

# Route to a New AACC Approved Method

Responsibility		Step 1	Step 2	Step 3	Step 4	Step 5
		New Method proposed	Technical Committee (TC) meeting (annual, conference call, referral, other sources)			
<b>PHASE 1</b>		<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
<b>Stage 1</b>	TC Chair(s)	<ul style="list-style-type: none"> <li>Confirm proposed Method both meets a defined need for cereal grains and pulses and is practical.</li> <li>All work/documents are now marked AACC Approved Method copyright.</li> </ul>	Define scope.	Describe analytes to be measured.	Suggest analysis approach and key procedures.	Identify value of Method to grain/pulse/legume science, and submit written proposal capturing the above to Approved Methods Technical Chairs committee (AMTC).
<b>Stage 2</b>	TC Chair	<ul style="list-style-type: none"> <li>Identify TC to provide expert review.</li> <li>Important to reach out to Stats Advisory Chair to alert to new work and request statistician to work with the project.</li> </ul>	Committee Chair identified/appointed.	Method proposer joins assigned TC to advocate for the proposal.	TC Chair leads GroupZone discussion.	Method Validation Leader identified.
<b>Stage 3</b>	Method Proposer/ Statistician/ TC Chair	<ul style="list-style-type: none"> <li>Collaborative Trial Leader identified.</li> <li>Statistician appointed to mentor and guide setup of collaborative study, as well as provide statistical analysis of data upon completion.</li> </ul>	Method validation planned.	Accepted validation steps identified.	Exact matrices and range of concentrations identified.	Confirm required precision, repeatability, and reproducibility.
<b>PHASE 2</b>		<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
<b>Stage 1</b>	Collaborative Trial Leader	Trial Leader summarizes all previous data and prepares preliminary draft of Method in AACC Methods style for review with TC Chair.	Add images/other information (e.g., PowerPoint) to explain difficult steps.	Test Method draft in precollaborative trial. (Suggest no more than three laboratories.)	Collect results and prepare summary of data for review.	Note: Decide if these data can be included in final trial.
<b>Stage 2</b>	Collaborative Trial Leader	Method moved forward to trial.	Trial resources determined and identified (samples, shipping, calibration process, funding required).	Trial Leader (with Method proposer) submits Method for review to potential collaborators and confirms their ability to participate.	Final collaborators identified and notified.	

continued

## Route to a New AACC Approved Method (continued)

PHASE 3		Step 1	Step 2	Step 3	Step 4	Step 5
Trial collaborators, Trial Leader, Statistician		Collaborators trained and instructed to follow steps exactly, including timeline.	Method and test samples shipped to collaborators.	Completion of collaborative trial. Data collected from collaborative labs.	<ul style="list-style-type: none"> <li>• Data analyzed.</li> <li>• Data discussed with TC Chair and statistician.</li> </ul>	Draft of finalized Method written following Method documentation guidelines.
PHASE 4		Step 1	Step 2	Step 3	Step 4	Step 5
Stage 1	TC Chair and Trial Leader	Final Method draft formatted according to required protocols and submitted to AMTC for vote.	Report of collaborative trial and data prepared for <i>CFW</i> publication.			
Stage 2	AMTC	AMTC review and final vote on Method and <i>CFW</i> report.	Enhancement(s) (calculators, photos, video, etc.) sent to Enhancements Review Committee for review.			
Stage 3	AMTC Chair, Society Approval and Publishing	Submit to AMTC Chair for editing.	Editing reviewed by TC Chair and Trial Leader.	Final review by AMTC Chair and TC Chair.	Method and report sent to Publications department for final edits.	Publication of AACC Approved Method and collaborative trial report ( <i>CFW</i> ).
References to be added						