

REQUEST ADDITIONAL TESTING: SAMPLES HAVE BEEN RECEIVED BY THE SEED LAB

Note: If at any point in the process buttons do not populate after selecting from a drop down menu, try hitting the “Tab” key on your keyboard.

Additional testing beyond that initially requested on your sample certificate/test order form can be requested after samples have been sent to the lab. Samples are kept on file for approximately two years, depending on crop kind and amount of seed remaining after initial tests are completed; after this time, additional testing cannot be performed.

The process for testing requests differs slightly depending on whether the sample has been received at the lab or not. This guide is for samples that have already been received and processed at the Seed Lab. For samples that have not yet been received at the lab, please see the “Request Additional Testing: In-Transit Samples” guide.

Start by accessing your Online Services account at: <https://w3.oscs.orst.edu/online/>

Pins are case sensitive. Make sure to click the CAPTCHA check box that says “I am not a robot”

OSU Oregon State University Extension Service

Please follow the links on the bottom of this page to Seed Certification and Seed Laboratory Websites for the latest updates on COVID-19.

E-Mail Address:
PIN:
For OSCS Use:
 I'm not a robot

Seed Services Client? Get an account [here](#)
Certification Tag to Verify? Click [here](#)

A. Field Information:

1. Query and Download Crop Field Information
2. Obtain Information on Certified Varieties in Oregon
3. Obtain Certification Client Information (by Name or Crop Kind)
4. View Small Grains Preliminary or Passed Inspection Growers List
5. Create Field Applications for Certification
6. Obtain Approval or Finalize Approved Small Grains Field Application^{New}
7. Reprint Field Application or Outline and Print Field Boundaries of Your Certification Fields
8. Transfer Fields to Another Grower or Accept Fields from Another Grower
9. Sign up Eligible Certified Fields for Crop Inspection
10. Sign up for Re-inspection of Fields Rejected Subject to Re-inspection
11. View, Download, or Print a Copy of Certification Reports
12. Request Field Extension for Your Contracted Fields

After logging in to Online Services, scroll to section “C. Seed Test Information” and select option “3. Request Additional Tests for Submitted Samples”.

C. Seed Test Information:

1. Obtain Test Numbers (by Lot Numbers) for Received Samples
2. Add CC to Seed Lab Seed Sample Records
3. Request Additional Tests for Submitted Samples
4. View Purity Test Results
5. View Viability Test Results
6. Access Seed Lab Test Reports in PDF Format
7. Create 'ReportWatcher' List for Test Reports

Select the rules of the additional testing you would like to request from the drop-down menu (AOSA, AOSA/EC, ISTA, or Canada rules) (see example to the right).



A form will populate (example below) that allows you to select tests under the rules you selected. Use the check-boxes to select tests you wish to add. Enter the lab-assigned, six-digit test number associated with your sample into the “**Test Number**” field toward the bottom of the form. If you need help finding the test number for your sample, see the “Find Your Test Number” guide.

If you need to request the same tests for multiple samples (using the same testing rules), click “**Add New Test Number**” at the bottom of the form to add more test number fields.

Click the “**Verify Test Numbers**” button. The system should show the lot number and crop kind associated with the test number you entered (example below). Confirm this information is correct. **Add you EMAIL address or the contact email in case the Lab needs to contact you or your company with any questions regarding the added test(s).** Then click the “**Submit Request**” button.

You should receive a confirmation message similar to the one below, indicating your request has been submitted successfully. **See the Guide: Access Sample and Test Data** to find the test and orders completed or those in process.

Your Request Has Been Submitted to OSU Seed Lab to Be Processed