

Carlos Ortiz
Agricultural Commissioner
Sealer of Weights and Measures

Jolene Dessert
Assistant Agricultural Commissioner
Asst. Sealer of Weights and Measures



**AGRICULTURAL COMMISSIONER
SEALER OF WEIGHTS AND MEASURES**

852 Broadway
El Centro, CA 92243

(442) 265-1500
Fax: (760) 353-9420

agcom@co.imperial.ca.us

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Imperial County PQ Policy

Applications	<p>You must use the most current version of the application form (attached) Send original and 2 copies directly to CDFA: California Department of Food and Agriculture PEST EXCLUSION BRANCH 1220 N Street, Room 325 Sacramento, CA 95814</p> <p>Available online: http://phpps.cdfa.ca.gov/PE/InteriorExclusion/CPTM/pdf/Form66_085.xls You will receive a returned copy by mail. This confirms receipt by CDFA; if not received, please call. Please submit a separate application for each field. Applications must be filled out completely, incomplete applications cause delays and we may not be able to inspect until you submit the necessary information.</p>
Deadlines	<p>Alfalfa: March 10th Onion: May 1st Wheat: Tillering stage, usually December/January Other: Case-by-case, call if you have concerns</p>
Maps	<p>Map must be included with application. Must be clear, legible, include cross streets, and indicate which field is to be inspected. Bad or unclear maps are the primary cause of inspection delays or inspections on the wrong field. We will be contacting you for any map discrepancies found, but this may cause delays.</p>
Communication	<p>Any substantial changes to an application must be confirmed in writing, usually email. We will be calling regularly to confirm that the fields are safe to enter and ready for inspection. What we need to know: Any active chemical applications that may be hazardous or have restricted entry intervals? Is the field recently irrigated/too wet to enter? Is the field in the right stage of growth? For alfalfa, at least 8 inches tall? Anything else that you may consider a safety concern.</p>
Billing	<p>Invoices are mailed out monthly to the address listed on the application. They are due on the 20th of each month, and past due on the 25th. Services may be suspended until payment is received. Failure to submit payment in a timely manner may result in suspension of inspections and ultimately the inability to certify a particular field.</p>
Fees	<p>\$10.00 Processing Fee for each application received \$3.00/acre For each field inspection trip, with a minimum charge of \$90.00 \$40.00 Seed samples, if requested.</p>
Cancellation	<p>Requests are the responsibility of the applicant and must be made in writing. Inspections performed prior to request will be invoiced as usual. Without a cancellation request all inspections will be performed and billed.</p>

Please remember that good communication between the seed company, the grower, and the Agricultural Commissioner's Office is important so that all inspections can be done safely and on time. Failure to comply with the conditions of the program may result in the inability of the Agricultural Commissioner to issue a phytosanitary certificate for the field inspected seed. If you have any questions about your applications or our procedures, please do not hesitate to call or email.