

North Dakota Weed Seed Free Forage Inspection Procedures

April 2016

- I) Producer will request inspection by completing a *Weed Seed Free Forage Certification Request to Inspect* [SFN 59075] form and submitting a completed form to an inspector. The producer shall keep the yellow copy and send the white and pink copies to the inspector.
- II) After an inspector receives a completed SFN 59075, the inspector shall contact the producer within 24 hours to make arrangements for an inspection. At this time, the inspector should remind the producer that all listed weeds in the field/storage site must be controlled prior to inspection.
- III) The inspector will perform an inspection at the pre-arranged time and place following these procedures:
 - a) The entire field border must be inspected, including 1 rod (16 ½ feet or 5 ½ yards) outside of the entire field border.
 - b) There must be a minimum of 2 entry points per field or a minimum of one entry point per 10 acres. Each point of entry shall be at least 150 feet into the field. Each additional 150 feet traveled constitutes an entry point.
 - c) Fields shall be walked in an “X” pattern or a similar scouting pattern. All unique features in the field shall be inspected, including low lands, water ways, ridges, tree rows, rock piles, center pivot tracks, bin sites, etc.
 - d) An inspector may not inspect fields if a conflict of interest exists.
 - e) The inspector shall complete all **pre-harvest** information on the *Weed Seed Free Forage Inspection Report and Certification* [SFN 59074] form immediately upon completing the inspection(s). Also, **inspectors should check the box near the bottom if the producer wishes to list their product(s) on the website.**
 - f) All areas where certified forage will be or may be stored must be inspected and approved of by the inspector. Inspector will record the result and coordinates of the storage site inspection in the “Inspection notes/comments” section along with other remarks on SFN 59074.
 - g) The inspector will notify the producer via phone or in person upon completion of inspection(s). The producer must harvest the forage crop within 10 days of the inspection. However, fields and storage sites not passing inspection should have the “has not” box checked indicating that the land in question has not met the standards of the program. **Reason(s) for non-approval will be noted in the “Inspection Notes/Comments” section.**
 - h) After harvest, the producer must inform the inspector of the harvest date, bale type (large or small square/round bales), and the number of bales produced from each field. The inspector will record the information on SFN 59074 and send an invoice to the producer for the inspection service.

Note: It is the responsibility of the inspector to invoice producers. Fees a producer may be charged are: \$30 per hour for travel time and the inspection, \$2 for each acre inspected and mileage at the posted state rate.

- i) The producer will mail a check along with a copy of the invoice received from the inspector. When payment is received, confirmation of payment and the specified number of *Forage Certification Tags* will be mailed overnight to the producer from the NDDA. **If bailing equipment is not cleaned prior to harvest, then the first 3 small square bales cannot be certified/tagged and the first large round or large square bale cannot be certified/tagged.** The numbers of tags issued for a field are recorded on SFN 59074 by the inspector. **ONLY THE EXACT NUMBERS OF TAGS FOR CERTIFIED BALES ARE TO BE ISSUED.**
- j) After the tag numbers have been recorded, the inspector signs and dates the SFN 59074. The inspector then mails the pink copies of SFN 59075 and SFN 59074 to the NDDA and the yellow copy of SFN 59074 to the producer.

NOTES:

- 1) *Forage Certification Tags* shall also serve as transit certificates; there is no need to possess a separate transit certificate. Those transporting forage should carry a copy of the SFN 59074 as further proof of certification.
- 2) Inspectors are not to make any remarks or comments on the possible forage quality of the crop being inspected. Restrict comments to presence or absence of propagating listed weeds. The production year is printed on each tag and serves as a means of identifying the approximate age of the forage.