



Education & Training Committee

2023 AAFCO Midyear Meeting
January 17, 2023, 1:30-2:15 PM (CST), San Antonio, TX

Committee Recommendations

None.

Board Recommendations

None.

Committee Participants

Members Present: Marissa Kost – NC, David Dressler – PA, George Ferguson – NC, Jacob Fleig – MO, Kimberly Hull – FDA, Holly Jewell – SC, Kevin Klommhaus – FDA, Tim Lyons – MI, Bethany McAnulty – TN, Jo Lynn Otero – NM, Laura Scott (proxy) – CFIA, Angie Simmons – GA, Shaness Thomas – FL, Jim True – KY, Daniel Zangari – CO

Advisors Present: Amanda Anderson – PFI, Bill Bookout – APPA, David Fairfield – NGFA, Jillian Nash (proxy) – AFIA, Pat Tovey – PFI, Leah Wilkinson (proxy) – AFIA

Virtual Attendees: Danielle Borchert – MN, Traci Kelm – FDA (proxy), Rick Manthei – MN, Samantha Moran-Defty – CA, Kate Nelson – CT

Committee Report

Committee Activities

None.

Subcommittee Activities

None.

Committee Minutes

Marissa Kost (Chair) called the meeting to order at 1:37 PM (CST).

- **Workgroup Updates:**

- Leadership Training: Align WG with priorities out of Strategic Affairs (**GOAL 1, Objective 1.2** - Identify and develop organizational training for AAFCO leaders)

<p>1. Improve orientation and training for Committee Chairs and Board members. Priority 1: Develop a draft template compiling training needed and identify process to determine needs/wants (Develop a gap template).</p> <ul style="list-style-type: none"> • Identify work that has already been done and compile. Identify additional activities specific to the Board. • Develop a checklist for duties and deadlines. Leverage the Official Publication (OP) info into a cheat sheet. • Identify core training list for Committee Chairs, Board members, other leaders, and potential leaders. Examples include: <ul style="list-style-type: none"> ▪ Meeting facilitation ▪ Roberts Rule of Order ▪ Budget 101 ▪ Strategic Thinking and Decision Making ▪ Exchange or shadow programs between states and with FDA (CVM or OHAFO Field) 	<p>Gap template draft by Seminar 2023 and Committee vote Annual 2023</p>
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VM214 Medicated Feed: Jan, April, July; VM230 VFD: Jan, April, July; VM220 PC: Feb, May; VM201 Drug Residues in AF: May); VM220 will offer an in-person course in August 2023. State participants planning to attend OTED AF courses after April 30, 2023 will be required to complete the new FD8020W (Principles of Evidence Development for Local and State Regulators). OTED will also be offering two in-person CS124 (Electronic State Access to FACTS (eSAF)) courses in April (San Diego, CA) & May (Durham, NC). OTED is reviewing the vILT training options and some select courses may be offered virtually and in-person this Summer & Fall. In November 2022, FDA and State personnel participated in a Job Task Analysis (JTA) meeting – more information about the final JTA report will be shared during Annual 2023.

- Will the FD8020W course be a required pre-requisite for all FDA courses?
 - Only for AF courses such as VM102, VM209, VM214, VM220, VM230
- Is FD8020W a new course or similar as the one in ComplianceWire?
 - Will need to take the new course; previous versions will not be accepted in lieu of this course as a pre-requisite.
- Will the FD8020W course fulfill the following requirement (evaluate and provide any necessary improvements to the feed program training plan for evidence development) listed in the PC continuation grant for AFRPS? – awaiting final answer from FDA
- Other training updates are provided during other committees:
 - Industry Updates (FFIMC)
 - AITS & BITS Updates (ISC)

• **Sub-Committee Updates:**

- Feed Administrator’s Seminar (FAS) Sub-Committee:
 - Will be held in Fontana Dam, NC during the week of May 15-19th
 - Travel dates: May 15th and 19th; Meeting: 16-18th
 - Limited on space, so there may be some restrictions on number of attendees/state
 - 2024 location will be hosted in SC
- Midyear/Annual Sub-Committee:
 - **GOAL 2, Objective 2.2** - Enhance membership through recruitment, support and sustainability.

<p>5. Transfer the Event Planning Workgroup to a new Subcommittee to oversee midyear and annual meeting. Similar to Seminar Subcommittee. This becomes an ongoing subcommittee.</p> <ul style="list-style-type: none"> • Confirm members of Subcommittee complete with chairperson. Evaluate attendance and consider meeting evaluations to assess meeting relevance / success to members. Ensure timely development of meeting agendas. 	<p>January 2023</p>
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- Transferred from ETC to CIOC w/ FASS; CIOC has requested 2-3 ETC members to participate in this sub-committee. Bethany McNulty has volunteered as 1 of those members. Opportunity to help plan midyear/annual AAFCO activities for new attendees.

• **Workshop Calendar Request Updates:**

- Due to Jacob Fleig’s departure, please send all FeedBIN calendar requests to Marissa Kost until a replacement is identified.

- **New Business:**

- **GOAL 2, Objective 2.1** - Be the leading training resource for animal food regulators and laboratories within 5 years.

<p>3. Develop and conduct an annual committee survey for laboratories to include with that of animal food regulators to determine training needs that can be delivered in concise timeframes (e.g. 1 - 2 hours).</p> <ul style="list-style-type: none"> • Conduct an annual survey and create a list of training priorities for review by the Board for approval and implementation. Need to investigate and coordinate with FDA annual survey (animal food regulators; confirm not lab). Board will review and make assignments at their September Board meeting. Board will assign to appropriate committees (October 2023). Develop a documented process for proponents to identify training needs on an ongoing basis (e.g. outside of the survey timing). 	<p>Survey conducted Annual 2023</p>
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- WG needs to be formed in order to complete this task out of SAC.

- **Adjourn:** 2:15 PM (CST)

Action Items

Responsible	Item	Action	Timing / Status
Marissa Kost (Chair)	(CIOC) Midyear/Annual Sub-Committee	1-2 additional members required	ASAP
Marissa Kost (Chair)	Training Curriculum Update WG Documents	Send draft documents to ETC members for review/approval; e-vote	March 2023 e-vote
Leadership Training WG	Review task from SAC and deliverables	Draft Gap Template; framework, checklist, identify training; implement/tracking.	May 2023- Gap Template Fall 2023-Prior. #2-4 Jan 2024-Implement/Track
Training Endorsement Policy WG	Finalize all documents for review for OP	Review additional suggestions, guidance docs prior to finalizing docs	e-vote prior to Annual 2023
DigitalChalk Usage WG	Revised Charge from BOD	Recruit members, review revised charge from BOD, schedule meetings, solicit feedback of LMS, provide recommendation to BOD.	Annual 2023-update/final
Laboratory Survey WG	Review task from SAC and deliverables	Recruit members, review task out of SAC, develop survey	Annual 2023-survey conducted Oct 2023-results to BOD

Attachment 1: 2022 Coursework Curriculum (12/20/2022)_Draft

Attachment 2: Training Path for Animal Food Investigators Guidance

Minutes approved 03/03/2023. 12 voting in the affirmative.

Disclaimer:

The documented was created by the Association of American Feed Control Officials Education and Training Committee and is subject to change. It is comprised of known free course available when the list was published. Not all courses in all subject areas would be necessary to meet the requirements of the Animal Feed Regulatory Program Standards. The categorization of the following courses as ‘basic’ or ‘advanced’ is only a suggestion and states should use their own discretion.

Resources:

AAFCO Publications

<https://www.aafco.org/Publications>

FDA LearnED:

<https://fdaoted.csod.com/>

FDA ComplianceWire:

<https://www.compliancewire.com/>

FEMA: Federal Emergency Management Agency (FEMA); National Incident Management System (NIMS):

<http://training.fema.gov/IS/NIMS.asp>

International Food Protection Training Institute (IFPTI):

<https://ifpti.absorbtraining.com/#/login>

Food Safety Preventive Controls Alliance (FSPCA):

<https://www.ifsh.iit.edu/fspca/fspca-preventive-controls-animal-food>

WIFSS: Western Institute for Food Safety & Security (WIFSS):

<https://www.wifss.ucdavis.edu/courses/>

FDA Animal and Veterinary Website:

<https://www.fda.gov/animal-veterinary>

YouTube:

<https://www.youtube.com>

NOTE: Center of Veterinary Medicine (CVM) placed CVM DVD resources on FDA Animal and Veterinary Website and LearnED)

Basic Feed Inspector Training Curriculum

ANIMAL AND PUBLIC HEALTH PRINCIPLES

Public Health Principles FDA36 – FDA ComplianceWire

Public Health Principles CC8026W – FDA LearnED

BASIC ANIMAL NUTRITION

Grain and Feed Mill Operations VM101W100 – FDA LearnED

Animal Classification VM8001W – FDA LearnED

An Introduction to Animal Husbandry and Nutrition CC6001K (printable document) – FDA LearnED

Livestock Production CC6000K (video) – FDA LearnED

BASIC FEED INGREDIENTS, PROCESSING, AND TECHNOLOGY

Grain and Feed Mill Operations VM101W100 – FDA LearnED

Animal Food and Ingredients VM8002W – FDA LearnED

Animal Food and Ingredients – IFPTI (subject to cost)

Animal Food and Ingredients VM6001K (video) – FDA LearnED

BASIC INCIDENT MANAGEMENT SYSTEM AND INCIDENT COMMAND SYSTEM (ICS) - FEMA

IS-100.c, Introduction to Incident Command System, ICS-100

IS-200.c, Basic Incident Command System for Initial Response ICS-200

IS-700.b, An Introduction to the National Incident Management System ICS-700

IS-800.d, National Response Framework, An Introduction, ICS-800

COMMUNICATION SKILLS

Communication Skills for Regulators – IFPTI (subject to cost)

Communication Skills for Regulators CC8011W – FDA LearnED

Communication Skills CC8030W – FDA LearnED

Active Listening Skills EHS02 – FDA ComplianceWire

Interviewing Techniques FDA27 – FDA ComplianceWire

FDA Establishment Inspection Report Writing FDA26 – FDA ComplianceWire

CURRENT STATUTES, REGULATIONS, AND POLICIES

Food & Drug Law: FDA Jurisdictions FDA01 – FDA ComplianceWire

Food & Drug Law: Prohibited Actions FDA02 – FDA ComplianceWire

Food & Drug Law: Judicial Actions FDA03 – FDA ComplianceWire

Food & Drug Law: Criminal Acts Violations FDA04 – ComplianceWire

Food & Drug Law: Imports & Exports FDA05 – FDA ComplianceWire

Recalls of FDA Regulated Products FDA24 – FDA ComplianceWire

Basic Food Law for State Regulators FDA35 – FDA ComplianceWire

Animal Food Laws and Regulations VM8003W – FDA LearnED

Complaints and Recalls VM6004K – FDA LearnED

Principles of Evidence Development for State and Local Regulators FD8020W – FDA LearnED

FEED DEFENSE

An Introduction to the Public Health and Security and Bioterrorism Preparedness and Response Act of 2002 FDA56 – FDA ComplianceWire

Bioterrorism Act of 2002 - Prior Notice FDA59 – FDA ComplianceWire

Bioterrorism Act of 2002 -Registration of Food Facilities FDA58 – FDA ComplianceWire

Food Defense CC8027W – FDA LearnED

INSPECTIONS, COMPLIANCE, AND ENFORCEMENT

Expected Conduct of FDA Personnel FDA20 – FDA ComplianceWire
Evidence & Proof FDA22 – FDA ComplianceWire
FDA Establishment Inspection Report Writing FDA26 – FDA ComplianceWire
FDA Establishment Inspection FDA32 – FDA ComplianceWire
Basics of Inspection: Beginning an Inspection FDA38 – FDA ComplianceWire
Basics of Inspection: Issues & Observations FDA39 – FDA ComplianceWire
Medicated Animal Feed VM6005K (video) – FDA LearnED
FDA 483s: Inspectional Observations FDA30 – FDA ComplianceWire
Courtroom Testimony FDA46 – FDA ComplianceWire
Photography for FDA Enforcement FDA47 – FDA ComplianceWire
FDA Jurisdiction FDA01 – FDA ComplianceWire
Prohibited Acts FDA02 – FDA ComplianceWire
Judicial Actions FDA03 – FDA ComplianceWire
Criminal Acts Violations FDA04 – FDA ComplianceWire
Animal Food Laws and Regulations VM8003W – FDA LearnED
Regulatory Foundations of Current Good Manufacturing Practices (CGMPs) for Food VM8000W – FDA LearnED
Current Good Manufacturing Practice (CGMP) for Animal Food Regulators Course VM102 (instructor-led) – FDA LearnED
Principles of Evidence Development for State and Local Regulators FD8020W – FDA LearnED

LABELING

Animal Food Ingredients VM6001K (video) – FDA LearnED
Animal Food Labeling VM8004W – FDA LearnED
Animal Food Product Labels VM6002K (video) – FDA LearnED
Labeling CC8038W – FDA LearnED
Food Labeling CC8003W – FDA LearnED

PROFESSIONALISM

Improving Productivity FDA49 – FDA ComplianceWire
Self-Motivation FDA94 – FDA ComplianceWire
Overcoming Negativity in the Workplace FDA95 – FDA ComplianceWire
Professionalism CC8025W – FDA LearnED

RISK AWARENESS

Bovine Spongiform Encephalopathy BSE01 – FDA ComplianceWire
BSE Inspectional Approach BSE02 – FDA ComplianceWire
Biological Hazards CC8028W – FDA LearnED
Environmental Hazards CC8024W – FDA LearnED
BSE VM6003K (video) – FDA LearnED
BSE Inspection Course VM209 (instructor-led) – FDA LearnED (completion of BSE Inspection VM209W100 prerequisite is required)
Veterinary Feed Directive Inspection VM230 (instructor-led) – FDA LearnED (completion of VFD Inspection VM230W100 prerequisite is required)

SAFETY

Combustible and Flammable Liquids EHS12 – FDA ComplianceWire
Electrical Safety EHS23 – FDA ComplianceWire
First Aid EHS32 – FDA ComplianceWire
Hazard Communications EHS37 – FDA ComplianceWire
Hearing Conservation EHS43 – FDA ComplianceWire
Heat Stress EHS44 – FDA ComplianceWire

Machine Safeguarding EHS59 – FDA ComplianceWire
Personal Protective Equipment EHS67 – FDA ComplianceWire
Respiratory Protection EHS82 – FDA ComplianceWire
Walking and Working Surfaces - Affected Person EHS98 – FDA ComplianceWire
Computer Work Station Safety EHS14 – FDA ComplianceWire
Fitness for Work, Ergonomics, Body Mechanics and Fitness EHS33 – FDA ComplianceWire
Confined Space Entry EHS15 – FDA ComplianceWire
Grain and Feed Mill Operations VM101W100 – FDA LearnED
Personal Safety CC8031W – FDA LearnED

SAMPLING

Sample Collection FDA 23 – FDA ComplianceWire
Food Microbiological Control 10: Aseptic Sampling MIC 13 – FDA ComplianceWire
Animal Food Sampling – IFPTI (subject to cost)
Animal Food Sampling VM8005W – FDA LearnED

YouTube Videos

Sampling of Feed Blocks and Tubs

<https://www.youtube.com/watch?v=LDV-eZZD9kY>

Sampling of Liquid Feed

<https://www.youtube.com/watch?v=TuaJH2aCBxg>

Sampling of Feed Bags

<https://www.youtube.com/watch?v=h4QwqUsN2fc>

Horizontal Sampling with a Double Sleeve Trier

<https://www.youtube.com/watch?v=lGaBAhyhWkE>

Sampling of Bulk Bags

<https://www.youtube.com/watch?v=9HuxEuXhB3A>

Sampling of Feed for Bulk Trucks

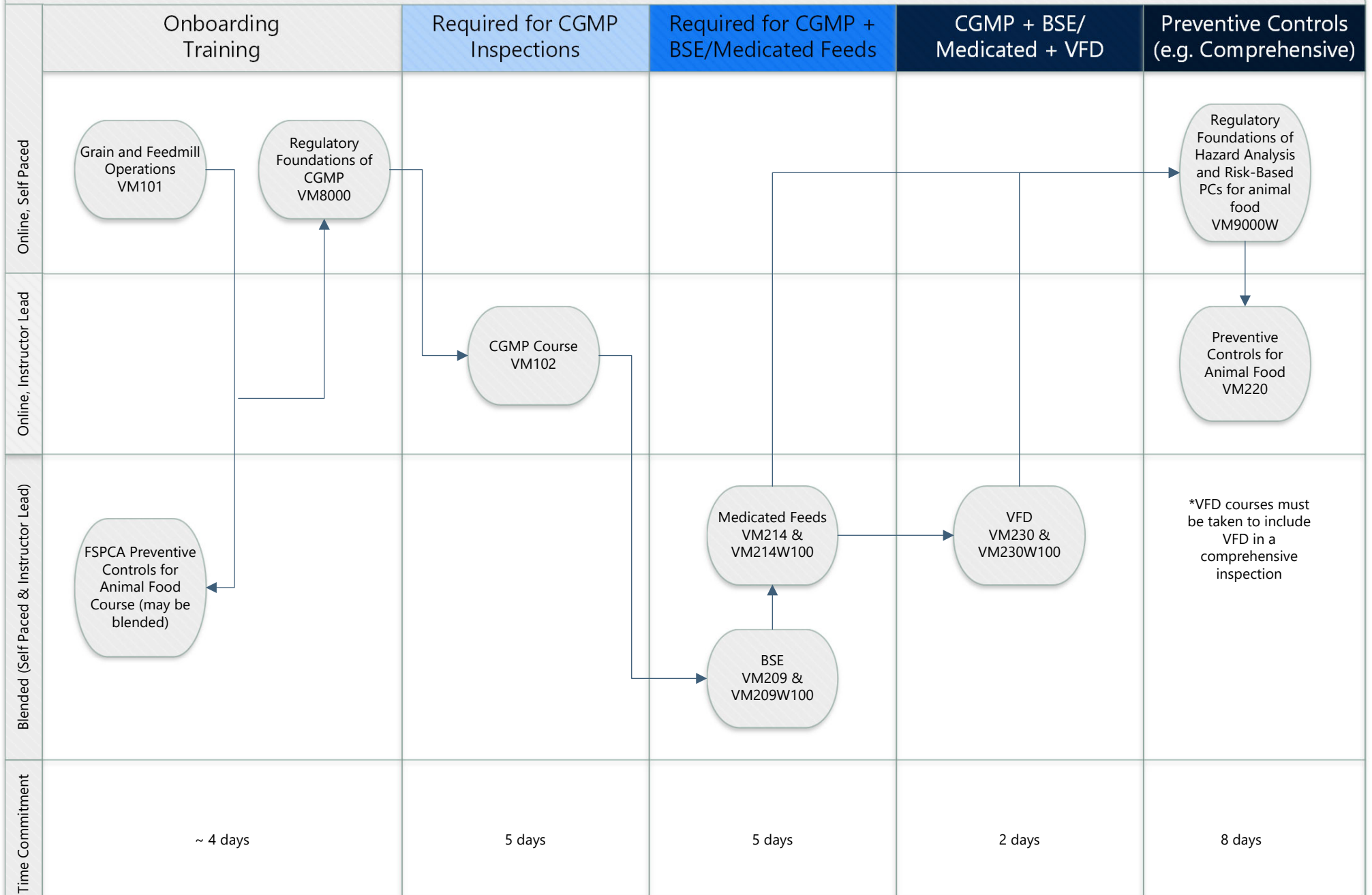
<https://www.youtube.com/watch?v=W4mgt3wds2I>

Forage and Grain Feed Testing

<https://www.youtube.com/watch?v=AtF191-yjgQ>

Training Path for Animal Food Investigators

For all FDA/ORR Animal Food Investigators, State Regulators, Other Federal or Foreign Regulators



Advanced Feed Inspector Training Curriculum

ADVANCED FEED INGREDIENTS, PROCESSING, AND TECHNOLOGY

Medicated Feed Inspection VM214 (instructor-led) – FDA LearnED (completion of Medicated Feed Inspection VM214W100 prerequisite is required)
Medicated Animal Feed VM6005K (video) –FDA LearnED

ADVANCED LABELING

Livestock Production CC6000K (video) – FDA LearnED
Animal Food Product Labels VM6002K (video) – FDA LearnED
AAFCO Non-Pet Food Labeling Guide – AAFCO
AAFCO Pet Food Labeling Guide – AAFCO

ANIMAL SICKNESS AND DEATH INVESTIGATION

Medicated Feed Inspection VM214 (instructor-led) – FDA LearnED (completion of Medicated Feed Inspection VM214W100 prerequisite is required)
Complaints and Recalls VM6004K(video) – FDA LearnED
Livestock Production CC6000K (video) – FDA LearnED
Feed Investigation Chapter – AAFCO Feed Inspector’s Manual (printable document) – AAFCO Publications Website

CURRENT STATUTES, REGULATIONS, AND POLICIES

BSE Inspection VM209 (instructor-led) – FDA LearnED (completion of BSE Inspection VM209W100 prerequisite is required)
Medicated Feed Inspection VM214 (instructor-led) – FDA LearnED (completion of Medicated Feed Inspection VM214W100 prerequisite is required)
FSPCA Preventive Controls for Animal Food (FSPCAA) (instructor-led) – IFSH-FSPCA (subject to cost)
Food and Drug Law: Imports and Exports FDA05 – FDA ComplianceWire
Regulatory Foundations of PCs for Food for Animals VM9000W – FDALearnED
Preventive Controls for Animal Food Regulators VM220 (instructor-led) – FDA LearnED

EPIDEMIOLOGY

Biosecurity CC8023W – FDA LearnED
Foodborne Illness Investigations 1: Collecting Surveillance Data FI01 – FDA ComplianceWire
Foodborne Illness Investigations 2: Beginning an Investigation FI02 – FDA ComplianceWire
Foodborne Illness Investigations 3: Expanding the Investigation FI03 – FDA ComplianceWire
Foodborne Illness Investigations 4: Conducting a Food Hazard Review FI04 – FDA ComplianceWire
Foodborne Illness Investigations 5: Epidemiological Statistics FI05 – FDA ComplianceWire
Foodborne Illness Investigations 6: Final Report FI06 – FDA ComplianceWire
Epi-Ready for Response Teams ER324 (instructor-led) – FDA LearnED

MICROBIOLOGICAL PATHOGENS

Overview of Microbiology MIC01 – FDA ComplianceWire
Gram-Negative Rods MIC02 – FDA ComplianceWire
Gram-Positive Rods MIC03 – FDA ComplianceWire
Foodborne Viruses MIC04 – FDA ComplianceWire
Foodborne Parasites MIC05 – FDA ComplianceWire
Controlling Growth Factors MIC06 – FDA ComplianceWire
Mid-Series Exam MIC16 – FDA ComplianceWire
Control by Refrigeration & Freezing MIC07 – FDA ComplianceWire
Control by Thermal Processing MIC08 – FDA ComplianceWire
Control by Pasteurization MIC09 – FDA ComplianceWire
Control by Retorting MIC10 – FDA ComplianceWire
Preventing Microbial Cross-Contamination FOOD3 – FDA ComplianceWire

TRACEBACK AND TRACEFORWARD INVESTIGATIONS

Traceability CC8042W – FDA LearnED
Traceback Investigations 1: Introduction TI01 – FDA ComplianceWire
Traceback Investigations 2: Point-of-Service Investigations TI02 – FDA ComplianceWire
Traceback Investigations 3: Distributor Investigations TI03 – FDA ComplianceWire
Traceback Investigations 4: Traceback of Eggs and other Commodities TI04 – FDA ComplianceWire
Traceback Investigations 5: Concluding the Investigations and Results TI05 – FDA ComplianceWire
Handling a Product Recall PHDV64 – FDA ComplianceWire
Complaints and Recalls VM6004K (video) – FDA LearnED

ADVANCED NATIONAL INCIDENT MANAGEMENT SYSTEM AND INCIDENT COMMAND SYSTEMS (ICS)

Intermediate ICS for Expanding Incidents ICS 300* (instructor-led) – FEMA
Intermediate ICS for Expanding Incidents ER300 (instructor-led) – FDA LearnED
Advanced ICS for Command and General Staff ICS 400* – FEMA
Advanced ICS for Command and General Staff ER400 (instructor-led) – FDA LearnED
*These courses are offered regionally on an as needed basis.

BSE AND RUMINANT FEEDING BAN

BSE/Feed Establishments Audit VM212W100 – FDA LearnED
BSE Inspection VM209 (instructor-led) – FDA LearnED (completion of BSE Inspection VM209W100 prerequisite is required)
BSE Truck Cleanout Video – FDA Animal and Veterinary Website (<https://www.fda.gov/animal-veterinary/bovine-spongiform-encephalopathy/preventing-spread-bse-video>)

MEDICATED FEED GOOD MANUFACTURING PRACTICES REGULATIONS

Medicated Feed Inspection VM214 (instructor-led) – LearnED (completion of Medicated Feed Inspection VM214W100 prerequisite is required)
Veterinary Feed Directive Inspection VM230 (instructor-led) – FDA LearnED (completion of VFD Inspection VM230W100 prerequisite is required)