

Seed Recordkeeping Requirements

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 a 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 for providing 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

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 estimate of weight from each field for a grower/cultivar should be maintained for certified, commercial, and certification isolation lots. Records of bagging and/or packaging for all seed lots should also be kept.

TEST RECORDS

Test records include all test reports received on the lot shipped, including Endophyte, Sod Quality, purity, germination/viability, and other tests. This also includes 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

Sales and shipping records include invoices and scale tickets, bills of lading, or other transportation records, and inventory records (showing sales and amount remaining). A sample of the analysis tags developed from tests reports should also be kept. Maintain records of phytosanitary certificates issued.

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.

QUESTIONS? CONTACT US!

SEED REGULATORY PROGRAM

<https://oda.direct/SeedLaws>

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