



SEED LAB NEWS

SPECIAL EDITION: Idaho Seed Dealer's License Renewal and other Laboratory Updates

IDAHO SEED DEALER'S LICENSE

RENEWAL TIME IS HERE AND THIS YEAR WE ARE DOING THINGS DIFFERENTLY!

- No application is required for license renewals if no changes are needed from the previous license.
- Current license holders will be automatically invoiced to renew their license for July 1, 2023 - June 30, 2024.
- Once the invoice is received remit payment via mail or contact seedlicense@isda.idaho.gov to pay online.
- If changes are needed to the information on the previous license for the renewal please contact the lab at seedlicense@isda.idaho.gov or 208-332-8630
- Licenses will not be issued until renewal payment is received.

RENEWALS MUST BE COMPLETED BY JULY 1, 2023

Do you need an Idaho State Seed Dealer's License?

YES if you are:

A seed dealer who conditions/cleans, labels, and/or sells seed in Idaho.

NO you are exempt if:

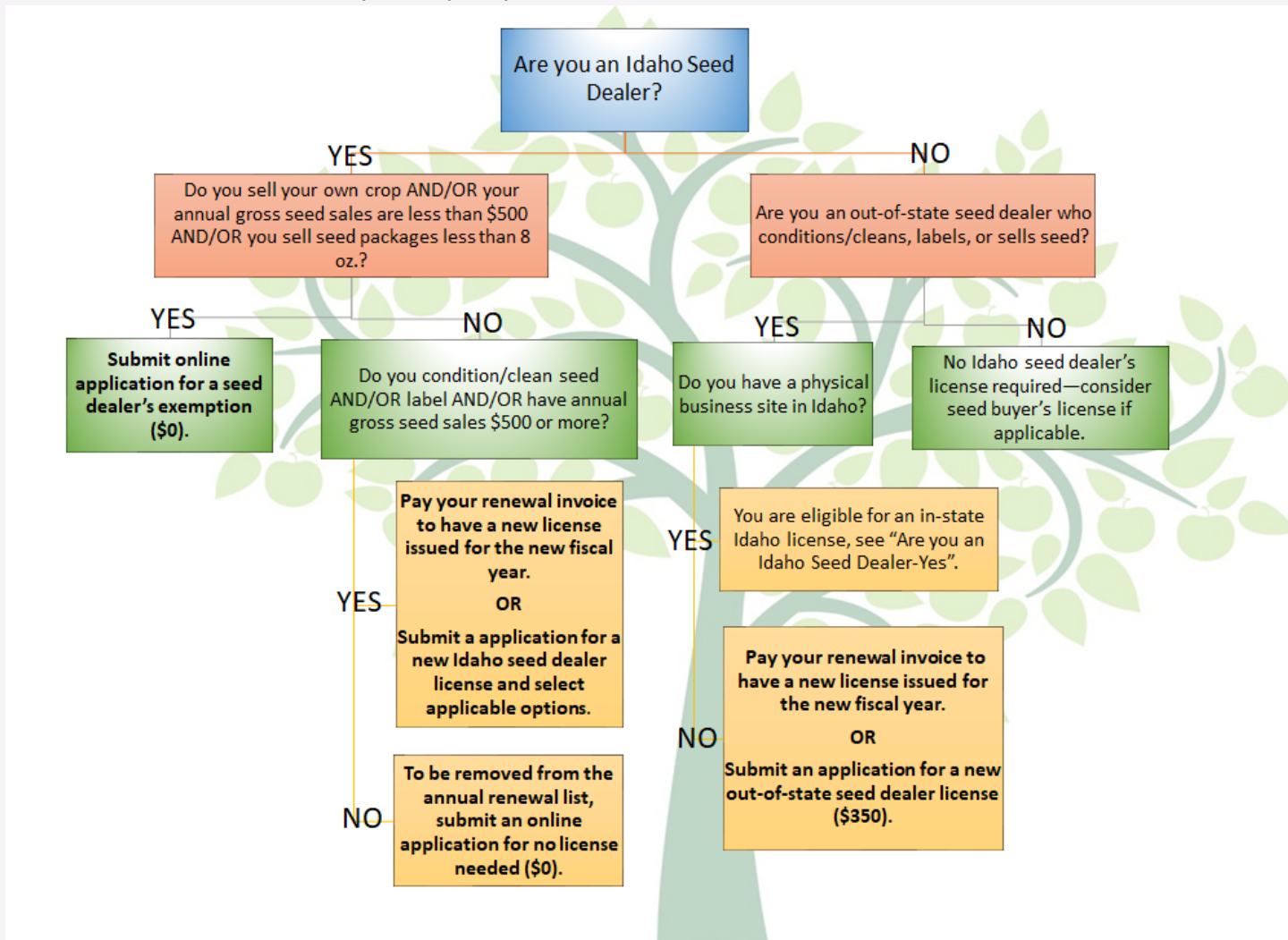
1. You are an in-state producer selling your own crop or
2. Your annual gross seed sales do not exceed \$500 or
3. You sell seed packages less than 8 oz

Exempt entities must complete the seed dealer application reaffirming and attesting to exempt status for the new license season.



DECISION TREE

What license does my company need?



LICENSE TYPES

- \$100: Conditioner or Cleaner
- \$50: Labeler
- \$100: Annual sales >\$1,000
- \$50: Annual sales \$500-\$999
- \$350: Out-of-state

EXEMPTION CRITERIA

- Sell own crop AND/OR
- Annual gross seed sales <\$500 AND/OR
- Sell seed packages < 8 oz

DEFINITIONS

- Seed dealer: conditions/cleans, labels, and/or sells seed
- Conditioner: drying, cleaning, scarifying or other operations impacting seed
- Labeler: includes all labels with and pertaining to seed

Info Nuggets

Frequently Asked License Questions

Q1. What do I need to do to renew an existing license?

If you have a FY23 license, no application is required. Simply pay the invoice you will receive to renew your license for FY24 (July 1, 2023 - June 30, 2024). If you do not receive an invoice or need changes made to your license information, contact seedlicense@isda.idaho.gov.

Q2. What license do I need?

Your business type will dictate the type(s) of license needed:

- \$100 In-state conditioner and/or cleaner
- \$50 In-state labeler
- \$100 In state annual sales over \$1,000
- \$50 In-state annual sales between \$500-\$999
- \$350 Out-of-state any or all of the above

Q3. We are a hemp producer and/or handler, what type of seed dealer's license do we need?

Hemp producers and/or handlers must be licensed to produce and/or handle hemp in Idaho prior to applying for a seed dealer's license. Go to <https://agri.idaho.gov/main/hemp/> for more information. Once you have a current hemp license, then you may apply for a seed dealer's license. You will be asked for your producer and/or handler's license number and start date. For your seed dealer's license, you will need one of the following: high annual sales of \$1000 and greater, low annual sales between \$500-\$999, or an out-of-state license. Each Idaho location must be individually licensed.

Q4. My company's headquarter is out-of-state, which type of license do we need?

You need an out-of-state license if you do not have any physical business site(s) in Idaho or a in-state license if you do have any physical business site(s). Each location must be individually licensed.

Q5. Do I need a labeler's license?

Yes, if you label any agricultural, vegetable, ornamental plant seed for sale, distribution, or processing. Each place of business must be individually licensed.

Q6. How do I update our company and/or license information?

Change to an existing company or license can be made by emailing the requested changes to seedlicense@isda.idaho.gov or by calling the seed lab at 208-332-8630.

Q7. How do I pay online?

After submitting the online application or renewal form, request an online payment portal by emailing seedlicense@isda.idaho.gov and include your business name and contact information.

- Online Payment Charge: Credit Card: \$1 + 3% of charges or E-Check: \$2.50 flat fee

Q8. Where should I mail my check?

Include a copy of the invoice, first page of your application, or license number with your paper check.

- Mail to: Idaho Seed Lab at: PO Box 7249
Boise, ID 83707

Q9. Will I automatically receive the Idaho Seed Buyer's license once I apply for the dealer's license?

No. The purchase of your seed dealer's license allows you to apply for the buyer's license for no additional charge. This is not an automatic process. Apply using this link: [Seed Buyer Application](#) or contact casey.thompson@isda.idaho.gov.

LET USKNOW HOW WE ARE DOING

Email: seedlab@isda.idaho.gov

Phone: 208-332-8630

Customer Satisfaction Survey

IDAHO STATE SEED LABORATORY UPDATES

ACCREDITATIONS

The Idaho State Seed Lab (ISSL) has completed a recent audit to renew status as an USDA Accredited Seed Laboratory until March 2026.



The ISSL has also recently become an officially-recognized foreign seed testing laboratory by the Canadian Food Inspection Agency. This means that seed testing reports from the Idaho State Seed Laboratory can be used for Canada pedigreed grading purposes.

2023 UPDATES

The Idaho State Seed Lab had a very busy 2022! We recognize that turn-around-times last year may have been longer than desired at peak busy times. In an effort to provide excellent customer service, the lab has been able to hire additional seasonal staff this year. With these changes, we are expecting shorter turn-around-times in 2023.

NEW FACES IN THE LAB

Nancy Bettencourt

Hello, my name is Nancy Bettencourt, I am SuChen's replacement as the TRS2 here at the seed lab. I started with the Department of Agriculture as a temp with the Hops Lab. Once that was over, I helped in the seed lab with planting and now I am here to stay. I have had the pleasure of meeting some of you in person, some by phone, or via email. I look forward to meeting the rest that I have not.



Ed Barge

Hi, my name is Ed Barge. I'm originally from Montana and have been in Boise for about 8 years. My background is in plant science and mycology. In my spare time, I enjoy being outside running, hiking, skiing, fly fishing, gardening, or foraging for mushrooms. I spend the rest of my time hanging out with my four cats and wife Charissa. I'm excited to join the Seed Lab and be a part of the ISDA team!