

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

**MINUTES OF THE PET FOOD COMMITTEE (PFC) MIDYEAR MEETING  
HELD AT THE STATEHOUSE CONVENTION CENTER  
101 EAST MARKHAM STREET  
LITTLE ROCK, ARKANSAS  
JANUARY 22, 2025, 1:15 P.M. CT**

**COMMITTEE RECOMMENDATIONS TO THE BOARD:**

- Pet Food Committee recommends the Board the definition of ‘Labeling’.  
The term “labeling” means all labels and other written or graphic materials in print or electronic form (1) upon a commercial feed or any of its containers or wrappers, or (2) accompanying or promoting such commercial feed.
- Pet Food Committee recommends to the Boards to change the term ‘intended use’ in the model regulations to ‘purpose statement’. The following sections apply:
  - PF2(a)(2) A Statement specifying the **purpose** of the products as stipulated in Regulation PF4(a); (pg. 136)
  - Regulation PF4. **Purpose** Statement and Nutritional Adequacy Claims
    - (a) A statement identifying the purpose of a pet food or specialty pet food is required on the principal display panel of the label in accordance with the following:
      - (1)The **purpose** of a pet food or specialty pet food shall be stated as: (pg. 138)
      - ...
        - (2)This **purpose** statement shall: (pg. 139)
  - PF8 (a) All pet foods and specialty pet foods shall bear feeding directions consistent with the **purpose** statement on the principal display panel. (pg. 149)
  - PF10. Descriptive Terms(a)(1)A,ii Include on the label feeding directions which reflect a reduction in Calorie intake consistent with the **purpose statement**. (pg. 151)
  - PF10. Descriptive Terms(a)(1)B,ii Include on the label feeding directions which reflect a reduction in Calorie intake consistent with the **purpose statement**. (pg. 151)

**MEMBERS:**

Holly Jewell  
(Co-Chair)  
Liz Beckman  
(Co-Chair)  
Lorey Bell-Grady  
Kelsi Brown

James Embry  
Tiffany Leschishin  
Kimberly Truett  
(via teleconference)  
Kristen Green  
Kristen Hamilton

Jo Lynn Otero  
Barbara-Jean Schleicher  
Katie Simpson  
Bailey Whiten  
Whitney Williams

**ADVISORS:**

Cathy Alinovi  
(via teleconference)  
Bill Bookout  
Berit Foss

Jennifer Gornert  
Pam Kauffman  
Chris Nash  
Charles Starkey

Renee Streeter  
Angele Thompson  
Pat Tovey

## **GUESTS:**

William Burkholder  
Sandra Tudge

Retired, AAFCO (via teleconference)  
Recording Secretary, Minutes Solutions (via teleconference)

### **1. CALL TO ORDER**

There being a quorum present, and adequate and proper notice of the meeting having been given, the meeting was called to order at 1:16 p.m.

### **2. WELCOME AND ANNOUNCEMENTS**

Holly Jewell welcomed the attendees.

It was announced that due to the change in administration on January 20, 2025, there has been a pause on participation by FDA-CVM representatives at public events and on speaking on behalf of the agency unless previously approved. It was noted that the FDA-CVM would no longer participate in AAFCO's Mid-Year meeting, and it was emphasized that the FDA-CVM remains committed to animal food safety. It was also mentioned that public communications will be paused until further notice.

### **3. EXPERT PANEL ON CALCIUM/PHOSPHOROUS (CA/P)**

**On a motion made by Kristen Green, seconded by Jo Lynn Otero, to accept the CA/P Expert Panel report as presented. Motion carried.**

William Burkholder noted the Committee's task was to accept the Expert Panel report and review the four recommendations it included.

A Committee member expressed frustration with receiving the report only three days before the meeting. It was noted that the report will be uploaded to SharePoint by the end of January, 2025, for Committee access. A meeting will be scheduled in the Spring of 2025 for William Burkholder to review the report in detail with the Committee and address members' questions. A vote on the recommendations will also take place at that time. It was noted that the Ingredients Definition Committee will need to accept part of the recommendations.

### **4. HUMAN GRADE WORK GROUP UPDATE**

Holly Jewell reported that the Work Group meets monthly with the goal of addressing questions regarding human grade claims. The Work Group has also drafted an additional United States Department of Agriculture Human Grade Auditor Guide, which is currently under review by the USDA. Members with questions on claims from industry or regulators should e-mail [pfc@aaftco.org](mailto:pfc@aaftco.org) with the subject line "Human Grade."

### **5. AAFCO NUTRIENT PROFILES WORK GROUP**

**On a motion made by Kristen Green, seconded by Katie Simpson, it was resolved to accept the recommendations presented in the final report of the AAFCO Nutrient Profiles Work Group. Motion carried.**

**On a motion made by Kristen Green, seconded by Katie Simpson, it was resolved to insert the paragraph from the AAFCO Nutrient Profiles Work Group report that begins with 'Any party' and ends with "literature" into the OP after the bolded paragraph in the section titled *AAFCO Methods For Substantiating Nutritional Adequacy of Dog and***

**Cat Foods and before the section titled AAFCO Dog and Cat Food Nutrient Profiles – Introduction located on page 160 of the OP. Motion tabled.**

*ACTION – Kristen Green will create a mockup of the text to include in the OP to reflect the recommended Nutrient Profile review criteria for review by the Committee at the next meeting.*

It was noted that the AAFCO Nutrient Profiles Work Group’s report was accepted in December, 2024, and the purpose of the current discussions was to review and accept the recommendations presented in the Work Group’s report.

The Committee discussed the Work Group’s recommendation for AAFCO not to establish a routine review of the AAFCO dog or cat food nutrient profiles but, instead, to consider publishing the four criteria outlined in the report for requesting changes to the AAFCO nutrient profiles. The Committee also reviewed suggested locations for placing these criteria in AAFCO’s Original Publication and requested to review a mockup of the OP rewording prior to considering it for approval.

**6. INTENDED USE VERSUS PURPOSE STATEMENT WORK GROUP**

**On a motion made by Katie Simpson, seconded by Bailey Whiten, it was resolved to accept the recommendation to replace “intended use” with “purpose statement” in the Pet Food Model Regulations. Motion carried.**

Bill Bookout reported that the Work Group recommended an editorial change to the Pet Food Model Regulations, suggesting the replacement of the term “intended use statement” with “purpose statement” to prevent potential confusion and ensure consistency with other AAFCO Model Regulations. It was noted that if the Committee accepts this recommendation, it will be presented to the Board for approval.

After the meeting agenda was finalized, the Work Group identified additional potential editorial changes concerning micro-organisms and/or enzymes. The Work Group is currently working on recommended changes, which will be discussed at the next meeting.

**7. LABELING DEFINITION WORK GROUP**

**On a motion made by Kristen Green, seconded by James Embry, it was resolved to accept the definition of labeling as presented. Motion carried.**

The Board requested that both the Pet Food Committee and the Feed Labeling Committee accept the labeling definition proposed by the Work Group. It was noted that the Labeling Committee accepted the proposed definition at their meeting held on the morning of January 22, 2025.

**8. PFC TRAINING AND OUTREACH SUBCOMMITTEE**

Tiffany Leschishin reported that the Subcommittee meets monthly and is collaborating with the Committee on a five-year plan for ongoing Pet Food Committee training and outreach. The Subcommittee’s Work Groups are focused on developing content for PFLM. Tiffany Leschishin then provided an update on the Subcommittee’s planned deliverables for 2025, including the Pet Food Forum Workshop scheduled for May 1, 2025, PFLM education and training videos, a nutrition facts calculator, and a small manufacturer’s guidance document. It was noted that the latter two resources will be submitted by the end of January, 2025, and will be voted on by the Committee in February, 2025. Additionally, two PFLM videos have been finalized by Philosoph Communications, with the potential for more to be produced.

**8.1 Regulator/Industry Work Group**

The Regulator/Industry Work Group has been meeting every other week, focusing on developing regulator/industry guidance regarding PFLM. This guidance will be made available on the AAFCO website. Additionally, the Work Group is in the process of creating multiple nutrition facts checklists, with the goal of incorporating these resources into a regulator toolkit.

**8.2 Consumer/Veterinary/Retailer Work Group**

The Consumer/Veterinary/Retailer Work Group is working on a website review, edits for the PFLM website, and training modules. Committee members interested in participating on the Work Group were encouraged to contact Tiffany Leschishin.

**8.3 Pet Food Committee Workshop Work Group**

The Committee was asked to save the dates of August 6, 2025, from 1:00 p.m. to 6:00 p.m. and August 7, 2025, from 8:00 am to 4:00 p.m. for the AAFCO and NASC Pet and Specialty Pet Food Labeling Workshop to be held in Omaha, Nebraska.

In response to an inquiry from a Committee member, Katie Simpson clarified that the new nutrition facts calculator is still under review and must be accepted by the Subcommittee prior to presentation to the Committee.

**9. OTHER TOPICS FOR DISCUSSION/NEW BUSINESS**

There were no other topics for discussion or new business.

**10. ADJOURNMENT**

It was agreed that there was no further business to transact; the meeting closed at 2:46 p.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.

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Director

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Director

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Date

\_\_\_\_\_  
Date