

## NIPM Item #3.1

### NURSERY STOCK CERTIFICATE AUTHORIZATION SUGGESTED PROCEDURES

- 1) ISSUANCE FOR NURSERY STOCK SALES: Complete Form No. 64-079 to authorize use of the California Nursery Stock Certificate(s) hereinafter referred to as "CNSC". The procedures to complete the Authorization Form are:
  - a) On Line 1., fill in the following information:
    - i) Firm Name for the main sales location.
    - ii) Mailing Address.
    - iii) City, State, Zip code, and County.
    - iv) CNSC Number is equivalent to the nursery license number. The certificate number for firms licensed to sell nursery stock is the letter designation plus the first four digits of their permanent license number. The license number is shown on your file copy of, "Application for License to Sell Nursery Stock", and on the "County Nursery Acres Listing" report.
      - (1) If there are multiple locations under the same nursery license, the certificate number is to match the nursery license number including the decimal designation. **For example**, B1234.001 for primary sales location, B1234.G01 for growing grounds not located at the primary sales location, B1234.002 for separate sales location, and B1234.003 for a sales location in the same county or a different county.
  - b) On Lines 2 through 5, fill in the following information for each location associated with the main sales location:
    - i) Address, City, Zip code
    - ii) County
    - iii) CNSC Number is equivalent to the nursery license number for each individual location.
  - c) If additional locations exists, Use another sheet if necessary to list any additional licensed sales locations in the county.
  - d) In the facsimile of the Certificate format (Form 66-119), in the line space "Issued by:", enter the county name preceding the words "County Agricultural Commissioner". Section 3060.5 of Nursery Inspection Regulations does not provide for the use of a personal name.
  - e) "Representative's Signature": Signature of authorized nursery representative.
  - f) "Title": Title of person signing on behalf of the nursery.
  - g) "Printed Name": Print name of authorized nursery representative..
  - h) "Date Issued": fill in date of issuance.

- i) "Signed": The County Agricultural Commissioner or his authorized representative must sign his/her personal name. If the authorized representative is signing the certificate, the personal name of the commissioner should be typed in the area below the signature line.
  - j) "Issuing County": fill in your county name.
- 2) ISSUANCE FOR SEED AND BIOTECH FIRMS: For firms not required to have a nursery license, please contact CDFA Nursery Program for further information.
- 3) ISSUANCE FOR NON-COMMERCIAL SHIPMENTS: For certificates (Exclusion and Detection Form #66-119) affixed by the commissioner on noncommercial shipments, the number would be the official county number followed by a hyphen and a zero. For example: Merced County should have certificate numbers denoted as No. 24-0 and Glenn County should have numbers denoted as No. 11-0. These certificates should not be used on commercial shipments and may be used to address regulatory restrictions due to quarantine requirements in other counties or states.
- 4) CERTIFICATE FORMAT: The format of the approved certificate should be essentially as that shown on Form No. 64-079 (NIPM Item #3.2). The background color and the size and color of the print may vary as long as there is sufficient contrast and the print is legible. The map of the State of California, which appears in the center of the certificate, may be made as an unshaded outline or as a shaded watermark. However, the use of the white and green color format of Exclusion and Detection Form #66-119 is recommended of those firms using the Postal Service or a parcel carrier service. Minimally, the format shall be printed in green.
- 5) DISTRIBUTION OF CNSC AUTHORIZATION (Form #64-079) will be as follows:
- a) Original - to firm or person authorized, together with a transmittal letter on county letterhead (Nursery Inspection Procedures Manual Item #3.4).
  - b) Photocopy or scan -to County Agricultural Commissioner.
  - c) Photocopy or scan -to California Department of Food and Agriculture (CDFA) Nursery, Seed, and Cotton Program.
  - d) Photocopy or scan -to other counties where a nursery has branches or growing locations.
- 6) SUSPENSION OR REVOCATION OF AUTHORIZATION: A letter suspending or revoking any previously issued authorization to use nursery stock certificates should be sent to (1) the owner of a firm reported out of business or (2) the previous owner where there is a change of ownership and new license is issued. A copy of all such notices should be sent to CDFA Nursery, Seed, and Cotton Program.
- 7) FILING WITH OTHER STATES: CDFA's Procedural and Training Manual (PTM) Sections 4.3.3 lists states that require filing of certificate authorizations and outlines the procedure.