



Association of American Feed Control Officials

**2021 AAFCO Midyear Meeting
Committee Reports**

Virtual

January 19–21, 2021



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Association Business Meeting Minutes

2020 AAFCO Annual Meeting Virtual
11:00 am–2:15 pm (EDT)

Agenda

- 1) **Convene Business Session of the Association**-Kristen Green, President
 - 1) Welcome and opening remarks
 - 2) Announcement of new life members
 - 3) Presentation of awards
 - a) Certificates of Appreciation
 - i) Miriam Johnson: For outstanding service in developing the Sampling Study Request for Proposal: 2020
 - ii) Bob Geiger: For outstanding service in developing the Sampling Study Request for Proposal: 2020
 - iii) Samantha Moran-Defty: For outstanding service in developing the Sampling Study Request for Proposal: 2020
 - iv) Jenny Coombs: For outstanding service in developing the Sampling Study request for proposal: 2020
 - v) Aaron Price: For outstanding service in developing the Sampling Study request for proposal: 2020
 - vi) Miriam Johnson: For outstanding service in reviewing the Sampling Study Proposals: 2020
 - vii) Steve Stewart: For outstanding service in reviewing the Sampling Study Proposals: 2020
 - viii) Josh Arbaugh: For outstanding service in reviewing the Sampling Study Proposals: 2020
 - ix) Brett Groves: For outstanding service in reviewing the Sampling Study Proposals: 2020
 - x) Mark LeBlanc: For outstanding service in reviewing the Sampling Study Proposals: 2020
 - xi) Louise Calderwood: For outstanding service in reviewing the Sampling Study Proposals: 2020
 - xii) Dana Brooks: For outstanding service to AAFCO in assisting with the transition to the virtual 2020 Annual Meeting
 - xiii) Mary Emma Young: For outstanding service to AAFCO in assisting with the transition to the virtual 2020 Annual Meeting
 - xiv) Nancy Thiex: For outstanding service to AAFCO in assisting with the transition to the virtual 2020 Annual Meeting
 - xv) Steve McMurry: For outstanding service to AAFCO in assisting with the transition to the virtual 2020 Annual Meeting
 - xvi) Nick Young: For outstanding service to AAFCO in assisting with the transition to the virtual 2020 Annual Meeting
 - xvii) Eddie Simons: For outstanding service to AAFCO in assisting with the transition to the virtual 2020 Annual Meeting
 - xviii) David Meeker: For outstanding service to AAFCO in assisting with the transition to the virtual 2020 Annual Meeting
 - xix) Richard Ten Eyck: For outstanding service to AAFCO in assisting with the transition to the virtual 2020 Annual Meeting
 - xx) Dave Edwards: For outstanding service to AAFCO in assisting with the transition to the virtual 2020 Annual Meeting
 - xxi) Kent Kitade: For outstanding service to AAFCO in assisting with the transition to the virtual 2020 Annual Meeting
 - xxii) Louise Calderwood: For outstanding service to AAFCO in assisting with the transition to the virtual 2020 Annual Meeting
 - xxiii) Jacob Fleig: For outstanding service to AAFCO in assisting with the transition to the virtual 2020 Annual Meeting

- 2) **Erin Bubb states the AAFCO Board of Directors approved the following Committee Reports:** Current Issues and Outreach, Education and Training, Feed and Feed Ingredient Manufacturing, Feed Labeling, Ingredient Definitions Committee, Ingredient Definitions eMeeting 3/4/2020, Inspection and Sampling, Laboratory Methods & Services, Model Bills and Regulations, Pet Food, Proficiency Testing, Strategic Affairs and recommends the same to the membership. I so move. **Ben Jones Seconds, MOTION CARRIES**
- 3) **Acceptance of Committee Recommendations**-Erin Bubb, President-Elect
Ingredient Definitions Jan. 22, 2020, and eMeeting Mar. 4, 2020
- 1) **Publish in the OP a new feed term: Common or usual**
 Erin Bubb states the AAFCO Board of Directors accepted the recommendations of Common or Usual be published in the Official Publication and recommends the same to the membership. I so move. **Austin Therrell Seconds. MOTION CARRIES**
- i) **Common or usual** (naming process) The common or usual name of a feed ingredient shall accurately identify or describe, in as simple and direct terms as possible, the basic nature of the ingredient or its characterizing properties. The name shall be uniform among all identical or similar ingredients and may not be confusingly similar to the name of any other ingredient that is not reasonably encompassed within the same name. Each ingredient shall be given its own common or usual name that states, in clear terms, what it is in a way that distinguishes it from other ingredients. Common or usual names of many ingredients used in animal feed are found in the Association of American Feed Control Officials' Official Publication, Chapter 6
 - Official Feed Terms and Ingredient Definitions. Some feed ingredients may be a common food; in this case the common or usual name should abide by the principles as provided in this feed term.
- 2) Erin Bubb states the AAFCO Board of Directors accepted the recommendation of common be published in the Official Publication and recommends the same to the membership. I so move. **Ben Jones Seconds. MOTION CARRIES**
- ii) **Common foods** are commercially available and suitable for use in animal food but are not defined by AAFCO, including but not limited to certain whole seeds, vegetables, or fruits. Common food for animals may include common human foods that are known to be safe for the intended use in animal food. Manufacturers are responsible for determining whether a common food is safe and has utility for its intended use prior to commercial distribution as animal food.
- 3) Erin Bubb states the AAFCO Board of Directors accepted the recommendation from the IDC and recommends the same to the membership to establish and publish in the AAFCO Official Publication a new tentative definition for T60.117 (B) Dried Black Soldier Fly Larvae. I so move. **Jacob Fleig Seconds. MOTION CARRIES**
- a) **T60.117 (B) Dried 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 a feedstock composed exclusively of feed-grade materials. The ingredient must be labeled with 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, poultry **and swine** feed as a source of protein and fat consistent with good feeding practices.
- 4) Erin Bubb states the AAFCO Board of Directors accepted the recommendation from the IDC to publish 57.167 Manganese hydroxychloride as Official in the AAFCO Official Publication and recommends the same to the membership. I so move. **Jacob Fleig Seconds. MOTION CARRIES**
- a) **57.167 Manganese hydroxychloride** is the reaction product of manganese oxide and hydrochloric acid at the appropriate stoichiometric ratio, having the empirical formula $Mn_2(OH)_3Cl$. The particle size must not exceed 100 microns. It must contain not less than 44% manganese and is intended to be a source of manganese for use in livestock, poultry, and companion animal diets. It must not contain more than 20% chloride, 50 ppm lead, 50 ppm arsenic, 10 ppm cadmium, and 0.5 ppm mercury.

- 5) Erin Bubb states the AAFCO Board of Directors accepted the recommendation from the IDC to edit Table 101 to **add GRAS Notification AGRN 30 Krill Meal** in the AAFCO Official Publication and recommends the same to the membership. I so move. **Brett Groves Seconds. MOTION CARRIES**

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)
30 (PDF-307 pages)	Aker BioMarine Antarctic	<i>Euphausia superba</i> (krill) meal	Krill meal	To be used as a source of protein and lipid in food for adult dogs at a maximum inclusion level of 3% by weight of dry food.	Adult dogs	2/19/2019	FDA has no questions. (PDF-4 pages)

Inspection & Sampling Committee:

- 1) Erin Bubb states the AAFCO Board of Directors accepted the recommendation to publish the revisions to the AAFCO Feed Inspector's Manual for alignment with FSMA in the AAFCO Official Publication, and recommends the same to membership. I so move. **Jacob Fleig Seconds, MOTION CARRIES**
- 2) Erin Bubb states the AAFCO Board of Directors accepted the recommendation to publish the revisions to the AAFCO Feed Inspector's Manual pertaining to the Aseptic Sampling section of the manual in the AAFCO Official Publication, and recommends the same to membership. I so move. **Miriam Johnson Seconds, MOTION CARRIES**

Model Bills and Regulations Committee

- 1) Erin Bubb states the AAFCO Board of Directors accepted the recommendation from the Model Bills and Regulations Committee to add Regulation 6(h) regarding Carriers to the Model Bill and move Statements of Uniformity Interpretation and Policy (SUIP) #15 - Carriers, to the deleted SUIP list and recommends the same to membership. I so move. **Robert Tolton Seconds, MOTION CARRIES**

6 (h) Each carrier shall be listed in the ingredient statement on the label unless it meets the criteria for an incidental ingredient [21 CFR 501.100(a)(3)].

- 2) Erin Bubb states the AAFCO Board of Directors accepted the recommendation from the Model Bills and Regulations Committee to revise Model Bill Section 7. Adulteration language to human or animal and recommends the same to membership. I so move. **Ken Bowers Seconds, MOTION CARRIES**

A commercial feed shall be deemed to be adulterated: (a) (1) If it bears or contains any poisonous or deleterious substance which may render it injurious to **human or animal** health; but in case the substance is not an added substance, such commercial feed shall not be considered adulterated under this subsection if the quantity of such substance in such commercial feed does not ordinarily render it injurious to **human or animal** health;

- 3) Erin Bubb states the AAFCO Board of Directors accepted the recommendations from the Model Bills and Regulations Committee to revise Regulation PF3 in the AAFCO Official Publication and recommends the same to membership. I so move. **Ken Bowers Seconds. MOTION CARRIES**
- (a) **The names of the ingredient(s) used in the brand or product name or elsewhere on the product label shall appear in order of predominance by weight in the product. Names of flavors due to their varying intensity can be in any order.**
- (b) The words "100%," or "All," or words of similar designation shall not be used in the brand or product name of a pet food or specialty pet food if the product contains more than one ingredient., ~~not including water sufficient for processing, decharacterizing agents, or trace amounts of preservatives and condiments.~~
- (c) An ingredient or combination of ingredients may form part of **a brand or** product name of a pet food or specialty pet food:
- (1) When the **named** ingredient(s) constitutes at least 95% of the total weight of the product. Water sufficient for processing may be excluded when calculating the

percentage; however, the **named** ingredients shall constitute at least 70% of the total product weight.

- (2) When any named ingredient(s) constitutes at least 25% of the **total** weight of the product, provided that:
- A. Water sufficient for processing may be excluded when calculating the percentage, however, the **named** ingredient(s) shall constitute at least 10% of the total product weight; and
 - B. A descriptor is used with the ingredient name(s). This descriptor shall imply other ingredients are included in the product formula. Examples of descriptors include "dinner," "platter," "entree," "formula," and "recipe"; and
 - C. The descriptor shall be in the same size, style and color print as the ingredient names(s)
- (3) When a combination of ingredients which are included in the **brand or** product name in accordance with Regulation PF3(c) **provided that: meets all of the following:**
- A. Each **named** ingredient constitutes at least 3% of the **total weight of the product** ~~the product weight~~, excluding water sufficient for processing; ~~and~~
 - ~~B. The names of the ingredients appear in the order of their respective predominance by weight in the product; and~~
 - B. All such ingredient names appear on the label in the same print size, font style and color print.
- (d) When the name of any ingredient appears in the brand or product name of a pet **food or** specialty pet food or elsewhere on the product label and includes a descriptor such as "with" or similar designation, the named ingredient(s) must each constitute at least 3% of the product weight exclusive of water sufficient for processing. ~~If the names of more than one ingredient are shown, they shall appear in their respective order of predominance by weight in the product.~~

The 3% minimum level shall not apply to claims for nutrients, such as, but not limited to, vitamins, minerals, and fatty acids, as well as condiments. The word "with," or similar designation, and named ingredients shall be in the same size, style, color and case print and be of no greater size than:

Panel Size	Max "With Claim" Type Size
≤5 in ²	1/8 in
>5–≤25 in ²	1/4 in
>25–≤100 in ²	3/8 in
>100–≤400 in ²	1/2 in
>400 in ²	1 in

- (e) A flavor designation may be included as part of the product name or elsewhere on the label of a pet food or specialty pet food when the flavor designation meets all of the following:
- (1) The flavor designation:
 - A. Conforms to the name of the ingredient as listed in the ingredient statement; or
 - B. Is identified by the source of the flavor in the ingredient statement
 - (2) The word "flavor" is printed in the same size type and with an equal degree of conspicuousness as the name of the flavor designation; and
 - (3) Substantiation of the flavor designation, the flavor claim, or the ingredient source is provided upon request.
- (f) Contractions or coined names referring to ingredients shall not be used in the brand name of a pet food or specialty pet food unless it is in compliance with Regulation PF3 (b), (c), or (d).

- (g) When pet food or specialty pet food consists of raw milk, the words, "Raw (blank) Milk" shall appear conspicuously on the principal display panel. (Blank is to be completed by using the species of animal from which the raw milk is collected.)
- 4) Erin Bubb states the AAFCO Board of Directors accepted the recommendations from the Model Bills and Regulations Committee to revise Regulation PF5 in the AAFCO Official Publication and recommends the same to membership. I so move. **Jacob Fleig Seconds.**

MOTION CARRIES

- (a) Each ingredient of a pet food or specialty pet food shall be listed in the ingredient statement as follows:
- (1) The names of all ingredients in the ingredient statement shall be shown in letters or type of the same size, style and color;
 - (2) The ingredients shall be listed in descending order by their predominance by weight in non-quantitative terms;
 - (3) Ingredients shall be listed and identified by the name and definition established by AAFCO; and
 - (4) Any ingredient for which no name and definition have been so established shall be identified by the common or usual name of the ingredient.
- (b) The ingredients "meat" or "meat by-products" shall be qualified to designate the animal from which the meat or meat by-products are derived unless the meat or meat by-products are derived from cattle, swine, sheep, goats, or any combination thereof. For example, ingredients derived from horses shall be listed as "horsemeat" or "horsemeat by-products."
- (c) Brand or trade names shall not be used in the ingredient statement.
- (d) A reference to the quality, nature, form, or other attribute of an ingredient shall be allowed when the reference meets all of the following:
- (1) The designation is not false or misleading;
 - (2) The ingredient imparts a distinctive characteristic to the pet food or specialty pet food because it possesses that attribute; and
 - (3) A reference to quality or grade of the ingredient does not appear in the ingredient statement.
- (e) Any reference to the percentage of an ingredient or combination of ingredients, by symbol or word, in the brand or product name or elsewhere on a pet food or specialty food label, shall be based in relation to the total weight of all ingredients in the product.**
- (1) The names of the ingredient(s) shall appear in order of predominance by weight in the product, provided that names of flavors due to their varying intensity can be in any order.**
 - (2) Where water sufficient for processing is excluded from the declared percentage, the exclusion of water shall be indicated in words juxtaposed to, the same style and color print and at least one-half the print size of the stated percentage (e.g., "95%_beef_exclusive_of_water" or "95_percent_chicken_and_liver_exclusive_of_water").**
- 5) Erin Bubb states the AAFCO Board of Directors accepted the recommendations from the Model Bills and Regulations Committee to revise Regulation PF7 in the AAFCO Official Publication and recommends the same to membership. I so move. **Ben Jones Seconds.**

MOTION CARRIES

- (a) The label of a pet food or specialty pet food which is intended for all life stages and sizes of the pet or specialty pet may include an unqualified claim, directly or indirectly, such as "complete and balanced," "perfect," "scientific," or "100% nutritious" if at least one of the following apply:
- (1) The product meets the nutrient requirements for all life stages and sizes established by an AAFCO-recognized nutrient profile; or
 - (2) The product meets the criteria for all life stages as substantiated by completion of the appropriate AAFCO-recognized animal feeding protocol(s);

- A. Unqualified claims of nutritional adequacy that include large size dogs be can substantiated by completing the appropriate protocols using large size dogs; or**
 - B. Can be substantiated by completing the appropriate protocols using dogs less than 70 lbs. adult weight while containing no more calcium and phosphorus than the maximum limits for large size dogs listed in the AAFCO Dog Food Nutrient Profiles; or**
 - (3) The product is a member of a product family which is nutritionally similar to a lead product which contains a combination of ingredients that has been fed to a normal animal as the sole source of nourishment in accordance with the testing procedures established by AAFCO for all life stages, provided that:
 - A. The nutritional similarity of the family product can be substantiated according to the Procedures for Establishing Pet Food Product Families developed by AAFCO; and
 - B. The family product meets the criteria for all life stages; and
 - C. Under circumstances of reasonable doubt, the (State Control Official) may require the manufacturer to perform additional testing of the family product in order to substantiate the claim of nutritional adequacy.
 - (b) The label of a pet food or specialty pet food which is intended for a limited purpose (such as size of dog) or a specific life stage, but not for all life stages and sizes, may include a qualified claim such as "complete and balanced," "perfect," "scientific," or "100% nutritious" when the product and claim meet all of the following:
 - (1) The claim is qualified with a statement of the limited purpose or specific life stage for which the product is intended or suitable, for example, "complete and balanced for puppies (or kittens)." The claim and the required qualification shall be juxtaposed on the same label panel and in the same size, style and color print; and
 - (2) The product meets at least one of the following:
 - A. The nutrient requirements for the limited purpose or specific life stage established by an AAFCO-recognized nutrient profile; or
 - B. The criteria for a limited purpose or a specific life stage as substantiated by completion of the appropriate AAFCO-recognized animal feeding protocol(s);
 - i. Qualified claims of nutritional adequacy that include large size dogs can be substantiated by completing the appropriate protocols using large size dogs; or**
 - ii. Can be substantiated by completing the appropriate protocols using dogs less than 70 lbs. adult weight while containing no more calcium and phosphorus than the maximum limits for large size dogs listed in the AAFCO Dog Food Nutrient Profiles; or**
 - C. The requirements of a product family which is nutritionally similar to a lead product which contains a combination of ingredients which, when fed for such limited purpose, will satisfy the nutrient requirements for such limited purpose and has had its capabilities in this regard demonstrated by adequate testing, and provided that:
 - i. The nutritional similarity of the family product can be substantiated according to the Procedures for Establishing Pet Food Product Families developed by AAFCO; and
 - ii. The family product meets the criteria for such limited purpose; and
 - iii. Under circumstances of reasonable doubt, the (State Control Official) may require the manufacturer to perform additional testing for the family product to substantiate the claim of nutritional adequacy.
 - (c) Dog and cat food labels shall include a statement of nutritional adequacy or purpose of the product except when the dog or cat food is clearly and....

Pet Food Committee:

- 1) Erin Bubb states the AAFCO Board of Directors accepted the recommendations from the Pet Food Committee for revisions to the AAFCO Dog and Cat Food Nutrient Profiles not be enforced until 12 months (1/1/2017) for new products in development and 24 months

(1/1/2018) for existing products after publication of the revised AAFCO Dog and Cat Food Nutrient Profiles in the print version of the AAFCO OP and recommends the same to membership. I so move. **Robert Tolson Seconds. MOTION CARRIES**

The established profiles are the "AAFCO Dog Food Nutrient Profiles" and "AAFCO Cat Food Nutrient Profiles" as the terms are applied in AAFCO model pet food regulations referring to nutritional adequacy. Under these model regulations, dog and cat foods substantiated for nutritional adequacy by reference to the AAFCO Dog and Cat Food Nutrient Profiles for a designated life stage(s) must be formulated to contain at least the minimum concentrations of nutrients specified in the Profiles, and, for some nutrients, not more than any maximum concentration listed for that specific nutrient in the Profiles as shown in this section. Products with their nutritional adequacy substantiated by AAFCO Feeding Protocols are not mandated to meet the minimum or maximum concentrations listed in the Profiles, **except for large-size dogs growth and all life stage products substantiated by the protocols using non-large size dogs must contain no more than the maximum large size breed calcium and phosphorus concentrations listed in the profiles.** Additionally, snacks, treats or products intended for intermittent or supplemental feeding only are not mandated to meet the concentrations in the Profiles unless their labeling references the Profiles.

MINIMUM FEEDING PROTOCOL FOR PROVING AN UNQUALIFIED REPRESENTATION OF NUTRITIONAL ADEQUACY FOR A DOG OR CAT FOOD

The minimum testing necessary to prove an unqualified claim for nutritional adequacy may be obtained by using the gestation/lactation and the growth protocols.

Test puppies or kittens shall receive the test diet as their sole source of nourishment, other than dam's or queen's milk, during lactation, weaning, and growth. Selection of puppies or kittens shall be on a statistically sound basis from each of the litters qualifying for the gestation/lactation protocol with equal sex distribution preferred. **Unqualified claims of nutritional adequacy for a product to be fed to large size dogs can be substantiated by completing the gestation/lactation and the growth protocols using large size dogs or can be substantiated by completing the gestation/lactation and the growth protocols with dogs less than 70 lbs. adult weight in which the product contains no more calcium and phosphorus than the maximum limits for large size dogs listed in the AAFCO Dog Food Nutrient Profiles.**

MINIMUM FEEDING PROTOCOL FOR PROVING A GROWTH CLAIM FOR A DOG FOOD PUPPIES

A minimum of eight puppies from three different bitches shall be required to start the test. The test group shall have the same gender distribution as the concurrent control group. **A growth claim of nutritional adequacy for a product that includes large size dogs can be substantiated by completing the growth protocol using large size dogs or can be substantiated by completing the growth protocol using dogs less than 70 lbs. adult weight in which the product contains no more calcium and phosphorus than the maximum limits for large size dogs listed in the AAFCO Dog Food Nutrient Profiles.**

Strategic Affairs Committee:

- 1) Erin Bubb states the AAFCO Board of Directors accepted the recommendations from the Strategic Affairs Committee for an addition to the By-Laws Article V and recommends the same to membership. I so move. **Ken Bowers Seconds. MOTION CARRIES**

Recommend addition to By-Laws Article V.

Add a new section for the Executive Committee as follows:

- 1) Official Publication 2020, Page 90 Insert language below as Section 2. Move each remaining section down one.

Article V - EXECUTIVE COMMITTEE

Section 2: There shall be an Executive Committee composed of the following: The Association's President, President-Elect, Secretary/Treasurer and the immediate Past President. The Executive Director will participate as a non-voting member.

The Executive Committee shall meet upon call by the President, and three (3) members of the Committee shall constitute a quorum. Executive Committee will act on behalf of the Board of Directors for time critical decisions, or for items that do not need the attention of the full Board of Directors. They will report all decisions to the Board at the next meeting for recording in the minutes.

- 2) Erin Bubb states the AAFCO Board of Directors accepted the recommendations from the Strategic Affairs Committee for changing what constitutes a quorum for the AAFCO Board of Directors from three (3) to **five (5)**. I so move. **Robert Tolson Seconds. MOTION CARRIES**
 - 1) Official Publication 2020, Page 90 Replace the language in Section 5. Quorum. with: Five (5) members shall constitute a quorum of any duly called regular or special meeting of the Board of Directors.
- 3) Erin Bubb states the AAFCO Board of Directors accepted the recommendations from the Strategic Affairs Committee for adding language to Table 1: Committee Premeeting Deadlines and Responsibilities. and recommends the same for membership. I so move. **Robert Tolson Seconds. MOTION CARRIES**

Recommend adding language to Table 1: Committee Premeeting Deadlines and Responsibilities. Recommend adding language to Table 3: BOD Premeeting Deadlines and Responsibilities

 - 1) **Table 1. at 40 days. Board liaison should review agenda to make sure all topics are appropriate, and all necessary topics are on the agenda.**
Table 1. at 45 days. Committee draft agenda is due.
- 4) Erin Bubb states the AAFCO Board of Directors accepted the recommendations from the Strategic Affairs Committee for adding language to Table 3: BOD Premeeting Deadlines and Responsibilities: Committee Premeeting Deadlines and Responsibilities and recommends the same for membership. I so move. **Ben Jones Seconds. MOTION CARRIES**
Table 3. at 20 days. Committee liaison to review committee recommendations for alignment with Association's policies and draw attention to any outstanding problems to committee chair and the President.

Nominating Committee:

- 2) Erin Bubb states the AAFCO Board of Directors accepted the recommendations from the Nominating Committee for the 2021 AAFCO Officers and Board of Directors and recommends the same for membership. I so move **Jon Roberts Seconds. MOTION CARRIES**

The nominating committee recommends the 2021 AAFCO Officers and Board of Directors
President: Erin Bubb, PA
Past President: Kristen Green, KY
Sec Treas: Ali Kashani, WA
President Elect: George Ferguson, NC
Director 1 Austin Therrell, SC
Director 2 Hollis Glenn, CO
Director 3 Eric Brady, TN
Director 4 Joshua Arbaugh, WV
Director 5 Laura Scott, CFIA

This concludes committee and board recommendations needing membership approval.

- 4) **Credential Report:** FASS
Number of voting members represented: 41
Number of states in attendance: 46
Number of countries: 7 (including U.S.)
Number of FDA representatives: 77
Number of life members: 3
Total meeting attendance: 439

Current Issues and Outreach Committee Report

2020 AAFCO Annual Meeting
August 4, 4:15–5:00 pm, Virtual

Committee Recommendations: None

Board Recommendations: None

Association Recommendations: None

Committee Participants

Members Present: Ali Kashani (WA; Committee Chair); Jennifer Combs (KY), Jo Lynn Otero (NM), Kristen Green (KY), Heather Bartley (WI), Eric Brady (TN), Michael Dutcher (FDA), Jacob Fleig (MO), Hollis Glenn (CO), Jennifer Godwin (FDA), Bethany Henderson (TN), Kent Kitade (Life Member), Tim Lyons (MI), Bernadette Mundo (SC), Isabel Pocurull (FDA), Wendy Powell (MI), Caitlin Price (NC), Austin Therrell (SC), Sharon Webb (KY), Sue Hays (ED)

Advisors Present: Tomas Belloso (NGFA), Dana Brooks (PFI), Louise Calderwood (AFIA), David Fairfield (NGFA), Julia Fidenzio (APPA), Tim Law (NARA), Steve Younker (AFIA)

Committee Report

The meeting started at 4:15 and was introduced by Sue Hays, AAFCO Executive Director. Jennifer Combs gave a welcome and opening remarks. Committee updates and workgroup activities were presented by Jennifer Combs, including the presentation of the Strategic Communications RFP. Jolynn Otero introduced Melanie Marques, MS, for her IFPTI presentation on Consumer Perceptions on the Impact of Pet Food on Human Health. Jolynn Otero then introduced Robert Leuer, MS, for his IFPTI presentation on Relationships Between the Violative Conditions Observed at Medicated Feed Manufacturers Inspected by the Minnesota Department of Agriculture. Jolynn Otero closed the committee meeting.

AAFCO 101 Outreach Work Group – Jennifer Combs - KY & JoLynn Otero - NM

A work group was formed during the 2019 Annual Meeting in Louisville, KY to address Strategic Plan # 7.2 Mentoring. The charge of the workgroup is to redesign AAFCO 101 as a new member session during the meetings; and to create a mentoring engagement plan with implementation tracking and reporting. AAFCO 101 Outreach Work Group Members: Jennifer Combs (Lead) – (KY); JoLynn Otero (Lead) – NM; Dana Brooks – PFI; Dave Fairfield – NGFA; Nathan Price – ID; Kent Kitade – member; Burnadett Mundo – SC.

Communications RFP Work Group – Jennifer Combs - KY & JoLynn Otero - NM

A work group was formed in March 2020 to address the charge given to CIOC to draft an RFP for the AAFCP long-term communications plan.

Communications RFP Work Group Members: Ali Kashani (WA), Jennifer Combs (KY), JoLynn Otero (NM), Hollis Glenn (CO), Reviewers: Dana Brooks – (PFI), Kent Kitade (Life Member), Jordan Smith (UK Marketing Director), Sue Hays (ED)

Other Business

CIOC will begin monthly meetings regarding mentoring engagement plan with implementation tracking and reporting.

Action Item Table

Responsible	Item	Action	Timing / Status	Status
Work Group	Outreach & Mentoring	Redesign AAFCO 101 as a new member session during the meetings	January 2020	Completed

Responsible	Item	Action	Timing / Status	Status
Work Group	Outreach & Mentoring	Create a mentoring engagement plan with implementation tracking and reporting	January 2020	Phase 1 Completed <u>Will resume active work via monthly meetings in September</u>
New				
Work Group	Strategic Communications Plan RFP	CIOC charged with creating RFP <ul style="list-style-type: none"> • Created RFP workgroup • Developed the RFP • Review & External Review • Sent to board • Suggested edits made and sent back to board 	April	On Track to be Released August 10 th

Education and Training Committee Report

2020 AAFCO Annual Meeting
August 6, 3:15–4:00 pm, Virtual

Board Recommendations: None

Committee Participants

Members Present: Marissa Kost – NC, Stan Cook – MO, David Dressler – PA, Dave Edwards – FDA, Ashlee-Rose Ferguson – WA, George Ferguson – NC, Jacob Fleig – MO, Kristen Green – KY, Kimberly Hull – FDA, Shannon Jordre – FDA, Kent Kitade – Life Member, Darlene Krieger – FDA, Tim Lyons – MI, Rick Manthei – MN, Samantha Moran-Defty – CA, Robert Murray – CFIA, Kate Nelson – CT, Jo Lynn Otero – NM, Neil Rickmond – FL, Shaness Thomas – FL, Jim True – KY, Janet Williams – FDA

Advisors Present: Shaun Anderson – AFIA, Lorri Chavez – PFI, David Fairfield – NFGA, Matt Frederking – NGFA, Scott Ringger – AFIA, Patrick Tovey – PFI

Others Present: Sue Hays – AAFCO, Cara Tharp – FASS

Committee Report

Marissa Kost (Committee Chair) called the meeting to order at 3:15 PM (EST). Attendance was taken in the waiting room for committee members to establish a quorum. Marissa Kost, NC, Chair, announced if time permits, there would be a couple additions to the agenda regarding the possibility of AITS & BITS virtual offerings as well as an AAFCO Investigator's Training update.

- **Training Calendar Workgroup:** Industry trainings received this week have been added to the Feed BIN calendar. As a reminder, please contact Jacob Fleig, MO, to add future trainings to the calendar either via Feed BIN email or directly.
- **Leadership Training Workgroup:** George Ferguson, NC, updated the committee on the workgroup progress. This workgroup was established with a task from Strategic Affairs to develop leadership training specifically for AAFCO purposes (for members such as committee chairs and future board members). The workgroup first identified the skill sets required for leadership. The 3 main categories are:
 1. Administrative skills for committee chairs/co-chairs (e.g., Robert's rules, how to plan agenda, set an agenda, working a meeting)
 2. Communication skills (e.g., effectively develop and deliver a leadership vision)
 3. Leadership skills (e.g., develop strategic vision & mission, conflict resolution, mentoring)
This should be an off-the-shelf product with current curriculums/libraries to fulfill these skills; not training that will be developed by AAFCO. It will preferably be available through another group. The workgroup is still working through the process currently but have identified options including CLEAR and LinkedIn Learning. The workgroup believes that a final recommendation could be presented back to committee by Midyear 2021.
- **OTED Training Updates:** Kimberly Hull, FDA, and Janet Williams, FDA, discussed the current availability of OTED trainings.
 - Janet Williams, FDA, announced that all training courses that OTED will deliver for FY21, regardless of commodity, will be done in a virtual format. Currently, all courses are being re-tooled to be done in a virtual format (i.e., exercises, hands-on-demonstrations, field trips/tours). OTED is worked in partnership with CVM and Field Component (Office of Human & Animal Food) to identify and focus on developing some foundational training to support the cGMP and PC Animal Food trainings. The focus will be on developing a VFD, a BSE, and a medicated feed training course. These courses are meant to strengthen the cGMP & PC AF courses to add application to those trainings. Those three foundational trainings are expected to be ready in FY21.
 - Kimberly Hull, FDA, discussed current online training opportunities available on the OTED Pathlore website. As a reminder, a sign in is not required to view the available courses in the catalog, but only regulators can register and take OTED Pathlore courses. Examples of available courses within the "VM" (Veterinary Medicine) catalog were briefly reviewed, as well as those within the "CC" (Cross Commodity) and "MP" (Multi-Programs) catalogs.

- Jacob Fleig, MO, inquired about the PC training and lack of any face-to-face classes due to COVID; how will we address getting folks trained both on the cGMP and PC? In response, Janet Williams, FDA, stated that based on current workplan data, there are currently more than enough federal and state level personnel trained to accomplish the tasks for upcoming work. OTED will provide updates and information to those who need training. They are directing those individuals to the background courses that support the work of cGMP & PC for Animal Food until they can get those courses to return to face-to-face. Questions on Slido were reviewed. Industry members can take some of the same courses via the IFPTI or ComplianceWire system for a fee, but OTED Pathlore courses are free for federal, state, and tribal regulators. Employee will have to provide copies of transcripts to supervisors due to FERPA.
- **Industry Training Update:** Scott Ringger, AFIA, updated the committee on available industry trainings opportunities for both industry members and regulators that include:
 - AFIA Feed Industry Institute (August 17 – September 23, 2020) – self-paced virtual platform along with a live webinar on 9/23/20; meant for those new to the animal food industry, educational forum to learn about feed and feed ingredients.
 - AFIA/KSU 500: Fundamentals of Feed Manufacturing (October 6 – November 10, 2020) – online, self-paced; typically offered 4 times per year and runs for several weeks. The course provides in-depth information on feed manufacturing.
 - NGFA Animal Food PCQI Course (November 10-12, 2020): Manhattan, KS – *This is currently scheduled to be in-person, but a final determination will be made based on COVID-19 conditions closer to the actual date.*
 - International Production & Processing Expo (IPPE) (January 26-28, 2021): Atlanta, GA – *This is currently scheduled to be in-person, but a final determination will be made based on COVID-19 conditions closer to the actual date.*
- **AAFCO Online Training Program:** Sue Hays, AAFCO Executive Director, discussed the online training programs in development through AAFCO. The Board authorized 3 online courses to be developed: Pet Food Labeling, Feed Labeling, & Understanding of AAFCO Ingredient Definitions Process. The courses are expected to be available in about 10 weeks, around October. Sue still needs one SME each from the following committees: Ingredient Definitions, Feed Labeling, and Pet Food to assist with the content. The courses will be offered through the AAFCO LMS and available to members, non-members, consumers, and the general public. In response to the online training program, Marissa Kost, NC, discussed the need to review the current training endorsement policy and tables to determine if they are adequate procedures for handling online trainings requests. A workgroup will be form with volunteers including Nathan Price (ID), Kate Nelson (CT), Scott Absher (AL), and Eric Brady (TN) to review the documents.
- **Workshop Calendar Update:**
 - 1) Midyear Meeting 2021 (San Antonio, TX): GRAS Notice Workshop (*rescheduled from Annual 2020*)
 - 2) AAFCO Investigator's Training: To be held virtually in 2020 – Date TBD
 - 3) Feed Administrators' Seminar 2021 (Estes Park, CO): *Rescheduled from May 2020*
 - 4) Annual Meeting 2021 (Omaha, NE): Ingredient Definition Submission Preparation Workshop
 - need a volunteer to serve as ETC Coordinator for this workshop
 - ** During Friday's Ingredient Definitions Committee meeting, it was suggested to consider combining this workshop with the GRAS Notice at this date due to the uncertainty of being able to meet in person still for the 2021 Midyear Meeting.**
 - 5) Midyear Meeting 2022 (Mobile, AL): Previous discussion to host Pet Food Labeling Workshop during this time; will re-visit to determine if we have other training needs later
- **FAS Sub-Committee:** During the June BOD meeting the history and current status of seminar planning group was discussed. The Board supported the decision to move this to ETC as a sub-committee. Marissa Kost, NC, discussed a brief overview of the suggested sub-committee members to include future host state representatives, current host state representatives, previous host state representatives, FASS representative, AAFCO Executive Director, and ETC members (chair & vice-chair) along with their respective responsibilities. More details

regarding this sub- committee will be covered during an electronic meeting prior to Midyear 2021.

- **New Business**

Marissa Kost, Chair, NC, suggested meeting electronically prior to the 2021 Midyear Meeting to discuss remaining items on agenda that were unable to be covered or fully discussed.

Details regarding that meeting will be determined later.

Meeting adjourned at 4:01 pm (EST).

Action Item Table

Responsible	Item	Action	Timing / Status
Darlene Krieger	Leadership Training	Final presentation of recommendation to committee	Midyear Meeting
TBD	Training Endorsement Policy & Tables	Review current ETC training endorsement policy and associated tables to determine if they are adequate	Midyear Meeting

Minutes approved 10/02/2020. 21 voting in the affirmative.

Feed and Feed Ingredient Manufacturing Committee Report

2020 AAFCO Annual Meeting
August 7, 3:15–4:00 pm, Virtual

Committee Recommendations: None

Board Recommendations: None

Association Recommendations: None

Committee Action Items

1. Mineral Guidelines Working Group: Revise the “Official Guidelines for Contaminant Levels Permitted in Mineral Feed Ingredients”.
2. FSMA Implementation Task Force – Working Group 3
Create action plan to determine the processes of implementing the decision making and method development.
3. Working Group #4 – Inspector Training for Ingredient Manufacturing Inspections:
Perform gap analysis of FSPCA training for inspectors to determine if AAFCO needs to provide additional training for state inspectors.
4. Committee Charge Workgroup – Review and assess the charge of the Feed and Feed Ingredient Manufacturing Committee

Committee Participants

Members Present: Austin Therrell – SC (Co-Chair); Eric Brady – TN (Co-Chair); Bob Church – MT; Stan Cook – MO; Ken Bowers – KS; Ben Jones - TX; Shaness Thomas - FL; Ali Kashani – WA; Laura Scott – CFIA

Via Telephone: None

Advisors Present: Pat Tovey – PFI; David Meeker – National Renderers Association; Louise Calderwood – AFIA; Dan Frank – AFIA; David Dzanis – APPA; David Fairfield – NGFA; James Emerson – US Poultry; Matt Frederking – NGFA; Dan Frank – Kent; Darlene Kreiger – FDA; William Burkholder – FDA; Lloyd Payne – FDA; Dragun Momcilovic – FDA

Others Present: Sue Hayes – AAFCO; Cara Tharp – FASS; Louise Ogden; Brenda Snodgrass, Linda Morrison; Phares Okelo

Committee Report

Eric Brady called the meeting to order at 3:15 PM. Members and advisors in the room introduced themselves in the virtual green room.

Introductions and Agenda Review, Eric Brady – Austin Therrell

***Modified Agenda noted.**

Canadian Food Inspection Agency Update - Laura Scott

Review of Action Items

Mineral Guidelines Working Group – Bill Burkholder

[Minute report from meeting. Current Tables in current Official Publication. Apparent from the review information must be more clearly stated in text. Years ago Dr. Benz (retired) reviewed both individual amount and total amounts from other groups. These amounts must be combined due to tables being used for individual elements. The 1978 official publication had the original tables. The tables must be recreated to be usable. The 1978 OP had a table and it was 5 years until the first guideline – 1983-84 OP. Then two drafts were completed. The guidelines have remained the same from the 1986 OP.]

1 meeting for working group. Dr. Burkholder to reply.

Batted around wordsmithing exercises. Math in document did not work. Using the numbers on page, math did not work. Where did the dilution factor come from? Dilution factors are in new table 2.

Numbers on page did not derive listed numbers. Burkholder reviewing spreadsheets. Numbers in spreadsheet need correcting. Explanations need to be shared with work group.

Provide by midyear meeting or sooner. Burkholder says he needs to complete this before retirement.

To Committee attention – Rob Shirley from Medicio, has spreadsheet to calculate when you are in or out of compliance with contaminant concentrations. Could be a useful tool if provided to workgroup.

Hopes to provide more than updated tables. Austin- reconvene and schedule another meeting.

SLIDO

FSMA IMPLEMENTATION TASK FORCE UPDATES

Working Group #3 – Contaminant and Hazard Lab Strategy - Brady

Working Group Charge: Following the identification of contaminants and hazards by FSPCA/FDA, the group will determine action levels and enforcement strategies to provide guidance to the Lab Methods and Services Committee (LMSC) in order to develop a priority list of method development. This Working Group will work in consultation with the FSPCA, Enforcement Issues Committee, Inspection & Sampling Committee, Ingredient Definition Committee and the LMSC

Eric – Strengthened bond with LMSC after New Mexico. Working groups are on the same track.

Multiple phone calls have directed to committees and workgroup. We will provide a product by mid-year. Survey will be sent to states to boil down hazards to a top 10. Expect doodle poll. Matrix to be provided at Mid- Year 2021.

Meeting held 9/16/2020

Working Group #4 – Inspector Training for Ingredient Manufacturing Inspections - Brady

Working Group Charge: Review materials developed by FSPCA and FDA to determine whether training material for feed ingredient manufacturing from the FSPCA will meet the needs of Inspectors in regards to training. Working group will work in consultation with the Education & Training Committee and the Inspection & Sampling Committee

Mike Davidson's tool is useful. AITS was standardized last year.

Jenny Murphy training...inspectional approach remains the same for all inspections.

Intended to disband workgroup, Miriam recommended waiting to disband until the finished training is available for review. Able to review and revise at that time.

Covid 19 stalled AITS.

SLIDO – Linda Morrison will you get feedback if AITS is virtual? Yes, we will be getting feedback.

Other Business:

Industry Stakeholder Updates – Pat Tovey -PFI; Dr. Dave Meeker – NRA; Louise Calderwood – AFIA; Dave Fairfield - NGFA

Ingredient Statement Verification Tool-

Ingredient verification tool provided excellent talking points during the meeting.

Intended to vote to publish – no purpose or preamble created. Explanation needed. Workgroup will reconvene to draft language. Tool is in Feed Bin for comments and changes. Expect Vote in January.

Bob Church – other states have used tool requesting feedback. Austin – please reach out to provide feedback.

Pat Tovey – Both Carolinas and Tennessee have used this, minus Covid Quarantine Austin asked industry to provide more feedback.

Workgroup discussion – ODI and Feed BIN could automatically generate, Jacob Fleig proposal for fillable PDF...listed in Feed Bin in FFIM folder. Price – 5300.00+/- additional features 1800.00

Louise Calderwood – AFIA requests input opportunity. Concern between ODI and Enforcement Tool.

SLIDO – Tom Phillips, would FDA accept tool during inspection? Eric Nelson, more than one use for evidence.

Dave Fairfield, proposal question...How will ODI be used? Austin explained ODI usage for ingredient verification. Verify label truthfulness question by Fairfield. Austin explained how the review will work.

Austin

4:00 – Meeting Adjourned

Action Item Table

Responsible	Item	Action	Timing / Status
Mineral Guidelines Working Group	Mineral Guidelines	To review and revise the "Official Guidelines for Contaminant Levels Permitted in Mineral Feed Ingredients". Working Group: Bill Burkholder (lead), Jon Nelson, Jennifer Kormos, Bill Hall, David Dzanis,	Tentative: January 2021
FSMA Implementation Task Force—Working Group 3	Hazard & Contaminant Action Levels and Enforcement Strategies	Work with FSPCA, EIC, ISC, IDC and LMSC to develop a prioritized list of method development once list of contaminants and hazards has been identified by the FSPCA and FDA. A plan of action should be created by the working group to determine the processes of implementing the decision making and method development.	Update: January 2021
FSMA Implementation Task Force—Working Group 4	Inspector Training Development	Gap Analysis performed on FSCPA training to determine if there is any missing education that should be provided to inspectors whom perform feed ingredient manufacturing inspections	Update: January 2021

[EXTERNAL] FW: Feed & Feed Ingredients attendees - Message (HTML)

File Message Help Acrobat Tell me what you want to do

Ignore Delete Archive Reply Reply All Forward More

Microsoft Outlo... To Manager Rules

Junk Reply & Delete Create New

Move Actions Mark Unread Categorize Follow Up Translate Read Aloud Zoom Send to OneNote

[EXTERNAL] FW: Feed & Feed Ingredients attendees

AAFCO Executive Director <exec@aafco.org>
To: Austin Therrell; Eric Brady

Retention Policy: 90 Day Delete (90 days) Expires: 11/5/2020

Reply Reply All Forward ...

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Eric Brady
Austin Therrell
Louise Ogden
William Burkholder
Ken Bowers
Bob Church
Stan Cook
Ben Jones
Ali Kashani
Darlene Krieger
Linda Morrison
Dragan Momcilovic
Lloyd Payne
Phares Okelo
Laura Scott
Brenda Snodgrass
Shaness Thomas
Louise Caldenwood
Sue Hays
David Meeker
Cara Tharp
Matt Frederking
Dan Frank
David Fairfield
James Emerson
David Dzanis

Ingredient Definitions Committee Report

2020 AAFCO Annual Meeting

August 6–7 e-Meeting

Recommendations to the Board and Association Membership

When needed, text is presented in Appendix A.

- 1) Publish as official **T3.1 Suncured Alfalfa Meal**.
- 2) Publish a new official definition: **57.169 Iron-choline citrate complex**.
- 3) Publish as official **T60.118 Ground Juniper**.
- 4) Publish a replacement of **73.046 Silicon Dioxide** as official. (CFR)
- 5) Publish as official **73.052 Sodium Aluminosilicate** as an anticaking agent.
- 6) Publish a note in **Table 73.001** (page 432 2019 rev 1 OP) in section 73, Technical Additives, for sodium silicoaluminate **Add a note in the limitations section** “*remove this item in the 2023 OP, replaced with 73.052 Sodium aluminosilicate.*”
- 7) Publish a replacement of **T73.430 L-Lactic acid**. (page 453 of the 2020 rev 1 online OP)

Recommendations to the Board (no membership action requested)

- 1) IDC recommends the BOD implement the procedures outlined in the attached NANP workgroup report.
- 2) IDC recommends the BOD implement the procedures outlined in the attached ODI Workgroup report.
- 3) IDC Recommends the BOD accept the proposal from Moca Works to automate OP changes into ODI. (not attached)
- 4) IDC requests the questions be asked of legal council and answers provided to the not-defined workgroup:
 - a. Is AAFCO obliged to make the list of non-defined ingredients public?
 - b. Is the list in conflict with state “sunshine” laws?

Board Action

To be considered in October 2020

Association Action

To be considered in January 2021

Recommendations Not Needing Further Association Review

- 1) on page 350 of the 2020 OP rev 1 Edit the paragraph:
Official Common or Usual Names and Definitions of Feed Ingredients
As Established By The Association Of American Feed Control Officials
The **bold print name** and international feed name (IFN) are both acceptable as ingredient names, unless designated otherwise in the definition.
Occasionally an item may be suggested as an ingredient in a mixed feed that is not listed in this publication. When this happens, the appropriate investigator should be contacted **to develop an ingredient definition**, ~~a term developed, and the product defined~~. Some ingredients, e.g. sugar, are so common there is no need to define them.
- 2) On page 414 of the 2020 OP rev 1 edit **57.166 Chromium Propionate** to match CFR and to show as in appendix A.
- 3) On page 434 of the 2020 OP rev 1 edit **71.40 Low Glucosinolate High Erucic Acid Rapeseed Meal** to show as in appendix A.
- 4) On page 433 of the 2020 OP rev 1 edit **71.77 Canola Meal** to show as in appendix A.
- 5) On page 437 of the 2020 OP rev 1 edit **Table 73.001** Edit to show as below.

there is a typo in 73.001 Diacetyl tartaric acid esters of mono and diglycerides ~~or of~~ edible fats or oils, or edible fat-forming fatty Acids 2020 rev 1 Online OP page 437

Diacetyl tartaric acid esters of mono and diglycerides or edible fats or oils, or edible fat-forming fatty acids IFN 8-07-248	21 CFR 582.4101	Emulsifying agent	In accordance with good manufacturing practices
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Committee Report

Meeting was brought to order at 1:15pm EST by chair Ten Eyck. Meeting was held via zoom webinar and live broadcast to the gallery. Committee Members and advisors had live audio, live video and a chat box to ask questions. All attendees and live broadcast viewers had access to the slido app to ask questions. Documents supporting the agenda are posted in the BIN library / Ingredient Definitions / Investigator Recommendations -or- contact the person listed on the agenda with questions.

- 1) Roll call of Committee members was done in green room prior to broadcast.
22/22 voting members, Quorum was present in both sessions
Richard Ten Eyck, Erin Bubb, Mika Alewynse, Ken Bowers, Stan Cook, Dave Dressler, James Embry, Maggie Faba, Ashlee-Rose Ferguson, Jacob Fleig, Brett Groves, Darrell Johnson, Ali Kashani, Dave Phillips, Tom Phillips, Nathan Price, Kelli Younker, Charlotte Conway, Jennifer Kormos -proxy for Laura Scott in session 1, Kent Kitade, George Ferguson, Dan King, Mark LeBlanc, Shannon Jordre, Laura Scott missed session 1 attended session 2
Missing: -none-
- 2) Edits on page 350 – Richard Ten Eyck (5 min)
on page 350 of the 2020 OP rev 1 Edit the paragraph:
Official Common or Usual Names and Definitions of Feed Ingredients
As Established By The Association Of American Feed Control Officials
The **bold print name** and international feed name (IFN) are both acceptable as ingredient names, unless designated otherwise in the definition.
Occasionally an item may be suggested as an ingredient in a mixed feed that is not listed in this publication. When this happens, the appropriate investigator should be contacted **to develop an ingredient definition**, a term developed, and the product defined. Some ingredients, e.g. sugar, are so common there is no need to define them.
Motion to edit by Jacob Fleig, second by Nathan Price, passed 22/0 some discussion that additional work may need to be done to the last sentence in light of the new common food feed term. AFIA volunteered to help with future revisions.
- 3) **T3.1 Suncured Alfalfa Meal** (move to official)—Erin Bubb (10 min) *Motion to publish as official by Erin Bubb second by Tom Phillips. Motion passed 17/0 with 3 abstains. Lots of discussion for and against.*
- 4) **57.166 Chromium Propionate** revise official definition to match CFR. “(3) In feed for horses at a level not to exceed an intake of 4 mg of chromium from chromium propionate per horse per day.” -- Jennifer Kormos (10 min) *Motion to edit the definition was made by Jennifer Kormos second by Mika Alewynse passed 22/0 This is an edit of the official definition.*
- 5) **57.169 Iron-choline citrate complex** made by reacting approximately equimolecular quantities of ferric hydroxide, choline, and citric acid may be safely used as a source of iron in animal feed. Minimum iron (Fe) must be specified. 21 CFR 573.580 new official definition (CFR) – Jennifer Kormos (10 min) *Motion to publish a new official definition by Jennifer Kormos seconded by Mika Alewynse motion passed 22/0. Definition taken from the CFR with a minimum iron specification added. Adoption date needs to be corrected upon entry to the OP. Vitamin complexes question came up, these questions should go to definitions@aafco.org.*
- 6) **T60.118 Ground Juniper** (move to official) – Erin Bubb (5 Minutes) *Motion to move T60.118 to official and publish in the OP made by Erin Bubb seconded by Nathan Price. motion passed 22/0*

- 7) **71.40 Low Glucosinolate High Erucic Acid Rapeseed Meal**, edit definition- Falina Hutchinson (10 min) Cleaning up to match formats in canola meal. Some discussion of the units used if they are appropriate to a meal. Motion to edit
71.40 made by Falina Hutchinson and seconded by George Ferguson. passed 21/0 with one abstain, Some questions and discussion about specification units of natural contaminants (micromoles) occurred. Should this be looked at again? Need to look at analytical method. No specifications were changed so definition will stay at Official.
- 8) **71.77 Canola Meal**, edit current official definition, leave official- Falina Hutchinson (5 min) Motion to edit 71.77 made by Falina Hutchinson and seconded by Jacob Fleig. Motion passed 22/0 Action was supported by the canola industry. Typo's were corrected and a revised document loaded after the meeting.
- 9) **73.046 Silicon Dioxide**, replace official definition (CFR)- Dave Edwards (10 min) Motion to replace 73.046 with new CFR language made by Mika Alewynse was seconded by Mark LeBlanc. motion passed 22/0. Recommendation should go to board and membership.
- 10) **73.052 Sodium Aluminosilicate** as an anticaking agent. Add to the OP as Official (CFR). This is the same definition IDC approved in March 2020. Returned to IDC by the BOD for clarity on implementation timing. -- Richard Ten Eyck (10min) Motion to publish 73.052 as Official was made by Mika Alewynse and seconded by Erin Bubb. motion passed 22/0. Discussion was held surrounding the use of the term "complete feed". Complete feed is the feed fed to the animal. CVM uses this often interchangeably with "finished feed". Terminology may need to be cleaned up, or perhaps a new term defined. Consideration should be taken up later on the terms.
- 11) **Table 73.001** (page 440 2019 rev 1 OP) in section 73, Technical Additives, for sodium silicoaluminate Add a note in the limitations section "remove this item in the 2023 OP, replaced with 73.052 Sodium aluminosilicate." - Richard Ten Eyck (5Min) *Motion to edit and publish table 73.001 to include a note in the limitations of sodium silicoaluminate was made by Mika Alewynse and seconded by Tom Phillips. Recommendation should go to board and membership. Motion was amended (Ferguson/Groves) to change the year to 2023. Main Motion passed 22/0. George Ferguson proposed that a system to sunset discontinued common or usual names in the OP be established.*
- 12) **Table 73.001** Edit (page 432 2019 rev 1 OP) – Richard Ten Eyck (5 Min)
 there is an typo in 73.001 Diacetyl tartaric acid esters of mono and diglycerides ~~or of~~ edible fats or oils, or edible fat-forming fatty Acids 2020 rev 1 Online OP page 437

Diacetyl tartaric acid esters of mono and diglycerides or edible fats or oils, or edible fat-forming fatty acids IFN 8-07-248	21 CFR 582.4101	Emulsifying agent	In accordance with good manufacturing practices
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Motion to make the edit was made by Jacob Fleig and seconded by Brett Groves. Motion passed 22/0.

- 13) **T73.430 L-Lactic acid** (motion: replace the tentative definition with this one) – Richard Ten Eyck (5 min) page 453 of the 2020 rev 1 online OP
T73.430 (A) L-Lactic acid is a sequestrant with a minimum content of 97% L-lactic acid on a dry matter basis and a maximum of 0.5% D isomer for use in dry cat food products (less than 20% moisture). It is intended for use as a dental plaque and tartar control agent for adult maintenance cat food at levels not to exceed 1.2% on a dry matter basis.
Motion to make the replace T73.430 was made by Erin Bubb and seconded Mika Alewynse. Motion passed 22/0.

To fill time Falina Hutchinson gave the Hemp update and will repeat it tomorrow.

Hemp and its derivatives still do not have any definitions or food additive petitions filed. There is more hemp information on the AAFCO home page.

https://www.aafco.org/Portals/0/SiteContent/Announcements/Guidelines_on_Hemp_in_Animal_Food_July_2020.pdf

Session one of the meeting concluded and the committee recessed for the day. Tomorrows session will be included in the same set of minutes.

Session 2, August 7, 2020

Brought to Order 1:15 EST All committee members present.

- 14) *Hemp Update – Falina Hutchinson, MT (5 min) expecting submission soon, there are not currently any feeding clearances for Hemp.
- 15) *IDC to discuss draft workgroup charge: Omaha Workshop – Meagan Davis (10 Minutes)
The Board of Directors has asked IDC to plan and execute a workshop at the Omaha AAFCO Annual meeting in August 2021 on Developing Ingredient Definition submission requests. Volunteers Include: Meagan Davis, AFIA; Dave Edwards, CVM; Betty McPhee; Kristi Smedley; Lindsey Meyers; Erin Bubb IDC; ETC Liaison is ____
draft workgroup charge:
Design and deliver a workshop that describes the process of bringing a new ingredient to market, with a focus on the AAFCO process. The workshop should show the extent of data needed and provide discussion of ways to improve the AAFCO definition request process.
Motion to accept the charge was made by Jacob Fleig and seconded by Brett Groves. Motion passed 22/0 Discussion covered combining content with the GRAS notice workshop being held at midyear. The GRAS notice workshop is envisioned to work best in an in-person meeting. Meagan is gathering help for content development and presenters.
- 16) *Not-Defined workgroup update. (in BIN) Working on an index of common foods. – Kent Kitade (10 min) Building an index of common foods. Additions to the index are envisioned to come through IDC, be visible in some manner in ODI but not appear in the OP. Lots of details up in the air. Kent needs regulators to join the workgroup.
- 17) *NANP workgroup report -- Mike Kropf (10 min)
 - a. Recommendations to be forwarded to BOD are in the document. Motion made by Brett Boswell and seconded by Mark LeBlanc to forward the recommendations to the board for implementation. Motion passed 22/0.
- 18) ODI Workgroup report. Where to show changes to ODI? -- Jacob Fleig (15 min)
Recommendations document was shared. Motion to advance it to the BOD with recommendation to implement. *Motion to send the recommendation to the BOD was made by Nathan Price and seconded by Dave Phillips. Motion passed 22/0*
Recommendation to the BOD to accept proposal from Moca Works to automate OP changes into ODI. *Motion to send the recommendation to the BOD was made by Jacob Fleig and seconded by Erin Bubb. Motion passed 22/0*
- 19) Animal Products Edits– Stan Cook,(20 minutes)
Panel discussion on changes to pet food ingredient definitions. Stan introduced the concept of potential changes to some animal protein product definitions to better reflect pet food ingredients. Please contact Stan if you would like to contribute to the work. Volunteers from the chat: Jean Hofve, Chris Cowell, David Meeker, Betty McPhee, (CFIA) Laura Scott, Tim Law.
- 20) ICG Verification workgroup report. Time to change directions? – Richard Ten Eyck / Kristi Smedley (10 min) **Only touched Briefly. Workgroup is changing gears from building a verification system to providing educational content on the current pathways. Do in next IDC meeting.
- 21) MSBC Workgroup Report. Time for national coordination? – Tom Phillips (10 Min) ****Did not get to. Do in next IDC meeting.**
- 22) **90.27 (NEW Table) Pet food parenthetical Vitamin common name table** (workgroup update with possible action item) --- Tom Phillips (10 min) **** Did not get to, do in next IDC meeting.**
- 23) **FROM PFC (draft):** Vitamin common names for pet food should be addressed by IDC independent of the PFLM project. Information from the qualitative consumer research should be provided to the IDC. Work of the IDC common vitamin name workgroup should be quantitatively consumer panel tested preferably at the same time as the PFLM changes. **** Did not get to, do in next IDC meeting.**

Announcements

- 24) GRAS Notice Training ~~Baltimore 8/5/2020~~ status update. This will be moved to the midyear 2021 meeting. —Dave Edwards (0 minutes)

- 25) AAFCO Investigator Training - ~~Baltimore 8/4/2020~~ status update. This will be done virtually. - Charlotte Conway (0 minutes).
- 26) Next Meetings: e-meeting October __1__ 2020 11:30 EST-- Richard Ten Eyck (0 min)
- Meeting Adjourned 3:00 PM EST
- Minutes accepted 10/1/2020 not voting: Mika Alewynse, Stan Cook, George Ferguson, Mark LeBlanc, Dave Phillips, Tom Phillips,

Appendix A: Ingredient Definitions Committee Meeting, August 6–7, 2020

Recommendation to BOD and membership (details):

3.1 Suncured Alfalfa Meal, or Pellets, or Ground Alfalfa Hay is the aerial portion of the alfalfa plant, reasonably free of other crop plants, weeds, and mold, which has been dried by solar means, stored as bales or stacks, and finely or coarsely ground. If it is chopped instead of ground, it must be designated as “Suncured Chopped Alfalfa” or “Chopped Alfalfa Hay.” If the ingredient is further dehydrated by thermal means after being ground, it must be designated as “Dehydrated Suncured Alfalfa Meal, or Pellets.” (Proposed 2020, adopted 2021)

57.169 Iron-choline citrate complex made by reacting approximately equimolecular quantities of ferric hydroxide, choline, and citric acid may be safely used as a source of iron in animal feed. Minimum iron (Fe) must be specified. 21 CFR 573.580 (CFR) (adopted 2021 rev 1)

60.118 Ground Juniper is a roughage consisting of the entire aerial portion of the juniper plant (trunk, bark, branches, leaves, and berries), obtained only from *Juniperus pinchotii* and/or *Juniperus ashei*. Any plant part below ground level is excluded to avoid contamination with soil and/or rocks. It is ground to pass a screen no larger than 5/8 inches (15.875 mm). The ingredient must be guaranteed for crude protein and acid detergent fiber. Ground juniper is to be fed as a dietary roughage for cattle, sheep, or goats in accordance with good feeding practices. (Proposed 2020, adopted 2021)

(replace existing official definition with and leave Official): **73.046 Silicon dioxide** The food additive silicon dioxide may be safely used in animal feed in accordance with the following conditions:

- (a) The food additive is manufactured by vapor phase hydrolysis or by other means whereby the particle size is such as to accomplish the intended effect.
- (b) It is used or intended for use as an anticaking agent, antifoaming agent, carrier, and/or grinding aid in animal feed, including ingredients, intermediate premixes, premixes, supplements, concentrates, and complete feed.
- (c) To ensure safe use of the additive, silicon dioxide is to be used in an amount not to exceed that reasonably required to accomplish its intended effect, and silicon dioxide from all sources cannot exceed 2 percent by weight of the complete feed.
- (d) To ensure safe use of the additive, the label and labeling of the additive and ingredients, intermediate premixes, premixes, supplements, concentrates, and complete feed containing the additive shall meet the requirements of the Federal Food, Drug, and Cosmetic Act, including 21 CFR 501.
- (e) To ensure safe use of the additive, in addition to the other information required by the Federal Food, Drug, and Cosmetic Act, the label and labeling of the additive and ingredients, intermediate premixes, premixes, supplements, and concentrates containing the additive shall have:
 - (1) A statement of the concentration of the additive.
 - (2) A statement that silicon dioxide from all sources cannot exceed 2 percent by weight of the complete feed.

21 CFR 573.940 (Proposed 1964, Adopted 1965, Amended 2008, Adopted 2010, Amended 2018, Amended 2019 rev. 1, **Amended 2021**)

73.052 Sodium aluminosilicate is hydrated sodium aluminum silicate having $\text{Na}_2\text{O}:\text{Al}_2\text{O}_3:\text{SiO}_2$ in molar ratios of approximately 1:1:13, respectively. It can be naturally occurring or synthetic. It consists of 66.0 to 76.0% silicon dioxide; 9.0 to 13.0% aluminum oxide; and 4.0 to 7.0% sodium oxide, on a dry basis. It is used as an anticaking agent not to exceed 2% in finished feed. 21 CFR 582.2727.

Publish a note in table 73.001 (page 432)

Name	FDA Regulation	Classification	Limitations
Sodium silico aluminate IFN 8-08-101	21 CFR 582.2727	Anti-caking agent	Not to exceed 2% in finished feed. <u>Remove this item in the 2023 OP, replaced with 73.052 Sodium aluminosilicate.</u>

T73.430 (A) L-Lactic acid is a sequestrant with a minimum content of 97% L-lactic acid **on a dry matter basis** and a maximum of 0.5% D-isomer for use in dry cat food products (less than 20% moisture). It is intended for use as a dental plaque and tartar control agent for adult maintenance cat food at levels not to exceed 1.2% on a dry matter basis.

Recommendations to BOD (Details)

- 1) NANP workgroup report to IDC (accepted) sent to BOD:

INGREDIENT DEFINITIONS Committee NANP Sub-Committee

Purpose

Collaborative approach between AAFCO and National Animal Nutrition Program (NANP) to ensure accurate links to AAFCO ingredient definition numbers are used in the NANP feed composition database (<https://animalnutrition.org/feed-composition-database>) as definition numbers are added or changed.

1. The Board charge to IDC is develop a recommendation for this process.
2. The Board suggests AAFCO provide NANP with the appropriate ingredient numbers.
3. The workgroup should develop a recommendation on how the process between NANP and AAFCO will work regarding updates to the feed composition database

AAFCO/NANP Communication Procedures

NANP Role

1. NANP uses postdoctoral scholars to create the feed composition database which includes AAFCO's correlated ingredient number as a web link; currently NANP does not have a postdoctoral scholar but anticipates one in the fall of 2020.
2. NANP currently conducts periodic checks on AAFCO ingredient numbers and names to verify that the listed numbers and names are correct and accurate. Upon implementation of this procedure, NANP will provide the AAFCO Ingredient Definition Chair a spreadsheet of current ingredient names posted on the NANP website, (<https://animalnutrition.org>) including NANP's ingredient definition and AAFCO's ingredient number link so AAFCO can verify the current NANP website listed ingredients have correct and accurate AAFCO ingredient number links.
3. NANP requests notification from AAFCO when either broad-sweeping or specific changes to AAFCO ingredient numbers are expected so NANP can determine if changes to the feed composition database are required. NANP requests all contact be with those listed in item 5 (NANP Contacts) and not with the postdoctoral scholars.
4. NANP will notify AAFCO Ingredient Definition Chair of new ingredient number links to the AAFCO website before posting so AAFCO can verify appropriate definition number is used.
5. NANP Contacts
 - Merlin Lindeman, University of Kentucky - merlin.lindemann@uky.edu. Phone 859-257-7524
 - Chair of the Feed Composition committee (changes annually), see <https://animalnutrition.org/node/38>

AAFCO Role

1. For AAFCO ingredient number links already posted to the NANP website, the AAFCO Ingredient Definition Chair will assign committee members to review existing AAFCO links on the NANP website ensuring correctness and accuracy. This initial review will be

- (a) The additive is manufactured by the reaction of a chromium salt with propionic acid, at an appropriate stoichiometric ratio, to produce triqua-(mu₃-oxo) hexakis (mu₂-propionato-O,O') trichromium propionate with the empirical formula, [Cr₃(O)(CH₃CH₂CO₂)₆(H₂O)₃]CH₃CH₂CO₂.
- (b) The additive is added to feed as follows:
- (1) In complete feeds for broiler chickens and swine at a level not to exceed 0.2 milligrams (mg) of chromium from chromium propionate per kilogram of feed.
 - (2) In cattle diets at levels not to exceed 0.5 mg of chromium from chromium propionate per kilogram of the complete feed. Chromium propionate must be premixed with dry ingredients prior to adding to high moisture ingredients or forages.
 - (3) **In feed for horses at a level not to exceed an intake of 4 mg of chromium from chromium propionate per horse per day.**
- (c) The additive meets the following specifications:
- (1) Total chromium content, 8 to 10 percent.
 - (2) Hexavalent chromium content, less than 2 parts per million (ppm).
 - (3) Arsenic, less than 1 ppm.
 - (4) Cadmium, less than 1 ppm.
 - (5) Lead, less than 0.5 ppm.
 - (6) Mercury, less than 0.5 ppm.
 - (7) Viscosity, not more than 2,000 centipoise.
- (d) The additive shall be incorporated into feed as follows:
- (1) It shall be incorporated into each ton of feed by adding no less than one pound of a premix containing no more than 181.4 mg of added chromium from chromium propionate per pound.
 - (2) The premix manufacturer shall follow good manufacturing practices in the production of chromium propionate premixes. Inventory, production, and distribution records must provide a complete and accurate history of product production.
 - (3) **Chromium from all sources of supplemental chromium cannot exceed:**
 - (i) A level of 0.2 ppm of the complete feeds for broiler chickens and swine;
 - (ii) A level of 0.5 ppm of the complete feed for cattle; and
 - (iii) **An intake of 4 mg per horse per day.**
- (e) To assure safe use of the additive in addition to the other information required by the Federal Food, Drug, and Cosmetic Act:
- (1) The label and labeling of the additive, any feed premix, and feed shall contain the name of the additive.
 - (2) The label and labeling of the additive and any feed premix shall also contain:
 - (i) A guarantee for added chromium content.
 - (ii) Adequate directions for use and cautions for use including these statements: "Caution: Follow label directions" and consistent with the directions for use, the following:
 - (A) "Chromium from all sources of supplemental chromium cannot exceed 0.2 parts per million of the complete feed for broiler chickens and swine and 0.5 parts per million of the complete feed for cattle."
 - (B) **"Chromium from all sources of supplemental chromium cannot exceed 4 milligrams per horse per day."**

(21 CFR 573.304) (Adopted 2017 rev. 1, Amended 2021)

(replace existing official definition with and leave official): **71.40 Low Glucosinolate High Erucic Acid Rapeseed Meal, Solvent Extracted**** is the meal obtained after the removal of most of the oil by the prepress solvent extraction of whole seeds obtained from the genus *Brassica* (*Brassica napus*, *Brassica rapa* (formerly *B. campestris*), 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 and 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 2% 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, in accordance with good feeding practice.

(replace existing official definition with and leave official): **71.77 Canola Meal is the** low erucic acid, low glucosinolate ~~consists of the~~ meal obtained after the removal of most of the oil by mechanical extraction, or by direct solvent or prepress solvent extraction ~~process, from the~~ of whole seeds **obtained from** of the species **the genus *Brassica* (*Brassica napus*, *Brassica rapa* (formerly *B. campestris*) or *Brassica juncea*)**. The oil component of which seed from which the oil shall contain less than 2% erucic acid and the solid component of which ~~seed contains~~ shall contain ~~less than 5~~ micromoles allyl glucosinolate and 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 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, in accordance with good feeding practice.**

Note: A method of analysis for glucosinolates is contained in the publication by J.K. Daun and D.I. McGregor, December 15, 1981, Glucosinolate Analysis of Rapeseed (Canola). Method of the Canadian Grain Commission, Grain Research Laboratory. (The method is on file with the Feed Methods Clearinghouse, Division of Animal Feeds, Center for Veterinary Medicine, Feed and Drug Administration.

Inspection and Sampling Committee Report

2020 AAFCO Annual Meeting
August 5, 1:30–2:00 pm, Virtual

Committee Recommendations to Board and Membership

The revisions to the AAFCO Feed Inspector's Manual for alignment with FSMA and the aseptic sampling section have been completed and accepted by majority by the committee. The committee recommends the Board of Directors accept the revisions to the Feed Inspector's Manual as submitted and move to the general membership for voting and acceptance.

The revised proposals for the Sampling Study have been received from KY and TX and accepted by majority by the committee. The committee recommends the Board of Directors accept the two bids for funding to complete the proposed studies.

Committee Action Items

1. Aseptic Sampling Work Group Charge: to evaluate current protocols for aseptic sampling. The group includes the following members: Miriam Johnson (Lead) – NC; Tim Lyons – MI; Stevie Glaspie – MI; Ethan Willis – MO; Jacob Fleig – MO; Kevin Klommmhaus – FDA Advisor; Jan Campbell – NGFA; Stephanie Adams – AFIA
2. Sampling Study Proposal Review Work Group Charge: Review Proposals received to determine which candidate is the best fit to complete the study as outlined in the Request for Proposal. The group includes the following members: Miriam Johnson (ISC Liaison) – NC; Brett Groves – IN; Mark LeBlanc – LA; Steve Stewart – MN; Josh Arbaugh – WV; Louise Calderwood – AFIA
3. AITS & BITS Alignment Work Group Charge: Review current guidance document for hosting AITS & BITS and establish a consistent curriculum for future AITS seminars. The group includes the following members: Miriam Johnson (Lead) – NC; Jessica Gore – NC (POC for AITS); Brett Groves (POC for BITS) – IN; Chad Linton – WV; David Dressler – PA; Eric Brady – TN; Barb Schroeder – MN; Jamie Spencer – KS; Kevin Klommmhaus – FDA; Stephanie Adams – AFIA.
 - 2020 AITS Cadre: Jessica Gore – NC (POC for AITS); George Ferguson – NC; Eric Brady – TN; Stevie Glaspie – MI; Jamie Spencer – KS; Jordan Mancini – MN; Miriam Johnson – NC
 - 2020 BITS Cadre: Brett Groves – IN (POC for BITS); Eric Brady – TN; Steve McMurry – KY; Joe Slater – AAPFCO; Don Robinson – IN; Miriam Johnson – NC

Members Present: Miriam Johnson – NC (Committee Chair); Chad Linton – WV (Committee Vice Chair); Austin Therrell – SC (BOD Liaison); Jessica Gore – NC; Bob Church – MT; Andy Gray – MT; Brett Groves – IN; David Dressler – PA; Laura Scott – CFIA; Jim True – KY; Stan Cook – MO; Jacob Fleig – MO; Ethan Willis – MO; Samantha Moran-Defty – CA; Jamie Spencer – KS; Jenny Combs – KY; Barb Schroeder – MN; Tim Lyons – MI; Stevie Glaspie – MI; Mary Sasser – TX; Kevin Klommmhaus – FDA

Advisors Present: Meghan Dicks – AFIA; Jan Campbell – NGFA; Chris Olinger – NGFA; Stephanie Adams – AFIA; Pat Tovey – PFI

Others Present: Sue Hays – AAFCO Executive Director

Committee Report

Miriam Johnson (Committee Chair) called the meeting to order at 1:30 PM EST. Members and advisors were asked to state their presence during roll call. 21 committee members and 5 industry liaisons were present via Zoom meeting room and associated phone line connections.

Feed Inspector's Manual Aseptic Sampling Section Work Group – Miriam Johnson, NC

A work group was formed during the 2017 Midyear Meeting in Mobile, AL to address missing procedures for bulk aseptic sampling in the sampling procedures section of the AAFCO Feed Inspector's Manual.

Work Group Update:

The work group has been reviewing the Aseptic Sampling sections of both the AAFCO Feed Inspector's Manual and the FDA IOM, along with other aseptic sampling SOP's gathered from industry and regulatory groups. The recommended revised section created by the workgroup was

sent to the Board of Directors for review and acceptance. The BOD agreed to the revisions. The vote moved to the Annual Virtual Meeting General Membership Meeting held Aug 5 @ 11:00 AM EST and was passed by majority vote. The recommended edits will be sent to FASS for updating and the 8th edition of Feed Inspector's Manual will be posted to the website once those revisions are completed.

Work Group Members: Miriam Johnson (Lead) – NC; Jacob Fleig – MO; Tim Lyons – MI; Stevie Glaspie – MI, Ethan Willis – MO; Kevin Klommhaus – FDA Advisor; Jan Campbell – NGFA; Stephanie Adams – AFIA

Additional Feed Inspector's Manual Discussion – Miriam Johnson, NC

A new projected timeline for posting the 8th edition of the Feed Inspector's Manual to the AAFCO website was given by Miriam Johnson – NC. The updates for the aseptic sampling section and FSMA alignment were submitted to the Board of Directors for discussion and acceptance during the March 2020 committee chair/BOD meeting. The updates were reviewed, voted on for acceptance and moved forward for voting during the general membership meeting held Aug 5 @ 11:00 AM EST. The vote passed by majority. Following the close of this meeting, the revisions will be sent to FASS for updating to the final edition and loading to the website.

AITs Seminar Review – Miriam Johnson, NC

At this time the workgroup is planning to schedule a seminar for 2021, and has canceled plans for 2020. Colorado has shown interest in hosting for 2021, and the committee will follow up with them, as scheduling is tentative. In the interim the workgroup will continue with updates to the curriculum per feedback received during the 2019 seminar and has established a timeline for completing the drafts and receiving feedback and approval from ISC and the BOD in anticipation that AITs will be held in 2021. As always, please contact Jessica Gore if interested in hosting future trainings.

BITs Seminar Review – Miriam Johnson, NC

Currently the workgroup is planning to schedule a seminar for 2021, and has canceled plans for 2020. Oklahoma has shown interest in hosting for fall 2021, and the committee will follow up with them, as scheduling is tentative. Future training will be considered as normal unless other arrangements must be made due to travel restrictions. If a state would like to host a BITs training, please let Brett Groves know that you are interested.

AITs & BITs Alignment Workgroup – Miriam Johnson, NC

A workgroup was formed prior to the Midyear Meeting in Anaheim, CA in 2018. The charge of the work group is to review current guidance documents for hosting AITs and BITs and establish a consistent curriculum for future AITs seminars. Discussion during the Feed Inspector's Manual update at the Annual Meeting in Louisville, KY revealed a charge will be placed on the workgroup to find a replacement Model Bill Regulation for the GMP checklist that has been removed from the AAFCO Official Publication and Feed Inspectors Manual.

Workgroup Update:

The workgroup will continue to update the presentations and course materials for AITs based off survey results from the 2019 AITs seminar to include finding a replacement for the GMP checklist previously housed in the Official Publication.

Additional discussion led to the possibility of conducting virtual trainings in the future. The group feels that AITs may be the easier of the two trainings to start with converting to a virtual setting. Discussions of having a few meetings with fewer people or a training for a few hours spread over a few days or weeks would be an option. Ideas of how to do this will be discussed for the future if needed, or as time drives toward this type of training. BITs will be more difficult with other organizations involved but those options will also be considered. These ideas will be forwarded to the Education and Training Committee to help set this type of training up. A workgroup was formed of Brett Groves, Jessica Gore, Chad Linton, and Tim Lyons to coordinate any such contact with other committees and work on a virtual training platform in the future.

Sue Hayes, Executive Director of AAFCO, stated she would like to ensure that applications for the Small Meetings Grant are submitted, to help supplement funding for both trainings, AITs and BITs. Action must be taken this year to apply. Sue will work with the committee for any information, as these monies can be applied toward virtual trainings. AAFCO did not apply for the previous year.

Alignment Workgroup Members: Miriam Johnson (Lead) – NC; Chad Linton – WV; Brett Groves – IN; Eric Brady – TN; Barb Schroeder – MN; Dave Dressler – PA; Jamie Spencer – KS; Stephanie Adams – AFIA

Virtual Training Workgroup Members: Miriam Johnson – NC; Chad Linton – WV; Brett Groves – IN; Jessica Gore – NC; Tim Lyons – MI

AAFCO Sampling Study – Miriam Johnson, NC

During the Annual Meeting held in Bellevue, WA in August of 2017 a work group was formed to create a Report for Proposal to conduct a sampling study. The charge of the work group was to write a Request for Proposal in which current sampling methods will be re-validated through independent peer reviewed research. The RFP developed was approved by the Inspection and Sampling Committee and the Board of Directors. The link to the RFP was distributed to appropriate venues that could conduct the study. Proposals were received for 90 days to which 3 possible bids were received. Review group members have been charged with the process of selecting a researcher for the sampling study.

Work Group Update:

The workgroup is pleased to announce it has selected two candidates based on the proposals received. The workgroup recommendation was reviewed and accepted by the Inspection and Sampling Committee by majority and moved to the Board of Directors for review and acceptance to offer a bid. The adjusted bid proposal from the University of Kentucky has been reviewed, accepted by majority, and extended. We are awaiting the adjusted bid from the Office of the Texas State Chemist and will move to the Board of Directors once received. Mary Sasser – TX stated she would follow up with Tim Herrman to determine the status*. Updates on the progress of the study/research will be presented at the 2021 Midyear Meeting.

*Update: The updated bid from the Office of the Texas State Chemist has been received and passed to the Board of Directors for review and voting.

Review Group Members: Miriam Johnson – NC (ISC Liaison); Brett Groves – IN; Mark LeBlanc – LA; Steve Stewart – MN; Josh Arbaugh – WV; Louise Calderwood – AFIA

Time for completing discussion of items listed on the agenda ran out. No further discussion or topics were brought to the attention of the committee and discussion points not addressed in this meeting will be further updated during the 2021 Midyear Meeting. The meeting was adjourned at 2:06 PM EST.

Action Item Table

Responsible	Item	Action	Timing / Status
Work Group	AITs Guidelines & Curriculum	Update and Standardize AITs Guidelines & Curriculum	January 2021
Work Group	Guidance for 507 Inspections	Review and send to industry for review. Make available for all to see	January 2021
Miriam Johnson/Sue Hayes	Small Meetings Grant	Apply for the trainings in the future	Per Grant Request Submission Dates
Ben Jones	Bulk Tote Sampling	Review to see if any information is available on this already, report back to committee	January 2021

Laboratory Methods and Services Committee Report

2020 AAFCO Annual Meeting
August 7, 11:00 am–1:00 pm, Virtual

Committee Recommendations: None

Board Recommendations: None

Association Actions: None

Committee Participants

Members Present: Ametra Berry, Georgia Dept. of Agriculture; Brenda Snodgrass, Oklahoma Department of Agriculture; Christine Belna, Ohio Dept. of Agriculture; Deepika Curole, Louisiana Dept. of Agriculture; Dominika Kondratko, Colorado Dept. of Agriculture; George Ferguson, NC Food and Drug Protection Division, Animal Feed; H. Dorota Inerowicz, Office of the Indiana State Chemist; Hemakanthi Dealwis, FDA/CVM/OR; Kristi McCallum, Colorado Dept. of Agriculture; Lei Tang, DHHS/FDA/CVM/OF/OSC/DAF MPN4; Manisha Das, FDA/CVM/Division of Animal Feeds; Mark LeBlanc, Louisiana Dept. of Agriculture; Mary Koestner, Missouri Dept. of Agriculture; Nancy Thiex, Life Member; Patty Lucas, Florida Dept. of Ag and Consumer Services; Rebecca Moseley, Alabama Dept. of Agriculture; Robin Johnson, Montana Dept. of Agriculture; Sally Flowers, Nebraska Dept. of Agriculture; Sharon Webb, University of Kentucky Regulatory Services; Srinu Chigurupati, FDA / ORA / Office of Regulatory Science; Tai Ha, Nebraska Dept. of Agriculture; Tom Phillips, Maryland Dept. of Agriculture
Advisors Present: Alexis Huyghues-Desointes, JH Smuckers; Andy Crawford, Consultant; David Fairfield, National Grain and Feed Association; Ken Riter, Nestle-Purina Analytical Labs; Kyle Bennett, Neogen; Lars Reimann, Eurofins; Leo Schilling, Eurofins; Pat Tovey, Pet Food Institute

Committee Report

- 1) Welcome, Introductions, & Adoption of Agenda- K. McCallum & S. Webb
 - a. Meeting called to order at 11:04 am, EST
 - b. Motion to accept Agenda- Tom Phillips, Maryland
 - c. 2nd- Tai Ha, Nebraska
 - d. Motion passes unanimously
- 2) Review of Committee Roster and Appointments- Group
 - a. Please email Kristina.mccallum@state.co.us with any changes
- 3) Presentation: Multi-Lab Validation: An LC-MS/MS Method for Antibiotics in Distillers Grains by Dr. Hemakanthi de Alwis, Ph.D., FDA
- 4) Presentation: COVID-19 Lessons Learned – A Feed Lab Perspective by Kristi McCallum, CDA, AAFCO LMSC Co-chair
- 5) Presentation: The Public Health Laboratory Systems Database (PHLSD) by Lorelei Kurimski, APHL, Director of Quality Systems
- 6) Discussion and Questions for all presenters:
 - a. Andy Crawford: Suggesting utilizing a mixed media (in-person and virtual) platform for future meetings.
- 7) Meeting adjourned on Friday, August 7, 2020 at 12:45p EST.

Appendix A: Presentations

Attachments:

For a list of presentations given during this meeting, please see the AAFCO Laboratory Methods and Services Committee website at the following link:

<https://www.aaftco.org/Regulatory/Committees/Laboratory-Methods-and-Services#minutes>

Model Bills and Regulations Committee Report

2020 AAFCO Annual Meeting
August 5, 3:15–4:00 pm, Virtual

Committee Recommendations

The Model Bills and Regulations Committee recommends the following revisions be made to the Model Bills and Regulations, and that the AAFCO Board of Directors review the proposed revisions for future consideration by the Association membership.

1. Insert into Regulation 3(a)(4) of the AAFCO Model Regulations the following language to establish required guarantees for treats:
 - XI. Required guarantees for treats (all animal classes and species, exclusive of pets and specialty pets)
 - a. Minimum percentage of Crude Protein
 - b. Minimum percentage of Crude Fat
 - c. Maximum percentage of Crude Fiber
 - d. Other guarantees, as needed to support nutrient content claims in the labeling as per Model Bill Section 5(a)(3), and in accordance with terminology, order of guarantees and units of expression as specified in Model Regulations 3(a)(4) and 4.

If the new guarantees for treats as stated above are approved by the AAFCO membership, current AAFCO Model Regulation 3(a)(4)(XI) would become 3(a)(4)(XII) and current AAFCO Model Regulation 3(a)(4)(XII) would become 3(a)(4)(XIII).
2. Add to Regulation 3(a)(3) of the AAFCO Model Regulations the following language to establish a purpose statement requirement for treats:
 - VIII. The purpose statement of a feed intended as a treat for a designated species (exclusive of pets and specialty pets) shall include the words “treat” or “snack” and the intended species conspicuously on the principal display panel.

Board Recommendations: None

Association Actions: None

Committee Report

Model Bills and Regulations Committee Chairman Doug Lueders called the meeting to order at 3:15 p.m. on Aug. 5, 2020. He welcomed committee members, industry advisers and guests who were present, and reviewed the agenda.

In addition to Chairman Lueders, committee members participating in the meeting were Ken Bowers (Kansas), Eric Brady (Tennessee), William Burkholder (FDA), David Dressler (Pennsylvania), George Ferguson (North Carolina), Kristen Green (Kentucky), Darrell Johnson (Kentucky), Ben Jones (Texas), Richard Ten Eyck (Oregon), Austin Therrell (South Carolina) and Scott Ziehr (Colorado).

Industry advisers participating were Meghan Dicks and Steve Younker (AFIA), Julia Fidfenzio (APPA), Dave Dzanis (APPA/ACVN), Jan Campbell and David Fairfield (NGFA), Catherine Alinovi (NGPFMA), and Angele Thompson and Pat Tovey (PFI).

AAFCO Executive Director Sue Hayes also participated in the meeting.

Minutes from Previous Committee Meetings

Chairman Lueders noted that minutes from the committee’s January 21, 2020 meeting conducted in Albuquerque were previously approved on March 11, posted on the AAFCO website and Feed BIN and were included in the 2020 AAFCO Annual Meeting Committee Reports.

Old Business

Chairman Lueders noted that no old business had been carried forward from the Albuquerque meeting.

New Business

1. Required Guarantees for Treats

The committee considered the following language approved by the Feed Labeling Committee to be inserted into Regulation 3(a)(4) of the AAFCO Model Regulations to establish required guarantees for treats:

- XI. Required guarantees for treats (all animal classes and species)

- a. Minimum percentage of Crude Protein
- b. Minimum percentage of Crude Fat
- c. Maximum percentage of Crude Fiber
- d. Other guarantees, as needed to support nutrient content claims in the labeling as per Model Bill Section 5(a)(3), and in accordance with terminology, order of guarantees and units of expression as specified in Model Regulations 3(a)(4) and 4.

If the new guarantees for treats as stated above are approved by the AAFCO membership, current AAFCO Model Regulation 3(a)(4)(XI) would become 3(a)(4)(XII) and current AAFCO Model Regulation 3(a)(4)(XII) would become 3(a)(4)(XIII).

David Dressler moved to accept the language with the following revision (added language **bold** and underscored):

XI. Required guarantees for treats (all animal classes and species, **exclusive of pets and specialty pets**)

- a. Minimum percentage of Crude Protein
- b. Minimum percentage of Crude Fat
- c. Maximum percentage of Crude Fiber
- d. Other guarantees, as needed to support nutrient content claims in the labeling as per Model Bill Section 5(a)(3), and in accordance with terminology, order of guarantees and units of expression as specified in Model Regulations 3(a)(4) and 4.

Kristen Green seconded the motion. The committee voted to approve.

2. Purpose Statement for Treats

The committee considered the following language approved by the Feed Labeling Committee to be added to Regulation 3(a)(3) of the AAFCO Model Regulations to establish a purpose statement requirement for treats:

VIII. The purpose statement of a feed intended as a treat for a designated species shall include the words “treat” or “snack” and the intended species conspicuously on the principal display panel.

David Dressler moved to accept the language with the following revision (added language **bold** and underscored):

VIII. The purpose statement of a feed intended as a treat for a designated species (**exclusive of pets and specialty pets**) shall include the words “treat” or “snack” and the intended species conspicuously on the principal display panel.

Kristen Green seconded the motion. The committee voted to approve.

3. Definition of Labeling

Stan Cook requested that the committee consider revising the existing definition of labeling so that states could more broadly regulate information communicated about commercial feeds.

AAFCO’s current definition for labeling (Model Bill Section 3(j)) is as follows:

The term “labeling” means all labels and other written, printed or graphic matter (1) upon a commercial feed or any of its containers or a wrapper or (2) accompanying such commercial feed.

Stan Cook suggested two potential revisions to the existing definition (added language **bold** and underscored, deleted language ~~stricken through~~):

- a. The term “labeling” means all labels and other written, printed or graphic matter (1) upon a commercial feed or any of its containers or a wrapper or (2) accompanying such commercial feed.
- b. The term “labeling” means all labels and other written, printed or graphic matter (1) upon a commercial feed or any of its containers or a wrapper or (2) accompanying or **supporting** such commercial feed.

Chairman Lueders also suggested for consideration the following definition of labeling established by Minnesota statute:

“Labeling” means all labels and other written, printed, or graphic matter upon a commercial feed or any of its containers or wrapper or accompanying or supporting such commercial feed.

In response to ensuing committee discussion, Scott Ziehr moved to establish a workgroup within the Model Bills and Regulations Committee to further evaluate potential revisions to the Labeling definition. George Ferguson seconded the motion. The committee voted to approve.

Individuals designated by Chairman Lueders to serve on the workgroup were Jan Campbell, Stan Cook, David Dressler, Dave Dzanis, George Ferguson (chair), Ben Jones, Richard Ten Eyck, Angele Thompson, Scott Younker, and Scott Ziehr.

Adjournment

Chairman Lueders asked whether there was any other business to be considered by the committee.

Given that none was identified, the committee meeting was adjourned at 4:00 p.m.

On behalf of the Model Bills and Regulations Committee, I respectfully submit this report and request acceptance of the report and recommendations by the AAFCO Board of Directors and the Association membership.

Pet Food Committee Report

2020 AAFCO Annual Meeting
August 5, 2:15–3:00 pm, Virtual

Committee Recommendations: None

Board Recommendations: None

Association Actions: None

Committee Participants

Members Present: Austin Therrell, Bill Burkholder, Caitlin Price, George Ferguson, James Embry, Jennifer Gornnert, Jo Lynn Otero, Katie Simpson, Kristen Green, Liz Beckman, Stan Cook, Tiffany Leschishin, Charlotte Conway

Advisors Present: Angele Thompson, Bill Bookout, Dave Dzanis, David Fairfield, David Meeker, James Emerson, Jean Hofve, Julia Fideznio, Louise Calderwood, Pat Tovey

Others Present: Cara Tharp, Richard Ten Eyck, Sue Hays, Adam Goldfine, Emily Maddox, Matt McNevin, Sarah Nguyen, Stephanie Wilson

Committee Report

Introductions

Meeting called to order at 2:15 PM PST. Due to the limited time for the meeting, roll call was not announced done. A quorum for the meeting was established (10 of 15).

Working Group Reports

1. Human Grade Guidelines Update

- a. Caitlin Price updated that the 'Human Grade' feed term was voted on and will be forwarded to IDC. The workgroup received excellent feedback on the guidelines and is working on addressing changes and language issues. Final edits will be shared with PFC @ end of August. Also updated that "federal human food law..." should be "federal human food laws..." Liz Beckman will forward this edit to IDC so they have the most current version. Caitlin also addressed a Slido question about the mock audit and answered "Yes, there was a mock audit (2/2020) prior to pandemic. The workgroup has met to discuss findings, but we are focusing energies on guidelines that will be published in OP and the PVP that AMS is working on will be addressed once guidelines are completed.

2. Therapeutic Claims Guidelines Update

- a. Austin Therrell discussed the Therapeutic Claims Guidelines the workgroup produced. The document has been in the Feed BIN for comment since 1/20/20.
 - Austin made formal motion: I would recommend to the board of directors and association members: To publish the following guidelines for making therapeutic diet claims in the AAFCO OP following the guidelines for "human grade" claims on page 155 of the 2020 OP.
 - Kristen Green seconds motion. Motion passes.
 - Discussion:
 - Louise Calderwood – Thanked the committee and workgroup for attentiveness to detail.
 - Angel Thompson proposes Austin and Lizette decide on reconvene time. Austin agrees to leave workgroup open in order to potentially revisit with any comments made. Lizette will address at midyear meeting in 6 months.

3. PFLM – Update

- a. Richard Ten Eyck: PFLM workgroup report from 5/13/20 was shared. The workgroup is working on PF5 in the ingredient section. PFLM workgroup held a webinar in February/March and took comments. The group met in early May and made changes (highlighted in red). The workgroup has a number of recommendations for PFC and is asking PFC to accept the report but not take action on the 5 recommendations until PFC meets again.

- Charlotte Conway: I move to accept the workgroup report dated 5/13/20. The committee should hold the recommendations and discussions until the October meeting for further action.
 - Bill Burkholder - seconds motion.
Q: Kristen Green - Was there broad consensus from the group on the changes? Richard Ten Eyck: Yes, consensus from workgroup. and agreed that it was ready for PFC.
 - Discussion: None
 - Vote to accept motion. Discussion: None. Liz Beckman calls for a vote. Motion passes.
- b. Jo Lynn Otero - The last 3 supplements the work group came up with were treat, snack, and food. The new graphics were discussed and added and sent to workgroup. No comments from the work group have been made so the next step is to get draft model regulations to PFC for comments.
- Bill Bookout - qualifying it as food supplement makes it clear that the product is intended for nutritional benefits unlike a dosage form product. Just in case anyone has any questions on 'Why the additional qualifier'.
 - Angele - Working group is done with tertiary draft so ready to go to PFC or the rest of the workgroups. There is a need for folks to look at it a little more broadly.
 - Jo Lynn Otero – The plan going forward to proceed with how the Ingredients work group submitted their recommendations to PFC and sent out to all of AAFCO for comments.
- c. Stan Cook - There were 5 different choices on how to present the nutrients. It was narrowed down to 2, there has been lots of discussion no total agreement. The workgroup will be meeting next week, hopefully, to discuss and make a final decision. Main difference is how the Carbohydrates are shown in the facts box. Will be getting it out to broader audiences after.
- Q: Slido - Lindsay Meyers: Are the "Amount per cup" column numbers intended to be max or min values as well?
A: Dave Dzanis - Direct conversion, so we intended min/max.
- d. Liz Beckman - Plan is - once workgroups submit recommendations to PFC. PFC will meet, once accepted PFC will open it up to all of AAFCO for questions and comments for 30 days. We want questions and comments prior to a web meeting so that workgroups can review questions/comments and be able to work with PFC to plan what happens next. We'd like to have acceptance of final recommendations by October.
- 4. Fatty Acids and Arachidonic acid (ARA) – Are they essential or not essential per AAFCO Dog Food Nutrient Profiles?** Panel Discussion, no action from PFC.
- a. Kristin Green – There's some confusion as to how states are handling this guarantee. Kristin wanted to bring this in front of the PFC because she is seeing dog food labels with ARA on the label as part of a ration and not a min value. IS ARA essential as it is in the nutrient profiles?
- Bill Burkholder - Is ARA essential for dogs. No, it is not. It is not required in any amount. It is not listed as an individual guarantee in the profiles. You can use ARA content as part of the ratio of omega 6 to omega 3s but that doesn't make it a requirement. It does need an asterisk because it is not a required nutrient. You don't have to have it there in any amount, there are other nutrients that could meet the ratio without inclusion of ARA.

Proficiency Testing Program Committee Report

2020 AAFCO Annual Meeting
August 6, 11:00 am–1:00 pm, Virtual

Committee Recommendations

- (1) Increase prices 20% for all 4 scopes, effective for 2021 Program Year (January 1, 2021)

Board Recommendations: None

Association Actions: None

Committee Participants

Members Present: Brenda Snodgrass – OK (Chair/Program Manager); Louise Ogden – PT Program (Vice-chair/Quality Manager); Nancy Thiex – PT Program; Bob Kieffer – PT Program; Amy Kieffer – PT Program; Andy Crawford – PT Program, Ametra Berry – GA; Deepika Curole – LA; Tai Ha – NE; Quintin Muenks – MO; Kristi McCallum – CO; Patty Lucas – FL; Manisha Das – FDA/CVM (alternate); Victoria Watkins – KS; Sharon Webb – KY; George Ferguson – NC (Board Liaison); Lei Tang – FDA

Advisors Present: Lars Reimann – AFIA; Ken Riter – PFI, Frank Sikora – Magruder; Susan Wiegert – AFIA; Pat Tovey – PFI (alternate)

Committee Report

Committee Activities

See Action Item Table

Sub-Committee Activities: None

Committee Minutes

1. Welcome & Call to Order – Brenda Snodgrass called the meeting to order at 11:00 pm. The agenda was reviewed and approved.
2. Program Leadership and Administrative Update
 - a. ISO 17043 Accreditation Update (Ogden) – The ANAB assessment is scheduled for December 2020. The assessment will be a virtual visit.
 - b. Customer Surveys (Ogden)
 - i. Soluble/insoluble fiber – The method codes for these methods will be added to the method code list.
 - ii. Animal Drugs – Based on the survey results, we will focus on the top drugs that are still added to animal feed.
 - iii. Pet Food Ingredient Survey to inspectors – Lizette Beckman (AAFCO Pet Food Committee) will resend a survey.
 - iv. Open discussion
 1. Lars R. suggested hemp/hemp protein. Since this is not an approved ingredient, the program will hold off on purchasing because of states acceptance of hemp and shipping issues internationally.
 2. N. Thiex noted to the group that many times we can only find items in boxcar load or in tons.
3. Scheme Discussion
 - a. Program Participation Report – A. Crawford presentation (PT_Participation_2020)
 - i. Discussion on vegetable pomace results
 - ii. No appreciable drop in participation due to COVID-19
 - b. Global Demographics – A. Crawford presentation (PTP_2020_Demographics)
 - c. Open discussion (Q&A)
 - i. We aren't able to provide an advanced list of matrices in each scheme for the entire Program year because the procurement of materials must remain flexible when ordering due to availability in the US Market Place. For example, ordering affected by COVID-19 pandemic; Pet Food Ingredient material selected for first quarterly round was not available. Material was changed to brewer's yeast and order was placed. The day after

- the material shipped to Able Labs, the ethanol plant shut down due to the pandemic and could no longer supply brewer's yeast for the time being.
- ii. Canned Pet Food Add-on – Our provider had to delay the production of the sample. Their plant had to change priorities because of COVID-19 pandemic.
 - iii. Food Protein Factor Calculations in regard to vegetable pomace, discussion from K. Riter, L. Reimann, S. Webb, & B. Snodgrass, consensus is to multiply % Nitrogen by 6.25 to calculate % Crude Protein.
 - iv. Arsenic and Selenium for speciation – is there general interest (N. Thiex)? One domestic participant lab on the call (NY) expressed interest. Survey will sent to participating labs to gauge interest.
4. QRMs
 - a. Issue with QRM 201921 (Equine Feed), fat content dropped from 8.01 % to ~5.25 %. Further examination found an enzyme (lipase) for breaking down fat was listed on the product label. S. Webb suggested emailing the 2019 participating labs about the fat concentration change in case labs may be using their remaining sample for quality control purposes.
 5. Official Publication Analytical Variances (AVs) Update
 - a. B. Snodgrass said the workgroup has not met since the AAFCO 2019 Mid-year Meeting in Albuquerque.
 - i. Snodgrass is currently reviewing Official Publications back to 1939 for history of AVs, including their original intended use, data set sources, evolution of statistical model, and revisions through the 2020 AAFCO Official Publication (OP).
 - ii. In 1968 the newly appointed AAFCO Tolerance Investigator recommended the formation of a Tolerance Committee to be charged with determining uniform tolerances for feed components (analytes) to guide regulators in enforcement decisions. This committee eventually merged with the Collaborative Check Sample Committee (now named Proficiency Testing Program Committee.)
 - iii. The 1974 OP included statistical metrics (based on Collaborative Check Sample Program (CCSP) Data from 1956 through 1977.
 - iv. Committee members and advisors discussed the need for regulatory enforcement decisions to be based on total variance of entire process. See comments in Section 6.b.i of this report.
 - v. University of Kentucky has been awarded a field sampling project funded by AAFCO to study variance in field sampling.
 - vi. The AAFCO Laboratory Methods & Services Committee is currently working on a Laboratory Preparation and Test Portion Selection project to study variance in laboratory sampling.
 - vii. It is the general consensus of the Committee and Advisors that Analytical Variance is the smallest contributor to combined measurement uncertainty, also called Global Estimate of Error in Sampling Theory.
 6. Roundtable
 - a. Add test code for RANDOX mycotoxin to the method code list.
 - b. Reviewed the questions in SLIDO and Chat Box
 - i. Analytical Variances
 1. F. Sikora commented that measurement uncertainty (to include field sampling, laboratory prep, lab sampling, and analytical variance) from each individual lab may be the way to [determine regulatory compliance vs. non-compliance]. This is the current way of doing it [i.e. quantify error associated with a test result according to guidance from domestic and international organizations]. The hemp industry is using [this approach] for THC compliance/non-compliance decisions.
 2. N. Thiex commented that a Laboratory Sampling PT is underway which may provide additional information
 7. Meeting Adjourned at 1:00 pm

Action Item Table

Responsible	Item	Action	Timing / Status
Committee Chair & Vice-chair/ FASS IT	Increase Scheme prices	All PT schemes will increase in price by 20% beginning with the 2021 Program year.	By November 1, 2020 for 2021 subscriptions/ In Progress
Committee Chair (Program Manager) & AV WG Volunteers	Analytical Variations from Official Publication	Internal Report on AV misuse, obsolescence, and proposed replacement/guidance.	2021 Annual Meeting/Paused due to Chair/PM availability/Will resume in ~January 2021
Committee Chair (Program Manager) and Vice-Chair (Program Quality Manager) & Pet Food Industry Volunteers	Canned Pet Food Add-on	Source canned pet food material (dog) for inclusion in 2020 Program Year.	By November 2020/In Progress/Industry Volunteer to determine resources needed and availability of production facility since pandemic interruptions are still ongoing.

Appendix A: Presentations

For a list of presentations given during this meeting, please see the AAFCO Proficiency Testing Program Committee website at the following link:

<https://www.aaeco.org/Regulatory/Committees/Proficiency-Testing-Program>

Appendix B: All Attendees

† PT Program Staff

* Committee Member

^ Committee Advisor

Name

Matt Anspach
Josh Arbaugh
Stacy Aylesworth
Jennie Bailie
Jared Bartlett
Kyle Bennett
Ametra Berry (*)
Nancy Collette
Andy Crawford (†,^)
Deepika Curole (*)
Dan Danielson
Manisha Das (*)
Clint Decker
Sally Flowers
James Gong
Tai Ha (*)
Tami Harris
Tim Herrman
William Hock
Jeff Horst
Alexis Huyghues-Depointes
Dorota Inerowiez
Brenda Keavey
Bob Kieffer (†,^)
Amy Kieffer (†,^)
Mary Koestner
Mark LaBlanc
Joyce Lewis
Patty Lucas (*)
Bozena Lusiak
Kristi McCallum (*)
Quintin Muenks (*)
Van Nguyen
Samuel Nobo
Louise Ogden (†,*)
Gregory Olson
Ruiging Pamboukian
Stephanie Peterson
Lise-Anne Prescott
Lars Reimann (^)
Jeff Rich

Affiliation

Eurofins FII
WV Dept. of Ag
CA Dept of Food & Ag
Milk Specialties
ATC Scientific
Neogen
GA Dept of Ag
Vicam
AAFCO PTP
LSU Dept. of Ag. Chem.
FDA/OP
FDA/CVM (Alternate Rep)
Vicam
Nebraska Dept of Ag
Diana Pet food
NE Dept. of Ag
Ralco Nutrition
OTSC
NYS Dept. Ag & Market
Agri-King Inc.
JM Smucker
OISC
WV Dept. of Ag
AAFCO PTP
AAFCO PTP
Missouri Dept of Ag
LA Dept. of Ag
Louisiana Dept of Ag and Chemistry
FL Dept. of Ag. & Cons. Serv.
Nestle Purina
CO Dept of Ag
MO Dept. of Ag
Louisiana Dept of Ag and Chemistry
KS Dept. of Ag
AAFCO PTP
Louisiana Dept of Ag and Chemistry
FDA
Midwest Laboratories
CFIA
Eurofins & AFIA (Primary Rep)
Romer Labs

Name	Affiliation
Ken L. Riter (^)	Nestle Purina Analytical Labs & Pet Food Institute (Primary Rep)
Yvonne Salfinger	APHL
Leo Schilling	Eurofins CAL
Brian Schuld	Eurofins Scientific
Lauren Smith	UKDRS
Brenda Snodgrass (†,*)	AAFCO PTP/OK Dept of Ag
Taylor Stadler	Eurofins FII
Colin Stead	Randox
William Sun	NPIC
Michele Swarbrick (*)	MN Dept of Agriculture
John Szpylka (^)	Merieux NutriSciences
Nancy Thiex (†,*)	AAFCO PTP
Melanie Titley (*)	CFIA
Thomas Trupo	WV Dept. of Ag
Victoria Watkins (*)	KS Dept. of Ag
Sharon Webb, Ph.D. (*)	UK Div. of Reg. Serv.
Debra Williams	Tropiclean Pet Products

Strategic Affairs Committee Report

2020 AAFCO Annual Meeting
August 7, 4:15–5:00 pm, Virtual

Committee Recommendations

- **Report acceptance.**
- **Recommend** (Note: A, B, and D requires Board acceptance but not Membership vote; C reflects By-Laws changes which does require Membership vote):
 - A. **Addition to:**

2020 OP, Committee Guidelines, end of Committee Meeting Operating Procedures, Page 96
Procedures Manual Page 6
Insert language to read:
Voting by Proxy
General session business meetings:
If a Member agency of AAFCO is unable to participate in the association business meeting, but still wants to vote, the Member agency can designate another Member agency to vote by proxy. The Member agency must email the President and the voting member agency that will proxy for them. The proxy template may be used, but at minimum, the notification must include the following:

 - The name of the member agency
 - The name of the proxy member agency
 - The duration of the proxy

If duration is not specified, the proxy will only be good for one meeting. This must be done prior to the General session business meeting. The president will announce at the meeting if there are any member agencies who have given their voting rights by proxy to another member agency.
This will be recorded in minutes.

AAFCO board meetings:
If a board member is unable to participate in a board meeting, but still would like to vote, the board member can designate another board member to vote for them by proxy. The board member must email the President and the board member that will proxy for them. The Proxy template may be used, but at minimum, the notification must include the following:

 - Board member's name
 - The name of the proxy board member
 - The duration of the proxy.

If duration is not specified, the proxy will only be good for one meeting. This must be done prior to the beginning of the board meeting. The president will announce at the board meeting if there are any proxies being used at the meeting. This will be recorded in the minutes.

Committee meetings:
If a committee member is unable to participate in a committee meeting, but still wants to vote, the committee member can designate another committee member to vote for them by proxy.
The committee member must email the committee chair /co-chair and the committee member that will proxy for them. The Proxy template may be used but at minimum the notification must include the following:

 - Committee member name
 - The name of the proxy committee member
 - The duration of the proxy.

If duration is not specified, the proxy will only be good for one meeting. This must be done prior to the beginning of the committee meeting. The committee chair will announce at the beginning of the committee meeting if there are any proxies being used at the meeting. This will be recorded in the minutes.

AAFCO Proxy Voting Procedure

If a Member is unable to participate, but still wants to vote, the Member must follow the Proxy Voting guidance. The Member may complete this Proxy Voting Form or at minimum, provide the below information in an email to the appropriate persons, as outlined in the Procedures Manual. Completion of the form and notification to the appropriate persons, authorizes the Member designated to vote on the absent Member's behalf.

The completed, signed Proxy Voting Form or an equivalent email notification can be provided to the appropriate person and received in advance or at the Meeting stipulated below in order to exercise the proxy vote.

The form conditions are shown below. It is available at: *website and/or Feed BIN location and/or from Association Management Firm*

Proxy Voting Form Template

Name of Member Agency

Name of Proxy Agency

I, (printed name to follow)

_____,
hereby give my proxy to: (printed name to follow)

I authorize my proxy to vote on my behalf on any item or issue arising at: (stipulated meeting and date to follow)

The proxy designation is valid for the stipulated meeting date(s).
Designated Meeting _____

Signed: _____

Dated: _____

- B. Addition to:**
2020 OP, Committee Guidelines Section Life Members, Page 103 Procedures Manual
Page 23-24

Add:
Life members have the right to chair AAFCO committees.

- C. Change to:**
2020 OP, By-laws, Page 88

Change:
Article II Section 3. Life Membership. The Board of Directors shall have authority to bestow life membership upon any individual who has made an outstanding contribution to the work of the Association. Such person shall thereafter be entitled to exercise all the rights of membership with the exception of voting ~~as identified in Section 2 of this Article~~ **in the association's business meetings** but shall be exempt from the payment of annual membership dues.

- D. Addition to:**
2020 OP, Committee Guidelines Section Life Members, Page 103 Procedures Manual
Page 23-24

Add:
Life members have the right to vote in committee meetings and workgroups but not the association's general business meetings.

- E. **Accept updated Procedures Manual reflecting edits up to SAC meeting August 7, 2020.** (Note this does not include A, B or D above).

Board Recommendations

- Report accepted – *add date*

Association Actions

- Report accepted – *add date*

Committee Participants

Full Committee Members (Members in bold were present.)

Linda Morrison, Nancy Thiex, Dragan Momcilovic, Scott Ziehr, Dan Danielson, **Erin Bubb (Slido)**, Doug Lueders, **Brenda Snodgrass, Shannon Jordre, Ken Bowers**, Chad Linton, Mark LeBlanc, Jenny Murphy, **Kent Kitade, Ali Kashani (Board Liaison), Richard Ten Eyck (BIN Coach), Stan Cook, Vice Chairperson**

(Chat) By-Laws Sub-Committee (Members in bold were present.)

Ken Bowers, Erin Bubb, Doug Lueders, Richard Ten Eyck

Committee Advisors

Dave Fairfield, Dave Dzanis, Bob Ehart, **Leah Wilkinson**, Nancy K. Cook, Kristi Krafka, Julia Fidenzio

Committee Report

1. Sub-Committee: By-Laws Update (Ken)
 - Accept Sub-Committee report (Appendix 1)
Motion to accept Sub-Committee report - Richard; second - Ali; Motion carries.
 - a. Board authority regarding Committee recommendations
 - Need more time. Will return with recommendation in January
 - b. Clarify Board Liaison role for Procedures Manual
 - Prior reports indicate this does not require By-Laws change.
 - WG established: Shannon, Erin, Ken, Scott
 - Will draft language for consideration in January
 - Text (Tables 1 and 3) approved with January SAC recommendations and added to Procedures Manual (see 4. below)
 - c. Clarify Committee Coordinator Role for Procedures Manual
 - Prior reports indicate this does not require By-Laws change.
 - WG established: Shannon, Erin, Ken, Scott
 - Will draft language for consideration in January
 - d. Clarify Life Member rights (Attachments B, C, D).
 - These clarifications reflect current practice and are intended to provide clarification.
Motion to accept recommendation in Attachment B - Ken; second - Shannon; Motion carries.
Motion to accept recommendation in Attachment C - Ken; second - Stan; Motion carries.
Motion to accept recommendation in Attachment D - Ken; second - Stan; Motion carries.
 - e. Proxy voting (Attachment A and A1)
Motion to accept recommendations in Attachment and A1- Shannon; second - Richard; Motion carries.
2. Strategic Planning 2017-20
 - Key progress is recorded in Attachment 1: Strategic Plan 2017-2020 updates from Annual 2019. Edits are in bold, italic text. Progress will be tracked via Attachment 1;
3. Strategic Planning 2021-24 - Update
 - Activities, deliverables and responsibilities that were to be developed by the Board/Chairs at Seminar 2020 have been deferred to Midyear January 2021 due to Seminar cancellation.
 - Priority goals and activities will be finalized for presentation for member acceptance at Annual 2021.

4. Procedures Manual (Appendix 2)
- 2020 January Midyear SAC approved edits
 - Conflict of Interest new section
 - Board of Directors - Executive Committee description
 - Board Liaison responsibilities (Table 1 and Table 3)
 - 2020 August Annual draft edits
 - Conflict of Interest General Operating Procedures and provisions for Contractors
 - Added Association Support section to detail Executive Director and Association Management Firm roles as well as evaluation procedures
 - Travel procedures
 - Technology Committee added purpose statement from OP with edit to separate out General Operating Procedures
 - General edit Tables 1-5 to reflect use of Feed BIN as well as website

Motion to accept 2020 August Annual meeting edits - Stan, second - Ali. Motion carries. Evote Motion to accept the meeting minutes/report - Scott; Second - Ken; Motion ??.

Action Item Table

Responsible	Item	Action	Timing / Status
By-Laws (Ken)	Board authority regarding Committee recommendations	Investigate whether AAFCO board can kill/amend a committee recommendation (By-Laws, Article VII). Sub-Committee recommends review by legal counsel. Based on counsel's guidance, new language should be drafted in Article VII to clarify.	January 2021
By-Laws (Ken)	COI provisions in contracts	COI provisions should be in contracts as appropriate. Clarification added to the Procedures Manual.	Complete
By-Laws (Ken)	Clarify Board Liaison role	Provide additional detail in the Procedures Manual to make the role of the Board liaison clearer respecting review of committee agendas and reports.	January 2021
By-Laws (Ken)	Clarify Committee Coordinator Role	Review Procedures Manual to clarify committee coordinator role and key activities with respect to the process; could include ED as process leader.	January 2021
By-Laws (Ken)	Clarify Life Member and multiple member representative voting	Make implicit in By-Laws, Section 2 voting, that it is membership meeting voting only. Multiple representatives from one organization and life members can vote during committee activities. Clarify interpretive language in Official Publication and Procedures Manual as well.	Complete
Strategic Affairs (Linda)	Procedures Manual	Consulted Board about making additional edits to the Procedures Manual regarding to travel procedures, Executive Director, Association Management Firm duties, Conflict of Interest information	Complete

Appendix 1: By-Law Sub-Committee Minutes 6/9/20

Sub-Committee Participants present during call on 06/09/2020: Erin Bubb – PA, Richard Ten Eyck – OR, Ken Bowers – KS.

Doug Lueders – AAFCO life member absent

The by-law sub-committee discussed items regarding proxy voting for the AAFCO general sessions, committee meetings, board meetings and advisors for committee meetings. We determined this needed added clarity and have made recommendations in Attachment A.

We also discussed if AAFCO needs to have a procedure to identify which person from each state is the voting representative. At this time, it is our recommendation that this isn't needed. The process of the association business meeting set up should be handled by the ED and FASS. The President should settle any representation discrepancies before the meeting if possible or during the meeting if needed.

We discussed the process of Advisor substitutions. Proxy is not appropriate for advisors. They are not voting. They are there to provide expertise to the conversation if needed. If advisors wish to have a substitute for a meeting they must communicate with the president and committee chairs and be prepared to offer written justification for the substitution to the president, if asked

Life member chairing a committee meeting and voting in committee meeting was discussed. It was determined that life members have the right to chair committees and to vote in committee meetings and workgroups. We have a number of life members that stay active in AAFCO. They are experienced former AAFCO members and are often experts in the committee work. Since committee recommendations have to proceed through the Board and membership business meeting voting, there are enough other "member" only votes to ensure careful Association oversight. Life members should not vote in the business meeting of the association.

Call was adjourned about 90 minutes.

Attachment A

Committee Guidelines Page 96 at end of Committee Meeting Operating Procedures including Proxy Voting Procedure Form (Attachment A1).

Procedures Manual Page 6

Insert language to read:

Voting by Proxy

General session business meetings:

If a Member agency of AAFCO is unable to participate in the association business meeting, but still wants to vote, the Member agency can designate another Member agency to vote by proxy. The Member agency must email the President and the voting member agency that will proxy for them. The proxy template may be used, but at minimum, the notification must include the following:

- The name of the member agency
- The name of the proxy member agency
- The duration of the proxy

If duration is not specified, the proxy will only be good for one meeting. This must be done prior to the General session business meeting. The president will announce at the meeting if there are any member agencies who have given their voting rights by proxy to another member agency.

This will be recorded in minutes.

AAFCO board meetings:

If a board member is unable to participate in a board meeting, but still would like to vote, the board member can designate another board member to vote for them by proxy. The board member must email the President and the board member that will proxy for them. The Proxy template may be used, but at minimum, the notification must include the following:

- Board member's name
- The name of the proxy board member
- The duration of the proxy.

If duration is not specified, the proxy will only be good for one meeting. This must be done prior to the beginning of the board meeting. The president will announce at the board meeting if there are any proxies being used at the meeting. This will be recorded in the minutes.

Committee meetings:

If a committee member is unable to participate in a committee meeting, but still wants to vote, the committee member can designate another committee member to vote for them by proxy. The committee member must email the committee chair /co-chair and the committee member that will proxy for them. The Proxy template may be used but at minimum the notification must include the following:

- Committee member name
- The name of the proxy committee member
- The duration of the proxy.

If duration is not specified, the proxy will only be good for one meeting. This must be done prior to the beginning of the committee meeting. The committee chair will announce at the beginning of the committee meeting if there are any proxies being used at the meeting. This will be recorded in the minutes.

Attachment B

Committee Guidelines Section Life Members Page 103 Procedures Manual Page 23-24

Add:

Life members have the right to chair AAFCO committees.

Attachment C

Pg. 88, By-laws 2020 OP

Change:

Article II Section 3. Life Membership. The Board of Directors shall have authority to bestow life membership upon any individual who has made an outstanding contribution to the work of the Association. Such person shall thereafter be entitled to exercise all the rights of membership with the

exception of voting as identified in Section 2 of this Article in the association's business meetings but shall be exempt from the payment of annual membership dues.

Attachment D

Committee Guidelines Section Life Members Page 103 Procedures Manual Page 23-24

Add:

Life members have the right to vote in committee meetings and workgroups but not the association's general business meetings.

Attachment A1

AAFCO Proxy Voting Procedure

If a Member is unable to participate, but still wants to vote, the Member must follow the Proxy Voting guidance. The Member may complete this Proxy Voting Form or at minimum, provide the below information in an email to the appropriate persons, as outlined in the Procedures Manual. Completion of the form and notification to the appropriate persons, authorizes the Member designated to vote on the absent Member's behalf.

The completed, signed Proxy Voting Form or an equivalent email notification can be provided to the appropriate person and received in advance or at the Meeting stipulated below in order to exercise the proxy vote.

The form conditions are shown below. It is available at: *website and/or Feed BIN location and/or from Association Management Firm*

Proxy Voting Form Template

Name of Member Agency

Name of Proxy Agency

I, (printed name to follow)

hereby give my proxy to: (printed name to follow)

I authorize my proxy to vote on my behalf on any item or issue arising at: (stipulated meeting and date to follow) _____

The proxy designation is valid for the stipulated meeting date(s).

Designated Meeting _____

Signed: _____

Dated: _____

Attachment 1: Strategic Planning 2017–2020

Updated Goals 2017-2020	
Strengthen organizational infrastructure	
1	Manage and pursue revenue generating opportunities to maintain a sound financial base
2***	Pursue hiring executive support
3	Evaluate the effectiveness of the organization of AAFCO for continuous improvement
4	Provide leadership skills enhancement to develop and support AAFCO leaders
5	Optimize resource sharing opportunities
6	Enhance internal communication efficiencies and documentation within the association
Promote and enhance membership participation (internal)	
7**	Identify opportunities to increase member agency participation
8*	Develop and provide professional development and technical training opportunities in support of feed programs
9*	Enhance collaboration, communication and cooperation among regulatory agencies
10**	Communicate and document AAFCO benefits and accomplishments
Emphasize feed and food safety	
11	Continue developing member feed safety programs in alignment with FSMA and IFSS
12*	Promote and support laboratory technology, methods, quality systems and collaboration
Vitalize partnerships with external stakeholders	
13	Identify key stakeholders and working partners and common goals
14	Develop and maintain professional relationships with stakeholders and affiliated organizations
Strengthen international presence	
15	Participate in relevant international meetings as resources permit
16	Invite International attendees to association activities
17	Provide a forum for international discussions on feed safety

* Top 3 priority goals

** Adequate progress was made on the first three; Goal 7 was initially identified as a fourth goal. The Board/Chairs subsequently added goal 10 October 2018 - January 2019.

*** Board priority action completed February 2018

Top 3 Priority Goals [FSMA TF activities integrated]

Updated text: italics/bold

Group 1: Mark Leblanc, Nancy Thiex, Ken Bowers, Meagan Davis, and Dave Dressler

Outcome	Activity	Resources Needed	Timeline	Responsibility
Strategy: Emphasize feed and food safety				
Goal 12: Promote and support laboratory technology, methods, quality systems and collaboration				
12.1 ** Fund AOAC method development and validation	Review list, remove those that aren't relevant and prioritize the remainders. Identify resources to clear out analytical method needs backlog. Use existing strategy to identify method needs and prioritize them to continuously identify new needs (includes sample preparation)	Funds People	Methods needs survey completed (<i>pathogens and vitamins</i> top). General priority list established. Vitamin and mineral workgroup in progress. Mycotoxin methods are well established and most labs analyze with no method needs work to be done. CTC/OTC working group is validating HPLC and LCMS method. Vitamins remain as the most needed AOAC method development. Pathogens analyses are well established AOAC methods (n need here). Will require review of the methods list together with the hazard list to reprioritize. See survey summary sent by Nancy Thiex 2019.10.28. Need to identify resources to address backlog thereafter. 3-5 years to address backlog. August 2018: Sugars and fructans methods submitted for ERP at AOAC Aug. 2018; first completed Jan. 2020. Vitamin and Mineral group still in progress and have some funding requests. FDA hazard guidance published January 23, 2018 insufficient for use. Basic FDA guidance available late 2019 to Contract inspection states. <i>Jan. - Aug. 2020 Update: Hold pending hazard identification priority needs from 12.2. Working with FFIMC to develop annual state survey to prioritize and select hazards to advance method development.</i>	LMSC with ISC support
Combined with 12.3 (below)	Identify resources to perform additional (field) sample collection studies	Funds Equipment People	6 months to identify resources 1 year to develop adequate protocols 3 years to perform additional sample collection studies	1. _____ ISC 2. _____ LMSC

Outcome	Activity	Resources Needed	Timeline	Responsibility
<p>12.2 *** FSMA TF Item 3: priority setting and method development for contaminants/hazards (Combined with activity 9.2 in FFIMC WG)</p>	<p>Determine the contaminants, hazards, matrix and action levels to provide guidance to LMSC to inform method development. Integrate collaboratively into current LMSC priorities</p>	<p>Subject matter experts Funds Equipment</p>	<p>Alliance decided not to develop specific hazard guidance information. FDA assumed the work and published hazard guidance January 23, 2018. Next steps: complete method needs statement for LMSC. Up to 3 years for subsequent method development and validation (dependent on whether there is existing method). Bob Waltz is lead (including LMSC representation). August 2018: WG report - FDA guidance doesn't contain a hazard specific list or action levels. Levels are critical to inform method development. Basic FDA guidance available late 2019 to Contract inspection states. Group will deliberate refocusing to identify what can be done (e.g. identify hazards from those suggested that are higher risk (toxicity/likelihood/impact) for which levels were used for regulatory action in prior incidents. Once guiding principles established, WG could transition to Sub-Committee to formally interface with LMSC to guide ongoing method needs (new or improved). January 2020, Lead Eric Brady formed WG (Austin, Jenny, Josh, Kristi, Sharon, Nancy) and organized call to review 2019 (Thiex) lab survey did around all methods and states needs to align understanding. August 2020 Update: Will consider another survey of states to identify most important hazards, obtain consensus on top 10 for LSMC to develop/validate methods.</p>	<p>FFIMC lead, EIC, ISC, IDC and LMSC</p>

Outcome	Activity	Resources Needed	Timeline	Responsibility
12.3 ** Validation of sampling methods	<p>a) Perform field sampling method validation including sampling equipment and sample type.</p> <p>b) Establish sampling methods needs statement (Complete). Identify resources and develop adequate protocols to perform additional (field) sample collection studies.</p>	Funds Equipment People Time	<p>a) Activities: needs statement, RFP, contract, evaluation. Expect it will take 2 years.</p> <p>b) 6 months to establish sampling method needs statement.</p> <p>6 months to identify resources 1 year to develop adequate protocols. 5 years to perform sampling method validation. Will flow from 1.1</p> <p>Complete June 2018: Laboratory sampling guideline. Work group established (ISC and LMSC reps) to develop RFP.</p> <p>August-December 2018: RFP developed and issued. Starting with bag/probe sampling and several types of feed (particle sizes), analytes (e.g. protein, fat, fiber, Ca, P, Zn) under consideration need to include high, middle and low concentration as well as residue levels; consulted with Andy to address statistical validity. Three proposals received mid 2019 and assessed by March 2020. August 2020 Update. Two proposals successful; moving forward with contract for one and firming up details for the other.</p>	ISC with LMSC support
12.4 ** Collaboration between feed programs and laboratories that perform feed sample analysis and laboratory participation in AAFCO	Encourage participation and attendance by state labs by programs and encourage communication between labs/programs. Reach out to states to encourage laboratory participation (letter/email) in AAFCO.	Time People	<p>November 2017: Letter from President (Ken) to state Directors/Commissioners.</p> <p>LMSC WG for outreach to states and federal laboratories that are not attending to work on increasing participation (especially AFRPS).</p> <p>August 2018: Ongoing effort by LMSC to develop initiatives to increase collaboration.</p> <p>Complete</p>	AAFCO Board (President) LMSC EIC

Group 2: Kristen* Green, Doug Lueders, Richard* Ten Eyck, Abe Brown, Stan Cook, Kelsey* Luebbe, Dave* Edwards, Erin* Bubb

Outcome	Activity	Resources Needed	Timeline	Responsibility
Strategy: Promote and enhance membership participation (internal)				
Goal 9: Enhance collaboration, communication and cooperation among regulatory agencies				
9.1 ** Share compliance letters/enforcement actions. Coordination of enforcement action.	Categorize Listserv topics to Feed BIN Being done as part of Food Shield (next item)	Administrative support Feed BIN	Archive Listserv is searchable. Categorization of active Listserv North Carolina also has a “mini” Listserv. It is informal, but has national data. Membership for regulators is vetted in order to control access. Made a component of item below.	EIC to designate lead with FASS support – Jennifer
	Share compliance letters and enforcement actions (State and Federal)	Guidance from subject matter experts	Call January 2018: Need searchable and secure IT solution; can be done fairly easily and quickly according to Food Shield IT expert. Confidential company info release could be an issue for states. August 2018: WG, Surveyed 700 members, 44 responded (6%) regarding needs. RFP developed and sent to 4 companies. Three responded with proposals. WG turnover necessitated change in members. George Ferguson, Erin Bubb and Richard Ten Eyck reviewed the 3 proposals and made recommendation to EIC. Food Shield proposal accepted and Board approved proceeding. Search features are being adjusted. Expect to be functional within 6 months. August 2019 demo stage. January 2020: Communication challenges finalizing. Expect to be complete and functional soon. August 2020 Update: No EIC meeting	EIC to designate lead with FASS support
	Share Division of Animal Feed letters Being done as part of Food Shield (item above)		Made a component of item above.	EIC to designate lead and coordinate with FDA as necessary; FASS to support
	Enforcement Issues Committee can pick up topics – coordinate and enhance committee action		No action due to lack of members willing to lead. January 2020: New leadership will be seeking additional members and developing ideas/suggestions for coordinated enforcement activities August 2020 Update: No EIC meeting; initial planning for enforcement event underway	EIC to designate lead with FASS support – Members
	Consider development of core report (similar to that of FDA (Pet Net, Animal Net) (frequency to be determined)	Listserv EIC IDC Any committee	January 2020: Other compliance reporting (see 9.1) and Pet Net/Livestock Net is available. Low value developing core report. Activity discontinued.	EIC to designate lead with FASS support
9.2 *** FSMA TF part of Item 3: Enforcement strategy for contaminants/hazards (Combined with activity 12.2 in FFIMC WG)	Determine the contaminants, hazards, matrix, action levels and enforcement strategy to provide guidance to LMSC to inform method development and priority setting.		Alliance decided not to develop specific hazard guidance information. FDA has assumed the activity; work product published January 23, 2018.	FFIMC lead, EIC, ISC, IDC and LMSC

Outcome	Activity	Resources Needed	Timeline	Responsibility
9.3 ** Enhanced use of Feed BIN	Identify activities to enhance use	Financial support	Complete January 2017 (activities detailed in Feed BIN)	CIOC
9.4 ** Coordinate with NASDA to develop a framework for state feed programs to deliver FSMA implementation	Provide data and information for NASDA grant application (AAFCO is sub- contractor) and subject matter experts to support framework development.	AAFCO subject matter experts	Grant application successful and SME identified. Framework developed and finalized late 2018. Will be tracked via grant reporting obligations. Complete 2018	NASDA-AAFCO- FDA FSMA Steering Committee (AAFCO reps: Linda, Ali, Bob W., Richard)
9.5 *** FSMA TF Item 1: Align Model Bill with needed authorities to Implement FSMA	Make recommendations to align the Model Bill with needed authorities to implement FSMA		Complete January 2017	MBRC
9.6 *** FSMA TF Item 2: Transition AAFCO GMPs to FSMA GMPs and convert AAFCO Model Feed Safety Program Plan to AFRPS	a. Develop a plan for states that have adopted AAFCO's model GMPs to transition to FSMA GMPs. b. Remove Model Feed Safety Plan from OP (archive for historical reference) and use AFRPS instead		Complete August 2016	a. FFIMC with MBRC and PFC b. FFIMC with OP section editor and Feed Safety Coordinator
9.7 *** FSMA TF Item 6: Develop communication plan for AAFCO specific FSMA implementation activities (See 10.1)	a. Develop an AAFCO Communication Plan to better inform b. Develop a model communication plan for states to use for outreach to regulated parties		Framework developed (activities detailed in Feed BIN). 2017 initiated biannual newsletter. Draft plan developed February 2017 included both generic and ongoing activities. August 2018: Revising to make generic. Ongoing activities will be part of CIOC regular work. Expect to finalize for Board/member approval January 2019. January 2020: Given state of FSMA implementation, a comm plan is considered too late. FSMA specific activity discontinued. Instead, a generic comm plan will be developed as part of 10.1. New CIOC Co-Chairs identified and reinvigorating work. August 2020 Update: ???	CIOC

Group 3: Dan Danielson, Ali Kashani, and Tim Weigner

Outcome	Activity	Resources Needed	Timeline	Responsibility
Strategy: Promote and enhance membership participation (internal)				
Goal 8: Develop and provide professional development and technical training opportunities in support of feed program				
8.1 ** AFRPS – draft curriculum for examples. Available training needs to meet standards	<p>Extract all resource (training) needed to meet Standard 2</p> <p>Crosswalk to IFPTI; AITS/BITS; ORAU; CVM, FEMA</p> <p>Identify gaps and approach land grant universities</p>	Subject matter experts. Potential travel for non- Co-Ag contract states	<p>Work group formed. Covers 8.1 and 8.2.</p> <p>Document finalized. Need mechanism to keep updated, likely via George’s group.</p> <p>Developed training calendar in Feed BIN and been adding to calendar. Point of contact and ongoing addition - Jeff; also seeking industry input so their training can be input.</p> <p>WG disbanded.</p> <p>Complete Spring 2018 See 8.2</p>	ETC together with ISC
8.2 ** Directory/ listing of trainings available	Once training needs and model training plan are done (above), catalogue courses and categorize as basic and advanced	FASS support	<p>Work group formed. Covers 8.1 and 8.2.</p> <p>Catalogued and categorized (per vote 8.1 above). Basic/Advanced terminology means different things for AAFCO (BITS/AITS), IFPTI and potentially individual states. Decided that categorization would also contain disclaimer allowing state discretion in courses they require for their inspectors.</p> <p>Complete Spring 2018: See 8.1 In Feed BIN. WG disbanded.</p> <p>August 2018: Not on Strategic Plan, but identified via ETC.</p> <p>Investigating software program that could track training of AAFCO members (Learning Management System). Considered 5 firms, including Knowledge Vault who declined. Selected 2 (Litmos and DigitalChalk (also used by NGFA)) for full demonstration. Both met all needs. DigitalChalk favoured and most price effective: \$8.4K for 500 active users. Recommendation/motion approved: move forward to Board to proceed with RFP (especially the 2 firms) to acquire a system.</p>	ETC
8.3 ** Model training framework	Develop model document for joint inspection (OJT – on the job training) for feed. Develop model training plan. Not “developing model training plan” per follow-up conversation with Tim W., Dan D. and Ali K.	Subject matter experts. Potential travel for non- Co-Ag contract states	<p>Work group formed.</p> <p>Drafted (3 part: policy overview, training plan (modified yearly for employee) and forms). ISC supplied material to ETC who drafted document. (Jim True interface as he is on both committees).</p> <p>August 2018: Comments back from ISC and incorporated, no additional comments - presented final model training manual to committee; audited against animal feed standards (2 and some of 3, as well as sampling and work planning). Recommend use and revisions thereafter. Document has been shared with the Committee throughout the process. Committee approved August 2018 and Board/members accepted January 2019.</p> <p>Complete.</p>	ETC (George F. lead) and ISC

Outcome	Activity	Resources Needed	Timeline	Responsibility
8.4 *** FSMA TF Item 4: Develop training material not covered through Alliance work product	Verify if training material for feed ingredient manufacturing from the (FSPCA) Alliance meets the needs of inspectors and revise as needed and include in directory of training material	Subject matter experts. Potential travel for non- Co-Ag contract states	Evaluated the GMP inspection of feed manufacturers against feed ingredient manufacturers and feel the general manufacturing training is adequate for both. Next step will be assessment respecting hazard analysis by August 2018. August 2018: Eric to work with Jenny FDA to move forward with draft. Some material was trialed at AITS, June 2019. AITS standardized. August 2020 Update: Eric/Jenny to review AITS common elements with FDA material and tighten up to meet standards by January 2021	FFIMC & ISC supported by ETC
8.5 *** FSMA TF Item 5: Review and revise the Feed Inspector's Manual to support FSMA implementation	Review and revise the Feed Inspector's Manual to make sure it supports FSMA implementation	Subject matter experts. Potential travel for non- Co-Ag contract states. FASS support for publication, including printing/ Feed BIN costs.	August 2019 Update: Comprehensive review by FDA and WG with FASS formatting. Approved by ISC. Complete.	ISC supported by LMSC and ETC

** Top 3 outcomes identified at May 2nd, 2016 planning session

*** FSMA TF outcomes integrated into 2017-2020 Strategic Plan

Additional 2 Priority Goals

January 19, 2019 Participants: Bob Geiger, Kristen Green, Susan Hays, Amanda Anderson, Richard Ten Eyck, Erin Bubb, Hollis Glenn, Miriam Johnson, Dave Phillips, Kent Kitade, Stan Cook, George Ferguson, Austin Therrell, Ken Bowers, Ali Kashani, Katie Simpson, Kristie McCallum (attendees contributed to both goals)

Outcome	Activity	Resources Needed	Timeline	Responsibility
<p>Strategy: Promote and enhance membership participation (internal) Goal 7: Identify opportunities to increase member agency participation</p>				
<p>7.1 Conduct survey of membership needs supplemented with direct communication</p>	<p>Develop survey to identify who (member and person) is not participating and why. Individuals to conduct direct communication are identified based on relationship. Develop talking points to support conversations (standard language, script, news/updates, specific asks (e.g. committee members), identify state specific needs). Group results by similar circumstances. Identify needs. Target inactive AFRPS states (talking points - how AAFCO supports AFRPS, offer CEU, offer AFRPS session at meetings). Develop recruiting strategies (What we can do for them and them for us), action plan and implement.</p>	<p>\$\$ for CEU courses, time at meetings</p>	<p>Active member list supplied by FASS for working group review. Report on survey results and needs. Recruiting strategy. Action Plan Implement, track and report. August 2020 Update: New CIOC Co-Chairs developing work plan - status??</p>	<p>Board CIOC ED CEU specific committee ETC</p>
<p>7.2 Mentoring</p>	<p>Hold new member session during meeting Follow up to encourage engagement. Regionally, active states contact inactive states with news, updates and invites. Targeted scholarships. Hold meetings in states/regions with decreased participation. Support mentorship/mentor (e.g. sub-committee) to host training/workshops</p>		<p>Develop list of target states and person responsible. Develop list of mentors to match with mentees. Talking points. Scholarship program. Mentoring engagement plan. August 2020 Update: WG with draft plan developed; paired new attendees with ambassadors for support; work plan will be added to committee report for tracking - status???</p>	<p>CIOC Board</p>

Outcome	Activity	Resources Needed	Timeline	Responsibility
7.3 Provide events at Mid Year and Annual to inspire all member agencies to attend and participate	<p>Events established based on membership survey and ongoing intelligence gathering.</p> <p>Events should consider needs of both large and small agencies (determine what these are).</p> <p>Design events that lead to innovation and nontraditional solutions. Increase opportunities for ideas to be heard and let them know ideas are welcome.</p> <p>Schedule events in the middle of the meeting versus front/back of regular meeting. Increase professionalism of meetings (Committees are prepared and actively conduct work at meetings).</p> <p>Offer more education/training at meeting (identify needs, consider AFRPS/new outside groups (USDA))</p>	Speaker funding	<p>Ongoing intelligence gathering established (e.g. post meeting evaluation, outreach to states) Needs list developed, actioned and tracked.</p> <p><i>August 2020 Update: Event planning WG formed for this meeting. New CIOC Co-Chairs will use this to inform a standardized documented procedure - status??</i></p>	ETC with technical support from relevant committees
7.4 Formulate and communicate positions on emerging issues (e.g., hemp, ICG) (Transferred to 10.1)				

Outcome	Activity	Resources Needed	Timeline	Responsibility
Strategy: Promote and enhance membership participation (internal)				
Goal 10: Communicate and document AAFCO benefits and accomplishments				
10.1 Enhance Communication tools. Integrated 10.2, 10.3, 10.4 and 10.5 Integrated 9.7	Strengthen Current Issues and Outreach Committee Develop relevant talking points with cohesive message, not just listing top benefits of committees (ask at seminar, ask members what they think the bullet point messages should be. Formulate and communicate positions on emerging issues (e.g., hemp, ICG). Communicate benefits of AAFCO for Lab group (e.g. AAFCO support for ISO), success and relevance of proficiency testing program. Develop and publicize resolutions to support the AAFCO feed/food safety vision and goals. Collect case studies of AAFCO's successes and how they increased feed safety (e.g. BSE regs, botanicals, proficiency testing protocol ISO certification, ingredient definitions, early development of model regulations, good samples). Identify target audience, as message will vary. Identify delivery format (handout/pamphlet, newsletters, website, Feed BIN, social media) Develop schedule to keep Website content updated. Issue shorter newsletters more frequently (monthly). Maintain electronic list of upcoming meetings. Identify communication tools to utilize (dashboard, surveys). Facebook page: start with monthly newsletter, AAFCO press releases (increased frequency), communicates big items (consider activist comments). Consider having FASS post, someone else puts together content/format and review comments (ask COSDA for help). Consider contracting social media management firm.		January 2020: New CIOC Co-Chairs will work to develop comprehensive communications plan. August 2020 Update: RFP issued to engage communications firm to help articulate needs and develop material. Proposals will be received and evaluated in September 2020. Consider incorporating 7.1 as part of this activity.	CIOC New Technology Committee? Issue specific Committee (technical input)
10.2 Newsletters 10.3 Website kept updated 10.4 Feed BIN	Shorter more frequent issuance (monthly), (?)			CIOC Board New Tech Committee?
10.2 Communicate Individuals accomplishments (awards, recognition) directly to their supervisors/commissioners via recognition letter	Each individual supplies names and contact information for supervisor, commissioner and other important senior managers to copy. Create a capture form that aligns with recognition /award. Capture contact information from all program employees (title, role, etc.), way for person to update and verify as well as sign up for AAFCO notices by preference. Automate process to generate thank you letter to identified key member directors/commissioners after each meeting (Annual/Midyear) that promotes key successes at meeting and thanking them for supporting program employee attendance and participation.		George Ferguson offered to provide support August 2020 Update: New CIOC Co-Chairs developing work plan. Consider automating letter to senior management relative to members receiving awards - status??	CIOC

Outcome	Activity	Resources Needed	Timeline	Responsibility
10.3 Promote ODI to feed label reviewers/generators	Encourage states to use to help industry buy in (e.g. require ODI report with label; promote industry use to generate labels pre-market (benefit is increased OP sales and revenue to improve AAFCO)		August 2020 Update: New CIOC Co-Chairs developing work plan - status??	CIOC Feed Labeling Committee New Technology Committee ongoing support
10.4 How to distribute Spotlight On (Internal)	Utilize press releases/surveys Draft language for mini ListServ (Board/Kristen start) and see if picked up; if not outreach is next step).		August 2020 Update: New CIOC Co-Chairs developing work plan - status??	CIOC Pet Food Committee New Technology Committee

Participants:

Name	Priority voting pre-meeting	Attended May 2, 2016	AAFCO role
Mark LeBlanc	✓	✓	Board
Ken Bowers	✓	✓	Board/Chair Subc.
Richard Ten Eyck		✓	Board/Chair
Ali Kashani	✓	✓	Board/Chair
Dan Danielson	✓	✓	Board/Co-Chair
Stan Cook	✓	✓	Board/Chair
Erin Bubb	✓	✓	Board
Robert Geiger			Board
Kristen Green	✓	✓	Board
Eric Nelson			FDA advisor
Dave Edwards		✓	FDA advisor
Abe Brown		✓	FDA advisor
Tim Weigner		✓	FDA advisor
Tim Lyons			Chair
Meagan Davis	✓	✓	Chair
Dave Dressler		✓	Co-Chair
Chad Linton			Co-Chair
Nancy Thiex	✓	✓	Co-Chair
Aaron Price	✓		Co-Chair
Doug Lueders	✓	✓	Chair
Linda Morrison	✓	✓	Chair
Bob Waltz	✓		Feed Safety Coord
Kelsey Luebbe		✓	Co-Chair