

Oregon Seed Certification Service
- Small Grains –
Documentation for Bulk Shipments of Seed

I. To move in-the-dirt seed from farm storage to an out-of-state warehouse for conditioning and final certification, use a Field Transfer Certificate.

A. Go to “**Seed Lot Information**”, and select “Create Bulk Shipping or Transfer Certificate for Certified Seed”.

II. To move conditioned seed in-state (usually for planting), prior to submitting the seed sample and having a test number from the OSU Seed Lab, use a certificate for Transfer of PreSampled Seed; if you are using it for the first time, see more details beginning on the third page of this document.

A. Go to “**Seed Sample Information**”, and select “Create Online Seed Sample Certificate”.

B. Go to “**Seed Lot Information**”, and select “Create Bulk Shipping or Transfer Certificate for Certified Seed”, and then select PreSample Transfer Certificate.

III. To move conditioned seed following availability of the test number and prior to completion of testing, use the Certificate for Transfer of Seed Pending Final Certification.

A. Go to “**Seed Lot Information**”, and select “Create Bulk Shipping or Transfer Certificate for Certified Seed”, and then select Primary Final or Pending Certificate; the database will generate either the “Final” or the “Pending” certificate depending on seed lot tag eligibility at the moment the request is submitted.

IV. To move conditioned seed following completion of testing, use the Certificate of Final Certification.

A. Go to “**Seed Lot Information**”, and select “**Create Bulk Shipping or Transfer Certificate for Certified Seed**”, and then select “**Primary Final or Pending Certificate**”

V. To replace either the Transfer of PreSampled Seed certificate or the Transfer of Seed Pending Final Certification certificate with a Certificate of Final Certification –

A. Go to “**Seed Lot Information**”, select “**Finalize Pre-sampled or Pending Bulk Shipping Certificates**” and specify the appropriate replacement. This action will not cause the associated poundage to be deducted a second time.

VI. To prepare a second Certificate of Final Certification from an original Certificate of Final Certification in the case seed moved from an initial approved warehouse to a second approved warehouse for subsequent distributions for planting –

A. Go to “**Seed Lot Information**”, and select “**Create Bulk Shipping or Transfer Certificate for Certified Seed**”, then select “**Secondary Final Certificate**”, and enter the certificate number of the original Certificate of Final Certification and enter the Certificate Identification Number (CIN) also found on the same original Certificate of Final Certification.

Details pertaining to the certificate for **Transfer of PreSampled Seed**:

Conditions of use:

(a) The **Transfer of PreSampled Seed** is intended solely for small grains seed in-state shipments made prior to the availability of an OSU Seed Lab test number and usually for planting purposes. This certificate can be written only for seed from fields with a crop inspection status of "Passed".

(b) Oregon Seed Certification Service expects that it is the seed producer's intent to complete certification for the seed moved under a certificate for **Transfer of PreSampled Seed**.

(c) The **Transfer of PreSampled Seed** may be requested only by warehouses with approved, operational automatic samplers, and the seed identified on the certificate must have been sampled by that automatic sampler and the seed in that sample must be available to the OSCS county sampler at the time the submitted sample is prepared. Un-sampled seed moved for planting has lost eligibility for certification. At the time the county sampler visits the warehouse to physically confirm the seed lot and prepare the submitted sample, the sampler may request, and then must be provided with a summary of **Transfers of PreSampled Seed** showing the total of pounds already shipped under those **Transfers**, the sampler may also ask to be shown, and then must be shown, copies of the actual certificates for **Transfer of PreSampled Seed**.

(d) The **Transfer of PreSampled Seed** certificate is available only at the OSCS website for online services.

(e) The **Transfer of PreSampled Seed** conveys limited certification status to the seed being shipped, since a sample for the seed lot has not yet been entered at the OSU Seed Lab.

(f) The **Transfer of PreSampled Seed** certificate will not be accepted as seed stock documentation for a certified seed field.

(g) Seed shipped under a **Transfer of PreSampled Seed** will not be officially certified seed until the **Transfer of PreSampled Seed** is replaced with an OSCS electronically produced **Certificate of Final Certification**.

(h) All stipulations and requirements stated on the **Transfer of PreSampled Seed** and in the online computer programs shall be followed.

(i) The warehouse issuing certificates for **Transfer of PreSampled Seed** is solely responsible for ensuring that the total pounds, shipped with these certificates, do not exceed the sampled pounds of the lot to be reported on the subsequent sample certificate.

(j) The OSCS Client using **Transfer of PreSampled Seed** is solely responsible for correct use of the Presample Certificate Numbers (see below).

(k) The OSCS Client using **Transfer of PreSampled Seed** is solely responsible for replacing that certificate with the **Certificate of Final Certification**, when the seed lot becomes tag eligible.

Location, scope, access and use:

Location: <http://web.oscs.orst.edu/online/>.

Scope: The **Transfer of PreSampled Seed** is an electronically produced shipping certificate providing producer's information for a seed shipment made prior to the availability of an OSU Seed Lab test number.

Access:

- (1) Direct your browser to the OSCS website (above), and log in.
- (2) **Under Seed Sample Information**, click on "Create Online Seed Sample Certificate".
- (3) Enter Lot Number and Field Numbers, make the required specifications, and Get **Presample Certificate Number**, this will be a two digit number. If you are given a number called something other than a **PreSample Certificate Number**, then back up and re-enter your data.
- (4) Record the **PreSample Certificate Number** for your future reference, it is your reference to all **Transfers of PreSampled Seed** made from the specified seed lot. **Transfers of PreSampled Seed** made from other seed lots will have a different **PreSample Certificate Number**. You will need to keep track of these numbers for future use (see below).

Note: When grower name, field number, variety, etc. are entered, the computer program will check this data for accuracy; if inaccurate, you will not be able to write the certificate for **Transfer of PreSampled Seed**.

Note: If a seed sample has been previously entered at the OSU Seed Lab for the same lot number and test number assigned, then you will not be allowed to write a **Transfer of PreSampled Seed**.

- (5) **Under Seed Lot Information**, click on "Create Bulk Shipping or Transfer Certificate for Certified Seed".
- (6) For Type of Certificate, select "PreSample Transfer Certificate", enter the Presample Certificate Number, and Submit Information.
- (7) Complete the entries for the form, and Continue.
- (8) Print the **Transfer of PreSampled Seed** and send a copy with the seed shipment.

Note: The computer program for **Transfer of PreSampled Seed** will show the total pounds of the lot previously shipped with **Transfers of PreSampled Seed**.

Note: When you return to "Create Online Seed Sample Certificate" in preparation for submitting the seed sample, entering the lot number will bring up the information entered for the **Transfer of PreSampled Seed**, and will give you the option of entering remaining pieces of information to complete the Sample Certificate.

Note: When the seed sample is entered at the OSU Seed Lab, the computer program will check the lot number for pounds shipped under the **Transfer of PreSampled Seed**, and will calculate the remaining pounds that may be subsequently shipped under either the **Transfer of Seed Pending Final Certification**, or the **Certificate of Final Certification**. The computer program will not allow certificates to be prepared in excess of the available remaining pounds in the seed lot.

Use:

- Only for Small Grains: Wheat, Oats, Barley, Triticale, and Cereal rye.
- Only for seed that passed field inspection (crop inspection status is "Passed").
- Only by a warehouse with an approved, operational automatic sampler.
- Only for in-state shipments of seed, normally for early planting.

Conversion of Transfers of PreSampled Seed to Certificates of Final Certification.

(1) Under "Seed Lot Information", click on "Finalize Pre-sampled or Pending Bulk Shipping Certificates".

(2) Enter the Presample certificate number, and continue.

(3) From the list of **Transfers of PreSampled Seed**, click on the "Finalize" button.

Do this for all Transfers that were made.

(4) Repeat (2) and (3) for all your seed lots from which **Transfers of PreSampled Seed** were made.

(5) Distribute **Certificates of Final Certification** to your customers.