

1 Rookie's guide to AAPFCO meetings

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3 **What is AAPFCO?**

4 The Association of American Plant Food Control Officials is open to each state, territory,  
5 dominion, province, federal or governmental entity on the North American Continent, Hawaii  
6 and Puerto Rico charged by law with enforcing laws relating to the control of, sale & distribution  
7 and examination of mixed fertilizers and fertilizer materials.

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9 **Why AAPFCO?**

10 Each state agency's program is different yet each is similar. That is why we are here, to become  
11 more consistent in the individual state regulations for the public, consumer, and industry. There  
12 is not a federal agency that oversees the fertilizer industry. The feed industry has FDA and the  
13 pesticide group has EPA.

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16 **The Goals of AAPFCO are to:**

- 17 • Provide uniform fertilizer regulation to help the fertilizer industry more easily comply  
18 with each state  
19 • Protect consumers  
20 • Promote environmental stewardship [HOW]

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22 **The Purpose of AAPFCO is to:**

- 23 • Promote Uniform Legislation  
24 • Encourage adoption of Official Analytical Methods  
25 • Develop High Standards of Fert Inspection  
26 • Promote Adequate Labeling of Fertilizers  
27 • Provide facilities for Free Exchange of Info  
28 • Cooperate to promote usefulness  
29 • Adopt new plant food terms and definitions

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31 **Who AAPFCO is:**

- 32 • Plant Food regulatory agencies from the US, Puerto Rico & Canada  
33 • Industry Liaisons; Non-voting members

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35 **Leadership:**

36 Board membership is a 6 year commitment

- 37 • 3 Directors  
38 • President Elect  
39 • President  
40 • Immediate-Past President  
41 • Secretary – long term board member  
42 • Treasurer – long term board member

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44 **Meetings:**

45 AAPFCO holds 3 meetings every year:

- 46 • Summer Annual = End of July or early August;

- 1           ○ Generally in conjunction with the Feed Control Official meeting. AAFCO
- 2       • Winter Annual = Mid February
- 3           ○ Immediately following the Winter Annual there is a Methods Forum
- 4           conference for state control lab officials and industry lab members
- 5       • AAPFCO Seminar for control officials in the fall
- 6           ○ Seminar focuses on training and learning to understand each state's laws and
- 7           why there are in place. Identifying and understanding the differences is a
- 8           driver for uniformity.
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10 Purpose of the business meetings is for the committees to work transparently and develop  
11 working relationships and documents to move through the association for review and  
12 consideration of adoption.

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14 Most committee meetings are open to the all that attend the meeting. The committee members  
15 sit up front, generally around a U shaped table while others attending sit throughout the room.  
16 Discussion is controlled by the chair and facilitator with comments first coming from the  
17 committee members then from the audience.

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19 A very important supplemental benefit is the networking opportunities, connecting with Control  
20 Officials and liaisons which makes it easier to reach out to when questions/problems arise.  
21 (Huge benefit for people new to this position!)

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23 If you plan to attend a meeting you should also consider bringing

- 24       • Official Publication
- 25           ○ If you don't have one some will be for sale at the meeting
- 26           ○ Please see [www.AAPFCO.org](http://www.AAPFCO.org) for information on how to order the OP
- 27       •
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29 The Committee Groups are: Model Documents, Laboratory, Communication & Administrative:

- 30       • **Model Documents**
- 31           ○ Model Documents
- 32           ○ Terms & Definitions
- 33           ○ Uniform Reports
- 34           ○ Environmental Affairs
- 35           ○ Uniform Bills [WHAT IS THIS]
- 36               ▪ Ag Liming Materials, Ammonia, Chemigation, Labeling, Soil
- 37               Amendments
- 38       • **Laboratory**
- 39           ○ Magruder
- 40           ○ Slow Release Fertilizer
- 41           ○ Laboratory Services
- 42       • **Communications**
- 43           ○ Best Management Practices (BMPs)
- 44               ▪ Plant Security Subcommittee
- 45           ○ Education & Information
- 46       • **Administrative**

- 1           ○ Industry Regulatory Council
- 2           ○ Bylaws
- 3           ○ Membership
- 4           ▪ Life membership and memorials
- 5           ○ Long Range Planning
- 6           ○ Investigators
- 7           ▪ Investigational Allowances, New Legislation, E-Commerce, Fertilizer
- 8           Administrator's Seminar, Publications, Anhydrous Ammonia, Web Page
- 9           ○ Task Force
- 10          ▪ Sampling

### 12 **The Official Publication (OP) = Plant Food Control Bible**

13           Between the covers of the OP lie the history and the heart of AAPFCO.

14           The history includes those that have served before us and have laid the foundation for us

15           to build and grow the organization.

16           The heart describes the Association's by-laws, policies and officially adopted documents.

17           These include the Uniform Fertilizer Bill, Official Terms and Definitions, Statements of

18           Uniform Interpretation and Policy, state by state regulatory overview & contact

19           information and many other items that are invaluable tools and references in the plant

20           food control world.

21           The OP also contains proceedings from previous meetings

### 23 **How items move through the association to become part of the Official Publication.**

24           Committees strive to work together (Control Officials and Industry Liaisons) to interpret,

25           develop, and disseminate useful information for all involved; control officials, industry,

26           the public and the environment.

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28           Each committee has a charge, goals and a set of objectives when they meet twice a year;

29           summer annual and winter annual meetings. Committees often collaborate through email

30           and conference calls to more efficiently develop and refine working documents until they

31           propose by vote to move some item to tentative. That item will then go to the board of

32           directors and finally to the membership.

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34           Once all 3 groups have moved an item to tentative it then must follow the same path to

35           before official. At each annual meeting a tentative proposal must be voted on by the

36           committee to keep it tentative, delete or move to official.

37           See figure 1 below.

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**Who gets to vote:**

While industry liaisons are welcomed and valuable committee members, only committee members that are control officials are allowed to vote.  
Please see the Operations Manual for voting procedures and guidelines for committee operations.

**Who should be involved in AAPFCO?**

Anyone that is involved with plant food or soil amendments, whether it be from manufacturing, analyzing, selling or regulating, AAPFCO can benefit you and you can be a benefit to AAPFCO.

**AAPFCO cooperates with:**

- The Fertilizer Institute (TFI): AAPFCO and TFI have a very strong working relationship. The two organizations frequently partner on projects and TFI assists in communication AAPFCO messages to its stakeholders.
- NASDA; National Association of State Department of Agriculture: Many of the AAPFCO members are housed with their state’s department of agriculture. Partnering with NASDA helps AAPFCO’s in the execution part of their strategic plan; to become the national information resource, voice and authority on challenges, issues, regulations and nutrient stewardship.

Additional information can be found in the AAPFCO Operations Manual found on the website: [www.AAPFCO.org](http://www.AAPFCO.org)