

## INSTRUCTIONS— APPLICATION FOR FIELD INSPECTION

1900 Hendon Ave, Saint Paul MN 55108 • tel 612-625-7766 • fax 612-625-3748 • mncia@mncia.org • www.mncia.org

Use the *Application for Field Inspection* form to apply for field inspection of all field crops, except seed corn/sunflowers and perennials. Apply for small grains and soybeans on separate application forms. Application forms for seed corn/sunflowers and perennial crops are available from MCIA or at [www.mncia.org](http://www.mncia.org).

### APPLICATION DUE DATES:

- **June 7: Small grains, corn, soybeans requiring more than one inspection**
- **June 7 or 3 weeks after planting (whichever is later): Soybean post-spray inspection**
- **July 15: Soybeans—Pre-harvest inspection only**

**APPLICANT SECTION:** The application is pre-printed with your name and address as recorded in our records. If changes are necessary, mark them clearly on the White copy.

**GROWER SECTION:** If you are the grower, indicate "SAME". If you have a contract grower, print their name clearly. Use a separate application form for each grower. Indicate whether field inspection information can be discussed with growers and if they can receive a copy of the field inspection report.

**FARM LOCATION:** Clearly describe the farm location. Indicate township, section number, and quarter where your residence is located.

**FIELD NUMBERS:** Assign a different number to each and every field. Do not use Field 1 for small grains and another Field 1 for soybeans. Use numbers or letters only—no spaces, dashes, slashes, etc.

**PRODUCT I.D.:** Indicate the variety and crop being produced.

**SEED CLASS:** Indicate the class of seed to be produced. **QA** = Quality Assurance, **FI** = Field Inspect. If post-spray inspection is needed, indicate seed class plus **PS** (Post-Spray).

**NUMBER OF ACRES:** Round up to the nearest acre.

**APPROXIMATE DATE PLANTED:** Should be within +/- 3 days.

**PREVIOUS CROP ON FIELD:** Note if a cover crop was planted. If the same crop was planted this year, note variety and seed class of previous crop.

**IDENTITY OF SEED PLANTED:** Submit proof of seed source with the application for each lot of seed planted. A tag or copy of invoice with the seed lot numbers on it is acceptable. Proof of seed source identity is mandatory for QA program and recommended for FI program.

**FEES:** A schedule of fees is enclosed. Field inspection fees must accompany the application. All accounts must be paid in full before field inspection services will be provided.

**SIGN YOUR APPLICATION:** If you don't sign, we must return your application, which will delay processing.

**FIELD LOCATIONS:** Indicate the location of your fields. You may use the back of the White copy of the application form or you may submit aerial photos or other maps. All maps must include the county, township, section number, and field number. The field number must correspond to what is listed on the front of the application. Label the point of entry for each field and include landmarks when possible.

**If you have any questions regarding the completion of this form, contact your field supervisor or MCIA at 800-510-6242.**