



WASHINGTON STATE CROP IMPROVEMENT ASSOCIATION

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MEMORANDUM

Date: December 2, 2016

To: Washington Certified Seed Plants/Certified Seed Growers
And Certified Seed Sellers

From: Jerry L. Robinson

Re: Fall 2016 Audit Report

Enclosed is the WSCIA Audit Form to be used for reporting fall sales of Washington Certified small grain, peas and lentils. Please complete this audit and return it to the WSCIA Pullman office as noted on the top left corner of the form no later than Friday, January 20, 2017.

Items of note –

To help simplify reporting please report all sales (spring & winter varieties) of certified seed beginning with the first sale following your last audit up to sales completed through December 31, 2016.

WSCIA is trying to properly track in-state and out-of-state poundage of seed certified in Washington State. By reporting the state where seed was sold, WSCIA has a more accurate poundage of certified seed used by Washington growers. To accomplish this reporting please use only one line for each variety/lot sold per state.

The second item is also to help WSCIA make better estimates of certified seed usage in Washington State. The top of the form asks for an estimate of seed planting rates for your area of seed sales. I understand that many of you have both irrigated and dry land so if you could give an estimate of each it would be greatly appreciated.

I strongly urge you to complete the audit report as soon as possible and not wait until the last minute to complete and return.

If you have questions please do not hesitate to call the office and ask Karen or myself, as we want this to go as smoothly as possible for both you and WSCIA

Thank you for your support and cooperation

Jerry L. Robinson
Manager

Guide to completing the audit

Fees

Total of Certification Fees is \$0.28/CWT

Breakdown is as follows

Final Certification Fee: \$0.25/CWT

Promotion Fee: \$0.025/CWT

County Fund Fee: \$0.005/CWT

These fees are charged on seed your plant cleaned, certified in Washington, and sold either in- state or out-of-state.

Production Fee of \$0.105/CWT

This fee is charged on seed:

1. Sold in-dirt (pre-cleaned), out-of-state.
2. Field inspected and/or certified, but sold as common seed in- or out-of-state.
3. Retained for yourself to plant as certified seed.
4. Sold pre-cleaned (in-dirt) to a non certified cleaning plant
5. Sold cleaned, but did not certify in Washington, and sold out-of-state.

No Certification or Production fees are charged on seed:

1. Sold in-dirt (pre-cleaned), in-state.
2. From a field rejected during field inspection.
3. Sold as cover crop or commercial grain.
4. WSCIA Foundation Seed purchased and/or resold to grower.

What transactions to report

All seed sales that have completed the certification process, this would include:

Seed brought in from the field or purchased in-dirt (both from in-state and from out-of-state) that was applied for certification, passed the field inspection for certification, was processed, sampled and a certification certificate issued.

Seed you purchased cleaned, but was not sampled or issued a certificate to complete certification process.

In-dirt sales. Although no fees are charged on these sales, we need these numbers and who they were sold to for WSCIA reporting purposes.

Use of your own foundation or registered seed to produce another generation of certified seed.

What sales you don't need to report

Seed you purchased cleaned **and** with a certification certificate issued from WA or other states.

(over)

How to fill out your audit form

Report Date Report all sales since your last audit date through December 31, 2016.

Conditioning Plant The name of the company to be invoiced for the audit.

County This is the county which the conditioning plant is located in and determines which county crop improvement association will get issued that portion of the county fund. If you are reporting for more than 1 location and it covers more than 1 county you can fill out 2 separate forms so each county gets the appropriate fund amount.

Locations included in this audit If you have more than one location, list all the locations included on this form. You may report all locations on one form, or report them individually on separate forms. Splits may need to be provided so that the appropriate county gets reimbursement of fund amount.

Estimated planting rate for your area For small grains, how many pounds per acre of seed is recommended for planting.

Form Completed by Person who completed the form and is the contact if WSCIA has questions regarding this audit.

Phone# How to contact the person who completed the form.

Basis for report You are reporting in pounds sold, hundred weight sold, or bushels sold.

Variety Common name of the variety.

Class F=Foundation R=Registered C=Certified /downgraded to CS=Common Seed or CM=Commercial Grain or Cover Crop.

Lot number Company assigned lot identification number (should match lot# on lab analysis that a certification certificate was issued for).

Lab number of Certification The lab that the certificate was issued on for this lot number.

Grower(s) Name of farmer(s) or corporation(s) that **produced** the crop. For cleaned, certified sales this may be left blank if lot number and lab number are provided. This information must be provided on precleaned sales.

Field number(s) WSCIA assigned field number, or other state assigned number(s). For cleaned, certified sales this may be left blank if lot number and lab number are provided. This information must be provided on precleaned sales.

Weight of cleaned seed sales Total weight sold from lot. PLEASE SEE BELOW for instructions regarding State Where Seed Was Sold.

Weight of pre-cleaned (in-dirt) seed sales Total weight sold from pre-cleaned (in-dirt) lot (lot number not required). PLEASE SEE BELOW for instructions regarding State Where Seed Was Sold.

Company/Grower pre-cleaned (in-dirt) sales sold to List the company or grower to whom the sale was made.

State Where Seed Was Sold List one variety/lot per line per state and put a checkbox in the column for the appropriate state into which seed was sold.