



2022 ANNUAL MEETING AGENDA BOOK

AUGUST 4-6, 2022

**HILTON ST. LOUIS AT THE BALLPARK
ST. LOUIS, MISSOURI**



Wednesday, August 3

All day Grand Foyer
Registration Desk Open
1:00 pm–5:00 pm Salons E, F, G
Pet Food Label Modernization
Regulators only; Separate registration fee
6:00 pm–8:00 pm Arch View Ballroom
AAFCO 101 – First-Time Attendee Reception

Thursday, August 4

All day Grand Foyer
Registration Desk Open
7:00 am–8:00 am Grand Foyer
Morning Coffee Service
8:00 am–10:00 am Grand Ballroom
Welcome and Business Meeting
Guest Speaker: Chris Chinn
Missouri Department of Agriculture
10:00 am–10:30 am Grand Ballroom
Current Issues and Outreach Committee
10:30 am–11:00 am Grand Foyer
Coffee Break
11:00 am–12:00 pm Grand Ballroom
Advancing Human and Animal Health Safety
Speaker: Dr. Cassie Jones
12:00 pm–1:30 pm
Lunch (on your own) Gateway I
12:00 pm–1:30 pm
Investigators Lunch
Closed session
1:30 pm–2:15 pm Grand Ballroom
Education and Training Committee
1:30 pm–3:00 pm Lindbergh Room
Proficiency Testing Program Committee
2:15 pm–3:00 pm Grand Ballroom
Model Bills and Regulations Committee

3:00 pm–3:30 pm Grand Foyer
Coffee Break

3:30 pm–5:00 pm Grand Ballroom
Ingredient Definitions Committee
3:30 pm–5:30 pm Lindbergh Room
Proficiency Testing Program Committee

Friday, August 5

All day Grand Foyer
Registration Desk Open
7:00 am–8:00 am Grand Foyer
Morning Coffee Service and Networking
8:00 am–8:45 am Grand Ballroom
Feed and Feed Ingredient Manufacturing Committee
8:00 am–9:30 am Lindbergh Room
Laboratory Methods and Services Committee
8:45 am–9:30 am Grand Ballroom
Feed Labeling Committee
9:30 am Grand Foyer
Coffee Break
10:00 am–12:00 pm Grand Ballroom
Pet Food Committee
10:00 am–12:00 am Lindbergh Room
Laboratory Methods and Services Committee
12:00 pm–1:30 pm
Lunch (on your own) Gateway II
12:00 pm–1:30 pm
Finance Committee Lunch
Closed session
1:30 pm–2:30 pm Grand Foyer
Enhancing Member Support and Education
Speed Meeting Icebreaker and Outreach
1:30 pm–2:30 pm Lindbergh Room
Laboratory Methods and Services Committee
2:30 pm–3:00 pm Grand Foyer
Coffee Break

3:00 pm–4:00 pm Grand Ballroom
Planting the Seeds of Greatness
Speaker: Matt Rush

4:00 pm–4:45 pm Grand Ballroom
Inspection and Sampling Committee
4:00 pm–5:00 pm Lindbergh Room
Laboratory Methods and Services Committee
6:00 pm–8:00 pm Arch View Ballroom
AAFCO Reception

Saturday, August 6

All day Grand Foyer
Registration Desk Open
7:00 am–8:00 am Grand Foyer
Morning Coffee Service and Networking
8:00 am–10:00 am Grand Ballroom
Strategic Affairs Committee
10:00 am–10:30 am Grand Foyer
Break
10:30 am–12:00 pm Grand Ballroom
Enforcement Issues Committee
Closed session
12:00 pm
General Attendees Adjourn
12:00 pm–2:00 pm Lindbergh Room
Board of Directors and Committee Chairs Meeting (lunch provided)



AAFCO
Association of American Feed Control Officials

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

General Session Agenda

2022 AAFCO Annual Meeting
Hilton St. Louis at the Ballpark
St. Louis, Missouri
Thursday, August 4, 2022
8:00–8:30 AM CT
Grand Ballroom

Agenda

- 8:00 AM Opening Remarks, President George Ferguson
North Carolina Department of Agriculture and Consumer Services
- 8:05 AM Introduction and Welcome to Missouri, Director Chris Chinn
Missouri Department of Agriculture

Meet the Director



Chris Chinn, a fifth-generation Missouri farmer from Clarence, was named Director of the Missouri Department of Agriculture in January 2017. Director Chinn has held leadership positions in agriculture on the local, state and national level for more than 17 years, working to move the state's agriculture industry forward.

A trailblazer in agriculture advocacy, her blog and Twitter audiences have attracted more than 10,000 faithful followers who have tuned in to hear her farm story. Through her outreach, she stands up for both rural and urban Missouri by bridging the gap between farmers and consumers and contributes to the advancement of the state's number-one industry.

As Director of Agriculture, Chinn created the MORE Strategic Initiative to protect and promote Missouri's agriculture industry. She also works closely with Governor Parson and fellow cabinet members. Together they have advanced the governor's workforce development and infrastructure priorities. These priorities help expand job opportunities in agriculture and repair roadways, bridges, and buildings.

- 8:15 AM Memorials, Immediate Past President Erin Bubb
Pennsylvania Department of Agriculture
- 8:20 AM Roll Call, Secretary-Treasurer Ashlee-Rose Ferguson
Washington State Department of Agriculture
- 8:30 AM Association Business Meeting, President Ferguson, NCDA & CS

2022 AAFCO Board of Directors



George Ferguson, President

George Ferguson currently works as the Feed Administrator for the North Carolina Department of Agriculture and Consumer Services, where he is responsible for the management of the North Carolina Food and Drug Protection Division's Regulatory Feed Program. While growing up on a small dairy farm in western North Carolina, he developed a passion for agriculture that would eventually bring him to NC State, from where he graduated in 1994 with a bachelor's degree in poultry science. While a student at NC State he had the good fortune to have an advisor who had purchased a small feed mill in Fuquay-Varina, where he would get his start in the feed

manufacturing business.

After graduation, Ferguson worked briefly for Perdue Poultry in Ahsokie, North Carolina, but found himself drawn back into the world of feed, where he would spend the next 15 years. From farm store management to dealer development and sales, he has worked with independent dealers of numerous feed manufacturing firms, including Southern States, Purina Mills, and Blue Seal Feeds. In 2012 he transitioned from industry to regulatory, as he accepted the position of Feed Safety Officer within the North Carolina Food and Drug Protection Division, Animal Feed Program. He has since served as the Divisions Compliance Officer and now serves as the Programs Administrator.



Austin Therrell, President-Elect

Austin Therrell currently serves as the Feed Program Manager for the South Carolina Department of Agriculture (SCDA). In this role he is primarily responsible for overseeing inspection priorities across the state, product registrations, labeling compliance, and a sampling program. He graduated from Clemson University with a bachelor of science degree in animal and veterinary sciences in 2013.

Prior to his time at SCDA, Therrell worked for a family-owned pet food company in the sporting dog industry. He also serves as a co-chair of the AAFCO Feed and Feed Ingredient Manufacturing Committee, as a member of the AAFCO Pet Food

Committee, and as a member of the Current Issues and Outreach Committee.

Therrell lives with his wife and two children in upstate South Carolina.



Erin Bubb, Immediate Past President

Erin Bubb currently serves AAFCO as president. She received a bachelor's degree in agricultural science from the Pennsylvania State University. She started her career with the Pennsylvania Department of Agriculture in 2000 as an inspector of feed, fertilizer, seed, and pesticide products. Currently, Bubb is the Chief of Agronomic Products and Regional Inspection Services. She volunteers as the AAFCO Miscellaneous Products Investigator and the Alfalfa Products Investigator. Her favorite hobbies include gardening and spending time outdoors with her two dogs. Bubb lives with her husband and daughter in South Central Pennsylvania.



Ashlee-Rose Ferguson, Secretary-Treasurer

Originally hailing from outside of Philadelphia, Ashlee-Rose Ferguson obtained her bachelor of science degree in wildlife science from State University of New York: College of Environmental Science and Forestry/Syracuse University. She went on to gain valuable public and environmental health experience with Washington State Department of Health in the Zoonotic Disease Section; Clemson University in the Department of Entomology, Soils, and Plant Sciences; and South Carolina Department of Health and Environmental Control in Retail Food Protection and Vector Surveillance Programs. She moved back to Washington State in late 2017 to work with Washington

State Department of Agriculture's Animal Feed Program as their Animal Feed Regulatory Program Standards Coordinator, now Interim Program Manager.

Prior to her third cross-country move, Ferguson served as vice president for the South Carolina Environmental Health Association. She is currently serving as the International Health Committee vice chair with Washington State Environmental Health Association, is a Registered Sanitarian/Registered

Environmental Health Specialist, and is a Cohort VII graduate of the International Food Protection Training Institute Fellowship in Food Protection. When not working, Ferguson enjoys living in a lush temperate rainforest along a salmon spawning creek, photography, traveling, and spending time with her loved ones (which includes her fiancé, Vladimir, and their three cats: Koca, Luna, and Mickey—and probably a dog soon, too).



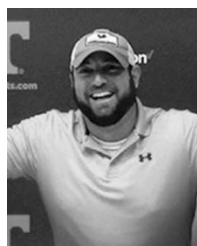
Hollis Glenn, Director

Hollis Glenn is currently director of the Inspection and Consumer Services Division for the Colorado Department of Agriculture. In this role, Glenn oversees several regulatory programs associated with Colorado’s agricultural industries, including the Commercial Feed and Produce Safety Program. He serves on the FDA Governing Council for the Partnership for Food Protection. In addition, Glenn was appointed by Governor Polis to serve on the Colorado Food System Advisory Council and was the recipient of the “Who’s Who in Agriculture” award in 2020.



Josh Arbaugh, Director

Josh Arbaugh is a chemist and seed analyst with the West Virginia Department of Agriculture. He graduated from West Virginia University with a bachelor’s degree in biology before joining the department in 2011. His work in the laboratory includes the analysis of animal feed, pet food, forage, seed, fertilizer, liming material, and food products. He began attending AAFCO meetings in 2013 and has been an active member of the Laboratory Methods and Services and Proficiency Testing Program Committees. Arbaugh lives with his wife, two daughters, and three dogs in Charleston, West Virginia.



Eric Brady, Director

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



Laura Scott, Director

Laura Scott is a national manager in the Animal Feed Division of the Canadian Food Inspection Agency (CFIA), where she is responsible for leading the feed regulatory modernization project and outreach and communications for the feed program. She graduated from the University of Guelph with a bachelor of science degree in animal biology and a master of science degree in animal nutrition. Her experience with the CFIA includes product registration, policy development, and regulatory development. Scott serves on AAFCO’s Feed and Feed Ingredient Manufacturing, Ingredient Definition, and Inspection and Sampling Committees, and as a member of the AAFCO

Board of Directors.



Darrell Johnson, Director

Darrell Johnson has a bachelor's degree in animal science from Missouri State University and a master's degree and PhD in ruminant nutrition from the University of Kentucky. He spent five and a half years as Extension Ruminant Nutrition Specialist at Mississippi State University before returning to Kentucky in 1989 as a Technical Service Specialist for a regional feed company. He became Executive Director of Regulatory Services at the University of Kentucky in 2012. In this role he oversees the direction of feed, fertilizer, seed, and milk regulations in the state. The regulations are set by state statute and are designed to provide consumers accuracy and completeness in the products they purchase. Johnson's division is also responsible for soil testing provided through the Extension Service. He is a member and past president of the American Registry of Professional Animal Scientists and is a Fellow in the American Society of Animal Science. He and his wife Beth live on a farm in central Kentucky, where they raise cattle and goats. They have two adult children and two granddaughters.

Business Meeting Agenda

2022 AAFCO Annual Meeting
Hilton St. Louis at the Ballpark
St. Louis, Missouri
Thursday, August 4, 2022
8:00–10:00 AM CT
Grand Ballroom

1. Convene Business Session of the Association: George Ferguson, President

- a. Welcome & Opening Remarks
- b. Announcement of New Life Members
 - Brett Groves, Office of Indiana State Chemist (AAFCO Member 1999–2022)
- c. Presentation of Awards
 - Distinguished Service Award: Hollis Glenn and Scott Ziehr for their time, dedication, and leadership in hosting the 2021 and 2022 Feed Administrator’s Seminar.

2. Acceptance of Committee Reports From: Current Issues and Outreach, Education and Training, Feed and Feed and Feed Ingredient Manufacturing, Feed Labeling, Inspection & Sampling, Ingredient Definitions, Ingredient Definitions eMeeting 03/23/22, Ingredient Definitions eMeeting 05/03/22, 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 2022 Annual Meeting page, right side, under the heading “Committee Reports.”)

Board Recommends Acceptance.

3. Acceptance of Committee Recommendations: Austin Therrell, President-Elect

a. Pet Food Committee:

- i. Replace the current “Human Grade” Guidelines which start on page 158 of the electronic 2022 OP, with the revised Guidelines for “Human Grade” Claims
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.
 - iii. 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.
- c. The manufacturer of a pet food or specialty pet food product with "human grade" claims must ensure:
 - i. It is clearly labeled for its intended use as animal food, such as "dog food" or "cat treats".
 - ii. No statements of quality or grade appear in the ingredient statement [PF5(d)(3)].
 - iii. 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".
 - iv. 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
 - v. 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.

Board Recommends Acceptance.

b. Ingredient Definitions Committee:

- i. Board recommends acceptance of the Human Grade feed term, added to Chapter 6 under "Feed Terms and Definitions" which start on page 347 of the 2022 electronic OP

Board Recommends Acceptance.

- ii. Publish a new tentative definition relating 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.

Board Recommends Acceptance.

- iii. 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

Board Recommends Acceptance.

**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.

- iv. Remove Pennyroyal American and Pennyroyal European from table 87.30 (OP page 473). And list them in section 99 as withdrawn Ingredients.

Board Recommends Acceptance.

- v. 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
	Pennyroyal, American		Business meeting xx/xx/xx
Remove ingredient	Pennyroyal, European		Business meeting xx/xx/xx

Board Recommends Acceptance.

**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.

- vi. Remove footnote on 2022 OP April revision page 385 “The molasses collective term is not recognized by the FDA (21 CFR 501.110).”

Board Recommends Acceptance.

- vii. Publish a new Official Definition 33.29 Black Soldier Fly Larvae Oil. Page 407 Delete T33.29

Board Recommends Acceptance.

- viii. Publish replacement of Official Definition with T60.117(C) Dried Black Soldier Fly Larvae. Page 445 – delete existing official.

Board Recommends Acceptance.

- ix. Publish replacement of Official Definition with T73.309 Urea formaldehyde Condensation Polymer. Page 470 –delete existing official on page 468

Board Recommends Acceptance.

- x. 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

ODI Action	Name	Reference	Comments
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

Board Recommends Acceptance.

**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.

c. Feed & Feed Ingredient Manufacturing Committee

- i. Update the Official Guidelines for Contaminant Levels Permitted in Mineral Feed Ingredients in Chapter Five of the AAFCO OP, AAFCO Model Guidance Documents, following the Analytical Variations (AV) on Page 301 of the 2021 AAFCO Official Publication.

Review Appendix 1

Board Recommends Acceptance.

d. Strategic Affairs Committee:

- i. Insert Resolutions Policy. It will be inserted into the OP, Chapter 5, beginning on page 241 of 2022 revised OP.

Strategic Affairs Minutes 20220309

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
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

Board Recommends Acceptance.

4. Nomination Committee

The Nominating Committee recommends the following slate for Board of Directors beginning January 1, 2023.

- President: Austin Therrell, SC
- President-Elect: Hollis Glenn, CO
- Secretary-Treasurer: Ashlee-Rose Ferguson, WA
- Director: Eric Brady, TN
- Director: Joshua Arbaugh, WV
- Director: Laura Scott, CAN
- Director: Darrell Johnson, KY
- Director: Dan King, MN
- Immediate Past President: George Ferguson, NC

Board Recommends Acceptance.

This concludes committee and board recommendations needing membership approval.

5. Credential Report: FASS

Number of voting members represented

Number of states in attendance

Number of countries

Number of FDA representatives

Number of life members

Total meeting attendance

Appendix 1: Official Guidelines for Contaminant Levels Permitted in Mineral Feed Ingredients

Section Editor – Jennifer Kormos, Canada

The Mineral Investigation Committee considered the matter of contaminants in mineral feed ingredients for several years before adopting an approach to the problem as reported in the 1978 *Official Publication*. The original approach was combined with toxicity data in the 1980 National Academy of Sciences, National Research Council (NRC) *Mineral Tolerance of Domestic Animals*¹ to produce the guidelines appearing in the *Official Publication* through 2021. Updates to the AAFCO Official Guidelines in 2022 were derived from multiple sources including the 2005 NRC *Mineral Tolerance of Animals*.² The 2005 *Mineral Tolerance of Animals* indicates that the expert subcommittee did not consider tissue residues of mineral contaminants with regard to human food safety when setting the various maximum tolerable levels (MTL or tolerance) for minerals. Given the lack of consideration for human food safety by the NRC expert subcommittee, the AAFCO Mineral Guidelines Work Group that updated these Official Guidelines took the approach that if a tolerance for a given mineral was reduced by the 2005 NRC expert subcommittee from the tolerance stated in the 1980 *Mineral Tolerance of Domestic Animals*, the Work Group accepted the reduced amount in the 2005 *Mineral Tolerance of Animals*. If, however, the 2005 NRC expert subcommittee increased a tolerance for a given mineral, the Work Group retained the lesser tolerance from the 1980 *Mineral Tolerance of Domestic Animals*.

The mineral section of the 2022 AAFCO Official Publication contains 141 mineral ingredient definitions for sources of 15 elements to consider in drafting guidelines to limit contaminants. Variables considered and used in guideline development included:

- (1) Differing nutrient requirements between species and within species, e.g., young vs. mature, lactating vs. non-lactating, and layers vs. broilers.
- (2) Whether the toxicity of a contaminant varies between and within species.
- (3) The concentration of a nutrient varies between several ingredient sources. For example, magnesium oxide (MgO) contains 6 times the magnesium (Mg) to an equivalent weight of magnesium sulfate heptahydrate (MgSO₄·7H₂O), and thus, could contain 6 times the contaminant level compared to magnesium sulfate for an equivalent contaminate burden in a finished product since only one-sixth as much magnesium oxide would be needed to meet a given amount of magnesium.
- (4) The range between a nutrient requirement and toxicity for a given element varies greatly. Manganese, for example, is required at about 50 ppm but levels as high as 1,000 to 2,000 ppm can be tolerated.
- (5) Knowledge of nutrient requirements and toxicities is incomplete and/or imprecise in many cases.

If the variables are acknowledged, it becomes apparent that precise contaminant limits, fixed at the very brink of toxicity, are impractical. Rather, we must work in much more general and conservative terms, using scientific data to limit, but not exclude some subjective decisions based upon common sense. Safety factors, for example, would be included in the latter category.

With the above factors in mind, the following approach was used in developing the overall recommendations for handling contaminants in mineral feed ingredients proposed in this report.

- (1) Determine the all-species average requirement for each of the 15 elements included in the AAFCO mineral definitions if a requirement has been established.³ These values (Table 1) were adapted from the NRC nutrient requirement recommendations for the species listed in Table 1.

¹ National Academy of Sciences, National Research Council. *Mineral Tolerance of Domestic Animals* (1980). National Academy Press, Washington, D.C. 20001.

² National Academy of Sciences, National Research Council. *Mineral Tolerance of Animals Second Revised Edition, 2005*. National Academy Press, Washington, D.C. 20001.

- (2) Determine the all-source average content for each element.
- (3) Calculate, from the data in (1) and (2) above, the dilution factor needed to meet NRC recommended amounts for each element (Table 2). Example: If the average calcium content from all AAFCO sources is 32% and the NRC recommendation is 1.55%, the dilution factor is 21. In other words, the calcium source will be diluted by a factor of 21 on a complete feed basis.⁴
- (4) Come up with a safety factor, which is 2.5 in this report.
- (5) Group contaminants according to toxicity following the general guidelines proposed in the 2021 report of the Work Group to this Committee. Five groups, labeled 1 through 5, ordered from least to greatest tolerance, were recommended by the Work Group based on the MTL in Complete Feed (Table 3).
- (6) Set limits within each group as follows:
 - a. Level for contaminants below which no declaration or labeling for the contaminants is required or deemed appropriate.
 - b. A range of contaminants' levels permitted in feed ingredients if, but only if, the product is labeled as to the contaminants' levels. "Labeling" here and elsewhere is considered in the broader sense, e.g., "Typical Analysis Specification Sheet" or similar information supplied by the manufacturer to customers.
 - c. Contaminants' levels above which the product's use as a feed ingredient is prohibited. This guidance does not apply to the primary nutritional element(s) of defined mineral ingredients. Definition 57.119 sodium selenite contains selenium at 460,000 ppm, but selenium from sodium selenite is a primary nutritional element.
- (7) Select a dilution factor (see item (3) above) to be used in setting the maximum contaminant level permitted in a feed ingredient without labeling the amount present. A dilution factor of 21 is recommended and was used in arriving at the values in Table 3. This is the lowest value in Table 2 (for calcium) and thus provides the greatest margin of safety.
- (8) Calculate the maximum level permitted in ingredients, without labeling, for each of the 5 groups, using the following equation:

$$MLP = (CFL \times DF) / SF,$$

where

MLP is Maximum Level Permitted without labeling (on "Typical Composition Specification Sheets" for example)

CFL is NAS recommended maximum Continuous Feeding Level for the most toxic element in the group

DF is Dilution Factor SF is Safety Factor

Example:

In Group 1 (Table 3) of inorganic mercury, cadmium, and selenium, inorganic mercury has the least daily tolerance in complete feed at 0.2 ppm. Therefore, if DF = 21 and SF = 2.5, $MLP = (0.2 \text{ ppm} \times 21) / 2.5 = 1.7 \text{ ppm}$. Thus, ingredients containing 1.7 (~2) ppm or less of Group 1 contaminants will not raise the level in the total ration above the MTL for any of the contaminants in Group 1.

The MLP values for the other 4 groups were determined similarly.

³ Chromium is believed to be essential, but no minimum requirement has been established for any species, thus, chromium does not appear in Table 1.

⁴ A Complete Feed is a multi-ingredient product fed to an animal. Examples include, but are not necessarily limited to, total mixed rations, sweet feeds, pelleted feeds or grain mixes. It also can be the summation of the total amount of feedstuffs fed separately at various locations or times within a 24-hour period.

- (9) Determine range of contaminant levels permitted, by group, if levels are stated in the labeling. This is a judgment decision.
- (10) Determine contaminant levels, by group, above which an ingredient would be excluded from use in a feed. This is also a judgment decision.

The procedure recommended above provides a systematic approach to establishing contaminant limits in feed ingredients based upon toxicity data in the NRC publications for mineral tolerances of animals and other publicly available information. The equation used to set the limits is designed to handle worst case situations, since it is based upon the most toxic element in each group and assumes the lowest dilution of the ingredient (dilution factor of 21). Thus, an additional margin of safety is provided automatically for all but the most toxic contaminants in each group and the greatest nutrient requirements. This margin of safety comes not just from focusing on the MTL for the most toxic element in the group, but also because the values in the last three columns of Table 3 represent the total amount, that is the sum of the content, of all elements within the Group. That these values represent the sum of the Group, and not just the amount of an individual element within the group, has been a source of confusion by users of the former versions of Table 3. However, a reading of the 1978 minutes of the former AAFCO Mineral Investigation Committee reveals that this is in fact the approach and intent of the group that originally established these guidelines. Table 3 has been reorganized to try and clarify this aspect of the guidelines.

Finally, fluorine is not included in Table 3 because fluorine is closely associated with phosphate ingredients and has been handled successfully for many years by requiring the phosphorus:fluorine ratio to be not less than 100:1. It is recommended this policy continue unchanged.

Table 1. Approximate Mineral Requirements (Total Diet Basis - greatest concentration)^a

Mineral	Swine	Dairy	Beef	Poultry	Aquaculture	Sheep	Goats	All-species Average
Calcium (%)	0.85	0.8	0.71	5	2	0.67	0.79	1.55
Phosphorus (%)	0.7	0.44	0.34	0.6	2	0.45	0.45	0.71
Potassium (%)	0.3	1.35	0.7	1	1.2	0.59	0.78	0.85
Magnesium (%)	0.06	0.4	0.2	0.5	0.35	0.16	0.15	0.26
Sodium (%)	0.4	0.34	0.1	0.23	0.15	0.08	0.12	0.20
Chloride (%)	0.5	1.2	-	0.35	-	0.18	0.29	0.50
Sulfur (%)	-	0.4	0.15	-	-	0.18	0.26	0.25
Cobalt (ppm)	-	0.11	0.1	-	-	0.2	0.12	0.13
Copper (ppm)	10	18	10	16	53	6	26	19.86
Iron (ppm)	100	26	50	80	199	83	71	87.00
Iodine (ppm)	0.14	0.88	0.5	1.7	1.1	0.83	0.81	0.85
Manganese (ppm)	25	24	40	120	13	34	29	40.71
Selenium (ppm)	0.3 ^b	0.3 ^b	0.3 ^b	0.3 ^b	0.7 ^c	0.3 ^b	0.3 ^b	0.30
Zinc (ppm)	100	73	30	100	200	55	71	89.86

^a Updated & adopted from National Academy of Sciences, Engineering, and Mathematics, National Research Council (NAS/NRC) recommendations as of 2015.

^b FDA approved concentration.

^c Aquaculture species are not included in the selenium food additive regulation.

Table 2. Approximate Dilution Factors and Typical Contaminate Levels of AAFCO Defined Mineral Feed Ingredients
Typical Contamination Levels (ppm)^c

	Recommended Level/NAS/NRC ^a	Approx. dil. To meet rec. level ^b	Typical Contamination Levels (ppm) ^c					
			Arsenic	Lead	Mercury	Cadmium	Nickel	Antimony
Calcium	1.55%	2.1 x 10 ¹	2.5	5--30	0.05	5--10	--	--
Phosphorus	0.71%	3.5 x 10 ¹	2--5	5--30	0.05	5--10	--	--
Potassium	0.85%	5.2 x 10 ¹	1	1	1	--	--	--
Magnesium	0.26%	1.1 x 10 ²	1--10	1--20	0.1--5	1	--	--
Sodium	0.20%	1.6 x 10 ²	--	--	0	--	--	--
Chloride	0.50%	8.9 x 10 ¹						
Sulfur	0.25%	1.8 x 10 ²	1	1	1	--	--	--
Cobalt	0.13 ppm	2.8 x 10 ⁶	2--20	1--20	1--20	2--200	800	--
Copper	19.86 ppm	2.5 x 10 ⁴	3--100	9--600	1	2--100	100	0--20
Iron	87 ppm	2.3 x 10 ³	1--50	1--90	1	--	--	--
Iodine	0.85 ppm	8.5 x 10 ⁵	2	3	2	1	--	--
Manganese	40.71 ppm	5.1 x 10 ³	1--10	1--90	--	1--20	--	70--200
Selenium	0.3 ppm	1.3 x 10 ⁶	--	--	1	1--5	1--5	--
Zinc	89.86 ppm	6.0 x 10 ³	10--800	100--2,000	1	80--500	--	10

^a Values from Table 1, including goats and aquaculture. NAS/NRC stands for National Academy of Sciences, Engineering, and Mathematics, National Research Council.

^b Dilution factor calculated using mineral ingredient values from the NAS/NRC Nutrient Requirements of Dairy Cattle, Nutrient Requirements of Small Ruminants, and information available to the work group.

^c Unchanged as Adapted from "NFIA Mineral Ingredient Handbook," National Feed ingredient Association, 1979 edition, and from "AFIA Feed Ingredient Guide," American Feed Industry Association Inc.

Table 3. Official Guidelines Suggested for Contaminants in Individual Mineral Feed Ingredients.

Contaminant Group ^a	Maximum Tolerable Level in Complete Feed (ppm)	Total Level of Group Permitted Without Labeling (ppm) ^{b,c}	Labeling Required Between Indicated Range (ppm) ^b	Use Prohibited at Levels Above (ppm) ^b
Group 1^d	0 – <5	2	2-500	500
Mercury (inorganic)	0.2			
Cadmium	0.5			
Selenium	2			
Group 2	5 – <15	42	42-1000	1000
Arsenic	5 ^e			
Iodine	5 ^f			
Molybdenum	5 ^g			
Cobalt	10			
Lead	10			
Vanadium	10			
Group 3	15 – <50	126	126-1500	1500
Copper	15 ^h			
Barium	20			
Tungsten	20			
Lithium	25			
Group 4	50 – <150	420	420-2000	2000
Nickel	50 ⁱ			
Antimony	70 ^j			
Chromium	100 ^k			
Tin	100			
Group 5	150 or >	1260	>1260	No Limit
Boron	150			
Aluminum	200			
Bromine	200			
Zinc	250 ^l			
Bismuth	400			
Manganese	400 ^m			
Iron	500			

^a Ordered from most to least toxic within Group.

^b Values in column represent the total (i.e., the sum) of the content of all elements in the Group.

^c Calculated as (NRC MTL for most toxic element in the Group * dilution factor of 21) / safety factor of 2.5.

^d Fluorine is not included in Table 2 because fluorine is closely associated with phosphate ingredients and has been handled successfully for many years by requiring the phosphorus:fluorine ratio to be not less than 100:1

- e Arsenic 5 for fish, 30 for all other species.
- f Iodine 5 for horses, 50 for cattle and sheep.
- g Molybdenum 5 for horse, cattle and sheep.
- h Copper MTL's are species dependent. MTL's are: 15 for sheep, 40 for cattle, 100 for fish and ducks, 250 for other poultry species, horses and swine.
- l Nickel MTL for horse, rodent and fish, unchanged from previous.
- j Antimony MTL for rodents only, unchanged from previous.
- k Values for chromium III (Cr⁺³). Chromium VI (Cr⁺⁶) is carcinogenic and typically not incorporated or found in mineral ingredients.
- l Zinc 250 for fish, 500 for horse, cattle, poultry, rodents.
- m Manganese 400 for horse, 1000 for swine.

Current Issues and Outreach Committee

2022 AAFCO Annual Meeting
Hilton St. Louis at the Ballpark
St. Louis, Missouri
Thursday, August 4, 2022
10:00-10:30 AM CT
Grand Ballroom



Jennifer Combs, Co-Chair

Jennifer Combs is the Animal Food Regulatory Program Standards (AFRPS) Coordinator at the University of Kentucky, Division of Regulatory Services (UKDRS). Upon receiving her bachelor of science degree in agriculture and minor in chemistry, she began working with the University of Kentucky Animal Sciences Department in ruminant nutrition research. She joined UKDRS in 2014, working in the feed and fertilizer laboratory, and moved into the AFRPS position in late 2016. She, her husband Jarrod Combs, and their two daughters raise cattle, chickens, working bird dogs, and horses on their farm.



Jo Lynn Otero, Co-Chair

Jo Lynn Otero currently serves as the Program Manager in the Feed, Seed, and Fertilizer Section for the New Mexico Department of Agriculture. She has been with the department since 2014. She graduated from New Mexico State University with a bachelor's and master's degree in agriculture extension education. She enjoys spending her free time with her family going fishing and camping. She is an educator at heart and loves volunteering as a 4-H leader and working on 4-H projects with her sons.

Otero serves on AAFCO's Pet Food Committee, Technology Committee, and Education and Training Committee, and is the co-vice chair of the AAFCO Current Issues and Outreach Committee.

Agenda

- 10:00 AM Welcome and Opening Remarks
Jennifer Combs, University of Kentucky
Jo Lynn Otero, New Mexico Department of Agriculture
- 10:05 AM Philosophy Communications – Tera Keatts
- 10:15 AM Committee Updates:
Jennifer Combs, University of Kentucky
Jo Lynn Otero, New Mexico Department of Agriculture
- 10:25 AM Comments/Suggestions for Future Meetings and Closing Remarks
- 10:30 AM Adjourn

Notes

Education and Training Committee

2022 AAFCO Annual Meeting
Hilton St. Louis at the Ballpark
St. Louis, Missouri
Thursday, August 4, 2022
1:30–2:15 PM CT
Grand Ballroom



Marissa Kost, Chair

Marissa Kost was born and raised in Ohio prior to moving to North Carolina to attend college. She graduated from North Carolina State University (NCSU) with a bachelor's degree in animal science and poultry science. She continued her education at NCSU to receive her master's in poultry science with a minor in statistics. She has worked with the North Carolina Department of Agriculture and Consumer Services in the Animal Feed Program for almost two years as an agricultural compliance officer. Kost attended her first AAFCO meeting in January 2018 in Ft. Lauderdale, Florida. She has been a member of the Education and Training Committee since 2017 and has served as committee chair since May 2019. In her spare time, she enjoys traveling, cooking, and spending time with friends and family.

Agenda

Welcome, Introductions and Opening Remarks

Marissa Kost, Committee Chair

Workgroup Updates (20 mins)

Leadership Training – Marissa Kost, NC
Training Endorsement Policy and Tables – Marissa Kost, NC
Training Curriculum Update
DigitalChalk Usage

Training Availability Updates (15–20 mins)

FDA OTED Training Update – Kimberly Hull and Janet Williams, FDA OTED
AITS/BITS Update – Miriam Johnson, NC

Workshop Calendar Request Updates (5 mins)

GRAS and Ingredient Definitions Submission Preparation Workshop
Has been further delayed; expect release early 2023

New Business (5 min)

Adjourn

Notes

Proficiency Testing Program Committee

2022 AAFCO Annual Meeting
Hilton St. Louis at the Ballpark
St. Louis, Missouri
Thursday, August 4, 2022
1:30–3:00 PM CT
Lindbergh Room



Sally Flowers, Chair

Sally Flowers is the laboratory director at the Kansas Department of Agriculture. Her education includes a bachelor's degree in animal science (University of Florida), master's in animal science (Penn State), PhD in food science (Penn State), and bachelor's in clinical laboratory science (University of Nebraska Medical Center). She is active in the Association of Public Health Laboratories as a member of the Board of Directors and Human and Animal Food Committee, the Association of Food and Drug Officials, the Association of American Feed Control Officials, and the Association of American Plant Food Control Officials (Magruder Newsletter Editor).

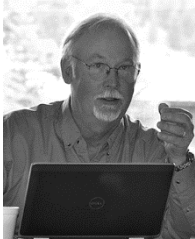
Agenda

- 1) Welcome and Agenda Review
- 2) Program Leadership and Administrative Update
 - a) New Vice Chair
 - b) QA Update – H. Phillips
 - i) Internal Audit
 - ii) Quality Management System
 - iii) ANAB Assessment
- 3) January 2022 Action Items – B. Snodgrass
 - a) Move Heavy Metals from Animal Feed Scheme to Minerals Scheme (motion required)
 - b) Drug concentrates for PTP sample preparation
 - c) Discuss Mycotoxin PT price increase recommendation to Board (motion required)
- 4) PTP Budget Update – B. Snodgrass
- 5) Scheme Discussion
 - a) 2022 Subscription Status – B. Snodgrass
 - b) Customer Feedback – B. Snodgrass
- 6) Mycotoxins Presentation – Jordon Bierbaum, Trilogy Labs
- 7) Lab and Enforcement Issues Committee AV Workgroups Update – B. Snodgrass
- 8) Other Business
 - a) Bacitracin in PT Samples – B. Snodgrass
 - b) Roundtable Discussion
- 9) Adjournment

Notes

Model Bills and Regulations Committee

2022 AAFCO Annual Meeting
Hilton St. Louis at the Ballpark
St. Louis, Missouri
Thursday, August 4, 2022
2:15–3:00 PM CT
Grand Ballroom



Doug Lueders, Chair

Recently retired, Doug Lueders was the manager of the Minnesota Department of Agriculture's Commercial Feed Program for 16 years. Lueders is a past president of AAFCO, chairs the Model Bills and Regulations Committee, and serves on the Feed and Feed Ingredient Manufacturing Committee, Finance Committee, Strategic Affairs Committee, By-Laws Subcommittee, Ingredient Definitions Committee Independent Conclusion of GRAS Workgroup, and FSMA Implementation Workgroup. Other professional volunteer work includes membership in the FDA FSMA Implementation

Team, the FDA Partnership for Food Protection, the FDA Animal Food Safety System, the AFRPS development team, and the FDA Preventative Controls curriculum development team.

In his spare time, Lueders volunteers as a youth firearms safety training instructor, tends his vineyard, and, along with his wife, spoils their two grandchildren, Hudson and Olivia, who are nine and seven years old.

Agenda

1. Welcome and Committee Member Introductions
2. 2022 Mid-Year Meeting Minutes (approved as written on 2/10), posted on AAFCO website and in the Feed BIN, included in the General Session packet
3. Committee/Workgroup Reports
 - a.) "Labeling" workgroup report – Scott
 - b.) FFIM VSIP workgroup report (Attachment A) – Austin
4. Old Business
5. New Business
 - a.) 8(c) Non-protein nitrogen – Page 138 2022 Official Publication (Attachment B) – Richard
 - b.) Removal of Regulation 4(d)(3) – Page 137 2022 Official Publication (Attachment C) – Dan
 - c.) Update of Regulation 4(d) – Page 137 2022 Official Publication (Attachment D) – April
6. Assignments/Homework for Annual/Mid-Year Meeting – SUJP biennial review (due 2023 mid-year) [2018 workgroup Padma Pillai (FDA/DAF), Liz Beckman (WA), Austin Therrell (SC), Steve Younker (AFIA), Angele Thompson (PFI), Catherine Alinovi (Next Generation Pet Food Manufacturers Association), Emily Helmes (Enzyme Technical Association)]
7. Adjourn

Attachment A

FFIM Recommendation to MBRC The Feed and Feed Ingredient Manufacturing Committee (FFIM) recommends that the Model Bill and Regulations Committee (MBRC) remove the AAFCO VSIP Pilot Program Structure Section in Chapter Five of the Official Publication on pages 282–288, and archive it for historical reference in the Feed BIN. The workgroup further recommends that MBRC conduct a separate review of the AAFCO Model National Medicated Feed Program beginning on page 263 of the Official Publication, as it is implicated by the VSIP Pilot Program Structure and may also need to be removed for clarity.

Attachment B

Is this regulation missing a word near the beginning of it? Page 138 of the 2022 OP
8 (c) Non-protein nitrogen ingredients/products defined in the Official Publication of the Association of American Feed Control Officials, when so indicated, are acceptable ingredients in commercial feeds distributed to non-ruminant animals as a source of nutrients other than equivalent crude protein. The

Ingredient Definitions Committee

2022 AAFCO Annual Meeting Agenda
Hilton St. Louis at the Ballpark
St. Louis, Missouri
Thursday, August 4, 2022
3:30–5:00 PM CT
Grand Ballroom



Richard Ten Eyck, Chair

Born and raised in Oregon, Richard Ten Eyck (pronounced “ten ike”) holds a bachelor’s degree in animal science from Oregon State University. His 37 years in the feed industry have covered all sides of the business, including ingredient buying, farm store sales, nutrition, formulation, and state regulatory. He is a past president of the Association of American Feed Control Officials (AAFCO). He has served on several working groups that prepared comments on the FSMA rules and is involved with the NASDA implementation team for the Animal Food Preventive Control Framework for states.

Ten Eyck is currently the Feed Safety Specialist with the Oregon Department of Agriculture. The one-person state program regulates 400 mills making 5,000 products. He volunteers with AAFCO as chair of the Ingredient Definitions Committee and as a member of the Feed Labeling Committee.

Ten Eyck lives on the historic family farm in Sandy, Oregon, raising goats, Christmas trees, and hay. He has been married to his wife, Kim, for more than 40 years, and they have two adult daughters. He is a grandfather and a leader of the local 4-H livestock club.

Roll call. Members and presenters, please arrive 10 minutes early.

OP Content

- 1) Common Food Index Procedures – Erin Bubb (20 min) Recommendations to cover Procedures & checklist, web portal establishment and next steps.
- 2) 48.14 Corn Gluten Meal new tentative definition– Dan King (10 min) Publish as T48.14(A) Corn Gluten Meal (*Corn Protein Meal*). Remove “corn Gluten meal “ in the 2025 Official Publication.
- 3) 48.18 Hydrolyzed Corn Protein - editorial change to terminology. **Gluten Protein** (5 min) Dan King
- 4) 48.13 Corn Gluten Feed new tentative definition - Dan King (5 min) Publish as T48.13(A) Corn Gluten Feed (*Corn Protein Feed*). Remove “corn Gluten feed “ in the 2025 Official Publication.
- 5) 42.2 Grain Sorghum Gluten Feed new tentative definition - Dan King (5 min) Publish as T42.2(A) Grain Sorghum Gluten Feed (*Grain Sorghum Protein Feed*). Remove “Grain Sorghum Gluten feed “ in the 2025 Official Publication.
- 6) 42.3 Grain Sorghum Gluten Meal new tentative definition - Dan King (5 min) Publish as T42.3(A) Grain Sorghum Gluten Meal (*Grain Sorghum Protein Meal*). Remove “Grain Sorghum Gluten meal “ in the 2025 Official Publication.
- 7) 33.16 Publish Official Definition (CFR 573.637 MECLA) for Methyl Esters of Conjugated Linoleic Acid – (10 min) Bernadette Mundo
- 8) New tentative definition for 36.11, to add *Lentilactobacillus hilgardii* -(10 min) Maggie Faba <https://aafco.mocaworks.com/viewer/?eID=2071444>
- 9) New tentative definition for 73.200 Xanthan Gum in section 73, Technical Additives, in the AAFCO Official Publication to allow its use as a suspending agent in plant inoculant products. (10 min) Richard Ten Eyck
- 10) CVM Placeholder #1 for FAP if Published (10 min)
- 11) CVM Placeholder #2 (10 min) T71.XX Low Glucosinolate High Erucic Acid Rapeseed Meal, Mechanically Extracted (Falina) (need form)
- 12) Add to table 101 AGRN44 Endo-1.4-Beta xylanase enzyme (5 min) Nathan Price
- 13) Add to table 101 AGRN 48 Dried L-Valine Fermentation Product (5 min) Nathan Price

ODI Maintenance

- 14) ODI Subcommittee report – Jacob Fleig (5 min) Volunteers: _____
- 15) ODI procedures – Jacob Fleig (10 min)
- 16) Marine Products ODI placeholder Michael (5 min)

Informational Updates

- 17) Swine Health work group update - Erin Bubb (10 min)
 - a) 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.
- 18) Workgroup report on sunseting (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)
- 19) 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. (5 min - provide update)
- 20) Animal Products Section updates, collagen etc. (15 min) Stan Cook
- 21) Update on the ingredient submission workshop modules – Nathan Price (5 min)
- 22) Hemp Update – Falina Hutchinson, MT (5 min) Webinar scheduled: Hemp as a Feed Ingredient; A National Discussion 8/9/22 Noon Eastern
- 23) Workgroup report on sunseting (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)
- 24) Training Proposals (10 min) - Richard Ten Eyck
 - a) **From ETC** training on feed ingredients is desired, topics: new by-products, additives (CFR regulations, selenium), Refuse 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:
 - ii) 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
 - iii) Budget and Benchmarks:
 - (1) Multi year? Placeholder on 2022-23 budget needs request filled out
 - iv) Ingredients to start on:
Feed ingredients encouraging sustainability (6 modules) (prioritize?)
 - Rendering (Beef, Pork, Poultry, Broth)
 - Oil Seeds (Soybeans, Hemp, Canola, Camelina)
 - Packaged Food Reclamation (Bakery, Grocery Warehouse)
 - Food Processing Reclamation (Vegetable, Animal)
 - Insect Farming (BSFL, Cricket)
 - Algae for food and Feed (micro, Macro)
- 25) Adjourn xxx EST

Run time 190 minutes draft 4

Announcements

- A. Next Meetings: Online, September xx, 2022
- 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.
- 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/AI
 - 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 quantitatively consumer panel tested preferably at the same time as the PFLM changes.*
 - e. Pursue formal MSBC Definition.
 - f. New feed term Total Ration.
 - g. New feed term Freeze-Dried.
 - h. Establish a feed term for “Finished Feed”
 - 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
 - l. Use of definition request tracking sheet – CVM (15 min)
 - m. Presentation on Algae use in feed – ABO, Rebecca White

Feed and Feed Ingredient Manufacturing Committee

2022 AAFCO Annual Meeting
Hilton St. Louis at the Ballpark
St. Louis, Missouri
Friday, August 5, 2022
8:00–8:45 AM CT
Grand Ballroom



Austin Therrell, Co-Chair

Austin Therrell currently serves as the Feed Program Manager for the South Carolina Department of Agriculture (SCDA). In this role he is primarily responsible for overseeing inspection priorities across the state, product registrations, labeling compliance, and a sampling program. He graduated from Clemson University with a bachelor of science degree in animal and veterinary sciences in 2013. Prior to his time at SCDA, Therrell worked for a family-owned pet food company in the sporting dog industry. He also serves as a co-chair of the AAFCO Feed and Feed Ingredient Manufacturing Committee, as a member of the AAFCO Pet Food

Committee, and as a member of the Current Issues and Outreach Committee. Therrell lives with his wife and two children in upstate South Carolina.



Eric Brady, Co-Chair

Eric Brady is the Statewide Supervisor for Ag Inputs Section for the Tennessee Department of Agriculture. Over the last four years, he has overseen daily field operations for the Feed, Seed, Fertilizer, and Lime programs and managed field inspectors across the state. He has been involved with AAFCO as co-chair of Feed and Feed Ingredient Manufacturing and on the training cadres for BITS and AITS. Before this role, he was Stormwater Coordinator for the City of Crossville. Brady holds a master's degree in agriculture and natural resource systems management from the

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

Agenda

- 1.) Welcome and Committee Member Introduction (Eric Brady and Austin Therrell)
 - 2.) Review Action Items/Reports from Working Groups and Liaisons
 - Working Group 3 – Update on Contaminant and Hazard Lab Strategy – Brady
 - Working Group 4 – Update on AITS training – Brady
 - Nutrient Contaminant Working Group Update – Therrell
 - Workgroup Update on VSIP Section in Chapter 5 – Brady
 - o E-Vote held 6/27/22
- New Business:
- Seek input from industry on adding equipment training resources to AAFCO LMS (DigitalChalk)
- 3.) Canadian Regulatory Update (Laura Scott)
 - 4.) Industry Stakeholder Updates
 - 5.) Other Business

Attachment: AAFCO FFIM VSIP Workgroup Members

Laboratory Methods and Services Committee

2022 AAFCO Annual Meeting
Hilton St. Louis at the Ballpark
Friday, August 5, 2022
8:00–5:00 PM CT
Lindbergh Room



Kristi McCallum, Co-Chair

Kristi McCallum is the Deputy Laboratory Manager for the Colorado Department of Agriculture, Division of Laboratory Services, Biochemistry Laboratory. She has worked for the State of Colorado Department of Agriculture for 21 years, during which time she has validated and implemented testing for *Salmonella*, *Shigella*, pathogenic *Escherichia coli*, *Listeria*, and toxins such as *Staphylococcus* enterotoxins, and plant toxins in foods and feeds via rt-PCR and ELISA. McCallum oversees the analyses and staff at the Biochemistry Laboratory.

McCallum has previously served on the USDA AMS Technical Advisory Committee for the Microbiological Data Program and the Rocky Mountain Food Safety Committee, and currently serves as a member of the APHL Human and Animal Food Testing subcommittee, which assists other state agriculture laboratories in pursuit of ISO17025 accreditation. She has led research work through the Food Emergency Response Network, including pathogen testing in fresh produce and Norovirus rt-PCR analysis in foods, and has published a paper for the detection and identification of staphylococcal enterotoxins in foods via ELISA.



Dr. Sharon F. Webb, Co-Chair

Sharon F. Webb is the Director of Quality at the University of Kentucky, Division of Regulatory Services. During her undergraduate education, she had the opportunity to work at the National Center for Toxicological Research on two projects. Upon receiving her bachelor of science in chemistry, she was admitted to Auburn University as a PhD student, receiving a full graduate assistantship in Areas of National Need for Physical Chemistry. After graduation, she became the manager of the mass spectrum facilities at the University of Alabama, where she was part of a team working in proteomics, examining products of ionizations of small proteins. She is currently the director of the

quality program at the University of Kentucky's Division of Regulatory Services.

In addition to her volunteer work with AAFCO, Webb is an active member in the Association of American Plant Food Control Officials (AAPFCO) Magruder Check Program Committee and Terms and Definitions Committee, and is the vice chair of their Laboratory Services Committee. She has been an active leader of the Mineral and Trace Metals Group of the Methods Forum, associated with AAPFCO, and the study champion for the Association of Official Analytical Chemists International Official Method 2017.02. She has been married to Ken Webb for 26 years; has three children, Symantha, Matalyn, and Jacob; and owns four poodles. She is a lifetime fan of University of Kentucky men's basketball and loves meeting members of the Big Blue Nation when she travels.

Please see the Attachment for information regarding the virtual sessions.

Agenda

All Agenda Times—including Public Comment and Adjournment—are Subject to Change

8:00 AM CST	Welcome, Introductions, and Adoption of Agenda—Co-Chairs Review of Committee Roster and Appointments—Co-Chairs
8:30 AM	Association of Public Health Laboratories (APHL) Update—Robyn Randolph, APHL
9:30–10:00 AM	Morning Break/Networking
10:00 AM	A Comparison of Heavy Metals in Plant and Animal Based Meats and Fish by Microwave Digestion & ICP-OES and ICP-MS Analysis—Macy Harris, CEM
10:30 AM	Dietary Fiber Testing—Josh Arbaugh, WV Dept. of Ag.
11:00 AM	Dioxin Analysis in Feeds at the CFIA Calgary Laboratory—Nishma Karim, Canadian Food Inspection Agency

12:00 PM Lunch on Your Own
1:30 PM LMSC Quality Assurance Sub-Committee

- Request for volunteers
- Status of laboratories – How are laboratories coping with a changing work environment?—Kristi McCallum, Co-Chair

2:30 PM Afternoon Break/Networking
3:00 PM Working Group Updates – Existing and New Workgroup Discussion—Co-Chairs/Entire Group

- Fat-Soluble Vitamins
- Multi-Element
- Mycotoxins
- Moisture KF Method in Pet Food
- Microbiology – Will discuss training course and microscopy
- Pesticide Residues
- Drug Residues
- Pentobarbital, Dioxin
- Hemp—Workgroup Leads, Committee Members, and Advisors

As Time Permits Roundtable Discussion
5:00 PM Adjourn

Pet Food Committee

2022 AAFCO Annual Meeting
Hilton St. Louis at the Ballpark
St. Louis, Missouri
Friday, August 5, 2022
10:00 AM–12:00 PM CT
Grand Ballroom



Liz Beckman, Chair

Liz Beckman is a feed advisor with the Washington State Department of Agriculture, Animal Feed Program. Her duties currently include country of origin reviews, animal feed standards, and commercial feed licensing. She is also responsible for collection and auditing of inspection fees. Beckman has served on various AAFCO committees. She is a cat and dog lover, with two cats and one dog. In her free time, she enjoys gardening, hunting, fishing, and spending time with her niece.



Stan Cook, Co-Chair

Since 2011, Stan Cook has managed the Missouri Department of Agriculture Bureau of Feed and Seed. He holds a bachelor of science degree in business administration from Lincoln University and is a graduate of the Missouri Agriculture Leadership of Tomorrow, Class I. Prior to the Bureau, Cook served as a loan officer for the Missouri Agricultural and Small Business Development Authority. His experience in Missouri agriculture also includes 25 years in commercial livestock production.

He served nine years as a member of the Board of Directors of Farm Credit Services, serving as vice chairman of the Eastern Missouri Farm Credit Board, and has served as a member of the Executive Committee of the Central Production Credit Association Board. He has worked as a USDA Certified Market Reporter, responsible for a voluntary direct price-reporting program for hogs, pigs, and timber, and also as a relief auction reporter.

Cook serves on various AAFCO committees and is vice chair of the Strategic Affairs Committee and the Pet Food Committee. He served on the AAFCO Board of Directors from 2014 to 2020 and as its president in 2018. He continues to live and work on a sixth-generation farm near California, Missouri.

Agenda

This is a reminder that this meeting is being recorded.

10:00–10:10 PFC Welcome and Updates

Workgroup Reports:

- | | |
|-------------|--|
| 10:10–10:20 | 1. Human Grade Guidelines Report – Holly Jewell |
| 10:20–10:45 | 2. Copper Workgroup Update – Dr. Bill Burkholder |
| 10:45–11:30 | 3. PFLM – Update |
| | a. PFLM Implementation Work Group Update – Stan Cook |
| | b. PFLM Work Group Updates |
| 11:30–noon | 4. Training and Outreach Sub-Committee – Chris Berg |
| | a. AAFCO Talks Website Update – Liz Beckman |

Notes

Inspection and Sampling Committee

2022 AAFCO Annual Meeting
Hilton St. Louis at the Ballpark
St. Louis, Missouri
Friday, August 5, 2022
4:00–4:45 AM CT
Grand Ballroom



Miriam W. Johnson, Chair

Miriam W. Johnson is the Compliance and Inspection Programs Lead Compliance Officer for the North Carolina Department of Agriculture and Consumer Services. She graduated from North Carolina State University with a bachelor's in animal science and minors in nutrition and agricultural business management.

She started her career working for Murphy-Brown LLC, a division of Smithfield Foods, in the commercial swine production division for four years before coming to the North Carolina Department of Agriculture and Consumer Services (NCDA & CS) as the Feed Compliance Officer. She held this position for seven years before accepting a position as a Feed Field Inspector for Southeastern North Carolina. She worked as a field inspector for three years and then returned to Raleigh after accepting her current position as the lead compliance officer for the Animal Feed Program and supervisor for field inspection and compliance staff. She has worked for NCDA & CS for 13 years.

Johnson has been involved with AAFCO as the Feed Labeling Committee co-chair from 2011 to 2013, the Inspection and Sampling Committee chair from 2017 to the present, and as a member of the training cadres for AITS and BITS. She and her husband, Benton, also operate a small family century farm in eastern North Carolina, where they raise swine, cattle, and muscadine grapes.

Agenda

- 4:00 Welcome and Opening Remarks
Committee Member Roll Call
Miriam Johnson, North Carolina Department of Agriculture and Consumer Services
- 4:10 AITS and BITS
AITS/BITS Curriculums: Successes from Omaha; Updates for Oklahoma City
Miriam Johnson, North Carolina Department of Agriculture and Consumer Services
- 4:15 4-State Training Event Presentation and Discussion
Stan Cook and Ethan Willis, Missouri Department of Agriculture
- 4:30 Other Topics for Discussion/New Business
Interest in forming a workgroup charged with creating a proposal to develop AAFCO branded sampling equipment (Triers, bags, stream cutters, aseptic scoops, etc.)
Update/Discussion: Request for addition of bulk tote sampling method
- 4:45 Adjourn

Notes

Strategic Affairs Committee

2022 AAFCO Annual Meeting
Hilton St. Louis at the Ballpark
St. Louis, Missouri
Saturday, August 6, 2022
8:00–10:00 AM CT
Grand Ballroom



Linda Morrison, Chair

Linda Morrison has post-graduate education in Animal Science from Macdonald College of McGill University. She has almost three decades' experience managing the Feed Program in Canada and was the director of the Animal Feed Division, Canadian Food Inspection Agency (CFIA; 1982–2012). She also worked with the CFIA's Inspection Modernization Office to develop the Integrated Agency Inspection Model for a common approach to inspecting food, animal, and plant health.

Morrison has been an active AAFCO member since 1986. She has served as chair of the Strategic Affairs Committee for many years and led Strategic Planning activities. She has served on the Board of Directors and was president in 1998–99. She retired from the CFIA in 2016, whereupon she became a Life Member to continue to support AAFCO.

Agenda

1. Introductions and Agenda Review
2. Strategic Planning 2017–20
 - o Update from Responsible Committees
3. Strategic Planning 2022+
 - o Update
4. Procedures Manual
 - o Draft **Privacy Policy** update (Erin, Sue, Jacob, Scott, FASS)
 - 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 with assistance from FASS and legal. Counsel provided suggestions to bring into compliance with GDPR; FASS have also commented.
 - Workgroup: Erin, Sue, Jacob (Technology Comm. rep), Scott, FASS rep
 - Identify placement in Procedures Manual.
 - Timeline: Merged document to WG by mid-February; revise for SAC comment and discussion Annual 2022.
 - Update:
 - o BOD Minutes Review (**Appendix 1**)
 - 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 Workgroup should direct requests for assistance from legal counsel through the Board Executive Committee.
 - Workgroup: Austin (lead), Sue, Stan, Dave, Ken, Leah
 - WG report appears in **Appendix 1**
 - o Life Member privileges (**Appendix 2**)
 - Board charge: 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 consider 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.
 - Workgroup: Erin (lead), Doug, Eric
 - Timing: Recommendation for SAC consideration by Annual 2022
5. Deferred business
- o Update/clarify Procedures Manual including linkage with By-Laws and Official Publication (expanded from Secretary-Treasurer description update)
 - The WG will:
 - Focus on defining what information is maintained in each of the three. Reduce overlap and duplication. 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)
 - WG: Ashlee-Rose, Kent, By-Laws SC, Linda, Stan, and Sue
 - Timing: Develop plan by Annual and updates/report out by Midyear 2023
 - o Resolutions Policy (Hollis, Stan, Erin, Ashlee-Rose) (**Appendix 3??**)
 - Develop guidance on drafting resolutions (WG) and implementation (CIOC/Philosophy?)
 - Timeline: Guidance and implementation recommendations for Annual 2022
 - o Common Food Index (Kent) update
6. Other business

Action Item Table

Responsible	Item	Action	Timing / Status
WG: Ashlee-Rose, Kent, + By-Laws Subcommittee, 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, 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), 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: Board Minutes Review Working Group

Workgroup Members: Austin Therrell, Leah Wilkinson, Sue Hayes, Stan Cook, Dave Edwards, Ken Bowers

Charge:

The AAFCO BOD moves to charge the Strategic Affairs Committee to 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 workgroup should direct requests for assistance from legal counsel to the Executive Committee.

Background:

BOD minutes were taken down in July of 2021

Why? – Concerns with documents being used outside of their intended purpose

Call #1 – (2/2/22)

- Bylaws – Post to membership – ok
- Committee guidelines – Post to AAFCO website – conflicting with procedures manual
- Procedures manual – Post to Feed BIN – ok
- Remove names from minutes? – Need more training
- Build the business meeting agenda throughout the year and post to next meeting page

Recommendation to SAC:

The workgroup recommends to the Strategic Affairs Committee to edit the row “**Post Approved Minutes**” in **Table 4 BOD Postmeeting Deadlines and Responsibilities** on p. 100 of the 2022 AAFCO Official Publication to read “**Post approved minutes in FEED BIN**” “**From: DRAMF**” “**To: Members**” in order to match the language in **Table 2 – BOD Post-Meeting Deadlines and Responsibilities** in the 2021 AAFCO Procedures Manual on p. 15.

The workgroup also requests that the Designated Representative of the Association Management Firm (DRAMF) begin capturing the business meeting items after each BOD meeting to build the business meeting agenda throughout the year and post the updated document in the appropriate upcoming meeting section (Midyear or Annual) on the AAFCO website. This document would be updated with recommendations for the membership after each BOD meeting if appropriate.

The workgroup also recommends providing training on best practices for capturing minutes for meetings for all who are taking minutes.

Appendix 2: Life Member Privileges Working Group Report, June 16, 2022

Workgroup Members: Erin Bubb, Eric Nelson, and Doug Lueders

The working group drafted some proposed language in the guidelines for Life Membership found in the OP. This will hopefully assist the association with some guidance when a Life Member chooses to represent industry or other external stakeholders outside of the public official credentials they once held. We also decided it could be handled well enough in the guidelines, so the By-Laws would not have to be modified. We agreed that changes to by-laws should be minimal and limited to just those that are absolutely necessary.

Excerpt from the OP with suggested changes (Guidelines, page 106, 2022 hard copy of OP):

To qualify for life membership a candidate must have met the following criteria or have performed meritorious service to the association or to the principals of animal feed control determine by the AAFCO BOD to be equivalent of these criteria:

1. The candidate shall have completed a min of 8 years active committee, investigator, seminar, task force or officer service; or a min of 15 years tenure in a member agency with semi active in individual service to the association.

