INSTRUCTIONS FOR COMPLETION OF CDFA REPORT 6  
(VERSION 6/21/2017)

For payment under the seed subvention program, each County should report their seed law enforcement activities on the Report 6 located on the County Reporting System.

https://secure.cdfa.ca.gov/egov/crs/login.aspx

The Report 6 is used to report activities related to enforcement of the California Seed Law and in fulfillment of the seed subvention contract. In order to provide direction in efforts, the Seed Services Program will provide each participating county a list of firms known to be involved in the sale or distribution of seed in their county. Each county should provide a completed Report 6 to the Seed Services Program after the close of each month. Activities to be summarized on the Report 6 are described below.

1. Enforcement of the California Seed Law

**PREMISES INSPECTED** – use the list of firms in your county (provided by the Seed Services Program) to determine which premises must be inspected. Inspectors should determine if the conditions at the seed facility are adequate to maintain the quality of seed. Special attention should be paid to storage temperature, humidity, insect infestations and the integrity of storage containers as well as conditioning equipment. The number of premises inspected and the hours required to inspect those premises should be reported each month.

**LOTS/UNIQUE LABELS INSPECTED PER THE UNITS OF ACTIVITY LIST** – the number of lots (or unique labels) inspected and the time to inspect them should be reported. Only lots/unique labels from seed-labeler operations, significant dealers or distribution centers that are indicated on your county’s units of activity list should be reported in this category. Labels evaluated in connection with 008 Inspection reports should NOT be reported under this category unless they are destined to a firm indicated on your county’s units of activity list.

If the lots are unsealed, the inspector should observe if the seed is homogeneous and free of unwanted contamination from other crop seed, weed seeds or inert material. If the lot is sealed, the inspector only needs to check the integrity of the packaging and look for obvious signs of poor storage conditions, such as water stains or sun damage.

The inspector should evaluate as many labels on a unique lot of seed that the inspector believes are necessary to be convinced that the lot is properly labeled. Common errors on agricultural seed are germination test dates that are no longer valid and component analyses that do not add to 100%. For vegetable seed, the inspector should verify that all required information is present on the label, paying particular attention that the variety name (required on vegetable seed) is also on the label. If seed is treated, the seed treatment and signal word should be indicated on the container or label. The total number of unique labels that are evaluated and the time involved should be reported on the Report 6.

**STOP-SALE ORDERS ISSUED** and **STOP-SALE ORDERS RELEASED** – Stop-sales orders that are issued for non-compliance to the California Seed Law should be reported immediately to the CDFA District Biologist or the Seed Services Program in Sacramento.
The number of stop-sale orders involving any agricultural or vegetable seed, regardless of reason (including quarantine issues) should be reported each month. The hours required to issue or release stop-sale orders should also be indicated.

**UNREGISTERED LABELERS IDENTIFIED OR NOTIFIED TO REGISTER** – Firms or individuals selling agricultural or vegetable seed without authorization, are in violation of the California Seed Law. Counties should require such firms or individuals to complete an application for Authorization to Sell Seed and instruct them to immediately submit the application to the CDFA Seed Services Program. If the firms or individuals are remote, the Seed Services Program can send appropriate correspondence and application material to the unauthorized firms or individuals identified by the county. Note that new Labelers identified can come from various sources including unauthorized labelers identified from Border Inspection 008 Reports. The number of unauthorized firms or individuals that a county identifies or instructs to become registered should be indicated each month on the Report 6. The hours required to assist unauthorized sellers to obtain authorization, should also be reported.

**SEED COMPLAINTS** - Report the number of times that you meet with complainants and provide literature about the dispute resolution process. Report only new seed complaints as a count. A formal complaint does not have to be filed with CDFA (Seed Services Program) in order for a complaint to be counted by a county. When verbal complaints are received and a complaint is being considered, the county should notify the Seed Services Program of a possible complaint. The Seed Services Program can then coordinate schedules with county personnel if an investigation becomes necessary. In addition, CDFA may already have information from the labeler and can provide assistance to the involved parties without the need for a formal complaint. If a county has activities related to a previously reported complaint, the time spent on the previously reported complaint should be recorded under hours but not as a new tally count.

**LABELS OF SEED SHIPMENTS AND/OR 008 REPORTS EVALUATED**- Counties should count and report the number of incoming seed shipments from mail or parcel carriers as well as the number of 008 reports that involve seed shipments. The amount of time spent on 008 Reports and parcel shipments involving seed should also be reported. The shipper and or receiver listed on the 008 Report or parcel documents should be cross-referenced with the list of firms authorized to sell seed in California. At a minimum, either the shipper or receiver should be authorized to sell seed. Border Inspection 008 Reports that involve unauthorized sellers of agricultural or vegetable seed should be faxed immediately to the Seed Services Program in Sacramento. The Seed Services Program will immediately send appropriate correspondence and application material to the unauthorized firms or individuals identified by the county. The county only needs to report the number of 008 Inspection Reports processed when seed is involved and the time spent dealing with seed enforcement activities related to those 008 reports. The number of labels evaluated in connection with 008 Inspection Reports or parcel shipments should only be reported under the other category "LOTS/UNIQUE LABELS INSPECTED PER THE UNITS OF ACTIVITY LIST” when the seed is destined to a firm listed on your county’s units of activity list.

The list of firms and individuals authorized to sell seed in California is in PDF format on the Seed Services Web Page at https://www.cdfa.ca.gov/plant/pe/nsc/docs/seed/Dir_SeedLabelers.pdf

**LEGAL ACTION** – County Commissioners may occasionally participate in seed complaint investigative hearings and mediations. On occasion, county biologists involved in the seed
complaint investigation may also participate in the investigative hearing. The time spent to participate in hearings or court actions should be reported each month. As an incentive to participate in hearings, counties will be awarded credit for evaluating up to nine “extra” lots of seed each time that a Commissioner sits on a unique investigative hearing committee during a reporting month.

2. Seed Certification

   **Note:** These activities are reimbursed by the California Crop Improvement Association (CCIA) and not CDFA. Counties report their seed certification activities on the Report 6 so that CDFA may assist CCIA with evaluation of individual county workloads for seed certification activities.

After field inspections by CCIA inspection personnel and the issuance of a “Field Inspection Report” the fields are eligible for harvest, movement to storage or the conditioner, conditioning, sampling, bagging and tagging. All these actions are the responsibility of the applicant and grower under the rules and regulations of the CCIA and subject to the supervision of the County Agricultural Commissioners Office.

**HARVESTERS AND FIELD EQUIPMENT INSPECTED** – All equipment; harvesters, trailers, bins, storage facilities, etc. used to handle certified seed must be cleaned prior to use. The Agricultural Commissioner’s Office supervises and verifies that equipment have been cleaned adequately by the applicant or grower. Counties should report the number of harvesters and auxiliary equipment inspected as well as the number of hours necessary to perform these inspections.

**INTERCOUNTY/INTRASTATE PERMITS ISSUED** – These permits are designed to transfer custody and provide notification of the movement of seed from one area or facility to another. The Agricultural Commissioner’s Office issues these permits to the applicant or conditioner upon request. The number of permits issued and time required to prepare the documents should be reported.

**INTERSTATE PERMITS ISSUED** – These permits are designed to transfer custody and provide notification of the movement of seed from one STATE to another. The Agricultural Commissioner’s Office issues these permits to the applicant or conditioner upon request. The number of permits issued and time required to prepare the documents should be reported.

**CERTIFIED MILLS INSPECTED** – Prior to conditioning a lot of seed, each facility and associated equipment must be cleaned. It is the Agricultural Commissioner’s Office responsibility to verify that mills and associated equipment have been adequately cleaned before handling seed meant for certification. Counties should report the mills inspected and the time required to conduct the inspections.

**SAMPLES DRAWN** – The Agricultural Commissioner’s Office will be asked to draw samples for seed testing when the accredited company representative is not authorized. Counties should report the number of seed samples drawn for certification purposes and the time required to draw them.
3. Misc. Activity

**Note:** Counties presently do not draw seed samples for monitoring compliance to the California Seed Law. Counties may however still draw seed samples for quarantine law enforcement or at the request of a firm in the county (i.e. a service sample). Those activities are reimburse through other agreements and are not part of enforcement of the California Seed Law. None-the-less, the Seed Services Program does wish to track those activities to determine the extent of other seed related activities being performed in the counties.

**SAMPLES DRAWN, SERVICE** – On occasion, a seed operation in a county will be required by to have a seed sample drawn by a government official and then sent to a designated laboratory. This is typically a condition required by the government of a country that the seed will be exported to. Although such samples are drawn by a government official, they are not considered “official samples” but are instead called “service samples.” Staff in the Seed Services Program are currently responsible for the collection of Official or Regulatory samples, which are used to check for compliance to the California Seed Law. Counties should report the number of service samples and amount of time spent collecting those service samples each month.

**SAMPLES DRAWN, US CUSTOMS** - Counties should report the number of seed samples drawn for US Customs and the amount of time spent collecting those samples each month.

**ADMINISTRATIVE SUPPORT** – Counties should report the amount of time spent by administrative staff to coordinate, communicate and report seed related activities. One half of the time reported for administrative support, is used by CDFA to calculate the administrative support time specifically spent for seed law enforcement. The other half is assigned to administrative time for seed certification activities, service samples and quarantine samples.