. For specific dates, the ORAU Pathlore portal has been updated with the schedule. As a reminder, there are various general education courses posted online currently. OTED is also working on fixing the medicated feed online course.

- **BITS and AITS Update:** Miriam Johnson, NC, Inspection & Sampling Committee Chair, updated the committee on the most recent AITS that took place in Montgomery, AL this past June. There were 27 attendees representing 13 states. The standardized agenda and CLEAR was utilized during this training, with the recommendation to continue using CLEAR as part of AITS. The feedback indicated some repeated material from BITS to AITS. The agenda will continue to be reviewed and changes will be made as necessary. A survey may be distributed to gauge if BITS and AITS still need to be hosted annually. BITS will be hosted in Atlanta, GA next month. If any states are interested in hosting AITS or BITS next year, please contact Miriam Johnson or Jessica Gore, NC.
  
- **Industry Training Update:** Scott Ringger, AFIA, updated the committee on available industry trainings. The FSPCA training has been posted on the FeedBIN calendar. Contact Jeff, Marissa, or Scott to add other trainings or events that should be made available to members.
  
- **Workshop Calendar Request Update:** Marissa Kost, NC – The Training Proposal form should be utilized for submitting workshop or training requests. As a reminder, the proposal form can be found in the FeedBIN. Kate Nelson, CT, will assist with any future projects in the BIN for the trainings. Currently, the ETC does not have any pending workshop or training requests. Scott Ringger, AFIA, advised committees planning future workshops at meetings to consider how to best utilize time at these trainings. There was discussion to host a GRAS Notice training at the upcoming Annual Meeting in Baltimore, MD. The IDC is requesting assistance in organizing this training. Additionally, there was discussion to host a Livestock Feed Labeling workshop for the Midyear Meeting in Albuquerque, NM. Dave Dressler, PA, Feed Labeling Committee Chair, will put together a workgroup. Shannon Jordre, FDA, suggested adding Blue Bird Labels to the feed labeling workshop agenda or as its workshop at another date.
  
- **LMS (DigitalChalk) Update:** Marissa Kost, NC, updated the committee on the progress of the LMS. DigitalChalk is currently up and running with many features available. George Ferguson, NC, will be doing a demo at the AFRPS Face-to-Face Meeting in AL at the end of this month. If there is interest, Marissa Kost, NC, is available to do a more extensive demo at the Midyear Meeting in NM.
  
- **New Business:**
  - Darlene Krieger, FDA, suggested leadership training for AAFCO members that take on leadership roles in a committee.  
ACTION: Chair formed a working group to review available leadership training to be made accessible to AAFCO members. Darlene Krieger will be workgroup lead. Workgroup members: Jo Lynn Otero – NM, Jacob Fleig – MO, George Ferguson – NC, Jim True – KY.
  - Shannon Jordre, FDA, suggested that ETC could consult with other committees for surveys and assist them regarding content and layout.

- Midyear Meeting 2021: No training has been decided at the time of the meeting. Dave Edwards, FDA, proposed hosting a medicated feed labeling workshop. The Feed Labeling Committee will be consulted regarding this request as well as the possibility of scheduling labeling workshops (i.e., Non-Medicated [Livestock] Feed Labeling, Medicated Feed Labeling, Pet Food Labeling) on a 3-year rotation.
  - Upon completion of the meeting, it was decided that the Medicated Feed Labeling workshop will be hosted at the upcoming 2020 Midyear Meeting in Albuquerque, NM.
- George Ferguson, NC, proposed creating a Continuing Education training to assist AFRPS states to fulfill their requirement to participate in CE. The input from other committees would be valuable in determining which trainings would be helpful for CE.
- David Beard, WA, suggested an AAFCO/FDA ingredient definition approval training for mainly industry at the 2021 Annual Meeting in Omaha, NE.

**Meeting adjourned at 10 AM (EST).**

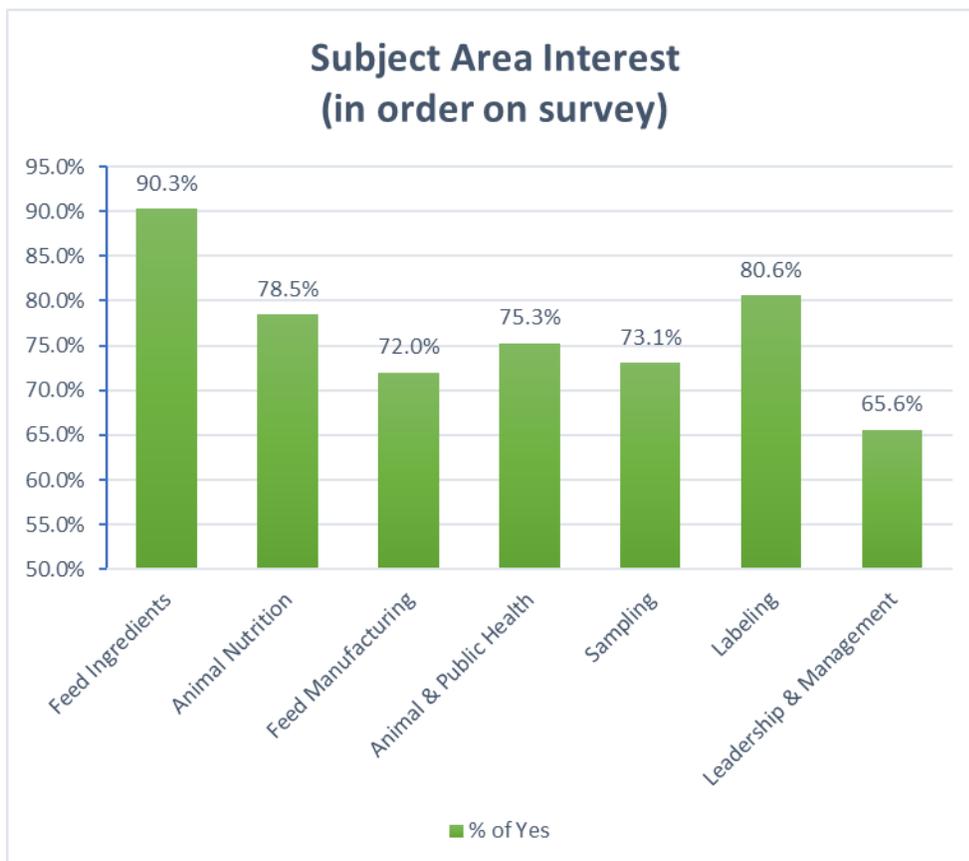
Action Item Table:

<b>Responsible</b>	<b>Item</b>	<b>Action</b>	<b>Timing / Status</b>
Darlene Krieger	Leadership Training	Review previous material with workgroup	Midyear Meeting

**Minutes approved 10/4/19. 15 voting in the affirmative.**

## Appendix A: State Training Needs Survey Results

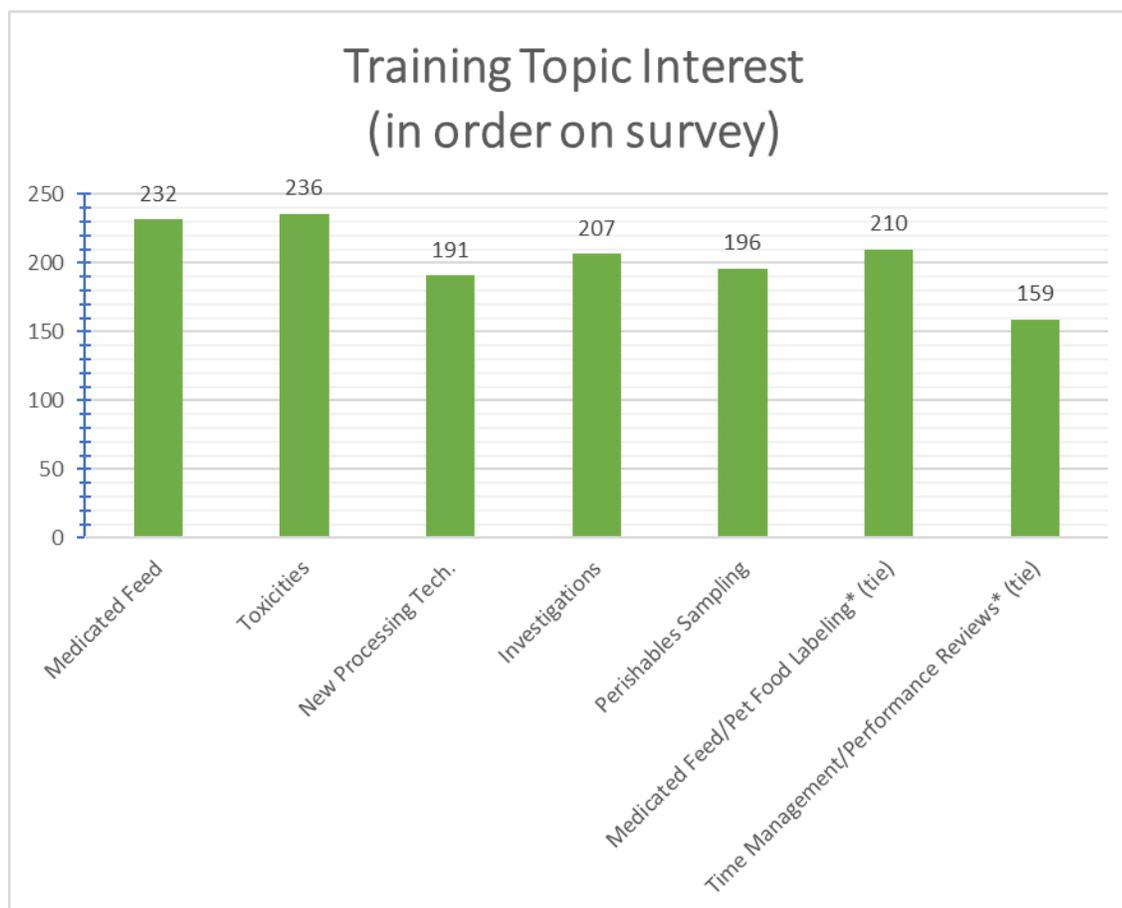
- Total responses: 93
- Total number of states participating: 34
- Subject Area Interest (% Yes):
  - Feed Ingredients (**90.3%**)
  - Animal Nutrition (**78.5%**)
  - Feed Manufacturing (**72%**)
  - Animal & Public Health (**75.3%**)
  - Sampling (**73.1%**)
  - Labeling (**80.6%**)
  - Leadership & Management (**65.6%**)



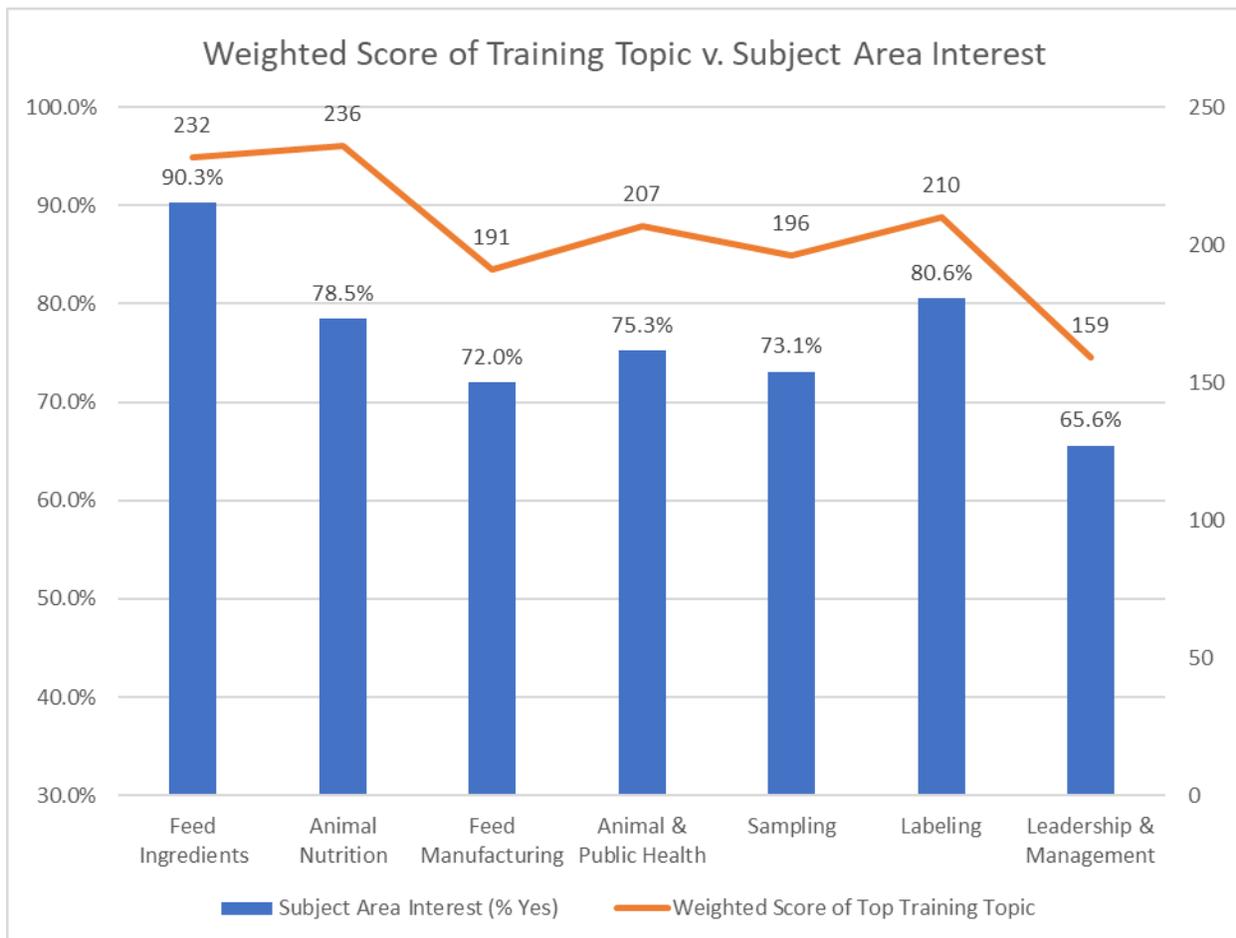
- Ranks:
  1. Feed Ingredients (**90.3%**)
  2. Labeling (**80.6%**)
  3. Animal Nutrition (**78.5%**)
  4. Animal & Public Health (**75.3%**)
  5. Sampling (**73.1%**)
  6. Feed Manufacturing (**72%**)
  7. Leadership & Management (**65.6%**)

- Feed Ingredients was the most popular subject area but may have been due to its placement in the survey (question 1).
- Leadership & Management was least popular.

- Top Training Topic for Each Subject Area (\*denotes a tie):
  - Feed Ingredients (**90.3%**)
    1. Medicated Feed
  - Animal Nutrition (**78.5%**)
    1. Nutritional Toxicities
  - Feed Manufacturing (**72%**)
    1. Medicated Feed
  - Animal & Public Health (**75.3%**)
    1. Investigations
  - Sampling (**73.1%**)
    1. Perishables (refrigerated/raw) sampling
  - Labeling (**80.6%**)
    1. \*Medicated Feed (e.g., directions for use, calculations)
    2. \*Pet Food Labels
  - Leadership & Management (**65.6%**)
    1. \*Time & Project Management
    2. \*Effective Performance Reviews



- Overall Ranked Training Topic Interest (weighted score):
  1. Nutritional Toxicities (236) – Animal Nutrition
  2. Medicated Feed (232) – Feed Ingredients
  3. Medicated Feed (e.g., directions for use, calculations) (210\*) – Labeling
  4. Pet Food Labels (210\*) – Labeling
  5. Investigations (207) – Animal & Public Health
  6. Perishables (refrigerated/raw) sampling (196) – Sampling
  7. New Processing Techniques (191) – Feed Ingredients
  8. Time & Project Management (159\*) – Leadership & Management
  9. Effective Performance Reviews (159\*) – Leadership & Management



- Training Preferences
  - Preferred Training Methods (Top 3):
    1. Web-based/Online modules (at participant's convenience) – **72.8%**
    2. Workshop-Style Event (entire day) – **64.1%**
    3. Instructor-Led/Classroom – **58.7%**
  - Training Obstacles (Top 3):
    1. Travel required – **33.7%**
    2. Lack of time – **29.2%**
    3. Cost of training – **19.1%**

- Current Training Availability:

Training Topics	Wt. Score	AAFCO Training Available	
		Yes	No
Nutritional Toxicities	236		N
Medicated Feed	232	Y	
Medicated Feed Labels (e.g., directions for use, calculations)	210	Y	
Pet Food Labels	210	Y	
Investigations	207	Y	N
Perishables (refrigerated/raw) Sampling	196		N
New Processing Techniques	191		N
Time & Project Management	159		N
Effective Performance Reviews	159		N

- Overall Conclusions:
  1. Based on the training available currently to AAFCO members, it appears there are some deficits that the states have identified (reference chart above).
  2. It is also apparent that some of AAFCO's labeling workshops (medicated feed, pet food) are popular and still relevant. It appears that there would be enough interest to host these workshops again.
  3. The top preferred training methods align well with what AAFCO currently offers for its training.
  4. The top three training obstacles are travel, time, and cost.
    - Alternative solutions? – web-based/online modules (#1 preferred training method) that don't require travel (reduce time/cost)

**ADDITIONAL TRAINING TOPICS SUGGESTED:**

- FSMA
- VFD (medicated feed)
- Nutrient Availability Variables
- Hemp
- VFDs, 507 GMPs, PC rule,
- Liquid feed (sampling)
- DFMs
- AAFCO sponsored training for Feed Labs
- Aquaculture
- Molasses processed feed
- Packaging and transport
- Antibiotic alternatives
- Enzyme labels
- Digestive physiology, feed-through animal drugs
- Statistics/allowances for ingredients

<b>Training Topics</b>	<b>Wt. Score</b>	<b>Subject Area</b>
Nutritional Toxicities	236	Animal Nutrition
Medicated Feed	232	Feed Ingredients
New By-Products	229	Feed Ingredients
Additives (e.g., CFR regs, selenium)	223	Feed Ingredients
Nutritional Deficiencies	211	Animal Nutrition
Pet Food	*210	Labeling
Medicated Feed (e.g., directions for use, calculations)	*210	Labeling
Investigations	207	Animal & Public Health
TB/TF	198	Animal & Public Health
Guaranteed Analysis	198	Labeling
Perishables Samplings (refrigerated, raw)	196	Sampling
DFM	196	Labeling
Microbiological Pathogens	195	Animal & Public Health
Caution/Warning Statements	193	Labeling
Refuge Regulations	192	Feed Ingredients
Micronutrients/Trace Minerals	191	Animal Nutrition
New Processing Techniques	191	Feed Manufacturing
Recalls	190	Animal & Public Health
DFM	189	Animal Nutrition
Pelleting, Extrusion, Distillation of Ethanol (DDGS)	188	Feed Manufacturing
Thermal Processing	182	Feed Manufacturing
Aseptic Sampling	182	Sampling
Rendering	181	Feed Manufacturing
Salvaging	179	Feed Manufacturing
Biosecurity	177	Animal & Public Health
Environmental Sampling	171	Sampling
RRT	163	Animal & Public Health
Perf. Reviews	*159	Leadership & Management
Time Management	*159	Leadership & Management
Coaching	152	Leadership & Management
Leadership Basics	148	Leadership & Management
Supervision Basics	146	Leadership & Management