



Proficiency Testing Committee Report

2023 AAFCO Midyear Meeting

January 17, 2023, 1:30 pm, St. Louis, Missouri

Committee Recommendations

NONE

Board Recommendations

NONE

Committee Participants

Members Present: Josh Arbaugh (Board Liaison), West Virginia Department of Agriculture; Kristi McCallum, Colorado Department of Agriculture; Mary Koestner (Vice-Chair), Missouri Department of Agriculture; Sharon Webb, University of Kentucky Division of Regulatory Services; Sally Flowers (Chair), Kansas Department of Agriculture; Teresa Rygiel (Vice-Chair), Florida Department of Agriculture & Consumer Services; Gail Swinford, FDA; Michelle Swarbrick, Minnesota Department of Agriculture

Advisors Present: Frank Sikora, Magruder PT Program (virtual); Ken Riter, PFI; Lars Reimann, AFIA

Virtual Attendees: Ametra Berry, Georgia Department of Agriculture; Brenda Snodgrass (AAFCO PTP Program Manager), AAFCO, AAFCO Life Member; Nancy Thiex, AAFCO Life Member; Sue Humphries, FDA; Andy Crawford (PTP Statistician), Crawford Consulting Services; Bob Kieffer (PTP), Able Laboratories; Mo Kieffer (PTP), Able Laboratories; Tai Ha, Nebraska Department of Agriculture; Melanie Titley, Canadian Food Inspection Agency

Committee Report

The annual ISO 17034 accreditation assessment of the AAFCO PT Program took place in November 2022 and there were no nonconformances. Once the new ISO 17043 standard is available for purchase, work will be done to update the PTP quality management system as needed. Changes to the 2023 PT Program Schemes included new prices, which became effective with open enrollment in November 2022. Also, higher shipping rates will be charged to PT participants to recover increases in shipping costs. The AV Workgroup was relaunched following the 2022 Annual Meeting and continues to be tasked with recommending to the Board a new tool for identifying products that require a stop sale. Changes to the AAFCO website include streamlining access to PT Program and Committee content and will be shared with AAFCO membership soon. There is preliminary discussion to launch a Pilot PT for Laboratory Sampling. The Committee voted to support future LMSC training events by providing past AAFCO PT samples as competency check materials for training participants.

Committee Activities

ACTION: Approve meeting agenda

MOTION: "Move to approve meeting minutes" by Teresa Rygiel/Second: Mary Koestner – passes

ACTION: PT Program to support Laboratory Methods and Services Committee by providing reference material samples for training participants to gauge the effectiveness of workshop training, when available.

MOTION: K. McCallum/S. Webb - passes

ACTION: Move to adjourn meeting

MOTION: J. Arbaugh/B.Snodgrass - passes

Subcommittee Activities

NONE

Committee Minutes



1. Call to order - S. Flowers
The meeting agenda was reviewed and approved.
ACTION: Approve meeting agenda
MOTION: T. Rygiel, Second: M. Koestner
2. Program Leadership and Administrative Update
 - a. Brenda Snodgrass provided an update on the PT Program's November 2022 accreditation. Brenda, Heidi Phillips, Andy Crawford, Bob Kieffer, and Mo Kieffer participated remotely in the assessment. No nonconformances were found. The four PT schemes (Animal Feed, Pet Food, Minerals, and Mycotoxins) remain on scope with no changes at this time. Also, the assessor unconditionally recommended that ANAB approved continued accreditation. The latest scope certificate has been posted on the AAFCO PTP website (valid until March 28, 2025). The ISO 17043 standard has been updated. Once it is available for purchase, then the PT Program quality management system can undergo updates to meet new requirements, such as risk management. We will have approximately two years to come into compliance. Also, Heidi Phillips completed an internal audit of the system prior to the accreditation assessment, again, with no nonconformances identified.
3. Follow up to August 2022 Action Items – B. Snodgrass
 - a. Program Manager, B. Snodgrass, updated the Committee on changes to Scheme subscriptions. Current enrollees and scheme orders include: Animal Feed (194 laboratories participating and 200 ordered), Pet Food Ingredients (70 laboratories participating, 79 ordered); Minerals (38 laboratories participating, 39 ordered); Mycotoxins (76 laboratories participating, 76 ordered). These numbers are expected to increase once all participating laboratories process their orders.
Further, Brenda reviewed PT participation in a PowerPoint presentation. Refer to PT Program Updates for slides. Topics included:
 - i. Laboratory participation subscription statuses for each scheme from 2019 through 2023.
 - ii. Trends in Quality Reference Materials (QRM) sold per feed category from 2020 to 2022. Approximately 450 to 500 QRMs are sold annually with a total of 1,397 over the past three years.
 - iii. Trends in QRMs sold by matrix from 2020 to 2023.
 - iv. Comparison of Shipping and Handling costs for QRMs: Shipping costs are increasing industry-wide and PTP QRM sales also are affected. Yearly shipping costs paid by participants (\$705 to \$725) is much lower than what PTP actually pays (\$1,571 to \$2,058). Bob Kieffer suggested increasing the shipping cost by \$10 per category to avoid overspending in that budget category. Increases include: from \$5 to \$15 for domestic, \$20 to \$30 for Canada, and \$40 to \$50 for international. These increases do not require Board approval. Sharon Webb suggested that these increases would allow the Program to recover shipping costs and suggested using Priority Mail, where feasible. About five samples could be shipping for a flat rate of \$10 and then charging more for shipping if six or more samples are shipped at the same time. There was no further discussion. The final action is that Brenda makes these changes to shipping charges.
 - b. Brenda updated the Committee on the QRM ordering webpage for customer use, which came up in the 2022 annual meeting. Brenda is still working on this form and it will be for Bob Kieffer's use.
4. AV Workgroup update – S. Flowers
 - a. At the end of the 2022 Annual AAFCO Meeting, President George Ferguson announced a reboot for AV Workgroup, comprised up: Bailey Whitten (Georgia), Josh Arbaugh (West Virginia), Brenda Snodgrass (PT Program Manager), and Sally Flowers (Kansas; Lead). The Workgroup is still tasked with coming up with a recommendation to send to the Board. This project is a heavy lift and a solution will take time to formulate followed by a period of education for users of the new tool to discuss what AV's are and how they should be used. Concern was voiced that industry might not have the change to provide input. After there is more progress from the Workgroup, input will be welcomed from other state regulatory and laboratory members, industry members, or other subject matter experts. The workgroup recognizes that the new tool must have a lab component, an inspection component and enforcement component in order to figure whether products need to undergo stop sale from market.
5. Update PTP content on AAFCO Website – S. Flowers and B. Snodgrass
 - a. Philosophy continues to work with the Education and Outreach Committee to update the entire AAFCO website. PTP and LMSC Committee leaders saw a heat map of most frequently clicked content, which



informed on the website re-design. Philosophy planned to meet with PTP and LMSC Committee leaders once more for additional input. Many thanks to Sharon Webb and Kristi McCallum for their input! A long-awaited link to the PT Program will be added to AAFCO's main page. All members should expect to see the new launch at the end of January or soon after.

- 6. Customer Feedback – Br. Snodgrass
 - a. There was no significant feedback to report. Brenda will be sending a survey to all current PT participants to solicit feedback.
 - b. Kristi mentioned that she received a comment about the PT Program's accreditation status and she provided information in support.

7. Other Business

- a. Sally reviewed QR code survey feedback from the 2022 Annual Meeting (St. Louis) and there were no questions. To summarize, 48 people responded. The hybrid format of the committee meeting generated some audio difficulties for at least respondent.
- b. Roundtable Discussion/Open Forum
 - i. Nancy Thiex will present during LMSC on a recent sampling study.
 - ii. Josh mentioned, in response to the QR code survey, that a Life Member is allowed to vote in an AAFCO business meeting but not in a general session.
 - iii. Kristi brought up the current AAFCO Strategic Plan. Goals for LMSC to improve training opportunities will be brought up in Thursday's morning session of the LMSC Committee. This will include the creation of an online resource with a form to request training needs and a place to share lab training information, which can be anything from laboratory methods to ISO 17025.
 - iv. Kristi asked the PT Committee to consider providing past AAFCO PT samples following an AAFCO laboratory training event as a way to demonstrate technical competency. Minerals and vitamins would be good candidates while microbial targets could be evaluated using a commercially available PT. Lars Reimann commented that AAFCO samples are a good tool to assess training. Brenda added that anyone can sign up for PT schemes at any time during the year. The price is the same regardless of the time of year that sign up occurs. Any back samples from that year are shipped to the participant, which is a good value.
 ACTION: PT Program to support Laboratory Methods and Services Committee by providing reference material samples for training participants to gauge the effectiveness of workshop training, when available.
 MOTION: K. McCallum/S. Webb - passes

8. The meeting was adjourned.

ACTION: Move to adjourn meeting

MOTION: J. Arbaugh/B. Snodgrass - passes

Action Items

Responsible	Item	Action	Timing/Status
Program Manager	Reference Materials	Provide to AAFCO laboratory training participants	Approved by Committee; provide reference materials as needed
Committee Chair	Sampling Pilot PT discussion	Plan and hold committee discussion(s) with Nancy Thiex on Pilot PT for Lab Sampling	Plan to hold remote meeting in March 2023
QA Manager/Program Manager	ISO 17043 updates	Update Quality Management System to meet updated ISO 17043 standard	Pending availability of standard to be purchased; complete by 2025
Program Manager	Quality Reference Material	Update shipping and handling prices for QRM orders	March 2023