

Inspection and Sampling Committee Minutes
2011 AAFCO Mid-Year Meeting
Tradewinds – St. Pete’s Beach, FL
January 19, 2011

1. Introductions

- Meeting was convened by Andy Gray, MT. Committee Members and Advisors introduced themselves.

2. Additions to Agenda

- N/A

3. Minutes

- Previously approved electronically

4. Committee Member Changes

- Liz Higgins asked to be removed from the committee so she could join the Education & Training Committee.

5. 2011 Basic Inspector Training (BITS) Report (Jennifer Godwin)

- Looking at the last two weeks in September 2011 in Raleigh, North Carolina. Will confirm time and location when the trainers confirm their availability.
- Expect that Fertilizer and Seed folks will also be involved.
- Brett has conducted a survey and has identified at least 20-25 inspectors in the surrounding states and anticipates an estimated 30-35 inspectors nationally.
- Jennifer is working with hotel and aiming at a cost between \$70-\$80/night with as much included as possible to minimize costs to participants.
- **Godwin moved and Higgins seconded** that a request be submitted to the AAFCO Board for \$1,500 seed money to support this initiative. Committee discussed the possibility of requesting additional support from the Board to partially offset the costs for attendees. Motion was amended to include a request for additional funds to a maximum of \$5,000 to cover seed money for the Session and scholarships for attendees. **Motion carried.**
- Cadre members confirmed to include Chad Linton, Richard Teneyck, Bob Geiger, Ben Jones, Brett Groves, and Meagan Davis.

6. AAFCO Inspector's Manual Update and Revision Planning Session

- Chapters of the Inspector's Manual are in various conditions of completion. Some have been revised, some only reviewed with recommendations to revise. Revisions/recommendations have been submitted to Jennifer and presented to the committee prior to this meeting
- **Godwin moved and Groves seconded** a motion to accept the revised language developed by the working group for the chapter of the Manual related to VFD. **Motion carried.**
- **Godwin moved and Geiger seconded** a motion to accept the revised language developed by the working group for the chapter of the Manual related to Inspector Safety. **Motion carried.**
- **Gray moved and Godwin seconded** a motion to accept the recommendation from the working group on the feed ingredients chapter in the current Manual to delete the feed ingredients chapter from the Manual and replace with a new chapter entitled "Feed Safety and Manufacturing Practices" that revises and expounds on the CLAIM Principle for all feed and feed ingredients, providing references and website links for information that may include best management practices/good manufacturing practices for feed and feed ingredients, HACCP, components of the AFSS, etc. The new chapter may also include references for ingredient specifications, as the tables currently found in Chapter 7 are obsolete and will have been omitted. If this new chapter is developed, all voluntary programs included should be clearly designated as such.
 - There was a discussion about whether the information to be included in the new Chapter was already included in the Manual in another Chapter. There was also discussion regarding the need to review the entire Manual after the edits recommended by the individual working groups for each Chapter have been made to ensure that there is flow and consistency for the Manual in its entirety. **Motion carried.**
- Other sections of the Manual will be shared with Committee Members and Advisors after the meeting with comments requested in April 2011.
- Dunnavan and Godwin clarified the next steps for the Sampling Chapter. Godwin has identified a State representative to work with Dunnavan. Jim True, KY confirmed his intention to have his inspectors pilot the sampling chapter when it has been completed.
- Dunnavan is also happy to have a State representative work with her on the Labeling Chapter
- After each Chapter revision is completed and approved by the committee, Gray and Godwin will format/finalize and submit to the webmaster for posting on the AAFCO website.

7. Feed Tub Sampling Method Sampling Procedures Report (Tony Claxton and Ben Jones)

- Jones discussed the concerns related to the stream cutting technique at the manufacturing site for protein tubs with Claxton who approved modifications to the first two sentences of the paragraph related to Protein Tub Sampling in the Inspector's Manual.

True moved and Jordre seconded a motion to accept the revised language and the original Protein Tub Sampling procedure in its entirety. There was discussion related to improving the language to ensure that the sample must be from a minimum of ten tubs and take into consideration the need to obtain sample increments at equal time intervals. **Motion carried.** The following text reflects the approved revision which should be posted on the web. [**Andy, don't forget to do this!! Also want to include the sampling procedure in its entirety in the Committee Report for this year.**]

“Manufacturer – Use a lined container/bag as a stream cutting device or secure a grab sample from each of at least ten tubs at equal time intervals and place into a lined container/bag. Collect a 2 lb. minimum composite sample.”

8. Purpose Statement Review and Update

- *“Work cooperatively with feed and feed ingredient manufacturers and other relevant domestic and international stakeholders, to develop effective inspection and sampling procedures and promote the uniform application of those procedures for feed and feed ingredients; evaluate, update and maintain the AAFCO Inspector's Manual”.*
- **Higgins moved and Ziehr seconded** the acceptance of the revised purpose statement identified above. **Motion carried.**

9. AAFCO/FDA/IFPTI Training Update (Chad Linton and Jim Fear)

- Jim Fear, ORA-U provided a synopsis of the development of the AAFCO-FDA Inspector Certification which was modelled after the Seafood HACCP process. IFPTI is also working on curriculum development.
- With the Partnership for Food Protection and Integrated Food Safety System, there is now a bigger push for true certification. A 5-year contract to conduct Job Task Analysis was recently awarded.
- Allan Bateson, psychometrician provided some information to the Committee regarding IFPTI and the framework for the curriculum and described the process of conducting a Job Task Analysis (JTA). This process looks at what attributes you should hire for, train for, speciality areas, etc. Once the JTA is completed included frequency and criticality of the various tasks, etc. will be used to develop training programs, access current training programs, evaluation/testing processes including performance audits. Looking at framework from the ground – more basic level. Stakeholder meeting in Orlando, FL in two weeks (February 1) to review IFPTI framework to determine the priorities across food and feed inspection. Bob Waltz is the AAFCO rep

and Shannon Jordre will be attending from CVM. First JTA is scheduled to start in March 2011.

- In the near future, six AAFCO and six FDA representatives will be recruited to assist in the development of the JTA, surveying the States, etc. Jim Fear will contact Chad for nominees for this process.

10. Web Course Design Update (Gloria Dunnavan)

- Deferred to Education and Training Committee after a pitch from Glo for new members for this newly-formed committee she will be chairing.

11. Other Business

- Geiger identified the need for a detailed aseptic feed sampling technique in light of the Salmonella CPG which will be coming out soon. Geiger to contact Mike and Natalie in CA to determine whether they have any additional input on this topic which was discussed at Redondo Beach last January.
- Additionally, Geiger identified the need for information to be provided with respect to conditions of storage and handling of samples before their submission to the laboratory including frozen pet foods, Geiger to provide assistance to Dunnavan related to this topic so that appropriate information could be included in the Sampling Chapter of the AAFCO Inspector's Manual.

12. Adjournment

- **Geiger moved and Higgins seconded** a motion to adjourn the meeting. **Motion carried.**

Respectfully submitted by Judy Thompson