



**ASSOCIATION OF AMERICAN FEED CONTROL OFFICIALS (AAFCO)
1800 SOUTH OAK STREET, SUITE 100
CHAMPAIGN, ILLINOIS**

**MINUTES OF THE INSPECTION AND SAMPLING COMMITTEE MEETING (ISC)
HELD AT THE NEW ORLEANS MARRIOTT
555 CANAL STREET
NEW ORLEANS, LOUISIANA
JANUARY 21, 2026, 9:15 A.M. CT**

Committee Recommendations

On a motion duly made and seconded, it was resolved to move forward from Committee the contract proposal from George Ferguson to convert the 507 instruction tool tabs to fillable PDFs and conduct a conversational survey with states to determine their level of need at a cost of \$3,775. Motion carried.

Board Recommendations

On a motion duly made and seconded, it was resolved to create an Investigation Structure Workgroup. Motion carried.

MEMBERS:

Blaine Brown (Co-Chair)	Vianca Philpotts
Jamie Spencer (Co-Chair)	Wayne Pendleton (via teleconference)
Jessica Gore (Co-Chair)	Wendy Powell (via teleconference)
Anna Clarke	Zada Giles
Barb Schroeder (via teleconference)	
Brittany Clark	
Caroline Wilkinson (via teleconference)	
Chelsea Mills	
Claranye Robinson (via teleconference)	
Daniel Zangari	
Debra Brasel (via teleconference)	
Holly Jewell	
James True	
Jennifer Godwin	
Jordan Mancini	
Landon Kidd	
Laura Scott	
Martin Pousson	
Morgan Ferbert	
Morgan Garrick	
Samantha Moran-Defty	

ADVISORS:

Chris Olinger
Leann Meyer
Pat Tovey
Stephanie Adams

GUEST:

Bethany Young Recording Secretary, Minutes Solutions Inc.(via teleconference)

1. CALL TO ORDER

There being a quorum present, and adequate and proper notice of the meeting having been given, the meeting was called to order at 9:15 a.m.

2. WELCOME AND OPENING REMARKS

Blaine Brown welcomed the Committee.

3. BASIC INSPECTOR TRAINING SEMINARS (BITS) AND ADVANCED INSPECTOR TRAINING SEMINARS (AITS)

3.1 2025 BITS Review

Blaine Brown reported there were 35 attendees at the BITS 2025 held in September 2025, a decrease from previous years. The Harrisburg, Pennsylvania location provided good training locations for both fertilizer and feed visit to a Cargill facility. The Committee is considering allowing industry regulators to attend future BITS, providing training tailored to them.

BITS 2026 will be hosted by Clemson Fertilizer Regulation in South Carolina. A date in late September 2026 will be selected with consideration to other scheduled meetings.

3.2 2026 AITS

Jessica Gore reported that AITS 2026 will be held in Columbia, South Carolina, within the first two weeks of June. The dates will be announced once a location is selected.

3.3 Proposed Host Cities and Dates for 2027 BITS and 2027 AITS

Blaine Brown requested that any state interested in hosting the 2027 BITS and AITS trainings should contact him or Jessica Gore. He noted that hosting a training is a cost-effective way for a regulatory state to train a large number of inspectors.

4. WORK GROUP UPDATES

4.1 Bulk Tote Sampling Method Workgroup

Jamie Spencer reported that the Board accepted a bid from Iowa State University. Work has begun on the study to validate sampling procedures for bulk tote container sampling in the field.

4.2 Inspector Guidance Tool for PC and cGMP Inspectors Workgroup

On a motion duly made by Jim True and seconded by Marty Pousson, it was resolved to move forward from Committee the contract proposal from George Ferguson to convert the 507 instruction tool tabs to INSPECTION AND SAMPLING COMMITTEE MEETING, AAFCO, JANUARY 21, 2026

fillable PDFs and conduct a conversational survey with states to determine their level of need at a cost of \$3,775. Motion carried.

Wendy Powell reported that the level of interaction desired in the inspector guidance tool cannot be accomplished with interconnected Excel tabs. Converting the tabs to fillable PDF forms will aid in future programming of a platform to support all users. States will be consulted on their reporting needs to determine the pathway forward, since the level of electronic reporting varies by state.

4.3 AAFCO-Branded Sampling Equipment Workgroup

Jamie Spencer reported that there are developed triers available for purchase on the AAFCO website and more are being built. He encouraged anyone with a need or an idea for a sampling tool to notify the Workgroup so that it can be developed.

4.4 AAFCO Inspectors Manual Workgroup

Chelsea Mills reported that the updated AAFCO Inspectors Manual was completed and passed through Committee on December 4, 2025, to the Board. The updated manual has removed outdated labels and provides links to current labels. Some minor corrections are currently being made to the manual posted on the AAFCO website. The final version should be published online by February 6, 2026.

4.5 Environmental Sampling Workgroup on Addition to AITS Training

Jessica Gore reported that the group will meet to discuss the possibility of working with AFDO to provide a one-day training opportunity as an addition to AITS, a tie-in to an AAFCO mid-year or annual meeting, or a stand alone session.

4.6 Hazards Reference Guide Workgroup

Blaine Brown reported that the Workgroup is creating a quick user guide of the most commonly known hazards inspection staff will encounter in the field. They are determining the organization and formatting of the information within the four broad categories of hazards they have identified.

5. NEW BUSINESS

5.1 Investigation Structure Working Group Creation

On a motion duly made by Jason Fields and seconded by Jamie Spencer, it was resolved to create an Investigation Structure Workgroup. Motion carried.

Blaine Brown stated that Austin Therrell, Executive Director of AAFCO, had tasked the Inspection and Sampling Committee with establishing a structure of investigation procedures that could provide a generic training format. The AAFCO Investigations Workshop to be held on January 22, 2026, could serve as a basis for the training structure. Richard Ten Eyck suggested using AVA to develop a training curriculum from a regulation or inspection manual as a starting point. Blaine Brown will lead the Workgroup until a new lead is appointed.

6. ADJOURNMENT

On a motion made by Jamie Spencer, seconded by Jim True and carried, it was agreed that there was no further business to transact; the meeting closed at 9:49 a.m.