

METHOD SUBMISSION PROCESS

Introduction:

AOAC INTERNATIONAL (formed in 1884 as the Association of Official Agricultural Chemists) is an independent association devoted to promoting methods validation and quality measurements in the analytical sciences. It does this by reviewing and validating approved standard methods of analysis, promoting uniformity and reliability in statements of results, and developing and promoting criteria useful for laboratory accreditation and analyst certification.

Method submissions to AOAC and method review involve coordinated efforts between AOAC Official Methods Board and method volunteers, AOAC staff and technical consultants/project managers. Methods work is performed by appointed volunteers who are staff scientists of international, national, federal, state, provincial, and municipal laboratories, college, university, and experiment station laboratories, and commercial laboratories worldwide. The work is coordinated through volunteer committees, with AOAC staff facilitation.

AOAC Method Approval Processes:

AOAC and its Official Methods Board (OMB) is in the process of implementing revised processes for method submission and subsequent review as it pertains to the method committee structure and the roles of method volunteers.

Method Submission Requirements:

- Submit to AOAC staff Application for a New Method of Analysis Form (Appendix A)
- Submit to AOAC staff Single Laboratory Validation study with a proposal for a collaborative study protocol according to the instructions (Appendices B & C).
- Submit to AOAC staff the following items to be approved and appointed as Study Director. If there is more than one, then information for each person must be included for consideration (Appendix D).
 - o Must be a member of AOAC INTERNATIONAL
 - o Must complete and submit the Demographics Form
 - o Must submit a current CV
 - o Must submit a signed Volunteer Acceptance Form
 - o Must submit a letter of support from your employer
- Discuss and remit to AOAC the appropriate fees

Method Submission Process:

1. When ready to submit a new method, especially for the first time, contact AOAC staff (Deborah McKenzie at dmckenzie@aoac.org) to discuss requirements and expectations, timelines, training and applicable fees.
2. Submit the documentation stated in the Method Submission Requirements to AOAC Standards Development & Approval Processes staff
3. AOAC Standards Development staff will initiate a Method Approval Processes (MAP) form to begin processing the submission
4. AOAC staff will forward the MAP form to Customer Service, Accounting and Validation Programs to ensure that financial obligations are met and to appoint a project manager who will track the method through the review process.
5. AOAC Standards Development staff will work with OMB to review the submission and approve the study director(s) along with the necessary method committee members and advisors to provide a thorough review.

- Study Directors are method volunteers
 - On a case by case basis, steps 4 and 5 may be done simultaneously
6. A designated project manager will work with study director to submit the method into Scholar One Manuscripts™ (Manuscript Central).
 7. The project manager will assign reviewers in Manuscript Central to the method committee members and advisors and assist in adhering to the database's automated review and revision timelines.
 8. Once the review is complete and the collaborative protocol approved, the collaborative study can begin.
 9. Once the study director has collected and analyzed the data from the laboratories, the study director will need to draft the collaborative study manuscript.
 10. Submit draft manuscript into Manuscript Central. The project manager will be notified of your submission and assignments to review the manuscript will begin. Step 7 is applicable here.

Official Method Board (OMB) Review Process:

- Two members of the OMB are also assigned to participate in the review of collaborative study manuscripts.

If you are interested in becoming a method volunteer, please find enclosed or attached the additional documentation that you will need to implement the Method Volunteer Application process:

- Appendix A – Application for a New Method of Analysis
- Appendix B – Application for New Quantitative OMA Instructions
- Appendix C – Application for New Qualitative OMA Instructions
- Appendix D – AOAC Method Volunteer Appointment Process

In the interim, please do not hesitate to contact us should you have any questions. Thank you for your consideration.



METHOD VOLUNTEER APPOINTMENT PROCESS

Introduction:

AOAC INTERNATIONAL (formed in 1884 as the Association of Official Agricultural Chemists) is an independent association devoted to promoting methods validation and quality measurements in the analytical sciences. It does this by reviewing and validating approved standard methods of analysis, promoting uniformity and reliability in statements of results, and developing and promoting criteria useful for laboratory accreditation and analyst certification.

Methods work is performed by appointed volunteers who are staff scientists of international, national, federal, state, provincial, and municipal laboratories, college, university, and experiment station laboratories, and commercial laboratories worldwide. The work is coordinated through volunteer committees, with AOAC staff support.

Method Committee Structure:

The Official Methods Board is in the process of implementing revised processes including the method committee structure. However, the overall process for becoming a method volunteer has not been revised.

Method volunteers serve at the pleasure of the President of AOAC INTERNATIONAL through a three step process: Application, Official Methods Board review, and Appointment.

Method Volunteer Application Process:

- Must become a member of AOAC INTERNATIONAL
- Must complete and submit the Demographics Form
- Must submit a current CV
- Must submit a signed Volunteer Acceptance Form
- Must submit a letter of support from your employer

Official Method Board (OMB) Review Process:

- OMB reviews the documentation and in consultation with the committee chair will determine the work status of the committee and the need for recruiting committee members. Based on the review, the OMB may approve a new member to a committee.

Method Volunteer Appointment Process:

- President reviews the OMB's approval or recommendation and supporting documentation and may appoint the person as a method volunteer.

All method volunteer appointments are valid for three year terms. In the event that a method committee's work is completed prior to the three year term, all members will become part of the OMB's Pool of Experts. This "pool" is a vetted group of volunteers who are ready to serve in a variety of capacities.

If you are interested in becoming a method volunteer, please find enclosed or attached the additional documentation that you will need to implement the Method Volunteer Application process:

- Membership form (also available online at the AOAC website, www.aoac.org).
- Policy on Volunteer Conflict of Interest
- Policy on Antitrust
- Policy on Use of Association Name, Logo and Letterhead
- Volunteer Acceptance Form
- AOAC Membership Demographics form
- AOAC Volunteer Opportunities

In the interim, please do not hesitate to contact us should you have any questions. Thank you for your consideration.

Topic Advisors

The topic advisor is a scientific and technical expert. This volunteer must be a competent scientist in their subject area and must have knowledge and experience of the collaborative study process, either through training or experience.

Topic Advisors are approved by the Official Methods Board (OMB) to serve as subject matter experts to the OMB, Method Committees, Communities, and Stakeholders. Topic Advisors respond to questions from the OMB, the Methods Committee, and Community of Stakeholders.

Duties and Responsibilities of Topic Advisors

- a. Work with Study Directors and AOAC General Referees, giving guidance in designing and conducting collaborative studies and assisting in finding collaborators.
- b. Serve as an expert in a specific topic
- c. Answer technical inquiries from the OMB, Methods Committee, Community, or Stakeholders group.
- d. Will collect and review feedback for Methods that have been brought to First Action after September 2007. Two years after the Method has been brought to First Action, the Topic Advisor will prepare a report to the OMB which will recommend that the Method be moved to Final Action or Repealed.
- e. Review and recommend changes in OMA in their subject area. Recommendations will be forwarded to the OMA Editor.
- f. May advise more than one Committee, Community, or Stakeholder.
- g. Are encouraged to provide Topical Reports to the OMB.
- h. Must not participate in an AOAC decision-making body without written disclosure of actual or potential conflicts of interest in the issues before that body.

Criteria for Becoming a Topic Advisor

- a. Must be a member of AOAC INTERNATIONAL.
- b. Must have a letter of support from the sponsoring organization (employer).
- c. Must have an executed AOAC Volunteer Acceptance Form.
- d. Must have demonstrated expertise in subject area, including publications and/or years of experience.
- e. Recommendation by subject area Community (optional).
- f. Must have successfully completed OMA training in AOAC method validation process.

Process for Appointing a Topic Advisor

When the OMB, Methods Committee or Community/Stakeholder Group notifies the OMB chair of the need for a Topic Advisor, nominations can be solicited from the associated Community, the OMB, and general membership. Interested parties are asked to submit letters of interest addressing the criteria, resumes/CVs, and a letter of support from their sponsoring organization when applicable, to the AOAC staff. These letters are forwarded to the requesting Methods Committee chair for consideration by the Methods Committee.

The chair of the Method Committee or other requesting body recommends a Topic Advisor to the OMB chair. Upon agreement by the OMB, the OMB chair requests that the President send a letter of appointment to the Topic Advisor candidate selected. Copies of the letter will be sent to the chair of the requesting body and the GR's supervisor. The Topic Advisor normally serves a three-year term unless otherwise recommended by the chair of the Method Committee or other requesting body.

The President sends a thank you letter and a Certificate of Appreciation to the Topic Advisor, with copies sent to the chair of the requesting body and OMB chair at the conclusion of a Topic Advisor's appointment. Letters are also sent if a Topic Advisor resigns his/her appointment because of retirement, changes in employment responsibilities, removal, or if he/she becomes unable to carry out the duties of a Topic Advisor.

Process for Removing a Topic Advisor

Should the members of a Methods Committee or the OMB decide that a Topic Advisor is not performing the duties appropriately; the Methods Committee chair will recommend replacement of the Topic Advisor to the OMB chair. The OMB chair will bring the matter before the OMB for discussion and a vote. It will take at least two-thirds of the OMB to remove a Topic Advisor. Upon a determination by the OMB to remove a Topic Advisor, the OMB chair will notify the President.

Upon removal, a thank you letter from the President is sent to the Topic Advisor, with copies sent to the Methods Committee members and the Official Methods Board Chair.

General Referee

The General Referee is the AOAC Process Expert. This individual is an expert in the AOAC Method Validation Processes. This volunteer must have knowledge and experience of the validation and collaborative study process, either through training or experience.

General Referees are approved by the Official Methods Board (OMB) to serve as AOAC process advisors to the OMB, Study Directors, Method Committees, Communities, and Stakeholders groups.

Duties and Responsibilities of the General Referee:

- a. Work with Study Directors providing guidance in the validation/collaborative study process.
- b. May advise more than one Study Director, Committee, Community or Stakeholders group.
- c. Must recuse themselves from involvement in any matter in which they have a material stake.
- d. Review the reports of Study Directors and recommend appropriate action on methods to Methods Committee.
- e. Respond to any questions from the Methods Committee, AOAC Research Institute, Community, Stakeholders group or the OMB.

Criteria for Becoming a General Referee:

- a. Must be a member of AOAC INTERNATIONAL.
- b. Must have a letter of support from the sponsoring organization (employer).
- c. Must have an executed AOAC Volunteer Acceptance Form.
- d. May require an AOAC Non-disclosure Form (optional).
- e. May require an AOAC Confidentiality Agreement (optional).
- f. Must have personal experience in validation/collaborative process, preferably having served as a Study Director.
- g. Must have successfully completed OMA training in AOAC method validation.
- h. May have working knowledge in area being studied.

Process for Appointing a General Referee

When the OMB, Methods Committee, AOAC Research Institute or Community/Stakeholder Group determines the need for a General Referee, the Chair of the Methods Committee notifies the OMB chair of this need. Nominations can be solicited from the associated Community, the OMB, and

general membership. Interested parties are asked to submit letters of interest addressing the criteria, resumes/CVs, and a letter of support from their sponsoring organization when applicable, to the AOAC staff. These letters are forwarded to the chair of the Method Committee or other requesting body for their consideration.

The chair of the Method Committee or other requesting body recommends a General Referee to the OMB chair. Upon agreement by the OMB, the OMB chair requests that the President send a letter of appointment to the General Referee candidate selected. Copies of the letter will be sent to the chair of the requesting body and the GR's supervisor. The General Referee normally serves a three-year term unless otherwise recommended by the chair of the Method Committee or other requesting body.

The President sends a thank you letter and a Certificate of Appreciation to the General Referee, with copies sent to the chair of the requesting body and OMB chair at the conclusion of a General Referee's appointment. Letters are also sent if a General Referee resigns his/her appointment because of retirement, changes in employment responsibilities, removal, or if he/she becomes unable to carry out the duties of a General Referee.

Process for Removing a General Referee

Should the members of a Methods Committee or the OMB decide that a General Referee is not performing the duties appropriately; the Methods Committee chair will recommend replacement of the General Referee to the OMB chair. The OMB chair will bring the matter before the OMB for discussion and a vote. It will take at least two-thirds of the OMB to remove a General Referee. Upon a determination by the OMB to remove a General Referee, the OMB chair will notify the President.

Upon removal, a thank you letter from the President is sent to the General Referee, with copies sent to the Methods Committee members and the Official Methods Board Chair.

Study Director

The Study Director(s) is the individual scientist or group of scientists responsible for organizing and conducting the collaborative study. Study Directors are organized under appropriate Methods Committees, as determined by the Official Methods Board.

Duties and Responsibilities of Study Directors:

A Study Director will be appointed to conduct the interlaboratory study of a specific method in a topic area (examples: a specific drug, a specific food additive, a specific feed component in a specific matrix).

Study Director duties are as follows:

- a. Format the proposed method following AOAC Style guidelines
- b. Compile in-house validation data.
- c. Develop a protocol for the interlaboratory collaborative study of the method; follow the AOAC guidelines for protocol development and the AOAC harmonized requirements for interlaboratory study.
- d. Follow the operational policies and procedures for design, conduct, and evaluation of collaborative studies.
- e. Prepare collaborative study report. Submit report to Method Committee in form suitable for publication in JAOAC.
- f. Respond to all comments from all reviewers; return revised protocol or manuscript in a timely manner.
- g. Recommend methods for First Action.

Criteria for Becoming a Study Director:

- a. Must agree to submit an electronic copy of a protocol and manuscript as single documents in AOAC format.
- b. Must agree to complete and submit an electronic copy of the Safety Checklist
- c. Must submit an electronic copy of his/her CV (curriculum vitae).
- d. Must have the written support of the sponsoring organization (employer).
- e. Must have an executed Volunteer Acceptance Form.
- f. Must be a member of AOAC INTERNATIONAL.
- g. Must be competent and able to demonstrate qualifications.
- h. Must have access to facilities and resources to perform the duties of a Study Director.
- i. Must demonstrate the desire and commitment to follow a study through to completion.
- j. Must have successfully completed OMA training in AOAC method validation process.

- k. Must demonstrate expertise in subject area including publications and/or years of experience.

Process for Appointing a Study Director

During the formation of a Methods Committee or from an existing methods committee, nominations for a study director for the collaborative study are also made to the OMB. Nominations can be solicited from a variety of sources but generally will come from the Community and Stakeholders involved. Letters of interest addressing the criteria, resumes/CVs, and a letter of support from the sponsoring organization are provided to the OMB chair. After approval by the OMB, the OMB chair notifies the President.

The President signs the appointment letter that is sent to the appointed Study Director, with copies of the letter sent to the Method Committee chair. The Study Director is appointed for the lifetime of the collaborative study and completion of the Committee's review of the method.

At the conclusion of the appointment, a thank you letter and a Certificate of Appreciation, signed by the President, are sent to the Study Director, with copies to the Method Committee chair and OMB chair. A thank you letter is also sent if a Study Director resigns his/her appointment because of retirement, changes in employment responsibilities, removal, or if he/she becomes unable to carry out the duties of a Study Director.

Process for Removing a Study Director

The Study Director's performance will be reviewed regularly by the Methods Committee. If the Method Committee chair concludes that the Study Director, after several contacts (or attempted contacts), is not performing his/her duties, the Method Committee chair in conjunction with the Method Committee may recommend to the OMB that the appointment be terminated.

The Method Committee chair will contact the OMB chair for concurrence with the termination of the appointment. The OMB chair will bring the matter before the OMB for discussion and a vote. It will take at least a two-thirds vote of the OMB to remove a Study Director. Upon a determination by the OMB to remove a Study Director, the OMB chair will notify the President.

The President then sends a thank you letter to the Study Director, with copies sent to the Method Committee chair and the OMB chair.



APPLICATION PACKAGE FOR A NEW QUANTITATIVE METHOD

INSTRUCTIONS: Complete this package and submit it to AOAC staff for review for completeness and to identify sources of funding. An incomplete package will be returned to the stakeholders. The complete package will be routed to the OMB Chair. The Chair will submit the package to the OMB for consideration. The method will be assigned to a new or existing committee upon approval of the application by the OMB. An application that is not approved by the OMB will be returned to AOAC staff for disposition.

TITLE PAGE: Title given in AOAC style, e.g., "Determination of *analyte in matrix by method*."

Append the signatures of at least three stakeholders/authors; five are recommended. These signatories must have reviewed this application and support the information presented. It is critical to the consensus process that they represent a balance of government, industry and academia. If there are fewer than three applicants or if the applicants do not reflect a balance of government, industry and academia, then the required number of reviewers and the required balance will need to be restored in the Method Committee appointed. This could delay the appointment process."

BACKGROUND: Outline your proposal. Describe the goals of the study. Describe why the method is needed. Identify the stakeholders. List any special features that make the method useful or advantageous. Clearly define the acceptance criteria and applicability. Is this a new method, an additional method, a replacement method or a modification or an extension to an existing method? Is the method as described fit for the purpose intended?

SINGLE LABORATORY VALIDATION: Attach manuscript which should include the following.

1. Method. This section should include:

A detailed description of the method in AOAC format (the method to be collaborated):

- scope and applicability
- safety precautions
- principle
- apparatus
- reagents
- materials
- procedural steps
- calculations
- critical control points
- description of preliminary studies
- ruggedness studies
- comparison to reference method, if applicable
- blind blank as false positive check
- standardization check
- system suitability requirements
- quality control sample(s) used
- frequency of use of quality control sample and associated acceptance criteria
- instrument performance specifications

2. Method Performance Parameters.

Based on the single laboratory validation performance parameters

- repeatability
- limit of detection
- limit of quantitation (if appropriate)
- accuracy (comparison to existing reference material, if applicable; otherwise spike recovery)
- linearity
- ruggedness (optional)
- specificity (if applicable)

RECOMMENDATION: Recommend Study Director(s)

Optional: Recommend volunteers willing to serve as Committee Chair or Committee member(s).
Committee membership may not include signatory stakeholders.

STUDY DESIGN PROPOSAL GUIDE:

1. **Scope/applicability.** Describe the scope of application for the proposed method (*Please note: Applicable concentration range for adopted method will be limited to the range validated with study data.*).
2. **Materials/matrices.** A material is an analyte (or test component)/matrix/concentration combination to which the method-performance parameters apply. Describe the materials (minimum of 5; 3 materials are allowed only when a single specification is involved for a single matrix.) that will be included in the study, including the use of:
 - concentrations/ranges of analytes
 - spiked samples
 - blind duplicates or matched pairs
 - exposure-contaminated matrices (naturally incurred residues)
 - control materials, including certified reference materials if available
3. **Test sample preparation and handling.**
 - test sample preparation
 - homogeneity
 - stability
 - shipping and storage
4. **Quality assurance.** Describe the requirements that will be included:
 - As part of the study:*
 - pre-study detection limit check
 - standardization check
 - system suitability check
 - blanks adequately incorporated
 - appropriate reference material available (cite)
 - If a familiarization sample is supplied:*
 - control limits
 - out-of-control action
5. **Proposed approach to data analysis.** Describe the planned approach to data analysis:
 - determination of outliers (list statistical tests to be used)
 - Statistical analyses:*
 - accuracy (method bias if comparing to a reference method and/or CRM)
 - percent recovery
 - repeatability and reproducibility
 - HORRAT (if appropriate)
6. **Safety Precautions**
7. **Other participating organizations.** List those organizations involved in the planning and conduct of the study.
8. **Estimated number of collaborators.** Describe:
 - expected number of participants
 - selection criteria
9. **Communication to collaborators.** Include the intended letter/email of transmittal of the study to the study participants.
 - instructions on proper conduct of the study
 - test sample stability
 - storage
 - preparation
 - timetable for completion of work
 - instructions on use of familiarization samples
 - information on quality assurance and critical control points
 - data reporting forms
 - special safety precautions
 - collaborator comment section
 - request for inclusion of chromatograms or other type of data printouts

**Application for a New
AOAC Official Method of AnalysisSM**

Title: _____

These stakeholders have reviewed the contents of this package and affirm their support for this application for a new Official Method of AnalysisSM.

Name, Affiliation, and Signature	Member of AOAC International?
NAME (PRINT) 1.	<input type="checkbox"/> Yes <input type="checkbox"/> No
AFFILIATION	
SIGNATURE _____	DATE
NAME (PRINT) 2.	<input type="checkbox"/> Yes <input type="checkbox"/> No
AFFILIATION	
SIGNATURE _____	DATE
NAME (PRINT) 3.	<input type="checkbox"/> Yes <input type="checkbox"/> No
AFFILIATION	
SIGNATURE _____	DATE
NAME (PRINT) 4.	<input type="checkbox"/> Yes <input type="checkbox"/> No
AFFILIATION	
SIGNATURE _____	DATE
NAME (PRINT) 5.	<input type="checkbox"/> Yes <input type="checkbox"/> No
AFFILIATION	
SIGNATURE _____	DATE

*** Five stakeholders' signatures are required. For additional stakeholders, append new page. Multiple copies of this page may be submitted. Stakeholder #1 should be the primary author or point of contact.**

AOAC Staff Checklist:

Requirement	Determination
Title Page	
Title in AOAC format	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reviewers/Stakeholders	
Signatures (minimum 5)	#
Members of AOAC (minimum 3)	#
Government Affiliation	#
Industry Affiliation	#
Academia Affiliation	#
Background	
Proposal outlined in detail	<input type="checkbox"/> Yes <input type="checkbox"/> No
Stakeholders Identified	<input type="checkbox"/> Yes <input type="checkbox"/> No
Acceptance Criteria Identified	<input type="checkbox"/> Yes <input type="checkbox"/> No
Applicability Statement	<input type="checkbox"/> Yes <input type="checkbox"/> No
Single Laboratory Validation Manuscript	<input type="checkbox"/> Yes <input type="checkbox"/> No
Recommendations	
Study Director (minimum 1 required)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Committee members (not required)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Collaborative Study Design Proposal	<input type="checkbox"/> Yes <input type="checkbox"/> No
Staff Comments (Required only if the package is returned to stakeholders)	

Official Methods Board Checklist:

Requirement	Determination
Title Page	
Title in AOAC format	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
Balance of Reviewers/Stakeholders	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
Background	
Proposal outlined in detail	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
Stakeholders Identified	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
Acceptance Criteria Identified	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
Applicability Statement	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
Single Laboratory Validation Manuscript	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
Recommendations	
Study Director (minimum 1 required)	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
Committee members (minimum 3 required)	Affiliation
Chair	
2.	
3.	
4.	
5.	
Collaborative Study Design Proposal	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable
OMB Comments (Required for any determination of <u>Not Acceptable</u>)	

Request for Review Appointment(s)

- Expert Review Panel
 - Community Task Group
 - Stakeholder Panel
 - Other (specify)
-

Appointees Submitted for Review

Name and Affiliation	Member AOAC?	CV?	VAF?	Letter of support ?
NAME (PRINT) 1.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
AFFILIATION				
NAME (PRINT) 2.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
AFFILIATION				
NAME (PRINT) 3.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
AFFILIATION				
NAME (PRINT) 4.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
AFFILIATION				
NAME (PRINT) 5.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
AFFILIATION				
NAME (PRINT) 6.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
AFFILIATION				
NAME (PRINT) 7.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
AFFILIATION				
NAME (PRINT) 8.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
AFFILIATION				

Name and Affiliation	Member AOAC?	CV?	VAF?	Letter of support ?
NAME (PRINT) 9.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
AFFILIATION				
NAME (PRINT) 10.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
AFFILIATION				
NAME (PRINT) 11.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
AFFILIATION				
NAME (PRINT) 12.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
AFFILIATION				
NAME (PRINT) 13.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
AFFILIATION				
NAME (PRINT) 14.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
AFFILIATION				
NAME (PRINT) 15.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
AFFILIATION				
NAME (PRINT) 16.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
AFFILIATION				
NAME (PRINT) 17.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
AFFILIATION				
NAME (PRINT) 18.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
AFFILIATION				
NAME (PRINT) 19.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
AFFILIATION				
NAME (PRINT) 20.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
AFFILIATION				

Checklist:

Requirement	Determination
Background	
Goal/Charter defined	<input type="checkbox"/> Yes <input type="checkbox"/> No
Stakeholders Identified	<input type="checkbox"/> Yes <input type="checkbox"/> No
Resources Available Identified	<input type="checkbox"/> Yes <input type="checkbox"/> No
Resources Needed Identified	<input type="checkbox"/> Yes <input type="checkbox"/> No
Community Affiliation:	
Comments (Required only if any appointments are denied)	