**AAFCO COMMON FOOD INDEX PROCEDURES**

**Introduction**

The Common Food Index Subcommittee was established by the AAFCO Ingredient Definitions Committee (IDC) as the body to facilitate the addition of new items to the Common Food Index (CFI). Members of the CFI Subcommittee are appointed by the Chair of the Ingredient Definition Committee. The number of members, identification of the subcommittee chair, and terms of service are at the discretion of the IDC Chair. The IDC Chair should consider the volume of work and availability of the volunteers when making these appointments. This document will describe how items are added to the CFI. All the items in the CFI must meet the AAFCO Feed Term “Common Food” as found in the AAFCO Official Publication. The CFI will reside on the AAFCO.org website and within the AAFCO Online Database of Ingredients (ODI).

**Procedures**

1. Suggesting additions to CFI – Initiating the process
	1. A suggestion may be made by any stakeholder (consumer, regulator, CFI Subcommittee, industry representative, etc.)
	2. A suggestion is made by completing the CFI Worksheet found on AAFCO.org
	3. More information may be requested by CFI subcommittee if needed/helpful to confirm that the suggestion meets the criteria in the AAFCO feed term “Common Food”
2. Reviewing the suggestions received
	1. The CFI Subcommittee Coordinator (with the assistance of the CFI Subcommittee) will review the submission. The Subcommittee will notify the submitter if the item will be posted for public review or if the item will not be accepted by the subcommittee within 30 days of the submission.
	2. The responses to the questions on the worksheet broadly establish a profile for the suggested item. The profile must fit the criteria set in the AAFCO Feed Term “Common Food”
	3. Review of the submissions will be conducted as they are received. Suggestions that meet the AAFCO feed term “Common Food” will go for public comment in monthly intervals
	4. Suggestions that do not meet the AAFCO feed term “Common Food” will also be included in the CFI Subcommittee report to IDC with explanation on criteria not met.
3. Public Comment Period
	1. Pending additions to the CFI are posted monthly on AAFCO.org and in the Feed Bin with submission of comments to a portal.
	2. A notice targeting animal nutritionists (ARPAS), veterinarian toxicologists (ABVT), veterinarians, FDA-CVM, USDA, consumer groups, and general public is issued. The notice should encourage animal scientists to share their professional opinion including support of/disagreement with inclusion into the CFI.
	3. Duration: Although comments on the safety of items listed in the Common Food Index are always accepted, comments received within 30 days of posting will be evaluated by the subcommittee.
	4. The CFI Subcommittee should screen the comments as they are received to avoid a backlog
	5. Public comments are reviewed as to the product’s risk, utility, and appropriateness for that item’s inclusion in the CFI by the CFI Subcommittee
4. Reporting to Ingredient Definition Committee
	1. Suggestions that pass though the public comment period without issue will be listed in the CFI Subcommittee report to IDC
	2. Suggestions that do not pass the screening process will also be reported to IDC along with summarized comments to explain what criteria were not met
	3. CFI Subcommittee shall submit their report at least 30 days prior to the next IDC meeting
5. Acceptance of common foods into the CFI
	1. The IDC will vote to accept the CFI Subcommittee report
	2. The IDC can discuss the CFI Subcommittee’s findings
	3. IDC has the prerogative to amend the findings
	4. In a separate vote, IDC shall vote whether to accept the recommendations for indexing with or without modifications
	5. Upon acceptance of the IDC meeting minutes by the AAFCO Board of Directors, the new common foods will be added to the CFI.
	6. New additions will be noted in the ODI Change Table found in the AAFCO Official Publication biannually.
6. Removal of indexed items from the CFI
	1. CFI Subcommittee receives new information that raises a safety or other concern.
	2. The CFI Subcommittee immediately alerts the IDC chair of the new information and may recommend the removal of the indexed item from the CFI.
	3. The IDC chair may elect to remove the item immediately from the CFI in the case of an emergency, or otherwise refer to IDC for vote.
	4. The CFI Subcommittee recommendation to IDC chair will be reported to the IDC.
	5. The IDC shall acknowledge the removal at its next meeting by accepting the CFI Subcommittee report. The IDC has the prerogative to override the removal.
	6. Items removed from the CFI shall be posted on the “Withdrawn from CFI” list in the IDC library in the Feed BIN.
7. Appeal Process
	1. Any stakeholder may appeal an IDC decision regarding CFI listings by providing further information for the subcommittee to evaluate.
	2. Actions subject to appeal
		1. Subcommittee decision to not accept for public review
		2. IDC decision to accept or not to accept an item for inclusion in the CFI
		3. IDC decision to remove an item from the CFI
	3. An appeal can be submitted by emailing aafco@aafco.org
	4. While there is no deadline to file an appeal, it is preferred that one is filed as early as possible after the IDC vote on the item in question to avoid unnecessary or duplicative work.
	5. The appeal will be discussed by the CFI Subcommittee. The subcommittee’s recommendation shall be included in the next CFI Subcommittee report to the IDC.
	6. The IDC’s vote on the appeal is final.