

## **FeedAC Procedure Outline for Obtaining Feed Information for the Database**

Approved by majority vote of the Board of Directors: March 5, 2009

Revised by the Board of Directors: \_\_\_\_\_

- Step 1. Feedstuff Acquisition Executive Committee identifies a feed as the next priority for the FeedAC Database.
- Step 2. Feed Commodity Group is formed and requested to identify sources of variation for the feed and a strategy for collecting  $70 \pm 10$  initial screening samples to be sent to the Feedstuff Acquisition Executive Committee.
- Step 3. FeedAC Board of Directors approve the Feed Commodity Group's sampling plan based on the recommendation of the Feedstuff Sample Acquisition Executive Committee.
- Step 4. Feed Commodity Group collects samples and sends them to the FeedAC receiving agent.
- Step 5. Receiving agent processes samples, scans with NIRS, and sends samples to three laboratories designated by FeedAC for routine analysis recommended by the Feedstuff Sample Acquisition Executive Committee.
- Step 6. Spectral and chemical data are used to determine the variation in the initial samples by the FeedAC database manager, who recommends through the Feedstuff Acquisition Executive Committee to the Feed Commodity Group the types of  $30 \pm 10$  additional screening samples needed to encompass the total variation in the feed.
- Step 7. Feed Commodity Group collects the additional samples and sends them to the FeedAC receiving agent, who processes them and submits them to the same laboratories for the same analysis as in Step 5. All ( $100 \pm$ ) samples are retained by the FeedAC Receiving Agent in storage that maintains sample integrity.
- Step 8. Database manager edits the data collected on initial screening sample set and selects the 12 to 20 that encompass the variation in the sample set.
- Step 9. The 12 to 20 selected samples are analyzed in detail by multiple laboratories and this information is included in the FeedAC database of feed information. The remaining initial samples are discarded.
- Step 10. The Feed Commodity Group annually evaluates variation in the feed and recommends to collection of additional samples as needed to the Feedstuffs Acquisition Executive Committee.