



Association of American Feed Control Officials

**2021 AAFCO Annual Meeting
Committee Reports**

Virtual

August 2–4, 2021



Contents

Association Business Meeting Minutes	2
Current Issues and Outreach Committee Report	5
Education and Training Committee Report	6
Feed and Feed Ingredient Manufacturing Committee Report	9
Ingredient Definitions Committee Report	12
Ingredient Definitions Committee E-Meeting, April 1, 2021	17
Appendix A: Ingredient Definitions Committee 4/1/21 Minutes.....	20
Inspection and Sampling Committee Report	22
Laboratory Methods and Services Committee Report	25
Appendix A: Presentations.....	26
Model Bills and Regulations Committee Report	27
Model Bills and Regulations Committee Feb. 12–Mar. 2 E-Meeting	29
Model Bills and Regulations Committee Jun. 15–22 E-Meeting.....	31
Attachment A: SUIP xx: Common Foods Index	33
Pet Food Committee Report	34
Proficiency Testing Program Committee Report	36
Strategic Affairs Committee Report	38
Appendix 1: By-Law Subcommittee Minutes 11/20/20: Guidance for Committee Recommendations	43
Appendix 2: By-Laws Subcommittee Working Group Suggestion to Clarify President-Elect Committee Coordinator Role.....	44
Appendix 3: Updating the AAFCO Procedures Manual, the Secretary-Treasurer Position	45
Appendix 4: Suggested Edits to Voting by Proxy [in both the OP (Committee Guidelines) and Procedures Manual (Committee Meeting Operating Procedures)].	47
Attachment 1: Strategic Planning 2017–2020	49
Technology Committee Report	62

Association Business Meeting Minutes

2021 AAFCO Midyear Meeting
January 19, 11:00 am–12:15 pm (EST), Virtual

Agenda

- 1) **Convene Business Session of the Association**—Erin Bubb, President
 - 1) Welcome and opening remarks
 - 2) Announcement of new life members
 - 3) Presentation of awards
 - 4) Memorials – Kristen Green, Immediate Past President
- 2) **Acceptance of committee reports from:** Current Issues and Outreach, Education and Training, Feed and Feed Ingredient Manufacturing, Ingredient Definitions Committee, Ingredient Definitions eMeeting, Inspection and Sampling, Laboratory Methods & Services, Model Bills and Regulations, Pet Food, Proficiency Testing, Strategic Affairs—George Ferguson, President-Elect.
(Reports are published on the AAFCO website on the Midyear Meeting 2021 page, right side, under the heading “Committee Reports.”)
Ferguson moves to accept committee reports, Phillips Seconds. Motion Carries.
- 3) **Acceptance of Committee Recommendations**—George Ferguson, President-Elect
Ingredient Definitions Committee Recommendations:
 - 1) **Publish as official T3.1 Suncured Alfalfa Meal.**
3.1 Suncured Alfalfa Meal, or Pellets, or Ground Alfalfa Hay is the aerial portion of the alfalfa plant, reasonably free of other crop plants, weeds, and mold, which has been dried by solar means, stored as bales or stacks, and finely or coarsely ground. If it is chopped instead of ground, it must be designated as “Suncured Chopped Alfalfa” or “Chopped Alfalfa Hay.” If the ingredient is further dehydrated by thermal means after being ground, it must be designated as “Dehydrated Suncured Alfalfa Meal, or Pellets.”
Board recommends acceptance. Ferguson moves, Therrell Seconds. Motion carries.
 - 2) **Publish a new official definition: 57.169 Iron-choline citrate complex**
57.169 Iron-choline citrate complex made by reacting approximately equimolecular quantities of ferric hydroxide, choline, and citric acid may be safely used as a source of iron in animal feed. Minimum iron (Fe) must be specified.
Board recommends acceptance. Ferguson moves, Fleig Seconds. Motion carries.
 - 3) **Publish as official T60.118 Ground Juniper**
60.118 Ground Juniper is a roughage consisting of the entire aerial portion of the juniper plant (trunk, bark, branches, leaves, and berries), obtained only from *Juniperus pinchotii* and/or *Juniperus ashei*. Any plant part below ground level is excluded to avoid contamination with soil and/or rocks. It is ground to pass a screen no larger than 5/8 inches (15.875 mm). The ingredient must be guaranteed for crude protein and acid detergent fiber. Ground juniper is to be fed as a dietary roughage for cattle, sheep, or goats in accordance with good feeding practices.
Board recommends acceptance. Ferguson moves, Jones Seconds. Motion carries
 - 4) **Publish a replacement of 73.046 Silicon Dioxide as official (CFR)**
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 as an anticaking agent, antifoaming agent, carrier, and/or grinding aid in animal feed, including ingredients, intermediate premixes, premixes, supplements, concentrates, and complete feed.
 - (c) To ensure 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.
 - (d) To ensure safe use of the additive, the label and labeling of the additive and ingredients, intermediate premixes, premixes, supplements, concentrates, and complete feed

containing the additive shall meet the requirements of the Federal Food, Drug, and Cosmetic Act, including 21 CFR 501.

- (e) To ensure safe use of the additive, in addition to the other information required by the Federal Food, Drug, and Cosmetic Act, the label and labeling of the additive and ingredients, intermediate premixes, premixes, supplements, and concentrates containing the additive shall have:
 - (1) A statement of the concentration of the additive.
 - (2) A statement that silicon dioxide from all sources cannot exceed 2 percent by weight of the complete feed.

Board recommends acceptance. Ferguson moves, Phillips Seconds. Motion carries.

5) Publish as official 73.052 Sodium Aluminosilicate as an anticaking agent.

73.052 Sodium aluminosilicate is hydrated sodium aluminum silicate having Na₂O:Al₂O₃:SiO₂ in molar ratios of approximately 1:1:13, respectively. It can be naturally occurring or synthetic. It consists of 66.0 to 76.0% silicon dioxide; 9.0 to 13.0% aluminum oxide; and 4.0 to 7.0% sodium oxide, on a dry basis. It is used as an anticaking agent not to exceed 2% in finished feed.

Board recommends acceptance. Ferguson moves, Phillips Seconds. Motion carries.

6) Publish a note in Table 73.001 (page 432 2019 rev 1 OP) in section 73, Technical

Additives, for sodium silicoaluminate Add a note in the limitations section “remove this item in the 2023 OP, replaced with 73.052 Sodium aluminosilicate.”

Board recommends acceptance. Ferguson moves, Phillips Seconds. Motion carries.

Name	FDA Regulation	Classification	Limitations
Sodium silico aluminate IFN 8-08-101	21 CFR 582 2727	Anti-caking agent	Not to exceed 2% in finished feed. <u>Remove this item in the 2023 OP, replaced with 73.052 Sodium Aluminosilicate.</u>

7) Publish a replacement of T73.430 L-Lactic acid. (page 453 of the 2020 rev 1 online OP)

T73.430 (A) L-Lactic acid is a sequestrant with a minimum content of 97% L-lactic acid on a dry matter basis and a maximum of 0.5% ~~D-isomer~~ for use in dry cat food products (less than 20% moisture). It is intended for use as a dental plaque and tartar control agent for adult maintenance cat food at levels not to exceed 1.2% on a dry matter basis.

Board recommends acceptance. Ferguson moves, Phillips seconds. Motion carries.

8) GRS Notice 31 Beta Gluconase – Motion to publish in table 101.1 - Board recommends acceptance. Ferguson moves, Fleig Seconds. Motion carries.

AGRN (select for detailed record)	Notifier	Substance	Common or Usual Name	Intended Use	Intended Species	Date of Filing	FDA's Letter (select to view letter)
31 (PDF, 208 pages)	Agrivida Inc.	Ground grain obtained from a corn (<i>Zea mays</i>) variety that expresses an altered AC1 beta-gluconase gene obtained from an environmental DNA library (transformation event FG259)	Beta-gluconase	To decrease the viscosity of digesta in poultry consuming feeds containing high amounts of soluble non-starch polysaccharides when used to provide 200–500 beta-gluconase activity units per kg of complete feed.	Poultry	7/15/19	FDA has no questions. (PDF, 4 pages)

9) **GRS Notice 32 Phytase – Motion to publish in table 101.1 – Board recommends acceptance. Ferguson moves, Phillips Seconds. Motion carries.**

AGRN (select for detailed record)	Notifier	Substance	Common or Usual Name	Intended Use	Intended Species	Date of Filing	FDA's Letter (select to view letter)
32 (PDF, 105 pages)	Agrivida Inc.	Ground grain obtained from a corn (<i>Zea mays</i>) variety that expresses an altered appA 6-phytase gene obtained from <i>Escherichia coli</i> strain K12 (transformation event PY1203)	Phytase	To increase the digestibility of phytin-bound phosphorus or to increase phosphorous availability from phytate in swine feeds when used to provide 500–4500 phytase activity units (FTY)/kg complete feed, or poultry feeds when used to provide 250–6000 FTU/kg complete feed.	Swine and poultry	7/24/19	FDA has no questions. (PDF, 4 pages)

Model Bills and Regulations Recommendations:

- 1) Insert into Regulation 3(a)(4) of the AAFCO Model Regulations the following language to establish required guarantees for treats:** XI. Required guarantees for treats (all animal classes and species, exclusive of pets and specialty pets) a. Minimum percentage of Crude Protein b. Minimum percentage of Crude Fat c. Maximum percentage of Crude Fiber d. Other guarantees, as needed to support nutrient content claims in the labeling as per Model Bill Section 5(a)(3), and in accordance with terminology, order of guarantees and units of expression as specified in Model Regulations 3(a)(4) and 4.

If the new guarantees for treats as stated above are approved by the AAFCO membership, current AAFCO Model Regulation 3(a)(4)(XI) would become 3(a)(4)(XII) and current AAFCO Model Regulation 3(a)(4)(XII) would become 3(a)(4)(XIII).

Board recommends acceptance. Ferguson moves, Absher Seconds. Motion carries.

- 2) Add to Regulation 3(a)(3) of the AAFCO Model Regulations the following language to establish a purpose statement requirement for treats:** VIII. The purpose statement of a feed intended as a treat for a designated species (exclusive of pets and specialty pets) shall include the words “treat” or “snack” and the intended species conspicuously on the principal display panel.

Board recommends acceptance. Ferguson moves, Gornert Seconds. Motion carries.

Strategic Affairs Committee Recommendations:

- 1) Change to AAFCO Official Publication, By-laws, Article II Section 3. Life Membership to read as follows:** The Board of Directors shall have authority to bestow life membership upon any individual who has made an outstanding contribution to the work of the Association. Such person shall thereafter be entitled to exercise all the rights of membership with the exception of voting as identified in Section 2 of this Article in the association’s business meetings but shall be exempt from the payment of annual membership dues.

Board recommends acceptance. Ferguson moves. Brady seconds. Motion carries.

This concludes committee and board recommendations needing membership approval.

Credential Report – FASS

Number of Voting Members Represented: 31
 Number of States in attendance: 42 (including Washington D.C.)
 Number of Countries: 7 (including USA)
 Number of FDA Representatives: 147
 Number of Life Members: 2
 Total Meeting Attendance: 501

Current Issues and Outreach Committee Report

2021 AAFCO Midyear Meeting
January 19, 12:30–1:15 pm, Virtual

Committee Recommendations: None

Board Recommendations: None

Association Recommendations: None

Committee Participants

Members Present: Jennifer Combs – KY (Committee Chair); Ali Kashani (WA), Kristen Green (KY), Hollis Glenn (CO), Tim Lyons (), Austin Therrell (SC), Kent Kitade (Life Member), Caitlin Price (NC), Madison Starnes (SC), Bethany Henderson (TN), Heather Bartley (WI), Sue Hays (ED).

Advisors Present: David Fairfield (NGFA), Tim Law (NARA), Julia Fidenzio (APPA), Louise Calderwood (AFIA), Steve Younker (AFIA/Milk Specialties), Tomas Belloso (NGFA), Dana Brooks (PFI).

Committee Report

The meeting started at 12:30 PM with the welcoming/opening remarks by Ali Kashani. Jenny Combs introduced Hollis Glenn, Committee Member with CO Department of Agriculture to present the strategic communication firm selection process. Jenny Combs gave an update on the overview of strategic charges tasked to CIOC by the board. Current projects including communication & mentoring, surveys, and participation plan updates were given. Workgroups: AAFCO 101/Mentoring group, Blog Group, Communications/Outreach and Datamining were discussed, and their tasks in achieving goals within the current projects identified.

AAFCO 101/Mentoring Workgroup – Jennifer Combs - KY & Jo Lynn Otero – NM

Work group formed during the 2019 Annual Meeting in Louisville, KY to address Strategic Plan #7.2 Mentoring. The charge of the workgroup was to redesign AAFCO 101 as a new member session during the meetings; and to create a mentoring engagement plan with implementation tracking and reporting. This works is ongoing.

Blog Group – Jennifer Combs - KY & Jo Lynn Otero – NM

Workgroup formed after the 2019 Annual Meeting to address the Strategic Plan #10.2 Awards, 10.3 ODI, and 10.4 Spotlight on. This workgroup is planning on working with FASS to develop a section within the BIN to capture information to distribute information.

Communications Outreach – Jennifer Combs - KY & Jo Lynn Otero – NM

Workgroup formed after the 2019 Annual Meeting to address the Strategic Plan #7.1 Survey, 10.3 ODI, and 10.4 Spotlight on. This workgroup has developed a survey regarding engagement targeting inactive member states. This survey can dovetail with the exit survey sent at the conclusion of the 2021 Midyear meeting. The data should give a full view of membership needs both active and inactive.

Work Group Members: Jennifer Combs (Lead) – (KY); Jo Lynn Otero (Lead) – NM; Dana Brooks – PFI; Dave Fairfield – NGFA; Heather Bartley – WI; Kristen Green – KY; Nathan Price – ID; Kent Kitade – member; Burnadett Mundo – SC

Other Business: None

No further discussion or topics were brought to the attention of the committee and the meeting was adjourned.

Action Item Table

Responsible	Item	Action	Timing / Status	Status
Work Group	AAFCO101/ Mentoring	Create a mentoring engagement plan with implementation tracking and reporting	January 2020	Phase 1 Completed
Work Group	Communications Outreach	Distribute Survey to inactive members	March 2021	In progress
Work Group	Blog Group	Working with FASS to develop BIN Member info section	March 2021	In progress

Education and Training Committee Report

2021 AAFCO Midyear Meeting
January 19, 4:15–5:00 pm, Virtual

Committee Recommendations: None

Board Recommendations: None

Association Recommendations: None

Committee Participants

Members Present: Marissa Kost – NC, Heather Bartley – WI, Stan Cook – MO, David Dressler – PA, Ashlee-Rose Ferguson – WA, Jacob Fleig – MO, Jennifer Godwin – FDA, Kristen Green – KY, Kimberly Hull – FDA, Kent Kitade – Life Member, Kevin Klommmhaus – FDA, Darlene Krieger – FDA, Tim Lyons – MI, Rick Manthei – MN, Samantha Moran-Defty – CA, Laura Scott (for Rob Murray) – CFIA, Kate Nelson – CT, Shaness Thomas – FL, Jim True – KY, Janet Williams – FDA

Advisors Present: Shaun Anderson – AFIA, David Fairfield – NFGA, Matt Frederking – NGFA, Scott Ringger – AFIA, Patrick Tovey – PFI

Others Present: Sue Hays – AAFCO, Meagan Davis

Committee Report

Marissa Kost (Committee Chair) called the meeting to order at 4:15 PM (EST). Attendance was taken in the waiting room for committee members to establish a quorum. A brief introduction was given for new committee members (Heather Bartley, Kevin Klommmhaus).

- Training Calendar** – Jacob Fleig, MO
 - o Reminder to send Jacob Fleig events to be added to the Feed BIN calendar
 - o Nothing new has been added since the last meeting
- Leadership Training** – Darlene Krieger, FDA
 - o Met with LinkedIn – could provide 50 licenses at \$13,000. Give out those licenses within AAFCO to Chairs, Co-Chairs, and BOD members. Still need to work out how to identify others that could become chairs in the future (extra licenses available to give out to those members). Asking those that want to participate to complete ~6 courses (but can take as many as they would like). Will be creating a feedback form as well to gather that information and post for others. Licenses can be moved throughout the year (if someone leaves, the license can be reassigned). Can always reach back out to LinkedIn to lower the number of licenses and associated cost, as needed. Propose the 50 licenses to the BOD for AAFCO to fund the licenses.
 - o Questions:
 - Dave Dressler, PA – Has anyone given any thought to states having restrictions with using their state email address with external websites/services like LinkedIn?
 - Will work with LinkedIn to get some guidance, as well as discuss the possibility of using private emails.
 - Chat Box – What are the advantages that LinkedIn provides?
 - Advantage is that they have thousands of classes already in their database and are always adding new courses. Goal of WG was to find a place where these trainings were already located.
 - Laura Scott, CFIA – Is there a limit on number of courses you can take?
 - Recommendation is 6 courses, but there is no limit on number of courses an individual can take
 - Dave Dressler, PA – How does this line up with DigitalChalk?
 - Darlene: Didn't have quite the level of courses that are already designed and in place. For now, LinkedIn was ready for people to start taking those courses immediately.

- Marissa: DigitalChalk can be used to track the trainings, but like other courses offered on the AAFCO LMS, the trainings are tracked through DigitalChalk, but are housed and taken on third-party websites (e.g. Pathlore, ComplianceWire).
- **Training Endorsement Policy & Tables** – Marissa Kost, NC
 - o Workgroup had a virtual meeting to review documents and discuss any edits or comments recommended. WG felt that endorsement policy and table (as seen in OP) were adequate for virtual/online training requests, but the budget template Excel (guidance document) needed to be edited to include line items related to virtual/online trainings. They will be reviewing similar and example budgets to make the necessary changes. The workgroup expects to meet a couple more times prior to August and anticipates completion of this by or presentation at the Annual Meeting.
- **FDA OTED Training Update** – Kimberly Hull & Janet Williams, FDA OTED
 - o Kimberly Hull, FDA OTED, Training Officer (DPT), OTED is in the process of performing a major overhaul of the Animal Feed (AF) curriculum; currently they are not offering instructor-led courses for AF training area. Main courses that they are working on include BSE inspections course, medicated feed inspections course, VFD inspections, cGMP AF Regulators, PC AF Regulators. Kimberly Hull (project leader) is working with FDA field staff and FDA center staff, as well as state partners from NC, TN, SC, MO, and KS. This group is doing a deep dive into the curriculum, as well as work on major goals which are to sequence and strengthen the AF curriculum and align the curriculum with the new comprehensive AF inspections compliance program, national curriculum standard, and other FDA leadership charges. OTED plans to resume delivery of the AF instructor-led courses in FY22. In the meantime, there are numerous regulator online courses covering AF topics that can be taken, such as: AF Classification, AF Regulations, Labeling, AF Sampling. Within online course catalog, we offer other regulatory topics such as: communication skills, traceability, public health principles. Continue to be offered free of charge through FDA's Pathlore.
- **Industry Training** – Scott Ringger, AFIA
 - o Moving forward, industry trainings and events will be communicated during the Feed and Feed Ingredient Manufacturing Committee meeting.
- **AAFCO Online Training Program Update** – Sue Hays, AAFCO Executive Director
 - o 2 online courses in development currently: Ingredient Definitions Process (should be done first, around later Feb) & Feed Labeling (following the first class). After the release of those 2 courses, another course planned to be offered will be Understanding the Pet Food Label. When they are ready, they will be offered through the LMS.
- Workshop Calendar Request Updates
 1. FAS 2021 (Estes Park, CO): *Tentative - Dates TBD*
 - Likely planning to move to a virtual format for 2021; looking to host in Colorado in 2022 – still awaiting a final decision
 2. Annual Meeting 2021 (Omaha, NE): GRAS Workshop (*Rescheduled from Annual 2020 & Midyear 2021*) & Ingredient Definitions Submission Preparation Workshop
 - Meagan Davis, this is a hybrid of all previously cancelled workshops, survey came out last year asking a variety of questions about topics and various pathways (AAFCO, GRAS, FAP) to develop topics covered during training. Delivery will be online modules (uncertainty of in-person meeting for August 2021). Will allow for participants to take the course at their own leisure, and really spend some time on these different modules which will cover a variety of aspects that focus on all three pathways. And those pathways and modules will be identified. In the process of determining who will be owners of the slides and who will in charge of content development. Looks like CVM will be putting together quite a few of these modules. And Sue Hays and MD are working on putting this budget together. Should have a template for a budget sometime around the next BOD meeting. Planning a F2F, half-day meeting at Mobile (Midyear), roundtable discussion for those participants who took the course. SMEs will be available to answer those questions at this event.
 - o Dave Fairfield, AFIA, will this training be asynchronous type of delivery (take the training on-demand) or scheduled at a certain time?

Feed and Feed Ingredient Manufacturing Committee Report

2021 AAFCO Midyear Meeting
January 21, 2:45–3:45 pm, Virtual

Committee Recommendations: None

Board Recommendations: None

Association Recommendations: None

Committee Action Items

1. Mineral Guidelines Working Group: Revise the “Official Guidelines for Contaminant Levels Permitted in Mineral Feed Ingredients”.
2. FSMA Implementation Task Force – Working Group 3
Create action plan to determine the processes of implementing the decision making and method development.
3. Working Group #4 – Inspector Training for Ingredient Manufacturing Inspections:
Perform gap analysis of FSPCA training for inspectors to determine if AAFCO needs to provide additional training for state inspectors.
4. Committee Charge Workgroup – Review and assess the charge of the Feed and Feed Ingredient Manufacturing Committee

Committee Participants

Members Present: Austin Therrell – SC (Co-Chair); Eric Brady – TN (Co-Chair); Bob Church – MT; Stan Cook – MO; Ken Bowers – KS; Ben Jones - TX; Shaness Thomas - FL; Ali Kashani – WA; Doug Lueders – MN; Aaron Baugh – MO; Laura Scott – CFIA; George Ferguson - NC

Via Telephone: None

Advisors Present: Pat Tovey – PFI; David Meeker – National Renderers Association; Louise Calderwood – AFIA; David Dzanis – APPA; David Fairfield – NGFA; Matt Frederking – NGFA; Dan Danielson – FDA; Christina Owens – FDA; Dragun Momcilovic – FDA; Linda Morrison

Committee Report

Eric Brady called the meeting to order at 2:45 PM. Members and advisors in the room introduced themselves in the virtual green room. No callers on phone line, I can't talk to them.

Introductions and Agenda Review, Eric Brady

Justin Henson and Christina Owens - FDA

Review of Action Items

Mineral Guidelines Working Group – Bill Burkholder

[Minute report from meeting. Current Tables in current Official Publication. Apparent from the review information must be more clearly stated in text. Years ago Dr. Benz (retired) reviewed both individual amount and total amounts from other groups. These amounts must be combined due to tables being used for individual elements. The 1978 official publication had the original tables.

The tables must be recreated to be usable. The 1978 OP had a table and it was 5 years until the first guideline – 1983-84 OP. Then two drafts were completed. The guidelines have remained the same from the 1986 OP.]

Update- Workgroup met during the Fall.

Final Version of updated version of Mineral Guidelines. Posted in Feed BIN, open for comments until August.

Hope to vote to approve in August.

FSMA IMPLEMENTATION TASK FORCE UPDATES

Working Group #3 – Contaminant and Hazard Lab Strategy - Brady

Working Group Charge: Following the identification of contaminants and hazards by FSPCA/FDA, the group will determine action levels and enforcement strategies to provide guidance to the Lab Methods

and Services Committee (LMSC) in order to develop a priority list of method development. This Working Group will work in consultation with the FSPCA, Enforcement Issues Committee, Inspection & Sampling Committee, Ingredient Definition Committee and the LMSC

Eric – Presentation held during LMSC. Calls were utilized to develop a survey. The survey results were compiled during the work group calls.

Next steps and take-aways – Equipment needs, matrix extensions, new method development, training. Methods include speciation of metals, microbial toxins, vitamins, drugs and drug residues.

Austin – Survey Results posting. Results to be posted after meeting. Workgroup should remain intact for annual basis.

No questions.

Working Group #4 – Inspector Training for Ingredient Manufacturing Inspections - Brady Working Group Charge: Review materials developed by FSPCA and FDA to determine whether training material for feed ingredient manufacturing from the FSPCA will meet the needs of Inspectors in regards to training. Working group will work in consultation with the Education & Training Committee and the Inspection & Sampling Committee

Brief update – Inspectors should follow same protocols regardless of the type of inspection. Feedback after AITS if held virtually.

Inspector development is on track. No questions.

Ingredient Statement Verification Tool - Therrell

Historical update on need for inspectors.

Display of tool for use under state authority. Traceback/Trace forward of ingredients. Included new preamble and purpose statement for explanation.

Motion made to accept and adopt tool – A. Therrell. B. Church - Second

I move to accept the current version of tool as final, and use for inclusion in the next version of the feed inspector's manual.

Pat Tovey – more workable form. Purpose and preamble nice additions. For advanced inspectors. Not a training tool

Therrell – Not for brand new inspector, used by seasoned and advanced inspectors. Training could be provided at AITS. Not stand-alone tool.

Louise Calderwood – Thank you for responsiveness to address major concerns with preamble. ODI not to be used in a regulatory manner, integration is a concern

Remember button – sensitive to proprietary information Lot number and lot size – not necessary for this tool

Therrell – ODI is not regulatory answer, it is a tool to help determine if something is out of compliance. Helps to do job and make determination.

Remember button, user information cannot be shared across. Optional costs, should not pursue. Lot number and size – helpful for misbranding

Bowers – Lot numbers and size are collected at every sample

Calderwood – label verification not sampling tool. Thank you for remember button response.

Therrell called for vote – Motion carries.

Mocaworks proposal for creations of electronic ingredient verification tool – Therrell

Therrell - move to accept proposal from Mocaworks to create and prepopulate with ingredients from ODI Church Second.

Laura Scott procedural question on finance committee. Hays discusses timing and line items. Austin did not make a budget request, could it go to the 2021 or 2022 budget. Figuring out where it fits in budget.

Motion Carries.

Canadian Food Inspection Agency Update - Laura Scott

Industry Stakeholder Updates – Pat Tovey -PFI; Dr. Dave Meeker – NRA; Louise Calderwood – AFIA; Dave Fairfield - NGFA

Other Business:

Chat Question – Reason for lot number and size – Appropriate for inspector knowledge for immediate action on products.

Brady Motion to adjourn – Austin 2:37 – Meeting Adjourned

Action Item Table

Responsible	Item	Action	Timing / Status
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)	Tentative: August 2021
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: August 2021
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 2021

Ingredient Definitions Committee Report

2021 AAFCO Midyear Meeting via Webinar

January 20, 2:45–5:00 pm and

January 27, 11:00 am–1:00 pm

Minutes approved by committee 3/5/2021

Recommendations to the Board and Association Membership

When needed, text is presented in Appendix A.

- 1) The consideration of the revision of the feed term “human grade” as accepted by IDC should be placed in the BOD action table. Expectation is for them to take it up in October 2021 with the human grade guidelines document coming out of Model Bill Committee.
- 2) Publish a new tentative definition:
T33.29 Black Soldier Fly Larvae Oil is the product obtained by mechanically extracting the oil from dried larvae of Black Soldier Fly, *Hermetia illucens*, that have been raised on a feedstock composed exclusively of feed grade materials. It is intended for use in swine and finfish feed as a source of energy consistent with good feeding practices. 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 90% total fatty acids, not more than 2% unsaponifiable matter and not more than 1% insoluble impurities. Maximum free fatty acids and moisture must also be guaranteed. If an antioxidant(s) is used, the common name or names must be indicated, followed by the words “used as a preservative”.
- 3) Publish T60.117 (B) as official and delete the current 60.117. The new 60.117 to read:
“60.117 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 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, poultry, and swine feed as a source of protein and fat consistent with good feeding practices.”
- 4) Publish in the OP a new tentative definition T60.117 (c) that reads:
“T60.117 (C) 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 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, poultry, and swine feed **and in adult dog food**, as a source of protein and fat consistent with good feeding practices.”

Board Action: To be considered in May 2021

Association Action: To be considered in August 2021

Recommendations Not Needing Further Association Review

- 1) Edit 9.57 on page xx to read: “**9.57 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 (**except as unavoidable in good processing practices**), 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.”
- 2) Edit 9.71 on page xx to read: “**9.71 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 **(except as unavoidable in good processing practices)**, 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.”

3) Edit to Flavor [table 87.30](#) Quebracho bark to read:

Common Name	Botanical Name of Plant Source	Limitations
Quebracho bark	Aspidosperma quebracho-blanco Schlecht, or Quebrachia lorentzii (Griseb.), or <u>Schinopsis lorentzii (Griseb.) Engl.</u>	Schinopsis lorentzii (Griseb.) Engl.

Committee Report

Minutes IDC January 20 & 27, 2021

Session One (1/20/21) all 22 committee members were present online. 300 people attended the virtual meeting.

For the sake of meeting brevity Motions “to read” will have the appropriate process actions added to them when formulating the committee recommendations.

Session two (1/27/21) 18 committee members and 150 others were present online.

Missing members were James Embry, Ashlee-Rose Ferguson, Ali Kashani and Kelli Younker.

- 1) *Hemp Update – Falina Hutchinson, MT One firm has prepared a definition request for Hemp Seed Cake for laying hens. The investigator has sent it to CVM for scientific review. – *note, this is the preliminary step in the AAFCO process.*
- 2) Modification of [Human Grade](#) Feed Term –Kim Truett Human grade - IDC chair to Hold until human grade guidelines pass model bill and present to the board at the same time as the guidelines. Brett / Jacob
Brett Groves, IN moved to revise the feed term human grade to read: “Human Grade. Every ingredient and the resulting product **must be** are stored, handled, processed, and transported in a manner that is consistent and compliant with ~~regulations for good manufacturing practices (GMPs) for human edible foods as specified in 21 CFR Part 117~~ **and those applicable federal human food laws as required by ingredient, process and/or facility type.**” IDC chair is to hold the recommendation until the human grade guidelines pass model bill committee and are in front of the Board. Jacob Fleig, MO seconded. *Motion passed with no opposition.*
Discussion entailed how to synchronize association acceptance and OP publication with the human grade guidelines being worked on in Pet Food Committee. Intention is for the revised feed term and the guideline to be published or killed together as one action by the association membership. This discussion was revisited on the 27th to assure clarity. George Ferguson stated that USDA, AMS is updating their human grade pet food audit and needed a set of standards to be created to allow audits against the guidelines. The standards have been created and pilot audits have been completed. Expectations are that the guidelines will be in front of model bill at annual meeting 2021.
- 3) GRS Notice ~~_(placeholder)_~~Nathan No item presented.
- 4) [T33.29 Black soldier fly larvae oil](#) publish a new tentative definition - Richard Ten Eyck
Mika Alewynse, CVM moved to publish a new tentative definition: **T33.29 Black Soldier Fly Larvae Oil is the product obtained by mechanically extracting the oil from dried larvae of Black Soldier Fly, Hermetia illucens, that have been raised on a feedstock composed exclusively of feed grade materials. It is intended for use in swine and finfish feed as a source of energy consistent with good feeding practices. 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 90% total fatty acids, not more than 2% unsaponifiable matter and not more than 1% insoluble impurities. Maximum free fatty acids and moisture must also be guaranteed. If an antioxidant(s) is used, the common name or names must be indicated, followed by the words “used as a preservative”.** Ken Bowers, KS seconded. *Motion passed with no opposition.*
- 5) [9.57 Poultry](#) edit definition - Stan Cook,

Jacob Fleig, MO moved to edit 9.57 to read: “**9.57 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 (**except as unavoidable in good processing practices**), 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.” Tom Phillips, MD seconded.

Motion passed with no opposition.

Discussion held concerning the level of feathers allowed and the lack of quantification. The definition as currently published does not allow the presence of any feathers which was not the intent. This addition of “(except as unavoidable in good processing practices)” states that the presence of some feathers is allowable. The same reasoning applies to the change to 9.71 Poultry meal.

- 6) [9.71 Poultry meal](#) edit definition - Stan Cook,

Ken Bowers, KS moved to edit 9.71 to read: “**9.71 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 (**except as unavoidable in good processing practices**), 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.” Tom Phillips, MD seconded. *Motion passed with no opposition.*

- 7) ~~New Ingredient CVM Placeholder (10 min) — TBD no item presented.~~

- 8) Move [T60.117\(B\) Dried Black Soldier Fly Larvae](#) (incl swine) to Official and delete current 60.117. – Erin Bubb

Stan Cook, MO moved to publish T60.117 (B) as official and delete the current 60.117. The new 60.117 to read: “**60.117 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 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, poultry, and swine feed as a source of protein and fat consistent with good feeding practices.” Mark LeBlanc, IN seconded. *Motion passed with no opposition.*

Discussion was held, among the questions raised was the use of “as-fed” vs “as- is.”

- 9) New tentative definition [T60.117 \(C\) Dried Black Soldier Fly Larvae](#) to add an intended use in adult dog food. -- Erin Bubb

Move to publish a new tentative definition T60.117 (c) that reads: **T60.117 (C) 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 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, poultry, and swine feed **and in adult dog food**, as a source of protein and fat consistent with good feeding practices.

1/20/21: A motion was made and withdrawn after discussion on pet treats, feedstocks & as-fed. This item should be revisited on the 27th.

1/27/21: A motion to publish this tentative definition by Jacob Fleig and seconded by Tom Phillips. Motion passed with one in opposition. Adult dog food does broadly include supplements, snacks and treats. Section 5 of the model bill states that guarantees should be on an as-is basis (not as-fed). It was suggested it would be better to change all uses of as-fed at the same time and to not specifically change this definition at this time.

- 10) 90.27 (NEW Table) Pet food parenthetical [Vitamin common name table](#) (investigator update with action item) Tom Phillips

Discussion was held. There is still some disparity of opinions of how to reflect this information. No motion was made. CVM indicated the table is getting closer correctly following the CFR names. PFI proposed an alternate list with even less chemical nomenclature. The Investigator and Charlotte will work on the proposed table and bring it back at the April 1st IDC meeting.

A ten minute break was taken at this point on the 20th.

- 11) Header for [22.1 animal protein products](#) and [22.4 plant protein products](#) should be edited – Jacob Fleig

Ken Bowers, KS moved to edit the header of 22.1 to read: “**22.1 Animal Protein Products** may include one or more of the following **and should be able to provide a significant source of protein when used at an appropriate inclusion rate:...**” Motion was seconded by Tom Phillips, MD. **Motion was tabled until the 27th moved by Ken Bowers, KS and seconded by Erin Bubb, PA. Committee indicated no opposition to table the motion.** – note, it will take a 2/3 majority of the committee to take the item up on the 27th.

1/27/21 A motion to reconsider the item was moved by Jacob and Erin seconded. Motion passed with one abstention. Discussion was held and Jacob indicated a desire to scrap this recommendation and edits to 22.4 and edit the section header. The main motion and seconded was withdrawn.

- 12) Edit to Flavor [table 87.30](#) Quebracho bark – Richard Erin Bubb, PA moved to edit table 87.30 as displayed on the screen. Brett Groves, IN seconded. **Motion passed without opposition.**

Common Name	Botanical Name of Plant Source	Limitations
Quebracho bark	Aspidosperma quebracho-blanco Schlecht, or Quebrachia lorentzii (Griseb.), or <u>Schinopsis lorentzii (Griseb.) Engl.</u>	Schinopsis lorentzii (Griseb.) Engl.

- 13) Break for 10 minutes.
- 14) Not-Defined workgroup- Common Food Index Proposal, – Kent Kitade
The workgroup was not ready to report. They are still working on procedures on moving ingredients into the index. Expect a report at the April 1 meeting.
- 15) ODI Subcommittee report - ODI table to front of OP?–Jacob Fleig, MO
Subcommittee has not met. Need to identify the fields in the table to show ODI changes. Table to appear in the front of the OP.
- 16) Any Budget requests for 7/1/21 – 6/30/22? – Chair
a. The Ingredient definitions workshop set for August 2021 needs budget lines. Numbers coming in late February.
- 17) NAMP Subcommittee report – Ashley Shaw, CVM (new member)/Casey Dyklier, CA, Al Harrison, KY
The subcommittee has not met.
- 18) MSBC update, Workgroup Membership recruitment – Chair
Austin Therrell, SC has agreed to lead the group. Workgroup members have been nominated but not yet selected. A report should be ready by 6/15/21
- 19) Discussion: 73.107 Edit Lignin Sulfonate to call out all forms? Add after the cfr citation “ Feed labels may list the appropriate specific salts “ammonium Lignin Sulfonate,” “calcium Lignin Sulfonate,” “magnesium Lignin Sulfonate,” or “sodium Lignin Sulfonate.” – Richard Ten Eyck / Kristi Smedley
Currently only calcium lignin sulfonate is listed in ODI. Should the other forms be added to ODI or should the common or usual name be “Lignin Sulfonate”.
Discussion was held and the investigator will bring back a proposal at the April IDC meeting.
Session one recessed at 5:05PM EST at this point in the agenda. 300 people were on the meeting platform today.
Session two convened virtually after significant log-in difficulties on 1/27/21 at about 11:30 EST. A quorum of 18 committee members were present online.
Several agenda items from the last session were revisited then the committee picked up the remaining agenda items below.
- 20) Review use of finished feed vs complete feed in chapter 6 of the OP. – CVM needs more time to review and should have recommendations ready in the April.
- 21) Workgroup report on sunseting (withdrawing) procedures for common or usual names in the OP. George F (lead), Maggie Faba, Leah Wilkinson, Kristi Smedley, By-Laws (Ken Bowers), David Edwards CVM, – George F. reported that the group has not met. They may be reaching out to states for examples of past actions. They will have a report in April.

- 22) Omaha Ingredient Submission workshop – Meagan Davis reported that the workgroup is working on content, speakers and delivery format. The face to face component may not happen until January 2022 in Mobile, AL. They are developing a budget template that is a better fit for online delivery. Meagan is working on a budget that should be ready for BOD review by the end of February.
- 23) Online training module for ingredient requests. – update by Sue Hays, E.D. Sue reported that two module sets are under development. One on ingredient definitions and one on feed labeling. Cost and availability are not set yet. The ingredient definitions module will be a prerequisite for the ingredient submission workshop.
- 24) Summary of Investigator Training Fall 2020 – Erin Bubb reported that AAFCO investigator 101 training was held virtually. Designed to onboard new investigators but was also a good review for current ones. Most of the content was provided by CVM staff. Most of the sessions were recorded but do not have clearance for non-regulatory distribution. There is some interest on sharing the session on historical evolution of IDC.
- 25) Discussion on making a revision to the Bagasse definition or term -- Mark LeBlanc is looking at the common name and more modern terminology. Reach out to Mark at his Purdue email address if you're interested.
- 26) Adjourned 12:40PM EST

Announcements

Next Meetings: e-meeting 11:30AM EST and April 1, 2021 Register at this link:

https://us02web.zoom.us/webinar/register/WN_dhRbJiGASieUbPeQI92ByQ

- A. New Investigators: (none)
- B. Stale Ingredients: The following are being removed from consideration as definition requests. Please submit a new request if still desired.
 - a. Yeast for Ethanol production optimized for glucoamylase. No response to 2017 letter. – Ten Eyck
 - b. Yeast for Distillers – optimized for xylose. No response to 2017 letter. –Ten Eyck
 - c. Enzymes from T. citrinoviride.-- No response to 2018 letter. – Ten Eyck
 - d. Thymol – as a flavor. No response to 2016 letter. – Ten Eyck
 - e. Beta Glucan from mushrooms. No response to 2018 letter. – Ten Eyck
 - f. Erythrocyte extract as a preservative. No response to 2016 letter. – Ten Eyck
 - g. Dried Milk Permeate. No response to 2016 letter. – Kitade
- C. Parking Lot topics:
 - a. ICG Verification workgroup – have not met-
 - b. FROM PFC (draft): Vitamin common names for pet food should be addressed by IDC independent of the PFLM project. Information from the qualitative consumer research should be provided to the IDC. Work of the IDC common vitamin name workgroup should be quantitatively consumer panel tested preferably at the same time as the PFLM changes.

Minutes approved 3/5/2021 with the following members not voting: Laura Scott, George Ferguson, Mika Alewynse, Stan Cook, Dave Phillips, Nathan Price, Kelli Younker

Ingredient Definitions Committee E-Meeting, April 1, 2021

2021 AAFCO Midyear Meeting via Webinar

April 1, 11:30 am–2:30 pm

Minutes approved by committee May 11, 2021

Video recording of the meeting is posted in the BIN at:

<https://aafco.mocaworks.com/viewasset/?eID=1905829>

Recommendation to the Board and Association Membership:

When needed, text is presented in Appendix A.

- 1) Publish a tentative definition: T73.309 Urea Formaldehyde Condensation Polymer is an amino resin that may be used in animal feeds: (a) as a pelleting aid, excluding feed for aquatic species. The free formaldehyde must not exceed 0.1 ppm in the finished pelleted feed, and (b) as an agent to reduce the solubility and fermentation of soybean meal intended for ruminant feed. It must not exceed 1% of the treated soybean meal.
- 2) Add to table 101.1: AGRN 33 Dried Methylobacterium extorquens biomass
- 3) Add to table 101.1: AGRN 34 Dried L-Threonine Fermentation Product

Board Action: To be considered in May 2021

Association Action: To be considered in August 2021

Recommendations Not Needing Further Association Review

- a) Edit header for collective terms on OP page 368 to add a sentence so that it reads: Collective terms recognize a general classification of ingredient origin, which perform a similar function, but do not imply equivalent nutritional values. When a collective term is used, individual ingredients within that group cannot be listed on the label. The control official shall be provided, upon request, the ingredients that are being used within each collective term by the manufacturer using collective terms.
The ingredient shall correspond to the descriptor and category (e.g. be made from a forage to be in the forage products collective term or be a source of protein to be in the animal protein collective term).

Referrals to Other AAFCO Committees

- A. Common Food Index Recommendation 1 The workgroup recommends that AAFCO institute a SUIP to guide the development and maintenance of an index of common foods listed by their common or usual names. (*should go to MBRC*)
- B. Common Food Index Recommendation 3 The workgroup recommends that the CFI reside on the aafco.org website and be incorporated into the Online Database of Ingredients (ODI). (*technology committee to advise placement and request bids*)
- C. Common Food Index Recommendation 4 The non-defined workgroup will provide language to IDC and SAC for the AAFCO procedures manual on how to operate the index by 8/1/2021.

Minutes IDC April 1, 2021

Committee member roll call on Google Doc was Displayed by Kent Kitade. A quorum was present. Dave Dressler & Kelli Younker were absent. The chair asked if any regulators would like to join the committee. No volunteers came forward.

Bernadette Mundo, SC was introduced as the new investigator for Fats & Oils as well as Cottonseed Products.

- 1) *Hemp Update – Falina Hutchinson, MT Stated that a definition request for Hempseed cake being fed to layers has been sent to CVM. The chair opened a discussion on how to stimulate engagement in the topic. AFIA offered that several states are advancing legislation that would allow the use of hemp in animal feed. They encouraged AAFCO to continue the messaging on the need for approval. Discussion of a round table was proposed. The round table should include information on CBD and the expansion of THC levels. University of Tennessee is hosting a Hemp meeting in

- May that Falina is speaking at. Erin Bubb floated the idea of hosting a discussion in conjunction with AFDO. Could AAFCO issue a resolution that could be shared with the Ag Commissioners? Bill Bookout offered that we may be past the point of no-return without enforcement actions taken at the state or federal level. The rhetoric needs to be backed up by action. Falina offered that MT is one of the states passing hemp feed legislation. The hanging question was what to do now? CVM stated the data gaps include potential for human food residues (meat, milk and eggs), bioavailability of the nutrients, as well as other potential safety questions for by-products from the extraction of CBD. Should AAFCO facilitate a round table discussion on the use of hemp in animal food? – audience overwhelming answered yes. Falina and Richard will pursue with direction from the BOD.
- 2) Publish a [tentative](#) definition: [T73.309 Urea Formaldehyde Condensation Polymer](#) is an amino resin that may be used in animal feeds: (a) as a pelleting aid, excluding feed for aquatic species. The free formaldehyde must not exceed 0.1 ppm in the finished pelleted feed, and (b) as an agent to reduce the solubility and fermentation of soybean meal intended for ruminant feed. It must not exceed 1% of the treated soybean meal. Tom Phillips moved, Brett Groves seconded. Motion passed. Current definition will stay in place.
 - 3) Add to table 101.1: [AGRN 33 Dried Methylobacterium extorquens biomass](#) Nathan Price, Moved, Tom Phillips seconded. Motion passed. It was noted that redaction of the GRAS notices by FDA is still taking several months. There are 2 more AGRN in the pipeline waiting on redaction.
 - 4) Add to table 101.1: [AGRN 34 Dried L-Threonine Fermentation Product](#) - Nathan Price moved, Brett Groves seconded. Motion passed.
 - 5) Not-Defined workgroup- [Common Food Index Proposal](#), – Kent Kitade. The workgroup provided a report that was accepted by the committee. Dave Phillips moved, Jacob Fleig seconded. Motion to accept passed. The report made 4 recommendations (a-d below) centered on establishing an SUIP on how to establish and operate an index of common foods. The intent is for the index to be available to all on the aafco.org website and also be included in ODI. The workgroup will create a detailed process to be included in the AAFCO procedures manual and bring that to IDC in August.
 - a. Recommendation 1 The workgroup recommends that AAFCO institute a SUIP to guide the development and maintenance of an index of common foods listed by their common or usual names. *(should go to MBRC)*
Kent Kitade Moved, Brett Groves seconded. Motion passed. George Ferguson asked if the SUIP policies are still intended to continue. Dave Phillips offered that Doug Lueders acknowledged this was an appropriate item for an SUIP.
 - b. Recommendation 2 The workgroup recommends that IDC appoint a Common Food Index (CFI) subcommittee to review and build an index of common foods.
Dave Phillips moved, Kent Kitade Seconded. Motion Passed. Chair has asked Dave Phillips, Kent Kitade, Katie Simpson and JoLynn Otero to serve. The subcommittee will begin work after annual meeting and acceptance of the SUIP and procedures. It was asked if the CFI will apply only to pet food. Common Foods are used in food for all types of animals.
 - c. Recommendation 3 The workgroup recommends that the CFI reside on the aafco.org website and be incorporated into the Online Database of Ingredients (ODI). *(technology committee to advise placement and request bids)*
Jacob Fleig moved, Dave Phillips seconded to refer to technology committee for consideration and implementation. Motion passed. Laura Scott asked if technology committee needed to wait for the SUIP to pass before starting work. It's expected that the committee coordinator would monitor this. MBRC should not be making significant changes to the proposed SUIP.
 - d. Recommendation 4 The non-defined workgroup will provide language to IDC and SAC for the AAFCO procedures manual on how to operate the index by 8/1/2021.
Jacob Fleig moved, Erin Bubb seconded. Motion passed.
Workgroup report is in appendix A.
 - 6) MSBC Workgroup Report - Austin Therrell reported that they have held 2 calls. The group has discussed establishing an SUIP, conducting a data search in the pet food industry. Some long term pet feeding trials may provide enough data for an FDA review. A workgroup report is still expected in August. Discussion was held about historical use of the ingredient in pet food and other species.
 - 7) **90.27 (NEW Table)** Pet food parenthetical [Vitamin common name table](#) -Tom Phillips displayed a revised table and led the discussion. Consumer survey indicated that some chemical vitamin names were confusing. The proposed table 90.27 lays out optional common/familiar vitamin names

for most vitamins that could be used on finished pet foods in conjunction with the ingredient names. The agreed upon names could also be added to ODI. Lots of discussion on how this would be used and if it would be mandatory. Input from several folks indicated the new format went backwards on clarity. They would prefer to have the chemical name in parenthetical. Others liked the format as displayed. Chair asked Tom to bring the table back with needed fixes at the next IDC meeting.

1PM ish ---- Brief break 5 minutes

- 8) Collective Terms Header - Jacob Fleig. Edit to section 22 (collective terms) was displayed. Ken Bowers moved, Tom Phillips seconded. Motion passed with amendment: change “should” to “shall,” “i.e.” to “e.g.” and remove last sentence.
To be added to the particular collective term, **“The product shall correspond to the descriptor and category (e.g. be made from a forage to be in the forage products collective term or be a source of protein to be in the animal protein collective term.)”**
- 9) Review use of finished feed vs complete feed in chapter 6 of the OP. Charlotte Conway reported that CVM had worked reviewed the use of these terms in both the OP and CFR. Ration and total ration are also used in definitions. Complete feed is already a defined feed term. Recommendation is to establish a feed term for “Finished Feed” and “Total Ration” to help with interpretation. This charge is passed to Kimberly Truett, Feed Term Investigator.
- 10) Workgroup report on sunseting (withdrawing) procedures for common or usual names in the OP. George Ferguson (lead), Maggie Faba, Leah Wilkinson, Kristi Smedley, By-Laws (Ken Bowers), David Edwards.
George F. reported that the workgroup has not met but he asked for clarity on the charge. This “sunseting” is when an ingredient name is needing time to expire (nomenclature change). It does not apply to the substance losing its defined status. The workgroup is also charged with making recommendations (if needed) to revising the current process to place a substance in section 99 (withdrawn).
- 11) Online training module for ingredient requests. Sue Hays played module 1.
- 12) Omaha Ingredient Submission workshop – Meagan Davis reported this will be a virtual course and ready early September 2021. Expect about 12 modules and 7 videos. It should be about a 6 hour course. Still planning a face to face at Midyear 2022 meeting for Q/A with the experts.
- 13) Adjourn 2:30 EST

Announcements

- A. Next Meetings: August 2021
- B. New Investigators: Fats & Oils; Cottonseed products -- Bernadette Mundo, SC
- C. **Stale Ingredients:** The following are being removed from consideration as definition requests. Please submit a new request if still desired.
 - a. Cricket meal, pet food– Erin Bubb
 - b. Grape Pomace, fiber – Erin Bubb
- D. Parking Lot topics:
 - a. Facilitate a round table discussion on the use of hemp in animal food.
 - b. Establish a feed term for “Finished Feed” and “Total Ration.”
 - c. ICG Verification workgroup – have not met-
 - d. NANP Subcommittee report –have not met -Ashley Shaw /Casey/AI
 - e. ODI Subcommittee report – working on getting ODI changes table in front of OP –Jacob, Kelly
 - f. **FROM PFC (draft):** *Vitamin common names for pet food should be addressed by IDC independent of the PFLM project. Information from the qualitative consumer research should be provided to the IDC. Work of the IDC common vitamin name workgroup should be quantitatively consumer panel tested preferably at the same time as the PFLM changes.*
 - g. Remove calcium Lignin Sulfonate from ODI.
 - h. Human Grade feed term edits accepted by IDC in January 2021 are being held in the BOD action table until the human grade guidelines are passed out of model bill committee.
 - i. MSBC recommendations – Annual meeting 2021

Minutes approved 5/11/21 with the following members not voting: Laura Scott, Mika Alewynse, Mark LeBlanc, Kelli Younker

Appendix A: Ingredient Definitions Committee 4/1/21 Minutes

Non-defined Ingredients Workgroup Report

March 18, 2021

Recommendations from the Non-Defined Ingredients Workgroup

1. The workgroup recommends that AAFCO institute a SUIP to guide the development and maintenance of an index of common foods listed by their common or usual names. (*should go to MBRC*)
2. The workgroup recommends that IDC appoint a Common Food Index (CFI) subcommittee to review and build an index of common foods.
3. The workgroup recommends that the CFI reside on the aafco.org website and be incorporated into the Online Database of Ingredients (ODI). (*technology committee to advise placement and request bids*)
4. The workgroup will provide language for the AAFCO procedures manual on how to operate the index by 8/1/2021.

SUIP xx: Common Food Index

Purpose:

The Common Food Index (CFI) is a repository of common foods that may be appropriate for use in animal food and are not defined by AAFCO. These common foods must align with the feed term *Common Foods* in the Feed Terms and Definitions within Chapter 6 of the AAFCO *Official Publication*.

The CFI is intended for ingredients that are considered common foods that do not require a safety assessment. The CFI is not a substitute for the AAFCO process for new feed ingredient definitions; Chapter 6 of the *Official Publication*, alone, maintains the officially recognized feed ingredient definitions.

Subcommittee:

A CFI subcommittee of four (4) AAFCO members will be appointed by the Chair of the Ingredient Definition Committee (IDC).

The subcommittee will investigate the proposed common foods alone or with assistance of experts anytime the subcommittee deems it necessary. Experts are not limited to regulatory officials or academia and may include other stakeholders with relevant knowledge. Experts shall declare any conflicts of interest as a condition of consideration of their participation.

The CFI subcommittee will provide a report of recommendations for modifications to the CFI to the IDC prior to each IDC meeting.

Indexing:

IDC must accept the CFI subcommittee report for addition to the index. IDC challenges to common foods in the subcommittee report can be accomplished with a motion to strike the item(s) in the list prior to report acceptance.

The CFI may be edited immediately upon acceptance of the IDC meeting minutes by the AAFCO Board of Directors (BOD). No further action by the BOD or membership acceptance is required.

The CFI will be maintained on the AAFCO.org website and incorporated into the Online Database of Ingredients (ODI) for reference.

Note:

Feed/food manufacturers are responsible for evaluating and documenting the safety of common foods for their intended use prior to distribution.

Add to table 101.1

AGRN (select for detailed record)	Notifier	Substance	Common or Usual Name	Intended Use	Intended Species	Date of Filing	FDA's Letter (select to view letter)
33 (PDF – 64 pages)	KnipBio Inc.	<i>Dried Methylobacterium extorquens biomass</i>	<i>Dried Methylobacterium extorquens biomass</i>	To be used as a source of protein in food for aquaculture crustacean species at a level up to 6% of the diet.	Crustacean species	Sep 20, 2019	FDA has no questions. (PDF – 4 pages)

AGRN (select for detailed record)	Notifier	Substance	Common or Usual Name	Intended Use	Intended Species	Date of Filing	FDA's Letter (select to view letter)
34 (PDF – 494 pages)	CJ Cheil-Jedang Corp.	Dried L-Threonine Fermentation Product (≥75% L-Threonine) produced by bioengineered <i>Corynebacterium glutamicum</i>	Dried L-Threonine Fermentation Product	To be used as a source of the nutrient L-threonine in food for livestock and poultry	Livestock and Poultry	Nov 26, 2019	FDA has no questions. (PDF - 4 pages)

Inspection and Sampling Committee Report

2021 AAFCO Midyear Meeting
January 19, 1:30–2:15 pm, Virtual

Committee Action Items

1. Sampling Study Proposal Review Work Group Charge: Review Proposals received to determine which candidate is the best fit to complete the study as outlined in the Request for Proposal. The group includes the following members: Miriam Johnson (ISC Liaison) – NC; Brett Groves – IN; Mark LeBlanc – LA; Steve Stewart – MN; Josh Arbaugh – WV; Louise Calderwood – AFIA
2. AITS & BITS Alignment Work Group Charge: Review current guidance document for hosting AITS & BITS and establish a consistent curriculum for future AITS seminars. The group includes the following members: Miriam Johnson (Lead) – NC; Jessica Gore – NC (POC for AITS); Brett Groves (POC for BITS) – IN; Chad Linton – WV; David Dressler – PA; Eric Brady – TN; Barb Schroeder – MN; Jamie Spencer – KS; Kevin Klommmhaus – FDA; Stephanie Adams – AFIA.
 - 2021 AITS Cadre: Jessica Gore – NC (POC for AITS); George Ferguson – NC; Eric Brady – TN; Stevie Glaspie – MI; Jamie Spencer – KS; Jordan Mancini – MN; Miriam Johnson – NC
 - 2021 BITS Cadre: Brett Groves – IN (POC for BITS); Eric Brady – TN; Steve McMurry – KY; Joe Slater – AAPFCO; Don Robinson – IN; Miriam Johnson – NC

Members Present: Miriam Johnson – NC (Committee Chair); Chad Linton – WV (Committee Vice Chair); Austin Therrell – SC (BOD Liaison); Jessica Gore – NC; Bob Church – MT; Andy Gray – MT; Brett Groves – IN; Laura Scott – CFIA; Jim True – KY; Jacob Fleig – MO; Ethan Willis – MO; Samantha Moran-Defty – CA; Jenny Combs – KY; Barb Schroeder – MN; Tim Lyons – MI; Stevie Glaspie – MI; Caroline Wilkinson – VA; Isaac Carney – FDA

Advisors Present: Maryam Yusuf – AFIA; Jan Campbell – NGFA; Chris Olinger – NGFA; Stephanie Adams – AFIA; Pat Tovey – PFI

Others Present: Sue Hays – AAFCO Executive Director; Alan Harrison – KY

Committee Report

Miriam Johnson (Committee Chair) called the meeting to order at 1:30 PM EST. 17 committee members and 5 industry liaisons were present via Zoom meeting room and associated phone line connections.

AAFCO Sampling Study – Miriam Johnson, NC

During the Annual Meeting held in Bellevue, WA in August of 2017 a work group was formed to create a Report for Proposal to conduct a sampling study. The charge of the work group was to write a Request for Proposal in which current sampling methods will be re-validated through independent peer reviewed research. The RFP (for re-validation of the AOAC $\frac{3}{4}$ inch trier sampling method) developed was approved by the Inspection and Sampling Committee and the Board of Directors. The link to the RFP was distributed to appropriate venues that could conduct the study. Proposals were received for 90 days to which 3 possible bids were received. Review group members were charged with the process of selecting a researcher for the sampling study.

Work Group Update:

Dr. Alan Harrison and Jenny Combs presented the raw data collected from the AAFCO Sampling Study that was conducted by the University of Kentucky. This study was completed as a re-validation of the AOAC $\frac{3}{4}$ inch trier sampling method, using trained program inspection staff to collect to samples. The proposal outlined samples would be obtained from 4 manufacturing facilities and 2 feedstuffs collected from each location. Due to COVID restrictions the study was amended to include samples obtained from 3 manufacturing facilities and 2-3 feedstuffs obtained from each location. In total, the inspectors collected data from 8 feeds (40 bags of a single lot code per feedstuff): mineral feed, complete layer feed, complete beef feed, Soybean Meal, complete sheep feed to include a medication, Distiller's Dried Grains, complete game bird feed, and a dog food. Each of the samples were collected according to AAFCO sampling protocols with an AOAC $\frac{3}{4}$ inch trier. The preliminary findings look great, data collection is completed, the raw data is being analyzed currently, and once the review is completed it will be presented to the committee for further discussion.

Review Group Members: Miriam Johnson – NC (ISC Liaison); Brett Groves – IN; Mark LeBlanc – LA; Steve Stewart – MN; Josh Arbaugh – WV; Louise Calderwood – AFIA

Miriam Johnson, Chair, spoke about the possibility of still completing the AAFCO Basic Inspector Training Seminar (BITS) and the Advanced Inspectors Trainings Seminar (AITS) for 2021, either face to face or virtual, which she is not sure about yet with the current pandemic situation with states' ability to travel.

AITS Seminar Review – Miriam Johnson, NC

At this time, the workgroup is still tentative to schedule a seminar for July 2021. Colorado has shown interest in hosting a face-to-face meeting for 2021, and the workgroup will follow up with them, as initial scheduling and logistics discussions have begun. The committee will continue to plan to host this meeting, but the reality of moving AITS to a virtual platform has become more apparent. In the interim all CADRE members need to make any last-minute corrections and additions to presentations and send them to Miriam Johnson. The completed materials need to be sent to the Education and Training Committee for review and feedback. Additionally, Miriam Johnson will reach out to Information and Technology Committee for more info on hosting a virtual training. As always, please contact Jessica Gore if interested in hosting future trainings.

BITS Seminar Review – Brett Groves, IN

Currently the workgroup is tentatively planning to schedule a seminar for 2021. Oklahoma has shown interest in hosting for Fall 2021 or when we can continue this training opportunity. BITS will be more difficult to host virtually with other organizations involved as part of the teaching cadre and with the second day of training consisting of a field day focused on sampling techniques in real time. Brett will check with the other associations to get their thoughts on hosting BITS virtually. Future trainings will be considered as normal unless otherwise driven by travel restrictions. The group is waiting for states to be able to return to meetings and trainings without travel restrictions. If a state would like to host a BITS training, please let Brett Groves know that you are interested.

***Post Midyear meeting update:** Discussions have occurred with key players regarding the status of AITS and BITS for 2021. From those discussions it has been agreed upon by all that we will postpone AITS and BITS until 2022. We feel the face-to-face setting is critical for inspection staff at this time and do not believe states will have the resources for AITS, or BITS, as other training needs will take precedence once we are able to start those back up.

AITS & BITS Alignment Workgroup – Miriam Johnson, NC

A workgroup was formed prior to the Midyear Meeting in Anaheim, CA in 2018. The charge of the work group is to review current guidance documents for hosting AITS and BITS and establish a consistent curriculum for future AITS seminars. Discussion during the Feed Inspector's Manual update at the Annual Meeting in Louisville, KY revealed a charge will be placed on the workgroup to find a replacement Model Bill Regulation for the GMP checklist that has been removed from the AAFCO Official Publication and Feed Inspectors Manual.

Workgroup Update:

The workgroup will continue to update the presentations and course materials for AITS based off survey results from the 2019 AITS seminar to include finding a replacement for the GMP checklist previously housed in the Official Publication.

The work group has been charged with determining if there are available materials in draft, or that have been created, that could be reviewed for help in replacing the former cGMP checklist with an Inspector Inspection Guidance Tool. The question was posed to the committee, does this committee see a need for a guidance tool to replace the previous checklist to assist state inspectors? We still have time to consider how to structure the tool, Miriam Johnson will reach back out to workgroup to evaluate the charge and determine the next steps forward. Documents have been provided by WA and CA for review. If additional documents exist that the workgroup and committee could review, those would also be appreciated.

Austin Therrell – SC, Co-Chair Feed and Feed Ingredient Manufacturing Committee, stated that the Ingredient Statement Verification Tool has been finalized. This could be a helpful tool for advanced inspection staff and could potentially be incorporated into AITS trainings. Austin will be presenting the tool to the Feed and Feed Ingredients Manufacturing Committee for vote. If this guidance is passed, the document will be sent to this committee for consideration of inclusion in the next edition of the AAFCO Feed Inspector's Manual. The committee looks forward to reviewing this document for consideration as an inspector guidance tool.

Alignment Workgroup Members: Miriam Johnson (Lead) – NC; Chad Linton – WV; Brett Groves – IN; Eric Brady – TN; Barb Schroeder – MN; Dave Dressler – PA; Jamie Spencer – KS; Stephanie Adams – AFIA; Ashlee-Rose Ferguson – WA

Virtual Training Workgroup Members: Miriam Johnson – NC; Chad Linton – WV; Brett Groves – IN; Jessica Gore – NC; Tim Lyons – MI

The request to evaluate methods for bulk tote sampling is still a topic of discussion for the committee, however at this time we will continue to keep the topic as a discussion item until further work to complete the current AOAC ¾ inch trier sampling method study has been finalized and the committee is comfortable with creating an additional sampling study proposal.

No further discussion or topics were brought to the attention of the committee and discussion points not addressed in this meeting will be further updated during the 2021 Annual Meeting. The meeting was adjourned at 2:13 PM EST.

Action Item Table

Responsible	Item	Action	Timing / Status
Work Group	AITs Guidelines & Curriculum	Update and Standardize AITs Guidelines & Curriculum; Virtual Setting Options	March 2021
Brett Groves	BITs Training	Work with host state to set up	March 2021
Work Group	Guidance for Tool Inspections	Review and send to industry for review. Make available for all to see	January 2022
Miriam Johnson/Sue Hayes	Small Meetings Grant	Apply for the trainings in the future	Per Grant Request Submission Dates
Ben Jones	Bulk Tote Sampling	Review to see if any information is available on this already, report back to committee	January 2022

Laboratory Methods and Services Committee Report

2021 AAFCO Midyear Meeting
January 21, 11:00 am–12:30 pm, Virtual

Committee Recommendations: None

Board Recommendations: None

Association Actions: None

Committee Participants

Members Present: Ametra Berry, Georgia Dept. of Agriculture; Brenda Snodgrass, AAFCO PT; Christine Belna, Ohio Dept. of Agriculture; Deepika Curole, Louisiana Dept. of Agriculture; Dominika Kondratko, Colorado Dept. of Agriculture; H. Dorota Inerowicz, Office of the Indiana State Chemist; Kristi McCallum, Colorado Dept. of Agriculture; Lei Tang, DHHS/FDA/CVM/OSC/DAF MPN4; Manisha Das, FDA/CVM/Division of Animal Feeds; Mary Koestner, Missouri Dept. of Agriculture; Michele Swarbrick, Michigan Dept. of Agriculture; Nancy Thieux, Life Member; Patty Lucas, Florida Dept. of Ag and Consumer Services; Rebecca Moseley, Alabama Dept. of Agriculture; Robin Johnson, Montana Dept. of Agriculture; Sally Flowers, Kansas Dept. of Agriculture; Victoria Watkins, Kansas Dept. of Agriculture; Sharon Webb, University of Kentucky Regulatory Services; Srinu Chigurupati, FDA / ORA / Office of Regulatory Science; Tai Ha, Nebraska Dept. of Agriculture; Tom Phillips, Maryland Dept. of Agriculture

Advisors Present: Alexis Huyghues-Desointes, JH Smuckers; Andy Crawford, Consultant; David Fairfield, National Grain and Feed Association; Ken Riter, Nestle-Purina Analytical Labs; Kyle Bennett, Neogen; Lars Reimann, Eurofins; Leo Schilling, Eurofins; Pat Tovey, Pet Food Institute; Jeff Horst, Agri-King Inc.

Committee Report

- 1) Welcome, Introductions, & Adoption of Agenda- K. McCallum & S. Webb
 - a. Meeting called to order at 11:04 am, EST
 - b. Motion to accept Agenda- Brenda Snodgrass, Oklahoma
 - c. Second- Tai Ha, Nebraska
 - d. Motion passes unanimously
- 2) Review of Committee Roster and Appointments- K. McCallum
 - a. Please email Kristina.mccallum@state.co.us with any changes
- 3) Presentation, Biomass Algae by Lieve Laurens, National Renewable Energy Laboratory
- 4) Presentation, Vitamin D Method Validation by Dr. Wei Li, Office of the Texas State Chemist
- 5) Presentation of 2020 Hazards and Contaminants Survey by Josh Arbaugh, West Virginia Department of Agriculture & Eric Brady, Tennessee Department of Agriculture – To view the summarized survey results, please go to <https://www.aafco.org/Regulatory/Committees/Laboratory-Methods-and-Services#minutes>

Summary of Survey Results:

- a. Of the toxic metals identified as a critical need, Selenium was the only analyte that many labs did not report having the capability to analyze for. Selenium was the only metal identified as a critical need without capacity amongst the toxic metals. Is this an issue of equipment in the labs or detection limits or methods? This is a question that needs to be asked of the laboratories.
- b. Speciation of toxic metals is a new and growing need from regulators that many labs do currently have capability for. Method validation work will be needed.
- c. Microbial Pathogens are a critical need, with most labs having the capability. What help can we offer labs who want to start this testing? In-lab training once COVID is not a factor?
- d. Dioxin and Pentobarbital were identified as critical needs for analysis with next to no laboratory capability. These methods will need to become "Method Needs" for the LMSC and methods will need developed and/or validated.
- e. Vitamin D toxicity and deficiency is still extremely important but few labs have the capability and/or equipment to analyze for this. This will become a "Method Needs" for the LMSC

- f. Drugs and Drug Residues are still important, but we are seeing a clear area to focus on by regulatory requesting specific drugs. Methods exist but the LMSC will need to access capability.
 - g. Pesticide Residue is of growing importance. A focused list of pesticides and associated commodities would be a logical next step. Possibly a collaboration with AAPCO.
 - h. **Next steps:** Identify equipment needs, what existing methods will require matrix extension work to include feed and feed ingredients, identify what new method development and/or validations are needed, future training opportunities and any Best Practice Guidance that need written. This will be done by development of a survey for State Agriculture Laboratories. This survey will be sent through AAFCO. The co-chairs will also ask APHL if they could send the survey to ensure all state agriculture laboratories get the survey.
 - i. Once the survey results are completed, the LMSC will:
 - i. Create Method Needs Statements for those analytes where method development is needed.
 - ii. Develop a training plan and proposal for the AAFCO BOD to review/approve to help train laboratories who may have the testing equipment for a method but lack trained staff.
 - iii. Identify existing methods and develop Best Practice Guidelines as needed.
 - j. This survey will be sent to State Agriculture Regulatory annually to be able to respond to the changes and needs of programs.
- 6) Budget Requests for July 2021-June 2022
- a. **Submit proposals to Committee Chairs by March 1, 2021**
- 7) Meeting adjourned on Thursday, January 21, 2021 at 12:31 EST.

Appendix A: Presentations

Attachments:

To view the AAFCO Method Needs 2020 Survey Results

<https://www.aafco.org/Regulatory/Committees/Laboratory-Methods-and-Services#minutes>

For a list of presentations given during this meeting, please see the AAFCO Laboratory Methods and Services committee website at the following link:

<https://www.aafco.org/Regulatory/Committees/Laboratory-Methods-and-Services#minutes>

Model Bills and Regulations Committee Report

2021 AAFCO Midyear Meeting

January 21, Virtual

Committee Recommendations: None

Board Recommendations: None

Association Actions: None

Committee Report

Model Bills and Regulations Committee Chairman Doug Lueders called the meeting to order at 12:45 p.m. on Jan. 21, 2021. He welcomed committee members, industry advisers and guests who were present. He also introduced the following new committee members: Dan King (Minnesota), who will serve as the committee's co-chair, and Sherrie Krolczyk (FDA).

Other committee members participating in the meeting were: Ametra Berry (Georgia), Ken Bowers (Kansas), Eric Brady (Tennessee), Charlotte Conway (FDA), David Dressler (Pennsylvania), George Ferguson (North Carolina), Ben Jones (Texas), Eric Nelson (FDA), Richard Ten Eyck (Oregon), Tim Tyson (FDA), and Scott Ziehr (Colorado).

Industry advisers participating were Meghan Dicks and Steve Younker (AFIA), Dave Dzanis (APPA/ACVN), Emily Helmes (ETA), Jan Campbell and David Fairfield (NGFA), and Angele Thompson and Pat Tovey (PFI).

AAFCO Executive Director Sue Hayes and AAFCO Executive Assistant Melissa Kunze also participated in the meeting.

Minutes from Previous Committee Meetings

Chairman Lueders noted that minutes from the committee's Aug. 5, 2020 virtual meeting were previously approved on Sept. 20, posted on the AAFCO website and Feed BIN, and were included in the 2021 AAFCO Mid-Year Meeting Committee Reports.

Committee Labeling Work Group Report

George Ferguson, chair of the work group established to consider potential changes to AAFCO's definition for "labeling," reported that the workgroup would make recommendations to the committee during the 2021 AAFCO annual meeting.

Old Business

Chairman Lueders noted that no old business had been carried forward from the 2020 annual meeting.

New Business

Flavors

The committee discussed language in 21 CFR 501.22 that pertains to federal label requirements associated with animal food flavors to consider whether AAFCO should address interpretation and implementation issues associated with the requirements. It was noted that Richard Ten Eyck has made available a video at <https://youtu.be/6R5rV7ckUm4> that provides an overview of 21 CFR 501.22 requirements.

Issues associated with the labeling of flavors mentioned by committee members that AAFCO potentially could address included: 1) clarifying how flavor products used in the further manufacture of an animal food are to be labeled in comparison to the label requirements for animal foods containing flavors that are received by the final consumer; and 2) facilitating a more uniform adoption by states to allow the use of the elective declaration language provided in 21 CFR 501.22(g)(2).

In response to the discussion, David Dressler moved that a work group be formed to evaluate issues associated with 21 CFR 501.22 and make recommendations on whether AAFCO should address, and, if so, which AAFCO committee should further evaluate the topic. Ken Bowers seconded the motion. The committee voted to approve.

Individuals designated by Chairman Lueders to serve on the workgroup were Dan King (chair), Bill Burkholder, Jan Campbell, Meghan Dicks, Karen Donnelly, David Dressler, Dave Dzanis, and Angele Thompson.

Other Business

Chairman Lueders noted that the AAFCO Pet Food Committee sent guidelines for products making therapeutic diet claims to the committee for review for standardization with the Model Bill. To do so, he stated the guidelines would be distributed to the committee electronically for review and potential approval by e-vote.

Adjournment

Chairman Lueders asked whether there was any other business to be considered by the committee. Given that none was identified, the committee meeting was adjourned at 1:30 p.m.

On behalf of the Model Bills and Regulations Committee, I respectfully submit this report and request acceptance of the report by the AAFCO Board of Directors and the Association membership.

Model Bills and Regulations Committee Feb. 12–Mar. 2 E-Meeting

February 12–March 2, 2021, E-Meeting

Committee Recommendations:

The Model Bills and Regulations Committee recommends the following revisions be made to the Model Bills and Regulations, and that the AAFCO Board of Directors review the proposed revisions for future consideration by the Association membership.

Guidelines for Making Therapeutic Diet Claims

AAFCO supports and recommends the following guidelines, as based on FDA CPG 690.150, for dog and cat food products that are intended for use to diagnose, cure, mitigate, treat, or prevent diseases and that are also labeled and/or marketed to provide all or most of the nutrients in support of meeting an animal's total daily nutritional requirements by serving as the pet's sole diet.

1. The product is made available to the public only through a valid veterinarian-client-patient relationship (VCPR) or through retail or internet sales to individuals purchasing the product under the direction of a veterinarian.
2. The product does not present a known safety risk when used as labeled (e.g., when a product labeled for use in dogs or cats with a particular disease would be unsafe in such animals).
3. The product *label* does not include representations that it can be used to treat or prevent disease (e.g., obesity, renal failure).
4. Distribution of labeling and other manufacturer communications that contain representations that the product is intended for treatment or prevention of disease is limited so that it is provided only to veterinary professionals.
5. Electronic resources for the dissemination of labeling information and other manufacturer communications related to the intended use of the product are secured so that they are available only to veterinary professionals.
6. The label and labeling of the product is not false or misleading in other respects (e.g., dog food labeled and promoted for the treatment of cancer with no basis for the claim).
7. The product is not marketed as an alternative to approved new animal drugs.
8. The manufacturer is registered under section 415 of the FD&C Act.
9. The product is manufactured in accordance with CGMPs applicable to animal food (see 21 CFR part 507 subpart B) and other regulations applicable to animal food manufacturing.
10. The product's labeling complies with the current AAFCO Model Regulations and all other food labeling requirements for such products (see 21 CFR part 501).
11. The product contains only ingredients that are GRAS ingredients, approved food additives, or ingredients defined in the most recent version of the *Official Publication*.

The Model Bills and Regulations Committee recommends publishing these guidelines in the AAFCO OP following the guidelines for "human grade" claims on page 157 of the 2021 AAFCO Official Publication.

Board Recommendations: None

Association Actions: None

Committee Report

Model Bills and Regulations Committee Chairman Doug Lueders called the meeting to order on Feb. 12, 2021.

Chairman Lueders had announced at the Mid-year meeting that he would convene an e-meeting to address the AAFCO Pet Food Committee submitted Guidelines for Products Making Therapeutic Diet Claims. The request had not arrived in time for review and discussion at the mid-year MBRC meeting. The Chair electronically distributed the Pet Food Committee proposal with minor editorial edits (text attached at the bottom of this document).

On February 16, 2021 Kristen Green moved to approve the Guidelines for Making Therapeutic Diet Claims as distributed and forward to the Board of Directors indicating that there was no conflict with the Model Bills and the request to publish the guidelines in the AAFCO OP following the guidelines for "human grade" claims on page 157 of the 2021 AAFCO Official Publication.

Ben Jones seconded the motion.

On February 17, 2021 Chairman Lueders opened the floor to e-discussion asking to conclude by February 28, 2021.

There were no comments received and on March 2, 2021 Chairman Lueders called for the vote indicating that voting would be open for one week or until a majority was obtained. Chairman Lueders further explained that failure to cast a vote was the same as a Nay vote and since there are 14 committee members the motion needed 8 Aye votes for the motion to pass. By 7:11 PM CST nine Aye votes were received from Ken Bowers, Dan King, Eric Brady, Kristen Green, Scott Ziehr, David Dressler, Ben Jones, George Ferguson and Tim Tyson. Chairman Lueders declared the motion carried.

Adjournment

Since the Guidelines for Making Therapeutic Diet Claims was the single item for the meeting, the announcement of a majority vote to accept the motion effectively adjourned the meeting on March 2 at 7:11 PM CST. Chairman Lueders thanked everyone for their prompt responses.

On behalf of the Model Bills and Regulations Committee, I respectfully submit this report and request acceptance of the report by the AAFCO Board of Directors.

Guidelines for Making Therapeutic Diet Claims

AAFCO supports and recommends the following guidelines, as based on FDA CPG 690.150, for dog and cat food products that are intended for use to diagnose, cure, mitigate, treat, or prevent diseases and that are also labeled and/or marketed to provide all or most of the nutrients in support of meeting an animal's total daily nutritional requirements by serving as the pet's sole diet.

12. The product is made available to the public only through a valid veterinarian-client-patient relationship (VCPR) or through retail or internet sales to individuals purchasing the product under the direction of a veterinarian.
13. The product does not present a known safety risk when used as labeled (e.g., when a product labeled for use in dogs or cats with a particular disease would be unsafe in such animals).
14. The product *label* does not include representations that it can be used to treat or prevent disease (e.g., obesity, renal failure).
15. Distribution of labeling and other manufacturer communications that contain representations that the product is intended for treatment or prevention of disease is limited so that it is provided only to veterinary professionals.
16. Electronic resources for the dissemination of labeling information and other manufacturer communications related to the intended use of the product are secured so that they are available only to veterinary professionals.
17. The label and labeling of the product is not false or misleading in other respects (e.g., dog food labeled and promoted for the treatment of cancer with no basis for the claim).
18. The product is not marketed as an alternative to approved new animal drugs.
19. The manufacturer is registered under section 415 of the FD&C Act.
20. The product is manufactured in accordance with CGMPs applicable to animal food (see 21 CFR part 507 subpart B) and other regulations applicable to animal food manufacturing.
21. The product's labeling complies with the current AAFCO Model Regulations and all other food labeling requirements for such products (see 21 CFR part 501).
22. The product contains only ingredients that are GRAS ingredients, approved food additives, or ingredients defined in the most recent version of the *Official Publication*.

Model Bills and Regulations Committee Jun. 15–22 E-Meeting

June 15–22, 2021, E-Meeting

Committee Recommendations:

The Model Bills and Regulations Committee recommends the following revisions be made to Chapter Five of the AAFCO Official Publication, and that the AAFCO Board of Directors review the proposed revisions for future consideration by the Association membership.

The Model Bills and Regulations Committee recommends publishing these guidelines in the AAFCO OP on page 240 of the 2021 AAFCO Official Publication.

Common Food Index

Purpose:

The Common Food Index (CFI) is a repository of common foods that may be appropriate for use in animal food and are not defined by AAFCO. These common foods must align with the feed term *Common Foods* in the Feed Terms and Definitions within Chapter 6 of the AAFCO *Official Publication*.

The CFI is intended for ingredients that are considered common foods that do not require a safety assessment. The CFI is not a substitute for the AAFCO process for new feed ingredient definitions; Chapter 6 of the *Official Publication*, alone, maintains the officially recognized feed ingredient definitions.

Subcommittee:

A CFI subcommittee of four (4) AAFCO members will be appointed by the Chair of the Ingredient Definition Committee (IDC).

The subcommittee will investigate the proposed common foods alone or with assistance of experts anytime the subcommittee deems it necessary. Experts are not limited to regulatory officials or academia and may include other stakeholders with relevant knowledge. Experts shall declare any conflicts of interest as a condition of consideration of their participation.

The CFI subcommittee will provide a report of recommendations for modifications to the CFI to the IDC prior to each IDC meeting.

Indexing:

IDC must accept the CFI subcommittee report for addition to the index. IDC challenges to common foods in the subcommittee report can be accomplished with a motion to strike the item(s) in the list prior to report acceptance.

The CFI may be edited immediately upon acceptance of the IDC meeting minutes by the AAFCO Board of Directors (BOD). No further action by the BOD or membership acceptance is required.

The CFI will be maintained on the AAFCO.org website and incorporated into the Online Database of Ingredients (ODI) for reference.

Note:

Feed/food manufacturers are responsible for evaluating and documenting the safety of common foods for their intended use prior to distribution.

Board Recommendations: None

Association Actions: None

Committee Report

Chairman Doug Lueders called a special e-meeting of the Model Bills and Regulations Committee the meeting to order on June 15, 2021.

Chairman Lueders stated that the MBRC had been requested to review a proposed SUIP for a Common Foods Index. The Chair electronically distributed the Ingredient Definitions Committee proposal for SUIP xx: Common Foods Index. Ken Bowers moved that at the MBRC recommend to the BOD the proposed SUIP xx: Common Foods Index as presented. (Attachment A).

Richard Ten Eyck seconded the motion.

In the following discussion the placement of the proposal as a SUIP was the primary discussion point.

George Ferguson moved to Table the Motion until the MBRC meeting in August. Eric Brady Seconded the motion. The motion to Table was defeated.

A conference call was held on June 22, 2021. Discussion was continued on the main motion. Ken Bowers and Richard Ten Eyck withdrew their motion and second. Ken Bowers moved to approve the Common Foods Index as a stand-alone guidance document and forward to the Board of Directors and request to publish the document on page 240 of the 2021 AAFCO Official Publication.

Richard Ten Eyck seconded the motion.

Chairman Lueders opened the floor for discussion. The discussion that followed was favorable for the change from the initial SUIP placement to that of a stand-alone guidance document in Chapter 5.

Chairman Lueders called for a voice vote. All voters were in favor of the motion. Chairman Lueders declared the motion carried.

Adjournment

Since the Guidelines for the Common Foods Index was the single item for the meeting, the announcement of a majority vote to accept the motion effectively approved the meeting minutes. Chairman Lueders thanked everyone for attendance on the call. The meeting adjourned on June 22 at 10:34 AM CST on June 22, 2021

On behalf of the Model Bills and Regulations Committee, I respectfully submit this report and request acceptance of the report by the AAFCO Board of Directors.

Attachment A: SUIP xx: Common Foods Index

Purpose:

The Common Food Index (CFI) is a repository of common foods that may be appropriate for use in animal food and are not defined by AAFCO. These common foods must align with the feed term *Common Foods* in the Feed Terms and Definitions within Chapter 6 of the AAFCO *Official Publication*.

The CFI is intended for ingredients that are considered common foods that do not require a safety assessment. The CFI is not a substitute for the AAFCO process for new feed ingredient definitions; Chapter 6 of the *Official Publication*, alone, maintains the officially recognized feed ingredient definitions.

Subcommittee:

A CFI subcommittee of four (4) AAFCO members will be appointed by the Chair of the Ingredient Definition Committee (IDC).

The subcommittee will investigate the proposed common foods alone or with assistance of experts anytime the subcommittee deems it necessary. Experts are not limited to regulatory officials or academia and may include other stakeholders with relevant knowledge. Experts shall declare any conflicts of interest as a condition of consideration of their participation.

The CFI subcommittee will provide a report of recommendations for modifications to the CFI to the IDC prior to each IDC meeting.

Indexing:

IDC must accept the CFI subcommittee report for addition to the index. IDC challenges to common foods in the subcommittee report can be accomplished with a motion to strike the item(s) in the list prior to report acceptance.

The CFI may be edited immediately upon acceptance of the IDC meeting minutes by the AAFCO Board of Directors (BOD). No further action by the BOD or membership acceptance is required.

The CFI will be maintained on the AAFCO.org website and incorporated into the Online Database of Ingredients (ODI) for reference.

Note:

Feed/food manufacturers are responsible for evaluating and documenting the safety of common foods for their intended use prior to distribution.

Pet Food Committee Report

2021 AAFCO Midyear Meeting
January 19, 11:30–1:30 pm, Virtual

Committee Recommendations: None

Board Recommendations: None

Association Actions: None

Committee Participants

Members Present: Lizette Beckman (CoChair, WA), Austin Therrell (SC), JoLynn Otero (NM), Katie Simpson (IN), Stan Cook (MO), James Embry (TX), Kristen Green (KY), Charlotte Conway (FDA), George Ferguson, Bill Burkholder (FDA), Srinu Chigurupati (FDA), Jennifer Gornert (NH), Kristen Hamilton (ID), Tiffany Leschishin (MN)

Advisors Present: Angelle Thompson (PFI), Dave Dzanis (APPA), Cathy Alinovi (NGPFMA), James Emerson (US Poultry), Pat Tovey (PFI), David Fairfield (NGFA), Bill Bookout (NASC), Louise Calderwood (AFIA), David Meeker (NRA), Ryan Frank (AFIA), Jean Hofve (Pet Welfare Alliance)

Others Present: Richard Ten Eyck (OR), Sue Hays (AAFCO Executive Director),

Committee Report

Meeting called to order at 11:30 am PST

Committee Minutes

Human Grade Working Group – Charlotte Conway, FDA /Liz Beckman, WA

The workgroup working on finishing the guidelines based on feedback received after the mock audit was completed and subsequent meeting conversations. The plan is to provide the guidelines sometime this spring.

PFLM Update – Liz Beckman, WA

- There was a committee meeting January 4th, 2021 to vote on the proposed reports from the 3 PFLM working groups.
- The committee voted in favor to accept the reports and open up for comment. Once the comment period is closed the work groups will convene if need be and resubmit their reports to the PFC.
- The comments and questions period is open until April 1st, with a webinar meeting scheduled for the end of March. The day and time will be on the home page of the AAFCO website with registration information.
 - Please use PFLM@aafco.org to submit comments and questions prior to the webinar if possible so if the work group needs to meet, they have time to address any issues that may come up and to provide answers at the webinar.
 - The revised language has line numbers inserted in the documents to make it easier to reference.
 - The work group reports are available on AAFCO meeting site attached to the agenda. They will also be located on the Feed BIN.
- Dr. Bill Burkholder had comments for the Nutrition Facts Box work group. He suggested they meet and work out some of the following issues before the webinar:
 - Information included is misleading to the consumer
 - Need to add total dietary fiber, total carbohydrates and sugars.
 - Request for working group to be called back to reconvene; Dr. Burkholder is available if to address his concerns.
- The *Board has given PFC the charge to form a workgroup to address the various plans the charge is as follows:
 - “BOD charge the Pet Food Committee to form a new workgroup to create model implementation recommendations for different stakeholders which may include:
 - Members who adopt the newest version of AAFCO regulations automatically
 - Members who may consider adopting the regulations in the future

- Members who do not adopt, but will need to go through full rules review
- Industry
- Consider implications for consumer outreach.”
- o Email Liz at pfc@aaafco.org if you are interested in serving on implementation workgroup.

Essential Fatty Acids Discussion - Kristen Green, KY

- Kristen wanted to get feedback from states as to whether they recognize specific fatty acids as essential by the AAFCO Dog Food Nutrient Profiles in PF4a(4).
- Dr. Burkholder- ARA is not required/essential for dogs (it is for cats)
- Several states commented that they allow it to be listed either way; with the asterisk or without.

AAFCO Talks Web Update – Katie Simpson, IN.

- Several revisions to how information is presented is being made on the new site.
- Example labels have been created that will link visuals with the written guidance/regulation to enhance understanding.
- Dr. Burkholder asked if there will be review process before example labels are posted? Yes, the work group will present updates and label examples to PFC for review and approval before the new website goes live.
- Most information will not be changing, the change is more how it is presented
- FASS worked on the sample labels; and they look great.

Therapeutic Guidelines – Liz Beckman WA

- The Therapeutic Guidelines were voted on by the Board in January and will be sent to the Model Bill and Regulations Committee.
- Louise Calderwood commented on the importance of moving the guidelines along; it's unfortunate that the delay has occurred.

Proficiency Testing Program Committee Report

2021 AAFCO Midyear Meeting
January 20, 10:30 am–12:00 pm, Virtual

Committee Recommendations: None

Board Recommendations: None

Association Actions: None

Committee Participants

Members Present: Brenda Snodgrass – PT Program (Chair/Program Manager); Louise Ogden – PT Program (Vice-chair/Quality Manager); Nancy Thiex – PT Program; Bob Kieffer – PT Program; Amy Kieffer – PT Program; Andy Crawford – PT Program, Ametra Berry – GA; Deepika Curole – LA; Michelle Swarbrick – MN; Tai Ha – NE; Quintin Muenks – MO; Patty Lucas – FL; Victoria Watkins – KS; Sharon Webb – KY; Josh Arbaugh -WV (Board Liaison); Sue Humphries- FDA (Alternate), Manisha Das – FDA (Alternate); Lei Tang- FDA

Advisors Present: Lars Reimann – AFIA; Ken Riter – PFI, Frank Sikora – Magruder; Susan Wiegert – AFIA (Alternate); Pat Tovey – PFI (Alternate)

Committee Report

Committee Activities

See Action Item Table

Sub-Committee Activities: None

Committee Minutes

1. Welcome & Call to Order – Brenda Snodgrass called the meeting to order at 10:30 AM CST. The agenda was reviewed and approved.
2. Program Leadership and Administrative Update
 - a. Josh Arbaugh has replaced George Ferguson as the Committee's Board Liaison.
 - b. ISO 17043 Accreditation Update (Ogden) – The ANAB assessment was performed virtually at the beginning of December 2020. There were no deficiencies. The Program accreditation was renewed through March 28, 2023.
 - c. Customer Surveys
 - i. Mineral Scheme and Speciation (Thiex Presentation: **Mineral Scheme and Speciation**) Participant laboratories were surveyed to determine the interest in speciation of metals, in particular Arsenic, Chromium and Selenium. The Program to include the metal species as noted in the Presentation in the 2021 Quarterly Minerals Scheme for the second round. There are no added costs to the current scheme.
3. Scheme Discussion
 - a. Program Participation Report (Crawford Presentation: **PT Participation 2020 Midyear**)
 - b. 2021 Subscription Status
 - i. Canned Pet Food Add-on Product (Snodgrass) – Pre-enrolled participants will be contacted for payment once product is delivered to Able Labs. To be sold by the case with twelve (12) 5-ounce cans per case. Expected to ship by April 1, 2021.
 - c. Discussion
 - i. Drugs and Medications are still of high interest to attendees, including:
 1. OTC and Tylosin: VFD drugs are not being added to feed at the feed mill level. Most vet drugs are delivered to the animals at the farm. The program is having issues with purchasing antibiotics in a form that can be mixed into the feed. We are supplying what is found in the market place.
 2. Methoprene – one lab expressed interest in this pesticide because the lab would like to add it to their ISO 17025 Scope of Accreditation. Only one lab has reported results for Methoprene in the past 5+ years. Without at least 6 labs reporting, PT Program is unable to provide statistical analysis for performance assessment.

3. Since many drugs are no longer blended or sold in complete rations, Program Managers will contact the Co-chairs of the Feed & Feed Ingredient Manufacturing Committee to ask if their committee can assist with a knowledgeable speaker for the next face-to-face meeting.
4. Algae Biomass as a potential Feed Ingredient: Richard Ten Eyck approached the PT Program about a partnership with NREL to produce an Algae Biomass PT. We sent out a survey to determine interest and method capabilities. Because this is not an ingredient in animal feed, we suggested that NREL present the program to the Laboratory Method and Services Committee meeting since methods need to be determined including Species (PCR) and Fatty Acids.
5. Special Budget Requests: Brenda does not have anything at this time for a line-item budget request.
6. From Virtual comments: Administration of Tylosin is now done on the farm. Ractopamine is drug (beta-2-agonist). Rabon ® (tetrachlorvinos) is a pesticide previously added to livestock feed for larvae control, similar to the way Methoprene is used.
7. Adjournment at 11:51 AM CST

Action Item Table

Responsible	Item	Action	Timing / Status
Committee Chair (Program Manager) with assistance from Statistician	Update Method Codes Lists	Update to include: Arsenite (As III) Arsenate (As V) Monomethylarsonic acid (MMA) Dimethylarsinic acid (DMA) Selenite (SeIV) Selenate (SeVI) Trivalent Chromium (Cr III) Hexavalent Chromium (Cr VI)	March 2021
Committee Chair (Program Manager) & AV WG Volunteers	Analytical Variations from Official Publication	Internal Report on AV misuse, obsolescence, and proposed replacement/guidance.	2021 Annual Meeting/Paused due to Chair availability/Resuming action in Spring of 2021
Committee Chair (Program Manager) and Vice-Chair (Program Quality Manager) & Pet Food Industry Volunteers	Canned Pet Food Add-on	Source canned pet food material (dog) for inclusion in 2020 Program Year.	Industry Volunteer has sourced materials, manufactured, and packaged product as of January 18, 2021 Shipment to Able Labs pending manufacturer's homogeneity testing Expected to ship to Able Labs in March 2021

Strategic Affairs Committee Report

2021 AAFCO Midyear Meeting
January 21, 4:00–5:00 pm, Virtual

Committee Recommendations

- **Report acceptance.**
- **Recommend:**
 - A. **Board authority regarding Committee recommendations**
Insert in Procedures Manual (August 7, 2020 version, page 23, at the end of Committee reporting, prior to Work Timelines and OP 2021 (page 96, Committee Guidelines at the end of the introduction, prior to Committee Work Timelines):
AAFCO implements its vision under the direction of the BOD through the work of committees that provide recommendations to the Association. These recommendations should align with the vision and mission of the Association, the strategic plan and follow the appropriate procedures.
 1. Committee Agendas: The Board liaison to the committee should monitor the development of the committee agenda for alignment with the Association policies and strategic plan in the Official Publication.
 2. Committee Recommendations:
 - a. If a committee recommendation is in conflict with Association By-Laws or procedures the BOD may return the recommendation to the committee pointing out the conflicting policy.
 - b. If the BOD disagrees with the committee recommendation, they must pass it to Association membership for a vote. It is appropriate to attach a “Do not pass.” recommendation to the membership. The BOD must put an explanation of their “Do not pass” recommendation in the business meeting agenda.
 3. Committees may pass recommendations among each other without BOD recommendations. (e.g. new label nutrient guarantee. Feed Labelling to Model Bill)
 - B. **Voting by Proxy**
Edit in the 2021 OP (page 99) and Procedures Manual (Aug. 7, 2020 version, page 7) as presented in Appendix 4. Changes denoted in colour/strikeout:
Voting by Proxy
AAFCO board meetings:
If a board member is unable to participate in a board meeting, but ~~still~~ would like to **cast a vote(s)**, the board member can designate another board member to ~~vote for them by~~ **serve as their proxy**. The board member must email the President and the board member ~~that will~~ **servng as their proxy for them**. The Proxy template may be used, but at minimum, the notification must include the following:
 - Board member’s name
 - The name of the proxy board member
 - The duration of the proxy.
If duration is not specified, the proxy will only be good for one meeting. This must be done prior to the beginning of the board meeting. The president will announce at the board meeting if there are any proxies being used at the meeting. This will be recorded in the minutes.Committee meetings:
If a committee member is unable to participate in a committee meeting, but ~~still wants to~~ **would like to cast a vote(s)**, the committee member can designate another committee member to ~~vote for them by~~ **serve as their proxy**.
The committee member must email the committee chair /co-chair and the committee member **servng as their proxy** ~~that will proxy for them~~. The Proxy template may be used but at minimum the notification must include the following:
 - Committee member name
 - The name of the proxy committee member
 - The duration of the proxy.

If duration is not specified, the proxy will only be good for one meeting. This must be done prior to the beginning of the committee meeting. The committee chair will announce at the beginning of the committee meeting if there are any proxies being used at the meeting. This will be recorded in the minutes.

AAFCO Proxy Voting Procedure

If a Member is unable to participate, but ~~still wants to~~ **would like to cast a vote(s)**, the Member must follow the Proxy Voting guidance. The Member may complete this Proxy Voting Form or at minimum, provide the below information in an email to the appropriate persons, as outlined in the Procedures Manual. Completion of the form and notification to the appropriate persons, authorizes the Member designated to vote on the absent Member's behalf.

The completed, signed Proxy Voting Form or an equivalent email notification can be provided to the appropriate person and received in advance or at the Meeting stipulated below in order to exercise the proxy vote.

The form conditions are shown below. It is available at: ~~website and/or~~ **Feed BIN location and/or from Association Management Firm**

Proxy Voting Form Template

Name of Member Agency

Name of Proxy Agency

I, (printed name to follow)

~~hereby designate~~ ~~hereby give my proxy to:~~ (printed name to follow)

as my proxy.

~~I authorize my~~ **This designation of proxy is effective to vote on my behalf** on any item or issue arising at: (stipulated meeting and **meeting date(s)**) ~~to follow~~

~~The proxy designation is valid for the stipulated meeting date(s).~~

Designated Meeting _____

Date(s) of Meeting _____

Signed: _____

Dated: _____

C. Make Proxy Voting Form Template (above) available as fillable pdf in Feed BIN and from FASS

Board Recommendations:

- Report accepted – add date

Association Actions:

- Report accepted – add date

Full Committee Members: Linda Morrison, Nancy Thieux, Dave Edwards, Scott Ziehr, Jennifer Godwin, Erin Bubb, Doug Lueders, Brenda Snodgrass, Ken Bowers, Chad Linton, Mark LeBlanc, Kent Kitade, Ali Kashani, Ashlee-Rose Ferguson (Board Liaison), Richard Ten Eyck (BIN Coach), Stan Cook, Vice Chairperson

(Stan - Committee Chat; Erin - Audience Chat)

By-Laws Sub-Committee: Ken Bowers, Erin Bubb, Doug Lueders, Richard Ten Eyck

Committee Advisors: Dave Fairfield, Dave Dzanis, Bob Ehart, Leah Wilkinson, Nancy K. Cook, Kristi Krafka, Julia Fidenzio

Bold indicates present.

Committee Members and Advisors were asked to confirm their representation on the Committee.

Committee Report

1. Sub-Committee: By-Laws Update (Ken)

- Accept Sub-Committee report (Appendix 1)

Motion to accept Sub-Committee report - Ken; second - Dave; Motion carries.

- a. Board authority regarding Committee recommendations for Procedures Manual and OP (Appendix 1)

- Grammar could be improved
- Suggestion to put narrative into flow chart format

Insert in Procedures Manual (August 7, 2020 version, page 23, at the end of Committee reporting, prior to Work Timelines and OP 2021 (page 96, Committee Guidelines at the end of the introduction, prior to Committee Work Timelines):

“AAFCO implements its vision through the direction of the BOD by having committees who provide recommendations to the Association. These recommendations should align with the vision and mission of the Association, the strategic plan and follow the appropriate procedures.

1. The Board liaison to the committee should monitor the development of the committee agenda for alignment with the Association policies and strategic plan in the Official Publication.
2. If a committee recommendation is in conflict with Association By-Laws or procedures the BOD may return the recommendation to the committee along with pointing out the conflicting policy.
3. If the BOD disagrees with the committee recommendation, they must pass it to membership for a vote. It is appropriate to attach a “Do not pass.” recommendation to the membership. The BOD must put an explanation of their “Do not pass” recommendation in the business meeting agenda.
4. Committees may pass recommendations between each other without BOD recommendations. (e.g. new label nutrient guarantee. Feed Labelling to Model Bill)”

Motion to accept Appendix 1 Guidance for Committee Recommendations as edited (above) during the meeting (1-4) - Stan; second - Scott; Motion carries.

Report Addendum Item 1.a. (February 4th) Additional edits to Board authority regarding Committee recommendations for the Procedures Manual and OP (Appendix 1) were received from Nancy and Stan, January 21, immediately after the meeting. The edits improve the grammar and flow but don't change substance. They were circulated to the By-Laws Subcommittee that agrees. Accordingly the modified text (below) will be substituted for the language in the Motion above:

AAFCO implements its vision ~~through~~ **under** the direction of the BOD ~~by having~~ **through the work of** committees ~~who that~~ provide recommendations to the Association. These recommendations should align with the vision and mission of the Association, the strategic plan and follow the appropriate procedures.

1. **Committee Agendas:** The Board liaison to the committee should monitor the development of the committee agenda for alignment with the Association policies and strategic plan in the Official Publication.
2. **Committee Recommendations:**
 - a. If a committee recommendation is in conflict with Association By-Laws or procedures the BOD may return the recommendation to the committee along with pointing out the conflicting policy.
 - b. If the BOD disagrees with the committee recommendation, they must pass it to **Association** membership for a vote. It is appropriate to attach a “Do not pass.” recommendation to the membership. The BOD must put an explanation of their “Do not pass” recommendation in the business meeting agenda.
3. Committees may pass recommendations ~~between~~ **among** each other without BOD recommendations. (e.g. new label nutrient guarantee. Feed Labelling to Model Bill)

Motion to substitute Appendix 1 Guidance for Committee Recommendations accepted January 21st with report addendum February 4th containing additional formatting/grammatical improvements - Dave; second - Ali; Motion carries.

- a. Clarify Board Liaison role for Procedures Manual
 - Prior reports indicate this does not require By-Laws change.
 - WG: Shannon, Erin, Ken, Scott, Sue (lead)
 - Timing: WG draft by end of March; finalize to share with committee by June; and, present in August for acceptance
 - b. Clarify Committee Coordinator Role for Procedures Manual (Appendix 2)
 - Prior reports indicate this does not require By-Laws change.
 - WG revised to include those who were committee coordinators in past: Erin (lead), Ken, Mark and Stan
 - Suggest WG consult with past committee coordinators (notably IDC vice chair)
 - Timing: WG draft by end of March; finalize to share with committee by June; and, present in August for acceptance
 2. Strategic Planning 2017-2020
 - Key progress is recorded in Attachment 1: Strategic Plan 2017-2020 updates from Midyear 2021. Edits are in bold, italic text.
 3. Strategic Planning 2021-2024 - Update
 - Activities, deliverables and responsibilities that were to be developed by the Board/Chairs at Seminar 2020 have been deferred due to COVID-19 and will be updated as soon as possible. Once done they will be presented for member acceptance.
 4. Procedures Manual
 - a. Update/clarify Secretary-Treasurer description (Appendix 3)
 - WG: Kent (lead) with support of Ashlee-Rose and Sue
 - Timing: WG draft by end of March; finalize to share with committee by June; and, present in August for acceptance
 - b. Draft template suggested for Procedures Manual changes (Appendix 3)
 - Comments to Kent by March 1 for finalization
 - Suggestion to make it a Google document for sharing/editing and password protect it
 - c. Update Finance Committee description
 - Hold / Defer to next meeting
 - d. Suggested edits to Voting by Proxy in the 2021 OP (page 99) and Procedures Manual (Aug. 7, 2020 version, page 7) (Appendix 4)
 - Reference: Strategic Affairs Record August 7, 2020 Recommendation A
 - Recommend making it a fillable pdf form
- Motion to accept Appendix 4 Voting by Proxy edits - Erin; second - Dave; Motion carries.**
5. Other Business
 - b. Budget request 2021-22
 - o Strategic Planning day budget request
 - o Estimate \$3800 (one additional day at an Annual or Midyear meeting for 13 Chairs, 6 Board (some are also Chairs) = 19 x 200 (hotel ~140 and per diem ~60)
 - c. Charge to develop a policy related to procedures for complimentary OP/Bin subscriptions
 - o WG establishment: Dave E. (lead), Richard, Sue, Kent, Doug
 - o Timing WG meeting/discussion by end of March, draft end of April, circulate and finalize with SAC by end of June, to Board in July and acceptance by members in August

Motion (Evote February 8, 2021) to accept January 21, 2021 Midyear SAC meeting report - Erin, second - Ken. Motion carries.

Action Item Table

Responsible	Item	Action	Timing / Status
By-Laws (Ken)	Board authority regarding Committee recommendations	Investigate AAFCO board actions relative to committee recommendations	Complete
By-Laws (Ken) (WG: Sue (lead) Shannon, Erin, Ken, Scott)	Clarify Board Liaison role	Provide additional detail in the Procedures Manual and OP to make the role of the Board liaison clearer respecting review of committee agendas and reports.	Draft end of March; Share with committee by June; Present in August for acceptance
By-Laws (Ken) (WG: Erin (lead), Ken, Mark, Stan)	Clarify Committee Coordinator Role	Review Procedures Manual and OP to clarify committee coordinator role and key activities with respect to the process; could include ED as process leader.	Draft end of March; Share with committee by June; Present in August for acceptance
WG: Kent (lead) Ashlee-Rose, Sue	Secretary-Treasurer description	Update/clarify Secretary-Treasurer description in Procedures Manual	Draft end of March; Share with committee by June; Present in August for acceptance
Kent	Template for Procedures Manual changes	Draft template suggested for Procedures Manual changes. SAC feedback to Kent by March 1. Finalize for SAC acceptance	March 2021
Kent	Finance Committee description	Finance Committee WG updating description; once accepted by Finance Committee it will be forwarded to SAC for Procedures Manual update	Hold
Linda	Budget request 2021-22	Strategic Planning day budget request to Finance Committee for inclusion in AAFCO budget	Complete
WG: Dave E. (lead), Richard, Sue, Kent, Doug	Complimentary OP/BIN subscriptions	Develop a policy related to procedures for complimentary OP/Bin subscriptions	Meeting/discussion by end of March; Draft end of April, Circulate and finalize with SAC by end of June; To Board in July; Acceptance by members in August

Appendix 1: By-Law Subcommittee Minutes 11/20/20: Guidance for Committee Recommendations, final 11/20/20

AAFCO implements its vision, through the direction of the BOD by having committees made up of members who provide recommendations to the Association. These recommendations should align with the vision and mission of the association, the strategic plan and follow the appropriate procedures.

1. The committee liaison should monitor the development of the committee agenda for alignment with the association policies and strategic plan in the Official Publication.
2. If a committee recommendation is in conflict with association bylaws or procedures the BOD may return the recommendation to the committee along with pointing out the conflicting policy.
3. If the BOD disagrees with the committee recommendation, they must pass it to membership for a vote. It is appropriate to attach a “Do not pass.” recommendation to the membership. The BOD must put an explanation of their “Do not pass” recommendation in the business meeting agenda.
4. Committees may pass recommendations between each other without BOD recommendations. (e.g. new label nutrient guarantee. FLC to model bill)

Minutes: Board authority regarding committee recommendations.

Attended: Ken Bowers, Richard Ten Eyck, Doug Lueders, Erin Bubb 11/20/20

It was agreed by sub-committee members that it is not appropriate for the BOD to not recommend a committee recommendation to membership without an explanation. Only if the committee recommendations do not align with procedures or the strategic plan can the BOD block the progression of the recommendation until conflicts are corrected.

Committee liaisons should be functioning on the committee as a representation of the BOD and speak for the BOD on committee matters. Liaisons must be working closely with the committee chairs to ensure the committee work is meeting the policies and strategic plan of the association. Most of the conflict can be corrected prior to the BOD receiving the committee recommendations.

Number 1: Strengthens the committee liaison responsibility with assuring the committee agenda aligns with AAFCO’s policies and strategic plan. This means the Committee Chair must provide the liaison the draft agenda prior to the agenda being published in order for the liaison to identify any discrepancies that the BOD may find objectionable.

Number 2: The BOD is within their authority and responsibility to send a committee recommendation back to committee if it violates bylaws or policy. The bylaw or procedure conflict must be provided to the committee chair for correction at the following committee meeting, if possible.

Number 3: Clarifies the responsibility of the BOD when it disagrees with a committee recommendation. If the disagreement is not based on a bylaws or procedural conflict, the committee recommendation must still go before the membership but an explanation from the BOD for its “do not pass” recommendation must be provided to the membership in the business meeting agenda.

Number 4: To expedite committee work and communications, the BOD does not need to pass recommendations between committees.

Appendix 2: By-Laws Subcommittee Working Group Suggestion to Clarify President-Elect Committee Coordinator Role

November 17, 2020

Procedures Manual

President-Elect/Committee Coordinator

Existing under General Operating Procedures:

- Serve as the committee coordinator and is vice-chair of the IDC. The President-Elect is responsible for proofreading each committee report to eliminate conflicts before the BOD meeting and presentation to the members. When clarity on a report is needed, the President-Elect informs the committee chair of the problem and requests clarification before the information is presented to the BOD. If conflicts cannot be resolved prior to the BOD meeting, the committee chair is requested to attend the BOD meeting where discrepancies will be pointed out for discussion and resolution. The President-Elect must be well enough acquainted with the background of all proposed changes, and other matters, to answer questions (e.g., reason for and need of change, problems presently being encountered, how change will help, what has happened in the past, where the committee recommendation may be in error, etc.). This is extremely important to avoid the necessity of postponing action until the next meeting because of confusion and to expedite BOD meetings.
- Organize and convene meetings of committee chairs immediately preceding and following the annual and midyear meetings to foster committee collaboration and communication.
- Remain accessible to committee chairs, investigators, regulated industry and consumer groups for assistance, directions and advice.
- NEW: Advise Committee chairs on meeting the AAFCO criteria for issues and proposed changes to be considered a committee/investigator project. Does the issue or change affect: 1) safeguarding the health of humans or animals, 2) the protection of consumer(s) and the regulated industry, 3) the structure for orderly commerce, 4) the functions of the Associations?

Appendix 3: Updating the AAFCO Procedures Manual, the Secretary-Treasurer Position

January 8, 2021

Purpose

Update the description of AAFCO Secretary-Treasurer (S-T) position described in the AAFCO Procedures Manual

Reason

Updating the description of the S-T position will remedy the overlap or conflict of duties created with the addition of the Executive Director position.

Add source of request and date

Add column for approval and date

12-14-2020 version of the AAFCO Procedures Manual	
Current/Notes	Legend
Proposed Revision	

Found under the Board of Directors heading on page 13	Keep/Revise/Remove
	Revise (Kent)
The Secretary-Treasurer may be elected to unlimited, consecutive terms to serve as the board's institutional/historical advisor	Kent

Found under the Secretary-Treasurer heading on page 17	Keep/Revise/Remove
The Secretary-Treasurer performs all the duties incident to the office. The Secretary-Treasurer serves as the custodian of the corporate records and has charge and custody of and is responsible for all funds and securities of the Association. <input type="checkbox"/> <i>“responsible for all funds and securities” seems overbearing?</i>	Revise (Kent) Language direct from By-Laws (Linda)

Standard language; ST no longer has “custody” given records are kept at FASS; can request custody of records; need to check with counsel

Alternative to responsible: ST together with ED provide “oversight”

The following are from the General Operating Procedures under the Secretary-Treasurer heading on page 17	Keep/Revise/Remove
1. Receive and refer requests for information to the appropriate officer, director, committee chair or investigator <input type="checkbox"/> <i>What type of information?</i> <input type="checkbox"/> <i>In conflict with Executive Director (ED) duties?</i>	Revise (Kent)
2. Perpetuate a trustworthy and sound rapport with the Association's BOD and members, regulated industry, consumers and other stakeholders <input type="checkbox"/> <i>Make it a more positive statement and provide a reason</i>	Revise (Kent)
3. Ensure all notices are duly given in accordance with the By-Laws provisions <input type="checkbox"/> <i>This statement may be covered by the E-D duties</i> <input type="checkbox"/> <i>Maybe with the ED</i>	Language direct from By-Laws (Linda)
4. Serve as custodian of the corporate seal	Remove (Kent) Language direct from By-Laws (Linda)
5. Oversee the maintenance of corporate records and voting member register by the AMF <input type="checkbox"/> <i>ED duty?</i>	Language direct from By-Laws (Linda)
6. Has charge and custody of and is responsible for all funds and securities of the Association as authorized by the BOD	Revise or remove? (Kent) Language direct from By-Laws (Linda)

7.	Annually prepare a proposed Association budget for approval by the BOD <i>With the ED?</i>	Revise (Kent)
8.	Oversee management of financial activities by the AMF <i>In cooperation with the ED?</i>	Revise (Kent)
9.	Perform other duties as assigned by the President or BOD	Keep

Appendix 4: Suggested Edits to Voting by Proxy [in both the OP (Committee Guidelines) and Procedures Manual (Committee Meeting Operating Procedures)]

The language was approved at the August 7, 2020 Strategic Affairs (Recommendation A). The edits below were received after the meeting for consideration (red/strikeout):

Voting by Proxy

AAFCO board meetings:

If a board member is unable to participate in a board meeting, but ~~still~~ would like to **cast a vote(s)**, the board member can designate another board member to ~~vote for them by~~ **serve as their** proxy. The board member must email the President and the board member ~~that will~~ **servng as their** proxy ~~for them~~.

The Proxy template may be used, but at minimum, the notification must include the following:

- Board member's name
- The name of the proxy board member
- The duration of the proxy.

If duration is not specified, the proxy will only be good for one meeting. This must be done prior to the beginning of the board meeting. The president will announce at the board meeting if there are any proxies being used at the meeting. This will be recorded in the minutes.

Committee meetings:

If a committee member is unable to participate in a committee meeting, but ~~still wants to~~ **would like to cast a vote(s)**, the committee member can designate another committee member to ~~vote for them by~~ **serve as their** proxy.

The committee member must email the committee chair /co-chair and the committee member **servng as their proxy** ~~that will proxy for them~~. The Proxy template may be used but at minimum the notification must include the following:

- Committee member name
- The name of the proxy committee member
- The duration of the proxy.

If duration is not specified, the proxy will only be good for one meeting. This must be done prior to the beginning of the committee meeting. The committee chair will announce at the beginning of the committee meeting if there are any proxies being used at the meeting. This will be recorded in the minutes.

AAFCO Proxy Voting Procedure

If a Member is unable to participate, but ~~still wants to~~ **would like to cast a vote(s)**, the Member must follow the Proxy Voting guidance. The Member may complete this Proxy Voting Form or at minimum, provide the below information in an email to the appropriate persons, as outlined in the Procedures Manual. Completion of the form and notification to the appropriate persons, authorizes the Member designated to vote on the absent Member's behalf.

The completed, signed Proxy Voting Form or an equivalent email notification can be provided to the appropriate person and received in advance or at the Meeting stipulated below in order to exercise the proxy vote.

The form conditions are shown below. It is available at: ~~website and/or~~ Feed BIN location and/or from Association Management Firm

Proxy Voting Form Template

Name of Member Agency

Name of Proxy Agency

I, (printed name to follow)

~~hereby designate~~ ~~hereby give my proxy to:~~ (printed name to follow)

as my proxy.

~~I authorize my~~ **This designation of proxy is effective** to vote on my behalf on any item or issue arising at: (stipulated meeting and **meeting date(s)**) ~~to follow~~

~~The proxy designation is valid for the stipulated meeting date(s):~~

Designated Meeting _____

Date(s) of Meeting _____

Signed: _____

Dated: _____

Attachment 1: Strategic Planning 2017–2020

Updated Goals 2017-2020	
Strengthen organizational infrastructure	
1	Manage and pursue revenue generating opportunities to maintain a sound financial base
2***	Pursue hiring executive support
3	Evaluate the effectiveness of the organization of AAFCO for continuous improvement
4	Provide leadership skills enhancement to develop and support AAFCO leaders
5	Optimize resource sharing opportunities
6	Enhance internal communication efficiencies and documentation within the association
Promote and enhance membership participation (internal)	
7**	Identify opportunities to increase member agency participation
8*	Develop and provide professional development and technical training opportunities in support of feed programs
9*	Enhance collaboration, communication and cooperation among regulatory agencies
10**	Communicate and document AAFCO benefits and accomplishments
Emphasize feed and food safety	
11	Continue developing member feed safety programs in alignment with FSMA and IFSS
12*	Promote and support laboratory technology, methods, quality systems and collaboration
Vitalize partnerships with external stakeholders	
13	Identify key stakeholders and working partners and common goals
14	Develop and maintain professional relationships with stakeholders and affiliated organizations
Strengthen international presence	
15	Participate in relevant international meetings as resources permit
16	Invite International attendees to association activities
17	Provide a forum for international discussions on feed safety

* Top 3 priority goals

** Adequate progress was made on the first three; Goal 7 was initially identified as a fourth goal. The Board/Chairs subsequently added goal 10 October 2018 - January 2019.

*** Board priority action completed February 2018

Top 3 Priority Goals [FSMA TF activities integrated]

Updated text: italics/bold

Group 1: Mark Leblanc, Nancy Thiex, Ken Bowers, Meagan Davis, and Dave Dressler

Outcome	Activity	Resources Needed	Timeline	Responsibility
Strategy: Emphasize feed and food safety				
Goal 12: Promote and support laboratory technology, methods, quality systems and collaboration				
12.1 ** Fund AOAC method development and validation	Review list, remove those that aren't relevant and prioritize the remainders. Identify resources to clear out analytical method needs backlog. Use existing strategy to identify method needs and prioritize them to continuously identify new needs (includes sample preparation)	Funds People	Methods needs survey completed (pathogens and vitamins top). General priority list established. Vitamin and mineral workgroup in progress. Mycotoxin methods are well established and most labs analyze with no method needs work to be done. CTC/OTC working group is validating HPLC and LCMS method. Vitamins remain as the most needed AOAC method development. Pathogens analyses are well established AOAC methods (n need here). Will require review of the methods list together with the hazard list to reprioritize. See survey summary sent by Nancy Thiex 2019.10.28. Need to identify resources to address backlog thereafter. 3-5 years to address backlog. August 2018: Sugars and fructans methods submitted for ERP at AOAC Aug. 2018; first completed Jan. 2020. Vitamin and Mineral group still in progress and have some funding requests. FDA hazard guidance published January 23, 2018 insufficient for use. Basic FDA guidance available late 2019 to Contract inspection states. Working with FFIMC (12.2) (WG: Eric, Sharon, Kristi, Josh, Jenny, Nancyy) to develop annual state survey to prioritize and select hazards to advance method development. Jan. 2021 Update: Survey sent to regulators Dec. 2020. Results presented by J. Arbaugh and E. Brady at LMSC. Identified toxic metal, microbial pathogen, toxins, vitamins, drug (medicating and residue level) and pesticides. Next steps identify gaps in labs and potential causes of capabilities (identify equipment needs, matrix extension work, new method validation, future training opportunities and best practice guidance). Results available through LMSC	LMSC with ISC support
Combined with 12.3 (below)	Identify resources to perform additional (field) sample collection studies	Funds Equipment People	6 months to identify resources 1 year to develop adequate protocols 3 years to perform additional sample collection studies	1. ISC 2. LMSC
12.2 *** FSMA TF Item 3: priority setting and method development for contaminants/hazards (Combined with	Determine the contaminants, hazards, matrix and action levels to provide guidance to LMSC to inform method development. Integrate collaboratively into current LMSC priorities	Subject matter experts Funds Equipment	Alliance decided not to develop specific hazard guidance information. FDA assumed the work and published hazard guidance January 23, 2018. Next steps: complete method needs statement for LMSC. Up to 3 years for subsequent method development and validation (dependent on whether there is existing method). Bob Waltz is lead (including LMSC representation).	FFIMC lead, EIC, ISC, IDC and LMSC

<p>activity 9.2 in FFIMC WG)</p>			<p>August 2018: WG report - FDA guidance doesn't contain a hazard specific list or action levels. Levels are critical to inform method development. Basic FDA guidance available late 2019 to Contract inspection states. Group will deliberate refocusing to identify what can be done (e.g. identify hazards from those suggested that are higher risk (toxicity/likelihood/impact) for which levels were used for regulatory action in prior incidents. Once guiding principles established, WG could transition to Sub-Committee to formally interface with LMSC to guide ongoing method needs (new or improved).</p> <p>January 2020, Lead Eric Brady formed WG (Austin, Jenny, Josh, Kristi, Sharon, Nancy) and organized call to review 2019 (Thiex) lab survey did around all methods and states needs to align understanding. Will develop another survey of states to identify most important hazards, obtain consensus on top 10 for LSMC to develop/validate methods.</p> <p>Jan. 2021 Update: Survey sent to regulators Dec. 2020. Results presented by J. Arbaugh and E. Brady at LMSC. See 12.1</p>	
<p>12.3 ** Validation of sampling methods</p>	<p>a) Perform field sampling method validation including sampling equipment and sample type. b) Establish sampling methods needs statement (Complete). Identify resources and develop adequate protocols to perform additional (field) sample collection studies.</p>	<p>Funds Equipment People Time</p>	<p>a) Activities: needs statement, RFP, contract, evaluation. Expect it will take 2 years. b) 6 months to establish sampling method needs statement. 6 months to identify resources 1 year to develop adequate protocols. 5 years to perform sampling method validation. Will flow from 1.1</p> <p>Complete June 2018: Laboratory sampling guideline. Work group established (ISC and LMSC reps) to develop RFP. August-December 2018: RFP developed and issued. Starting with bag/probe sampling and several types of feed (particle sizes), analytes (e.g. protein, fat, fiber, Ca, P, Zn) under consideration need to include high, middle and low concentration as well as residue levels; consulted with Andy to address statistical validity. Three proposals received mid 2019 and assessed. Two proposals successful; moving forward with contract with UK; second proposal exceeds budget and may not be needed if UK study suffices.</p> <p>January 2021 Update: UK Preliminary report presented. Finalizing report for formal publication expected within the year. Report available through ISC.</p>	<p>ISC with LMSC support</p>
<p>12.4 ** Collaboration between feed programs and laboratories that perform feed sample analysis</p>	<p>Encourage participation and attendance by state labs by programs and encourage communication between labs/programs. Reach out to states to encourage laboratory participation</p>	<p>Time People</p>	<p>November 2017: Letter from President (Ken) to state Directors/Commissioners. LMSC WG for outreach to states and federal laboratories that are not attending to work on increasing participation (especially AFRPS). August 2018: Ongoing effort by LMSC to develop initiatives to increase collaboration. Complete</p>	<p>AAFCO Board (President) LMSC EIC</p>

and laboratory participation in AAFCO	(letter/email) in AAFCO.			
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Group 2: Kristen* Green, Doug Lueders, Richard* Ten Eyck, Abe Brown, Stan Cook, Kelsey* Luebbe, Dave* Edwards, Erin* Bubb

Outcome	Activity	Resources Needed	Timeline	Responsibility
Strategy: Promote and enhance membership participation (internal)				
Goal 9: Enhance collaboration, communication and cooperation among regulatory agencies				
9.1 ** Share compliance letters/enforcement actions. Coordination of enforcement action.	Categorize Listserv topics to Feed BIN Being done as part of Food Shield (next item)	Administrative support Feed Bin	Archive Listserv is searchable. Categorization of active Listserv North Carolina also has a "mini" Listserv. It is informal, but has national data. Membership for regulators is vetted in order to control access. Made a component of item below.	EIC to designate lead with FASS support – Jennifer
	Share compliance letters and enforcement actions (State and Federal)	Guidance from subject matter experts	Call January 2018: Need searchable and secure IT solution; can be done fairly easily and quickly according to Food Shield IT expert. Confidential company info release could be an issue for states. August 2018: WG, Surveyed 700 members, 44 responded (6%) regarding needs. RFP developed and sent to 4 companies. Three responded with proposals. WG turnover necessitated change in members. George Ferguson, Erin Bubb and Richard Ten Eyck reviewed the 3 proposals and made recommendation to EIC. Food Shield proposal accepted and Board approved proceeding. Search features are being adjusted. Expect to be functional within 6 months. August 2019 demo stage. January 2020: Communication challenges finalizing. Expect to be complete and functional soon. January 2021 Update needed from WG - hope to have functional soon.	EIC to designate lead with FASS support
	Share Division of Animal Feed letters Being done as part of Food Shield (item above)		Made a component of item above.	EIC to designate lead and coordinate with FDA as necessary; FASS to support
	Enforcement Issues Committee can pick up topics – coordinate and enhance committee action		No action due to lack of members willing to lead. 2020: New leadership seeking additional members and developing ideas/suggestions for coordinated enforcement activities January 2021 Update: Consider developing criteria to select coordinated event and protocol to conduct event	EIC to designate lead with FASS support – Members
	Consider development of core report (similar to that of FDA (Pet Net, Animal Net) (frequency to be determined)	Listserv EIC IDC Any committee	January 2020: Other compliance reporting (see 9.1) and Pet Net/Livestock Net is available. Low value developing core report. Activity discontinued.	EIC to designate lead with FASS support

Outcome	Activity	Resources Needed	Timeline	Responsibility
9.2 *** FSMA TF part of Item 3: Enforcement strategy for contaminants/hazards (Combined with activity 12.2 in FFIMC WG)	Determine the contaminants, hazards, matrix, action levels and enforcement strategy to provide guidance to LMSC to inform method development and priority setting.		Alliance decided not to develop specific hazard guidance information. FDA has assumed the activity; work product published January 23, 2018.	FFIMC lead, EIC, ISC, IDC and LMSC
9.3 ** Enhanced use of Feed BIN	Identify activities to enhance use	Financial support	Complete January 2017 (activities detailed in Feed BIN)	CIOC
9.4 ** Coordinate with NASDA to develop a framework for state feed programs to deliver FSMA implementation	Provide data and information for NASDA grant application (AAFSCO is sub-contractor) and subject matter experts to support framework development.	AAFSCO subject matter experts	Grant application successful and SME identified. Framework developed and finalized late 2018. Will be tracked via grant reporting obligations. Complete 2018	NASDA-AAFCO-FDA FSMA Steering Committee (AAFSCO reps: Linda, Ali, Bob W., Richard)
9.5 *** FSMA TF Item 1: Align Model Bill with needed authorities to Implement FSMA	Make recommendations to align the Model Bill with needed authorities to implement FSMA		Complete January 2017	MBRC
9.6 *** FSMA TF Item 2: Transition AAFCO GMPs to FSMA GMPs and convert AAFCO Model Feed Safety Program Plan to AFRPS	a. Develop a plan for states that have adopted AAFCO's model GMPs to transition to FSMA GMPs. b. Remove Model Feed Safety Plan from OP (archive for historical reference) and use AFRPS instead		Complete August 2016	a. FFIMC with MBRC and PFC b. FFIMC with OP section editor and Feed Safety Coordinator
9.7 *** FSMA TF Item 6: Develop communication plan for AAFCO specific FSMA implementation activities (See 10.1)	a. Develop an AAFCO Communication Plan to better inform b. Develop a model communication plan for states to use for outreach to regulated parties		Framework developed (activities detailed in Feed BIN). 2017 initiated biannual newsletter. Draft plan developed February 2017 included both generic and ongoing activities. August 2018: Revising to make generic. Ongoing activities will be part of CIOC regular work. Expect to finalize for Board/member approval January 2019. January 2020: Given state of FSMA implementation, a comm plan is considered too late. FSMA specific activity discontinued. Instead, a generic comm plan will be developed as part of 10.1 (9.7 integrated within).	CIOC

Group 3: Dan Danielson, Ali Kashani, and Tim Weigner

Outcome	Activity	Resources Needed	Timeline	Responsibility
Strategy: Promote and enhance membership participation (internal) Goal 8: Develop and provide professional development and technical training opportunities in support of feed program				
8.1 ** AFRPS – draft curriculum for examples. Available training needs to meet standards	Extract all resource (training) needed to meet Standard 2 Crosswalk to IFPTI; AITS/BITS; ORAU; CVM, FEMA Identify gaps and approach land grant universities	Subject matter experts. Potential travel for non-Co-Ag contract states	Work group formed. Covers 8.1 and 8.2. Document finalized. Need mechanism to keep updated, likely via George’s group. Developed training calendar in FeedBIN and been adding to calendar. Point of contact and ongoing addition - Jeff; also seeking industry input so their training can be input. WG disbanded. Complete Spring 2018 See 8.2	ETC together with ISC
8.2 ** Directory/ listing of trainings available	Once training needs and model training plan are done (above), catalogue courses and categorize as basic and advanced	FASS support	Work group formed. Covers 8.1 and 8.2. Catalogued and categorized (per vote 8.1 above). Basic/Advanced terminology means different things for AAFCO (BITS/AITS), IFPTI and potentially individual states. Decided that categorization would also contain disclaimer allowing state discretion in courses they require for their inspectors. Complete Spring 2018: See 8.1 In FeedBIN. WG disbanded. August 2018: Not on Strategic Plan, but identified via ETC. Investigating software program that could track training of AAFCO members (Learning Management System). Considered 5 firms, including Knowledge Vault who declined. Selected 2 (Litmos and DigitalChalk (also used by NGFA)) for full demonstration. Both met all needs. DigitalChalk favoured and most price effective: \$8.4K for 500 active users. Recommendation/motion approved: move forward to Board to proceed with RFP (especially the 2 firms) to acquire a system.	ETC
8.3 ** Model training framework	Develop model document for joint inspection (OJT – on the job training) for feed. Develop model training plan. Not “developing model training plan” per follow-up conversation with Tim W., Dan D. and Ali K.	Subject matter experts. Potential travel for non-Co-Ag contract states	Work group formed. Drafted (3 part: policy overview, training plan (modified yearly for employee) and forms). ISC supplied material to ETC who drafted document. (Jim True interface as he is on both committees). August 2018: Comments back from ISC and incorporated, no additional comments - presented final model training manual to committee; audited against animal feed standards (2 and some of 3, as well as sampling and work planning). Recommend use and revisions thereafter. Document has been shared with the Committee throughout the process. Committee approved August 2018 and Board/members accepted January 2019. Complete.	ETC (George F. lead) and ISC

Outcome	Activity	Resources Needed	Timeline	Responsibility
8.4 *** FSMA TF Item 4: Develop training material not covered through Alliance work product	Verify if training material for feed ingredient manufacturing from the (FSPCA) Alliance meets the needs of inspectors and revise as needed and include in directory of training material	Subject matter experts. Potential travel for non-Co-Ag contract states	Evaluated the GMP inspection of feed manufacturers against feed ingredient manufacturers and feel the general manufacturing inspection training is adequate for both. 2018: Eric worked with Jenny FDA to review AITS. Some material was trialed at AITS, June 2019 and AITS was standardized. January 2021 Update: Training reviewed with AAFCO curriculum. AITS common elements aligns with FDA inspection approach. Complete.	FFIMC & ISC supported by ETC
8.5 *** FSMA TF Item 5: Review and revise the Feed Inspector's Manual to support FSMA implementation	Review and revise the Feed Inspector's Manual to make sure it supports FSMA implementation	Subject matter experts. Potential travel for non-Co-Ag contract states. FASS support for publication, including printing/ FeedBIN costs.	August 2019 Update: Comprehensive review by FDA and WG with FASS formatting. Approved by ISC. Complete.	ISC supported by LMSC and ETC

** Top 3 outcomes identified at May 2nd, 2016 planning session

*** FSMA TF outcomes integrated into 2017-2020 Strategic Plan

Additional 2 Priority Goals

January 19, 2019 Participants: Bob Geiger, Kristen Green, Susan Hays, Amanda Anderson, Richard Ten Eyck, Erin Bubb, Hollis Glenn, Miriam Johnson, Dave Phillips, Kent Kitade, Stan Cook, George Ferguson, Austin Therrell, Ken Bowers, Ali Kashani, Katie Simpson, Kristie McCallum (attendees contributed to both goals)

Outcome	Activity	Resources Needed	Timeline	Responsibility
<p>Strategy: Promote and enhance membership participation (internal) Goal 7: Identify opportunities to increase member agency participation - January 2021 Workplan and working groups drafted to address all of Goal 7</p>				
<p>7.1 Conduct survey of membership needs supplemented with direct communication</p>	<p>Develop survey to identify who (member and person) is not participating and why. Individuals to conduct direct communication are identified based on relationship. Develop talking points to support conversations (standard language, script, news/updates, specific asks (e.g. committee members), identify state specific needs). Group results by similar circumstances. Identify needs. Target inactive AFRPS states (talking points - how AAFCO supports AFRPS, offer CEU, offer AFRPS session at meetings). Develop recruiting strategies (What we can do for them and them for us), action plan and implement.</p>	<p>\$\$ for CEU courses, time at meetings</p>	<p>Active member list supplied by FASS for working group review. January 2021 - Survey developed and approved by Board to send out in February. Compile and review results in March.</p>	<p>Board CIOC ED CEU specific committee ETC</p>
<p>7.2 Mentoring</p>	<p>Hold new member session during meeting Follow up to encourage engagement. Regionally, active states contact inactive states with news, updates and invites. Targeted scholarships. Hold meetings in states/regions with decreased participation. Support mentorship/mentor (e.g. sub-committee) to host training/workshops</p>		<p>Develop list of target states and person responsible. Develop list of mentors to match with mentees. Talking points. Scholarship program. Mentoring engagement plan. New member session formalized 2019-20. Paired new attendees with ambassadors. January 2021 - WG postponed AAFCO 101 and mentoring due to virtual meetings. Plan to resume in February</p>	<p>CIOC Board</p>

Outcome	Activity	Resources Needed	Timeline	Responsibility
7.3 Provide events at Mid Year and Annual to inspire all member agencies to attend and participate	<p>Events established based on membership survey and ongoing intelligence gathering.</p> <p>Events should consider needs of both large and small agencies (determine what these are).</p> <p>Design events that lead to innovation and nontraditional solutions. Increase opportunities for ideas to be heard and let them know ideas are welcome.</p> <p>Develop standardized documented procedure.</p> <p>Schedule events in the middle of the meeting versus front/back of regular meeting. Increase professionalism of meetings (Committees are prepared and actively conduct work at meetings).</p> <p>Offer more education/training at meeting (identify needs, consider AFRPS/new outside groups (USDA))</p>	Speaker funding	<p>Ongoing intelligence gathering established (e.g. post meeting evaluation, outreach to states)</p> <p>Needs list developed, actioned and tracked.</p> <p>January 2021 - AAFCO 101 will be re-initiated. Surveys (CIOC Engagement Survey and Midyear Exit Survey) will allow for a clearer plan to be developed.</p>	ETC with technical support from relevant committees
7.4 Formulate and communicate positions on emerging issues (e.g., hemp, ICG) (Transferred to 10.1)				

Outcome	Activity	Resources Needed	Timeline	Responsibility
Strategy: Promote and enhance membership participation (internal) Goal 10: Communicate and document AAFCO benefits and accomplishments				
10.1 Enhance Communication tools. Integrated 10.2, 10.3, 10.4 and 10.5 Integrated 9.7	Strengthen Current Issues and Outreach Committee Develop an AAFCO Communication Plan to better inform (from 9.7). Develop relevant talking points with cohesive message, not just listing top benefits of committees (ask at seminar, ask members what they think the bullet point messages should be). Formulate and communicate positions on emerging issues (e.g., hemp, ICG). Communicate benefits of AAFCO for Lab group (e.g. AAFCO support for ISO), success and relevance of proficiency testing program. Develop and publicize resolutions to support the AAFCO feed/food safety vision and goals. Collect case studies of AAFCO's successes and how they increased feed safety (e.g. BSE regs, botanicals, proficiency testing protocol ISO certification, ingredient definitions, early development of model regulations, good samples). Identify target audience, as message will vary. Identify delivery format (handout/pamphlet, newsletters, website, FeedBIN, social media) Develop schedule to keep Website content updated. Issue shorter newsletters more frequently (monthly). Maintain electronic list of upcoming meetings. Identify communication tools to utilize (dashboard, surveys). Facebook page: start with monthly newsletter, AAFCO press releases (increased frequency), communicates big items (consider activist comments). Consider having FASS post, someone else puts together content/format and review comments (ask COSDA for help). Consider contracting social media management firm.		Summer 2020RFP issued to engage communications firm to address communications needs and comm plan. January 2021: Proposals evaluated, firm selected and 2021 contract initiated. WG established to onboard Philosophy and support contract work. Firm will support development of Comm Plan by end of 2021.	CIOC New Technology Committee? Issue specific Committee (technical input)
10.2 Newsletters 10.3 Website kept updated 10.4 FeedBIN	Shorter more frequent issuance (monthly), (?)			CIOC Board New Tech Committee?

Outcome	Activity	Resources Needed	Timeline	Responsibility
10.2 Communicate individuals accomplishments (awards, recognition) directly to their supervisors/commissioners via recognition letter	Each individual supplies names and contact information for supervisor, commissioner and other important senior managers to copy. Create a capture form that aligns with recognition /award. Capture contact information from all program employees (title, role, etc.), way for person to update and verify as well as sign up for AAFCO notices by preference. Automate process to generate thank you letter to identified key member directors/commissioners after each meeting (Annual/Midyear) that promotes key successes at meeting and thanking them for supporting program employee attendance and participation.		George Ferguson offered to provide support Consider automating letter to senior management relative to members receiving awards January 2021 - Work with FASS to capture data in Member profiles to automate process	CIOC
10.3 Promote ODI to feed label reviewers/generators	Encourage states to use to help industry buy in (e.g. require ODI report with label; promote industry use to generate labels pre-market (benefit is increased OP sales and revenue to improve AAFCO)		January 2021 - Work with Philosophy on best way to distribute	CIOC Feed Labeling Committee New Technology Committee ongoing support
10.4 How to distribute Spotlight On (Internal)	Utilize press releases/surveys Draft language for mini ListServ (Board/Kristen start) and see if picked up; if not outreach is next step).		January 2021 - Philosophy on best way to distribute	CIOC Pet Food Committee New Technology Committee

Participants:

Name	Priority voting pre-meeting	Attended May 2, 2016	AAFCO role
Mark LeBlanc	X	X	Board
Ken Bowers	X	X	Board/Chair Subc.
Richard Ten Eyck		X	Board/Chair
Ali Kashani	X	X	Board/Chair
Dan Danielson	X	X	Board/Co-Chair
Stan Cook	X	X	Board/Chair
Erin Bubb	X	X	Board
Robert Geiger			Board
Kristen Green	X	X	Board
Eric Nelson			FDA advisor
Dave Edwards		X	FDA advisor
Abe Brown		X	FDA advisor
Tim Weigner		X	FDA advisor
Tim Lyons			Chair
Meagan Davis	X	X	Chair
Dave Dressler		X	Co-Chair
Chad Linton			Co-Chair
Nancy Thiex	X	X	Co-Chair
Aaron Price	X		Co-Chair
Doug Lueders	X	X	Chair
Linda Morrison	X	X	Chair
Bob Waltz	X		Feed Safety Coord
Kelsey Luebbe		X	Co-Chair

Technology Committee Report

2021 AAFCO Midyear Meeting
January 5, 2021, 1:00–2:00 pm, Virtual

Committee Recommendations: None

Committee Participants

New FDA Committee Member (Dr. Ashley Shaw – FDA CVM)

Members present: Jacob Fleig, Jo Lynn Otero, Katie Simpson, Liz Beckman, Richard Ten Eyck, Dave Edwards, Marissa Kost, Hollis Glenn, George Ferguson, Dr. Shaw

Welcome, Introductions, and Opening Remarks

Jacob Fleig, Committee Chair

BIN/ODI Updates (5-10 min)

BIN issues? – Open discussion – Discussed issue with access to team roster etc... in new BIN and need to get that corrected so do not have to use link from old BIN to edit teams.

Issue was brought up about committee member access when BIN subscription expires and possible need for some procedure to keep access available to committee members – discussion to continue.

ODI update – Jacob Fleig – Jacob gave brief update on usage and overview of minor issues that have been submitted to ODI support email. Richard indicated that a recent OP update had broken ODI this week but issue was resolved.

BOD New Charges (30 min)

BIN Security – George Ferguson – NC

George gave summary of this new charge (below). Jacob asked George to form/lead this work group. He accepted began forming WG to include 3 members from this committee and advisors as needed from various BIN user levels. Volunteers from this committee include: Jo Lynn Otero, Liz Beckman, Marissa Kost and Richard Ten Eyck. Plan to wrap up within 3-4 months, report back to this committee before making recommendation to the BOD.

AAFCO BOD charges the Information Technology Committee with the task of working with Oca Hoeflein, Owner of Mocaworks (Feed BIN), to:

1. Modify the current user roles/permissions within Feed BIN, in order to allow for proper application access without granting unnecessary file and/or view access. When determining roles and their need, please consider the following:
 - a. Prior to determining a user roles access to an application function, system library, team or file, you must establish the necessity for a user to be able to do so.
 - b. FASS IT should act at the highest IT Admin level, under the direction of AAFCO leadership.
2. Develop procedures to address the promoting/demoting of active user accounts and the retiring/removal of expired user accounts from Feed BIN. Mocaworks may further use this document to make any necessary changes to the API utilized by FASS. Issues to consider:
 - a. Retiring Users
 - b. Users who leave state/industry positions (quit, terminated, etc.)
 - c. Deceased Users
 - d. Authorization to allow to be promoted vs Ability to Promote.
3. For each User Role, describe who the members/participants are and what type of access they have. This can be accompanied by the User Role diagram that is currently available.
4. Establish necessary training requirements for each user level.
5. Ensure that system security and integrity are not compromised.

Prior to implementation of this revised structure, the Information Technology Committee must first present the recommended strategy to the AAFCO BOD for approval.

Chapter 6 – Hollis Glenn – CO

At the request of Jacob, Hollis agreed to lead and form work group to address new charge (below) from BOD regarding making chapter 6 available to the public. Hollis presented charge to the committee, and discussed the indicated he would like 4 volunteers from this committee. Jacob volunteered and asked for additional members. Additional volunteers include Katie Simpson, Richard Ten Eyck, and Ashley Shaw.

BOD charges the Technology Committee to create a Workgroup to assess the viability, cost and potential risks associated with: Developing a publicly available website to share Chapter Six (Feed Terms and Ingredient Definitions) of the AAFCO Official Publication, freely to the public.

Since the advent of the digital age, AAFCO has struggled with the concept of making the OP available to the public, free of charge. With legitimate concerns of how to replace the revenue that this resource provides for AAFCO, the idea of making this information available for free continues to be tabled.

Revenue generation is a necessary function of AAFCO, just as it is for any association, business or home, and as such, this issue should not be taken lightly. It is my belief that there may very well exist, an opportunity for AAFCO to both maintain their revenue generation and provide this data to the public at no cost.

While this proposal makes several assumptions, the next steps would provide for the discovery of what is truly possible and would provide the BOD a much clearer view of its potential. I would also ask that the BOD provide guidance to the workgroup that it includes at least one representative from each impacted committee (e.g. Feed Labeling, Pet Food Committee, IDC). In order to guide the initial discussion, I have provided a list of perceived advantages as well as initial thoughts on revenue concerns below.

Advantages: The information is now easily available to all manufacturers, thus making conversations with regulators (label reviewers) much more productive.

No more complaints that it's not available free of charge.

Allows AAFCO the opportunity to convert the Chapter from a text document into a Database of information. This will allow for significant advances in things such as updates, tracking, ODI, etc.

A database format allows for workflows to be developed and implemented in the Ingredient Definition Submission process. This will allow for smoother transitions between Investigators and allow members to track the progress and read any information that is unrestricted/available for review.

Revenue Concerns: Incorporate an Ad Revenue API, such as the ones offered by Google (AdSense), to generate ad revenue. This will not be a windfall but may provide some assistance.

Anticipate that the sale of printed books will only decrease slightly, if at all.

Conversion to a Database structure will allow for greater functionality within the paid version (Feed BIN) and should drive increased purchases. Think enhanced programs such as ODI. AAFCO must then use this opportunity to transition viewers into subscribers.

New Business (5 min)

Alstar – Update – Jacob gave brief update in Alstar project and encouraged members of this committee to participate in Alstar presentation at mid-year meeting for more information

USAPlants/SAFHER – Update – Jacob gave a brief update project including new USAPlants User Forum and encouraged members who use USAPlants to sign up on forum as well as participate in presentation by AFDO at mid-year meeting.

Adjourn:

Adjourned by Jacob @ 2:06pm

Action Item Table

Responsible	Item	Action	Timing / Status
George Ferguson	BIN Security WG	Form and meet with WG to address charge. Report back to committee	3 months/in progress
Hollis Glenn	Chapter 6 – Public Website	Form and meet with WG to address charge. Report back to committee	3 Months/ in progress
Jacob	BIN Projects	Update both BIN projects roster	ASAP/complete
Jacob	Next ITC Meeting	Schedule next meeting	March/