

INSTRUCTIONS FOR COMPLETION OF CDFA SEED INSPECTION REPORT 6 (VERSION 11/5/2019)

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. 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 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 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. The Seed Services Program can send appropriate correspondence and application material to the unauthorized firms or individuals identified by the county. 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 hours that are used to 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 emailed 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 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_RegisteredSeedSellers.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.

2. Seed Certification

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.

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 seed lot, 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

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.”

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.