



FINAL: 03/01/2023

Education & Training Committee Report

2023 AAFCO Annual Meeting
August 2, 2023, 8:45 – 9:45 AM (EDT), Baltimore, MD

Committee Recommendations

- 1) Approve and make the following documents available to AAFCO members: 2022 Coursework Curriculum (Attachment A) & Training Path for AF Investigators (Attachment B)

Board Recommendations

None

Committee Participants

Members Present: Marissa Kost (Chair) – NC, George Ferguson – NC, Jennifer Godwin – FDA, David Husner – PA, Kevin Klommmhaus – FDA, Bethany McAnulty – TN, Jo Lynn Otero – NM, Laura Scott – CFIA (proxy for Robert Murray), Shaness Thomas – FL, Jim True – KY, Daniel Zangari – CO

Advisors Present: Bill Bookout – APPA, David Fairfield – NGFA, Jacob Fleig – AFDO, Pat Tovey – PFI, Amy Tryon DaPrato – PFI

Virtual Attendees: Kimberly Hull – FDA, Traci Kelm – FDA, Samantha Moran-Defty – CA,

Others Present: Steve Younkens – AFIA, Louise Calderwood – AFIA, Vinetta Howard-King – FDA

Committee Report

Committee Activities

Virtual meeting held on June 27, 2023 to prepare for upcoming Annual meeting. A quorum was not present with only 10 of 23 voting members including Marissa Kost, Danielle Borchert, Sean Cheney (non-member), David Dressler-Husner, Jacob Fleig, Kimberly Hull, Darrell Johnson, Samantha Moran-Defty, Jo Lynn Otero, Neil Richmond, Shaness Thomas, Pat Tovey, Jim True, and Daniel Zangari. An e-vote was done to approve the Coursework Curriculum Update WG on July 28, 2023.

ACTION: Accept the Training Curriculum Update WG's documents (Attachment A & B) for approval.

MOTION: "I move to accept the Training Curriculum workgroup's documents" David Dressler-Husner/second: Bethany McAnulty — passes

Subcommittee Activities

None

Committee Minutes

Marissa Kost, Chair, called the meeting to order at 8:45 AM (EDT).

• Workgroup Updates

- Training Curriculum Update: Committee held a pre-meeting call in July to approve documents; e-vote done via email due to pre-meeting attendance; passed ETC membership vote; send to BOD for approval and determine where to house resources for all members.
- Leadership Training: WG met last month to review past work done and compile information; currently reviewing the OP to add duties/responsibilities for leadership roles; WG plans to meet again this month to finalize the draft gap analysis for Priority 1; WG will move the committee vote to Fall e-vote once all deliverables are complete; still anticipate staying on track for January 2024 implementation.
 - Members: Marissa Kost, George Ferguson, Jo Lynn Otero, Jim True, Jacob Fleig, Danielle Borchert

GOAL 1, Objective 1.2 - Identify and develop organizational training for AAFCO leaders

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| <p>1. Improve orientation and training for Committee Chairs and Board members. Priority 1: Develop a draft gap analysis 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>Draft Gap Analysis – Early October 2023</p> |
| <p>Priority 2: Develop an implementation framework. Leverage what has already been developed.</p> <ul style="list-style-type: none"> • Part of task should include identification of current training and needed training including onboarding steps. • Ensure various roles are captured, e.g. FDA member, votes differently. • Orientation on Committee Chair expectations, roles, responsibilities, interactions, reporting to the Board and other committees. • Identify touchpoints – identify committee deliverables and flow. Assign to all committees and Board member to map. • Identify leadership mentors as part of framework (orientation/onboarding and ongoing). • Include ongoing training for leadership enhancement. | <p>Fall 2023 - Short term</p> |
| <p>Priority 3: Develop a checklist to track implementation (ETC Sub-committee).</p> | <p>Fall 2023</p> |
| <p>Priority 4: Identify leadership training (e.g. Linked In learning) available and develop AAFCO specific training based on Priority 1 for delivery.</p> <ul style="list-style-type: none"> • Develop for different delivery modalities (e.g. online and in person). | <p>Fall 2023</p> |
| <p>Priority 5: Implement training and tracking.</p> | <p>January 2024</p> |

- Training Endorsement Policy & Tables: WG fulfilled its charge to review policy & tables; WG had no changes to tables at the time; only update was creation of mock budget for online training submissions.
 - New submission process/points of contact (AAFCO ED & FASS Rep.); WG will make updates to Table 5 in OP will be made in lieu of this requested change – will be sent for membership vote to approve; New Training Proposal Form in Resources > Member Toolkit (AAFCO)
 - Members: Nathan Price, Kate Nelson, Eric Brady, Scott Absher, Marissa Kost
- DigitalChalk Usage: Kate Nelson will be chairing this WG with additional membership from Marissa Kost (due to previous experience with the platform) and Jacob Fleig; WG plans to meet later this month to review DigitalChalk and other options/available platforms; options will be sent to BOD for review by late Fall/early December.

BOD Approval to extend the current contract with Digital Chalk for a period of one year at a level of 150 monthly user logins as defined in the AAFCO Renewal Proposal 2022 – 150 Monthly Users.pdf attached, and that the BOD charge the Education and Training Committee with the task of reviewing the service currently being offered by Digital Chalk and potential clients/systems that may be better options for moving forward. The recommendation from the

ETC should be sent back to the BOD for approval prior to any RFP or changes being initiated. – 12/2/22 via FeedBIN Vote

- Members: Kate Nelson, Jacob Fleig, Marissa Kost, [1-2 additional volunteers – TBD]

- Laboratory Survey: Updated deadline to Fall 2023; still need additional clarity from BOD regarding survey content and SMEs for any pertinent laboratory content

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

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| <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>Late September/ Early October 2023</p> |
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• **Training Availability Updates**

- FDA OTED Training: Kimberly Hull & Traci Kelm, FDA OTED; OTED plans to offer the following training courses in FY24:

| Course | Dates |
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| VM102 CGMP Animal Food Course* | October 2023, February 2024, May 2024 |
| VM209 BSE Inspection Course | November 2023, February 2024, May 2024 |
| VM214 Medicated Feed Inspection Course | November 2023, February 2024, May 2024 |
| VM230 VFD Inspection Course | November 2023, February 2024, May 2024 |
| VM220 PC Animal Food Course* | January 2024, April 2024, July 2024 |

***VM102 CGMPs and VM220 PC for Animal Food Regulators will be in person FY24.**

- Please note: One additional day will be added to the VM209 BSE, VM214 MFI, and VM230 VFD, courses that will include one day for the Web-Based Training (WBT). These will be offered virtually: BSE and MFI will be one week and VFD will be held another week.
- As of May 1st, 2023, state participants planning to attend OTED animal food courses are required to complete the new Principles of Evidence Development for State and Local Regulators (FD8020W) web-based training.
- Back in November 14-18, 2022, FDA held a Animal Food Job-Task Analysis (JTA) meeting; the results of this were finalized in May 2023; contact Kim or Traci for a copy of results from that JTA.

• **Sub-Committee Updates**

- Feed Administrator’s Seminar Sub-Committee: George Ferguson, NC, provided an update from the 2023 FAS held in Fontana Dam, NC
 - Future FAS: 2024, South Carolina; 2025, Kentucky
- Midyear/Annual Sub-Committee: Sub-committee is part of CIOC with ETC membership from Bethany McAnulty and Jim True (will be volunteering on a trial basis)

GOAL 2, Objective 2.2 - Enhance membership through recruitment, support and sustainability.

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| <p>5. Transfer the Event Planning Workgroup to a new Subcommittee to oversee midyear and annual meeting. Similar to Seminar</p> | <p>January 2023 – completed</p> |
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| <p>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. | |
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- **Workshop Calendar Request Updates**
 - PFLM Workshop: Midyear 2024, Chattanooga, TN – Regulators & Industry

Action Items

| Responsible | Item | Action | Timing / Status |
|--------------------------------|---|---|--|
| Leadership Training WG | Finalize deliverables | Draft Gap Template; framework, checklist, identify training; implement/tracking. | Early Oct 2023: Gap Template Late Fall 2023: Priority #2-4 Jan 2024: Implement/Track |
| Training Endorsement Policy WG | Finalize updates to Table 5 in OP with new POCs | Finalize Table 5 updates for OP; send to BOD/ED for membership vote | October 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. | Late Fall/Early Dec 2023: send recommendation to BOD |
| Laboratory Survey WG | Review task from SAC and deliverables | Feedback from BOD, recruit members, review task out of SAC, develop survey, send out survey, compile/analyze results | Fall 2023: survey conducted Oct 2023: results to BOD |

Appendix A: 2022 Coursework Curriculum 12.20.2022_FINAL

Appendix B: Training Path for Animal Food Investigators Guidance

Minutes approved 10/13/2023. 12 voting in the affirmative.



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Appendix A: 2022 Coursework Curriculum 12.20.2022_FINAL

Coursework Curriculum

12/20/2022

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.aaftco.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)



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Basic Feed Inspector Training Curriculum

ANIMAL AND PUBLIC HEALTH PRINCIPLES

Public Health Principles FDA36 – FDA ComplianceWire

Public Health Principles CC8026W – FDA LearnED

ANIMAL FOOD 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

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 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

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



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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

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)



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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

SAMPLE COLLECTION

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>



Advanced Feed Inspector Training Curriculum

ADVANCED 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 INSPECTIONS, COMPLIANCE, AND ENFORCEMENT

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/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 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)

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 ILLNESS 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

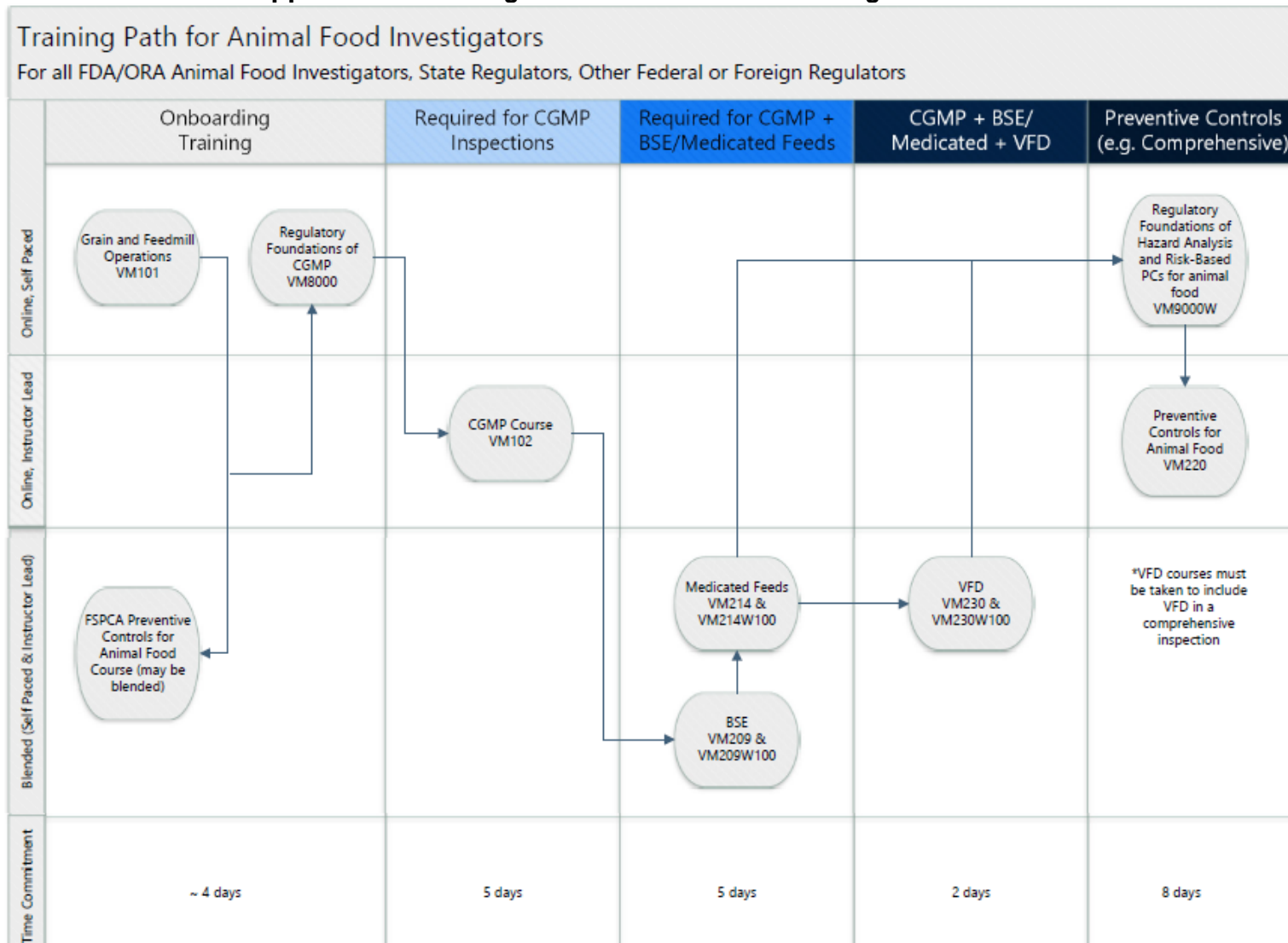
Traceback Investigations 5: Concluding the Investigations and Results TI05 – FDA ComplianceWire

Handling a Product Recall PHDV64 – FDA ComplianceWire

Complaints and Recalls VM6004K (video) – FDA LearnED



Appendix B: Training Path for Animal Food Investigators Guidance



January 2023