



Association of American Feed Control Officials

**2019 AAFCO Midyear Meeting  
Agenda Book**



**January 19–23, 2019  
Hyatt Regency  
Savannah, Georgia**

LL = lobby level  
2F = 2nd floor

### Saturday, January 19

8:00 am–12:00 pm      Scarbrough 2-4, LL  
**Board of Directors/Committee**  
**Chair Meeting**  
12:00 pm–5:00 pm      Scarbrough 2-4, LL  
**Board of Directors Meeting**

### Sunday, January 20

7:00 am–5:00 pm      Regency Foyer, 2F  
**Registration**  
8:00 am–3:00 pm      Regency Ballroom AB, 2F  
**New Online Database of Ingredients**  
**(ODI), Online Official Publication (OP), and**  
**Feed BIN Workshop**  
*Separate registration fee*  
3:00 pm–3:30 pm      Sloane, 2F  
**Technology Committee Formation**  
6:00 pm–7:00 pm      Scarbrough 2-5, LL  
**AAFCO 101 Welcome Reception**

### Monday, January 21

7:00 am–8:00 am      Regency Foyer, 2F  
**Morning Coffee Service**  
7:00 am–5:00 pm      Regency Foyer, 2F  
**Registration**  
8:00 am–10:00 am      Regency Ballroom, 2F  
**Welcome and Business Meeting**  
**Keynote speaker: Dr. Steven M. Solomon,**  
**DVM, MPH**  
CVM Update  
10:00 am–10:30 am      Regency Ballroom, 2F  
**Current Issues and Outreach Committee**

10:30 am–11:00 am      Regency Foyer, 2F  
**Coffee Break**  
11:00 am–12:00 pm      Regency Ballroom, 2F  
**Inspection and Sampling Committee**  
12:00 pm–1:15 pm      Plimsoll, LL  
**Investigator Lunch**  
*Closed session*  
12:00 pm–1:15 pm  
**Lunch (on your own)**  
1:30 pm–2:30 pm      Regency Ballroom, 2F  
**Model Bills and Regulations Committee**  
1:30 pm–5:30 pm      Scarbrough 2-5, LL  
**Proficiency Testing Program Committee**  
2:30 pm–3:00 pm      Regency Foyer, 2F  
**Break**  
3:00 pm–5:00 pm      Regency Ballroom, 2F  
**Enforcement Issues Committee**  
*Closed session*

### Tuesday, January 22

7:00 am–8:00 am      Regency Foyer, 2F  
**Morning Coffee Service**  
7:00 am–5:00 pm      Regency Foyer, 2F  
**Registration**  
8:00 am–9:00 am      Regency Ballroom, 2F  
**Keynote Speaker: Dr. Jack Britt**  
*Agriculture's Evolution to a Natural Future*  
9:00 am–10:00 am      Regency Ballroom, 2F  
**Feed and Feed Ingredient**  
**Manufacturing Committee**  
9:00 am–5:30 pm      Scarbrough 2-5, LL  
**Laboratory Methods and Services Committee**  
10:00 am–10:30 am      Regency Foyer, 2F  
**Coffee Break**  
10:30 am–12:00 pm      Regency Ballroom, 2F  
**Ingredient Definitions Committee**

12:00 pm–1:15 pm      Scarbrough 1, LL  
**Finance Committee**  
*Closed session*  
12:00 pm–1:15 pm  
**Lunch (on your own)**  
1:30 pm–2:30 pm      Regency Ballroom, 2F  
**Feed Labeling Committee**  
2:30 pm–3:00 pm      Regency Foyer, 2F  
**Break**  
3:00 pm–5:00 pm      Regency Ballroom, 2F  
**Pet Food Committee**  
7:00 pm–9:00 pm      Harborside Center,  
Lower Level  
**AAFCO All-Attendee**  
**Meet and Greet**  
across River Street

### Wednesday, January 23

7:00 am–8:00 am      Regency Foyer, 2F  
**Morning Coffee Service**  
8:00 am–9:00 am      Regency Ballroom, 2F  
**Ingredient Definitions Discussion Topics**  
9:00 am–10:00 am      Regency Ballroom, 2F  
**Education and Training Committee**  
10:00 am–10:15 am      Regency Foyer, 2F  
**Coffee Break**  
10:15 am–12:00 pm      Regency Ballroom, 2F  
**Strategic Affairs Committee**  
**AAFCO General Sessions Adjourn**  
12:00 pm–2:00 pm      Scarbrough 2-4, LL  
**Board of Directors and Committee**  
**Chairs Meeting**  
2:00 pm–5:00 pm      Scarbrough 2-4, LL  
**Board of Directors Meeting**



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**Please note AAFCO does not generally record discussions during meetings unless formally announced at the start of the meeting. Having said that, there may be individuals recording presentations/discussions taking place. AAFCO does not have control over individuals who choose to do so. Furthermore, it may be a violation of state and/or other jurisdictions to make these types of recordings without knowledge of participating individuals who are being recorded.**

**AAFCO Midyear Meeting will be using Sli-do! This is a great service that gives you a place to ask your questions and respond with your opinions in live polls. To access Sli-do you can use your smartphone, tablet, or computer. Go to [Slido.com](https://www.slido.com) and type in the event code #AAFCOMY19 to join the conversation in Savannah!**

# General Session Agenda

2019 AAFCO Midyear Meeting

Hyatt Regency

Savannah, GA

Monday, January 21, 2019

8:00–9:25 am

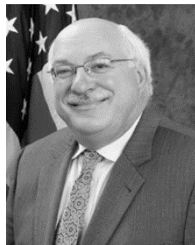
Regency Ballroom

To view meeting via WebEx register here: <https://zoom.us/j/987527717>

and/or to listen to meeting Conference Call Line: US TOLL 1-646-876-9923, access code: 987 527 717#

## Agenda

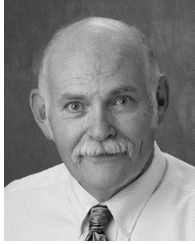
- 8:00 AM Opening Presidential Remarks  
Bob Geiger, Office of Indiana State Chemist
- 8:05 Announcement and Roll Call–Ali Kashani, AAFCO Secretary-Treasurer  
Washington State Department of Agriculture  
Memorials–Stan Cook, Immediate Past President  
Missouri Department of Agriculture
- 8:20 Introduction and Welcome to Georgia  
Georgia Department of Agriculture
- 8:30 Keynote Speaker  
CVM Update, Dr. Steve Solomon, Director, FDA CVM



**Dr. Steven Solomon was appointed Director of the Food and Drug Administration's Center for Veterinary Medicine in January 2017. Dr. Solomon previously served as the Deputy Associate Commissioner for Regulatory Affairs within the Food and Drug Administration's Office of Regulatory Affairs. He joined FDA in 1990 as a Veterinary Medical Officer in the Center for Veterinary Medicine, and has served in various policy and leadership positions in the Office of Regulatory Affairs' Office of Enforcement, Office of Regional Operations, and as the Assistant Commissioner for Compliance Policy. He also served in the Office of Global Regulatory Operations and Policy. Dr. Solomon has a Doctor of Veterinary Medicine from Ohio State University and a Master's in Public Health from Johns Hopkins University.**

- 9:10 Presidential Address, Stan Cook, Missouri Department of Agriculture
- 9:25 AAFCO Business Session–President Geiger, Office of Indiana State Chemist  
Membership votes on recommendations

## Meet the 2019 AAFCO Board of Directors



### **Bob Geiger, President**

Bob graduated from Purdue University with a B.S. in agriculture in 1978. Shortly thereafter, he began his career with the Office of Indiana State Chemist as a field inspector. In 1983, he took over the auditing duties with the office. In 1990 the chief auditor and chief Inspector position were combined and he assumed both those duties. In 1988 he completed his M.S. in Public Policy and Public Administration from Purdue. In 2000, he was promoted to feed administrator. Bob has been active in AAFCO since 1992. In 1994 he hosted the first AAFCO feed inspector training at Purdue.

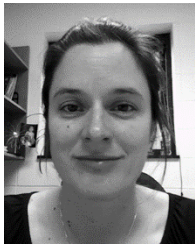
Bob is married to his wonderful wife Melissa. Bob enjoys the outdoors, college football and basketball, collecting animation art and decoy carving.



### **Stan Cook, Immediate Past President**

Since 2011, Stan Cook has managed the Missouri Department of Agriculture Bureau of Feed, Seed and Treated Timber. He holds a Bachelor of Science degree in Business Administration from Lincoln University and is a Graduate of the Agriculture Leadership of Tomorrow, Class I.

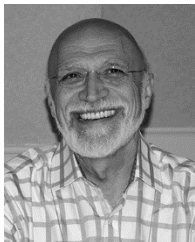
Prior to the bureau, Stan served as a loan officer for The Missouri Agricultural and Small Business Development Authority. His experience in Missouri Agriculture also includes twenty-five years in commercial livestock production. He served nine years as a member of the Board of Directors of Farm Credit Services serving as Vice Chairman of the Eastern Missouri Farm Credit Board and has served as a member of the Executive Committee of the Central Production Credit Association Board. He has worked as a USDA Certified Market Reporter responsible for a voluntary direct price-reporting program for hogs, pigs and timber and also, as a relief auction reporter. Stan continues to live and work on a sixth generation farm near California, Missouri.



### **Kristen Green, President-Elect**

Kristen Green currently serves AAFCO as President Elect and as Chair of the Pet Food Committee. She has worked with the University of Kentucky as a Registration Specialist for the Division of Regulatory Services since 2012. In her role as a regulator, she is primarily responsible for reviewing and registering all livestock and pet foods sold in Kentucky.

Kristen lives with her husband and two young children in Lexington, Kentucky. She received her B.A. and M.A. from the University of Kentucky.



### **Ali Kashani, Secretary-Treasurer**

Ali Kashani serves as the Program Manager in the Food Safety & Consumer Services Division of Washington State Department of Agriculture (WSDA).

Ali has 27 years of service with WSDA as inspector, supervisor, program manager and advisor. Ali's career also includes seven years on faculty of South Dakota State University and Assistant Professor at University of Isfahan, Iran. Ali is a past president of Association of American Feed Control Officials (2003) and current Secretary Treasurer, in addition to serving as chair of Current Issues and Outreach Committee and Finance Subcommittee. Ali received M.S. and Ph.D. in animal science with major emphasis on biochemistry and statistics and research work in poultry nutrition.



### **Erin Bubb, Director**

Erin Bubb received a B.S. in Agricultural Science from the Pennsylvania State University. She started her career with the Pennsylvania Department of Agriculture in 2000 as an Inspector of feed, fertilizer, seed, and pesticide products. Erin became the Program Specialist in 2007 and then the Agronomic and Regional Services Chief in 2011. She also volunteers as the AAFCO Miscellaneous Products Investigator and the Alfalfa Products Investigator. Erin lives with her husband and daughter in south central Pennsylvania.

**George Ferguson, Director**

George currently works as the Feed Administrator for the North Carolina Department of Agriculture & Consumer Services, where he is responsible for the management of the NC Food and Drug Protection Division's Regulatory Feed Program.

While growing up on a small dairy farm in western NC George developed a passion for agriculture that would eventually bring him to NC State, from where he graduated in 1994 with a BS Degree in Poultry Science.

While a student at NC State he had the good fortune to have an advisor who had purchased a small feed mill in Fuquay-Varina, where he would get his start in the feed manufacturing business.

After graduation he worked briefly for Perdue Poultry in Ahoskie NC, but found himself drawn back into the world of feed where he would spend the next 15 years. From farm store management to dealer development and sales, George worked with independent dealers of numerous feed manufacturing firms to include Southern States, Purina Mills and Blue Seal Feeds.

In 2012 George transitioned from industry to regulatory, as he accepted the position of Feed Safety Officer within the NC Food and Drug Protection Division, Animal Feed Program. He has since served as the Divisions Compliance Officer and now serves as the programs Administrator.

**Dave Phillips, Director**

Dave serves as the Feed Specialist for the North Dakota Department of Agriculture. His responsibilities include overseeing the licensing of businesses manufacturing and/or distributing commercial feeds, registration of all livestock feeds and pet foods, conducting inspections, and sampling activities. An AAFCO member since 2010 he is currently the Vice-Chair of the feed labeling committee and a Grain Products Investigator.

A graduate of South Dakota State University with a B.S. in dairy science, he worked for 25+ years associated with the agricultural cooperative CHS Inc. with emphasis on animal feed sales. Dave and his wife live in Bismarck, North Dakota. They have three grown sons. Hobbies include camping, hunting, fishing, and woodworking.

**Austin Therrell, Director**

Austin Therrell spent time around the horse, cattle, and hunting dog industry and graduated from Clemson University with a BS in animal veterinary science. He quickly went to work with a family-owned pet food company and had the opportunity to work specifically in the sporting dog world working one on one with trainers and breeders of hunting dogs across the southeast. During his time there he was able to learn about the manufacturing and marketing side of the pet food industry and form relationships with feed dealers and distributors across South Carolina. After leaving the pet food industry,

he had the opportunity to work at the South Carolina Department of Agriculture (SCDA) as the feed control official. Austin has currently been with SCDA for four years, and during that time has been able to serve as part of AAFCO's Pet Food Committee, Feed and Feed Ingredient Manufacturing Committee, and now as a member of the Board of Directors. At SCDA he is involved in all aspects of the Animal Feed program, which include registration, inspections, sampling, and implementation of the Animal Feed Regulatory Program Standards.

Austin has been married to his wife Jene for two and a half years; they love to travel and hike and are actively involved in mission work and serving with their local church. They have four dogs and a cat that showed up and never left. Austin still enjoys raccoon hunting with hounds competitively and riding horses whenever he has time.



**Hollis Glenn, Director**

With over 10 years of state regulatory experience, Hollis Glenn became the Director of the Inspection and Consumer Services Division at the Colorado Department of Agriculture (CDA) in 2017. In this position, Hollis oversees a number of inspection programs across Colorado. Prior to coming to the CDA, Hollis worked at the Colorado Department of Regulatory Agencies-Division of Real Estate, where he worked his way up from an investigator to Deputy Director. Hollis is a proud Colorado native and earned his MBA from the University of Colorado at Denver.



**Susan Hays, Executive Director**

Susan Hays is an accomplished Executive Director with a sound association management background. She's worked with agricultural and trade associations as well as foundations as an Executive Director since 1987. Her success supporting senior leaders, board and executive members while expanding the mission and program offerings of the non-profit associations she manages is documented. She brings strong management and leadership experience to AAFCO to improve the value to AAFCO members. She has a BA from the University of Wyoming where she majored

in secondary education and French.

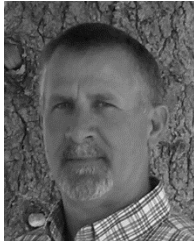


## Outgoing AAFCO Board of Directors

AAFCO would like to thank these Board members for their years of service:



**Ken Bowers** served on the AAFCO Board of Directors beginning in January of 2012. He also volunteers for several AAFCO committees and is the past Fats and Oils Ingredient Investigator. Ken has worked with the Kansas Department of Agriculture in the Dairy and Feed Safety Division as the Feed Program Specialist since 2002. Prior to his position with the Kansas Department of Agriculture, he worked for 17 years in the Quality Assurance Department for Farmland Industries in both the food and feed divisions. He has a B.A. from Washburn University.



**Bob Church** served on the AAFCO Board of Directors beginning in January of 2017. Bob serves Montana in the capacity of Feed / Fertilizer Program Manager and Field Staff Supervisor for the Department of Agriculture's Commodity Services Bureau. He's been an active member of AAFCO since 2006 involved with several committees and is currently the Oil Seeds Investigator. Prior to state employment Bob worked in the agriculture community spending much of his time with feedlot, farming and ranching operations and was a certified farrier for 15 years. Bob retired from the military with over 20 years of service. He is a Montana State

University graduate holding a Bachelor of Science degree in Range Management.

Bob lives with his wife Kathy in Helena and has two grown children. He enjoys the back country of Montana taking in camping, hunting and fishing trips as time allows.

# Association Business Meeting Agenda

2019 AAFCO Midyear Meeting

Hyatt Regency

Savannah, GA

Monday, January 21, 2019

9:25–10:00 am

Regency Ballroom

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and/or to listen to meeting Conference Call Line: US TOLL 1- 646-876-9923, access code: 987 527 717#

Questions and live polling through Slido: Go to [www.slido.com](http://www.slido.com) and type in event code #AAFCOMY19

## Agenda

- 1) **Convene Business Session of the Association.** – Bob Geiger, President

- 1) Presentation of Awards

- 2) **Acceptance of committee reports from:** Current Issues and Outreach, Education and Training, Feed and Feed Ingredient Manufacturing, Feed Labeling, Ingredient Definitions Committee 7/31, Ingredient Definitions eMeetings: 4/19/18, 10/5/18, 10/19/18; Inspection and Sampling, Lab Methods & Services, Model Bills and Regulations, Pet Food, Proficiency Testing, Strategic Affairs. – Kristen Green, President-Elect (*Reports are published on the AAFCO website in the Midyear meeting 2019 page, Bottom Right side and in hardcopy distributed to meeting attendees*)

- 3) **Acceptance of Committee Recommendations:** – Kristen Green, President-Elect  
**Ingredient Definitions 7/31/18, 1-3; eMeeting April 19, 1-6; eMeeting October 5, 1-4; eMeeting October 19, 1-2:**

**Report starts on page 19 of the Committee Report Book**

- 1) Move the Enzyme Marketing Coordination document from chapter 5 to chapter 6 and place after Table 30.1 **Board recommends acceptance**

- 2) Add 2 Carbohydrases to Table 30.1 **Board recommends acceptance**

Beta-Glucanase	<i>Talaromyces versatilis</i> overexpressing glucanase
Xylanase	<i>Talaromyces versatilis</i> overexpressing xylanase

- 3) Publish the following tentative definitions as Official and remove the existing Official Definition, if any.

- a) **T6.12 Taurine:**

is a product that contains a minimum of 97% 2-aminoethanesulfonic acid. The percentage of taurine must be guaranteed. It is used as a nutritional supplement in cat foods, dog foods, and fish foods. Taurine may also be added to the feed of growing chickens; when added to complete chicken feed, the total taurine content shall not exceed 0.054% of the feed (21 CFR 573.980). (Proposed 2017 rev. 1) **Board recommends acceptance**

- b) **T60.117(B) Dried Black Soldier Fly Larvae:**

is the dried larvae of the Black Soldier Fly, *Hermetia illucens*, with or without mechanical extraction of part of the oil, that has been raised on a feedstock composed exclusively of feed grade materials. The ingredient must be labeled with guarantees for minimum crude protein and minimum crude fat on an as-fed basis. If oil is mechanically extracted, maximum crude fat must also be guaranteed on the ingredient label. The ingredient is dried by artificial means to no more than 10% moisture. It is for use in salmonid and poultry feed as a source of protein and fat consistent with good feeding practices. (Proposed 2018 rev. 1) **Board recommends acceptance**

- c) **T71.35 Brassica carinata Meal, Solvent Extracted,\*\*:**

is the meal obtained after the removal of most of the oil by solvent extraction of *Brassica carinata* seeds. The meal shall contain less than 2.0% erucic acid and less than 30 micromoles of total glucosinolates per gram. It is a source of protein for beef cattle in an

amount not to exceed 10% of the total diet. The maximum sulfur content must be guaranteed. (Proposed 2017 rev. 1)

\*\*The words "Solvent Extracted" are not required when listing as an ingredient in a manufactured feed. **Board recommends acceptance**

- d) **T73.051 Iron Tartrates:**  
is the reaction product of sodium tartrates [D-, L-, and meso-tartrates] and iron(III) chloride for use as an anticaking agent in salt. The molar ratio of iron(III) to meso-tartrate must be 1:1. It must contain no less than 8% iron(III) on a dry weight basis. It must contain no more than 1.5% oxalic acid, 3 ppm arsenic, 2 ppm lead, and 1 ppm mercury on a dry weight basis. The maximum iron tartrates inclusion rate (calculated as iron) is not more than 12 ppm. (Proposed 2018 rev. 1) **Board recommends acceptance**
- e) **T73.400 Iron Nickel Tracer:**  
are the particles resulting from water atomization of high purity iron and nickel. The nickel content of the particles is between 35% and 51% with the remainder being iron. The particle size of the iron nickel alloy must range between 150 and 300 microns. This ingredient may be used in animal foods as a tracer for other ingredients or premixes present in a finished animal food. The inclusion level of the ingredient must not exceed 10 ppm in the finished food. The label shall include a maximum nickel guarantee and a caution statement indicating the maximum permitted inclusion level. (Proposed 2017 rev. 1) **Board recommends acceptance**
- f) **T87.35 Glucose Syrup:**  
is the purified, concentrated, aqueous solution of nutritive saccharides obtained from edible starch. It shall meet the following specifications: total solids content not less than 70.0% mass/mass (m/m) and reducing sugar content (dextrose equivalent), expressed as D-glucose, not less than 20.0% m/m calculated on a dry basis. The sulfated ash content is not more than 1.0% m/m (calculated on a dry basis), and the sulfur dioxide content is not more than 40 mg/kg. If the product bears a name descriptive of its kind or origin, e.g., "corn syrup," "grain sorghum syrup," it must correspond thereto. (21 CFR 168.120) (Proposed 2017) **Board recommends acceptance**
- h) **T96.14 Scheffersomyces stipitis Dried Yeast:**  
is the dried, non-viable yeast of the botanical classification *Scheffersomyces stipitis* that has been grown on thin stillage from the ethanol production process from the fermentation of a grain or grain mixture, and is separated by centrifugation from the media on which it was propagated. The product is produced in accordance with good manufacturing practices to control the potential for mycotoxin and other contaminants. The product is intended as a source of protein in cattle, sheep, goat, and swine feeds at levels up to 15%. It must contain not less than 40% crude protein. The label shall include guarantees from minimum crude protein and crude fat and maximum sulfur contents. Non-protein nitrogen content must be guaranteed when added. (Proposed 2018) **Board recommends acceptance**
- 4) Establish and publish in the Official Publication a new tentative definition(s) for:
  - a) **T57.167 Manganese Hydroxychloride:**  
is the reaction product of manganese oxide and hydrochloric acid at the appropriate stoichiometric ratio, having the empirical formula  $Mn_2(OH)_3Cl$ . Particle size must not exceed 100 microns. It must contain not less than 44% manganese and is intended to be a source of manganese for use in livestock, poultry, and companion animal diets. It must not contain more than 20% chloride, 50 ppm lead, 50 ppm arsenic, 10 ppm cadmium, and 0.5 ppm mercury. **Board recommends acceptance**
  - b) **T73.311 (A) Hydrogenated Glycerides:**  
are obtained by hydrogenation of animal fats or vegetable oils and are used as a coating agent for ingredients or a binder and lubricant in pelleting of feed (pelleting aid) of all animal species. The maximum use rate of hydrogenated glycerides is 4 lb per ton of complete feed. Specifications of animal fats or vegetable oils used to produce the hydrogenated glycerides must meet the requirements stated in AAFCO definition 33.1 (for Animal Fat) and AAFCO definition 33.2 (for Vegetable Fat, or oil), respectively. The

specification for tallow must specify insoluble impurities not more than 0.15% to be consistent with BSE feed regulation 21 CFR 589.2000 and 589.2001, and a guaranteed titer above 40° C. The source of the hydrogenated glycerides must be indicated on the label. The hydrogenated glycerides must contain, and be guaranteed for, not less than 90% total ester content, not more than 0.8 % unsaponifiable matter, not more than 0.001% heavy metals, and not more than 5 of iodine value. The maximum moisture, maximum insoluble matter, maximum free fatty acids, saponification value and melting range must also be guaranteed on the label. If an antioxidant is used, the common name or names must be indicated on the label, followed by the words “used as a preservative.”

**Board recommends acceptance**

c) **T73.401 Colored Graphite Tracer:**

are the particles resulting from the milling of naturally occurring graphite coated with a color additive(s) approved for use in animal food. The graphite must be of feed grade material and may be used in animal food as a colored tracer for other ingredients or premixes present in a finished animal food. The inclusion level of the tracer must not exceed 50 ppm in the finished food. The label shall include a caution statement indicating the maximum permitted inclusion level. **Board recommends acceptance**

5) Publish the following definitions as Official in the Official Publication:

a) **73.046 Silicon dioxide:**

The food additive silicon dioxide may be safely used in animal feed in accordance with the following conditions:

- (a) The food additive is manufactured by vapor phase hydrolysis or by other means whereby the particle size is such as to accomplish the intended effect.
- (b) It is used or intended for use in feed components as an anticaking agent, and/or grinding aid, as follows:

Feed component	Limitations (percent)
BHT (butylated hydroxytoluene)	2
Methionine hydroxy analog and its calcium salts	1
<b>Piperazine, piperazine salts</b>	<b>0.8</b>
Sodium propionate	1
Urea	1
Vitamins <sup>a</sup>	3

- (c) It is used in feed as an anticaking agent in an amount not to exceed that reasonably required to accomplish its intended effect and in no case in an amount to exceed 2 percent by weight of the finished feed.

(d) **It is used or intended for use in feed components, as a carrier as follows:**

Feed component	Limitations (percent)
Flavors	50

- (e) **To assure safe use of the additive, silicon dioxide is to be used in an amount not to exceed that reasonably required to accomplish its intended effect, and silicon dioxide from all sources cannot exceed 2 percent by weight of the complete feed.**

21 CFR 573.940 (Proposed 1964, Adopted 1965, Amended 2008, Adopted 2010,)

<sup>a</sup>Silicon dioxide may be mixed with Vitamin E at levels up to 50%, to produce Vitamin E Supplement for addition to animal feed. Where silicon dioxide is used as a dispersant and/or flow agent to assist with uniform and consistent distribution of the vitamin E supplements in animal feed, silicon dioxide should be declared on the ingredient list of the vitamin E supplement. **Board recommends acceptance**

b) **New feed term:**

**Common or usual name.** The common or usual name of a feed ingredient shall accurately identify or describe, in as simple and direct terms as possible, the basic nature of the ingredient or its characterizing properties. The name shall be uniform among all identical or similar ingredients and may not be confusingly similar to the name of any

other ingredient that is not reasonably encompassed within the same name. Each ingredient shall be given its own common or usual name that states, in clear terms, what it is in a way that distinguishes it from other ingredients. An ingredient which has had a constituent removed, such that the ingredient is no longer identical or similar to the original ingredient, shall be identified with a different name. Common or usual names of many ingredients used in animal feed are found in the Association of American Feed Control Officials' Official Publication, Chapter 6 – Official Feed Terms and Ingredient Definitions. **Board recommends acceptance**

c) **33.27 Marine Microalgae:**

The food additive, marine microalgae, may be safely used as a source of docosahexaenoic acid (DHA) and other omega-3 fatty acids in accordance with the following prescribed conditions:

- (a) The additive is dried whole cells of nonviable, nontoxicogenic, nonpathogenic *Schizochytrium* sp. algae grown as a pure culture.
- (b) The additive is used in complete, dry adult maintenance food for dogs in accordance with good manufacturing and feeding practices not to exceed 16.5 pounds per ton (7.5 kilograms (kg) per 1000 kg) of complete, dry, adult maintenance dog food.
- (c) The additive consists of not less than 17.0 percent (4Z,7Z,10Z,13Z,16Z,19Z)-docosa-4,7,10,13,16,19-hexaenoic acid (docosahexaenoic acid or DHA).
- (d) The additive meets the following specifications:
  - (1) Not less than 40 percent crude fat;
  - (2) Not more than 12 percent ash;
  - (3) Not more than 8 percent unsaponifiable matter;
  - (4) Not more than 5 percent insoluble impurities;
  - (5) Not more than 5 percent free fatty acids; and
  - (6) Not more than 6 percent water.
- (e) To ensure the safe use of the additive, in addition to other information required by the Federal Food, Drug, and Cosmetic Act:
  - (1) The label and labeling of the additive, any feed premix, and complete feed, shall contain the name of the additive, marine microalgae.
  - (2) The label and labeling of the additive and any feed premix shall also contain:
    - (i) A statement to indicate that the maximum use level of the additive shall not exceed 16.5 pounds per ton (7.5 kg per 1000 kg) of complete, dry, adult maintenance dog food.
    - (ii) Adequate directions for use.

21 CFR 573.615 **Board recommends acceptance**

- d) Update Table 36.14 with both the new and the old microorganism names, and the compliance date of January 2022. OK to use either name in the interim.
  - i) *Lactobacillus bulgaricus*, renamed to *Lactobacillus delbrueckii*\*\*
  - ii) *Lactobacillus cellobiosus*, renamed to *Lactobacillus fermentum*\*\*
  - iii) *Lactobacillus lactis*, renamed to *Lactobacillus delbrueckii*\*\*
  - iv) *Propionibacterium shermanii*, renamed to *Propionibacterium freudenreichii*\*\*

\*\*Date of compliance January 2022.

**Board recommends acceptance**

e) **90.9 25-hydroxyvitamin D3:**

The food additive, 25-hydroxyvitamin D3, may be safely used in accordance with the following prescribed conditions:

- (a) The additive is used or intended for use as a source of vitamin D3 activity in animal feed or drinking water in accordance with good manufacturing and feeding practices as follows:
  - (1) In feed or drinking water of chickens not to exceed 69 parts per billion (ppb) in feed or 34.5 ppb in drinking water.
  - (2) In feed or drinking water of turkeys not to exceed:
    - (i) 92 ppb in feed; or

- (ii) in drinking water, 25 ppb for turkeys up to 3 weeks of age, 36 ppb for turkeys from 4 to 11 weeks of age, or 45 ppb for turkeys over 11 weeks of age.
  - (b) The additive consists of not less than 94 percent 25-hydroxyvitamin D3 (9,10-secocholesta-5,7,10(19)-triene-3 $\beta$ , 25-diol).
  - (c) The additive meets the following specifications:
    - (1) Not more than 1 percent of any individual sterol.
    - (2) Not more than 5 percent water.
    - (3) Not more than 20 parts per million (ppm) lead.
    - (4) Not more than 20 ppm aluminum.
    - (5) Not more than 1.0 percent solvents and non-detectable levels of 2', 4', 5', 7' tetraiodofluorescein.
    - (6) Not more than 1 ppb 1,25-dihydroxycholecalciferol.
  - (d) To assure safe use of the additive, in addition to the other information required by the Federal Food, Drug, and Cosmetic Act, the label and labeling shall contain:
    - (1) The name of the additive.
    - (2) A statement to indicate the maximum use level of 25-hydroxyvitamin D3 must not exceed 69 ppb in feed or 34.5 ppb in drinking water for chickens.
    - (3) A statement to indicate for turkeys the maximum use level of 25-hydroxyvitamin D3 must not exceed 92 ppb in feed; or in drinking water, 25 ppb for turkeys up to 3 weeks of age, 36 ppb for turkeys from 4 to 11 weeks of age, or 45 ppb for turkeys over 11 weeks of age.
    - (4) Adequate use directions to ensure that 25-hydroxyvitamin D3 (and all premixes) is uniformly blended throughout the feed or drinking water.
    - (5) An expiration date on all premix labeling.
    - (6) A statement on all premix labeling (feed and drinking water forms) that 25-hydroxyvitamin D3 cannot be used simultaneously in both feed and water.
- 21 CFR 573.550, 584.725 (Adopted 2019 ver 1) **Board recommends acceptance**
- 6) Add AAFCO Definitions 84.62, 84.16, 84.63, 84.64, & 84.71 to the collective term Plant Protein in the Official Publication **Board recommends acceptance**
  - 7) Add to GRAS Notification table in Section 101.
    - a) Add L-Glutamine the subject of AGRN 19 to GRAS Notification table in section 101 **Board recommends acceptance**

AGRN (select for detailed record)	Notifier	Substance	Common and Usual Name	Intended Use	Intended Species	Date of Filing	FDA's Letter (select to view letter)
<u>19</u> (PDF - 123 pages)	Freedom Health L.L.C.	L- Glutamine	L- Glutamine	Utility information not evaluated for GRAS, see FDA's letter for more information.	Post- weaning horses.	3/22/2016	<u>FDA has no questions.</u> (PDF - 3 pages)

- b) Add phytase the subject of AGRN 21 to GRAS Notification table in section 101 **Board recommends acceptance**

AGRN (select for detailed record)	Notifier	Substance	Common and Usual Name	Intended Use	Intended Species	Date of Filing	FDA's Letter (select to view letter)
<u>21</u> (PDF – 598 pages)	Agrivida, Inc.	Ground grain obtained from a corn (Zea mays) variety that expresses an altered appA 6-phytase gene obtained from Escherichia coli strain K12	Phytase	To increase the digestibility of phytin-bound phosphorous or to increase phosphorous availability from phytate in poultry feeds when used at a rate of 75 g to 1.7 kg per ton of complete feed and providing 250-6000 phytase units (FTU)/kg complete feed.	Poultry	7/28/2016	<u>FDA has no questions.</u> (PDF – 4 pages)

- 8) Delete Definition **T73.311 Hydrogenated Glycerides** if **T73.311 (A)** is accepted by Association membership **Board recommends acceptance**
- 9) Edit tables with results to be reflected as official
- a) Table 101.1 AGRN 24 **L-Methionine 90%**

AGRN (select for detailed record)	Notifier	Substance	Common and Usual Name	Intended Use	Intended Species	Date of Filing	FDA's Letter (select to view letter)
<u>24</u> (PDF - 194 pages)	CJ CheilJedang Corporation	L-methionine 90% produced by a bioengineered Escherichia coli K-12	L-methionine 90%	To be used as a nutrient in animal food.	All animals	8/17/2017	<u>FDA has no questions.</u> (PDF - 4 pages)

**Board recommends acceptance**

- 10) Delete Definition **33.19 Hydrogenated Glycerides** as an energy source. See page 383 of the 2018 online OP revision 1 **Board recommends acceptance**

**Model Bills 1:**

**Report starts on page 45 of the Committee Report Book**

- 1) The Model Bills and Regulations Committee recommends the following language be added to the Model Regulations for Pet Food and Specialty Pet Food Under the Model Bill as PF2(a)(8) and current PF2(a)(8) be changed to PF2(a)(9),  
PF2(a)(8): A statement of calorie content if required under PF9; and .... **Board recommends acceptance.**

**Board Recommendations:**

- 1) Board recommends a new Association Vision Statement:

2) Board recommends a new Mission Statement:  
AAFCO provides science-based resources as the cornerstone to continuously advance animal feed regulatory programs.

#### 4) Credential Report – FASS

## Notes

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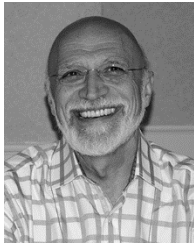


## Current Issues and Outreach Committee

2019 AAFCO Midyear Meeting  
Hyatt Regency  
Savannah, GA  
Monday, January 21, 2019  
10:00–10:30 am  
Regency Ballroom

To view meeting via WebEx register here: <https://zoom.us/j/987527717>  
and/or to listen to meeting Conference Call Line: US TOLL 1-646-876-9923, access code: 987 527 717#

Questions and live polling through Slido: Go to [www.slido.com](http://www.slido.com) and type in event code #AAFCOMY19



### Ali Kashani, Chair

Ali Kashani serves as the Program Manager in the Food Safety & Consumer Services Division of Washington State Department of Agriculture (WSDA).

Ali has 27 years of service with WSDA as inspector, supervisor, program manager and advisor. Ali's career also includes seven years on faculty of South Dakota State University and Assistant Professor at University of Isfahan, Iran. Ali is a past president of Association of American Feed Control Officials (2003) and current Secretary Treasurer, in addition to serving as chair of Current Issues and Outreach Committee

and Finance Subcommittee. Ali received M.S. and Ph.D. in animal science with major emphasis on biochemistry and statistics and research work in poultry nutrition.

### Agenda

- |       |   |
|-------|---|
| 10:00 | Welcome & Opening Remarks<br>Ali Kashani, Committee Chair<br>Washington State Department of Agriculture   |
| 10:05 | GRAS Panel Discussion <ul style="list-style-type: none"><li>• Doug Lueders, AAFCO Model Bill &amp; Regulations Committee (MBRC), Chair</li><li>• Richard Ten Eyck, AAFCO Ingredient Definitions Committee (IDC), Chair</li><li>• Dave Edwards, FDA CVM</li><li>• Emily Helmes, Enzyme Technical Association</li></ul> |
| 10:30 | Adjourn   |

### Notes

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## Inspection and Sampling Committee

2019 AAFCO Midyear Meeting  
Hyatt Regency  
Savannah, GA  
Monday, January 21, 2019  
11:00 AM – 12:00 PM  
Regency Ballroom

To view meeting via WebEx register here: <https://zoom.us/j/640289079>  
and/or to listen to meeting Conference Call Line: US TOLL 1-646-876-9923, access code: 640 289 079#

Questions and live polling through Slido: Go to [www.slido.com](http://www.slido.com) and type in event code #AAFCOMY19



### **Miriam W. Johnson, chair**

Agency/Organization: North Carolina Department of Agriculture and Consumer Services

Title: Agricultural Compliance Officer II (Feed Facilities Compliance Officer)

Educational Background: Graduated from North Carolina State University with a BS in Animal Science and minors in Nutrition and Agricultural Business Management

Work Experience: Worked for Murphy-Brown LLC in the commercial swine production division for 4 years before coming to the North Carolina Department of Agriculture &

Consumer Services as the Feed Compliance Officer. Held that position for 7 years before accepting a position as a Feed Field Inspector. Worked as a field inspector for 3 years and then returned to Raleigh after accepting current position as the lead compliance officer for the Animal Feed Program and supervisor for field inspection and compliance staff. Has worked for NCDA & CS for 12 years.

Additional Information: Anytime not working for NCDA & CS you can find her either working on the farm, traveling and exploring, or fishing at the beach with husband of 16 years, Benton.

### **Agenda**

- 11:00 **Welcome & Opening Remarks**  
Miriam Johnson: North Carolina Department of Agriculture & Consumer Services
- 11:05 **AAFCO Feed Inspector's Manual – FSMA Review**  
Discuss final revisions from workgroup reviewing AAFCO Feed Inspector's Manual for updates pertaining to FSMA.  
Kevin Klommhaus: FDA
- 11:15 **AAFCO Feed Inspector's Manual – Aseptic Sampling Section Review**  
Progress update from workgroup developing Aseptic Sampling additions and guidance to AAFCO Feed Inspector's Manual.  
Stevie Glaspie: Michigan Department of Agriculture & Rural Development  
Ethan Willis: Missouri Department of Agriculture
- 11:25 **BITS & BITS**  
1. 2018 BITS Update from Harrisburg, PA.  
Brett Groves: Office of Indiana State Chemist  
2. 2019 BITS preview.  
Brett Groves: Office of Indiana State Chemist  
3. BITS Curriculum Standardization Progress/Update.  
Miriam Johnson: North Carolina Department of Agriculture & Consumer Services  
4. 2019 BITS Preview.  
Miriam Johnson: North Carolina Department of Agriculture & Consumer Services
- 11:40 **AAFCO Sampling Study Request for Proposal**  
Request for Proposal to conduct Sampling Study Progress/Update.  
Jenny Combs: University of Kentucky
- Other Topics for Discussion/New Business**
- 12:00 **Adjourn**

## Model Bills and Regulations Committee

2019 AAFCO Midyear Meeting

Hyatt Regency

Savannah, GA

Monday, January 21, 2019

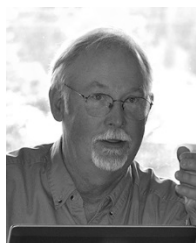
1:30 PM – 2:30 PM

Regency Ballroom

To view meeting via WebEx register here: <https://zoom.us/j/868275119>

and/or to listen to meeting Conference Call Line: US TOLL 1-646-876-9923, access code: 868 275 119#

Questions and live polling through Slido: Go to [www.slido.com](http://www.slido.com) and type in event code #AAFCOMY19



### **Doug Lueders, chair**

Doug grew up a farm boy in Canby, MN where he was active in 4-H and FFA obtaining the 4-H Key Award and FFA State Farmer Degree. After college he spent the next 28 years in the grain, feed, seed, fertilizer, chemical and custom application business as a general manager and partner. During these industry years he served terms as President of the Minnesota Crop Production Retailers trade association and the Minnesota Certified Crop Advisors.

For the past 15 years Doug has been the manager of the Minnesota Department of Agriculture's Commercial Feed Program and a member of the MDA Incident Management Team. Doug is a past-President of AAFCO, chairs the Model Bills and Regulations Committee and serves on the Feed and Feed Ingredient Manufacturing Committee, Finance Committee, Strategic Affairs Committee, By-Laws Subcommittee and FSMA Implementation work group. Other professional volunteer work includes being a member of the FDA FSMA Implementation Team, the FDA Partnership for Food Protection, the FDA Animal Food Safety System, the AFRPS development team and the FDA Preventative Controls curriculum development team.

In his spare time Doug volunteers as a youth firearms safety training instructor, tends his vineyard and along with grandma, spoils their two grandchildren, Hudson and Olivia who are 8 and 6.

### **Agenda**

- 1) Welcome and Committee Member Introductions
- 2) Fort Lauderdale Minutes (approved as written on 9/19, posted on AAFCO web-site and in the Feed BIN, summarized in the General Session packet)
- 3) Sub-committee and working-group reports
  - a) SUIP Working Group Report, Cathy Alinovi (Attachment A)
- 4) Old Business
  - a) Labeling of Mineral and Vitamin Units (Attachment B)
- 5) New Business
  - a) PF4 Expression of Guarantees (Attachment C)
  - b) PF9 Statements of Calorie Content (Attachment C)
  - c) Section 7(a)(1) human and animal health (Attachment D)
- 6) Assignments/homework for annual meeting
- 7) Adjourn

### **Attachment A**

#### **Report of the Statements for Uniform Interpretation and Policy (SUIP) Working Group to the Model Bill and Regulations Committee**

The SUIP working group was convened in August 2018 by the Chair of the Model Bills and Regulations Committee (MBRC), to review the accuracy and relevance of the statements contained in the SUIP

section in chapter 5 of the Official Publication (OP) of the Association of American Feed Control Officials (AAFCO).

A) The SUIP Working Group makes the following recommendations to the MBRC:

- 1) Recommends adding a preamble – giving purpose and process to the SUIP section as well as a timeline for periodic review of these policy statements.

Introduction/Preamble

This section includes Statements for Uniform Interpretation and Policy (SUIP) of the AAFCO Model Bills and Regulations. In general, AAFCO SUIPs do not establish legally enforceable responsibilities. Instead, these SUIPs describe AAFCO's current thinking on a topic and should be viewed only as recommendations, in the absence of specific regulatory or statutory requirements. There are many pathways for statements to be published in Chapter 5, one of which is by recommendation from the AAFCO Model Bills and Regulations Committee to the AAFCO Board of Directors as a means of further clarification and interpretation. These statements should be reviewed every two years on odd number years at the AAFCO Mid-Year Meeting by a subgroup of the Model Bills and Regulations Committee to determine relevancy and applicability, then deleted or moved to the appropriate section of the Official Publication when such actions are warranted.

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ Passed/Defeated

- 2) Recommends separating active statements from deleted statements, keeping each part in chronological sequence. This provides for historical information while making the section easier to read.

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ Passed/Defeated

- 3) Recommends moving SUIP 3 - Trade or Proprietary names - to the deleted list. The rationale is that IDC has already incorporated this language into the update to the Guide for New Ingredient Submissions.

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ Passed/Defeated

- 4) Recommends moving SUIP 10 – Brand names – to deleted list. From a legal perspective, a feed control officer is neither in a position to determine nor manage this issue.

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ Passed/Defeated

- 5) Recommends adding language to the \_\_\_\_\_ **Stabilized** feed term (as below) ensuring that the intent of SUIP 14 is included. Move SUIP 14 – Improved stability – to the deleted list if/when the new \_\_\_\_\_ **Stabilized** feed term is approved by the AAFCO membership. This item to be submitted to the Feed Terms Investigator.  
\_\_\_\_\_(Process)\_\_\_\_\_ Stabilized. When an ingredient which may deteriorate has been treated to improve stability, the expression “stabilized”, “stability improved” or “with improved stability” may appear following the ingredient in the statement of ingredients. (The process used is to be specified on the ingredient label.)

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ Passed/Defeated

- 6) Recommends moving SUIP 15 – Raw leather residue from tanning or leather manufacturing – to the Adulterants [Model Bill, Regulation 10(a)(6)] list. Move SUIP 15 to the deleted SUIP list if/when Regulation 10(a)(6) is approved by the AAFCO membership.

“10(a)(6) Raw leather residue from tanning or leather manufacturing.”

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ Passed/Defeated

- 7) Recommends adding Regulation 6(h) language regarding **Carriers** (as below) to Regulation 6 of the Model Bill. Move SUIP 17 – Carriers – to the deleted SUIP list if/when 6(h) is approved by the AAFCO membership.

“6(h) Each carrier shall be listed in the ingredient statement on the label unless it meets the criteria for an incidental ingredient [21 CFR 501.100(a)(3)].”

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ Passed/Defeated

- 8) Recommends adding Regulation 8(b) language (as below) regarding Feeding or Use Directions for Feeds Containing High Levels of Non-Protein Sources of Nitrogen and moving current Regulation 8(b) and (c) items to Regulation 8(c) and (d) respectively.  
Move SUIP 19 – Feeding or Use Directions for Feeds Containing High Levels of Non-Protein Sources of Nitrogen – to the deleted SUIP list if/when the new 8(b) is approved by the AAFCO membership.

"8(b) Feeding or use directions for those feeds in which more than 50% of the protein content is derived from non-protein nitrogen sources should include recommendations as to providing adequate supplies of drinking water, sources of energy, forages being fed, minerals, adaptation ("warm-up") periods and stress conditions when necessary."

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ Passed/Defeated

- 9) Recommends adding the adoption date for SUIP 23 – Registration and Labeling of Silage Additive Products – to the language: (Adopted 1979). Additionally, in the first sentence of SUIP 23, where a reference to "Commercial Feed" wrongly cited as Section 3(d) of the Model Bill, and therefore the WG recommends this should be corrected to state Section 3(b).

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ Passed/Defeated

- 10) Recommends moving SUIP 27 to the PFC for their consideration for inclusion in the Pet Food Regulation as a new PF12 (as below). Move SUIP 27 – Chews, Bones, and Toys for Pets and Specialty Pets – to the deleted list if/when PF12 is approved by the AAFCO membership.

**Regulation PF12. Chews, Bones and Toys for Pets or Specialty Pets**

Chews, bones and toys for pets or specialty pets are exempt from the requirements of state registration or licensing as long as the following are met:

- (a) Product labeling or advertising may not:

- (1) Make claims that:

The product is intended for use as an animal food (such as any nutritional value ("digestible" or "high protein") or structure/function (? Provide example here);

- (2) Provide a:

- a. Guaranteed analysis; or  
b. Calorie Statement

- (3) Contain the word 'treat' or 'snack'.

- (b) Product labeling or advertising may:

- (1) Make dental claims by mechanical action;  
(2) Contain animal food-acceptable flavors or color additives;  
(3) Contain animal food-acceptable binders as long as the purpose is to hold the product together and at a "low inclusion rate" (to be defined).

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ Passed/Defeated

- 11) Recommends to the MBRC that the working group be disbanded as the 2018-2019 mission has been completed.

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ Passed/Defeated

The Chair commends working group Chair Cathy Alinovi, WG members Emily Bulian Helmes, Lizette Beckman, Austin Therrell, Steve Younker, Angele Thompson, and Padma Pillai for all their work on this proposed SUIP overhaul. Thank you very much for your diligent effort on this project.

## Attachment B

### Labeling of Mineral and Vitamin Units: Recommended edits

1. Model Regulations Under the Model Bill, Regulation 4: Expression of Guarantees  
Add: (c) (8) Products labeled with a quantity statement (e.g. tablets, capsules, granules, or liquid) may state vitamin guarantees in milligrams per unit (e.g. tablets, capsules, granules, or liquids) consistent with the quantity statement and directions for use.
2. Model Regulations Under the Model Bill, Regulation 4: Expression of Guarantees  
Revise (g) as follows:  
~~(g) Guarantees for microorganisms shall be stated in colony forming units per gram (CFU/g) when directions are for using the product in grams, or in colony forming units per pound (CFU/lb.) when directions are for using the product in pounds. A parenthetical statement following the guarantee shall list each species in order of predominance.~~  
(g) Guarantees for microorganisms shall list each genus and species in order of predominance, and shall be stated and conform to the following:  
(1) Colony forming units per gram (CFU/g) or per pound (CFU/lb.) consistent with the directions for use; or

- (2) CFU per unit (e.g., tablets, capsules, granules or liquids) consistent with directions for use and the quantity statement or weight equivalent (e.g., 1 fl. oz. = 28 grams) for liquid products.
3. Model Regulations Under the Model Bill, Regulation 4: Expression of Guarantees  
Revise (h) as follows:
  - ~~(h) Guarantees for enzymes shall be stated in units of enzymatic activity per unit weight or volume, consistent with label directions. The source organism for each type of enzymatic activity shall be specified, such as: Protease (*Bacillus subtilis*) 5.5 mg amino acids liberated/min./milligram. If two or more sources have the same type of activity, they shall be listed in order of predominance based on the amount of enzymatic activity provided.~~
  - (h) Guarantees for enzymes shall be stated and conform to the following:
    - (1) Units of enzymatic activity per unit weight or volume consistent with the directions for use; or
    - (2) Enzymatic activity per unit (e.g., tablets, capsules, granules, or liquids) consistent with the directions for use and the quantity statement or weight equivalent (e.g., 1 fl. oz. = 28 grams) for liquid products.
    - (3) The source organism for each type of enzymatic activity shall be specified, such as: protease (*Bacillus subtilis*) 5.5 mg amino acids liberated/min./milligram. If two or more sources have the same type of activity, they shall be listed in order of predominance based on the amount of enzymatic activity provided.

## Attachment C

### Proposed Revision to PF4 – Expression of Guarantees

There has been some confusion about use of a heading in the Guaranteed Analysis. While most labels do use the words “Guaranteed Analysis” as the heading, some companies have expressed that the regulations do not clearly state the requirement for the heading. In order to clarify the need for the use of the heading, the following change to PF4(a) is being proposed:

#### Regulation PF4. Expression of Guarantees

- (a) The “Guaranteed Analysis” shall be listed **under the heading “Guaranteed Analysis”** in the following order and format unless otherwise specified in these Regulations:
  - (1) A pet food or specialty pet food label shall list the following required guarantees;
    - A. Minimum percentage of crude protein;
    - B. Minimum percentage of crude fat;
    - C. Maximum percentage of crude fat, if required by Regulation PF10;
    - D. Maximum percentage of crude fiber;
    - E. Maximum percentage of moisture; and
    - F. Additional guarantees shall follow moisture.....

### Proposed Revision to PF9 – Statements of Calorie Content

There has been some confusion on the part of both regulators and industry about the requirement of “...in terms of metabolizable energy (ME)...” to be included in the calorie content statement. The energy of a food can be expressed in several ways: gross energy, digestible energy and metabolizable energy. The Model Pet Food & Specialty Pet Food Regulations state in PF9(a)(2) that the calorie content statement on pet food labels must be in terms of metabolizable energy. However, the wording in the regulation is not a clear enough communication of the requirement. The proposed language change is intended to clarify the regulation and lessen the confusion on the part of both the regulator and the regulated industry.

#### 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:
  - (1) The statement shall be separate and distinct from the “Guaranteed Analysis” and appear under the heading “Calorie Content”;
  - (2) The statement shall be measured in terms of metabolizable energy (ME) on an “as fed” basis and must be expressed, **including either the words ‘metabolizable energy’ or**

(3) The calorie content is determined by one of the following methods:

## Section 7. Adulteration

(a)

- ## Notes

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# Proficiency Testing Program Agenda

2019 AAFCO Midyear Meeting

Hyatt Regency  
Savannah, GA  
January 21, 2019  
1:30 – 5:30 PM  
Scarborough 2-5

To view meeting online: <https://go.foodshield.org/?4DtKYJnH>  
Audio Conference Call Line: 1-800-944-8766 Passcode: 51184#



**Brenda Snodgrass, chair**, currently serves as the Chair of the AAFCO Proficiency Testing Program. She is the Assistant Laboratory Director of the Oklahoma Department of Agriculture, Food & Forestry. Brenda began working in the Oklahoma Agricultural Lab as a Feed & Pesticide Chemist in 1996 and became the agency's first full-time Laboratory Quality Manager in 1999. At that time Brenda became active in AAFCO as a member of the Laboratory Methods & Services Committee (LM&SC). While serving on the LM&SC, she was a contributing member of the Quality Assurance Workgroup, helping to revise & update the AAFCO *Quality Assurance/Quality Control*

*Guidelines for Feed Laboratories* for both the 2007 & 2014 Editions.

Brenda holds a BSc in Analytical Chemistry from Southwestern Oklahoma State University. She is a native Oklahoman whose family still actively farms & ranches in southwestern Oklahoma.

## Agenda

### 1:30 pm – 1:45 pm

- 1) Call to Order
- 2) Review and Approval of Agenda
- 3) Introductions and Sign-up Sheet

### 1:45 pm – 2:30 pm

- 4) Program Leadership and Administrative Update
  - a) Accreditation Update
  - b) Survey(s)
    - i) Planned
  - c) Continuity of Operations
  - d) Official Publication
    - i) Analytical Variances

### 2:30 pm – 3:00 pm BREAK

### 3:00 pm – 4:30 pm

- 5) Scheme Discussion – A. Crawford, L. Ogden and B. Snodgrass
  - a) Program Participation Report
  - b) Animal Feed Scheme
    - i) Discussion about Canned Pet Food Add-on Survey
  - c) Pet Food Scheme
    - i) Review the Purpose of Scheme
  - d) Mycotoxin Scheme
    - i) Review of New Statistics
  - e) Minerals Scheme
    - i) Review the Purpose of Scheme
    - ii) Concentration of Minerals Added - Mercury

### 4:30 pm – 5:30 pm

- 6) Roundtable
- 7) Adjournment



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**Keynote Speaker Dr. Jack Britt:  
Agriculture's Evolution to a Natural Future**

2019 AAFCO Midyear Meeting  
Hyatt Regency  
Savannah, GA  
Tuesday, January 22, 2019  
8:00 AM – 9:00 AM  
Regency Ballroom

To view meeting via WebEx register here: <https://zoom.us/j/597564352>  
and/or to listen to meeting Conference Call Line: US TOLL 1-646-876-9923, access code: 597 564 352#

Questions and live polling through Slido: Go to [www.slido.com](http://www.slido.com) and type in event code #AAFCOMY19



**Dr. Jack Britt** has worked in agriculture as a farmer, teacher, scientist, executive and entrepreneur. His leadership positions have included department head, associate dean, Vice President for Agriculture and Executive Vice President & Chief Operating Officer. He is a founder or early partner of five companies. He currently leads an international team that focuses on the global dairy industry 50 years in the future. He has worked extensively in the USA and 23 other countries and has been an advisor to major government agencies that regulate foods and drugs. He currently resides in North Carolina, but has lived Kentucky, Michigan and Tennessee in the past.

## Feed and Feed Ingredient Manufacturing Committee

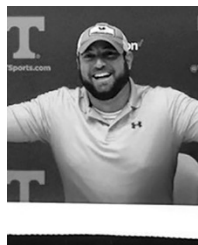
2019 AAFCO Midyear Meeting  
Hyatt Regency  
Savannah, GA  
Tuesday, January 22, 2019  
9:00 AM – 10:00 AM  
Regency Ballroom

To view meeting via WebEx register here: <https://zoom.us/j/543578917>  
and/or to listen to meeting Conference Call Line: US TOLL 1-646-876-9923, access code: 543 578 917#

Questions and live polling through Slido: Go to [www.slido.com](http://www.slido.com) and type in event code #AAFCOMY19



**Austin Therrell, co-chair**, spent time around the horse, cattle, and hunting dog industry and graduated from Clemson University with a BS in Animal Veterinary Science. He quickly went to work with a family owned pet food company and had the opportunity to work specifically in the sporting dog world working one on one with trainers and breeders of hunting dogs across the southeast. During his time there he was able to learn about the manufacturing and marketing side of the pet food industry, and form relationships with feed dealers and distributors across South Carolina. After leaving the pet food industry he had the opportunity to come work at the South Carolina Department of Agriculture as the Feed Control Official. Austin has currently been with SCDA for 4 years, and during that time has been able to serve as part of AAFCO's Pet Food Committee, Feed & Feed Ingredient Manufacturing Committee, and now as a member of the Board of Directors. At SCDA he is involved in all aspects of the Animal Feed program, which include registration, inspections, sampling, and the implementation of the Animal Feed Regulatory Program Standards.



**Eric Brady, co-chair**, is the Statewide Supervisor for Ag Inputs Section for the Tennessee Department of Agriculture. Over the last four years, Eric has overseen daily field operations for the Feed, Seed, Fertilizer, and Lime programs and managed field inspectors across the state. Eric has been involved with AAFCO as the co-chair of Feed and Feed Ingredient Manufacturing and on the training cadres for BITS and AITS. Before this role, Eric was the Stormwater Coordinator for the City of Crossville. Eric holds a Master's degree in Agriculture and Natural Resource Systems Management from the University of Tennessee. In his spare time he enjoys cattle farming and hunting.

### 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 (Austin Therrell/ Eric Brady)
- 2) Review Action Items/Reports from Working Groups and Liaisons  
Working Group 3 – Contaminant and Hazard Lab Strategy - Waltz  
Working Group 4 – Inspector Training for Ingredient Manufacturing Inspections – Davidson  
Mineral Guidelines Working Group - \*
- 3) Committee Charge Workgroup
- 4) Canadian Regulatory Update (Laura Scott)
- 5) Industry Stakeholder Updates

- 6) Other Business  
 Discussion on 507 Inspections  
 Update on Purpose Statement

<b>Responsible</b>	<b>Item</b>	<b>Action</b>	<b>Timing / Status</b>
Mineral Guidelines Working Group	Mineral Guidelines	To review and revise the “Official Guidelines for Contaminant Levels Permitted in Mineral Feed Ingredients”. Working Group: Bill Burkholder (lead), Jon Nelson, Tim Costigan, Jennifer Kormos, David Syverson, Bill Hall, David Dzanis, Roger Hoestenbach (now retired)	Update: January 2019
FSMA Implementation Task Force – Working Group 3	Hazard & Contaminant Action Levels and Enforcement Strategies	Work with FSPCA, EIC, ISC, IDC and LMSC to develop a prioritized list of method development once list of contaminants and hazards has been identified by the FSPCA and FDA. A plan of action should be created by the working group to determine the processes of implementing the decision making and method development.	Update January 2019
FSMA Implementation Task Force – Working Group 4	Inspector Training Development	Gap Analysis performed on FSCPA training to determine if there is any missing education that should be provided to inspectors whom perform feed ingredient manufacturing inspections	Update January 2019

## Notes

## Laboratory Methods and Services Committee

2019 AAFCO Midyear Meeting

Hyatt Regency

Savannah, GA

Tuesday, January 22, 2019

9:00 am – 5:30 pm

Scarbrough 2-5, Lobby Level

To view meeting via WebEx register here:

Adobe Connect (morning): <https://go.foodshield.org/?rcjYHuPo>

Adobe Connect (afternoon): <https://go.foodshield.org/?BAIKf1BY>

Conference Call Line: 1-800-944-8766, Passcode: 51184#



### **Kristi McCallum, co-chair**

I have worked for the State of Colorado, Department of Agriculture for 20 years. My current position is Deputy Laboratory Manager for CDA-BCL. During my 20 years at CDA, I have validated and implemented testing for Salmonella, Shigella, pathogenic E. coli, Listeria, and toxins such as Staphylococcus enterotoxins, plant toxins, and mycotoxins in foods and feeds by rt-PCR and ELISA. Research work I have been involved in includes pathogen testing in fresh produce, Norovirus rt-PCR analysis in foods, and developing methods for detection of bio-threat agents in foods.



**Dr. Sharon F. Webb, co-chair**, is the Director of Quality at the University of Kentucky, Division of Regulatory Services (UKDRS). During her undergraduate education, she had the opportunity to work at the National Center for Toxicological Research on 2 projects. Upon receiving her Bachelor of Science in Chemistry, she was admitted to Auburn University as a Ph.D. student receiving a full Graduate Assistance in Areas of National Need for Physical Chemistry. After graduation, she became the Manager of the Mass Spectrum Facilities at the University of Alabama, where she was part of a team that was working in proteomics, examining products of ionizations of small

proteins. She is currently the Director of the Quality Program at the University of Kentucky's Division of Regulatory Services. In addition to her volunteer work with AAFCO, she is an active member in the Association of American Plant Food Control Official's (AAPFCO) Magruder Check Program Committee, Terms and Definitions Committee, and is the Vice-Chair of their Laboratory Services Committee. She has been an active Leader of the Mineral and Trace Metals Group of the Methods Forum, associated with AAPFCO, and the study champion for the Association of Official Analytical Chemists International (AOACI) Official Method, 2017.02. She has been married to Ken Webb for 25 years; has three children, Symantha, Matalyn, and Jacob; and three poodles, one in each size. She loves word games, quilting, and sewing in her free time. She is a life-time fan of University of Kentucky Men's Basketball and loves meeting members of the Big Blue Nation when she travels.

### **Agenda**

#### **9:00 am – 5:30 pm EDT**

- 1) Welcome, Introductions & Adoption of Agenda – K. McCallum & S. Webb
- 2) Review of Committee Roster and Appointments – K. McCallum & S. Webb
- 3) FDA Cooperative Agreement – R. Randolph & Y. Salfinger
- 4) Update from FDA – A. Brown & S. Chigurupati
- 5) Moisture Best Practices Working Group Update – J. Caldwell
- 6) Multi-laboratory validation of a rapid Salmonella screening method in animal food—B. Ge
- 7) AOAC Initiative: Development of Standard Reference Methods for Veterinary Drug Residues – J. Boison
- 8) Working Group Updates:
  - a) Tylosin – L. Schilling
  - b) CTC – L. Schilling

- c) Fat Soluble Vitamins – D. Inerowicz & K. Riter
- d) Multi-element – L.A. Prescott, R. Sheridan, S. Webb & M. Swarbrick
- e) Mycotoxins – R. Sheridan
- 9) Advances in Veterinary Drug Multi-residue Methods using High Resolution Mass Spectrometry—S. Turnipseed
- 10) Moisture Testing Results Update – B. Draczynska-Lusiak
- 11) Quality Assurance Sub-Committee Topics – S. Chigurupati & K. McCallum
  - a) ISO 17025:2017 Risk-Based Theme Scenarios—J. Szpylka
- 12) State Feed Lab Network: Survey Results – N. Thiex & A. Price
- 13) Report on the AOAC Expert Review Panel on Sugars & Fructans—N. Thiex & J. Szpylka
- 14) Method Needs Survey Discussion (as time permits)
- 15) Round-table Discussion (as time permits)

## Notes

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## Ingredient Definitions Committee

2019 AAFCO Midyear Meeting

Hyatt Regency

Savannah, GA

Tuesday, January 22, 2019

10:30 AM – 12:00 PM

Regency Ballroom

To view meeting via WebEx register here: <https://zoom.us/j/183716827>

and/or to listen to meeting Conference Call Line: US TOLL 1-646-876-9923, access code: 183 716 827#

Questions and live polling through Slido: Go to [www.slido.com](http://www.slido.com) and type in event code #AAFCOMY19



### **Richard Ten Eyck, chair** (pronounced ten ike)

Born and raised in Oregon. Richard holds a B.S. in Animal Science from Oregon State University. His 33 years in the feed industry has covered all sides of the business including ingredient buying, farm store sales, nutrition, formulation and state regulatory. He is a past President of the Association of American Feed Control Officials (AAFCO). He has served on several working groups that prepared comments on the FSMA rules and is involved with the NASDA implementation team for the Animal Food Framework for states.

He is currently the Feed Safety Specialist with the Oregon Department of Agriculture. The one-person state program regulates 300 mills making 5000 products. He volunteers with Association of American Feed Control Officials (AAFCO) as chair of the Ingredient Definitions Committee and member of the Feed Labeling Committee.

Richard lives on the historic family farm in Sandy, Oregon raising goats, Christmas trees and hay. He has been married to his wife Kim for 35+ years and has two adult daughters. He's a grandpa and a Leader of the local 4-H livestock club.

### **Agenda**

- 1) Roll call of Committee members  
*(Please let the chair know prior to the meeting if you'd like on or off the committee. Non-participation affects our ability to form a quorum to conduct business.)*
- 2) A Guide to Submitting New or Modified Ingredient Definitions to AAFCO  
Work group Q/A and committee document acceptance vote – Sue
- 3) Review IDC process flowchart. Vote to publish on the web - Sue
- 4) Revise Feed Term “Carrier” to incorporate SUIP #17 including possible elimination of 1% language - Ali / Alinovi
- 5) Revise Feed Term “stabilize” to incorporate SUIP #14 - Ali / Alinovi
- 6) Revise Feed Term “Canned” – Ali
- 7) New Feed term Bison – Brett
- 8) New Feed term \_\_\_(workgroup output here)\_\_\_ Buffalo – Brett
- 9) New Feed term “treat” - Ali
- 10) Vitamin Common Names A, C, E placeholder - Tom
- 11) T71.35 *Brassica carinata* meal, Solvent extracted -- move to Official – Church
- 12) T71.40 Low Glucosinolate High Erucic Acid Rapeseed Meal Solvent Extracted (placeholder) – Move to Official - Church
- 13) Set IDC 3 hour meeting by webinar date in early April (4,9,10) 11:30 EST?- Richard
- 14) Volunteers to review “Is this Animal Food” Flowchart (for web) – Richard
- 15) CVM item one (placeholder) (may move up agenda)
- 16) CVM item two (placeholder) (may move up agenda)

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## Feed Labeling Committee

2019 AAFCO Midyear Meeting

Hyatt Regency

Savannah, GA

Tuesday, January 22, 2019

1:30 PM – 2:30 PM

Regency Ballroom

To view meeting via WebEx register here: <https://zoom.us/j/346576886>

and/or to listen to meeting Conference Call Line: US TOLL 1-646-876-9923, access code: 346 576 886#

Questions and live polling through Slido: Go to [www.slido.com](http://www.slido.com) and type in event code #AAFCOMY19



**David Dressler, chair**, has worked with the Pennsylvania Department of Agriculture for 12 years, with 10 of those years involved in the animal feed program. Prior to starting his career with the PA Department of Ag, David received a Bachelor's Degree in Agricultural Science from Penn State University. In May 2014, David attended his first AAFCO meeting, the Feed Administrator's Seminar in Big Sky, MT and became the voting Control Official for Pennsylvania in January 2015. David assumed his first leadership role in AAFCO by becoming the Chair of the Feed Labeling Committee in August 2016.

### Agenda

#### Welcome, Introductions & Opening Remarks

- David Dressler: Pennsylvania Department of Agriculture
- Dave Phillips: North Dakota Department of Agriculture

#### Maximum levels for nutrients with toxicity levels.

- Continued discussion on requiring maximum guarantees for certain elements.
- Presentation from Laura Scott with the Canadian Food Inspection Agency

#### Livestock Treats Working Group

- Workgroup update.

#### Blue Bird Labels in OP

- Labels in the OP haven't been updated from changes in Model Bill
  - Example: Page 238 – Zinc still a required guarantee for pig starter.
- Options?
  - Substitute the OP labels for those in the Feed Labeling Guide.
  - Form a workgroup to review labels on pages 238 – 244.

#### Responsible Labeling of DFMs

- Storage Instructions
- Expiration Dates

#### Other Topics of Discussion?

### Notes

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## Pet Food Committee

2019 AAFCO Midyear Meeting

Hyatt Regency

Savannah, GA

Tuesday, January 22, 2019

3:00 PM – 5:00 PM

Regency Ballroom

To view meeting via WebEx register here: <https://zoom.us/j/653401311>

and/or to listen to meeting Conference Call Line: US TOLL 1-646-876-9923, access code: 653 401 311#

Questions and live polling through Slido: Go to [www.slido.com](http://www.slido.com) and type in event code #AAFCOMY19



**Kristen Green, chair**, currently serves AAFCO as a Board Director and as Chair of the Pet Food Committee. She has worked with the University of Kentucky as a Registration Specialist for the Division of Regulatory Services since 2012. In her role as a regulator, she is primarily responsible for reviewing and registering all livestock and pet foods sold in Kentucky.

Kristen lives with her husband and two young children in Lexington, Kentucky. She received her B.A. and M.A. from the University of Kentucky.

### Agenda

- 1) Introduction of Pet Food Committee Members and Advisors
- 2) Announcements  
Pet Food Label Workshop at Pet Food Forum
- 3) Modifications to the agenda
- 4) Reports from the PFC Working Groups
  - a) AAFCO Website Review Workgroup - Lizette Beckman, WA
  - b) Reviewing AAFCO Feeding Protocols (to account for growth of large size dogs) Workgroup – Dr. Bill Burkholder, FDA-CVM
  - c) PF(3)e – James Embry, TX
  - d) 95% Claims – James Embry, TX
  - e) Human Grade – Caitlin Price, NC
- 5) PF4(g) Clarification
- 6) Discussion of Veterinarian Directed Therapeutic Pet Foods

**NOTE: It is the intention of the PFC to address as many of the items above in the first portion of the meeting. The final portion of the meeting is reserved for the items below.**

- 7) Pet Food Label Modernization Discussion/Consumer research – Stan Cook, MO Dept. of Agriculture

### Notes

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## Ingredient Definitions Committee

## 2019 Midyear Meeting

avannah, Georgia

Wednesday, January 23, 2019

8:00am – 9:00am

## Regency Ballroom

To view meeting via WebEx register here: <https://zoom.us/j/306509954>

and/or to listen to meeting Conference Call Line: US TOLL 1-646-876-9923, access code: 306 509 954#

Questions and live polling through Slido: Go to [www.slido.com](http://www.slido.com) and type in event code #AAFCOMY19

## Agenda

Discussion session no votes. Topics may get moved to the April Webinar if we run out of time.

- 1) Non-Defined workgroup report (10 Min) Kent Kitade
- 2) GRAS Verification workgroup report (20 min) Sue Hays
- 3) Limestone Specifications (10 min) Jon Nelson
- 4) Hydrogenated Fat - update (5 min) Leah Wilkinson
- 5) New Feed Term "Slaughter" (10 min) Ali Kashani
- 6) Hemp Update (5 min) Bob Church
- 7) ~~Confusing pet food name workgroup report (5 min) Brett Boswell~~
- 8) ~~Status on high profile ingredients (placeholder) Richard / CVM~~
- 9) ~~Discussion of common human foods in pet food (placeholder) George Ferguson~~
- 10) ~~Any activities needing 19 - 20 Association funding? Richard~~

## Notes

[illegible]

## Education and Training Committee

2019 Midyear Meeting  
Hyatt Regency  
Savannah, Georgia  
Wednesday, January 23, 2019  
9:00am – 10:00am  
Regency Ballroom

To view meeting via WebEx register here: <https://zoom.us/j/659588672>  
and/or to listen to meeting Conference Call Line: US TOLL 1-646-876-9923, access code: 659 588 672#

Questions and live polling through Slido: Go to [www.slido.com](http://www.slido.com) and type in event code #AAFCOMY19



**Amanda Anderson, chair**, currently serves at the Chair of the Education and Training Committee. Amanda has worked for the Kansas Department of Agriculture for 5 years and is the Dairy and Feed Safety Program Manager. Amanda began her career with KDA in the Agricultural Laboratory as the BSE Grant Coordinator and analyst in the feed and dairy sections. She then served as the AFRPS Coordinator in the Dairy and Feed Safety Program until accepting the role of Program Manager in 2018. Amanda is a graduate of Emporia State University with a degree in Microbial and Cellular Biology. Amanda attended her first AAFCO meeting in July 2014 in Sacramento, California.

Amanda has been a member of the Education and Training Committee since 2016 and has served as committee chair since February 2018.

### Agenda

#### Welcome, Introductions & Opening Remarks

Amanda Anderson, Committee Chair  
Tim Lyons, Vice Chairs

#### Workgroup Updates

Training Calendar – Jeff Scallan, LA  
State Training Needs Survey – Marissa Kost, NC

#### Training Availability Update

FDA OTED Training Update –FDA OTED  
AFRPS Training Curriculum Update – Amanda Anderson, KS  
Feed Administrator's Seminar – Erin Bubb, PA  
BITS and AITS – Miriam Johnson, NC  
Pet Food Labeling Workshop – Kristen Green, KY  
Industry Training – Scott Ringger, AFIA

#### Training Endorsement Policy

Overview of AAFCO Procedures Manual Training Endorsement Policy – How does an AAFCO endorsed training happen?

#### Workshop Calendar Request

A day is kept available at each Annual and Midyear meeting to host training. ETC has been asked to coordinate with other committees to put together an advanced list of training requests for those available dates.

#### New Business

#### Adjourn

## Strategic Affairs Committee

2019 Midyear Meeting  
Hyatt Regency  
Savannah, Georgia  
Wednesday, January 23, 2019  
10:15am – 12:00pm  
Regency Ballroom

To view meeting via WebEx register here: <https://zoom.us/j/659588672>  
and/or to listen to meeting Conference Call Line: US TOLL 1-646-876-9923, access code: 659 588 672#

Questions and live polling through Slido: Go to [www.slido.com](http://www.slido.com) and type in event code #AAFCOMY19



**Linda Morrison, chair**, has post-graduate education in Animal Science from Macdonald College of McGill University. She has almost three decades experience managing the Feed Program in Canada and was the Director of the Animal Feed Division, Canadian Food Inspection Agency (CFIA) (1982-2012). Linda also worked with the CFIA's Inspection Modernization Office to develop the Integrated Agency Inspection Model for a common approach to inspecting food, animal and plant health. Linda has been an active AAFCO member since 1986. She has served as Chair of the Strategic Affairs Committee for many years and led Strategic Planning activities. She has served on the Board of Directors and was President in 1998-99. Linda retired from the CFIA in 2016 whereupon she became a Life Member to continue to support AAFCO.

### Agenda

- 1) Introductions and Agenda Review
- 2) Sub-Committee:
  - By-Laws: Ken
    - Clarify member versus advisor participation on committees, task forces or work groups (OP, page 20)
    - AAFCO Conflict of Interest (COI) sign off for Chairs and Investigators
      - Consider examples of potential conflicts that are open but don't preclude other issues.
      - By-Laws investigate whether COI is needed where state/federal members have already signed COI with their respective employers. FDA will follow up where there are investigators that are FDA employees who have also signed COI.
      - By-Laws: clarify whether it is COI that prohibits versus disclosure for evaluation and more education/awareness of AAFCO members who will be asked to sign COI.
- 3) Strategic Planning 2017-20
  - Update from Responsible Committees
  - Addressing more priority goals
- 4) Strategic Planning 2021+
- 5) Vision/Mission Statement update: Stan
- 6) Other business

### Action Item Table

Responsible	Item	Action	Timing / Status
Linda/ Committee Chairs	Strategic Plan priorities 2017-20	Update FeedBin. Committee chairs asked to update as they make progress.	Update FeedBin per August 2018 Annual meeting reporting.

Responsible	Item	Action	Timing / Status
Board	Vision/mission statement review	Recommendation to the Board to consider holding a session to review and update the vision/mission statement as appropriate, with a facilitator experienced in this area. The Board met the same afternoon and supported holding a Board session at Seminar.	October 2018 Board session held to finalize. Complete
By-Laws (Ken)	OP, page 20 Committee advisors sentence	Review "Committee advisors do not serve as members of an AAFCO committee, task force or work group, nor do they have a vote in any AAFCO deliberations." to better clarify member versus advisor participation on committees, task forces or work groups.	January 2019
By-Laws (Ken)	AAFCO Conflict of Interest (COI) sign off for Chairs and Investigators	1. Consider examples of potential conflicts that are open but don't preclude other issues. 2. By-Laws investigate whether COI is needed where state/federal members have already signed COI with their respective employers. FDA will follow up where there are investigators that are FDA employees who have also signed COI. 3. By-Laws: clarify whether it is COI that prohibits versus disclosure for evaluation and more education/awareness of AAFCO members who will be asked to sign COI.	January 2019

## **By-Laws Subcommittee report 11/21/18**

### **Subcommittee Recommendations:**

- 1) Recommend adding language to Committee Advisors Page 20 in the 2019 electronic OP regarding Committee Advisors serving on work groups and task forces. See attachment A.
- 2) Recommend adding the same language and removal language in attachment A to Advisors definition page 102 2019 electronic OP and to the Procedures Manual page 14. See attachment B.
- 3) Recommend deleting the last sentence in the Subcommittee definition page 102 2019 electronic OP and the Procedures Manual 14. See attachment C.
- 4) Recommend adding Conflict of interest language to the Procedures Manual on Page 8 after Ethics. See attachment D.

### **Subcommittee Participants present during call on 11/21/18:**

Doug Lueders – MN, Erin Bubb – PA, Richard TenEyck – OR, Ken Bowers – KS.

The by-law subcommittee discussed ways to clarify member versus advisor participation on committees, task forces and work groups (OP, page 20).

Also discussed AAFCO Conflict of Interest (COI) sign off for Chairs and Investigators. It was decided to recommend that in addition to BOD and employees that committee chairs and investigators sign the COI. When on an AAFCO committee with governing board-delegated powers or serving as an investigator the person is representing AAFCO.

### **Attachment A**

Committee Advisors (2019 OP page 20) -

It is the general practice of AAFCO to invite representatives of industry/trade associations and consumer groups to serve as advisors to the various AAFCO committees, task forces or work groups during their open meetings. AAFCO invites these groups to nominate individuals to serve as committee advisors to be available to answer questions relevant to animal nutrition, analytical expertise, industry practices or other pertinent questions. Committee advisors do not serve as members of an AAFCO committee, ~~task force or work group~~, nor do they have a vote in committee level ~~any AAFCO~~ deliberations. Committee advisors serve as a voting member of work groups and task forces supporting the respective committee. Any advisor who behaves in a manner disruptive to committee business is subject to removal as an advisor to the committee by the AAFCO President. The following committee advisors are currently available as a resource to the specified committee(s) or task force(s):

### **Attachment B**

2019 OP Page 102

Procedures Manual page 14

Edit to read:

Advisors – May be requested by the President to represent industry/trade and consumers groups on AAFCO committees, task forces, or working groups. Following all nominations, the President, with the advice of the Board, may accept representatives. The President may also choose to appoint other individuals. Generally, the President and Board take into consideration the individual's demonstrated expertise on a given subject matter, their willingness to work with others in AAFCO, and their ability to facilitate the goals of the organization. These advisors will be called upon to answer questions relevant to animal nutrition, analytical expertise, industry practices, or other pertinent question. The number of advisors is usually limited by the size of the committee. ~~In accordance with the By-Laws, advisors cannot vote at the committee level or above.~~ Committee advisors do not serve as members of an AAFCO committee, nor do they have a vote in committee level deliberations. Committee advisors serve as a voting member of work groups and task forces supporting the respective committee. Any advisor who behaves in a manner disruptive to committee business is subject to removal as an advisor to the committee by the AAFCO President.

### **Attachment C**

2019 OP page 102

Procedures manual page 14

Strike indicated language:

Subcommittees – Are made up of committee members and are “task/topic specific” (e.g., By-Laws Subcommittee of Strategic Affairs), used to divide responsibilities, or focus work, into more manageable groups of interest or expertise. Subcommittees do not generally have time restrictions imposed on their existence, and work tends to be by a subset of the standing committee charge(s). Subcommittees may be created by a committee chair, as needed, to address the needs on the committee function. ~~Advisors may be asked to provide input into the subcommittee makeup.~~

### **Attachment D**

Procedures manual page 8

Insert language to read:

### Conflict of Interest

The members of the Board and all AAFCO members/volunteers have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. AAFCO Board members, employees, Committee Chairs, and AAFCO Investigators will sign the Association of American Feed Control Officials Conflict of Interest Disclosure Statement annually that affirms such person

- a. Has received a copy of the conflict of interest policy,
- b. Has read and understands the policy, and
- c. Has agreed to comply with the policy.
- d. ~~Understands the organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.~~  
(Is this on the COI document?)

## Notes

[illegible]



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