

OREGON DEPARTMENT OF AGRICULTURE, SEED CERTIFICATION  
AND THE FEDERAL ACT SEED RECORDS REQUIREMENTS

To assist you in keeping complete seed records, the Oregon Department of Agriculture and Oregon Seed Certification Service have summarized the requirements for you.

Seed dealers, shippers, and handlers are required to maintain and make accessible for inspection, a complete record of each lot of seed. The complete requirements for record keeping are specified in ORS 633.511 through 633.750, OAR 603-056-0030 through 603-056-0490, the Federal Seed Act, and the Federal Seed Act Regulations, part 201.

Seed records must be maintained in such a manner as to permit comparison with records required to be maintained by other persons for the same lot of seed. This is to allow for factors such as germination, variety, purity, etc., to trace the lot from the grower to the ultimate consumer.

A COMPLETE RECORD of a seed lot in Oregon, whether it is certified, commercial or certification isolation lot, must include the following information:

**RECEIVING RECORDS:**

Delivery/scale ticket, bill of lading, analysis tags, and/or laboratory reports, any other lot receiving record showing lot number and pounds received, the first record showing the lot number assigned to the lot (once a lot number is assigned, it cannot be changed without first changing the lot by cleaning, blending, etc.), inventory card showing the disposition of the lot origin and location of the lot.

**SEED GROWERS:**

Seed growers are responsible to provide seed conditioning warehouses information regarding variety and crop kind, field number(s), and whether the seed lot is certified, certification isolation, or commercial. Growers can combine fields of the same variety together to make a seed lot, however, they need to provide information regarding weight estimate and the field numbers for components of these seed lots.

**VARIETY RECORDS:**

Invoices or other documents establishing variety, grower's declaration of variety, or VNS, must be maintained by the person obtaining the seed from the grower. Seed records necessary to disclose the variety including planting, certification tags, or breeders' affidavit should be kept.

**CONDITIONING/HANDLING RECORDS:**

- records of operations you performed on the seed such as cleaning, blending, and treating, regardless of whether or not you own the seed or whether the seed lot is certified, commercial or certification isolation.
- records of bagging/packaging all above mentioned seed lots.

All conditioners are responsible to maintain a record of all their conditioning activities. Records such as grower, crop and variety, field number(s), and exact or an estimate of weight from each field for a grower/cultivar should be maintained for certified, commercial, and certification isolation lots.

**TEST RECORDS:**

- all test reports received on the lot shipped, including Endophyte, Sod Quality, purity, germination/viability, and other tests
- test reports on all component lots, if the lot shipped was a blend or mixture and the labeling was determined from the analysis of the components

**SALES AND SHIPPING RECORDS:**

- invoices and scale tickets, bills of lading, or other transportation records
- inventory records (show sales and amount remaining)
- a specimen of the analysis tags developed from tests reports
- Phytosanitary certificates
- file samples

**RECORD RETENTION PERIOD:**

A complete record of each lot must be maintained for three years after disposition of the entire lot; the file samples must be for one year after disposition of the entire lot. (Three years for documents, one year for file samples after final sale of the lot.)

**ACCESSIBILITY OF RECORDS:**

The records shall be accessible for inspection by the Oregon Department of Agriculture, Oregon Seed Certification Service and the USDA for the effective administration of the Oregon Revised Statute, Oregon Administrative Rule, and the Federal Seed Act, at any time during customary business hours.