

# VIRGINIA DEPARTMENT OF TRANSPORTATION

## Application for Supervised Mix/Tagging Program

(Please use separate application for each vendor listed on tag)

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Phone/ Fax: \_\_\_\_\_

On Tag/Vendor & Address: \_\_\_\_\_

Qty/Size in Lbs.	Kind/Variety	VDOT Tag Lot #	VDOT Core Mix/Additive #	Germ Test Date	Other

\_\_\_\_\_ Tags    \_\_\_\_\_ Lbs.    **Totals**

Requested Mix/Tagging Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Attach Official Virginia Department of Agriculture and Consumer Services Seed Laboratory Report for each Lot. Mix/Tagging inspections are scheduled in the order received; So apply early.

(For official use only)

Scheduled Mix/Tagging Date: \_\_\_\_\_

Inspectors Check List	Yes	No
1. Have all lots been approved by VDOT?	_____	_____
2. Attach VDACS lab report for each lot.	_____	_____
3. Attach one VDOT tag for each lot.	_____	_____
4. Are tagging area, mixing chamber, and bagger clean?	_____	_____
5. Do variety and lot number on analysis tags, bags (stenciled), and Certification tags match variety and lot number on lab report and VDOT tag?	_____	_____

Starting time: \_\_\_\_\_ Completion time: \_\_\_\_\_ Hours worked: \_\_\_\_\_ Odometer reading start: \_\_\_\_\_

Odometer reading end: \_\_\_\_\_

Other expenses: \_\_\_\_\_ Total Mileage: \_\_\_\_\_

All of the above information is complete. The mixing/tagging of this lot has been done in my presence and in a manner that meets with my approval.

Remarks: \_\_\_\_\_

Inspector's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Please see reverse side)

## VDOT SUPERVISED MIX/TAGGING PROGRAM

Supervised mix/tagging fees: \$.04/lb. plus \$.065 per VDOT mix tag issued, one for VDOT marked VDOT and one for Contractor marked CONT. This is now a two tag system. (Minimum charge per trip \$25.00)

Mileage, meals, and lodging costs will be billed whenever traveling outside the State of Virginia. All accounts will be billed monthly. A late payment charge of 1-1/2% per month will be charged on accounts not paid.

Please submit VDOT Mix/Tagging application 10 working days before your requested mix/tagging date. Inspectors will make every effort to accommodate your schedule when shorter notice is given. Inspections are scheduled in the order received. Applications are to be submitted to the:

Virginia Crop Improvement Association  
9142 Atlee Station Road  
Mechanicsville, Virginia 23116  
Telephone: 804-746-4884  
Fax: 804-746-9447

For additional information on this program, please contact the Virginia Crop Improvement Association office at 804-746-4884 or the Virginia Department of Transportation at 804-371-6820.

Two examples of how to calculate your VDOT mix/tagging cost:

Example 1. 10,000 lbs. of seed is packaged in 50 lb. Bags.

Quantity of seed to be mix/tagged:	10,000 lbs.
Per lb. mix/tagging fee:	<u>.04 per lb.</u>
	\$400.00

10,000 lbs. of seed divided by 50 lbs. per bag=	200 bags in this lot
Per Tag fee <u>(2 Tags per Bag)</u> :	<u>.18</u>
	\$ 36.00

Total charge for this lot:	<u>\$436.00</u>
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Example 2: 500 lbs. of seed is packaged in 25 lb. bags . Consider Example 2 as being tagged on a separate trip from Example 1.

Quantity of seed to be mix/tagged	500 lbs.
Per lb. mix/tagging fee:	<u>.04 per lb.</u>
	\$20.00

500 lbs. of seed divided by 25 lbs. per bag=	20 bags in this lot
Per Tag fee:	<u>.18</u>
	\$ 3.60

Total:	<u>\$ 23.60</u>
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Since the \$23.60 is below the minimum \$25.00 trip fee, the charge for Example 2 is \$25.00.