



**AOAC Official Methods Board  
April 14, 2016  
Teleconference**

**AOAC INTERNATIONAL  
2275 Research Blvd, Suite 300  
Rockville, MD 20850  
1.301.924.7077**

**CONFERENCE CALL INFORMATION:  
Dial in: 1-877-647-3411 (US/Canada)  
Pass code: 373 523 5702 #**





## OFFICIAL METHODS BOARD MEETING

Wednesday & Thursday, April 14, 2016

1:00pm – 2:30pm ET

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## AOAC INTERNATIONAL OFFICIAL METHODS BOARD

**2015 – 2016**

<i>Chair</i>	<p><b>Shauna Roman</b> Reckitt Benckiser, Inc. <a href="mailto:Shauna.Roman@reckittbenckiser.com">Shauna.Roman@reckittbenckiser.com</a> Term 3: August 29, 2013 – September 21, 2016</p>	<i>Member</i>	<p><b>Joe Boison</b> Canadian Food Inspection Agency <a href="mailto:Joe.Boison@inspection.gc.ca">Joe.Boison@inspection.gc.ca</a> Term 1: August 29, 2013 – September 21, 2016</p>
<i>Member</i>	<p><b>Doug Abbott</b> Independent Consultant <a href="mailto:douglas.abbott@gmail.com">douglas.abbott@gmail.com</a> Term 2: September 11, 2014 - September 27, 2017</p>	<i>Member</i>	<p><b>Don Gilliland</b> Abbott Nutrition <a href="mailto:don.gilliland@abbott.com">don.gilliland@abbott.com</a> Term 1: October 1, 2015 - September 29, 2018</p>
<i>Member</i>	<p><b>Sneh Bhandari</b> Silliker, Inc. <a href="mailto:Sneh.Bhandari@Silliker.com">Sneh.Bhandari@Silliker.com</a> Term 2: August 29, 2013 – September 21, 2016</p>	<i>Member</i>	<p><b>Katerina Mastovska</b> Covance Laboratories <a href="mailto:Katerina.Mastovska@covance.com">Katerina.Mastovska@covance.com</a> Term 1: October 1, 2015 - September 29, 2018</p>
<i>Member</i>	<p><b>Jo Marie Cook</b> Florida Department of Agriculture and Consumer Services <a href="mailto:JoMarie.Cook@freshfromflorida.com">JoMarie.Cook@freshfromflorida.com</a> Term 2: August 29, 2013 – September 21, 2016</p>	<i>Member</i>	<p><b>Tom Phillips</b> Maryland Department of Agriculture <a href="mailto:phillitd@mda.state.md.us">phillitd@mda.state.md.us</a> Term 2: August 29, 2013 – September 21, 2016</p>
<i>Member</i>	<p><b>Erin Sutphin Crowley</b> Q Laboratories, Inc. <a href="mailto:ecrowley@qlaboratories.com">ecrowley@qlaboratories.com</a> Term 2: October 1, 2015 - September 29, 2018</p>	<i>Member</i>	<p><b>Bradley Stawick</b> Microbac Laboratories, Inc. <a href="mailto:brad.stawick@microbac.com">brad.stawick@microbac.com</a> Term 2: October 1, 2015 - September 29, 2018</p>
<i>Member</i>	<p><b>Qian Graves, US FDA</b> <i>AOAC Committee on Statistics, Chair</i> <a href="mailto:Qian.graves@fda.hhs.gov">Qian.graves@fda.hhs.gov</a> Term 2: August 29, 2013 – September 21, 2016</p>	<i>Member</i>	<p><b>Yvonne Salfinger, Independent Consultant</b> <i>AOAC Committee on Safety, co-Chair</i> <a href="mailto:Yhale@aol.com">Yhale@aol.com</a> Term 1: August 29, 2013 – September 21, 2016</p>
<i>Past Chair (Ex-officio Member)</i>	<p><b>John Szpylka</b> Silliker, Inc. <a href="mailto:John.Szpylka@Silliker.com">John.Szpylka@Silliker.com</a> Term 4: August 29, 2013 – September 21, 2016</p>		

### AOAC Staff Liaisons

<p>Deborah McKenzie Sr. Director- Standards Development Sr. Director- AOAC Research Institute <a href="mailto:dmckenzie@aoac.org">dmckenzie@aoac.org</a></p>	<p>Delia Boyd Program Manager – Standards Development <a href="mailto:dboyd@aoac.org">dboyd@aoac.org</a></p>
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**AOAC INTERNATIONAL  
BYLAWS**

**As Amended September 26, 2010**

**ARTICLE I  
Name**

The name by which this Association shall be known is "AOAC INTERNATIONAL" (hereinafter referred to as the "Association").<sup>1</sup>

**ARTICLE II  
Purpose**

The primary purpose of the Association is to promote methods validation and quality measurements in the analytical sciences.

**ARTICLE III  
Membership**

***Section 1. Types of Membership***

There shall be three (3) types of membership in the Association: Individual Members, Sustaining Member Organizations, and Organizational Affiliates.

**A. Individual Members**

There shall be four (4) categories of Individual Members in the Association: Members, Retired Members, Student Members, and Honorary Members.

**B. Sustaining Member Organizations**

There shall be one (1) category of Sustaining Member Organizations.

**C. Organizational Affiliate**

There shall be one (1) category of Organizational Affiliate.

***Section 2. Qualifications for Membership***

**A. Individual Members**

**[1] Members**

Qualifications for Members shall be a degree in science, or equivalent as approved by the Board of Directors, and interest in supporting and furthering the purpose and goals of the Association. Such scientists shall be eligible for membership provided they are engaged, or have been engaged, directly or indirectly, in a field relevant to the purpose of the Association.

**[2] Retired Members**

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<sup>1</sup> AOAC INTERNATIONAL was incorporated in the District of Columbia on January 20, 1932, as the Association of Official Agricultural Chemists. On November 10, 1965, the name of the corporation was changed to the Association of Official Analytical Chemists, and on September 12, 1991, the current name was adopted.

A current Member who is no longer actively engaged, directly or indirectly, in a field relevant to the purpose of the Association but who has served the Association as a Member for at least ten (10) years shall be eligible for Retired Member status upon written request and payment of the annual Retired Member dues. Any special benefits accorded Retired Members shall be determined by the Executive Director.

[3] Student Members

Any full-time student working toward an undergraduate or graduate degree in the areas of chemistry, microbiology, food science or other related science shall be eligible for Student Membership in AOAC INTERNATIONAL.

[4] Honorary Members

Honorary Members shall be persons recognized for their substantial contribution toward the achievement of the objectives of the Association. They shall be nominated by the Board of Directors and may be elected by a two-thirds vote of the Individual Members voting.

**B. Sustaining Member Organizations**

A Sustaining Member Organization shall be any agency of a local, state, provincial, national, or international government; a university, college, or academic department; or any firm, business, or organization with an interest in supporting and furthering the purpose of the Association. Every Sustaining Member Organization must have a designated representative(s). All such Sustaining Member Organization representatives must meet the qualifications for Members and become Individual Members with all the rights and privileges thereof.

**C. Organizational Affiliate**

An Organizational Affiliate Organization shall be any agency of a local, state, provincial, national, or international government; a university, college, or academic department; or any firm, business, or organization with an interest in supporting and furthering the purpose of the Association. Every Organizational Affiliate must have a designated representative(s). All such Organizational Affiliate representatives must meet the qualifications for Members and become Individual Members with all the rights and privileges thereof.

***Section 3. Application for Membership***

Applications or requests for membership shall be submitted to the Association's headquarters office. Membership shall become effective upon approval of the application or request, payment of any required membership dues, entry on the membership rolls, and assignment of a member number.



**Section 4. Expulsion**

The Board of Directors, at any duly called meeting of the Board, by a two-thirds vote of those holding office, may terminate the membership of any member who in its judgment has violated the Bylaws or has been guilty of conduct detrimental to the best interests of the Association. Any member convicted of a felony is subject to immediate expulsion from the Association. Expulsion of a member by the Board of Directors shall be final and shall cancel all rights, interest, or privileges of such member in the services or resources of the Association. Any member, for whom expulsion is proposed, for reasons other than conviction of a felony, shall be entitled to not less than 60 days advance notice of the charges, the date upon which a hearing will be scheduled, and the right to present evidence in defense. The date and place of any such hearing, if held other than at the headquarters or annual meeting site of the Association, must be reasonable with respect to the location of any individual so charged.

**Section 5. Dues, Membership Year, and Waivers**

- A. Annual dues for membership in the Association shall be fixed by the Board of Directors, subject to approval by the majority of the Individual Members voting by ballot by any of the following means (whichever is deemed appropriate by the Board at the time): mail, telephone call, telegram, cablegram, electronic mail or other means of electronic or telephonic transmission.
- B. Honorary Members of the Association shall be exempt from payment of dues and annual meeting registration fees.
- C. The membership year and the delinquency date shall be determined by the Board of Directors.
- D. The authority to grant waivers of membership dues rests with Executive Director.
- E. Student Member dues shall be one-third of regular Member dues, rounded up to the nearest \$5.00 increment.

**Section 6. Members in Good Standing; Rights and Privileges**

All Individual Members who maintain their membership by payment of dues as required under these Bylaws and who otherwise qualify shall be considered in good standing and entitled to full privileges of membership.

**ARTICLE IV  
Officers**

**Section 1. Elected Officers**

The elected officers of the Association shall be Individual Members and shall consist of a President, President-Elect, Secretary, Treasurer, and Immediate Past President.

**A. President**

The President shall be the principal elected officer of the Association, shall preside at meetings of the Association and of the Board of Directors and of the Executive Committee, and shall be a member ex-officio, with right to vote, of all committees except the Nominating Committee. He or she shall also, at the annual meeting of the Association and at such other times as he or she shall deem proper, communicate to the Association or the Board of Directors such matters and make such suggestions as may in his or her opinion tend to promote the welfare and further the purpose of the Association and shall perform such other

duties as are necessarily incident to the office of President or as may be prescribed by the Board of Directors.

**B. President-Elect**

In the absence of the President, or in the event of the President's inability or refusal to act, the President-Elect shall perform the duties of the President, and, when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The President-Elect shall perform such other duties as from time to time may be assigned to him or her by the President or by the Board of Directors.

**C. Secretary**

The Secretary shall give notice of all meetings of the Association, keep a record of all proceedings, attest documents, and, in general, perform such other duties as are usual of the office of Secretary and such other duties as may be assigned by the President or by the Board of Directors.

**D. Treasurer**

The Treasurer shall be responsible for the funds and securities of the Association; serve as financial officer of the organization and as Chairperson of the Finance Committee; manage the Board of Director's review of and action related to the Board of Director's financial responsibilities; serve as the chief Board liaison in overseeing and reviewing the annual audit, and in general, perform such other duties as are usual of the office of Treasurer and such other duties as may be assigned by the President or by the Board of Directors.

**E. Immediate Past President**

The Immediate Past President shall serve as advisor to the President and Directors and perform such other duties as may be assigned from time to time by the President or by the Board of Directors.

**Section 2. Appointed Officers**

The appointed officers shall include the Executive Director and such other appointed officers as may be designated by the Board of Directors from time to time.

**A. Executive Director**

The day-to-day administration and management of the Association's offices shall be vested in a salaried manager employed or appointed by, and directly responsible to, the Board of Directors. This manager shall have the title of Executive Director with responsibility for the management and direction of all operations, programs, activities, and affairs of the Association, as approved or delegated by the Board of Directors. The Executive Director shall have direct responsibility for employment and termination of employment and the determination of compensation for staff members within the budgetary framework determined by the Board of Directors. The Executive Director functions as the chief operating officer of the Association within the guidelines established by the policies and procedures of the Board of Directors and, as necessary, with the concurrence of the President. The Executive Director shall have such other duties as may be prescribed by the Board.

**B. Other Appointed Officers**

Other appointed officers shall have such duties as may be prescribed by the Board.

**ARTICLE V**  
**Nominations, Elections, Terms, and Appointments to the Board of Directors**

***Section 1. Nominating Committee***

The Nominating Committee shall annually recommend to the Board of Directors a slate of Individual Members as potential nominees for the elected positions where vacancies will occur. The Nominating Committee shall consist of five (5) members who shall be three (3) immediate Past Presidents, as available, and two (2) Individual Members-at-Large of the Association. If three Past Presidents are not available to serve, other Individual Members-at-Large shall be appointed by the President to the extent necessary to form the five (5)-member committee.

***Section 2. Elections and Terms of Office***

The President-Elect, the Secretary, Treasurer, and the Directors of the Board of Directors shall be elected by a majority of Individual Members voting, from a slate of nominees recommended annually by the Board of Directors.

Terms of office for all Officers and Directors shall begin with the adjournment of the annual meeting following their election and shall end with the adjournment of the annual meeting occurring nearest the expiration of their term. The six (6) Directors shall be elected to staggered three-year terms with two Directors elected to full three-year terms each year, but not to more than two (2), consecutive, three-year terms. Appointment or election to fill an unexpired term shall not affect the eligibility of a person to subsequently be elected to two (2) full terms. The Secretary shall be elected to a one-year term and may be re-elected to successive one-year terms. The Treasurer shall be elected for a one-year term and may be re-elected to successive one-year terms. The President-Elect shall be elected to a one-year term; whereupon the current President-Elect shall become President and the current President shall become the Immediate Past President, each serving a one-year term.

***Section 3. Appointments***

Directors-at-Large are appointed by the Board in accordance with Article VI, Section 2. Directors-at-Large are appointed for one (1) year terms, renewable at the discretion of the elected Board.

**ARTICLE VI**  
**Board of Directors**

***Section 1. Composition***

The Board of Directors shall consist of eleven (11) elected members to include the President, President-Elect, Secretary, Treasurer, Immediate Past President, six (6) Directors, and up to three (3) appointed Directors-at-Large, all of whom shall be Individual Members of the Association. The elected Board shall reflect the makeup of the Association membership and shall not be dominated by any single interest.

***Section 2. Powers and Duties***

The Board of Directors shall provide supervision, control, and direction of the affairs of the Association, shall determine the Association's policies or changes therein within the limits of the Bylaws, shall actively prosecute

its purpose, and shall have discretion in the disbursement of its funds. It may adopt such rules and procedures for the conduct of its business as shall be deemed advisable, and may, in the execution of the powers granted, appoint such agents as it may consider necessary. The Board of Directors may appoint up to three (3) Directors-at-Large, if, in their opinion, such appointments advance the purpose of the Association. Directors-at-Large shall be accorded the same voting privileges as elected Directors.

***Section 3. Meetings***

Except that the Board shall have a regular meeting at the time and place of the annual meeting, the Board shall meet, in person or via telephone conference call, upon call of the President at such times and places as he or she may designate within the policies adopted by the Board, and shall be called to meet upon demand of a majority of its members. Notice of all meetings of the Board of Directors shall be sent by any of the following means (whichever is deemed appropriate by the President at the time): mail, telephone call, telegram, cablegram, electronic mail or other means of electronic or telephonic transmission to each member of the Board at his or her last recorded address or number at least fourteen (14) days in advance of in-person meetings or forty-eight (48) hours in advance of conference call meetings.

***Section 4. Quorum***

A quorum for any meeting of the Board is six (6) Board members elected in accordance with Article V (1). Any less number may: (1) set a time to adjourn, (2) adjourn, (3) recess, or (4) take measures to obtain a quorum.

***Section 5. Absence***

Any member of the Board of Directors unable to attend a meeting of the Board shall notify the President and state the reason for his or her absence. If a member of the Board is absent from two (2) consecutive meetings, he or she may be removed by a two-thirds vote of the Board Members then in office.

***Section 6. Compensation***

Members of the Board of Directors, as such, shall not receive any compensation for their services as Board members, but the Board may, by resolution under policies it may adopt, authorize reimbursement of expenses incurred in the performance of members' duties. Such authorization may prescribe conditions and procedures for approval and payment of such expenses. Nothing herein shall preclude a Board member from serving the Association in any other capacity and receiving compensation for such services, if compensation is customarily paid for such services.

***Section 7. Resignation or Removal***

Any member of the Board may resign at any time by giving written notice to the President, Secretary, Treasurer, or to the Board of Directors. Such resignation shall take effect at the time specified therein, or, if no time is specified, at the time of acceptance thereof as determined by the President or the Board.

Any member of the Board may be removed by a three-fourths vote of the Board members then in office and present at any regular or special meeting of the Board.

***Section 8. Vacancies: Members of the Board***

If a vacancy should occur in the membership of the elected Board of Directors, any Past President may be appointed by action of the remaining members of the Board to temporarily fill such vacancy until the next

regularly scheduled election. At the next regularly scheduled election nominations will be presented to fill the vacancy for the unexpired portion of the term remaining.

***Section 9. Vacancies: President and Other Officers***

If the office of the President shall become vacant, the President-Elect shall thereupon become President of the Association for the unexpired term, followed by his or her duly elected term. In the event the office of President becomes vacant at a time when the office of President-Elect is also vacant, the Presidency shall be filled for the remainder of the term by the action of the Board of Directors. If any other officer position shall become vacant, the office may be filled for the remainder of the term by action of the Board.

**ARTICLE VII  
Committees**

***Section 1. Committee Formation***

The Board of Directors shall form and adopt terms of reference for such standing or special boards, committees, subcommittees, task forces, or task groups as may be required by these Bylaws or as the Board may determine necessary to carry out the affairs of the Association.

***Section 2. Committee Appointments***

Subject to the requirements of these Bylaws and the specific terms of reference adopted by the Board, the President shall make the appointments to fill the vacancies occurring in the Association's standing or special boards, committees, subcommittees, task forces, or task groups.

**ARTICLE VIII  
Official Methods of Analysis**

The Board of Directors (BoD) is empowered to develop written policies and procedures for the study, adoption, and change in status of the Official Methods of Analysis of AOAC INTERNATIONAL. Implementation of the policies and procedures shall be delegated to an Official Methods Board (OMB).

***Section 1. Composition of the Official Methods Board***

The Official Methods Board shall consist of a chair and a vice chair, and members who are recommended by the chair. The chair, vice chair and members are appointed by the President of AOAC INTERNATIONAL. The OMB shall be composed of members representing a balance of government, industry, and academia as appropriate to the scope of the group and shall not be dominated by any single interest.

***Section 2. Purpose of the Official Methods Board***

The OMB shall serve the Association in a scientific and advisory capacity on methods and the process of their adoption. The OMB shall be responsible for implementation of procedures adopted by the BoD, according to the principles in section 3 below.

***Section 3. Principles of the Official Methods Program***

- A. Adequate records of technical data, discussions, and decisions on the study, adoption, and change of status of Official Methods of Analysis shall be maintained for a reasonable time.
- B. Timely notice of proposed method studies, adoption, or change in status shall be published in an Association publication that is circulated to the members.
- C. Opportunity shall be provided for materially interested parties to submit input during method study and adoption procedures and to submit comments on the adoption, use of, or change in status of specific methods.
- D. Methods submitted to the OMB for inclusion in the OMA shall be thoroughly studied, scientifically reviewed, and available in published form prior to adoption as Final Action by the OMB.
- E. The OMB shall adopt methods as Final Action.

**ARTICLE IX  
Meetings**

***Section 1. Annual Meeting***

The annual business meeting of the Association shall be held at the time and place decided by the Board of Directors. A special meeting of the entire Association may be called by the Board of Directors; announcement thereof shall be made at least thirty (30) days prior to the time of said meeting.

***Section 2. Quorum***

One hundred Individual Members who are present in person or by proxy and entitled to vote shall constitute a quorum at any meeting of the Association which is duly called pursuant to the provisions of these Bylaws.

**ARTICLE X  
Voting**

***Section 1. Voting by Ballot***

By direction of the Board of Directors, unless otherwise required by these Bylaws or conducted under alternative procedures established under these Bylaws, voting on any matter, including the election of officers and directors, the election of Honorary Members, amendment of the Bylaws, and the approval of dues, may be conducted by ballot of the voting membership by any of the following means (whichever is deemed appropriate at the time): mail, telephone call, telegram, cablegram, electronic mail or other means of electronic or telephonic transmission, and the question(s) thus presented shall be determined according to the votes received, provided in each case votes of at least five (5) percent of the voting membership shall be received. Any and all action taken in pursuance of a vote by any of the means indicated above (whichever the Board deemed appropriate at the time)

in each case shall be binding upon the Association in the same manner as would be action taken at a duly called meeting and shall become effective, unless otherwise provided for in these Bylaws or otherwise stated in the ballot, on the day following certification of the vote.

***Section 2. Voting by Proxy***

At any duly called meeting of Individual Members, a member-of-record, as determined thirty (30) days prior to any meeting and who is entitled to vote, may vote by proxy executed in writing by the Individual Member or his or her duly authorized attorney-in-fact. No proxy shall be valid for more than eleven (11) months after the date of its execution unless otherwise provided in the proxy.

**ARTICLE XI  
Earnings and Assets**

***Section 1. Non-Profit Status***

A. Regardless of any provision of the Bylaws which may be construed otherwise:

[1] No part of the net earnings of the Association shall under any circumstances inure to the benefit of any member or individual.

[2] The Association shall not be operated for a private profit.

B. On lawful dissolution of the Association and after settlement of all just obligations of the Association, the Board of Directors shall distribute all remaining assets of the Association to one (1) or more organizations selected by the Board of Directors which have been held exempt from Federal Income Tax as organizations described in section 501(c)(3) of the Internal Revenue Code of 1954.

***Section 2. Political Activities***

A. No substantial part of the Association's activities shall consist of carrying on propaganda or otherwise attempting to influence local, state, or national legislation. All activities of the Association shall be determined by the Board of Directors.

B. The Association shall not participate or intervene in any manner in any campaign on behalf of any candidate for a political office.

**ARTICLE XII  
Sections**

***Section 1. Sections***

The Board of Directors shall set geographic limits and grant authority to groups of Individual Members of the Association residing or working in the same geographical areas for the establishment of Sections.

***Section 2. Purpose of Sections***

The purpose of Sections shall be to promote and further the purpose of the Association.

***Section 3. Membership in Sections***

Individuals interested in the purpose of the Section shall be eligible for Section membership. Only Individual Members of the Association shall be eligible for election to the Executive Committee of the Section.

***Section 4. Bylaws of Sections***

Subject to approval of the Board of Directors, each Section shall adopt, for its own governance, bylaws not inconsistent with these Bylaws.

***Section 5. Dissolution of Sections***

When any Section shall cease to function as a Section for a period of more than one year, or if its membership shall be less than ten (10) Individual Members of the Association for a period of one (1) year, the Board of Directors may terminate the existence of such Section.

***Section 6. Actions of Sections***

No act of a Section or its members shall be considered an act of the Association unless expressly authorized, ratified, or affirmed by the Board of Directors.

**ARTICLE XIII  
Technical Divisions**

***Section 1. Purpose***

Technical Divisions shall represent communities of interest within the Association which have the purpose of furthering the purpose of the Association through the development of the analytical sciences either in a commodity-based or scientific discipline-based field. Their activities shall not duplicate the organizational structure nor conflict with the policies or procedures for the adoption of official methods of analysis by the Association.

***Section 2. Creation, Combination, Discontinuance, or Change***

Technical Divisions may be created, existing Technical Divisions may be combined or discontinued, or the name of a Technical Division may be changed under policies and procedures adopted by the Board of Directors. Each Technical Division shall adopt bylaws not inconsistent with these Bylaws. The jurisdiction of each Technical Division shall be described in its bylaws. No act of any Technical Division or its members shall be considered an act of the Association unless expressly authorized, ratified, or affirmed by the Board of Directors.

**ARTICLE XIV  
Indemnification**

The Association shall have the power to pay, by indemnity, reimbursement, or otherwise, to or for the use of any person designated by resolution of the Board of Directors who was or is a party or is threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative (other than an action by or on behalf of the Association), by reason of the fact he or she is or was a director, officer, committee member, employee or agent of the Association, or was serving as such for another at the request of the Association, against expenses (including legal, accounting, witness and other), judgments, fines, and amounts paid in settlement so long as such person was not found by a court of competent jurisdiction to have been willfully negligent of the interests of the Association or such person had reasonable cause to believe that his or her conduct was lawful.



**ARTICLE XV  
Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Association in all cases in which they are applicable and in which they are not inconsistent with these Bylaws or any special rules of order the Association may adopt.

**ARTICLE XVI  
Amendments to the Bylaws**

These Bylaws may be amended, repealed, or altered, in whole or in part, by a three-fourths vote: (a) of the Individual Members at any annual business or duly called special meeting of the Association, provided notice of any amendment proposed for consideration shall be sent by any of the following means (whichever may be deemed appropriate at the time): mail, telephone call, telegram, cablegram, electronic mail or other means of electronic or telephonic transmission to the last recorded address or number of each Individual Member at least thirty (30) days prior to the date of the meeting; or (b) by approval of the Individual Members through ballot sent by any means indicated above in accordance with the provisions of Article X, Voting.

All proposed amendments of these Bylaws shall be presented in writing to the Board of Directors. The Board shall present the proposals to the Association membership, with recommendations. All amendments to the Bylaws, unless otherwise stated, will become effective at the adjournment of the meeting where action is taken or on the day following the certification of a vote by mail ballot.



**AOAC INTERNATIONAL**  
**POLICY ON THE USE OF THE**  
**ASSOCIATION NAME, INITIALS,**  
**IDENTIFYING INSIGNIA, LETTERHEAD, AND BUSINESS CARDS**

**Introduction**

The following policy and guidelines for the use of the name, initials, and other identifying insignia of AOAC INTERNATIONAL have been developed in order to protect the reputation, image, legal integrity and property of the Association.

The name of the Association, as stated in its bylaws, is "AOAC INTERNATIONAL". The Association is also known by its initials, AOAC, and by its logo, illustrated below, which incorporates the Association name and a representation of a microscope, book, and flask. The AOAC logo is owned by the Association and is registered with the U.S. Patent and Trademark Office.



The full Association insignia, illustrated below, is comprised of the logo and the tagline, "The Scientific Association Dedicated to Analytical Excellence," shown below. The typeface used is Largo. The AOAC tagline is owned by the Association and is registered with the U.S. Patent and Trademark office.



*The Scientific Association Dedicated to Analytical Excellence*®

AOAC INTERNATIONAL Policy on the Use of the Association Name,  
Initials, Identifying Insignia, Letterhead, and Business Cards  
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### **Policy**

Policy on the use of the Association's name and logo is established by the AOAC Board of Directors as follows:

“The Board approves and encourages reference to the Association by name, either as AOAC INTERNATIONAL or as AOAC; or reference to our registered trademark, AOAC®, in appropriate settings to describe our programs, products, etc., in scientific literature and other instances so long as the reference is fair, accurate, complete and truthful and does not indicate or imply unauthorized endorsement of any kind.

The insignia (logo) of AOAC INTERNATIONAL is a registered trade and service mark and shall not be reproduced or used by any person or organization other than the Association, its elected and appointed officers, sections, or committees, without the prior written permission of the Association. Those authorized to use the AOAC INTERNATIONAL insignia shall use it only for the purposes for which permission has been specifically granted.

The name and insignia of the Association shall not be used by any person or organization in any way which indicates, tends to indicate, or implies AOAC official endorsement of any product, service, program, company, organization, event or person, endorsement of which, has not been authorized by the Association, or which suggests that membership in the Association is available to any organization.”

The Executive Director, in accordance with the above stated policy, is authorized to process, approve, fix rules, and make available materials containing the Association name and insignia.

It should be noted that neither the Association's name nor its insignia nor part of its insignia may be incorporated into any personal, company, organization, or any other stationery other than that of the Association; nor may any statement be included in the printed portion of such stationery which states or implies that an individual, company, or other organization is a Member of the Association.

### **Instructions**

1. Reproduction or use of the Association name or insignia requires prior approval by the Executive Director or his designate.
2. Association insignia should not be altered in any manner without approval of the Executive Director or his designate, except to be enlarged or reduced in their entirety.
3. Artwork for reproducing the Association name or insignia, including those incorporating approved alterations, will be provided on request to those authorized to use them (make such requests to the AOAC Marketing Department). Examples of the types of alterations that would be approved are inclusion of a section name in or the addition of an officer's name and address to the letterhead insignia.

AOAC INTERNATIONAL Policy on the Use of the Association Name,  
Initials, Identifying Insignia, Letterhead, and Business Cards  
Page 3

4. When the Association name is used without other text as a heading, it should, when possible, be set in the Largo typeface.
5. Although other colors may be used, AOAC blue, PMS 287, is the preferred color when printing the AOAC insignia, especially in formal and official documents. It is, of course, often necessary and acceptable to reproduce the insignia in black.
6. Do not print one part of the logo or insignia in one color and other parts in another color.
7. The letterhead of AOAC INTERNATIONAL shall not be used by any person or organization other than the Association, its elected and appointed officers, staff, sections, or committees; except by special permission.

Correspondence of AOAC official business should be conducted using AOAC letterhead. However, those authorized to use AOAC letterhead shall use it for official AOAC business only.

Copies of all correspondence using AOAC letterhead or conducting AOAC official business, whether on AOAC letterhead or not, must be sent to the appropriate office at AOAC headquarters.

8. AOAC INTERNATIONAL business cards shall not be used by any person or organization other than the Association, its staff, and elected officials, except by special permission.

Those authorized to use AOAC business cards shall use them for official AOAC business only and shall not represent themselves as having authority to bind the Association beyond that authorized.

**Sanctions**

1. Upon learning of any violation of the above policy, the Executive Director or a designate will notify the individual or organization that they are in violation of AOAC policy and will ask them to refrain from further misuse of the AOAC name or insignia.
2. If the misuse is by an Individual Member or Sustaining Member of the Association, and the misuse continues after notification, the Board of Directors will take appropriate action.
3. If continued misuse is by a nonmember of the Association or if a member continues misuse in spite of notification and Board action, ultimately, the Association will take legal action to protect its property, legal integrity, reputation, and image.

\* \* \* \* \*

Adopted by the AOAC Board of Directors: September 24, 1989  
Revised: June 13, 1991; February 26, 1992; March 21, 1995; October 1996



**AOAC INTERNATIONAL**  
**ANTITRUST POLICY**  
**STATEMENT AND GUIDELINES**

**Introduction**

It is the policy of AOAC INTERNATIONAL (AOAC) and its members to comply strictly with all laws applicable to AOAC activities. Because AOAC activities frequently involve cooperative undertakings and meetings where competitors may be present, it is important to emphasize the on-going commitment of our members and the Association to full compliance with national and other antitrust laws. This statement is a reminder of that commitment and should be used as a general guide for AOAC and related individual activities and meetings.

**Responsibility for Antitrust Compliance**

The Association's structure is fashioned and its programs are carried out in conformance with antitrust standards. However, an equal responsibility for antitrust compliance \_\_ which includes avoidance of even an appearance of improper activity \_\_ belongs to the individual. Even the appearance of improper activity must be avoided because the courts have taken the position that actual proof of misconduct is not required under the law. All that is required is whether misconduct can be inferred from the individual's activities.

Employers and AOAC depend on individual good judgment to avoid all discussions and activities which may involve improper subject matter and improper procedures. AOAC staff members work conscientiously to avoid subject matter or discussion which may have unintended implications, and counsel for the Association can provide guidance with regard to these matters. It is important for the individual to realize, however, that the competitive significance of a particular conduct or communication probably is evident only to the individual who is directly involved in such matters.

**Antitrust Guidelines**

In general, the U.S. antitrust laws seek to preserve a free, competitive economy and trade in the United States and in commerce with foreign countries. Laws in other countries have similar objectives. Competitors (including individuals) may not restrain competition among themselves with reference to the price, quality, or distribution of their products, and they may not act in concert to restrict the competitive capabilities or opportunities of competitors, suppliers, or customers.

Although the Justice Department and Federal Trade Commission generally enforce the U.S. antitrust laws, private parties can bring their own lawsuits.

Penalties for violating the U.S. and other antitrust laws are severe: corporations are subject to heavy fines and injunctive decrees, and may have to pay substantial damage judgments to injured competitors, suppliers, or customers. Individuals are subject to criminal prosecution, and will be punished by fines and imprisonment.

Under current U.S. federal sentencing guidelines, individuals found guilty of bid rigging, price fixing, or market allocation must be sent to jail for at least 4 to 10 months and must pay substantial minimum fines.

Since the individual has an important responsibility in ensuring antitrust compliance in AOAC activities, everyone should read and heed the following guidelines.

1. Don't make any effort to bring about or prevent the standardization of any method or product for the purpose or intent of preventing the manufacture or sale of any method or product not conforming to a specified standard.
2. Don't discuss with competitors your own or the competitors' prices, or anything that might affect prices such as costs, discounts, terms of sale, distribution, volume of production, profit margins, territories, or customers.
3. Don't make announcements or statements at AOAC functions, outside leased exhibit space, about your own prices or those of competitors.
4. Don't disclose to others at meetings or otherwise any competitively sensitive information.
5. Don't attempt to use the Association to restrict the economic activities of any firm or any individual.
6. Don't stay at a meeting where any such price or anti\_competitive talk occurs.
7. Do conduct all AOAC business meetings in accordance with AOAC rules. These rules require that an AOAC staff member be present or available, the meeting be conducted by a knowledgeable chair, the agenda be followed, and minutes be kept.
8. Do confer with counsel before raising any topic or making any statement with competitive ramifications.
9. Do send copies of meeting minutes and all AOAC\_related correspondence to the staff member involved in the activity.
10. Do alert the AOAC staff to any inaccuracies in proposed or existing methods and statements issued, or to be issued, by AOAC and to any conduct not in conformance with these guidelines.



**Conclusion**

Compliance with these guidelines involves not only avoidance of antitrust violations, but avoidance of any behavior which might be so construed. Bear in mind, however, that the above antitrust laws are stated in general terms, and that this statement is not a summary of applicable laws. It is intended only to highlight and emphasize the principal antitrust standards which are relevant to AOAC programs. You must, therefore, seek the guidance of either AOAC counsel or your own counsel if antitrust questions arise.

\* \* \* \* \*

Adopted by the AOAC Board of Directors: September 24, 1989  
Revised: March 11, 1991  
Revised October 1996





**AOAC INTERNATIONAL**  
**POLICY AND PROCEDURES ON**  
**VOLUNTEER CONFLICT OF INTEREST**

**Statement of Policy**

While it is not the intention of AOAC INTERNATIONAL (AOAC) to restrict the personal, professional, or proprietary activities of AOAC members nor to preclude or restrict participation in Association affairs solely by reason of such activities, it is the sense of AOAC that conflicts of interest or even the appearance of conflicts of interest on the part of AOAC volunteers should be avoided. Where this is not possible or practical under the circumstances, there shall be written disclosure by the volunteers of actual or potential conflicts of interest in order to ensure the credibility and integrity of AOAC. Such written disclosure shall be made to any individual or group within the Association which is reviewing a recommendation which the volunteer had a part in formulating and in which the volunteer has a material interest causing an actual or potential conflict of interest.

AOAC requires disclosure of actual or potential conflicts of interest as a condition of active participation in the business of the Association. The burden of disclosure of conflicts of interest or the appearance of conflicts of interest falls upon the volunteer.

A disclosed conflict of interest will not in itself bar an AOAC member from participation in Association activities, but a three-fourths majority of the AOAC group reviewing the issue presenting the conflict must concur by secret ballot that the volunteer's continued participation is necessary and will not unreasonably jeopardize the integrity of the decision-making process.

Employees of AOAC are governed by the provision of the AOAC policy on conflict of interest by staff. If that policy is in disagreement with or mute on matters covered by this policy, the provisions of this policy shall prevail and apply to staff as well.

**Illustrations of Conflicts of Interest**

1. A volunteer who is serving as a committee member or referee engaged in the evaluation of a method or device; who is also an employee of or receiving a fee from the firm which is manufacturing or distributing the method or device or is an employee of or receiving a fee from a competing firm.
2. A volunteer who is requested to evaluate a proposed method or a related collaborative study in which data are presented that appear detrimental (or favorable) to a product distributed or a position supported by the volunteer's employer.
3. A referee who is conducting a study and evaluating the results of an instrument, a kit, or a piece of equipment which will be provided gratis by the manufacturer or distributor to one or more of the participating laboratories, including his or her own laboratory, at the conclusion of the study.

4. Sponsorship of a collaborative study by an interest (which may include the referee) which stands to profit from the results; such sponsorship usually involving the privilege granted by the investigator to permit the sponsor to review and comment upon the results prior to AOAC evaluation.
5. A volunteer asked to review a manuscript submitted for publication when the manuscript contains information which is critical of a proprietary or other interest of the reviewer.

The foregoing are intended as illustrative and should not be interpreted to be all-inclusive examples of conflicts of interest AOAC volunteers may find themselves involved in.

### **Do's and Don'ts**

Do avoid the appearance as well as the fact of a conflict of interest.

Do make written disclosure of any material interest which may constitute a conflict of interest or the appearance of a conflict of interest.

Do not accept payment or gifts for services rendered as a volunteer of the Association without disclosing such payment or gifts.

Do not vote on any issue before an AOAC decision-making body where you have the appearance of or an actual conflict of interest regarding the recommendation or decision before that body.

Do not participate in an AOAC decision-making body without written disclosure of actual or potential conflicts of interest in the issues before that body.

Do not accept a position of responsibility as an AOAC volunteer, without disclosure, where the discharge of the accepted responsibility will be or may appear to be influenced by proprietary or other conflicting interests.

### **Procedures**

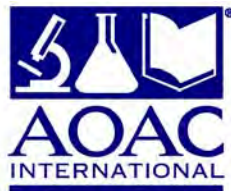
Each volunteer elected or appointed to an AOAC position of responsibility shall be sent, at the time of election or appointment, a copy of this policy and shall be advised of the requirement to adhere to the provisions herein as a condition for active participation in the business of the Association. Each volunteer, at the time of his or her election or appointment, shall indicate, in writing, on a form provided for this purpose by AOAC, that he or she has read and accepts this policy.

Each year, at the spring meeting of the AOAC Board of Directors, the Executive Director shall submit a report certifying the requirements of this policy have been met; including the names and positions of any elected or appointed volunteers who have not at that time indicated in writing that they have accepted the policy.

Anyone with knowledge of specific instances in which the provisions of this policy have not been complied with shall report these instances to the Board of Directors, via the Office of the Executive Director, as soon as discovered.

\* \* \* \* \*

Adopted: March 2, 1989  
Revised: March 28, 1990  
Revised: October 1996



*The Scientific Association Dedicated to Analytical Excellence®*

## **AOAC INTERNATIONAL**

### **TERMS OF REFERENCE**

#### **I. NAME:**

OFFICIAL METHODS BOARD (OMB)

#### **II. MISSION:**

*To serve the Association in a scientific and advisory capacity on standards and methods with ethical, timely, open and independent scientific oversight for the implementation of standards development and conformity assessment policies and procedures of AOAC INTERNATIONAL.*

#### **III. RESPONSIBILITIES:**

To provide ethical, timely, open and independent scientific oversight for the policies and procedures of AOAC INTERNATIONAL.

To approve “Final Action” status for First Action Methods (new and revised) following a proactive review;

To repeal methods, if necessary, in accordance with established policies and procedures;

To participate in addressing appeals and requests for action or guidance, and in resolving disputes;

To endorse and monitor all voluntary consensus panels for appropriate representation and balance of stakeholders’ perspectives;

To endorse and monitor all volunteer subject matter experts for volunteer conformity assessment activities;

To adopt and monitor scientific and technical guidance and references;

To acknowledge outstanding scientific and technical volunteer activity and achievement within AOAC;

To actively participate in AOAC standards development activities and maintain and communicate explicit knowledge of AOAC standards development and conformity assessment;

#### **IV. COMPOSITION AND ORGANIZATION:**

*OMB consensus on January 29, 2013*

*AOAC INTERNATIONAL Board of Directors: Approval on April 26, 2013*

*OMB consensus on August 8, 2013*

*AOAC INTERNATIONAL Board of Directors Approval on August 25, 2013*

**April 2016**

## **OMB Teleconference Materials**

The Official Methods Board shall consist of up to 13 voting members including a Chair, a Vice-chair, the Chair of the Committee on Safety and the Chair of the Committee on Statistics. The Committee on Safety and the Committee on Statistics may contain co-chairs. The co-chairs for these committees represent one vote on the OMB. Members of the OMB may serve in multiple volunteer roles for the benefit of the Association. The Chair of the Official Methods Board shall have previously served as a member of the Official Methods Board. The Chair, Vice-chair, and members of the Official Methods Board including the chairs of standing committees shall be appointed for a term of three years. A member of the OMB may be reappointed upon the recommendation of the Chair of the Official Methods Board with a maximum term of service of six (6) years. Exceptions may be made at the discretion of the President. The Chair of the Official Methods Board is eligible to serve an additional post chair term of up to three (3) years as an *ex-officio* member. Members of the Official Methods Board must be members of AOAC.

All members of the Official Methods Board are recommended by the Chair and appointed by the President. All Official Methods Board members serve at the pleasure of the President.

The Official Methods Board represents the membership of AOAC INTERNATIONAL. It shall be composed of members representing a balance of scientific expertise, government, industry, and academia as appropriate to the scope of the Board. Every effort should be made to include international representation on the Board.

Additional working groups, task forces, and other appropriate subgroups shall be appointed as needs arise by the Chair of the Official Methods Board.

### **V. STAFF LIAISON:**

The Executive Director shall assign a member of the staff to serve as staff liaison.

### **VI. REVIEW SCHEDULE:**

Every three years.

### **VII. DATE ESTABLISHED:**

Renamed in 1981

### **VIII. DATES REVIEWED**

01/08,

### **IX. DATES REVISED:**

9/89; 5/90; 1/91; 8/06;  
02/07; 07/07; 2/08; 4/13; 8/13



## OFFICIAL METHODS BOARD TELECONFERENCE

Thursday, April 14, 2016

1:00 PM – 2:30 PM ET

### DRAFT MEETING AGENDA

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- I. PRELIMINARY ITEMS** (*Roman*)
- a. Call to Order /Introductions/Announcements
  - b. Review of Policy Documents/Terms of Reference
  - c. Review of Draft Agenda\*
  - d. Review of February 10-11, 2016 OMB Meeting Minutes\*
  - e. Review of February 29, 2016 OMB Teleconference Minutes\*
  - f. Update on OMB Report to the AOAC Board of Directors
- II. AOAC MID-YEAR MEETING UPDATE** (*Roman/Liaisons/Bradford/McKenzie*)
- a. Mid-Year Summary (*McKenzie/Bradford*)
  - b. AOAC ERP for SPSFAM Heavy Metal Methods (*Boison/Mastovska*)
  - c. AOAC SPSFAM (*Boison/Crowley/Mastovska/Roman*)
  - d. AOAC SPIFAN (*Gilliland/Mastovska/Roman*)
  - e. AOAC ISPAM (*Crowley*)
  - f. AOAC ERP for SPIFAN Nutrient Methods (*Gilliland*)
  - g. AOAC ERP for Microbiology Methods for Food and Environmental Surfaces (*Crowley/Salfinger*)
  - h. AOAC SPDS (*Mastovska/Roman*)
  - i. AOAC SPDS Working Groups for Aloe Vera, Protein, and Vitamin B<sub>12</sub>
  - j. AOAC SPADA (*Phillips*)
  - k. AOAC SPADA Working Groups for *botulinum* neurotoxin, *Brucella*, *Burkholderia* and *Variola* (*Phillips*)
- III. UPDATES**
- a. OMB Working Groups (*Roman/McKenzie*)
  - b. OMB Summer Meeting – June 22-23, 2016 (*Roman/McKenzie*)
  - c. 20<sup>th</sup> Edition of the OMA (*McKenzie*)
  - d. OMB Awards (*McKenzie*)
- IV. ADJOURNMENT**

Upcoming Meetings in  
Rockville, MD

AOAC BOARD OF  
DIRECTORS MEETING  
June 7-8, 2016

AOAC ERP FOR DIETARY  
SUPPLEMENTS – TBD  
June 2016 (TBD)

AOAC ISPAM FOOD  
ALLERGENS ADVISORY  
SESSION – TBD  
June 2016 (TBD)

AOAC ERP FOR  
MICROBIOLOGY  
METHODS  
June 2016 (TBD)

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\* Items that require or may require a vote







**AOAC OFFICIAL METHODS BOARD**

**Meeting at AOAC Headquarters in Rockville, Maryland**

**February 10-11, 2016**

9:00am ET – 5:00pm ET (Day One)

8:30am ET – 4:00pm ET (Day Two)

**DRAFT MEETING MINUTES**

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**OMB MEMBERS** (present during all or part of the meeting)

Shauna Roman	Reckitt Benckiser	Chair
Erin Crowley	Q Laboratories	Vice Chair
Douglas Abbott	Independent Consultant	Member
Sneh Bhandari	Mérieux NutriSciences	Member
Joe Boison	Canadian Food Inspection Agency	Member
Jo Marie Cook	Florida Dept. of Agriculture and Consumer Services	Member
Don Gilliland	Abbott Nutrition	Member
Qian Graves	US FDA	Member
Katerina Mastovska	Covance	Member
Yvonne Salfinger	Independent Consultant	Member
Brad Stawick (proxy)	Microbac	Member
John Szpylka	Mérieux NutriSciences	Past Chair-Ex-Officio

**OMB MEMBERS ABSENT**

Tom Phillips	Maryland State Dept. of Agriculture	Member
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**BOARD OF DIRECTORS AND OBSERVERS** (present during all or part of the meeting)

Darryl Sullivan	Covance	Secretary, AOAC Board of Directors
Paula Brown	BCIT	Member, Editorial Board
Brendan Gill	Fonterra	Member, Editorial Board
Jim Hungerford	US FDA	Member, Editorial Board
Melissa Phillips	NIST	Member, Editorial Board
Michael Brodsky	Brodsky Consultants	Co-Chair, ERP for Microbiology Methods

**AOAC STAFF**(present during all or part of the meeting)

Delia Boyd	Dawn Frazier	Alicia Meiklejohn
E. James Bradford	Jonathan Goodwin	Robert Rathbone
Scott Coates	Deborah McKenzie	

**I. INTRODUCTORY ITEMS**

- a. Welcome  
Executive Director, Jim Bradford opened the meeting at 9:06am ET and welcomed OMB on behalf of AOAC INTERNATIONAL.
- b. Call to Order/Introductions/Announcements  
OMB Chair, Shauna Roman called the meeting to order at 9:08am ET and initiated introductions.
- c. Roman called OMB's attention to the AOAC policy documents and reminded all attendees to review the documents and that the meeting will be held according to these policies.
- d. Review and Approval of Draft Meeting Agenda

## OMB Teleconference Materials

**MOTION:** For OMB to approve the agenda as amended.  
Bhandari moved and Crowley seconded. Consensus: passed.

- e. OMB reviewed the November 12, 2015 OMB teleconference minutes.  
**MOTION:** For OMB to approve the minutes as presented.  
Gilliland moved and Mastovska seconded. Consensus: Passed.
- f. Roman provided an update on the OMB Report to the AOAC INTERNATIONAL Board of Directors meeting.
- g. Bradford provided an update on the AOAC INTERNATIONAL Board of Directors meeting.
- h. Sullivan provided an update on the eight (8) AOAC Final Action OMA SPIFAN methods submitted to Codex and the preparation for the upcoming CCMAS meeting.

## II. OFFICIAL METHODS OF ANALYSIS

- a. Recommendation to Revise Method Format  
Coates presented a proposal to modify the format of *Official Methods of Analysis*<sup>SM</sup>.  
**ACTION ITEMS:**
  - 1. OMB formed a working group that includes members of the Editorial Board. Working group members are Roman, Boison, Brown, Gilliland, Joe Betz (volunteered, but not present) with Coates to chair this working group.
  - 2. Update on working group activities will be presented during OMB April 2016 teleconference with working group completion being by the OMB spring/summer Meeting.
- b. Recommendation to Revise Appendix F  
**ACTION ITEMS:** OMB agreed that the working group working on revising the method format can also look at Appendix F.
- c. New in the 20<sup>th</sup> Edition of OMA  
Rathbone presented the new subchapter of Chapter 50. This subchapter features the jointly approved AOAC Final Action SPIFAN methods with the corresponding SMPR.
- d. Sole Source Modification of *Official Methods*<sup>SM</sup>  
Roman reviewed the proposal agreed upon by the OMB working group. OMB discussed, revised, and agreed upon a revised pathway and clarified definitions.  
**MOTION:** To approve the revised flowchart and definitions<sup>1</sup> for sole source modification of *Official Methods*<sup>SM</sup>  
Salfinger motioned and Bhandari seconded. Consensus: Passed.  
**ACTION ITEMS:**
  - 1. Roman will take the revised information and make a recommendation to the BOD to add this information to Appendix G
  - 2. McKenzie to send revised documents to Roman.
  - 3. Roman will share information with AOAC Board of Directors during OMB Update.

## III. EXPERT REVIEW PANELS

- a. First Action to Final Action Guidance to ERPs
  - i. Roman provided a summary of the working group's discussions and recommendations.  
McKenzie shared a checklist based on the OMB guidance to ERPs in Appendix G and in the

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<sup>1</sup>Revised flowchart and definitions for sole source modification of OMAs

## **OMB Teleconference Materials**

OMB presentation. OMB members revised the checklist into a template that can be used by ERPs and OMB liaisons to ERPs in addition using the template as the document to be completed and submitted to OMB as part of the ERP recommendation.

**MOTION:** To adopt the template<sup>2</sup> for use and for inclusion in the ERP training.

Bhandari motioned and Abbott seconded. Consensus: Passed.

**ACTION ITEMS:** Staff to include checklist in OMB presentation for the ERP Orientation.

- ii. OMB members discussed the role of OMB liaisons.  
**ACTION ITEMS:** OMB members should have a copy of the checklist and can use it during the ERP meetings they attend.
  - iii. Having agreed upon a template, OMB agreed not to revise Appendix G with additional clarification.
  - iv. OMB agreed to modify the OMB presentations for the ERPs by adding a copy of the template.
- b. Expert Review Panel Recommendations for Final Action
- i. ERP for Microbiology Methods for Foods and Environmental Surfaces  
ERP liaison/OMB vice chair, Erin Crowley presented AOAC 2012.02, AOAC 2013.01, AOAC 2013.02, AOAC 2013.09, AOAC 2013.10, AOAC 2013.11, and AOAC 2013.14 using the unmodified checklist, as it was relevant as is for OMB's review. ERP chair, Michael Brodsky and ERP/OMB member, Yvonne Salfinger were present to address questions or comment.  
  
**MOTION:** To move AOAC 2012.02 to Final Action status.  
Crowley motioned and Abbott seconded. Consensus: Passed.  
**MOTION:** To move AOAC 2013.01 to Final Action status.  
Crowley motioned and Bhandari seconded. Consensus: Passed.  
**MOTION:** To move AOAC 2013.02 to Final Action status.  
Crowley motioned and Abbott seconded. Consensus: Passed.  
**MOTION:** To move AOAC 2013.09 to Final Action status.  
Crowley motioned and Gilliland seconded. Consensus: Passed.  
**MOTION:** To move AOAC 2013.10 to Final Action status.  
Crowley motioned and Bhandari seconded. Consensus: Passed.  
**MOTION:** To move AOAC 2013.11 to Final Action status.  
Crowley motioned and Gilliland seconded. Consensus: Passed.

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<sup>2</sup>Template for ERP Summary for First Action To Final Action Method Recommendation

## OMB Teleconference Materials

**MOTION:** To move AOAC 2013.14 to Final Action status.  
Crowley motioned and Mastovska seconded. Consensus: Passed.

- ii. ERP for Veterinary Drug Residue Methods  
ERP Chair and OMB liaison, Joe Boison presented AOAC 2012.25 using the revised checklist template. ERP member, Kate Mastovska was present and participated in the discussion about the method.  
**MOTION:** To move AOAC 2012.25 to Final Action.  
Bhandari motioned and Crowley seconded. Consensus: Passed.
- c. Process for ERP Review of Methods for First Action and Final Action status  
This topic was discussed as part of the First to Final Action discussion and developing the template. No further information added.
- d. Modifications to ERPs
  - i. ERP for Dietary Supplements – Ashwagandha, Folin C, and Kratom.  
Roman provided OMB with revised membership with the substitutions that were made to ensure quorum for the ERP meeting in December. For Kratom, Joe Betz was added and for Folin C, John Szpylka was added.
  - ii. ERP for SPSFAM Heavy Metal Methods  
OMB revised the roster to remove those members from whom there has been no communication or participation.  
**MOTION:** To modify the ERP's roster to include David Woollard.  
Abbott motioned, and Bhandari seconded. Consensus: passed  
**ACTION ITEMS:**  
Staff to update Jenny Nelson's affiliation on the roster.
  - iii. ERP for SPIFAN Nutrient Methods  
OMB approved the addition of David Woollard to the ERP specifically for the review of vitamin B methods.  
**MOTION:** To modify the ERP's roster to include David Woollard.  
Bhandari motioned, and Gilliland seconded. Consensus: passed  
**ACTION ITEMS:**  
Staff to send approval of Woollard to President Hill for appointment.

## IV. STAKEHOLDER PANELS

- a. AOAC Mid-Year Meetings and OMB Liaisons  
Roman led the discussion on volunteers to serve as OMB liaisons for the meetings during the Mid-Year meetings. OMB liaisons were assigned<sup>3</sup> for each of the meetings.  
**ACTION ITEMS:** Staff to reach out to Tom Phillips to see if he could serve as the OMB liaison for SPADA.
- b. Proposal for Vetting of Stakeholder Panel Vice Chair  
Due to changing conditions and engagement, McKenzie presented a proposal to OMB to approve Dr. Linda Beck of the Naval Surface Warfare Center as co-chair of SPADA instead of presenting on a proposal for vetting a stakeholder panel vice chair.  
**MOTION:** To approve Linda Beck as co-chair of SPADA.  
Crowley motioned, and Mastovska seconded. Consensus: passed  
**ACTION ITEMS:**  
Staff to send approval of Beck as co-chair to President Hill for appointment.

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<sup>3</sup>2016 AOAC Mid-Year Meeting Assignments For OMB Liaisons

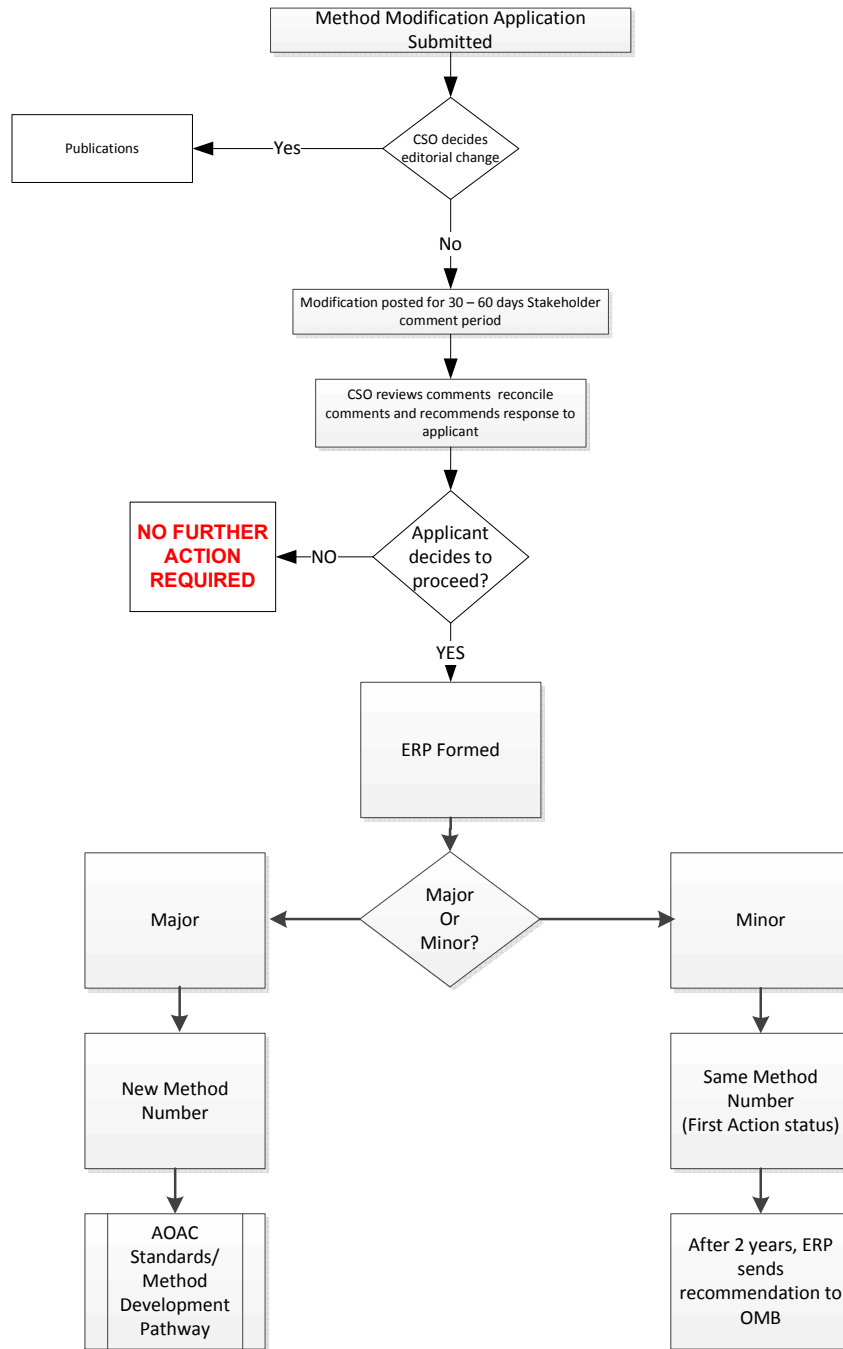
**VI. AOAC OFFICIAL METHODS BOARD MAINTENANCE**

- a. Documentation  
McKenzie informed OMB that it should begin reviewing some of its documentation to ensure that information is current and to make any necessary revisions. OMB formed working groups to address this task.
  - i. OMB Terms of Reference: ToR Working Group to review and propose any edits to the OMB Terms of Reference. Working group members include: Roman, Crowley, and staff.
  - ii. OMB New Member Selection Working Group will review its documentation as well as the Selection of an OMB Vice Chair document. Working group members are Szpylka, Cook, Crowley and staff/
  - iii. Vetting of Stakeholder Panels and Expert Review Panels also formed a working group that includes Roman, Gilliland, and staff.  
**ACTION ITEMS:** McKenzie to draft documents and forward to working group members.
  - iv. Graves and Salfinger will work with OMB and their respective committees on updates to the TORs for the Committee on Statistics and Committee on Safety.  
**ACTION ITEMS:** Staff to send the current ToRs to the committee chairs.
- b. Awards Update  
McKenzie provided an update on Awards and set a goal for OMB to have 2016 award recipients decided in time to announce in the OMB Update to the AOAC Board of Directors for their June meeting.
- c. OMB New Member Section Working Group Update  
Crowley provided an update on the OMB New Member Selection Working Group activities.
- d. OMB – Next Teleconference  
**ACTION ITEMS:**  
Staff to reschedule the Thursday, March 10, 2016 OMB teleconference to Monday, February 29, 2016.  
OMB to start thinking about potential dates for 2016 spring/summer meeting .

**VII. ADJOURNMENT**

- a. **Motion:** To adjourn the meeting.  
Crowley moved and Gilliland seconded. Consensus was unanimously in favor, and meeting adjourned.

### Proposed Sole Source Modifications of *Official Methods of Analysis*<sup>SM</sup> Pathway



## Proposed Sole Source Modifications of *Official Methods of Analysis*<sup>SM</sup> Pathway Definitions

### **Editorial Modification:**

The applicant must submit a written explanation of the change(s) including a statement that the modification does not alter the validated performance of the method.

Examples include: Typos or editorial corrections or clarifications that strengthen instruction.

Methods that have undergone an editorial modification will retain the same number. A list of the methods with editorial modifications will be published in *Inside Laboratory Management* and on the Website.

### **Method Modifications:**

*The level of modification will be decided by the ERP.*

A **minor modification** results in no changes to the current validated performance. There is no significant effect to the results. The method will retain the original number.

Supporting data to justify the proposed modification must be submitted. Equivalency data is required unless adequate justification to exclude this data is provided.

Examples include: Reagent change, a change in a column or consumables that do not impact the validated method performance.

A **major modification** results in a change to the current validated performance of the method. This level of modification will result in a new method as part of AOAC standards development and will receive a new method number.

Examples include: significant change to the technology, sample preparation, or chemistry.

A matrix and/or analyte applicability extension may be either a minor or major modification. The decision of the level of modification should be based on the method performance.



Attachment 2

**ERP SUMMARY FOR FIRST TO FINAL ACTION METHOD RECOMMENDATION**

AOAC No.	NAME OF METHOD

GUIDANCE FOR AOAC ERPS - APPENDIX G <sup>1</sup>	Considered?	Comments/Reference if applicable
Method Applicability		
ERP First to Final Action recommendations & improvements implemented/addressed		
Draft Final Action method reviewed by ERP		
Safety Concerns		
Reference Materials		
Single Laboratory Validation		
Reproducibility/Uncertainty and Probability of Detection		
Comparison to SMPR (SMPR criteria met?)		
Feedback from Users of Method		

DOCUMENTATION	Available?	Comments
Safety Evaluation		
Reference Materials		
SLV or PTMs		
Approved Validation Protocols		
Statistics Review		
Method Published in OMA		
Method Performance vs SMPR criteria		
Feedback Information		
Additional Recognition(s)		
ERP Reports		
Manuscript(s) Published in JAOAC		
<b>ERP Method Recommendation (Final Action/Repeal/Continuation)</b>		





Attachment 3

ERP SUMMARY FOR FIRST TO FINAL ACTION METHOD RECOMMENDATION

<b>AOAC 2012.25</b>	<b>Residues of Three Triphenylmethane Dyes and Their Metabolites (Malachite Green, Leuco Malachite Green, Crystal Violet, and Brilliant Green) in Aquaculture Products</b>
---------------------	--

<b>GUIDANCE FOR AOAC ERPS - APPENDIX G<sup>1</sup></b>	<b>Considered?</b>	<b>Comments/Reference if applicable</b>
Method Applicability	Yes	Triphenylmethane dyes as specified in applicability statement.
ERP First to Final Action recommendations & improvements implemented/addressed		
Draft Final Action method reviewed by ERP		
Safety Concerns	Yes	Completed and discussed during ERP meeting
Reference Materials	Yes	Currently no reference materials available for these types of drugs
Single Laboratory Validation	Yes	Hurtaud-Pessel et al., <i>J. AOAC Int.</i> <b>96</b> , 1152(2013) Andersen et al., <i>J. AOAC Int.</i> <b>98</b> , 636(2015) – modification – matrix extension
Reproducibility/Uncertainty and Probability of Detection	Yes	Schneider & Andersen <i>J. AOAC Int.</i> <b>98</b> , 658(2015)
Comparison to SMPR (SMPR criteria met?)	Yes	SMPR 2009.001 – SMPR for Quantitative Methods for Drug Residues in Shrimp, Tilapia, Catfish, and Salmon; SMPR criteria met according to ERP
Feedback from Users of Method	Yes	Discussed in ERP Meeting

<b>DOCUMENTATION</b>	<b>Available?</b>	<b>Comments</b>
Safety Evaluation	Yes	Completed; Discussed in ERP meeting
Reference Materials	No	None specified in SMPR; none available
SLV or PTMs	Yes	Hurtaud-Pessel et al., <i>J. AOAC Int.</i> <b>96</b> , 1152(2013) Andersen et al., <i>J. AOAC Int.</i> <b>98</b> , 636(2015)
Approved Validation Protocols	No	Used SMPR; OMA appendix D, and help from Chemical Contaminants Community subgroup
Statistics Review	Yes	Completed
Method Published in OMA	Yes	2012.25
Method Performance vs SMPR criteria	Yes	SMPR 2009.001 – SMPR for Quantitative Methods for Drug Residues in Shrimp, Tilapia, Catfish, and Salmon
Feedback Information	Yes	Discussed in ERP meeting
Additional Recognition(s)	No	
ERP Reports	Yes	10/2012; 12/2015
Manuscript(s) Published in JAOAC	Yes	Hurtaud-Pessel et al., <i>J. AOAC Int.</i> <b>96</b> , 1152(2013) Andersen et al., <i>J. AOAC Int.</i> <b>98</b> , 636(2015) Schneider & Andersen <i>J. AOAC Int.</i> <b>98</b> , 658(2015)

<b>ERP Method Recommendation (Final Action/Repeal/Continuation)</b>	<b>Final Action</b>	<b>Method scope expanded and the latest version of the method approved by ERP is in Collaborative Study Manuscript published in 2015 by Schneider and Andersen.</b>
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**2016 AOAC MID-YEAR MEETING ASSIGNMENTS FOR OMB LIAISONS**

(Per OMB Meeting on February 10<sup>th</sup> or email on February 12<sup>th</sup>)

<u>Mid-Year Meeting Event</u>	<u>Date &amp; Time</u>	<u>Chair</u>	<u>OMB Liaison</u>	<u>Email Addresses</u>
ERP for SPSFAM Heavy Metals	3/14; 8:00am-12:00pm	Reba	Sneh Bhandari; Katerina Mastovska	<a href="mailto:Sneh.Bhandari@mxns.com">Sneh.Bhandari@mxns.com</a> ; <a href="mailto:Katerina.Mastovska@covance.com">Katerina.Mastovska@covance.com</a>
SPSFAM	3/14; 1:00pm-6:00pm	Konings	Sneh Bhandari; Erin Crowley; Don Gilliland; Katerina Mastovska; Shauna Roman	<a href="mailto:Sneh.Bhandari@mxns.com">Sneh.Bhandari@mxns.com</a> ; <a href="mailto:ecrowley@qlaboratories.com">ecrowley@qlaboratories.com</a> ; <a href="mailto:don.gilliland@abbott.com">don.gilliland@abbott.com</a> ; <a href="mailto:Katerina.Mastovska@covance.com">Katerina.Mastovska@covance.com</a> ; <a href="mailto:Shauna.Roman@rb.com">Shauna.Roman@rb.com</a> ;
SPIFAN	3/15; 8:30am-12:00pm	Sullivan	Sneh Bhandari; Don Gilliland; Katerina Mastovska; Shauna Roman	<a href="mailto:Sneh.Bhandari@mxns.com">Sneh.Bhandari@mxns.com</a> ; <a href="mailto:don.gilliland@abbott.com">don.gilliland@abbott.com</a> ; <a href="mailto:Katerina.Mastovska@covance.com">Katerina.Mastovska@covance.com</a> ; <a href="mailto:Shauna.Roman@rb.com">Shauna.Roman@rb.com</a> ;
ISPAM	3/15; 1:00pm-6:00pm	Crowley	Sneh Bhandari; Erin Crowley; Don Gilliland; Katerina Mastovska;	<a href="mailto:ecrowley@qlaboratories.com">ecrowley@qlaboratories.com</a> ; <a href="mailto:Sneh.Bhandari@mxns.com">Sneh.Bhandari@mxns.com</a> ; <a href="mailto:don.gilliland@abbott.com">don.gilliland@abbott.com</a> ; <a href="mailto:Katerina.Mastovska@covance.com">Katerina.Mastovska@covance.com</a> ;
ERP for SPIFAN Nutrients	3/16; 10:30am-7:00pm	Sullivan	Sneh Bhandari; Don Gilliland;	<a href="mailto:Sneh.Bhandari@mxns.com">Sneh.Bhandari@mxns.com</a> ; <a href="mailto:don.gilliland@abbott.com">don.gilliland@abbott.com</a> ;
ERP for Microbiology Methods	3/16; 1:00pm-5:00pm	Brodsky, McMahon	Erin Crowley; Yvonne Salfinger	<a href="mailto:ecrowley@qlaboratories.com">ecrowley@qlaboratories.com</a> ; <a href="mailto:Yhale@aol.com">Yhale@aol.com</a>
SPDS	3/17; 8:30am-5:00pm	Sullivan	Sneh Bhandari; Katerina Mastovska Shauna Roman	<a href="mailto:Sneh.Bhandari@mxns.com">Sneh.Bhandari@mxns.com</a> ; <a href="mailto:Katerina.Mastovska@covance.com">Katerina.Mastovska@covance.com</a> ; <a href="mailto:Shauna.Roman@rb.com">Shauna.Roman@rb.com</a> ;
SPDS Working Groups	3/18; 8:30am-5:00pm	Sullivan	Sneh Bhandari; Katerina Mastovska	<a href="mailto:Sneh.Bhandari@mxns.com">Sneh.Bhandari@mxns.com</a> ; <a href="mailto:Katerina.Mastovska@covance.com">Katerina.Mastovska@covance.com</a>
SPADA	3/22, 9:00am-6:00pm	Davenport/Beck	Tom Phillips	<a href="mailto:tom.phillips@maryland.gov">tom.phillips@maryland.gov</a>
SPADA Working Groups	3/22, 9:00am-4:30pm	Davenport/Beck	Tom Phillips	<a href="mailto:tom.phillips@maryland.gov">tom.phillips@maryland.gov</a>

Tom Phillips and Joe Boison can serve as floaters per OMB on 2.29.2016





## AOAC OFFICIAL METHODS BOARD

### Teleconference

February 29, 2016

3:30pm ET – 5:00pm ET

### DRAFT MEETING MINUTES

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#### OMB MEMBERS (present during all or part of the meeting)

Shauna Roman	Reckitt Benckiser	Chair
Erin Crowley	Q Laboratories	Vice Chair
Douglas Abbott	Independent Consultant	Member
Joe Boison	Canadian Food Inspection Agency	Member
Jo Marie Cook	Florida Dept. of Agriculture and Consumer Services	Member
Don Gilliland	Abbott Nutrition	Member
Qian Graves	US FDA	Member
Katerina Mastovska (proxy)	Covance	Member
Tom Phillips	Maryland State Dept. of Agriculture	Member
Yvonne Salfinger	Independent Consultant	Member
John Szpylka	Mérieux NutriSciences	Past Chair-Ex-Officio

#### OMB MEMBERS ABSENT (without proxy)

Sneh Bhandari	Merieux NutriSciences	Member
Brad Stawick	Microbac	Member

#### AOAC STAFF (present during all or part of the meeting)

Delia Boyd	Deborah McKenzie
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#### I. INTRODUCTORY ITEMS

- a. Call to Order/Introductions/Announcements  
Roman called the meeting to order at 3:34pm ET.
- b. Roman called OMB's attention to the AOAC policy documents and reminded all attendees to review the documents and that the meeting will be held according to these policies.
- c. Review and Approval of Draft Meeting Agenda  
**MOTION:** For OMB to approve the agenda as amended.  
Boison moved and Cook seconded. Consensus: passed.
- d. Update on February 10-11, 2016 OMB meeting minutes.  
McKenzie provided an update on the meeting minutes indicating that the minutes would be ready in time for the OMB teleconference scheduled for Thursday, April 14, 2016.

#### II. AOAC STAKEHOLDER PANELS

McKenzie presented a proposal for voting members for SPSFAM, SPDS, and SPADA.

**ACTION ITEMS:** Send a copy of the revised approved voting panels<sup>1</sup> to OMB

- a. **MOTION:** For OMB to approve the voting members of AOAC SPSFAM as presented.

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<sup>1</sup> Final version of voting panel as approved by OMB on February 29, 2016.

## **OMB Teleconference Materials**

Cook moved and Abbott seconded. Consensus: passed.

- b. **MOTION:** For OMB to approve the voting members of AOAC SPDS as amended.  
Crowley moved and Phillips seconded. Consensus: passed.
- c. **MOTION:** For OMB to approve the voting members of AOAC SPADA as presented.  
Abbott moved and Phillips seconded. Consensus: passed.

### **VI. UPDATES**

- a. OMB Liaisons to Mid-Year Meeting Sessions  
Roman reminded the OMB of their assigned meetings per the OMB February 10-11, 2016 meeting.  
Phillips and Boison mentioned that they could serve as floaters for some of the meetings.  
**ACTION ITEMS:** Staff to send OMB the revised assignment sheet<sup>2</sup>.

### **VII. ADJOURNMENT**

- MOTION:** To adjourn the meeting.  
Cook moved. Meeting adjourned.

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<sup>2</sup> Revised OMB liaison assignment sheet for AOAC Mid-Year Meeting per OMB teleconference on February 29, 2016.

# Proposals for Voting Members of the AOAC Stakeholder Panels

March 2016 Mid-Year Meeting

SPSFAM, SPDS, SPADA

# SPSFAM – Monday, March 14, 2016

## Food Panel Activities

- Recommendation of SMPRs for Quantitation of Ethanol in Kombucha
- Recommendation of SMPRs for Quantitative Determination of Selected Food Allergens (hazelnut, milk, peanut, and whole egg)

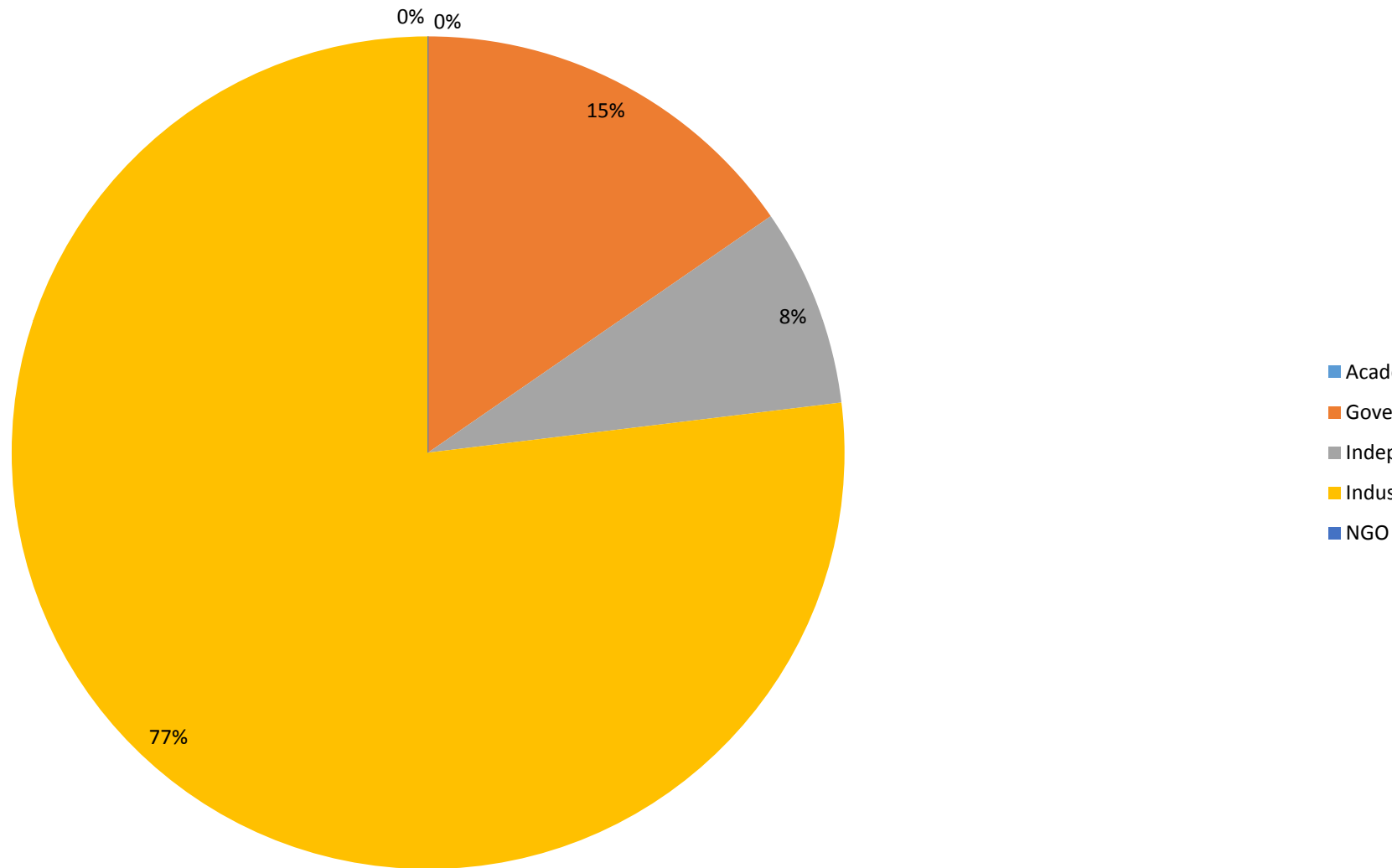
# Registered Organizations

Abbott Nutrition  
Avent  
Ather Daniels Midland  
AureQuality  
Austria Hyproca  
Austville Human Nutrition Research Center  
A-Rad Laboratories  
Aoke Schwartz Consulting  
Aoks Applied Labs  
Canadian Food Inspection Agency  
Aemours  
Aance  
Aone Nutricia  
Aterra  
ARSTEL  
Ambucha Brewers International  
Aryland Dept. of Agriculture

- Merieux NutriSciences
- Neogen Corporation
- Nestle
- US NIST
- PANalytical
- Perrigo Nutritional
- Pickering Laboratories
- Q Laboratories
- Reckitt Benckiser
- R-Biopharm
- R-Biopharm Rhone
- Retired
- SCIEX
- The Coca-Cola Company
- Thermo Fisher Scientific
- US FDA
- US Treasury (Retired)
- Waters Corporation

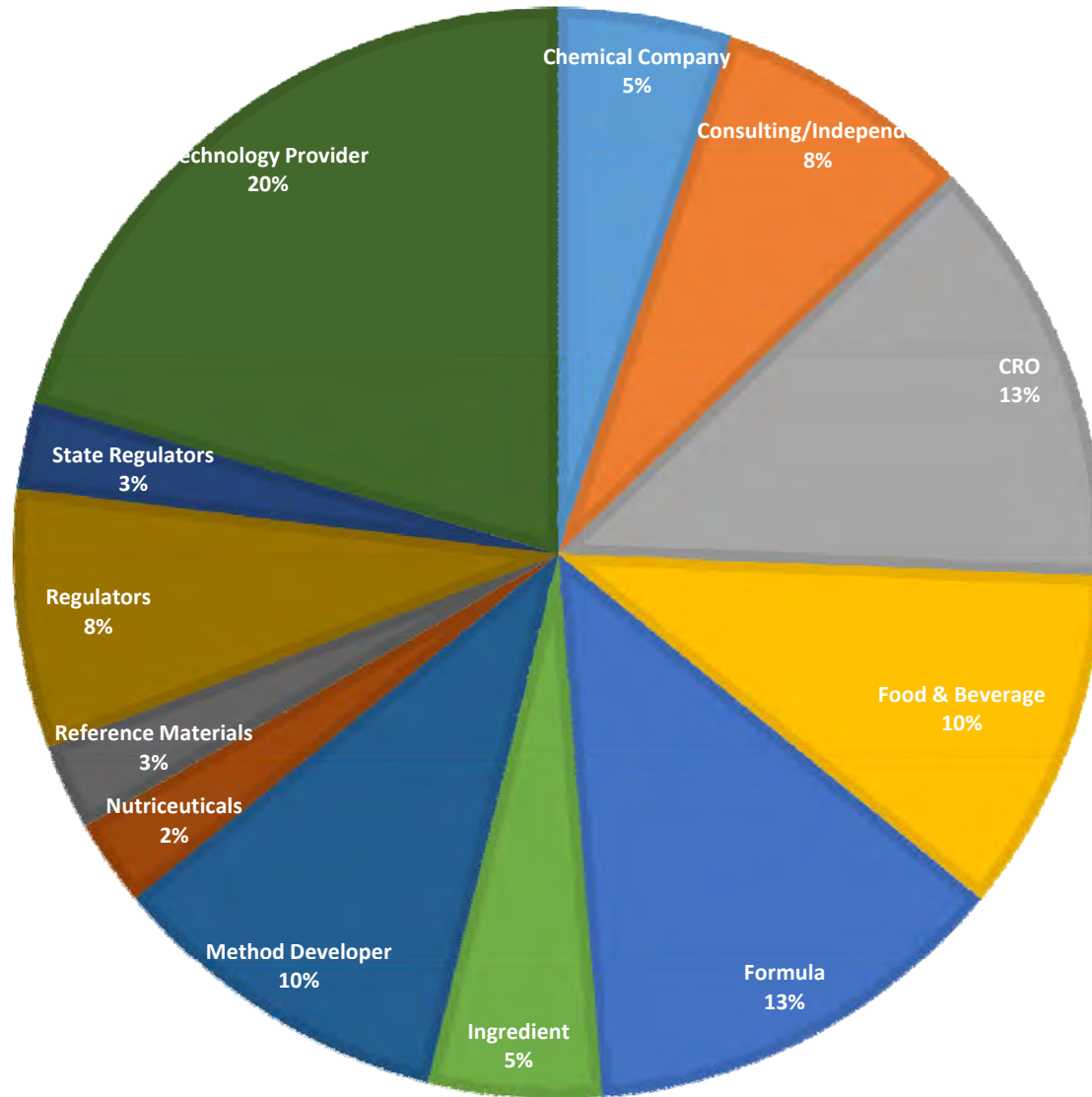


## BROAD PERSPECTIVES OF SPSFAM REGISTRANTS



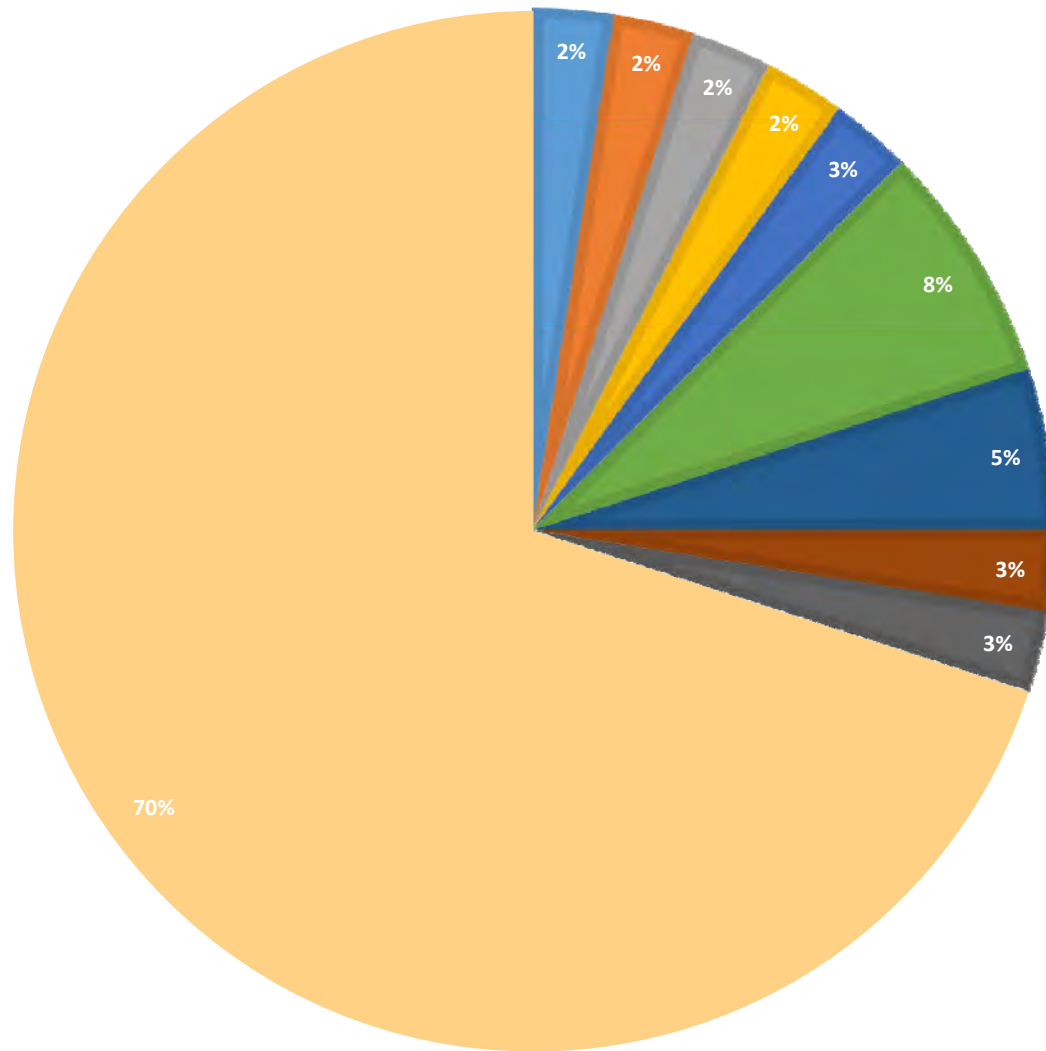
## SPECIFIC PERSPECTIVES OF SPSFAM REGISTRANTS

- Chemical Company
- Consulting/Independent
- CRO
- Food & Beverage
- Formula
- Ingredient
- Method Developer
- Nutraceuticals
- Reference Materials
- Regulators
- State Regulators
- Technology Provider



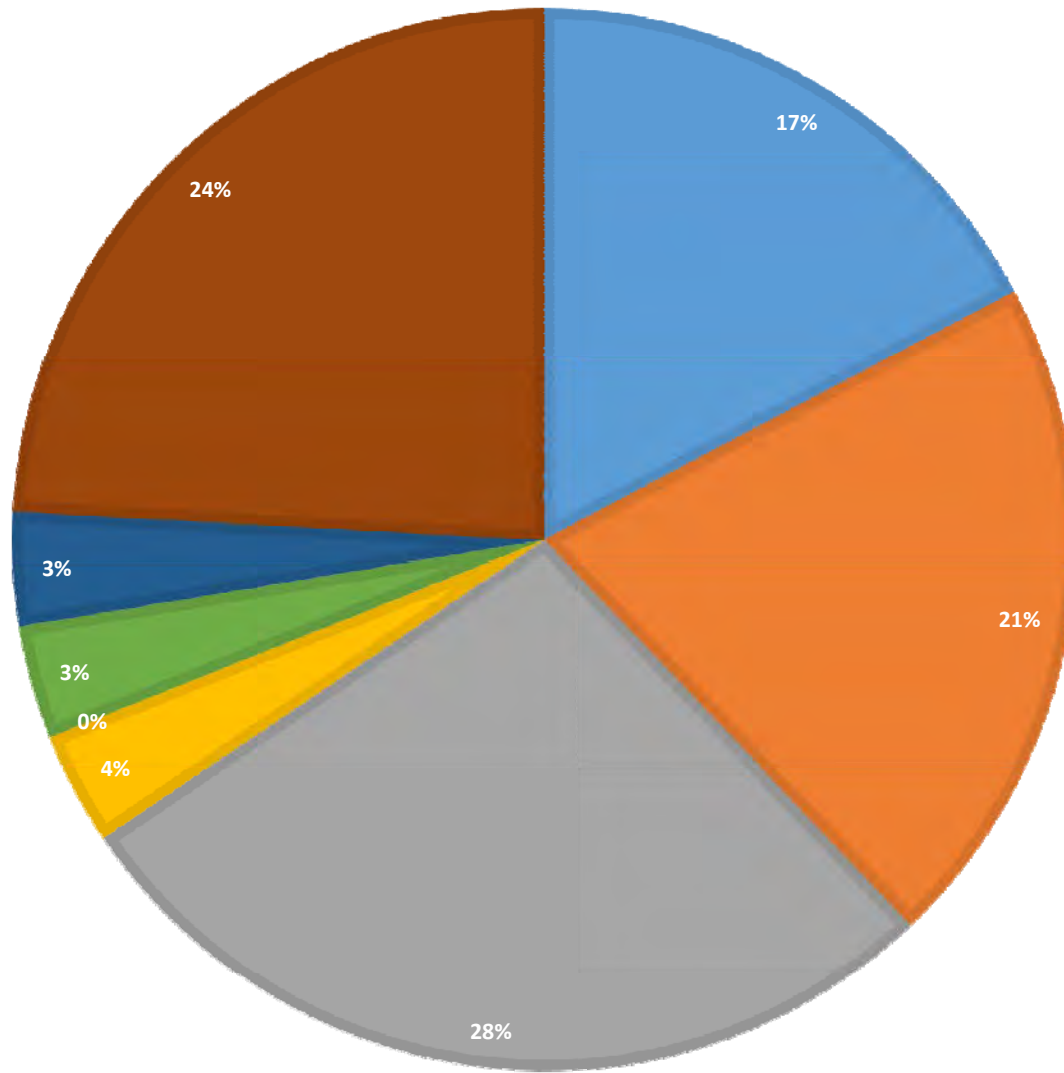
## SPSFAM REGISTRANTS BY REGION

Canada China Czech Republic France Germany Netherlands New Zealand Singapore United Kingdom USA



## SPSFAM REGISTRANTS BY US REGION

■ Northeast ■ Mid Atlantic ■ Mid West ■ Southeast ■ South ■ Southwest ■ Northwest ■ West







The Scientific Association Dedicated to Analytical Excellence®

## MEMORANDUM

**Date:** 14 March 2016  
**To:** AOAC INTERNATIONAL Board of Directors  
**From:** Shauna Roman – Chair, Official Methods Board  
**Subject:** AOAC Official Methods Board Update

### STANDARDS DEVELOPMENT AND CONFORMITY ASSESSMENT

#### OMB Participation in Standards Development

- Vetted 3 sets of stakeholder panel voting members (SPSFAM, SPDS, & SPADA)
- Approved Dr. Linda Beck as co-chair of SPADA
- At least one OMB member will be participating in stakeholder panel meetings and affiliated working groups during the March 2016 Mid-Year Meeting.

**Recommendation from OMB:** None at this time.

#### Sole Source Modifications of Official Methods of Analysis<sup>SM</sup>

An OMB working group was formed to develop a protocol for sole source method modifications. The working group's proposal was presented to the OMB. The OMB discussed, revised, and agreed on a pathway and definitions. The OMB recommends that this information be included in OMA. This is a process change, the Board can discuss if this should be policy and will require BOD approval. AOAC staff will include this information as an appendix in the OMA.

The approved pathway flowchart and definitions are in **Attachment 1**.

**Recommendation from OMB:** BOD to review **Attachment 1** and determine if the amendment to OMA requires BOD approval.

#### First Action to Final Action Guidance to ERPs

During the OMB reviews of ERP recommendations for final action, the OMB recognized inconsistencies in the information presented for review. An OMB working group was formed to discuss gaps in the information and recommend a solution to the OMB. Deborah McKenzie developed a template based on the OMB guidance to ERPs from Appendix G. This proposed template addressed the gaps that were identified by the working group. OMB members revised the template so it can be used by both ERPs and OMB liaisons. The OMB intends this checklist to serve as a tool /checklist for OMB liaisons and ERPs and also serves as summary of the ERP review and recommendation of a method for Final Action, Repeal or Continuance.

The OMB voted to adopt the template for use and to include the template in the ERP orientation/training.

The template and an example of a completed template is presented as **Attachment 2 and 3**.

**Recommendation from OMB:** None at this time.

## **STANDARDS DEVELOPMENT AND CONFORMITY ASSESSMENT (cont.)**

### **Methods Approved for Final Action**

During the Feb 10-11, 2016 OMB face-to-face meeting, the OMB reviewed Expert Review Panel Recommendations for Final Action. The eight recommended methods were approved for Final Action OMA status.

### **ERP for Microbiology Methods for Foods and Environmental Surfaces recommended the following methods:**

- AOAC 2012.02, Gram-Positive Bacteria Identification VITEK® 2 Gram Positive (GP) Bacterial Identification Method
- AOAC 2013.01, *Salmonella* in a Variety of Foods VIDAS® UP *Salmonella* (SPT Method)
- AOAC 2013.02, *Salmonella* Species in a Variety of Foods and Environmental Surfaces BAX® System Real-Time PCR Assay for *Salmonella*
- AOAC 2013.09, *Salmonella* in Selected Foods 3M™ Molecular Detection Assay (MDA) *Salmonella* Method
- AOAC 2013.10, *Listeria* species in a Variety of Foods and Environmental Surfaces VIDAS® UP *Listeria* (LPT) Method
- AOAC 2013.11, *Listeria monocytogenes* in a Variety of Foods VIDAS® *Listeria monocytogenes* Xpress (LMX) Method
- AOAC 2013.14, Identification of *Salmonella* spp. ANSR® *Salmonella* Confirmation Test

### **ERP for Veterinary Drug Residues recommended the following method:**

- AOAC 2012.25, Residues of Three Triphenylmethane Dyes and their Metabolites (Malachite Green, Leuco Malachite Green, Crystal Violet, and Brilliant Green) in Aquaculture Products- Liquid Chromatography/Tandem Mass Spectrometry

**Recommendation from OMB:** None at this time.

## **OTHER DECISIONS AND ACTIONS OF THE AOAC OMB**

### **OMB Meetings and Teleconferences**

- February 10-11, 2016- Face-to-Face at AOAC Headquarters (Rockville, MD)
- February 29, 2016- Teleconference
- The next scheduled OMB Teleconference is April 14, 2016
- The next in-person OMB meeting will be June or July 2016, location and exact date TDB.

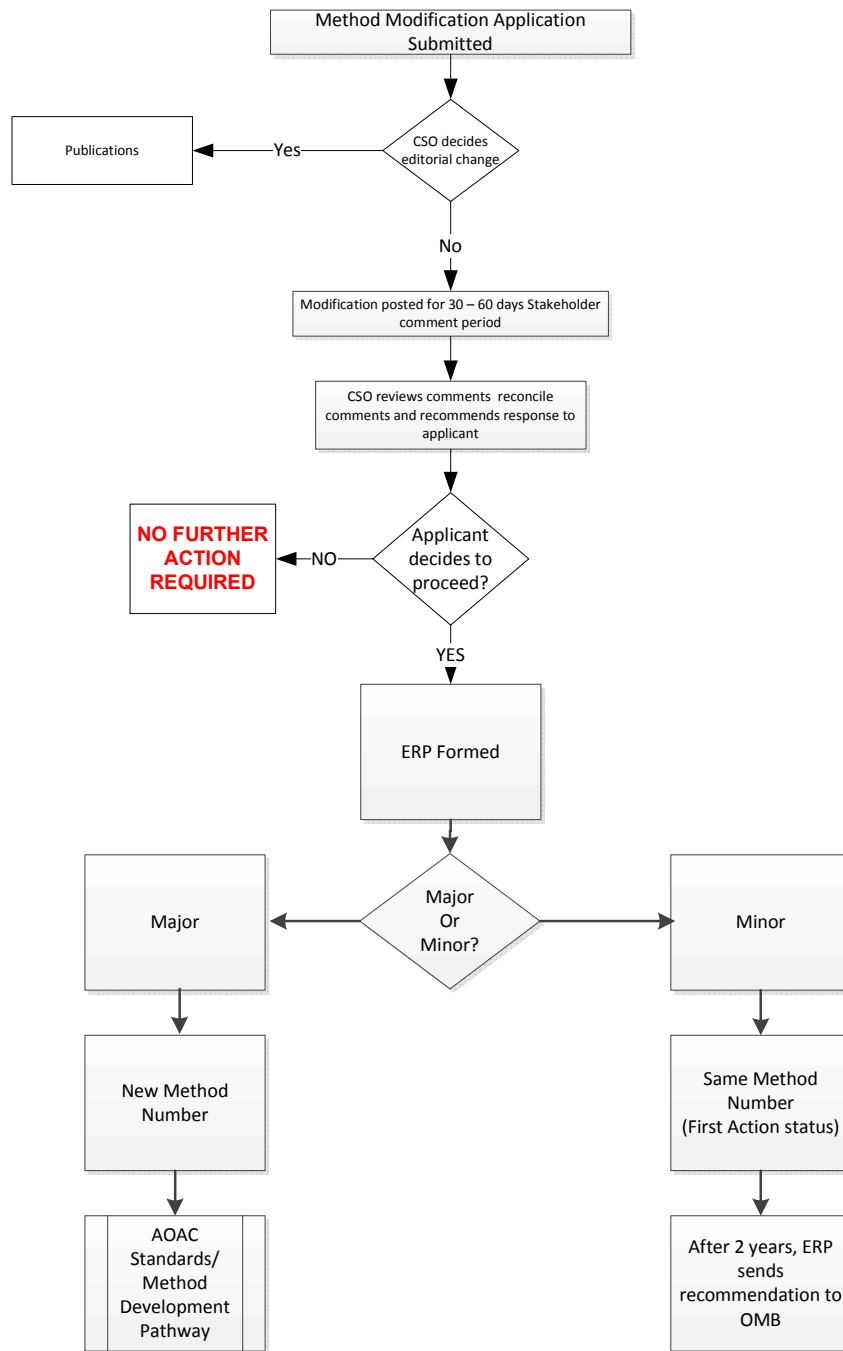
### **Attachments**

**Attachment 1:** Proposed Sole Source Modifications of *Official Methods of Analysis*<sup>SM</sup> Pathway and Definitions.

**Attachment 2:** template- "ERP SUMMARY FOR FIRST TO FINAL ACTION METHOD RECOMMENDATION"

**Attachment 3:** example, 2012.25- "ERP SUMMARY FOR FIRST TO FINAL ACTION METHOD RECOMMENDATION"

### Proposed Sole Source Modifications of *Official Methods of Analysis*<sup>SM</sup> Pathway





## Proposed Sole Source Modifications of *Official Methods of Analysis*<sup>SM</sup> Pathway Definitions

### Editorial Modification:

The applicant must submit a written explanation of the change(s) including a statement that the modification does not alter the validated performance of the method.

Examples include: Typos or editorial corrections or clarifications that strengthen instruction.

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### Method Modifications:

*The level of modification will be decided by the ERP.*

A **minor modification** results in no changes to the current validated performance. There is no significant effect to the results. The method will retain the original number.

Supporting data to justify the proposed modification must be submitted. Equivalency data is required unless adequate justification to exclude this data is provided.

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Examples include: significant change to the technology, sample preparation, or chemistry.

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ERP First to Final Action recommendations & improvements implemented/addressed		
Draft Final Action method reviewed by ERP		
Safety Concerns		
Reference Materials		
Single Laboratory Validation		
Reproducibility/Uncertainty and Probability of Detection		
Comparison to SMPR (SMPR criteria met?)		
Feedback from Users of Method		

DOCUMENTATION	Available?	Comments
Safety Evaluation		
Reference Materials		
SLV or PTMs		
Approved Validation Protocols		
Statistics Review		
Method Published in OMA		
Method Performance vs SMPR criteria		
Feedback Information		
Additional Recognition(s)		
ERP Reports		
Manuscript(s) Published in JAOAC		
<b>ERP Method Recommendation (Final Action/Repeal/Continuation)</b>		



Attachment 3

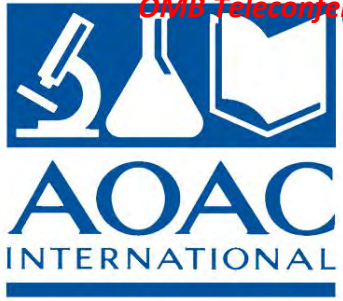
ERP SUMMARY FOR FIRST TO FINAL ACTION METHOD RECOMMENDATION

<b>AOAC 2012.25</b>	<b>Residues of Three Triphenylmethane Dyes and Their Metabolites (Malachite Green, Leuco Malachite Green, Crystal Violet, and Brilliant Green) in Aquaculture Products</b>
---------------------	--

<b>GUIDANCE FOR AOAC ERPS - APPENDIX G<sup>1</sup></b>	<b>Considered?</b>	<b>Comments/Reference if applicable</b>
Method Applicability	Yes	Triphenylmethane dyes as specified in applicability statement.
ERP First to Final Action recommendations & improvements implemented/addressed		
Draft Final Action method reviewed by ERP		
Safety Concerns	Yes	Completed and discussed during ERP meeting
Reference Materials	Yes	Currently no reference materials available for these types of drugs
Single Laboratory Validation	Yes	Hurtaud-Pessel et al., <i>J. AOAC Int.</i> <b>96</b> , 1152(2013) Andersen et al., <i>J. AOAC Int.</i> <b>98</b> , 636(2015) – modification – matrix extension
Reproducibility/Uncertainty and Probability of Detection	Yes	Schneider & Andersen <i>J. AOAC Int.</i> <b>98</b> , 658(2015)
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Feedback from Users of Method	Yes	Discussed in ERP Meeting

<b>DOCUMENTATION</b>	<b>Available?</b>	<b>Comments</b>
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Reference Materials	No	None specified in SMPR; none available
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Feedback Information	Yes	Discussed in ERP meeting
Additional Recognition(s)	No	
ERP Reports	Yes	10/2012; 12/2015
Manuscript(s) Published in JAOAC	Yes	Hurtaud-Pessel et al., <i>J. AOAC Int.</i> <b>96</b> , 1152(2013) Andersen et al., <i>J. AOAC Int.</i> <b>98</b> , 636(2015) Schneider & Andersen <i>J. AOAC Int.</i> <b>98</b> , 658(2015)

<b>ERP Method Recommendation (Final Action/Repeal/Continuation)</b>	<b>Final Action</b>	<b>Method scope expanded and the latest version of the method approved by ERP is in Collaborative Study Manuscript published in 2015 by Schneider and Andersen.</b>
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# AOAC<sup>®</sup> Mid-Year Meeting

## A Summary

**Deborah McKenzie, ၇၇**  
AOAC INTERNATIONAL,  
Sr. Director, Standards Development &  
AOAC Research Institute

**March 2016**

# About AOAC INTERNATIONAL

**AOAC is a scientific standards development association dedicated to analytical excellence.**

- ~ 3000 members worldwide including **organizational affiliate members**
  - 1/3 of members overseas
- Established a wholly owned subsidiary – AOAC Research Institute
  - administers AOAC conformity assessment programs
- Maintains 16 active international sections representing over 90 countries
- Develops voluntary consensus standard method performance requirements (SMPRs)
- Publishes the *Official Methods of Analysis of AOAC INTERNATIONAL*
- Maintains an accredited Laboratory Proficiency Testing Program
- Governed by a membership-elected volunteer Board of Directors

**AOAC® INTERNATIONAL (AOAC) is an independent third-party international standards developing organization and AOAC has no vested interest in the development of standards or in the evaluation of methods of analysis.**

# About AOAC INTERNATIONAL

AOAC leverages its networks to gather stakeholders and experts to:

- Develop international voluntary consensus standards method performance requirements
- Discuss & adopt methods that are published in the *Official Methods of Analysis of AOAC INTERNATIONAL* using judgment of the world's leading experts.

**Providing fit for purpose methods through standards development**

● General Locations of AOAC stakeholder panel participants      ● General Locations of the 16 AOAC INTERNATIONAL current Sections

# About AOAC INTERNATIONAL

- AOAC offers a number of resources through its goods and services; however, AOAC does not:
  - Regulate products
  - Buy or sell food, beverage products, or proprietary technologies
  - Promote specific food and beverage products
  - Set tolerance levels
  - Own a laboratory or provide laboratory services

# About AOAC INTERNATIONAL - Resources



### Technical Division for Laboratory Management

Providing the Information You Need to Manage An Efficient, Cost-Effective Quality Laboratory



### Technical Division on Reference Materials

Improving the Quality of Laboratory Measurements through the use of Reference Materials

Analytical Communities



AOAC's Proficiency Testing Program

**SMPR<sup>SM</sup>**



**Organizational Affiliate Membership  
AOAC INTERNATIONAL**

The Highest Membership Level of Engagement and Involvement



**AOAC Mid-Year Meeting**

**AOAC**  
Annual Meeting & Exposition



EDUCATE  
NETWORK  
COLLABORATE

April 2016



**Sustaining Member Organization**

**AOAC INTERNATIONAL**

Providing Specific Benefits to Fit Your Needs



**Student Membership**

**AOAC INTERNATIONAL**

Get on Track for a Career Dedicated to Analytical Excellence





# About AOAC INTERNATIONAL - Power of Many

As a scientific association, AOAC *brings scientists together to do a job together that they should not do alone.*

- AOAC leverages its global networks and the value of its independent third party status to provide opportunities for scientific stakeholder groups to *talk about methods* driven by the need for reliable, scientifically valid, fit for purpose methodology.
- Reliable, scientifically valid, fit for purpose methodology are attained by beginning with the development of voluntary consensus standards.
- Methods deemed that meet the voluntary consensus standard are considered fit for purpose and are adopted and published in the *Official Methods of Analysis of AOAC INTERNATIONAL*.

# AOAC STAKEHOLDER COMMUNITIES

## Areas across which AOAC is currently working and contributing to the food and public safety

Stakeholder Panel on Strategic Food Analytical Methods

(AOAC INTERNATIONAL)

March 14, 2016 – Gaithersburg, Maryland

International Stakeholder Panel on Alternative Methodology

(AOAC Research Institute)

March 15, 2016- Gaithersburg, Maryland

Stakeholder Panel on Infant Formula & Adult Nutritionals

(Infant Nutrition Council of America)

March 15, 2016 – Gaithersburg, Maryland

Stakeholder Panel on Dietary Supplements  
(US National Institutes of Health)

March 17-18, 2016 – Gaithersburg, Maryland

Stakeholder Panel on Agent Detection Assays  
(US Department of Defense)

March 22-23, 2016 – Rockville, Maryland

# AOAC Mid-Year Meeting Summary

- March 14-18, 2016 in Gaithersburg, Maryland
- March 22-23, 2016 in Rockville, Maryland
  
- Governance
  - AOAC INTERNATIONAL Board of Directors meeting
  - AOAC Research Institute Board of Directors meeting
  
- AOAC stakeholder panel activities
  - Stakeholder Panel on Strategic Food Analytical Methods (SPSFAM)
  - Stakeholder Panel on Infant Formula and Adult Nutritionals (SPIFAN)
  - International Stakeholder Panel on Alternative Methodology (ISPAM)
  - Stakeholder Panel on Dietary Supplements (SPDS)
  - Stakeholder Panel on Agent Detection Assays (SPADA)
  
- AOAC Research Institute activity
  - Expert Review Panel for Microbiology Methods for Food and Environmental Surfaces

# Stakeholder Panels Activities

- SPSFAM (March 14, 2016)
  - Approved standard method performance requirements (SMPRs®) for ethanol in Kombucha and for selected food allergens (hazelnuts, milk, peanuts, and whole egg) in finished foods and ingredients
- SPIFAN (March 15, 2016)
  - Received updates on progress of AOAC, ISO/IDF jointly submitted methods to Codex, China's consideration of a Whey Protein-Casein ratio method, and ideas for new SPIFAN related initiatives
- ISPAM (March 15, 2016)
  - Learned about food safety priority needs from Grocer's Manufacturer's Association, US FDA, USDA, Chinese Institute for Food Safety and Technology, University of Buenos Aires, and the Technological Laboratory of Uruguay
- SPDS (March 17-18, 2016)
  - Approved SMPRs® for Collagen, Lutein, and Turmeric in dietary supplements
  - Launched working groups for Aloe Vera, Protein, and Vitamin B<sub>12</sub> in dietary supplements
- SPADA (March 22-23, 2016)
  - Approved SMPR for *B. anthracis*, *F. tularensis*, and *Y. pestis*
  - Launched working groups for *botulinum* Neurotoxin, *Bruscella*, *Burkholderia*, and *Variola*

# AOAC Organizational Affiliates

- December 2014, AOAC Board of Directors initiates Working Group Initiative
  - as an a mechanism for AOAC Organizational Affiliate members to initiate relevant standard development projects using existing AOAC stakeholder panels
    - Expressed a need for a consensus standards and scientifically valid fit for purpose consensus methodology
    - WG supported through AOAC Organizational Affiliates funded and formed through AOAC staff
    - AOAC works with Organizational Affiliates to find additional Organizational Affiliates with the same need for scientifically valid fit for purpose methodology
  - WG will develop SMPR to present to an existing stakeholder panels for review

# Kombucha and Food Allergens

- Members of the Kombucha industry became AOAC Organizational Affiliates, sponsoring a working group under SPSFAM to develop a SMPR for the Quantitation of Ethanol in Kombucha.
  - Kombucha Brewers International
  - Health-Ade Kombucha
  - GT's Kombucha
  - High Country Kombucha
  - KeVita
- SCIEX sponsored a working group under SPSFAM to develop a SMPR for the detection and quantitation of selected food allergens

# Standard Methods Performance Requirements (SMPRs)

STANDARD METHOD PERFORMANCE REQUIREMENTS

AOAC INTERNATIONAL (2011)

## AOAC SMPR 2011.006

### Standard Method Performance Requirements for Folate in Infant Formula and Adult/Pediatric Nutritional Formula

Approved by: Stakeholder Panel on Infant Formula and Adult Nutritionals (SPIFAN)

Final Version Date: April 5, 2011

Effective Date: April 5, 2011

#### Intended Use:

#### 1. Applicability

Determination of total folate [supplemental folic acid (CAS 59-30-3) or 5-methyl-tetrahydrofolate (CAS 68792-52-9); and endogenous 5-methyl-tetrahydrofolate polyglutamate] in all forms (powders, ready-to-liquid, and liquid concentrates) of infant, adult, and pediatric nutritional formula.

#### 2. Analytical Technique

Any analytical technique that meets the following method performance requirements is acceptable.

#### 3. Definitions

##### Adult/Pediatric Formula

Nutritionally complete, specially formulated food, consumed in liquid form, which may constitute the sole source of nourishment (AOAC SPIFAN, 2010), made from any combination of milk, soy, rice, whey, hydrolyzed protein, starch, and amino acids, with and without intact protein.

##### Infant Formula

Breast-milk substitute specially manufactured to satisfy, by itself, the nutritional requirements of infants during the first months of life up to the introduction of appropriate complementary feeding (Codex Standard 72-1981), made from any combination of milk, soy, rice, whey, hydrolyzed protein, starch, and amino acids, with and without intact protein.

##### Limit of Detection (LOD)

The minimum concentration or mass of analyte that can be detected in a given matrix with no greater than 5% false-positive risk and 5% false-negative risk.

##### Limit of Quantitation (LOQ)

The minimum concentration or mass of analyte in a given matrix that can be reported as a quantitative result.

##### Repeatability

Variation arising when all efforts are made to keep conditions constant by using the same instrument and operator, and repeating during a short time period. Expressed as the repeatability standard deviation (SD<sub>r</sub>), or % repeatability relative standard deviation (%RSD<sub>r</sub>).

##### Reproducibility

The standard deviation or relative standard deviation calculated from among-laboratory data. Expressed as the reproducibility

relative standard deviation (SD<sub>R</sub>), or % reproducibility relative standard deviation (%RSD<sub>R</sub>).

##### Recovery

The fraction or percentage of spiked analyte that is recovered when the test sample is analyzed using the entire method.

#### 4. Method Performance Requirements

Analytical range	0.50–300–	
Limit of detection (LOD)	≤0.10*	
Limit of quantitation (LOQ)	≤0.50*	
Repeatability (RSD <sub>r</sub> )	0.50 <sup>†</sup>	≤11%
	21.5 <sup>†</sup>	
	43.0 <sup>†</sup>	
	64.0 <sup>†</sup>	≤7%
	85.0 <sup>†</sup>	
Recovery	0.5	
	21.5 <sup>†</sup>	
	43.0 <sup>†</sup>	90–110%
	64.0 <sup>†</sup>	
	85.0 <sup>†</sup>	
Reproducibility (RSD <sub>R</sub> )	0.5 <sup>†</sup>	≤32%
	21.5 <sup>†</sup>	
	43.0 <sup>†</sup>	
	64.0 <sup>†</sup>	≤16%
	85.0 <sup>†</sup>	

Concentrations apply to (1) "ready-to-feed" liquids "as is"; (2) reconstituted powders (25 g into 200 g water); and (3) liquid concentrates diluted 1:1 by weight.  
<sup>†</sup> µg/100 g expressed as folic acid in reconstituted final product.

#### 5. System Suitability Tests and/or Analytical Quality Control

Suitable methods will include blank check samples, and check standards at the lowest point and midrange point of the applicability range.

#### 6. Reference Material(s)

NIST Standard Reference Material<sup>®</sup> (SRM) 1849 Infant/Adult Nutritional Formula, or equivalent. The SRM is a milk-based, hybrid infant/adult nutritional powder prepared by a manufacturer of infant formula and adult nutritional products. A unit of SRM 1849 consists of 10 packets, each containing approximately 10 g of material. Certified value of folic acid in NIST 1849 is 2.11 (±0.13) mg/kg.

Note: The reference value for NIST 1849 is defined in terms of folic acid. The performance parameters in this SMPR are intended for folate and 5-methyl-tetrahydrofolate polyglutamate. Some discrepancy may be expected.

#### 7. Validation Guidance

Recommended level of validation: *Official Methods of Analysis*<sup>2011</sup>.

#### 8. Maximum Time-to-Signal

No maximum time.

- Documents a stakeholder community analytical method needs.
- Very detailed description of the analytical requirements.
- Includes method acceptance requirements.
- Used to adopt AOAC Official Methods by AOAC Expert Review Panels.
- Published as a standard.

v6, March 13, 2011

# After SMPRs are Approved

- AOAC INTERNATIONAL
  - AOAC *Official Methods of Analysis*<sup>SM</sup> (OMA)
    - Method authors submitted in response to an AOAC issued Calls for Methods based on approved SMPRs
- AOAC Research Institute
  - AOAC *Performance Tested Methods*<sup>SM</sup> (PTM)
    - Commercial/Proprietary Method Developers can submit their methods to AOAC Research Institute for either or both (harmonized) AOAC programs

*Expert Review Panels review all methods for OMA status and can participate in PTM program.*



# AOAC Expert Review Panel (ERP)

- All candidates are vetted by AOAC Official Methods Board (OMB)
- Approved members are appointed by President of AOAC
- ERP member must go through ERP Orientation
- ERP Review methods for AOAC First Action *Official Methods* status
- Adopt methods as AOAC First Action *Official Methods* status
- Tracks First Action methods for 2 years after adoption

# Expert Review Panel Activities

- Expert Review Panel for SPSFAM Heavy Metal Methods
  - ✓ Adopted 1 method for Arsenic species as First Action *Official Methods of Analysis*<sup>SM</sup>.
- Expert Review Panel for SPIFAN Nutrient Methods
  - ✓ Adopted four (4) methods as First Action *Official Methods of Analysis*<sup>SM</sup>
    - ✓ 2 methods for biotin, 1 method for fructans, 1 method for vitamin D
  - ✓ Modified AOAC 2015.11 for carnitine by expanding its scope to carnitine/choline
  - ✓ Modified AOAC 2015.07 and AOAC 2015.08, (both for chloride) to combine into one method
  - ✓ Recommended AOAC 2012.22 (Vitamin C) for Final Action
- Expert Review Panel for Microbiology Methods for Food and Environmental Surfaces
  - ✓ Adopted 1 method for *Salmonella* as First Action *Official Methods of Analysis*<sup>SM</sup>
  - ✓ Modified AOAC 2014.06 and AOAC 2014.07 (for *L. spp.* and *L. monocytogenes* respectively) to expand the applicability statements to additional matrices.

# Mid-Year Meeting Online Registrants

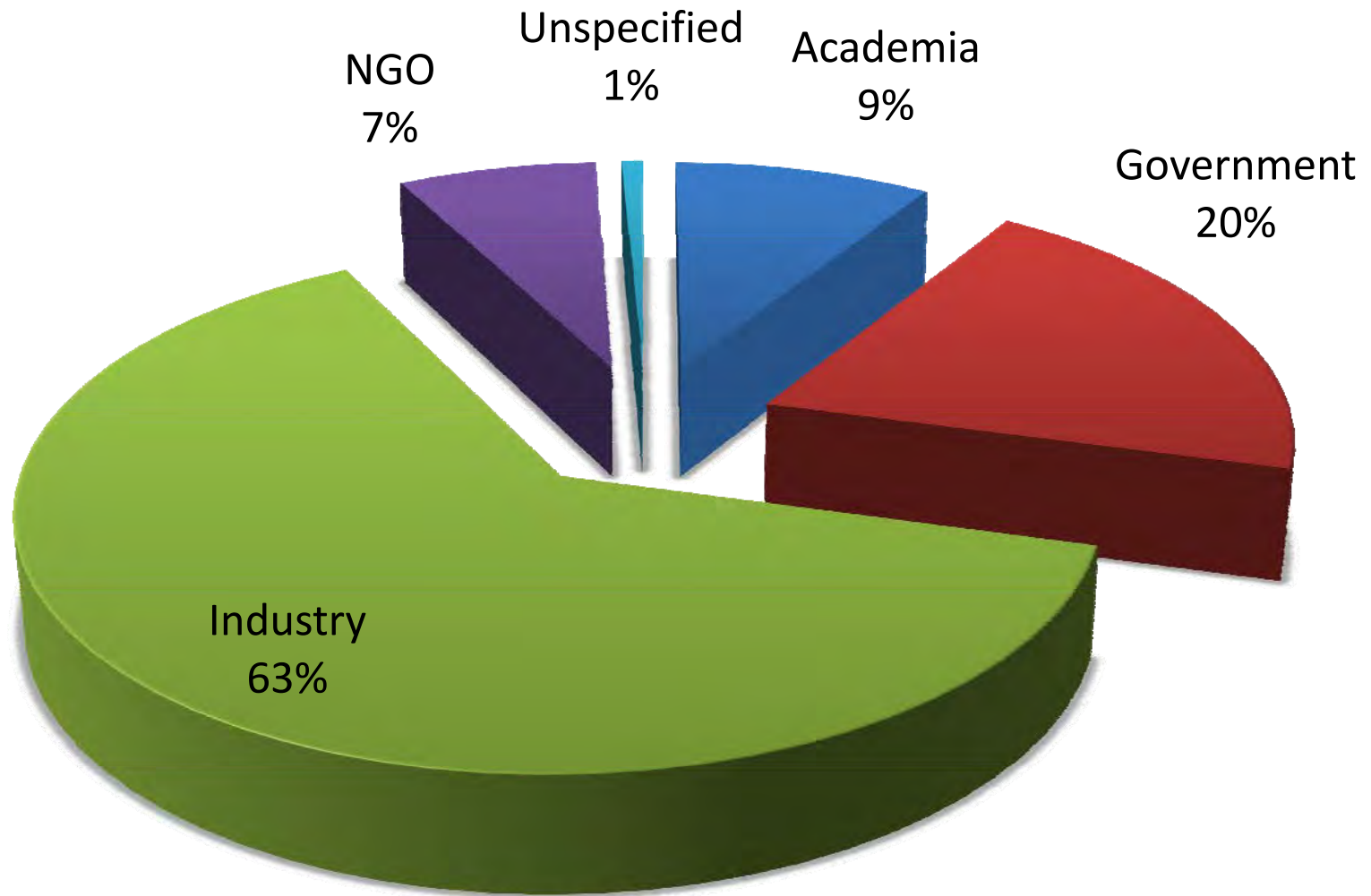
3M Food Safety	Florida Dept of Agriculture
Abbott Nutrition	Fonterra Cooperative Group
Accucaps	FrieslandCampina
Acumen Detection	Frontage
<b>Agilent</b>	GAAS Analytical
Alkemist Labs	Genysis Labs
Association of Public Health Laboratories	GERSTEL
<b>Archer Daniels Midland Company</b>	GNC/Nutra Manufacturing
AsureQuality	Grocery Manufacturers Association
ATCC	Hadeco
Ausnutria Hyproca	<b>Health Canada</b>
Baltimore City Environmental Services	<b>Health-Ade Kombucha</b>
BioCell Technology	Healthy Directions
<b>bioMérieux</b>	<b>Herbalife</b>
<b>Bio-Rad Laboratories</b>	Ibis Biosciences
British Columbia Institute of Technology	Idaho National Laboratory
Brodsky Consultants	Independent - Retired
Brooke Schwartz Consulting	ImmunogenX
Brooks Applied Labs	Industry Technology Research Institute
Canadian Food Inspection Agency	Infant Nutrition Council of America
Chemours	InSilixa Corp
Chinese Institute of Food Safety and Technology	IonSense
Covance Laboratories	J. Craig Venter Institute
Curtis S. Phinney, CNS	Jamieson Laboratories
<b>Danone</b>	Kemin Industries
Elanco Animal Health	Keurig Green Mountain
Eurofins	<b>Kombucha Brewers International</b>



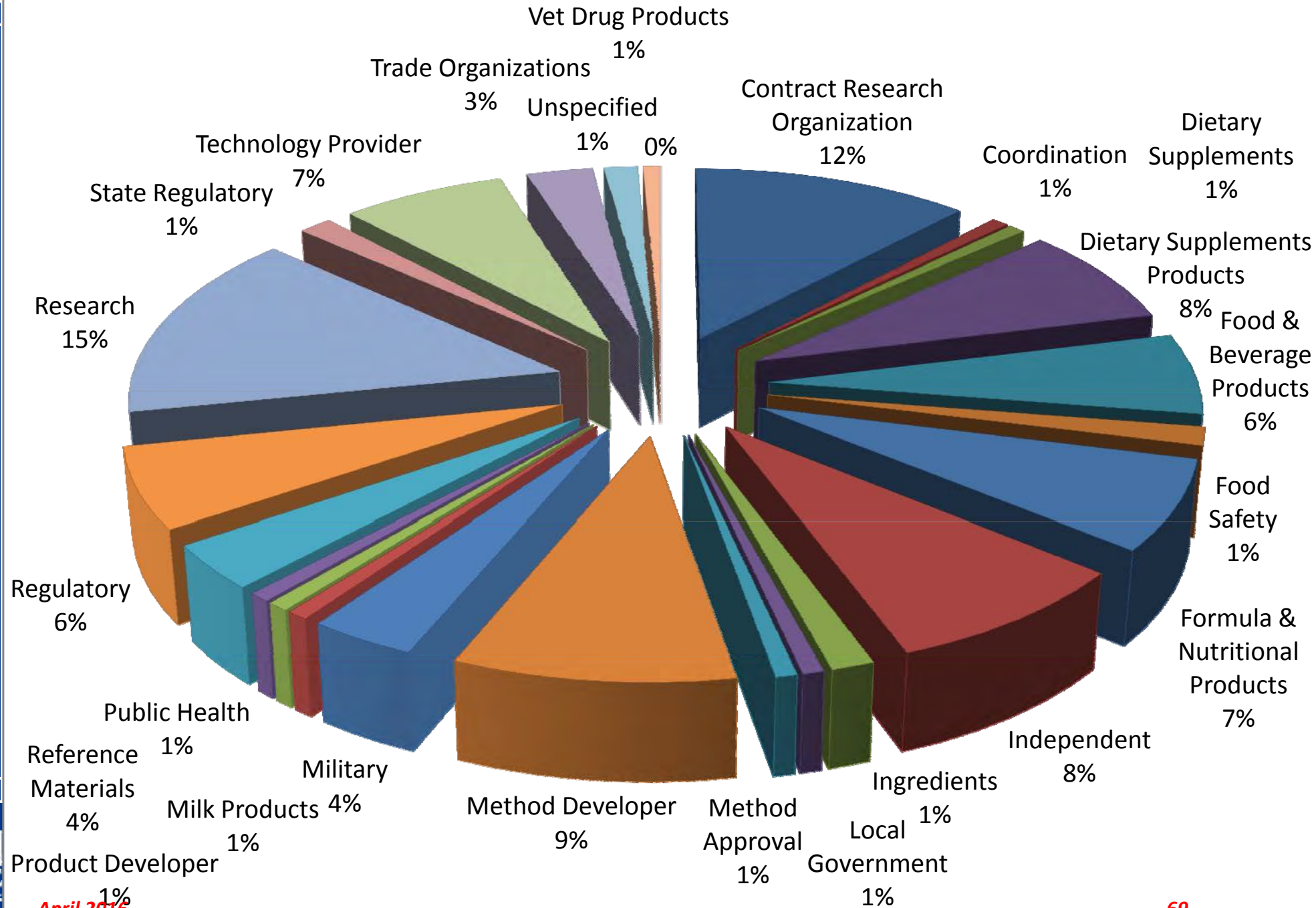
# Mid-Year Meeting Online Registrants

LATU	PB Gelatins/PB Leiner	University of Illinois at Chicago
Leberlabs	Perrigo / PBM Nutritionals	University of Laval
Living Essentials	Pfizer Consumer Healthcare	University of Nebraska
Lawrence Livermore National Laboratory	Pharmavite	University of New Hampshire
Luminex Corporation	Pickering Laboratories	University of South Alabama
Maryland Department of Agriculture	Pacific Northwest National Laboratory	Unspecified
Maxxam Analytics	<b>Q Laboratories</b>	US Army ECBC
MC Squared	<b>QIAGEN</b>	USAMRIID
<b>Mead Johnson Nutrition</b>	<b>R-Biopharm</b>	US CDC
<b>Merieux NutriSciences</b>	Reckitt Benckiser	US DHS
<b>Microbac Laboratories</b>	<b>SCIEX</b>	US DoD
<b>Microbiologics</b>	Shanghai CIQ	US Defense Threat Reduction Agency
MicroVal	<b>Shimadzu Scientific Instruments</b>	US EPA
MIDI	Sunshineville Health Products	US FDA
<b>MilliporeSigma</b>	<b>Synutra Pure</b>	US Navy
National Institute of Industrial Technology	Texas A & M University	US NIH
National Milk Producers Federation	Thai President Foods	US NIST
NBFAC	The Acheson Group	US Pharmacopeia
<b>Neogen Corporation</b>	<b>The Coca-Cola Company</b>	US Treasury - TTB
<b>Nestle</b>	<b>Thermo Fisher Scientific</b>	USDA
Nexidia	Tiense Suikerraffnaderji Analytical Services	Vanguard Sciences
Northern Arizona University	Tunnell Government Services	Vitaquest International
Northrup Grumman Electronic System	United Fresh Produce Association	Walter Reed Army Institute of Research
<b>NSF International</b>	University of Buenos Aires	<b>Waters Corporation</b>
Ocean Spray Cranberries	University of California at San Francisco	Weber State University
PANalytical	University of Florida	Wyeth Nutrition

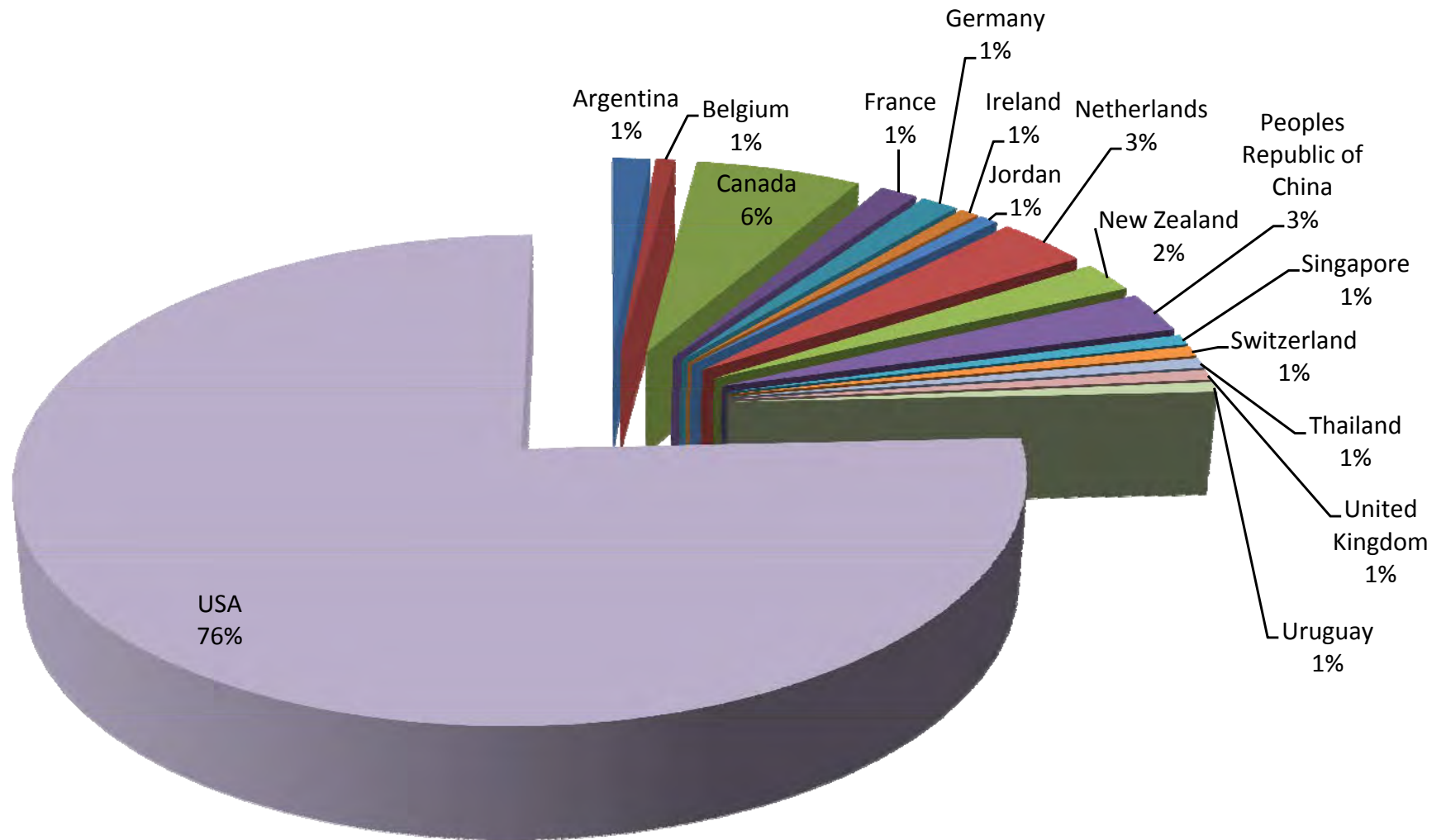
# 2016 AOAC Mid-Year Meeting Registrants by Broad Perspectives



# 2016 AOAC Mid-Year Meeting Registrants by Specific Perspectives



# 2016 AOAC Mid-Year Meeting Registrants by Country



# Post Meeting Activities

- Publications
  - Publish SMPRs in OMA and in the Journal of AOAC INTERNATIONAL
  - Publish First Action methods in OMA and Journal of AOAC INTERNATIONAL
  - Publish summaries of meetings in ILM
  - Publish meeting minutes and reports to AOAC website
- Working Groups meet to draft SMPRs
  - Aloe Vera, Protein, Vitamin B<sub>12</sub>, *botulinum* neurotoxin, *Burkholderia*, *Bruscella*, and *Variola*
  - Work is also underway to launch a working group for allergens under ISPAM
- Calls for Methods/Experts
  - AOAC will issue Calls for Methods and/or Experts for ethanol in Kombucha, selected food allergens, collagen,  $\beta$ -cryptoxanthin, lutein, and 3 zeaxanthin compounds, and curcuminoids, and some for some of the SPIFAN nutrients TBD
- Follow up with method authors on outcomes of ERP deliberations



# AOAC Mid-Year Meeting Output

## SMPRs®

1. Detection of Ethanol in Kombucha
2. Detection and Quantitation of Selected Food Allergens (hazelnut, milk, peanut, and whole egg)
3. Quantitation of Collagen
4. Quantitative measurement of  $\beta$ -cryptoxanthin, lutein, and 3 zeaxanthin
5. Quantitation of Curcuminoids
6. AOAC SMPR® for DNA-based methods of detecting *Bacillus anthracis*
7. AOAC SMPR® for Detection of *Francisella tularensis*
8. AOAC SMPR® for DNA-based Methods of Detecting *Yersinia pestis*

## Official Methods<sup>SM</sup>

- 6 First Action *Official Methods*<sup>SM</sup>
  - 1 for Arsenic species
  - 2 for biotin
  - 1 for fructans
  - 1 for vitamin D
  - 1 for *Salmonella*
- 4 First Action *OMA modified*
  - Scope for carnitine expanded to include choline
  - Combined two chloride methods
  - Expanded applicability of 2 Listeria methods
- 1 First Action recommended for Final Action status
  - 1 for vitamin C

# Accomplishments since 2011

74	Voluntary Consensus Standards – Standard Method Performance Requirements (SMPRs®)
63	First Action <i>Official Methods of Analysis</i> <sup>SM</sup> adopted using SMPRs
35	Sole Source and Rapid Methods adopted as First Action <i>Official Methods of Analysis</i> <sup>SM</sup> through Research Institute
98	Total First Action <i>Official Methods of Analysis</i> <sup>SM</sup> adopted since 2011

Agreement with ISO to participate in each other’s standards development activities – *for milk and milk products*

AOAC, ISO, and IDF jointly submitted **8** AOAC Final Action *Official Methods*<sup>SM</sup> to Codex



# Volunteer Opportunities

- Experts needed for the following Expert Review Panels
  - Milk Allergens (Research Institute methods)
  - Collagen, lutein compounds, and turmeric in dietary supplements
- Call for Methods will be posted for the following:
  - Collagen, lutein compounds, and turmeric in dietary supplements
  - Some of the SPIFAN II nutrients in infant formula and adult nutritionals – TBD
  - Cinnamon in dietary supplements
- Working Groups members needed for:
  - Aloe Vera, Protein, Vitamin B12
  - *botulinum* neurotoxin, *Bruscella*, *Burkholderia*, and *Variola*

Current information will be posted on the AOAC website by late April. For more information on volunteering, please contact Deborah McKenzie at [dmckenzie@aoac.org](mailto:dmckenzie@aoac.org)

# Contact Information

For additional information on AOAC Stakeholder Panel activities:

- SPSFAM, SPDS
  - Dawn Frazier – Executive for Scientific Business Development, [dfrazier@aoac.org](mailto:dfrazier@aoac.org), (301) 924-7077 x117
  
- SPADA, ISPAM
  - Krystyna McIver – Executive for Scientific Business Development, [kmciver@aoac.org](mailto:kmciver@aoac.org), (301) 924-7077 x111
  
- SPIFAN
  - Alicia Meiklejohn – Director for Scientific Business Development, [ameiklejohn@aoac.org](mailto:ameiklejohn@aoac.org), (301) 924-7077 x101
  
- Standard Setting - Method Approval Processes & Research Institute
  - Deborah McKenzie – Sr. Director, Standards Development & AOAC Research Institute, [dmckenzie@aoac.org](mailto:dmckenzie@aoac.org), (301) 924-7077 x157

Questions?

***Thank you.***

**OMB WORKING GROUPS – AS OF FEBRUARY 2016**

<b>Working Group</b>	<b>Scope</b>	<b>Members</b>	<b>Deadline</b>
<b>OMA Format</b>	Work on updating format of OMA and look at revising Appendix F	Roman, S., Betz, J., Boison, J., Brown, P., and Gilliland, D. Chair: Scott Coates	Provide update at April 2016 teleconference; Completion – OMB Summer Mtg
<b>OMB Terms of Reference</b>	Review OMB ToR for Updates	Roman, S., Crowley, E., Staff	
<b>OMB New Member Selection</b>	Review potential candidates for the OMB and Review and propose revisions to both the OMB New Selection document and the OMB Vice Chair document	Cook, J., Crowley, E., Staff Chair: John Szpylka	
<b>Vetting of Stakeholder Panels and ERPs</b>	Draft documents that explains the process for OMB vetting of SPs and ERPs	Roman, S., Gilliland, D., Staff	
<b>Terms of Reference for Committee on Statistics</b>	Review and propose revisions to TOR	OMB, Committee, Staff Chair: Qian Graves	
<b>Terms of Reference for Committee on Safety</b>	Review and propose revisions to TOR	OMB, Committee, Staff Chair: Yvonne Salfinger	



## AOAC INTERNATIONAL Official Methods Board (OMB) Summer 2016 Proposed Meeting Dates (Updated: April 11, 2016)

First & Last Name	E-mail Address	Proposed Meeting Dates: Monday, June 20, 2016 - Tuesday, June 21, 2016	Proposed Meeting Dates: Tuesday, June 21, 2016 - Wednesday, June 22, 2016	Proposed Meeting Dates: Wednesday, June 22, 2016 - Thursday, June 23, 2016	Proposed Meeting Dates: Thursday, June 23, 2016 - Friday, June 24, 2016
Douglas Abbott	douglas.abbott@gmail.com	Monday, June 20, 2016 - Tuesday, June 21, 2016	Tuesday, June 21, 2016 - Wednesday, June 22, 2016	Wednesday, June 22, 2016 - Thursday, June 23, 2016	Thursday, June 23, 2016 - Friday, June 24, 2016
Sneh Bhandari	sneh.bhandari@mxns.com	Monday, June 20, 2016 - Tuesday, June 21, 2016	Tuesday, June 21, 2016 - Wednesday, June 22, 2016	Wednesday, June 22, 2016 - Thursday, June 23, 2016	Thursday, June 23, 2016 - Friday, June 24, 2016
Joe Boison	joe.boison@inspection.gc.ca		Tuesday, June 21, 2016 - Wednesday, June 22, 2016	Wednesday, June 22, 2016 - Thursday, June 23, 2016	
Jo Marie Cook	JoMarie.Cook@freshfromflorida.com				
Erin Crowley	ecrowley@qlaboratories.com	Monday, June 20, 2016 - Tuesday, June 21, 2016	Tuesday, June 21, 2016 - Wednesday, June 22, 2016	Wednesday, June 22, 2016 - Thursday, June 23, 2016	Thursday, June 23, 2016 - Friday, June 24, 2016
Donald Gilliland	don.gilliland@abbott.com	Monday, June 20, 2016 - Tuesday, June 21, 2016	Tuesday, June 21, 2016 - Wednesday, June 22, 2016	Wednesday, June 22, 2016 - Thursday, June 23, 2016	Thursday, June 23, 2016 - Friday, June 24, 2016
Qian Graves	qian.graves@fda.hhs.gov	Monday, June 20, 2016 - Tuesday, June 21, 2016	Tuesday, June 21, 2016 - Wednesday, June 22, 2016	Wednesday, June 22, 2016 - Thursday, June 23, 2016	Thursday, June 23, 2016 - Friday, June 24, 2016
Kate Mastovska	Katerina.Mastovska@covance.com			Wednesday, June 22, 2016 - Thursday, June 23, 2016	
Tom Phillips	tom.phillips@maryland.gov	Monday, June 20, 2016 - Tuesday, June 21, 2016	Tuesday, June 21, 2016 - Wednesday, June 22, 2016	Wednesday, June 22, 2016 - Thursday, June 23, 2016	Thursday, June 23, 2016 - Friday, June 24, 2016
Shauna Roman	shauna.roman@rb.com	Monday, June 20, 2016 - Tuesday, June 21, 2016	Tuesday, June 21, 2016 - Wednesday, June 22, 2016	Wednesday, June 22, 2016 - Thursday, June 23, 2016	Thursday, June 23, 2016 - Friday, June 24, 2016
Yvonne Salfinger	yhale@aol.com				Thursday, June 23, 2016 - Friday, June 24, 2016
Brad Stawick	brad.stawick@microbac.com		Tuesday, June 21, 2016 - Wednesday, June 22, 2016	Wednesday, June 22, 2016 - Thursday, June 23, 2016	
Darryl Sullivan	darryl.sullivan@covance.com		Tuesday, June 21, 2016 - Wednesday, June 22, 2016	Wednesday, June 22, 2016 - Thursday, June 23, 2016	

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<b>7</b>	<b>9</b>	<b>10</b>	<b>8</b>







**OFFICIAL METHODS<sup>SM</sup> PROGRAM AWARDS**

**Contents**

**Team Awards:**

Award in Recognition of Technical and Scientific Excellence

Expert Review Panel of the Year

**Individual Achievement Awards:**

Technical Service Award

Method of the Year



**AWARD IN RECOGNITION OF TECHNICAL AND SCIENTIFIC EXCELLENCE**

**Selection Criteria**

The purpose of this award is for the Official Methods Board (OMB) to recognize a team, stakeholder panel or working group that has published a major document or other body of work that demonstrates a unique or particularly noteworthy level of technical and scientific expertise.

The minimum criteria for selection are:

- a. The body of work includes major initiatives or technical guidelines accepted, completed or published within the last three years.
- b. The team has been instrumental in developing or modifying technical guidelines or method validation processes.
- c. The team product demonstrates significant merit as to the scope of the project, the involvement of a diverse and/or international group of stakeholders or an innovative approach to difficult analytical challenges.
- d. The award recognizes teamwork that enhances the reputation of the Association and fosters the mission of AOAC INTERNATIONAL.

**Selection Process:**

- a. The chair of the OMB solicits the OMB members for nominees.
- b. Written recommendations and supporting information will be submitted to the OMB chair. The information will be distributed to the members of the OMB.
- c. The OMB selects the recipient of this award. The winner is selected by a 2/3 vote. If necessary, the OMB chair may cast the tie-breaking vote.

**Award**

An appropriate letter of appreciation and thanks will be sent to the recipient(s) of this award. The winner will be announced at the appropriate session of the AOAC INTERNATIONAL annual meeting, with presentation of an award. All members participating in the winning team will be acknowledged at the annual meeting, receive an award and a letter of appreciation. The name of the winner, with supporting story, will be carried in the announcement in the *ILM*.



## **EXPERT REVIEW PANEL OF THE YEAR**

supporting story, will be carried in the announcement in the *ILM*.

### **Selection Criteria**

The minimum criteria for selection are:

- a. The expert review panel must have completed a significant milestone (e.g. First Action Method, Final Action Method, method modification) within the last three years.
- b. Generally, some unique or particularly noteworthy aspect of the ERP's work is highlighted as making the ERP worthy of the award, such as innovative technology or application, breadth of applicability, critical need, difficult analysis, or timeliness.
- c. The panel report demonstrates significant merit as to the scope of the project, the involvement of a diverse and/or international group of recognized experts or an innovative approach to difficult analytical challenge.

### **Selection Process:**

- a. AOAC staff lists all eligible panels for consideration and forwards that list along with the ERP report to the Chair of the Official Methods Board (OMB).
- b. The OMB Chair forwards the list along with any supporting information to the OMB.
- c. The OMB selects the Expert Review Panel of the Year. Winner is selected by a 2/3 vote. If necessary, the OMB chair may cast tie-breaking vote.

### **Award**

An appropriate letter of appreciation and thanks will be sent to the members of the winning Expert Review Panel. The winning panel will be announced at the appropriate session of the AOAC INTERNATIONAL annual meeting, with presentation of an award. All panelists participating in the winning panel will be acknowledged at the annual meeting, receive an award and a letter of appreciation. The name of the winning ERP, with



### **TECHNICAL SERVICE AWARD**

More than one volunteer may be selected in this category each year. In each case the area of expertise should be noted at the time of presentation of the award.

#### **Selection Criteria includes:**

- a. Has demonstrated timely, competent, and continuous service in an exemplary manner to a Stakeholder Panel (SP), Expert Review Panel (ERP), Working Group (WG), Section, Community, and Committee and/or to the Official Methods Board (OMB).
- b. Has donated this service within the three years prior to nomination.
- c. Gives outstanding expert guidance and support in all technical aspects as needed and requested.

#### ***Additional support for selection is exemplary performance in one or more of the areas below:***

- a. Has provided guidance on safety, statistical, technical matters, or process expertise.
- b. Has been instrumental in developing, modifying or validating a high quality method for publication in the Official Methods of Analysis.
- c. Communicates related activities through the appropriate channels, either through the panel/group/community chairs, the Committee on Statistics or Safety or through the Chief Scientific Officer or other staff designees.
- d. Contributes significantly to AOAC INTERNATIONAL over a period of years with other accomplishments related to his/her area of expertise (e.g symposium presentations, poster presentations, publications, workshops, meetings).
- e. Contributes to the development and improvement of AOAC INTERNATIONAL guidelines, OMA methods, statistics or safety programs.

- f. Helps guide AOAC in the decision-making process to make the organization a leader in the field of analytical science.

#### **Selection Process**

- a. The Official Method Board (OMB) will solicit the Chairs of the Stakeholder Panels, Expert Review Panels, Working Groups, Committees, Community, and the Association membership for nominees. Recommendations based on input from anyone qualified to discuss the contribution of the nominee can be submitted.
- b. Written recommendations and supporting information must be submitted to the OMB Chair. The OMB chair will distribute the information to the members of the OMB.
- c. The OMB selects the winner(s) of the Technical Service Award by a 2/3 vote. If necessary, the OMB chair may cast tie-breaking vote.

#### **Award**

An appropriate letter of appreciation and thanks will be sent to the recipient(s) of this award. The winner will be announced at the appropriate session of the AOAC INTERNATIONAL annual meeting, with presentation of an award. The recipient(s) will be acknowledged at the annual meeting, receive an award and a letter of appreciation. The name of the winner, with supporting story, will be carried in the announcement in the *ILM*.



## **METHOD OF THE YEAR**

OMB may select more than one method in this category each year.

### **Selection Criteria**

The minimum criteria for selection are:

- a. The method must have been approved for first or final action within the last three years.
- b. Generally, some unique or particularly noteworthy aspect of the method is highlighted as making it worthy of the award, such as innovative technology or application, breadth of applicability, critical need, difficult analysis, and/or range of collaborators.
- c. The method demonstrates significant merit in scope or is an innovative approach to an analytical problem.

### **Selection Process:**

- a. AOAC staff lists all eligible methods for consideration and forwards that list with supporting documentation (e.g. ERP chair recommendation(s)) to the Chair of the Official Methods Board (OMB).
- b. The Chair forwards the list along with any supporting information to the members of the OMB.
- c. The OMB selects the Method of the Year. The winner is selected by 2/3 vote. If necessary, the OMB chair may cast tie-breaking vote.

### **Award**

An appropriate letter of appreciation and thanks will be sent to the author(s) of the winning method. The corresponding author will be announced at the appropriate session of the AOAC INTERNATIONAL annual meeting, with presentation of an award. All authors will be acknowledged at the annual meeting, will receive an award and a letter of appreciation. The name of the winner(s), with supporting story, will be carried in the announcement in the *ILM*.

