



# How to Submit a Request for Seed Certification



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# Getting Started

- ❖ Before starting an application for the first time, your company's information must be available in the CCIA database. Contact us at 530-752-0544 if your company needs to be added.
- ❖ If your company information is already in our database, please ensure that all information is up to date.
  - Verify that employees with access to the CCIA site information is accurate.
  - Company contact information is current – email, address, phone
- ❖ **Before starting**, make sure you have the following information:
  - Your username (email address) and self-selected password
  - Lab analysis results saved as one of the following formats:
    - Text (.txt)
    - PDF (.pdf)
    - Word Document (.doc, .docx)
    - HTML (.htm,.html)
    - JPEG (.jpg,.jpeg)



# Login

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

A screenshot of the California Crop Improvement Association website homepage. The page features the organization's logo and name at the top, followed by a navigation menu with links for Home, About Us, Contact Us, Newsletter, Announcements, Useful Links, and Events. Below the menu are three login options: Member/Customer Login (highlighted with a red circle), Agricultural Commissioners Login, and CCIA Staff Login. At the bottom, there are five featured sections: Apply, Certify, Rules, QA, and Maps, each with a corresponding image and a colored button.

**California Crop Improvement Association**  
Member of the Association of Official Seed Certifying Agencies (AOSCA)

Home About Us > Contact Us > Newsletter Announcements Useful Links Events Quick Links <

**Member/Customer Login** **Agricultural Commissioners Login** **CCIA Staff Login**

**Apply** **Certify** **Rules** **QA** **Maps**



❖ Find the section “Members Login” and select “Login”.



### Members Login

With this login you can:

- Access your company files
- Apply to grow certified seed
- Request certification for seed
- Request tags
- Request blends

Use your email address and self selected password

LOGIN



### Comments & Feedback

Do you have an idea or a constructive comment to help the CCIA improve their service?

The comments submitted below will be sent to Lauren Port, Executive Director.

If you select the option of a reply, she will contact you.

COMMENTS



- ❖ Your email and password must be in your company profile in order to login.
- ❖ If you need to be entered, 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](#)

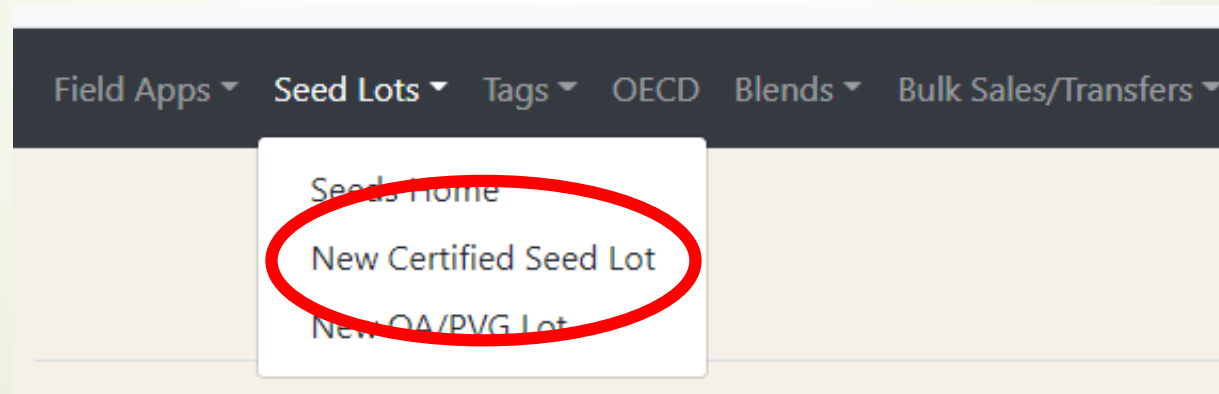
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- ❖ Enter your email and password.
- ❖ If you have forgotten your password, select “forgot password” to reset it and follow the prompts in the email that will be sent to you.



# Creating a Request to Certify Seed

- ❖ On the initial page, in the black menu bar, click on “Seed Lots”.
- ❖ Then select “New Certified Seed Lot” from the drop-down menu





The following application and agreement must be completed/updated each year prior to submitting applications or seed lots for certification.

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CALIFORNIA CROP IMPROVEMENT ASSOCIATION  
MEMBERSHIP APPLICATION AND AGREEMENT  
APPLICATION

The qualifications for membership in the California Crop Improvement Association (CCIA) are as follows:

**Active Member and Right of Voting Membership.** The Association is organized with members, but without capital stock. Any producer or conditioner, as defined in the CCIA Bylaws, who has produced or conditioned seed within the last four crop years, shall be eligible for voting membership on approval by the Board or its designee of a membership application and signing of a membership agreement and the payment of such fees and dues as the Board may fix from time to time. If any such voting member who is not a natural person shall designate in writing the individual who shall exercise the voting rights and be eligible to serve on the Board on behalf of the member. The designation shall be filed with the Secretary of the corporation and shall be maintained with the corporate records. Said designation may be changed by written notice to the Secretary of the corporation.

**Associate Member and Right of Non-Voting Membership.** The Association may also admit Associate Members who shall be non-voting members of the corporation. Any person who is interested in the purposes of the Association shall be eligible for non-voting membership on approval by the Board or its designee of a membership application and the payment of such fees and dues as the Board may fix from time to time. Associate members shall not have any of the voting or other rights afforded voting members under the California Nonprofit Mutual Benefit Corporation Law.

I hereby apply for membership in CCIA as a

NOTE: Completing and submitting this application does not guarantee you will be accepted into membership in CCIA. However, if you are accepted to membership, the following Membership Agreement will apply to your membership immediately. The Agreement below must be signed in order to be considered for membership, but will only take effect on the date CCIA signs and accepts you as a member.

MEMBERSHIP AGREEMENT

THIS MEMBERSHIP AGREEMENT is made by and between the CALIFORNIA CROP IMPROVEMENT ASSOCIATION (hereinafter "CCIA") and the undersigned individual or company, hereinafter "MEMBER".

WHEREAS, CCIA is a nonprofit mutual benefit corporation organized and existing under the laws of the State of California for the purpose of certifying agricultural seed;

NOW, THEREFORE, in consideration of the premises and of the mutual covenants of the parties, the parties hereby do hereby agree:

- MEMBERSHIP.** The signing of this Agreement by the undersigned applicant shall constitute the undersigned's application for membership in CCIA. The undersigned applicant shall become a member of CCIA upon acceptance of the application/agreement by an authorized representative of CCIA. Upon acceptance by CCIA, MEMBER shall be deemed a member of the corporation (either voting or non-voting as applicable).
- MEMBER'S OBLIGATIONS.** MEMBER agrees, and CCIA relies on MEMBER'S representation in accepting the application for membership, that MEMBER is an individual or entity that meets the definition of a voting or non-voting member in CCIA's Bylaws.
- TERMINATION/RECALL.** The term of this Agreement shall begin on the date this application and Agreement are confirmed as accepted by an authorized representative of CCIA, and shall continue until the MEMBER resigns or the Agreement is terminated as described below. MEMBER may resign at any time by giving written notice to the Association President or Secretary. Resignation will take effect either on the date notice is received or on such other date as may be stated in the written notice. Though non-voting membership may be terminated at a member's request in accordance with the procedures in the Bylaws.
- MEMBERSHIP DUES AND CERTIFICATION FEES.** Dues may be established from time to time by the Board of Directors, including the decision to charge no dues. Fees for certification of seed shall be established by the Board.
- BYLAWS, VOTING RIGHTS AND PARTICIPATION.** MEMBER hereby accepts and consents to be bound by, and promises and agrees to conform to and observe the Bylaws of CCIA and the rules and provisions of CCIA promulgated by its Board of Directors as set forth in the Bylaws which are now in force and effect and as the same may hereafter be changed or amended.
- MEMBER'S OBLIGATIONS UNDER CCIA.** MEMBER shall indemnify and hold CCIA and its officers, directors, other members, and staff harmless from any and all claims, liabilities, judgments, costs, and expenses, including but not limited to reasonable attorney's and other professional fees, incurred or paid by CCIA or its officers, directors, other members or staff as a result of, or arising out of or related to, MEMBER'S acts, omissions, or omissions.
- NOTICE.** All notices to be given under this Agreement shall be considered delivered when deposited in the U.S. Mail or by email when confirmed text or with an express mail carrier, postage prepaid, to the parties addressed as follows:

CCIA	Member
California Crop Improvement Association	CCIA Milling Co.
Raymond Seed Certification Center	One Shields Ave
University of California	Davis, California 95616
One Shields Avenue	
Davis, CA 95616-0541	Email: <a href="mailto:ccia@ucdavis.edu">ccia@ucdavis.edu</a> / <a href="mailto:gs@ucdavis.edu">gs@ucdavis.edu</a>
Email: <a href="mailto:ccia@ucdavis.edu">ccia@ucdavis.edu</a>	

Consent to your company's address can be made at [Update Company Profile](#) on contacting CCIA. Note you must have Update Coq permissions to access page.

or to such other place as the parties may by written notice designate, or by personal delivery, or in any other manner provided by law.

**ENTIRETY.** Should any portion of this Agreement be determined to be invalid, provided that each portion of this Agreement is enforceable, it shall be stricken from this Agreement and the other portions of this Agreement shall continue in effect.

**ASSIGNMENT.** This Agreement shall not be assignable by either party without the prior written consent of the other party.

**ENTIRETY AND AGREEMENT.** Subject to the foregoing limitations on assignments, this Agreement shall be binding upon and shall be for the benefit of the permitted successors and assigns of the respective parties herein.

**GOVERNING LAW.** This Agreement shall be subject to, construed, enforced and governed by the laws of the State of California.

IN WITNESS WHEREOF, the parties hereby have executed this Agreement, effective on the day and in the place first set forth above.

CCIA Milling Co.  
One Shields Ave  
Davis, California 95616  
Telephone: 530-752-0544  
Fax: 530-752-0515  
Email: [ccia@ucdavis.edu](mailto:ccia@ucdavis.edu) / [gs@ucdavis.edu](mailto:gs@ucdavis.edu)

Please visit [Update Company Profile](#) or contact CCIA to make corrections to the above contact data. Note you must have Update Coq permissions to access page.

Please select the person representing this organization in the voting year:

By submitting this form, I am agreeing to the above application and certifying I am authorized to complete this information on behalf of the listed company.

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Select the blue button "Accept" to continue.





- ❖ Select where the seed was grown from the drop-down menu:
  - California (go to next page)
  - Outside California (go to page 13).
- ❖ Then select the “Continue” button

A screenshot of a web application interface. At the top, there is a dark navigation bar with several menu items: "Field Apps", "Seed Lots", "Tags", "OECD", "Blends", and "Bulk Sales". Below this is a light-colored header section with the title "Origin of Seed". The main content area contains a form with the label "Origin of Seed:" followed by a dropdown menu. The dropdown menu is open, showing three options: "Select Origin" (highlighted in blue), "California", and "Outside California". To the right of the dropdown menu is a blue button labeled "Continue".



## For seed grown **within California**

- ❖ Enter the California Certification Number.
  - This number will be found on the Seed Inspection Report provided to you after the field passed inspection.
- ❖ Select the blue button “Get Apps”.

A screenshot of the California Seed Certification Agency website. The page has a dark navigation bar with links: Field Apps, Seed Lots, Tags, OECD, Blends, Bulk Sales/Transfers, Turfgrass Certs, Org, and Logout. Below the navigation bar is a light-colored section titled "Enter the California Certification Number:". The form contains three input fields: "Year" with a dropdown menu showing "2023", "RAD\*" with a text box containing "CA-244", and "Cert Number" with a text box containing "592xx". To the right of the "Cert Number" field is a blue button labeled "Get Apps", which is circled in red. A red arrow points to the "Get Apps" button from the right.



## For seed grown **within California**

- ❖ Any application associated with this seed should be shown.
  - Click the check box by the app number you need.
- ❖ Select the blue button “Select App(s)”.

Field Apps ▾ Seed Lots ▾ Tags ▾ OECD Blends ▾ Bulk Sales/Transfers ▾ Turfgrass Certs ▾ Org ▾ Logout

Enter the California Certification Number:

Year RAD\* Cert Number  
2023 CA 244 59298 [Get Apps](#)

AppId	Grower	Acres
<input type="checkbox"/>	CCIA Milling Co.	15

[Select App\(s\)](#)



- ❖ The rest of the form will be displayed.
- ❖ Select the correct information from the drop-down menus or enter text.
- ❖ The seed sample for lab analysis must be drawn by a certified sampler with an AASCO Id number.
- ❖ Select the blue button "Create" to continue.

Field Apps ▾ Seed Lots ▾ Tags ▾ OECD Blends ▾ Bulk Sales/Transfers ▾ Turfgrass Certs ▾ Org ▾ Logout

### Create New Seed Lot from California Grown Seed

Certified Seed Lot

Org Name	CCIA Milling Co.
Id	7000
Variety	CUF 101
Class *	<input type="text" value="Certified"/>
Lot Number *	<input type="text"/>
Lot Weight (pounds) *	<input type="text" value="0.00"/>
Select Type *	<input checked="" type="radio"/> Original Run <input type="radio"/> Remill
OECD Lot?	<input type="checkbox"/>
Remarks	<input type="text"/>
Sample Drawn By	<input type="text" value="Seed Conditioner"/>
Name of Sampler *	<input type="text"/>
AASCO Id	<input type="text"/>
County Drawn *	<input type="text" value="IMPERIAL"/>

The next few pages describe the process for seed grown outside of California. Skip to page 16 for the next step.




## For seed grown **outside of California**

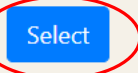
- ❖ Enter organization ID or your name.
- ❖ Select the “search icon”.
- ❖ Select your organization from the list.

Field Apps ▾ Seed Lots ▾ Tags ▾ OECD Blends ▾ Bulk Sales/Transfers ▾ Turfgrass Certs Org ▾ Logout

### Create New Seed Lot from Seed grown outside California

Applicant:   (enter Org Id or Name)

Org Id	Applicant
7000	CCIA Milling Co.





- ❖ Enter the crop and variety, select the “search icon”.
- ❖ Select the variety from the drop-down menu.

## Create New Seed Lot from Seed grown outside California

**Applicant:**   (enter Org Id or Name)

	Org Id	Applicant
<input type="button" value="Select"/>	7000	CCIA Milling Co.

**Crop:**

**Variety \***

- CUF 101
- SuperCuf
- CUF 101 (50%) + Moapa (50%)
- CUF 101 (90%) + Moapa (10%)
- CUF 101 (90%) + UC Cibola (10%)
- CUF 101 (90%) + Highline (10%)
- UC Cibola (87%) + CUF 101 (13%)
- SuperCuf (50%) + SuperSiriver (50%)
- Cuf 101 (33.33%) + SuperCuf (33.33%) + SuperSiriver (33.33%)
- CUF 101 (50%) + Prointa Carmina (25%) + Monarca SP Inta (25%)
- Cuf 101 (60%) + Saltine (40%)
- Cuf 101 (25%) + Saltine (25%) + CUF 101 (50%) + S



- ❖ The rest of the form will appear with data in the drop-down text boxes.
- ❖ Select the correct information from the drop-down menus or enter text.
- ❖ The seed sample for lab analysis must be drawn by a certified sampler with an AASCO Id number.
- ❖ Select the blue button "Create" to continue.

Field Apps ▾ Seed Lots ▾ Tags ▾ OECD Blends ▾ Bulk Sales/Transfers ▾ Turfgrass Certs Org ▾ Logout

## Create New Seed Lot from Seed grown outside California

Applicant:   (enter Org Id or Name)

	Org Id	Applicant
<input type="button" value="Select"/>	7000	CCIA Milling Co.

Crop:  ▾

Variety \*

CertYear \*  ▾

Country of Origin \*  ▾

State of Origin \*  ▾

Certification Number \*

Lot Number \*

Lot Weight (pounds) \*

Class \*  ▾

Select Type \*  Original Run  Remill

OECD Lot?

Remarks

Sample Drawn By  ▾

Name of Sampler \*

AASCO Id

County Drawn \*  ▾

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- ❖ The seed lot has been created.
- ❖ You may edit the seed lot information if necessary.
- ❖ The next step is to enter the Lab Results. Select the green button “Edit Lab Results”.





# Entering the Report of Analysis

- ❖ Enter the data directly from the Report of Analysis.
- ❖ Select the blue button "Submit Results".

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Field Apps ▾ Seed Lots ▾ Tags ▾ OECD Blends ▾ Bulk Sales/Transfers ▾ Turfgrass Certs Org ▾ Logout

## Lab Results

	Value	Comments
Purity	<input type="text"/>	<input type="text"/>
Inert	<input type="text"/>	<input type="text"/>
Other Variety	<input type="text"/>	<input type="text"/>
Other Crop	<input type="text"/>	<input type="text"/>
Weed Seed	<input type="text"/>	<input type="text"/>
Purity Grams	<input type="text"/>	
Noxious Weeds	<input type="text"/>	<input type="text"/>
Noxious Grams	<input type="text"/>	
Germination	<input type="text"/>	
Hard Seed	<input type="text"/>	
Dodder	<input type="text" value="Negative"/>	
Dodder Grams	<input type="text"/>	
Lab Date	<input type="text" value="MM/DD/YYYY"/>	
Lab	<input type="text" value="Select lab..."/>	
PrivateLabNumber	<input type="text"/>	
Comments	<input type="text"/>	



- ❖ Once the results have been submitted, the Lab Report must be uploaded to CCIA.
- ❖ Enter the name of the Lab Results file in the text box next to “File Name”.
- ❖ For Doc Type, select “Lab Results” from the drop-down menu.
- ❖ Navigate on your computer to the file location and open it.
- ❖ Select the button “Choose File”.

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Seed Lot Details		Lab Results	
<a href="#">Edit Seed Lot</a>		<a href="#">Edit Lab Results</a>	
<a href="#">Submit for Certification</a>		Purity	99.85%
SID	64600	Inert	0.00%
Cert Program	Seed	Other Variety	0.00%
Cert Year	2022	Other Crop	0.00%
Conditioner	7000 CCIA Milling Co.	Weed Seed	0.00%
Applicant	7000 CCIA Milling Co.	Purity Grams	450.00
Crop	Alfalfa	Noxious Weeds	0 seed(s)
Variety	CUF 101	Noxious Grams	450.00
Cert Class	Registered		
Cert#	21-0125	Germination	88.00%
Lot Number	ABC	Hard Seed	0.00%
Lot Weight (pounds)	100.0	Total Germination	88.00%
Remarks		Dodder	False
Status	Pending supporting material	Dodder Grams	450.00
		Lab Date	9/26/2022
		Lab	California Department of Food & Ag Laboratory
		Comments	

**Upload new Document**

File Name

Doc Type

No file chosen

Allowed files: Text (.txt), PDF (.pdf), Word Document (.doc, .docx), HTML (.htm, .html), JPEG (.jpg, .jpeg)



- ❖ Enter the file name of the Lab Results in the text box next to “File Name”.
- ❖ For Doc Type, select “Lab Results” from the drop-down menu.
- ❖ Select the button “Choose File”.
- ❖ Navigate on your computer to the file location and open it.
- ❖ The file name you selected will display.
- ❖ Select the blue button “Upload”.

A screenshot of a web form titled "Upload new Document". The form contains the following fields:

- File Name:** A text input field containing "Lab Results CUF 101".
- Doc Type:** A dropdown menu with "Lab Results" selected.
- Choose File:** A button that has been clicked, resulting in the file name "Lab Results CUF 101.pdf" being displayed next to it. This text is circled in red.
- Upload:** A blue button located below the "Choose File" button.

Below the form, the following text is displayed: "Allowed files: Text (.txt), PDF (.pdf), Word Document (.doc, .docx), HTML (.htm, .html), JPEG (.jpg, .jpeg)". A red arrow points from the "Choose File" button area towards the text in the instructions on the left.



❖ If successful, the file will display under “Supporting Documents”

❖ You may upload additional documents as needed.

Logout

### Seed Lot Details

[Edit Seed Lot](#)  
[Submit for Certification](#)

SID	64600
Cert Program	Seed
Cert Year	2022
Conditioner	7000 CCIA Milling Co.
Applicant	7000 CCIA Milling Co.
Crop	Alfalfa
Variety	CUF 101
Cert Class	Registered
Cert#	21-0125
Lot Number	ABC
Lot Weight (pounds)	100.0
Remarks	
Status	Pending supporting material

### Supporting Documents

File	Type
<a href="#">Lab Results CUF 101.pdf</a>	Lab Results

[Upload new Document](#)

### Lab Results

[Edit Lab Results](#)

Purity	99.85%
Inert	0.00%
Other Variety	0.00%
Other Crop	0.00%
Weed Seed	0.00%
Purity Grams	450.00
Noxious Weeds	0 seed(s)
Noxious Grams	450.00
Germination	88.00%
Hard Seed	0.00%
Total Germination	88.00%
Dodder	<input type="checkbox"/> False
Dodder Grams	450.00
Lab Date	9/26/2022
Lab	California Department of Food & Ag Laboratory



❖ You may now submit the seed lot for certification by selecting the blue button “Submit for Certification”.

❖ A message box will appear to let you know that after submission changes cannot be made to the request.

The screenshot shows the 'Seed Lot Details' page in the CCIA Web App. A red arrow points to the 'Submit for Certification' button, which is circled in red. A confirmation dialog box is overlaid on the page, asking 'Are you sure you want to submit this lot for certification?' with 'OK' and 'Cancel' buttons. The dialog box text reads: 'ccia-mvc.ucdavis.edu says Once submitted, you will no longer be able to edit lot information or add/change supporting material. Are you sure you want to submit this lot for certification?'.

File	Type
<a href="#">Lab Results CUF 101.pdf</a>	Lab Results

<b>Purity</b>	99.85%
<b>Inert</b>	0.00%
<b>Other Variety</b>	0.00%
<b>Other Crop</b>	0.00%
<b>Weed Seed</b>	0.00%
<b>Purity Grams</b>	450.00
<b>Noxious Weeds</b>	0 seed(s)
<b>Noxious Grams</b>	450.00
<b>Germination</b>	88.00%
<b>Hard Seed</b>	0.00%
<b>Total Germination</b>	88.00%
<b>Dodder</b>	False
<b>Dodder Grams</b>	450.00
<b>Lab Date</b>	9/26/2022
<b>Lab</b>	California Department of Food & Ag



- ❖ The seed lot has been submitted for review by the CCIA staff.
- ❖ The lab results you entered will be checked with the uploaded documents for accuracy and compliance with seed standards for each crop.

The screenshot shows a web application interface with a navigation bar at the top containing links for "Field Apps", "Seed Lots", "Tags", "OECD", "Blends", "Bulk Sales/Transfers", "Turtgrass Certs", "Org", and "Logout". A red arrow points to a light blue notification banner that says "Seed lot submitted for review".

**Seed Lot Details**

SID	64600
Cert Program	Seed
Cert Year	2022
Conditioner	7000 CCIA Milling Co.
Applicant	7000 CCIA Milling Co.
Crop	Alfalfa
Variety	CUF 101
Cert Class	Registered
Cert#	21-0125
Lot Number	ABC
Lot Weight (pounds)	100.0
Remarks	
Status	Pending acceptance

**Supporting Documents**

File	Type
<a href="#">Lab Results CUF 101.pdf</a>	Lab Results

**Upload new Document**

File Name

**Lab Results**

Purity	99.85%
Inert	0.00%
Other Variety	0.00%
Other Crop	0.00%
Weed Seed	0.00%
Purity Grams	450.00
Noxious Weeds	0 seed(s)
Noxious Grams	450.00
Germination	88.00%
Hard Seed	0.00%
Total Germination	88.00%
Dodder	<input type="text" value="False"/>
Dodder Grams	450.00
Lab Date	9/26/2022
Lab	California Department of Food & Ag Laboratory



# Contact the CCIA

If you require additional assistance  
please contact us at:

Website – [ccia.ucdavis.edu](http://ccia.ucdavis.edu)

Phone – 530-752-0544

Email – [ccia@ucdavis.edu](mailto:ccia@ucdavis.edu)