

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).
 - Must be 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
- 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 expectation, 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 obligation 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.

You **MUST contact Deborah McKenzie, Senior Director of Method Development and Approval Processes, for consultation before submitting your method. You will then be provided with the necessary forms/documentation needed for submission.*

*Deborah McKenzie
301-924-7077 x 157*