



Office Use Only

**NORTH DAKOTA STATE SEED DEPARTMENT
AGREEMENT TO OPERATE AS A NORTH DAKOTA APPROVED FACILITY
TO CONDITION SEED FOR FINAL CERTIFICATION**

Note: The contact information provided below will appear in the Seed Directory. Be complete and accurate.

Name of Conditioning Facility _____

Address _____ **City/St/Zip** _____

Phone _____ **Fax** _____ **Cell** _____

Manager's Name _____ **E-mail Address** _____

We, the management and staff of the above named seed conditioning facility, agree to the following conditions to operate a "North Dakota Approved Conditioning Facility" to receive condition, label, distribute, and in any other manner handle eligible field inspected and certified seed.

1. The facility manager and employees will maintain a clean facility at all times, including headhouse, conditioning area, pit, scale area, bins, basement area and all bulk bins located outside the facility.
2. All handling equipment, conveying equipment and bins must be thoroughly cleaned before any lot of certified seed is handled and stored in the facility. Augers must be reversible. Hopper bins must have bottom access ports or inside ladders for access.
3. Label all bins and keep an up-to-date bin chart where all certified seed is stored. Bins must be labeled with Kind, Variety, Class & Lot Number.
4. All seed lots eligible for final certification shall be sampled by an authorized sampler during conditioning. The untampered representative sample shall be placed into an official seed sample bag.
5. A completed Seed Sampler's Report, and Grower's Declaration, if required, shall be submitted with the representative sample to the North Dakota State Seed Department for testing.
6. All bagged seed must be properly labeled. All unused certification tags must be destroyed or returned to the Seed Department as soon as the lot has been tagged.
7. Ensure any container receiving bulk certified seed is clean. If it is not clean, note on the bill of sale or bulk certificate stating that it was not clean.
8. Bulk certified seed shall only be physically moved twice after final certification is completed.
9. A completed bulk certificate must be issued for each load of bulk certified seed at the time of delivery. Return Bulk Certificate Log Sheet and all unused certificates to the North Dakota State Seed Department by July 1.
10. Maintain complete and accurate records for three years of all seed conditioned or sold. A representative two-pound sample of each seed lot labeled by the conditioner must be retained for one year from the date of final disposition of the lot. Samples must be identified by Kind, Variety, Class and Lot Number.
11. Conditioner must pay all applicable certification, testing, labeling and research fees.
12. Permission to operate as an "Approved Conditioning Facility" is granted on an annual basis only and renewed annually if the Seed Commissioner is satisfied the facility meets the requirements of this agreement and follows all other rules pertaining to seed certification and state and federal seed laws and regulations.
13. Permission to condition seed for final certification may be revoked by the Seed Commissioner at any time without notice if the above conditions are not met, certification rules are not followed, or the facility is found guilty of violations of North Dakota seed laws, the Federal Seed Act, or the Plant Variety Protection Act.

Owner/Manager

Date

Authorized Sampler

Authorized Sampler