

SRIS Review Process Overview

Step 1 – Initial Contact: The submitter contacts the AAFCO Ingredient Definitions Committee (IDC) at definitions@aaftco.org with a proposed new or modified ingredient definition. IDC evaluates the request and either assigns an AAFCO Investigator and notifies SRIS of a potential submission or redirects the submitter elsewhere if SRIS is not applicable.

Step 2a – Investigator and SRIS Consultation: The submitter provides a proposed ingredient definition to the assigned AAFCO Investigator. The Investigator conducts an initial consultation, and the submitter may request a pre-consultation with an SRIS representative (optional).

Step 2b – Cost Estimate and Intent Confirmation: The SRIS Program Manager issues a proposed cost estimate for the SRIS review. The submitter reviews and returns the signed cost estimate indicating intent to submit a full dossier. Acceptance confirms intent only and does not initiate the SRIS review timeline.

Step 3 – Submission Intake and Completeness Screening: The submitter uploads the complete ingredient dossier to the AAFCO secure submission portal. The AAFCO Investigator and SRIS leadership conduct an initial completeness screening prior to expert panel engagement.

Step 4 – SME Panel Identification: SRIS identifies qualified subject matter experts based on technical scope and verifies credentials, conflict-of-interest disclosures, and required training prior to contracting.

Step 5 – Invoice and Payment: AAFCO issues a formal invoice to the submitter. Full payment to AAFCO is required before initiation of the SRIS review.

Step 6 – Scientific Review and Panel Deliberation: SRIS initiates the scientific review and provides materials to the SME panel. Panelists conduct independent reviews to assess data supporting ingredient safety. Requests for clarification or additional information may be issued and may pause the review timeline under defined stop-clock provisions. Following review of all materials, the panel convenes to evaluate the totality of evidence. SRIS compiles panel input into formal scientific reports.

Step 7 – Submitter Review and Disposition Decision: SRIS provides the completed reports to the submitter. Within the defined review period, the submitter acknowledges receipt and elects to proceed to IDC submission, withdraw the submission, or raise a substantiated conflict-of-interest concern.

Step 8 – Submission of Recommendation to IDC: For submissions proceeding forward, the AAFCO Investigator submits the SRIS Recommendation Report to the IDC for review at next IDC meeting.

Step 9 – IDC Evaluation: The IDC reviews the SRIS materials and determines whether to advance or dismiss the proposed new or modified ingredient definition.

Step 10 – Public Notice and Comment Period: Definitions advanced by IDC are posted publicly in the final agendas prior to the open IDC meeting.

Step 11 – AAFCO Membership Vote: AAFCO membership votes on the proposed definition.

Step 12 – Ingredient Publication: Publication of new or modified ingredient definition in AAFCO OP