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VERSION 4.1

March 23, 2022



## ACCREDITATION APPLICATION FORM

### TABLE OF CONTENTS

APPLICANT DETAILS . . . . .	2
ACCREDITATION OPTIONS . . . . .	3
TESTING SITE LOCATIONS . . . . .	3-4
OPTION 1 . . . . .	5
OPTION 2 . . . . .	6-7
OPTION 3 . . . . .	8
OPTION 4 . . . . .	9
APPLICATION SUBMISSION . . . . .	10
EXTRA WORKSHEETS . . . . .	11-15

## APPLICANT DETAILS

### COMPANY / ORGANIZATION TO BE ACCREDITED

<b>Legal Name</b>		
<hr/>		
<b>Street Address</b>		
<hr/>		
<b>City</b>	<b>State</b>	<b>Zip Code</b>
<hr/>	<hr/>	<hr/>
<b>Telephone Number</b>		
<hr/>		
<b>Email Address</b>		
<hr/>		
<b>Website URL</b>		
<hr/>		

### MAIN CONTACT PERSON

<b>Full Name</b>	<b>Position</b>	
<hr/>	<hr/>	
<b>Street Address</b>		
<hr/>		
<b>City</b>	<b>State</b>	<b>Zip Code</b>
<hr/>	<hr/>	<hr/>
<b>Telephone Number</b>		<b>Mobile Number</b>
<hr/>		<hr/>
<b>Email Address</b>		
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### TYPE OF COMPANY / ORGANIZATION

- Seed Company
- Private Seed Laboratory
- Private Agricultural Consultants
- Certification Agency
- State / County Agency
- University Laboratory
- Other

## ACCREDITATION OPTIONS

### OPTION 1: Seed Health Testing

- Laboratory-based program to test for plant pathogens in seeds.
- Costs: \$1500 per lab site, with an additional \$200 per method.

### OPTION 2: Phytosanitary Inspection

- Disease Inspection of plants grown to produce seed in the field, nursery, or greenhouse.
- Costs: \$2000 per site (state), with an additional \$150 per crop, with a maximum charge of 5 states and associated crops.

### OPTION 3: Seed Sampling for Seed Health Testing

- Sampling seeds that require laboratory seed health tests.
- Costs: \$1000 per site (state), with a maximum charge of 5 states.

### OPTION 4: Visual Inspection of Seed for Phytosanitary Certification

- Visual inspection of seed shipments at exporter's facility prior to issuance of phytosanitary certificates.
- Costs: \$1000 per site (state), with a maximum charge of 5 states.

## TEST SITE LOCATIONS TO BE ACCREDITED

### SITE LOCATION #1

Site Location Name (State)

Street Address

City

State

Zip Code

Contact Person

Position

Telephone Number

Mobile

Email Address

Accreditation

OPTION 1

OPTION 2

OPTION 3

OPTION 4

# TEST SITE LOCATIONS TO BE ACCREDITED (CONTINUED)

( PLEASE COPY AND ATTACH MORE PAGES AS NECESSARY )

**SITE LOCATION #**

Site Location Name (State)

Street Address

City	State	Zip Code
------	-------	----------

Contact Person	Position
----------------	----------

Telephone Number	Mobile
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Email Address

Accreditation  **OPTION 1**  **OPTION 2**  **OPTION 3**  **OPTION 4**

**SITE LOCATION #**

Site Location Name (State)

Street Address

City	State	Zip Code
------	-------	----------

Contact Person	Position
----------------	----------

Telephone Number	Mobile
------------------	--------

Email Address

Accreditation  **OPTION 1**  **OPTION 2**  **OPTION 3**  **OPTION 4**

**SITE LOCATION #**

Site Location Name (State)

Street Address

City	State	Zip Code
------	-------	----------

Contact Person	Position
----------------	----------

Telephone Number	Mobile
------------------	--------

Email Address

Accreditation  **OPTION 1**  **OPTION 2**  **OPTION 3**  **OPTION 4**



## OPTION 2: Phytosanitary Inspection

- Disease Inspection of plants grown to produce seed in the field, nursery, or greenhouse.
- Costs: \$2000 per site (state), with an additional \$150 per crop, with a maximum charge of 5 states and associated crops.

Accreditation Fee Worksheet

Site #	State	Cost (\$2000 per state)
List of Crops		Cost (\$150 per crop)

Site #	State	Cost (\$2000 per state)
List of Crops		Cost (\$150 per crop)

Site #	State	Cost (\$2000 per state)
List of Crops		Cost (\$150 per crop)

*Continued on next page*

## OPTION 2: Phytosanitary Inspection

- Disease Inspection of plants grown to produce seed in the field, nursery, or greenhouse.
- Costs: \$2000 per site (state), with an additional \$150 per crop, with a maximum charge of 5 states and associated crops.

### Accreditation Fee Worksheet Continued

Site #	State	Cost (\$2000 per state)
List of Crops		Cost (\$150 per crop)

Site #	State	Cost (\$2000 per state)
List of Crops		Cost (\$150 per crop)
		<b>TOTAL COST</b>

*Provide the laboratory name where field samples will be diagnosed.*

### LABORATORY PROVIDING DIAGNOSTIC SERVICES

Laboratory Name

Street Address

City

State

Zip Code

Contact Person

Position

Telephone Number

Mobile

Email Address

## OPTION 3: Seed Sampling for Seed Health Testing

- Sampling seeds that require laboratory seed health tests.
- Costs: \$1000 per site (state), with a maximum charge of 5 states.

### Accreditation Fee Worksheet

<b>State</b>	<b>Cost (\$1000 per state)</b>
<b>Site Number</b>	<b>Number of Inspectors</b>
<b>Crops Sampled at Site(s)</b>	

<b>State</b>	<b>Cost (\$1000 per state)</b>
<b>Site Number</b>	<b>Number of Inspectors</b>
<b>Crops Sampled at Site(s)</b>	

<b>State</b>	<b>Cost (\$1000 per state)</b>
<b>Site Number</b>	<b>Number of Inspectors</b>
<b>Crops Sampled at Site(s)</b>	

<b>State</b>	<b>Cost (\$1000 per state)</b>
<b>Site Number</b>	<b>Number of Inspectors</b>
<b>Crops Sampled at Site(s)</b>	

<b>State</b>	<b>Cost (\$1000 per state)</b>
<b>Site Number</b>	<b>Number of Inspectors</b>
<b>Crops Sampled at Site(s)</b>	

<b>TOTAL COST:</b>	
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## OPTION 4: Visual Inspection of Seed for Phytosanitary Certification

- Visual inspection of seed shipments at exporter’s facility prior to issuance of phytosanitary certificates.
- Costs: \$1000 per site (state), with a maximum charge of 5 states.

### Accreditation Fee Worksheet

<b>State:</b>	<b>Cost (\$1000 per state)</b>
<b>Site #s located in state</b>	<b>Number of Inspectors</b>
<b>Crops Tested at Site(s)</b>	

<b>State:</b>	<b>Cost (\$1000 per state)</b>
<b>Site #s located in state</b>	<b>Number of Inspectors</b>
<b>Crops Tested at Site(s)</b>	

<b>State:</b>	<b>Cost (\$1000 per state)</b>
<b>Site #s located in state</b>	<b>Number of Inspectors</b>
<b>Crops Tested at Site(s)</b>	

<b>State:</b>	<b>Cost (\$1000 per state)</b>
<b>Site #s located in state</b>	<b>Number of Inspectors</b>
<b>Crops Tested at Site(s)</b>	

<b>State:</b>	<b>Cost (\$1000 per state)</b>
<b>Site #s located in state</b>	<b>Number of Inspectors</b>
<b>Crops Tested at Site(s)</b>	

<b>TOTAL COST:</b>	
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### LABORATORY PROVIDING DIAGNOSTIC SERVICES

<b>Laboratory Name</b>		
<b>Street Address</b>		
<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Contact Person</b>		<b>Position</b>
<b>Telephone Number</b>		<b>Mobile</b>
<b>Email Address</b>		

# APPLICATION SUBMISSION CHECKLIST

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## STEP 1

- Submit a non-refundable \$400 deposit check payable to USDA
  - Online at [pay.gov](http://pay.gov) - accepts payment from bank accounts, credit card, and PayPal. Instructions available at [seedhealth.org/pay-gov](http://seedhealth.org/pay-gov)
- OR
- Mail check payable to USDA to address below.
- Sign and Submit all completed Accrediation Application forms to:

**Sarika Negi**

Accreditation and Certification Policy Manager  
Plant Health Programs – Export Services  
4700 River Road, Unit 131  
Riverdale, MD 20737-1236

Tele: 301.851.2349  
E-mail: [sarika.s.negi@usda.gov](mailto:sarika.s.negi@usda.gov)

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## STEP 2

- Submit a non-refundable \$600 deposit check payable to Iowa State University
  - By phone for credit card payment - 515.294.6493
- OR
- Mail check payable to Iowa State University to address below.
- Submit a copy of your Quality Manual
- Submit a copy of all completed Accreditation Application forms to:

**Kelly Iverson**

NSHS Administrative Unit  
160 Seed Science Center  
Iowa State University  
2115 Osborn Drive  
Ames, IA 50011

Tele: 515.294.7560  
E-mail: [nshs@iastate.edu](mailto:nshs@iastate.edu)  
Website URL: [seedhealth.org](http://seedhealth.org)

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## STEP 3

- Upon approval of your application by USDA-APHIS, you will be contacted by the NSHS Accreditation Unit with further instructions on the accreditation process and billing for the total accreditation fee and auditor fees.

<input type="checkbox"/> <b>OPTION 1</b>	Total fees from Accreditation OPTION 1: Page 5	
<input type="checkbox"/> <b>OPTION 2</b>	Total fees from Accreditation OPTION 2: Page 6-7	
<input type="checkbox"/> <b>OPTION 3</b>	Total fees from Accreditation OPTION 3: Page 8	
<input type="checkbox"/> <b>OPTION 4</b>	Total fees from Accreditation OPTION 4: Page 9	
<b>TOTAL FEES</b>		

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## STEP 4

- Company or Organization Authorized Signature

**SIGNATURE:** \_\_\_\_\_

**Legal Name:**

**Title:**

**Date:**

**TEST SITE LOCATIONS TO BE ACCREDITED (CONTINUED)**

( PLEASE COPY AND ATTACH MORE PAGES AS NECESSARY )

**SITE LOCATION #**

**Site Location Name (State)**

**Street Address**

<b>City</b>	<b>State</b>	<b>Zip Code</b>
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<b>Contact Person</b>	<b>Position</b>
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<b>Telephone Number</b>	<b>Mobile</b>
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**Email Address**

**Accreditation**  **OPTION 1**  **OPTION 2**  **OPTION 3**  **OPTION 4**

**SITE LOCATION #**

**Site Location Name (State)**

**Street Address**

<b>City</b>	<b>State</b>	<b>Zip Code</b>
-------------	--------------	-----------------

<b>Contact Person</b>	<b>Position</b>
-----------------------	-----------------

<b>Telephone Number</b>	<b>Mobile</b>
-------------------------	---------------

**Email Address**

**Accreditation**  **OPTION 1**  **OPTION 2**  **OPTION 3**  **OPTION 4**

**SITE LOCATION #**

**Site Location Name (State)**

**Street Address**

<b>City</b>	<b>State</b>	<b>Zip Code</b>
-------------	--------------	-----------------

<b>Contact Person</b>	<b>Position</b>
-----------------------	-----------------

<b>Telephone Number</b>	<b>Mobile</b>
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**Email Address**

**Accreditation**  **OPTION 1**  **OPTION 2**  **OPTION 3**  **OPTION 4**



## OPTION 2: Phytosanitary Inspection

- Disease Inspection of plants grown to produce seed in the field, nursery, or greenhouse.
- Costs: \$2000 per site (state), with an additional \$150 per crop, with a maximum charge of 5 states and associated crops.

*Accreditation Fee Worksheet (Please Copy and Attach Pages as Necessary)*

Site #	State
<b>List of Crops</b>	

Site #	State
<b>List of Crops</b>	

Site #	State
<b>List of Crops</b>	

Site #	State
<b>List of Crops</b>	

## OPTION 3: Seed Sampling for Seed Health Testing

- Sampling seeds that require laboratory seed health tests.
- Costs: \$1000 per site (state), with a maximum charge of 5 states.

Accreditation Fee Worksheet *(Please Copy and Attach Pages as Necessary)*

State:	
Site #s located in state	Number of Inspectors
Crops Sampled at Site(s)	
State:	
Site #s located in state	Number of Inspectors
Crops Sampled at Site(s)	
State:	
Site #s located in state	Number of Inspectors
Crops Sampled at Site(s)	
State:	
Site #s located in state	Number of Inspectors
Crops Sampled at Site(s)	
State:	
Site #s located in state	Number of Inspectors
Crops Sampled at Site(s)	
State:	
Site #s located in state	Number of Inspectors
Crops Sampled at Site(s)	
State:	
Site #s located in state	Number of Inspectors
Crops Sampled at Site(s)	
State:	
Site #s located in state	Number of Inspectors
Crops Sampled at Site(s)	
State:	
Site #s located in state	Number of Inspectors
Crops Sampled at Site(s)	

## OPTION 4: Visual Inspection of Seed for Phytosanitary Certification

- Visual inspection of seed shipments at exporter’s facility prior to issuance of phytosanitary certificates.
- Costs: \$1000 per site (state), with a maximum charge of 5 states.

*Accreditation Fee Worksheet (Please Copy and Attach Pages as Necessary)*

<b>State:</b>	
<b>Site #s located in state</b>	<b>Number of Inspectors</b>
<b>Crops Tested at Site(s)</b>	
<b>State:</b>	
<b>Site #s located in state</b>	<b>Number of Inspectors</b>
<b>Crops Tested at Site(s)</b>	
<b>State:</b>	
<b>Site #s located in state</b>	<b>Number of Inspectors</b>
<b>Crops Tested at Site(s)</b>	
<b>State:</b>	
<b>Site #s located in state</b>	<b>Number of Inspectors</b>
<b>Crops Tested at Site(s)</b>	
<b>State:</b>	
<b>Site #s located in state</b>	<b>Number of Inspectors</b>
<b>Crops Tested at Site(s)</b>	
<b>State:</b>	
<b>Site #s located in state</b>	<b>Number of Inspectors</b>
<b>Crops Tested at Site(s)</b>	
<b>State:</b>	
<b>Site #s located in state</b>	<b>Number of Inspectors</b>
<b>Crops Tested at Site(s)</b>	
<b>State:</b>	
<b>Site #s located in state</b>	<b>Number of Inspectors</b>
<b>Crops Tested at Site(s)</b>	
<b>State:</b>	
<b>Site #s located in state</b>	<b>Number of Inspectors</b>
<b>Crops Tested at Site(s)</b>	
<b>State:</b>	
<b>Site #s located in state</b>	<b>Number of Inspectors</b>
<b>Crops Tested at Site(s)</b>	