

## WEED FREE FORAGE INSPECTION APPLICATION

**PLEASE TYPE or PRINT THIS FORM AND RETURN IT TO:** (See instructions on back)

Kansas Department of Agriculture  
Plant Protection & Weed Control Program  
1320 Research Park Drive  
Manhattan, Kansas 66502

Telephone: 785-564-6698  
FAX: 785-564-6779  
Email: [KDA.PPWC@ks.gov](mailto:KDA.PPWC@ks.gov)

Applicant Name: \_\_\_\_\_

Contact Name: (if different) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Check to be on KDA's online producer's list**

LOCATION OF FIELD:

Nearest Town: \_\_\_\_\_ County: \_\_\_\_\_

Legal Description (If Known):

Sub Section: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Other Description: (List GPS Coordinates, Directions to Fields, Attach Maps, etc.)

\_\_\_\_\_

LOCATION OF BALE STORAGE AREA: (List Legal Descriptions to Fields, Attach Maps, etc.)

Commodity Type: \_\_\_\_\_ Approximate Acres for Inspection: \_\_\_\_\_

Date Inspection to be Completed By: \_\_\_\_\_ Number of Fields to be Inspected: \_\_\_\_\_

Destination State or Country: (if Known) \_\_\_\_\_

**Fee Charges:** An inspection fee of \$30 per hour along with drive-time and mileage will be charged for this inspection.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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(For official use only)

Date Requested:

Request Routed to:

**Instructions for completing the Weed Free Forage Inspection form.  
PLEASE DO NOT USE ABBREVIATIONS**

1. **APPLICANT NAME AND ADDRESS.** Include the company name, contact person, address, telephone number and FAX number. Also check box if you want to be included in KDA's WFF producer's list available on KDA's website (<https://agriculture.uat.ks.gov/divisions-programs/plant-protect-weed-control/certified-weed-free-forage-and-mulch-program>).
  2. **LOCATION OF FORAGE OR MULCH.** Indicate the location of the commodity to be inspected. In addition to the information requested, directions to the fields and maps are helpful. Further determination of the location of the growing field can be provided to the inspector when arranging for the inspection.
  3. **LOCATION OF BALE STORAGE AREA.** Indicate the location at which the bales will be stored. The bale storage area must be inspected to ensure the bales will not be contaminated with weed seed before they are transported to the end user. Legal descriptions, directions to the fields, and maps are helpful. Further determination of the location of the growing field can be provided to the inspector when arranging for the inspection.
  4. **COMMODITY TYPE.** Indicate the type of commodity to be inspected (i.e. brome, native, wheat straw, etc.).
  5. **APROXIMATE ACREAGE TO BE INSPECTED.** Indicate the approximate acreage that is to be inspected.
  6. **DATE THE INSPECTION NEEDS TO BE COMPLETED BY.** Indicate the approximate date that you would like the inspection to be completed by. The inspector will make every effort to comply with your needs.
  7. **NUMBER OF FIELDS TO BE INSPECTED.** Indicate the number of fields to be inspected. Include patches and other subdivisions as separate fields.
  8. **DESTINATION.** If the destination of the commodity is known, please indicate this on the form.
  9. **SIGNATURE.** The person requesting the inspection should sign and date the request. This request form may be returned through the mail, FAX, or email to this office.
- Upon receipt of each request, the appropriate staff person will be contacted to arrange for the inspection.
- **APPLICATION REQUESTED 2 WEEKS PRIOR TO HARVEST.** Requesting the inspection at least 2 weeks prior to harvest will help us schedule staff for your growing season inspection. Every attempt will be made to provide inspection services for all requests but, during peak harvest times, staff may not be available with less than 2 weeks' notice.
- **FEE CHARGES.** The following charges will be billed to the contact person listed above unless other arrangements are made with the inspector before the inspection is completed.

<b>Inspection Time</b> - The time it takes to inspect each field.	<b>Travel Time</b> - The time it takes the inspector to travel between fields.	<b>Mileage</b> - The distance between fields.
This time will be recorded to the nearest 15 minutes. If more than one inspector is involved, the time will be multiplied by the number of inspectors.	The time it takes to travel from or back to the inspector's workstation will be charged to the first and last fields of the day. This time will be rounded to the nearest 15 minutes. If two or more inspectors are travelling together, the travel time will be multiplied by the number of inspectors.	The mileage from or back to the inspector's office will be charged to the first and last fields of the day. If two or more inspectors are travelling together, the mileage will be multiplied by the number of inspectors.
\$30.00 per hour or \$7.50 per 15 minutes	\$30.00 per hour	\$0.56 per mile

Please feel free to contact this office at (785) 564-6698 if you have any questions.

