

## **Draft Magruder Committee Meeting Minutes**

Association of American Plant Food Control Officials Meeting

August 5, 2016 Pittsburgh, PA

10:45 am-12:00 pm and 1:15 pm-3:20 pm

### **Welcome, Introductions, Agenda Review and Approval-Bill**

Bill Hall, Chairman, called the meeting to order. Eleven committee members were present. Industry had 16 representatives with the control officials having 14 representatives. Total attendance was 30. The agenda was reviewed and no additions were made. Sharon Webb made the motion to approve the agenda and Teresa Grant seconded – motion passed.

### **Presentation and Approval of Last Meetings Minutes-Patty**

The previous minutes from February 2016 were reviewed. James Bartos made a motion to approve the minutes and Sharon Webb seconded – motion passed.

Don Wolf from OR gave a presentation on Microbial Sampling. This was to be given during the Lab Services Committee meeting; however, he gave it early for travel schedule reasons. He stated that they looked at Bacillus, Pseudomonas and Trichoderma. The failure rate for Bacillus was 73%, for Pseudomonas 23% and for Trichoderma, 100%. Their efforts included reconnaissance and enforcement with a 15% IA. For a first violation, a notice is issued. For a second and subsequent, a civil penalty is issued. Hugh asked about whether a longevity statement was included. Don said yes, there is an expiration date. It's possible to extract 100% of spores but a factor is needed for approx. 80%. This may be a presentation to consider for the general session.

### **Presentation and Approval of Treasurer's Report-Jamey**

Jamey gave the treasurer's report (see report dated 7/24/2016). Total equity is \$67,649.90 through June 2016. Jamey said that he has had some challenges recently including 2-3 staff vacancies and the credit card company went out of business. There was a delay in sending out invoices due to a delay in processing and background report requirements. There are 39 paid up members for 2016 and expenses have gone up due to new statistician and travel fees. Bill asked what our status would be if everyone pays. Jamey said that at  $70 \times \$300 = \$21,000$ , we would be short \$30,000. James asked if these were one-time expenses and said that if major, they could go to the board. Jamey said that the original projection indicated it would take 2 years to break even. A motion was made by Hugh Rodrigues to accept the Treasurer's report with a second by Keith Wegner. The motion passed and the Treasurer's report was approved.

Bill asked what's in store for the next month or two. Jamey said that the invoices will go out and payments will be coming in. Overseas labs are more complicated. Currently there are 5 free labs.

### **Old Business**

#### **Lab Database Unification, Website Revisions and Sample Shipment Timing-Frank**

*Statistics, Reporting Units, Using Reports-Andy and Frank*

*Using Historical Data to Verify Samples with Acceptable Non-Homogeneity-Andy*

*Cost Estimates Going Forward-Frank and Jamey*

*Review Sample Supply Schedule 2016-2017-Bill and Patty*  
*Possible Addition of High Elemental S and Ca/Mg/SO4 Samples*  
*Sample Preparation review – Bill and Bob*  
*Summary and Comments Regarding Past Data (160511 and 105012...)-Bill and Andy*  
*Special Samples Discussion*  
*Unground Sample for Sample Prep and SR/CR Testing-Bill*  
*Potential Value Added Program Modifications -Bill*  
*Marketing and Expansion of Program-Expertise and Opportunities-TBD*  
*Can/Should We Market Magruder Samples As Certified Reference Materials?-Bill and Andy*  
*Sample Retention Plan, Sales and Quantity to Produce-Bill*  
*Sampling/Blending Study, Segregation and Sample Preparation Discussion-Bill*  
*Newsletter Update-Sharon*  
*Report on Methods Forum, IFA, ISO, ANSI and AOAC Initiatives-Bill*

Frank Sikora gave a Magruder status update. The number of labs reporting is at 75-80%. The shipping date range is 6-27 days with the goal being the first of each month. There are a total of ~120 labs (112 paid and 5-6 free).

Task list includes:

- Develop control chart program
- Develop unified client database
- Utilize rich database to evaluate methods (Andy-APA, Frank-S)
- Produce newsletters
- Develop marketing plan to grow program
- Poll clients to assess interest in materials program
- Update Magruder website
- Achieve ISO accreditation-we are not at this time but the feed group is going down that path (may be able to utilize AAFCO resources)

Unified client database

First water soluble material slide 25-5-25 - 150811 sent last year with no instruction; 160611 sent this year with instructions. Do we need a lab to use remaining 10 bags to come up with a better alternative for these types of samples? Hugh said to take large enough sample size and dissolve in 500 ml vol. Add few ml of 1:1 HCl.

Need to unify databases on clients (Jamie-Excel; Bob-Another; Frank-Data Reporting Website); would be good to have all this together in one database. Four separate databases currently exist. Goal is to combine to a single database by 2017.

Advantages would be to aid marketing (improved tracking of sample and client status, ISO, aid budget analysis and track invoices.

Database specs: MS Access, 2010 Operating W7 and above; drop box folder – program to reside in secured drop box folder, store multiple contact info (lab, billing, DRW access); Email invoice and overdue notices; invoice and track invoice sample sales; enter shipping tracking

James – Lab ID – who uses # and lab name

Andy gave a presentation on Z control charts along with a demonstration.

## **New Business**

*Methods Forum Proposal from Forum BOD-Bill*

*Nominating Committee-Keith*

*Public Comment/Input/Issues/New Topics-Guests*

*Committee Member's Comments and Issues-Members*

*Next steps, Assignments and Agenda Items for Next Meeting-Bill/Group*

Nancy Thieux gave an update on the AAFCO Check Sample ISO Accreditation

- Large gap is the management system
- Changing name from Check Sample Program to Proficiency Testing Program
- Vocab changes needed; have a part time paid QA Manager position

Discussion-

One possibility would be to make it one big program with numerous schemes (feed/fertilizer, etc.)

Costs? QAM/Internal audits/external audits; There are a lot of up front costs.

Who is the accrediting body? Solicited proposals (ANAB and A2LA) – going with ANAB

Bill asked how much value would it add for us to become ISO accredited? Can we go up \$100 or \$200 etc. Hugh said we could reach a wider (and international) program. He said South America is asking for ISO Accreditation and others. Bill asked is this something we should survey? Ask labs if they'd be willing to pay \$100 or \$200 more, etc. Need to put together a business plan. Andy asked "If you are accredited, are you required to participate in an accredited PT plan?" Answer: "No, but you have to justify why you aren't using it." Frank said it is a good idea to piggy back on feed program.

## **Nominating Committee – Keith**

Nominating committee report (by Keith Wegner). Sanford Siegel expressed interest in replacing the vacancy on committee. Keith made a motion to approve and Hugh seconded it. Motion approved.

We have another vacancy. Asked to submit names to Keith.

## **Method Forum Proposal from Forum Board of Directors:**

- Treasurer – pay (currently volunteer)
- Change in Bylaws of Magruder to account for this restructuring
- Forum group – look at bylaws; this would go under AAPFCO/Magruder umbrella
- Establish working group – IFA, ISO, ANSI, and AOAC Initiatives

James said that ideally you'd have one person to step forward but would be good to have a committee – good group effort. Look at forum structure/solicit topics.

James made a motion to move that the Methods Forum be put under Magruder as structure and Jamey

serve on it. Motion seconded by Barbara; Motion carried. Chair will work to get a group together to see how it will be done. Let Bill know if you want to be a part of it.

Bob Kiefer – Sample Prep (see presentation)  
Bob and Amy are on the committee.

Questions asked on sample prep presentation:

Michael asked how they handle liquid samples. Bob said that they use a 5 gallon jug with a stir system to prevent settling between samples (stir while dispensing). James asked about cleaning and how do you prevent carry over? Bob said they use a micropulverizer which is broken down and cleaned. The cups are stainless steel and they use a dishwasher (machine). Everything is cleaned out and they vacuum wipe the hopper. Problems they see include urea and KCl as they pick up water.

### **Newsletter Update – Sharon**

She indicated that we need to work on the newsletter. Let her know if you'd like to help.

Sample schedule – Bill asked if anyone has any problems with current schedule and if so, to let him know.

An unground sample had been proposed but we need more discussion before proceeding. It's important but we need to address issues first. Eventually, unground SR/CR samples will be needed. Old samples to be shipped to KY. Bob has been holding them until they are scheduled to be moved.

The sample schedule was reviewed:

- MAP+S will be switched with 2016-12 and 90S
- 90% S (Tiger 90)-Hugh will check with some folks on it.
- John Peterson will donate 50# S
- 2016-12 will change to 10-40-0 and have a separate product from John at 95%, etc.

It was proposed that one idea for the newsletter would be reporting Sulfur (liquid vs. solid)

Review of Total Sulfur: Data analysis – see presentation (Frank)

Andy discussed APA analysis results – see presentation

A motion to adjourn was made by Frank Sikora and seconded by Sharon Webb; Magruder adjourned at 3:20 pm.

Respectfully submitted,  
Patty Lucas