

## NIPM Item #3.4

(Rev. 12/24/14)

### SUGGESTED LETTER OF TRANSMITTAL

County Letterhead

Firm Name

Address

City, State Zip code

Authorized Representative:

Dear \_\_\_\_\_ :

Attached is your authorization to reproduce in facsimile the California Nursery Stock Certificate (CNSC). This CNSC is to accompany both intrastate and interstate shipments of nursery stock. The CNSC authorization includes the following requirements:

1. Your nursery representative's signature is required to complete the authorization process.
2. Your CNSC number(s) is(are) based on your nursery license number(s) and is(are) location specific.
3. When you have multiple locations and are shipping stock from those multiple locations, the CNSC number should be specific to the last shipping location.
4. Trace-back and trace-forward information as required in the CNSC authorization must be made available upon request.
5. Records of all incoming and outgoing shipments must be maintained for 12 months. If a nursery chooses to have greater trace-back capabilities within their nursery and beyond 12 months, the nursery may be able to reduce potential regulatory actions in the case of a quarantine.
6. No out-of-state plant material shall be shipped prior to inspection and release by local county agricultural commissioner.
7. CNSC is **VALID FOR 2 YEARS** and will remain in effect unless revoked or suspended for cause. The CNSC may be renewed at the Commissioner's discretion for up to a total of 6 years.

A facsimile of the CNSC may be reproduced by you on invoices, postal meter devices, and shipping labels. This reproduction is subject to approval. The nursery inspection regulation requires the CNSC, which will accompany shipments of nursery stock, to be reproduced in essentially the form as indicated on the attached authorization.

A notice to hold for inspection at destination ("blue tag"), is to be used for a shipment not eligible for movement under the CNSC. The attached Shipping Guide outlines certain restrictions on the use of the CNSC. You may also refer to nursery stock shipping regulations for all states at the National Plant Board website at <http://nationalplantboard.org/laws/index.html>.

If you have questions, please let the Department know. The staff will be glad to discuss requirements with you and review the manner in which you plan to reproduce the CNSC.

Sincerely,

\_\_\_\_\_ County Agricultural Commissioner

OR

(Signature of County Representative)

For \_\_\_\_\_ County Agricultural Commissioner