



Operations Manual

Table of Contents

THE STRUCTURE OF THE ASSOCIATION	5
BOARD OF DIRECTORS.....	5
COMMITTEES AND INVESTIGATORS (Article VIII)	5
ADMINISTRATIVE GROUP (Facilitator: First Term Director)	7
Audit Committee	7
By-Laws Committee	7
Industry-Regulatory Committee	7
Long Range Planning Committee.....	7
Membership Committee	7
COMMUNICATIONS GROUP (Facilitator: Second Term Director).....	8
Best Manufacturing Practices Committee.....	8
Education & Information Committee	8
LABORATORY GROUP (Facilitator: Third Term Director)	9
Laboratory Services Committee	9
Magruder Committee	9
Slow Release Fertilizer Committee	9
MODEL DOCUMENTS (Facilitator: President-Elect)	10
Environmental Affairs Committee	10
Terms and Definitions Committee.....	10
Uniform Bills Committee	10
Uniform Reports Committee	10
INVESTIGATORS.....	11
Anhydrous Ammonia (Communications Group)	11
E-Commerce (Administrative Group)	11
Fertilizer Administrators Seminar (Communications Group).....	11
Inspector Training Seminar (Communications Group).....	11
Investigational Allowances (Laboratory Group).....	11
New Legislation (Administrative Group)	11
Publications (Administrative Group)	11
TASK FORCES	11
Sampling Task Force (Communications Group).....	11
CONDUCTING ASSOCIATION BUSINESS	12
Board of Directors	12
Committee Operations (except for the Magruder Committee)	12
The Magruder Check Sample Committee	12
Guidelines for Committee Operations	13
Guidelines for Group Facilitators.....	13
AGENDA DRAFTING GUIDELINES	14
MEETING AGENDA TEMPLATE	15
REPORT TEMPLATE	16
Electronic and Conference Call Voting Policy	17
AAPFCO TRAVEL REIMBURSEMENT POLICY	18
AAPFCO TRAVEL REQUEST	19

(Table of Contents, Continued)

ANNUAL WINTER/SUMMER MEETING SCHOLARSHIP CRITERIA	20
Annual Winter/Summer Meeting Scholarship Application Form	21
Documents available from AAPFCO.....	22
The Official Publication	22
UFTRS Software	22
Web Page	22
Inspection Manuals and Inspector Videos	22
Laboratory Sample Preparation Manual.....	22

INTRODUCTION

The Association of American Plant Food Control Officials traces its roots to 1869 when Massachusetts enacted the first fertilizer control law in the U.S. By 1947 all but one of the 48 states had legislated laws to regulate the distribution and use of fertilizer products.

Many of these original fertilizer laws were narrow in scope and non-uniform causing confusion and resulting in chaos for producers marketing products in more than one state. These laws also failed to provide regulatory authority over labeling or inspection of products to prevent misbranding and adulteration. Over the years it became apparent that the need for uniformity in enforcement would be advantageous both to consumer and industry.

The first attempt to provide uniformity in fertilizer laws was initiated by the Association of Official Agricultural Chemists (AOAC), many of whose members were charged with regulating fertilizer products within their own states. These individuals were agricultural chemists who found vast differences in state laws and in the reliability of laboratory methods. One of the original objectives of the AOAC was to "secure as far as possible uniformity of legislation." These differences caused general discussion among chemists to find ways to organize for the purpose of developing and promoting uniform state fertilizer legislation. In October 1946, following that year's AOAC meeting, the Association of American Fertilizer Control Officials was organized. In 1965, the Association became the Association of American Plant Food Control Officials (AAPFCO) to avoid confusion of its name and acronym with the Association of American Feed Control Officials.

Active membership is open to each state, territory, dominion, province, federal or governmental entity on the North American Continent, Hawaii and Puerto Rico charged by law with enforcing laws relating to the control of sale and distribution, and examination of mixed fertilizers and fertilizer materials. The Association committee structure includes industry representation referred to as "Industry Liaisons". Industry liaison members are appointed by the president to committees and task forces, participate in committee discussions, serve as members of task forces and as advisors on special problems, but are not voting members of AAPFCO. The Official Publication of AAPFCO describes the Association's by-laws, policies and officially adopted documents.

AAPFCO is governed by a Board of Directors made up of the President, President-elect, three Directors, Secretary, Treasurer and Past President which meets three times each year. The Board handles the day to day activities of the Association, and recommends to the membership appropriate actions based on the proposals developed by Association committees.

THE STRUCTURE OF THE ASSOCIATION

BOARD OF DIRECTORS

The Board of Directors officers, constitution and general operating procedures are described in Articles V and VI of the Association's by-laws.

During the year the Board handles the day-to-day business of the Association. The Board meets regularly at the annual meeting held each August, the Association's administrator seminar in October, and at a mid-year meeting usually held in February to consider issues of Association business. The current policy for the Board is to consider recommendations to change officially adopted documents only at the midyear meeting; however, the Board may consider such a proposal at the annual meeting if the change warrants. Proposals to change the Association's Officially Adopted Documents are presented to the Association membership for action at the Association's annual meeting.

Except for the Secretary and Treasurer, membership on the Board of Directors begins with an election by the Association of a member to a Director position. Although subject to election annually, Directors are usually re-elected and serve for three years at which time the senior Director is nominated for the position of President-Elect. The Secretary and Treasurer positions are usually held long-term.

COMMITTEES AND INVESTIGATORS (Article VIII)

Committees perform the basic work of the Association. Committee membership includes control officials and industry representation referred to as industry liaison. Changes to or recommendations to change officially adopted documents are discussed among committee members. Opinions may be solicited from others who have an interest in the subject since the committee meetings are open to all.

Committees recommend actions to the Board of Directors at the mid-year and annual meeting. If the Board feels that a suggested change warrants more research by the submitting committee or needs to be looked at by another committee, it can recommend to the membership that the proposal be returned to the committee or passed on to another committee for review and comment. The Board then decides to accept or reject the committee proposal. If accepted, the Board recommends actions to the general membership for a vote. Voting on issues generally occurs at the business meeting held at the annual meeting in August. If the membership accepts the changes, these changes remain "tentative" for one year. The Association and/or its individual members study and discuss the proposal and the following year the Board reviews those articles in "tentative" status and recommends to the Association whether to elevate them to "official" status or to allow them to remain "tentative."

The committees have been structured into one of four groups to ease in the committee meeting flow for the Association during the mid-year and annual meetings.

The groups include: Administrative, Communications, Laboratory, and Model Documents.

While there are presently 14 standing committees, only one – the nominating committee – is permanently established by the by-laws. The other committees serve at the pleasure of the President. These thirteen standing committees are made up of state regulators and industry liaisons. In addition, five activities are handled by individual investigators. All committee meetings are open to all interested persons as well as “official” members. A meeting of members may be called and only open to members when appropriate.

ADMINISTRATIVE GROUP (Facilitator: First Term Director)

AUDIT COMMITTEE

Purpose: Oversight of financial reporting and disclosure of the association.

BY-LAWS COMMITTEE

Purpose: To review the by-laws as they relate to the Association's operational needs in carrying out its purpose statement and to ensure they are current.

INDUSTRY-REGULATORY COUNCIL

Purpose: To provide forums for the exchange of ideas and information between the industry and regulatory communities to ensure that issues affecting both communities are fairly heard and the positions understood. The Council usually prepares the program for the annual meeting.

LONG RANGE PLANNING COMMITTEE

Purpose: To develop and update a five-year plan keeping the Association aware of industry and regulatory trends and promote AAPFCO as the national and international regulatory authority for fertilizer and related products.

MEMBERSHIP COMMITTEE

Purpose: To recommend policies, procedures, and strategies for enhancing the membership in AAPFCO both numerically and qualitatively, assuring a growing and vital membership organization; and to honor deserving Fertilizer Control Officials who have retired or are no longer involved in any capacity with the regulation, manufacturing, distribution and/or sale of fertilizers and recommend nominees for Life Membership, Certificate of Appreciation and D.S. Coltrane Awards to the Board of Directors.

COMMUNICATIONS GROUP (Facilitator: Second Term Director)

BEST MANUFACTURING PRACTICES COMMITTEE

Purpose: To promote and make available to the manufacturers of commercial fertilizer, especially blenders, the current knowledge related to good manufacturing practices in order to insure that the consumers receive a quality product which meets the agronomic needs and value.

EDUCATION & INFORMATION COMMITTEE

Purpose: To promote the safe and effective use of fertilizers while protecting the environment, by communicating information and developing educational materials for public and private sectors; and to promote the role of AAPFCO as a source of uniformity in regulations, labels and definitions.

LABORATORY GROUP (Facilitator: Third Term Director)

LABORATORY SERVICES COMMITTEE

Purpose: To develop standard methods and a quality assurance/quality control manual for use by fertilizer regulatory laboratories.

MAGRUDER COMMITTEE

Purpose: To provide laboratory quality control information to all laboratories engaged in the analysis of fertilizers and materials intended for use in fertilizer products by providing a check sample program, which will encourage and sponsor the adoption by participating laboratories of the most reliable analytical methods and techniques and promote good laboratory practices.

SLOW RELEASE FERTILIZER COMMITTEE

Purpose: Provide support for slow release and stabilized fertilizers in the areas of 1) defining and labeling, 2) reviewing technologies, 3) evaluating analytical methodologies for determining product properties, 4) supporting the evolution of the policy statement on Slow Release and Stabilized Fertilizers, and 5) assisting with the enforcement Rules and Regulations

MODEL DOCUMENTS (Facilitator: President Elect)

ENVIRONMENTAL AFFAIRS COMMITTEE

By-Products Subcommittee

Purpose: Maintain membership awareness of by-products and recycled materials proposed for use as fertilizers, soil amendments, or conditioners, and the environmental concerns associated with them. Develop and recommend guidelines that address the major concerns about by-products and recycled materials proposed for use.

Nutrient Management Subcommittee

Purpose: To inform the AAPFCO membership about state and national legislation on nutrient management and to draft and update a model bill and rules that will guide agencies in developing nutrient management legislation.

TERMS AND DEFINITIONS COMMITTEE

Purpose: To promote uniform labeling of fertilizers through uniform interpretations of all of AAPFCO officially adopted documents; and to maintain and define AAPFCO's official terms and definitions as needed.

UNIFORM BILLS COMMITTEE

Purpose: To recommend revisions in the AAPFCO Model Bills as necessary to ensure uniform models of legislation.

UNIFORM REPORTS COMMITTEE

Purpose: To promote uniformity among states who register fertilizer commodities, issue fertilizer licenses and report fertilizer tonnage sales by improving the ease of the registration and licensing process between regulatory agencies and the fertilizer industry; ensuring the accuracy of the national fertilizer consumption database that will provide a statistical report summarizing fertilizers consumed in the US; increasing the ease of reporting for fertilizer dealers, manufacturers and licensees and serving as a liaison between dealers, manufacturers and state regulatory offices in reporting fertilizer tonnage.

INVESTIGATORS

The investigator positions are usually filled by one individual, as the work required does not warrant a full committee.

Anhydrous Ammonia (Communications Group)

Purpose: To keep the association abreast of new Anhydrous Ammonia regulations

E-Commerce (Administrative Group)

Purpose: To keep the association abreast of internet regulations on the sale of fertilizers

Fertilizer Administrators Seminar (Communications Group)

Purpose: To organize the Annual Fertilizer Administrators Seminar

Inspector Training Seminar (Communications Group)

Purpose: To organize with sister organizations the Basic Inspector Training Seminar (BITS)

Investigational Allowances (Laboratory Group)

Purpose: To review and update as necessary AAPFCO's investigational allowances.

New Legislation (Administrative Group)

Purpose: To keep the Association aware of new legislation proposed and enacted by member agencies and to promote the adoption of AAPFCO's uniform legislation standards.

Publications (Administrative Group)

Purpose: To survey Association members for the types and frequencies of the publications produced, their methods of publication and the general distribution of their reports.

TASK FORCES

Task Forces are formed when issues of importance to the industry and the regulatory community arise that need to be researched. They are formed at the direction of the Board of Directors and members are appointed by the President. They are usually temporary in nature and are composed of both regulatory officials and industry liaisons. Currently the Association has one task force. When the work of the task force is completed it is disbanded; however, there may be times when a task force is continued as a new standing committee. The present task force is:

Sampling Task Force (Communication Group)

Appointed in August of 1996 to develop appropriate methods for representative sampling of fertilizer products. Recently, the task force has studied the sampling of mini-bags and multi-compartmented trailers (Killebrews).

CONDUCTING ASSOCIATION BUSINESS

Board of Directors

The Board of Directors must consider any proposed new legislation, regulatory principle, definition, amendment(s) to existing legislation recommendations of committees or members **before** being presented to the membership along with its recommendation for action (Article IX). However, **all** proposals shall be submitted to the membership regardless of the Board's opinion. Generally, the majority of the Board's business is conducted at the semi-annual meeting and its recommendations made at the annual meeting.

Committee Operations (except for the Magruder Committee)

The President appoints the Committee Chairs (Article VIII, Section 2). With the advice of the Chair, the President invites members of the Association to serve. With the advice of the Chair and appropriate industry recommendations, he/she appoints industry liaison members.

Committee Chairs should provide the Secretary and Committee members an agenda 60 days before the semi-annual meeting and 90 before the annual meeting. Recommendations for changes to officially adopted documents should be provided by the Committee Chair to the Board at its semi-annual meeting and to the Secretary as an electronic file as soon as possible after the close of the meeting.

Chairs should conduct business with due regard for Robert's Rules of Order without allowing protocol to get in the way of business. A practical approach is to ensure that recommendations to the Board be formulated as a motion, seconded, additional discussion as necessary and a vote.

While their opinions must be sought and carefully considered, liaisons do not vote on Committee recommendations for proposed new legislation, regulatory principles, definitions or amendments to them. The Chair must, however, note liaison objections to given recommendations in the Committee report. Liaisons do vote on task force recommendations.

The Committee quorum does not include liaisons.

The Magruder Check Sample Committee

The Magruder Check Sample Committee is not specifically a part of AAPFCO, but originated through industry efforts. The committee has its own by-laws, is self-perpetuating, and elects its own members and officers. It then recommends to the Association president that the members be appointed. The President appoints the members to the Magruder Committee based on the recommendation of the Magruder Committee. All members vote on matters before the Committee.

Guidelines for Committee Operations

1. With committee input, Chair drafts an Agenda.
2. A specific time allotment is assigned to each agenda item.
3. Agenda items are listed in priority order.
4. Suggest labeling items as either an *Information*, *Discussion* or *Action* item, so committee and audience know which items are potential voting issues.
5. Committee members view and approve agenda by email prior to meeting, with recommended input from industry liaisons.
6. Committee chair should put a deadline for response to agenda from committee members.
7. Agenda must be sent to group Facilitator and AAPFCO Secretary 60 days prior to meeting.
8. Time allocation for Report Only events must also be sent to Facilitator and AAPFCO Secretary 60 days prior to meeting.
9. Chair assigns someone to capture detailed minutes for their committee meeting.
10. Suggest that Chair assigns someone to work laptop (i.e. capture changes to working documents), if necessary.
11. Should time expire before completing an agenda item, committee should decide to move continued discussion to next meeting or take action on existing information.
12. Suggest key stakeholders be added to working group that will resolve protracted issues and present to full committee at next meeting.
13. At the end of the agenda, some items should be reserved for introducing any new agenda items or for continued discussion of any previously unresolved agenda items, if possible.
14. The Chair or their designee will prepare a report for the Facilitator to present at the joint AAPFCO/TFI meeting.

Guidelines for Group Facilitators

1. To ensure continuity and source of facilitators, the following schedule is recommended:
 - Administrative Group: *First Term Director*
 - Communications Group: *Second Term Director*
 - Model Documents Group: *President-Elect*
 - Laboratory Group: *Third Term Director*
2. Group facilitator reviews proposed agenda with chair.
3. Coordinates agendas for group meeting.
4. Works with meeting planners and chairs to determine equipment needs, room size, time allotment, etc.
5. Assists chair with coordination of activities, including time-keeping, determining audience speaking order, keeping on schedule, appropriate action for disputed items, etc.
6. As allocated time approaches limit, group facilitator provides a warning to chair and committee members to wrap up discussion.
7. If facilitator is a chair of one of the group committees, then the facilitator assigns a temporary facilitator during committee meeting (e.g. Vice-Chair).
8. Gives group report to executive board and at the joint AAPFCO/TFI meeting.

AGENDA DRAFTING GUIDELINES

The following guidelines may be considered in preparing an agenda. The amount of detail appropriate in the written agenda, as well as the degree of flexibility will depend on the situation and the participants.

Define meeting objectives

Common objectives include:

- Exchanging information about interests or needs
- Defining the scope of the problem to be addressed
- Providing input or recommendations to decision-makers
- Generation of goals
- Generation of possible solutions for later refinement
- Prioritizing or selecting options
- Making decisions or recommendations

Example of objectives:

- To identify all available options for addressing the financial impacts
- To prioritize the available options

Define the products the meeting should generate

Note that products are not necessarily identical to objectives. For the example above, priority could mean any of the following: all options listed in descending order of acceptability; a list of "top five" priorities, all more or less receiving equal support from the participants; or a single "highest priority" option to be explored further.

Identify the order to address the objectives/products, if one exists

For the example above, the list of options obviously must be generated before it can be prioritized. In addition, ancillary steps may be necessary: consolidating similar options, checking to ensure that parties understand which each option implies, etc.

In addition, it is important to remember purely logistical aspects of the order in which items are addressed. If the options have been generated in small groups on easel paper for example, the easels may have to be brought together on one side of the room for easier viewing, or the lists recopied and consolidated.

Identify appropriate techniques for generating each product

In the example above, the options may be generated using brainstorming, or nominal group technique.

Consider how participants can best organize to use techniques

Are small groups desirable to allow greater involvement in the discussion or to more efficiently perform certain tasks? Should individuals be given specific assignments?

Estimate the amount of time necessary for each technique, as well as for breaks and meals, and draft the agenda accordingly.

MEETING AGENDA TEMPLATE

Association of American Plant Food Control Officials

(Committee Name) (Date of Meeting)

(Address of Meeting, City and State)

All Agenda Times—including Public Comment and Adjournment—Are Subject to Change

Meeting Objectives

- To Approve Regular Procedural Topics (Agenda, Report, Meeting Schedule, and Workplan)
- Objective 1
- Objective 2 (etc)
- To Consider Public Comment
- To Consider Committee Member Comments and Issues
- To Identify Needed Next Steps, Assignments, and Agenda Items For Next Meeting

Meeting Agenda

8:00	Welcome and Introductions	(Chair)
8:05	Agenda Review and Approval	(Chair)
8:10	Approval of Last Meeting Minutes/Report	(Chair)
(0:00)	Reports	(Presenter)
(0:00)	Discussion Agenda Items	(Presenter)
<i>(0:00)</i>	<i>Break</i>	
(0:00)	Discussion Items—Continued	(Presenter)
<i>(0:00)</i>	<i>Lunch</i>	
(0:00)	Discussion Items—Continued	(Presenter)
(0:00)	Public Comment	(Chair)
(0:00)	Committee Member’s Comments and Issues	(Chair)
(0:00)	Next Steps, Assignments and Agenda Items for Next Meeting	(Chair)
<i>(0:00)</i>	<i>Adjourn</i>	

Contact Information:

Future Meeting Dates:

Committee Members:

REPORT TEMPLATE

Association of American Plant Food Control Officials

Name of Committee

Date of meeting

Location of meeting

Members Present

Committee Objectives

List meeting objectives

Agenda Review and Approval

Indicate approval of agenda, the vote, and any approved amendments.

Meeting Minutes Review and Approval

Indicate approval of minutes, the vote, and any approved revisions or additions.

Overview

Brief summary of key actions from the committee.

Committee Actions

Identify each motion, any approved amendments, and the vote. Indicate if the motion was approved as presented or as amended. If as amended, list amendment(s).

Motion:

Provide action taken by the committee including the vote.

Amendments:

List any approved amendments to the previous motion.

Final Action on a Package of Recommendations

Provide motion and action taken by the committee.

Requested Action of the Association and/or Board

Describe any action the committee is seeking from the Association or Board, including the specific motion(s).

Next Steps

Describe any needed and identified next steps, including agenda items for the next meeting. Include date and location for next meeting.

Electronic and Conference Call Voting Policy

- **Conference Call Voting**
 - Only the Chair or Vice-Chair may be in charge of the meeting
 - If this is a working group, the Chair or Vice-Chair may not be in attendance and are not mandatory
 - Need to give the entire committee (members and industry liaisons) a 10 business day warning that the committee is meeting and will take official action (voting)
 - Same Roberts Rules apply
 - Only members can vote, no industry liaisons
 - A motion and a second must be made before any discussion
 - Before any motions, seconds, comments or friendly amendments can be made the speaker must identify themselves
 - Make sure each voting member is recognized before voting
 - Chair will need someone to take notes of the person voting and how they voted
 - Before a committee member makes a motion they will have to identify themselves
 - Take official vote, 75% or greater, motion passes
 - Committee meeting minutes shall be forwarded to the AAPFCO Secretary for official posting in the Official Publication
 - Chair shall ask each member for their vote

- **Electronic Voting (E-mail)**
 - Although a meeting held via email would be very difficult, a vote on an action item is feasible
 - A motion can be made by any committee member
 - Only the Chair or Vice-Chair may be in charge of the voting
 - If this is a working group, the Chair or Vice-Chair may not be in attendance and are not mandatory
 - Must alert committee members and industry liaisons a minimum of 10 business days that this is official business and a vote will be taken
 - Item to be voted should be presented
 - Roberts Rules applies
 - A motion and a second must be made before any discussion
 - Only members can vote, no industry liaisons
 - Instruct the committee for replies to any action, friendly amendments or discussion that the “reply all button” must be used for all to read
 - Must give deadlines for each action
 - After motion is made give group 3 business days to second
 - If no second is made, the person that made the motion should check with the Chair for any further action
 - After second, open for discussion and friendly amendments
 - 3 business days
 - Once discussion and friendly amendments have been made to the motion, the Chair shall present the corrected motion to the committee members for vote
 - 3 business days
 - Take official vote, 75% or greater, motion passes
 - Committee meeting minutes shall be forwarded to the AAPFCO Secretary for official posting in the Official Publication

AAPFCO TRAVEL REIMBURSEMENT POLICY

All travel expenses must be projected and approved by the president and secretary. The president may consult with the Board in circumstances when it is necessary or advisable. Each request must show the benefit to the AAPFCO organization. If granted, the traveler will minimize expenses occurred.

When a committee member is requested by the Board, committee chair, or inviting organization to attend and represent the AAPFCO body, travel can be fully reimbursed if approved.

Committee chairs, investigators or Board members unable to travel to AAPFCO Midyear or Annual meetings can request approval for partial funding, not to exceed \$750.00.

Control officials should not request travel reimbursement from AAPFCO unless their agency will provide partial funds for their travel.

The request must be submitted to the president no later than 30 days prior to travel on the AAPFCO Travel Request Form.

The president or their designee must respond to the travel request within 7 days after receipt and send a copy to the person requesting approval. A copy of the document must be placed in the president's file for future reference.

Allowable Expenses

- Air fare should be the lowest cost available. A receipt is required.
- Auto travel will be reimbursed at the current federal rate. The claim will show mileage between all points of travel and include total mileage claimed. Request to drive versus fly requires a cost comparison including total mileage of the trip versus lowest air fare *plus* mileage to and from airport *plus* airport parking. The mileage reimbursement cannot exceed the best available airfare and associated costs.
- Cost for lodging will be reimbursed. A receipt is required.
- Registration fees will be reimbursed as charged. A receipt is required.
- Costs for ground transportation will be reimbursed from airport to hotel and return. Costs for ground transportation will also be reimbursed to and from hotel to place of business. Receipts are required.
- Food will be reimbursed on actual cost, not to exceed the federal per diem rate. An itemized receipt is required.
- Miscellaneous cost may be reimbursed if an itemized receipt and written justification for the cost incurred are submitted.

Travel Cancellation

If an emergency occurs and travel must be canceled or changed, the president or secretary must be contacted as soon as possible. An emergency includes illness or death of the traveler or immediate family member. Any other reason for canceling travel must be submitted in writing to the president or secretary for their approval.

Any nonrefundable expenses incurred due to an approved cancelled travel event will be reviewed by the president or secretary and reimbursed at their discretion.

AAPFCO TRAVEL REQUEST

Name: _____ AAPFCO Position: _____
 Agency: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ E-mail: _____
 Dates of Travel: _____ Traveling to: _____
 Purpose of Travel?: _____

Estimated Expenses

Transportation:

Air Fare:	\$ _____
Vehicle: _____ miles at \$ _____ per mile	\$ _____
Ground Transportation: (taxi, shuttle, etc.).....	\$ _____
Parking: (airport, hotel, etc.).....	\$ _____
Lodging: Cost/night: \$ _____ at _____ nights	\$ _____
Meals: Cost/day* \$ _____ at _____ days	\$ _____
<i>*not per diem, actual cost of meals</i>	
Registration fees	\$ _____
Miscellaneous (provide description and cost)	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL ESTIMATED EXPENSES	\$ _____
Advancement Requested () Yes () No	\$ _____

Signature of Requester _____ Date: _____

Recommendation/Approval

AAPFCO President _____ Date: _____

AAPFCO Secretary _____ Date: _____

1. After travel is approved by AAPFCO President, a TRAVEL ADVANCE may be requested to cover costs of items which must be paid in advance, such as airline tickets, hotel deposits, registration fees, etc.
2. If travel costs are greater than 110% of estimate, submit revised estimate to AAPFCO President for approval.
3. After travel is completed, submit supporting documents and final expense report to Treasurer for reimbursement.

AAPFCO STATE REGULATORY CONTROL OFFICIALS ANNUAL WINTER/SUMMER MEETING SCHOLARSHIP CRITERIA

The Association of American Plant Food Control Officials (AAPFCO) is pleased to announce the availability of partial scholarships to assist *STATE REGULATORY CONTROL OFFICIALS* with the costs associated with attending and participating in the annual winter or summer meeting(s). The limited number of scholarships, up to \$750 each, will be made available by the AAPFCO Board of Directors to encourage control officials to attend and participate in AAPFCO meetings and to assist states that cannot financially support out of state travel. Applicants are selected on the criteria listed below.

1. **First-time AAPFCO meeting attendee** - Special consideration will be given to first-time attendees to help expose new control officials to the benefits of participation in the AAPFCO organization.
2. **Ability and willingness to serve on committees (long-term attendee)** - Commitment to active participation, especially in a leadership role, will weigh heavily in consideration of a scholarship request.
3. **State funding need** - Control officials from states encountering budget constraints and travel restrictions prohibiting attendance at the AAPFCO meetings may be considered for scholarship assistance.
4. **Applicant's proximity to meeting location** - Those who might incur excessive travel costs may be considered for a scholarship.

**AAPFCO STATE REGULATORY CONTROL OFFICIALS ANNUAL
WINTER/SUMMER SCHOLARSHIP APPLICATION**

Please check one: Annual Winter Annual Summer

Date Submitted: _____

Name and Position: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Fax #: _____

Email Address: _____

Years involved in fertilizer regulation work: _____

Current position and brief description of your fertilizer related duties (e.g. label review, administration, laboratory supervision, field inspector, etc.)

Have you attended an annual winter or summer meeting in the past? YES NO
If yes, when? _____

Would you consider being on one or more AAPFCO Committees? YES NO
If yes, please indicate which committee(s) you would be interested in: _____

Will your state provide partial funding for this meeting? YES NO
How much funding do you need from the AAPFCO Scholarship Funds to attend? _____

ATTENTION: This form MUST be submitted 60 days prior to the start of the meeting.

Return to: Jamey Johnson, AAPFCO Treasurer
Arkansas State Plant Board
Division of Feed & Fertilizer
No. 1 Natural Resources Drive
Little Rock, AR 72205
Phone: 501-225-1598
Fax: 501-219-1746
E-mail: jamey.johnson@aspb.ar.gov

Documents Available from AAPFCO

The Official Publication

See www.aapfco.org for the order forms, Official Publication, other AAPFCO documents and videos, or contact the Treasurer directly:

Jamey Johnson, Director
Arkansas State Plant Board
Division of Feed & Fertilizer
No. 1 Natural Resources Drive
Little Rock, AR 72205
Phone: 501-225-1598
Fax: 501-219-1746
E-mail: jamey.johnson@aspb.ar.gov

UFTRS Software

UFTRS information and software for tonnage reporting may be obtained from: Joseph V. Slater
Fertilizer./Ag Lime Control Service University of Missouri-Columbia Columbia, MO 65211-8080
Phone: 573-882-0007
Fax: 573-882-4543
E-mail: slaterj@missouri.edu

Web Page

Maintained by Melinda Walsh, AAPFCO
Please send comments to: walshm@purdue.edu

Inspection Manuals and Inspector Videos

The seminars committee encourages each state to provide a copy of the AAPFCO Inspection Manual for each of their fertilizer inspectors and to have at least one copy of the AAPFCO Inspection Video in their office. Manuals are \$25 each. The Inspection Video was professionally made by the production facilities of CF Industries in cooperation with TFI and AAPFCO's Inspection and Sampling Subcommittee of the Seminars Committee. The Inspection Video is \$15.

Laboratory Sample Preparation Manual

The Laboratory Services Committee has produced this manual on sampling for the laboratory. The cost is \$20.

Prepared by

Education & Information Committee (2003)

BOD Update (2012, Rev. 2013)