



Agricultural Commissioner Seed Certification Tutorial



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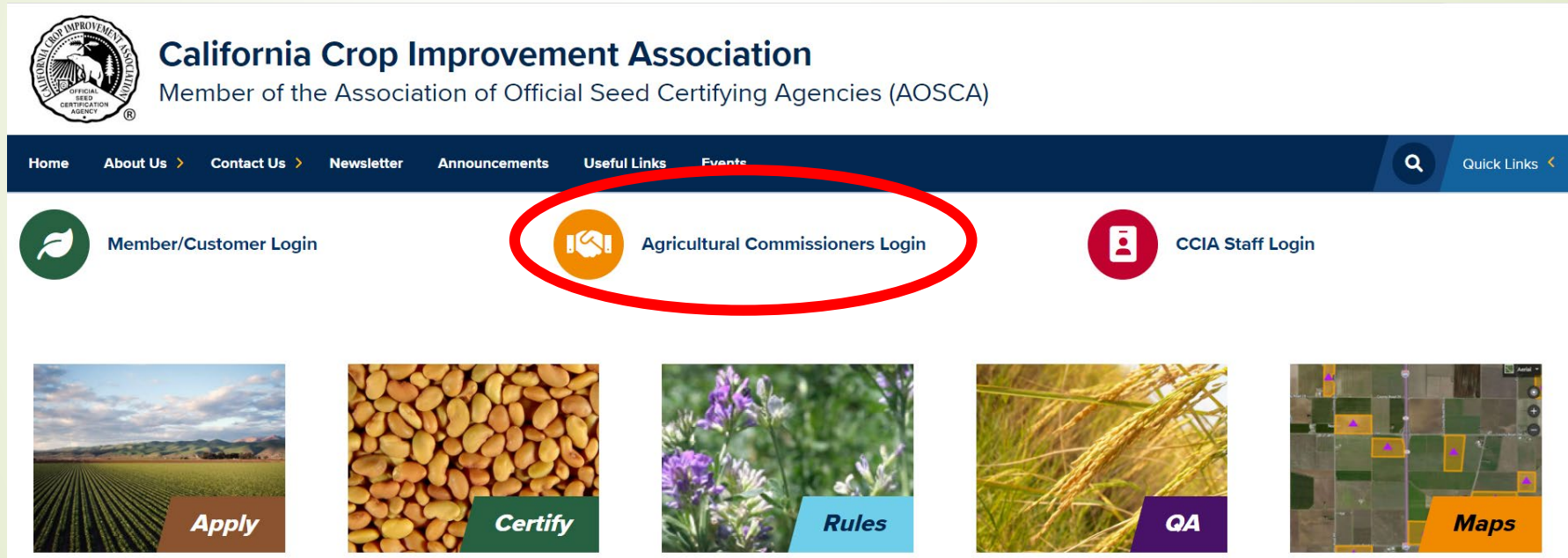
Purpose

- ❖ The CCIA and Agricultural Commissioner's staff collaborate on the following programs:
 - Seed Certification
 - Harvester Cleanout
 - Potato Certification
 - Bulk Seed Certificates
 - Seed Transfer Certificates
- ❖ The online functions allow Agricultural Commissioner staff to have access to seed certification records for each company handling certified seed in their county. These records include:
 - Field applications
 - Field maps
 - Seed lot information
 - Field Inspection Reports
 - Seed Inspection Reports
 - Reports of Analysis (Lab reports)



Login

- ❖ Open a browser and go to <https://ccia.ucdavis.edu>
- ❖ Select "Agricultural Commissioners Login"

A screenshot of the California Crop Improvement Association (CCIA) website homepage. The header features the CCIA logo and the text "California Crop Improvement Association" and "Member of the Association of Official Seed Certifying Agencies (AOSCA)". Below the header is a dark blue navigation bar with links: Home, About Us, Contact Us, Newsletter, Announcements, Useful Links, and Events. A search icon and "Quick Links" are on the right. The main content area has three login options: "Member/Customer Login" with a green leaf icon, "Agricultural Commissioners Login" with an orange icon of two hands shaking (this option is circled in red), and "CCIA Staff Login" with a red icon of a person. Below these are five image-based buttons: "Apply" (field of crops), "Certify" (pile of yellow seeds), "Rules" (purple flowers), "QA" (tall grass), and "Maps" (aerial map).



- ❖ There are several helpful links on this page:
 - Harvester cleanout inspection video
 - Annual acreage reports by county
 - Summary of Seed Certification
- ❖ To review applications and seed transfer forms, select the button “Login

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Agricultural Commissioner Login

With this login you can:

- Review applications
- Review and approve seed transfers

Use your **email address and self-selected password**.

LOGIN

Useful Documents

[Harvester cleanout inspection](#) - the purpose of inspecting a harvester is to ensure that it is free of those seeds which might contaminate the certified seed to be harvested. This 9 minute video on YouTube provides a tutorial on how to verify that a harvester has been sufficiently cleaned.

[Annual Acreage Reports by County](#)

Documents

[Summary of Seed Certification.pdf](#)

[Ag Commissioner Online Tutorial.pdf](#)



- ❖ Your email and password must be in your company profile in order to login.
- ❖ If you need permissions added or a login, contact your company representative for permission to submit applications or contact CCIA for help.

Log in

Member/Customer Login

Email

Password

☐ Remember me?

Log in

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- ❖ Enter your email and password.
- ❖ If you have forgotten your password, select “forgot password” to reset it and follow the prompts in the email that will be sent to you.




Your home page will display a summary of seed certification activities for your county.

Field InspectionSeed InspectionBulk Sales CertificatesSeed Transfer CertificatesLogout		
Welcome		
Summary of last 2 cert years in your county		
Applications		
Status	Year	Count
None Found		
Seeds		
Pending acceptance	2021	2
SIR ready	2021	1145
	2022	1
Pending acceptance	2022	8
SIR ready	2022	778
Pending acceptance	2023	5
SIR ready	2023	1
Tags		
None Found		
OECD		
None Found		
Blends		
None Found		
Seed Transfers		
None Found		



Review Applications

- ❖ To find a Field Inspection Report, select “Field Inspection”.
- ❖ Use the search text boxes to find the report. You do not need to enter the entire applicant name or number. A partial entry will search for the entire text.



Field Inspection Seed Inspection Bulk Sales Certificates Seed Transfer Certificates Logout

Application Search

Hide Search

App ID	<input type="text"/>	Cert Year	<input type="text" value="2023"/> (can be left blank)
Applicant	<input type="text"/> (partial name or Id)	Grower	<input type="text"/> (partial name or Id)
Crop(s)	<div><div>Alfalfa Alkali goldenbush Alkali Goldfields Alkali pepperweed Alkali Sacaton Allscale saltbush American Licorice Annual Hair Grass Arizona Lupine Arrowscale</div><div>+</div></div>		

Search

+ Leave blank to search all values. Click on first value, then hold "shift" on second to select range. Press "ctrl"/"control" to select multiple items, or toggle any single item.



- ❖ A list of applications that meet your search parameters will display.
 - You may download this list in a spreadsheet by selecting the “CSV” button.
- ❖ Select the blue button “Details” to view a specific application.

Copy

CSV

Search:

Appld	Type	Applicant ID	Applicant Name	Grower ID	Grower	Crop	Variety	Class	Field Name	Acres	Planting Date	Status
Details	54538	SD	XX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	Wheat	WB9229	Certified	R5 F1	80.00	11/9/2020	Field Inspection Report Ready
Details	54541	SD	XX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	Wheat	WB9699	Certified	A4	70.00	11/11/2020	Field Inspection Report Ready
Details	55145	SD	XX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	Safflower	CW 3268-OL	Registered	43 Pierce	86.00	3/25/2021	Field Inspection Report Ready
Details	55146	SD	XX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	Safflower	CW 3268-OL	Registered	46N Pierce	52.00	3/27/2021	Field Inspection Report Ready
Details	55147	SD	XX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	Safflower	CW 3268-OL	Registered	118W Salado	36.00	3/24/2021	Field Inspection Report Ready
Details	55148	SD	XX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	Safflower	CW 3268-OL	Registered	118E Salado	36.00	3/24/2021	Field Inspection Report Ready
Details	55150	SD	XX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	Safflower	CW 3268-OL	Registered	10	70.00	3/24/2021	Field Inspection Report Ready
Details	55151	SD	XX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	Safflower	CW 3268-OL	Registered	20	12.00	3/24/2021	Field Inspection Report Ready
Details	55152	SD	XX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	Safflower	CW 3268-OL	Registered	49	63.00	3/28/2021	Field Inspection Report Ready
Details	55153	SD	XX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	Safflower	CW 3268-OL	Registered	86	38.00	3/31/2021	Field Inspection Report Ready
Details	55154	SD	XX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	Safflower	CW 99-OL	Foundation	68	80.00	4/3/2021	Field Inspection Report Ready
Details	55155	SD	XX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	Safflower	CW 99-OL	Registered	69	150.00	4/5/2021	Field Inspection Report Ready



- ❖ The Application Details provides you with specific information:
 - Select the green button “View map” to see the location of the field.
 - Select the link to the certificates/tags to view the planting stock documents.

Application Details

Id	54538	Cert Year	2021
Status	Field Inspection Report Ready	AppType	Seed
Applicant	918 XXXXX ONLY XXXXX XXXXXXXXXXXXXXXXXXXX	Grower	XXXXXXXXXXXXXXXXXXXX
Crop	Wheat	Variety	WB9229
Class	Certified	Acres	80.00 (Mapped: 78.9)
Map?	<input checked="" type="checkbox"/>	Date Planted?	11/9/2020
Field Name/No.	R5 F1	County	YOLO

[View Map](#)

Certificates/Tags

Title	Link
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- ❖ To find a Seed Inspection Report, select “Seed Inspection”
- ❖ Use the search text boxes to find the report. You do not need to enter the entire applicant name or number. A partial entry will search for the entire text.

The screenshot shows the 'Seeds Search' interface. At the top, there is a dark navigation bar with the following links: 'Field Inspection', 'Seed Inspection' (highlighted with a red circle and a red arrow), 'Bulk Sales Certificates', 'Seed Transfer Certificates', and 'Logout'. Below the navigation bar, the 'Seeds Search' section contains several search criteria:

- SID**: A text input field.
- Submitted Year**: A dropdown menu with options for 2023, 2022, 2021, and 2020.
- Applicant**: A text input field with the placeholder text '(partial name or Id)'.
- Cert Year**: A dropdown menu with options for 2023, 2022, 2021, and 2020.
- Conditioner**: A text input field with the placeholder text '(partial name or Id)'.
- Crop(s)**: A dropdown menu with a list of crops: Alfalfa, Alkali goldenbush, Alkali Goldfields, Alkali pepperweed, Alkali Sacaton, Allscale saltbush, American Licorice, Annual Hair Grass, Arizona Lupine, and Arrowscale.

A 'Hide Search' button is located at the top right of the search area. A 'Search' button is located at the bottom left of the search area.

† Leave blank to search all values. Click on first value, then hold "shift" on second to select range. Press "ctrl"/"control" to select multiple items, or toggle any single item.



- ❖ A list of Seed IDs that meet your search parameters will display.
 - You may download this list in a spreadsheet by selecting the “CSV” button.
- ❖ Select the blue button “Details” to view a specific Seed Inspection Report.

Showing 50 entries

Copy CSV

	SeedsID	Program	Year	Applicant Id	Applicant	Conditioner ID	Conditioner	Crop	Variety	Pounds	Class
Details	59460	SD	2020	XX	XXXXXXXXXXXXXXXXXX	918	XXXXXXXXXXXXXXXXXX	Wheat	WB9699	550,000.0	Certified
Details	59468	SD	2019	XX	XXXXXXXXXXXXXXXXXX	918	XXXXXXXXXXXXXXXXXX	Wheat	Patwin-515HP	750,000.0	Certified
Details	59499	SD	2020	XX	XXXXXXXXXXXXXXXXXX	918	XXXXXXXXXXXXXXXXXX	Safflower	CW 3268-OL	400,000.0	Registered
Details	59595	SD	2019	XX	XXXXXXXXXXXXXXXXXX	918	XXXXXXXXXXXXXXXXXX	Barley	Tamalpais	100,000.0	Registered
Details	59669	SD	2020	XX	XXXXXXXXXXXXXXXXXX	918	XXXXXXXXXXXXXXXXXX	Wheat	WB9699	118,000.0	Foundation
Details	59681	SD	2020	XX	XXXXXXXXXXXXXXXXXX	918	XXXXXXXXXXXXXXXXXX	Wheat	WB9229	1,320,000.0	Certified
Details	60288	SD	2018	XX	XXXXXXXXXXXXXXXXXX	918	XXXXXXXXXXXXXXXXXX	Safflower	CW 99-OL	150,000.0	Registered
Details	60595	SD	2020	XX	XXXXXXXXXXXXXXXXXX	918	XXXXXXXXXXXXXXXXXX	Safflower	AS 3427-OL	2,800.0	Foundation
Details	60710	SD	2020	XX	XXXXXXXXXXXXXXXXXX	918	XXXXXXXXXXXXXXXXXX	Safflower	X3238-2-1	14,750.0	Foundation
Details	60711	SD	2018	XX	XXXXXXXXXXXXXXXXXX	918	XXXXXXXXXXXXXXXXXX	Safflower	CW 99-OL	100,000.0	Registered
Details	60728	SD	2020	XX	XXXXXXXXXXXXXXXXXX	918	XXXXXXXXXXXXXXXXXX	Safflower	CW 3268-OL	49,800.0	Foundation
Details	61494	SD	2021	XX	XXXXXXXXXXXXXXXXXX	918	XXXXXXXXXXXXXXXXXX	Wheat	WB9229	172,277.0	Foundation
Details	61495	SD	2021	XX	XXXXXXXXXXXXXXXXXX	918	XXXXXXXXXXXXXXXXXX	Wheat	Patwin-515	221,106.0	Registered



- ❖ The Seed Lot Details and Lab Results are available.
- ❖ Select the blue button “View Seed Inspection Report” to view the report.
- ❖ You may also view the original lab results.

Seed Lot Details

[View Seed Inspection Report](#)

SID 59460

Cert Program Seed

Cert Year 2020

Conditioner XXXXXXXXXXXXXXXX

Applicant XXXXXXXXXXXXXXXX

Crop Wheat

Variety WB9699

Cert Class Certified

Cert# 20CA-385-70404

Lot Number 0106

Lot Weight (pounds) 550,000.0

Remarks

Status SIR ready

Apps in this lot:

AppID	Grower	Acres
52656	XXXXXXXXXXXXXX	80.00

Supporting Documents

File	Type
LOT 0106 WB 9699 CERTIFIED.pdf	Lab Results

Lab Results

Purity 99.91%

Inert 0.09%

Other Variety 0

Other Crop 0

Weed Seed 0.00%

Purity Grams 106.30

Noxious Weeds 0 seed(s)

Noxious Grams 507.00

Bushel Weight 66.70

Germination 94.00%

Hard Seed 0.00%

Total Germination 94.00%

Lab Date 10/17/2020

Lab 321221 SGS Seed Services Laboratory

Comments



Bulk Sales Certificates

- ❖ To find a Bulk Sales Certificate, select "Bulk Sales Certificates".
- ❖ Use the search text boxes to find the certificate. You do not need to enter the entire applicant name or number. A partial entry will search for the entire text.
- ❖ Leave all boxes blank and just select the year to retrieve all certificates for that year.

The screenshot shows the "Bulk Sales Certificate Search" interface. At the top, there is a dark navigation bar with four tabs: "Field Inspection", "Seed Inspection", "Bulk Sales Certificates" (which is circled in red and has a red arrow pointing to it), and "Seed Transfer Certificates". To the right of these tabs is a "Logout" link. Below the navigation bar, the title "Bulk Sales Certificate Search" is displayed. The search area contains several input fields: "Bulk Sales Cert ID" with a text box containing "0", "SID" with a text box containing "0", "Year Created" with a dropdown menu showing years from 2020 to 2023, "BID" with a text box containing "0", and "Conditioner (partial name or id)" with a text box. There is a "Search" button at the bottom left and a "Hide Search" button at the top right. A footnote at the bottom states: "† Leave blank to search all values. Click on first value, then hold 'shift' on second to select range. Press 'ctrl'/'control' to select multiple items, or toggle any single item."



- ❖ A list of bulk sales that meet your search parameters will display.
 - You may download this list in a spreadsheet by selecting the “CSV” button.
- ❖ Select the blue button “Details” to view a specific Bulk Sales Certificate.

Show entries

Search:

	BSCId	Org	Id/Type	Program	Purchaser	Pounds	Date	Cert#	Crop	Variety	Class Sold	Creator
<input type="button" value="Details"/>	29773	7000 CCIA Milling Co.	63032 SID	Seed	Blank's Custom Seed	100	1/13/2022	21CA-291-70949	Wheat	Redwing 515	Foundation	Timothy Blank
<input type="button" value="Details"/>	29775	XXXXXXXXXXXX	62467 SID	Seed	XXXXXXXXXXXX	10,000	1/31/2022	20CA-964-61089	Barley	Tamalpais	Certified	XXXXXXXXXXXX
<input type="button" value="Details"/>	29786	XXXXXXXXXXXX	63135 SID	Seed	XXXXXXXXXXXX	30,000	2/14/2022	21CA-544-60865	Safflower	CW 3268-OL	Certified	XXXXXXXXXXXX
<input type="button" value="Details"/>	29788	XXXXXXXXXXXX	59681 SID	Seed	XXXXXXXXXXXX	10,000	3/16/2022	20CA-117-60384	Wheat	WB9229	Certified	XXXXXXXXXXXX
<input type="button" value="Details"/>	29792	XXXXXXXXXXXX	63537 SID	Seed	XXXXXXXXXXXX	1,500	3/23/2022	18CA-359-69888	Safflower	CW 99-OL	Certified	XXXXXXXXXXXX
<input type="button" value="Details"/>	29814	XXXXXXXXXXXX	63967 SID	Seed	XXXXXXXXXXXX	7,335	4/19/2022	21CA-334-71151	Rice	M-211	Certified	XXXXXXXXXXXX
<input type="button" value="Details"/>	29815	XXXXXXXXXXXX	63967 SID	Seed	XXXXXXXXXXXX	772,684	4/19/2022	21CA-334-71151	Rice	M-211	Certified	XXXXXXXXXXXX



- ❖ The detailed information will display.
- ❖ Select the blue button "SID" to view Seed Inspection Report and Lab Results.

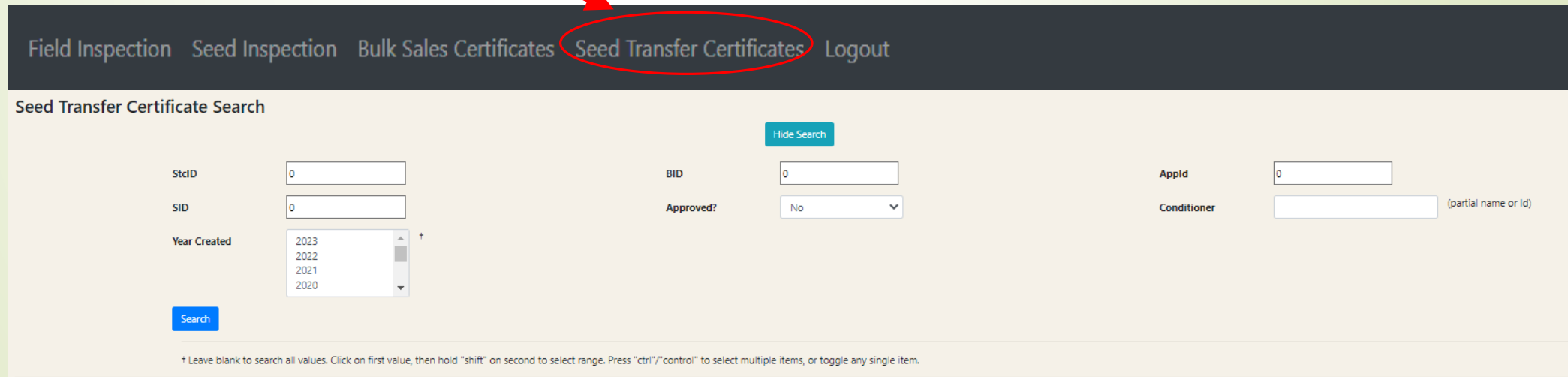
Bulk Sales Certificate Details

BSC Id	29773	Item	63032 SID	Details Link	SID
Conditioner	7000 CCIA Milling Co.	Program	Seed	Date Sold	1/13/2022
Cert Class	Foundation	Pounds	100	Created	Timothy Blank on 1/13/2022
Crop	Wheat	Variety	Redwing 515	Cert #	21CA-291-70949
Purchaser Name	Blank's Custom Seed				
Address	25 N. Cleveland St. Woodland, California United States 95695				
Phone	530-402-7249				
Email	tjblank@ucdavis.edu				



Seed Transfer Certificates

- ❖ To find a Seed Transfer Certificate, select "Seed Transfer Certificates".
- ❖ Use the search text boxes to find the certificate. You do not need to enter the entire applicant name or number. A partial entry will search for the entire text.
- ❖ Leave all boxes blank and just select the year to retrieve all certificates for that year.



The screenshot shows the "Seed Transfer Certificate Search" interface. At the top, there is a dark navigation bar with the following links: "Field Inspection", "Seed Inspection", "Bulk Sales Certificates", "Seed Transfer Certificates" (which is circled in red and has a red arrow pointing to it), and "Logout". Below the navigation bar, the title "Seed Transfer Certificate Search" is displayed. The search form contains several input fields and a "Search" button. The fields are: "StcdID" (text box with "0"), "SID" (text box with "0"), "Year Created" (dropdown menu with options 2023, 2022, 2021, 2020), "BID" (text box with "0"), "Approved?" (dropdown menu with "No" selected), "AppId" (text box with "0"), and "Conditioner" (text box with "(partial name or id)" as a placeholder). A "Hide Search" button is located above the "BID" field. A "Search" button is located below the "Year Created" dropdown. At the bottom of the form, there is a small footnote: "† Leave blank to search all values. Click on first value, then hold 'shift' on second to select range. Press 'ctrl'/'control' to select multiple items, or toggle any single item."

Field Inspection Seed Inspection Bulk Sales Certificates **Seed Transfer Certificates** Logout

Seed Transfer Certificate Search

Hide Search

StcdID 0 BID 0 AppId 0

SID 0 Approved? No Conditioner (partial name or id)

Year Created 2023 2022 2021 2020

Search

† Leave blank to search all values. Click on first value, then hold "shift" on second to select range. Press "ctrl"/"control" to select multiple items, or toggle any single item.



- ❖ A list of seed transfers that meet your search parameters will display.
- You may download this list in a spreadsheet by selecting the “CSV” button.
- ❖ Select the blue button “Details” to view a specific Seed Transfer Certificate.

Show entries

Search:

	STCId	Org	Id/Type	Purchaser	Pounds	Date	Crop	Variety	Orig Class	Class Sold	Creator
<input type="button" value="Details"/>	3386	XXXXXXXXXXXXXXXXXXXX	55301 ApplD	XXXXXXXXXXXXXXXXXXXX	20,000.0	8/14/2021	Sunflower	7PUHD10A	SD-Foundation	Foundation	XXXXXXXX
<input type="button" value="Details"/>	3409	XXXXXXXXXXXXXXXXXXXX	55296 ApplD	XXXXXXXXXXXXXXXXXXXX	20,000.0	8/20/2021	Sunflower	PH1023A	SD-Foundation	Foundation	XXXXXXXX
<input type="button" value="Details"/>	3410	XXXXXXXXXXXXXXXXXXXX	55182 ApplD	XXXXXXXXXXXXXXXXXXXX	9,000.0	8/21/2021	Sunflower	PH1023A	SD-Foundation	Foundation	XXXXXXXX
<input type="button" value="Details"/>	3449	XXXXXXXXXXXXXXXXXXXX	55812 ApplD	XXXXXXXXXXXXXXXXXXXX	220,000.0	9/30/2021	Sunflower	P62LL109	SD-Certified	Certified	XXXXXXXX
<input type="button" value="Details"/>	3450	XXXXXXXXXXXXXXXXXXXX	55812 ApplD	XXXXXXXXXXXXXXXXXXXX	220,000.0	9/30/2021	Sunflower	P62LL109	SD-Certified	Certified	XXXXXXXX
<input type="button" value="Details"/>	3672	XXXXXXXXXXXXXXXXXXXX	55959 ApplD	XXXXXXXXXXXXXXXXXXXX	5,500.0	10/5/2021	Sunflower	T1370SUHM	SD-Foundation	Foundation	XXXXXXXX
<input type="button" value="Details"/>	3673	XXXXXXXXXXXXXXXXXXXX	56268 ApplD	XXXXXXXXXXXXXXXXXXXX	12,000.0	10/12/2021	Sunflower	7PZRA24	SD-Foundation	Foundation	XXXXXXXX
<input type="button" value="Details"/>	3712	XXXXXXXXXXXXXXXXXXXX	56169 ApplD	XXXXXXXXXXXXXXXXXXXX	5,000.0	10/13/2021	Sunflower	7PWD895R	SD-Foundation	Foundation	XXXXXXXX



The **top portion** of the form is below.

- ❖ Select the green button “Certificate” to view the certificate.
- ❖ Select the green button “AppID” to view the seed application.

Seed Transfer Details

[Edit](#)
[Certificate](#)

STId	3386	Type	Inter-county	Item	55301 AppID
Originating County	TEHAMA	Destination County	YOLO	Details Link	AppId
Certificate/Transfer Date	8/14/2021	Pounds	20,000.0	Created By	Emily Rose on 8/5/2021 7:01:47 AM
SubmittedForAnalysis	<input type="checkbox"/>	Class Transferred	Foundation		

From: Producer/Shipper/Applicant/Grower

OrgId	2193
Name	XXXXXXXXXXXXXXXXXXXX
Address	XXXXXXXXXXXXXXXXXXXX
City	Woodland
County	TEHAMA
State	California
Postal Code	95695-9340
CountryName	United States
Phone	XXXXXXXXXXXXXXXXXXXX
Email	XXXXXXXXXXXXXXXXXXXX

To: Consignee/Conditioner/Storage

OrgId	
Name	XXXXXXXXXXXXXXXXXXXX
Address Lines	XXXXXXXXXXXXXXXXXXXX
City	XXXXXXXXXXXXXXXXXXXX
County	YOLO
State	California
Zip	95695-9340
Country	United States
Phone	XXXXXXXXXXXXXXXXXXXX
Email	XXXXXXXXXXXXXXXXXXXX



The **bottom portion** of the form is below.

- ❖ Mark the check boxes as indicated.
- ❖ Enter your name and date.
- ❖ Select the “Mark as approved/accurate” or “Mark inaccurate”.

Variety	7PUHD10A	Crop	Sunflower	State of Origin	California
Year of Production	2021	Class	SD-Foundation	Planting Stock Lot No.	20CA-439-70556-A3WDL23002-C8; 20CA-389-70772-A3WDL23003-C5 (OECD only)

Stage of Conditioning:

- ☒ Indirt/Field Run (passed field inspection) for conditioning and final certification Type:
 - ☒ From Field 16.11 of acres
 - ☐ From storage
- ☐ Conditioned (passed field inspection and cleaned)
- ☐ Not finally certified (subject to sampling and lab analysis)
- ☐ Certified seed (sample and lab analysis performed) for: (check all that apply)
 - ☐ Treatment - coating, inoculation, etc.
 - ☐ Bagging
 - ☐ Tagging

Seed Container Information:

- ☐ Retail bags
- ☐ Tote bags
- ☐ Bulk

Number of trucks:

- ☐ Blending
- ☐ Storage
- ☐ Other:

Ag Commissioner Response:

Accurate

Inaccurate

Approved

Who

When

☐
☐
☐

☐
☐
☐

☐
☐
☐

☐
☐
☐

Mark Approved/Accurate

Mark Inaccurate

Changes to this Certificate

Column	Old Value	New Value	By	Date
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Contact the CCIA

If you require additional assistance
please contact us at:

Website – ccia.ucdavis.edu

Phone – 530-752-0544

Email – ccia@ucdavis.edu