

Draft Magruder Committee Meeting Minutes

Association of American Plant Food Control Officials Meeting

February 23, 2016 Albuquerque, NM

2 PM-5 PM

Welcome, Introductions, Agenda Review and Approval-Bill

Bill Hall, Chairman, called the meeting to order. Twelve committee members were present. Industry had 16 representatives with the control officials having 12 representatives. Total attendance was 31. The agenda was reviewed and no additions were made. Sharon Webb made the motion to approve the agenda and Keith Wegner seconded – motion passed.

Presentation and Approval of Last Meetings Minutes-Patty

The previous minutes from August 2015 were reviewed. The original minutes had to be recreated due to a computer malfunction. One correction was requested which was to add Bob Coelho's last name to the minutes. Sharon Webb made a motion to approve the minutes and Barbara James seconded – motion passed.

Presentation and Approval of Treasurer's Report-Jamey

Jamey gave the treasurer's report (see report dated 2/14/2016). Total equity is \$82,084.40 through 1/31/2016. Jamey said we spent \$16,000 more than we brought in; this was because the invoices were late getting out due to the loss of 2 of the 3 assistants in the office. They have not been able to process all the credit cards yet but the checks have been processed. We are in the black, not the red and everything should be complete within the next 30-60 days. Jamey stated that if you haven't received an invoice, to go to the website and fill one out to turn in. This is especially a problem with overseas labs. Sharon asked if Jamey can update the financials and send them out when they are completed. Bill indicated that we did raise the cost and that should put us in a better position. We have approximately 120 labs. James asked if there were any additional large transition/set up expenses expected. Jamey said that there weren't; they have all been put in. Andy asked about the free labs and whether they stayed in the program after they ceased to be free. Jamey indicated that 50% decided to join. Frank Sikora said that if 0%, then it would be a problem; however, if 50%, we should keep doing it. Jamey stated that it was a small number, 3-5 labs. Keith said it was a good investment in the program. A motion was made by Keith Wegner to accept the Treasurer's report with a second by Brian White. The motion passed and the Treasurer's report was approved.

Old Business

Transition Team-Final Report – Frank/Transition Team

Lab Database Unification, Method Code Revisions, Website Revision Statistics, Reporting Units, Using Reports-Andy & Frank Cost Estimates Going Forward-Frank and Jamey

Potential Value Added Program Modifications – Bill

Marketing & Expansion of the Program-Expertise on Committee?

Bill Hall provided an overview of the transition. Frank Sikora, the leader of the transition team, provided an update presentation on the team's work (see presentation). From the summer 2015 future goals, two were added: the sample label modifications and the data availability/Excel file for control charts. The group discussed the centralization of the user database (one Excel file on shared server) and the

earlier shipment of samples. The goal is to ship the sample by the 1st of the previous month to be reported by the 14th of the next month. For example, ship April sample by March 1 which would be due April 14. Bob at Able Labs indicated they can accommodate this. Michael suggested putting reminders on volunteer supplier's calendars (Outlook). We would need to get contact emails to do this.

Developing marketing was also discussed. Frank has information on how to improve data submission for current labs. Currently, 80-90 labs report out of 120 labs. The plan would be to look at samples that had more reporting and also the number of labs participating from the information Andy prepared. Sharon asked if the number of analytes came into play. Andy only counts yes/no if at least one analyte is reported. A few labs are doing 15-20 analytes.

Several outreach possibilities were discussed including asking why some labs only submitted infrequently. The group discussed calling labs, perhaps regulatory to regulatory to explain usefulness. Sharon indicated this may be best coming from the chair/co-chair due to anonymity. Barbara asked if a letter would be less offensive. Rhonda presented the option of a general letter with numbers of labs not participating and asking for feedback. Should the letter only be sent to some labs? Andy suggested going the other way- explaining the benefit of doing samples/submitting results

Sample label modifications were also discussed. Andy pointed out that Molybdenum is to be ppm; however, we put it on labels as %. A disclaimer statement may be added to address unit reporting; such as "Check sample - analytical purposes only not labeling", etc. Codes for Sulfur were discussed. Rhonda's method codes specify form of sulfur being tested. Method codes could be added to label – Free S with 143.xx; Combined S with 145.xx. Sharon said it may help to highlight this. Frank said this really helped.

The Quick Reference Guide for Report Interpretation was reviewed. This is an all in one Excel file and Excel down loads are on webpage at bottom. These are cumulative so you can filter (see website). Frank showed how to filter out data. Audience asked if data is locked and can it be changed. Original data cannot be. There was a demo of the control chart template. Marty Campfield of Azomite Minerals asked if Magruder could be expanded to include Silicon which the group discussed.

Sample Supply Schedule 2016-2017 – Bill and Patty

Special Samples Discussion-Soluble Sample with Instructions and Unground Sample for Sample Prep and Controlled Release Testing

Providing Samples – Timing, SDS, Label and Shipping Issues for Sample Providers – Bill

International Opt In/Opt Out of Sample Shipments

Using Data to Verify Samples with Acceptable Non-Homogeneity – Andy

Can/Should We Market Magruder Samples as Certified Reference Materials? Bill and Andy

-Sample Retention Plan and Quantity to Produce

The sample/supply schedule for 2016/2017 was discussed and samples were identified. The information discussed will be compiled into the spreadsheet and sent out by Bill.

The topic of supplying samples was discussed. Sharon asked if there is a generic SDS to use for donated Magruder samples. Bill said he has made one but hasn't run it by legal yet. We should strive to get one for each product. An SDS is needed as these samples are going international.

We have received some customer feedback on the new program. A “Congratulations on the New Program” posting to the group was received.

Andy Crawford discussed data verifying samples with acceptable non-homogeneity (sample homogeneity testing). What is acceptable?

He presented “The Remarkable Case of Nitrogen Combustion” with a z-cut; if 3.0% RSD, then assume it’s ok for purposes. Discussed having some sort of alert that a sample may not be homogeneous. Sharon provided the details surrounding the 15-0-8 example and that it was unground. Andy was interested to hear this. Andy is using nitrogen as an indicator. Rhonda is more likely to see the difference in Potassium. James asked about next year’s line-up with not as many nitrogen guarantees. Looking at precise within lab and close between labs.

Questions for Andy included: Do you discuss what is considered an outlier? Answer- doing robust statistics to squeeze out outliers and knock out extremes (Mandel/Cochran). Also using ways to take out outliers – robust looks for the center. The change made in 2015 came to this approach. KY asked – if you detect non-homogeneity, is any sample withdrawn? Andy indicated that for corrective action, to take that one out. They had these in feed and chose not to report. If a big shift, don’t use. Also, could issue a statement about lack of homogeneity. Vicki used to do “Chair Comments” on website.

Sampling/Blending Study, Segregation and Sample Preparation Discussion – Bill Report on Methods Forum, Lab Video, IFA, ISO, ANSI & AOAC Initiatives - Bill

New Business

Newsletter Update – Sharon

Topics – Sharon has one but needs 3 articles. To branch out, may use a Doodle poll. One topic is an update to Magruder about methods work; where we started, where we are at now and next steps. There was a suggestion to provide an update on James’s method. Frank suggested a letter from chairman describing importance of data, submitting and getting numbers up. Also discussed was to identify or provide a tip of what is available such as Excel sheets/control charts. One could be highlighted in each newsletter.

Nominating Committee – Keith

Currently have 3 retirements. Keith presented the following slate of nominees to be advanced (balance of state and industry)

Lise-Anne Prescott – Canada

Dennis Sebastian – Thornton labs

Frank Sikora – Kentucky

Roster includes 4 classes of folks. Vacancy (Industry) – looking for marketing expertise

Keith made a motion to accept the slate of nominees to be advanced and Sharon seconded; motion passed.

Public Comment/Input/Issues - Guests

Committee Member's Comments and Issues – Members

Materials/Magruder Part B

Brian White – Proposed letter to current customers – regarding single element/parameter. Survey – Would you be more interested in program with a couple samples? How many do you need to do/year? For example, 2 nitrogen, etc. or 2 per quarter with different parameters or 4 products? This would be a separate program. Would they pay more? There would be no free year for this program. Don't want to dilute program so would have to require the regular program too.

Keith said that quarterly would help with accreditation. Bill asked Andy if he would do z-cut.

A working group was formed on this topic which included: Brian White (chair), Sharon Webb, Barbara James, Tim Fau, Bill Hall and Frank Sikora

Next Steps, Assignments and Agenda Items for Next Meeting – Bill/Group

Sharon Webb made a motion to adjourn that was seconded by Keith and approved.

Meeting adjourned at 5 pm.

Respectfully submitted,
Patty Lucas