



**AGREEMENT TO OPERATE AN APPROVED
NORTH DAKOTA BULK RETAIL SEED FACILITY**
NORTH DAKOTA STATE SEED DEPARTMENT
SFN 61443 (4-2018)

PO Box 5257
Fargo, ND 58105-5257
Phone: 701-231-5400
Fax: 701-231-5401
www.ndseed.com

Note: The contact information provided below will appear in the Seed Directory. Be complete

Company Name			
Address	City	State	ZIP Code
Telephone Number	Fax Number	Cell Phone Number	

Print cell phone number in directory Yes No

Email Address
Facility Manager
Person in Charge of Certified Seed

Permission to operate as a Bulk Retail Seed Facility is granted and renewed on an annual basis only if the Seed Commissioner is satisfied the facility meets the requirements of this agreement and follows all other rules pertaining to seed certification and state and federal seed laws and regulations.

This agreement may be revoked by the Seed Commissioner at any time without notice if the conditions are not met, certification rules are not followed, or the facility is found guilty of violations of the North Dakota seed laws, the Federal Seed Act, or Plant Variety Protection Act.

The management and staff of the facility agree to the following terms and conditions:

1. Distribute bulk Certified class seed only.
2. Maintain a clean bin site at all times.
3. Label all bins and keep an up-to-date bin chart where all certified seed is stored. Bins must be labeled with Kind, Variety, Class and Lot Number.
4. Approved hopper bins must be equipped with the bottom access ports or inside ladders.
5. Certified seed handling systems must be completely separated from commercial grain handling systems.
6. Thoroughly clean all handling equipment, conveying equipment and bins before any lot of certified seed is conveyed and stored at the facility. Augers must be reversible.
7. Ensure any container receiving bulk certified seed is clean. If it is not clean, note on the bill of sale or bulk certificate stating that it was not clean.
8. Bulk certified seed may only be physically moved twice after final certification is completed.
9. Issue a completed bulk certificate for each load of bulk certified seed at time of delivery.
10. Return Bulk Certificate Log Sheet and all unused certificates to the State Seed Department by September 1.
11. Maintain complete and accurate records for three years for all seed sold. Retain a representative two pound sample of each seed lot sold by the facility for one year from the date of final disposition of the lot. Identify samples by Kind, Variety, Class and Lot Number.
12. Pay all applicable certification, testing, labeling and research fees.

Facility Manager Signature	Date
Signature of person in charge of Certified Seed	Date