



APPROVED LABORATORY AGREEMENT AND PERMIT AGREEMENT

I hereby agree to observe all conditions and provisions set forth in this permit when handling any samples of material received under permit. I also accept responsibility for carrying out all necessary precautions to assure compliance with such conditions and provisions by all co-workers in the laboratory who will handle such material.

Laboratory Name

Authorized Representative (print or type)

Address

Title

City, State, Zip Code

Signature (required)

() Telephone

Date

APPROVED LABORATORY PERMIT

Permit No. _____

Date Issued _____

In consideration of the above agreement and it having been determined that equipment and facilities stated below are provided at the above named laboratory, said laboratory is issued this permit under authority of Section 3154, Title 3, California Code of Regulations, and is authorized to receive restricted or prohibited samples of plants and plant products for analyses or scientific experiments or tests under the conditions and provisions outlined below. This permit is revocable at any time upon written notice to the permittee. THIS PERMIT SHALL BE VOID TWO YEARS FROM THE DATE ISSUED UNLESS WRITTEN REQUEST FOR RENEWAL IS RECEIVED AT LEAST 30 DAYS PRIOR TO EXPIRATION.

Laura O. Petro, M.S.
Acting Environmental Program Manager I
Permits and Regulations
Plant Health and Pest Prevention Services

County Agricultural Commissioner

cc: County Agricultural Commissioner
USDA, APHIS, PPQ, Sacramento
Pest Exclusion Area Office



Minimum Facility Requirements

1. Availability of a satisfactory place within the laboratory for holding and inspecting incoming material.
2. Availability of equipment or facilities in laboratory for immediate treatment, or destruction if necessary, of pest contaminated material. Such facilities include but are not limited to incinerator, steam sterilizer (autoclave), oven, large cooker, fumigation chamber, acid or caustic vat. A blender or similar type of equipment may be approved as a treatment for material or insects.
3. Availability of a freezer capable of holding stored material at 20°F or lower.
4. Proper maintenance of records, listing type of material, date received, and amount of each lot tested or disposed of, until entire sample has been accounted for.

Standard Conditions

1. The laboratory employee requesting or arranging for shipments of material will consult the County Agricultural Commissioner and/or the California Department of Food and Agriculture Pest Exclusion Branch to determine if material is subject to quarantine.
2. Collectors or persons gathering material for shipment are to select material carefully to exclude insects, diseases, weeds or weed seed and other pests.
3. All samples are to be free of soil, debris and roots, except root crops well washed before shipping. Laboratories interested in receiving soil or roots normally prohibited or restricted by quarantine may arrange for a special permit for individual samples. Such permit must be granted prior to shipment.
4. All samples of plant material must be contained in plastic bags securely tied or sealed and shipped in sturdy outer containers.
5. Samples must be shipped by commercial carrier or USPS and are not to be transported as baggage or personal belongings unless permission is obtained in advance.
6. The County Agricultural Commissioner is to be notified after arrival of sample, and before unwrapping, and arrangements made for inspection of the sample.
7. Quarantine or infested material that presents a pest hazard must be labeled and recorded. The record will be maintained until the entire sample has been utilized in the process of testing or is otherwise treated or destroyed by an approved method. The record must be made available to state/CDFA and/or County inspector upon request.
8. Permitted quarantine material received must be retained in storage, held in a freezer in plastic bags or other tight containers. Such material must be tagged with a yellow quarantine tag (Form 66-058) or other suitable tags as approved by the Agricultural Commissioner. CDFA or County Agriculture inspector may destroy any improperly held or recorded material.
9. Plant material received by an approved laboratory shall be used for analysis or testing only. The material must never be used for propagation or removed from the laboratory for any purpose without treatment and prior permission from the Agricultural Commissioner or the Pest Exclusion Branch.
10. Quarantine and/or recorded pest material shall be treated or disposed of in an approved manner to the satisfaction of the agricultural inspector, unless the process of

testing is determined by the inspector to be an adequate method of destroying or preventing escape of any pest which is or may be present.

11. Materials are to be limited to the minimum amount needed for testing.
12. If the plant material is also restricted movement by federal regulations, the permittee shall obtain any necessary USDA permit or certificate prior to shipment of the material.
13. Some special provisions for selecting and preparing certain material at origin for shipment are:
 - a. Corn plants (stalks, leaves or ears). Chop stalks and leaves into small pieces approximately six inches long. Break ear of cob into at least three pieces. Examine for evidence of insects tunneling in stalks, ear or cob.
 - b. Sweet potatoes. Cut in approximately one-half-inch slices and inspect for evidence of sweet-potato weevil.
 - c. Cotton seed and cotton bolls. Time requests for material so that it may be processed or tested immediately upon arrival. Only the amount that can be tested immediately is to be shipped. This material may not be held in storage.