



California Crop Improvement Association Instructions for the Online Request for Seed Certification

1. Open an internet browser window. The system works best on Internet Explorer version 7. Open the CCIA web site at: <http://ccia.ucdavis.edu>
2. If you are familiar with the CCIA online application system and have been added as a user you may skip to step 4. It is very important that CCIA has an email address on file for your company. Please add an email address to your organization information if there is not one listed.
3. If you are new to using the CCIA web system, you will need to be added as a user. Contact the person in your company who has authority to add users. They will follow the instructions below.
 - a. Find the menu on the left side of the screen; click "Members Only" then click "Login" under "Update Company Profile."

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- Certification Programs
- Crop Isolation Mapping
- Members Only**
- Agricultural Commissioners
- CCIA Staff Only

California Crop Improvement Association

Mission Statement

The California Crop Improvement Association (CCIA), a nonprofit corporation, is officially recognized as the seed certifying agency under the California Seed Law. The mission of CCIA is to provide services and support research that promotes the improvement, production, distribution and use of superior quality seeds and other agricultural products.

Contact Us

Phone: 530-752-0544
Fax: 530-752-4735
Email: ccia@ucdavis.edu

[Contact Staff](#)

Quick Links

- [Crop Standards](#)
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[Members Login](#)

Access your company files, apply to grow certified seed, or request certification for seed.

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Members Only

[Apply for Certification](#)

[Login](#) - to access your company files, apply to grow certified seed, or request certification for seed.

Use your email address and self-selected password.

[Update Company Profile](#)

[Login](#) - to update company profile - add/delete users, update contact information, etc.

Use your Org ID and assigned password. If you have trouble call 530-752-0544 for assistance.

Enter the organization ID-and default password provided to your organization or call CCIA, 530-752-0544, for the information. Click "Log In" to continue. A new web page will appear with your Organization Information.

Home | Certification Programs | Crop Isolation Mapping | Members Only | Agricultural Commissioners | CCIA Staff Only

Online Application Tutorial (pdf) | Ag. Commissioner Online Tutorial (pdf)

[Logout](#)

Organization Information

Organization Name: CCIA Milling Co.
 Account Number: 7000
 Phone: 530-752-0544
 Email: ccia@ucdavis.edu
 Fax: 530-752-4735
 Website: ccia.ucdavis.edu

Address Line 1: One Shields Ave
 Address Line 2:
 City: Davis
 County: YOLO
 State: CA
 Zip: 95616
 Country: United States

Edit ←

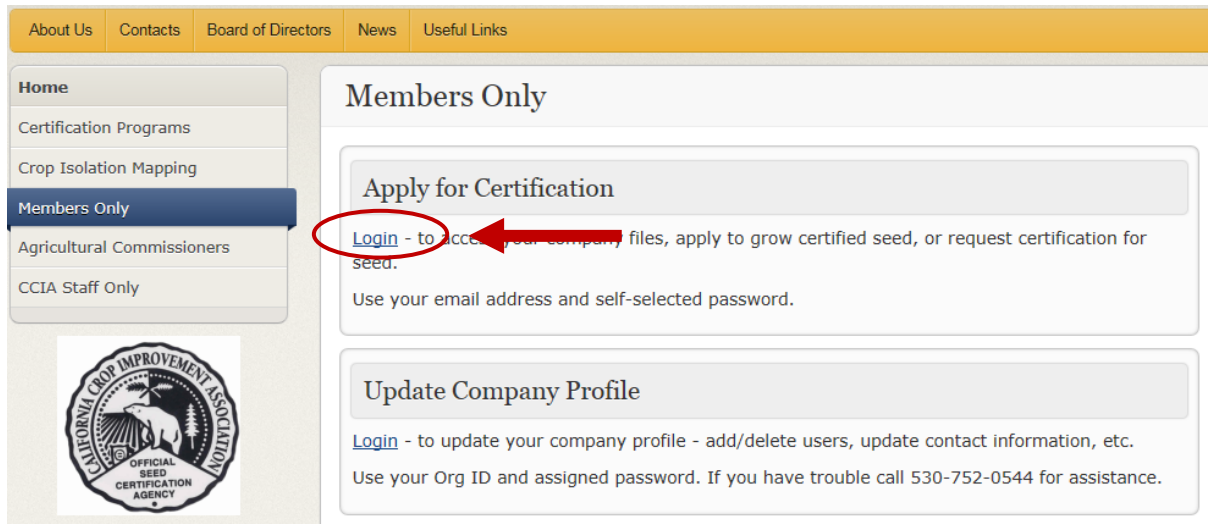
Employee Information
 (select employee for full details) **New Employee** ←

	title	form of addr	first name	last name	email addr	password	
Select			Timothy	Blank	tjblank@ucdavis.edu		delete Employee
Select			James	Cabbage	jscabbage@ucdavis.edu		delete Employee
Select			Joe	Guest	ccia@ucdavis.edu		delete Employee
Select			Pablo	Guzman	pguzman@ucdavis.edu		delete Employee
Select			Nicole	Hostert	ndhostert@ucdavis.edu		delete Employee
Select			Ashley	Koala	akoala@ucdavis.edu		delete Employee
Select			Alex	Mkandawire	abmkandawire@ucdavis.edu		delete Employee
Select	Executive Director	Mr.	John	Palmer	jcpalmer@ucdavis.edu		delete Employee
Select			Kitty	Schlosser	meschlosser@ucdavis.edu		delete Employee
Select			Katy	Soden	krsoden@ucdavis.edu		delete Employee
Select			Bob	Stewart	rfstewart@ucdavis.edu		delete Employee

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- b. Update your company contact information if it is incorrect by clicking on the "Edit" button.
- c. You are currently logged on as the default user and can now add/delete other users.
- d. Add new user by clicking "New Employee". Add their information and click "Insert." Ask them to choose their own password. You will see their name and password added to the list of employees approved to access your company's applications/seed certification requests at the CCIA web site. The login will be their email address and their chosen password.
- e. If you need to add more employees, you can add them in the same manner.
- f. Share the default login and password ONLY with those whom you trust within the company, because they will be able to see and make changes to all the employee passwords.
- g. The default user name and password should only be used to update the users of the system. Seed certification requests are submitted by using the email logon and password.

4. You may now submit a seed certification request online. The seed information that has historically been provided on a Certification Sample Form will now be entered online. When you submit this request it will be assigned a Seed Identification Number (SID). This number will be used to track the seed lot instead of a Certification Sample Form Number.
 - a. Find the menu on the left side of the screen; click “Members Only”, then click “Login” under “Apply for Certification”. Enter your login (email address) and self-selected password.



- b. After logged in, click “Certify Seed Lot” on the menu bar.

Home	Certification Programs	Crop Isolation Mapping	Members Only	Agricultural Commissioners	CCIA Staff Only	
Your Applications	Certified Seed	Cotton Pre-app	Certified Potatoes	Renew Applications	Field Inspections Summary	Certify Seed Lot

Login: Ashley Koala | [Logout](#)

Display Apps for Year: 2016 | [Update Grid](#) | [Export to Excel](#)

	App #	Cert Year	Grower	Field Name	Acres	County	Crop	Variety	Class	Map	Certificates/Tags	status
Select	App32498	2016	CCIA Milling Co.	test	80.00	FRESNO	Alfalfa	CUF 101	Certified	Complete	Link Tag	Pending acceptance

- c. Then click on the link “Begin new Seed Inspection Form”.
 - d. Origin of seed production – Select California or Outside California.
 - e. Cert # – **For California lots:** Enter the certification number by choosing the year from the drop down box. Enter the 3 numbers in the middle - RAD means randomly assigned digit – certification numbers issued in 2006 or earlier will not have a RAD. Then enter the cert number. **For out of state lots:** Enter the certification number provided on the interstate transfer certificate. Press Tab or Enter to continue.

- f. A new section will appear showing the application number(s) relevant to this certification number. If you are the applicant and conditioner of the certification number you will also see: applicant name, applicant account number, variety, and class produced. Select the application(s) you are looking for, and then click "Continue". Begin entering the information requested.

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Conditioner:
CCIA Milling Co. Account#: 7000

Origin of Seed:

Enter the California Certification Number:

Year	RAD*	Cert Number	
<input type="text" value="2009"/>	CA- <input type="text" value="215"/>	<input type="text" value="372"/>	Press enter or tab to continue.

*RAD = Randomly Assigned Digit. Leave blank for certification year 2006 or earlier.

Please indicate the CCIA Field Applications associated with this lot:

App10785

Applicant:	FOUNDATION SEED PROGRAM
Applicant Account#:	37
Variety Name:	MONTEZUMA
Class Producing:	<input checked="" type="radio"/> Foundation <input type="radio"/> Registered <input type="radio"/> Certified
Lot Number:	<input type="text"/>
Weight of Lot (in pounds):	<input type="text"/>
Select Type:	<input checked="" type="radio"/> Original Run <input type="radio"/> Remill
OECD Lot?	<input type="checkbox"/>
Remarks:	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>
Drawn By:	<input type="text" value="Seed Conditioner"/>
Name of Sampler:	<input type="text"/>
County Drawn In:	<input type="text" value="YOLO"/>

[Continue with Seed Inspection](#)

- i. Application – Choose the application(s) that provided seed for this lot. Hold the Ctrl key and click to choose more than one application.
 - ii. Lot number – Enter lot number.
 - iii. Weight – Enter the weight of the seed lot in pounds with no commas (not cwt).
 - iv. Select type – Choose Original Run or Remill.
 - v. OECD? – Click in box if the lot will be processed for OECD.
 - vi. Remarks – Enter any comments that may be helpful in processing your request.
 - vii. Drawn by – Choose from the drop down list either Seed Conditioner or Ag Commissioner.
 - viii. Name of sampler – Enter the name of the accredited seed sampler who sampled the seed.
 - ix. County – Your county should show in the text box; if it is incorrect, choose your county from the drop down list.
5. Check information for accuracy, if all the information is correct, click "Continue with Seed Inspection". You will be able to edit this information later if you find an error.
 6. The Seed Identification Number (SID) is assigned at this point. At the top of the page is all the pertinent information about this seed lot. This information may be printed by clicking on the gray button "Print Sample Form". Print this page and include it with the seed sample sent to the lab for analysis.

7. On the lower portion of the page is a grid listing ALL seed certifications requested by you for the current year. The most recent entry will be at the top of the grid. After the lab analysis is received return to this page to enter the information.
8. Find the SID number in the list. Click on "Select". Verify you have the correct lot by reviewing the SID information at the top of the page. If your lot was produced in a year other than current crop year, you will need to select that year from the drop down menu to find your SID.
9. Click on the gray button "Edit Results".

ID: SID 35336
 Cert Year: 2009
 Conditioner: CCIA Milling Co.
 Applicant: FOUNDATION SEED PROGRAM
 Crop: Oat
 Variety: MONTEZUMA
 Class: Foundation
 Cert Number: 09CA-215-372
 Lot Number: 09-41
 Weight in Lot: 14500.00
 Remarks: test
 Status: Pending supporting material

Print Sample Form

Upload Documentation

Edit Seed Lot Form

Request Seed Lot Certification Cancel Seed Lot

- % Purity
- % Inert
- Other Variety
- Other Crop
- Weed Seed
- Purity Grams
- Noxious Seed
- Noxious Grams
- Bushel Weight

- % Germination
- % Hard Seed
- Private Lab Date
- Private Lab Name
- Lab ID/Test Number
- Comments:

Edit Results ←

Unselect Seed Form

Display Apps for Year: 2009 Update Grid Export to Excel

	Seeds #	Cert Year	Applicant	Crop	Variety	Class	Lot #	lab entered	Status
Select	SID 35336	2009	FOUNDATION SEED PROGRAM	Oat	MONTEZUMA	Foundation	09-41	<input type="checkbox"/>	Pending supporting material

10. A page will appear with white boxes where information may be entered. Enter information exactly as reported on the Report of Seed Analysis. You **MUST** use **TAB** to move between entries or move your mouse from box to box.

The screenshot shows a web form for seed certification. At the top left, there are buttons for 'Print Sample Form', 'Upload Documentation', and 'Edit Seed Lot Form'. Below these are 'Request Seed Lot Certification' (highlighted in red) and 'Cancel Seed Lot'. The main form area is a table with columns for 'Value' and 'Comments'. The rows include: % Purity, % Inert, Other Variety (with separate boxes for % and seed count), Other Crop (with separate boxes for % and seed count), Weed Seed (with separate boxes for % and seed count), Purity Grams, Noxious Weeds (with separate boxes for seed count and a text box for 'Noxious weeds found may cause this seed to be rejected'), Noxious Grams, and Bushel Weight. Below this table are fields for % Germination, % Hard Seed, Total Germination, Private Lab Date, Private Lab Name (a dropdown menu), Lab ID/Test Number, and a large text area for Comments. At the bottom are 'Update Lab Results' and 'Cancel Update' buttons.

a. Purity results

- i. % Purity – Add any comments
- ii. % Inert – Add any comments
- iii. Other Variety- Enter number of other variety found or “0” if none
- iv. Other Crop – Enter as a % or # of seeds/lb depending on the crop; if a number is entered then a comment is required - enter plant names in text box. Both boxes require an entry so enter zero in the box that is not applicable.
- v. Weed Seed – Enter as a % or # of seeds/lb depending on the crop; if a number is entered then a comment is required - enter plant names in text box. Both boxes require an entry so enter zero in the box that is not applicable.
- vi. Purity Grams – Enter purity sample weight in grams
- vii. Noxious Weeds- Enter number of weeds found or “0” if none
- viii. Noxious Grams – Enter noxious sample weight in grams
- ix. Bushel Weight- Only required for rice and grains, enter amount specified by lab

b. Germination results

- i. % Germination – Enter percent
- ii. % Hard seed – Enter percent or leave blank if zero or not applicable
- iii. Assay test – If the seed does not require a special test choose “negative” from the drop down menu. The following crops require a special test - enter the results of the test from the drop down menu:
 - 1. Alfalfa & clover – dodder test
 - 2. Chickpea/Garbanzo - Ascochyta Blight
 - 3. Rice – Rice blast/Red Rice
 - 4. Watermelon - Bacterial Fruit Blotch
- iv. Private lab date – Enter the date the germination was completed
- v. Private lab name – Choose seed lab from drop down menu
- vi. Lab ID/Test Number- Enter the test number assigned by the lab

- vii. Comments - Enter any comments that may be helpful in processing your request.
- viii. Click on "Update Lab Results".
- ix. The database will check your entered values against the crop standards and any errors will be noted with red asterisks ***. Explanations for the errors will be near the top of the page. You must correct the errors to continue.
- x. Occasionally conditioners may want to submit the results even if the seed does not meet standards and will be rejected. If this is the case, you have the option to continue and have the lot rejected on the Seed Inspection Report. To proceed with this option, a pop up box will appear once you enter the lab information asking you to confirm that you would like to proceed as a rejected lot, select "yes".

11. Upload seed lab analysis results. Click on gray button "Upload Documentation".

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 Conditioner: CCIA Milling Co.
 Applicant: FOUNDATION SEED PROGRAM
 Crop: Oat
 Variety: MONTEZUMA
 Class: Foundation
 Cert Number: 09CA-215-372
 Lot Number: 09-41
 Weight in Lot: 14500.00
 Remarks: test
 Status: Pending supporting material

Print Sample Form

Upload Documentation

Edit Seed Lot Form

Request Seed Lot Certification Cancel Seed Lot

% Purity	100.00
% Inert	0.00
Other Variety	0.00 %
Other Crop	0 Seed Count
Weed Seed	0.00 %
Purity Grams	500.00
Noxious Seed	0 Seed Count
Noxious Grams	500.00
Bushel Weight	200.00

% Germination	100.00
% Hard Seed	0.00
Private Lab Date	10/12/2015
Private Lab Name	
Lab ID/Test Number	11111

Comments:

Edit Results

- a. In order for CCIA to process the seed certification request we must verify the results you have entered with the actual lab results. There are three ways to submit the lab results.
 - 1. Scan the seed lab analysis form and save to your computer as a pdf.
 - 2. Take a digital photograph of the seed lab analysis form and transfer to your computer as a .jpeg.
 - 3. Mail or fax the seed lab analysis form to CCIA. If you choose this option your seed inspection report will not be available as soon as if submitted electronically.

We encourage you to submit the results by uploading a scanned version. This will allow CCIA staff to verify the lab results and approve the request quickly. You will then receive an email notification and will be able to access the Seed Inspection Report online immediately.

- b. Document Name – Enter file name
- c. Document Type – Choose "Lab Results" from the drop down list. Click on the "Browse" button and navigate to where you stored the document on your computer, select the document and click "open". Then click the gray button "Upload".
- d. The information is now ready to submit to CCIA. Click the red button "Request Seed Lot Certification". You will see a warning box to make certain you are ready to submit, select "yes" – after submission you will not be able to make any changes to the data. If you discover an error in your entries, contact Nicole at ndhostert@ucdavis.edu and she will make the change for you.

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ID: SID 35336
 Cert Year: 2009
 Conditioner: CCIA Milling Co.
 Applicant: FOUNDATION SEED PROGRAM
 Crop: Oat
 Variety: MONTEZUMA
 Class: Foundation
 Cert Number: 09CA-215-372
 Lot Number: 09-41
 Weight in Lot: 14500.00
 Remarks: test
 Status: Pending Final Submission

Link	Type	
test	Lab Results	Delete

% Purity	100.00
% Inert	0.00
Other Variety	0.00 %
Other Crop	0.00 %
Weed Seed	0.00 %
Purity Grams	500.00
Noxious Seed	0 Seed Count
Noxious Grams	500.00
Bushel Weight	200.00
<hr/>	
% Germination	100.00
% Hard Seed	0.00
Private Lab Date	10/12/2015
Private Lab Name	
Lab ID/Test Number	11111
Comments:	

- e. CCIA staff will receive an email notification that you have submitted a seed certification request. In a timely manner, we will verify the seed lab analysis results you entered against the scanned version of the lab analysis and approve or reject the request.
- f. You will receive an email notification when the Seed Inspection Report (SIR) is ready. Log in, click on "Certify Seed Lot". On the grid you will see the status for this SID is "SIR ready". Click on "Select" for this SID, and then click on the gray button "View Seed Inspection Report". Print the report.

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Display Apps for Year:

	Seeds #	Cert Year	Applicant	Crop	Variety	Class	Lot #	lab entered		Status				
Select	SID 30523	2014	CCIA Milling Co.	Alfalfa	CUF 101	Certified	123	<input checked="" type="checkbox"/>	<table border="1"> <tr> <td>Link</td> <td>Type</td> </tr> <tr> <td>lab report</td> <td>Lab Results</td> </tr> </table>	Link	Type	lab report	Lab Results	SIR ready
Link	Type													
lab report	Lab Results													

- g. If you do not have an email address on file we will print the report and mail it to you.
12. To logout of the system, click on "Your Applications" in the menu bar, and then click on "Logout" next to your name.