



SPECIAL SERVICES - BILLING FORM

(Effective Jan. 1, 2025)

DATE OF INSPECTION: _____ REQUESTED BY: _____

COMPANY: _____ INSPECTOR: _____

ADDRESS: _____ PHONE: _____

Treatment Observation (Seed/Plant Treatment, Fumigation, Cold Storage, etc.)
(\$30 per hour, minimum 1 hour each visit, includes travel time, and per diem incurred.)
 Attach Official Witness of Treatment letter or fill out the applicable information on the back of this form.
 Number of Trips: _____ Total Time: _____ **(Minimum of 1 hour each trip)**

Bean Serology (\$20 per sample) For Compliance with IDAPA 02.06.06 - Rules Governing the Planting of Beans. (Example: 36,000lb lot = 4 @5lb samples): # of samples _____

Official Samples (\$40 per sample) **For ISTA/SAC Sampling Time see Special Inspection Section**
 CFF Testing – Beans for Export # of samples _____
 Pathology/Nematology: # of samples _____
 Purity/Germination: # of samples _____
 Referee (One lot/variety divided into sub samples): # sub-samples _____
 Other: # of samples _____ Type _____

Special Inspections (\$30 per hour)
 Australia /Japan Corn: # of Hours _____ # of Inspectors _____
 ISTA or Seed Analysis Certificate "SAC" Sampling (Time Only): # of Hours _____
 Trapping: # of Hours _____ Type _____
 Nursery: # of Hours _____
 Other: # of Hours _____ Type _____

Other Exports/Inspection Like Documents \$35 Domestic, \$40 Foreign (i.e. Special Certificate of Treatment, Fact or Re-shipment, State Phyto, Attestation, Certificate of Origin, Field Inspection Certificates. Etc.)
 #of permits issued _____ Type _____

Apiary Inspection (\$30 per hour, minimum 1 hour, mileage (at current rate), and per diem)
 Inspection Hours _____ Travel hours _____
 Mileage _____ Per Diem Expense _____

Misc. Fee (Supervisor/Bureau Chief Approval Required) (\$30 per hour. Minimum 1-hour charge.)
 Research fees, transfer of lots into ISDA database for Phytosanitary Certificates or In-state planting tags. Lot history verification, sales, purchases, training, or any other circumstance approved.
 # of Hours _____ Type _____
 Variety: _____ Lot No: _____ Year/Grower: _____
 Variety: _____ Lot No: _____ Year/Grower: _____

"RUSH SERVICE" (\$100 per certification in additional to normal applicable charges)
(Requires signature authorizing service) This service is to accommodate requests for Phytosanitary Certification Applications, official sampling, field inspection or other services that must be completed with a one (1) business day turn-around or within a specific timeframe on a certain day without a two (2) business day prenotification. Requests for phytosanitary or treatment observations services after normal working hours, on weekends, or holidays are subject to overtime and state per diem charges in addition to the normal charges. This service will be carried out only after a mutual agreement between the applicant and the Department. The request must be made by telephone.

COMPANY REPRESENTATIVE (Signature) _____

SPECIAL SERVICES - BILLING REPORT CONTINUED

CHEMICAL / FUMIGANT TREATMENT VERIFICATION

Commodity Treated: _____ Treated for: _____
 Date Treatment Started: _____ Date treatment Completed: _____
 Number of Trips: _____ **TOTAL TIME:** _____ (Minimum of 1 hour each trip)

COMPANY REPRESENTATIVE (printed)

COMPANY REPRESENTATIVE SIGNATURE

COMMODITY IDENTIFICATION

VARIETY	LOT NUMBER	WEIGHT	BOX #'S/COMMENT

Comments:

Office Use Only

APIARY INSPECTION: (\$30 per hour)	_____
BEAN SEROLOGY (samples for compliance \$20 per hour)	_____
CHEMICAL/FUMIGATION: (\$30 per hour)	_____
MEAL EXPENSE: (Per Diem)	_____
MILEAGE EXPENSE: (At Current Rate)	_____
MISC. EXPENSE: (\$30 per hour)	_____
NURSERY INSPECT: (\$30 per hour)	_____
OFFICIAL SAMPLES: (\$40 per sample)	_____
TREAT, FACT, OR RE-SHIP/LETTERS: (\$35/\$40 per cert.)	_____
RUSH FEE EXPENSE: (\$100 per Phyto/Inspection):	_____
TOTAL BILLING CHARGES:	_____