

Expiration: This agreement and the seed vendor approval requirements described herein shall be in effect until superseded by an official revised version.

Date Approved: November 30, 2017

Purpose:

This is a MnDOT quality assurance program to meet State and Federal audit programs that correspond to construction specifications. The following requirements have been established as a basis for approving seed vendors to supply seed for use on MnDOT roadside revegetation projects. Minnesota Crop Improvement Association is the official entity to provide approval of seed vendors with concurrence from MnDOT. Approval shall be granted on an annual basis.

General Requirements

1. Facility and records must be made available for inspection upon request by MnDOT or its designated agent acting on behalf of MnDOT.
2. Seed vendor must annually sign and submit a MnDOT Approved Seed Vendor Agreement indicating the intention to comply with all requirements for approval.
3. Seed vendors must be Approved Seed Conditioners as defined by the Minnesota Crop Improvement Association.
4. Seed vendors shall inform MCIA within 30 days of any changes in personnel responsible for activities associated with meeting the requirements of this agreement.
5. Seed vendors shall demonstrate the capability to:
 - a. Interpret MnDOT seed specifications
 - b. Acquire and assemble appropriate seed mixture components
 - c. Blend and mix seed
 - d. Package seed
 - e. Label seed
 - f. Provide seed to MnDOT seed contractors
6. An authorized seed vendor representative must attend the annual MnDOT Seed Vendor meeting. If meeting is not attended, the vendor will be placed on probation and must pay a \$200 training session to be conducted during MCIA's annual inspection.

Facility Requirements

1. Equipment shall be sufficient to perform required conditioning, blending, mixing, and packaging functions in accordance with MnDOT seed specifications and certification requirements.
2. Scales used shall be accurate based on annual calibration. Vendor shall provide proof of proper calibration.
3. Facilities shall be maintained and operated using procedures adequate to perform required functions without contamination or loss of seed identity, germination, or purity.

Record requirements

1. Records (including the retention of file samples) shall be in compliance with federal, state, and certification requirements.

2. Records must be adequate to document that MnDOT seed specifications are met including identity, origin, certification status, germination, and purity of all seed components.
3. Records shall be sufficient to document the composition of all blends and mixes.
4. All seed containers shall be clearly marked with the species or mixture name and lot number at all times.
5. Proof of source-identified/certification status shall be obtained and retained for all purchased source identified class/certified seed components.
6. Bills of lading and invoices for acquired product shall be retained.
7. Copies of analysis labels and seed test results from acquired product shall be retained.
8. A copy of each label attached to product labeled with MnDOT Seed Vendor labels shall be retained.
9. Vendor tag use shall be recorded.
10. Seed invoices shall conform to the requirements of the Minnesota Seed Law and shall include lot numbers.
11. Vendors shall possess the current versions of the following documents:
 - a. MnDOT seed specifications: 3876—Seed
 - b. Seeding Manual 2014 Edition
 - c. Technical Memorandums

Seed Mixture Component Requirements

1. Vendor shall communicate MnDOT seed requirements to seed suppliers.
2. Vendor shall establish and implement procedures to confirm that all seed acquired for inclusion in mixes labeled with the MnDOT Seed Vendor label conforms to MnDOT seed specifications.
3. Substitutions and exceptions must be authorized by MnDOT prior to inclusion in MnDOT mixes. To receive authorization, vendor shall submit to MnDOT a written description of:
 - a. Reason for substitution
 - b. Attempts to acquire seed in conformance
 - c. The identity, origin, and seed analysis information for seed to be substituted

Seed Mixture Requirements

1. Seed mixture content shall conform to MnDOT specifications.
2. Seed mixtures shall be a uniform blend of the designated seed components proportioned as specified in the MnDOT seed specifications.
3. Vendors shall adhere to mixture specifications in regard to assembling mix components according to pure live seed percentages.
4. Purchased mixtures must be acquired from seed vendors approved by MnDOT and shall bear MnDOT Seed Vendor labels indicating conformance to MnDOT specifications.
5. Content of mixtures acquired from other seed vendors must be adequately documented to demonstrate conformance to MnDOT specifications.

Seed Packaging Requirements: Seed shall be packaged in conformance to MnDOT packaging requirements.

Seed Labeling Requirements

1. MnDOT Vendor Tag Use
 - a. MnDOT Seed Vendor labels shall be attached only to containers of seed that meet MnDOT specifications
 - b. Containers marked with MnDOT Seed Vendor labels shall:
 - i. Be packaged and labeled in accordance with MnDOT specifications
 - ii. Meet MnDOT specifications for identity, origin, germination, and purity

- iii. Be validated with vendor records sufficient to verify seed identity and origin and substantiate label claims
- c. Bags shall be marked with the mixture number and the name of the approved seed vendor
- d. Vendor shall securely attach MnDOT vendor tags to containers prior to seed shipment
- e. Tag use records shall identify lots labeled with the MnDOT Seed Vendor label and shall be adequate to account for tags used

2. Analysis labels

- a. Analysis labels shall be based on seed tests performed in conformance to regulatory requirements
- b. Vendor shall securely attach analysis labels to each container in conformance to regulatory requirements prior to shipment
- c. A copy of each analysis label used shall be retained

Approval Process

Vendors shall submit to MCIA by February 1, 2018 a completed and signed MnDOT Approved Vendor Agreement along with applicable fees.

MCIA shall:

- 1. Inspect seed vendor facilities for conformance to MnDOT Seed Vendor Requirements.
- 2. Audit seed vendor records to determine conformance to MnDOT seed specifications.
- 3. Audit specific lots at each facility including lots designated by MnDOT for closer examination.
- 4. Review inspection and audit results and report results to seed vendor and to MnDOT.
- 5. After consultation with MnDOT, grant or deny approval to seed vendors.
- 6. Distribute MnDOT Seed Vendor labels to MnDOT seed vendors.

MnDOT shall:

- 1. Maintain a list of approved vendors.
- 2. Host an annual meeting to provide an opportunity for communicating with program participants.
- 3. Provide training workshops for program participants as required.

Vendor Agreement: (vendor—please complete this section and return)

Facility Name: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Manager: _____ Cell: _____

List personnel responsible for key activities:

Acquiring product: _____ Assembling mixes: _____

Labeling: _____ Recordkeeping: _____

Base Fee (required)	All MnDOT Seed Vendors (Includes approval to resell MnDOT mixes made by other MnDOT Seed Vendors)	\$250
Please indicate the mix types you wish to be approved to make:		
<input type="checkbox"/>	21-000 series mixes	\$50
<input type="checkbox"/>	22-000 and 25-000 series mixes	\$50
<input type="checkbox"/>	30-000 series mixes (grass portion) and special seed mixes	\$50
<input type="checkbox"/>	30-000 series mixes (forbs portion) and special seed mixes	\$50
<input type="checkbox"/>	Sod seed (MNST-12™)	\$50
Please indicate the number of Approved Seed Vendor tags needed. Minimum order 500 tags. Shipping free on first order. Price per tag: \$0.04		
Number of tags:		\$
Total (fees and tags):		\$

We, the management of the above-mentioned facility, agree to comply with the requirements for a MnDOT Seed Vendor as defined in this agreement. We agree to allow Minnesota Crop Improvement Association to share with the Minnesota Department of Transportation all information gathered through the MCIA Approved Seed Conditioning Plant program.

Owner/Manager Signature _____

Date _____

Return signed agreement along with appropriate fees to:
Minnesota Crop Improvement Association
1900 Hendon Ave
Saint Paul, MN 55108