

**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: \_\_\_\_\_

<u>Inspectors Check List</u>	<u>Yes</u>	<u>No</u>
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 \$.10 per VDOT mix tag issued. (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  
9225 Atlee Branch Lane  
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: .04 per lb.  
\$400.00

10,000 lbs. of seed divided by 50 lbs. per bag= 200 bags in this lot  
Per Tag fee: .10  
\$ 20.00

Total charge for this lot: \$420.00

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: .04 per lb.  
\$20.00

500 lbs. of seed divided by 25 lbs. per bag= 20 bags in this lot  
Per Tag fee: .10  
\$ 2.00

Total: \$ 22.00

Since the \$22.00 is below the minimum \$25.00 trip fee, the charge for Example 2 is \$25.00.