Association of American Feed Control Officials

2022 AAFCO Annual Meeting
Committee Reports

August 4–6, 2022
Hilton St. Louis at the Ballpark
St. Louis, Missouri

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Association Business Meeting Minutes

2022 AAFCO Midyear Meeting
January 18, 8:30–10:00 am, Mobile, Alabama

Agenda

1) **Convene Business Session of the Association**—George Ferguson, President
    1) Welcome and Opening Remarks
    2) Announcement of new life members
        - Ali Kashani, WA
        - Mika Alewynse, FDA
    3) Presentation of awards
        - Distinguished Service Award – Jennifer Combs, for chairing the CIOC and leading the development of the communications plan, including the logo design and facilitating much improved communications. Your leadership and excellent work results have greatly benefited AAFCO and its members.
        - Distinguished Service Award – Heather Bartley, for co-chairing the EIC, starting up the Hemp Work Group and leading the development of the hemp position paper. Also, for leading the Seminar planning committee and facilitating the transition to a virtual format in 2021. Your leadership and excellent work results have greatly benefited AAFCO and its members.
        - Certificate of Appreciation – Austin Therrell, Dr. Larry Thompson, DVM, PhD, DABVT, Dr. Dave Dzanis, DVM, PhD, DACVM and Dr. Jim LaMarta, PhD, CFS, for their contributions and subject matter expertise on the MSBC Working Group for the Ingredient Definition Committee.
        - Certificate of Appreciation – Hunter Buffington, for her leadership at the Hemp Feed Coalition and her continued collaboration with AAFCO and the hemp industry.
        - Certificate of Appreciation – Melissa Kunze, for her outstanding contributions and assistance to the AAFCO Board of Directors, Executive Director and membership.
2) **Acceptance of committee reports from:** Current Issues and Outreach, Education and Training, Feed and Feed Ingredient Manufacturing, Feed Labeling, Ingredient Definitions, Ingredient Definitions eMeeting 10/28/2021, Laboratory Methods & Services, Model Bills and Regulations, Pet Food, Proficiency Testing Program, Strategic Affairs – Austin Therrell, President-Elect (Reports are published on the AAFCO website on the Midyear Meeting 2022 page, right side, under the heading "Committee Reports.")
    Austin Therrell moves to accept committee reports, Scott Absher Seconds. Motion Carries.
3) **Acceptance of Committee Recommendations—Austin Therrell, President-Elect**
    Ingredient Definitions Committee
    1) **Publish a tentative definition: T12.8 Barley Protein Concentrate** and withdraw 12.6 Barley Distillers Protein Concentrate if T12.8 is accepted by Association Membership.
        T12.8 Barley Protein Concentrate is the dried protein fraction of barley prepared by enzymatic hydrolysis of starch, beta glucans, and fiber. The ingredient is prepared from barley that is dehulled or of a hulless variety. It must not contain less than 60% crude protein on a dry matter basis. The finished ingredient should not contain more than 10% moisture. It is to be used in the feed of fish as a source of protein. (proposed 2022)
        Board Recommends Acceptance. Austin Therrell moves, Robert Tolton Seconds, Motion Carries.
    2) **Publish a tentative definition: T33.29(A) Black Soldier Fly Larvae Oil** (T33.29 to remain in place)
        T33.29(A) 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, finfish feed, and adult dog food, 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" (proposed, xxx; amended xxx)
Board Recommends Acceptance. Austin Therrell moves, Ben Jones Seconds, Motion Carries.

3) **Add to table 101.1: AGRN 36 Marine Microalgae Oil (for dogs)**

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)
36 Part 1 (PDF, 1,023 pages) Part 2 (PDF, 1,023 pages)	Veramaris USA LLC	Marine microalgae oil from Schizochytrium sp.	Marine Microalgae Oil	To be used as a source of long chain polyunsaturated fatty acids (PUFAs), docoahexanoic acid (DHA) and eicosapentaenoic acid (EPA) in canned and dry/extruded dog foods	dogs	1/2/20	FDA has no questions. (PDF, 4 pages)

Board Recommends Acceptance. Austin Therrell moves, Josh Arbaugh Seconds, Motion Carries.

4) Add to table 101.1: AGRN 37 Marine Microalgae Oil (for cats)

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)
37 Part 1 (PDF, 400 pages) Part 2 (PDF, 585 pages)	Veramaris USA LLC	Marine microalgae oil from *Schizochytrium* sp.	Marine Microalgae Oil	To be used as a source of long chain polyunsaturated fatty acids (PUFAs), docoahexanoic acid (DHA) and eicosapentaenoic acid (EPA) in canned and dry/extruded cat foods	cats	6/29/20	FDA has no questions. (PDF, 4 pages)

Board Recommends Acceptance. Austin Therrell moves, Stan Cook Seconds, Motion Carries.

5) **Publish a new table 90.27 concerning vitamin names in ingredient statements on finished pet foods. Insert at 2021 OP Rev. 1, page 508 after table 90.26 footnotes. Table 90.27 Vitamin Ingredient Nomenclature for Labeling of Finished Pet Foods.**

The names in the Label Listing column may be used to represent the vitamins in the right-hand column in finished foods and treats for dogs and cats. This table is intended to aid in the labelling of pet foods and provide more familiar names for vitamins for consumers. This table is not intended to list all available vitamins for use in pet food. In all cases the ingredient definition should be reviewed to ensure that it is appropriate for the intended use.

Label Listing	**AAFCO Ingredient Definition or 21 CFR listing**
Vitamin A (Vitamin A Acetate)	90.25 Vitamin A Acetate
Vitamin A (Vitamin A Palmitate)	90.25 Vitamin A Palmitate
Vitamin A (Vitamin A Propionate)	90.25 Vitamin A Propionate
Vitamin B1 (Thiamine Hydrochloride)	90.25 Thiamine Hydrochloride
Vitamin B1 (Thiamine Mononitrate)	90.25 Thiamine Mononitrate
Vitamin B2 (Riboflavin)	90.25 Riboflavin
Vitamin B2 (Riboflavin-5-phosphate)	21 CFR 582.5697 Riboflavin-5-phosphate
Vitamin B3 (Niacin)	90.25 Niacin; nicotinic acid
Vitamin B3 (Niacinamide)	90.25 Niacinamide; nicotinamide
Choline (Choline Pantothenate)	90.25 Choline Pantothenate
Choline (Choline Chloride)	90.25 Choline Chloride
Choline (Choline Bitartrate)	90.26 Choline Bitartrate
Vitamin B5 (Calcium Pantothenate)	90.25 Calcium Pantothenate
Vitamin B5 (Choline Pantothenate)	90.25 Choline Pantothenate
Vitamin B5 (D-Pantothenyl Alcohol)	21 CFR 582.5580 D-Pantothenyl Alcohol
Vitamin B5 (Sodium Pantothenate)	21 CFR 582.5772 Sodium Pantothenate
Vitamin B6 (Pyridoxine Hydrochloride)	90.25 Pyridoxine Hydrochloride
Vitamin B7 (Biotin)	90.25 Biotin
Vitamin B9 (Folic Acid)	90.25 Folic Acid
Vitamin C (Ascorbic Acid)	90.25 Ascorbic Acid
Vitamin C (L-Ascorbyl-2-polyphosphate)	90.25 L-Ascorbyl-2-polyphosphate
Vitamin C (Calcium Ascorbate)*	90.25 Calcium Ascorbate
Vitamin C (Calcium L-Ascorbyl-2- Monophosphate)	90.25 Calcium L-ascorbyl-2-monophosphate
Vitamin C (Erythorbic Acid)	90.25 Erythorbic Acid (Iso ascorbic acid)
Vitamin D2 (Ergocalciferol)	21 CFR 582.5950 Vitamin D2
Vitamin D3 (Cholecalciferol)	21 CFR 582.5953 Vitamin D3
Vitamin E (α-Tocopherol Acetate)	90.25 a-tocopherol acetate
Vitamin E (Tocopherols)	90.25 Tocopherol (a-tocopherol)

Notes: * Vitamin C activity in dry feeds of < 13% moisture only.

Board Recommends Acceptance. Austin Therrell moves, Landen Kidd Seconds, Motion Carries.

6) Make the following changes in ODI and publish the changes for record in the Official **Publication, starting on page iii (tentative changes do not go into ODI) ****

ODI Action	Name	Reference	Comments
Delete Ingredient Name Delete Reference	Barley Distillers Protein Concentrate	12.6	Business meeting xx/xx/xxxx
Add Ingredient name //add reference	Marine Microalgae Oil	Table 101.1	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Vitamin A (Vitamin A Acetate)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Vitamin A (Vitamin A Palmitate)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Vitamin A (Vitamin A Propionate)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Vitamin B_1 (Thiamine Hydrochloride)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Vitamin B_1 (Thiamine Mononitrate)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Vitamin B_2 (Riboflavin)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Vitamin B_2 (Riboflavin-5-phosphate)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Vitamin B_3 (Niacin)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Vitamin B_3 (Niacinamide)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Choline (Choline Pantothenate)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Choline (Choline Chloride)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Choline (Choline Bitartrate)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient ~~name // add reference~~	~~Choline (Ferric Choline Citrate)~~	~~Table 90.27~~	~~Business meeting xx/xx/xxxx~~

ODI Action	Name	Reference	Comments
Add Ingredient name // add reference	Vitamin B_5 (Calcium Pantothenate)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Vitamin B_5 (Choline Pantothenate)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Vitamin B_5 (D-Pantothenyl Alcohol)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Vitamin B_5 (Sodium Pantothenate)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Vitamin B_6 (Pyridoxine Hydrochloride)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Vitamin B_7 (Biotin)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Vitamin B_9 (Folic Acid)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Vitamin C (Ascorbic Acid)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Vitamin C (L-Ascorbyl-2-polyphosphate)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Vitamin C (Calcium Ascorbate)*	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Vitamin C (Calcium L-Ascorbyl-2-Monophosphate)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Vitamin C (Erythorbic Acid)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Vitamin D_2 (Ergocalciferol)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Vitamin D_3 (Cholecalciferol)	Table 90.27	Business meeting xx/xx/xxxx

ODI Action	Name	Reference	Comments
Add Ingredient name // add reference	Vitamin E (α-Tocopherol Acetate)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Vitamin E (Tocopherols)	Table 90.27	Business meeting xx/xx/xxxx

In advance of the vote, President-Elect, Austin Therrell, notified the voting members that Choline (Ferric Choline Citrate) was inadvertently added to the table and was not to be considered as part of the vote.

Board Recommends Acceptance. Austin Therrell moves, Scott Absher Seconds. Motion Carries.

Ingredient Definitions 10/28/21 eMeeting

1) Move T73.430(A) L-Lactic Acid from tentative to official, Set up new subsection "Sequestrants (73.426- 449)" in the Official Publication.
~~Tentative~~ Sequestrants (73.426- 449)
~~T~~73.430(~~A~~) L-Lactic Acid a sequestrant with a minimum content of 97% L-lactic acid on a dry matter basis 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. (Proposed 2021 rev. 1)
Board Recommends Acceptance. Austin Therrell moves, Josh Arbaugh Seconds, Motion Carries.
2) Publish the MSBC document at the end of OP chapter 5.
Copies of the Recommendations for use of Menadione Sodium Bisulfite Complex (MSBC) in Animal Feed document are available for viewing on the aafco.org website located under the Ingredient Definitions Committee's Forms and Information section:
https://www.aafco.org/Portals/0/SiteContent/Regulatory/Committees/Ingredient-Definitions/Recommendations_for_Use_of_Menadione_Sodium_Bisulfite_Complex_(MSB)_in_Animal_Feed.pdf
Board Recommends Acceptance. Austin Therrell moves, Eric Brady Seconds, Motion Carries.
3) Make the following changes in ODI: (tentative changes do not go into ODI) **

ODI Action	Name	Reference	Comments
Add Ingredient name // add reference	L-Lactic Acid	73.430	Business meeting xx/xx/xxxx

***ODI updating—in order to add transparency of the impact of committee decisions on the Online Database of Ingredients (ODI) label validation tool, the committee recommendations will include a table of the anticipated changes to ODI to reflect changes to common or usual names and/or references in the OP. It is anticipated this table will also appear in the front of the OP with the dates of adoption by the Association Membership. OP section editors are responsible for the accuracy of the ODI updates.*

Board Recommends Acceptance. Austin Therrell moves, Ben Jones Seconds, Motion Carries.

Strategic Affairs Committee

1) Board Liaison role, Procedures Manual, page 13, delete bullet:
- Appoint BOD members as liaisons on each committee and to external associations (e.g., NASDA, AFDO) to serve as special representatives of the BOD. Liaisons assist the BOD in keeping track of issues in other organizations and provide opportunities for exchange of information between AAFCO and related organizations. Liaisons speak to AAFCO policy issues when called upon to represent national issues. They are obligated to check with the

BOD to ensure messaging reflects current BOD direction. Liaisons also provide a continuous point of contact as they serve for several years and are not changed annually.

After the General Operating Procedures bullets and before the last paragraph describing Tables 1 and 2, insert:

The BOD has the authority to appoint members as liaisons to AAFCO committees and external associations (e.g., NASDA, AFDO). The purpose of these liaisons is to represent the BOD and serve as a conduit for communication and representation between the two groups. Board members will be appointed as liaisons to specific committees, whereas the BOD may appoint any AAFCO member to serve as a liaison with an external association. Expectations for these liaisons (in either role) are detailed below:

- BOD liaison to an AAFCO Committee
  - Communicate directives from the BOD to the committee.
  - Serve as special representative of the BOD.
  - Assist the BOD in keeping track of committee issues.
  - Speak to AAFCO policy issues.
  - Ensure messaging reflects current BOD direction.
  - Provide a continuous point of contact.
  - Review and contribute to committee agenda.
  - Assist Committee Chair to ensure the minutes capture the committee intent, actions, and recommendations accurately.
- AAFCO/BOD liaison to an external association:
  - In addition to the list above, the primary role of the external liaison is to ensure clear communications between the two organizations by serving as the contact point.
  - Ensure the Board understands the other organization.
  - Represents AAFCO and AAFCO mission to that organization.
  - Monitor the business and activities of the external organization and provide regular reports and updates to the BOD on any items of note.
  - Identify issues that arise between external group and AAFCO.

Board Recommends Acceptance. Austin Therrell moves, Scott Absher Seconds, Motion Carries.

2) **President-Elect Role and Duties, Procedures Manual, Page 16-17 substitute existing section with:**

President-Elect

The President-Elect must be knowledgeable on key issues of the association. The role of the President-Elect is both supportive and strategic. The broad range of duties of the President-Elect are designed to familiarize the upcoming President with committee business, strategic affairs and association leadership to help the President-Elect be an effective association President.

The President-Elect performs the duties of the President in the absence of the President or in the event of the President's inability or refusal to act. When so acting, the President-Elect shall have all the powers of and be subject to all the restrictions upon the President.

The President-Elect serves as a member of the BOD and performs such other duties as may be assigned by the President or BOD. The person in this position normally does not serve as a committee or task force chair.

General Operating Procedures:

- Serve as the committee coordinator. The President-Elect is responsible for ensuring each committee report is complete and accurate. The Committee Coordinator should assist the committee chair to identify any conflicts before the BOD meetings. 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 proposed changes, and other matters, to facilitate questions and answers with the committee chair. (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. Other duties of Committee Coordinator:

1. Coordinate with Executive Director, Executive Assistant and Committee Liaisons to advise Committee Chairs on meeting the AAFCO timelines for their meeting agendas, meeting minutes and other responsibilities.
2. Convene meetings of Committee Chairs immediately preceding and following the Annual and Midyear meetings to foster committee collaboration and communication with the BOD.
3. Remain accessible to committee chairs, regulated industry and consumer groups for assistance, directions and advice.

- Serve as Vice-Chair to the Ingredient Definition Committee.
- Serve as member of the Finance Committee.
- Serve as member of the Executive Committee.
- Initiate BOD recommendations to the membership at Annual and Midyear Business Meetings

Board Recommends Acceptance. Austin Therrell moves, Josh Arbaugh Seconds. Motion Carries.

3) Create a fillable format for the template to make changes to the Procedures Manual. Make it available on the website and in the Feed BIN. Include a link to the template in the Administrative Procedures and Policies section of the Procedures Manual.
Board Recommends Acceptance. Austin Therrell moves, Eric Brady Seconds, Motion Carries.

4) Finance Committee description, Procedures Manual, page 33 substitute existing section with:

Purpose

Oversees financial planning to provide strategic advice, financial stability and support to the BOD. The committee maintains familiarity with the revenue, expense, and investments elements of AAFCO to assist the Secretary-Treasurer in managing and meeting strategic objectives and to assure management strategies that support AAFCO's long-term financial sustainability.

Membership

Members should be those who have served in executive level AAFCO positions or persons who by right of employment in their professions have relevant finance and money management experience and are familiar with the fiscal policy and philosophy of the organization. The Secretary-Treasurer will serve as the Chairperson. The committee should consist of no less than five members, including the Board members. Committee members should include:

- The current President
- The President-Elect and at least one other Board member
- At least 2 Past Presidents
- Leadership representing the major revenue generating AAFCO programs; (e.g. Proficiency Testing Program, Official Publication management, meetings and trainings); and,
- Leadership from the Strategic Affairs Committee (SAC)

General Operating Procedures

The Finance Committee:

- Shall provide support to the Secretary-Treasurer and to the BOD in developing fiscal scenarios to attain strategic goals, and provide management options for the BOD.
- Works with other committees or persons to gather data for fiscal analyses related to strategic goals under consideration.
- Reviews and recommends adoption of strategies related to AAFCO finances to the BOD by the Secretary-Treasurer.
- Reviews investment policy strategies periodically and makes recommendations to the BOD for updates.

- Prepares the annual budget, with support from the Executive Director, for review and approval by the BOD.
- Gathers and supplies year-end reporting for the BOD.
- Makes arrangements for audits of AAFCO finances and responds to questions but should not participate as auditors.

Board Recommends Acceptance. Austin Therrell moves, Jamie Good Seconds, Motion Carries.

This concludes committee and board recommendations needing membership approval.

5) Credential Report: FASS

Number of voting members represented: 33
Number of states in attendance: 45
Number of countries: 6 (including USA)
Number of FDA representatives: 76
Number of life members: 6
Total meeting attendance: 427 (139 in person/288 virtual)

Current Issues and Outreach Committee Report

2022 AAFCO Midyear Meeting
January 18, 10:30–11:45 am, Mobile, Alabama

Committee Recommendations: None

Board Recommendations: None

Association Recommendations: None

Committee Participants

Members Present: Jennifer Combs (KY) (Co-Chair), Kristen Green (KY), Jacob Fleig (MO), Eric Brady (TN), Bethany Henderson (TN), Hollis Glenn (CO), Bernadette Mundo (SC), Sharon Webb (KY)
VIRTUAL: Jo Lynn Otero (NM) (Co-Chair) virtual, Michael Dutcher (FDA), Wendy Powell (MI), Austin Therrell (SC), Kent Kitade (Life Member), Tim Lyons (MI)
Advisors Present: David Fairfield (NGFA), Tim Law (NARA), Louise Calderwood (AFIA), Steve Younker (AFIA), Roger Hoestenbach (APPA)

Committee Report

The meeting started at 10:30 AM with the welcoming/opening remarks by Co-chair Jennifer Combs. Jenny introduced Tera Keatts and Jennifer Lester from Philosophy Communication. They presented on the work that Philosophy communication is completing with AAFCO to provide tactical communication strategy support, logo, branding, mission and vision alignment assistance.
Jenny provided updates on the workgroup formation, recognizing the participants who all represent committees within AAFCO, and the current work. An AAFCO 101 update was given that included an overview of the new format implemented at the 2022 Midyear meeting and future plans for the program. Results of the Engagement survey were discussed and the committee will be re-addressing these in the next few months. Outreach documentation for AAFCO is being developed based on AFRPS standard 7 and the draft forms are being moved forward into editing. These outreach forms will contain event applications with justifications and associated costs, event evaluation form with effectiveness scoring, with both feeding into a database and recorded on an activities list.
Jenny closed the committee meeting requesting any volunteers or additional comments, there were none.
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
Work Group	Outreach & Mentoring	Redesign AAFCO 101 as a new member session during the meetings	Completed
Work Group	Outreach & Mentoring	Create a mentoring engagement plan with implementation tracking and reporting	Ongoing
Workgroup	CIOC/Philosophy Workgroup	Reviewing, editing, and recommending actions on publication materials, information requests, and/or article requests.	Ongoing

Education and Training Committee Report

2022 AAFCO Midyear Meeting
January 20, 8:00–9:00 am, Mobile, Alabama

Committee Recommendations: None

Board Recommendations: None

Association Recommendations: None

Committee Participants

Members Present: Marissa Kost – NC, Chris Berg – IA, David Dressler – PA, George Ferguson – NC, Jacob Fleig – MO, Jennifer Godwin – FDA, Kristen Green – KY, Kimberly Hull – FDA, Darrell Johnson – KY, Kent Kitade, Kevin Klommhaus – FDA, Tim Lyons – MI, Rick Manthei – MN, Samantha Moran-Defty – CA, Shaness Thomas – FL, Jim True – KY, Jim True – KY
Advisors Present: Amanda Anderson – PFI, Shaun Anderson – AFIA, Matt Frederking – NGFA, Scott Ringger – AFIA, Patrick Tovey – PFI
Others Present: Scott Ziehr – CO, Meagan Davis – ToxStrategies

Committee Report

Marissa Kost (Committee Chair) called the meeting to order at 2:15 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 (Amanda Anderson, PFI & Chris Berg, IA).

Welcome, Introductions & Opening Remarks

- Marissa Kost, Committee Chair
  - Outgoing Members: Heather Bartley (WI), Stan Cook (MO), Darlene Krieger (FDA)
  - Incoming Members: Bethany McAnulty (TN) – post Midyear

Workgroup Updates

- Leadership Training – Marissa Kost, NC
  - Darlene Krieger, Chair of WG, will need to be replaced. WG will re-group to appoint a new chair and work on final tasks. Still need to complete a feedback form as well as touch base with LinkedIn with last conversation with Darlene. Anticipate finishing before Annual and give final update during that meeting.
- Training Endorsement Policy & Tables – Marissa Kost, NC
  - WG has reviewed the Training Endorsement Policy with approval; no changes need to be made. WG is still working on Budget Template for online training requests. Anticipate finishing before Annual and give final update during that meeting.

Feed Administrator's Seminar (FAS) Sub-Committee Update

- Scott Ziehr, CO (Sub-Committee Member) gave an update for FAS. Will be held in Estes Park, CO on May 15-19. Full agenda such as noxious weed seeds in feed, ASF and biosecurity. Guest speaker will be Dr. Temple Grandin – feed and feed safety in general.

Training Availability Updates

- Kevin Klommhaus, FDA CVM – teaching online virtual since October; we have had some updated courses with the medicated feed, VFD, and BSE. All of those have been taught one time through (good feedback so far teaching these virtually). Seven or eight online modules required to take prior to vILT for those 3 courses. cGMP & PC all virtual – content hasn't really changed; just minor adjustments to do those virtually. cGMP course is 5 days virtual (7-8 hrs). PC course has been readjusted for 1 full week and 3 days the second week. Fairly positive response.
- Kimberly Hull, FDA OTED – Updated courses and new course (VFD Inspection Course) since last meeting; content updated for comprehensive inspection approach. Align animal food training path (i.e., pre-requisites). Enhance FDA initiatives (e.g., elements of system thinking, soft skills). Introduced the elements of the National Curriculum Standard Animal Food Framework and alignment with those competencies.

Questions:

- Brett Groves, IN – Will FDA consider previous experience in lieu of taking some of the courses (i.e., seasoned inspectors – 20 years of experience)?
  - Can provide past records to fulfill requirements
- George Ferguson, NC – NASDA Implementation Group for Framework Document: Concern regarding availability of training being impacted based on the new order of pre-requisite courses; cGMP course moved to the front of the line/Course #1 – least available course being offered.
  - PC course: The pre-requisites are in place as some of those may serve as pre-requisite programs at facilities in lieu of PCs; Have worked to try and set up the order of the courses offered to be able to account for people matriculating through that track in order to be able to reach the PCAF course, as well as opportunities to take the cGMP, medicated feed, and BSE courses – additional discussions to ensure that individuals have access to these courses in a timely manner
  - Request: FDA put together a flow chart document of the pre-requisites to distribute to the states
    - Jacob Fleig, MO – Training Workbook suggestion: Would be nice to have the pre-requisites listed on the workbook for each course
    - Rick Manthei, MN – The new courses that were mentioned are blended courses
      - BSE, Medicated Feeds & VFD Courses: Web-based training and a virtual instructor-led component

Workshop Calendar Request Updates

- ISOT (Annual 2022) – Meagan Davis: Still in progress; will be working with a firm, Versatility, instead of a contracted instructional designer moving forward. Hope to be available late spring 2022. Some modules/topics covered: Regulatory Pathways (decision making behind which pathway you choose); Labeling Claims & Intended Use; Chemistry manufacturing & controls; Utility (Nutrition & Technical); Molecular Biology; Target Animal Safety; Human Food Safety; Writing definitions and/or regulations; how to submit your new ingredient; and global harmonization of ingredient approvals. There will still be a face-to-face component to ask questions with the SMEs.
  - This has been further delayed with an anticipated release early 2023

New Business

- Training Curriculum Updates: reflect all the new/updated training required by FDA which includes all the new prerequisites for all the courses – Jacob Fleig, MO
  - Update 2018 Curriculum Coursework document as well as update DigitalChalk component; should intentionally review every 2 years or so – try to get on similar timing for the AFRPS revisions (done every 3 years); should likely follow AFRPS updates; best way to start this WG/review: reach out to standard states with their AFRPS coordinators/training coordinator to be a part of this – have them do the first run through this
  - WG Members: Kevin Klommhaus, Jacob Fleig, Kimberly Hull, Jennifer Godwin, Rick Manthei
  - **Charge**: TBD
- New Workgroup: Evaluate the current usage of DigitalChalk and make recommendations to the BOD regarding how to promote the LMS further within the membership and any other recommendations – will touch base on this other WG later
  - WG Members: Kate Nelson

Adjourn (9:00 AM CST)

Action Item Table

Responsible	Item	Action	Timing / Status
TBD/Marissa Kost	Leadership Training	Creation of feedback form for courses	2022 Annual Meeting

Responsible	Item	Action	Timing / Status
Marissa Kost	Training Endorsement Policy & Tables	Modify and edit Budget Template (guidance document) to align with online/virtual delivery	2022 Annual Meeting
TBD	Training Curriculum Update	Update all the new/updated training required by FDA (to include pre-requisites for all courses)	2022 Annual Meeting
TBD	DigitalChalk Usage	Evaluate the current usage of DigitalChalk and make recommendations to the BOD to promote it	2022 Annual Meeting

Minutes approved 05/11/2022. 17 voting in the affirmative.

Feed and Feed Ingredient Manufacturing Committee Report

2022 AAFCO Midyear Meeting
January 19, 8:45–10:15 am, Mobile, Alabama

Committee Recommendations to Board and membership:

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.

Committee Participants

Members Present: Austin Therrell – SC (Co-Chair); Eric Brady – TN (Co-Chair); Ken Bowers – KS; Ben Jones - TX; Shaness Thomas - FL; Ali Kashani – LIFE; Jeff Jones – KS; Laura Scott – CFIA; George Ferguson - NC
Via Telephone: None
Advisors Present: Pat Tovey – PFI; Amanda Anderson – PFI; David Meeker – National Renderers Association; Louise Calderwood – AFIA; David Dzanis – APPA; David Fairfield – NGFA; Matt Frederking – NGFA; Dragan Momcilovic – FDA; Linda Morrison – LIFE; James Emerson – US Poultry Association; Dan Frank - AFIA

Committee Report

Eric Brady called the meeting to order 8:49 am. Members and advisors in the room introduced themselves.
Introductions and Agenda Review, Eric Brady
NEW MEMBERS: None

Review of Action Items
Mineral Guidelines Working Group – Therrell
Austin – Should be submitted for BOD approval. Will be voted on at the Annual Meeting in Aug. 2022.
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, McCallum. Great cooperation and coordination between laboratory and regulatory partners.
Austin – Should there be an additional survey?
Eric – Move forward on results and reassess.
Frank – Where is the list?
Austin – GFI 245, cooperation between AAFCO Committees is the charge. Regulatory should work with lab to prioritize methods.
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
Availability of AITS and BITS to be announced. Moving forward to in-person training.
Ingredient Statement Verification Tool - Therrell
Demonstration from Austin. Fully integrated into ODI. Autofill PDF.
Tovey – Regard to usage…
Austin – Not widely used yet. Implemented into ODI recently. Training Required
Tovey – Usage for advanced inspectors
Louise – Let industry know, how labeling lines up with tool populates.
Austin – We will keep everyone informed.
Brady – Intend to provide training at AITS.
Canadian Food Inspection Agency Update - Laura Scott
June – October for comments for feed 214 comments with multiple pieces. Able to review. CFIA – Feed – Regulatory page – Gazette
Included in proposal – Regulatory oversite – Technical adoption by reference.
9 documents – feed ingredients, medication brochures, required guarantees, max limits.
Livestock only – no pets or wildlife.
Label changes – LOT NUMBERS required.
English and French required.
Hazard ID required.
Feed Exporters must meet requirements of importing country.
Importers must provide same level of protection as feed manufactured in Canada.
Increased traceability requirements.
About a year a way from requirements beginning to come into effect.
Other Business: Nutrient Contaminant Workgroup
Hammering out format for how we want the resource to look.
Looking for better update and progress at the August Meeting.
Louise – Appreciates leadership, questioning the amount of material available…Tons of information available.
Austin – No reason to reinvent the wheel, want to make a repository of information easy to access.
Consideration to review the voluntary self-inspection program in Section 5 of the OP.
Workgroup formation:

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)	Approved
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 2022
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: August 2022

Meeting Adjourned.

Feed Labeling Committee Report

2022 AAFCO Midyear Meeting
January 18, 1:15–2:15 pm, Mobile, Alabama

Committee Recommendations: None

Board Recommendations: None

Committee Participants

Members Present: David Dressler (PA), Erin Bubb (PA), Liz Beckman (WA), George Ferguson (NC), Stevie Glaspie (MI), Chris Berg (IA), Jamie Spencer (KS), Jordan Mancini (MN), Jamie Good (ND), Dragan Momcilovic (FDA), Adam Orr (FDA).
Advisors Present: Jan Campbell (NGFA), Dave Dzanis (ACVN), Meghan Dicks (AFIA), James Emerson (USPA), Chris Olinger (NGFA), Kevin Ragland (PFI), Pat Tovey (PFI), Emily Helms, (ETA).
Absent: Mark Ashcroft (UT), Kelly Younker (NM), Tom Phillips (MD), Lisa Fantelli (VT), Julia Fidenzio (APPA), Roger Hoestenbach (APPA), Steve Younker (AFIA).

Committee Report

The meeting was called to order by David Dressler at 1:15 PM CST. Announcement was made of changes to the committee roster. Roll call of members and advisors was taken, with a quorum established (11 of 15).

Work Group Liaisons

- Notification was made to the committee that Jamie Good and Tom Phillips have volunteered to replace Heather Bartley as the Feed Labeling Committee Liaisons to the Analytical Variation Workgroup under the Enforcement Issues Committee.
- A volunteer is needed to replace Heather Bartley as the Feed Labeling Committee Liaison to the Philosophy Communications Workgroup with the Current Issues and Outreach Committee. Discussion of the charge of this workgroup was held. After the committee meeting, Chris Berg sent an email volunteering to fill this spot.
- A committee advisor inquired about industry participating in the Analytical Variation Workgroup. Being that this workgroup is within the Enforcement Issues Committee, all participants must be regulatory.

OP Edits Workgroup Recommendation

- A workgroup has been reviewing the required guarantees for poultry within the AAFCO model regulations (Regulation 3(a)(4)(II)) as well as removing menadione sodium bisulfate complex (MSBC) from the ingredient listing of the swine complete and supplement feed label found within the Feed Labeling Guide in the Official Publication as well as the publication found on AAFCO's website. The workgroup provided their report to the committee for consideration.
    - MOTION: Erin Bubb moves to accept the workgroup report, Jamie Good seconds. MOTION PASSES.
- Poultry guarantees in AAFCO Model Regulations.
    - CVM stated that the recommended changes to the model regulations would not match up to what is listed in Appendix III in the Guidance for Industry #191. Due to these factors, FDA would not support such change.
    - An industry liaison to the workgroup stated that the document showing the workgroup's recommendation is different than the document that was sent to her. Due to this and FDA's comment about the Guidance for Industry #191, it was requested the workgroup continue to work on the document.
    - No action was made on this recommendation.
- Remove Menadione Sodium Bisulfate Complex (MSBC) from the ingredient listing of the swine complete and supplement feed label found within the Feed Labeling Guide.

- MOTION: Jamie Good moves to accept the workgroup's recommendation by removing MSBC from the ingredient list. Jamie Spencer seconds.
- Discussion noted that MSBC was moved by membership to publish in Chapter 5 of the AAFCO Official Publication a recommendation that MSBC can be used in all species. This recommendation is not outside regulatory boundaries to have in the ingredient statement.
- Since the reason for the removal of MSBC from the ingredient statement was because it was not approved for use in swine feed, that has since changed with the earlier membership vote, thus this change should not take place.
- Due to the membership vote to approve publication of MSBC letter in Chapter 5, Jamie Good withdraw his motion. Jamie Spencer agrees and withdrew his second. MOTION WITHDRAWN.
- No action was taken on this topic and MSBC will remain in the ingredient statement.

Multi-Pack Labeling

- Discussion was held to determine what should be present on the outer package as well as each internal package of variety packs or packages with different flavors/styles of products inside.
- Industry was curious what brought about this topic for discussion. Were there any regulatory issues?
  - The purpose of this discussion was to standardize these packages to see if there are requirements that should be made for these products, or if there should be guidance within the Feed Labeling Guide.
- 16 CFR 500.27 is a federal regulation that addresses multi-unit packaging. This regulation specifies what must be present on the outer package as well as the inner package.
- There was no further discussion or actions taken on this topic.

Lot Numbers

- With the need for facilities to have a form of traceability of products one step forward and one step back, should lot numbers be added as a labeling requirement within the AAFCO Model Bill?
- Washington, Oregon, Colorado and Canada all require some form of lot identifiers on the label.
- Industry is concerned about specifying what a lot number should look like, because companies use different ways of identifying products. Bulk products use a bill of lading number as the identifier, which can be used for traceability. Using a lot number on bulk material would be difficult due to how large a lot would be.
  - The intent is to allow the companies develop their own lot numbers and format how they see fit. They would just need to have a number that would be unique to a particular batch, so they are able to trace product. It will also be a way for consumers to relay information back to the company.
  - The term "lot number" could be called something else.
- Industry agrees lot codes should be in place, however there is a lot to consider, such as how lot numbers are defined between firms. The concern is being too descriptive about what a lot number is, thus a firm might not be able to comply. This should be discussed at the federal level because of the FSMA requirements.
  - 21 CFR 507.38 (recall plans) only apply to facilities that are required to have preventative controls and are required to have a recall plan. Recall plans don't require lot numbers.
  - There are a lot of smaller facilities that don't have lot numbers.
- Recommendation from the committee to have a workgroup formed, which includes industry, to look into this and report back to the committee if this is worth pursuing or provide a recommendation back to the committee.
  - MOTION: Erin Bubb moves to form a workgroup to discuss the feasibility of requiring a lot number on feed labeling. Jamie Good seconds. MOTION PASSES.
  - Charge of the workgroup: Discuss the need of having a unique identifier on a label for traceability and not being descriptive as to for a company to do something they can't comply with.
  - After the meeting, Chris Berg agreed to lead the workgroup.

Meeting adjourned at 2:20 PM CST

Action Item Table

Responsible	Item	Action	Timing / Status
David Dressler	OP Updates	Reconvene workgroup to review FLC's sections of the OP and determine if any areas need edited.	2022 Annual Meeting.
David Dressler	Lot Identifier Workgroup	Solicit members and advisors to participate in work group to discuss the need of having a unique identifier on a label for lot traceability.	February 2022
Chris Berg	Lot Identifier Work Group	Convene workgroup to discuss the lot number topic and provide a report/recommendation back to the committee.	2022 Annual Meeting

Ingredient Definitions Committee Report

2022 AAFCO Midyear Meeting
January 18, 5:00–6:30 pm, Mobile, Alabama

Recommendations to the Board and Association Membership

When needed, text is presented in Appendix C. Workgroup reports are in Appendix B. ODI edits are in Appendix D.

1) Publish a new tentative definition to organisms in 36.11 Dried Fermentation Product to allow the use of *Lactobacillus diolivorans* as a silage inoculant. Leave the existing definition in place.
2) Make the following changes in ODI: (tentative changes do not go into ODI) **

ODI Action	Name	Reference	Comments
New Name	**Dried *Lactobacillus diolivorans* Fermentation Product**	36.11	Business meeting xx/xx/xxxx

**ODI updating—in order to add transparency of the impact of committee decisions on the Online Database of Ingredients (ODI) label validation tool, the committee recommendations will include a table of the anticipated changes to ODI to reflect changes to common or usual names and/or references in the OP. It is anticipated this table will also appear in the front of the OP with the dates of adoption by the Association Membership. OP section editors are responsible for the accuracy of the ODI updates.

Board Action:

To be considered in May 2022

Association Action:

To be considered in August 2022

Recommendations Not Needing Further Association Review

1.) Edit 36.14 to reflect nomenclature changes. New text is in Appendix C.
2.) Edit 36.11 and 36.12 to reflect nomenclature changes. New text is in Appendix C.
3.) Edit 66.5 to reflect nomenclature changes. New text is in Appendix C.
4.) ODI Editorial Changes: See Appendix D

Referrals to Other AAFCO Committees: None

Committee Report

The Committee met virtually and in person with over 400 attendees. Committee member roll call on Google Doc was Displayed by Kent Kitade. A quorum was present with 21 out of 26 voting members present including Richard Ten Eyck, Laura Scott, Kent Kitade, Charlotte Conway (FDA), Ken Bowers, Erin Bubb, Stan Cook, Dave Dressler, James Embry, Maggie Faba, Ashlee-Rose Ferguson, Jacob Fleig, Brett Groves, Falina Hutchinson, Darrell Johnson, Dan King, Mark LeBlanc, Dave Phillips, Nathan Price, Kimberly Truett, George Ferguson, Jennifer Kormos CAN....(no vote), Shannon Jordre (FDA).....(no vote), Ashley Shaw (FDA) (no Vote)
Absent: Austin Therrell, Ali Kashani (retired), Tom Phillips, Cory Skier, Kelli Younker,
Regulators were asked if anyone would like to join the committee. No one came forward.
An Informational pre-call was held January 6, 2022 11:30AM – 1:30 EST. Recording is in the BIN calendar event on that day.

OP Content

1. Common Food Index Procedures – Kent Kitade. The motion to accept the Common Food Index Procedures and forward them to strategic affairs committee for inclusion into the AAFCO

Procedures manual was made by Kent Kitade and seconded by Erin Bubb. Motion was tabled (moved by Dave Dressler and seconded by Nathan Price) until the next IDC meeting to give the committee time to review all the documents.

The procedures were reviewed and discussed by the committee and advisors. Some committee members asked to see the associated CFI portal questions. They were eventually displayed on the screen and are in the BIN with the meeting documents. They are also attached to these minutes in Appendix B. A Question was raised about subcommittee member qualifications. Members are collecting information and providing it to the IDC. No special qualifications are anticipated. There are requests by the Board of Directors that need to be reviewed pertaining to subcommittee make up. Laura Scott will meet with the subcommittee to voice the BOD requests. Comments were made as to the complexity of the review process. The process is being structured to deal with the small percentage of ingredients that are not easy decisions. Most common food ingredients will be very straight forward. A question was raised about the cost of press releases. Most of these costs are for posting them and the staff time to write them. Chair of SAC asked for indications where the CFI procedures should be placed in the procedures manual. Response was that It will be at the discretion of the procedure manual editor. The CFI online database needs input from technology committee. There is anticipation of front loading the list from ODI user lists. Industry is able to also start their own common food lists to harmonize terminology. It was pointed out that dietary supplements are a subset of human foods and may not be appropriate for animals. The question was raised if process feed terms can be added to these?

2. Establish a feed term for "Finished Feed" and "~~Total Ration~~." -- Kimberly Truett. This item was skipped, it will be presented at the next meeting.
3. Delete definition 3.2 Dehydrated Alfalfa -- Erin Bubb Motion to delete definition 3.2 Dehydrated Alfalfa from the Official Publication was made by Erin Bubb and Seconded by George Ferguson. Ms. Bubb provided a recent history of modifying alfalfa definitions. The result of those modifications has eliminated the need for this definition. Alfalfa that is in the marketplace will fit into definitions 3.1 or 3.5. Extensive discussion pursued both for and against the action. Motion Failed 0 in Favor, 18 against with Erin, Maggie and Ashlee Rose voicing abstentions. No further action is anticipated.
4. Maggie Faba moved and Falina Hutchinson seconded to Add a new tentative definition to organisms in 36.11 _____ Dried Fermentation Product to allow the use of *Lactobacillus diolivorans* as a silage inoculant . Motion passed without objections or abstentions. Text is in Appendix C.
5. **(Completed before agenda item 4)** Edit to list in 36.14 Direct-Fed Microorganisms – Maggie Faba
    a. Maggie Faba moved to Edit 36.14 as displayed Charlotte Conway seconds: Add new text to follow **Enterococcus diacetylactis*, *Enterococcus lactis, and **Enterococcus cremoris* and the "*Formerly cataloged as Streptococcus." statement in definition 36.14. Including a 2 year grace period after hard copy OP publications (2025). Motion passed with no objections or abstentions. Discussion was held as to the details about the process. There is additional classification work being done on the *E. cremoris*. FDA added that the classification change may not impact the proposed action.
    b. Maggie Faba moved Jacob Fleig seconds to Edit 36.14 The list of genus species in definition 36.14 needs to be updated to reflect nomenclature changes that have a Date of Compliance of January 2022. Motion passed without objections or abstentions.
    c. Maggie Faba moves and Falina Hutchinson seconds to Edit 36.11 & 36.12 Lactobacillus bulgaricus has been renamed to *Lactobacillus delbrueckii* including the deletion of the IFN listing. Motion passes without objections or abstentions.
    d. Maggie Faba moves and Mark LeBlanc Seconds to Edit 66.5 Fermented Ammoniated Condensed Whey to add *Lactobacillus delbrueckii* to the Definition. Motion passes without objections or abstentions.

The meeting ran out of time at this point. The next meeting will be February 24, 2022 at Noon EST. Please register at this **Link:**
https://us02web.zoom.us/webinar/register/WN_4Iw5nhJKQQ2DvF3hsVUwDA

Meeting Adjourned 6:40 PM EST
We will vote to accept the minutes during the 2/24/22 IDC meeting.
Minutes approved 2/24/22 with the following members not voting: Austin Therrell, Cory Skier, Kelli Younker

Appendix A

Agenda not covered in the 1/18/22 meeting:

6. Edit: ferric choline citrate needs to be removed from Table 90.26 (2022 OP page 512) and not incorporated into Table 90.27 of the AAFCO OP. – Tom Phillips
7. Molasses products collective term footnote edit (2022 OP Page 375)- Jacob Fleig (5 Min)
8. Corn Gluten Meal Nomenclature – Dan King (10 min)

Informational Updates

9. *Hemp Update – Falina Hutchinson, MT (5 min)
10. IDP module usage report – Sue Hays (10 min)
11. (do before 10) Update on the ingredient submission workshop **modules – Meagan Davis/Nathan Price (10 min)**
12. **Workgroup report on sunsetting (withdrawing) procedures for common or usual names in the OP. – (need a new lead) The scope of this workgroup will be expanded to include how to change a common or usual name. Workgroup members currently include Leah Wilkinson AFIA, PFI, Kristi Smedley, Jean Hofve, NGFA Dave Fairfield, US Poultry James Emmerson, Ken Bowers, Dave Edwards and Maggie Faba. – New lead (5 min)**
13. **Budget needs (5 min)**
    a. St. Louis Workshop on Ingredient Submission (Nathan, ETC ____)
    b. Online modules Sustainable Ingredients (**need lead**, ETC ____)
14. Training Needs (5 min) - Richard
    a. From ETC training on feed ingredients is desired, topics: new by-products, additives (CFR regulations, selenium), Refuge regulations)
        i. Richard Suggests: Learning Objectives
            1. Become familiar with the benefits of the particular products
            2. Become familiar with the hazards needing to mitigate in producing the ingredient
            3. Become familiar with the appropriate labeling of the ingredient
        b. Committee suggestions:

ODI Maintenance

15. ODI Subcommittee report – Jacob Fleig (5 min)
16. ODI procedures – Jacob Fleig (10 min)
17. Review ODI changes in catch-up transaction November 2021. – Jacob (5 min) (attach list)
18. Remove calcium Lignin Sulfonate from ODI. – Richard (5 min)
19. Move table 101.1 common or usual be in ODI - Nathan (5 Min)
20. Marine Products ODI placeholder Michael (5 min)
21. Adjourn xxx EST

Run time __180__ minutes draft __8__

Announcements

A. Next Meetings:

2/24/22 Noon Eastern – 3:00 PM Registration Link:
https://us02web.zoom.us/webinar/register/WN_4Iw5nhJKQQ2DvF3hsVUwDA
3/22/22 11:30AM -2:30PM Eastern Registration Link:
https://us02web.zoom.us/webinar/register/WN_EHzFADDbTu6m1WRK-ad-kA

B. New Investigators:
    1. Feed Terms - TBD
C. Stale Ingredients: The following are being removed from consideration as definition requests. Please submit a new request if still desired.
D. Parking Lot topics:
    1. Facilitate a round table discussion on the use of hemp in animal food.
    2. ICG workgroup report – not met since June 2021 -
    3. NANP Subcommittee report –have not met -Ashley Shaw /Casey/Al

4. 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 quantitively consumer panel tested preferably at the same time as the PFLM changes.
5. Human Grade feed term edits accepted by IDC in January 2021 are being held until the human grade guidelines are passed out of model bill committee.
6. Bring tentative definitions up for review to move to official.
7. Pursue formal MSBC Definition.
8. New feed term and Total Ration.
9. New feed term Freeze-Dried.
10. Educational modules on by-product ingredients role in sustainability.

Appendix B

Common Food Index Guidelines & Questions (for consideration 2/24/22 meeting)

AAFCO COMMON FOOD INDEX PROCEDURES (draft)

Introduction

The Common Food Index Subcommittee was established by the AAFCO Ingredient Definitions Committee (IDC) as the body to facilitate the adding new ingredients to the Common Food Index (CFI). Members of the CFI Subcommittee are appointed by the Chair of the Ingredient Definition Committee. The number of members, qualifications if any, identification of the subcommittee chair and terms of service are at the discretion of the IDC Chair. The IDC Chair should consider the volume of work and availability of the volunteers when making these appointments. This document will describe how ingredients are added to the CFI. All the ingredients in the CFI must meet the AAFCO Feed Term "Common Food" as found in the AAFCO Official Publication.

Procedures

I. Suggesting additions to CFI
   a. A suggestion may be made by any stakeholder (consumer, regulator, CFI Subcommittee, industry representative, etc.)
   b. A suggestion is made by completing the CFI form on the AAFCO.org portal (the form can be found in the appendix)
   c. More information may be requested by CFI subcommittee if needed/helpful to confirm that the suggestion meets the criteria in the AAFCO Feed Term "Common Food"

II. Reviewing suggestions received through the www.AAFCO.org portal
   a. Who: The CFI Subcommittee Coordinator (with the assistance of the CFI Subcommittee)
   b. What: The responses to the questions on the form broadly establishes a profile for the suggested substance. The profile must fit the criteria set in the AAFCO Feed Term "Common Food"
   c. When: Review of the submissions will be conducted as they are received. Suggestions that meet the AAFCO feed term, Common Food will go for public comment in monthly intervals
   d. Suggestions that do not meet the AAFCO Feed Term "Common Food" will be also included in the CFI Subcommittee report to IDC

III. Public Comment Period
   a. Pending additions to the CFI are posted on the AAFCO.org portal and in the Feed Bin
   b. A press release targeting animal nutritionists (ARPAS), veterinarian toxicologists (ABVT), veterinarians, FDA-CVM, USDA, consumer groups, general public, affiliated publications is issued
      i. The press release should encourage animal scientists to share their professional opinion including support of inclusion into the CFI
   c. Duration: minimum of 30 calendar days for stakeholders to comment
   d. How: Comments are submitted through the AAFCO.org portal
   e. The CFI Subcommittee should screen the comments as they are received to avoid a backlog
   f. Public comments are screened as to risk, utility, and appropriateness for inclusion in the Common Food Index by the AAFCO Common Food Index Coordinator/Subcommittee
   g. Suggestions that do not receive any comments will be reported to the IDC for their consideration
   h. Suggestions that pass though the public comment period without issue will be listed in the CFI Subcommittee report to IDC
   i. Suggestions that do not pass the screening process will also be reported to IDC
   j. CFI Subcommittee shall submit their report at least 30 days prior to the next IDC meeting

IV. Acceptance of ingredients into the CFI
   a. The IDC will vote to accept the CFI Subcommittee report
   b. The IDC can discuss the CFI Subcommittee's findings
   c. IDC has the prerogative to amend the findings
   d. In a separate vote, IDC shall vote to accept the recommendations for indexing with or without modifications

e. In their committee minutes IDC will recommend acceptance by the membership of the new additions to the CFI
f. New additions will be noted in the ODI Change Table found in the AAFCO Official Publication biannually

V. Removal of ingredients from the CFI
a. When: Whenever the CFI Subcommittee receives new information that raises a safety or other concerns
b. What: The CFI Subcommittee immediately alerts the IDC chair of the new information and may recommend the removal of the ingredient from the CFI
c. The IDC chair may elect to remove the item immediately from the CFI in the case of an emergency, or otherwise refer to IDC for vote
d. The CFI Subcommittee recommendation to IDC chair will be reported to the IDC
e. The IDC shall acknowledge the removal at its next meeting by accepting the CFI Subcommittee report. The IDC has the prerogative to override the removal
f. Items removed from the CFI shall be posted on a non-CFI list ("Regulator-only reading room" section of the Feed Bin)
g. Any interested party may appeal the decision of IDC to remove or not remove the ingredient from the CFI

VI. Appeal Process
a. Who: Any stakeholder may appeal an IDC decision regarding CFI
b. What: Actions subject to appeal
i. IDC decision to accept or not to accept an item for inclusion in the CFI
ii. IDC decision to remove an item from the CFI
c. How: An appeal can be submitted by completing a form on the AAFCO.org portal
d. When: Any time after the IDC vote on the substance in question. While there is no deadline to file an appeal, it is preferred that one is filed as early as possible to avoid unnecessary or duplicative work.
e. The appeal will be discussed by the CFI Subcommittee and their recommendation shall be included in the next CFI Subcommittee report to the IDC
f. The IDC's vote on the appeal is final unless future information indicates additional discussion is warranted

Common Food Index Checklist (draft)
September 15, 2021

Common foods. Common foods are commercially available and suitable for use in animal food but are not defined by AAFCO, including but not limited to certain whole seeds, vegetables, or fruits. Common food for animals may include common human foods that are known to be safe for the intended use in animal food. Manufacturers are responsible for determining whether a common food is safe and has utility for its intended use prior to commercial distribution as animal food.

To submit an ingredient to be included in the AAFCO Common Food Index, please complete the following questionnaire. The questionnaire will help the Common Food Index Subcommittee determine if the ingredient meets the qualifications of a Common Food as described in the AAFCO definition.

Name:
Affiliation, Firm, or Consumer:
Email address:
Name of ingredient:
General description of the ingredient:

1. Is the ingredient a single ingredient and not a combination of ingredients (mixed feed)? YES or NO
2. Is the ingredient currently commercially available? YES or NO
3. Is the ingredient currently not defined by AAFCO or otherwise exists in chapter 6 of the AAFCO Official Publication? YES or NO
4. Is the ingredient currently found in human food? YES or NO
5. Is the ingredient safe for the intended use? YES or NO
6. Is the purpose of the ingredient other than providing general nutrition? YES or NO
7. Is the ingredient a refined product or a fraction of a whole ingredient? YES or NO
8. Is the ingredient a chemical compound? YES or NO
9. Is the ingredient a by-product of a food manufacturing process or of any manufacturing process? YES or NO
10. Is the ingredient distributed with a pharmaceutical or medicinal health claim? YES or NO
11. Is the ingredient safe to use by all animal species? YES or NO
    a. If not why?

Appendix C: OP Changes

Edits to 36.14 on page 395 of the 2022 OP approved by IDC 1/18/22

36.14 Direct-Fed Microorganisms—The following microorganisms were reviewed by the Food and Drug Administration, Center for Veterinary Medicine, and found to present no safety concerns when used in direct-fed microbial products. These microorganisms must be nontoxigenic.

Aspergillus niger
Aspergillus oryzae
Bacillus amyloliquefaciens
Bacillus coagulans
Bacillus lentus
Bacillus licheniformis
Bacillus pumilus
Bacillus subtilis
Bacteroides amylophilus
Bacteroides capillosus
Bacteroides ruminocola
Bacteroides suis
Bifidobacterium adolescentis
Bifidobacterium animalis
Bifidobacterium bifidum
Bifidobacterium infantis
Bifidobacterium longum
Bifidobacterium thermophilum
*Enterococcus cremoris, **correct to Lactococcus cremoris[1]**
*Enterococcus diacetylactis, **renamed to Lactococcus lactis[1]**
Enterococcus faecium
~~*Enterococcus intermedius, correct to Streptococcus intermedius**~~
*Enterococcus lactis, **correct to Lactococcus lactis[1]**
~~*Enterococcus thermophilus, correct to Streptococcus thermophilus**~~
Lactobacillus acidophilus
Lactobacillus animalis
Lactobacillus brevis
Lactobacillus buchneri (cattle only)
~~Lactobacillus bulgaricus, renamed to Lactobacillus delbrueckii**~~
Lactobacillus casei
~~Lactobacillus cellobiosus, renamed to Lactobacillus fermentum**~~
Lactobacillus curvatus
Lactobacillus delbruekii
Lactobacillus farciminis (swine only)
Lactobacillus fermentum
Lactobacillus helveticus
~~Lactobacillus lactis, renamed to Lactobacillus delbrueckii**~~
Lactobacillus plantarum
Lactobacillus reuteri
Leuconostoc mesenteroides
Megasphaera elsdenii (cattle only)
Pediococcus acidilactici
Pediococcus cerevisiae (damnosus), renamed to Pediococcus damnosus***
Pediococcus pentosaceus
Propionibacterium acidipropionici (cattle only)
Propionibacterium freudenreichii
~~Propionibacterium shermanii, renamed to Propionibacterium freudenreichii**~~
Rhodopseudomonas palustris (broiler chickens only)

Streptococcus intermedius
Streptococcus thermophilus
Saccharomyces cerevisiae
Yeast (as defined elsewhere)
*Formerly cataloged as Streptococcus
~~**Date of compliance January 2022~~
***Date of compliance January 2023.
[1] date of compliance January 2025.

Page 398 editorial change of the 2022 OP approved by IDC 1/18/22
36.11 Dried Fermentation Product is the product derived by culturing on appropriate nutrient media for the production of one or more of the following: enzymes, fermentation substances, or other microbial metabolites, and dried in accordance with approved methods and good manufacturing practices. Protein, amino acids, fat, fiber, cell count, enzyme activity or nutrient metabolite level shall be guaranteed where applicable. Use of Lactobacillus buchneri is limited to silage and high moisture corn grain in plantinoculant products. [For label identification the source must be indicated such as Bacillussubtilis, Aspergillus oryzae, Aspergillus niger, Lactobacillus acidophilus, Lactobacillusbuchneri, Lactobacillus bulgaricus delbrueckii or Enterococcus faecium, or as permitted by FDA.]
~~IFN 5-06-154 Lactobacillus bulgaricus fermentation product dehydrated~~

Page 399 editorial change of the 2022 OP approved by IDC 1/18/22
36.12 Liquid___ Fermentation Product is the liquid product derived by culturing or fermenting ____ on appropriate liquid nutrient media for the production of one or more of the following: enzymes, fermentation substances, or other microbial metabolites, and stabilized by approved methods in accordance with good manufacturing practices. Percent solids, cell count, enzyme activity or nutrient metabolite level shall be guaranteed where applicable. [For label identification the source must be indicated such as Bacillus subtilis, Aspergillus oryzae, Aspergillus niger, Lactobacillus acidophilus, Lactobacillus ~~bulgaricus~~ delbrueckii or Enterococcus faecium, or as permitted by FDA.]
~~IFN 5-06-160 Lactobacillus bulgaricus fermentation product liquid~~

Page 401 Publish New Tentative Definition, Leave existing in place
T36.11 Dried ____ Fermentation Product is the product derived by culturing ____ on appropriate nutrient media for the production of one or more of the following: enzymes, fermentation substances, or other microbial metabolites, and dried in accordance with approved methods and good manufacturing practices. Protein, amino acids, fat, fiber, cell count, enzyme activity or nutrient metabolite level shall be guaranteed where applicable. Use of Lactobacillus buchneri and Lactobacillus diolivorans is limited to silage and high moisture corn grain in plant inoculant products. [For label identification the source must be indicated such as Bacillus subtilis, Aspergillus oryzae, Aspergillus niger, Lactobacillus acidophilus, Lactobacillus buchneri, Lactobacillus diolivorans, Lactobacillus delbrueckii or Enterococcus faecium, or as permitted by FDA.]

Page 438 editorial changes of the 2022 OP approved by IDC 1/18/22
66.5 Fermented Ammoniated Condensed Whey is the product produced by the Lactobacillus bulgaricus or Lactobacillus delbrueckii fermentation of whey with the addition of ammonia. It must contain 35% to 55% crude protein and not more than 42% equivalent crude protein from non-protein nitrogen. It is to be used as a source of crude protein and non-protein nitrogen for cattle.
The label of the additive and of any feed supplement, feed additive concentrate or feed additive premix prepared therefrom must contain the following information in addition to any other required information:
1. The name of the additive.

2. The maximum percentage of equivalent crude protein from non-protein nitrogen.
3. Directions for storage and use:

(a) Store in closed vented tank equipped for agitation. Agitate five (5) minutes before using. Do not store at temperatures above 110°F (43°C).

(b) Mix with grain, roughage, or grain and roughage prior to feeding or as a component of free choice liquid feeds, used to supplement the diets of cattle fed other sources of nutrients. Fermented ammoniated condensed whey shall not exceed 80% of free choice liquid feed.

(c) The maximum equivalent crude protein from all other added forms of non-protein nitrogen shall not exceed 30% of the dietary crude protein.

4. A prominent statement: “CAUTION—This feed should be used only in accordance with the directions furnished on the label.”

Appendix D

ODI Section 36 Updates 01/18/22 (table added 4/30/22)

IDC Meeting Date:	3/22/22		
	ODI Summary of Changes for OP		
Action	**Ingredient Name**	**Reference**	**Comments (meeting)**
Add ingredient and reference	Dried Streptococcus Intermedius Fermentation Product	36.11	IDC meeting editorial 1/18/22
Add ingredient and reference	Dried Streptococcus Thermophilus Fermentation Product	36.11	IDC meeting editorial 1/18/22
Add ingredient and reference	Liquid Streptococcus Intermedius Fermentation Product	36.12	IDC meeting editorial 1/18/22
Add ingredient and reference	Liquid Streptococcus Thermophilus Fermentation Product	36.12	IDC meeting editorial 1/18/22
Add ingredient and reference	Dried Lactococcus Lactis Fermentation Product	36.11	IDC meeting editorial 1/18/22
Add ingredient and reference	Dried Lactococcus Cremoris Fermentation Product	36.11	IDC meeting editorial 1/18/22
Add ingredient and reference	Liquid Lactococcus Lactis Fermentation Product	36.12	IDC meeting editorial 1/18/22
Add ingredient and reference	Liquid Lactococcus Cremoris Fermentation Product	36.12	IDC meeting editorial 1/18/22
Delete ingredient	Dried Enterococcus Intermedius Fermentation Product	36.11	sunsetted IDC 1/18/22
Delete ingredient	Dried Enterococcus Thermophilus Fermentation Product	36.11	sunsetted IDC 1/18/22
Delete ingredient	Dried Lactobacillus Bulgaricus Fermentation Product	36.11	sunsetted IDC 1/18/22
Delete ingredient	Dried Lactobacillus Cellobiosus Fermentation Product	36.11	sunsetted IDC 1/18/22
Delete ingredient	Dried Lactobacillus Lactis Fermentation Product	36.11	sunsetted IDC 1/18/22
Delete ingredient	Dried Propionibacterium Shermanii Fermentation Product	36.11	sunsetted IDC 1/18/22
Delete ingredient	Lactobacillus Bulgaricus Fermentation Product Dehydrated	36.11	sunsetted IDC 1/18/22
Delete ingredient	Liquid Enterococcus Intermedius Fermentation Product	36.12	sunsetted IDC 1/18/22
Delete ingredient	Liquid Enterococcus Thermophilus Fermentation Product	36.12	sunsetted IDC 1/18/22
Delete ingredient	Liquid Lactobacillus Bulgaricus Fermentation Product	36.12	sunsetted IDC 1/18/22
Delete ingredient	Liquid Lactobacillus Cellobiosus Fermentation Product	36.12	sunsetted IDC 1/18/22
Delete ingredient	Liquid Lactobacillus Lactis Fermentation Product	36.12	sunsetted IDC 1/18/22
Delete ingredient	Liquid Propionibacterium Shermanii Fermentation Product	36.12	sunsetted IDC 1/18/22
Delete ingredient	Lactobacillus Bulgaricus Fermentation Product Liquid	36.12	sunsetted IDC 1/18/22
rename ingredient	Enterococcus (Formerly Streptococcus) Faecium Fermentation Product Dehydrated	36.11	edit IDC 1/18/22 remove “(Formerly Streptococcus)”
rename ingredient	Enterococcus (Formerly Streptococcus) Faecium Fermentation Product Liquid	36.12	edit IDC 1/18/22 remove “(Formerly Streptococcus)”
rename ingredient	Liquid Lactobacillus Delbruekii Fermentation Product	36.12	edit IDC 1/18/22 – remove the version that is misspelled without the “c” in “Delbrueckii”

Action	Ingredient Name	Reference	Comments (meeting)
delete ingredient	Dried Extracted Aspergillus Niger Fermentation Solubles	36.4	IDC meeting editorial 1/18/22
delete ingredient	Dried Extracted Aspergillus Oryzae Fermentation Solubles	36.4	IDC meeting editorial 1/18/22
delete ingredient	Dried Extracted Bacillus Amyloliquefaciens Fermentation Solubles	36.4	IDC meeting editorial 1/18/22
delete ingredient	Dried Extracted Bacillus Coagulans Fermentation Solubles	36.4	IDC meeting editorial 1/18/22
delete ingredient	Dried Extracted Bacillus Lentus Fermentation Solubles	36.4	IDC meeting editorial 1/18/22
delete ingredient	Dried Extracted Bacillus Licheniformis Fermentation Solubles	36.4	IDC meeting editorial 1/18/22
delete ingredient	Dried Extracted Bacillus Pumilus Fermentation Solubles	36.4	IDC meeting editorial 1/18/22
delete ingredient	Dried Extracted Bacillus Subtilis Fermentation Solubles	36.4	IDC meeting editorial 1/18/22
delete ingredient	Dried Extracted Bacteroides Amylophilus Fermentation Solubles	36.4	IDC meeting editorial 1/18/22
delete ingredient	Dried Extracted Bacteroides Capillosus Fermentation Solubles	36.4	IDC meeting editorial 1/18/22
delete ingredient	Dried Extracted Bacteroides Ruminocola Fermentation Solubles	36.4	IDC meeting editorial 1/18/22
delete ingredient	Dried Extracted Bacteroides Suis Fermentation Solubles	36.4	IDC meeting editorial 1/18/22
delete ingredient	Dried Extracted Bifidobacterium Adolescentis Fermentation Solubles	36.4	IDC meeting editorial 1/18/22
delete ingredient	Dried Extracted Bifidobacterium Animalis Fermentation Solubles	36.4	IDC meeting editorial 1/18/22
delete ingredient	Dried Extracted Bifidobacterium Bifidum Fermentation Solubles	36.4	IDC meeting editorial 1/18/22
delete ingredient	Dried Extracted Bifidobacterium Infantis Fermentation Solubles	36.4	IDC meeting editorial 1/18/22
delete ingredient	Dried Extracted Bifidobacterium Longum Fermentation Solubles	36.4	IDC meeting editorial 1/18/22
delete ingredient	Dried Extracted Bifidobacterium Thermophilum Fermentation Solubles	36.4	IDC meeting editorial 1/18/22
delete ingredient	Dried Extracted Enterococcus Cremoris Fermentation Solubles	36.4	IDC meeting editorial 1/18/22
delete ingredient	Dried Extracted Enterococcus Diacetylactis Fermentation Solubles	36.4	IDC meeting editorial 1/18/22
delete ingredient	Dried Extracted Enterococcus Faecium Fermentation Solubles	36.4	IDC meeting editorial 1/18/22
delete ingredient	Dried Extracted Enterococcus Intermedius Fermentation Solubles	36.4	IDC meeting editorial 1/18/22
delete ingredient	Dried Extracted Enterococcus Lactis Fermentation Solubles	36.4	IDC meeting editorial 1/18/22
delete ingredient	Dried Extracted Enterococcus Thermophilus Fermentation Solubles	36.4	IDC meeting editorial 1/18/22
delete ingredient	Dried Extracted Lactobacillus Acidophilus Fermentation Solubles	36.4	IDC meeting editorial 1/18/22
delete ingredient	Dried Extracted Lactobacillus Animalis Fermentation Solubles	36.4	IDC meeting editorial 1/18/22
delete ingredient	Dried Extracted Lactobacillus Brevis Fermentation Solubles	36.4	IDC meeting editorial 1/18/22
delete ingredient	Dried Extracted Lactobacillus Buchneri Fermentation Solubles	36.4	IDC meeting editorial 1/18/22
delete ingredient	Dried Extracted Lactobacillus Bulgaricus Fermentation Solubles	36.4	IDC meeting editorial 1/18/22

Action	Ingredient Name	Reference	Comments (meeting)
delete ingredient	Dried Extracted Lactobacillus Casei Fermentation Solubles	36.4	IDC meeting editorial 1/18/22
delete ingredient	Dried Extracted Lactobacillus Cellobiosus Fermentation Solubles	36.4	IDC meeting editorial 1/18/22
delete ingredient	Dried Extracted Lactobacillus Curvatus Fermentation Solubles	36.4	IDC meeting editorial 1/18/22
delete ingredient	Dried Extracted Lactobacillus Delbrueckii Fermentation Solubles	36.4	IDC meeting editorial 1/18/22
delete ingredient	Dried Extracted Lactobacillus Farciminis Fermentation Solubles	36.4	IDC meeting editorial 1/18/22
delete ingredient	Dried Extracted Lactobacillus Helveticus Fermentation Solubles	36.4	IDC meeting editorial 1/18/22
delete ingredient	Dried Extracted Lactobacillus Lactis Fermentation Solubles	36.4	IDC meeting editorial 1/18/22
delete ingredient	Dried Extracted Lactobacillus Plantarum Fermentation Solubles	36.4	IDC meeting editorial 1/18/22
delete ingredient	Dried Extracted Lactobacillus Reuteri Fermentation Solubles	36.4	IDC meeting editorial 1/18/22
delete ingredient	Dried Extracted Lactobacillus Fermentum Fermentation Solubles	36.4	IDC meeting editorial 1/18/22
delete ingredient	Dried Extracted Leuconostoc Mesenteroides Fermentation Solubles	36.4	IDC meeting editorial 1/18/22
delete ingredient	Dried Extracted Megasphaera Elsdenii Fermentation Solubles	36.4	IDC meeting editorial 1/18/22
delete ingredient	Dried Extracted Pediococcus Acidilactici Fermentation Solubles	36.4	IDC meeting editorial 1/18/22
delete ingredient	Dried Extracted Pediococcus Cerevisiae Fermentation Solubles	36.4	IDC meeting editorial 1/18/22
delete ingredient	Dried Extracted Pediococcus Damnosus Fermentation Solubles	36.4	IDC meeting editorial 1/18/22
delete ingredient	Dried Extracted Pediococcus Pentosaceus Fermentation Solubles	36.4	IDC meeting editorial 1/18/22
delete ingredient	Dried Extracted Propionibacterium Acidipropionici Fermentation Solubles	36.4	IDC meeting editorial 1/18/22
delete ingredient	Dried Extracted Propionibacterium Freudenreichii Fermentation Solubles	36.4	IDC meeting editorial 1/18/22
delete ingredient	Dried Extracted Propionibacterium Shermanii Fermentation Solubles	36.4	IDC meeting editorial 1/18/22
delete ingredient	Dried Extracted Rhodopseudomonas Palustris Fermentation Solubles	36.4	IDC meeting editorial 1/18/22
delete ingredient	Dried Extracted Saccharomyces Cerevisiae Fermentation Solubles	36.4	IDC meeting editorial 1/18/22

Organisms to be Added to 36.14

36.14	Lactococcus cremoris	1/18/2022 IDC meeting edit
36.14	Lactococcus lactis	1/18/2022 IDC meeting edit
36.14	Streptococcus intermedius	1/18/2022 IDC meeting edit
36.14	Streptococcus thermophilus	1/18/2022 IDC meeting edit

Organisms to be Removed from 36.14

36.14	Enterococcus intermedius	Sunset Jan 2022 -1/18/2022 IDC meeting edit
36.14	Enterococcus thermophilus	Sunset Jan 2022 -1/18/2022 IDC meeting edit
36.14	Lactobacillus bulgaricus	Sunset Jan 2022 -1/18/2022 IDC meeting edit
36.14	Lactobacillus cellobiosus	Sunset Jan 2022 -1/18/2022 IDC meeting edit
36.14	Lactobacillus lactis	Sunset Jan 2022 -1/18/2022 IDC meeting edit
36.14	Propionibacterium shermanii	Sunset Jan 2022 -1/18/2022 IDC meeting edit

Resulting changes due to edits:

To Be Added

AAFCO Ingredient Name
36.11 Dried Streptococcus Intermedius Fermentation Product
36.11 Dried Streptococcus Thermophilus Fermentation Product
36.12 Liquid Streptococcus Intermedius Fermentation Product
36.12 Liquid Streptococcus Thermophilus Fermentation Product
36.11 Dried Lactococcus Lactis Fermentation Product
36.11 Dried Lactococcus Cremoris Fermentation Product
36.12 Liquid Lactococcus Lactis Fermentation Product
36.12 Liquid Lactococcus Cremoris Fermentation Product

To Be Removed (Organism sunset)
AAFCO Ingredient Name
36.11 Dried Enterococcus Intermedius Fermentation Product
36.11 Dried Enterococcus Thermophilus Fermentation Product
36.11 Dried Lactobacillus Bulgaricus Fermentation Product
36.11 Dried Lactobacillus Cellobiosus Fermentation Product
36.11 Dried Lactobacillus Lactis Fermentation Product
36.11 Dried Propionibacterium Shermanii Fermentation Product
36.11 Lactobacillus Bulgaricus Fermentation Product Dehydrated
36.12 Liquid Enterococcus Intermedius Fermentation Product
36.12 Liquid Enterococcus Thermophilus Fermentation Product
36.12 Liquid Lactobacillus Bulgaricus Fermentation Product
36.12 Liquid Lactobacillus Cellobiosus Fermentation Product
36.12 Liquid Lactobacillus Lactis Fermentation Product
36.12 Liquid Propionibacterium Shermanii Fermentation Product
36.12 Lactobacillus Bulgaricus Fermentation Product Liquid

To Be corrected
AAFCO Ingredient Name
36.11 Enterococcus (Formerly Streptococcus) Faecium Fermentation Product Dehydrated - remove "(Formerly Streptococcus)"
36.12 Enterococcus (Formerly Streptococcus) Faecium Fermentation Product Liquid - remove "(Formerly Streptococcus)"
36.12 Liquid Lactobacillus Delbrueckii Fermentation Product – remove the version that is misspelled without the "**c**" in "Delbrue**c**kii". Keep the existing 36.12 Liquid Lactobacillus Delbrueckii Fermentation Product that has the correct spelling.

To Be Removed (Error Correction)
AAFCO Ingredient Name
36.4 Dried Extracted Aspergillus Niger Fermentation Solubles
36.4 Dried Extracted Aspergillus Oryzae Fermentation Solubles
36.4 Dried Extracted Bacillus Amyloliquefaciens Fermentation Solubles
36.4 Dried Extracted Bacillus Coagulans Fermentation Solubles
36.4 Dried Extracted Bacillus Lentus Fermentation Solubles
36.4 Dried Extracted Bacillus Licheniformis Fermentation Solubles
36.4 Dried Extracted Bacillus Pumilus Fermentation Solubles
36.4 Dried Extracted Bacillus Subtilis Fermentation Solubles
36.4 Dried Extracted Bacteroides Amylophilus Fermentation Solubles
36.4 Dried Extracted Bacteroides Capillosus Fermentation Solubles
36.4 Dried Extracted Bacteroides Ruminocola Fermentation Solubles
36.4 Dried Extracted Bacteroides Suis Fermentation Solubles
36.4 Dried Extracted Bifidobacterium Adolescentis Fermentation Solubles
36.4 Dried Extracted Bifidobacterium Animalis Fermentation Solubles
36.4 Dried Extracted Bifidobacterium Bifidum Fermentation Solubles
36.4 Dried Extracted Bifidobacterium Infantis Fermentation Solubles
36.4 Dried Extracted Bifidobacterium Longum Fermentation Solubles
36.4 Dried Extracted Bifidobacterium Thermophilum Fermentation Solubles

36.4 Dried Extracted Enterococcus Cremoris Fermentation Solubles
36.4 Dried Extracted Enterococcus Diacetylactis Fermentation Solubles
36.4 Dried Extracted Enterococcus Faecium Fermentation Solubles
36.4 Dried Extracted Enterococcus Intermedius Fermentation Solubles
36.4 Dried Extracted Enterococcus Lactis Fermentation Solubles
36.4 Dried Extracted Enterococcus Thermophilus Fermentation Solubles
36.4 Dried Extracted Lactobacillus Acidophilus Fermentation Solubles
36.4 Dried Extracted Lactobacillus Animalis Fermentation Solubles
36.4 Dried Extracted Lactobacillus Brevis Fermentation Solubles
36.4 Dried Extracted Lactobacillus Buchneri Fermentation Solubles
36.4 Dried Extracted Lactobacillus Bulgaricus Fermentation Solubles
36.4 Dried Extracted Lactobacillus Casei Fermentation Solubles
36.4 Dried Extracted Lactobacillus Cellobiosus Fermentation Solubles
36.4 Dried Extracted Lactobacillus Curvatus Fermentation Solubles
36.4 Dried Extracted Lactobacillus Delbrueckii Fermentation Solubles
36.4 Dried Extracted Lactobacillus Farciminis Fermentation Solubles
36.4 Dried Extracted Lactobacillus Helveticus Fermentation Solubles
36.4 Dried Extracted Lactobacillus Lactis Fermentation Solubles
36.4 Dried Extracted Lactobacillus Plantarum Fermentation Solubles
36.4 Dried Extracted Lactobacillus Reuteri Fermentation Solubles
36.4 Dried Extracted Lactobacillus Fermentum Fermentation Solubles
36.4 Dried Extracted Leuconostoc Mesenteroides Fermentation Solubles
36.4 Dried Extracted Megasphaera Elsdenii Fermentation Solubles
36.4 Dried Extracted Pediococcus Acidilactici Fermentation Solubles
36.4 Dried Extracted Pediococcus Cerevisiae Fermentation Solubles
36.4 Dried Extracted Pediococcus Damnosus Fermentation Solubles
36.4 Dried Extracted Pediococcus Pentosaceus Fermentation Solubles
36.4 Dried Extracted Propionibacterium Acidipropionici Fermentation Solubles
36.4 Dried Extracted Propionibacterium Freudenreichii Fermentation Solubles
36.4 Dried Extracted Propionibacterium Shermanii Fermentation Solubles
36.4 Dried Extracted Rhodopseudomonas Palustris Fermentation Solubles
36.4 Dried Extracted Saccharomyces Cerevisiae Fermentation Solubles

Ingredient Definitions Committee Virtual Meeting, February 24, 2022

February 24, 12:00–3:00 pm

Recommendations to the Board and Association Membership

When needed, text is presented in Appendix C. Workgroup reports are in Appendix B.

1) Remove **Pennyroyal American** and **Pennyroyal European** from table 87.30 (OP page 473). And list them in section 99 as withdrawn Ingredients.
2) Make the following changes in ODI: (tentative changes do not go into ODI) **

ODI Action	Name	Reference	Comments
Remove reference	**ferric choline citrate**	90.26	IDC meeting 2/24/22
Remove ingredient	Pennyroyal, American		Business meeting xx/xx/xx
Remove ingredient	Pennyroyal, European		Business meeting xx/xx/xx

**ODI updating—in order to add transparency of the impact of committee decisions on the Online Database of Ingredients (ODI) label validation tool, the committee recommendations will include a table of the anticipated changes to ODI to reflect changes to common or usual names and/or references in the OP. It is anticipated this table will also appear in the front of the OP with the dates of adoption by the Association Membership. OP section editors are responsible for the accuracy of the ODI updates.

Board Action:

To be considered in May 2022

Association Action:

To be considered in August 2022

Recommendations Not Needing Further Association Review

Editorially remove **ferric choline citrate** from Table 90.26 **(2022 OP page 512)**.

1) Referrals to other AAFCO committees: -none-

Minutes IDC February 24, 2022

The Committee met virtually with over 180 attendees. Committee member roll call on
Google Doc was Displayed by Kent Kitade. A quorum was present with 24 out of 27 voting members present including Richard Ten Eyck, Laura Scott, Kent Kitade, Charlotte Conway (FDA), Ken Bowers, Erin Bubb, Stan Cook, Dave Dressler, James Embry, Maggie Faba, Ashlee-Rose Ferguson, Jacob Fleig, Brett Groves, Falina Hutchinson, Darrell Johnson, Ali Kashani, Dan King, Mark LeBlanc, Dave Phillips, Tom Phillips Nathan Price, Kimberly Truett, George Ferguson, Jennifer Kormos CAN(no vote), Shannon Jordre (FDA)(no vote), Ashley Shaw (FDA) (no Vote), David Snell
Absent: Austin Therrell, Cory Skier, Kelli Younker,
Regulators were asked if anyone would like to join the committee. David Snell came forward.

OP Content

1. Vote to accept 1/18/22 IDC minutes. Jacob Fleig Moved to accept the 1/18/22 IDC minutes as displayed, Maggie Faba seconded. Motion Passed as displayed with noted corrections.
2. Common Food Index Procedures – Kent Kitade The motion to accept the Common Food Index Procedures and forward them to strategic affairs committee for inclusion into the AAFCO Procedures manual was made by Kent Kitade and seconded by Erin Bubb. Motion was tabled (moved by Dave Dressler and seconded by Nathan Price) until the next IDC meeting to give the committee time to review all the documents. Kent Kitade moved to table the motion again until the March 22 IDC meeting. Jacob Fleig seconded. Committee members are encouraged to provide the subcommittee comments. Brett Groves asked if CVM was onboard with the CFI. Dave Edwards responded that common foods is more of a labeling discussion and the states do more of the label review. Regulators who do label review are appropriate to be on the subcommittee. Chris with PFI asked CVM to confirm that this is not a de facto approval pathway. CVM confirmed. Motion to table until March passed.
3. Establish a feed term for “Finished Feed” -- Kimberly Truett. This item was will be presented at the next meeting. AAFCO is seeking a regulator to take on the feed Term investigator role.
4. Tom Phillips moved to editorially remove **ferric choline citrate** from Table
90.26 (2022 OP page 512). Brett Groves Seconded – other intended uses as an iron source will remain in the Official Publication. CVM had reviewed the substance and determined it was not a significant source of choline. Motion Passed
5. Molasses products collective term footnote edit (2022 OP Page 375)-
Jacob Fleig. This collective term is not listed in the CFR. The discussion was whether the foot note is needed or needs to be clarified.
6. Corn Gluten Meal Nomenclature – Dan King Extended discussion was held on how to change an ingredient name. This change is desired to modernize the nomenclature technically inaccurate used for the protein fraction of the corn kernel. Chair requested clarity on an implementation period if a change is recommended. Mr. King will bring the topic forward again next month or in August. IFN also needs to be removed in ODI. No action was taken.
7. **Richard Ten Eyck moved to** Remove two listings for “Pennyroyal” from table 87.30 (page 473). – and publish them in section 99 “withdrawn ingredients”. Charlotte Conway Seconds – Richard Ten Eyck
   From CVM letter 1/27/22 DAF 21157: “In conclusion, CVM believes that the risk of Pennyroyal toxicity, and the potential severity of that toxicity, exceeds the utility of this ingredient as a flavor for use in animal food. Unless an interested party wants to submit data demonstrating target animal safety, we recommend that Pennyroyal be removed from the Flavoring Agents table in section 87.30 of the AAFCO OP.” Motioned passed.

Informational Update

8. Discussion of AAFCO defined Ingredients and the Swine Health Protection Act – Erin Bubb After some discussion Ms. Bubb Requested a Swine Health workgroup be established. Workgroup Charge: Examine the OP chapter 6 sections to determine if Swine Health Protection Act should be referenced and if so, develop the appropriate language to include in those section headers. So far the WG consists of Erin Bubb, George Ferguson, Shannon Jordre, Tom Phillips, Kristi Smedley, Leah Wilkinson, Dave Meeker, and James Emerson.

The committee took a brief break at this point.

9. Update on the ingredient submission workshop modules – Meagan Davis / Nathan Price The content for the online modules is developed and ready to be formatted by the instructional designer. The face to face supporting workshop is being planned for Annual 2022 or Midyear 2023.
10. Update from North American Coalition of Insect Agriculture - (Erin) Liz Koutsos, A recording of the presentation is saved in the BIN library/ ingredient definitions / Presentations to IDC Archive.
11. Hemp Update – Falina Hutchinson, MT Hemp Seed Cake was submitted in February 2021. CVM and the firm requesting the definition met in October 2021 with CVM asking for further information. The firm submitted additional information in January of 2022. CVM is currently evaluating the submission.
12. Workgroup report on sunsetting (withdrawing) procedures for common or usual names in the OP. – (need a new lead) The scope of this workgroup will be expanded to include how to change a common or usual name. Workgroup members currently include Leah Wilkinson AFIA, Carlos G. PFI, Kristi Smedley,
    Jean Hofve, NGFA Dave Fairfield, US Poultry James Emerson, Ken Bowers, Dave Edwards and Maggie Faba. – **New lead** (5 min) 2/24/22 still looking for leader.
13. IDC online training report – Sue Hays IDP Registration link: https://aafcolms.digitalchalk.com/learn/aafco-ingredient-definition-process- online-course-3 There are three trainings being developed by AAFCO. The IDP with the link above, the ingredient submission package and Pet Food Basic Labeling.
14. Training Needs - Richard
    a. From ETC training on feed ingredients is desired, topics: new by-products, additives (CFR regulations, selenium), Refuge regulations)
        i. Work group charge: Working with ETC, industry SME's and an educational designer develop online Educational modules on by-product ingredients role in sustainability. Lead: ___ETC___ group: Christi, James Emerson, AFIA,
        ii. Richard Suggests: Learning Objectives
            1. Become familiar with the benefits of the particular products
            2. Become familiar with the hazards needing to mitigate in producing the ingredient
            3. Become familiar with the appropriate labeling of the ingredient

Discussion on the project covered that the group might last 1- 2 years with several modules developed. Industry already has a lot of information that AAFCO can pull into a shareable format. Some industry folks volunteered to assist. Still need some regulators.

    iii. Committee suggestions
    b. Identify other trainings --- none identified – ask again in March.

15. Budget needs (5 min)
    a. St. Louis Workshop on Ingredient Submission (Nathan, ETC) Meagan will try to get a better SWAG to Richard ($35,000 out this year and $35,000 recovered this year)
    b. Online modules Sustainable Ingredients (**need lead**, ETC) Richard will get a SWAG to Sue and Ashlee Rose. Guess 15 modules at $4000 each ($30,000 out this year, $30,000 out next year, recovered in the next 2 years)

Jacob is looking for additional help on the ODI subcommittee. – Ask again in March.

The meeting ran out of time at this point.

The next meeting will be March 22, 2022 at 11:30AM EST. Please register at this Link:
https://us02web.zoom.us/webinar/register/WN_4Iw5nhJKQQ2DvF3hsVUwDA

Meeting Adjourned 3:05 PM EST
We will vote to accept the minutes during the 3/22/22 IDC meeting.
Minutes approved 3/22/22 with the following members not voting: George Ferguson, Tom Phillips, Kelli Younker, Austin Therrell, and Cory Skier

Appendix A

Agenda not covered in the 2/24/22 meeting:

ODI Maintenance

15. ODI Subcommittee report – Jacob Fleig (5 min)
16. ODI procedures – Jacob Fleig (10 min)
17. Review ODI changes in catch-up transaction November 2021. – Jacob (5 min) (attach list)
18. Remove calcium Lignin Sulfonate from ODI. – Richard (5 min)
19. Move table 101.1 common or usual be in ODI - Nathan (5 Min)
20. Marine Products ODI placeholder Michael (5 min)

Announcements

A. Next Meetings:
   3/22/22 11:30AM -2:30PM Eastern Registration
   Link: https://us02web.zoom.us/webinar/register/WN_EHzFADDbTu6m1WRK-ad-kA

B. New Investigators:
   a. Feed Terms - TBD

C. Stale Ingredients: The following are being removed from consideration as definition requests. Please submit a new request if still desired.

D. Parking Lot topics:
   1. Facilitate a round table discussion on the use of hemp in animal food.
   2. ICG workgroup report – not met since June 2021 -
   3. NANP Subcommittee report –have not met -Ashley Shaw /Casey/Al
   4. 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 quantitively consumer panel tested preferably at the same time as the PFLM changes. **PFC chair clarified on 3/23/22 conversation that this should be a quantitative consumer research.**
   5. Human Grade feed term edits accepted by IDC in January 2021 are being held until the human grade guidelines are passed out of model bill committee.
   6. Bring tentative definitions up for review to move to official.
   7. Pursue formal MSBC Definition.
   8. New feed term and Total Ration.
   9. New feed term Freeze-Dried.
   10. Educational modules on by-product ingredients role in sustainability.

Appendix B

Common Food Index Guidelines & Questions (for consideration 3/22/22 meeting)

AAFCO COMMON FOOD INDEX PROCEDURES (draft)

Introduction

The Common Food Index Subcommittee was established by the AAFCO Ingredient Definitions Committee (IDC) as the body to facilitate the adding new ingredients to the Common Food Index (CFI). Members of the CFI Subcommittee are appointed by the Chair of the Ingredient Definition Committee. The number of members, qualifications if any, identification of the subcommittee chair and terms of service are at the discretion of the IDC Chair. The IDC Chair should consider the volume of work and availability of the volunteers when making these appointments. This document will describe how ingredients are added to the CFI. All the ingredients in the CFI must meet the AAFCO Feed Term "Common Food" as found in the AAFCO Official Publication.

Procedures

I. Suggesting additions to CFI
   - *a.* A suggestion may be made by any stakeholder (consumer, regulator, CFI Subcommittee, industry representative, etc.)
   - *b.* A suggestion is made by completing the CFI form on the AAFCO.org portal (the form can be found in the appendix)
   - *c.* More information may be requested by CFI subcommittee if needed/helpful to confirm that the suggestion meets the criteria in the AAFCO Feed Term "Common Food"

II. Reviewing suggestions received through the www.AAFCO.org portal
   - *a.* Who: The CFI Subcommittee Coordinator (with the assistance of the CFI Subcommittee)
   - *b.* What: The responses to the questions on the form broadly establishes a profile for the suggested substance. The profile must fit the criteria set in the AAFCO Feed Term "Common Food"
   - *c.* When: Review of the submissions will be conducted as they are received. Suggestions that meet the AAFCO feed term, Common Food will go for public comment in monthly intervals
   - *d.* Suggestions that do not meet the AAFCO Feed Term "Common Food" will be also included in the CFI Subcommittee report to IDC

III. Public Comment Period
   - *a.* Pending additions to the CFI are posted on the AAFCO.org portal and in the Feed Bin
   - *b.* A press release targeting animal nutritionists (ARPAS), veterinarian toxicologists (ABVT), veterinarians, FDA-CVM, USDA, consumer groups, general public, affiliated publications is issued
   - i. The press release should encourage animal scientists to share their professional opinion including support of inclusion into the CFI
   - *c.* Duration: minimum of 30 calendar days for stakeholders to comment
   - *d.* How: Comments are submitted through the AAFCO.org portal
   - *e.* The CFI Subcommittee should screen the comments as they are received to avoid a backlog
   - *f.* Public comments are screened as to risk, utility, and appropriateness for inclusion in the Common Food Index by the AAFCO Common Food Index Coordinator/Subcommittee
   - *g.* Suggestions that do not receive any comments will be reported to the IDC for their consideration
   - *h.* Suggestions that pass though the public comment period without issue will be listed in the CFI Subcommittee report to IDC
   - *i.* Suggestions that do not pass the screening process will also be reported to IDC
   - *j.* CFI Subcommittee shall submit their report at least 30 days prior to the next IDC meeting

IV. Acceptance of ingredients into the CFI
   - *a.* The IDC will vote to accept the CFI Subcommittee report
   - *b.* The IDC can discuss the CFI Subcommittee's findings
   - *c.* IDC has the prerogative to amend the findings
   - *d.* In a separate vote, IDC shall vote to accept the recommendations for indexing with or without modifications

e. In their committee minutes IDC will recommend acceptance by the membership of the new additions to the CFI
f. New additions will be noted in the ODI Change Table found in the AAFCO Official Publication biannually

V. Removal of ingredients from the CFI
   a. When: Whenever the CFI Subcommittee receives new information that raises a safety or other concerns
   b. What: The CFI Subcommittee immediately alerts the IDC chair of the new information and may recommend the removal of the ingredient from the CFI
   c. The IDC chair may elect to remove the item immediately from the CFI in the case of an emergency, or otherwise refer to IDC for vote
   d. The CFI Subcommittee recommendation to IDC chair will be reported to the IDC
   e. The IDC shall acknowledge the removal at its next meeting by accepting the CFI Subcommittee report. The IDC has the prerogative to override the removal
   f. Items removed from the CFI shall be posted on a non-CFI list ("Regulator- only reading room" section of the Feed Bin)
   g. Any interested party may appeal the decision of IDC to remove or not remove the ingredient from the CFI

VI. Appeal Process
   a. Who: Any stakeholder may appeal an IDC decision regarding CFI
   b. What: Actions subject to appeal
      i. IDC decision to accept or not to accept an item for inclusion in the CFI
      ii. IDC decision to remove an item from the CFI
   c. How: An appeal can be submitted by completing a form on the AAFCO.org portal
   d. When: Any time after the IDC vote on the substance in question. While there is no deadline to file an appeal, it is preferred that one is filed as early as possible to avoid unnecessary or duplicative work.
   e. The appeal will be discussed by the CFI Subcommittee and their recommendation shall be included in the next CFI Subcommittee report to the IDC
   f. The IDC's vote on the appeal is final unless future information indicates additional discussion is warranted

Common Food Index Checklist (draft)

September 15, 2021

Common foods. Common foods are commercially available and suitable for use in animal food but are not defined by AAFCO, including but not limited to certain whole seeds, vegetables, or fruits. Common food for animals may include common human foods that are known to be safe for the intended use in animal food. Manufacturers
are responsible for determining whether a common food is safe and has utility for its intended use prior to commercial distribution as animal food.

To submit an ingredient to be included in the AAFCO Common Food Index, please complete the following questionnaire. The questionnaire will help the Common Food Index Subcommittee determine if the ingredient meets the qualifications of a Common Food as described in the AAFCO definition.

Name:
Affiliation, Firm, or Consumer:
Email address:
Name of ingredient:
General description of the ingredient:

1. Is the ingredient a single ingredient and not a combination of ingredients (mixed feed)? YES or NO
2. Is the ingredient currently commercially available? YES or NO
3. Is the ingredient currently not defined by AAFCO or otherwise exists in chapter 6 of the AAFCO Official Publication? YES or NO

4. Is the ingredient currently found in human food? YES or NO
5. Is the ingredient safe for the intended use? YES or NO
6. Is the purpose of the ingredient other than providing general nutrition? YES or NO
7. Is the ingredient a refined product or a fraction of a whole ingredient? YES or NO
8. Is the ingredient a chemical compound? YES or NO
9. Is the ingredient a by-product of a food manufacturing process or of any manufacturing process? YES or NO
10. Is the ingredient distributed with a pharmaceutical or medicinal health claim? YES or NO
11. Is the ingredient safe to use by all animal species? YES or NO
    a. If not why?

Appendix C: OP Changes

Appendix D

ODI Updates 02/24/22 (listed on page 1)

Ingredient Definitions Committee Virtual Meeting, March 22, 2022

March 22, 11:30 am–2:30 pm

Recommendations to the Board and Association Membership

When needed, OP text is presented in Appendix A. Workgroup reports are in Appendix B. ODI upload details are in Appendix C.

1) Remove footnote a on 2022 OP April revision page 385 “The molasses collective term is not recognized by the FDA (21 CFR 501.110).”
2) Publish a new Official Definition 33.29 Black Soldier Fly Larvae Oil. Page 407 Delete T33.29
3) Publish replacement of Official Definition with T60.117(C) Dried Black Soldier Fly Larvae. Page 445 – delete existing official
4) Publish replacement of Official Definition with T73.309 Urea formaldehyde Condensation Polymer. Page 470 –delete existing official on page 468
5) Make the following changes in ODI: (tentative ingredients do not go into ODI) **

ODI Action	Name	Reference	Comments
Add ingredient and reference	Black Soldier Fly Larvae Oil	33.29	Business meeting xx/xx/xx
Remove ingredient	Calcium lignin sulfonate		Business meeting xx/xx/xx
Add ingredient and reference	Hydrophobic Silica	Table 101.1	Business meeting xx/xx/xx
Add ingredient and reference	Polyethylene glycol (400) dioleate	Table 101.1	Business meeting xx/xx/xx
Add ingredient	Polysorbate 60	Table 101.1	Business meeting xx/xx/xx
Add ingredient	Phytase	Table 101.1	Business meeting xx/xx/xx
Add ingredient	L-Methionine 85%	Table 101.1	Business meeting xx/xx/xx
Add ingredient	Canthaxanthin	Table 101.1	Business meeting xx/xx/xx
Add ingredient	L-Glutamine	Table 101.1	Business meeting xx/xx/xx
Add ingredient	Saccharomyces cerevisiae expressing xylose isomerase from Piromyces sp. E2	Table 101.1	Business meeting xx/xx/xx
Add ingredient	L-methionine 90%	Table 101.1	Business meeting xx/xx/xx
Add ingredient	Dried Methylobacterium extorquens biomass	Table 101.1	Business meeting xx/xx/xx
Add ingredient	Clinoptilolite of sedimentary origin	Table 101.1	Business meeting xx/xx/xx
Add ingredient	Krill Meal	Table 101.1	Business meeting xx/xx/xx
Add ingredient	Beta-Gluconase	Table 101.1	Business meeting xx/xx/xx
Add ingredient	Dried L-threonine fermentation product	Table 101.1	Business meeting xx/xx/xx
Add ingredient	Marine microalgae oil	Table 101.1	Business meeting xx/xx/xx

**ODI updating—in order to add transparency of the impact of committee decisions on the Online Database of Ingredients (ODI) label validation tool, the committee recommendations will include a table of the anticipated changes to ODI to reflect changes to common or usual names and/or references in the OP. It is anticipated this table will also appear in the front of the OP with the dates of adoption by the Association Membership. OP section editors are responsible for the accuracy of the ODI updates.

Board Action:
To be considered in May 2022

Association Action:
To be considered in August 2022

Recommendations Not Needing Further Association Review: -none-
Referrals to Other AAFCO Committees: -none-

Minutes IDC March 22, 2022
The Committee met virtually with over 180 attendees. Committee member roll call on Google Doc was Displayed by Kent Kitade. A quorum was present with 23 out of 28 voting members present including Richard Ten Eyck, Laura Scott, Kent Kitade, Charlotte Conway (FDA), Ken Bowers, Erin Bubb, Stan Cook, Dave Dressler, James Embry, Maggie Faba, Ashlee-Rose Ferguson, Jacob Fleig, Brett Groves, Falina Hutchinson, Darrell Johnson, Ali Kashani, Dan King, Mark LeBlanc, Dave Phillips, Nathan Price, Kimberly Truett, George Ferguson, Jennifer Kormos CAN(no vote), Shannon Jordre (FDA)(no vote), Ashley Shaw (FDA) (no Vote), David Snell
Absent: Austin Therrell, Tom Phillips, Cory Skier, Kelli Younker,
Regulators were asked if anyone would like to join the committee. David Snell came forward.
Laura Scott indicated the need for another regulator to join the finished feed workgroup along with the investigator. Ali Kashani will be the new feed term investigator. Please email Richard if you'd like to help.

OP Content
1) Vote to accept 2/24/22 IDC minutes. Jacob Fleig Moved to accept the 2/24/22 IDC minutes as displayed, Mark LeBlanc seconded. Motion Passed
2) **Common Food Index Procedures (tabled Motion)– Kent Kitade "The motion to accept the Common Food Index Procedures and forward them to strategic affairs committee for inclusion into the AAFCO Procedures manual was made by Kent Kitade and seconded by Erin Bubb."**
   Kent recommended to table the item again and discuss it further with the committee members. He indicated that some regulatory members had asked for additional information. PFI asked if they could provide additional input after that meeting.
   Additional process considerations may need to be added for frivolous requests. There is also confusion on how to handle foods with a standard of identity. Confusion surrounds the difference between single ingredients and multiple ingredient foods (cheese, peanut butter, yogurt). **Chair will set up a one hour meeting with the committee.**
   The CFI index (draft) documents are available in the BIN/Library/ ingredient definitions/investigator recommendations.
   There was no motion to take the item from the table. The tabled motion dies. The workgroup is welcome to make future CFI recommendations to the committee
3) Establish a feed term for "Finished Feed" -- Kimberly Truett (5 Min) (need form) See request from Laura Scott for additional workgroup regulatory members.
4) Molasses products collective term footnote edit (2022 OP Page 385)- Jacob Fleig Motion to remove footnote a. on OP page 385 "The molasses collective term is not recognized by the FDA (21 CFR 501.110)." This footnote is being removed because it has raised confusion about the acceptability of use of the collective term. Charlotte Conway moves, Brett Groves seconds, motion passes
5) Corn Gluten Meal (proposed) Name change – Dan King Publish as Corn Protein Meal.

The committee and advisors discussed several changes concerning the use of the word "gluten" and decided more time was needed to reach consensus. The proposed changes would affect all outdated uses of the word "gluten." "Gluten" had historically been the term used to describe plant proteins generally, but today there is confusion because the protein in corn and sorghum (described here) is different than the gluten protein found in wheat. Further discussion was also needed on the implementation timeline and how the old names would be archived.

This table summarizes the proposed changes.

Existing Name	**New Name 3/22/22**
48.14 Corn Gluten Meal	48.145 Corn Protein Meal
42.2 Grain Sorghum Gluten Feed	42.25 Grain Sorghum Protein Feed
42.3 Grain Sorghum Gluten Meal	42.35 Grain Sorghum Protein Meal
48.13 Corn Gluten Feed	48.135 Corn Protein Feed
48.18 Hydrolyzed Corn Protein	Name stays, changing definition

Place a note on 48.14, 42.2, 42.3, 48.13 " Remove from the 2025 OP and place in the withdrawn section with a note "**Industry nomenclature was changed from gluten to protein in 2022."**
Modify the collective terms also.
Industry Associations indicated a desire to discuss this further before taking action. FDA indicated the desire to do all these changes at once.
Discussion continued on parsing out the Corn Gluten Meal change as the lightning rod for the changes. In depth extensive discussions proceeded on the logistics to making these changes.
T48.14(A) Corn Gluten meal *(corn Protein Meal)* is the dried residue from corn after the removal of the larger part of the starch and germ, and the separation of the bran by the process employed in the wet milling manufacture of corn starch or syrup, or by enzymatic treatment of the endosperm. It may contain fermented corn extractives and/or corn germ meal. Originally called corn gluten meal (adopted 1936, amended xx, amended 2023). Remove "corn Gluten meal" in the 2025 Official Publication.

Discussion was held about whether to list corn gluten meal in the withdrawn section. Consensus was that this would not be desirable.

CVM offered that a pause until August would give them time to concur on the changes and provide a supporting letter.

No formal motion was made on the topic. **Dan King will bring the expanded topic back to the committee in August.**

6) Publish Official Definition T33.29 Black Soldier Fly Larvae Oil – Mundo Motion was made by Jacob Fleig, and seconded by Falina Hutchinson. Motion passed. This is the first time the substance has been recommended to be listed as Official in the OP.
7) Publish Official Definition T60.117(C) Dried Black Soldier Fly Larvae – Bubb & delete existing official Erin Bubb moved and Mark LeBlanc seconded. change as-fed in the text. Motion passes
8) Publish Official Definition T73.309 Urea formaldehyde Condensation Polymer – Ten Eyck delete existing official Stan Cook moved and Ashlee-Rose seconds. Motion passes

ODI Maintenance

9) ODI Subcommittee report – Jacob Fleig Volunteers:

Nothing new still looking for volunteers

10) ODI procedures – Jacob Fleig
    a. Edits from IDC go into ODI when?

    Need to do actual run through of the update before writing the procedure.
11) Review ODI changes in catch-up transaction November 2021. – Jacob (attach list)

12) Remove calcium Lignin Sulfonate from ODI. – Richard Ken Bowers moved, Ashlee Rose Seconded. Motion passed – list in the ODI change table.
13) Move table 101.1 common or usual be in ODI - Nathan Price, Stan Cook seconded to add the common or usual names in table 101 into ODI. Motion passed. -- list in the ODI change table
14) Marine Products ODI placeholder --Michael -- No discussion held,

The committee took a 10 Minute break somewhere in here.

Informational Updates

15) Discussion of new GFI 258 on use of tracers in animal food – CVM - Diego Paiva, CVM presented the new guidance. Take aways were that Type A need bluebird formulation approved by FDA if adding tracers. The tracer may not be used to quantify the drug in the type A article. **Chair will post in the BIN letters provided by Micro Tracers.**
16) Update on the ingredient submission workshop modules – Nathan Price Development is proceeding and are expected to be complete by 7/1/2022. *The face to face ingredient submission workshop was postponed a couple weeks after the IDC meeting. Expect it to be held at AAFCO midyear 2023.*
17) Discussion on proper use of 9.77 broth – Stan Cook – Take aways were that the broth sources should be cooked before the canning process. Some USDA broths may not meet the protein levels specified in this definition.
18) Swine Health work group update (placeholder): (report out in August) -- Bubb Charge for Swine Health work group:
Examine the chapter 6 sections to determine if Swine Health Protection Act should be referenced and if so, develop the appropriate language to include in those section headers.
So far the WG consists of George Ferguson, Shannon Jordre, Tom Phillips, Erin Bubb, Kristi Smedley, Leah Wilkinson, Dave Meeker, James Emmerson.
19) Hemp Update – Falina Hutchinson, MT FDA is still reviewing the submission from the Hemp Feed Coalition. There is a feeding trial starting in May for broilers.
20) Workgroup report on sunsetting (withdrawing) procedures for common or usual names in the OP. – (need a new lead) The scope of this workgroup will be expanded to include how to change a common or usual name. Workgroup members currently include Leah Wilkinson AFIA, PFI, Kristi Smedley, Jean Hofve, NGFA Dave Fairfield, US Poultry James Emmerson, Ken Bowers, Dave Edwards and Maggie Faba. – **New lead** needed (George will find). **Ken Bowers will send out a doodle poll to start the conversation.**
21) Training Needs - Richard *(Discussed in February)*
    i) ***From ETC*** training on feed ingredients is desired, topics: new by-products, additives (CFR regulations, selenium), Refuge regulations)
    ii) Work group charge: Working with ETC, industry SME's and an educational designer develop online Educational modules on by-product ingredients role in sustainability. Lead: ETC group:
    iii) Richard Suggests: Learning Objectives
        (1) Become familiar with the benefits of the particular products
        (2) Become familiar with the hazards needing to mitigate in producing the ingredient
        (3) Become familiar with the appropriate labeling of the ingredient
    iv) Committee suggestions
    v) Identify other trainings *(nothing suggested)*

~~22) Budget needs (5 min)~~ (Discussed in February)
~~i) St. Louis Workshop on Ingredient Submission (Nathan, ETC)~~
~~ii) Online modules Sustainable Ingredients (need lead, ETC)~~

23) Adjourn 2:17PMish EST

Minutes approved 5/3/2022. IDC members not voting: Laura Scott, Austin Therrell, Charlotte Conway, Dave Dressler, Falina Hutchingson, Darrel Johnson, Dave Phillips, Cory Skier, Kelli Younker, George Ferguson, David Snell

Announcements

A. Next Meetings:
    a. Common Food Index call 5/26/22 11AM EST

b. AAFCO Annual Meet August 3-4-5,
c. IDC August xx, 2022 in-person, St Louis, MO

B. New Investigators:
a. Feed Terms – Ali Kashani

C. **Stale Ingredients:** The following are being removed from consideration as definition requests. Please submit a new request if still desired.
a. -none-

D. Parking Lot topics:
a. Facilitate a round table discussion on the use of hemp in animal food.
b. ICG workgroup report – not met since June 2021 -
c. NANP Subcommittee report –have not met -Ashley Shaw/Casey/Al
d. **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 quantitively consumer panel tested preferably at the same time as the PFLM changes.* ***Stan will make sure new vitamin names get tested.***
e. Human Grade feed term edits accepted by IDC in January 2021 are being held until the human grade guidelines are passed out of model bill committee. *The guidelines are being sent from PFC to the Board and membership in August.* ***Laura will make sure the guidelines and the feed term get in front of the Board together.***
f. Pursue formal MSBC Definition.
g. New feed term Total Ration.
h. New feed term Freeze-Dried.
i. Fluorine levels in model bill 975.08 AOAC method (need details)
j. Clean up Chapter 5 CFI guidelines
k. Particular processed/pomace vs common foods -TBD

Appendix A: OP Changes

Page 407

~~T~~33.29 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". (proposed xx , adopted xx)

Page 445

~~T~~60.117 (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. (Proposed 2022, amended xx)

Delete existing 60.117 upon association approval.

Page 470

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. (Proposed 2022)

Page 468: Delete existing 73.309 upon association approval.

Appendix B

Common Food Index Guidelines & Questions (for consideration 3/22/22 meeting)

AAFCO COMMON FOOD INDEX PROCEDURES (draft)

Introduction

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a. Who: Any stakeholder may appeal an IDC decision regarding CFI
b. What: Actions subject to appeal
i. IDC decision to accept or not to accept an item for inclusion in the CFI
ii. IDC decision to remove an item from the CFI
c. How: An appeal can be submitted by completing a form on the AAFCO.org portal
d. When: Any time after the IDC vote on the substance in question. While there is no deadline to file an appeal, it is preferred that one is filed as early as possible to avoid unnecessary or duplicative work.
e. The appeal will be discussed by the CFI Subcommittee and their recommendation shall be included in the next CFI Subcommittee report to the IDC
f. The IDC's vote on the appeal is final unless future information indicates additional discussion is warranted

Common Food Index Checklist (draft)

September 15, 2021

Common foods. Common foods are commercially available and suitable for use in animal food but are not defined by AAFCO, including but not limited to certain whole seeds, vegetables, or fruits. Common food for animals may include common human foods that are known to be safe for the intended use in animal food. Manufacturers are responsible for determining whether a common food is safe and has utility for its intended use prior to commercial distribution as animal food.

To submit an ingredient to be included in the AAFCO Common Food Index, please complete the following questionnaire. The questionnaire will help the Common Food Index Subcommittee determine if the ingredient meets the qualifications of a Common Food as described in the AAFCO definition.

Name:
Affiliation, Firm, or Consumer:
Email address:
Name of ingredient:
General description of the ingredient:

1. Is the ingredient a single ingredient and not a combination of ingredients (mixed feed)? YES or NO
2. Is the ingredient currently commercially available? YES or NO
3. Is the ingredient currently not defined by AAFCO or otherwise exists in chapter 6 of the AAFCO Official Publication? YES or NO

4. Is the ingredient currently found in human food? YES or NO
5. Is the ingredient safe for the intended use? YES or NO
6. Is the purpose of the ingredient other than providing general nutrition? YES or NO
7. Is the ingredient a refined product or a fraction of a whole ingredient? YES or NO
8. Is the ingredient a chemical compound? YES or NO
9. Is the ingredient a by-product of a food manufacturing process or of any manufacturing process? YES or NO
10. Is the ingredient distributed with a pharmaceutical or medicinal health claim? YES or NO
11. Is the ingredient safe to use by all animal species? YES or NO
    a. If not why?

Appendix C

ODI Updates 03/22/22

IDC Meeting Date	3/22/22		
	ODI Summary of Changes for OP		
Action	**Ingredient Name**	**Reference**	**Comments (meeting)**
Add Reference	Hydrophobic Silica	101.1	Business meeting xx/xx/xxx
Add Reference	Canthaxanthin	101.1	Business meeting xx/xx/xxx
Delete synonym	Calcium lignin sulfanate	573.6	Business meeting xx/xx/xxx
Delete synonym	Calcium lignin sulfanates	73.107	Business meeting xx/xx/xxx
New Name and reference	Beta-gluconase	101.1	Business meeting xx/xx/xxx
New Name and reference	Black Soldier Fly Larvae Oil	33.29	Business meeting xx/xx/xxx
New Name and reference	Clinoptilolite of sedimentary origin	101.1	Business meeting xx/xx/xxx
New Name and reference	Dried L-threonine fermentation product	101.1	Business meeting xx/xx/xxx
New Name and reference	Dried Methylobacterium extorquens biomass	101.1	Business meeting xx/xx/xxx
New Name and reference	Krill meal	101.1	Business meeting xx/xx/xxx
New Name and reference	L-Glutamine	101.1	Business meeting xx/xx/xxx
New Name and reference	L-Methionine 85%	101.1	Business meeting xx/xx/xxx
New Name and reference	L-Methionine 90%	101.1	Business meeting xx/xx/xxx
New Name and reference	Marine microalgae oil	101.1	Business meeting xx/xx/xxx
New Name and reference	Phytase	101.1	Business meeting xx/xx/xxx
New Name and reference	Polyethylene glycol 400 dioleate	101.1	Business meeting xx/xx/xxx
New Name and reference	Polysorbate 60	101.1	Business meeting xx/xx/xxx
New Name and reference	Saccharomyces cerevisiae expressing xylose isomerase from Piromyces sp.E2	101.1	Business meeting xx/xx/xxx

Inspection and Sampling Committee Report

2022 AAFCO Midyear Meeting
January 19, 10:45–11:45 am, Mobile, Alabama

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 Klommhaus – FDA; Stephanie Adams – AFIA.
    - 2021 AITS Cadre: Jessica Gore – NC (POC for AITS); Eric Brady – TN; Stevie Glaspie – MI; Jamie Spencer – KS; Jordan Mancini – MN; Miriam Johnson – NC; Chad Linton – WV
    - 2021 BITS Cadre: Brett Groves – IN (POC for BITS); Eric Brady – TN; Steve McMurry – KY; Joe Slater – AAPFCO; Don Robinson – IN; Miriam Johnson – NC; Chad Linton – WV

Members Present: Chad Linton – WV (Committee Vice Chair); Austin Therrell – SC (BOD Liaison); Jessica Gore – NC; Ryan Solberg – 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; Jamie Spencer – KS; David Dressler – PA; Lloyd Payne – FDA; Joe Haynes – 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; Jonathan Roberts – LA; Ashley Prejean – LA

Committee Report

Chad Linton (Committee Vice Chair) called the meeting to order at 10:45 AM EST. 19 committee members and 5 industry liaisons were present via Face to Face, 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 ¾ 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:

Jenny Combs presented updates from the review of 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 ¾ 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. 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 ¾ 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

AITS Seminar Review – Jessica Gore, NC

Chad Linton stated AAFCO will be hosting an Advanced Inspector Training Seminar (AITS) this year. The training will be held in Omaha, Nebraska on June 28-30, 2022. The cadre is set for the meeting and all presentations are ready to go for the training.

Sue Hays confirmed AAFCO has procured the FDA Small Conference grant which will be used to pay for this training. The hotel has been reserved, and a maximum of 50 participants for this meeting will be set. There isn't a maximum number of participants from a single state, and it is first come first serve for registration. Reminders will be sent out from AAFCO at a minimum of 60 days before the training, and most likely will be sent out in the near future. Registration opens April 1.

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 2022. Oklahoma has agreed to host for Fall (Sept/Oct) 2022. Future trainings will be considered as normal unless otherwise driven by travel restrictions. The cadre has members that have retired and we need new cadre members. Anyone that would like to be on the training cadre should contact Miriam Johnson or Chad Linton. More information will be available in the near future. If a state would like to host a BITS training, please let Brett Groves know that you are interested.

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

With the recent updates to the Aseptic Sampling section of the AAFCO Inspectors Manual and the increased interest in setting methods, Miriam Johnson was approached by Lloyd Payne – FDA and Joe Haynes – FDA about the possibility of providing a training to present to the membership around the principles and

techniques of Aseptic Sampling. The committee discussed and agreed to send this to the Education and Training Committee to evaluate the feasibility and the need to provide a training as well as conduct a survey to determine interest. This information will be collected and reported back at the 2022 annual meeting.
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 2022 Annual Meeting. The meeting was adjourned at 11:30 AM EST.

Action Item Table

Responsible	**Item**	**Action**	**Timing / Status**
Miriam Johnson	Sampling Study Review Committee	Waiting data results from KY and TX.	On-going/August 2022
Work Group	AITS Guidelines & Curriculum	Update and Standardize AITS Guidelines & Curriculum; Virtual Setting Options	On going/June 28-30, 2022
Brett Groves	BITS Training	Work with host state to set up	Sept/Oct 2022
Work Group	Guidance Tools for Inspections	Review and send to industry for review. Make available for all to see	January 2023
Miriam Johnson/Sue Hayes	Small Meetings Grant	Apply for the trainings in the future	Per Grant Request Submission Dates
Miriam Johnson	Aseptic Sampling	Work with FDA to decide on providing a training and work on a method	On-Going; August 2022
Ben Jones	Bulk Tote Sampling	Review to see if any information is available on this already, report back to committee	January 2023

Laboratory Methods and Services Committee Report

2022 AAFCO Midyear Meeting
January 19, 8:00 am–3:15 pm, Mobile, Alabama

Committee Recommendations: None

Board Recommendations: None

Association Actions: None

Committee Participants

Members Present:

Joshua Arbaugh	West Virginia Dept. of Agriculture
Ametra Berry	Georgia Dept. of Agriculture
Srinu Chigurupati	FDA / ORA / Office of Regulatory Science
Deepika Curole	Louisiana Dept. of Agriculture
Hemakanthi De Alwis	FDA/CVM/Office of Research
Trish Dunn	Office of the Indiana State Chemist
Sally Flowers	Kansas Dept. of Agriculture
Buddhika Galkaduwa	Kansas Dept. of Agriculture
Tai Ha	Nebraska Dept. of Agriculture
William Hoek	New York Dept. of Agriculture & Markets
H. Dorota Inerowicz	Office of the Indiana State Chemist
Robyn Johnson	Montana Dept. of Agriculture
Maryam Khosravifard	California Analytical Chemistry/Environmental
Mary Koestner	Missouri Dept. of Agriculture
Dominika Kondratko	Colorado Dept. of Agriculture
Mark LeBlanc	Office of the Indiana State Chemist
Patty Lucas	Florida Dept. of Ag and Consumer Services
Kristi McCallum	Colorado Dept. of Agriculture
Rebecca Moseley	Alabama Dept. of Agriculture
Lawrence Novotny	Life Member (Elected in 2021)
Ruiqing Pamboukian	FDA/ORA/OGROP/ORA/ORO/DFS/HFC-140
Tom Phillips	Maryland Dept. of Agriculture
Melanie Titley	Canadian Food Inspection Agency
Mark Skasko	FDA/CVM
David Snell	Office of the Indiana State Chemist
Brenda Snodgrass	Life Member/AAFCO PT
Michele Swarbrick	Minnesota Dept. of Agriculture
Angela Swinford	FDA/ORS
Sharon Webb	University of Kentucky Regulatory Services
Ronald Winter	FDA/ORA/OP
Dancia Wu	Office of the Indiana State Chemist

Advisors Present:

Jenny Bailie	American Feed Industry Association
BJ Bench	Tyson Foods
Andy Crawford	Consultant
Alexis Huyghues-Despointes	JH Smuckers
Jeff Horst	Agri-King, Inc.
Cassandra Morse	Neogen
Matt Nichols	Neogen
Heidi Phillips	AAFCO PT QAM

Lars Reimann	Eurofins
Ken Riter	Nestle-Purina Analytical Labs
Leo Schilling	Eurofins

Committee Activities
ACTION: None

Sub-Committee Activities
ACTION: None

Committee Report
1) Welcome, Introductions, & Adoption of Agenda- K. McCallum & S. Webb
   a. Meeting called to order at 11:01 am, CST
   b. Motion to accept Agenda- Joshua Arbaugh, WV
   c. 2nd- Sally Flowers, KS
   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) FoodShield Group Update – K. McCallum
   a. The LMSC has a group in FoodShield created and managed LMSC co-chairs
   b. Members and advisors have been given access to this group on FoodShield
   c. LMSC Documents, meeting minutes, rosters, LMSC working groups, meetings will be stored in FoodShield for LMSC. All current LMSC members and advisors have access to these.
   d. Members and advisors agreed unanimously to use FoodShield for LMSC
   e. Non-members cannot access this group on FoodShield
4) Presentation, Verification of Randox Myco 7 Method and Coccidiostats by Dr. Sharon Webb, University of Kentucky Regulatory Services
   a. Myco 7 method is being submitted to AOAC
   b. Randox published a paper in the World Mycotoxin Journal
   c. Validation method KY used was presented (see presentation on AAFCO Website)
   d. Contact Sharon Webb for validation plan sfwebb2@uky.edu
   e. Very important to discuss the scope of analysis with customer to ensure LOD/LOQ and MU meet your customer needs
   f. Sample dilutions for method can be very confusing – email Dr. Sharon Webb for the excel spreadsheet for dilution calculations
5) Presentation, Analytical Methods for Mannan and β-Glucan Determination for Ingredients Derived from Yeast by Jiri Kratochvil, Lesaffre
   a. Presentation uploaded on AAFCO website under Laboratory>Meeting Minutes and Presentations
6) Presentation, APHL Update, Robyn Randolph, APHL
   a. Updates were given for the following APHL initiatives:
      i. GenomTrakr and WGS submission
      ii. Accreditation Resources
      iii. Human and Animal Food Subcommittee
      iv. APHL membership benefits, Public Health Laboratory System Database (email Robyn Randolph at robyn.randolph@aphl.org if you want your lab information added to the PHLS database)
      v. Task Force to Engage Members
      vi. Training Resources (new webinars and courses available)
   b. APHL has added a Chemistry and Radiochemistry Sub-committee. If interested in joining, please email Robyn Randolph.
7) LMSC Working Groups

a. K. McCallum presented the structure, lead contacts and initiatives of the new LMSC Working Groups.
b. Working groups were formed from the results of the 2021 LMSC Laboratory Capability Survey.
c. The following is a list of 2022 LMSC Working Groups/Leads
    i. Moisture – L. Novotny
    ii. Metals – S. Webb
    iii. Mycotoxins – S. Webb
    iv. Fat Soluble Vitamins – K. Riter/D. Inerowicz
    v. Microbiology – K. McCallum
    vi. Toxins (Dioxin/Pentobarbital) – T. Phillips
    vii. Drug Residues – L. Schilling
    viii. Pesticide Residues – K. McCallum
    ix. Hemp – K. McCallum
d. Need Official method for Karl Fischer titration in pet food
e. Metals WG will work on Best Practice documents and training as well as digestion methods. Separate WG into nutritive and non-nutritive for toxic metals.
f. Need to establish a Scope of Work document for analytical methods requested by State Regulatory programs to capture analytical method requirements such as LOD/LOQ, MU, method requirement if any, matrices, etc. – K. McCallum will draft a template.
g. Mycotoxins WG needs a lead. If interested, please contact Sharon Webb sfwebb2@uky.edu WG will continue with best practices and methods. This WG needs method submitted for LC/MS/MS. Please email Sharon Webb if you would like to share a method.
h. Microbiology WG will focus on training. K. McCallum is working on training for state laboratories. Methods for microbiology are well-established.
i. Fat Soluble Vitamin WG – Dr. Ken Riter gave a presentation which detailed WG updates and future work that needs to be done on test portion size. The presentation is available on the AAFCO website. Presented work was published in JAOAC, 105(1), 2022, 288-298.
j. Toxins (Dioxin/Pentobarbital) – Pentobarbital method may be available from FDA. Methods for Dioxin are not available. T. Phillips will search for methods.
k. Drug Residues – There are a lot of LC/MS methods available. WG will work on Best Practice guidance and collecting methods.
l. Pesticide Residues – NY Dept. of Ag has a muti-residue method for LC/MS/MS. Most state labs already test for pesticide residues and can do so in animal feeds.
m. Hemp – Discussed the AAFCO Position Statement regarding hemp by-products in animal feed. WG needs to establish method criteria (analytes THC/CBD, LOD/LOQ, MU) and will need labs to perform a matrix-extension validation on existing GC-FID or HPLC methods. The WG will focus on THC and then cannabinoids.

8) Meeting adjourned on Wednesday, January 19, 2022, at 3:15 PM CST.

Appendix

Attachments:
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

2022 AAFCO Midyear Meeting
January 18, 2:30–3:30 pm, Mobile, Alabama

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 2:30 p.m. central on Jan. 18, 2022.

Committee members participating in the meeting were: Dan King, Committee vice-Chair (Minnesota), Ken Bowers (Kansas), Eric Brady (Tennessee), David Dressler (Pennsylvania), George Ferguson (North Carolina) Darrell Johnson (Kentucky), Sherrie Krolczyk (FDA), 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 (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. 4, 2021 virtual meeting were previously approved on Aug. 30, posted on the AAFCO website and in the Feed BIN, and included within the 2022 AAFCO Midyear Meeting Committee Report Book.

Labeling Workgroup Report

Mr. Ziehr reported that the labeling workgroup recommended the current language in Model Bill section 3 (j) (page 114 of the 2022 AAFCO OP) be stricken and replaced with:

The term "labeling" means (1) all labels and other materials upon a commercial feed or any of its containers or wrappers, or (2) accompanying or supporting such commercial feed published or communicated in any manner.

During the subsequent discussion about the recommendation, the following concerns were expressed:

1. The grammatical structure of the language being recommended is not correct (the second clause of the definition (2) cannot stand alone as a coherent sentence).
2. The word "published" within the proposed definition is ambiguous.
3. The phrase "or communicated in any manner" is quite broad and could be construed to mean any verbal or other communication about the commercial feed, whether authorized or not by the guarantor.

In response to committee discussion on the recommendation, Mr. Lueders charged the workgroup to further consider the definition and provide recommendations to the committee for review during the 2022 AAFCO Annual Meeting.

Flavors and Colors Workgroup Report

Mr. King, as chair of the workgroup established to evaluate issues associated with 21 CFR 501.22 flavor and colors requirements and make recommendations on whether and how AAFCO should address, reported the workgroup conducted three meetings and concluded that AAFCO does not need to take further actions to address the topic.

Mr. Dressler moved to accept the workgroup report and to disband the workgroup. The motion was seconded by Mr. Bowers. The committee voted to approve the motion.

Adjournment

Chairman Lueders asked whether there was any old or new business to be considered by the committee. Given that none was identified, the committee meeting was adjourned at approximately 3:15 p.m. central.

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.

Pet Food Committee Report

2022 AAFCO Midyear Meeting
January 19, 1:15–3:00 pm, Mobile, Alabama

Committee Recommendations: None

Committee recommendation summary or list.

(1) The PFC accepted the revised Guidelines for "Human Grade" Claims (APPENDIX A) and recommend them to the BOD for Membership acceptance. If passed by Membership, these are intended to replace the current Guidelines which start on page 158 of the electronic 2022 OP.

Board Recommendations: None

Association Actions: None

Committee Participants

Members Present: Liz Beckman (WA – Chair), Stan Cook (MO – Co-chair), Darrell Johnson (BOD Liaison), Chris Berg (IA), William Burkholder (FDA-CVM), Charlotte Conway (FDA-CVM), George Ferguson (NC), Madison Fink (MO), Kristen Green (KY), Tiffany Leschishin (MN), JoLynn Otero (NM), Caitlin Price (NC), Katie Simpson (IN), Austin Therrell (SC), James Embry (TX), Barbara-Jean Schleicher (KS).

Advisors Present: Bill Bookout (NASC), Louise Calderwood (AFIA), Dave Dzanis (APPA), James Emerson (US Poultry and Egg), Dave Fairfield (NGFA), Matt Frederking (NGFA), (Ryan Frank AFIA), Jean Hofve (PWA), David Meeker (NARA), Chris Nash (PFAC), Angele Thompson (PFI), Pat Tovey (PFI), Tim Law (NARA).

Committee Report

Meeting called to order at 1:15 CST

Announcements

New members and advisors to the committee were announced.

Committee Minutes

Human Grade Working Group – George Ferguson, NC

A previous version of the Guidelines for "Human Grade" Claims were posted publically to the website in August 2021 for a question/comment period. All questions/comments received back and the working group's answers were then also posted online and in the Feed Bin. These Q & As have been posted for a month at the time of this meeting. The working group developed a revised version of the human grade guidelines based on the feedback and noted in the Q & A document where modifications were made. The revised Guidelines for "Human Grade" Claims (APPENDIX A) are currently available in the Feed Bin and on aafco.org and were displayed during the meeting.

AFIA comments were that they would like to see a few tweaks to the document, but overall supportive and would like to see the document move forward.

1) In support of a single affidavit in place of multiple for substantiation. AFIA has provided PFC a sample document.
2) Use of the word 'firm' should be further clarified as to whether this means guarantor, manufacturer, etc.
3) To refresh the workgroup to allow for new participation.
4) Can industry get copies of the mock AMS-Human Grade audits that have been performed?

George Ferguson responded:

1) While it may not be possible to do a single affidavit, the issue can be taken to the workgroup for consideration with the goal of reducing burden. A comment was made to industry that often the best document examples are often active industry documents.
2) The 'firm' in charge of the human grade pet food may not be the same facility throughout the manufacturing process. The workgroup didn't feel that one word captures the whole process, therefore the wording was specifically left vague.
3) The workgroup is putting together a frequently asked questions document for the website to help clarify specific scenarios that may arise for firms. This group can certainly include new

participation, interested parties should reach out to Austin Therrell as the head of the workgroup. The intent is that this workgroup will stay together for the foreseeable future to address questions/scenarios in a timely manner. The work group will also review for any conflicts in the guidelines that may arise.

4) Yes, can be provided via the BIN after appropriate redactions.

PFI also commented they like the approach and support moving quickly with finalizing the process. PFI also supports reengaging and refreshing the human grade workgroup as well as supporting a single affidavit or reduced documentation burden.

George Ferguson mentioned that the AMS Certificate process is similar to the Organic process. Under the AMS Process Verified (voluntary) program, AMS would conduct the audit and if passed, this information along with the products to which it applies would appear on their website as confirmation.

George Ferguson moves that the PFC accept the revised Guidelines for "Human Grade" Claims (Appendix A) and recommend them to the BOD for Membership acceptance. Kristen Green seconds. Motion carries.

Copper Workgroup – Dr. William Burkholder, FDA-CVM

Background information regarding copper issues that have been identified in multiple species of animals, including dogs, was presented. At the last meeting, substantiating feeding protocol data was requested from firms to clarify the safety of current copper levels in dogs. The requested internal data from these firms has not been received.

Copper-associated hepatitis has become a fairly well-documented chronic hepatic disease in dogs. While there may be genetic and breed factors also at play, it has become clear that the issue of limiting copper levels (maximums) and limiting certain highly bioavailable copper sources in dog food should be explored.

FDA-CVM held a public listening session in September where the issue of canine copper-associated hepatopathy was presented by Dr. S.A. Center. The FDA followed up with Dr. Center for additional discussions regarding the issue.

The American College of Veterinary Internal Medicine has issued a consensus statement on the diagnosis and treatment of chronic hepatitis in dogs. Additional peer reviewed publications are available as well.

Work on this topic continues by the workgroup and associated recommendations to AAFCO are expected moving forward.

PFLM Implementation Workgroup – Stan Cook, MO

Additional information available in the slides – See Appendix B.

The Ingredients and Safety Statement groups have reached consensus and finished the language for changes.

The Facts Box and Nutritional Adequacy groups are still finalizing their work. These groups are meeting on a weekly basis to resolve outstanding issues. The Implementation Workgroup is also meeting with these two teams and hopes to finish up within 6 weeks.

The Implementation Workgroup has:

(1) Completed a survey of how states adopt new rules into their law and regulations
(2) Developed models for how to best implement based off of survey results.
(3) Requested and has compiled industry fiscal impact information and will develop regulatory fiscal impact information.

Moving Forward, the Implementation Workgroup plans to:

(1) Conduct 50 state calls to emphasize the importance of PFLM and for clarity
(2) Resurvey states
(3) Develop education materials
(4) Develop timelines for implementation

See the slides in Appendix B for additional detail regarding:

- Survey results
- PFLM timeline for 2022 February – August timeframe.

New Training and Outreach Sub-Committee - Chris Berg, IA

Upcoming trainings being developed:

- Basic Pet Food Module (awaiting an instructional designer)
- Advanced Pet Food Workshop
- Evaluation of Pet Food Label Module
- Update Pet/Specialty Pet Labeling guide

- Pet Food Forum (May)

Outreach Issues being developed:

- Review the Pet Food Label checklist
- Visit trade shows
- Review both AAFCO pet food websites

An invitation was extended to join the Pet Food Training & Outreach Sub-Committee. Anyone interested should email Chris Berg.

New Agenda Item: Bone Broths – Stan Cook, MO

The AAFCO definition of broth (9.77) contains specific requirements regarding nutritional content. However, a review of several 'bone broth' products reveals that some products do not adhere to the requirements of the definition. In addition, it appears that several products do not appear to adhere to the 95% product name rule in PF3 due to the results of laboratory analysis. Firms should be aware that they are required to meet all state law labeling requirements (most are similar/based off of the AAFCO Pet and Specialty Pet Food Regulations) for new products.

Meeting concluded at 3:00 CT.

Appendix A:
Guidelines for "Human Grade" Pet and Specialty Pet Food Claims

AAFCO recommends and supports the following guidelines for the use of the term "human grade" in the labeling of pet foods and specialty pet foods. Pet and specialty pet foods using the labeling claim "human grade" are first and foremost animal food products and subject to inspection under 21 CFR part 507. In order to substantiate that a human grade claim is truthful and not misleading, these guidelines describe how all human grade pet food products should be manufactured in accordance with the applicable human food regulations for a ready-to-eat human food.

1) In the AAFCO defined feed term "human grade", the use of the term "human grade" is only acceptable in reference to the product as a whole. The feed term specifies that every ingredient and the resulting product must be stored, handled, processed, and transported in a manner that is consistent and compliant with 21 CFR part 117 and those applicable federal human food laws as required by ingredient, process and/or facility type.
2) All facilities that process or package a final "human grade" pet food product that is considered ready-to-eat must register with FDA as a food facility operating under both General Product Categories (Food for Human Consumption & Food for Animal Consumption) as found in Section 9a of the U.S. Food and Drug Administration Food Facility Registration.
   It shall be the manufacturing firm's responsibility to ensure it is able to manufacture in a human food facility and be licensed/registered and inspected by the authorized agency for human food production. Human Grade Pet Food claims are voluntary, and as such, no feed control official, neither state nor federal, can mandate that a human food authority license a facility that is only manufacturing a pet food product.
3) The firm must maintain written procedures to help ensure "human grade" products are stored, transported, and handled throughout the distribution channel in a manner that maintains the product's "human grade" status.
4) In order to substantiate that a "human grade" pet food claim is truthful and not misleading on products under the federal authority of FDA for human food production and subject to 21 CFR Part 117, the firm must maintain and make available upon request, documentation (e.g., affidavits) sufficient to show that:
   a) All individual ingredients supplied to the manufacturer that are further utilized in the manufacture of human grade pet food, are fit for human consumption.
   b) Every ingredient and the resulting product are stored, handled, processed, and transported in a manner that is consistent and compliant with 21 CFR part 117 and the final product is considered ready-to-eat.
   c) The manufacturing facility is licensed to produce human food by all appropriate/required authorities.
5) In order to substantiate that a "human grade" pet food claim is truthful and not misleading, on products that are under the federal authority of an agency other than FDA for human food production (e.g., USDA FSIS):
   a) Where final processing (i.e., mixing, blending) and/or packaging occurs in a registered FDA Human Food Facility subject to 21 CFR Part 117, the firm must maintain and make available upon request, documentation (e.g., affidavits) sufficient to verify that:
      i. The product is ready-to-eat with all included ingredients processed, packed, held, and shipped in compliance with the applicable federal regulations for the manufacture of human foods prior to final mixing/blending and/or packaging.
      ii. All facilities utilized in the manufacture of the included ingredients are authorized by the appropriate regulatory authority to produce human food.
      ii. The FDA facility that processes and/or packs the "Human Grade" Pet Food is licensed to produce human food by all appropriate/required authorities.
   b) Where final processing (i.e., mixing, blending) and/or packaging occurs in a non-FDA food facility producing human food (e.g., slaughter plant), the firm must maintain and make available upon request, documentation sufficient to verify that:
      i. The product is ready-to-eat with all included ingredients processed, packed, held, and shipped in compliance with the applicable federal regulations for the manufacture of human foods prior to final mixing/blending and/or packaging.

ii. All facilities utilized in the manufacture of the included ingredients are authorized by the appropriate regulatory authority to produce human food.
iii. The processing and/or packing of the final product is conducted in an area/room identified within the facility's required HACCP/Food Safety Plan as an area/room that can be used for the blending, packaging, repackaging and/or labeling of an edible ready-to-eat food.
iv. The non-FDA facility that processes and/or packs the "Human Grade" Pet Food is licensed to produce human food by all appropriate/required authorities.

6) The manufacturer of a pet food or specialty pet food product with "human grade" claims must ensure:
   a) It is clearly labeled for its intended use as animal food, such as "dog food" or "cat treats".
   b) No statements of quality or grade appear in the ingredient statement [PF5(d)(3)].
   c) The largest or most prominent use of the term "human grade" on each panel of the label and any labeling (brochures, point of sale materials, websites, etc.) must be juxtaposed with the statement of intended use (e.g., human grade dog food or human grade cat treats), in the same style, color print, and type size as the term "human grade".
   d) A claim of "human grade ingredients" is only acceptable if the product as a whole meets the requirements of the "human grade" pet food term; and The label is in compliance with all applicable labeling rules, including any voluntary labeling allowed under participation in the Agriculture Marketing Service Process Verified Program.

Appendix B

The Pet Food Committee slides from the 2022 AAFCO Midyear Meeting can be viewed here: https://www.aafco.org/Regulatory/Committees/Pet-Food.

Proficiency Testing Program Committee Report

2022 AAFCO Midyear Meeting
January 18, 1:15–4:45 pm, Mobile, Alabama

Committee Recommendations: None

Board Recommendations: None

Association Actions: None

Committee Participants

Members Present (Voting): Brenda Snodgrass – PT Program (Program Manager), Life Member (OK); Heidi Phillips – PT Program (QA Manager); Sally Flowers – (Chair) – KS; Teresa Rygiel – (Vice Chair) – FL; Kristi McCallum – CO; Ametra Berry – GA; Michelle Swarbrick – MN; Tai Ha – NE; Quintin Muenks – MO; Patty Lucas – FL; Sharon Webb – KY; Deepika Curole – LA; Tom Phillips – MD (Ingredients Definitions Committee Liaison); Josh Arbaugh -WV (Board of Directors Liaison); Gale Swinford – FDA (Primary), Janna Hutchinson – FDA (Alternate), Sue Humphries- FDA (Alternate)
Advisors Present: Bob Kieffer – PT Program, Able Laboratories; Mo Kieffer – PT Program, Able Laboratories; Andy Crawford – PT Program, Crawford Consulting Services; Lars Reimann – AFIA (Primary); Ken Riter – PFI (Primary)
Committee Activities
See Action Item Table
Sub-Committee Activities
None

Committee Report

1) Welcome and Agenda Review
    a. No vote was taken to approve agenda due to hybrid meeting format.
2) Program Leadership and Administrative Update
    a) Committee Chair - Brenda introduced new committee chair, Sally Flowers.
    b) Vice Chair(s) -Teresa Rygiel is our new Vice Chair
    c) Note Taker -Teresa took notes and took the member roster from Zoom. Kristi took notes in Mobile.
    d) QA Manager – The committee welcomed Heidi Phillips as the new PTP QA Manager. She joined AAFCO in late December 2021. She is an assessor with A2LA and also does ISO trainings. She was formerly the QA Manager of the Colorado Department of Agriculture. Though Louise Ogden retired from AAFCO in December 2021, she is working with Heidi to transfer QA duties during January 2022.
    e) ANAB Assessment - ANAB assessment was in December 2021. It was a desk audit and not onsite. There were no findings from the audit! The next one will be on-site this December.
3) Scheme Discussion – A. Crawford and B. Snodgrass
    a) 2021 Program Participation Report
        a. Andy gave a presentation. Refer to presentation for details. Animal Feed Scheme had more samples than previous years with canned and dry pet food. 252 labs submitted data for this scheme.
        - Pet Food Ingredient Scheme
            - Participation has grown.
            - 75 labs submitted data for this scheme.
            - More labs are purchasing samples.
        - Analytes
            - Most labs participate in protein followed by ash.
            - Calcium, phosphorus, copper, magnesium, manganese and zinc have the most participation.
            - Vitamin A and E have the most participants.

- Around 50 labs participate in amino acids with Methionine, Lysine and Taurine being most popular.
- Numbers of participants in vet drugs are down.
- Fatty acid participation and interest is low.
- Mineral scheme has 42 labs participating with the most interest on arsenic, copper, cadmium, lead, chromium.
- Committee needs to discuss putting heavy metal results in minerals scheme instead of animal feed scheme.
- 77 labs participate in mycotoxin scheme.

- Z-score indications
  - There are very low warning and action percentages across schemes. Compliance for all schemes is 82% or above. Minerals is the lowest at 82.3% but Z-score is analyzed differently; other schemes are 90% or above. Andy discussed the best way to calculate the true Z-score.
  - Josh Arbaugh asked if there were "problem" minerals and Andy noted that mercury seemed troublesome to labs. Aluminum (Al) and Boron (B) were also troublesome with lower Z-scores and wide dispersion which could be methodology or difficulty in performing method. Tom Phillips asked if committee has looked at prep vs. instrument issues between the labs. Michele Swarbrick added that B is extremely sticky, Al is everywhere in our labs and presents a contamination issue. Mercury is sticky and volatile, too. Sharon reported that B is very sticky and therefore use of proper glassware is crucial. Acid wash also helps remove background. She also reported that a study was done in fertilizers to show the issues with digestion of boron.
- Monthly scheme comprises 13 samples. Quarterly is 12 samples across the year.
  - Most labs do 13 samples per year (mode); Max was 26 samples; median was 11.
  - 273 labs submitted 38,806 duplicate analyses.
  - 273 labs submitted data for 2,803 samples.
  - There are 1251 individual method analyses in PTP.
- Andy - COVID had very little impact on the PTP overall.
- Josh - Have you noticed a trend over time in the reporting of some analytes, either increases or decreases?
- Andy - Fewer veterinary drug results were reported in 2021 than in 2020.
- Sharon - Is no one using the new metals speciation method codes?
- Brenda – Participation is low because labs aren't doing the methods
- Melanie Titley from CFIA mentioned interest in a fish feed PT for arsenic speciation as this is being rolled out in Canada.

b) 2021 Demographics Report
   a. Andy gave this presentation. Refer to his presentation for details.
   - 447 individual mailings were sent out (not sure if these are individual labs). Some labs get more than one sample.
   - About 4.000 samples shipped in 2021, which does not account for indirect mailings.
   - Sample breakdown by geographical region: 2,015 North America, 26 Central America, 65 South America, 65 Africa, 260 Europe, 650 Asia and 52 Australia
   - Thirty-one countries participated. Program no longer send samples to China. Since 2021, every shipment to China has to be logged with Homeland Security.

c) 2022 Subscription Status
   a. Brenda gave a presentation. Refer to her presentation for details.
      i. Brenda – The committee needs to discuss before the 2022 annual meeting the need to move toxic metals (not the nutritional metals) out of the animal scheme and moving them to the mineral scheme.
   b. Questions/Comments
      i. Sharon suggests reaching out to labs completing heavy metals in the animal scheme to let them know of the move of elements to the minerals scheme. Also, these labs would have to subscribe to the mineral scheme to continue heavy metals

PTs. Affected labs could be emailed of the change, once effective, rather than all PT participants.

ii. New AAFCO logo -Brenda has asked for a copy of the logo so Andy can add it to the PT reports.

Note: Andy has the new logo and will start including it on 2022 Final Reports.

d) Customer Feedback
   a. From the survey, Nicarbazin & Urea were being requested by customers
      i. Nicarbazin will not be added because it cannot be found in the marketplace. Also, there does not seem to be enough labs interested to warrant adding it.
      ii. Urea was added in 2021 but only three labs reported data. The results were so wide that statistical analysis was difficult. NPN was reported by seven labs with a very wide range of results
      iii. Sharon: Can we have the mineral scheme twice a year instead of once? Also, she is interested in seeing formulated levels for Monensin, Lasalocid, and CTC at formulated levels twice per year for accreditation needs. CTC could be by itself while lasalocid and monensin can be together.
      iv. Brenda noted that the vet drugs continue to be very difficult to acquire. VFD drugs are shifting to water-based drugs rather than being mixed in feeds. PTP is going directly to medicated feed mills to purchase PT sample inputs. If State Program managers know of where PTP can acquire these products, Brenda would like to know.
      v. Tom Phillips will talk to Elanco to see what product they have (CTC, other vet drug feeds). He tried to reach out to Southern States Farmers Coop about CTC but wasn't successful. The minimum order is along the lines of half-tons or semi loads rather than purchasing by the bag.
      vi. Rebecca Moseley would also like to see more Monensin samples in the PT program.
      vii. Brenda: Some labs want to participate in selected individual PT rounds rather than sign up for the entire year. Historically, this was a logistical nightmare for sales, invoicing, payments, and shipping. PTP is not likely to provide partial scheme subscriptions because of lack of resources to manage it.
      viii. Melanie Titley: Is it possible to get a schedule of what is coming so we know which vet drugs would be included? It will help labs decide if they want to participate.
      ix. Brenda: PTP has not been able to produce a schedule of upcoming PT samples due to fluidity in the market availability of input materials. Because of this ongoing procurement issue, it is very difficult to provide a prescribed PT schedule ahead of time. There is a list available of feeds that have been used before on the PTP website. Shipping issues also continue to make it difficult to fulfill this request for publishing a schedule.
      x. Alexis Huyghues-Despointes (JM Smucker): What was the issue with canned pet food PT?
      xi. Brenda: By the time we collected materials, prepared the canned samples and were ready to distribute, the number of labs that wanted to participate went way down. Thanks again to JM Smucker R&D for assistance with this canned pet food PT. Canned pet food can only be shipped in the US and is very expensive to put together.
      xii. Sharon praised the PT program management team for continuing to provide service to participants throughout the pandemic.

4) Lab and Enforcement Issues Committee AV Workgroups Update
   a. Brenda: Analytical Variances are of great interest. A joint workgroup was formed with lab & Enforcement members. That work is ongoing. There has been a kickoff call.
   b. Brenda: A change was made to example AV calculation in the OP, 2022 (page 305). The change was to replace the guarantee value (based on AAFCO historical check sample data) with the lab result value.
   c. Mary and Sharon asked if this change in the OP was voted on. It was not.
   d. A lot of discussion on this topic.

i. Kristi: Labs should not be calculating the analytical variation and deciding what is passing or failing for all of AAFCO.
ii. Josh: This is why we are bringing in the regulators to find a way to find something they can use that is helpful and isn't contradictory to what we do in the lab. Many states use the AV in the OP which is not what we want.
iii. Brenda: AAFCO wants industry to understand and is trying to get the labs, the regulators and industry on the same page.
iv. Ken Riter (Nestle Purina): Expressed concerns about changes in interpretation of AV and its use along with industry participation in the workgroup.
v. Lars Reimann (Eurofins): We started a workgroup like this before which included industry.
vi. Brenda: Right now the recommendation is labs report uncertainty but leave the decision to regulators. Lars' concern is about including industry at some point in the discussion on AV.
vii. Brenda shared the AAFCO Analytical Variations (AV) definition from the 2021 OP and recommends everyone read the Good Samples and Good Test Portions documents.

Post hoc note: The changes to the AV Table in the OP were rescinded after the PTP Committee meeting. Members were notified via email.

e. Future Committee Action
i. Mycotoxin PT price will need to go up due to increasing material and shipping costs. Increasing the price of this scheme will require a committee vote. Brenda can update Finance Committee.
ii. The committee needs to discuss taking toxic metals (not the nutritional metals) out of the animal scheme and moving them to the mineral scheme. Affected labs will be notified once the change is official.

5) Other Business
a. Status updates on Sampling Study: Inspection & Sampling Committee is to provide an update during the Midyear meeting.
b. Questions/Comments
i. Ken - Will the field sampling study design be shared? Sharon gave a brief description.
ii. Matt Nichols (Neogen) asked about availability of Hemp PT providers. Committee members mentioned University of Kentucky and along with other hemp PT providers.
iii. Brenda met with Frank Sikora to discuss how the Magruder program can approach FASS for assistance with shipping and other management/administrative needs.
iv. Kristi recommends Sally send a message out to the AgLabs listserv or another group to ask for another volunteer for a second Vice Chair of this PTP committee.
v. Brenda elaborated on Heidi's QA Manager role, which includes internal audits, document control, review of reports, and management of the accreditation process. Brenda will continue to be the PTP Program Manager. Again, committee chair duties have moved from Brenda to Sally and Teresa as new chairpersons.
vi. Quintin Muenks: Can we consider doing a freeze-dried product (e.g., raw pet food product)? Brenda will investigate it.

6) Adjournment
a. Vote to Adjourn the meeting - 1st/2nd - Josh/ Sharon, ayes - all

Action Item Table

Responsible	Item	Action	Timing/Status
Program Manager & AV Workgroup Volunteers	Analytical Variations from Official Publication	Internal Report on AV misuse, obsolescence, and proposed replacement/guidance.	2022 Annual Meeting
Program Manager & Joint EIC-PTP Working Group	Analytical Variations from Official Publication	Awaiting Board Charge	Pending

Strategic Affairs Committee Report

2022 AAFCO Midyear Meeting
January 20, 9:30–11:30 am, Mobile, Alabama

Committee Recommendations

- **Report acceptance.**
- **Recommend:**
  - **A. Accept Resolutions Policy (Appendix 1, pages 5 and 6)**
    - **a. Insert March 9 version (report pages 5-6, that has been grammatically reviewed by FASS, into the OP, Chapter 5.**

Board Recommendations:

- **Report accepted – add date**

Association actions:

- **Report accepted – add date**

Full Committee Members: Linda Morrison, Nancy Thiex, Dave Edwards, Scott Ziehr, Jennifer Godwin, Erin Bubb, Doug Lueders, Brenda Snodgrass, Ken Bowers, Chad Linton, Mark LeBlanc, Kent Kitade, Ali Kashani, Eric Nelson, Ashlee-Rose Ferguson (Board Liaison), Richard Ten Eyck (BIN Coach), Stan Cook, Vice Chairperson
(Stan - In person co-Chair; Erin - Audience Chat)
Committee Advisors: Dave Fairfield, Roger Hoestenbach, Bob Ehart, Leah Wilkinson, Nancy K. Cook, Kristi Krafka, Julia Fidenzio
* Present
By-Laws Sub-Committee: Ken Bowers, Erin Bubb, Doug Lueders, Richard Ten Eyck

Committee Report

1. Strategic Planning 2017-20
   - Key progress is recorded in Attachment 1: Strategic Plan 2017–2020 updates from Midyear 2022. Edits are in bold, italic text.
2. Strategic Planning 2022-25 - Update
   - Work has been delayed due to COVID-19
   - Priority Goals are currently being comprehensively renewed to better align with the updated Vision and Mission Statement;
   - Activities, deliverables and responsibilities: It is hoped that this can be done spring 2022, hopefully in person at Seminar 2022. Once complete they will be presented to members.
3. Procedures Manual
   a. Update/clarify Procedures Manual including linkage with By-Laws and Official Publication (expanded from Secretary-Treasurer description update)
      - A fulsome discussion raised the relationship between By-Laws, Official Publication (OP) and Procedures Manual (PM). There is a need for a better understanding and consequently clarification. The WG will:
        - focus on defining what information is maintained in each of the three. Reduction in overlap and duplication is a goal. Consideration should be given to minimizing OP content respecting procedures that could be placed in the PM. This would help manage the size of the OP.
        - conduct fulsome review/update; include consideration of how the PM is managed (information storage; format; maintenance)
      - Comprehensive By-Laws legal review ~7yrs ago.
      - Secretary-Treasurer (ST) needs more work; legal review which yielded options; need to address level of detail in By-Laws versus elaboration of duties in ST PM description; discussion expanded to include review of ED and Association Management Firm; restage WG function to consider review of all linkages with ST duties;
      - WG adjusted: Ashlee-Rose, Kent, By-Laws SC, Linda, Stan and Sue

- Timing: Develop plan by Annual and updates/report out by Midyear 2023

b. Privacy Policy
   - Board charge: the Strategic Affairs Committee will review drafted language for the AAFCO Privacy Policy and consult with the Attorney to come up with a proposed policy and report back to the Board of Directors.
   - First draft developed by Sue Hays with assistance from FASS and legal
   - Work Group formed: Erin, Sue, Jacob (Technology Comm. Rep), Scott, FASS rep
   - Update: Counsel provided suggestions to bring into compliance with GDPR; FASS have also commented.
   - Sue will merge comments from Counsel and FASS to develop document for WG review followed by SAC comment. When finalized, have counsel review. Consider whether state privacy policies will have an impact on AAFCO Privacy Policy.
   - Identify placement in Procedures Manual.
   - Timeline: Merged document to WG by mid-February; revise for SAC comment and discussion Annual 2022.

c. Resolutions Policy (Appendix 1)
   - AFDO Resolutions Policy was presented for discussion in August 2021. They have used resolutions successfully. Resolutions are listed on AFDO website.
   - Work Group formed: Stan, Erin, Hollis, Ashlee-Rose used AFDO policy as reference to draft AAFCO Resolutions Policy
   - Discussion:
     - Process starts January, ends at Annual. Thus only considering once a year. In future consider adding a second opportunity (i.e. Annual and Midyear). WG suggest starting with once a year for now.
     - Align process timing with Business meeting Agenda/material - timeline 20 business days before meeting (OP p. 97) (Policy item 6)
     - General Association votes are simple majority; SAC advised 2/3 to pass as some resolutions may be controversial; may need to adjust By-Laws.

Motion to accept subject to changes made during the meeting (noted in red) and grammatical review - Richard; Second Stan; Motion carries.

   - Need guidance on drafting resolutions (WG) and implementation (CIOC/Philosophy?) - WG will continue with this phase. Need guidance available by August when policy approved by members. Send to CIOC to help drafting guidance; Philosophy support needed to socialize Policy and drafting resolutions. Policy goes through Board, guidance doesn't need Board approval but will be informed via Committee reporting.
   - Timeline: Guidance and implementation recommendations for Annual 2022

d. Common Food Index
   - Update on IDC work: discussed at Midyear and will be further discussed in February; expected to come to SAC for consideration in August 2022.

4. Other Business

a. Board Minutes availability
   - Board charge to SAC: Review the necessity of publishing the BOD minutes on the AAFCO website, while taking into consideration the updated AAFCO Privacy Policy, liability concerns of BOD members, and the language in the Official Publication that directs the placement of the BOD minutes. The Work Group should direct requests for assistance from legal counsel through the Board Executive Committee.
   - Work Group: Austin (lead), Sue, Stan, Dave, Ken, Leah
   - Discussion: Board minutes on website conflicts with OP (see Board timeline table 3 and 4 p. 99); led to broader discussion about whether we should publish (GDPR does not require).
   - Timing: Recommendation for SAC consideration by Annual 2022

b. Life Member privileges
   - New Board charge to SAC: Examine the life membership nomination process and procedures to specifically focus on conflict of interest and make recommendations to changes to the By-Laws and Procedures Manual and any subsequent procedures.
   - Need to address modifications to Life Member privileges where the Life Member is engaged by and representing regulated industry at meetings. Considerations for modification should include the By-Laws, Official Publication and Procedures Manual.

- Background: An AAFCO Life Member has been asked to be an Advisor. Given the information that AAFCO Life Members are privy to, this could potentially be a Conflict of Interest. A potential solution could be suspension of Life Membership privileges while serving as a Committee Advisor. Another consideration is requiring the completion of an annual Conflict of Interest Affidavit for continued Life Member privileges. If a Life Member becomes an Advisor, Feed BIN access, voting in Committee Meetings, complimentary meeting registrations must all be considered. Additional language may be required in the Life Membership award letter to help clarify AAFCO's expectations of Life Members.
- Work Group: Erin (lead), Doug, Eric
- Timing: Recommendation for SAC consideration by Annual 2022

Motion (Evote March 9, 2022) to accept January 20, 2022 Midyear SAC meeting report - Mark, second - Ken. Motion carries.

Action Item Table

Responsible	Item	Action	Timing / Status
WG: Ashlee-Rose, Sue, Kent, + By-Laws Sub Committee, Linda, Stan	Procedures Manual/By-Laws/Official Publication update	Update/clarify Procedures Manual including linkage with By-Laws and Official Publication (expanded from Secretary-Treasurer description update) then proceed with ST, ED and AMF review	Develop plan by Annual and updates/report out by Midyear 2023
WG: Erin, Sue, Jacob (Technology Comm. Rep), Scott, FASS rep	Privacy Policy	Merge legal and FASS comments for review by WG; consult with legal to finalize.	Merged document to WG by mid-February; revise for SAC comment and discussion Annual 2022.
WG: Stan, Erin, Hollis, Ashlee-Rose	Resolutions Policy	Review AFDO policy and consider for AAFCO; Draft policy developed for discussion Midyear 2022	Policy Complete; Draft guidance to develop and implement resolutions at Annual 2022.
WG: Austin (lead), Sue, Stan, Dave, Ken, Leah	Board Minutes availability	Review the necessity of publishing the BOD minutes on the AAFCO website	Recommendation for SAC consideration by Annual 2022
WG: Erin (lead), Doug, Eric	Life Member privileges	Examine life membership nomination process and procedures to specifically focus on conflict of interest	Recommendation for SAC consideration by Annual 2022

Appendix 1

TEXT REVIEWED AND EDITED BY FASS: March 9, 2022 version
AAFCO POLICY ON RESOLUTIONS (adopted xx/xx/xxxx)

I. PURPOSE

Each year prior to the AAFCO Association Business Meeting, resolutions are submitted to the AAFCO Board of Directors by members or committees for consideration. Through this process, members and committees may raise concerns and suggested action relating to legislative, regulatory, and technical issues as they apply to commercial animal feed and food safety issues.

II. SCOPE

To establish protocols for the receipt and consideration by members of proposed resolutions submitted through the AAFCO Board of Directors that involves procedures, format, and frames.

III. PROCEDURES

1. In January of each year, the President shall call for resolutions at the Midyear Association Business Meeting. The Executive Director may follow up with members through additional communications and seek the submission of resolutions by members and committee chairs.
2. Proposed resolutions will be accepted only if they come from an AAFCO member representative or committee recommendation. If needed for explanatory purposes, a resolution should be accompanied by a statement (not to exceed one page) summarizing the purpose and the justification for the proposed resolution. Guidance and resolution samples will be provided to members to assist with drafting.
3. The Executive Director shall receive and accept all resolutions that meet established guidance on clarity and form and may modify language if deemed advisable, as long as the intent is not changed and the change is in consultation with the resolution sponsor. The Executive Director may consolidate resolutions that are similar in content and intent and so indicate when presenting the revised resolution to the Board.
4. The Executive Director, by tradition, shall also prepare and present at the time and place of AAFCO Annual Meeting additional resolutions that are of a memorial or recognition nature or in good etiquette and are appropriate for the Association.
5. All proposed resolutions reviewed and accepted for clarity and form by the Executive Director shall be submitted to the Board of Directors no later than 60 days prior to the Annual Meeting for approval by the Board of Directors. The Board may invite the sponsor of the resolution to attend a Board of Directors meeting to provide context for the resolution and answer questions. Resolutions that are not passed by the Board of Directors for approval shall not be provided to members for consideration at the Annual Association Business Meeting.
6. The President or President-Elect will be responsible for coordinating the inclusion of the Board-approved proposed resolutions, which are to be presented for membership approval, into the meeting materials for the Annual Association Business Meeting.
7. All resolutions reviewed and approved by the Board of Directors shall be presented to the membership during the Annual Association Business Meeting by the President-Elect, with the Board of Directors' recommendations of approval.
8. Floor action on resolutions shall be by two-thirds majority vote of the members present or by proxy at the Annual Association Business Meeting, which constitutes a quorum.
9. The AAFCO Board of Directors shall initiate all action required by the approved resolutions and will attempt to achieve the resolution's intent during the ensuing year. Board members may delegate actions to the Executive Director or Committee Chairs for implementation.
10. The Executive Director shall coordinate the posting of resolutions on AAFCO's website and forward copies to appropriate parties at the direction of the Board of Directors. Response to a resolution may be posted on AAFCO's website at the discretion of the Board of Directors.

IV. PROCESS SUMMARY

Benchmark	Estimated Dates	Action	Responsible Party	Notes
Midyear Association Business Meeting	January 15	Call for resolutions to members	President	Resolutions due 60 days prior to the Annual Meeting

Benchmark	Estimated Dates	Action	Responsible Party	Notes
60 days prior to the Annual Meeting	June 1	Collect, organize, review, and consolidate, if needed, resolutions for consideration by the Board	Executive Director	Executive Director assembles resolution(s) for BOD consideration
June Board meeting	June 20	Board members review and approve resolutions for membership consideration	BOD members	Resolutions not approved by the Board will not be recommended for membership consideration
Annual Association Business Meeting	August 1	Membership vote	President-Elect	During Association Business Meeting
Board Meeting at end of Annual Meeting	August 5	Board members provide direction on where to post resolution or any other action needed	BOD members	Provides direction on next steps for publishing and enacting resolution to Executive Director
30 days after the Annual Meeting	September 5	Post resolutions (other actions as needed)	Executive Director	Post approved resolutions on website

2022 MIDYEAR VERSION ACCEPTED BY COMMITTEE
AAFCO POLICY ON RESOLUTIONS (adopted xx/xx/xxxx)

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1. In January of each year, the President shall call for resolutions at the Midyear Association Business Meeting. The Executive Director may follow up to members through additional communications and direction seeking the submission of resolutions by members and committee chairs.
2. Proposed resolutions will be accepted only if they come from an AAFCO member representative or committee recommendation. If needed for explanatory purposes, a resolution should be accompanied by a statement (not to exceed one page) summarizing the purpose and the justification for the proposed resolution. Guidance and resolution samples will be provided to members to assist in drafting.
3. The Executive Director shall receive and accept all resolutions that meet established guidance on clarity and form and may modify language if deemed advisable, as long as the intent is not changed and is in consultation with the resolution sponsor. The Executive Director may consolidate resolutions that are similar in content and intent and so indicate when presenting the revised resolution to the Board.
4. The Executive Director shall also prepare and present additional resolutions which by tradition are of a memorial or recognition nature or in good etiquette and are appropriate for the Association at the time and place of AAFCO Annual Meeting.
5. All proposed resolutions reviewed and accepted for clarity and form by the Executive Director shall be submitted to the Board of Directors no later than 60 days prior to the Annual Meeting for approval by the Board of Directors. The Board may invite the sponsor of the resolution to attend a Board of Directors meeting to provide context on the resolution and answer questions. Resolutions that are not passed for approval by the Board of Directors shall not be provided to members for consideration at the Annual Association Business Meeting.

6. The President or President-Elect will be responsible for coordinating the inclusion of the Board-approved proposed resolutions into the meeting materials for the Annual Association Business Meeting which are to be presented for membership approval.
7. All resolutions reviewed and approved by the Board of Directors shall be presented to the membership during the Annual Association Business Meeting by the President-Elect, with the Board of Directors' recommendations of approval.
8. Floor action on resolutions shall be by two thirds ~~simple~~ majority vote of the members present or by proxy at the Annual Association Business Meeting and constituting a quorum.
9. The AAFCO Board of Directors shall initiate all action required by the approved resolutions and will attempt to achieve the resolution's intent during the ensuing year. Board members may delegate actions to the Executive Director or Committee Chairs for implementation.
10. Executive Director shall coordinate the posting of resolutions on AAFCO's website and forward copies to appropriate parties at the direction of the Board of Directors. Response to a resolution may be posted on the AAFCO's website at the discretion of the Board of Directors.

IV. PROCESS SUMMARY

Benchmark	Estimated Dates	Action	Responsible Party	Notes
Call for resolutions during Midyear Association Business Meeting	January 15	Call for resolutions to members during Association Business Meeting	President	Resolutions due 60 days from the date of Annual Meeting
60 days prior to the Annual Meeting	June 1	Collect, organize, review, and consolidate, if needed, resolutions for consideration by the Board	Executive Director	Executive Director assembles resolution(s) for BOD consideration
June Board meeting	Jun 20	Board members review and approves resolution for membership consideration	Board members	Resolutions not approved by the Board will not be recommended for membership consideration
Annual Meeting	August 1	Membership vote	President-Elect	During Association Business Meeting
~~Post Annual Meeting (August BOD meeting)~~ Board Meeting at end of Annual Meeting	August 5	Board members provide~~s~~ direction on where to post resolution or any other action needed	BOD members	Provides direction on next steps for publishing and enacting resolution to Executive Director
30 days after the Annual Meeting	September 5	Post resolutions (other actions as needed)	Executive Director	Post approved resolutions to website

Attachment: Strategic Plan 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 and have some funding requests. 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 (no 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; 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, Nancy) to develop annual state survey to prioritize and select hazards to advance method development. Survey sent to regulators Dec. 2020. Results presented by J. Arbaugh and E. Brady at LMSC. Results available through LMSC. Identified toxic metal, microbial pathogen, toxins, vitamins, drug (medicating and residue level) and pesticides. Next step was to 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). August 2021: Results from the State Agriculture Laboratory Capability survey were received, compiled and presented at LMSC. LMSC formed new working groups for the hazards identified and created tables with an outline of each new working group, the lead and volunteers. LMSC members/advisors were contacted asking for volunteers. This will be an ongoing process. The LMSC will be starting work on drafting a Method Needs Statement for Vitamin D. Since hazards change, LMSC plans to send an annual survey to regulators in	LMSC with ISC support

			order to capture new hazards or other analytical compounds of interest and adjustment method development as appropriate. **Complete**	
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 activity 9.2 in FFIMC WG)**	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). 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). 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. Survey sent to regulators Dec. 2020. Results presented by J. Arbaugh and E. Brady at LMSC. August 2021: See 12.1 **Complete**	FFIMC lead, EIC, ISC, IDC and LMSC
12.3 ** Validation of sampling methods	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.	Funds Equipment People Time	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 **Complete June 2018:** Laboratory sampling guideline. Work group established (ISC and LMSC reps) to develop RFP. August-December 2018: RFP developed	ISC with LMSC support

			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. January 2021: UK Preliminary report presented. Report available through ISC. August 2021: Data analysis for publication and presentation at LMSC in progress ***January 2022: No update***	
12.4 ** Collaboration between feed programs and laboratories that perform feed sample analysis and laboratory participation in AAFCO	Encourage participation and attendance by state labs by programs and encourage communication between labs/programs. Reach out to states to encourage laboratory participation (letter/email) in AAFCO.	Time People	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	AAFCO Board (President) LMSC EIC

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,	EIC to designate lead with FASS support

Outcome	Activity	Resources Needed	Timeline	Responsibility
			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. *January 2022: Site is up and working, but the final requests made of FoodShield have not been completed. The site is available and useable, just a little clunky at this time.*	
	~~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 August 2021: Considering developing criteria for identifying, coordinating and documenting coordinated events *January 2022: No update*	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
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 (AAFCO is sub-contractor) and subject matter experts to support framework development.	AAFCO 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 (AAFCO reps: Linda, Ali, Bob W., Richard)

Outcome	Activity	Resources Needed	Timeline	Responsibility
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 Feed BIN 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	FASS support	Work group formed. Covers 8.1 and 8.2. Catalogued and categorized (per vote 8.1 above). Basic/Advanced terminology	ETC

Outcome	Activity	Resources Needed	Timeline	Responsibility
	categorize as basic and advanced		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 Feed BIN. 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.	
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
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: Training reviewed with AAFCO curriculum. AITS common elements align 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**	Review and revise the Feed Inspector's Manual to make sure it supports FSMA implementation	Subject matter experts. Potential travel for non-Co-Ag	August 2019 Update: Comprehensive review by FDA and WG with FASS formatting. Approved by ISC. **Complete.**	ISC supported by LMSC and ETC

Outcome	Activity	Resources Needed	Timeline	Responsibility
support FSMA implementation		contract states. FASS support for publication, including printing/ Feed BIN costs.		

**** 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
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**				
7.1 Conduct survey of membership needs supplemented with direct communication	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 then and them for us), action plan and implement.	$$ for CEU courses, time at meetings	Active member list supplied by FASS for working group review. Survey developed and approved by Board to send out in February 2021. Compile and review results in March. August 2021: Engagement survey results are in, evaluated & plan being developed. ***January 2022: Entire project needs to be re-mapped. Insufficient responses were received - twice.*** ***Addressed again on CIOC committee call*** ***February 22, 2022 – ZERO volunteers to create a Workgroup to address this engagement survey/project.*** ***As a co-chair I believe that 7.1 needs to be a bigger project than "just a survey". If it is treated a typical survey, I do not believe we will acquire the results we desire.*** ***I propose that the BOD create a WG to map out (logic model) an engagement program plan that involves members from all committees. We need to define and list inputs, and specific outputs to create meaningful successful engagement. Pieces of this are being tackled by CIOC, but this committee is overcommitted and stretched thin.***	Board CIOC ED CEU specific committee ETC
7.2 Mentoring	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		Develop list of target states and person responsible. Develop list of mentors to match with mentees. Develop talking points, scholarship program and mentoring engagement plan. New member session formalized 2019-20, pairing new attendees with ambassadors. 2021: WG postponed AAFCO 101 and mentoring due to virtual meetings. August 2021: AAFCO 101 slide set now a video; AAFCO 101 & Ambassador program gearing up	CIOC Board

Outcome	Activity	Resources Needed	Timeline	Responsibility
			for January 2022 meeting. The original thoughts centered on in person meetings; COVID stalled plans. ***January 2022: AAFCO 101 & Ambassador program more organized and good attendance by Ambassadors at Midyear. Would like to expand the program to reach out to new attendees on a regular schedule throughout the year.***	
7.3 Provide events at Mid Year and Annual to inspire all member agencies to attend and participate	Events established based on membership survey and ongoing intelligence gathering. Events should consider needs of both large and small agencies (determine what these are). Design events that lead to innovation and nontraditional solutions. Increase opportunities for ideas to be heard and let them know ideas are welcome. Develop standardized documented procedure. 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). Offer more education/training at meeting (identify needs, consider AFRPS/new outside groups (USDA))	Speaker funding	Ongoing intelligence gathering established (e.g. post meeting evaluation, outreach to states). Needs list developed, actioned and tracked. Surveys (CIOC Engagement Survey and Midyear Exit Survey) will allow for a clearer plan to be developed. August 2021: AAFCO 101 slide set now a video; AAFCO 101 & Ambassador program gearing up for January 2022 meeting. The original thoughts centered on in person meetings; COVID stalled plans. ***January 2022: Focus has shifted from pre-meeting events (AAFCO 101) to robust meeting content. CIOC chairs have assumed the lead role in the Event Planning Workgroup. This will allow for the integration of AAFCO need specific topics to be appropriately planned, enable us to develop surveys (in conjunction with meeting planning) to capture feedback and conduct a needs assessment to prioritize and select future agenda topics.***	CIOC 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).		Summer 2020 RFP issued to engage communications firm to address communications needs	CIOC, Technology Committee? Issue specific Committee

Outcome	Activity	Resources Needed	Timeline	Responsibility
	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, Feed BIN, 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.		and comm plan. Proposals evaluated, firm selected and 2021 contract initiated. WG established to onboard Philosophy and support contract work. January 2021: Firm supporting development of Comm Plan. August 2021: Long-term Philosophy workgroup created that will be responsible for reviewing proposed content. Building a member toolkit to strategically plan how each event, publication, announcement etc. is handled & subsequently rolled out. Communication plan is in progress with WG identifying key elements and tactics to fulfill charge. Hoping to chart activities. *January 2022: AAFCO CIOC/Philosophy core leadership meets weekly, the entire WG meets at a minimum monthly and is called upon when needed. Member toolkit is being built.* *Communication plan is being expanded to include a new social media policy that will be presented to the Board in the near future. Timelines are in place for events of all sizes, and work is being dovetailed with FASS and the event planning workgroup. Quarterly newsletter has been proposed from content curated by CIOC/Philosophy WG members. This content will include evergreen material, emerging issue content, and state relevant topics.*	(technical input)
10.2 Newsletters 10.3 Website kept updated	Shorter more frequent issuance (monthly), (?)			CIOC Board

Outcome	Activity	Resources Needed	Timeline	Responsibility
10.4 Feed BIN				New Tech Committee?
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. Work with FASS to capture data in Member profiles to automate process. August 2021: Data collection designed, proposed and MocaWorks quote approved by Board to begin work. *January 2022: Completed in October of 2021. However, members were not notified of the change. At that time FASS handled emails of this type. Since our policy has now changed and we are utilizing Philosophy for writing notifications. It has been sent this to Philosophy to write up and will be sent out shortly.*	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 August 2021: Activities to be tackled by the Long-Term Philosophy workgroup. Key current topics took priority in the last 2 months postponing action on this particular item. *January 2022: This has been moved to the top of the quarterly newsletter and social media project list.*	CIOC, Feed Labeling, 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).		August 2021: Activities to be tackled by the Long-Term Philosophy workgroup. *January 2022: This has been moved to the top of the quarterly newsletter and social media project list.*	CIOC Pet Food, 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