

CSGA Application Support Document

2018 Application Check List

- ❑ **Obtain and review the 2018 version of Circular 6**
Significant changes have been made to all sections of [Circular 6 \(Canadian Regulations and Procedures for Pedigreed Seed Crop Production\)](#) and may impact your production. A [list of changes](#) is available on our website.
- ❑ **Arrange inspections with an Authorized Seed Crop Inspection Service (ASCIS) including providing maps and directions for each field**
The CFIA will not inspect Foundation, Registered and Certified fields of the crop kinds listed in Section 2 and Section 3 of the CSGA Circular 6 regulations. Seed growers need to make arrangements with an ASCIS to inspect these fields. If designated by the seed grower, the CFIA will still inspect higher generation plots (Section 12) and fields of crop kinds that are not in Sections 2 and 3 of the CSGA Circular 6.
- ❑ **Submit a CSGA Membership Application/Renewal Form**
Please remember to update your contact information. Include your email address. (This is the first step of the online application process)
- ❑ **Submit an Application for CSGA Seed Crop Certification for each field.**
Complete the *Application for CSGA Seed Crop Certification* on a field by field basis. You **must** designate, on a field by field basis, the inspection service (ASCIS or CFIA) being used to inspect your crops. A [search tool of ASCIS operating in your region](#) is available on our website.

Crop certificates will not be issued until CSGA receives a CSGA Membership Application/Renewal form, an Application for CSGA Seed Crop Certification and full payment of applicable fees.

Submitting an Application for CSGA Seed Crop Certification and Membership

You can apply for seed crop certification and membership either online through the [Members' Area](#) or by mail by hard copy. New in 2018, the Application for Seed Crop Certification can be submitted electronically by the grower using the standard application form, by a third party using the third party application form, or in bulk.

Applications for Seed Crop Certification must be submitted in the name of the grower responsible for the management and production of the seed crop. Applications for CSGA Membership can only be completed and submitted by the grower.

Online Application

Applications can be submitted online through the [Members' Area](#) of the CSGA website. A password is required to apply online. If you do not have a password, contact the office by [email](#) or telephone: (613) 236-0497. The online application will be available May 1st, 2018.

Bulk Applications

To facilitate the application process for those with over 25 fields annually, CSGA offers seed growers and crop certificate assignees the ability to use the *Bulk Application for CSGA Seed Crop Certification Excel* template. Members applying for more than 25 fields will automatically receive a Bulk Application Package on May 1st. The processing fee for this service is \$5.00 per field. For information, [contact the office](#).

Hard Copy Application

Hard copy applications must be submitted on the *Application for CSGA Seed Crop Certification* form found in your 2018 Application Package or available on request from the CSGA office. Applications received on any other form (including CSGA application forms from previous years) will incur an **Incomplete Application Penalty of \$25 per application (field)**. The quality and clarity of fax transmissions is generally poor. Do not submit your application to the CSGA office by fax.

Hard copy applications are sent to the CSGA office at the following addresses:

Mailing Address: CSGA, P.O. Box 8455, Ottawa ON, K1G 3T1

Courier Address: CSGA, 202-240 Catherine St., Ottawa ON, K2P 2G8

You must designate, on a field by field basis, the ASCIS inspecting your crop (including CFIA, where applicable). A search tool to find [an ASCIS operating in your region](#) is available on our website. **An Incomplete Application Penalty of \$25 per application (field)** will be applied to applications received without a designated inspection service. The application will not be processed and a notice will be sent to you to correctly designate an inspection service.

The *CSGA Membership Application/Renewal* form must be signed by the seed grower applicant(s) and contain a valid email or fax number. **Seed grower accounts without a valid email or fax number on file are subject to a \$10 per application (field) penalty.**

Application Deadline Dates

Applications for *CSGA Seed Crop Certification* must be submitted to the CSGA office by the following deadline dates:

- **May 5th:** Winter canola/rapeseed
- **May 25th:** Fall seeded cereals
- **June 10th:** Forages, flax, canola, mustard, corn and field peas
- **June 20th:** All other crops
- **July 10th:** Field beans and buckwheat
- **July 25th:** Soybeans

The following late application penalties will apply to applications received* in excess of 14 days after the applicable deadline date.

Application Received at CSGA*	Penalty
Received 15 to 21 days after the deadline date	\$25 per application (field)
Received 22 to 60 days after the deadline date	\$50 per application (field)
Received more than 60 days after the deadline date	\$100 per application (field)

*Refers to the date received at CSGA, not the date mailed to CSGA. Plan the submission of your applications accordingly.

Fees & Payment

After receipt of your *CSGA Membership Application/Renewal* form and *Application for CSGA Seed Crop Certification* an invoice will be sent to you for the applicable fees (outlined below). Invoices are sent to account holders twice a month.

Invoices are payable upon receipt. **A Late Payment Penalty of 1.5% per month** will be applied to all outstanding balances 30 days after the invoice date.

Payment can be made via credit card or Interac card through the Members' Area website or by sending a cheque, made payable to Canadian Seed Growers' Association (CSGA), to the CSGA office. If paying by cheque please write the applicable account number(s) and the invoice number(s) on the front of the cheque.

CSGA encourages you to check your account balance through the Members' Area website. **If your account is in arrears, crop certificates will not be issued.**

Growers submit payment to CSGA for CSGA fees, Branch fees and, where applicable, the assessments for inspections by the CFIA. All fees for crop inspections performed by an ASCIS are to be paid directly to the ASCIS. **Do not submit to CSGA any fees payable to an ASCIS.**

If another individual or company is paying your CSGA and Branch membership fees, indicate their name and address on the *CSGA Membership Application/Renewal*. If another individual or company is paying your CSGA and Branch acreage or plot fees, please indicate their name and address on the *Application for CSGA Seed Crop Certification*. This must be done on a field by field basis.

CSGA Fees

www.seedgrowers.ca

Tel/Tél 613-236-0497
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CSGA Membership Fee	\$200.00	Once per year for each grower on the application
Acreage Fee for Hybrid Crops	\$1.00	Per Acre
Acreage Fee for All Other Crops	\$0.98	Per Acre
Plot Fee (All Plots)	\$30.00	Per Plot
Assessment for Hybrid Crop Forms	\$25.00	Per Inspection (Field)
Assessment for Wheat Refuge Results (Form 182)	\$25.00	Per Inspection (Field)
Land Use Inspection	\$25.00	Per Inspection (Field)
Re-Inspection	\$25.00	Per Re-Inspection (Field)

Branch Fees							
	Maritimes	QC	ON	MB	SK	AB	BC
Branch Membership Fee (Once per year for each grower on the application except MB which is per account)	\$35.00	N/A	N/A	\$65.00	\$50.00	\$95.00	\$150.00
Acreage Fee for All Crops (Per Acre)	\$0.25	\$0.30	\$0.40	\$0.33	\$0.30	\$0.50	\$0.25

Assessment for CFIA Inspections		
Basic Assessment	\$325.00	Per Account
Inspection Assessment (Sorghum & Sugar Beet)	\$8.00	Per Acre
Inspection Assessment (Hybrid Sorghum & Tobacco)	\$12.00	Per Acre
Inspection Assessment (All Other Crop Kinds)	\$4.00	Per Acre
Plot Fee for Plots Producing Select, Foundation or Probation Status Seed Crops	\$250.00	Per Plot
Plot Fee for Plots Producing Breeder Status Seed Crops	\$150.00	Per Plot (Less Than or Equal to 1.00 Acre)
	\$225.00	Per Plot (Greater Than 1.00 Acre and Less Than 1.5 Acres)
	\$300.00	Per Plot (Greater Than or Equal to 1.5 Acres and Less Than 2 Acres)
	\$375.00	Per Plot (Greater Than or Equal to 2 Acres and Less Than or Equal to 2.5 Acres)

Penalties (Avoidable)

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Late Application - Received by CSGA 15 to 21 Days After Deadline	\$25.00 per Application (Field)
Late Application - Received by CSGA 22 to 60 Days After Deadline	\$50.00 per Application (Field)
Late Application - Received by CSGA More Than 60 Days After Deadline	\$100.00 per Application (Field)
Incomplete Application	\$25.00 per Application (Field)
No Email Address or Fax Number	\$10.00 per Application (Field)
Late Payment	1.5% per Month on Balances Outstanding 30 Days After Invoice Date

Assigning a Crop Certificate

The crop certificate of a field can be assigned to another individual or company. Assignments for both perennial and annual crops must be made each year on the application form. To assign a field on the application form, enter the Assignee's name in the Assignee data field. The crop certificate and all information relating to that field will be sent directly to and be available online to the designated Assignee. Please note that assigned crops will be listed under the Assignee name in provincial seed guides as well as the national [Pedigreed Seed Locator](#) website. New in 2018, crop certificate assignees and other authorized third parties (i.e. tollers) must complete a Third-Party Authorization Renewal Form. Applicable parties will receive the form via email.

Plots

Identify all Breeder, Select, Foundation, or Probation plots on the application form. If there are multiple plot growers on the application form who are accredited or recognized by the CSGA, it is helpful to identify in the "Field ID." section the individual grower who is responsible for the plot, e.g. "John's plot".

Remember: You must be a CSGA-recognized Plant Breeder to produce Breeder plots. If you are a CSGA-accredited Plot grower planting Breeder seed to obtain a Select status crop certificate, this should be applied for as a Select Plot, not a Breeder Plot.

Be sure to check how many multiplications are remaining on your Select plot prior to submitting your application. This information is available on the crop certificate issued the previous year. Select plots and seed that have produced or obtained five (5) multiplications are not eligible for further Select production.

Breeder, Select and Foundation plots must not exceed 2.5 acres. Probation plots are limited to 1.25 acres.

If you are interested in beginning probation status pursuant to becoming a Select plot grower, be sure you complete your [Form 154 - Probation Plot Application](#) by March 31st. For more information, please visit the [Plot Production](#) information webpage.

Field Definition

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Fields that are not adjacent or contiguous, or that are separated by large physical barriers, should be applied for separately. For additional information, please see the [Field Definition Document](#).

Tags

CSGA may require a copy of the tag to verify the eligibility of the parent seed to produce a pedigreed seed crop. If you produced the parent seed and a 12-digit crop certificate number is provided on the application, the CSGA will generally not ask to see a copy of the tag.

If you did not produce the parent seed and a 12-digit crop certificate number and lot number is not available, please provide a copy of the officially recognized tag(s) or label that identify the parent seed with your Application for Seed Crop Inspection. Officially recognized tags and labels include Breeder tags signed by a CSGA recognized Plant Breeder, CSGA Select tags, CFIA Foundation, Registered, Certified, Interagency; and Unregistered Variety tags and bulk certificates, as well as OECD and AOSCA official certification tags. If parent seed was labelled with more than one type of officially recognized tag, provide a copy of both sides of all relevant tags. If more than one lot number was planted, provide one copy for each different lot number.

Original tags for the parent seed of perennial crops MUST be kept for the life of the stand.

Tags can be provided to CSGA with the Application for Seed Crop Inspection. If tags are requested by CSGA after the application has been made, they can be submitted via the Seed Tag Upload Tool present on the Forms tab of the members area.

New Crop Varieties

CSGA requires that all varieties entering seed crop certification go through the CFIA Variety Registration Process, the CSGA Form 300 process, or CSGA's new variety on-boarding process. If you cannot find your variety in the drop down list, please contact your variety distributor/representative to ensure that the variety has been submitted through one of the three approved channels.

Maps and Directions

Maps and directions to your field(s) are necessary for inspectors to locate the field and for CFIA oversight. CFIA will not conduct seed crop inspections where fields maps are not available. Seed growers can submit maps electronically in the Members' Area of the CSGA website or directly to their inspection service (ASCIS or CFIA). For additional information on mapping and available mapping tools, please see Appendix A.

Land Use Verification

You can have CSGA verify the eligibility of your previous land use for pedigreed seed crop production by submitting a Form 101 - *Land Use Verification* prior to planting. This form is available from the CSGA office or [online](#). Due to liability issues, the CSGA office will not provide land use verification without the completion of this form.

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The information submitted to CSGA through Form 101 is not linked to the application process so complete land use information will still be required at the time of application, even if a Form 101 was completed for that field.

Correcting a Submitted Application

Applications can be updated/corrected after submission by logging into the Members' Area, clicking on the Crop History Tab and selecting the *Modify Application* button.

Cancellation

If you wish to cancel an application, please contact your inspection service and NOT the CSGA office. Your inspection service will then submit a cancellation report to CSGA.

If an inspection is cancelled after the application has been made to CSGA, the CSGA and Branch Membership fees are still applicable, as well as a Cancellation fee equivalent to 50% of the CSGA Acreage fee.

Important: Confirm Inspection Status Prior to Harvest

A harvested crop that was not inspected before harvest is not eligible for pedigree status. Do not assume that your crop was inspected. The CFIA conducts check inspections to oversee the activities of inspection services so do not to assume that the inspection service has conducted their inspection if you see an inspector in the field.

If you are ready to harvest, either contact your inspection service, check your crop status online in the Members' Website at www.seedgrowers.ca, or contact the CSGA to ensure that the field has been inspected. **Harvest should occur only after it is clear that CSGA has determined that the production requirements have been met.** The inspector cannot speak to the CSGA's decision on the final pedigreed status of a field or plot.

Support for Completing your Application

General seed crop certification information is available on our website at www.seedgrowers.ca. If you require assistance when completing your application, you can reach us online via chat directly on the CSGA website, by email: applications@seedgrowers.ca, or telephone: (613) 236-0497.

Members' Area - Online Portal for Crop Production Records & Certification Status

Log into the [Members' Area of the CSGA Website](#) to view account balance, crop certification status, crop production records for the current or previous year(s), or to pay online or change your communication preferences. This resource can be used to verify whether your crop has been certified or whether there are outstanding issues that need to be addressed before certification can be completed.

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Appendix A: Field Maps

Accurate field maps and directions are an essential part of the seed crop certification system. Not only do they provide your inspector with directions to the field, but they also facilitate CFIA monitoring and oversight. As a result, a map of each field/plot is required. Growers are encouraged to use their inspection services as a resource for creating and submitting maps.

Creating Your Map

A map can be as simple or complex as you want to make it. You can submit a hand drawn, a digital map or GPS coordinates. When creating maps, ensure that you provide enough detail to allow the inspector to find the field.

CSGA recommends the use of any of the tools below. Tutorials for these services are available on sites like Google and YouTube. If you run into problems, your inspector/inspection service may be able to help you.

Google Maps or Google Earth: This tool is available on most internet connected devices. You can take a snap shot of your map or export the map as a PDF or KML file.

Agri-Plot: This tool is available for Apple iPhones or iPads only. AgriPlot allows users to plot any area on a map. You can even use it in the field. You can export your map as a PDF or KML file.

Prairie Land Locator: This tool is available on most internet connected devices. It is best suited for use in Western Canada. Enter your Legal Land Location and it will give you GPS coordinates and a map.

Provincial Government Maps and Mapping Tools: A number of Provincial Agriculture Departments provide their growers with field maps and mapping tools.

Submitting Your Maps

Growers can submit maps directly to CSGA through the Members' Area, or through their inspector or inspection service.

Grower Submission

Growers must submit maps to CSGA via the Members' Area. Maps that are emailed, mailed or faxed to CSGA will not be accepted. Maps must be uploaded through the Members' Area. A video tutorial is available in the Members' Website. Once your map is submitted to CSGA, a copy will be submitted directly to your inspector/inspection service.

Inspector/Inspection Service Submission

Growers can submit maps directly to their inspector/inspection service. Your inspector/inspection service will submit the maps on your behalf.

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