



**AGREEMENT TO OPERATE A NORTH DAKOTA
APPROVED FACILITY TO CONDITION CERTIFIED SEED**
NORTH DAKOTA STATE SEED DEPARTMENT
SFN 51115 (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	

Mobile Conditioner Yes No Print cell phone number in directory Yes No

Physical Address (If different than above, for inspector use only)		
Email Address		
Facility Manager		
Person in Charge of Certified Seed	Signature	Date

Permission to operate as an Approved Conditioning 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 seed conditioning facility agree to the following terms and conditions:

1. Receive, condition, label, distribute and in any other manner handle eligible field inspected and certified seed according to North Dakota field seed certification standards and regulations.
2. Maintain a clean facility at all times, including headhouse, conditioning area, pit, scale area, bins, basement area and all bulk bins located outside the facility.
3. Thoroughly clean all handling equipment, conveying equipment and bins before any lot of certified seed is handled and stored at the facility. Augers must be reversible. Hopper bins must have bottom access ports or inside ladders for access.
4. 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.
5. All seed lots eligible for final certification shall be sampled by an authorized sampler according to procedures prescribed by current AOSA Rules for Testing Seeds. The untampered representative sample shall be placed into an official seed sample bag.
6. Submit a completed Seed Sampler's Report and Grower's Declaration, if required, along with the representative sample to the North Dakota State Seed Department for testing.
7. Properly label all bagged seed. All unused certification tags must be destroyed or returned to the North Dakota State Seed Department as soon as the lot has been tagged.
8. 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.
9. Bulk certified seed may only be physically moved twice after final certification is completed.
10. Issue a completed bulk certificate for each load of bulk certified seed at the time of delivery. Return Bulk Certificate Log Sheet and all unused certificates to the North Dakota State Seed Department by September 1.
11. Maintain complete and accurate records for three years for all certified seed conditioned or sold. Retain a representative two-pound sample of each seed lot labeled by the conditioner for one year from the date of final disposition of the lot. Identify samples by Kind, Variety, Class and Lot Number. If you are not the labeler, provide them with the properly labeled sample.
12. Pay all applicable certification, testing, labeling and research fees.

Facility Manager Signature	Date
Authorized Sampler Signature(s)	Date