

2024 Application Support Document for Third Parties

CSGA's [Application Support Document](#) is the primary resource for detailed instructions and requirements for the application process, but this support document provides additional information on CSGA processes to support third parties such as assignees, payers, authorized third parties (tollers), and Breeding Institutions.

The guidance provided in this document builds upon the contents of the Application Support Document.

Third Party Account Information and Consent Form

All third parties must submit a *Third Party Account Information and Consent* form annually for each of their accounts that will be used as either an assignee, payer, or authorized third party in either the *Application for CSGA Seed Crop Certification* or the *CSGA Membership Application/Renewal*.

The *Third Party Account Information and Consent* form allows a third party to confirm the account contact and communication details and provide consent for the account to be included on the application forms as an assignee, payer, or authorized third party (toller). For crop certificate assignees, the form also collects expressed consent to allow CSGA to share variety and contact information in provincial and national seed guides. When completing this form, please ensure that you select only those activities for which that specific account will be responsible in the current year.

A \$300.00 service fee applies to each third party account. This fee is not charged to accounts that only act as payers, inspection service or to grower accounts that are also producing crops in the current year. For a complete listing of current fees, please refer to the [Fee Schedule](#) on the CSGA website.

The *Third Party Account Information and Consent Form* must be submitted to CSGA before March 1 for a Third Party to remain on the application drop down lists as an assignee, authorized third party and/or payer. CSGA will provide a reminder to encourage the submission of forms. CSGA will be following up with assignees and third parties after their bulk application is processed if they have not already consented to acting in those roles in the current year. Please ensure that the *Third Party Account Information and Consent Form* is completed for each account prior to March 1 and prior to submission of the bulk application.

Understanding Different Third Party Roles

Assignee

A seed grower who is producing a seed crop under contract may legally transfer the crop certificate to an assignee by naming the assignee on the *Application for CSGA Seed Crop Certification*. This also authorizes CSGA to share information related to that seed crop with the assignee and allows the assignee access to the information for that seed crop in SeedCert. Each *Application for CSGA Seed Crop Certification* may indicate one assignee.

Authorized Third Party

An authorized third party may act as an intermediary between a seed grower and an assignee to help manage the seed certification process. To act as an Authorized Third Party, the grower must provide consent to CSGA to share information with the third party through the application process. With the grower's authorization, the third party may submit applications, forms, and other documents on behalf of the seed grower and access information for that seed crop in SeedCert.

Each *Application for CSGA Seed Crop Certification* may indicate one authorized third party (information on how growers may authorize a third party to apply on their behalf is included in the sections below).

Payer

In some cases, third parties may want to pay the growers fees. To facilitate this service, third parties may consent to be included as a payer on the *Application for CSGA Seed Crop Certification* and/or the *Membership Application/Renewal Form* through the *Third Party Account Information and Consent Form*. If they are included on the application form, the payer will be able to see that production in SeedCert. Each application form may list one payer.

Grower Authorizations and Third Party Applications

On their *CSGA Membership Application/Renewal* form, a grower may authorize one or more third parties to submit *Applications for CSGA Seed Crop Certification* on their behalf. These third party authorizations apply to the current year and must be renewed annually.

A third party cannot complete the *CSGA Membership Application/Renewal Form* on behalf of a grower as the grower is personally responsible for accepting the Terms and Conditions, providing expressed consent to CSGA to share information, and renewing their contact information. Third parties can facilitate the process by directing growers to complete their membership renewal forms online by logging into [SeedCert](#) and clicking on the "Apply Now" tab.

If a grower has already submitted their *CSGA Membership Application/Renewal Form* and did not provide the appropriate authorizations to allow a third party to make application on the grower's behalf, the grower may still provide the authorization by logging into SeedCert and using the *Third Party Authorization Form* on the Forms tab.

Submitting an *Application for CSGA Seed Crop Certification* on Behalf of a Grower

Third parties, who have been authorized by the grower, can submit an *Application for Seed Crop Certification* using one of the following methods. Please note that applications for seed crop certification must be submitted in the name of the grower producing the seed and not in the name of the grower or company that has contracted the production of the seed, and that only the seed grower may submit a CSGA membership form.

1. Online Application

Third parties may submit applications on behalf of a grower online in [SeedCert](#) via the *Third Party Application Form* under the "Apply Now" tab. At the top of the form, a drop-down provides a list of all accounts that have authorized the third party. If the seed grower account is not visible in this list, the seed grower did not provide authorization.

The information in SeedCert is delivered in real-time and updates once a membership or authorization form is received and processed. To obtain authorization, a third party can encourage the seed grower to complete their *CSGA Membership Application/Renewal form* online in SeedCert. If the membership form has already been submitted, authorization can also be provided through the *Third Party Authorization Form* on the Forms tab.

Please refer to the [Application Support Document](#) for detailed instructions and application requirements including applicable deadline dates, requirements for maps and GPS coordinates, fees, and field definitions.

2. Bulk Application Submission Form

Third parties may also use the bulk application submission form for the application of several fields at once. Growers and assignees with more than 25 fields in the previous year will receive an email from CSGA on how to access this service. If you would like to learn more about the bulk application process, please email us at certification@seedgrowers.ca or call 613-236-0497, ext. 8806. Please note that applications for seed crop certification received through the bulk application process will be subject to a service fee of \$5.00 per field or plot (sequence).

Each variety referenced in the bulk application must exist in CSGA's database. If the variety is new, it must be added in advance using the Enter New Variety into Seed Crop Certification form, found on the Forms tab in SeedCert. A \$50 fee will apply for each row on a submitted bulk application spreadsheet where the variety does not already exist in the CSGA database. If there is any uncertainty, please contact CSGA ahead of time.

CSGA will communicate electronically with growers after a bulk application is processed if the grower did not already grant the necessary third-party authorizations. Please encourage growers to complete their membership forms or authorization forms early in the season.

Managing Seed Crops using SeedCert

Third parties are encouraged to manage the certification of seed crops through [SeedCert](#). Information in SeedCert is updated in real time. Through the platform, third parties may submit applications for seed crop certification on behalf of a grower, view the certification status of seed crops for which they have permission, see outstanding requests for additional information or notices for in-field corrective action, access variety descriptions, make payments, and send documents and forms to CSGA.

New Growers

New growers must request a [new CSGA account](#) using the form found via the login screen on SeedCert. New growers will need access to SeedCert to apply for membership, seed crop certification, gain access to forms, make changes to their account and manage their account information and certificates.

Requirements for Maps and GPS Coordinates

Each seed crop presented for certification must have either a map or GPS coordinates. Crops applied for by their crop-specific deadline date are provided a grace period of 14 calendar days from the date of application to submit this information.

If a map or GPS coordinates are not supplied within this timeframe, an incomplete application penalty – Maps/GPS not submitted of \$50.00 will be applied to each application (sequence). To avoid the penalty on applications received after the crop-specific deadline date, a map or GPS coordinates must be provided either within 14 calendar days from the date of application or one (1) day before the field is inspected, whichever is less. For details on this requirement, please consult the [Application Support Document](#).

New Varieties

To support CSGA applications and field inspections, all new varieties must be added to CSGA's SeedCert platform at least one month before the applicable crop application deadline dates. Varieties that are registered with the Variety Registration Office or recognized through CSGA's Form 300 process are added automatically. For all other new varieties, please onboard them to SeedCert with the Enter a New Variety into Seed Crop Certification form available in the Forms tab by the following variety onboarding deadline dates. There is a fee of \$100.00 per variety entered in SeedCert. For information or assistance, please contact certification@seedgrowers.ca.

- April 5 for winter canola/rapeseed
- April 25 for fall seeded cereals
- May 10 for fababeans, forages, flax, canola, mustard, corn, and field peas
- May 20 for all other crops not listed here
- June 10 for field beans and buckwheat
- June 25 for soybeans

Support

Please contact us during business hours should you require assistance at support@seedgrowers.ca or by calling 613-236-0497, ext. 8803.