



Association of American Feed Control Officials

**2016 AAFCO Midyear Meeting
Agenda Book**



January 18–20, 2016

Wild Dunes Resort

Isle of Palms, South Carolina

Sunday, January 17

8:00 am–1:45 pm Palms 123

Ingredient Definitions Workshop

Separate registration fee for workshop

1:00 pm–5:00 pm Palms Foyer

Registration Desk Open

2:00 pm–4:30 pm Palmetto Hall

Board of Directors and Committee Chairs Meeting

6:00 pm–7:00 pm Tides AB

First Time Attendee Welcome Reception

Monday, January 18

7:00 am–5:00 pm Palms Foyer

Registration

7:00 am–8:00 am Palms Foyer

Morning Coffee Service

8:00 am–9:30 am Palms Ballroom

Welcome and Business Meeting

9:30 am–10:30 am Palms Ballroom

Current Issues and Outreach Committee—

FSMA Speaker, Jenny Murphy

Raw Pet Food Sampling, Xin Li

10:30 am–11:00 am Palms Foyer

Coffee Break

11:00 am–12:00 pm Palms Ballroom

Inspection and Sampling Committee

12:00 pm–1:15 pm Palmetto Hall

Investigator Lunch

Closed Session

12:00 pm–1:00 pm

Lunch (on your own)

1:15 pm–2:40 pm Palms Ballroom

Feed and Feed Ingredient Manufacturing Committee

1:30 pm–5:30 pm Tides Ballroom

Collaborative Check Sample Committee

2:45 pm–3:30 pm Palms Ballroom

Model Bill and Regulations Committee

3:30 pm–4:00 pm Palms Foyer

Break

4:00 pm–6:00 pm Palms Ballroom

Enforcement Issues Committee

Closed Session

Tuesday, January 19

7:00 am–5:00 pm Palms Foyer

Registration

7:00 am–8:00 am Palms Foyer

Morning Coffee Service

8:00 am–9:00 am Palms Ballroom

Feed Labeling Committee

8:00 am–5:00 pm Tides Ballroom

Laboratory Methods and Services Committee

9:00 am–9:30 am Palms Foyer

Coffee Break

9:30 am–12:00 pm Palms Ballroom

Pet Food Committee

12:00 pm–1:15 pm Palmetto Hall

Finance Committee

Closed Session

12:00 pm–1:15 pm

Lunch (on your own)

1:20 pm–3:00 pm Palms Ballroom

Ingredient Definitions Committee

3:00 pm–3:30 pm Palms Foyer

Break

3:30 pm–5:00 pm Palms Ballroom

Ingredient Definitions Committee

7:00 pm–9:00 pm Grand Pavilion

AAFCO All Attendee Reception

In case of inclement weather, the reception will be held in the Tides Ballroom.

Wednesday, January 20

7:00 am–8:00 am Palms Foyer

Morning Coffee Service

8:00 am–10:00 am Palms Ballroom

Education and Training Committee

10:00 am–10:30 am Palms Foyer

Coffee Break

10:30 am–12:00 pm Palms Ballroom

Strategic Affairs Committee

AAFCO General Sessions Adjourn

12:00 pm–2:00 pm Tides AB

Board of Directors and Committee Chairs Meeting

2:00 pm–5:00 pm Tides AB

Board of Directors Meeting



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General Session Agenda

2016 AAFCO Midyear Meeting
Wild Dunes Resort
Isle of Palms, South Carolina
Monday, January 18, 2016
8:00–9:30 a.m.
Palms Ballroom

To view meeting via WebEx register here: <http://fass.webex.com>
and/or to listen to meeting Conference Call Line: US TOLL 1-650-479-3207, access code: 664 655 368

Agenda

- 8:00 a.m. Opening Presidential Remarks
Mark LeBlanc, Louisiana Department of Agriculture
 - 8:05 Roll Call–Ali Kashani, AAFCO Secretary-Treasurer
Washington State Department of Agriculture
Memorials–Jennifer Roland, Executive Assistant/FASS
 - 8:20 Introduction and Welcome to South Carolina
Commissioner Hugh Weathers
 - 8:35 AAFCO Business Session–President LeBlanc, LSU Agricultural Center/LDAF
- Membership votes on recommendations
- 9:00 Presidential Address, Richard Ten Eyck, Oregon Department of Agriculture

Association Business Meeting Agenda

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To improve call quality please mute your phone during the meeting.

Agenda

- 1.) **Convene Business Session of the Association.**—Mark LeBlanc, President
- 2.) **Acceptance of committee reports from:** Collaborative Check Sample, Education and Training, Feed and Feed Ingredient Manufacturing, Feed Labeling, Ingredient Definitions, Inspection and Sampling, Laboratory Methods and Services, Model Bills and Regulations, Pet Food and Strategic Affairs. —Ken Bowers, President-Elect (Reports are published on the AAFCO website in the Midyear meeting 2016 page, Bottom Right side and in hardcopy distributed to meeting attendees)
- 3.) **Acceptance of Committee Recommendations:** —Ken Bowers, President-Elect

Ingredient Definitions 1–4:

Report starts on page 18 of the Committee Report Book

- 1.) Publish the following definitions as Official in the Official Publication
 - A) 33.10 _____ Distillers Oil, Feed Grade
33.10 _____ Distillers Oil, Feed Grade is obtained after the removal of ethyl alcohol by distillation from the yeast fermentation of a grain or a grain mixture and mechanical or solvent extraction of oil by methods employed in the ethanol production industry. It consists predominantly of glyceride esters of fatty acids and contains no additions of free fatty acids or other materials obtained from fats. It must contain, and be guaranteed for, not less than 85% total fatty acids, not more than 2.5% unsaponifiable matter, and not more than 1% insoluble impurities. Maximum free fatty acids and moisture must be guaranteed. If an antioxidant(s) is used, the common or usual name must be indicated, followed by the words “used as a preservative”. If the product bears a name descriptive of its kind or origin, i.e. “corn, sorghum, barley, rye”, it must correspond thereto with the predominating grain declared as the first word in the name. (Proposed 2015 402 (Proposed 2015) **Board recommends acceptance**
 - B) 54.33 Bovine Colostrum
54.33 Bovine Colostrum is lacteal secretions obtained within 48 hours post parturition. It contains 3% maximum lactose, 15% minimum total solids, and 60% minimum of the solids must be protein. The minimum specific gravity is 1.04 g/ml. (Proposed 2014 rev. 1) **Board’s recommendation to membership is to leave the definition tentative.**
 - C) 60.111 Bio Diesel Derived Glycerin
60.111 Biodiesel-derived glycerin is a liquid co-product of biodiesel production by a base catalyzed transesterification process. It must be derived from processes utilizing sources of fatty acids compliant with the term “feed grade” and if animal fat of ruminant origin is utilized, sources must not contain more than 0.15% insoluble impurities. It is intended as a source of energy in livestock diets. It must contain not less than 80% glycerin, not more than 15% water, not more than 0.5% methanol, and not more than 5 ppm heavy metals. It may contain up to 8% salt. It must be labeled with guarantees for minimum percentage glycerin, maximum percentage moisture, maximum percentage sulfur, maximum percentage ash, and maximum percentage methanol as well as the statement “For further mixing into livestock feed.” It is for use in an amount not to exceed

- 15% of the complete feed for ruminants and 10% of the complete feed for all other livestock species, including poultry. (Proposed 2015) **Board recommends acceptance**
- D) 60.113, 114, 115, 116 Pulse Definitions including Lentil language
60.113 Pulse fiber consists primarily of the outer coverings and/or hull of pulse crops derived from pulse dry milling. Pulse crops include the edible seeds of legumes (excluding oil seeds). Acceptable pulse crops are listed below. The product must contain not less than 23% crude fiber on a dry matter basis. If a conditioning agent is used, the name of the conditioning agent must be shown as an added ingredient. If the ingredient bears a name descriptive of its kind or origin, it must correspond thereto. (e.g., pea fiber) (Proposed 2015)
 Accepted pulse crops:
 Lentil (*Lens culinaris*)
 IFN 05-17-726–Pea (*Pisum sativum* L.) 436 **Board recommends acceptance**
T60.114 Pulse flour is the fraction remaining after removal of fiber from pulse seeds. It is obtained from mechanically dehulled and dry milled pulse seeds. This flour fraction must be free of fiber and/or seed hull/pod, except in such amounts as might occur unavoidably in good manufacturing practices. Pulse crops include the edible seeds of legumes (excluding oil seeds). Acceptable pulse crops are listed below. The ingredient must contain not less than 20% crude protein and not more than 3% crude fiber on a dry matter basis. If a conditioning agent is used, the name of the conditioning agent must be shown on the product label as an added ingredient. If the ingredient bears a name descriptive of its kind or origin, it must correspond thereto (e.g., pea flour). (Proposed 2015)
 Accepted pulse crops:
 Lentil (*Lens culinaris*)
 IFN 05-17-726–Pea (*Pisum sativum* L.) **Board recommends acceptance**
T60.115 Pulse protein is the mechanically separated protein fraction free of the fiber and/or seed hull/pod, except in such amounts as might occur unavoidably in good manufacturing practices. It is obtained from dehulled, dry milled and air-classified pulse seeds. Pulse crops include the edible seeds of legumes (excluding oil seeds). Acceptable pulse crops are listed below. The product must contain not less than 53 % crude protein on a dry matter basis. If a conditioning agent is used, the name of the conditioning agent must be shown as an added ingredient. If the ingredient bears a name descriptive of its kind or origin, it must correspond thereto. (e.g., pea protein) (Proposed 2015)
 Accepted pulse crops:
 Lentil (*Lens culinaris*)
 IFN 05-17-726–Pea (*Pisum sativum* L.) **Board recommends acceptance**
T60.116 Pulse starch is the fraction remaining after removal of protein and fiber from pulse seeds. It is obtained from mechanically dehulled, dry milled and air-classified pulse seeds. This starch fraction must be free of fiber and/or seed hull/pod, except in such amounts as might occur unavoidably in good manufacturing practices. Pulse crops include the edible seeds of legumes (excluding oil seeds). Acceptable pulse crops are listed below. The product must contain not less than 65% starch on a dry matter basis. If a conditioning agent is used, the name of the conditioning agent must be shown on the product label as an added ingredient. If the ingredient bears a name descriptive of its kind or origin, it must correspond thereto. (e.g., pea starch) (Proposed 2015)
 Accepted pulse crops:
 Lentil (*Lens culinaris*)
 IFN 05-17-726–Pea (*Pisum sativum* L.) **Board recommends acceptance**
- E) 73.400 Benzoic acid
73.400 Benzoic acid. The food additive, benzoic acid, may be safely used in the manufacture of complete swine feeds in accordance with the following prescribed conditions:
 (a) The additive is used or intended for use as a feed acidifying agent, to lower the pH, in complete swine feeds at levels not to exceed 0.5 percent of the complete feed.

- (b) The additive consists of not less than 99.5 percent benzoic acid (CAS 65-85-0) by weight with the sum of 2-methylbiphenyl, 3-methylbiphenyl, 4-methylbiphenyl, benzyl benzoate, and isomers of dimethylbiphenyl not to exceed 0.01 percent by weight.
- (c) To assure safe use of the additive, in addition to the other information required by the Federal Food, Drug, and Cosmetic Act and paragraph (b) of this section, the label and labeling shall contain:
 - (1) The name of the additive.
 - (2) Adequate directions for use including a statement that benzoic acid must be uniformly applied and thoroughly mixed into complete swine feeds and that the complete swine feeds so treated shall be labeled as containing benzoic acid.
 - (3) Appropriate warnings and safety precautions concerning benzoic acid.
 - (4) A warning statement identifying benzoic acid as a possible irritant.
 - (5) Information about emergency aid in case of accidental exposure.
 - (6) Contact address and telephone number for reporting adverse reactions or to request a copy of the Material Safety Data Sheet (MSDS). Show citation box.

(Proposed 2015) 21 CFR 573.210

F) 87.36 Phaffia Yeast

87.36 Phaffia yeast—The color additive, phaffia yeast, may be safely used in the manufacture of salmonid fish feed in accordance with the following prescribed conditions:

- (a) Identity.
 - (1) The color additive phaffia yeast consists of the killed, dried cells of a nonpathogenic and nontoxicogenic strain of the yeast phaffia rhodozyma.
 - (2) Phaffia yeast may be added to the fish feed only as a component of a stabilized color additive mixture. Color additive mixtures for fish feed use made with phaffia yeast may contain only those diluents that are suitable and are listed in this subpart as safe for use in color additive mixtures for coloring foods.
- (b) Specifications. Phaffia yeast shall conform to the following specifications and shall be free from impurities other than those named to the extent that such impurities may be avoided by good manufacturing practice:
 - (1) Physical state, solid.
 - (2) Lead, not more than 5 parts per million.
 - (3) Arsenic, not more than 2 parts per million.
 - (4) Mercury, not more than 1 part per million.
 - (5) Heavy metals (as lead), not more than 10 parts per million.
 - (6) Astaxanthin, not less than 0.4 percent.
- (c) Uses and restrictions. Phaffia yeast may be safely used in the feed of salmonid fish in accordance with the following prescribed conditions:
 - (1) The color additive is used to enhance the pink to orange-red color of the flesh of salmonid fish.
 - (2) The quantity of astaxanthin in finished feed, from phaffia yeast when used alone or in combination with other astaxanthin color additive sources listed in part 73 of Title 21 of the Code of Federal Regulations (21 CFR 73), shall not exceed 80 milligrams per kilogram (72 grams per ton) of finished feed.

2.) Publish the following new definitions as Tentative in the Official Publication.

A) T3.2 Dehydrated Alfalfa

T3.2 Dehydrated Alfalfa is the aerial portion of the alfalfa plant, reasonably free of other crop plants, weeds and mold, which has been ground and dried by thermal means under controlled conditions. Its source shall consist of either suncured alfalfa hay that has been stored in bales or stacks; or suncured alfalfa hay that has been stored in bales or stacks that has been blended with fresh cut alfalfa. **Board recommends acceptance**

B) T3.5 Direct Dehydrated Alfalfa meal or Pellet

T3.5 Direct Dehydrated Alfalfa meal or Pellet is the aerial portion of the alfalfa plant, reasonably free of other crop plants, weeds and mold, which has not been stored in bales

or in stacks as sun-dried alfalfa hay prior to being ground and dried by thermal means under controlled conditions. **Board recommends acceptance**

- C) T9.10 Poultry By-Product Meal
T9.10 Poultry By-Product Meal consists of the ground, rendered, clean parts of the carcass of poultry, such as necks, feet, undeveloped eggs, viscera, and whole carcasses, exclusive of added feathers, except in such amounts as might occur unavoidably in good processing practices. The label shall include guarantees for minimum crude protein, minimum crude fat, maximum calcium (Ca), and minimum phosphorus (P). The calcium (Ca) level shall not exceed the actual level of phosphorus (P) by more than 2.2 times. If the product bears a name descriptive of its kind, the name must correspond thereto. It shall be suitable for use in animal food. (Proposed 1985, Adopted 1990, Amended 2000). **Board recommends acceptance**
- D) T9.14 Poultry By-Products
T9.14 Poultry By-Products consists of non-rendered clean parts of poultry such as heads, feet, viscera, and whole carcasses, free from foreign matter except in such trace amounts as might occur unavoidably in good processing practices. If the product bears a name descriptive of its kind, the name must correspond thereto. It shall be suitable for use in animal food. (Proposed 1963, Adopted 1964, Amended 2000) **Board recommends acceptance**
- E) T9.57 Poultry
T9.57 Poultry is the clean combination of flesh and skin with or without accompanying bone, derived from the parts or whole carcasses of slaughtered poultry, or a combination thereof, exclusive of feathers, heads, feet and viscera. If it bears a name descriptive of its kind, it must correspond thereto. If the bone has been removed, the process may be so designated by use of the appropriate feed term. It shall be suitable for use in animal food. (Proposed 1978, Adopted 1979, Amended 1995, Amended 1997) **Board recommends acceptance**
- F) T9.71 Poultry Meal
T9.71 Poultry Meal is the wet rendered or dry rendered product from a combination of clean flesh and skin with or without accompanying bone, derived from the parts of whole carcasses of slaughtered poultry, or a combination thereof, exclusive of feathers, heads, feet, and viscera. The label shall include guarantees for minimum crude protein, minimum crude fat, maximum calcium (Ca), and minimum phosphorus (P). The calcium (Ca) level shall not exceed the actual level of phosphorus (P) by more than 2.2 times. If it bears a name descriptive of its kind, it must correspond thereto. It shall be suitable for use in animal food. (Proposed 1988, Adopted 1992) **Board recommends acceptance**
- G) T60.115 (B) Pulse protein
T60.115 (B) Pulse protein is the protein fraction of pulse seeds. It is obtained from mechanically dehulled, dry milled pulse seeds, that are further separated through air classification or the addition of water, acid and alkali. The ingredient may be obtained from pulse seed separated by dry separation, wet separation or both. Pulse crops include the edible seeds of legumes (excluding oil seeds). Acceptable pulse crops are listed below. The ingredient must contain not less than 53 % crude protein on a dry matter basis and a label shall include a guarantee for minimum crude protein. If a conditioning agent is used, the name of the conditioning agent must be shown as an added ingredient. If the ingredient bears a name descriptive of its kind or origin, it must correspond thereto.
Accepted pulse crops:
IFN 05-17-726—Pea (*Pisum sativum L.*)
Lentil (*Lens culinaris*)
Board recommends acceptance
- H) T60.116 (B) Pulse starch
T60.116 (B) Pulse starch is the fraction remaining after removal of protein and fiber from pulse seeds. It is obtained from mechanically dehulled, dry milled pulse seeds that are further separated through air classification or through the addition of water. The ingredient may be obtained from pulse seed separated by dry separation, wet separation or both. Pulse crops include the edible seeds of legumes (excluding oil seeds).

Acceptable pulse crops are listed below. The product must contain not less than 65% dietary starch on a dry matter basis and the label shall include a guarantee for minimum dietary starch. If a conditioning agent is used, the name of the conditioning agent must be shown on the product label as an added ingredient. If the ingredient bears a name descriptive of its kind or origin, it must correspond thereto.

Accepted pulse crops:

IFN 05-17-726–Pea (*Pisum sativum L.*)

Lentil (*Lens culinaris*)

Board recommends acceptance

- l) T33.20 Fat Product, Feed Grade

T33.20 Fat Product, Feed Grade is obtained only from production methods and fat sources described in the definitions for animal fat and/or vegetable fat or oil. Provided the product is safe for use in animal food, the product may not meet specifications in the ingredient definitions for animal fat or vegetable fat or oil. It must be sold on its individual specifications which will include the minimum percentage of total fatty acids, the maximum percentage of unsaponifiable matter, the maximum percentage of insoluble impurities, the maximum percentage of free fatty acids and moisture. The above listed specifications must be guaranteed on the label. If an antioxidant(s) is used, the common name or names must be indicated, followed by the words "used as a preservative". This definition shall be deleted from the Official Publication 12 months after electronic publication.

Board recommends acceptance

- 3.) Delete the following definition in the Official Publication:

33.5 Fat Product, Feed Grade from the OP (2015 OP page 380). **Board recommends acceptance**

33.5 Fat Product, Feed Grade is any fat product which does not meet the definitions for animal fat, vegetable fat or oil, hydrolyzed fat or fat ester. It must be sold on its individual specifications which will include the minimum percentage of total fatty acids, the maximum percentage of unsaponifiable matter, the maximum percentage of insoluble impurities, the maximum percentage of free fatty acids and moisture. The above listed specifications must be guaranteed on the label. If an antioxidant(s) is used, the common name or names must be indicated, followed by the words "used as a preservative". (Proposed 1989)

IFN 4-00-414 Animal vegetable fat product

Model Bill 1:

Report starts on page 33 of the Committee Report Book

- 1.) The Model Bills and Regulations Committee (MBRC) recommends that revisions proposed by the Feed Labeling Committee to the AAFCO Swine Nutrient Profile, as indicated in (Attachment A page 35 in Committee Report Book), conforms to the Model Regulations and that the AAFCO Board of Directors review the proposal for future consideration of the Association membership. **Board recommends acceptance**

This concludes committee recommendations needing membership approval.

- 4.) Credential Report–FASS
Number of Voting Members Represented
Number of States in attendance
Number of Countries
Number of FDA Representatives
Number of Life Members
Total Meeting Attendance

Current Issues and Outreach Agenda

2016 AAFCO Midyear Meeting
Wild Dunes Resort
Isle of Palms, South Carolina
Monday, January 18, 2016
9:30–10:30 a.m.
Palms Ballroom

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Agenda

- 9:30 a.m. Welcome & Opening Remarks
Ali Kashani, Committee Chair
Washington State Department of Agriculture
- 9:35 Next Phases of FSMA Rules
Jenny Murphy, Center for Veterinary Medicine (CVM), US Food & Drug Administration (FDA)
- 10:05 Summary of FDA Recent Sampling Assignment for Foodborne Pathogens in Raw Food for
Dogs and Cats
Xin Li, Ph.D., Microbiologist, CVM, FDA
- 10:30 Adjourn

Inspection and Sampling Committee Agenda

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11:00 a.m.–12:00 p.m.
Palms Ballroom

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Agenda

- 1.) Welcome & Introductions of Committee Members & Advisors
- 2.) Call for Modifications to the Agenda
- 3.) FSMA Task Implementation Task Force Action Items Table
Report on available Inspector Training relative to AFRPS Standards 2, 3 & 11–TBA
Risk Based Inspection Targeting Webinar Report–Krieger
Risk Based Inspection Targeting Pilot Project–Danielson
Aseptic Sampling–Linton
Biosecurity–Incorporate OP Guidance into Inspector manual?–Group Discussion
AITS and BITS Prerequisites and ‘How to Host’ Guidance–ETC
- 4.) Committee Action Item Table
Sampling Study Proposals–Linton, LeBlanc & Cook
Need to incorporate GoodSamples concepts into AAFCO Inspector manual–Group Discussion
- 5.) Action Items
- 6.) Adjourn

Feed and Feed Ingredient Manufacturing Committee Agenda

2016 AAFCO Midyear Meeting
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Monday, January 18, 2016
1:15–2:40 p.m.
Palms Ballroom

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Purpose Statement

Working cooperatively with the Food and Drug Administration, Canadian Food Inspection Agency, feed and feed ingredient manufacturers and other relevant domestic and international stakeholders, develop science- and risk-based regulations. Such regulations would support the implementation of effective inspection and compliance strategies as well as be useful in providing education and information to stakeholders. The overall goal is to minimize the presence of chemical, microbiological and physical hazards in animal feeds to the levels necessary to protect human and animal health.

Agenda

- 1.) Welcome and Committee Member Introduction (Judy Thompson)
- 2.) Review Action Items/Reports from Working Groups and Liaisons (see Attachment A)
 - A) Mineral Guidelines Working Group (Dr. Burkholder)
 - B) Emergency Response Working Group (Darlene Krieger)
 - C) FSMA Implementation Working Groups
 - i) AAFCO GMPs (Ken Bowers)
 - ii) AAFCO Model Food Safety Plan (Judy Thompson)
 - iii) Hazard ID/Lab Methods (Mike Davidson)
 - iv) Inspector Training (Judy Thompson)
- 3.) US Federal Regulatory Update (Eric Nelson)
- 4.) Preventive Controls Alliance Update (Sonya Lambkin, FDA/David Fairfield, NGFA)
- 5.) Canadian Regulatory Update (Judy Thompson)
- 6.) ISO/TC 34/SC 17–Management Systems For Food Safety–Working Group 9–Feed Production (David Fairfield, NGFA)
- 7.) Industry Stakeholder Updates
- 8.) Other Business

Attachment A: Action Item Table

| Responsible | Item | Action | Timing/Status |
|----------------------------------|--------------------------------------|--|---|
| Mineral Guidelines Working Group | Review and Revise Mineral Guidelines | Working group to develop plan to review and revise Mineral Guidelines in the OP for discussion by the Committee Workgroup Members: Bill Burkholder (lead) Jon Nelson, Tim Costigan, Jennifer Kormos, Bill Hall, Dave Dzanis, David Syverson, Roger Hoestenbach | Update at January 2016 Mid-Year Meeting |
| Darlene Krieger | Strategic Plan–Emergency Response | Working Group to: <ul style="list-style-type: none"> • review and revise the information on emergency response in the current OP (completed) • develop a folder in the Feed Bin for States to place any table top exercise materials they may have for others states to use (completed) • develop a table top exercise that could be used at an upcoming AAFCO meeting <ul style="list-style-type: none"> ○ Tabletop exercise at April 2015 Feed Administrator’s Seminar (completed) ○ Larger tabletop exercise to be held in conjunction with the 2017 Mid-Year Meeting Workgroup Members: Darlene Krieger (lead), David Fairfield, Dragan Momcilovic, Tim Darden, Mark Glover, Stan Cook, Tim Lyons | Update at January 2016 Mid-Year Meeting |
| Judy Thompson | FSMA Implementation Task Force | Items identified at April 27, 2015 meeting 1.) By January 2016 , determine the path forward for: <ul style="list-style-type: none"> A) AAFCO GMPS (in consultation with MBRC and PFC) <ul style="list-style-type: none"> i) Develop a plan for states that have adopted AAFCO’s model GMPs to make the transition to FSMA GMPs ii) Review the Model Bill and Regulations and propose changes to align with FSMA requirements. (Reassigned to MBRC) Working Group#1 –Ken Bowers (lead), Bob Church, Tim Darden, Bob Geiger, Matt Frederiking, Richard Sellers <ul style="list-style-type: none"> B) Model Feed Safety Program Plan (in consultation with Linda Morrison (OP Section) and Bob Waltz (Feed Safety Coordinator)) Working Group# 2 –Judy Thompson (lead), Linda Morrison, Bob Waltz | Ongoing committee updates |
| | | 2.) After FSPCA/FDA conclude their work in this area , determine the contaminants, hazards, matrix and action levels and enforcement strategies to provide guidance to LMSC to inform method development priority setting. Integrate collaboratively into current LMSC priorities. (in consultation with FSPCA, EIC, ISC, IDC and LMSC) | |

| Responsible | Item | Action | Timing/Status |
|-------------|------|---|---------------|
| | | <p>Working Group# 3—Mike Davidson (lead), Srinu Chigulubadi (FDA) ++</p> <p>3.) After FSPCA/FDA conclude their work in this area, determine whether training material for feed ingredient manufacturing from the FSPCA will meet the needs of Inspectors for training (in consultation with ETC and ISC)</p> <p>Working Group# 4—Judy Thompson (lead), Mike Davidson, Darlene Krieger, David Ailor, Matt Frederiking</p> | |

Collaborative Check Sample Committee Agenda

2016 AAFCO Midyear Meeting
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Monday, January 18, 2016
1:30–5:30 p.m.
Tides Ballroom

To view meeting online register here: <https://foodshield.connectsolutions.com/r2qwdeho3i6/>
and/or to listen to meeting Conference Call Line: 1-800-944-8766 Passcode: 51184#

Agenda

- 1.) Review and approval of agenda
- 2.) Introductions
- 3.) Feedback on DRW updates
- 4.) Program discussion, materials, subscriptions, etc.
 - A) Regular Program Summary
 - i) Incorporation of veterinary drugs
 - ii) Veterinary drug residues
 - B) Pet Food Program
 - C) Mycotoxin Program
 - D) Minerals program
- 5.) Promotional efforts–AAFCO Check Sample Programs
 - A) Updated brochure for 2016
 - B) PowerPoint presentations–AAFCO Resources for Laboratories
- 6.) Accreditation efforts
- 7.) Financials
- 8.) Program leadership
- 9.) Review of rosters for 2016

Model Bills and Regulations Committee Agenda

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Agenda

- 1.) Welcome and Committee Member Introductions
- 2.) Denver Minutes (MBRC approved as written on 9/2 and supplemental e-meeting minutes 8/7-9/9, posted on AAFCO web-site and in the Feed BIN, summarized in the General Session packet)
- 3.) Old Business–None
- 4.) New Business;
 - A) FSMA Harmonization
 - i) work group recommendations (Attachment A)
 - ii) Section 11(a)(2) (Attachment A2)
 - B) PFC PF 9(a) ...including snacks, treats and supplements... (Attachment B)
 - C) Model Bill discrepancies, AFIA findings (Attachment C)
 - D) committee members or advisors
 - E) gallery
- 5.) Assignments/homework for annual meeting
- 6.) Adjourn

Attachment A
AAFCO Feed PC Harmonization Work Group
FSMA Model Bill Language
11/9/15 DRAFT

- 1.) Add as Section 10 (c) in the Model Bill
 - Option A. All food and drug rules

Food and drug rules. Applicable federal regulations including recodification contained in Code of Federal Regulations, title 21, parts 1 to 1299, not otherwise adopted herein, also are adopted as feed rules of this state.
 - Option B. FSMA animal food preventive control rules

Food and drug rules. Applicable federal regulations including recodification contained in Code of Federal Regulations, title 21, part 507, not otherwise adopted herein, also are adopted as feed rules of this state.
 - Option C. FSMA animal food preventive control rules, GMPs only

Food and drug rules. Applicable federal regulations including recodification contained in Code of Federal Regulations, title 21, part 507.1 to 507.28, not otherwise adopted herein, also are adopted as feed rules of this state.
- 2.) Add definitions to Section 3 of the Model Bill (*From 21 CFR 507.3 Definitions*)

Animal food—means food for animals other than humans and includes pet food, specialty pet food, animal feed, and raw materials and ingredients.

Feed(s)—Edible materials(s) which are consumed by animals, other than humans, and contribute energy and/or nutrients to the animal’s diet.
- 3.) Update the AAFCO Official Feed Terms—Animal food as a new term and update to existing Feed term

Animal food—means food for animals other than humans and includes pet food, specialty pet food, animal feed, and raw materials and ingredients.

Feed(s)—Edible materials(s) which are consumed by animals, other than humans, and contribute energy and/or nutrients to the animal’s diet.
- 4.) Add Facility recall plans as Section 8 in the Model Bill. (The current Section 8 and the remaining sections will need to be renumbered)

From 21 CFR 507.38
Section 8. Recall Plan

 - (a) Commercial feed licensees and registrants must:
 - (1) Establish a written recall plan for the animal food; and
 - (2) Assign responsibility for performing all procedures in the recall plan.
 - (b) The written recall plan must include procedures that describe the steps to perform the following actions as appropriate to the facility:
 - (1) Directly notify direct consignees about the animal food being recalled, including how to return or dispose of the affected animal food;
 - (2) Notify the public about any hazard presented by the animal food when appropriate to protect human and animal health;
 - (3) Conduct effectiveness checks to verify the recall has been carried out; and
 - (4) Appropriately dispose of recalled animal food, e.g., through reprocessing, reworking, diverting to another use that would not present a safety concern, or destroying the animal food.

Attachment A(2)

Underlined text has been added, text that has been ~~struck through~~ has been deleted.
Section 11(a)

- (2) to inspect at reasonable times and within reasonable limits and in a reasonable manner, such factory, warehouse, establishment or vehicle and all pertinent equipment, finished and unfinished materials, containers, and labeling therein. The inspection may include the verification of ~~only such~~ records, and production and control procedures related to the manufacture, distribution, storage, handling or disposal of commercial feed as may be necessary to determine compliance with ~~as may be necessary to determine compliance with the Good Manufacturing Practice Regulations established under Section 7(d) of this Act.~~

Attachment B

Clarification of Regulation PF9(a)

Underlined text has been added. PF9(a) appears on page 144 of the 2015 AAFCO Print OP.

Regulation PF9. Statements of Calorie Content

- (a) The label of a dog or cat food, including snacks, treats, and supplements, shall bear a statement of calorie content and meet all of the following:

Attachment C

AFIA proposed changes to the AAFCO Model Bill November, 2015

Underlined text has been added, text that has been ~~struck through~~ has been deleted.

| Edit requested | MB Section | Language showing edit | Rationale |
|---|------------------------|--|--|
| Should say "registrant/licensee" in the definition for "brand name" | Section 3. Definitions | (a) The term "brand name" means any word, name, symbol, or device, or any combination thereof, identifying the commercial feed of a distributor or <u>registrant/licensee</u> and distinguishing it from that of others. | The MB allows for states to decide between registration or licensing, therefore this option should be stated here to get it correctly stated in state law. |
| Add "commercial" in front of "feed" in the definition for "official sample" | Section 3. Definitions | (m) The term "official sample" means a sample of <u>commercial</u> feed taken by the _____ or their agent in accordance with the provisions of Section 11(c), (e), or (f) of this Act. | Throughout the MB it is always referred to as "commercial feed" or another qualifier (customer-formula feed, medicated) but it was not in this definition. |
| Add "commercial" in front of "feed" in the definition for "drug" | Section 3. Definitions | (g) ...articles other than <u>commercial</u> feed intended to affect ... | Throughout the MB it is always referred to as "commercial feed" or another qualifier (customer-formula feed, medicated) but it was not in this definition. |

| Edit requested | MB Section | Language showing edit | Rationale |
|--|---|--|--|
| Add "domesticated" in front of "dog or cat" in the definition of "pet" | Section 3. Definitions | (q) The term "pet" means <u>domesticated</u> dog or cat. | In (u) specialty pet—it states "domesticated animal..." and we think the intent of AAFCO is to cover domesticated dogs and cats only and this clarifies that. |
| Add "commercial" in front of "feed" in this Labeling section | Section 5. Labeling | (a)(3) ...advise the user as to the composition of the <u>commercial</u> feed or to support... | Throughout the MB it is always referred to as "commercial feed" or another qualifier (customer-formula feed, medicated) but it was not in this section |
| Add "commercial" in front of "feed" in this Labeling section | Section 5. Labeling | (a)(6) ...and for such other <u>commercial</u> feeds as the _____ may require... | Throughout the MB it is always referred to as "commercial feed" or another qualifier (customer-formula feed, medicated) but it was not in this section |
| Change "their" to "its" when referring to the firm | Section 8. Prohibited Acts | (h) Bags or totes used for commercial feeds (including customer-formula feed) shall not be re-used unless appropriately cleaned. A firm that intends to re-use bags or totes must document their <u>its</u> cleanout procedures. | "Its" is appropriate when talking about the "firm" |
| Add "commercial" in front of "feed" in this Certificates section | Section 12. Certificates | Opening sentence where it says ...access to markets for <u>commercial</u> feed and ingredients... | Throughout the MB it is always referred to as "commercial feed" or another qualifier (customer-formula feed, medicated) but it was not in this section |
| Change "an" to "any" | Section 14. Penalties | (h) In <u>any</u> action to compel performance of an order of the _____ to enforce this Act, the court must require a defendant adjudged responsible to perform the acts within the person's power that are reasonably necessary to accomplish the purposes of the order. | It should be "any" action to be consistent with the rest of the section and the use of "any" |
| Require rule-making to define conditions labels would be requested. | Section 4. Registration and Licensing Option B. Licensing | (d) The _____ is authorized to <u>promulgate a rule defining under what conditions the _____ may request labels and/or labeling from a license applicant or licensee.</u> The _____ may request from, at any time, a license applicant or licensee copies of labels and labeling in order to determine compliance with the provisions of the Act. | The state should need to detail out under rule-making the conditions for which they may request labels. The rule-making process would allow transparency in the thought process and rationale between the state official and the industry. |

| Edit requested | MB Section | Language showing edit | Rationale |
|---|---|--|--|
| Require rule-making to define conditions labels would be requested. | Section 4. Registration and Licensing Option C. Registration and Licensing | (d) The _____ is authorized to <u>promulgate a rule defining under what conditions the _____ may request labels and/or labeling from a license applicant or licensee.</u> The _____ may request from, at any time, a license applicant or licensee copies of labels and labeling in order to determine compliance with the provisions of the Act. | The state should need to detail out under rule-making the conditions for which they may request labels. The rule-making process would allow transparency in the thought process and rationale between the state official and the industry. |

Feed Labeling Committee Agenda

2016 AAFCO Midyear Meeting
Wild Dunes Resort
Isle of Palms, South Carolina
Tuesday, January 19, 2016
8:00–9:00 a.m.
Palms Ballroom

To view meeting via WebEx register here: <http://fass.webex.com>
and/or to listen to meeting Conference Call Line: US TOLL 1-650-479-3207, Access code: 663 473 825

Agenda

- 1.) Welcome, Introductions and Opening Remarks
Jenna Areias, California Department of Food and Agriculture
Dave Phillips, North Dakota Department of Agriculture
- 2.) FSMA Update
Committee work relating to FSMA final rule.
- 3.) Non Pet Food Labeling Guide Discussion
Proposed working group discussion—Megan Davis, Lead
- 4.) Feed Labeling Workshop Coordinating Committee Update - Miriam Johnson, Lead
- 5.) Medicated Labeling workgroup—Jan Campbell, Lead
- 6.) Feed Labeling Workshop Coordinating Committee Update
Status of future feed labeling workshop(s)
- 7.) Nutrient Table Discussion—Jenna, Lead
- 8.) Other Topics for Discussion
- 9.) Adjourn

Laboratory Methods and Services Committee Agenda

2016 AAFCO Midyear Meeting
Wild Dunes Resort
Isle of Palms, South Carolina
Tuesday, January 19, 2016
8:00–5:00 a.m.
Tides Ballroom

To view meeting via WebEx register here: TBD
and/or to listen to meeting Conference Call Line: 1-800-944-8766, passcode: 51184#

Agenda

- 1.) Welcome, Introductions & Adoption of Agenda–A. Price & N. Thiex
- 2.) Review of Committee Roster and Appointments–A. Price & N. Thiex
- 3.) FSMA Implementation Task Force update–R. Sheridan, T. Grant
- 4.) Working Group Updates
 - A) Tylosin–T. Phillips
 - B) CTC–T. Phillips
 - C) Fat Soluble Vitamins–D. Inerowicz and K. Riter
 - D) Best Practices Group–S. Webb and L. Novotny
 - E) Sugars–J. Horst & D. Berg
 - F) Mycotoxins–R. Sheridan and K. Gilbert
 - G) Quality Assurance–TBD
 - H) AAFCO Lab Sample Preparation Guidelines–TBD (N. Thiex and C. Ramsey)
 - I) Multi-element validation–R. Sheridan and K. Gilbert
- 5.) Upcoming Collaborative Studies (Group discussion)–A. Price & N. Thiex
- 6.) Discussion of new method needs and new needs statements
- 7.) Laboratory Curriculum Framework Update–Craig Kaml
- 8.) FDA Cooperative Agreement–What's new: N. Thiex
- 9.) Promotion of AAFCO Resources for laboratories
 - A) Review of resources for labs
 - B) GoodSamples
- 10.) Other Topics:
 - A) Laboratory Centers of Expertise–Nancy Thiex and Aaron Price
 - B) AAFCO education and training committee liason update–M. Stenske & K. Gilbert
 - C) New CFIA method development updates –A. Price
- 11.) AFRPS and ISO 17025 accreditation for feed laboratories–Ruiqing Pamboukian

Pet Food Committee Agenda

2016 AAFCO Midyear Meeting
Wild Dunes Resort
Isle of Palms, South Carolina
Tuesday, January 19, 2016
9:30 a.m.–12:00 p.m.
Palms Ballroom

To view meeting via WebEx register here: <http://fass.webex.com>
and/or to listen to meeting Conference Call Line: US TOLL 1-650-479-3207, Access code: 661 687 640

Agenda

- 1.) Introduction of Pet Food Committee Members and Advisors
- 2.) Announcements
- 3.) Modifications to the Agenda
- 4.) Reminders and Timelines–Kristen Green, Univ. of KY
 - A) Calorie Content Statement
 - B) Nutritional Adequacy Statement
 - C) AAFCO Talks Pet Food
- 5.) Reports from the PFC Working Groups
 - A) AAFCO Pet Food & Specialty Pet Food Labeling Guide Working Group–Charlotte Conway, FDA-CVM
 - B) Pet Food Labeling Workshop–Kristen Green, KY Div Reg Svcs
 - C) Carbohydrate Working Group–Austin Therrell, SC Dept. of Agriculture
 - D) Tartar Control Claims–Jan Jarman, MN Dept. of Agriculture
 - E) Human/Feed Grade Working Group–Stan Cook, MO Dept. of Agriculture
- 6.) Pet Food Label Modernization Discussion–Stan Cook, MO Dept. of Agriculture
- 7.) Items from the Action Items Table–Kristen Green, Univ. of KY
- 8.) Reminders/Deadlines/Submission of Agenda Items–Kristen Green, Univ. of KY
- 9.) Adjourn Pet Food Committee Meeting

Ingredient Definitions Committee Agenda

2016 AAFCO Midyear Meeting
Wild Dunes Resort
Isle of Palms, South Carolina
Tuesday, January 19, 2016
9:30 a.m.–12:00 p.m.
Palms Ballroom

To view meeting via WebEx register here: <http://fass.webex.com>
and/or to listen to meeting Conference Call Line: US TOLL 1-650-479-3207, Access code: 663 833 835

Agenda

- 1.) Roll Call of Committee members
- 2.) Investigator recommendations to move tentative to official
 - A) none
- 3.) Work Group Reports
 - A) Feed Grade Work group report
 - B) AAFCO Affirmed GRAS workgroup report
 - C) Recap of Sunday workshop and any resource lists generated from it.
- 4.) New Definitions, deletes & edits:
 - A) New Term: Animal Food—Ali, need form
 - B) Modify term: Feed(s)—Ali, need form
 - C) Modify term: Feed Grade (handling Standard):—Ali
 - D) New Term: Suitable for use in animal feed (handling standard)—Ali
 - E) New Term: Human Grade (handling standard)—Ali
 - F) New Feed Term: “sprouted”—Ali
 - G) Edit 30.1 Enzymes tables—Jan, need form
 - H) Edit 30.1 β -mannanase from Dried Bacillus subtilis fermentation solubles—Jan, Need form
 - I) Edit 33.1 Animal Fat—Ken
 - J) T33.21 Yellow Grease, Feed Grade—Ken
 - K) T33.22 White Grease, Feed Grade—Ken
 - L) T33.23 Tallow, Feed Grade—Ken
 - M) T33.24 Used Cooking Oil, Feed Grade—Ken
 - N) T33.xx Fatty acids/esters (placeholder)—Ken
 - O) Modify 33.3 Hydrolyzed _____ Fat, or Oil, Feed Grade (placeholder)—Ken
 - P) T36.14 Lactobacillus animalis—Jan
 - Q) T40.100 Recovered Retail Food—Dan
 - R) T54.xx Dried Milk Permeate (placeholder)—Cat
 - S) 57.163 Technical correction on Selenium Yeast—Jennifer K.
 - T) Sort human food by products—Dan, need form
 - U) List of standard food names from USDA—Richard, need form
 - V) 87.1 Dried Algae Meal
 - W) 87.36 Phaffia yeast
 - X) 87.100 FD&C Blue No 1.
 - Y) 87.102 FD&C Blue No 2.
 - Z) 87.103 FD&C Green No 3.
 - AA) 87.104 FD&C Red No 3.
 - BB) 87.105 FD&C Red No 40.
 - CC) 87.106 FD&C Yellow No 6.
 - DD) 87.107 FD&C Yellow No 5.
 - EE) 87.110 Annatto Extract
 - FF) 87.112 Astaxanthin dimethyldisuccinate

- GG) 87.114 Astaxanthin
 - HH) 87.116 Caramel
 - II) 87.118 Carmine
 - JJ) 87.120 Carrot Oil
 - KK) 87.122 Cochineal Extract
 - LL) 87.124 Corn Endosperm Oil
 - MM) 87.126 Dehydrated Beets
 - NN) 87.128 Fruit Juice
 - OO) 87.130 Haematococcus algae meal
 - PP) 87.132 Paprika Oleoresin
 - QQ) 87.134 Paprika
 - RR) 87.136 Paracoccus pigment
 - SS) 87.138 Riboflavin
 - TT) 87.140 Saffron
 - UU) 87.142 Synthetic Iron Oxide
 - VV) 87.144 Tagetes (Aztec Marigold) Extract
 - WW) 87.145 Tagetes (Aztec Marigold) Meal
 - XX) 87.146 Titanium Dioxide
 - YY) 87.148 Toasted Partially Defatted Cooked Cottonseed Flour
 - ZZ) 87.150 Tomato Lycopene Concentrate
 - AAA) 87.152 Tomato Lycopene Extract
 - BBB) 87.154 Tumeric Oleoresin
 - CCC) 87.155 Tumeric
 - DDD) 87.156 Ultramarine Blue
 - EEE) 87.158 Vegetable Juice
 - FFF) 87.160 β -apo-8'-carotenal
 - GGG) 87.164 β -Carotene
 - HHH) Renumber section 73 transfers—Richard, need form
 - III) T87.35 Glucose Syrup—(tabled in January 2015) Richard/Mika
- 5) Discussions:
- A) Hemp in Feed—National Hemp Growers Association
 - B) Values in Footer on Vitamin Table; original source? Use human or animal bio-availabilities?—Tom
 - C) Montmorillonite update for Industry—Tom
 - D) Fabricated Meat background information. Term needed?—ATPF
 - ~~E) GRAS notified section in the BIN or OP?—Mika, CVM covered by work group~~
 - F) Materials NOT suitable for animal feed list in the BIN or website—rt

Education and Training Committee Agenda

2016 AAFCO Midyear Meeting
Wild Dunes Resort
Isle of Palms, South Carolina
Wednesday, January 20, 2016
8:00–10:00 a.m.
Palms Ballroom

To view meeting via WebEx register here: <http://fass.webex.com>
and/or to listen to meeting Conference Call Line: US TOLL 1-650-479-3207, Access code: 661 642 044

Agenda

- 1.) Introductions and Agenda Review
- 2.) Intermediate Inspector Training Course (Meagan Davis and Tim Lyons)
 - A) Discussion about working with the Inspection and Sampling Committee to determine if there is a need to develop an intermediate feed inspector course.
 - B) Develop workgroup with Inspection and Sampling Committee to research curriculum development for this course if needed.
- 3.) Standardizing Training (Craig Kaml (IFPTI) and Patricia Alcock (FDA):
Thoughts are that we should start considering standardizing AITS and any other courses that we offer. I would ask a couple of organizations such as IFPTI or NEHA to help explain this.
- 4.) Training Cadres (Meagan Davis):
While developing training, we should also develop a “bench” to ensure that we have people to help train these courses.
- 5.) Animal Feed Inspector Certification Process (Judy Thompson and Rance Baker (NEHA):
Discussion on what this is and how it will be developed.

Strategic Affairs Committee Agenda

2016 AAFCO Midyear Meeting
Wild Dunes Resort
Isle of Palms, South Carolina
Wednesday, January 20, 2016
10:30 a.m.–12:00 p.m.
Palms Ballroom

To view meeting via WebEx register here: <http://fass.webex.com>
and/or to listen to meeting Conference Call Line: US TOLL 1-650-479-3207, Access code: 666 642 052

Agenda

- 1.) Introductions and Agenda Review
- 2.) Working Group (Bob/Shannon/Ali/Ken):
Committee coordination processes—Procedures Manual review. Update Phase 2 work
- 3.) Sub-Committee:
 - A) By-Laws: Ken
 - i) Quorum provisions for Committees:
ARTICLE VI
Section 3. "Voting. For committee work, one-half of the members of any committee are required to be present or represented by proxy (in person or by phone) to conduct a vote. A majority of those voting must vote in the affirmative for the motion to pass. Only the Chair or Co-Chairs/Vice-Chairs may preside over a vote."
 - ii) International Membership (Appendix 2)
 - B) Finance: Ali
 - i) Sub-Committee report (August 2015) for SAC approval (Appendix 1)
 - ii) Update
- 4.) Strategic Plan Priority Activities 2013-16
 - A) Working group (Bob, Jenny and Richard)
 - i) Update on Integrated Tracking system implementation in FeedBin
 - B) Review SAC related work plan progress with responsible Committee Chairs
 - i) Sound financial planning / More cost effective operations: Ali
 - ii) Process for new members: Ali/Vice Chair CIOC
 - iii) Build leaders with AAFCO background who support AAFCO: Linda/Tim L.
 - iv) Emergency Preparedness Exercise: Judy
 - v) Partnership establishment: Jennifer G./ Ali
 - vi) Support APHL Grant: Nancy
 - vii) Enhanced Communications (6 sub-elements): Jennifer G./ Ali
- 5.) Strategic Planning 2017+
Update
- 6.) AAFCO FSMA Implementation Task Force
Update and Next Steps

Action Item Table

| Responsible | Item | Action | Timing/Status |
|---|--|--|--|
| Working Group: Bob, Roger, Shannon, Ali and Ken | Phase 2: general review of the Procedures Manual to ensure timely work flow between Committees | Additional revisions were shared with SAC immediately prior to August AGM 2015. | SAC comments requested by end of September. WG will re-review and share final draft by mid-December for committee consideration at January 2016 Midyear meeting. |
| By-Laws Sub-Committee | By-Laws issues | Quorum provision suggestions discussed. | Proposal to be shared with Committee by end of September so it can be integrated into Procedures Manual. |
| Working Group: Bob W. (lead), Jenny and Richard | Strategic Plan and Priority Action Item tracking and progress updates | Strategic Plan key priorities for 2013-16 completed by Board October, 2012. Committee Chairs drafted work plans which were reviewed and accepted by the Board of Directors (with adjustments requested of CIOC (slight re-structure and addition of timelines)). Integrated Tracking system drafted in FeedBin with FASS support for detail input. SAC chair provided feedback. Exploring both FASS and Bin for tracking. No updates received from SP priority leads to update work plans for tracking purposes. WG expect to have a recommendation for the Committee by 2015 August Annual meeting. | No action. |
| Strategic Plan 2017-20 (Linda) | Organize planning session pre-Seminar 2016. | Board/Committee Chairs to identify SP priorities for 2017-20. Prepare funding needs for travel. | |

Attachment A: Finance Subcommittee Report/Minutes

Tuesday, August 4, 2015

12:15–1:30 p.m.

Denver, Colorado

COMMITTEE RECOMMENDATIONS

- 1.) No need to invest further in the market at this time.
- 2.) Purchase certificate of deposit for the amount that is above the FDIC limit in bank account.
- 3.) Arrange for external audit with the firm conducted the last, one three years ago.

BOARD RECOMMENDATIONS: None

ASSOCIATION ACTIONS

Previous Board Recommendation of Posting Association's financial statements were completed

Committee Participants:

Members present: Richard Ten Eyck, Judy Thompson, Bob Waltz, Mark LeBlanc, Ken Bowers, Jamey Johnson, Doug Lueders and Ali Kashani.

Member absent: Chad Linton.

Guests Present: Randy Treadwell, Feed & RRT Program Manager, Washington State Department of Agriculture

Committee Report/Minutes:

- 1.) Meeting called to order by Ali Kashani at 12:15 pm CT.
- 2.) Update on investment of AAFCO funds—The sub-committee discussed the investment portfolio and recommended moving additional funds from savings account to a certificate of deposit. Ali will work with FASS to bring the account below the FDIC limit.
- 3.) Official publication (OP) sales and total net income were discussed. Both electronic and paper OP sales have increased during the last two years (by about 25% and 53%, respectively). This information was to be presented at the Strategic Affairs committee meeting on Wednesday, August 5th, as had been requested at their last meeting.
- 4.) A question was asked about the association's budget and investment level related to the status as not-for-profit organization. There appears to be no concern at this point.
- 5.) Discussion of Budget Generating Plan—Discussion of options related to check sample program, meetings, training as potential sources of ongoing/new revenue were briefly discussed in addition to OP sales.
- 6.) AAFCO budget in general (monthly financial statements, invoices, etc.)
 - A) Discussion of Association's budget and development of documents to track the Association's financial status and activities were discussed. No required changes to fiscal reports were identified.
 - B) It was recommended that committee chairs be encouraged to submit plans for their committee activities as funds are available to conduct needed activities. This can be done during chair meetings and by emails when secretary treasurer sends budget generation plans during the month of December.
- 7.) Meeting adjourned at 1:30

Appendix B: By-Laws: International Membership

Summary

The Board created a Task Force (Judy Thompson, Bob Gieger, Ellen Buchanan and Ken Bowers) were given an assignment regarding International Membership and possible ways to engage other countries in AAFCO. The following is a summary of discussions and recommended path forward.

AAFCO was founded to encourage uniformity between the States and this remains a key AAFCO mandate. With Canada and Costa Rico as members, AAFCO is already an international organization though membership is currently limited to the Americas. If we want China to actively participate in AAFCO, the Task Force felt we need to offer them the opportunity to be members. The current AAFCO definition of membership is very broad and the Task Force feels that feed control officials from any country could join now. In over a hundred years, we haven't had a line knocking on our door to become members so the risk is considered minimal.

We discussed the possibility of removing Canada and Costa Rico from the membership, drafting language like NASDA for non-voting members or just inviting others to come and get involved in discussions from the floor but we didn't see any of these options as the right approach. In order to determine the best strategy, we need to think a bit more about why we are inviting others (e.g., China) to participate and how much involvement we want from other countries and what influence they should have on how the US is going to regulate feed.

The Task Force agreed that AAFCO should continue to allow international participation. This would do nothing but help AAFCO and the feed industry. Feed moves globally now so this could be an incentive to invite other countries. We discussed limiting geographic catchment and limiting AAFCO membership to only feed control officials from the Americas. We could also add language for non-voting members from other jurisdictions (e.g., Europe and Asia) that allow them to be on committees in a similar capacity to industry advisors, e.g., no voting privilege. These feed control officials would be international associate members with restrictions on their participation in AAFCO.

The Task Force did not believe that we should have two AAFCO organizations. There are not enough volunteers available to support the management and leadership of two organizations.

The Canadian perspective on participation is to understand what is happening with US feed regulation and contribute so as to not have conflicting systems. Assuming China would be participating for the same reason, there is no risk in letting them vote (e.g.: Canada does not vote on pet food and other issues that are not relevant to them).

Recommendations

- 1.) The Task Force felt that if AAFCO wants to promote international participation, feed control officials from other countries should join as members but we might want to change the By-Laws so that countries, other than the US, would only have one vote in the membership vote (e.g.: Federal only for countries other than US). This would not limit committee participation as often times there are two or more representatives from the same State or FDA on a Committee and they can all participate and vote individually.
 - A) For Committee work, the Task Force didn't see broader participation in committee work as a huge issue because committee work is approved and vetted by the Board and then the entire membership.
 - B) For eligibility to serve on the Board of Directors, The Task Force does not foresee a problem with this but maybe in the future limit number of board members to 1 or 2 that are not US.
 - C) For the By-Laws, a change would be needed. To facilitate this change, *Article II, Section 2. Voting* of the By-Laws would need to be amended as follows:

Each State, District or Territory engaged in regulating animal feed or livestock remedies in the United States of America and each Federal Agency primarily responsible for regulating animal feed or livestock remedies in their country, and paying annual dues as prescribed in Article II Section 4 of these By-Laws, shall designate one member as the voting representative of that State or Agency.