

## Inspection and Sampling Committee Minutes

**AAFCO Annual Meeting  
August 14, 2013  
St. Pete's Beach, Florida**

### **COMMITTEE RECOMMENDATIONS:**

1. Approved by committee to be sent to the board for approval and sent to the membership for voting at 2014 Mid-Year Meeting.
- 2.

### **BOARD RECOMMENDATIONS:**

- 1.
- 2.

### **ASSOCIATION ACTIONS:**

- 1.
- 2.

### Committee Participants:

42 committee members, advisors, and guests in attendance

### Committee Report:

None

### Committee Minutes:

The Inspection and Sampling Committee meeting was called to order at 10:15 AM by Co-Chair Chad Linton in the Tarpon/Sawyer/Long in the Tradewinds Island Resort in St. Pete Beach, FL on August 14, 2013. New members joining the committee include Wayne Nelson, Connecticut and a new advisor to the committee Marty Smith, AFIA . The committee also has a new Co-Chair in Dan Danielson, TN to replace Andy Gray, MT after his resignation as Co-Chair.

There were 42 committee members, advisors, and guests in attendance.

The minutes from the 2013 Mid-Year Inspection and Sampling Committee Meeting held on January 23, 2013 were voted on and approved on March 1, 2013. These were posted to the website. No further action is needed.

Nancy Thiex gave an update regarding the APCHL Grant and the Inspector Sampling Committee's involvement and what is needed from the committee. A working group consisting of fourteen members from Food, Feed, and Laboratory backgrounds was formed to develop policies and procedures that are uniform to ensure the entire sampling process, from beginning to end, is defined. The AAFCO Inspectors Manual is currently uploaded to Food Shield; what the committee needs to do now is focus on training materials and implementation and to decide what



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can be expanded on, what does not exist, and what can be eliminated. The example of biological sampling techniques was given as a possible gap that could be filled. This is a five year grant; therefore, information is needed from this committee as soon as possible. If there are any additional documents we can send, Nancy will upload them to Food Shield but please do so by the end of the week if at all possible.

Jennifer Godwin gave an update regarding the AITS training held in Wilmington, NC, June 18-20, 2013. The training went very well with positive feedback received. There were 47 attendees and speakers from 15 states and FDA. There has been an interest in hosting future AITS, therefore, Meagan Davis announced the potential for AITS to be held in LA in 2014. The agenda for this meeting will mimic the agenda from the AITS training held in Michigan.

Meagan Davis gave an update regarding the BITS training to be held in Baton Rouge, LA September, 2013, travel dates being September 16 and 20, 2013. Registration will be approximately the same at \$150.00 with a capacity of 50 attendees available. The registration announcement is out. The 2013 Spring BITS training held in April, 2013 in LA was a success with 50 inspectors representing 14 states.

Chad Linton and Jennifer Godwin gave a report regarding the progress of the Inspector Sampling Manual. Chapters 7 has been completed, voted on via email 3/29/13, and posted to the website. Brett Groves moved to accept Chapters 5. Dan Danielson seconded the motion. The motion carried. The updated chapters will be posted to the website.

Chapter 6 (GMP Inspections) was reviewed by the committee with comments received from Gail DeGreeff, Brett Groves, and Bob Church. This chapter will expand on the AAFCO checklist as outlined in the Official Publication and include reference to the FDA cGMPs. The FDA cGMPs will be incorporated and the chapter sent back out to the committee for review.

Gloria Dunnavan gave an update on the ongoing AAFCO Certificate Program. During the Education and Training Committee meeting it was decided and voted on that two certificate levels would be developed, a basic and an advanced. They will continue to identify training and curriculum needs which will include determining how many and the type of courses that are needed, what, if any, specialized training should be required and what it would take to help develop the skills needed to help the inspectors feel comfortable in the field.

Chuck Ramsey gave a presentation on the theory of sampling, entitled "When Randomness of Sampling is not Enough, Sampling Bulk Materials. We discussed several different scenarios that can exist when sampling feeds and how we are going to deal with the sciences behind taking of samples. His presentation will be posted to the AAFCO website.

The meeting was adjourned at 11:45 AM.

Action Item Table:



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Responsible	Item	Action	Timing / Status
ISC Cadre	BITS	Conduct Training	September 2013
ISC	AAFCO Insp. Manual	Complete to be posted to website	January 2014