



Office Use Only

**NORTH DAKOTA STATE SEED DEPARTMENT  
AGREEMENT TO OPERATE AN APPROVED NORTH DAKOTA  
BULK RETAIL SEED FACILITY**

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

**Company Name** \_\_\_\_\_

**Address** \_\_\_\_\_ **City/State/Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_ **Cell** \_\_\_\_\_

**E-mail Address** \_\_\_\_\_

**Facility Manager** \_\_\_\_\_

**Person in Charge of Certified Seed** \_\_\_\_\_

We, the management and staff of the above named seed handling facility, agree to the following conditions to operate a "North Dakota Approved Bulk Retail Seed Facility".

1. Facility will distribute bulk Certified class seed only.
2. The manager and facility employees will maintain a clean bin site at all times.
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. Approved hopper bins must be equipped with bottom access ports or inside ladders.
5. Certified seed handling systems will be completely separated from commercial grain handling systems.
6. All handling equipment, conveying equipment and bins will be thoroughly cleaned before any lot of certified seed is conveyed and stored at the facility. Augers must be reversible.
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 time of delivery.
10. Return Bulk Certificate Log Sheet and all unused certificates to the North Dakota State Seed Department by July 1.
11. Maintain complete and accurate records for three years for all seed sold. A representative two pound sample of each seed lot sold by the facility 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.
12. Pay all applicable certification, testing, labeling and research fees.
13. Permission to be designated as a "Bulk Retail Seed 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.
14. Permission to handle bulk Certified class seed 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 the North Dakota seed laws, the Federal Seed Act, or Plant Variety Protection Act.

\_\_\_\_\_  
Facility Manager's Signature

\_\_\_\_\_  
Signature of Person in charge of  
Certified Seed

\_\_\_\_\_  
Date