

## CSGA Application Support Document

### 2016 Application Check List

- **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 Authorized Seed Crop Inspection Service to inspect these fields. If designated by the seed grower, the CFIA will still inspect the higher generation (Section 12) plots 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; and**  
 Review the CSGA Membership Application/Renewal form and 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. The list of Authorized Seed Crop Inspection Services operating in your region can be found online at: <http://seedgrowers.ca/online-ascis-search-tool/>.

**Crop certificates will not be issued unless 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 either online through the Members' Area or by mail.

#### Online Application

An *Application for CSGA Seed Crop Certification* can be submitted online through the Members' Area. A password is required to apply online. If you do not have a password, contact the office by email: [applications@seedgrowers.ca](mailto:applications@seedgrowers.ca) or telephone: (613) 236-0497. The online application will be available May 1<sup>st</sup>, 2016.

#### Hard Copy Application

Hard copy applications must be submitted on the *Application for CSGA Seed Crop Certification* form found in your 2016 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 Authorized Seed Crop Inspection Service (ASCIS) inspecting your crop (including CFIA, where applicable). The list of Authorized Seed Crop Inspection Services operating in your region can be found online at: <http://seedgrowers.ca/online-ascis-search-tool/>. **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

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

- **April 25<sup>th</sup>:** Winter canola/rapeseed
- **May 25<sup>th</sup>:** Fall seeded cereals
- **June 10<sup>th</sup>:** Forages, flax, canola, mustard, corn and field peas
- **June 20<sup>th</sup>:** All other crops
- **July 10<sup>th</sup>:** Field beans, buckwheat and 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). Thereafter, invoices are sent to account holders bi-monthly.

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. It will also prevent the listing of your seed crops in provincial and national seed crop directories.**

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 Authorized Seed Crop Inspection Service (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 membership fees, indicate their name and address on the membership application. If another individual or company is paying your CSGA acreage fees, please indicate their name and address on the seed crop certification application. This must be done on a field by field basis.

CSGA Fees		
CSGA Membership Fee	\$100.00	Once per year for each grower on the application
Acreage Fee for Hybrid Crops	\$0.85	Per Acre
Acreage Fee for All Other Crops	\$0.83	Per Acre
Plot Fee (All Plots)	\$30.00	Per Plot
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	\$0.35	\$0.33	\$0.30	\$0.50	\$0.25

[www.seedgrowers.ca](http://www.seedgrowers.ca)

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 Fax/Télé 613-563-7855  
 Email/Courriel seeds@seedgrowers.ca

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 P.O. Box/Case postale 8455  
 Ottawa, Ontario Canada K1G 3T1

Courier Address/Par messagerie  
 202-240, rue Catherine Street  
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Assessment for CFIA Inspections		
Basic Assessment	\$325.00	Per Account
Inspection Assessment (Industrial Hemp, Sorghum & Sugar Beet)	\$8.00	Per Acre
Inspection Assessment (Hybrid Sorghum & Tobacco)	\$12.00	Per Acre
Inspection Assessment (Hybrid Corn)	\$12.00/\$500.00	\$12.00 Per Acre or \$500.00 Per Field (whichever is higher)
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)	
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

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The crop certificate of a field can be assigned to another person 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 ([www.seedlocator.net](http://www.seedlocator.net)).

## Plots

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Identify all Breeder (BR), Select (SP), Foundation (FP), or Probation plots (PROB) on the application form. If there are multiple plot growers on the application form who are accredited or recognized by the CSGA, identify in the "Field ID." section the individual grower who is responsible for the plot, i.e. "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 that have exceeded their five (5) multiplications are not eligible for further Select plot production.

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

## Other Key Information on the Application Form

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**Field ID:** A unique Field ID should be used for each field or plot (i.e. no two fields or plots should have the same Field ID). If possible, use the same Field ID yearly.

**Field Definition:** 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 available at <http://seedgrowers.ca/seed-growers/application-for-seed-crop-certification/>.

**Acres:** Enter the total area, measured in acres, of each field to be inspected.

**Crop Certificate Number:** Enter the crop certificate number **for the seed planted**. This number is taken from a certification tag, a bulk seed certification document or a growers' own crop certificate for the parent seed planted. If the seed planted originated outside of Canada, attach a copy of each different certification tag to the application (i.e. different lot numbers). Original tags for the parent seed of perennial crops **MUST** be kept for the life of the stand. Therefore, CSGA requests that only a copy of the original tags for each different lot be submitted with your application(s) for fields of perennial crop kinds.

**Seeding Date:** The seeding date helps inspectors determine when seed crops are at the required stage of maturity for inspection.

[www.seedgrowers.ca](http://www.seedgrowers.ca)

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**Previous Crop Information (Land Use):** Provide two, three or five years of previous crop production or land use information in this section\*. Refer to the specific land use requirements for each crop kind in Circular 6 at [www.seedgrowers.ca/seed-growers/regulations](http://www.seedgrowers.ca/seed-growers/regulations). Indicate the variety, kind, and crop certificate number which was issued to the harvested pedigreed crop. If the crop was not inspected, then indicate if it was a commercial crop, silage, summer fallow, hay, etc. If the commercial crop was “land use” inspected, enter “land use inspection” and the crop kind. **\*Remember: Provide the crop certificate number issued to the crop produced in previous years, not the crop certificate number of the seed sown in previous years.**

**Legal Land Location:** Enter the legal land description or GPS coordinates (if available) for the field.

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## 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 complete seed crop inspection when 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.

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## Land Use Verification

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

CSGA will review your land use plan and confirm whether or not your planned rotation meets CSGA previous land use requirements.

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## Crop Production Records

You can access your historical crop production records online in the Members’ Area of the CSGA website under the Crop History tab.

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## Correcting a Submitted Application

Applications can be updated/corrected at any time after submission by logging into the Members’ Area, clicking on the Forms Tab and selecting the *Modify an Existing Application* form.

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## Cancellation

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

If inspection is cancelled after 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.

[www.seedgrowers.ca](http://www.seedgrowers.ca)

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## Important Note

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A harvested crop that was not inspected prior to harvest is not eligible for pedigree status. Do not assume that your crop was inspected.

If you are ready to harvest, contact your inspection service, check your crop status online in the Members' Website at [www.seedgrowers.ca](http://www.seedgrowers.ca) or contact the CSGA to ensure the field has been inspected. Harvest should occur after the status of the crop certificate is known.

## Support for Completing your Application

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General seed crop certification information is available on our website at [www.seedgrowers.ca](http://www.seedgrowers.ca). Video resources are also available on YouTube: [www.youtube.com/user/CertifiedSeed](http://www.youtube.com/user/CertifiedSeed)

If you require assistance when completing your application, you can reach us by email: [applications@seedgrowers.ca](mailto:applications@seedgrowers.ca), or telephone: (613) 236-0497.

## Members' Area - Online Portal for Crop Production Records & Field Inspection Status

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You can log into the Members' Area of the CSGA Website at [www.seedgrowers.ca](http://www.seedgrowers.ca) to view your membership profile, account balance and crop certification status along with any seed crop production records received for the current year. 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. Previous year crop history is also available online.

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## Appendix A: Field Maps

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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, which can be submitted through the Members' Area.

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. Both can be submitted to CSGA through the Members' Area.

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 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.