

**ASSOCIATION OF AMERICAN FEED CONTROL OFFICIALS (AAFCO)
1800 SOUTH OAK STREET, SUITE 100
CHAMPAIGN, ILLINOIS**

**MINUTES OF THE INSPECTION AND SAMPLING COMMITTEE MIDYEAR MEETING
HELD AT THE STATEHOUSE CONVENTION CENTER
101 EAST MARKHAM STREET
LITTLE ROCK, ARKANSAS
JANUARY 22, 2025, 9:05 A.M. CT**

MEMBERS:

Jamie Spencer (Co-Chair)	David Husner	Loyd Payne
Blaine Brown (Co-Chair)	Jason Fields	Madison Phillips
Ashley-Rose Ferguson	Jennifer Combs	Marti Pousson
Barb Schroeder	Jessica Gore	Mary Koestner
Debra Brasel	Jim True	Morgan Ferbert
Chelsea Mills	Jordyn Johnston	Michael Davidson
Claranye Robinson	Katie Laney	Samantha Moran-Defty
Daniel Zangari	Jordan Mancini	Wayne Pendleton
	Landon Kidd	Wendy Powell
	Laura Scott	
	Leann Meyer	

ADVISORS:

Patrick Tovey
Stephanie Adams
Chris Olinger

GUEST:

Sandra Tudge Recording Secretary, Minutes Solutions (via teleconference)

1. CALL TO ORDER

There being a quorum present of 28 members present and three advisors, and adequate and proper notice of the meeting having been given, the meeting was called to order at 9:15 a.m.

2. WELCOME AND OPENING REMARKS

Jamie Spencer and Blaine Brown welcomed the Committee.

3. BASIC INSPECTOR TRAINING SEMINARS (BITS) AND ADVANCED INSPECTOR TRAINING SEMINARS (AITS)

3.1 BITS Update

Blaine Brown reported on the success of the 2024 BITS held in Boise, Idaho, with 53 attendees from 21 States. The 2025 BITS is scheduled for September 22-26, 2025, in Pennsylvania, with the specific location is to be determined.

3.2 AITS Update

Jessica Gore reported that 2025 AITS will be held from June 2-6, 2025, at the Bryce in Savannah, Georgia. The proposal will soon be submitted for Committee and Board approval.

4. WORK GROUP UPDATES

4.1 Inspector Guidance Tool for PC and cGMP Inspectors Work Group

Wendy Powell provided an update on the Inspector Guidance Tool for PC and cGMP Inspectors. The Work Group is currently in a holding pattern while building of the tables for the field tool are being finalized.

4.2 AAFCO Branded Sampling Tools

Jamie Spencer reported that the AAFCO Branded Sampling Tools Work Group is developing a sampling stream cutter. He encouraged the Committee members to submit feedback the design.

4.3 Chain of Custody Work Group

Blaine Brown shared that the Chain of Custody Work Group has drafted a document of best practices for sample collection. The Work Group will be reformed to finalize the document and incorporate it into the inspector's manual. In response to a request for additional members, Wayne Pendleton volunteered.

4.4 AAFCO Inspectors Manual Update Work Group

Chelsea Mills reported that the AAFCO Inspectors Manual Update Work Group is actively reviewing the manual, with a deeper focus on Chapters No. 4 and 11.

5. NEW BUSINESS

5.1 Aseptic Sampling Work Group

Blaine Brown reported that the Aseptic Sampling Work Group seeks the Committee's assistance in developing training for feed regulators on facility swabbing procedures for pathogen detection. Although the AAFCO Inspector's Manual includes a section on aseptic sampling procedures, additional hands-on training in environmental sampling may be necessary. The Committee acknowledged the complexity of environmental sampling and emphasized leveraging established training models from human food environmental sampling. They discussed the possibility of introducing aseptic training at AITS, potentially through a dedicated workshop on environmental swabbing.

The Committee agreed to establish a Work Group led by Blaine Brown with the charge to determine the interest, scope, and format for environmental sampling training for feed regulators.

5.2 Known Hazard Guide

Jamie Spencer proposed forming a Work Group to develop a hazard guide to assist inspectors in identifying hazards commonly associated with animal food for food safety plans or hazard analysis. The Committee discussed the need for a guide and emphasized the importance of clarifying its purpose and scope. They suggested it could be integrated into the Inspector's

Manual or used as a job aid within the inspector tool. The Committee also identified external resources to support the development of the guide.

The Committee agreed to establish a Work Group led by Wendy Powell. Members who volunteered for the work group were as follows: Wayne Pendleton, Jamie Spencer, Jessica Gore, Samantha Moran-Defty, Richard Ten Eyck and Marty Pousson.

5.3 **Strategic Plan Update**

ACTION – Jamie Spencer will consult with the Education and Training Committee about conducting a survey to assess AFSS training needs.

Jamie Spencer reviewed updates to the strategic plan objectives:

- **Objective 3.2.1:** To develop a best practices document for collaboration between state regulatory programs and the FDA, with the goal to improve communication and work planning. This objective is specifically targeted at state regulatory programs without FDA contracts. A Committee member suggested liaising with Nathan Moon of the FDA to review updates in work planning since the strategic plan was developed. Jamie Spencer recommended forwarding this to the Board, as the scope is beyond that of the Committee.
- **Objective 3.1.5a:** To identify training gaps related to the Animal Feed Safety System (AFSS) and the tools required to enhance staff competencies. It was noted that no surveys developed regarding AFSS training needs to date.

5.4 **Co-Chair Update**

Jamie Spencer announced his decision to step down as Co-Chair of the Committee and Jessica Gore has agreed to step into the role of Co-Chair alongside Blaine Brown.

6. **ADJOURNMENT**

It was agreed that there was no further business to transact; the meeting closed at 9:15 a.m.

DISCLAIMER

The above minutes should be used as a summary of the motions passed and issues discussed at the meeting. This document shall not be considered a verbatim copy of every word spoken at the meeting.

Director

Director

Date

Date