

Printing Certification Tags at Company Facilities

OSCS approved warehouses and contractors may be authorized to print Certified generation tags if the facility is located within the state of Oregon. A signed *Memorandum of Agreement* must be submitted to and accepted by the OSCS manager before permission is granted to the company for printing tags. The *Agreement* may expire on December 31st of each year. Requests and renewals must include the name of the company's representative who will coordinate this activity at the particular facility.

Currently, company tag printing facilities may be authorized to print only Oregon Certified tags including ones approved for an Oregon Mixture of Certified Seed. Foundation, Registered, OECD, and experimental tags are printed only at OSCS facilities. Authorized companies are responsible for all Certified tags released to them by OSCS and must maintain a clear record of their use (see Record section).

Approved seed conditioning warehouses with on-line access may retrieve information concerning certification-eligible seed lots conditioned at their facility, including the lot's certification tag eligibility. Approved seed contractors with on-line access may retrieve information concerning their certification-eligible production if they are listed as the contractor of record for the particular field(s).

Equipment Required of Authorized Facilities

Authorized company facilities must have access to specific equipment to print certification tags. This equipment must be installed and operational prior to scheduling the installation of OSCS software. The computer/ printer hardware and software, including maintenance, are the responsibilities of the warehouse or contractor. The minimum system requirements include:

- Computer Hardware: Computer running Windows XP, 7, or above
- Direct connection to the internet with 128K or better line speed (e.g., DSL, cable network, etc.)
- Datamax I4208 or I4212 Thermal Transfer Printer
- Ribbons for above printer must have 50% wax and 50% resin ink

Software Installed by OSCS at Authorized Facilities

Software needed to download and print certification tags at company facilities will be installed by, and the responsibility of, the Oregon Seed Certification Service. There will be a one-time \$300.00 fee assessed by OSCS for this installation. If a subsequent visit is necessary because of a company's error, an additional charge may be assessed at an hourly rate to include commuting and trouble-shooting time.

Records Maintained by Authorized Facilities

Permission to print Certified tags at a company's facility carries the responsibility of accounting for each certified tag released to the facility by OSCS. To meet this obligation, the company must:

- Maintain a *tag record log*, listing each set of tags (lot number) downloaded for printing from the OSCS online service, and the printing outcome

- Save the *record tag* for each print operation (this is the first tag printed in the set), and
- Return *all Certified tags* not attached to the sacks (e.g., misprints, skips, those remaining on hand and not printed prior to resupply of tag stock).

The *tag record log* must provide a clear record of each tag printing transaction. It should list the lot number of the downloaded tags, the three digit tag ID assigned by you for this particular operation (e.g., 001), the date downloaded, date printed, quantity printed, and any helpful explanatory comments if an error is encountered or if any of the printed tags were not attached to bags. This may be kept on a hand-written form, or a computer spreadsheet. Use of the spreadsheet provides an easy means of tracking this information and keeping a running balance of tags on hand. A copy of the spreadsheet is available by e-mail from the OSCS office.

Before a company may pick up or receive delivery of additional Certified tag stock for printing at its facility, it must return these required materials to us for the current audit period:

A copy of its *tag record log* for the current audit period (i.e., tags downloaded and printed using the current allocation of Certified tags), including the outcome for each download operation:

- All *record tags* for lots printed during the current audit period:
- All misprinted, skipped, and remaining Certified tags (such as those not yet printed from tag stock supplied during the current audit period).

We will review these records for an accounting of all certified tags provided to a company during the specified time period. If the audit does not reconcile, the company's tag printing privileges will be suspended pending resolution of the discrepancy(s). We encourage companies to reconcile its tag records prior to submitting the materials to us. The spreadsheet available from OSCS will help in this regard if entries are recorded as outlined.

If you have any questions about the record-keeping requirements or receiving Certified tags, please call (541 / 737-4513) or e-mail Sandy Smith at the OSCS office (sandy.smith@oregonstate.edu).



MEMORANDUM OF AGREEMENT

For printing Certified tags at a company facility

Company name:

Printing location (street address):

Person mainly responsible for printing certification tags at your facility:

As owner/manager or representative of the company listed above I wish to request authorization from the Oregon Seed Certification Service (OSCS) to allow my company to print Certified tags at the listed location. I have read the information provided by OSCS about this service and understand it is my responsibility:

- To provide the specified hardware and software in good working order,
- To account for all Certified tags released to my company, and
- To attach all Certified tags to the specified seed lot prior to its shipment from my facility (unless the OSCS office grants an exception).

I accept these responsibilities and understand that failure to meet any of them may result in the revocation of this authorization, or possibly the revocation of our approved warehouse status in the Oregon Certification program.

Accepted by _____, Title _____, Date _____

Approved by _____, OSCS Manager, Date _____

Endorsement by the OSCS Manager confirms this agreement and gives you access to the appropriate information for printing Oregon Certified tags at your facility. Information available through OSCS on-line services is for your authorized use only and is protected by the appropriate State and Federal laws, including the Computer Fraud and Abuse Act and Electronic Communications Privacy Act. Unauthorized use of the OSCS on-line services will revoke this agreement, terminate your access to OSCS on-line services and may serve as grounds for criminal prosecution. This Agreement may expire on December 31 of each year. Requests and renewals must include the name of the company representative who is mainly responsible for printing certification tags at your facility.