



# How to Submit a Tag Request



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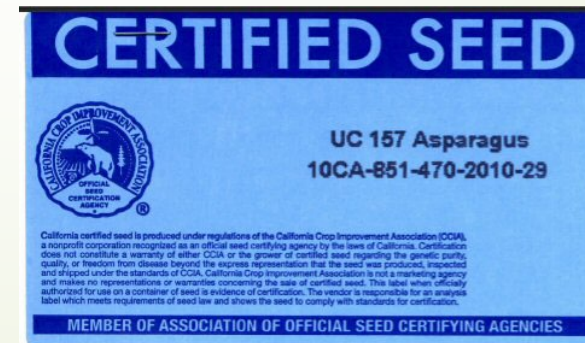
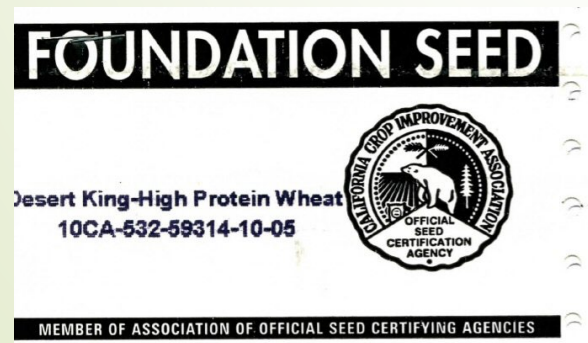
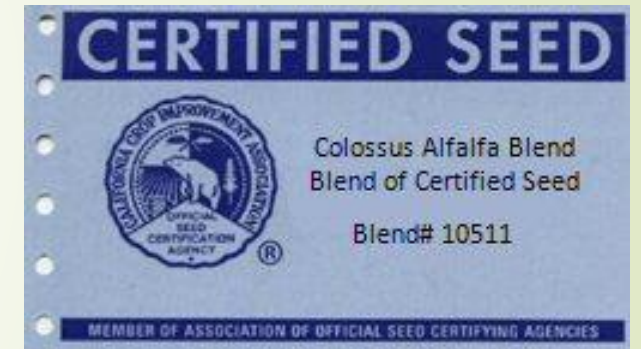
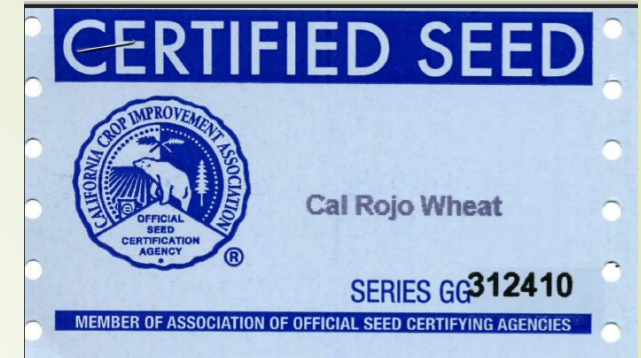
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# Purpose

- ❖ To request tags for bagging of
  - Certified seed
  - Bulk tags
  - OECD Gray tags/Not finally certified

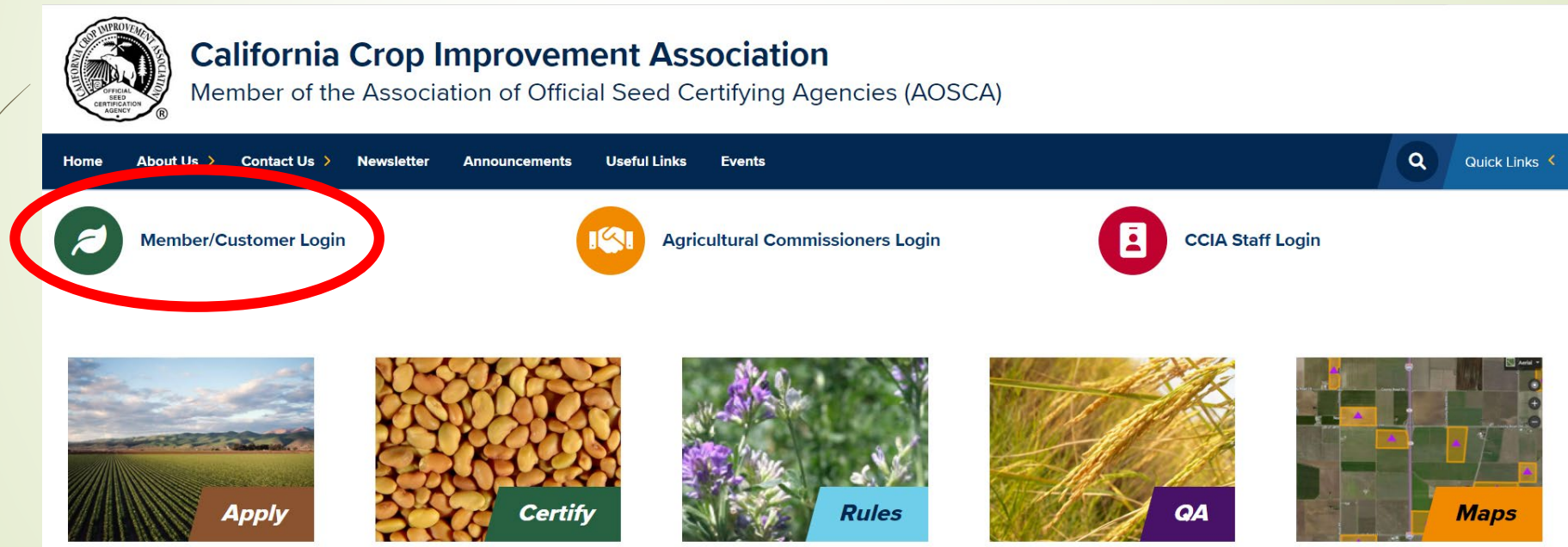
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# Login

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



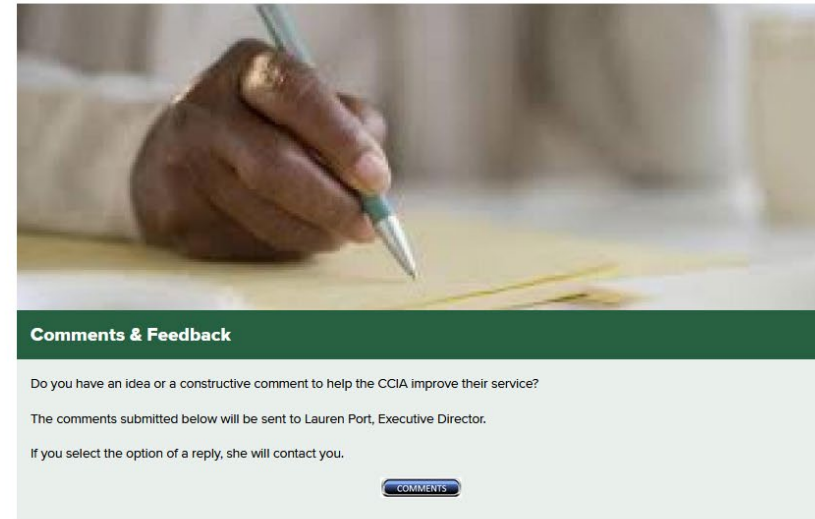
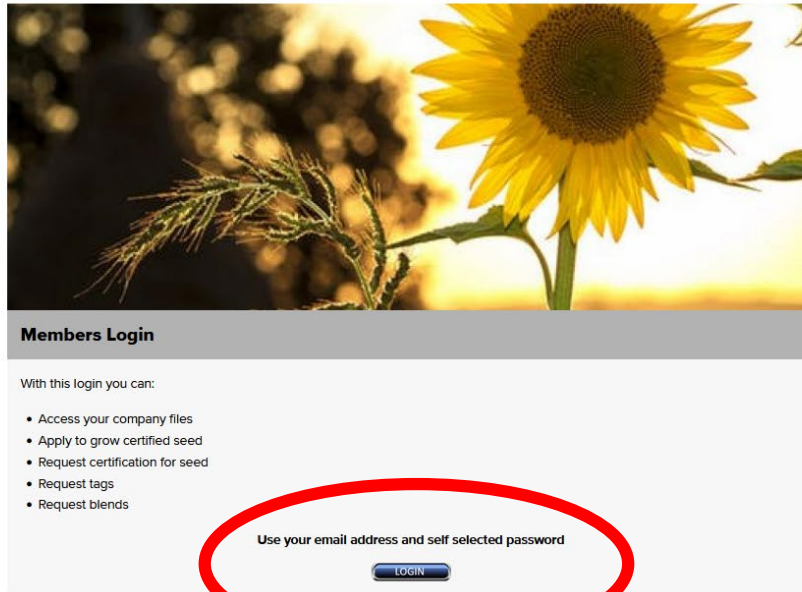
The screenshot shows the homepage of the California Crop Improvement Association (CCIA). At the top left is the CCIA logo. To its right is the text "California Crop Improvement Association" and "Member of the Association of Official Seed Certifying Agencies (AOSCA)". Below this is a dark blue navigation bar with links: Home, About Us, Contact Us, Newsletter, Announcements, Useful Links, and Events. On the right side of this bar is a search icon and a "Quick Links" dropdown. Below the navigation bar are three login options: "Member/Customer Login" (with a green leaf icon and a red circle around it), "Agricultural Commissioners Login" (with an orange icon of two hands shaking), and "CCIA Staff Login" (with a red icon of a person). At the bottom of the page are five image-based buttons: "Apply" (with a field of crops), "Certify" (with a pile of yellow seeds), "Rules" (with purple flowers), "QA" (with a close-up of wheat), and "Maps" (with a satellite map).





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

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- ❖ 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 or the 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 screen will open providing you with a summary of your organization's Applications, Seed Certifications, Tags, OECD, Blends, and Seed Transfers.
- ❖ Depending on your permissions, you may not see all of this information.

Field Apps - Seed Lots - Tags - OECD - Blends - Bulk Sales/Transfers - Turfgrass Certs - Org - Logout		
Welcome <small>Summary of last 2 cert years</small>		
Applications		
Status	Year	Count
Application cancelled	2021	7
Field Inspection Report Ready	2021	3
Pending Final Submission	2021	1
Pending supporting material	2021	7
Application cancelled	2022	9
Field Inspection in Progress	2022	1
Seeds		
SIR ready	2021	2
SIR ready	2022	28
Tags		
Complete	2021	23
Complete	2022	4
OECD		
Complete	2021	23
Complete	2022	4
Blends		
None Found		
Seed Transfers		
None Found		



# Tags Home

- ❖ Select Tags from the black menu bar.
- ❖ Then select 'Tags Home' from the drop-down menu.

A screenshot of a web application interface. At the top is a dark gray navigation bar with several menu items: "Field Apps", "Seed Lots", "Tags", "OECD", "Blends", "Bulk Sales/Transfers", "Turfgrass Certs", "Org", and "Logout". A red arrow points to the "Tags" menu item, which is circled in red. A white drop-down menu is open below "Tags", containing four options: "Tags Home", "Request New Tag", "Bulk Tag Request", and "OECD-Gray Tag/Not Finally Certified". A second red arrow points to the "Tags Home" option, which is also circled in red. Below the navigation bar, the page content is divided into sections. The first section is titled "Applications" and contains a sub-section "Status" with three items: "Application cancelled", "Field Inspection in Progress", and "Field Inspection Report Ready". The second section is titled "Seeds".

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

Tags Home  
Request New Tag  
Bulk Tag Request  
OECD-Gray Tag/Not Finally Certified

## Applications

### Status

Application cancelled

Field Inspection in Progress

Field Inspection Report Ready

## Seeds





- ❖ A list of tags requested by your company is listed by year.
  - Change the year with the drop-down menu and then select the blue button “Update table”.
- ❖ Select the green button “Details” to view information about each tag request.
- ❖ Select the green button “Cert” to view the OECD certificate, if applicable.

Tags

Display Tags Requested in Calendar Year: 2022 [Update Table](#)

Show 50 entries [Copy](#) [CSV](#) Search:

	Tag Id	Id	Id Type	Crop	Variety	Cert#	Lot#	SID Class	Tag Class	LbsReq	Count	Bag Size	OECD Date Seald	OECD Cert	Type	Date	Alias	Stage	Tracking
<a href="#">Details</a>	18495	63457	SID	Sunflower	LG50797 CLP	21-0124	21CHA74-27E1	Selected	Selected	27778	14	1984	1/20/2022	<a href="#">cert</a>	OECD Grey	2/22/2022		Complete	
<a href="#">Details</a>	18496	63458	SID	Sunflower	LG5478	21-0125	21CHA74-18E1	Selected	Selected	6613	3	2204	1/20/2022	<a href="#">cert</a>	OECD Grey	2/22/2022		Complete	
<a href="#">Details</a>	18533	63500	SID	Sunflower	LG5478	21-0125	21CHA74-18E1	Selected	Selected	6613	3	2204	1/20/2022	<a href="#">cert</a>	OECD Grey	2/24/2022		Complete	
<a href="#">Details</a>	18535	63502	SID	Sunflower	LG5478	21-0145	21CHA74-18L1	Selected	Selected	5291	3	1763	12/8/2021	<a href="#">cert</a>	OECD Grey	2/24/2022		Complete	

Showing 1 to 4 of 4 entries Previous 1 Next



The **top portion** of the form provides all the tag details.

### Tag Details

TagID	18495	LinkId	63457 SID	Stage	Complete
Cert Year	2021	Cert Program	SD	Cert Number	21-0124
Class Produced	Selected	Tagged Class	Selected	Lot Number	21CHA74-27E1
Tag Type	OECD Grey	Crop	Sunflower	Name	James Cubbage
Variety	19327 LG50797 CLP	Date Printed	2/23/2022 10:57:24 AM	Alias	
Bag Size (Pounds)	1,984.16	Count Used		Requested Weight	27,778.2
Source Lot Weight	27,718.0	Total Bagged	27778.20	Not Yet bagged	-60.20
Date Requested	2/22/2022 4:15:10 PM	Bulk	<input type="checkbox"/>	Printed By	Danielle Nelson
Count Requested	14			Extras/Overrun	0
Coating %	0.00			Analysis Requested?	<input type="checkbox"/>
Series Request	<input type="checkbox"/>				



The **bottom portion** of the form provides:

- OECD information
- Tag delivery information
- Supporting documents

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## OECD

Planting Stock #

Date Sealed

1/20/2022

OECD Class

Not Finally Certified

Country

United States

Pounds

27778

Update OECD Country/Weight

### Statement

How Deliver

UPS Ground

Date Needed

2/24/2022

Comments

Conditioner (Seeds Only)

7000 CCIA Milling Co.

## Supporting Documents

File

[TAG 18495.pdf](#)

[TAG 18495 PARTIAL.pdf](#)

## Upload new Document

Choose File

No file chosen

Upload

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

## Tag Series

New Entry:

Letter

Start Number

End Number

Void

Record Line



# Request New Tag

- ❖ Select Tags from the black menu bar.
- ❖ Then select 'Request New Tag' from the drop-down menu.

A screenshot of a web application interface for seed certification. At the top is a dark gray navigation bar with several menu items: "Field Apps", "Seed Lots", "Tags", "OECD", "Blends", "Bulk Sales/Transfers", "Turfgrass Certs", "Org", and "Logout". A red arrow points to the "Tags" menu item, which is circled in red. A white drop-down menu is open below "Tags", containing four options: "Tags Home", "Request New Tag", "Bulk Tag Request", and "OECD-Gray Tag/Not Finally Certified". A red arrow points to the "Request New Tag" option, which is also circled in red. Below the navigation bar, the main content area is divided into sections. The first section is titled "Applications" and contains a table with a "Status" header. The table has three rows: "Application cancelled", "Field Inspection in Progress", and "Field Inspection Report Ready". The second section is titled "Seeds".

Status
Application cancelled
Field Inspection in Progress
Field Inspection Report Ready

### Seeds





- ❖ Please **read the Tag Request Guidelines** in order to understand the timeline and conditions for the CCIA to print and ship tags.
- ❖ Then select the type of tag needed; such as 'Seed ID' from the drop-down menu.
- ❖ Enter the appropriate ID number and hit 'Enter' or use the blue button "Retrieve Info".

### Tag Request Guidelines:

- Tag Request will be printed in the order they were received during the hours of 7:30 am – 3:00 pm, Monday –Friday, unless otherwise notified.
- Tag Request turnaround time is between 24 to 48 business hours. However, the CCIA strives to complete all tag requests on the same day received whenever possible.
- Tag requests that contain inaccurate or incorrect information will cause delays!
- Overnight orders cannot be guaranteed unless they have been submitted by Noon the previous day.
- Conditioners who wish to pick-up their tag orders in person will be notified by CCIA Staff when the tags are ready and available. Please note that the 24-48 hour turnaround time applies for all pick-up orders as well.

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ID

Tagging

Seed ID (SID) ▼

- Seed ID (SID)
- Blend ID (BiD)
- Potato (App ID)
- LacTracker (App ID)

Retrieve Info



The information for the seed lot will be displayed.

- ❖ Enter information into the text boxes.
- ❖ Select the correct buttons.
- ❖ Select the blue button "Create Tag Request".

SID/BID/AppID	64600 SID	Program	Seed
Crop	Alfalfa	Variety	CUF 101
Cert #	21-0125	Lot #	ABC
Lot Weight	100	Weight Balance	0 (100 remaining)*
Class Produced	Registered		
Alias	<input type="text"/> (leave blank for listed variety name)		
Number of Tags *	<input type="text" value="0"/>		
Bag Weight *	<input type="text" value="0"/>	Pounds ▾	
Weight of this request			
Coating (%) *	<input checked="" type="radio"/> No coating <input type="radio"/> 34% <input type="radio"/> 50%		
Class Produced of Tag *	<input checked="" type="radio"/> Registered <input type="radio"/> Certified		
Type of Tag *	<input type="radio"/> Pressure Sensitive <input checked="" type="radio"/> Sew-On		
Pretagging	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Series Request	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Is this an OECD Request? *	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Date Needed *	<input type="text" value="10/10/2022"/> (please allow 24-48 hours)		
How Deliver *	<input checked="" type="radio"/> UPS Ground <input type="radio"/> UPS Overnight <input type="radio"/> Pick-up at Parsons Building <input type="radio"/> Other		
Comments	<input type="text"/>		
<input type="button" value="Create Tag Request"/>			



- ❖ You will be prompted to provide missing information.
- ❖ If completed successfully, a note will appear at the top of the page.

A screenshot of a web interface. At the top, there is a light blue horizontal bar containing the text "Tag submitted!". A red arrow points from the left towards this bar. Below the blue bar, the text "Tag Details" is displayed in a large, bold font. Underneath "Tag Details", there are two rows of information: "TagID" followed by "19726" and "Cert Year" followed by "2022".

Tag submitted!	
Tag Details	
TagID	19726
Cert Year	2022



# Bulk Tag Request

- ❖ Select Tags from the black menu bar.
- ❖ Then select 'Bulk Tag Request' from the drop-down menu.

A screenshot of the CCIA web application interface. At the top, there is a dark gray navigation bar with several menu items: "Field Apps", "Seed Lots", "Tags", "OECD", "Blends", "Bulk Sales/Transfers", "Turfgrass Certs", "Org", and "Logout". A red arrow points to the "Tags" menu item, which is circled in red. A dropdown menu is open below "Tags", showing four options: "Tags Home", "Request New Tag", "Bulk Tag Request", and "OECD-Gray Tag/Not Finally Certified". The "Bulk Tag Request" option is circled in red, and a red arrow points to it. Below the navigation bar, the main content area is divided into sections. The first section is titled "Applications" and contains a table with the following rows: "Application cancelled", "Field Inspection in Progress", and "Field Inspection Report Ready". The second section is titled "Seeds".





- ❖ Please **read the Tag Request Guidelines** in order to understand the timeline and conditions for the CCIA to print and ship tags.
- ❖ Then select the crop from the drop-down menu.
- ❖ Enter the variety name.
- ❖ Hit 'Enter' or use the blue button "Retrieve Info".

### Tag Request Guidelines:

- Tag Request will be printed in the order they were received during the hours of 7:30 am – 3:00 pm, Monday –Friday, unless otherwise notified.
- Tag Request turnaround time is between 24 to 48 business hours. However, the CCIA strives to complete all tag requests on the same day received whenever possible.
- Tag requests that contain inaccurate or incorrect information will cause delays!
- Overnight orders cannot be guaranteed unless they have been submitted by Noon the previous day.
- Conditioners who wish to pick-up their tag orders in person will be notified by CCIA Staff when the tags are ready and available. Please note that the 24-48 hour turnaround time applies for all pick-up orders as well.

Crop

Alfalfa



Variety

Retrieve Info



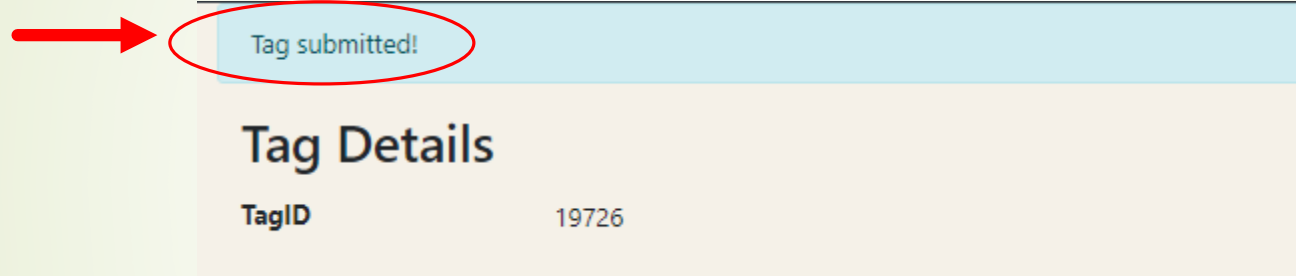
- ❖ Enter information into the text boxes.
- ❖ Select the correct buttons.
- ❖ Select the blue button "Create Tag Request".

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Alias	<input type="text"/>	(leave blank for listed variety name)
Number of Tags *	<input type="text" value="0"/>	
Type of Tag *	<input type="radio"/> Pressure Sensitive <input checked="" type="radio"/> Sew-On	
Date Needed *	<input type="text" value="10/10/2022"/>	(please allow 24-48 hours)
How Deliver *	<input checked="" type="radio"/> UPS Ground <input type="radio"/> UPS Overnight <input type="radio"/> Pick-up at Parsons Building <input type="radio"/> Other	
Comments	<input type="text"/>	
<input type="button" value="Create Tag Request"/>		



- ❖ You will be prompted to provide missing information.
- ❖ If completed successfully, a note will appear at the top of the page.





# OECD-Gray Tag/Not Finally Certified

- ❖ Select Tags from the black menu bar.
- ❖ Then select 'OECD-Gray Tag/Not Finally Certified' from the drop-down menu.

A screenshot of the CCIA web application interface. At the top, there is a dark gray navigation bar with several menu items: "Field Apps", "Seed Lots", "Tags", "OECD", "Blends", "Bulk Sales/Transfers", "Turfgrass Certs", "Org", and "Logout". A red arrow points to the "Tags" menu item, which is circled in red. A drop-down menu is open below "Tags", showing four options: "Tags Home", "Request New Tag", "Bulk Tag Request", and "OECD-Gray Tag/Not Finally Certified". The last option is circled in red, and a red arrow points to it. Below the navigation bar, the main content area is divided into sections. The first section is titled "Applications" and contains a table with the following rows: "Status", "Application cancelled", "Field Inspection in Progress", and "Field Inspection Report Ready". The second section is titled "Seeds".





- ❖ Please **read the Tag Request Guidelines** in order to understand the timeline and conditions for the CCIA to print and ship tags.
- ❖ Then select the origin of the seed from the drop-down menu.
- ❖ Select the blue button “Continue”.

### Tag Request Guidelines:

- Tag Request will be printed in the order they were received during the hours of 7:30 am – 3:00 pm, Monday –Friday, unless otherwise notified.
- Tag Request turnaround time is between 24 to 48 business hours. However, the CCIA strives to complete all tag requests on the same day received whenever possible.
- Tag requests that contain inaccurate or incorrect information will cause delays!
- Overnight orders cannot be guaranteed unless they have been submitted by Noon the previous day.
- Conditioners who wish to pick-up their tag orders in person will be notified by CCIA Staff when the tags are ready and available. Please note that the 24-48 hour turnaround time applies for all pick-up orders as well.

### Origin of Seed

Origin of Seed: Select Origin ▼ Continue

Select Origin  
California  
Outside California



For seed grown **within California**:

- ❖ Select the correct year and enter the certification number.
- ❖ Select the blue button “Get Apps”.

Enter the California Certification Number:

Year	RAD*	Cert Number	
2023 ▼	CA- <input type="text"/>	- <input type="text"/>	<input type="button" value="Get Apps"/>

- ❖ Select the application(s) by clicking the check box.
- ❖ Select the blue button “Select App(s)”.

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Enter the California Certification Number:

Year	RAD*	Cert Number	
2022 ▼	CA- 244	- 59298	<input type="button" value="Get Apps"/>

Appld	Grower	Acres
<input type="checkbox"/> 58529	CCIA Milling Co.	74



- ❖ Enter information into the text boxes.
- ❖ Select the correct buttons.
- ❖ Select the blue button "Create Tag Request".

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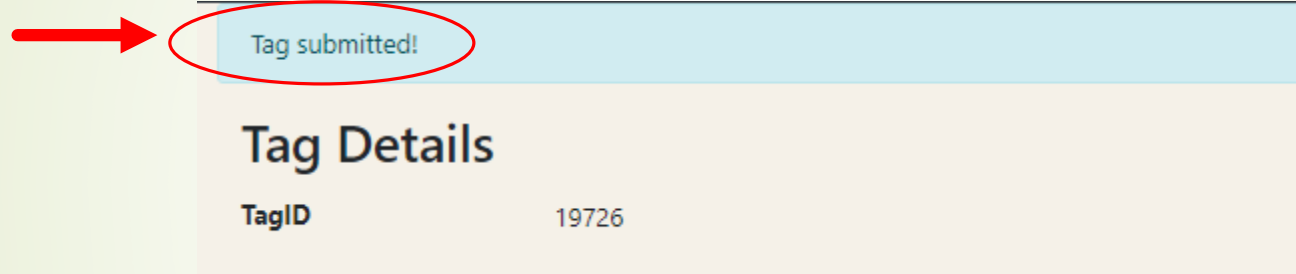
## Create New OECD-Gray Tag/NFC Request from California Grown Seed

Org Name	CCIA Milling Co.		
Id	7000		
Variety	CUF 101		
Class	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		
Alias	<input type="text"/> (leave blank for listed variety name)		
Number of Tags *	<input type="text" value="0"/>		
Bag Weight *	<input type="text" value="0"/>	<div>Pounds ▼</div>	
Weight of this request			
Coating (%) *	<input checked="" type="radio"/> No coating <input type="radio"/> 34% <input type="radio"/> 50%		
Planting Stock Lot Number	<input type="text"/>		
Date Sealed *	<input type="text"/>		
Country *	<div>Select country... ▼</div>		
Date Needed *	<input type="text" value="10/10/2022"/> (please allow 24-48 hours)		
How Deliver *	<input checked="" type="radio"/> UPS Ground <input type="radio"/> UPS Overnight <input type="radio"/> Pick-up at Parsons Building <input type="radio"/> Other		
Comments	<input type="text"/>		

Create Tag Request



- ❖ You will be prompted to provide missing information.
- ❖ If completed successfully, a note will appear at the top of the page.





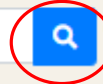


For seed grown **outside of California**:

- ❖ Enter the Organization Number or Name of the Applicant.
- ❖ Hit 'Enter' or select the blue search button.

## Create New OECD-Gray Tag/NFC from Seed grown outside California

Applicant:



(enter Org Id or Name)



- ❖ Choose the correct applicant by selecting the blue button "Select".

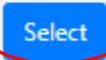
## Create New OECD-Gray Tag/NFC from Seed grown outside California

Applicant:

7000



(enter Org Id or Name)

	Org Id	Applicant
	7000	CCIA Milling Co.

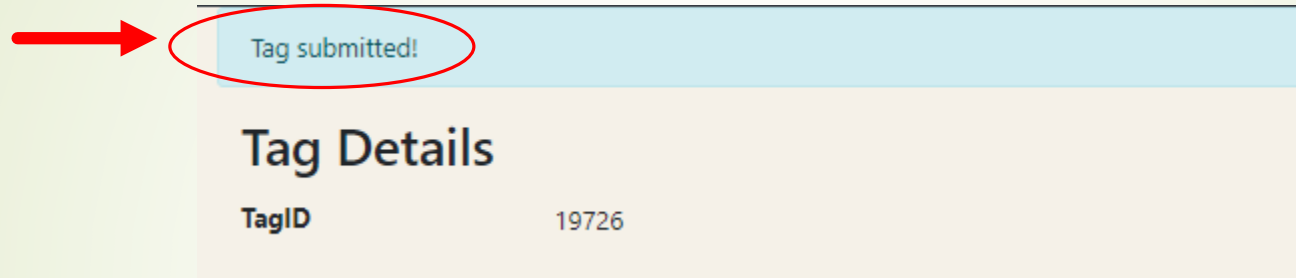
- ❖ Enter information into the text boxes.
- ❖ Select the correct buttons.
- ❖ Select the blue button "Create Tag Request".

Variety *	<input type="text" value="cuf 101"/>	<input type="button" value="Q"/>	
CertYear *	<input type="text" value="2023"/>		
Country of Origin *	<input type="text" value="Algeria"/>		
State of Origin *	<input type="text" value="Outside US"/>		
Certification Number *	<input type="text"/>		
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		
Alias	<input type="text" value=""/>		(leave blank for listed variety name)
Number of Tags *	<input type="text" value="0"/>		
Bag Weight *	<input type="text" value="0"/>	<input type="text" value="Pounds"/>	
Weight of this request			
Coating (%) *	<input checked="" type="radio"/> No coating <input type="radio"/> 34% <input type="radio"/> 50%		
Planting Stock Lot Number	<input type="text"/>		
Date Sealed *	<input type="text"/>		
Country *	<input type="text" value="Algeria"/>		
Date Needed *	<input type="text" value="10/10/2022"/>		(please allow 24-48 hours)
How Deliver *	<input checked="" type="radio"/> UPS Ground <input type="radio"/> UPS Overnight <input type="radio"/> Pick-up at Parsons Building <input type="radio"/> Other		
Comments	<input type="text"/>		

Create Tag Request



- ❖ You will be prompted to provide missing information.
- ❖ If completed successfully, a note will appear at the top of the page.





# 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)