



Oregon Seed Certification Service
Department of Crop and Soil Science
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REQUEST FOR REISSUE OF CERTIFICATION TAGS

Provisions and Procedures

May 19, 2005

A request for reissue of certification tags must be made to the Oregon Seed Certification Service when new certification or OECD tags are needed. Reasons for a reissue may include a sack weight change, a seed treatment, a revision to the tag type or generation. Certification tags that have been taken off bags may not be reattached under any circumstances.

Procedures

1. Submit a *Request for Reissue of Certification Tags* form. If the Oregon Seed Certification Service does not have a copy of a viability test from the past 18 months, i.e. if it was performed elsewhere than the OSU Seed Lab, submit a copy of the test with the reissue form. For OECD tag requests, the updated viability must be completed at the OSU Seed Laboratory.
2. Keep all certification tags that were removed from the original bags, bundled by lot number.
3. Forward to the Oregon Seed Certification Service office within 10 days of completing the bagging process:
 - Copy of the approved *Request for Reissue of Certification Tags* form, listing the final lot weight and sack count.
 - All certification tags removed from the original bags, bundled by lot number.
 - All extra certification tags issued by the Oregon Seed Certification Service not needed to cover the expected gain.

Instructions for submitting the *Request for Reissue of Certification Tags* form:

- Complete the form, by filling it out on the computer or by printing it and filling it out by hand. The form can be found on our web site at <http://seedcert.oregonstate.edu/forms> under "Forms". Save a copy for your records.
- The form should be faxed to Oregon Seed Certification Service at (541) 737-2624.

For interagency lots, include

- a copy of the certified test report, including the results of an all-states noxious weed exam, and a copy of the certification tag, or shipping/transfer certificate, issued by the original certifying agency.

Please refer to Interagency Certification Provisions and Procedures.

Stipulations regarding Requests for Reissue of Certification Tags:

1. An all-states noxious weed exam must have been conducted on the original sample. If this test was not conducted, you may:
 - Contact the original seed testing facility and request that the test be performed on their file sample, or
 - Draw a representative sample from your current inventory and request the exam from the OSU Seed Laboratory or a local Registered Seed Technologist.
2. The information provided for the application must accurately represent the conditioned lot. If any attribute of the request is changed for any reason, the Oregon Seed Certification Service office must be notified.
3. Permission to use proprietary varieties must be supported by proper documentation.
4. Complete records must be maintained by the requesting company or its agent and be presented to the Oregon Seed Certification Service upon our request. This includes all records pertaining to the acquisition of lots, and the conditioning and distribution of this conditioned lot. Reissue lots must have had a viability test completed within the last 18 months.
5. All certification tags of the inbound lot and extra certification tags issued for this request must be forwarded to the Oregon Seed Certification Service within 10 days of completing the conditioning process. A copy of the *Request for Reissue of Certification Tags* form with a listing of the final weight and sack count must be included with the returned tags.

Fees charged:

\$0.06/tag (Minimum of \$30.00) plus
Process Review Fee: \$30