

November, 2009

TO: Certified Seed Growers

FROM: Roger Osburn, Executive Director

SUBJECT: Certified Seed Production

Although the fall planting season is not over, it is time to start thinking about submitting your 2010 “Applications for Inspection (Form A)”. Enclosed are application forms for your use. Each of the applications has a unique barcode; therefore, making duplicate copies of blank form is **not permissible**. If more application forms are needed, please contact the office.

To assist us in processing the paperwork and conducting the inspections in a timely manner, please fill in the form as completely and accurately as possible to include:

- Legal description of your place of business.
- Legal description of and directions to the field to be inspected.
- Name, number or other identification of the field.
- The variety and acres in production.
- Class of seed being *produced* (Registered or Certified).
- Seed source AND a copy of tag or PVP form with tag from that seed source (if not previously submitted to the office).
- Class of seed *planted* (Foundation or Registered).
- Planting dates and previous crop information.
- An accurately drawn map of the field including entrances. Remember: the area provided On the form is for one section (divided into quarters) with North (N) at the top.
- Contact information for the contract grower, if applicable.

Please review your contact information printed on the form and correct as necessary. Keep the pink copy of each form for your records and return the white and yellow copies to this office. The due date for submitting small grains applications is **December 31, 2009**. The deadline is **April 1, 2010** (after which a late fee of \$50.00 per field will be applied).

If you find you need to cancel a field, you can do so anytime at no charge up to the point at which the inspector sets foot in the field. You will not be billed for any inspections until the end of May, 2010.

If you have any questions or if we can be of any assistance, please feel free to give us a call.