



Oregon Seed Certification Service  
31 Crop Science Bldg.  
Corvallis, Oregon 97331  
P: 541-737-4513 F: 541-737-2624

## Printing Certification Tags at Company Facilities

OSCS approved warehouses and contractors may be authorized to print Certified generation tags if the tagging facility is located within the state of Oregon. OSCS approved warehouses and contractors may be authorized to print Certified generation tags if the tagging facility has a physical address outside of the state of Oregon but the tagging facility is located within a 20 mile radius of an OSU Extension Office. OSCS approved warehouses and contractors requesting authorization to print Certified generation tags, regardless of location of the tagging facility, must submit to the OSCS manager a signed *Memorandum of Agreement*. The OSCS manager will review the submission and determine whether permission is granted to the company for printing tags. OSCS approved warehouses and contractors requesting authorization to print Certified generation tags at a tagging facility with a physical address outside of the state of Oregon but located within a 20 mile radius of an OSU Extension Office must also submit to the OSCS manager a signed Addendum to the *Memorandum of Agreement* with approval from the state certification authority in which the tagging facility is located. The OSCS manager will review the Addendum submission and determine whether permission is granted to the company for printing tags.

Requests for printing certification tags at a company facility 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 7
- 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
- The printer must be connected to the network that the computer is on and have a valid IP address

### 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 \$360.00 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.



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### 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).

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).

OSCS 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). If further discrepancies arise and continue, printing privileges may be revoked. 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 the OSCS office ([sc-office@oregonstate.edu](mailto:sc-office@oregonstate.edu)).



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## 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 and the revocation of our approved warehouse status in the Oregon Certification program. I also understand and accept that, if approval is granted to print Certified tags at a company facility, OSCS may withdraw approval in its sole discretion. I understand and accept that this Agreement is governed by the laws of the state of Oregon, without reference to conflicts of laws, and any dispute requiring legal action, after exhaustion of administrative appeals, is subject to the jurisdiction of the courts of the state of Oregon in Benton County, Oregon.

Accepted by \_\_\_\_\_, Title \_\_\_\_\_, Date \_\_\_\_\_

Approved by \_\_\_\_\_, OSCS Manager, Date \_\_\_\_\_

Endorsement by the OSCS Manager confirms this acknowledgement 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 is effective on the date it is fully executed by the company and OSCS and terminates upon termination by OSCS. Requests must include the name of the company representative who is mainly responsible for printing certification tags at the facility.



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**ADDENDUM to MEMORANDUM OF AGREEMENT**

For out of state Certified tag printing approval

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 for seed that was produced in Oregon. I have read the information provided by OSCS about this service and represent and warrant that the listed printing location is within 20 miles of an OSU extension office. I understand it is my responsibility to request approval from the designated state certification authority where the printing will be occurring if the printing is not in Oregon.

I accept these responsibilities and understand that failure to meet any of them may result in the revocation of this authorization and the revocation of our approved warehouse status in the Oregon Certification program. I acknowledge and agree that OSCS, at its sole discretion may discontinue this program at any time. I also understand and accept that this Agreement is governed by the laws of the state of Oregon, without reference to conflicts of laws, and any dispute requiring legal action, after exhaustion of administrative appeals, is subject to the jurisdiction of the courts of the state of Oregon in Benton County, Oregon.

Accepted by \_\_\_\_\_, Title \_\_\_\_\_, Date \_\_\_\_\_

Acknowledgement:

As the designated state certification agency, I understand that a company is requesting the ability to print Oregon Certified tags at the location listed above. I approve OSCS to work with this company to facilitate and manage the tag printing process for Oregon Certified tags for seed that was produced in Oregon.

Approved by (signature) \_\_\_\_\_, Title \_\_\_\_\_, Date \_\_\_\_\_  
 (print name) \_\_\_\_\_, State Agency \_\_\_\_\_