



## **Education and Training Committee Report/Minutes**

AAFCO Annual Meeting

July 26, 2014, 1:30 PM, Sacramento, California

### **Committee Report**

Committee recommendations to Board and membership

--none

### **Committee Action Items**

- (1) Recruit AAFCO members to attend JTA Feed Course and Curriculum Development Meeting
- (2) Seminar Planning for 2015
- (3) Microscopy Training Summary
- (4) Advanced Inspector Training
- (5) Sampling Workshop for Mid Year Meeting
- (6) AFRPS Workshop for Mid Year Meeting

### **Summary of Liaisons from ETC**

- (1) Serve as a member on the Animal Food Preventative Control Safety Alliance Committee (AFPCSA) (Lyons)
- (2) Participate on the FDA Training Planning Summit Committee (Godwin, Davis)
- (3) Serve on the AFSPCA Training Curriculum Editorial Committee (Lyons)
- (4) Work on the IFPTI Fellowship for Food Protection Re-Development Committee (Lyons)

### **Committee Minutes 6/26/14**

#### **Committee Participants**

##### **Members Present:**

Jim Fear, Judy Thompson, Darlene Krieger, Sam Davis, Mark Glover, Rick Manthei, Meagan Davis, Tim Lyons, Kristen Green, Bob Geiger, April Hunt, Tim Darden, Jim True, David Fairfield, Richard TenEyck

##### **Advisors Present:**

Kurt Gallagher, Tami Sargent PFI, Carlos Gonzalez, Leah Wilkinson,

#### **Introductions and Agenda Review, Tim Lyons**

**New Leadership** – Tim Lyons is the new chairperson with Jennifer Godwin and Meagan Davis acting as vice chairs. The change in leadership was requested by the AAFCO Board of Directors in January of 2014. The committee recognized both Gloria Dunnavan (absent) and Judy Thompson for their time of leadership for this committee.

**AAFCO Committee Representation** - Would like to have a representative from each standing AAFCO committee be on Education and Training Committee (ETC) so the ETC can be prepared to assist other AAFCO committees with training needs. Jennifer Godwin has lead this initiative and has recruited a placeholder from each committee except the Laboratory Committee.

**National Environmental Health Association (NEHA) / Job Task Analysis (JTA)**



### **Report on JTA in Denver, CO from the state perspective: Jim True (KY)**

11 inspectors from 10 states across the country and 4 observers spent 3 days in Denver in March 2014 to discuss and review their roles as inspectors or feed specialists. The JTA is an important assessment to develop a cross section of what tasks a feed inspector completes on a daily basis across the nation from a state perspective. The JTA drilled down and focused on six primary areas.

- Performing State and FDA feed facility inspections
- Collecting animal feed samples
- Investigations
- Enforcement
- Respond to emergencies
- Perform education and outreach

### **Job Task Analysis (JTA) Process, Rance Baker, National Environmental Health Association (NEHA)**

- Rance continued and provided more insight on the Job Task Analysis process and survey results. As mentioned, 11 inspectors participated in the JTA. Following the analysis of the data from the JTA, a survey was developed to assess the validity of the JTA. The survey was sent to state feed programs throughout the country with assistance from AAFCO members. 135 people participated in the online survey related to the JTA. From the survey, a statistical analysis was conducted of the results and illustrated the likelihood of seeing the same responses of a JTA from other inspectors from across the country. The survey also exposed 5 tasks that were flagged under a 3 rating which implies that the task on average is performed less than "fairly often". These tasks were:

- Document Facility Inventory
- Obtain training in Incident Command System (ICS)
- Perform ICS role
- Develop Industry Education Programs
- Educate Animal Feed Stakeholders

### **Next Steps and Future Needs – Jim Fear, FDA ORA-U and Craig Kaml, International Food Protection Training Institute (IFPTI)**

FDA ORA-U and IFPTI are looking to develop national curriculum standards based on the JTA conducted by NEHA. Craig Kaml at IFPTI will review the survey results and see how it aligns with the Animal Feed Regulatory Program Standards (AFRPS). The future steps of the process include knowledge, comprehension, application, and reinforcement.

1. Curriculum Development - completion goal is January 2015
2. Design and Development – to begin around February 2015

NEHA, FDA ORA-U, IFPTI and members of the AAFCO ETC plan to have a conference call to begin soliciting additional subject matter experts for a November meeting. They will try to finish up the curriculum development near the AAFCO midyear meeting for presenting. Jim Fear mentioned how

Iowa State and Kansas State developed a Feed and Grain 101 course. There are other livestock and feed courses in development. When things are more regulatory specific, the state regulators will be the subject matter experts.



Bennie Osburn, Director of outreach and training for the Western Institute for Food Safety (WIFS) spoke briefly about training development. He explained how his group is collaborating with IFPTI and working on a blended learning concept with online manuals to study before a face to face meeting. They will be working with IFPTI and AAFCO on inspection training needs. They will package the training in a way that the information will be interactive.

### **Standard 2 Sub – Committee and Training Opportunities, Bob Geiger and Meagan Davis**

1. Assess what training materials are currently available from all sources – state, FDA, industry, etc.
2. Basic Inspector Training (BITS) and Advanced Inspector Training (AITS)
  - a. Adjust the training curriculum to meet the standard 2 requirements
  - b. Possible development of an Intermediate Inspector Training
  - c. What other training exists, what gaps are out there
3. Develop a training event calendar – what training is already out there, list and links to state, federal and industry training opportunities and symposiums.
4. Include a separate training/workshop at the AAFCO midyear meeting – January 2014 in San Antonio.
  - a. A new training that is not already in the AAFCO budget
  - b. Possibly send out a updated survey to assess training needs
  - c. Possible AFRPS (standards) workshop at the mid-year meeting hosted by ETC and FDA.
  - d. Nancy Thiex – has a proposal of a sampling workshop on what a GOOD sample is
    - i. For regulators, FDA, industry, management
    - ii. Workshop funded with cooperative agreement dollars and registration fees
    - iii. Date is tentatively January 12
    - iv. It would be what management needs to know to make sure their organization is doing the right thing regarding sampling procedures
    - v. More information about the training will come out in October
5. AITS will be held January 27-29, 2015 in Baton Rouge, LA
6. Washington expressed some interest in hosting a BITS or AITS course.
7. Placement of the Workshop/Training Procedures and Proposal documents in the Feed Bin.

### **Certificate and Alliance Update, Tim Darden and Tim Lyons**

- IFPTI has a learning management system that can track training certificates. The AAFCO BOD has voted and the association will be using this system for certificate endorsement and issuance of Preventative Controls Alliance training certificates. AFDO is doing the same thing with the food alliance. Topics of discussion were:
  - Discussion developed between the difference between certification and certificates “of attendance” which is what AAFCO and AFDO will issue.
  - Qualifications & trainings for “Train the trainers”. Who will manage this for AAFCO? Once a course is developed, AAFCO members, industry or anyone for that matter, could get trained to teach that individual class by the course developers and IFPTI trainers. Would have to pass some sort of competency that the person could in fact teach a given course.
  - The group discussed curriculum and AAFCO’s Feed and Feed Ingredients Manufacturing committee’s role in education.

### **2014 AAFCO Feed Administrator Seminar, Kristen Green**

The AAFCO Feed Administrator's Seminar (Seminar) was held and hosted again by the State of



# AAFCO

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Montana in May of 2014. 60 regulators and industry attended this event which was a huge success based on the post survey. Recognition went to Jennifer Godwin and her committee for making this event happen and successful again. Much appreciation goes to Bob Church and the State of Montana for hosting this event and all their hospitality. Hope it can head out there again someday. In 2015, Seminar will be held in Shaker Village, KY from April 28-30. This will mark the 50<sup>th</sup> anniversary of the AAFCO Administrator Seminar, which was originally held in Shaker Village, KY. We will be encouraging all states to register early for this event as this popular event will have limited space, approximately 50, to hold everyone that wants to attend. This will pose another challenge for the Seminar committee. **We are encouraging anyone and everyone with any seminar topics to send them to Jennifer Godwin or Kristen Green.**

### Microscopy Training

Microscopy Training will be held the week of August 11, 2014 hosted by Alteca, LLC in Manhattan, KS. To date, 15 laboratory scientists are signed up with a goal of 30 to be in attendance. It is open to public and private laboratory chemists covering ingredient verification and feed contaminants. This has been something that has been asked for by the Laboratory Committee for quite a while. Some logistical questions and confusion was raised by the Laboratory committee. Since this was the first training coordinated by this committee, hopefully any confusion will be addressed within the procedures and training proposal documents.

Financial needs 2015-16: will identify next meeting.

Meeting was adjourned at 2:56pm

Action Item Table

Responsible	Item	Action	Timing / Status
Tim Lyons/Jim True	Continue to work with NEHA, IFPTI, FDA on Training	SME's for October Training Framework	
Tim Lyons	Microscopy Post Survey		
Jennifer Godwin	Seminar Committee		
Meagan Davis	AITS		
Meagan Davis/ETC Leadership	Standard Training for Mid Year		
Nancy Thiex	Sampling Analysis for Mid Year		