REQUEST ADDITIONAL TESTING:
SAMPLES <u>HAVE BEEN</u> 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.

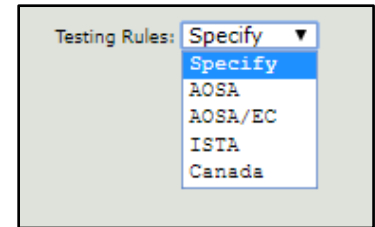Start by accessing your Online Services account at: https://w3.oscs.orst.edu/online/
Pins are case sensitive. Make sure to click the CAPTCHA check box that says "I am not a robot"

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

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).

Testing Rules: Specify ▼
Specify
AOSA
AOSA/EC
ISTA
Canada

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.

Testing Rules: AOSA ▼

Tests Requested:
☐ AOSA Test Conversion
☐ AOSA Purity
☐ AOSA Germination
☐ AOSA Fluorescence (Ryegrasses, includes germination)
☐ AOSA Tetrazolium (TZ)
☐ Sod Quality
☐ Crop and Weed
☐ Sequential Crop and Weed
☐ UGS
☐ Soil Exam
☐ Ergot Exam
☐ Endophyte Exam
☐ Ploidy
☐ Growout
☐ Sequential Growout
☐ RAD
☐ Sequential RAD
☐ Rush
☐ Super Rush

Other Tests or Remarks:
(Max. 250 characters) [   ]

Test Number: [   ]

[Add New Test Number] [Remove Last Test Number] [Verify Test Numbers]

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. Then click the **"Submit Request"** button.

Test Number: 258254 **77777 (Annual ryegrass)**

[Add New Test Number] [Remove Last Test Number] [Submit Request]

You should receive a confirmation message similar to the one below, indicating your request has been submitted successfully.

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