



PLANT
INDUSTRY

SEED FIELD INSPECTION PROGRAM

Wisconsin Department of Agriculture, Trade and Consumer Protection

Revision Date: New



<i>Revision History</i>		
Revision Date	Author/Title	Description of Changes
12/23/14	Ellen Hermanson	New document creation
7/1/16	Ellen Natzke	Minor revisions and updates
7/13/18	Shanon Hankin	Minor revisions and updates



I. Purpose

Through the Seed Field Inspection Program, as a sub-program under the Phytosanitary Program, we inspect fields from which seed will be harvested and exported out of the country. Oftentimes, foreign countries will require an official growing season inspection of the parent plants before they will allow the import of the harvested seed.

II. Scope

The steps described in this document are to assist the Seed Field Inspection Program Coordinator in the management and coordination of program activities and inspections.

III. Prerequisites

- A. Authorized Certification Official (ACO) status is preferred, but a basic understanding of how to use and interpret **PExD** to search for and understand foreign requirements for any species of seed is acceptable.
- B. Basic understanding of Microsoft Excel and Microsoft Access

IV. Responsibilities

- A. The Seed Field Inspection Coordinator is the person primarily responsible for managing and coordinating program activities and inspections.
- B. The Pest Survey inspector will conduct most of the inspections required by the program.
- C. The Plant Industry Lab plant pathologist will conduct laboratory testing in order to meet foreign requirements.

V. Procedure

- A. Write the Seed Field Inspection Letter to be sent out in early May to seed producers that participated in the program last year.
 - 1) Copy last year's letter and change the dates, any other pertinent information changes within the body of the letter and then add any new updates for requirements for the more common seed species that WI seed producers export, such as corn or soybean seed, at the bottom of the letter under the Notes section. The Seed Field Inspection Letter for the previous year will be located here in the correct year's folder: [..\..\PHYTOS\Seed Field Inspections](#). You can access current foreign requirements using the PExD or PCIT website links above under the Prerequisites heading, and then searching by country.
 - 2) Look at the list of seed producers to know how many letters to send out and to whom you will send them. The list of seed producers is located in the Seed Field Inspection database under the Seed Producers table, located here: [..\..\PHYTOS\Seed Field Inspections\Seed Field Inspection DB.accdb](#)
 - 3) Print labels for each seed producer, and include in each mailing:
 - a) Return envelope for PO Box 8911 put to the attention of the Seed Field Inspection Program Coordinator
 - b) Seed Field Inspection Letter



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- B. Make sure everything is organized and ready for you to receive inspection forms back from the seed producers once they fill in the top section of the form. Use last year's accordion files and put the inspection forms in it, organized by crop and then the county, as you receive them. There should be a Corn accordion file, a Soybean accordion file, and an Other Crops accordion file. Within those there should be manila folders that have a county name on them. Only use those counties for which fields that need inspecting are located. Other county folders you can remove from each accordion file as they will not be used.
- C. You should start getting back the filled-in inspection forms from the seed producers in June (via email or regular mail), although some producers will return theirs late. As you get the forms returned to you with field, crop and export information filled in, do the following:
- 1) Enter the information in the top part of the form into the Seed Field Inspection database in the Fields & Results form by using the Switchboard. Make sure you are entering the data from each form into the current year's table, and under the correct Seed Producer.

***Note:** If you are familiar with Access and the Program, you can also enter the information directly into the Fields & Results table by double clicking on the table in the left side menu if you prefer.

- 2) Look up the foreign requirements for each species of seed on each form that you get in using PEXD and the countries listed as potential export destinations on each form. Highlight the pests or diseases that need to be tested or inspected for on the form. If the form does not list a pest or disease for which the parent plant requires inspection or lab testing, write them in using blank spaces on the form. If there are no specific pests or diseases that need to be inspected or tested for, you do not need to highlight anything.
- 3) Store a copy of each form on the I Drive in the folder designated for that seed producer, under the current year's folder within the Seed Field Inspection folder. The path should look like this:
\\darm\pi\PHYTOS\Seed Field Inspections\ (insert current year's folder here)\Inspection Forms\
(insert seed producer's name here). If the producer included maps with their inspection form(s), store copies of those in the folder as well.
- 4) Put a hard copy of each inspection form in the Pest Survey inspector's accordion file according to crop and the county where the field is located. If the producer included maps with their inspection form(s), it is important you include copies of those with the inspection forms that you store in the accordion file for the inspector.

***Note:** Sometimes the seed producers will contact you with special requests or other pertinent information that it is important for the Pest Survey inspector to know in order to do the inspection. If that's the case, make sure the inspector gets that information by writing it on the inspection form(s) and highlighting it, or by using a post-it note and sticking it on the form before you store the form(s) in the accordion file.

- D. Once you get most of the inspection reports back from the seed producers, and it's getting close to mid-July, hand over the accordion file containing the stored inspection forms over to the Pest Survey



inspector so they can start conducting inspections. The Pest Survey inspector will start inspecting the designated fields in mid- late July and continue them through August.

- 1) Create an Excel document that outlines the current requirements for each species of seed being sent to each country designated on the seed field inspection form by the seed producer. Email it to the Lab Diagnostician at the same time you hand over the accordion file to the Pest Survey Inspector. Carbon copy the Pest Survey inspector on the email so everyone knows the foreign requirements and that inspections will begin shortly. Store the excel file in the Seed Field Inspection folder on the I drive under the current year, here: [...\PHYTOS\Seed Field Inspections](#). You can use the excel document from the previous year as a template for the current year.
 - 2) Create an Excel document of the GPS field coordinates for the Pest Survey Inspector, including: Crop, Company, Producer Field Name, Acreage, County, Longitudinal Coordinate, Latitudinal Coordinate, Contact, and Contact Information. Email to Pest Survey Inspector.
 - 3) As the inspector completes inspections and submits samples for testing to the lab, the completed inspection reports with lab results will be sent to the Program Coordinator from the Lab Diagnostician through interdepartmental mail (Inter-D).
- E. Enter the field inspection report data for each field report you get back from the Lab Diagnostician into the Seed Field Inspection database as they come in.
- 1) Enter the lab testing and inspection results from the bottom part of the form into the Seed Field Inspection database in the Fields & Results form by using the Switchboard. Make sure you are entering the data from each form into the current year's table, and under the correct Seed Producer.

***Note:** If you are familiar with Access and the Program, you can also enter the information directly into the Fields & Results table by double clicking on the table in the left side menu if you prefer.

- F. Send the inspection/lab results and invoice to the applicant.
- 1) Pay attention to the method which the seed producers designated they wanted their results sent on the seed field inspection form. Most will want the results via email, but some will request they be sent via regular mail or both methods.
 - 2) If the seed producer requested their results be sent via email, use the email address or addresses they designated on the seed field inspection form and send the seed field inspection report via email as a pdf. Make sure to thank them for their participation in the Program and remind them that an invoice will be sent to their address for the inspections.
 - 3) Print a label that has the address of their business and put it to the attention of the seed producer that filled out the seed field inspection form and print an invoice for them. Include in each mailing:
 - a) A return envelope for Box 93193 (the Lockbox)
 - b) A printed invoice. See Section A. under the heading Additional Information below.



- c) Also include a copy of the lab/inspection results in the invoice mailing *only* if the seed producer requested the results be sent to them via regular mail.

II. Additional Information

A. Print an Invoice

1) ...

B. Seed Field Inspection Form on the Web

- 1) In addition to the I Drive, the Seed Field Inspection Form is also on the DATCP's website here: https://datcp.wi.gov/Pages/Programs_Services/SeedCert.aspx. The location is referenced in the Seed Field Inspection Letter that gets sent out to participating seed producers in the spring so that they can just download it from the web and fill it out, then email it to the Program Coordinator without using any paper.
- 2) Because of this, if you make any updates to the Seed Field Inspection Form you will have to contact the Plant Industry Bureau Public Information Officer (PIO) to re-post the updated form on the web.
- 3) The website also has information and background regarding the Seed Field Inspection Program on it, so if you need to update that information you must also let the PIO know about that as well.

C. Seed Field Inspection Form vs. Seed Field Inspection Report

- 1) These two terms are referenced throughout this document. To clarify the difference, the Seed Field Inspection *Form* is the form that is given out to, and filled in by, the seed producers participating in the Program. The Seed Field Inspection *Report* is the same document, but *after* the lab testing and inspections have been conducted and the results filled in by the Pest Survey Inspector and Lab Diagnostician. The Seed Field Inspection Report is the completed form that gets returned to the seed producers at the end of the season.

III. Docs/Resources/References needed (links to any docs, list resources required to complete procedure such as government standards or other SOP's)

- A. State Statute 93, located here: <https://docs.legis.wisconsin.gov/statutes/statutes/93/21>
- B. State Statute 94, located here: <http://docs.legis.wisconsin.gov/statutes/statutes/94.pdf>
- C. ATCP 21, located here: http://docs.legis.wisconsin.gov/code/admin_code/atcp/020/21
- D. PExD, located here: <https://pcit.aphis.usda.gov/PExD/faces/ViewPExD.jsp> or through the PCIT website if you are an ACO, located here: <https://pcit.aphis.usda.gov/pcit/>

<i>Title: Seed Field Inspection Program SOP</i>	
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