

Draft Magruder Committee Meeting Minutes

Association of American Plant Food Control Officials Meeting

July 29, 2014 Sacramento, CA

9:30 AM-11:30 AM

Welcome, Introductions, Agenda Review and Approval-

Bill Hall, Chairman, called the meeting to order at 9:34 am. Ten committee members were present and two participated via conference call. Industry had 16 representatives with the control officials having 17 representatives. Total attendance was 33 (including two via conference call). Introductions were made. Bill provided an overview of the Magruder committee activities and responsibilities. The agenda was reviewed and no additions were made.

Approval of Last Meetings Minutes/Report-

The previous minutes from February 2014 were reviewed. Sharon Webb made a motion to accept the minutes. The motion was seconded by Brian White and the motion passed.

Treasurer's Report-

Jamie gave the treasurer's report (see report). Total equity is \$108,150.50 through June 30, 2014. See comments on second page regarding payment of the statistician and other expense details. With the exception of the expenditures mentioned in the comments, Magruder collected \$2,275.37 dollars over the expenses incurred. Jamie indicated that we probably should consider increasing membership or raising dues and asked the committee members to look at the numbers. Jamie said there are 107 paid labs and 7 free labs that we incurred expenses for.

Questions from group included:

Bill Hall asked if the labs that took advantage of the free first year later joined the program? Jamie said that about one-half of them joined the program. He indicated that we have been staying around 107-110 paying labs for the last several years. Sharon said we have 114 labs enrolled and asked if this number was up or down. Jamie said it is about the same. Sharon asked how many labs were international. Jamie said 30-35.

Jamie distributed a handout showing which labs are members in each state. He asked every member to look over their home state and see who is a member from that state. States were asked that if you know of other labs from your state, to contact them and see if they'd like to join. Bill asked if the \$108,150 is stable, or has it gone up or down over last five years? Jamie said when we started the year, we had around \$107-108 K. Two or three years ago, we broke the \$100K. Then, we've been stable. The book (page 310) shows our balance each year.

James asked if this list could be put on the website. The question was asked whether it would break confidentiality if the list was distributed. It was suggested that members could be asked if they would like to opt out before posting. It was decided that Jamie would send out an email to participants to see if they would be opposed to having their information on the website. A note could also be put in check samples when they go out. There were no other questions for the treasurer.

A motion was made by Sharon Webb to accept the treasurer's report with a second by Keith Wegner. The motion passed and the treasurer's report was approved.

Old Business

Updating Revision of Method Codes –

Rhonda Boles reported that she is modeling the structure of the proposed codes so sample preparation and detection are separate. This will provide additional information. For phosphorus, there are a number of different preps. For example, there are some using EDTA prep and others using older methods. In addition to sample prep, there are no other changes planned except expansion. Bill asked if there are other ideas from the committee. Sharon said that it would be a good idea to start including the international method codes as more international laboratories are participating. Rhonda asked whether she meant ISO or CEN? Sharon said yes; and it may need to be done in stages. It was stated that there is a need to start evaluating. Rhonda said that's a good idea and they may be able to associate with AOAC method (codes). Hugh asked Rhonda how the foreign labs are reporting. Can we ask them to send us a list of how they are reporting and have those listed for the time being and expand further? Rhonda will look into getting this information from James. Currently, she doesn't have this info. Bill indicated that we want to be as accommodating to international as possible. He asked if there were any other comments. Rhonda said they will look at general classes of analytes. For example, direct available. This is not too different from what we are doing now.

Ammonium Phosphate and High P2O5 Reference Materials-

Bill Hall said this will be taken up later when Harold is available. Harold is working with NIST to develop a reference material. Information may be available in the next months. Hugh said MAP Zn has been validated and Barbara was to supply MAP but there was a problem with grinding. This will be revised. Hugh hasn't heard anything concerning the NIST AP material but more statistics are in progress. Bill indicated that updates on this information could be put on the Magruder website.

Sampling Study and Segregation Discussion-

RFP Discussion of Data Entry, Statistical Analysis and Reporting-

Bill began the discussion after the break. He thanked Frank Sikora for leading this project. Bill gave a preface on this and indicated that he'd like to have a decision made today but that there is no requirement to do so. We have asked for RFP from 2 contractors; both have a third party for website portion. There are two different statisticians; the one currently doing it and the other is the one currently doing the AAFCO program (Andy and Bob). Bill asked if there are any questions before turning it over to Frank. He said it's a big decision and involves the Magruder committee's funds.

Frank Sikora went over the slides (see powerpoint).

First slide is a table showing one-time costs. The one-time cost for Andy and FASS is \$9,000 which is planned to be completed by January 2015. Bob's cost is \$20,000 and due in 5 years (Jan 2015). Bob plans to work with an Indian company for the development of website data entry and stat analysis.

The next slide shows the annual costs for the first five years with one-time costs prorated.

Current - \$4,956

Andy and FASS - \$14,486

Bob - \$10,156

Andy charges \$895 per sample, 14 samples per year

Bob charges \$500 per month

The next slide showed the fee increase to pay for computer upgrade (100 lab assumption)

Current - \$240

Andy and FASS - \$335

Bob - \$292

The next slide showed Magruder expenses. Pie charts showing distribution of expenses were reviewed. The biggest part of the expenses is the statistician, preparing and shipping of samples. A chart showing the annual lab fee analysis was discussed. This showed the costs with increases in the number of labs enrolled. With more labs, the annual fees would be lower. It resulted in a \$2 to \$3 reduction per lab. A comparison chart of the different proposals was shown. It contained web interface development, data hosting, web interface software, statistical software, report availability, reports, start date, other and annual lab fee. The details of each were presented.

Bill Hall prepared a decision matrix for the group to use.

Prior to the discussion on this, Vicki Siegel showed the AAFCO data reporting website. There is a link on the AAFCO website to the Check Sample Data Reporting website. She also gave some background information on Andy's background and statistical experience. She set up a test lab for demonstration purposes. Users can be set up from the website. The first page is the samples screen that shows active samples and archived samples. Data entry screens were displayed showing analytes, method code listings and day one and day two results. If you only have one result, you cannot submit but you can save. When results are submitted, a Sample Data Submission receipt is provided. There is also an alternative to upload an excel data entry template. The data reporting features were shown. Robust statistics are used and there are a number of report views that can be reviewed. Vicki also showed the User Admin tab where you can update your contact information, etc. She said that AAFCO rolled this out recently and has had no problems. The site is very reliable.

Questions asked included:

Bill asked a question. He said that at some point, AAFCO would have gone from paper to electronic reporting, right? He asked if they had any problems. Vicki said no, people really like the electronic format. She didn't have anyone who had any problems/questions. She said that there was an initial education period; she provided a screen shot user manual. Bill asked how many international vs. domestic there were. Vicki said they have 34% international participation (100 labs) for regular programs. Plus two other US programs. And a separate group who wanted every analyst to have their own input. Their needs have also been accommodated. Overall, they have a lot of participants.

James asked some questions about the reporting screen. Can you turn off some of the rows for certain periods? Answer: Specific rows can be defaulted out; it's easy to edit. Bill asked if they (AAFCO) sell reserve samples. AAFCO said they made \$6K last year. Bill indicated that Andy shared that there is an ability to use the program data for homogeneity purposes. Bill asked if it can be used as a reference material (AAFCO uses the term quality reference material?). They add a disclaimer for moisture and fat in some instances. This may not be needed for fertilizer. There is a big business in providing emergency PTs for labs to maintain their accreditation.

Bill discussed needing to be able to demonstrate added value if the program costs go up.

Vicki asked why we need to include the set-up costs to participants. Could you reinvest the previous profits and use money in bank to invest in program? People are going to like the new benefits (stats, IHP recognized protocol, reports, etc.) Also, could the paper report shipping costs be estimated in the savings? (Wade from TFI indicated the shipping costs are about \$4K per year).

Bill's thought is that he agrees with the investment idea; and would not raise the cost of the program until the participants see the benefits of the program.

Barbara James said that Vicki indicated there are multiple programs and asked if people are involved in one check sample program or the other? Vicki described the programs and said that some are only in one program or another. Also, there is a grant with FDA that is helping labs become accredited. A separate mycotoxin in feed matrices check sample has been included (expanded scope).

Jamie commented on Vicki's statement about keeping the money in check and said that previously, it was discussed and anticipated that the committee would need to pay for methods, lab videos, etc. in the future. Vicki said that you could use the data reporting website to collect collaborative study analysis results as well. This would be an investment in a resource that could be used for other purposes.

James said it may be a hard sell to get resources from others, but if TNI or AAPFCO, etc. could contribute, that would not be an issue for Andy or Bob.

James asked what happens if an error is made when entering the results. Vicki said it can be edited by the lab at any time if it is found out in time. Vicki can also accept the data manually if the data set hasn't been sent to Andy. Frank volunteered to do preliminary data review. A question was asked whether the system would accept a result if its >100%. It was tested and it did.

Bill asked if there were any additional comments/questions. Nancy said that she doesn't think we can hope to increase international participation unless we go to the IHP statistics. Hugh indicated that he is asked that from international labs.

Frank stated that additional questions were asked of the vendors that came out of the questions prepared on the conference call. Answers from Bob, Andy and FASS: See email documents from Frank for details.

Vicki indicated that they have shaved 10 days off of the reports being issued. Participants are pleased with the TAT. FASS will waive the web hosting fee.

Discussion:

The decision matrix was reviewed. Frank asked if we are ready to make a decision. Sharon thanked Frank and said that we are on a roll and should continue. It was asked who was attending via conference call. Teresa Grant and Rhonda Boles were on the phone. They were asked if they had any questions or comments. Teresa said she loves the program on the AAFCO side. Rhonda said they also use it for AAFCO and said she is in favor of that program.

Brian White read remarks from Harold Falls: He recommends we wait until further review and asks if this adds value to the program. He believes 25% of people do not pay attention to the data presented. Vicki said that she has been down this road and said that yes, there are some participants who won't use the additional information but there are many who do use it for a lot of critical uses. There are a number of folks who have found additional value in the data.

James asked if the system was used to mine the data and how easy is it? Vicki said this is frequently done and Andy is able to do these types of things. Sometimes he charges and sometimes he just does it for them. He is passionate about stats. Vicki indicated that they have set up a best practices group to breakout industry and states, etc. Bill indicated that we may need to get more labs involved; He said that Jean Bernius from Elementar offered to market Magruder for us. She said she does marketing for a living and has volunteered to formally market Magruder.

It was said that this may involve an increase in fees eventually. Bill asked if anyone has any final comments. A question was asked whether there was an increase in usage after going to new system. Vicki said people were happy .

Sharon made a motion that we move forward and go with Andy's proposal for the statistical evaluation of our data and Andy Randall seconded the motion.

Additional discussion included:

James asked if we would give a 6 month transition period. Bill said yes, there will need to be a dual system for a period of time, etc.

Nancy said that for the last 18 months, she has been working closely with Vicki and Andy. She is a strong reference for Andy's work (high quality; professionalism). Andy is a valuable committee member, he attends the meetings and he is a valuable resource to the committee for all kinds of statistical issues. Bill said that AAFCO had paid for him, correct? The answer was yes, in some instances but Andy has paid for part of his own way to come to the meetings. Keith asked if we would do a contract to support this and have we done a contract with others? Bill said we don't have a contract with Bob. He said we would need something with FASS. Perhaps we could have a MOU. Frank moved to have a contract. Bill said we will continue to pay Bob for some period of time. Vicki said they did dual systems for a whole year. But, indicated that we wouldn't need to do it for very long (to be decided in the future). It was discussed that we would need to come up with an implementation plan. James asked, do we need to include an administrator in this plan? Sharon recommended having Frank fill this role.

Sharon made an amendment to her proposal: To accept the Andy C/FASS proposal, to run both programs until the new program is fully functional and have Frank Sikora serve as the administrator. Andy Randall seconded the motion. There was a vote. All were in favor and the motion was unanimously approved.

Lab Training Video Update-

Wade Foster -Lab videos are on hold.

New Business

Report on Methods Forum, ISO, ANSI and AOAC Initiatives-

Bill Hall stated that there will be a methods forum in Jacksonville (February 2015). ISO is moving forward with a lot of initiatives. Three methods are moving through AOAC.

Nominating Committee-

Nothing to report

Public Comment/Input/Issues-

Nothing to report

Committee Member's Comments and Issues-

Bill Easterwood from YARA expressed his great respect for the Magruder committee. He indicated that the industry has noticed that with high nitrate samples and combustion analysis, there is some discrepancy in the amount of nitrogen obtained.

For all nitrate samples, must have sucrose in there. Various systems have seen differences.

A suggestion was made to have one Magruder sample with a high level of nitrate to make sure systems are working

Hugh said to ask YARA to supply us with one of their liquid CaNO₃ samples. Samples are chosen in February but there may be an opening.

Other topics:

Bill would like to talk about GHS

All Magruder samples will have to have a GHS compliant SDS as well as an SDS. Still will be an issue with providing a high nitrate sample.

New hazardous categorizations may be applicable that could affect future Magruder samples.

Bill Easterwood indicated the sample YARA would provide is not a high oxidizer.

Next Steps, Assignments and Agenda Items for Next Meeting-

Bill and the committee thanked Frank Sikora for all of his work on the RFP project.

Kerry Cooner made a motion to adjourn that was seconded by Brian White and approved.

Meeting adjourned at 12:04 pm.

Respectfully submitted,
Patty Lucas