



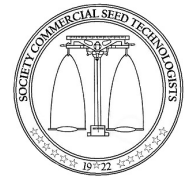
Purpose: This SOP describes the purpose and functions of the Cultivar Purity Committee.

Scope: This process applies to the purpose, structure, duties and meetings.

References: Subcommittee SOPs: Committee Structure/SOP

Procedure:

1. Purpose: The Cultivar Purity Committee promotes research, innovations, and education in cultivar purity testing which includes morphological, chemical, molecular genetic and other seed tests. The goal of this committee is to assist the seed analyst in the accurate, quick identification of crop cultivars using test methods in the Cultivar Purity Handbook. The main functions of this committee are to review cultivar purity tests for changes or addition into the Cultivar Purity Handbook and to review and update the handbook when necessary.
2. Structure: AOSA and SCST co-chairs and committee members
3. Duties:
 - a. Committee:
 - i. Assist in reviewing the Cultivar Purity Handbook additions and revisions as necessary. Additions/Corrections Section –Within handbook.
 - ii. Attend and participate in scheduled conference calls and/or annual Cultivar Purity Committee meetings.
 - iii. Discuss changes in technology and current issues
 - iv. Identify training needs and assist in developing useful webinars or other tools for our members
 - b. Chair:
 - i. Review changes or additions to the Cultivar Purity Handbook as needed.
 - ii. Update the Cultivar Purity Handbook when necessary.
 - iii. Make recommendations to the AOSA Board for additions and revisions to the Cultivar Purity Handbook.
 - iv. Prepare and submit a meeting agenda for the Cultivar Purity Committee meeting for the annual meeting.
 - v. Submit a Cultivar Purity Committee report to the AOSA Board and to the membership at the annual meeting.
 - vi. Submit Cultivar Purity Handbook revisions and additions to committee members for review.
 - vii. Forward any issues you want the Board to discuss to the Executive Director for inclusion on the Board meeting agenda
 - viii. Provide Executive Director with the minutes of any meetings/conference calls
 - ix. Maintain records of committee activities and pass them along to the next committee chair
4. Meetings:
 - a. Most work is done by email and phone conference if necessary.
 - b. A committee meeting is held during the annual meeting to update membership on the activities of the committee, to discuss updates and corrections to the Cultivar Purity Handbook, and to allow the membership time to discuss research that affects test methods in the Cultivar Purity Handbook.
 - i. February: provide Executive Director/Annual Meeting Planning Committee with meeting needs



- ii. May: provide Executive Director/Annual Meeting Planning Committee with agenda to reserve meeting space and AV equipment
- iii. Send report for the Proceedings shortly after the annual meeting

Changelog

Changes Made	Date
Created SOP 12-18-23	12/18/2023
Made changes	
Author: Diandra Viner	Date: 12/18/2023
Approved:	
Signature:	Date: Click or tap to enter a date.