



2024 MIDYEAR MEETING **AGENDA BOOK**

JANUARY 23–25, 2024
CHATTANOOGA CONVENTION CENTER
CHATTANOOGA, TN

Monday, January 22

8:00–11:30 AM Meeting Rooms 4/5/6
Board of Directors and Committee Chair Meeting
Lobby

12:00–7:00 PM
Registration Open

12:30–5:30 PM Meeting Rooms 4/5/6
PFLM Get S.M.A.R.T. (Statute Modernization and Reference Tools) Workshop

6:00–8:00 PM North Rotunda
AAFCO 101—First-Time Attendee Meet and Greet
Light hors d'oeuvres served

Tuesday, January 23

7:00 AM Lobby
Registration Open

8:00 AM Ballroom H, I, J
Welcome
Josh Arbaugh, President; Mark Powell, Tennessee Department of Agriculture; Commissioner Charlie Hatcher, Tennessee Department of Agriculture

8:30–9:45 AM Ballroom H, I, J
Business Meeting

9:45–10:00 AM Prefunction Area
Coffee Break

10:00–11:00 AM Ballroom H, I, J
Keynote Speaker
Chadd Wright, Three of Seven Project

11:05–11:45 AM Ballroom H, I, J
**Panel Discussion—“Modernizing Recalls”:
FDA, States, and Industry**

11:45–1:15 PM
Lunch—On Your Own
Meeting Room 3

AAFCO Investigators Lunch (closed session)

1:15–1:45 PM Ballroom H, I, J
Current Issues and Outreach Committee

1:45–2:15 PM Prefunction Area
Coffee and Networking Session

2:15–5:15 PM Meeting Room 3
Proficiency Testing Program Committee

2:15–3:45 PM Ballroom H, I, J
Ingredient Definition Committee (Part 1)

3:45–5:15 PM Ballroom H, I, J
Inspection and Sampling Committee

5:15 PM
Adjourn—General Session

Wednesday, January 24

7:00 AM Lobby
Registration Open

8:00–10:30 AM Meeting Room 3
Laboratory Methods and Services Committee

8:00–9:00 AM Ballroom H, I, J
Education and Training Committee

9:00–10:00 AM Ballroom H, I, J
Ingredient Definitions Committee (Part 2)

10:00–10:30 AM Ballroom H, I, J
IDC Panel Discussion—“Pre-, Pro-, and Postbiotics”

10:30–10:45 AM Prefunction Area
Coffee Break

10:45–11:45 AM Meeting Room 3
Laboratory Methods and Services Committee

10:45–11:45 AM Ballroom H, I, J
Model Bill and Regulations Committee

11:45–1:15 PM
Lunch—On Your Own
Meeting Room 3

11:45–1:15 PM Meeting Room 3
Finance Committee (closed session)

1:15–3:15 PM Ballroom H, I, J
Pet Food Committee

1:15–3:15 PM Meeting Room 3
Laboratory Methods and Services Committee

3:15–3:45 PM Prefunction Area
Coffee Break

3:45–5:15 PM Ballroom H, I, J
Enforcement Issues Committee (state regulator and FDA only)

6:00–8:00 PM Ballroom E, F
**Wednesday Night Networking Reception—
“Advancing AAFCO”**

Thursday, January 25

8:00–8:45 AM Ballroom H, I, J
Feed and Feed Ingredient Manufacturing Committee

8:45–9:45 AM Ballroom H, I, J
Technology Update—“AAFCO’s New Collaboration Site”

9:45–10:00 AM Prefunction Area
Coffee Break

10:00–11:00 AM Ballroom H, I, J
SAFHER Update (all states invited)

11:00–12:00 PM Ballroom H, I, J
Strategic Affairs Committee

12:00–1:30 PM Meeting Room 3
Board of Directors and Committee Chairs Lunch Meeting

Connect, Participate, and Share Feedback

View the Attendee List:



Participate in the Discussion with Slido:

Slido.com

Code to Join: #4058394



Upon conclusion of the meeting, please take a survey and let us know what you thought!





AAFCO
Association of American Feed Control Officials

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Please note AAFCO does not generally record discussions during meetings unless formally announced at the start of the meeting. Having said that, there may be individuals recording presentations/discussions taking place. AAFCO does not have control over individuals who choose to do so. Furthermore, it may be a violation of state and/or other jurisdictions to make these types of recordings without knowledge of participating individuals who are being recorded.

2024 AAFCO Board of Directors



Josh Arbaugh, President

Josh Arbaugh is a Chemist and Seed Analyst with the West Virginia Department of Agriculture. He graduated from West Virginia University with a BS in biology before joining the department in 2011. His work in the laboratory includes the analysis of animal feed, pet food, forage, seed, fertilizer, liming material, and food products. He began attending AAFCO meetings in 2013 and has been an active member of the Laboratory Methods and Services Committee and the Proficiency Testing Program Committee. Josh lives with his wife, two daughters, and three dogs in Charleston, West Virginia.



Laura Scott, President-Elect

Laura Scott is a National Manager in the Animal Feed Division of the Canadian Food Inspection Agency, where she is responsible for leading the feed regulatory modernization project and outreach and communications for the feed program. She graduated from the University of Guelph with a BSc in animal biology and an MSc in animal nutrition. Her experience with the Canadian Food Inspection Agency includes product registration, policy development, and regulatory development. Laura serves on AAFCO's Feed and Feed Ingredient Manufacturing Committee, Ingredient Definitions Committee, and Inspection and Sampling Committee and as a member of the AAFCO Board of Directors.



George Ferguson, Past President

George Ferguson currently works as the Feed Administrator for the North Carolina Department of Agriculture & Consumer Services, where he is responsible for the management of the NC Food and Drug Protection Division's Regulatory Feed Program. While growing up on a small dairy farm in western North Carolina, George developed a passion for agriculture that would eventually bring him to North Carolina State, where he graduated in 1994 with a BS degree in poultry science. While a student at North Carolina State, he had the good fortune to have an advisor who had purchased a small feed mill in Fuquay-Varina, where he would get his start in the feed manufacturing business. After graduation he worked briefly for Perdue Poultry in Ahoskie, North Carolina, but found himself drawn back into the world of feed, where he would spend the next 15 years. From farm store management to dealer development and sales, George worked with independent dealers of numerous feed manufacturing firms to include Southern States, Purina Mills, and Blue Seal Feeds. In 2012 George transitioned from industry to regulatory, as he accepted the position of Feed Safety Officer within the NC Food and Drug Protection Division, Animal Feed Program. He has since served as the Divisions Compliance Officer and now serves as the program's Administrator.



Ashlee-Rose Ferguson, Secretary-Treasurer

Originally hailing from outside of Philadelphia, Ashlee-Rose Ferguson obtained her bachelor of science in wildlife science from the State University of New York: College of Environmental Science & Forestry/Syracuse University. She went on to gain valuable public and environmental health experience with the Washington State Department of Health in the Zoonotic Disease section; Clemson University in the Department of Entomology, Soils, and Plant Sciences; and the South Carolina Department of Health & Environmental Control in Retail Food Protection and Vector Surveillance Programs. She moved back to Washington State in late 2017 to work with the Washington State Department of Agriculture's Animal Feed Program as their Animal Feed Regulatory Program Standards (AFRPS) Coordinator, now Interim Program Manager. Prior to her third cross-country move, Ashlee-Rose served as the Vice President for South Carolina Environmental Health Association. She is currently serving as the International Health Committee Vice Chair with Washington State Environmental Health Association, is a Registered Sanitarian/Registered Environmental Health Specialist, and a Cohort VII graduate of the International Food Protection Training Institute (IFPTI) Fellowship in Food Protection. When Ashlee-Rose is not working, she enjoys living in a lush temperate rainforest along a salmon spawning creek, photography, traveling, and spending time with her loved ones (which include her fiancé, Vladimir, and their three cats: Koca, Luna, and Mickey, and probably a dog soon, too).



Trish Dunn, Director

In June 2021, Trish Dunn became the feed administrator overseeing the feed program for the Office of Indiana State Chemist (OISC). Dunn started with OISC as an analytical chemist with the feed/fertilizer group. As an analytical chemist, she analyzed feed and fertilizer samples for a variety of proximate analytes. Dunn moved to the inspection staff after four years working in the laboratory. As an inspector in the Southeast part of the state, she inspected feed manufacturers, fertilizer dealers, and seed dealers. When a new position was created in the organization, she grabbed the opportunity. As a fertilizer control specialist, Dunn was responsible for secondary containment and fertilizer complaints. She has a BS in animal sciences from Purdue University.



David Husner, Director

David Husner has worked with the Pennsylvania Department of Agriculture for 14 years, being involved in the animal feed program for 12 of those years. Prior to starting his career with the Pennsylvania Department of Agriculture, Husner received a bachelor's degree in agricultural science from Penn State University. In May 2014, Husner attended his first AAFCO meeting, the Feed Administrator's Seminar in Big Sky, Montana, and became the voting Control Official for Pennsylvania in January 2015. Husner assumed his first leadership role in AAFCO by becoming the chair of the Feed Labeling Committee in August 2016.



Dan King, Director

Dan King has worked for the Minnesota Department of Agriculture since 2009 in the commercial feed program, primarily as a compliance officer. Prior to working for the department, he worked at a small, independent coop handling feed, fertilizer, agronomy, and grain storage. Dan has five children, lives on a small farm raising cattle, and is active in local politics.

Kate Nelson, Director

Kate Nelson is with the Connecticut Department of Agriculture.



Bailey Whiten, Director

Bailey Whiten currently serves as the Assistant Division Director of the Ag Inputs Division at the Georgia Department of Agriculture, where she oversees the Feed Program and compliance of the Fertilizer and Seed Programs. She received her BS in animal science and dairy science from the University of Georgia. Bailey is a member of the AAFCO Pet Food Committee, Ingredient Definitions Committee, and Analytical Variances Workgroup. In her spare time, she enjoys camping with her husband and two dogs in their skoolie. Bailey lives with her husband and pets in a small town just southeast of Atlanta, Georgia.



Austin Therrell, Executive Director

Austin Therrell currently serves as the Executive Director for the Association of American Feed Control Officials (AAFCO). Prior to his current role with AAFCO, he served on the Board of Directors and as the Co-Chair of the AAFCO Feed and Feed Ingredient Manufacturing Committee, as a member of the AAFCO Pet Food Committee, and as a member of the Current Issues and Outreach Committee. Austin previously served as the Animal Feed Program Manager for the South Carolina Department of Agriculture, where he oversaw animal food inspection priorities across the state, product registrations, labeling compliance, and a statewide sampling program. He graduated from Clemson University in 2013 with a bachelor of science degree in animal and veterinary science and a minor in business administration.

Outgoing AAFCO Board Members

AAFCO would like to thank Eric Brady, Darrell Johnson, and Mark LeBlanc for their years of service.



Eric Brady

Eric Brady is the Statewide Supervisor for Ag Inputs Section for the Tennessee Department of Agriculture. Over the last four years, Eric has overseen daily field operations for the Feed, Seed, Fertilizer, and Lime programs and managed field inspectors across the state. Eric has been involved with AAFCO as the co-chair of Feed and Feed Ingredient Manufacturing and on the training cadres for BITS and AITS. Before this role, Eric was the Stormwater Coordinator for the City of Crossville. Eric holds a master's degree in Agriculture and Natural Resource Systems Management from the University of Tennessee. In his spare time, he enjoys cattle farming and hunting.



Darrell Johnson

Darrell Johnson has a BS in animal science from Missouri State University and an MS and PhD in ruminant nutrition from the University of Kentucky. He spent 5.5 years as Extension Ruminant Nutrition Specialist at Mississippi State University before returning to Kentucky in 1989 as a Technical Service Specialist for a regional feed company. He became Executive Director of Regulatory Services at the University of Kentucky in 2012. In this role he oversees the direction of feed, fertilizer, seed, and milk regulations in the state. The regulations are set by state statute and are designed to provide consumers accuracy and completeness in the products they purchase. His division is also responsible for soil testing provided through the Extension Service. He is a member and past president of the American Registry of Professional Animal Scientists and is a Fellow in the American Society of Animal Science. He and his wife, Beth, live on a farm in central Kentucky where they raise cattle and goats. They have two adult children and two granddaughters.



Mark LeBlanc

Mark LeBlanc serves as the Indiana State Chemist and Seed Commissioner. Prior to accepting his current role in 2020, he spent more than 20 years working in various state agriculture regulatory roles in Louisiana. He earned bachelor's, master's, and doctoral degrees in horticulture from Louisiana State University. LeBlanc and his wife, Ellen, currently reside in Lafayette, Indiana. They are the parents of 5 children between the ages of 27 and 17. LeBlanc was born and raised in the small town of Sunshine, Louisiana.

Committee Chair Biographies

CURRENT ISSUES AND OUTREACH COMMITTEE (CIOC)

This committee provides a forum to discuss new ideas or issues, promotes understanding and cooperation between government and industry, and disseminates relevant information.



Jo Lynn Otero, New Mexico Department of Agriculture, jotero@nmda.nmsu.edu

Jo Lynn Otero currently serves as the program manager in the Feed, Seed, and Fertilizer Section for the New Mexico Department of Agriculture. She has been with the department since 2014. She graduated from New Mexico State University with a BS and master's in agriculture extension education. She enjoys spending her free time with her family, going fishing and camping. She is an educator at heart and loves volunteering as a 4-H leader and working on 4-H projects with her boys. Otero serves on AAFCO's Pet Food Committee, Technology Committee, and Education and Training

Committee, and as co-vice chair of the AAFCO Current Issues and Outreach Committee.



Bethany McAnulty, Tennessee Department of Agriculture, Bethany.McAnulty@tn.gov

Bethany McAnulty is the Feed Program coordinator and Animal Food Regulatory Program Standards (AFRPS) coordinator for the Tennessee Department of Agriculture (TDA). She has been in this role since joining TDA in 2018. McAnulty holds a bachelor's degree from the University of Tennessee–Martin and is currently pursuing her master's degree from there as well. In her free time, McAnulty enjoys spending time with her daughter, husband, and two dogs, cheering on the Volunteers, or on the soccer field refereeing youth matches and training up-and-coming referees.

EDUCATION AND TRAINING COMMITTEE

This committee identifies education and training needs, materials, and approaches for AAFCO members, industry partners, and other national organizations.



Marissa Kost, North Carolina Department of Agriculture & Consumer Services, Marissa.Kost@ncagr.gov

Marissa Kost was born and raised in Ohio prior to moving to North Carolina to attend college. She graduated from North Carolina State University (NCSU) with a BS in animal science and poultry science. She continued her education at NCSU to receive her MS in poultry science with a minor in statistics. She has worked with the North Carolina Department of Agriculture and Consumer Services in the Animal Feed Program for almost 2 years as an agricultural compliance officer. Kost attended her first

AAFCO meeting in January 2018 in Fort Lauderdale, Florida. She has been a member of the Education and Training Committee since 2017 and has served as committee chair since May 2019. In her spare time, she enjoys traveling, cooking, and spending time with friends and family.

ENFORCEMENT ISSUES COMMITTEE

This committee provides a forum for the discussion, promotion, and development of uniform enforcement policies and actions by AAFCO members. This committee usually meets in closed session, for AAFCO members (regulatory) only.



Ernie Berkeley, South Carolina Department of Agriculture

Ernie Berkeley grew up in upstate South Carolina. He attended Clemson University and graduated in 2016 with a degree in financial management. Berkeley began working for a financial planning firm after college and after a few years did not feel like it was a fit. At the time, he had a small leather business that he then went full time with, building saddles and horse tack. In February of 2021 he was offered a great opportunity to begin working for the South Carolina Department of Agriculture as the Feed Safety Compliance Officer. Berkeley attended his first AAFCO meeting in person

at St. Louis, Missouri, in 2022.



Blake Pickett, Alabama Department of Agriculture & Industries

Blake Pickett was born and raised on his family’s commercial cattle farm in Alabama, where he still spends much of his time working today. After high school, Pickett attended Auburn University and graduated in May 2014 with a degree in agricultural economics. Shortly after, he began his career with the Alabama Department of Agriculture & Industries (ADAI) as an ag compliance inspector. In September 2020, a year after ADAI joined the Animal Food Regulatory Program Standards (AFRPS), Pickett took on the role of AFRPS coordinator in addition to his inspector duties. Pickett continued to work in this role until April 2023, when he acquired a new role at ADAI as the ag compliance unit manager. His first AAFCO meeting was virtual during summer of 2021, and his first in-person meeting was in January 2022 in Mobile, Alabama. Pickett has attended and enjoyed every AAFCO meeting since. With many years of experience in farming, livestock, and ADAI, he finds his knowledge and experience are useful in managing regulatory programs.

FEED AND FEED INGREDIENT MANUFACTURING COMMITTEE

This committee works cooperatively with the U.S. Food and Drug Administration, Canadian Food Inspection Agency, feed and feed ingredient manufacturers, and other relevant domestic and international stakeholders, to develop science- and risk-based regulations.



Jessica Gore, North Carolina Department of Agriculture and Consumer Services

Jessica Gore is the technical trainer for the North Carolina Department of Agriculture and Consumer Services (NCDA&CS), Food and Drug Protection Division, Animal Feed Program. She graduated from North Carolina State University with a BS in animal science and minors in feed mill management and agricultural business management. She began her career in quality control with Southern States Cooperative Inc., before returning to work as a veterinary assistant, a job she held prior to and during her college years. It was here that Dr. Hope Lucas inspired and encouraged her to apply to NCDA&CS. Gore has worked with NCDA&CS since 2008, initially as a feed inspector, moving up to feed inspection supervisor, transitioning to an agricultural compliance officer, and entering her current role as the technical trainer. She has served as a member of the AITS training cadre since 2019.



Charles Hubenka, Nebraska Department of Agriculture, charles.hubenka@nebraska.gov

Charles (Charlie) Hubenka has been the AFRPS coordinator and Feed Program specialist with the State of Nebraska Department of Agriculture since March 2019. He started with the state in May of 2017, where he worked in livestock imports and the poultry program. As AFRPS coordinator, Hubenka led the team to achieve full implementation of the standards in March 2020 and maintained full implementation by FDA audit in August of 2022. Hubenka graduated from the University of Nebraska–Lincoln in 2012 with a bachelor of science degree in animal science. He lives in Lincoln, Nebraska, with his wife Rae, son Cormac, dog River, and cat Elliot.

FEED LABELING COMMITTEE

This committee maintains Feed Labeling Guides and reviews labeling requirements, set forth by the Model Bill and Regulations Committee, to determine modifications needed to more effectively serve purchasers of commercial feed and feed manufacturers.



David Husner, Pennsylvania Department of Agriculture, dhusner@pa.gov

David Husner has worked with the Pennsylvania Department of Agriculture for 14 years, being involved in the animal feed program for 12 of those years. Prior to starting his career with the Pennsylvania Department of Agriculture, Husner received a bachelor’s degree in agricultural science from Penn State University. In May 2014, Husner attended his first AAFCO meeting, the Feed Administrator’s Seminar in Big Sky, Montana, and became the voting Control Official for Pennsylvania in January

2015. Husner assumed his first leadership role in AAFCO by becoming the chair of the Feed Labeling Committee in August 2016.



Jamie Good, North Dakota Department of Agriculture, jgood@nd.gov

Jamie Good is the feed specialist for the North Dakota Department of Agriculture, responsible for administering the feed programs in the state. Good grew up on a dairy farm in central Wisconsin and attended college at the University of Wisconsin–River Falls, where he received a degree in animal science and agriculture business. Good started working for the North Dakota Department of Agriculture in 2013 and, in the spring of 2021, was hired as the state’s feed specialist. Prior to working for the Department of Agriculture, Good worked for a regional feed company, Kent Nutrition

Group, at the cooperative headquarters in Muscatine, Iowa. Good currently lives in Bismarck with his wife, two sons, and their Siberian Husky, Glacier.

FINANCE COMMITTEE

This committee oversees financial planning to provide strategic advice, financial stability, and support to the Board of Directors. This committee usually meets in closed session, for AAFCO members (regulatory) only.



Ashlee-Rose Ferguson, Washington State Department of Agriculture, AFerguson@agr.wa.gov

Originally hailing from outside of Philadelphia, Ashlee-Rose Ferguson obtained her bachelor of science in wildlife science from the State University of New York: College of Environmental Science & Forestry/Syracuse University. She went on to gain valuable public and environmental health experience with the Washington State Department of Health in the Zoonotic Disease section; Clemson University in the Department of Entomology, Soils, and Plant Sciences; and the South Carolina Department of Health &

Environmental Control in Retail Food Protection and Vector Surveillance Programs. She moved back to Washington State in late 2017 to work with the Washington State Department of Agriculture’s Animal Feed Program as their Animal Feed Regulatory Program Standards (AFRPS) Coordinator, now Interim Program Manager. Prior to her third cross-country move, Ashlee-Rose served as the Vice President for South Carolina Environmental Health Association. She is currently serving as the International Health Committee Vice Chair with Washington State Environmental Health Association, is a Registered Sanitarian/Registered Environmental Health Specialist, and a Cohort VII graduate of the International Food Protection Training Institute (IFPTI) Fellowship in Food Protection. When Ashlee-Rose is not working, she enjoys living in a lush temperate rainforest along a salmon spawning creek, photography, traveling, and spending time with her loved ones (which include her fiancé, Vladimir, and their three cats: Koca, Luna, and Mickey, and probably a dog soon too).

INGREDIENT DEFINITIONS COMMITTEE (IDC)

This committee serves as a clearinghouse for the development of feed ingredient definitions and provides and maintains a mechanism for the organization and distribution of information about ingredients and their use.



Erin Bubb, Pennsylvania Department of Agriculture, ebubb@pa.gov

Erin Bubb received a BS in agricultural science from The Pennsylvania State University. She started her career with the Pennsylvania Department of Agriculture in 2000 as an inspector of feed, fertilizer, seed, and pesticide products. Currently, Bubb is the chief of Agronomic Products and Regional Inspection Services. She volunteers as the AAFCO Ingredient Definition Committee co-chair. Her favorite hobbies include gardening and spending time outdoors with her two dogs. Bubb lives with her husband and daughter in South Central Pennsylvania.

INSPECTION AND SAMPLING COMMITTEE

This committee works with domestic and international feed ingredient manufacturers and stakeholders to develop effective inspection and sampling procedures; promote the uniform application of those

procedures for feed and feed ingredients; and evaluate, update, and maintain the AAFCO Inspector's Manual.



Chad Linton, West Virginia Department of Agriculture, clinton@ag.state.wv.us

Chad Linton is the deputy director of regulatory operations in the Regulatory and Environmental Affairs Division for the West Virginia Department of Agriculture (WVDA). He has worked for the WVDA for 26 years as a feed and food inspector, feed supervisor, and assistant director, before obtaining his current position. He has been an active member of AAFCO since 2004, and has served on the Board of Directors and as president of AAFCO in 2011. He has been chair, co-chair, and vice chair of the Inspection and Sampling Committee through the years.



Jamie Spencer, Kansas Department of Agriculture, Jamie.Spencer@ks.gov

Jamie Spencer works for the Kansas Department of Agriculture (KDA). Spencer graduated from Kansas State University in 1990 with a BS in animal science and industry. Spencer has been a KDA Feed Inspector since 2004. He has been a Field Supervisor and training officer for the KDA Dairy and Feed department, as well as a 507 cGMP instructor for the FDA during 2018–2019.

LABORATORY METHODS AND SERVICES COMMITTEE (LMSC)

This committee works with the state and federal regulators, regulated industry, and other stakeholders to promote communication among feed programs and laboratories; monitor and plan for emerging issues related to regulatory feed laboratory activities; and provide laboratories with new tools, trainings, and methods.



Kristi McCallum, Colorado Department of Agriculture, kristina.mccallum@state.co.us

Kristi McCallum is the laboratory manager for the Colorado Department of Agriculture (CDA), Division of Laboratory Services–Biochemistry Laboratory. McCallum has a BS in biology from the University of Northern Colorado. McCallum has been a microbiologist for over 28 years. During her 25 years at CDA, she has validated and implemented many methods for testing foods for *Salmonella*, *Shigella*, pathogenic *Escherichia coli*, *Listeria*, and bacterial toxins such as *Staphylococcus* enterotoxins.

She currently serves as the co-chair of the AAFCO Laboratory Services Committee and the vice chair of the Association of Public Health Laboratories (APHL) Human and Animal Food Testing Committee.



Dorota Inerowicz, Office of Indiana State Chemist, inerowic@purdue.edu

Dorota Inerowicz is the supervisor of the Feed Laboratory at the Office of Indiana State Chemist at Purdue University. She has been in this position for over 10 years. Analyses performed by the Feed Laboratory, mainly by chromatographic methods, include animal drug, vitamins, amino acids, and mycotoxins. Additionally, her section also performs other routine analyses such as sugars, starch, various fat analyses, and other requested test procedures, method development, and collaboration. In recent years, her section has also introduced testing for cannabinoids in hemp samples.

After her undergraduate education, Inerowicz earned a PhD in physical chemistry at the Technical University of Gdansk, Poland. She did postdoctoral work at the Swedish University of Agricultural Sciences in Uppsala and at Oklahoma University. For the past two decades, she has been associated with Purdue University. Before joining the Office of Indiana State Chemist, she held the manager position of the Mass Spectrometry Proteomics Facility at Purdue Discovery Park.

Other than her volunteer work with the Laboratory Method and Services Committee at AAFCO, she serves as co-chair of the AAFCO Fat-Soluble Vitamins Working Group.



Sharon Webb, University of Kentucky, sharon.webb@uky.edu

Sharon F. Webb is the director of quality at the University of Kentucky, Division of Regulatory Services. During her undergraduate education, she had the opportunity to work on 2 projects at the National Center for Toxicological Research. Upon receiving her bachelor of science in chemistry, she was admitted to Auburn University as a PhD student, receiving a full graduate assistantship in areas of national need for physical chemistry. After graduation, she became the manager of the mass spectrum facilities at the University of Alabama, where she was part of a team working in proteomics, examining products of ionizations of small proteins. She is currently the director of the Quality Program at the University of Kentucky's Division of Regulatory Services. In addition to her volunteer work with AAFCO, she is an active member of the Association of American Plant Food Control Officials (AAPFCO) Magruder Check Program Committee and Terms and Definitions Committee, and is the vice-chair of their Laboratory Services Committee. She has been an active leader of the Mineral and Trace Metals Group of the Methods Forum, associated with AAPFCO, and the study champion for the Association of Official Analytical Chemists International official method 2017.02. She has been married to Ken Webb for 26 years; has three children, Symantha, Matalyn, and Jacob; and four poodles. She is a lifetime fan of University of Kentucky men's basketball and loves meeting members of the Big Blue Nation when she

MODEL BILLS AND REGULATIONS COMMITTEE

This committee provides recommendations to AAFCO's Board of Directors so that fair and just model bills and regulations are maintained and advocated by AAFCO regarding the production, labeling, distribution, and sale of commercial feed and production of non-commercial feed.



Dan King, Minnesota Department of Agriculture, daniel.king@state.mn.us

Dan King has worked for the Minnesota Department of Agriculture since 2009 in the commercial feed program, primarily as a compliance officer. Prior to working for the department, he worked at a small, independent coop handling feed, fertilizer, agronomy, and grain storage. Dan has five children, lives on a small farm raising cattle, and is active in local politics.



Jordan Mancini, Minnesota Department of Agriculture

Jordan Mancini currently works in the field as a feed inspector for the Minnesota Department of Agriculture, a position he has had for the past 13 years. In addition to feed inspections, he has helped with department outreach activities, including labeling workshops and Current Good Manufacturing Practice workshops, and is a FSPCA lead instructor. At AAFCO Mancini is on the AITS training cadre and on the Feed Labeling Committee. Prior to working for the state of Minnesota, he earned his bachelor's degree from South Dakota State University and worked in livestock production with

experience in turkeys, dairy, and swine production. Mancini currently lives with his wife and two kids and spends most of his spare time following his kids' sports activities.

PET FOOD COMMITTEE (PFC)

This committee works cooperatively with FDA, the pet food industry, and other stakeholders to monitor, review, and recommend appropriate revisions to the Official Publication as related to pet food and specialty pet food.



Lizette Beckman, Washington State Department of Agriculture, lbeckman@agr.wa.gov

Liz Beckman is a feed advisor with the Washington State Department of Agriculture, Animal Feed Program. Her duties currently include country of origin reviews, animal feed standards, and commercial feed licensing. She is also responsible for collection and auditing of inspection fees. Beckman has served on various AAFCO committees. A cat and dog lover, she has two cats and one dog. In her free time, she enjoys gardening, hunting and fishing, and spending time with her niece.



Stan Cook, Life Member, stan.cook@aafco.org

Recently retired, Stan Cook managed the Missouri Department of Agriculture Bureau of Feed and Seed since 2011. He holds a bachelor of science degree in business administration from Lincoln University and is a graduate of the Missouri Agriculture Leadership of Tomorrow, Class I. Prior to the bureau, Cook served as a loan officer for the Missouri Agricultural and Small Business Development Authority. His experience in Missouri agriculture also includes 25 years in commercial livestock production. He served nine years as a member of the Board of Directors of Farm Credit Services, serving as vice chairman of the Eastern Missouri Farm Credit Board, and has served as a member of the Executive Committee of the Central Production Credit Association Board. He has worked as a USDA Certified Market Reporter, responsible for a voluntary direct price-reporting program for hogs, pigs, and timber, and also as a relief auction reporter. Cook serves on various AAFCO committees and is vice chair of the Strategic Affairs Committee and the Pet Food Committee. He served on the AAFCO Board of Directors from 2014 to 2020 and as its president in 2018. He continues to live and work on a sixth-generation farm near California, Missouri.

PROFICIENCY TESTING PROGRAM COMMITTEE

This committee supports regulatory, industry, and commercial feed laboratories by providing a proficiency testing program that is ISO/IEC 17043:2010 accredited by ANAB and compliant with international guidelines.



Teresa L. Rygiel, Florida Department of Agriculture

Teresa L. Rygiel is the assistant chief of the Bureau of Agricultural Environmental Laboratories, Division of Agricultural Environmental Services, Florida Department of Agriculture and Consumer Services. She received her bachelor's degree in biochemistry from Florida State University and has worked in both private and government testing laboratories for the past 32 years. Prior to her current position, she worked as a mass spectrometry (GC & LC) chemist, quality assurance manager, and laboratory manager. Rygiel and her husband, Paul, have two children and two grandchildren.

STRATEGIC AFFAIRS COMMITTEE

This committee provides the AAFCO Board of Directors with advice and support regarding strategic direction, planning, tracking, and implementation of related association activities and stability.



Linda Morrison, Life Member, lindaaafco@gmail.com

Linda Morrison has a postgraduate education in animal science from Macdonald College of McGill University. She has almost three decades of experience managing the Feed Program in Canada and was the director of the Animal Feed Division, Canadian Food Inspection Agency (CFIA) (1982–2012). Morrison also worked with the CFIA's Inspection Modernization Office to develop the Integrated Agency Inspection Model for a common approach to inspecting food and animal and plant health. Morrison has been an active AAFCO member since 1986. She has served as chair of the Strategic Affairs Committee for many years and led Strategic Planning activities. She has served on the Board of Directors and was president in 1998-1999. Morrison retired from the CFIA in 2016, whereupon she became a Life Member to continue to support AAFCO.

TECHNOLOGY COMMITTEE

This committee provides advice and counsel to AAFCO's Board of Directors and committees on all matters related to information technology needs, systems development, and related budgetary issues.



Sarah Condra, North Carolina Department of Agriculture and Consumer Services

Sarah Condra was born and raised in east Tennessee and then moved to North Carolina. She graduated from Tennessee Tech University with a BS in agriculture. She continued her education at the University of Tennessee to receive her MS in animal science with a minor in statistics. She has worked with the North Carolina Department of Agriculture and Consumer Services (NCDCA & CS) in the Animal Feed Program for six years as the Animal Feed Program Standards (AFRPS) specialist. In her free time, she enjoys spending time on her family's farm in Tennessee with her husband, family, friends, and Australian Shepherds. Condra is currently serving as the chair for the

Technology Committee.

General Session Agenda

2024 AAFCO Midyear Meeting
Chattanooga Convention Center
Chattanooga, Tennessee
Tuesday, January 23, 2024
8:00–8:30 am EST

Agenda

8:00 am Opening Remarks, President Josh Arbaugh, West Virginia Department of Agriculture
8:05 am Introduction and Welcome to Tennessee Charlie Hatcher, Commissioner, Tennessee Department of Agriculture Chemist



Charlie Hatcher, DVM, was sworn in as Tennessee's 38th Commissioner of Agriculture on January 19, 2019. Appointed by Governor Bill Lee, Dr. Hatcher is a tenth-generation American farmer and a fifth-generation Tennessee farmer. Prior to becoming Commissioner, he served for 10 years as the State Veterinarian for the Tennessee Department of Agriculture. In that role, he protected the health and welfare of animals within the state and promoted the marketability of animals and animal products. Dr. Hatcher founded Rock-N-Country Veterinary Services in College Grove, Tennessee, in 1993, specializing in livestock. The veterinary practice is now managed by his daughter, Jennifer, who is also a veterinarian. The Hatchers are well known in the dairy and agritourism industries, too. In 2007, Hatcher Family Dairy began bottling its own milk and today provides milk and milk products to customers in middle Tennessee. Hatcher's son, Charles, serves as president of the business. Dr. Hatcher earned a Doctorate of Veterinary Medicine from the University of Tennessee at Knoxville (1984) and a BS in animal science from Middle Tennessee State University (1980). He lives on the family farm in College Grove (est. 1831) with his wife of over 40 years, Sharon. His son and daughter also live on the farm with their families.

8:20 am Outgoing Presidential Remarks via Video, Eric Brady, previously with the Tennessee Department of Agriculture

8:23 am Memorial, President Josh Arbaugh, West Virginia Department of Agriculture

8:25 am Presentation of 2023 Awards, Austin Therrell, Executive Director

- Distinguished Service Awards:
 - o Ken Bowers – For his leadership and dedication to AAFCO throughout his career.
- Presidential Awards
 - o George Ferguson – For his dedicated work in providing technical expertise in furthering the association.
 - o Dani Naylor – For her dedicated work in furthering the association.
- Appreciation Awards
 - o AV Workgroup: Sally Flowers, Bailey Whiten, Josh Arbaugh, Mark LeBlanc, Patricia Dunn, Brenda Snodgrass

8:30 am Association Business Meeting, President Josh Arbaugh, West Virginia Department of Agriculture

Association Business Meeting Agenda

2024 AAFCO Midyear Meeting
Chattanooga Convention Center
Chattanooga, Tennessee
Tuesday, January 23, 2024
8:30–9:45 am EST

Agenda

1. **Meeting Called to Order < > CT**
2. **Welcome and Opening Remarks:** Josh Arbaugh, President
3. **Acknowledgement of Award:** Josh Arbaugh, President
 - Distinguished Service Award
 - Presidential
 - Appreciation Awards
4. **Roll Call:** Ashlee-Rose Ferguson, Secretary – Treasurer
5. **Acceptance of Committee Reports from:** Finance, Current Issues and Outreach, Education and Training, Feed and Feed Ingredient Manufacturing, Ingredient Definition, Inspection and Sampling, Laboratory Methods and Services, Proficiency Testing Program, Strategic Affairs, Feed Labeling, Pet Food Committee, Model Bill & Regulations, Enforcement Issues, Technology, and Ingredient Definition Committee E-Meeting (October 23, 2023) – Josh Arbaugh, President & Laura Scott, President-Elect
(All open committee reports are published on the AAFCO website on the 2024 Midyear Meeting page, right side, under the heading “Committee Reports.”)
Board recommends acceptance. <> moves to accept committee reports. < > Seconds. Motion < >.
6. **Acceptance of Committee Recommendations:** Josh Arbaugh, President & Laura Scott, President-Elect
 - a. **Ingredient Definition Committee Recommendations:**
 - IDC recommends changing T42.25 Grain Sorghum Protein Feed to OFFICIAL.
42.25 Grain Sorghum Gluten Feed (Grain Sorghum Protein Feed) is that part of the grain of grain sorghums that remains after the extraction of the larger part of the starch and germ, by the processes employed in the wet milling manufacture of starch or syrup. Originally called Grain Sorghum Gluten Feed (adopted 1948, amended 1950). *Gluten name will be removed in 2025
Board Recommends Acceptance. <> moves, <> Seconds, Motion <>.
 - IDC recommends changing T42.35 Grain Sorghum Protein Meal to OFFICIAL
42.35 Grain Sorghum Gluten Meal (Grain Sorghum Protein Meal) is the part of the grain of grain sorghums that remains after the extraction of the larger part of the starch and germ, and the separation of the bran by the processes employed in the wet milling manufacture of starch or syrup Originally called Grain Sorghum Gluten Meal (adopted 1948, amended 1950). *Gluten name will be removed in 2025
Board Recommends Acceptance. <> moves, <> Seconds, Motion <>.
 - IDC recommends changing T48.135 Corn Protein Feed to OFFICIAL
48.135 Corn Gluten Feed (Corn Protein Feed) is that part of the commercial shelled corn that remains after the extraction of the larger portion of the starch, protein, and germ by the processes employed in the wet milling manufacture of corn starch or syrup. It may or may not contain one or more of the following: fermented corn extractives, corn germ meal. Originally called Corn Gluten Feed (adopted 1936, amended 1960). *Gluten name will be removed in 2025
Board Recommends Acceptance. <> moves, <> Seconds, Motion <>.
 - IDC recommends changing T48.145 Corn Protein Meal to OFFICIAL

T48.145 Corn Gluten Meal (Corn Protein Meal) is the dried residue from corn after the removal of the larger part of the starch and germ, and the separation of the bran by the process employed in the wet milling manufacture of corn starch or syrup, or by enzymatic treatment of the endosperm. It may contain fermented corn extractives and/or corn germ meal. Originally called corn gluten meal (adopted 1936, amended 1960). *Gluten name will be removed in 2025

Board Recommends Acceptance. <> moves, <> Seconds, Motion <>.

- IDC recommends changing T73.200 Xanthum Gum to OFFICIAL **73.200 Xanthan Gum** as per 21 CFR 573.1010 is classified as a food additive as a stabilizer, emulsifier, thickener, suspending agent, or bodying agent in calf milk replacer and liquid feed supplements. Also per informal review processes, it can be used in canned dog and cat foods **and as a suspending agent in plant inoculant products.** Maximum inclusion levels are 0.1% in calf milk replacers (as fed), and 0.25% in liquid feed supplements and canned dog and cat foods, **and 2% in plant inoculant products.** (Proposed 2013, Adopted 2015 rev. 1)

Board Recommends Acceptance. <> moves, <> Seconds, Motion <>.

- IDC recommends adding AGRN-60 Dried Fermentation Biomass to the GRAS Table 101.1

AGRN (select for detailed record)	Notifier	Substance	Common or Usual Name	Intended Use	Intended Species	Date of Filing	FDA's Letter (select to view letter)
60 (PDF - 305 pages)	Calysta, Inc.	Dried <i>Methylococcus capsulatus</i> product	Dried Fermentation Biomass	To be used as a source of protein in food for salmonid species at a level up to 18% of the diet.	Salmonid species	6/2/22	FDA has no questions. (PDF - 3 pages)

Board Recommends Acceptance. <> moves, <> Seconds, Motion <>.

- IDC recommends adding AGRN-59 Porcine Oligosaccharides peptide complex to the GRAS Table 101.1

AGRN (select for detailed record)	Notifier	Substance	Common or Usual Name	Intended Use	Intended Species	Date of Filing	FDA's Letter (select to view letter)
59 (PDF - 779 pages)	Gnubiotics Sciences SA	Porcine oligosaccharides-peptides complex	Porcine oligosaccharides-peptides complex	To be used as a source of amino acids, peptides and glycopeptides in food for cats and dogs at a level not to exceed 1.5% by weight/complete feed	Cats and dogs	5/11/22	FDA has no questions. (PDF - 3 pages)

Board Recommends Acceptance. <> moves, <> Seconds, Motion <>.

- IDC recommends adding a new Tentative Definition T60.117 Dried Black Soldier Fly Larvae

T60.117(A) Black Soldier Fly Larvae is the dried larvae of the Black Soldier Fly, *Hermetia illucens*, with or without mechanical extraction of part of the oil, that has been raised on feedstock composed exclusively of feed grade materials. The ingredient must be labeled for guarantees for minimum crude protein and minimum crude fat on an as-fed basis. If oil is mechanically extracted, maximum crude fat must also be guaranteed on the ingredient label. The ingredient is dried by artificial means to no more than 10% moisture. It is for use in ~~salmonid~~ **finfish**, poultry, and swine feed and in adult dog food as a source of protein and fat consistent with good feeding practices. (Proposed 2022, Amended 2023)

Board Recommends Acceptance. <> moves, <> Seconds, Motion <>.

- IDC recommends adding a new Tentative Definition T60.120 Dried Chicory Root Pulp
T60.120 Dried Chicory Root Pulp is the dried pulp produced as a byproduct of inulin extraction from the root of *Cichorium intybus* L., intended as a source of fiber. It shall contain no more than 10% inulin, no less than 60% total dietary fiber, and no more than 13% moisture.
Board Recommends Acceptance. <> moves, <> Seconds, Motion <>.
- IDC recommends adding a new Tentative Definition T60.121 Dried Mealworm Meal
T60.121 Dried Mealworm Meal is obtained from the dried larvae of the yellow mealworm beetle (*Tenebrio molitor*) which has been raised on a feedstock composed exclusively of feed grade materials and from which part of the oil has been extracted using a mechanical process. The ingredient must be labeled with guarantees for minimum crude protein, and minimum and maximum crude fat. The ingredient is artificially dried to no more than 8% moisture. It is for use in adult dog food as a source of protein at a level not to exceed 30% on an as-fed basis.
Board Recommends Acceptance. <> moves, <> Seconds, Motion <>.
- IDC recommends adding a new Tentative Definition T40.100(A) Recovered Retail Food
T40.100(A) Recovered Retail Food is composed of edible human food products safe and suitable for livestock feed and poultry feed that are collected from retail food establishments, domestic holding facilities, and domestic packing facilities. Permitted recovered retail foods are products from overstocks, lacking consumer acceptance, or beyond their sell-by date that include items such as bruised, cut, or overly ripe product (fruit and vegetables), bakery goods, eggs, and dairy products. It shall be safe and appropriately labeled for its intended use in accordance with good feeding practices and shall be free of material harmful to animals. Materials excluded from this definition include pet foods and products containing beef, lamb, pork, poultry, fish, or shellfish. It must not contain packaging materials (e.g. plastics, glass, metal, string, ~~Styrofoam~~, polystyrene, cardboard, and similar materials), flowers, potted plants, or potting soil. The recovered foods shall be collected and intermixed in secure holding containers to exclude unauthorized addition of trash, materials harmful to animals, or infestation and adulteration by pests. Egg and dairy products (and other products ordinarily held at refrigerator temperatures) must be kept in cold storage until the scheduled pick-up. To minimize spoilage, the recovered retail food shall be collected at least weekly, or more frequently if necessary. The establishment should have a sanitation plan in place, and the containers should be cleaned and sanitized as necessary. The collected material may be further processed or delivered as is to an animal feeding facility. The product must be handled to preserve its safety and nutritional value. (Proposed 2017, Adopted 2019)
**Double underlines and strike throughs represent changes.*
Board Recommends Acceptance. <> moves, <> Seconds, Motion <>.
- IDC recommends adding a new Tentative Definition T33.29(B) Black Soldier Fly Larvae Oil
T33.29(B) Black Soldier Fly Larvae Oil is the product obtained by mechanically extracting the oil from dried larvae of Black Soldier Fly, *Hermetia illucens*, that have been raised on a feedstock composed exclusively of feed grade materials. It is intended for use in swine and finfish feed, and adult dog and adult cat food as a source of energy consistent with good feeding practices. It consists predominantly of glyceride esters of fatty acids and contains no additions of free fatty acids or other materials obtained from fats. It must contain, and be guaranteed for, not less than 90% total fatty acids, not more than 2% unsaponifiable matter and not more than 1% insoluble impurities. Maximum free

fatty acids and moisture must also be guaranteed. If an antioxidant(s) is used, the common name or names must be indicated, followed by the words “used as a preservative.” (Proposed 2022, Adopted 2022)

**Double underlines represent changes.*

Board Recommends Acceptance. <> moves, <> Seconds, Motion <>.

- IDC recommends a nomenclature Change 36.14 Direct-Fed Microorganism, add *Weissella confusa*

36.14 *Weissella confusa* Section 36.14 will be edited to include *Weissella confusa*.

One of the strains thought to have belonged to the *Lactobacillus acidophilus* genus species has been determined to actually belong to *Weissella confusa*. This results in adding *W. confusa* to 36.14. Both *Lactobacillus acidophilus* and *Weissella confusa* will be included in the 36.14, and **no microorganism will be removed from 36.14.**

Board Recommends Acceptance. <> moves, <> Seconds, Motion <>.

- IDC recommends publishing a tentative definition T71.41 LG HEAR Meal to OFFICIAL status as 71.41.

71.41 Low Glucosinolate High Erucic Acid Rapeseed Meal, Mechanically

Extracted,** is the meal obtained after the removal of most of the oil by mechanical extraction of whole seeds obtained from the genus *Brassica* [*Brassica napus*, *Brassica rapa*, or *Brassica juncea*] from which the oil shall contain more than 2% erucic acid and the solid component shall contain less than 30 micromoles of any one or any mixture of 3-butenyl glucosinolate, 4-pentenyl glucosinolate, 2-hydroxy-3-butenyl glucosinolate, 2-hydroxy-4-pentenyl glucosinolate, and allyl glucosinolate per gram of air dry, oil free solid. When produced from *Brassica juncea* it must also contain less than 5 micromoles of allyl glucosinolates per gram of air dry, oil free solid. It must contain a maximum of 6% erucic acid, a maximum of 12% crude fiber, and a maximum of 30 micromoles of glucosinolates per gram. It is used in the diets of animals as a source of protein, not to exceed a 5% inclusion rate.

Board Recommends Acceptance. <> moves, <> Seconds, Motion <>.

- IDC recommends publishing tentative definition T36.11a Dried _____ Fermentation Products to OFFICIAL status, replacing the current official definition 36.11.

T36.11a Dried _____ Fermentation Product is the product derived by culturing _____ on appropriate nutrient media for the production of one or more of the following: enzymes, fermentation substances, or other microbial metabolites, and dried in accordance with approved methods and good manufacturing practices. Protein, amino acids, fat, fiber, cell count, enzyme activity or nutrient metabolite level shall be guaranteed where applicable. Use of *Lactobacillus buchneri*, *Lactobacillus diolivorans*, and *Lentilactobacillus hilgardii* is limited to silage and high moisture corn grain in plant inoculant products. [For label identification the source must be indicated such as *Bacillus subtilis*, *Aspergillus oryzae*, *Aspergillus niger*, *Lactobacillus acidophilus*, *Lactobacillus buchneri*, *Lactobacillus diolivorans*, *Lentilactobacillus hilgardii*, *Lactobacillus delbrueckii* or *Enterococcus faecium*, or as permitted by FDA.] (Proposed 1976, Adopted 1983, Amended 1997, Amended 1999, Amended 2001, Adopted 2003, Amended 2010, Adopted 2014 rev.1, Amended 2022)

Board Recommends Acceptance. <> moves, <> Seconds, Motion <>.

- IDC recommends publishing a new TENTATIVE definition T51.17 Clam Meal
T51.17 Clam Meal is the undecomposed, dried byproducts from shucking and processing operations of *Spisula solidissima* and/or *Arctica islandica*. The ingredient is derived from all or part of the meat, liquid and viscera of the clam. It must contain not less than 60% crude protein and not more than 12% moisture. It is for use in non-salmonid finfish feed as a source of protein consistent with good feeding practices

Board Recommends Acceptance. <> moves, <> Seconds, Motion <>.

- IDC recommends publishing a new TENTATIVE definition T60.119 Dried Crickets
T60.119 Dried Crickets are nymph through adult stage crickets, *Acheta domesticus*, manufactured either by roasting or wet milling. Crickets are raised on feedstock composed exclusively of feed grade materials. Post-harvest processing of crickets shall incorporate a microbial kill step. The ingredient must be labelled with guarantees for minimum crude protein and minimum crude fat on an as-fed basis. The ingredient is dried to no more than 6% moisture. The ingredient must contain no more than 7.5% chitin.¹ It is

for use in adult dog food as a source of protein and fat consistent with good feeding practices.

¹Narguess H. Marei, Emtithal Abd El-Samie, Taher Salah, Gamal R. Saad, Ahmed H.M. Elwahy, Isolation and characterization of chitosan from different local insects in Egypt, International Journal of Biological Macromolecules, Volume 82, 2016, Pages 871-877, ISSN 0141-8130, <https://doi.org/10.1016/j.ijbiomac.2015.10.024>.

Board Recommends Acceptance. <> moves, <> Seconds, Motion <>.

- IDC recommends publishing a new TENTATIVE definition T40.113 Dried Recovered Household Food.

T40.113 Dried Recovered Household Food is composed of only non-spoiled materials originally intended for or derived from food for human consumption and collected from households. Materials are dried daily in the home to 12% or less moisture to enable safe storage and transport. These materials must be safe and suitable for use in animal food. The materials shall be collected, evaluated, and further processed by the manufacturer to confirm that only acceptable materials have been added by households. To help ensure safety, a manufacturer of Dried Recovered Household Food must maintain a relationship with participating households to support training and accountability regarding acceptable material. Dried Recovered Household Food is intended for use in poultry diets in accordance with good feeding practices. The guaranteed analysis shall include the maximum moisture which shall be no more than 12%.

Board Recommends Acceptance. <> moves, <> Seconds, Motion <>.

- IDC recommends adding AGRN 55 Phytase to the GRAS Table 101.1.

AGRN (select for detailed record)	Notifier	Substance	Common or Usual Name	Intended Use	Intended Species	Date of Filing	FDA's Letter (select to view letter)
55	BASF Enzymes LLC	Phytase Enzyme Produced By <i>Pseudomonas Flourescens</i> Strain BD50104 Expressing An Altered Appa 6-Phytase Gene From <i>Escherichia Coli</i> Strain K12	phytase	To increase the availability of phytin-bound phosphorus in poultry diets at 500-2,000 U/kg in complete feed	Poultry	1/20/22	FDA has no questions. (PDF, 4 pages)

Board Recommends Acceptance. <> moves, <> Seconds, Motion <>.

- IDC Recommends new GRAS Table 101.1 addition AGRN 45 *Succinivibrio dextrinosolvens*

AGRN (select for detailed record)	Notifier	Substance	Common or Usual Name	Intended Use	Intended Species	Date of Filing	FDA's Letter (select to view letter)
45 (PDF, 821 pages)	Native Microbials, Inc.	Dried fat encapsulated <i>Succinivibrio dextrinosolvens</i> strain	Dried <i>Succinivibrio dextrinosolvens</i> Fermentation Product	To be used as a viable microorganism in diets of beef cattle at an	Beef Cattle	3/16/21	FDA has no questions. (PDF, 3 pages)

		ASCUSBF53 (NRRL B-67550)		intended use rate of 1x10 ⁸ colony forming units (CFU)/head/day.			
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Board Recommends Acceptance. <> moves, <> Seconds, Motion <>.

- IDC recommends revising Table 101.1 Section Header in the OP by inserting the following language at the end of the current section language: "AGRN's may be presented to the IDC for inclusion in section 101 at the next scheduled IDC meeting after FDA has posted their no questions letter, without regard for the redacted notice."

Board Recommends Acceptance. <> moves, <> Seconds, Motion <>.

b. Feed Labeling Recommendation:

- Feed Labeling Committee recommends updating the label for "Your Pasture Horse Mineral". This should be inserted between pages 248 and 249 of the 2023 OP. This same label should replace the label on Page 31 of the 2020 feed labeling guide of the stand-alone document

Feed Labeling Guide	1
Equine Mineral Supplement Feeds	
YOUR PASTURE HORSE MINERAL	
For maintenance of mature horses	
Guaranteed Analysis	
Calcium (min)	12.0%
Calcium (max)	14.0%
Phosphorus (min)	12.0%
Salt (min)	4.5%
Salt (max)	5.5%
Sodium (min)	1.7%
Sodium (max)	2.2%
Copper (min).....	860 ppm
Selenium (min)	0.20 ppm
Zinc (min).....	3,400 ppm
Vitamin A (min).....	80,000 IU/lb.

Ingredient Statement

Calcium Carbonate, Dicalcium Phosphate, Salt, Copper Sulfate, Manganous Oxide, Molasses Products, Zinc Oxide, Ferrous Sulfate, Cobalt Carbonate, Calcium Iodate, Vitamin A Supplement, Processed Grain By-Products, Choline Chloride, Animal Fat, Ethoxyquin (a preservative), Sodium Selenite.

Feeding Directions:

Feed free-choice at an approximate rate of 2 oz/head/day. Provide fresh, clean water.

Manufactured By:
YOUR NAME FEEDS
City, State Zip

NET Wt.: 50 lb. (22.67 kg)

Board Recommends Acceptance. <> moves, <> Seconds, Motion <>.

c. **Model Bill and Regulations Recommendations:**

- MBRC states that given that registration and labeling of silage additives is covered on page 113 of the 2022 OP under the definition of commercial feed in Section 3(b) of the Model Bill, SUIP #5 Registration and Labeling of Silage Additive Products should be deleted.

Board Recommends Acceptance. <> moves, <> Seconds, Motion <>.

- MBRC recommends revise Section 3(b) of the Model Bill as follows for clarity –
Section 3(b) The term “commercial feed” means all materials or combination of materials which are distributed or intended for distribution for use as feed or for mixing in feed, unless such materials are specifically exempted.
 - Unmixed whole seeds and physically altered entire unmixed seeds, when such whole or physically altered seeds are not chemically changed or are not adulterated within the meaning of Section 7(a) of this Act, are exempt.
 - The _____ by rule may exempt from this definition, or from specific provisions of this Act, commodities such as hay, straw, stover, silage, cobs, husks, hulls, and individual chemical compounds or substances when such commodities, compounds or substances are not inter-mixed with other materials, and are not adulterated within the meaning of Section 7(a) of this Act.

**The bullets are the points of clarity, otherwise nothing new has been added.*

Board Recommends Acceptance. <> moves, <> Seconds, Motion <>.

d. **Feed and Feed Ingredient Manufacturing**

- FFIM recommends updating Chapter 5, pg.258 – 263 of the 2023 AAFCO OP where all references to the VSIP were removed. Appendix A.

Board Recommends Acceptance. <> moves, <> Seconds, Motion <>.

This concludes committee and board recommendations needing membership approval.

7. Credential Report: FASS
Number of voting states represented:
Number of members present:
Number of countries:
Number of FDA representatives:
Number of life members:
Total meeting attendance:
 In-Person:
 Zoom:
8. **Meeting Concluded at <> CT.**

AAFCO Model National Medicated Feed Program

Section Editor—FASS

Mission

To provide US and world consumers with a safe, wholesome and affordable supply of meat, milk and eggs free of unsafe drug residues, and to protect the health of animals.

Objectives

The objectives of the Model National Medicated Feed Program are to:

- (1) Provide a credible, visible and cost-effective method for ensuring the use of prudent feed manufacturing practices.
- (2) Promote self-regulation and implementation of quality-assurance principles by all sectors of the regulated industry.
- (3) Enable FDA and State Regulatory Authorities to focus and prioritize regulatory compliance and inspection efforts to enhance efficiency and cost-effectiveness.
- (4) Foster a uniform regulatory environment among the regulated industry.
- (5) Enhance compliance by providing ongoing education and consultation with the regulated industry.
- (6) Promote expeditious, equitable and consistent application of enforcement of the regulated industry.

Inspection

Scope and Purpose

Current Good Manufacturing Practices regulations (CGMP) [Title 21, Code of Federal Regulations, Part 225] for feed manufacturing are regulations developed by FDA and adopted by most states in the same or very similar language. Inspections conducted to determine compliance with these regulations apply to all medicated feed manufacturing establishments (FDA licensed and non-FDA-licensed, commercial and on-farm mixer/feeder establishments). Inspections enhance animal and public health protection by assuring that the applicable regulations are understood and followed by each manufacturing establishment.

It is critical that all regulatory agencies (federal and state) involved in the control of feed manufacturing are operating from the same understanding and knowledge base that communication is extensive, and their efforts and activities are coordinated. Cooperative Agreements between FDA and State Feed Control Authorities are the preferred method for conducting CGMP inspections.

To ensure a viable, effective inspection program is maintained, the following concepts are needed:

- (1) To the extent practicable, only trained inspectors trained and specializing in examinations of medicated feed manufacturing establishments should be utilized in conducting such inspections.
- (2) “Hands-on” inspection training, preferably on a regional basis, to enhance consistency and uniformity of CGMP inspections should be available. FDA, State Feed Control Authorities, and the regulated industry should participate in developing and conducting the training programs.
- (3) Joint FDA and State inspections should be conducted concurrently to provide oversight of the adequacy of training, experience, and inspectional methods performed by State Feed Control Authorities and FDA inspectors.

- (4) A consistent model should be developed that both FDA and State Feed Control Authorities can use to ensure the randomness of routine, programmed inspections, and avoidance of duplicative inspectional efforts.
- (5) ~~A voluntary self-inspection program (VSIP), whereby medicated feed manufacturing establishments (FDA licensed and non-FDA licensed, commercial and on-farm mixer/feeder establishments) conduct “self inspections” to determine compliance with the CGMP regulations, should be implemented.~~

Categories of Establishments

Licensed. Medicated feed manufacturing establishments using Category II Type A medicated articles are required to have an approved FDA Medicated Feed Mill License and are required to be registered with FDA as a drug establishment. Licensed and registered firms are subject to a periodic CGMP inspection by FDA. A license is also required for manufacture of free-choice and/or liquid medicated feeds that follow an approved proprietary formula or specifications or include a Category II drug.

Non-Licensed. Medicated feed manufacturing establishments using Category I Type A medicated articles or medicated feeds to manufacture other medicated feeds, or manufacture free-choice and/or liquid medicated feeds, containing a Category I drug, following a published formula or specifications, are not required to be licensed or registered with FDA, and are not required to be registered as a drug establishment. These establishments are subject to random audit and for-cause inspections by FDA and State Feed Control Authorities, and may be subject to CGMP inspections conducted by State Feed Control Authorities.

Type of Inspections

- (1) **Pre-approval Inspection for License.** A pre-approval inspection is required for new applicants for a FDA Medicated Feed License. These inspections should be conducted by Certified Inspectors.
- (2) **Licensed Establishment CGMP Inspection.** Required CGMP inspections for registered drug establishments should be conducted by Certified Inspectors.
- (3) **Non-Licensed Establishment CGMP Inspections.** Inspections of non-licensed medicated feed establishments ~~that do not participate in VSIP~~ should be conducted by Certified Inspectors.
- (4) **For-Cause Inspection.** For-cause inspections for licensed, non-licensed and VSIP establishments should be conducted by Certified Inspectors based on information that raises questions, concerns, or problems with a regulated firm or commodity
- (5) **Random Inspector Audits.** Random inspector audits should be conducted by Certified Auditors.
- ~~(6) **VSIP Audits.** VSIP audits should be conducted by Certified Inspectors.~~
- ~~(7) **Voluntary Self-Inspection Program (VSIP).** VSIP is a program in which a medicated feed manufacturing establishment conducts its own inspection (a “self inspection”) for compliance with CGMP regulations. Medicated feed manufacturing establishments under this category may include FDA licensed and non-FDA licensed, commercial and on-farm mixer/feeder establishments.~~

~~VSIP is voluntary. Its purpose is to enhance public health by providing increased assurance to regulatory authorities of a medicated feed manufacturing establishment’s compliance with CGMPs through means other than routine~~

~~agency inspections. The goals of the program are to improve compliance with CGMP regulations and to increase animal and public health protection. It may also allow a regulatory authority to prioritize resources to focus on animal and public health inspection needs. The program achieves this through the medicated feed establishment meeting the criteria for participation in the self-inspection program, coupled with yearly reports of continued CGMP compliance.~~

~~The following are criteria for a medicated feed manufacturing establishment to participate in VSIP:~~

- ~~• The establishment provides written notification to the appropriate regulatory authority of its intent to participate in the program. The notification should include:

 - ~~(1) Name and address of the establishment~~
 - ~~(2) Name and title of responsible party at the establishment~~
 - ~~(3) A statement that the establishment will operate in full compliance with CGMPs.~~~~
- ~~• The establishment has implemented a written company or industry-based quality assurance program that meets FDA's CGMP requirements. The establishment has a "passed" inspection status based on an inspection for CGMP compliance conducted by the appropriate regulatory authority within two (2) years prior to the date of notification that the firm desires to participate in the program.~~
- ~~• Establishments that have a "failed" inspection status within two (2) years prior to the date of notification to participate in the program, or establishments that have not had a CGMP compliance inspection within two (2) years prior to the date of notification to participate in the program, may request a pre-approval inspection to verify current compliance with CGMPs.~~
- ~~• The establishment conducts the self-inspection at least once a year using either:

 - ~~(1) Attachment B (Form FDA 2481), the "Medicated Feeds Inspection Report" of Compliance Program 7371.004, Medicated Feeds Program, found in FDA's Compliance Program Guidance Manual (should be used for FDA licensed establishments) [Note: CVM has issued a single Comprehensive Animal Food Inspection Compliance Program (7371.000) and has revoked the CPs for Medicated Feed Manufacturing (7371.004) and BSE (7371.009). The FDA 2481 is still in use but is not directly included in the CP. The form can be accessed on the FDA.gov, FDA Forms page, <https://www.fda.gov/about-fda/reports-manuals-forms/forms>]; or,~~
 - ~~(2) The "Non-Licensed Medicated Feed Establishment Inspection Form," found in AAFCO's *Official Publication* (should be used for non-FDA licensed establishments).~~~~

~~Establishments participating in VSIP will conduct self-inspections using individuals who have a thorough understanding of medicated feed manufacturing and the applicable CGMPs, and are knowledgeable in conducting medicated feed inspections. These inspectors must be given ready access to all facilities, records, and documents necessary for the conduct of a complete CGMP inspection at the VSIP establishment.~~

~~If the establishment received a CGMP inspection by a Certified Inspector from an appropriate regulatory authority during the year, that inspection may serve as the self-inspection.~~

~~The self-inspection should include a review of any previous inspection to determine that corrective action was taken as promised. A responsible person for the establishment~~

~~should review all observations on the inspection form, formulate corrective action to be taken if necessary, and establish a target date for resolution of any deficient areas. Types of deficiencies could include:~~

- ~~(1) Deficiencies correctable at the time of inspection.~~
- ~~(2) Deficiencies requiring changes in procedures to ensure compliance.~~
- ~~(3) Deficiencies requiring additional employee training or employee changes to ensure compliance.~~
- ~~(4) Deficiencies that have been ongoing and continue to occur.~~

~~An establishment that has deficiencies that have been ongoing and continue to occur should be self-re-inspected within ninety (90) days to ensure the deficiencies have been corrected.~~

~~Within sixty (60) days of the self-inspection, a responsible person for the establishment submits a **Facility Annual Inspection Report (FAIR)** to the appropriate regulatory authority. The FAIR should include the following:~~

- ~~(1) The name and title of the person who conducted the self-inspection.~~
- ~~(2) The date(s) of the inspection.~~
- ~~(3) Statement that the establishment's quality assurance program meets the requirements established by the CGMPs~~
- ~~(4) A copy of the completed inspection report. If deficiencies are found, a narrative describing corrective action taken.~~
- ~~(5) A report of any deficiencies that have been ongoing and continue to occur. The establishment must explain the corrective action that is to be taken to ensure that the deficiency will be corrected and will not continue to occur. The results of the 90-day follow-up inspection should be submitted as a supplement to the FAIR.~~

~~An establishment participating in the VSIP program may be subject to VSIP Audit and For-Cause inspections by an appropriate regulatory authority. Inspectors should have access to the following:~~

- ~~(1) Records and copies of records as permitted by 21 CFR Part 225;~~
- ~~(2) Additional records and copies of records as permitted by the Federal Food, Drug, and Cosmetic Act (the Act) and the regulatory authority;~~
- ~~(3) The FAIRs that have been filed with the appropriate regulatory authority by the establishment and;~~
- ~~(4) The person who conducted the self-inspection to answer questions about how the self-inspection was done. This may be done by telephone.~~

~~An establishment's records, not addressed by the Act or regulations as noted above, and internal audit forms, are not subject to inspection by Certified Inspectors or auditors in this program. In the case of criminal action against the establishment, such records may be subpoenaed.~~

~~Participation in VSIP does not change the requirements for reporting under Title 21, Code of Federal Regulations, Part 510.301 for sponsors of new animal drugs used in feed.~~

~~An establishment's continued participation in the program will be based on its ability to continue to meet the criteria for participation.~~

~~Note: Medicated feed manufacturing establishments retain the option of voluntarily withdrawing from the program at any time.~~

Reports

- (1) Establishments that become aware of a hazard that poses an imminent threat to human or animal health or safety should report the applicable information to

the appropriate regulatory authority.

- (2) **Establishment Inspection Report (EIR).** The EIR will be used by Certified Inspectors for pre-approval, routine, for-cause and audit inspections.
- (3) **FDA 2481 (Inspection Checklist).** This inspection checklist will be used by Certified Inspectors for establishments that are registered and have a Medicated Feed License. ~~VSIP establishments that are licensed and registered with FDA should use this checklist for the annual self-inspection (FAIR).~~
- (4) **AAFCO Non-licensed Checklist.** Certified Inspectors will use this inspection checklist for establishments that are not required to be licensed and registered. ~~VSIP establishments that are not licensed and registered with FDA should use this form for their annual self-inspection (FAIR).~~
- ~~(5) **Facility Annual Inspection Report (FAIR).** Participants in VSIP are required to have a responsible person for each establishment file an annual report with the appropriate regulatory authority. A copy of the report is to be maintained by the establishment for a minimum of two years. The report is to include the following:~~
 - ~~• The name and title of the person(s) who conducted the self-inspection and the date of the inspection;~~
 - ~~• Certification that the establishment's quality assurance program meets CGMP requirements;~~
 - ~~• A copy of the completed inspection checklist (FDA 2481 or AAFCO). If discrepancies are found, a report describing corrective action(s) taken; and~~
 - ~~• A report of any deficiencies that have been ongoing and continue to occur. The establishment must explain the corrective action that is to be taken to ensure that the deficiency will be corrected and will not continue to occur. A follow-up self-inspection is to be conducted within 90 days to ensure all deficiencies have been corrected as promised.~~
- (6) **Notice of Inspection.** A written notice of inspection will be issued for all inspections, ~~except a notice of inspection is not required for a VSIP establishment conducting a self-inspection.~~
- (7) **Inspectional Observations.** A report listing all deficiencies will be issued for any CGMP deviation revealed during any inspection by Certified Inspectors.

Education and Training

Scope and Purpose

Persons responsible for regulating and inspecting medicated feeds, as well as those who manufacture such feeds, are to be proficient in their knowledge, understanding and application of the regulations governing medicated feed establishments. This is accomplished through the use of innovative and creative approaches to continuing education and training, as well as a service-oriented approach to regulation.

To promote a uniform regulatory environment for the regulated industry and provide a high quality, cost effective, food safety initiative for enforcing the Federal Food, Drug, and Cosmetic Act, the Medicated Feed Current Good Manufacturing Practice regulations (CGMPs) and State Feed Laws, the National Medicated Feed Program proposes a performance-based certification process.

Responsibilities of the Certifying Body (CB)

To implement the certification process, a Certifying Body (CB) is to be established to set minimum criteria and provide oversight to a Certifying Organization (CO) that is

Current Issues and Outreach Committee

2024 AAFCO Midyear Meeting
 Chattanooga Convention Center
 Chattanooga, Tennessee
 Tuesday, January 23, 2024
 1:15–1:45 pm EST

Agenda

Welcome & Opening Remarks

Jo Lynn Otero - New Mexico Department of Agriculture

Bethany McAnulty – Tennessee Department of Agriculture

SAFE – Safe Animal Feed Education

KC Gutenberger – Californial Department of Food and Agriculture

CIOC/Philosophy Workgroup Updates

Tera Keatts – Philosophy Communications

Workgroup Updates

Bethany McAnulty

AAFCO 101 Update and New Members

Jo Lynn Otero – New Mexico Department of Agriculture

Action Items

Responsible	Item	Action	Timing / Status
CIOC	Develop messaging on impact of animal feed safety to human health with three audiences: <ul style="list-style-type: none"> • Regulatory agency leadership • Feed manufacturers including food processors • Consumers 	<ul style="list-style-type: none"> • Design a flyer that can be distributed at meetings and as a resource for State Regulatory agencies to use to educate consumers and manufacturers. • Develop a member informational platform containing guidance materials, resource links and a fact sheet to members, advisors and published on the AAFCO website. • Promote resources to ensure awareness • Work with website redesign group to create ability to evaluate/track viewing of resources to measure impact. Add pop up to ask if information was helpful (Yes/No answer). 	Prepare and provide during Midyear meeting 2024

Proficiency Testing Program Committee

2024 AAFCO Midyear Meeting
Chattanooga Convention Center
Chattanooga, Tennessee
Tuesday, January 23, 2024
2:15–5:15 pm EST

Agenda

- 1) Call to Order
- 3) Introductions
 - a) Sign-in Sheet
- 4) Program Leadership and Administrative Updates
 - a) Quality Management System Update – A. Bombich
 - b) Committee leadership update – T. Rygiel
- 5) Update on August 2023 Action Items

Responsible	Item	Action	Timing/Status
QA Manager/Program Manager	ISO 17043 updates	Update Quality Management System to meet updated ISO 17043 standard	Complete by 2025
Committee Chair	AAFCO Laboratory Sampling Round Robin	Finalize details with PTP Committee input; prepare proposal; share with BOD	October 2023 (delayed)

- 6) Dietary Fiber & Vitamin Analysis – Andrew Komarek, ANKOM Technology
- 7) 2024 Subscription Update – B. Snodgrass
- 8) Customer Feedback - B. Snodgrass
- 9) Laboratory Sample Preparation Survey Update– N. Thiex/M. Swarbrick
- 10) OP 2024 Update Discussion -Replace Check Sample Program reference with Proficiency Testing Program
- 11) AV Workgroup update – J. Arbaugh
- 12) Other Business
 - a) Roundtable Discussion
- 13) Adjournment

Notes

Ingredient Definitions Committee

2024 AAFCO Midyear Meeting
Chattanooga Convention Center
Chattanooga, Tennessee
Tuesday, January 23, 2024
2:15–3:45 pm EST
Wednesday, January 24, 2024
9:00–10:30 am EST

Agenda Session 1

Meeting Registration Link: <https://www.aafco.org/Meetings/Annual/2023>

1. Committee members/advisors be present 5 minutes before meeting starts- Roll Call

Investigator Recommendations:

2. Move to OFFICIAL T9.41 Meat and Bone Meal, Stan Cook (5)
3. New OFFICIAL 73.027 Calcium Formate, David Snell (5)
4. New Tentative Definition T51.18 Deboned Fish Protein, Justin Hill (5)
5. New Tentative Definition T60.117(X) Dried Black Soldier Fly Larvae, for use in feline diets, Erin Bubb (5)
6. Upon membership vote to officially accept new common names: Add Corn Protein Feed and Corn Protein Meal to 22.5 Processed Grain Products, Collective Terms, Falina Hutchinson (5)
7. CVM placeholder (10)
8. New Feed Term Placeholder (10)
9. New Feed Term Placeholder (10)
10. AGRN 61 to Table 101.1- **Phytase enzyme produced by Pseudomonas fluorescens strain BD50104 expressing an altered appA 6-phytase gene from Escherichia coli strain K12**, Nathan Price (5)
11. AGRN 62 to Table 101.1- PENDING
12. AGRN 63 to Table 101.1- PENDING
13. Editorial to Table 101.1 AGRN-**Porcine Oligosaccharide peptide complex** FDA changed the published notice under Intended Use. Recommend that table 101.1 be edited to reflect the new language under Intended Use: "Utility information not evaluated for GRAS, see FDA's letter for more information."

Discussion:

14. Timeline discussion for deletion of "gluten" names in 2025. (date of sunset)
42.25 Grain Sorghum Gluten Feed (Grain Sorghum Protein Feed)
42.35 Grain Sorghum Gluten Meal (Grain Sorghum Protein Meal)
48.135 Corn Gluten Feed (Corn Protein Feed)
48.145 Corn Gluten Meal (Corn Protein Meal)

Presentation:

15. Use of Feed Terms, Ali Kashani (10)

Workgroup Action Needed:

16. From FLC: Review the caution statement in the definition for Ammonium Chloride. The current language is confusing. If a feed is labeled for a specific species, then that caution statement should read for that species only.
17. From MBRC: consider developing official feed terms for "ash", "acid insoluble ash", "air-ashed" and "sulfated ash". **If such official feed terms are accepted in the OP, SUIP #4 **Ash and nutrient elements are not analytically equivalent** should be deleted.
18. From MBRC: review historical information for evaluation of Spent Bleaching Clay as a possible official feed term or for inclusion under an existing oilseed definition or as a new feed definition. **SUIP #6 Spent Bleaching Clay (SBC)** should be retained in the OP at least until the Ingredient Definition Committee completes its review and makes a recommendation.

19. From MBRC: consider establishing a feed term for “rawhide.” **SUIP #7 Chews, Bones, and Toys for Pets and Specialty Pets** currently states that “rawhide generally refers only to beef, and many of these chews use other types of animal skins or hides.”

Investigator Training:

20. Recommendation for a Winter 2024 virtual session(s) (5)
21. Stand up work group-Need a lead, CVM (5)

Session 2

22. Committee members/advisors be present 5 minutes before meeting starts-Roll Call

Common Food Index:

23. List of items will be shared for public feedback in May 2024. Based on feedback, CFI subcommittee will recommend selected CFI additions at the August 2024 IDC meeting.
(Submission periods for the CFI run September through March for Annual Meeting and April through October for Midyear Meeting)- George Ferguson (5)

Work Groups update:

24. Animal Protein WG, Collagen update - Laura Scott (10)
25. Spent Bleaching Clay WG - David Snell (10)
26. Fluorine WG - Jennifer Kormos (5)
27. Dried Insect Ingredients for Reptiles/Wild Birds/Specialty Pets WG – Erin Bubb (10)
28. Tentative Definition Status WG - George Ferguson (5)

Parking Lot:

29. Possible new tentative definitions for “Recovered Fruits and Vegetables”, and “Recovered Fruits, Vegetables, Meat, Poultry and Seafood”- David Husner (5)
30. Presentation/Speaker - new research on how ingredients can play a role in reducing emissions from production animals.
31. Feed Terms: Pre, pro and postbiotics - Ali Kashani
32. Change all definition notations referring to the “Check Sample Program”. The description in the AV Table refers to it (historic reference), but otherwise the OP should say the “AAFCO Proficiency Testing Program.”

Panel Discussion

Wednesday, January 24, 2024, 10:00–10:30 am EST

Pre-, Pro-, and Postbiotics

Notes

Inspection and Sampling Committee

2024 AAFCO Midyear Meeting
Chattanooga Convention Center
Chattanooga, Tennessee
Tuesday, January 23, 2024
3:45–5:15 pm EST

Agenda

Welcome & Opening Remarks

Committee Member & Advisors Roll Call
Chad Linton, West Virginia Department of Agriculture
Jamie Spencer, Kansas Department of Agriculture

AITS & BITS

2023 BITS Update and 2024 AITS Schedule: Update from BITS in CA, and potential future host cities and proposed dates for BITS and 2024 AITS
Jessica Gore: North Carolina Department of Agriculture & Consumer Services
Chad Linton: West Virginia Department of Agriculture

Work Group Updates

Progress from Bulk Tote Sampling Method work group
Jamie Spencer: Kansas Department of Agriculture

Bagged Probe Sampling Study – Conclusion from KY;

Inspector Guidance Tool for PC and cGMP inspections
Wendy Powell, Michigan Department of Agriculture

Progress from AAFCO branded sampling equipment (Triers, bags, stream cutters, aseptic scoops, etc.) work group
Jamie Spencer: Kansas Department of Agriculture

Chain of Custody Workgroup- Update on progress- addition to AAFCO Inspectors Manual
Chad Linton, Lead with Jennifer Godwin, FDA

AAFCO Inspectors Manual Update WG- Progress and update on what has been completed and expected projects in the future.

Aseptic Sampling WG update

Other Topics for Discussion/New Business

Alignment of Chapter 5 of the OP with AFRPS- Update Chapter 5 sections - Debra Brasel, KS

AAFCO Strategic Plan Updates

Other New Business

Strategic Plan Updates:

(Strategic Plan- Objective 3.1 Promote and integrate Animal Food Safety Systems: 3.b.iii)
Integrate FDA state liaisons into Advanced Inspector Training (AITS) (in progress (total 50 of which 5 offered to FDA). Normalize the FDA participation numbers. Close off with documented participant rates in AITS planning documents. (we just add in the proposal for 5 FDA state liaisons to be saved, and if not filled, we can take the spots with state members)

AITS Training- Completed Annually

(Strategic Plan- Objective 3.1 Promote and integrate Animal Food Safety Systems: 2.c. Planning:

Develop example structure of a feed regulatory program (e.g. equipment, job descriptions) and make available through AAFCO. (Note: Has been tried unsuccessfully.) Work with Feed and Feed Ingredients Committee, Enforcement Issues Committee, Feed Labeling, and Lab Methods Committee

- Develop example structure of a feed programs (e.g. equipment, job descriptions)
- Make example feed regulatory structure available through AAFCO.

Develop a library that contains examples from feed regulatory programs

d. (Former Task 3) Align Chapter 5 of the OP with AFRPS.

(Note: MBR was aligned with FSMA as part of 2017-2020 Strategic Plan. Some committees are already working on parts of Chapter 5 material.) Identify current gaps.

- Update Chapter 5 sections- Debra Brasel- work in progress

3.b.iii. Integrate FDA state liaisons into Advanced Inspector Training (AITS) (in progress (total 50 of which 5 offered to FDA). Normalize the FDA participation numbers. Close off with documented participant rates in AITS planning documents.

(Added in the proposal for 5 FDA state liaisons to be saved, and if not filled, we can take the spots with state members)- Completed.

4.a. Inspection Procedures

Improve documentation on inspection procedures to align with AFSS. Feed inspection manual is already in place (review for clarity).

Document regular process to review inspection manual and improve documentation. Review every 2 years now.

AAFCO Inspectors Manual WG is working on this and will be updating the manual annually.

5.a Training

a. Identify training gaps with respect to AFSS and the tools needed to increase staff competencies.

- Send regular (establish annual/bi-annual frequency) surveys to assess needs.
- Compile and present results of survey during ISC meetings
- Prioritize needs based on survey results.
- Develop training plans, and training workshop proposals to submit for Board approval
- Promote training through AAFCO website to increase participation and reach those programs that do not regularly attend AAFCO meetings.
- Create a training evaluation form to be completed by participants post-training.
- Collaborate to send participant(s) post-training competency evaluations to assess training effectiveness.

b. Publish training resources on AAFCO website. Identify and develop additional training material needed. Support training to ensure proficiency.

- Identify and publish training resources on AAFCO website in a central place. Include existing resources.
- Identify and develop additional training material needed.
- Develop strategies to support training to ensure proficiency.

(Inspector Guidance Tool WG is currently working on this project)

(Strategic Plan- Objective 3.1 Promote and integrate Animal Food Safety Systems: 7. Quality Systems)

a. Provide resources related to quality and accreditation. Accredite both inspector and state program. Reference IFPTI and AFRPS. Provide a link on AAFCO website where state regulatory personnel can gain information on capabilities. LMSC are a resource if questions arise.

- Establish a Quality Assurance sub-committee under the ISC to update and provide resources related to quality and accreditation. Need a system ensuring comparable results from different inspections.

Provide a link on AAFCO website where state regulatory personnel can access information.

(Strategic Plan- Objective 3.2 - Promote and integrate laboratory technology, methods, quality systems, and collaboration in support of Animal Food Safety Systems.) (ISC and LMSC)

1. Planning:

- a. Promote AFRPS collaborative sampling work planning between lab and state regulatory programs (SRP) on an ongoing basis. AFRPS is model template to use whether an AFRPS state or not. Challenge is that FDA did not use with Lab Flexible Funding Model. Action underway to try to bring together in one. Have to be in AFRPS to be eligible for LFFM. Labs are not part of AFRPS annual meeting planning. Need to return to collaborative process. LMSC is currently running state survey to develop a library of methods and technology to support this.
 - Establish working group to develop process and promotion activities.
 - Work with FDA to integrate LFFM with AFRPS and include labs in AFRPS annual meeting planning.
 - Promote AFRPS planning component with non-AFRPS states. Offer template (model) to non-AFRPS states to help within state planning.

(Strategic Plan- Objective 3.2 - Promote and integrate laboratory technology, methods, quality systems, and collaboration in support of Animal Food Safety Systems.)

2. Sampling Procedures

- a. Improve documentation on sampling (properly, chain of custody). Sampling guide is already in place (review for clarity).
 - Review sampling guide (clarity) and improve documentation.
 - Add chain of custody (up to point of acceptance transfer to lab). Within the lab, ISO addresses traceability.

(ISC) Train of Custody WG working with FDA on MFRPS

- b. Review sampling protocols to ensure sample and analyte integrity (e.g. exposure to light, heat). Adjust protocols as necessary and share via AAFCO (could be integrated with 2.a. above)
 - Review and adjust sampling protocols to ensure sample and analyte integrity (e.g. exposure to light, heat). Share via AAFCO.

(ISC & LMSC)

- c. Review sampling procedures (e.g. blocks, aseptic (*has WG*)).
 - Review and update sampling procedures to ensure they are fit for purpose (e.g. blocks). Continue and complete procedures for aseptic.

(ISC and collaborate with LMSC)

- d. Review inspector sampling to ensure consistency and proficiency with sampling protocols. Audit type function. AFRPS has audit standard.
 - Promote use of AFRPS audit process to ensure inspectors are proficient.
 - Integrate audit function in Sampling Guide.
 - Review and provide training resources to meet the needs identified from the audit.

(ISC)

Adjourn

Laboratory Methods and Services Committee

2024 AAFCO Midyear Meeting
Chattanooga Convention Center
Chattanooga, Tennessee
Wednesday, January 24, 2024
8:00 am–3:15 pm EST

All virtual attendees must register for the AAFCO Annual Conference at <https://www.aaftco.org/events/meetings/annual/2024-annual-meeting/> to gain access to this meeting

Agenda

- 1) Call to Order
- 2) Review and Approval of Agenda
- 3) Introductions
 - a) Sign-in Sheet
- 4) Dietary Fiber & Vitamin Analysis in Feeds and Pet Foods – Andrew Komarek, Ankom
- 5) Survey of Quantitative Methods for Feed Additives – Leo Schilling, Eurofins
- 6) Update on August 2023 Action Items and AAFCO Strategic Plan Objectives

Responsible	Item	Action	Timing / Status
Co-chairs	Hazards/ Contaminants Survey	Revise and send survey to regulators for 2025	December 2024
LMSC QA Sub- committee	QAQC Guidelines	Revise the QAQC Guidelines to align with ISO17025:2017	September 2022 – January 2023/In progress
LMSC	Training Resources	Collect training resources for new AAFCO website/LMSC Training Need volunteer labs to host trainings	January 2023 – January 2025/Resources are being obtained and are posted on website. This is on-going. APHL is coordinating with LMSC to link existing training resources to LMSC webpage. Survey sent August and September 2023 to state labs, responses being gathered for presenting at MY meeting in 2024
Co-chairs (K. McCallum)	Training Program	Develop proposal and timeline for LMSC training program. Send survey to labs willing to host training	Proposal and timeline draft/January 2024; In Progress Submit proposal to BOD and EIC/2024 MY meeting. Survey created and sent to Dani 9/22/2023

- 7) AAFCO LMSC Training Proposal Review – K. McCallum
- 8) AAFCO LMSC Training Program
 - a) Survey Results – K. McCallum
 - b) Review of LMSC Training Website – S. Webb and K. McCallum
- 9) Working Group Updates (**Brief Update**) – LMSC WG Leads
 - a) Hemp
 - b) Metals
 - c) Fat Soluble Vitamins
 - d) Mycotoxins

Education and Training Committee

2024 AAFCO Midyear Meeting
 Chattanooga Convention Center
 Chattanooga, Tennessee
 Wednesday, January 24, 2024
 8:00–9:00 am EST

Agenda

Welcome, Introductions/Roll Call and Opening Remarks

Marissa Kost, Committee Chair

Workgroup Updates (20–25 mins)

Training Curriculum Update—Marissa Kost (DISBAND WORKGROUP)

- Leadership Training – Marissa Kost, NC
 - 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

<p>1. Improve orientation and training for Committee Chairs and Board members.</p> <p>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 ▪ Robert’s 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 Subcommittee).</p>	<p>Fall 2023</p>
<p>Priority 4: Identify leadership training (e.g., LinkedIn 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>

- DigitalChalk Usage – Kate Nelson, CT
 - Members: Kate Nelson (Chair), Jacob Fleig, Marissa Kost

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 Feed BIN Vote

- Laboratory Survey
 - Members: TBD

<p>GOAL 2, Objective 2.1—Be the leading training resource for animal food regulators and laboratories within 5 years.</p> <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 the survey timing). 	<p>Late 2023/Early 2024 (Midyear)</p>
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Training Availability Updates (10–15 mins)

- FDA OTED Training Update – Kimberly Hull & Traci Kelm, FDA OTED Sub-Committee Updates (5 mins)
- Feed Administrator’s Seminar Sub-Committee
 - FAS 2024 – South Carolina

Workshop Calendar Request Updates (5 mins)

- Annual 2024 (San Antonio, TX) – Feed Labeling Workshop

New Business (5 mins)

Adjourn

Model Bills and Regulations Committee

2024 AAFCO Midyear Meeting
Chattanooga Convention Center
Chattanooga, Tennessee
Wednesday, January 24, 2024
10:45–11:45 am EST

Agenda

- 1) SUIP 7- Chews, Bones, & Toys-Cathy Alinovi (Attachment A)
- 2) SUIP 8- Live Plants
- 3) SUIP 9- Insects
- 4) Proposed Modification of Poultry Feed Guarantees-David Husner
- 5) Lot Identifiers on Feed Labels-David Husner (Attachment B)
- 6) Pet Food/Feed Cottage Food Exemption-Dan King

Attachment A

SUIP Suggestions, December 14, 2023

Progression of Proposed Modifications to the Commercial Feed Act, 3(b)

Original as of January 2023 OP, p. 107:

When used in this Act:...

- (b) The term “commercial feed” means all materials or combination of materials which are distributed or intended for distribution for use as feed or for mixing in feed, unless such materials are specifically exempted. Unmixed whole seeds and physically altered entire unmixed seeds, when such whole or physically altered seeds are not chemically changed or are not adulterated within the meaning of Section 7(a) of this Act, are exempt. The _____ by rule may exempt from this definition, or from specific provisions of this Act, commodities such as hay, straw, stover, silage, cobs, husks, hulls, and individual chemical compounds or substances when such commodities, compounds or substances are not inter-mixed with other materials, and are not adulterated within the meaning of Section 7 (a) of this Act.

Revision for Clarity (Recommendation #3, August 1 2023, by MBRC to BoD):

When used in this Act: ...

- (b) The term “commercial feed” means all materials or combination of materials which are distributed or intended for distribution for use as feed or for mixing in feed, unless such materials are specifically exempted:
 - i. Unmixed whole seeds and physically altered entire unmixed seeds, when such whole or physically altered seeds are not chemically changed or are not adulterated within the meaning of Section 7(a) of this Act, are exempt.
 - ii. The _____ by rule may exempt from this definition, or from specific provisions of this Act, commodities such as hay, straw, stover, silage, cobs, husks, hulls, and individual chemical compounds or substances when such commodities, compounds or substances are not inter – mixed with other materials, and are not adulterated within the meaning of Section 7 (a) of this Act.

Current SUIP 7 (2023 AAFCO OP, p. 237-8):

7. **Chews, Bones, and Toys for Pets and Specialty Pets** - The following products, whether flavor-coated or unflavored, shall be exempt from registration and labeling, unless the manufacturer, in its product labeling or advertising, makes any claim that the product is intended for use as an animal food, or that the product provides

anything of nutritional value to the animal (i.e., “digestible” or “high protein”).
(Adopted 1989, Amended 1996, 2001, 2004, 2007, 2008)

NOTE: Labeling information required by the Code of Federal Regulations are applicable to the labeling of all these products:

- All chews, bones, toys and exercisers made of animal skin, hide, wood, or man-made material
- Hooves
- Ears
- Animal Bones
- Ligaments
- Snouts
- Pizzles

Rawhide generally refers only to beef, and many of these chews use other types of animal skins or hides.

New Proposal to MBRC from SUIP WG: Incorporate SUIP 7 (January 2024):

When used in this Act: ...

- (b) The term “commercial feed” means all materials or combination of materials which are distributed or intended for distribution for use as feed or for mixing in feed, unless such materials are specifically exempted:
- i. Unmixed whole seeds and physically altered entire unmixed seeds, when such whole or physically altered seeds are not chemically changed or are not adulterated within the meaning of Section 7(a) of this Act, are exempt.
 - ii. The _____ by rule may exempt from this definition, or from specific provisions of this Act, commodities such as hay, straw, stover, silage, cobs, husks, hulls, and individual chemical compounds or substances when such commodities, compounds or substances are not inter – mixed with other materials, and are not adulterated within the meaning of Section 7 (a) of this Act.
 - iii. All chews, bones, toys and exercisers made of animal skin, hide, wood, or man-made material for Pets and Specialty Pets, whether flavor-coated or unflavored, – Hooves, Ears , Animal Bones, Ligaments, Snouts, Pizzles. - unless the manufacturer, in its product labeling or advertising, makes any claim that the product is intended for use as an animal food, or that the product provides anything of nutritional value to the animal (i.e., “digestible” or “high-protein”).

NOTE: Labeling information required by the Code of Federal Regulations are applicable to the labeling of all of these products

Additional SUIP WG Recommendations on SUIP 7:

The WG recommends deletion of Labeling Note regarding CFR – as this is understood throughout the regulated industry

The WG proposes the addition of word “synthetic” after man-made for clarification in 3.(b) part iii.

Attachment B

Labeling Committee—Unique Identifiers on Feed Labels

Recommendation #1:

Add lot identifiers definition to model bill Section 3. Definitions of Words and Terms

"Lot identifier" means a unique identifier, such as a run number, code, date, or other suitable identification for each batch or production run that enables the manufacturer to accurately trace the manufacturing and distribution history of a product. To facilitate tracing of packaged products, lot identifiers can be applied to the label, container, or package. For bulk products, lot identifiers can be applied to the label, invoice, or other documents accompanying the product.

Add below language to Section 5. Labeling of Model Bill

- (a) In case of a commercial feed, exempt a customer-formula feed, it shall be accompanied by a label bearing the following information.
- (8) A lot identifier.
- (b) In the Case of a customer-formula feed, it shall be accompanied by a label, invoice, delivery slip, or other shipping document, bearing the following information:
- (8) A lot identifier.

Add below language to Regulation 2. Label Format of Model Regulations

- (e) A lot identifier

Recommendation #2:

Move to insert Section 15. Recordkeeping Requirements in the Model Bill and move the current Sections 15-19 to follow Section 15. Recordkeeping Requirements in Sequential order

Section 15. Recordkeeping Requirements

- a) Records shall be maintained and be adequate to facilitate a recall of a specific batch or production run of commercial feed product that has been distributed.
- b) Records relating the lot identifier to the manufacture and distribution of the commercial feed product must be kept for one year after the last date of distribution.

Recommendation #3:

Move to insert Regulation 11. Recordkeeping Requirements in the Model Bill and move the current Regulation 11-13 to follow Regulation 11. Recordkeeping Requirements in Sequential order

Regulation 11. Recordkeeping Requirements for Manufacturing

- (a) For each commercial feed distributed, complete records shall be maintained in a manner that will facilitate the recall, diversion, or destruction of the commercial feed, if necessary. Such records shall be maintained for at least one year after the date of distribution by the manufacturer and shall include the following;
 - 1. Date of manufacture.
 - 2. Lot identifier.
 - 3. Date and quantity distributed.
- (b) Records required under this section shall:
 - 1. Be kept as original records, true copies, or electronic records.
 - 2. Be accurate, indelible, and legible.
 - 3. Be created concurrently with the performance of the activity documented.
 - 4. Be as detailed as necessary to history of work performed.

Pet Food Committee
2024 AAFCO Midyear Meeting
Chattanooga Convention Center
Chattanooga, Tennessee
Wednesday, January 24, 2024
1:15–3:15 pm EST

Agenda

Roll call/Welcome and Opening Remarks

1. Human Grade work group - (5) Holly Jewell
2. BOD Charge (15) Stan Cook/Liz Beckman
 - a. George Ferguson moves to have the BOD charge the Pet Food Committee to review CFR 501.105 as it pertains to Pet Treats as well as AAFCO's Model Bill and Regulations PF2 to determine if our position is still consistent with the language in the regulation. Josh Arbaugh Seconds. MOTION CARRIES.
 - b. Ashlee-Rose Ferguson MOVES to charge the Pet Food Committee to establish a new expert panel to review relevant research related to Ca/P in cats, and to determine if any revisions need to be made to the AAFCO Cat Food Nutrient Profiles. Dan King Seconds. MOTION CARRIES.
 - c. Ashlee-Rose Ferguson moves to charge Pet Food Committee to explore establishing a routine review of the AAFCO Nutrient Profiles. Laura Scott Seconds. MOTION CARRIES.
3. Implementation – (5) Jennifer Roland
4. Training & Outreach Sub-Committee – (20) Holly Jewell
 - a. Regulator/Industry WG – Katie/Lorey Bell
 - b. Consumer/Vet/Retailer – Tiffany/Leschishin
5. Copper Claim work group – (20) Karen Donnelly
6. PFC Member/Advisor commitment – (10) Stan Cook/ Liz Beckman

Feed and Feed Ingredient Manufacturing Committee

2024 AAFCO Midyear Meeting
Chattanooga Convention Center
Chattanooga, Tennessee
Thursday, January 25, 2024
8:00–8:45 am EST

Purpose Statement

Working cooperatively with the Food and Drug Administration, Canadian Food Inspection Agency, feed and feed ingredient manufacturers and other relevant domestic and international stakeholders, develop science- and risk-based regulations. Such regulations would support the implementation of effective inspection and compliance strategies as well as be useful in providing education and information to stakeholders. The overall goal is to minimize the presence of chemical, microbiological and physical hazards in animal feeds to the levels necessary to protect human and animal health.

Agenda

- 1.) Welcome and Committee Member Introduction (Committee Co-Chairs Charles Hubenka & Jessica Gore)
- 2.) Review Action Items/Reports from Working Groups and Liaisons
 - Working Group 3 – Update on Contaminant and Hazard Lab Strategy/Regulatory Program Needs Survey – Eric Brady
 - Work Groups Disbanded
 - VSIP Section references in Ch.5 Work Group
 - Nutrient Contamination Working Group
 - Strategic Plan assignments for 2023 – 2025. Discussion/workgroups. -Charles Hubenka
 - See attached.
- 3.) New Business:
 - Knowledge Gaps Regarding Adulterants/Drug Residues in Foods Intended for Animals: Survey Results.
 - Dr. Mike Murphy, Director, AVMA, DAPH
 - Dr. Emily Cornwell, Veterinary Medical Officer, FDA CVM
- 4.) Canadian Regulatory Update
- 5.) Industry Stakeholder Updates
- 6.) Other Business

Attachment A

Excerpt from 2023-2025 Strategic Plan Committee Assignments

Objective 3.1 – Promote and integrate Animal Food Safety Systems.

Tasks

1. Identify the elements (roadmap) and implement the activities needed to achieve the objective (considering the narrative (above) and tasks (below)).

Responsible: Feed and Feed Ingredient Manufacturing Committee (FFIMC), Inspection and Sampling Committee (ISC), Enforcement Issues Committee (EIC) (joint meeting of committee leaders to develop the plan)

-COMPLETE

2. (d) Align Chapter 5 of the OP with AFRPS. (Note: MBR was aligned with FSMA as part of 2017-2020 Strategic Plan. Some committees are already working on parts of Chapter 5 material.)

Responsible: EIC, ISC, FFIMC, Feed Labelling Committee (FLC), LMSC support (Committees with relevant sections)

- Deliverable and Timeframe:
 - Identify current gaps by Midyear 2024 - **COMPLETE**
 - Update Chapter 5 sections by Dec. 2025

Objective 3.2 - Promote and integrate laboratory technology, methods, quality systems, and collaboration in support of Animal Food Safety Systems.

Tasks

1. Identify the elements (roadmap) and implement the activities needed to achieve the objective (considering the narrative (above) and tasks (below)).

Responsible: FFIM, LMSC (joint meeting of committee leaders to develop the plan)

-COMPLETE

2. (c) Survey SRP to identify testing needs. LMSC is currently running survey to identify analytes (Consider identifying criteria to determine what types of analytes will be on the sampling plan) and develop a library of methods and technology. Prior survey through FFIMC went to SRP seeking feedback on analytes of interest (toxins) with second part to identify lab capability. This will be done on a regular basis.

- **Responsible: FFIM, LMSC** and include Pet Food Committee (PFC), due to the label modernization changes that will be taking place.

-COMPLETE

Notes

Technology Committee

2024 AAFCO Midyear Meeting
Chattanooga Convention Center
Chattanooga, Tennessee
Thursday, January 25, 2024
8:45–9:45 am EST

Notes

Strategic Affairs Committee

2024 AAFCO Midyear Meeting
Chattanooga Convention Center
Chattanooga, Tennessee
Thursday, January 25, 2024
11:00 am–12:00 pm EST

Agenda

1. Introductions and Agenda Review
2. Strategic Plan
 - o 2023-2025: Update
 - o 2023-2025 SAC assignment update:
Establish charitable giving/scholarship framework. (Objective 1.3 Task 2)
Responsible: Strategic Affairs Committee (SAC) and FC
Deliverable: Completion of guidelines for recommendations to the Board within one year and Board implementation within two years.
 - Aligns with organizational health, not with financial management improvement. Could be scaled. One charity per year that President recommends and Board approves. Could include educational scholarships or endowment foundation. Develop thresholds and guidelines when revenue allows.
 - Should report out at midyear and annual. Could include report back from recipients at member meetings.**Timeframe:** Annual meeting 2024
 - SAC & FC Collaborative Work Group: Kristen, Ashlee-Rose, Ernie, Linda (lead), George and Austin
 - Report (Appendix 1) consideration
3. Procedures Manual update/clarification including linkage with By-Laws and Official Publication (expanded from Secretary-Treasurer description update)
 - The WG will:
 - Focus on defining what information is maintained in each of the three. Reduce overlap and duplication. Consideration should be given to minimizing OP content respecting procedures that could be placed in the PM. This would help manage the size of the OP.
 - Conduct fulsome review/update; include consideration of how the PM is managed (information storage; format; maintenance)
 - Work Group: Ashlee-Rose, Kent, Ken (By-Laws SC), Linda, Stan and Austin (lead)
 - *Work outline started in the Bin. Business practices versus association practices need to be differentiated, perhaps with different sections in the PM. By-Laws Subcommittee did a review and made recommendations for a few other activities (Shared in Bin).*
 - *The Board also developed a charge to form a BOD workgroup (Austin, Ken and George) to review Chapter Three of the Official Publication, excluding the Association By-Laws. This workgroup should consider overlap with the procedures manual and committee guidelines as well as the creation of internal standard operating procedures associated with routine association work. Special emphasis should also be given to consider including a new table that defines the pre and post meeting deadlines and responsibilities around creating the Business Meeting Agenda. The workgroup should provide a recommendation back to the BOD at the 2023 July BOD meeting. This Board Charge will be integrated into the SAC WG activity.*
 - Timing: Report by Annual 2024
 - Update: Interim report - Austin
4. New Business
 - a. International AAFCO Members
 - Board Charge - Review and consider international AAFCO membership and whether or not there should be an additional tier with some restrictions for AAFCO membership.

- Historically: Costa Rica & Canada
 - Recently we have had inquiries from Saudi Arabia & potentially the Philippines.
 - By-laws: Article II Section 2 seems clear that international agencies can participate
 - Name “Association of American Feed Control Officials” – does this limit to the north/south American continents only?
 - Question: Do we allow international members?
 - Concerns/Comments:
 - Language barrier
 - Can they be involved, but not voting members?
 - AAFCO’s set-up is really based on the collaboration between states.
 - Establish working group and timing.
5. Business to Come
- a. Advisor Nomination Form
- Board direction coming shortly along with draft form
 - Establish Working Group to review form

Outstanding: Identify SAC representative to CIOC

Action Item Table

Responsible	Item	Action	Timing / Status
WG: Ashlee-Rose, Kent, Ken, Linda, Kristen, Stan and Austin (lead)	Procedures Manual/By-Laws/Official Publication update	Update/clarify Procedures Manual including linkage with By-Laws and Official Publication (expanded from Secretary-Treasurer description update)	Report by Annual 2024
Linda (lead), Ernie Berkeley, Kristen, Ashlee-Rose, George and Austin	SP: Objective 1.3 Task 2 (FC & SAC collab)	Establish charitable giving/scholarship framework.	Annual 2024

**Appendix 1
Charitable Giving Work Group Report**

Zoom meetings:

October 6, 2023 - Attendees: Kristen, Ernie, Austin, Ashlee-Rose and Linda; George absent.
 November 6, 2023 - Attendees: Kristen, Ernie, Ashlee-Rose and Linda; Austin and George absent.
 December 6, 2023 - Attendees: Kristen, Ashlee-Rose, Linda and Austin; George and Ernie absent.

Background

- o 2023-2025 SAC and FC assignment:
 - Establish charitable giving/scholarship framework. (Objective 1.3 Task 2)
 - Responsible: Strategic Affairs and Finance Committees
 - Deliverable: Completion of guidelines for recommendations to the Board within one year and Board implementation within two years.
 - Aligns with organizational health, not with financial management improvement. Could be scaled. One charity per year that President recommends, and Board approves. Could include educational scholarships or endowment foundation. Develop thresholds and guidelines when revenue allows.
 - Should report out at midyear and annual. Could include report back from recipients at member meetings.

Timeframe: Annual meeting 2024

SAC & FC Collaborative Work Group: Linda (lead), Ernie Berkeley, Kristen, Ashlee-Rose, George and Austin

Discussion held during SAC annual meeting August 2nd, 2023, considered by the Work Group:

- Concept arose because of Presidents who wanted to donate in lieu of Presidential plaque; donations have been to a cause of the President's choosing.
- FC group working to identify investment triggers; money available outside normal budget to be used to reinvest in organization; could include charitable giving.
- Could be both presidential donation and educational, finances permitting. Could be scalable and budget dependent; build process to include in budgeting cycle.
- Build process - could be educational endowment which would require ongoing work (organization/monetary commitment (10-20K); AFIA have an education foundation for which they fundraise; Could include industry collaboration - needs to be explored.
- Need criteria (e.g., recognized charity, no conflict of interest, related to AAFCO Mission)
- Need to be clear that this is not the same as AAFCO scholarship to support member attendance at meetings (generally specific travel costs).
- Could be used to fund attendance of non-members to meetings (e.g., Ag student exposure to AAFCO, MANRRS program (Minorities in Agriculture, Natural Resources and Related Sciences), FFA (national officers), 4H (age appropriate)). Would need to define what they do when attending (Roberts Rules, taking minutes)). Define selection process to identify recipient with real interest. Advertising to Ag colleges to promote awareness and interest in careers in feed (regulation/manufacturing) through endowment, internship, attendance at AAFCO meetings.
- Could be an internship with some monetary support; or Co-op (anytime during the year) or summer student.
- Summary areas to consider:
 - o Charitable giving
 - o Attendance travel scholarships for members and non-members
 - o Continuing education scholarships
 - o Internship program

Work group discussion and recommendations

1. Charitable giving

- o Recently this has been limited to Presidents who wanted to donate in lieu of receiving a plaque.
 - Currently line item in budget (5K) separate from awards.
 - Presidents could choose plaque (including size) and charity with Board support.
 - FC will confirm ongoing 5K allocation is a reasonable amount. FC may adjust the amount based on budget pressures in any given year.
- o Do we want this to be only for Presidents or make it broader (e.g., Board)? President only
- o Do we want parameters set on what kind of charity? Criteria: recognized charity, no conflict of interest, related to AAFCO Vision (e.g., relates to human and animal health)
- o What should the monetary limit be? Keep it at a 5K maximum.
- o There is not monetary donation amount that also benefits AAFCO as a tax write off given the association is a not for profit.

Recommendation: Charitable giving is at the direction and discretion of the President. The charity selected must be a recognized charity, not a conflict of interest and related to the AAFCO Vision (e.g., relates to human and animal health). Recommend that charitable giving has a 5K maximum unless there are budget pressures limiting it to a lesser amount and refer to FC for concurrence.

2. Attendance travel Scholarships for members (another SP group working on this) and non-members.

- o What is a scholarship? The dictionary definition speaks to support for education. If someone attends a meeting, what do we do that really educates them, other than general exposure to the association. To be truer to "scholarship", a formalized education plan would be needed to ensure our investment in a scholarship has merit.
- o What reason would we have for paying for a non-member to attend and call it a scholarship?
 - Could be used to fund attendance of non-members to meetings (e.g., Ag student exposure to AAFCO, MANRRS program (Minorities in Agriculture, Natural Resources and Related Sciences), FFA (national officers), 4H (age appropriate)). Would need to define what they do when attending (Roberts Rules, taking minutes)) and selection

process to identify recipient with real interest. Advertising would be needed to Ag colleges to promote awareness and interest in careers in feed (regulation/manufacturing) through endowment, internship, attendance at AAFCO meetings. All of this would require significant resources.

Recommendation: WG do not support proceeding with scholarships for non-members and feel time is better spent elsewhere now.

3. Continuing education scholarships

- o What do we consider continuing education? Something to follow BITS, AITS. AFRPS have this requirement (20 hours every 36 months). Could be a refresher, update on current trends, etc. WG decision to refer to Education and Training to develop and roll out as regular AAFCO business. Once done AAFCO could consider scholarships to support participation as part of member education scholarship.

Recommendation: Refer continuing education to Education and Training Committee to develop and implement as regular AAFCO business. AAFCO could then consider member scholarships to support participation.

- o Educational endowment would be time consuming and require substantial administrative oversight. AAFCO lacks resources but could consider contributing to an endowment that is already set up and run by another organization. If so, it would still require time to find it. Could be ad hoc (e.g.: member pursuing post grad could apply for support, describe benefit etc.) as passive option. How do people even know about it? Would need to set up static web page for members listing examples with criteria.

Recommendation: Refer ad hoc passive educational endowment to the Board for direction before proceeding.

- o Should we create an AAFCO course on feed regulation and inspection for formal ag institutions to use in their curriculum? This has the potential to reach a wider audience. This is not a continuing scholarship item.

Recommendation: Refer development of AAFCO course on feed regulation and inspection to Board for consideration. If approved suggest referring to ETC.

4. Internship program

- o Discussion to better understand what this means:
 - Questionable value when there is no ongoing single workplace. Participation at meetings would only be a couple of weeks a year. Would need to define what they do when attending (Roberts Rules, taking minutes, registration desk).
 - Could limit to “student” program where they shadow Board or Committee Chairs during meeting to provide exposure.
 - Shadow program AFDO for IFPTI cohorts. Submit applications to select students to be junior Board member which has been discontinued (linked to funding pause to IFPTI) as it was costly.
 - Would need to define selection process to identify recipient with real interest.
 - Need to establish liaison while at meeting and for follow up to assess benefits.
 - Suggestion: Provide 3 complimentary registrations for the location where the meeting is being held. Candidate identification options could: involve asking host and adjacent (by region) states to identify potential attendees; or post on registration website (would require assessment process by AAFCO). The latter is considered too much work. All travel costs/hotel/per diem would need to be considered.
 - Guidance provided to the ED from a Clemson University Advisor was that AAFCO could consider modeling a student program based on Clemson University Cooperative Extension Service’s Artificial Insemination (AI) program. This is just one example, but their program consists of 16 hours of classroom lectures, and 16 hours of hands-on laboratory work. This results in a certificate or credential that helps students feel like they are gaining a marketable skill for their resume. An example “AAFCO Student Program” or “AAFCO Regulatory Student Credential (ARSC)” could consist of requiring students to have completed X hours of college level Animal Science courses, and then require them to complete X hours of in-person attendance at AAFCO meetings with specific tasks such as taking minutes, recording votes, etc.

- AAFCO's current mentoring program for first time meeting attendees is very informal. Individuals with AAFCO experience such as Chairs and Board members are encouraged to attend our first-time attendee reception as "mentors." They attend the reception to mingle and meet new attendees, but this doesn't generally go much further than casual conversation. While it helps new attendees feel welcome, it may not be sufficient in helping understand AAFCO processes. A new survey to first time attendees is planned to gather additional feedback at Midyear 2024. This program would need to be expanded and strengthened before adding new individuals, like students, into the program so they would find it beneficial.
- Overall, an internship or student program has merit, but we need to firmly decide what activities at our meeting would provide to benefit to a student. Additional resources would also be needed to help oversee a new potential program before it being initiated (i.e., at least one more AAFCO FTE).
Recommendation: Given the time requirements and AAFCO's volunteer base, time is better spent developing member participation. An internship/student program could be developed in future. Suggest retaining the concept in "parking lot" maintained by the Board.
- Advertising to Ag colleges to promote awareness and interest in careers in feed (regulation/manufacturing) through endowment, internship, attendance at AAFCO meetings.
Recommendation: Refer advertising to Ag colleges to promote awareness and interest in feed regulation careers to CIOC for consideration before discussing financial aspect.

Motion to accept WG report Kristen; second Ashlee-Rose; motion carries.

Appendix 2

Strategic Plan 2023–2025

In early 2022, the Board of Directors (Board) and Committee Chairs as well as Food and Drug Administration (FDA) and Past President representatives met virtually to establish Goals and Objectives. Tasks were identified at Seminar (May 16) (hybrid virtual and in person) and finalized virtually in October. The Board decided to **Table Objectives 1.1 and 4.1** from Task identification at Seminar. The work will be done in future, led by a Board group.

For 6 Objectives, each group was asked to:

1. Identify and prioritize Tasks for each Objective. Identify intended outcomes for each Task and prioritize the Task list.
2. For each Task identify responsible committees, timelines and activities to achieve the Task outcome. Consider resources and \$ implications.
3. Each Task needs to have a tangible outcome that will translate into what will be accomplished.
4. Tasks will be identified based on the premise that they will be completed within the Strategic Plan timeframe (3 years starting January 2023; full years 2023-2025). If not the timeframe will be specified (e.g. 5 years).

Smart Tasks principles were used:

- *Specific* – target a specific area for improvement.
- *Measurable* – quantify or at least suggest an indicator of progress.
- *Assignable* – specify who will do it.
- *Realistic* – state what results can realistically be achieved, given available resources.
- *Time-related* – specify when the result(s) can be achieved.

Finalized Goals and Objectives

Vision - AAFCO is a trusted leader that safeguards animal and human health.

Mission - AAFCO is a collaborative association that supports members and stakeholders, and promotes a safe feed supply through unified system-based regulation, feed ingredient standards and laboratory operations.

GOAL 1: Improve Organizational Infrastructure and Operations

(Improve the organization's infrastructure and operations to be more effective and efficient and dynamic.)

- ▶ Objective 1.1: Evaluate current AAFCO internal protocols and processes to enhance operational efficiencies (tabled to address in future)

- ▶ Objective 1.2: Identify and develop organizational training for AAFCO leaders
- ▶ Objective 1.3: Identify and pursue opportunities that improve financial management and advance organizational health

GOAL 2: Enhance Member Support and Education Resources

(Members are supported through the development of tools, resources, education, and other efforts.)

- ▶ Objective 2.1: Be the leading resource of training for animal food regulators and laboratories within 5 years
- ▶ Objective 2.2: Enhance membership through recruitment, support and sustainability

GOAL 3: Advance Human and Animal Health and Safety

(Regulatory and laboratory initiatives promote the health and safety of humans and animals.)

- ▶ Objective 3.1: Promote and integrate Animal Food Safety Systems
- ▶ Objective 3.2: Promote and integrate laboratory technology, methods, quality systems, and collaboration in support of Animal Food Safety Systems

GOAL 4: Foster External Stakeholder Relationships

(Relationships with external stakeholders are fostered to provide advancement opportunities for the Association.)

- ▶ Objective 4.1: Identify stakeholders with common interests in order to prioritize, develop, and maintain professional relationships that advance AAFCO's Vision and Mission (tabled to address in future)

Participants at Seminar were divided into 6 groups (5 in person, 1 virtual). Each group worked on two Objectives to establish Tasks. Follow up virtual calls were held October through March to finalize Tasks for each Objective.

1.2	1.3	2.1	2.2	3.1	3.2
Organizational Training AAFCO Leaders	Financial Management & Organizational Health	Regulatory and Lab Training	Enhance Membership	Integrated AFSS Roadmap	Integrated Lab AFSS Roadmap
Round 1		<i>Virtual</i>			
Scott	Ashlee-Rose	<i>Richard</i>	Kristin	Erin	Mark
Tim	Ken	<i>Eric N.</i>	Dave D.	Dave E.	Josh
Charlotte*	Mick	<i>Ali</i>	Liz	Jacob	George
	Stan	<i>Sally</i>	Hollis	Austin	
Round 2				<i>Virtual</i>	
Ashlee-Rose	Tim	George	Erin	<i>Richard</i>	Kristen
Ken	Stan	Josh	Dave E.	<i>Sharon</i>	Dave D.
Mick	Charlotte	Mark	Jacob	<i>Darrell</i>	Liz
			Austin	<i>Eric N.</i>	Hollis
				<i>Ali</i>	
Electronic version from:					
Ashlee-Rose	Stan (& Ashlee-Rose)	Josh	Erin	Dani	Dave D
Virtual Calls					
Charlotte	Ashlee-Rose	Austin	Jenny	Kristi	George
Marissa	Laura	Kristi	Liz	Erin	Dave D.
Scott	Michelle M.*	Miriam	Jacob	Jacob	Kristen
Eric B.	Austin	Ali	Hollis	Laura	Josh
Ashlee-Rose	Ken	Josh	Dave E.	Kent	Mark
Ken	Eric B.	Mark	Kristen	Darrell	Liz
Mick	Mick	George	Marissa	Dave E.	Hollis
Michelle M.*	Stan	Eric N.	Erin	Ali	Austin

Jo Lynn	Kent	Sharon	Dave D.	Sharon	
Austin	Charlotte	Sally	Jo Lynn	Eric N.	
Doug	Darrell		Austin	Austin	
Miriam	Jenny				
	Doug				

*Additional FDA participant

Strategic Planning participants unable to attend Seminar Task identification session: Kent, Eric B., Miriam, Jenny, Jo Lynn, Doug, Laura, Darrell, Kristi, Marissa

GOAL 1: Improve Organizational Infrastructure and Operations

(Improve the organization's infrastructure and operations to be more effective and efficient and dynamic.)

TABLED

► **Objective 1.1: Evaluate current AAFCO internal protocols and processes to enhance operational efficiencies**

Narrative: Need to define internal protocols beyond what currently appears in Procedures Manual and OP (e.g. Standard Operating Procedures (SOPs) for FASS (Executive Assistant changeover), common contracting procedures (include legal advice), document and improve financial procedures (budget process). Increase awareness of procedures to enhance use and adherence.

- o T - Reconfigure internal operations to support shifting from legacy infrastructure to the operations necessary to support the future direction of AAFCO as determined by the Board.
- o T - Review infrastructure and operations and adjust as needed to align with the projected programs each year in July.
- o T - *Suggested alternate: Comprehensively review AAFCO roles and update as needed in the Procedures Manual. Clarify AAFCO roles and expectations and increase awareness of such.*
- o T - *Needs to be part of the protocols and processes evaluation tasks.* Create a comprehensive operations manual
- o T - *Needs to be part of the protocols and processes evaluation tasks.* Develop additional procedures where needed to ensure efficiency and consistency. Implement steps for quality assurance and maintenance for all association functions.
- o T - *Already in progress whereby Board Liaison to Committee is responsible.* Have a "committee coordinator" to maintain contact with Committee chairs to see that committee tasks are being performed in a timely manner between meetings. We have too many committees and subcommittees that don't complete tasks between meetings.

► **Objective 1.2 - Identify and develop organizational training for AAFCO leaders**

Narrative: Evaluate procedures, identify gaps, establish and implement procedures for onboarding and functionality in leadership roles (Board and Committee leaders).

Tasks

1. Improve orientation and training for Committee Chairs and Board members.

Responsible: Education and Training Committee (ETC) (with Subject Matter Expert help from experienced AAFCO members)

 - o **Deliverable:**
Priority 1: Develop a draft template compiling training needed and identify process to determine needs/wants (Develop a gap template).
 - 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:
 - 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)

Timeframe: Gap template draft by Seminar 2023 and Committee vote Annual 2023.

Priority 2: Develop an implementation framework. Leverage what has already been developed.

- 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.

Timeframe: Fall 2023 - Short term

Priority 3: Develop a checklist to track implementation (ETC Sub-committee).

Timeframe: Fall 2023.

Priority 4: Identify leadership training (e.g. Linked In learning) available and develop AAFCO specific training based on Priority 1 for delivery.

- Develop for different delivery modalities (e.g. online and in person).

Timeframe: Fall 2023.

Priority 5: Implement training and tracking.

Timeframe: January 2024.

2. Future Leadership -Identify potential leaders (e.g. Vice Chairs, Sub-committee chairs and working group leads) to support AAFCO (Board and Committee Chairs).

Responsible: Board Work Group (include President Elect and Nominating Committee)

o **Deliverable:**

- Detail a process to identify potential leaders and their development (e.g. Vice Chairs, Sub-committee chairs and working group leads) to support AAFCO.

o **Timeframe:** Seminar 2023

► **Objective 1.3 - Identify and pursue opportunities that improve financial management and advance organizational health**

Narrative: Evaluate procedures, identify gaps, establish and implement procedures to improve financial management. Identify financial training needs (e.g. budget and investment training)(Note this could be in training activity above). Achieve two years of operating funds in reserves.

Tasks

1. Explore and implement grant and other funding opportunities that expand and align with AAFCO strategic goals

Responsible: Executive Director (ED) (could include Board WG and/or Finance Committee (FC)); National Association of State Departments of Agriculture (NASDA) or Association of Food and Drug Officials (AFDO) could be resources since they are more experienced.

- o **Deliverable:** Seek new cooperative agreements. How many attempts/requests and how much received within timeframe; to achieve two years' operating costs (amount Board is comfortable with having in reserves).
- o **Timeframe:** Report out to Board at midyear and annual meetings (FC will be reporting to Board monthly; recognize individual grants etc., could have more frequent reporting requirements (e.g. monthly).

2. Establish charitable giving/scholarship framework.

Responsible: Strategic Affairs Committee (SAC) and FC

- o **Deliverable:** Completion of guidelines for recommendations to the Board within one year and Board implementation within two years.
 - Aligns with organizational health, not with financial management improvement. Could be scaled. One charity per year that President recommends and Board approves. Could include educational scholarships or endowment foundation. Develop thresholds and guidelines when revenue allows.
 - Should report out at midyear and annual. Could include report back from recipients at member meetings.
- o **Timeframe:** Annual meeting 2024.

3. Develop a procedure to identify resource needs associated with proposed projects (e.g. contract) for association review and approval (e.g. Pet Food Label Modernization, Hemp, NASDA cooperative agreement).

Responsible: ED then FC

- o **Deliverable:** Need to develop tool (held in member toolkit), guidelines/procedures. Tools/templates developed, implemented (including member education) and tracked for maintenance. FC will develop criteria for decision making on when to utilize contract resources (such as for quickly needed projects).
 - Ensure tool and education for members on how to request resources is in leadership material.
- o **Timeframe:** Develop method/tool by August 2023 and implement by January of 2024

4. Pursue revenue-generating opportunities to maintain a sound financial base.

Responsible: ED

- o **Deliverable:** Myriad of opportunities, one example: non-regulated entities set up booths, sponsors. Additional training and refreshers. Could do biennial brainstorming session at Seminar. ED pulls realistic ideas and conceptualizes.
- o **Timeframe:** Report to Board at Midyear for consideration in next fiscal budget

GOAL 2: Enhance Member Support and Education Resources

(Members are supported through the development of tools, resources, education, and other efforts).

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

Narrative: AAFCO has and will gather, develop and/or deliver, and serve as a repository for training material and/or activities. AAFCO doesn't necessarily do all of this ourselves.

Tasks

1. Develop a library of technical training resources, including both internal and external sources, (videos, white papers, etc.) for laboratories. ETC is already developing an analogous library for animal food regulators in LMS system.

Responsible: Laboratory Methods and Services Committee (LMSC), Proficiency Testing Program (PTP)

 - o **Deliverable:** Create a training resources library section on the AAFCO website.
 - o **Timeframe:** January 2024 and reviewed annually for relevant information.
2. Evaluate the training resources library at each mid-year meeting to determine whether any of them are appropriate for additional in-person training at future AAFCO meetings or other locations.

Responsible: LMSC, PTP

 - o **Deliverable:** Identify and work to deliver one in-person training opportunity each year.
 - o **Timeframe:** January 2024 and reviewed annually for relevant information.
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).

Responsible: ETC

 - o **Deliverable:** 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).
 - o **Timeframe:** Survey conducted Annual 2023.

Comments for consideration when addressing the tasks:

- Build a laboratory resource, based on methods using internal PTP data. For each method or analyte, identify any related whitepapers. Add a section for videos and start with the microbial sampling technique videos. Also consider a section on recorded presentations given previously. Kristie's talk at the 2022 Animal Feed Regulatory Program Standards (AFRPS) face to face meeting was stellar. It should be preserved.
- These resources likely exist through A2LA, Animal and Plant Health Laboratories, etc. but LMSC needs to put together the list of the most relevant ones and post it somewhere on the AAFCO website so new lab staff know where to find them.

- Resources will include, space and people. I would love to see a microscopy workshop be held with annual or midyear – however, this would require a location that could provide a university type setup with a room full of microscopes.
- AAFCO will be the repository for training resources, and once the association identifies these resources, they will need to be reviewed annually to make sure they are still appropriate. During this review we could also identify anything that could be further enhanced to in-person training.

► **Objective 2.2 - Enhance membership through recruitment, support and sustainability.**

Narrative: Membership activities include three areas: member engagement/services/support, member recruitment and communication.

Tasks

1. Reach out to members who haven't been attending AAFCO meetings. Why aren't they attending?
Responsible: ED
 - o **Deliverable:** Create AAFCO letter of engagement and meet with the state feed control official virtually to help identify why the state may not be attending meetings. Data could be gathered via engagement survey. Given poor survey responses, targeted calls to states might be more effective. Offer full scholarship to attend Feed Administrator Seminar. Evaluate the reasons members aren't participating and provide recommendations to increase participation.
 - o **Timeframe:** March 1, 2023 (in time for FAS registration) and ongoing as permanent practice.
2. Stabilize committees with added participation.
Responsible: Current Issues & Outreach Committee (CIOC)
 - o **Deliverable:** Reach out to newer people to introduce them to committees and reach out post meeting to determine if they would be willing to join any committee for participation. Assess the number of contacts made and success rate measured through new members participating on committees.
 - o **Timeframe:** January 2023.
3. Expand scholarship program to drive participation for new attendance.
Responsible: FC
 - o **Deliverable:** Establish enhanced scholarship program based on feedback from Task 1 activities and Task 5 meeting feedback. Assess scholarship program success and provide recommendations for improvement.
 - o **Timeframe:** March 2023.
4. Develop and implement member toolkit and periodic newsletter.
Responsible: CIOC/ED
 - o **Deliverable:** Develop a member communication toolkit, and restart newsletter, to be sent periodically (TBD) to members, advisors and published on the AAFCO website. Encourage members to share communication items with their leadership. Evaluate relevancy with members at least twice per year (could be discussed at Seminar). Consider whether website "hits" (open rates on email) can be measured to assess engagement with toolkit/newsletter.
 - o **Timeframe:** Midyear Meeting 2023.
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 that reports to ETC.
Responsible: CIOC with FASS support.
 - o **Deliverable:** 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.
 - o **Timeframe:** January 2023.

Comments for consideration when addressing the tasks:

- Engagement survey results were poor. The task was abandoned after two attempts and sent back to the Board. Engagement should be treated like a program with inputs, short term, mid term, long term objectives, and evaluation points to determine success.
- CIOC was going to break engagement survey apart and have states call states. However, they were stretched too thin.

- Increased participation/attendance at meetings, increased web and BIN traffic, and increased satisfaction of AAFCO members would be indicators of enhanced membership.
- ED could work with FASS to establish what our current membership engagement numbers are, so we have a baseline to compare to and build on.
- Enhancing membership could be measured through the survey at the end of each meeting. We should be utilizing surveys more to gauge progress. Survey results are either forgotten altogether or are developed secondarily to the meeting itself. We should be tracking progress across years via surveys. Surveys should be developed with the idea that the data will build.
- New subcommittee would serve to make sure the midyear and annual meetings have well planned activities for new members as well as being another subcommittee opportunity that members could serve on to be more engaged.

GOAL 3: Advance Human and Animal Health and Safety

(Regulatory and laboratory initiatives promote the health and safety of humans and animals)

► **Objective 3.1 - Promote and integrate Animal Food Safety Systems.**

Narrative: Develop and promote a food chain focused safety purpose, activities and coordination for animal food regulatory agencies. Evaluate current system or systems already in place, identify gaps in model bill and regulations, collaborate with State and Federal Regulatory food/feed agencies, establish and publish guidance materials and resource links. Multiple components are needed to make a strong Animal Food Safety Program that works cooperatively with FDA to advance human and animal health and safety. This objective aims to develop a roadmap that identifies some of the components that are needed to achieve this goal.

Tasks

1. Identify the elements (roadmap) and implement the activities needed to achieve the objective (considering the narrative (above) and tasks (below)). Note: A task related to evaluating the current system and identifying gaps may need to be added.

Responsible: Feed and Feed Ingredient Manufacturing Committee (FFIMC), Inspection and Sampling Committee (ISC), Enforcement Issues Committee (EIC) (joint meeting of committee leaders to develop the plan)

 - o **Deliverable:**
 - Identify needs, gaps and strategically plan activities (e.g. roadmap)
 - Realign the following tasks in accordance with the planned elements.
 - o **Timeframe:** Virtual call after Midyear 2023 (Chairs, Vices, Board Liaisons, President Elect, ED).
2. **Planning:**
 - a. Promote AFRPS collaborative workplanning between state regulatory programs (SRP) on an ongoing basis. AFRPS is model template to use whether an AFRPS state or not.

Responsible: ISC and EIC; Involve new State-Federal Collaboration Group (SFCG) (established Midyear 2023, not a standing committee OP p. 102, SFCG interaction with AAFCO committees TBD) formed as coordinator to facilitate AAFCO communications with FDA.

 - o **Deliverables:**
 - Establish working group contingent on Board direction with respect to SFCG to develop process and promotion activities.
 - Promote AFRPS planning component with non-AFRPS states. Offer template (model) to non-AFRPS states to help within state planning.
 - o **Timeframe:** Summer 2025.
 - b. Establish best practices document for collaboration between the SRP, and FDA with the goal to improve communication and work planning.

Responsible: SFCG with ISC

 - o **Deliverable:**
 - Establish working group committees within ISC to collaborate and create documents
 - Write Best Practice document(s); could be derivative of AFRPS

- Publish Best Practice documents on AAFCO website as a resource for SRP
 - Present documents during ISC meetings to raise awareness
 - o **Timeframe:** Summer 2025.
 - c. Develop example structure of a feed regulatory program (e.g. equipment, job descriptions) and make available through AAFCO. (Note: Has been tried unsuccessfully.)

Responsible: ISC

 - o **Deliverables:**
 - Develop example structure of a feed programs (e.g. equipment, job descriptions)
 - Make example feed regulatory structure available through AAFCO.
 - Develop a library that contains examples from feed regulatory programs.
 - o **Timeframe:** Midyear 2024.
 - d. *(Former Task 3)* Align Chapter 5 of the OP with AFRPS. (Note: MBR was aligned with FSMA as part of 2017-2020 Strategic Plan. Some committees are already working on parts of Chapter 5 material.)

Responsible: EIC, ISC, FFIMC, Feed Labelling Committee (FLC), LMSC support (Committees with relevant sections)

 - o Deliverable and Timeframe:
 - Identify current gaps by Midyear 2024.
 - Update Chapter 5 sections by Dec. 2025.
3. **Promotion / Communications**
- a. *(Former Task 2)* Develop messaging on impact of animal feed safety to human health with three audiences:
 - Regulatory agency leadership
 - Feed manufacturers including food processors
 - Consumers

Responsible: CIOC

 - o **Deliverable:**
 - Design a flyer that can be distributed at meetings and as a resource for State Regulatory agencies to use to educate consumers and manufacturers.
 - Develop a member informational platform containing guidance materials, resource links and a fact sheet to members, advisors and published on the AAFCO website.
 - Promote resources to ensure awareness.
 - Work with website redesign group to create ability to evaluate/track viewing of resources to measure impact. Add pop up to ask if information was helpful (Yes/No answer).
 - o **Timeframe:** Prepare and provide during Midyear meeting 2024.
 - b. *(Former Task 4)* Increase communication/collaboration among State and Federal Regulatory food/feed agencies.
 - i.

Responsible: Board together with SFCG

 - o **Deliverable:** Evaluate the merit of AAFCO Board meeting with ORA/CVM leadership twice a year (one meeting could be virtual). Implement a second meeting if warranted. Develop a SOP with FASS Executive Assistant to facilitate meeting organization.
 - o **Timeframe:** Dec. 2023.
 - ii.

Responsible: Board - President

 - o **Deliverable:** Send letter to Co-Chair of PFP (Barbara Cassens & Abe Brown) to increase AAFCO participation. (Consider adding ED and AFDO liaison as AAFCO participants).
 - o **Timeframe:** Dec. 2023.
 - iii.

Responsible: ISC

 - o **Deliverable:** Integrate FDA state liaisons into Advanced Inspector Training (AITS) (in progress (total 50 of which 5 offered to FDA). Normalize the FDA participation numbers.
 - o **Timeframe:** June 2023 close off with documented participant rates in AITS planning documents.

- c. *(Former Task 5)* Act as Liaison to other organizations to monitor impacts on animal food safety systems.
Responsible: Board led with ED as liaison
- o **Deliverable:** Create/maintain relationships upon joining AAFCO. Identify relevant organization to connect and facilitate relationships with (e.g. Food and Agriculture Organization, CODEX, Partner Countries Canadian Food Inspection Agency, World Health Organization, AFDO, NASDA, FDA). Evaluate the merit of liaison activities (time effectiveness).
 - o **Timeframe:** Dec. 2023 with evaluation annually thereafter.
4. **Inspection Procedures**
- a. Improve documentation on inspection procedures to align with AFSS. Feed inspection manual is already in place (review for clarity).
Responsible: ISC
- o **Deliverables:**
 - Document regular process to review inspection manual and improve documentation.
 - o **Timeframe:** Midyear 2024.
5. **Training**
- a. Identify training gaps with respect to AFSS and the tools needed to increase staff competencies.
Responsible: ISC
- o **Deliverables:**
 - Send regular (establish annual/bi-annual frequency) surveys to assess needs.
 - Compile and present results of survey during ISC meetings.
 - Prioritize needs based on survey results.
 - Develop training plans, and training workshop proposals to submit for Board approval.
 - Promote training through AAFCO website to increase participation and reach those programs that do not regularly attend AAFCO meetings.
 - Create a training evaluation form to be completed by participants post-training.
 - Collaborate to send participant(s) post-training competency evaluations to assess training effectiveness.
 - o **Timeframe:** Summer 2025.
- b. Publish training resources on AAFCO website. Identify and develop additional training material needed. Support training to ensure proficiency.
Responsible: ISC
- o **Deliverables:**
 - Identify and publish training resources on AAFCO website in a central place. Include existing resources.
 - Identify and develop additional training material needed.
 - Develop strategies to support training to ensure proficiency.
 - o **Timeframe:** Midyear 2024 (new website dependent).
6. **Information Technology (IT) Infrastructure**
- a. Explore the ability to develop an integrated IT system. Optimally the IT system would integrate findings from multiple state systems to eliminate double/multiple entry. NOTE: LMSC is working on laboratory element as part of Objective 3.2. There is a need for collaboration for both inspection and sampling data collection. Recognize that a single platform has been tried with challenging results. Need IT expertise as part of working group. For example if there are results for a contaminant across several states how can inspection findings (including sampling) be compared, notably for regulatory action? Explore opportunity in the Cooperative Agreement with NASDA (RFA-FD-22-009).
Responsible: IT + ISC + LMSC (include SAFHER)
- o **Deliverable:**

- Establish a working group to explore the ability to develop/use (SAFHER) an integrated IT system. Identify obstacles and potential ways to overcome them with an implementation plan.
 - o **Timeframe:** Midyear 2024.
- 7. **Quality systems**
 - a. Provide resources related to quality and accreditation. Accredite both inspector and state program. Reference IFPTI and AFRPS. Provide a link on AAFCO website where state regulatory personnel can gain information on capabilities. LMSC are a resource if questions arise.
 - Responsible:** ISC
 - o **Deliverables:**
 - Establish a Quality Assurance sub-committee under the ISC to update and provide resources related to quality and accreditation. Need a system ensuring comparable results from different inspections.
 - Provide a link on AAFCO website where state regulatory personnel can access information.
 - o **Timeframe:** In Progress: Annual 2024.

Comments for consideration when addressing the tasks:

- *Possible Task:* Collaboration to include sharing non-contract inspection outcomes and analytical results.
- *Possible Task:* Create an Annual Report of what peer organizations have done every 6 months, 12 months, etc. highlighting.
- Make Roadmap a Logic Diagram for program development.
- *Task Idea:* Develop a model Animal Feed Program and define roles and responsibilities that include model job descriptions and baseline salary suggestions for each role. Specify the duties of each position, the importance it has to both animal food and human food, and then communicate this to members so it can be used to justify additional positions or reorganizations in state programs. Each role could be further developed to show how different positions interact with other agencies, FDA, NASDA, etc. to advance human and animal health and safety. Note that a Model Feed Safety Program and Development Guide were put together for this purpose a number of years ago. They were published in the OP for a number of years (last included 2016, Chapter 5, pages 260 and 262). The rationale for removal was that FDA (along with state representation) had spent considerable resources developing the AFRPS. AFRPS is a comprehensive model feed safety program. The AAFCO model was removed so there is not a "competing" feed safety program model in the OP. MBR "enhancements" might include changes to Section 10 and Regulation 11 that would have state adoption of "all applicable sections of CFR Title 21" and AAFCO's new pet-food labelling guidelines. Might also add a section on "Cottage Pet Food" to help keep the MBR relevant.
- Survey results have been poor. Engagement should be treated like a program with inputs, short term, mid term, long term objectives, and evaluation points to determine success.
- CIOC was going to break engagement survey apart and have states call states. However, they were stretched too thin.
- Increased participation/attendance at meetings, increased web and BIN traffic, and increased satisfaction of AAFCO members would be indicators of enhanced membership.
- ED could work with FASS to establish what our current membership engagement numbers are, so we have a baseline to compare to and build on.
- Task 2 could be incorporated into the website re-design. CIOC could develop separate messages for these 3 groups explaining how feed safety affects human health.
- AAFCO should consider if some incentive to states would help increase participation. Perhaps pay travel costs for one individual. Limit to a certain number that apply first depending on money available.
- Task 5: Prior to looking to external relationships, evaluate whether our liaisons currently doing their jobs within AAFCO. Do our liaisons know what is going on in committees? Some accountability or a reason why liaisons are keeping up with committee work should be considered. Maybe some are better than others. This liaison relationship should be focused on in the plan to "build better board members". Moving externally – external liaisons should be reporting monthly. It may be an update of

nothing, but there should be time left for 5 minute updates. It is important for us to maintain relationships with other “like” organizations in North America and monitor what is happening worldwide that may eventually affect us to prepare for any changes in laws. Monitoring changes is needed so AAFCO knows if we need to reach out to members when they may be impacted by legislative changes in their state or when we should make changes to the Model Bill and Regulations.

- How is what a peer organization doing relevant to AAFCO? Perhaps an annual report highlighting what peer organizations are doing allows us to foster closer relationships with other organizations and communicate to our members different resources that may be available to help the ultimate goal of advancing human and animal health and safety. AAFCO members are busy and sometimes struggle to keep up with everything that multiple organizations are doing. AAFCO can assist by compiling and sharing the most relevant things to our members.

► **Objective 3.2 - Promote and integrate laboratory technology, methods, quality systems, and collaboration in support of Animal Food Safety Systems.**

Narrative: Identify training and method needs of regulatory laboratories, collaborate with State and Federal Regulatory food/feed agencies to obtain methods, establish, and publish Best Practice guidance materials and resource links on AAFCO LMSC website. Design, implement and provide a training program for state regulatory laboratorians. Establish a Quality Assurance committee under the AAFCO LMSC to update and provide resources related to quality and accreditation. Provide a link on AAFCO website where state regulatory and state laboratory personnel can gain information on laboratory capabilities.

Tasks

1. Identify the elements (roadmap) and implement the activities needed to achieve the objective (considering the narrative [above] and tasks [below]).
Responsible: FFIM, LMSC (joint meeting of committee leaders to develop the plan)
 - o **Deliverable:**
 - Identify needs, gaps and strategically plan activities (e.g. roadmap).
 - Realign the following tasks in accordance with the planned elements.
 - o **Timeframe:** Virtual calls before Midyear 2023 (Chairs, Vices, Board Liaisons, President Elect, ED).

Laboratory roadmap elements of AFSS:

2. **Planning:**
 - a. Promote AFRPS collaborative sampling workplanning between lab and state regulatory programs (SRP) on an ongoing basis. AFRPS is model template to use whether an AFRPS state or not. Challenge is that FDA did not use with Lab Flexible Funding Model. Action underway to try to bring together in one. Have to be in AFRPS to be eligible for LFFM. Labs are not part of AFRPS annual meeting planning. Need to return to collaborative process. LMSC is currently running state survey to develop a library of methods and technology to support this.
Responsible: ISC and LMSC; New State-Federal Collaboration Committee (Eric Brady establishing at Midyear 2023) should be involved.
 - o **Deliverables:**
 - Establish working group to develop process and promotion activities.
 - Work with FDA to integrate LFFM with AFRPS and include labs in AFRPS annual meeting planning.
 - Promote AFRPS planning component with non-AFRPS states. Offer template (model) to non-AFRPS states to help within state planning.
 - o **Timeframe:** Summer 2025.
 - b. (Former Task 4) Establish best practices document for collaboration between the SRP, laboratories and FDA with the goal to improve communication and work planning.
Responsible: LMSC
 - o **Deliverables:**

- Establish working group committees within LMSC to collaborate and create documents.
 - Write Best Practice document(s).
 - Publish Best Practice documents on AAFCO website as a resource for state laboratories.
 - Present documents during LMSC meetings to raise awareness.
 - o **Timeframe:** Summer 2025.
 - c. Survey SRP to identify testing needs. LMSC is currently running survey to identify analytes (Consider identifying criteria to determine what types of analytes will be on the sampling plan) and develop a library of methods and technology. Prior survey through FFIMC went to SRP seeking feedback on analytes of interest (toxins) with second part to identify lab capability. This will be done on a regular basis.
Responsible: FFIMC, LMSC and include Pet Food Committee (PFC), due to the label modernization changes that will be taking place.
 - o **Deliverables:**
 - Send an annual Regulatory Method Needs Survey to State Regulatory Program Managers to access, rank and guide laboratory method and resource needs.
 - Compile and present results of the survey
 - Prioritize needs based on survey results.
 - *(Former Task 2)* Utilize information obtained from the SRP survey to develop and administer a survey of state laboratories to see what they need to address the needs of the SRP.
 - Create or charge individual LMSC working groups with obtaining methods, planning training, and creating Best Practice Guidance documents for state laboratories
 - Publish resources on AAFCO website
 - o **Timeframe:** Summer 2023 (this is being done now). Annual each summer thereafter.
 - d. Evaluate ability to create a network of laboratories to perform analytical work across states. State structure (legality and funding) makes fee for service a challenge.
Responsible: EIC lead and coordinate with ISC and LMSC.
 - o **Deliverables:**
 - Establish cross state coordination working group to identify a means to accomplish this. Note that methods need to be in the scope of accreditation for the third party lab. Note: PA is fee for service already and would be good participant for group.
 - Need issue examined (survey could obtain information) and ways to resolve it identified.
 - Determine legality in each state (acceptance of third party analysis) (note some states already do this, e.g.: NC and KS)
 - o **Timeframe:** Legality and state identification by Midyear 2024. Recommendation (including funding) in 2024 (fee for service).
 - e. Develop example structure of a feed lab for feed programs (e.g. equipment, job descriptions) and make available through AAFCO. (Note: Has been tried unsuccessfully.)
Responsible: LMSC
 - o **Deliverables:**
 - Develop example structure of a feed lab for feed programs (e.g. equipment, job descriptions).
 - Make example feed lab structure available through AAFCO.
 - Develop a library that contains examples from feed labs.
 - o **Timeframe:** Midyear 2024.
3. **Sampling Procedures**
- a. Improve documentation on sampling (properly, chain of custody). Sampling guide is already in place (review for clarity).
Responsible: ISC
 - o **Deliverables:**
 - Review sampling guide (clarity) and improve documentation.

- Add chain of custody (up to point of acceptance transfer to lab). Within the lab, ISO addresses traceability.
 - o **Timeframe:** Midyear 2024.
 - b. Review sampling protocols to ensure sample and analyte integrity (e.g. exposure to light, heat). Adjust protocols as necessary and share via AAFCO (could be integrated with 2.a. above).

Responsible: ISC and LMSC.

 - o **Deliverable:**
 - Review and adjust sampling protocols to ensure sample and analyte integrity (e.g. exposure to light, heat). Share via AAFCO.
 - o **Timeframe:** Provide feedback on timing (leads need to assess all sampling procedures work and provide timelines).
 - c. Review sampling procedures (e.g. blocks, aseptic).

Responsible: ISC and collaborate with LMSC.

 - o **Deliverable:**
 - Review and update sampling procedures to ensure they are fit for purpose (e.g. blocks). Continue and complete procedures for aseptic.
 - o **Timeframe:** Midyear 2024.
 - d. Review inspector sampling to ensure consistency and proficiency with sampling protocols. Audit type function. AFRPS has audit standard.

Responsible: ISC

 - o **Deliverables:**
 - Promote use of AFRPS audit process to ensure inspectors are proficient.
 - Integrate audit function in Sampling Guide.
 - Review and provide training resources to meet the needs identified from the audit.
 - o **Timeframe:** Midyear 2024.
4. **Analytical Methods**
 - a. *(Former Task 3)* Develop and submit for approval projects to address method needs as identified in annual survey.

Responsible: LMSC lead, with FC and Board support

 - o **Deliverables:**
 - Develop method needs statements for approval and plan to obtain funding for method development/validation projects for approval by Board.
 - Develop training plans, and training workshop proposals to submit for Board approval and subsequent delivery.
 - o **Timeframe:** Summer 2024.
 - b. Identify actionable levels relative to method limits as component of sampling plan. LMSC has information on LoD or LoQ when method developed. Need to identify priorities to improve LoD/LoQ for enforcement purposes (and timeline). LMSC can provide template to obtain information from state labs. (Information gathered from 2008 on, as part of method needs statements).

Responsible: EIC with LMSC support

 - o **Deliverables:**
 - Identify current levels and additional actionable levels needed. Needs FDA participation.
 - Identify priorities to improve LoD/LoQ for enforcement purposes (and timeline).
 - o **Timeframe:** Midyear 2023.
5. **Training**
 - a. *(Former Task 5)* Identify training gaps among laboratories and the tools needed to increase staff competencies.

Responsible: LMSC

 - o **Deliverables:**
 - Send annual laboratory surveys to access needs.
 - Compile and present results of survey during LMSC meetings.
 - Prioritize needs based on survey results.

- Develop training plans, and training workshop proposals to submit for Board approval.
- Promote training through AAFCO website to increase participation and reach those laboratories that do not regularly attend AAFCO meetings.
- Collaborate with AAFCO PTP to send participant(s) post-training competency samples to assess training effectiveness
- Create a training evaluation form to be completed by participants post-training.
- o **Timeframe:** Summer 2025.
- b. Publish lab training resources on AAFCO website. Identify and develop additional training material needed. Support training to ensure proficiency.
Responsible: LMSC
- o **Deliverables:**
 - Identify and publish lab training resources on AAFCO website. Include existing resources like ISO so information is in a central place.
 - Identify and develop additional training material needed.
 - Develop strategies to support training to ensure proficiency.
- o **Timeframe:** Midyear 2024 (new website dependent).
- 6. **Information Technology (IT) Infrastructure**
 - a. Explore the ability to develop an integrated IT system. Optimally the IT system would integrate findings from multiple state systems to eliminate double/multiple entry. Recognize that a single platform has been tried with challenging results. Existing challenge: Each state lab has different LIMS. How can this be integrated? Need IT expertise as part of working group. For example if there are results for a contaminant across several states how can they be compared, notably for regulatory action? Is there an opportunity in the Cooperative Agreement with NASDA (RFA-FD-22-009)?
Responsible: IT
 - o **Deliverable:**
 - Establish a working group to explore the ability to develop an integrated IT system. Identify obstacles and potential ways to overcome them with an implementation plan. Need a system ensuring comparable results from different labs.
 - o **Timeframe:** Midyear 2024.
- 7. **Quality systems (in good shape)**
 - a. Provide resources related to quality and accreditation. Provide a link on AAFCO website where state regulatory and state laboratory personnel can gain information on laboratory capabilities.
Responsible: LMSC with Philosophy and CIOC
 - o **Deliverables:**
 - Establish a Quality Assurance committee under the AAFCO LMSC to update and provide resources related to quality and accreditation. Need a system ensuring comparable results from different labs.
 - Provide a link on AAFCO website where state regulatory and laboratory personnel can gain information on laboratory capabilities.
 - o **Timeframe:** In Progress: Annual 2023.

Comments considered when developing the roadmap in Task 1:

- The challenge is trying to ensure the needs of both the state regulatory program and the laboratory are met and are synced with each other. The deliverable would be to develop a survey to send to the state regulatory program as well as state laboratories to identify needs of each. The committees would decide the survey questions, or what the surveys should look like. The results of the surveys would provide additional information on how to proceed further with the other Tasks.
- Should create an evaluation form to determine project success.
- *Given the limited response to surveys, additional action should be considered. Suggestion:* Daily surveys at meetings or workshops could be conducted during dedicated meeting time. The last 5 minutes during a meeting could be set aside to conduct a survey via a QR code. This might significantly improve responses.
- Improved communication and work planning should be assessed. Verbal assessment could be carried out or a survey done during workplanning meeting.

- Workplanning deliverable should be the document along with a plan to implement it.

The **Working Groups** provided additional feedback on other potential Tasks (below) associated with this Objective. They did not feel they needed to be completed at this time. Task 1 group should consider these and adjust the overall plan accordingly.

(Potential element of Task 1) Task - Funding capability from AAFCO. Needs training element too with sufficient priority and work to maintain proficiency (FERN lab concept). Consider adding microscopy to hazards. Provide funding for more method development for Biological and Chemical hazards in animal food.

WG comment: There is funding within AFRPS and LFFM to assist laboratories in method development. Not sure additional funding sources would be needed.

(Potential element of Task 1) Task - Develop a data base of core competencies of each state lab so all labs know where to go for assistance or training where they may have a shortcoming or lack of ability to perform certain tests. *IFPTI have one but have to be APHL member. Need to educate about APHL so people better understand value. Needs investigation regarding AAFCO role. Encourage labs to promote and participate in existing system*

WG comment: Not really sure how to address this topic. It might be part of Task 4 above.

(Potential element of Task 1) Task - needs elaboration to make specific task, e.g. promote PTP instead of leverage. Is it meant to align PTP with integrated animal food safety system? PTP is more nutrition than hazard: should it be expanded. Leverage PTP program and sampling data.

(Potential element of Task 1) Task - Need common consistent collection of data. If a priority, need activity broken down into manageable activities. Very big task. Need access to data first. Create data mining systems that can predict animal food mycotoxin hazards.

WG comment: This is currently being done through LFFM.

GOAL 4: Foster External Stakeholder Relationships

(Relationships with external stakeholders are fostered to provide advancement opportunities for the Association)

TABLED

► **Objective 4.1: - Identify stakeholders with common interests in order to prioritize, develop, and maintain professional relationships that advance AAFCO's Vision and Mission.**

Narrative: Stakeholder groups could be very extensive so identification and prioritization of select stakeholders will be key. Advancement opportunities could include financial, Association recognition and increased dialogue.

- o T - Identify what AAFCO wants from each stakeholder.
- o T - Evaluate current relationships for areas of improvement.
- o T - Constantly evaluate if we have relationships with all organizations that we should be working with.
- o T - *Intended for members (Richard). Moved to Group 2. Need to define what a personal relationship is. Need to define "feed regulatory agencies".*
- o T - Increase attendance by new associations to AAFCO meetings and expand representation on committees
- o T - Create a task force or committee that focuses on issues from stakeholders
- o T - Send stakeholders a survey to assess needs for improvement
- o T - *If ASAHA is defined as a priority stakeholder.* Investigate possible integration/interaction with applicable committee(s) in USAHA
- o T - *See bullet above.* Liaison to USAHA?
- o T - *If ASAHA is defined as a priority stakeholder.* Liaison to AVMA?
- o T - *Moved to Goal 3 for consideration.*

- o T - Communicate directly with AAFCO stakeholders. Identify and list stakeholders and assign a liaison (not necessarily a Board member). Assigned liaison keep stakeholders in the AAFCO loop by email and phone and reports back to the Board before each AAFCO meeting.
- o Communication
 - Expand AAFCO presence at conferences and trade shows measuring the impact of our attendance. (This would include speaking engagements).
 - Increase our media presence through press releases and other promotional activities to expand our brand and awareness of important issues.
- o T - *From Group 3: Doesn't fit in program alignment; moved to Group 4 as intended beneficiary is consumer. Note there is a component promoting State adoption. Added State adoption component to Group 2 for consideration as well, regarding regulatory uniformity. Complete and implement Pet Food Label Modernization Initiative (multi-year objective).*

