



**AGREEMENT TO OPERATE A NORTH DAKOTA  
APPROVED BULK RETAIL SEED FACILITY**  
NORTH DAKOTA STATE SEED DEPARTMENT  
SFN 61443 (06-2024)

PO Box 5257  
Fargo, ND 58105-5257  
Phone: 701-231-5400  
ndseed@ndseed.ndsu.edu  
www.ndseed.com

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

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

Print cell phone number in directory      Yes      No

Physical Address of Facility (If different than above, for inspector use only)
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 North Dakota seed laws, the Federal Seed Act, or the Plant Variety Protection Act.

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

1. Receive, label and distribute bulk Certified class seed only, in accordance with North Dakota field seed certification standards and regulations.
2. Maintain a clean facility and bin site at all times.
3. Label all bins and maintain an up-to-date bin chart where all certified seed is stored. Bins must be numbered and labeled with Kind, Variety, Class and Lot Number.
4. Certified seed handling systems must be completely separated from commercial grain handling systems.
5. 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. Hopper bins must have bottom access ports or inside ladders.
6. 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.
7. Bulk certified seed may only be physically moved twice after final certification is completed.
8. Issue a completed bulk certificate for each load of bulk certified seed at time of delivery. Return Bulk Certificate Log Sheet and all unused certificates to the North Dakota State Seed Department by September 1.
9. Maintain complete and accurate records for three years for all certified seed sold. Retain a representative two-pound sample of each certified 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.
10. Pay all applicable certification, testing, labeling and research fees.

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