THE ASSOCIATION OF AMERICAN SEED CONTROL OFFICIALS

SEED SAMPLER
TRAINER
ACCREDITATION
PROGRAM

Version 2014-0107a
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- Information about the Accreditation Process
  - □ To be completed by the candidate/accredited seed sampler trainer
  - □ To be completed by AASCO accreditation team/ representative
  - ☑ To be completed by firms that had samples pulled by certified samplers
  - ☑ To be completed by AOSA labs receiving samples from certified samplers

Note: Electronic versions of the forms listed in this publication may be obtained on AASCO’s webpage or from the Chairperson of the AASCO Seed Inspector and Training Committee.
AASCO Seed Sampler Trainer Accreditation

Process Requirements
Trainer accreditation is a sequential process through which trainers demonstrate performance in three areas: instructional content, knowledge and seed sampling skills.

Candidates for trainer accreditation must complete these steps during a 12-month period that begins on the date the AASCO Seed Inspector and Training Qualifications Committee receives a trainer’s application and fee.

To be accredited, trainers must complete the following requirements:

- complete an online trainer accreditation application.
- submit a processing fee of $80 if they have been an employee of an AASCO member in good standing within the last five years.
- submit a processing fee of $200 if they have NOT been an employee of an AASCO member in good standing within the last five years.
- sign a trainer ethics statement.
- obtain a passing score on the content examination (applicants have three opportunities to pass the exam or to retake a failed section).
- receive an acceptable rating on trainer observation rubric.

Upon successful completion of the above activities, the AASCO Seed Inspector and Training Qualifications Committee will present the candidate to the larger body of AASCO member-representatives for consideration. If there are no objections from AASCO member-representatives in good standing, the candidate will be granted Trainer Accreditation for the period of three years.

If applicants fail to complete the above activities within a 12 month timeframe, AASCO requires them to submit a new application and processing fee, barring delays that are no fault of their own.

Once accredited, trainers may request renewal at the end of the three-year period by completing the following requirements within 30 days of expiration of their accreditation:

- submit a $50 fee and a written request for renewal, which may trigger an audit.
- submit participant evaluations showing average or above average ratings for seed sampler training sessions conducted in the previous 12 months.
- a list showing the names of 100% of the seed samplers they trained since the beginning of their last accreditation cycle.
The AASCO Seed Inspector and Training Qualifications Committee shall review the:

- participant evaluations
- performance of trained seed samplers [See Audit Form]
- candidate’s knowledge of new seed sampling principles
- ethics of the trainer.
  - Include conflict of interests
  - Include confidentiality of business information

If no deficiencies are found, the AASCO Seed Inspector and Training Qualifications Committee shall approve the request for renewal and grant trainer accreditation for a new three year period. The status of all renewal requests will be reported by the Chairperson of the AASCO Seed Inspector and Training Qualifications Committee at the AASCO annual meeting.

If the AASCO Seed Inspector and Training Qualifications Committee does not accredit a trainer, the applicant may appeal their decision and request consideration for accreditation by the larger body of AASCO members at the annual or biannual meeting.

**Steps to Trainer Accreditation**

1. **Submit program endorsement and fee.**
   Accreditation candidates must receive an endorsement from their local/state organization in order to complete accreditation requirements. For the purposes of endorsement,

   AASCO defines an organizational representative as someone who:
   - Provides leadership to the organization (e.g., Seed Control Official (SCO), Seed Accreditation Official, Executive Director, Board member)
   - Has knowledge of the organization's training goals, program, and/or curriculum
   - Is not the trainer being endorsed.

2. **Receive materials.**
   After AASCO processes the application, the trainer will be provided a copy of instructional materials used by AASCO for training Seed Samplers. These materials include one copy of the AASCO Handbook on Seed Sampling and one copy of AASCO’s PowerPoint for Seed Sampler Trainers.

3. **Prepare for accreditation.**
   AASCO expects candidates for Accredited AASCO Seed Sampler Trainer, to demonstrate up-to-date content knowledge and training competencies. The candidate should create and implement a professional development plan that focuses on their growth and also addresses:
   - the trainer’s current skills, knowledge, and goals
   - AASCO expectations and participation for accredited trainers
   - The seed industry’s expectations for trainers

   Successful trainer development plans build on a candidates’ current knowledge, encourage new learning, refine skills, and present opportunities for practice and feedback from others. The
trainer developmental plans outline support from the local organization (SCO) and have timelines for achieving tasks.

Development plans incorporate a range of resources and activities. The candidate should consider the following options as part of a professional development plan:

**Developing trainer competencies by**
- participating in train-the-trainer workshops
- assisting a trainer in workshop preparation and delivery
- mentoring with more experienced trainers
- observing experienced trainers
- evaluation by more experienced trainers
- videotaping presentations for constructive feedback
- reading and discussing information in materials provided by AASCO for trainers.
- discussing questions with other trainers through a trainer listserv
- participating in a Toastmasters club
- participating in workshops on presentation skills
- discussing workshop evaluations from participants

**Developing content knowledge by**
- observing experienced trainers
- reading and discussing methods in the AASCO Seed Sampler Handbook
- organizing and/or participating in AASCO meetings on identified topics
- participating in state, regional, and national workshops
- reading and discussing articles in professional journals
- discussing questions with other trainers through the AASCO website
- attending or participating in relevant webinars
- obtaining continuing education credits for pesticides use credentials or certificates
- obtaining training or continuing education credits for Accreditation as a Crop Advisor
- attending and participating in Basic Inspector Training Seminars (BITS)

Candidates/Trainers may also consider contacting AASCO members, USDA staff, or state seed labs in their geographic areas. These resources can assist with meeting professional development needs that cannot be addressed solely by the candidate.

4. **Demonstrate seed sampling skills.**
A qualified and designated representative of AASCO will observe the applicant’s seed sampling skills under circumstances as close to real as possible. The demonstration of skills must use actual sampling equipment and seed containers with seed. The AASCO Trainer – Sampling Skills Observation Form must be completed and submitted to the AASCO Seed Inspector and Training Qualifications Committee. To advance in the accreditation process, there must be a positive overall observation about the applicant’s ability to properly sample seeds.

5. **Take content exam.**
AASCO assesses each candidate’s knowledge through a multiple-choice examination. Once candidates have mastered the required content, they may submit a request to take the examination. The request form can be accessed and submitted through the Trainer Accreditation Web site. Exam questions parallel the content areas listed below. The exam is open book and includes three sections:
1. concepts of seed law
2. seed sampling methods and record keeping
3. knowledge of the roles of affiliated organizations

All candidates must correctly answer 80% of the questions in each section to obtain a passing score, as shown in the table below. A test for a failed section may be retaken within 3 months, provided the retake exam is taken within the 12 month candidacy period. If the failed section is not successfully passed on the second attempt, the candidate will have to retake all three sections on the next exam sitting.

PASSING SCORES FOR CONTENT EXAM

<table>
<thead>
<tr>
<th>Questions need for Passing Score / # of Questions per section</th>
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<tbody>
<tr>
<td>Concepts of seed law = 20/25</td>
</tr>
<tr>
<td>Seed sampling methods and record keeping = 20/25</td>
</tr>
<tr>
<td>Knowledge of the roles of affiliated organizations = 4/5</td>
</tr>
</tbody>
</table>

Trainer candidates who fail to obtain a passing score on the first attempt may retake the failed section(s) of the exam once without reapplying for accreditation. Candidates who wish to retake the exam must do so within the 12 month candidacy period.

Given this timeframe, candidates should plan to take the entire exam within one year of the date AASCO received their endorsement(s). If candidates fail to obtain a passing score a third time, and still wish to pursue trainer accreditation, the candidate and the endorsing organization must repeat Step 1 (i.e. submit a new program endorsement and fee).

The candidate may then repeat the steps toward trainer accreditation.

5. Conduct training for observation.

Trainer accreditation candidates demonstrate mastery of trainer competencies by facilitating three or more hours of a workshop. AASCO will designate a representative to observe the candidate and to use the AASCO Trainer Workshop Observation/Evaluation Form to rate the candidate’s performance in relation to the trainer competencies articulated by the AASCO Seed Inspector and Training Qualifications Committee.

The designated representative(s) will also compile evaluations from workshop participants to gain their feedback on the candidate’s performance. The designated representative shall send the completed observation form and participant evaluations to member-representatives of the AASCO Seed Inspector and Training Qualifications Committee.

As with the content examination, candidates have 12 months to demonstrate satisfactory participatory training skills. If a candidate fails to obtain a satisfactory score on the first observation form, he or she may conduct another training-for-observation and request the designated observer submit a new observation form within the 12-month candidacy period. If a candidate fails to attain a satisfactory evaluation by his or her performance a second time—according to the standards set by the AASCO Seed Inspector and Training Qualifications Committee—and still wishes to pursue accreditation, the candidate must repeat Step 1 (i.e. submit a new program endorsement and fee). The candidate may then repeat the remaining steps toward trainer accreditation.
The AASCO Seed Inspector and Training Qualifications Committee will review the materials submitted by the designated representative that observed the candidate and may contact affiliate organizations for clarification if necessary. AASCO will grant accreditation to candidates who have:

   a. successfully completed the content examination
   b. successfully demonstrated their seed sampling skills
   c. obtained satisfactory scores on the *AASCO Trainer Workshop Observation/Evaluation Form* completed by the designated rep.
   d. received positive evaluations from workshop participants
   e. provided a copy of the form “Checklist for Seed Sampler Trainer Applicants” (completed by the AASCO representative) with a formal request for final approval and issuance of a unique AASCO Accredited Seed Sampler Trainer designation (code).

Trainers are accredited for three year terms as Trainers for AASCO Seed Sampling.

Adding a Accreditation Area to an Existing Accreditation
- Not applicable – may be added in the future if needed.

Unsuccessful Attainment of Accreditation
If a accreditation candidate has not demonstrated content knowledge or trainer competencies through the process described above, AASCO staff will notify both the organization and the trainer.

Unsuccessful trainer candidates and their endorsing organizations have three options:

1. The organization and trainer may submit a new endorsement and processing fee, and begin the accreditation process again.

2. The organization and/or trainer can file an appeal form with the AASCO Seed Inspector and Training Qualifications Committee and request consideration for accreditation from the larger AASCO membership body at their annual or biannual meeting. Trainers or organizations must submit this appeal to the AASCO Seed Inspector and Training Qualifications Committee within 30 days of receiving a notification of unsuccessful attainment of accreditation.

The AASCO Seed Inspector and Training Qualifications Committee may discuss the appeal and propose alternatives to resolve the conflict. If the review panel’s proposal is not acceptable to the trainer, or the endorsing organization, the appeal will be forwarded to the larger AASCO membership body, which has final decision-making authority on accreditation status.

3. The candidate does not pursue trainer accreditation.
Application for Accreditation as an AASCO Seed Sampler Trainer

Dear AASCO Seed Inspector and Training Qualifications Committee,

Please receive this completed application as my request to become a Seed Sampler Trainer accredited by AASCO.

Yes    No
☐ ☐ If I successfully complete the accreditation process, I authorize my contact information to be listed in AASCO publications as an Accredited Seed Sampler Trainer.

_____________________________________________________ _________________
Signature          Date

(The following contact information will not be sold by AASCO. All or part of the information, however, may be listed in a roster of Accredited Seed Sampler Trainers if you authorized such use in the checkbox above.)

Name of Seed Sampler Trainer Applicant:   _________________________________________________
Street Address:      _________________________________________________
City:                        _________________________________________________
State:                     ________________________      Zipcode: _______________
Telephone:             _________________________________________________
Primary email:        _________________________________________________
Alternate email:      _________________________________________________
Affiliation or Firm?   ________________________________________________

o.k. to Publish?  
Yes No
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☐ ☐
☐ ☐
☐ ☐
☐ ☐
☐ ☐

Payment Options.

1) Submit a processing fee of $80 if you are an AASCO member-representative in good standing within the last 5 years?  

$_______

2) Submit a processing fee of $200 if you have not been an AASCO member-representative in good standing within the last 5 years?  

$_______

If your application and payment are accepted, you will be provided one copy of AASCOs *Handbook on Seed Sampling* and a PowerPoint CD of AASCO’s seed sampler training. If your application is not accepted, your payment will be returned with an explanation of why AASCO does not consider you eligible for accreditation as a Seed Sampler Trainer.

Mail this completed application with a payment check to:  
ATTN: GREG HELMBRECHT, AASCO TREASURER
WDATCP - PLANT INDUSTRY - DARM
PO BOX 8911
MADISON WI 53708-8911
Checklist for Seed Sampler Trainer Applicants

Purpose:
This form is for use by applicants to track and record their progress toward obtaining accreditation as AASCO Seed Sampler Trainers. A copy of this completed form must be submitted before AASCO will bestow accreditation.

Requirements of the accreditation process:

1) □ □ □ Completed a trainer accreditation application? Date accepted: ________.

2) □ □ □ Submitted a processing fee of $80 because he or she has been an AASCO member-representative in good standing within the last 5 years?

3) □ □ □ Submitted a processing fee of $200 since they have not been an AASCO member-representative in good standing within the last 5 years?

4) □ □ □ Submitted a signed copy of the trainer code of ethics statement?

5) □ □ □ Have obtained a passing score on all sections of the content examination (applicants have three opportunities to pass the exam)?

6) □ □ □ Have a copy of the AASCO Handbook on Seed Sampling?

7) □ □ □ Have read the AASCO Handbook on Seed Sampling?

8) □ □ □ Have received a copy of the AASCO Trainers PowerPoint CD?

9) □ □ □ Have viewed the AASCO Trainers PowerPoint CD?

10) □ □ □ Have presented additional seed sampler training materials to AASCO’s Seed Inspector and Training Qualifications Committee for review and approval?

11) □ □ □ Have received approval from AASCO’s Seed Inspector and Training Qualifications Committee for use of additional seed sampler training materials?

12) □ □ □ Have successfully demonstrated seed sampling skills to a designated representative of AASCO.
   a) Name of Observer: ________________________________________________
   b) Location of skills demonstration: ________________________________
   c) Date of demonstration/observation: ________________________________
13) □ □ □ Have developed an instructor evaluation form for completion by trainee participants and to assist in the improvement of presentation skills or training content.

14) □ □ □ Have retained a copy of the completed AASCO Trainer Skills Observation Form that was submitted by the observer to the AASCO Seed Inspector and Training Qualifications Committee?

15) □ □ □ Have successfully demonstrated his or her presentation/teaching skills in a seed sampler training session?
   a) Name of Observer: ______________________________
   b) Location of training demonstration: _______________________
   c) Date of training/observation: ____________________________

16) □ □ □ Have submitted participant evaluations to the AASCO Seed Inspector and Training Qualifications Committee?

17) □ □ □ Have submitted a list to the AASCO Seed Inspector and Training Qualifications Committee of all trainees that have been successfully trained and issued a Seed Sampler Certification Number.

18) □ □ □ Have submitted a completed copy of this form to the AASCO Seed Inspector and Training Qualifications Committee with a formal request for final approval and issuance of a unique AASCO Accredited Seed Sampler Trainer designation (code)?
   a) Completed Copy sent to: ______________________________
   b) Date sent: _________________________________________

Candidate’s signature: ___________________________ Date: ________

Clearly print candidate’s name: ______________________________

Clearly print the candidate’s state of residence: _______________________

For AASCO Use: Designation/Code assigned: _________________________
Checklist for AASCO to track an applicant’s progress toward accreditation

Purpose:
This form is for use by the AASCO Seed Inspector and Training Qualifications Committee to track and record an applicant’s progress toward obtaining accreditation as an AASCO Seed Sampler Trainer. A copy of this completed form should be retained by AASCO as part of the applicant’s permanent record.

Status of progress towards accreditation:

1) ☐ ☐ ☐ ☐ Received a completed trainer accreditation application?
   A.) Date received: ____________________________

2) ☐ ☐ ☐ ☐ Received a processing fee of $80 because he or she has been an AASCO member-representative in good standing within the last 5 years?
   A.) Payment or Ck#: ____________________________

3) ☐ ☐ ☐ ☐ Received a processing fee of $200 since they have not been an AASCO member-representative in good standing within the last 5 years?
   A.) Payment or Ck#: ____________________________

4) ☐ ☐ ☐ ☐ Submitted a signed copy of the trainer code of ethics statement?
   A.) Date received: ____________________________

5) ☐ ☐ ☐ ☐ Verified a passing score on all sections of the content examination (applicants have three opportunities to pass the exam)?
   A.) Date test taken: ____________________________
   B.) Location: _________________________________
   C.) Administered by: __________________________
   D.) Administers affiliation: _____________________

6) ☐ ☐ ☐ ☐ Provided applicant a copy of the AASCO Handbook on Seed Sampling?
   A.) Date shipped: ____________________________
   B.) Shipped by: ______________________________
7) ☐ ☐ ☐ Provided the applicant a copy of the AASCO Trainers PowerPoint CD?
   A.) Date shipped: ______________________________
   B.) Shipped by: ______________________________

8) ☐ ☐ ☐ Reviewed additional seed sampler training materials.
   A.) Version ID: ______________________________
   B.) Date reviewed: __________________________
   C.) Reviewed by: _____________________________
   D.) Outcome of review: _______________________

9) ☐ ☐ ☐ Observed applicant’s seed sampling skills.
   A.) Date of observation: ______________________
   B.) Location: ________________________________
   C.) Observed by: ____________________________
   D.) Observer’s affiliation: ____________________

10) ☐ ☐ ☐ Reviewed instructor evaluation form to be completed by trainee participants and to assist in the improvement of presentation skills or training content.
    A.) Version ID: ______________________________
    B.) Date reviewed: __________________________
    C.) Reviewed by: _____________________________
    D.) Outcome of review: _______________________

11) ☐ ☐ ☐ Received a copy of the completed AASCO Trainer Sampling Skills Observation Form that was submitted by the observer to the AASCO Seed Inspector and Training Qualifications Committee?
    A.) Date received: ____________________________
    B.) Observed by: _____________________________
    C.) Observer’s affiliation: ____________________
12) ☐ ☐ ☐ Received a copy of the completed AASCO Trainer Workshop Observation/Evaluation Form that was submitted by the observer.

   A.) Date received : ________________________________
   B.) Observer : ________________________________
   C.) Observer’s affiliation: ________________________________

13) ☐ ☐ ☐ Received copies of participant evaluation forms from the initial workshop(s).

   A.) Date received : ________________________________
   B.) Number of evaluations received: ________________________________
   C.) Average of ratings: ________________________________

14) ☐ ☐ ☐ Received a list of all trainees that were successfully trained and issued a Seed Sampler Certification Number.

   A.) Date received : ________________________________
   B.) Number of trainees: ________________________________
   C.) State of trainees: ________________________________

15) ☐ ☐ ☐ Received a completed copy of the form “Checklist for Seed Sampler Trainer Applicants” with a formal request for final approval and issuance of a unique AASCO Accredited Seed Sampler Trainer designation (code)?

   A.) Date received : ________________________________
   B.) Date approved and issued: ________________________________

Clearly print candidate’s name: ________________________________________________

Clearly print the candidate’s state of residence: ________________________________

Designation/Code assigned: ________________________________________________
Code of Ethics for AASCO Seed Sampler Trainers

The Seed Inspector and Training Qualifications Committee of AASCO oversees the operation of the Ethics and Compliance Program for Seed Sampler Trainers. The standards in this Code should be viewed as the minimum standards that AASCO expects from Seed Sampler Trainers accredited by AASCO. They are not intended to reduce or limit other obligations that an accredited Seed Sampler Trainer should exercise.

Recognizing the responsibilities inherent in the training process and our goal of attaining the highest degree of professionalism and ethical conduct towards persons being trained to sample seeds, Seed Sampler Trainers should actively promote the policies and resolutions adopted by AASCO and not promote any forms of racism, bias or discrimination due to gender, marital status, sexual orientation, age, religion, political opinion, social or economic status, national or ethnic origin.

Conflict of Interest

A Seed Sampler Trainer cannot perform the training of seed samplers for firms which the Trainer has a disqualifying conflict of interest. A Trainer is considered to have a disqualifying conflict of interest if it is reasonably foreseeable that he or she has, or will have, a financial interest in the success or failure of the firm that has hired the Trainer. A financial interest does not include compensation for training services. In other words, Trainers may receive fees for training seed samplers, but they cannot be invested in the firms they conduct training for.

Standards of Conduct

An Accredited Seed Sampler Trainer agrees to:

- uphold and comply with Bylaws and policies of AASCO.
- respect the integrity and impartiality of AASCO and its’ member-representatives.
- maintain the highest degree of integrity with respect to the conduct of business and all activities associated with clients and customers.
- avoid situations that would result in a conflict of interest.
- respect and preserve the confidentiality of all proprietary/privileged client information.
- comply with all applicable international, national and local laws, including those relating to intellectual property and plant breeder’s rights.
- refrain from use of the AASCO logo or marks in a manner inconsistent with the organization’s Bylaws and policies, or in any manner that discredits its’ members or representatives.
• refrain from the use of training materials developed by other parties unless the parties have provided prior written approval.

**Accuracy of Records**

An Accredited Seed Sampler Trainer agrees to:

- maintain accurate and complete records of training sessions provided to potential seed samplers (i.e. Training session taught).
- maintain accurate and complete records of individual names that were successfully trained and received certificates authorizing them to serve as seed samplers.
- provide to AASCO, the names of individuals that have successfully completed the seed sampler training and the valid dates for the terms of their certification.
- maintain accurate and complete records of participation in state, regional, and national workshops about seed sampling.
- maintain accurate and complete records of your application or request for accreditation by AASCO and any subsequent correspondence.

**Compliance Procedures**

An Accredited Seed Sampler Trainer agrees to:

- provide evidence of compliance with AASCO standards outlined in the Process Requirements of the AASCO Seed Sampler Trainer Accreditation.
- provide specific and relevant records to the AASCO Seed Inspector and Training Qualifications Committee when requested.

**Communication Procedures**

If a Seed Sample Trainer is unsure about the proper methods or course of action to follow, he or she shall seek guidance from AASCO.

**Reporting**

It is the duty of each Accredited Seed Sampler Trainer to report any concern that is perceived as unethical or in violation of AASCO policies or legal requirements. If he or she is aware of suspected misconduct, illegal activities, fraud, misuse of the AASCO logo or assets, or flagrant violations of laws, it is his or her responsibility to report the concern immediately.
No Retaliation
AASCO does not tolerate retaliation against anyone who in good faith reports suspected unethical conduct or violations of laws, rules, regulations, or AASCO policies. If a Trainer believes that his or her reporting of a concern has subjected to retaliatory action, he or she should immediately contact the AASCO Board of Directors.

Waivers and Amendments
All Accredited Seed Sampler Trainers are expected to follow the standards set forth in this code. In limited and appropriate circumstances, the Chairperson of AASCO’s Seed Inspector and Training Qualifications Committee may grant a waiver of a code provision. The grant of any waiver in this code must be approved by the AASCO Board of Directors and will be disclosed promptly to AASCO member-representatives.

Any amendments to this code must be presented to the AASCO Seed Inspector and Training Qualifications Committee for review. A recommendation about each amendment will be presented by the Committee Chairperson to AASCO member-representatives for vote.

Discipline
Any Seed Sampler Trainer accredited by AASCO who participates in conduct found to be in violation of the Code of Ethics may be subject to loss of accreditation or other sanctions deemed appropriate by the AASCO Board of Directors.

Signatures required:

______________________________  _________________________
Signature and Date of Seed Sampler Trainer                Printed Name

______________________________  _________________________
Signature and Date of AASCO Representative                Printed Name

Copies of this entire signed document should be provided to each signee and the original should be maintained by the Chairperson of the Seed Inspector and Training Qualifications Committee with a copy provided to the AASCO Secretary.

Each executed Code of Ethics Document should be retained for two years beyond the term of a Seed Sampler Trainer’s Accreditation.
AASCO Trainer - Sampling Skills Observation Form

Purpose:
This form is to assist state Seed Control Officials observing and evaluating the competency of candidates desiring to be accredited by AASCO as Seed Sampler Trainers. The form must be completed and sent to the Chairperson of the AASCO Seed Inspector and Training Qualifications Committee, where it will become part of the permanent record of qualifications for persons designated as accredited AASCO Seed Sampler Trainers.

Candidate’s signature: ___________________________________________

Preliminary Requirements:

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<th>Yes</th>
<th>No</th>
<th>N/A</th>
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<td>1)</td>
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<tr>
<td></td>
<td>Completed a trainer accreditation application</td>
<td></td>
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<th>Yes</th>
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<td>Submitted a processing fee of $80 because he or she has been an AASCO member-representative in good standing within the last 5 years.</td>
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<td>Submitted a processing fee of $200 since they have not been an AASCO member-representative in good standing within the last 5 years.</td>
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<td></td>
<td>Submitted a signed copy of the trainer ethics statement.</td>
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<tr>
<td></td>
<td>Has obtained a passing score on the content examination (applicants have three opportunities to pass the exam).</td>
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<tr>
<td></td>
<td>Has knowledge of the organization’s training goals, program, and/or curriculum.</td>
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</tbody>
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<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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</thead>
<tbody>
<tr>
<td>7)</td>
<td>☐</td>
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<tr>
<td></td>
<td>Has presented a copy of the AASCO Handbook on Seed Sampling.</td>
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</tbody>
</table>

Observations by local Seed Control Official or designated agent:

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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</thead>
<tbody>
<tr>
<td>8)</td>
<td>☐</td>
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<tr>
<td></td>
<td>Candidate has various seed sampling triers (probes) that are in good condition and adequate for the kinds of seeds expected to be sampled.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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<tr>
<td>9)</td>
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<tr>
<td></td>
<td>Candidate has at least one “thief” trier they expect to use for seed sampling of difficult to reach containers.</td>
<td></td>
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</tr>
</tbody>
</table>
10) □  □  □  Candidate demonstrated initial review of seed lot containers, including verification of labeling.

Yes  No  N/A

11) □  □  □  Candidate demonstrated correct determination of sample size from a mock seed lot.

12) □  □  □  Candidate demonstrated correct selection of proper seed sampling probe.

13) □  □  □  Candidate demonstrated proper use (technique) of trier(s) when sampling a real container of seed.

14) □  □  □  Candidate demonstrated proper review of primary samples before forming a composite sample.

15) □  □  □  Candidate demonstrated proper mixing of the composite sample.

16) □  □  □  Candidate demonstrated proper splitting of the composite sample.

☐ Hand halving method  ☐ Riffle  ☐ Other ________________

17) □  □  □  Candidate demonstrated proper use of scale to allocate proper amount of seed to the sample bag.

18) □  □  □  Candidate demonstrated proper sealing and labeling of the container holding the seed sample.

19) □  □  □  Candidate properly completed a description of sample form to submit with the seed sample.

20) □  □  □  Candidate communicated well with clients and demonstrated professionalism toward warehouse staff.

21) □  □  □  Candidate explained how and when the sample will be sent for testing.
Certification of observations by local Seed Control Official or designated agent:

Candidate’s Name: ____________________________________________________________
(Print)

Overall Observation by AASCO Observer

Yes ☐ No ☐ Conditions ☐ ☐ ☐ Candidate successfully demonstrated seed sampling skills.

Conditions/ Comments

________________________________________________________________________

________________________________________________________________________

AASCO Observer’s signature (required):

________________________________________________________________________

Signature and Date of AASCO Representative Printed Name

________________________________________________________________________

Copies of this entire signed document should be provided to each signee and the original should be maintained by the Chairperson of the AASCO Seed Inspector and Training Qualifications Committee with a copy provided to the AASCO Secretary.

Each completed AASCO Trainer Sampling Skills Observation Form should be retained for two years beyond the term (last year) of a Seed Sampler Trainer’s Accreditation.
Content Exam for AASCO Accreditation of Seed Sampler Trainers

The content exam is open book* and includes three sections:

- Knowledge of the roles of affiliated organizations = 4/5
- Concepts of seed law = 20/25
- Seed sampling methods and record keeping = 20/25

*Reference materials:
AASCO Handbook on Seed Sampling
USDA SEED ANALYSIS CERTIFICATE SEED SAMPLING GUIDELINES
USDA ITEMS OF INTEREST IN SEED CONTROL [http://www.ams.usda.gov/]

Knowledge of affiliated organizations (Pass = 4/5)

Questions 1-5

Concepts of Seed Law (Pass = 20/25)

Questions 1-25

Seed Sampling Methods and Record Keeping (Pass = 20/25)

Questions 1-25
AASCO Trainer Workshop Observation/Evaluation

Purpose:
Part of the accreditation process for an AASCO Seed Sampler Trainer requires the candidate to conduct a training of seed samplers that a designated AASCO observer can observe and evaluate as an initial formal audit. This form is to assist state Seed Control Officials (or AASCO designees) to rate the candidate’s performance while he or she trains an initial class of seed samplers. Once the form is completed, it will be used by AASCO towards consideration of final status as an Accredited AASCO Seed Sampler Trainer. The completed form is also meant to assist candidates to identify weaknesses in their presentation. The form must be completed and sent to the Chairperson of the AASCO Seed Inspector and Training Qualifications Committee, where it will become part of the permanent record of qualifications for persons designated as accredited AASCO Seed Sampler Trainers.

Candidate’s signature: _______________________________ Date: _________
Name of Candidate: ________________________________________________________________
Location/Firm of observation: ________________________________________________________

Preliminary Requirements:

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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<tbody>
<tr>
<td>1)</td>
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</tbody>
</table>

Completed a trainer accreditation application.

2) ☐ ☐ ☐ Submitted a processing fee of $80 because he or she has been an AASCO member-representative in good standing within the last 5 years.

3) ☐ ☐ ☐ Submitted a processing fee of $200 since they have not been an AASCO member-representative in good standing within the last 5 years.

4) ☐ ☐ ☐ Submitted a signed copy of the trainer ethics statement.

5) ☐ ☐ ☐ Has obtained a passing score on the content examination (applicants have three opportunities to pass the exam).

6) ☐ ☐ ☐ Has knowledge of the organization’s training goals, program, and/or curriculum.

7) ☐ ☐ ☐ Has their own copy of the AASCO Handbook on Seed Sampling.

8) ☐ ☐ ☐ Training materials have been approved by AASCO.
Observations of Actual Training by local Seed Control Official or designee:

9) ☐ ☐ ☐ Candidate provided or arranged for safe, comfortable and adequate training facilities.

10) ☐ ☐ ☐ Candidate introduced him or herself and presented his or her professional qualifications and experience.

11) ☐ ☐ ☐ Candidate explained the agenda of the workshop (training steps) at the beginning of the session.

12) ☐ ☐ ☐ Candidate explained the importance of obtaining a representative seed sample.

13) ☐ ☐ ☐ Candidate explained the importance of ethics for seed samplers.

14) ☐ ☐ ☐ Candidate stressed the importance of safety in all aspects of seed sampling and provided at least one safety consideration.

15) ☐ ☐ ☐ Candidate described consequences of poor seed sampling.

16) ☐ ☐ ☐ Candidate provided students a copy the AASCO Handbook on Seed Sampling.

17) ☐ ☐ ☐ Candidate used visual aides effectively including:

   a.) ☐ ☐ ☐ ☐ the AASCO PowerPoint for Seed Sampler Trainers
   b.) ☐ ☐ ☐ ☐ a comparable and AASCO approved PowerPoint
   c.) ☐ ☐ ☐ ☐ real triers
   d.) ☐ ☐ ☐ ☐ real bags of seed
   d.) ☐ ☐ ☐ ☐ real bins of seed

18) ☐ ☐ ☐ Candidate demonstrated seed sampling

   a.) ☐ ☐ ☐ emphasized importance of verifying labels before sampling.
   b.) ☐ ☐ ☐ emphasized proper trier or probe selection.
   c.) ☐ ☐ ☐ emphasized correct determination of primary samples.
   d.) ☐ ☐ ☐ emphasized correct determination of sample size
   e.) ☐ ☐ ☐ real bins of seed
   f.) ☐ ☐ ☐ demonstrated proper use (technique of trier).
19) □ □ □ Candidate referenced the **AASCO Handbook on Seed Sampling**.

20) □ □ □ Candidate demonstrated or presented the proper review of primary samples before forming a composite sample.

21) □ □ □ Candidate demonstrated or presented the proper technique for making and mixing a composite sample.

22) □ □ □ Candidate demonstrated or presented the proper technique for splitting the composite sample.
   - □ Hand halving method
   - □ Riffle
   - □ Other ________________

23) □ □ □ Candidate demonstrated or presented the proper use of a scale to allocate the proper amount of seed to the sample bag.

24) □ □ □ Candidate stressed the importance of using an appropriately constructed bag to place the seed sample in.

25) □ □ □ Candidate demonstrated or presented proper sealing and labeling of the container holding the seed sample.

26) □ □ □ Candidate stressed and demonstrated the proper and accurate completion of a detailed and thorough description of sample form that is submitted with the seed sample and copied for record retention.

27) □ □ □ Candidate stressed the importance of including the Seed Sampler’s Certification number on the description of sample form.

28) □ □ □ Candidate communicated importance of properly storing a sample and timely shipping of samples to the lab.

29) □ □ □ Candidate explained the importance of communicating accurate directions about the desired testing to the seed lab.

   - Yes No N/A
   a.) □ □ □ mentioned differences in AOSA versus ISTA rules
   b.) □ □ □ mentioned differences in tests for purity versus noxious weed seeds.
   c.) □ □ □ mentioned the need to inquire about sample size from the lab when testing for diseases.
30) □ □ □ Candidate **communicated well** with students and demonstrated professionalism.

    Yes  No  N/A
    a.) □ □ □ spoke with appropriate volume
    b.) □ □ □ spoke at appropriate speed
    c.) □ □ □ made eye contact with students

31) □ □ □ Candidate encouraged and addressed questions from students.

32) □ □ □ Candidate provided adequate breaks for students to refresh.

33) □ □ □ Candidate had students complete a training evaluation form.

34) □ □ □ Candidate presented students with a certificate of completion.

35) □ □ □ Did the training take more than three hours?

**If beneficial, please briefly elaborate on items that were marked “No” or Not applicable.**

__________________________________________________________________  
__________________________________________________________________  
__________________________________________________________________  
__________________________________________________________________  
__________________________________________________________________  
__________________________________________________________________  
__________________________________________________________________  
__________________________________________________________________  
__________________________________________________________________  
__________________________________________________________________  
__________________________________________________________________  
__________________________________________________________________  

**Indicate the total number of observations marked “No”** ________________

**Remarks/Comments/Concerns:**

__________________________________________________________________  
__________________________________________________________________  
__________________________________________________________________  
__________________________________________________________________  
__________________________________________________________________  
__________________________________________________________________
Certification of observations by local Seed Control Official or designated agent:

Candidate’s Name: ________________________________________________________________
(Print)

**Overall Observation by AASCO Observer**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□</td>
<td>□</td>
<td>Candidate successfully demonstrated his or her ability to present the concepts and principles of seed sampling.</td>
</tr>
<tr>
<td></td>
<td>□</td>
<td>Candidate was able to successfully demonstrate the techniques for sampling seed and train individuals desiring to attain those skills.</td>
</tr>
</tbody>
</table>

**Conditions/ Comments**

______________________________________________________________________________

______________________________________________________________________________

**AASCO Observer’s signature (required):**

Signature and Date of AASCO Representative ___________________________________ Date ______________

Print name of AASCO Representative __________________________ Indicate State Affiliation __________________________

Copies of this entire signed document should be provided to each signee and the original should be maintained by the Chairperson of the Seed Inspector and Training Qualifications Committee with a copy provided to the AASCO Secretary.

Each completed AASCO Trainer Workshop Observation/Evaluation Form should be retained for two years beyond the term (last year) of a Seed Sampler Trainer’s Accreditation. .
## AASCO Description of Sample Form

**Version 20121015a**

### Seed Sampler's Certification No.:

**Sampled at:**
- Firm: [ ]
- Date: [ ]
- Address: [ ]
- City: [ ]
- State: [ ]
- Zip: [ ]

**Carrying Label of:**
- Labeler Address: [ ]
- City: [ ]
- State: [ ]
- Zip: [ ]

**If available - input label information (or attach label here):**
- Lot Number [ ]
- AMS # [ ]

**Labeled as:**
- (Brand, blend, mixture)
- Variety and Kind [ ]
- PVP Notif. [ ]
- Purity % [ ]
- Germ % [ ]
- Hard % [ ]
- Total % [ ]
- Tested [ ]

- Other Crop [ ]
- Treated Seed? [ ]

- Inert Matter [ ]
- Materials: [ ]

- Weed Seed [ ]

- Noxious Weed Seeds [ ]

* Nox. Weed name: [ ]

**Number of noxious weeds/lb.**

**Description of Lot/Container(s) Sampled**

<table>
<thead>
<tr>
<th>Type</th>
<th>Packets</th>
<th>Cans</th>
<th>Bags</th>
<th>Totes</th>
<th>Bins</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total No.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>wt/container</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>lbs/lot</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># Sampled</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Remarks**

**Lab Instructions**

<table>
<thead>
<tr>
<th>% Purity only</th>
<th>% Germination only</th>
<th>State</th>
<th>Required for desig. Class of Cert. Seed</th>
<th>Complete: G &amp; P &amp; Nox</th>
</tr>
</thead>
</table>

**Specify Disease Tests:**

- Amt. Seed Enclosed: [ ]

**The above described lot has been sampled in a manner prescribed by law and truly represents the material sampled.**

**Sampler's Sample No:**
- County: [ ]

**Sampler's signature:**
- Firm Rep. signature [ ]

---

**Indicate the trier or sampling device used.**

- Nobbe type seed triers
- Small
  - Probe diameter 13 mm (1/2")
  - Probe length 450 mm (18")
  - Slot length 40 mm (1 5/8")
  - Slot width 8 mm (5/16")

- Medium
  - Probe diameter 16 mm (5/8")
  - Probe length 480 mm (19")
  - Slot length 55 mm (2 1/8")
  - Slot width 11 mm (7/16")

- Large
  - Probe diam. 19 mm (3/4")
  - Probe length 510 mm (20")
  - Slot length 65 mm (2 5/8")
  - Slot width 15 mm (5/8")

- Largest
  - Probe diam. 25 mm (1")
  - Probe length 813 mm (32")
  - Slot length 65 mm (2 5/8")
  - Slot width 15 mm (5/8")

- 1/2" OD X 20" Single Tube [ ]

- 3/4" OD X 20" Single Tube [ ]

- Double Sleeve Tube Triers
  - Small: 8 mm w/ 6 openings
    - Probe diameter 16 mm (5/8")
    - Probe length 860 mm (37")
    - Slot length 95 mm (3 ¾")
    - Slot width 8 mm (5/16")

  - Med: 15 mm w/ 7 openings
    - Probe diameter 22 mm (7/8")
    - Probe length 1070 mm (45")
    - Slot length 95 mm (3 ¾")
    - Slot width 15 mm (9/16")

  - Large: 20 mm w/ 7 openings
    - Probe diam. 29 mm (1 1/8")
    - Probe length 1070 mm (45")
    - Slot length 95 mm (3 ¾")
    - Slot width 15 mm (9/16")

- Nickel plated D.S. Triers
  - Small: 13 mm w/ 5 openings
    - Probe length 457 mm (18")

  - Med: 13 mm w/ 9 openings
    - Probe length 762 mm (30")

- D.S. Partitioned Triers
  - Large: 22 mm w/6 openings
    - Probe length 991 mm (39")

- Grain Probe for Bins

- 63" Partitioned-10 openings

- Miscellaneous
  - Hand [ ]
  - Scoop [ ]
  - Auto mechanical sampler [ ]
  - Hand-held stream sampler [ ]
  - Other – explain in remarks [ ]

---

Distribution: Original with sample 1st Copy with Firm 2nd Copy with Inspector
Record/List of Seed Samplers Trained

**Instructions:** This form is to be submitted by the Accredited Seed Sampler Trainer to the designated AASCO recipient(s) of the AASCO Seed Inspector and Training Qualifications Committee after each seed sampler training session. The form should be submitted within ten days of completion of a seed sampler training session.

Dear Chair of the AASCO Seed Inspector and Training Qualifications Committee:

The following individuals were trained by me to sample seeds in accordance with the methods described in the AASCO Handbook on Seed Sampling. The relevant information is provided below:

Name of Accredited Trainer: _______________________________________________________________

Date(s) training took place: _____________________ Trainer Code from AASCO: __________________

Name of meeting/training location:__________________________________________________________

Nearest city to training location: _______________________________          State: __________________

Signature of Trainer ___________________________ Date ____________________________

<table>
<thead>
<tr>
<th>Name of Seed Sampler Trained</th>
<th>Affiliation/Organization</th>
<th>Assigned Sampler Certification Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. _________________________</td>
<td>_________________________</td>
<td>_______________________________________</td>
</tr>
<tr>
<td>2. _________________________</td>
<td>_________________________</td>
<td>_______________________________________</td>
</tr>
<tr>
<td>3. _________________________</td>
<td>_________________________</td>
<td>_______________________________________</td>
</tr>
</tbody>
</table>

Scan and Email signed completed form to [heaton@cdfa.ca.gov](mailto:heaton@cdfa.ca.gov) AND [stephen.malone@state.mn.us](mailto:stephen.malone@state.mn.us)

Please retain a copy of the submitted form for your permanent records.
## Record/List of Seed Samplers Trained

**Name of Seed Sampler Trained** | **Affiliation/Organization** | **Assigned Sampler Certification Number**

### 4.
Name__________________________ Organization__________________________ Certificate Number__________________________
Address Street City State Zipcode email

### 5.
Name__________________________ Organization__________________________ Certificate Number__________________________
Address Street City State Zipcode email

### 6.
Name__________________________ Organization__________________________ Certificate Number__________________________
Address Street City State Zipcode email

### 7.
Name__________________________ Organization__________________________ Certificate Number__________________________
Address Street City State Zipcode email

### 8.
Name__________________________ Organization__________________________ Certificate Number__________________________
Address Street City State Zipcode email

### 9.
Name__________________________ Organization__________________________ Certificate Number__________________________
Address Street City State Zipcode email

Scan and Email signed completed form to jheaton@cdfa.ca.gov AND stephen.malone@state.mn.us

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### Record/List of Seed Samplers Trained

*continued*

<table>
<thead>
<tr>
<th>Name of Seed Sampler Trained</th>
<th>Affiliation/Organization</th>
<th>Assigned Sampler Certification Number</th>
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</thead>
<tbody>
<tr>
<td>10.________________________</td>
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<td>________________________________</td>
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<tr>
<td>Name</td>
<td>Organization</td>
<td>Certificate Number</td>
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<tr>
<td>Address Street City State Zipcode email</td>
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<tr>
<td>11.________________________</td>
<td>________________________</td>
<td>________________________________</td>
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<tr>
<td>Name</td>
<td>Organization</td>
<td>Certificate Number</td>
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<tr>
<td>Address Street City State Zipcode email</td>
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<td>12.________________________</td>
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<td>________________________________</td>
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<tr>
<td>Name</td>
<td>Organization</td>
<td>Certificate Number</td>
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<tr>
<td>Address Street City State Zipcode email</td>
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<td>13.________________________</td>
<td>________________________</td>
<td>________________________________</td>
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<tr>
<td>Name</td>
<td>Organization</td>
<td>Certificate Number</td>
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<td>Address Street City State Zipcode email</td>
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<td>14.________________________</td>
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<tr>
<td>Name</td>
<td>Organization</td>
<td>Certificate Number</td>
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<tr>
<td>Address Street City State Zipcode email</td>
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<td>15.________________________</td>
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<td>Name</td>
<td>Organization</td>
<td>Certificate Number</td>
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<tr>
<td>Address Street City State Zipcode email</td>
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List of Seed Samplers Trained by Trainer v20121015b

Please retain a copy of the submitted form for your permanent records.
## Record/List of Seed Samplers Trained

### Name of Seed Sampler Trained | Affiliation/Organization | Assigned Sampler Certification Number
--- | --- | ---
16. | | |
17. | | |
18. | | |
19. | | |
20. | | |

### Address Street City State Zipcode email
--- | --- | --- | --- | ---

---

**Note:** It is the responsibility of the Accredited Seed Sampler Trainer to maintain complete contact information of each seed sampler that is trained. If the need arises, AASCO may request the Trainer to contact the sampler or provide additional contact information to AASCO.

Scan and Email signed completed form to [jheaton@cdfa.ca.gov](mailto:jheaton@cdfa.ca.gov) AND [stephen.malone@state.mn.us](mailto:stephen.malone@state.mn.us)

List of Seed Samplers Trained by Trainer v20121015b Please retain a copy of the submitted form for your permanent records.
Certified Seed Sampler’s – Code Of Ethics:
As a certified seed sampler, I will:
- Always strive to collect representative and accurate seed samples.
- Maintain the highest degree of integrity and professionalism.
- Comply with all applicable international, national and local laws, including those relating to intellectual property and plant breeder’s rights.
- Seek guidance from AASCO when unsure about proper methods.
- Report to AASCO, any concerns of activities perceived as unethical or in violation of AASCO policies or legal requirements.

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- Report to AASCO, any concerns of activities perceived as unethical or in violation of AASCO policies or legal requirements.
AASCO Seed Sampler Comment Form

The Accredited Seed Sampler-Trainer Program at AASCO strives to ensure that samplers of seed are always adhering to the highest standards of ethics and service. By completing this form you will be assisting AASCO in maintaining a high degree of professionalism and service among certified seed samplers. Your willingness to provide feedback about the performance of seed samplers visiting your facility is greatly appreciated.

Name of Seed Sampler: __________________________________________ Date of visit__________

Firm/Location of sampling: ____________________________________________________________

Yes    No    N/A
1) □    □    □ Polite and courteous.

2) □    □    □ Communicated well by identifying himself (or herself) and demonstrated professionalism toward warehouse staff.

3) □    □    □ Was organized. Had the necessary forms and sampling equipment available on the initial visit. Provided services in a timely manner.

4) □    □    □ Had knowledge of sampling procedures and sample size necessary.

5) □    □    □ Verified the labeling of each container before sampling.

6) □    □    □ Properly closed or sealed sampled containers.

7) □    □    □ Was neat and tidy. Had only minimal spillage of seeds.

8) □    □    □ Explained how and when the sample will be sent for testing.

9) □    □    □ Provided copies of forms for your records.

9) □    □    □ Satisfied with the professionalism and service provided.

Additional comments or concerns:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Please scan and email this completed form and any additional comments to: jheaton@cdfa.ca.gov (Chairperson AASCO Seed Inspector Qualifications & Training Committee)
Checklist for Seed Sampler Trainers seeking renewal

This form is to assist Seed Sampler Trainers to track any relevant activities during their period of accredited status. A copy of this completed form should be submitted when a Seed Sampler Trainer requests renewal of accredited status.

**Responsibilities after accreditation but before renewal:**

1) □ □ □ Have you received an official designation/code for identification as an AASCO Accredited Seed Sampler Trainer?
   
   Record Designation/Code here: ___________________________________

2) □ □ □ Have you continued to submit participant evaluations to the AASCO Seed Inspector and Training Qualifications Committee?

3) □ □ □ Have you retained accurate and complete records of training sessions taught?

4) □ □ □ Have you continued to submit complete lists of successfully trained Seed Samplers with their Seed Sampler Certification numbers?

5) □ □ □ Have you retained accurate and complete records of continuing education?

6) □ □ □ Have you retained accurate and complete records of any reports submitted to AASCO concerning possible unethical activities by seed samplers?

7) □ □ □ Have you retained accurate and complete records of any audits performed by AASCO or other entities concerned about seed sampling?

8) □ □ □ Have you addressed any deficiencies identified in above audits?

9) □ □ □ Have you notified AASCO of your need to renew accredited Seed Sampler Trainer status after 3 years of receiving previous approval?
   
   a) Notification sent to: ____________________________________________
   
   b) Date sent: ______________________________________________________

10) □ □ □ Have you received confirmation of your request for renewal?

This form should be retained by the Seed Sampler Trainer as part of his or her permanent record.
Seed Sampler Trainer Audit

Purpose:
This form is for use by AASCO auditor(s) to document that a Seed Sampler Trainer is complying, or not complying, to the requirements of their accreditation. Audits may occur anytime during an accreditation period and will be reviewed when AASCO considers continuance of accredited status. Individual state Seed Control Officials or designated AASCO representatives may request seed samples from certified seed samplers as part of AASCO’s audit of proficiency and renewal of accreditation. There will be at least one audit per three year accreditation period. AASCO will charge $100 to offset the cost of performing the audit. A copy of this completed form must be submitted before AASCO will bestow renewal of accreditation.

Code of Ethics Form

Yes    No    N/A
1) ☐ ☐ ☐ Submitted a signed code of ethics statement for trainers to the audit committee.
2) ☐ ☐ ☐ A signed code of ethics statement has been verified to be on file.

Conflict of Interest

Yes    No    N/A
3) ☐ ☐ ☐ Did not perform the training of seed samplers for firms which the Trainer has a disqualifying conflict of interest.
4) ☐ ☐ ☐ Avoided situations that would result in a conflict of interest.

Standards of Conduct

Yes    No    N/A
5) ☐ ☐ ☐ Demonstrated respect for the integrity and impartiality of AASCO and its members.
6) ☐ ☐ ☐ Maintained the highest degree of integrity with respect to the conduct of business and all activities associated with clients and customers.
7) ☐ ☐ ☐ Respected and preserved the confidentiality of all proprietary/privileged client information.
8) ☐ ☐ ☐ Complied with all applicable international, national and local laws, including those relating to intellectual property and plant breeder’s rights.
9) ☐ ☐ ☐ Refrained from use of the AASCO logo or marks in a manner inconsistent with the organization’s Bylaws and policies, or in any manner that discredits its members.
10) ☐ ☐ ☐ Refrained from the use of training materials developed by other parties unless the parties provided prior written approval.
Seed Sampler Trainer Audit - continued

Date: _____________________     Name of Trainer being audited: ____________________________

Accuracy of Records

11) ☐ ☐ ☐ Maintained accurate and complete records of training sessions provided to potential seed samplers (i.e. Training session taught).
12) ☐ ☐ ☐ Maintained accurate and complete records of individuals that were successfully trained, including names and dates of terms.
13) ☐ ☐ ☐ Maintained accurate and complete records of participation in state, regional, and national workshops about seed sampling.
14) ☐ ☐ ☐ Maintained accurate and complete records of applications or requests for certification by AASCO and any subsequent correspondence.
15) ☐ ☐ ☐ Sent copies of participant evaluations from training sessions or workshops to the designated AASCO representative.

Compliance Procedures

16) ☐ ☐ ☐ Provided evidence of compliance with AASCO standards outlined in the process requirements of the AASCO Certification of Seed Sampler Trainers. [Code of Ethics, Competency, content knowledge, etc.]
17) ☐ ☐ ☐ Provided specific and relevant records to the AASCO Seed Inspector and Training Qualifications Committee when requested.

Initial Process Requirements

18) ☐ ☐ ☐ Demonstrated performance of instructional content.
19) ☐ ☐ ☐ Demonstrated knowledge of seed sampling principles.
20) ☐ ☐ ☐ Demonstrated seed sampling skills.

Renewal Process Requirements

21) ☐ ☐ ☐ Submitted all participant evaluations and those evaluations showed average or above average ratings for seed sampler training sessions conducted in the previous 12 months.
22) ☐ ☐ ☐ Submitted a list showing the names all of the seed samplers successfully trained since the start of their accreditation period (i.e. the last 3 years).

Communication Procedures

23) ☐ ☐ ☐ Sought guidance from AASCO when unsure about the proper methods or course of action to follow.
24) ☐ ☐ ☐ Reported to AASCO, any concerns of activities perceived as unethical or in violation of AASCO policies or legal requirements.
Performance by the Seed Sampler Trainer

25) Number of Training Sessions Conducted?
   Year 1. __________  Year 2. __________  Year 3. __________

26) Number of Seed Samplers Trained?
   Year 1. __________  Year 2. __________  Year 3. __________

    □  □  □  Did participant evaluations show average, or above average ratings, for
    the seed sampler trainer?

Sampling Errors Reported by Seed Laboratories

28) □  □  □  Did AASCO or the Trainer receive any negative feedback from seed
          laboratories about samples received from samplers trained by the applicant?

29) How many contacts from seed laboratories? _____

30) How many total samples were deficient (w/ errors)? _____

31) How many samplers made errors? _____

Audit of Seed Sampler Trainer’s Continued Competency

32) □  □  □  Did AASCO receive any objections to the continuance of the
          accreditation of this seed sampler trainer? If “yes” explain on an sheet
          attached to this audit form.

33) □  □  □  Did the applicant for renewal (Seed Sampler Trainer) maintain his/her
          endorsement from their local/state organizations?

34) □  □  □  Did the applicant for renewal (Seed Sampler Trainer) participate in
          professional development? Indicate all that apply.

Circle all that apply

  a.) participated in train-the-trainer workshops
  b.) assisted a trainer in workshop preparation and delivery
  c.) mentored with more experienced trainers
  d.) observed experienced trainers
  e.) evaluated by more experienced trainers
  f.) videotaped presentations for constructive feedback
Seed Sampler Trainer Audit - continued

Date: _____________________     Name of Trainer being audited: ____________________________

- g.) read and discussed AASCO’s Training materials
- h.) discussed questions with SCOs or other trainers through the AASCO website
- i.) participated in public speaking such as Toastmasters club
- j.) participated in workshops on presentation skills
- k.) formally reviewed and discussed workshop evaluations from participants
- l.) reviewed and discussed methods in the AASCO Seed Sampler Handbook
- m.) organized and/or participated in AASCO meetings on identified topics
- n.) participated in state, regional, and national workshops on seed law or sampling
- o.) read or discussed articles about seed testing in professional journals
- p.) other: ______________________________________________________

Recommendation based on observations made above

Yes    No    N/A

35) □ □ □ This audit supports the loss of accreditation of the Seed Sampler Trainer for willful violation of the code of ethics or the conflict of interest policy or the agreed standards of conduct indicated above.

36) □ □ □ This audit supports the continued accreditation of the Seed Sampler Trainer but only after certain deficiencies have been satisfactorily addressed.

List Numbers of deficient items and the date they must be addressed by.

________   _______   _______   _______   _______
________   _______   _______   _______   _______
________   _______   _______   _______   _______
________   _______   _______   _______   _______

37) □ □ □ This audit supports the continued accreditation of the Seed Sampler Trainer without conditions. There were no major deficiencies and audit team is satisfied that any minor deficiencies will be addressed in the future.

Briefly explain any boxes marked N/A

____________________________________________________
____________________________________________________
____________________________________________________

Comments __________________________________________

____________________________________________________

____________________________________________________
Seed Sampler Trainer Audit - continued

Date: _____________________     Name of Trainer being audited: ____________________________

Decision of AASCO Seed Inspector and Training Qualifications Committee based on audit:

Yes    No
☐  ☐ Renew Accredited Status?    Date: _________  Good until _________________

Comments

____________________________________________________
____________________________________________________
____________________________________________________
____________________________________________________

Auditor Signatures required:

Signature and Date of AASCO Representative                  Printed Name

Signature and Date of AASCO Representative                  Printed Name

Signature and Date of AASCO Representative                  Printed Name

Additional Comments

____________________________________________________
____________________________________________________
____________________________________________________
____________________________________________________

Copies of this entire signed document should be provided to each signee and the original should be maintained by the Chairperson of the Seed Inspector and Training Qualifications Committee with a copy provided to the AASCO Secretary.

Each completed Audit of a Seed Sampler Trainer should be retained for two years beyond the term (last year) of a Seed Sampler Trainer's Accreditation.
AASCO welcomes feedback from seed laboratories regarding the quality of seed samples received from AASCO Certified Seed Samplers. AASCO strives to ensure certified samplers are always adhering to the highest standards of ethics and seed sampling. By completing this form you will be assisting AASCO in maintaining a high degree of professionalism and service among certified seed samplers. Your willingness to provide general feedback about the performance of AASCO certified seed samplers is greatly appreciated.

Seed Lab Name and location: ____________________________________________________________

Observation period during which seed samples were received: ____________ to _________________

Number of samples received from AASCO Certified Seed Samplers during obs period. ___________

Number of unique certified seed samplers that submitted seed samples to your lab. _____________

Please circle the best response in reference to samples received from AASCO Certified Samplers:

<table>
<thead>
<tr>
<th></th>
<th>Always</th>
<th>Most of the Time</th>
<th>About half the time</th>
<th>Less than half the time</th>
<th>Almost Never</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td>Samples received from AASCO Certified Samplers were properly packaged &amp; contained.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2) Seed treatments and/or coatings were clearly indicated on the outside of the sample containers.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3) Descriptions of seed treatments and/or coatings were provided with the submitted samples.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4) Samples were accompanied with legible and adequate identification of the seed lot.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5) Samples were accompanied with proper and legible instructions about tests needed.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6) The Sampler’s unique AASCO identification number was indicated on the sample containers and on the paperwork.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
7) Samples from AASCO samplers were of adequate size to conduct the requested tests.

<table>
<thead>
<tr>
<th>Always</th>
<th>Most of the Time</th>
<th>About half the time</th>
<th>Less than half the time</th>
<th>Almost Never</th>
</tr>
</thead>
</table>

8) Samples contained obvious contamination, such as scatterings of treated or discolored seeds, which might indicate a non-homogeneous seed lot.

<table>
<thead>
<tr>
<th>Frequently</th>
<th>Occasionally</th>
<th>Situation not encountered</th>
</tr>
</thead>
</table>

9) Samples were suspiciously free of any contamination.

<table>
<thead>
<tr>
<th>Frequently</th>
<th>Occasionally</th>
<th>Situation not encountered</th>
</tr>
</thead>
</table>

10) Documentation provided with samples suggest that more than one individual is using a specific sampler ID number.

<table>
<thead>
<tr>
<th>Frequently</th>
<th>Occasionally</th>
<th>Situation not encountered</th>
</tr>
</thead>
</table>

Please list all of the Names of AASCO Certified Samplers or their ID# that were the basis for your answers above. Use and asterisk next to the list entries that were associated with poor sampling or documentation procedures. Follow the asterisk with the relevant number (s) of the question above that the sampler(s) should be made aware of.

3 Examples: Joe Sampler* 7, 8 (inadequate size and obvious non-homogenous contamination)
Suzie Smith (no asterisk or numbers after name indicates no problems with samples)
CA01-9001* 1 (sampler ID only, given. Samples were not properly packed)

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Additional comments or concerns:

___________________________________________________________________________________________________________________________________________

___________________________________________________________________________________________________________________________________________

___________________________________________________________________________________________________________________________________________

___________________________________________________________________________________________________________________________________________

Please scan and email this completed form and any additional comments to: jheaton@cdfa.ca.gov (Chairperson AASCO Seed Inspector Qualifications & Training Committee)