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## **GUIDE FOR CERTIFICATION SAMPLERS AND TAGGERS**

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## Content

<u>Title</u>	<u>Page</u>
Certification in Oregon	3
Purpose of Certification	3
Seed Samples	3
Sampling of Oregon Certified Seed	3
Seed Sampler's Responsibilities	3
Refusal to sample and/or tag	4
Sampling equipment to be used in drawing seed samples	4
Sampling procedures used in drawing seed samples	5
Instructions for use of Sampling Certificates	5
Sampling Techniques	7
Movement of seed	7
Re-sampling and Re-testing	8
Weeds	9
Pest & Disease Samples, Official Samples	9
Sod Quality	9
Tagging of Oregon Certified Seed	10
Oregon Tags	10
Attachment of Oregon tags	10
OECD Tags	10
Attachment of OECD Tags	12
OECD Pre-Control Samples	12
Seed Testing For OECD Tags	13
Appendix	14

This guide, combined with the Oregon Seed Certification Service Handbook, provide the main rules and policies, which apply to warehouses and samplers.

## **I. Certification in Oregon**

Certification in Oregon is authorized by Revised Statutes 633.620 and 630. It is administered by the Dean of the College of Agriculture of Oregon State University and his appointed representatives. Advisory committees for the major crop areas and seed conditioning meet and advise the Certification Board on all relevant industry considerations and recommend modifications in procedures as appropriate. The Certification Board, appointed by the Dean of the College of Agricultural Sciences, develops and determines policy; accepts, rejects and deletes varieties from the certification program, evolves, modifies and alters standards for certification subject to the approval of the Dean. The certification service is a project of the Agricultural Extension Division of the College of Agricultural Sciences with an Extension certification specialist as its leader. County agricultural Extension agents are the certification representatives within counties. Application forms, lists of eligible varieties, and the Oregon standards for seed certification can be obtained at each county Extension Office. Oregon seed Certification Service will be referred to as OSCS in this document.

## **II. Purpose of Certification**

The purpose shall be to provide a service to the public for the maintenance and increase of quality seed and propagating material of varieties grown and distributed in such a manner as to insure variety and mechanical purity.

## **III. Sampling Oregon Certified Seed**

All sampling of certified seed (Oregon and OECD) must be done by an authorized OSCS sampler in a manner that insures a proper representative sample of the seed lot sampled.

### **A. Seed Samples**

1. Obtaining a representative seed sample of a seed lot is essential to assure that the purity and viability report properly represents the lot tagged. The individual sampler, authorized by OSCS, represents the Seed Certifying agency in this step of the OSCS program.

### **B. Seed Sampler's Responsibilities**

1. Only OSCS approved seed conditioning warehouses may handle certified seed. Please refer to the most recent approved warehouse list. If any certification activities are to take place at a seed storage facility, it must also be approved through OSCS.
2. Only seed lots eligible for certification shall be sampled.

3. If the seed lot to be sampled is a blend, the blend must be approved by the Certification office prior to sampling. For specific questions on blend procedures and policy of the OSCS program, please refer to the Appendix of this manual.
4. **Uncertified seed lots are not to be sampled by OSCS samplers.**
5. Seed lots meeting current OSCS standards are not to be re-sampled for programs outside of OSCS. For example, a seed lot that meets OSCS standards and needs to be re-sampled for sod quality should not be re-sampled by OSCS personnel. Re-sampling in this case is done through the Oregon Department of Agriculture.

### **C. Requirements for Sampling and Tagging**

Warehouses must make certain of the following or samplers may refuse to sample or tag:

1. Seed lots must be easily accessible for sampling without the use of ladders, forklifts: Because of the possibility of an injury, samplers are NOT to climb sacks, use ladders or be lifted by fork-lifts, to take representative samples.
2. Samplers must be able to reach and safely sample all bags in a seed lot while standing on the ground. Samplers have the discretion to refuse sampling/tagging if there are any dangerous conditions such as dark alleyways, leaning pallets, unleashed dogs or other hazards at a warehouse.
3. The entire seed lot must be conditioned prior to sampling.
4. New bags/sacks must be used for certified seed. An exception is allowed for bags to be reused, if a lot is re-cleaned back into the same bags, with no change in the lot number.
5. Seed lots re-cleaned at a second warehouse must have both warehouse codes in the lot number. For example, a lot cleaned at warehouse B9 first, and moved to warehouse B6 for re-cleaning, the re-cleaned lot must use a lot number as follows: B6-B9-15-123ABC.
5. The lot number must be stenciled on the sewn end of the sacks. For exceptions see paragraph B-1 on page 10 of this manual.
6. Sacks and pallets must be stacked in such a way that a visual check for the presence of a stenciled lot number on bags is possible. Hidden bags or tie-in bags on pallets are not allowed.
7. Samples will not be taken if there is evidence of non-uniformity within a seed lot.
8. Samples will not be taken when there is evidence of excessive extraneous material that could result in contamination of a seed sample or when a seed lot poorly represents OSCS.
9. When lot size is more than its limit. Lot size is regulated by the State Seed Law. See chapter 603, paragraph 56-125 of the Oregon State Seed Regulations. At present, most grass seed lots are limited to 55,000 pounds. OECD seed lots must not to exceed 22,000 pounds except seeds larger than a kernel of wheat that may go up to 44,000 pounds, and seeds of the Poaceae family, which must not exceed 55,000 pounds. There is a 5% tolerance allowed to these totals.
10. Treated seed will not be sampled.
11. Oregon certified seed lot is moved to an out of state warehouse prior to sampling.
12. Variety designation on the bag, must match the variety designation on the certification or experimental line tag.

### **D. Sampling equipment to be used in drawing seed samples**

1. Automatic Samplers - The only type of automatic sampler approved for OSCS samples is of the "pelican-type" automatic sampler – the type that takes a sample from the entire stream of flowing seed anytime sampler is activated. The entire seed lot must be cleaned at the time the sample is accepted and the bag-count and lot number verified. In cases where the sample is divided, an approved process must be used. Dividing the sample obtained by automatic sampler is the OSCS sampler's responsibility; however it can be done by approved warehouse personnel under Certification sampler's direct supervision. For setting frequency and speed of automatic samplers, please refer to SAMPLING TECHNIQUES section of this guide.
2. Probing of sacked seed - For small, free-flowing seed in bags, use a probe or a trier long enough to sample all portions of the bag. Avoid a probe that will cause excessive damage to the bag. Probe should be inserted horizontally, **with openings in downward position**, (unless the probe is double-tube partitioned) and then turn upward to obtain the sample – an equal amount from each bag. The OSCS office supplies approved sampling triers. The following is a summary of different crops and the probes used in obtaining samples for OSCS.

a. Bentgrass or smaller seed:

- Bag probe with one opening and no partitions, 11 1/2" long by 1 1/32" diameter. \*
- Double tubing bag probe with five openings, 18" long and 1/2" outer diameter.
- Any equivalent approved probe.

b. Bluegrass and Clover Seed:

- Bag probe with one opening and no partitions, 10 1/2" long by 3/8" diameter. \*
- Double tubing bag probe with five openings, 18" long and 1/2" outer diameter.
- Any equivalent approved probe.

c. Ryegrass, Fescue, Orchardgrass, Grains:

- Bag probe with one opening and no partitions, 11 5/8" long by 3/4" diameter at large \* end.
- Double tubing bag probe 30" long 1/2" outer diameter with five openings.
- Any equivalent approved probe.

\* **Indicates an** approved probe that should be given priority.

3. Sampling seed in bulk - Seed in bulk should be sampled with a bulk trier.

Bulk bin sampling that requires using ladders must be done by a warehouse employee under direct supervision of the OSCS sampler.

## E. Sampling procedures used in drawing seed samples

Sampling requests are submitted by calling the nearest County Extension office where there is a sampler. If there is no extension office in your county, call the OSCS office directly.

Approved warehouses that want to request an official Certification sample of their seed lots need to log into eCertification at <https://w3.oscs.orst.edu/online/> and fill out the Sampling Certificate. Special

adhesive labels are available for purchase through the OSCS main office. Hand written certificates are still accepted, but will incur an additional charge per certificate.

### 1. Instructions for use of the on-line Sampling Certificate

- a. All approved seed warehouses cleaning certified seed should use the on-line sampling certificate. There will be an additional charge for using hand-written certificates.
- b. Information provided by seed warehouse personnel: The following information must be provided with each sample certificate. Information that is not **complete and accurate** will result in an ineligible notice for that lot.
  - Crop Kind
  - Variety Name—as accepted by the Oregon Seed Certification Service.
  - Lot number—must include all spaces, dashes, etc. as shown. See Certification Handbook for specific lot number system and requirements.
  - Containers—the total number of sacks, bags, boxes, or buckets in the lot, or indicate it is a bulk lot.
  - Weight—the weight of the lot to the nearest pound
  - Field number(s)—as listed in the crop inspection report.
  - Crop year - year that the crop was produced.
  - Generation - Eligible generation i.e., Foundation, Registered, Certified, OECD.
  - Approved Warehouse code—as assigned by OSCS (example; M1)
  - Warehouse name as listed at OSCS
  - Seed grower name and address, as listed on certification crop reports.
  - CC copy—optional—indicate to whom it should be sent.
  - Additional information: All samples are assumed to be original samples , unless checked as; re-sample, re-cleaned, blend, or isolation lot. (Billing for final certification fees is based upon information provided at sampling.)
  - Types of tests requested (for ryegrass, a fluorescence test is required to complete the purity: for sheep, Blue, and hard fescue, a germination test must be requested to receive ammonia test results.)
- c. Information to be verified by the OSCS seed sampler:
  - County code where sampled (example; M22)
  - Container type: PY-sewn poly; SP-sewn paper; VP-Valve-pac; BU – burlap or cotton; BK-for bulk lot sampling; BX – Boxes; BB – bulk bags.
  - Verify container count, lot number and total pounds. Sampler must verify this information, whether a probe sample from a lot or a sub-sampled portion from an automatic sampler sample.
  - Sampler’s initials.
  - Date of sampling.

- d. Attachment of on-line Sampling Certificates:
  - Left hand side of the Sample Certificate should be attached to the sample bag by the sampler.
  - Right hand side should be kept by the warehouse for their records.
- e. Samples must also have official OSU certification sampling tape placed on sampling bag after completion of sampling. This sealing tape is to be placed across the entire top of the Certification sampling bag after closure. This process identifies the sample as an official certification sample and also helps to avoid contamination by other samples. Samples are to be sent directly to the OSU Seed Laboratory by the OSU Seed Sampler.
- f. When using the on-line Sample Certificate, warehouses should fill out the information online and have the printed certificate ready for the sampler.

## **2. Sampling Techniques – for samplers**

The following procedures must be used to ensure that a representative sample of a seed lot has been drawn.

- a. Place the samples only in bags provided by OSCS. Only certified seed samples are to be sent in the certification sampling bags.
- b. Equal portions of the sample should be taken from evenly distributed parts of the seed lot being sampled. For example, take some seed from the sewn end, middle and bottom end of bags in sequence and equally throughout the seed lot. The amount of seed drawn from each bag should be gauged by experience in order to get the proper size samples. The sample may be as large as necessary to properly represent the lot. Once a sample has been drawn, it should not be divided unless proper equipment is available.
- c. When a lot consists of 30 bags or less, every bag should be sampled.
- d. When a lot consists of more than 30 bags, sample at least one bag per 1000 pounds but not less than 30 samples per lot.

Frequency of automatic samplers should be set to extract one sample from every 50 pounds for lots of 1500 pounds or less, and a sample from every 1000 pounds for lots bigger than 1500 pounds but not less than 30 samples per lot. The collected sample should always exceed the minimum required sample weight for a particular variety and crop (please refer to the Oregon Certification Handbook for required sample sizes).

- e. After the sample has been drawn, seal the sample bag with an official seal over the top of the sample, making sure that the seed cannot leak out of the bag. Samples of small-seeded crops such as Bentgrass should be additionally wrapped and sealed in a plastic bag to prevent leaking. The OSU Seed Laboratory cannot accept obviously contaminated samples. Official sampling tape is to be used to assure the sealing of the sample bag and to visually identify it as an official sample.
- f. Automatic samplers (currently only pelican type are acceptable) must be approved by Seed Certification before they are used.
- g. When seed samples are sent through the mail or UPS, care should be taken to protect each sample bag from breakage in transit. Samples may require padding or to be placed into a

plastic sack and sealed for protection. Do not overfill sampling bags since overfilled bags are more likely to break in transit.

## **F. Movement of seed**

### Background information

Oregon certified seed should be conditioned, sampled and tagged all at one location. Sometimes, however, seed lots are shipped to another warehouse location to be blended, reconditioned, used in mixtures of certified seed, or shipped for seed treatment prior to tagging with an Oregon Certification tag. Storage at seed cleaning locations can also be limited and necessitate moving seed to another location for storage purposes. In cases where seed is to be certified, but is moved to another warehouse prior to tagging, the following procedures must be used in order to retain certification eligibility:

1. When seed is eligible for certification (ie, sampled but not tagged), and is to be moved from one warehouse to another, the movement must be approved by the OSCS office prior to moving the seed. This may be done by calling the OSCS Office (541-737-4513), fax in the completed form (541-737-2624), or filling out the form online.  
<http://seedcert.oregonstate.edu/sites/default/files/publications/forms/moveuntaggedseed.pdf>. This paragraph needs revision
2. If the untagged seed lot is being transported out of state, then a Transfer Certificate should be filed to retain seed certification eligibility for the seed lot (Field Transfer). If the untagged seed lot meets OSCS qualifications, is sold as certified seed, and is being transported to a distributor or end-user for sale or planting, then a Shipping Certificate should be filed (in lieu of the seed lot being tagged). See the OSCS website for more details at  
<http://seedcert.oregonstate.edu/sites/default/files/publications/guidelines/bulkshipmentssofsmallgrains.pdf>
3. All seed lots that are eligible for certification must have an OSCS lot number stenciled on the bags, or an attached lot number card for bins. In addition bins used to transport seed must be numbered, labeled, and covered.
4. Information on each seed lot, to be moved between warehouses, is to be recorded at the OSCS office on the standard request form for transfer of untagged certified seed between warehouses.  
<http://seedcert.oregonstate.edu/sites/default/files/publications/forms/moveuntaggedseed.pdf>
5. Where seed is being moved for storage purposes only, approvals for movement will only be given when the entire seed lot is moved at one time. Certification samples must be taken at the originating seed warehouse prior to moving.

## **G. Re-sampling and Re-testing**

Re-sampling and re-testing of a seed lot can be requested. If the germination of an original test meets the OSCS standards, a new germination is not required unless the original test is more than eighteen months old.

1. Re-sampling: Taking another sample of a lot before or after the lot is re-cleaned\*.

A lot cannot be re-sampled when it has not been re-cleaned and it has one or more of the following problems:

- a. Resampling is not allowed for lots that contain OSCS prohibited weed seeds, until they have been re-cleaned.
- b. A seed lot which contains more than twice the number of Group A weeds allowed for that specific crop must re-cleaned prior to resampling.
- c. A seed lot can only be re-sampled once after the original sample. The seed lot must then be re-cleaned, prior to another sample request. There is no limit on the number of times a lot can be re-cleaned.

\* Re-cleaned lot is a lot that has been cleaned and stored (either in bags or bulk storage) and is then ran through the cleaner again. This does not apply to lots that were ran through all or parts of the cleaner multiple times during the initial cleaning.

2. Re-testing: Requesting a test of a sample previously sent to the Seed Laboratory without re-cleaning.

- a. Only one re-test per sample for crops other than ryegrass (See c. Exception.)
- b. The GROUP A WEEDS reported are the average of the number found in both tests.
- c. Exception: Ryegrass may have two re-tests per sample for either of the original sample or the resample, for a total of four tests. Then the lot must be re-cleaned.

Example (for Ryegrass only):

<u>Original Sample</u>	<u>Resample</u>	<u>Total</u>
test, re-test, re-test	test	4
test, re-test	test, re-test	4
test	test, re-test, re-test	4

## H. Weeds

1. Prohibited Weed Seeds: All weeds listed under Section V, page 7, General Standards, and those listed in the individual crop standards

a. Oregon prohibited

Includes the immature seeds of PROHIBITED WEEDS in the case of cereal grains only.

b. Certain additional weed seeds are listed for individual crop species.

c. The presence of these weed seeds in a lot disqualifies the lot for certification until it has been re-cleaned.

2. GROUP A WEEDS: Certain weed seeds which are listed under individual crops. If the number of weed seeds, singly or combined, exceeds the tolerance number by more than twice that number, the lot must NOT be re-sampled until it has been re-cleaned.

## I. Official OSCS Samples vs Official ODA Samples

1. OSCS samplers do not have the authority to draw an official sample for the Oregon Department of Agriculture. This includes Official Pest and Disease samples, (phytosanitary certificates). These samples must be drawn by Oregon State Department of Agriculture Personnel.

#### **J. Sod Quality**

1. Certification samplers are not allowed to draw samples for Oregon Department of Agriculture Sod Quality tests. Submitted, certified samples may, however, be used to request Sod Quality tests in conjunction with the standard certification tests.
2. When a seed lot has already passed certification requirements, any re-sampling for Sod Quality testing must be done by the Oregon Department of Agriculture. If a seed lot is re-cleaned and another sample is requested for Certification tests, then a sod quality test can be asked for in conjunction with this sample. A request for ONLY a sod quality test must be made through the Oregon Department of Agriculture.
3. Specific questions regarding standards for Sod Quality in Oregon should be directed to the Oregon Department of Agriculture pertaining to the State Seed Regulation, Chapter 603., paragraph 56-140 on Sod Quality.

#### **IV. Tagging of Oregon Certified Seed**

All tagging of certified seed (Oregon and OECD) must be done in a manner as to ensure proper identity of the seed. Certification tags are not to be issued until purity and germination or (TZ) tests have been completed and passed OSCS standards. When a seed lot has been re-cleaned, the original TZ, germination, or fluorescence report may be used for OSCS tagging purposes; however those results will not be reflected on the new test report. The original test report will not be changed to show the new sacks and poundage.

#### **A. Oregon Tags**

1. OSCS tags are only issued for those seed lots meeting Oregon certified seed standards.
2. Tags issued to a seed lot must be attached only to that lot. Tags are not transferable.
3. Issuing of tags: A tag record form must be completed every time tags are issued for a lot of seed.
4. Information on the OSCS tags must be correct before tags are attached. i.e. the variety name on the tag must exactly match any variety name placed on the bag.
5. Tags must be attached to the bags at the warehouse. They cannot be sent to a third party.

#### **B. Attachment of Oregon Tags.**

1. Staple Tags: All staple tags must be attached on the sewn or fill end of the seed bag. However, OSCS Tags can be attached to the bottom end of the bag as long as the lot number is stenciled at the same end. Because the OECD tags must be attached to the sewn end of the bags only, the flat bottom bags cannot be used unless lot number and the sewn ends are exposed for tagging. All

bags must have a stenciled lot number visible. All Foundation and Registered tags should be attached by or with direct supervision of the OSCS sampler. However, by developing additional warehouse category OSCS may allow some approved warehouses to attach their own Foundation and Registered tags. Tags may be attached with staples or by sewing of the tag in the bag at the time of bagging (if seed was previously sampled in bulk.) If staples are used, they must be of the clip type, not of the flare type. If heavy duty, one staple is sufficient, and if light (such as a desk stapler), two staples should be used.

2. Adhesive tags: All adhesive tags must be attached on the sewn or fill end of the seed bag and all bags must have a stenciled lot number visible. Adhesive tags may be used on any container on which it will remain attached during transport. This would include paper bags, smooth polybags and plastic buckets. Check with OSCS if there is any question if the container is acceptable for adhesive tags.
3. If any seed lot has a poor appearance because of rodent or bird damage, torn, or very dirty sacks, or any condition that would reflect unfavorably upon Oregon seed, refuse to attach tags and notify the Certification Office.

### **C. OECD Tags:**

1. OECD Tags printed by OSCS
  - a. All requests for OECD tags must be made by the contracting seed company to the Seed Certification Office. The Seed Certification office will check eligibility of the seed lot for tags.
  - b. OECD tags and the Certificate will be printed by the Seed Certification Office or County Extension Office and delivered to the warehouse by the sampler.
  - c. Be sure tags of the proper reference number, variety and crop are attached to the proper lot. The lot number must be found on the OECD tag. Only enough tags for each lot are printed with that reference number. If there are any extra tags, please return to OSCS, noting the change on the memo.
  - d. Upon completion of tagging, samplers must verify they were attached correctly, date and sign the memo, return all copies to the Seed Certification office immediately.
2. OECD Tags printed by an authorized Company
  - a. All requests for OECD tags must be made by the contracting seed company to OSCS.
  - b. OSCS creates the OECD certificate and a tag image. A notice is sent to the company, which has the OECD tag reference/id number on it.
  - c. The companies use the reference/id number to print the tags. Once the tags are printed, they hang them on the correct lot and then contact the sampler to come and verify.
  - d. After verifying that the tags are attached correctly, the sampler signs off on the memo and leaves the memo with the company. Any extra tags are to be returned to Seed Certification with an explanation of the change on the memo.
  - e. The company is responsible for attaching the record tag to the memo and returning it to Seed Certification as soon as possible.
  - f. When the memo and record tag is received at Seed Certification and verified that all the information is correct, the OECD Certificate will be sent to the company. Should any changes be necessary, the Certificate must be revised with the correct data before it is sent out.

#### **D. Attachment of OECD Tags**

1. All OECD tags must be attached on the sewn or fill end of the seed bag and all bags must have a stenciled lot number visible. Tags of all OECD generations must be attached under the direct supervision of the County Certification Official.
2. OECD tags must be fastened in such a way that they cannot be opened without destroying the fastening or leaving traces showing that it has been possible to alter or change the contents.
3. Adhesive tags: All adhesive tags must be attached on the sewn or fill end of the seed bag and all bags must have a stenciled lot number visible. Adhesive tags may be used on seed lots bagged in sewn paper, in valve-pac paper bags, or any container with smooth surface such as bucket.
4. If any seed lot has a poor appearance because of rodent or bird damage, torn or very dirty sacks, or any condition that would reflect unfavorably upon Oregon seed, refuse to attach tags and notify the Certification office.
5. OECD bulk tags must be printed on a special bulk tag, and attached to the top of the bulk bag with a provided zip-tie to seal the bag. Inserting the OECD tag into the plastic envelope on the side of the bulk bags is not acceptable.

#### **V. OECD Pre-Control Samples**

Procedures - When an OECD seed lot of a foreign variety - that is either domestically or foreign produced - is intended for further multiplications in the United States, a pre-control sample must be drawn by Seed Certification. Pre-control samples are not required for domestic varieties. A 100 gram sample of seed must be taken by the Seed Certification sampler as well as providing certain seed lot information. A ploidy test is required on all annual ryegrass pre-control.

1. Make sure all containers are sealed and have an OECD tag attached. The sample is to be drawn only from those bags having the same reference number. Each reference number represents a different seed lot, and each lot (of same variety) must be sampled separately. The type of probe, sampling technique, and the number of bags to be sampled are the same as Oregon certified seed sampling mentioned before.
2. Remove one (OECD) tag from each lot and submit the tag with the seed sample. Please replace the original tag with a completed OSCS Replacement/Partial Bag tag with reference number, variety and crop, and pounds. Sign the replacement tag and attach to the bag. These special temporary tags are available from the certification office. Do not tape or staple the pre-control sample bags. Insert the tag you removed from the sack into the pre-control sample bag.
3. Marking the sampling bag: Fill out the special adhesive label (available from the Certification Office) and put it on the bag.
4. Companies may fill out the information needed on Pre-Control sampling form (forms are available online) but must be verified by the samplers. If the lot is partially distributed prior to taking a pre-control sample, take the sample from the remaining of the lot and make a note on the form.
5. Send pre-control sample, tag and completed form to: Seed Certification Office, Room 31, Crop Science Building, Oregon State University, Corvallis, OR 97331. **DO NOT SEND PRE-CONTROL SAMPLES TO SEED LABORATORY**

## VI. Seed Testing For OECD Tags

As of Jan 1, 2015, OECD has raised the lot size limit of Poaceae species to 25,000kg (55,000lbs) (+5%).

OECD Lots are ten metric tons or 22,000lbs (+5%) pounds for legumes and 20 metric tons or 44,000lbs (+5%) for large seeded crops such as grains and sugar beets.

In cases where the warehouse is splitting an Oregon seed lot to make OECD lots, each sub lot must have its own unique lot number. This is accomplished by adding a letter or number to the end of the original lot to avoid re-bagging or by re-bagging and using new lot numbers all together. In any case, make sure the lot size does not exceed the above limits.

The OSU Seed Laboratory needs to know which tests you are requesting. Therefore please study the information below to understand which tests will permit the marketing of OECD seed in the way you desire.

<u>Type of test requested</u>	<u>Purpose</u>
AOSA	Oregon or OECD tags
AOSA/EC	Compliance with EC Norms, using AOSA rules – OECD tags only.
AOSA Combo	Gives you the above two test reports

Where compliance with EC Norms is not needed (e.g., the seed lot is going to a non-European country) any of the above tests will suffice for issuance of OECD tags.

## APPENDIX

### 1- OSCS Lot Numbering Summary for re-cleaning and breaking seed lots down in size for re-sampling

The 2002 Oregon Certified Seed Handbook states on page 8, Item VI.B.2.c.:

"c. Certified seed bags prior to sampling for seed quality must be identified with a permanent lot number stenciled on each bag. In instances where stenciling is not feasible, adhesive lot number identification tags may be allowed, with prior approval by Oregon Seed Certification. The lot number must indicate the county of production, warehouse number where seed was conditioned, year of harvest and with the last part of the lot number assigned by the warehouse/conditioner for identification of individual lot. Example: B8-12-XXXX where, B8 represents the warehouse/conditioner number assigned by the Seed Certification office, 12 indicates the year the crop was harvested and must be two digits, XXXX represents the location where the warehouse can assign their own identification number for specific lot identity. Sewn on or attached lot numbered tags are not acceptable."

The basic lot numbering process is well defined from this reference. The following details and examples should address specific questions on variables that occur in handling of certified seed lots.

1. When a seed lot is conditioned at one approved warehouse and re-cleaned at a second approved warehouse, there must be an additional prefix of warehouse code added each time a seed lot is conditioned at a new warehouse. For example, if a seed lot is re-cleaned at a second warehouse, the new warehouse code must be added to the existing lot number (on the bags). If the first seed lot number is B8-12-XXXX, then the re-cleaned seed lot would be M56-B8-12-XXXX.

2. When a seed lot is broken down into multiple lots to tag portion(s) with Oregon or OECD tags.

If the lot is to be broken down into both an Oregon lot and OECD lots, only the parts for OECD would need new lot numbers and new tests. For example; if the original seed lot of B8-4-XXXX (55,000 lbs.) is broken down into three parts, to have two lots (B8-12-XXXX-1 @22,000 lbs, and B8-12-XXXX-2 @22,000 lbs) for OECD tagging, the remaining 11,000 lbs of the original B8-12-XXXX seed lot could use the original seed test for Oregon tags, while the two OECD seed lots need new tests. Please note that adding a -1 or -2 to the existing lot number (on the bags), can save re-bagging the lots for OECD.

If all of the components are for OECD tagging, the original lot number and the tests cannot be used for any of the portions. For example, if B8-12-XXXX @55,000 lbs. is broken into three sub-lots;

B8-12-XXXX-1 @22,000 lbs.

B8-12-XXXX-2 @22,000 lbs.

B8-12-XXXX-3 @11,000 lbs.

All of these lots require separate Germination/TZ and appropriate Purity test before OECD tags and Certificate could be issued. However, if these new sub-lots were for Oregon Tags only, new Purity and Germination/TZ are required for each lot while the original Germination/TZ could be used if tags needed immediately.

3. Additional Comments:

- a. There is currently a limit of 19 digits for printing of lot numbers on Oregon Certification tags before printing into the logo on the tag.
- b. ISTA tests are not acceptable for Oregon or OECD tags.

## **2- Re-use of Bulk Bags for Handling Grasses in Mixtures and Blends**

### Approval Process

1. Where bulk bags are to be used in handling seed that may later go into a mixture or blend.
2. The approval process for re-use of bulk bags by any approved warehouse will include the following:
  - a. A written request must be made to the OSU Oregon Seed Certification Service for bulk bag re-use authority.
  - b. Approval for bulk bag re-use is given to a warehouse on a one-year approval at a time.
  - c. The approval process by the Oregon Seed Certification Service will include the inspection of bags that may be used for bulk bag certification activity and for the ability of a warehouse to clean these bags between uses.
  - d. The approval process will include the review of lot number identification. In addition, a warehouse must have the ability to remove previous lot number identifications chemically to allow for proper and thorough identification.

Additional comment on bulk bag reuse: The re-use of bulk bags has the potential of use for final certification activity and seed lots being shipped to the final consumer. The approval process described above could also be utilized for this type of request, however, additional monitoring would be necessary to take special care in reviewing the appearance of the bulk bags and the appearance of the numbers stenciled on the bags, and the appearance for overall cleanliness and general appearance to the final consumer.

## **3- Policy on Bulk Bins**

1. Approved warehouses in Oregon may clean certified seed into 48 x 48 x 48 (or other size) wooden or steel boxes or bins. A 3 X 5 card (minimum size) with the specific lot number for the seed must be stapled or securely attached to each box. This information card is required for monitoring the contents of each box/bin and also for verifying and sampling of seed for certification.
2. The boxes/bins need to be numbered and should have lids for movement and transfer.
3. The seed shall be cleaned and sampled at the original cleaning warehouse.
4. Movement of lots for blends and mixtures under approved transfer procedures may be requested.
5. Warehouses without an automatic sampler need to inform the Certification samplers regarding bulk bins so they can obtain the proper sampling probe. Such warehouses also need to put boxes down and available for sampling.
6. Boxes and bins may be reused for in-state movement of seed. These boxes/bins would be the equivalent to bulk storage of seed.
7. Requests for mixture/blends for Oregon Certification may include boxes/bins.
8. Requests for certification tags will require a phone call to the Oregon Seed Certification Service office to update our records on the number of containers to be tagged. This will permit the Oregon Seed Certification Service office to revise the box/bin numbers in our computer database to bag numbers and permit tag printing for the sacks in the seed lot. An allowance of 5% overage in weight is permitted for weight gain. Unused tags are to be returned to the Oregon Seed Certification Service.

## **4- Isolation Lots for Certified Seed**

All fields used for the production of certified seed must have the minimum specified isolation distances from fields of any other variety of the same species or closely related species unless of the same variety, generation (or higher generation), and certified. Nearby fields of the same variety but of a different generation must be isolated by a distance of 25 percent of

that listed between varieties. This standard is to apply to all crops unless otherwise noted in the specific crop standards. Adequate distance between seed crops must be maintained to prevent mechanical mixture.

The Isolation strip may be used to: (1) produce a crop of another species, (2) grow the same species but must be cut to prior to seed set to prevent seed production, (3) grow the same species but seed from the isolation strip must be harvested separately and conditioned as uncertified. Re-inspections in the field and warehouse will be made to insure that this identity is maintained.

All production and warehouse records through the receiving, cleaning, and distribution process must be capable of tracking back to a production field. If isolation is required, then these isolation lots need to be documented as uncertified in the receiving, cleaning, and distribution records.

The Oregon Seed Certification Service has an on-going warehouse visitation program to “spot-check” that isolation lots are accounted for. Please remember that isolation areas must be harvested and stored as uncertified. Grower and/or warehouse records must be maintained to confirm that isolation lots are handled as uncertified.

## 5- Blends

### **Definition:**

Eligible seed lots of ONE VARIETY blended to form a larger lot of uniform quality that meets Oregon Seed Certification Service (OSCS) standards.

Each component seed lot must be derived from an inspected field, however, it does not necessarily need to meet the seed standards for a certification class. Production of experimental lines may be included in a blend. It is considered a blend if:

- a) The lots are produced by different growers in the same crop year, or
- b) The lots are produced by the same grower in different crop years.

**OSCS procedures for certifying a blend may be found in the Guidelines section of the website.**

## 6- Certified Mixtures

### **Definition:**

Certified seed lots of DIFFERENT VARIETIES of one or more crop kinds mixed and labeled "Mixture of Certified Seed".

Only seed lots eligible for a certification tag may be included in a certified mixture. Experimental lines are not eligible for a certified mixture. Seed lots qualified for an Oregon (domestic) certification tag may be issued a domestic (blue) certified mixture tag. Seed lots qualified for an OECD certification tag may be issued an OECD (green) certified mixture tag. OECD certified lots are not eligible for a domestic tagged mixture.

**OSCS procedures for certifying a mixture may be found in the Guidelines section of the website.**

## 7- Tag Types

### **Certification Tag Types**

There are three main types of tags that are available from the Oregon Seed Certification Service for seed crops. These include an Oregon certification tag (domestic tag), an OECD certification tag (international tag), and an Experimental tag.

**Oregon Certification Tag**--An Oregon certification tag represents production for a variety that has been reviewed and accepted into the Oregon Seed Certification program (per AOSCA Guidelines) as eligible to produce certified seed. An

Oregon Certification tag is issued after all record checks, field evaluations, and seed testing quality checks meet published standards for the particular crop type and variety. An Oregon Certification tag is issued as part of the domestic certification scheme through the Association of Official Seed Certifying Agencies organization and further standards established through the Oregon Seed Certification Service.

**OECD Certification Tag**--An OECD certification tag represents production for a variety that has been reviewed and accepted into the OECD Seed Certification Scheme. OECD stands for Organization for Economic Cooperation and Development and is like an international certification program covering many different crop types. OSCS is the recognized agent for OECD in Oregon, therefore all OSCS field and records checks must be met before an OECD certification tag is issued. Depending on the country it is being exported to, additional tests may be required. An OECD certification tag is issued as part of the international certification scheme administered in the USA by the United States Department of Agriculture (the National Designated Authority for the OECD Seed Schemes).

**Oregon Experimental Tag**--An Oregon Experimental tag represents production for an experimental line that has not been reviewed or accepted as a certified variety into the Oregon or OECD Certification program and is not eligible for certification tags. An Oregon Experimental tag is issued after all record checks, field evaluations, and seed testing quality checks meet published standards for the particular crop type. An Oregon Experimental tagged lot can not be sold or represented to be certified seed and can not be included in a mixture of certified seed.

#### **8 - Apps/Online Services**

There are two ways to log samples into the OSCS system. Either through the app on an iPad or iPhone or through the e-certification page.

To download or update the SampleTrac app

- Go to <https://w3.oscs.orst.edu/online/>
- log in using your county email and pin.
- scroll towards the bottom of the page and click on "Install iPhone and iPad Apps." NOT "Install Certification iPhone and iPad Apps."
- click on sample tracking app, the download and installation should begin automatically.

If you do not have an iPad or iPhone, you can log onto the e-certification page and select "Log Online Sample Certificates for Tracking Through Purity Analysis." A screen will then come up asking for your sampler PIN and the transaction number. Enter them in then hit "continue." Repeat until all your samples have been entered.

To view samples that you have already scanned, click on "view Purity samples in queue" then select view enroute samples from the list. You will now see all the samples that are on their way to the lab.