



# 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.)  
 (Fee based on origin of product) #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. (Company must provide copy of inspection application, copy of ICIA Inspection Report and clean weight. Beans also require a two-year planting history of each lot) Lot history verification, sales, purchases, training, specialty field inspection 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**

<b>VARIETY</b>	<b>LOT NUMBER</b>	<b>WEIGHT</b>	<b>BOX #'S/COMMENT</b>

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):	_____
<b>TOTAL BILLING CHARGES:</b>	_____