

CSGA Application Support Document

This document provides instructions on how to complete and submit CSGA applications for seed crop certification. It also highlights noteworthy changes. All seed growers are encouraged to read this document at the beginning of each crop season.

2020 Application Checklist

- Read the CSGA Application Support Document**
- Obtain and review the 2020 version of Circular 6**
[Circular 6 \(Canadian Regulations and Procedures for Pedigreed Seed Crop Production\)](#) has been reformatted for 2020. Specific changes to the standards that are new for 2020 are described in the [2020 list of changes](#). More information is provided at the end of this document.
- Arrange inspections with an Authorized Seed Crop Inspection Service (ASCIS)**
Seed growers must contract, and identify on their application, an Authorized Seed Crop Inspection Service (ASCIS) for the inspection of each seed crop. To identify and determine the eligibility of an ASCIS to inspect the class and crop kind of seed produced operating in your region, growers may use CSGA's [search tool of ASCIS](#). The Canadian Food Inspection Agency (CFIA) will not inspect crop kinds and classes included in Sections 2 and 3 of CSGA's Circular 6 unless those crops are for export to the European Union (EU) as Pre-Basic or Basic seed. 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**
- Submit an Application for CSGA Seed Crop Certification for each field**
- Review the changes to Seed Crop Inspection in 2020 due to the COVID-19 pandemic (below)**

Temporary Changes to Seed Crop Certification in 2020

To ensure each pedigreed seed crop can be inspected in a safe manner, CSGA is implementing temporary changes for 2020. **These changes and plans are specific to the 2020 season and may not apply in subsequent years.**

The seed growing community is asked to collaborate on these minor changes to help protect inspection and CSGA staff by:

- Minimizing in-person interactions with inspectors and following physical distancing recommendations;
- Uploading maps and/or GPS coordinates as well as tags for each field before inspection;
- Paying CSGA invoices through the Members' Area or by telephone with the CSGA office; and
- Responding to CSGA information requests and forms electronically.

For an updated list of changes, please refer to the new “COVID-19” tab in the CSGA Members’ Area.

CSGA will be working with Authorized Seed Crop Inspection Services (ASCIS) and CFIA closely in-season to ensure that service providers have the capacity to conduct their assigned inspections. If resources are not available, other ASCIS or CFIA may be engaged to ensure that each crop can be inspected. At this time, service providers are well resourced to handle the inspection season but CSGA has developed contingency measures that can be applied if situations were to arise.

If you have reason to believe that your crops are at risk of not being inspected, CALL CSGA ASAP at 613-236-0497 x208 so that we can develop an inspection plan for your crops.

CSGA will call you in-season if your inspection service does not have the capacity to inspect your field(s) and help you find an alternate inspection service.

Submitting a CSGA Membership Application/Renewal Form

A *CSGA Membership Application/Renewal* form must be completed each year and can only be signed by the grower(s) responsible for the production and management of the seed crop (field). Growers can submit the form online through the [Members’ Area](#) as of March 1st, 2020. Hardcopy applications sent by mail will experience a longer processing time in 2020 so growers are encouraged to submit electronic applications as much as possible.

Please ensure that all contact information is accurate and complete. For those operating in a group account, please provide accurate and complete information for the group account, and every individual seed grower on the account. The *CSGA Membership Application/Renewal* form must contain a valid email to ensure prompt communication with the grower on the certification of their seed crop. Accounts without a valid email on file are subject to a \$10 per application (field) penalty.

To add or remove a seed grower from a group account, please add a comment in the application form or contact the office by email or at 613-236-0497, ext. 217. To create a new seed grower account or new group account, please send an email to applications@seedgrowers.ca or call 613-236-0497, ext 217.

Membership Fees Changes in 2020

Membership fees have changed in 2020 to allow for improved recognition of all individuals involved in seed production on seed farms. Membership fees now start at \$240 for the first member on an account, with additional members on the account charged a \$25 membership fee. This change was introduced to facilitate succession planning and to encourage the representation of individuals who are participating in the production of pedigreed seed but are not accruing years of service for their work.

Third-Party Account Authorizations

Growers can authorize a third party to submit an *Application for CSGA Seed Crop Certification* on their behalf by indicating an authorized third-party on their *CSGA Membership Application/Renewal Form*. The authorized third party must have a CSGA account. The authorized third-party may not complete a CSGA

www.seedgrowers.ca

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Ottawa, Ontario Canada K1G 3T1

Courier Address/Par messagerie
202-240, rue Catherine Street
Ottawa (Ontario) Canada K2P 2G8



Membership Application/Renewal form on behalf of the grower producing and managing the seed crop.

Submitting an *Application for CSGA Seed Crop Certification*

An *Application for CSGA Seed Crop Certification* must be completed to request the inspection and certification of a pedigreed seed crop, and must be accompanied by field maps and land locations. Applications are accepted as of March 1st, 2020 and must be submitted in the name of the grower(s) responsible for the management and production of the seed crop (field or plot).

Electronic Applications

Applications can be submitted online through the [Members' Area](#) in one of three ways:

- 1) By the grower using the standard online application form;
- 2) By a third party using the third party online application form (if the grower has authorized a third party via the growers *CSGA Membership Application/Renewal Form*);
- 3) By the grower or a third party using the bulk application submission tool.

Each application must indicate the ASCIS that will be inspecting the seed crop (including CFIA, where applicable). A search tool to find [an ASCIS operating in your region](#) is available on the CSGA website. A penalty of \$25 per application will be applied to applications received without a designated inspection service. In these cases, the application will not be processed and the applicant will be contacted to correctly designate an inspection service.

New in 2020, the electronic *Application for CSGA Seed Crop Certification* now provides an option to attach supporting documentation, such as copies of recertification approvals or special permissions, to the form. Improvements to the Plot Application process have also been implemented and are detailed further in this document.

Bulk Applications

To facilitate the application process for those with over 25 fields annually, CSGA has a *Bulk Application for CSGA Seed Crop Certification* spreadsheet that is available. The processing fee for this service is \$5.00 per field. To obtain the 2020 version of the spreadsheet, [contact the office](#).

Hard Copy Applications

In an effort to protect staff during the pandemic, members are encouraged to use the electronic applications available in the Members' Area of the CSGA website. If you are new to electronic applications and require assistance, please contact the office at 613-236-0497 to reach our support team. Otherwise, hard copy applications for the *CSGA Membership Application/Renewal Form* and the *Application for CSGA Seed Crop Certification Form* are available on request from the CSGA office.

Applications that are submitted to CSGA using forms from previous years or unofficial forms will incur a penalty of \$25 per application. The quality and clarity of fax transmissions is generally poor and is not a recommended submission method.

Hard copy applications can be mailed directly to the CSGA office:

www.seedgrowers.ca

Tel/Tél 613-236-0497
Fax/Télé 613-563-7855
Email/Courriel seeds@seedgrowers.ca

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Courier Address/Par messagerie
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Ottawa (Ontario) Canada K2P 2G8



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

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

Application Deadline Dates

Applications must be submitted to CSGA 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	\$50 per application
Received 22 to 60 days after the deadline date	\$75 per application
Received more than 60 days after the deadline date	\$125 per application

*Refers to the date received by 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* form an invoice will be issued for the applicable fees outlined below. Invoices are sent 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.

To protect staff during the pandemic, members are strongly encouraged to make payment via credit card or Interac card through the Members' Area. Alternatively, payment can also be made over the phone by calling the office at (613) 236-0497 x211. If paying by cheque, write the applicable account number(s) and the invoice number(s) on the front of the cheque and make the cheque payable to the Canadian Seed Grower's Association (CSGA).

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

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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 Form*. 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.

Temporary Fee Changes in 2020

Temporary fees are in effect for the 2020 fiscal year to support the organization's strategic direction. Growers and third-parties are encouraged to review the fee tables for changes. For more information, [please read](#).

CSGA Fees		
CSGA Membership Fee – First Member	\$240.00	Once per year for the first member on the account/application
CSGA Membership Fee – Additional Member(s)	\$25.00	Once per year for each additional grower on the account/application
Acreage Fee for Hybrid Crops	\$2.00	Per Acre
Acreage fee for Hemp and Soybeans	\$1.30	Per Acre
Acreage Fee for All Other Crops	\$1.10	Per Acre
Plot Fee (All Plots)	\$60.00	Per Plot
Hybrid Canola Support Document Assessment (produced in Canada)	\$50.00	Per Form
Hybrid Canola Support Document Assessment (produced outside of Canada)	\$60.00	Per Form
Assessment for Hybrid Corn	\$50.00	Per Inspection
Assessment for Wheat Refuge Results (Form 182)	\$50.00	Per Inspection
Land Use Inspection	\$50.00	Per Inspection
Re-Inspection	\$50.00	Per Re-Inspection
Carry Over Seed Listing	\$50.00	Per Crop Certificate

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 (Hybrid Corn)	The Greater of A or B:	
	A) \$12	Per Acre
	B) \$500	Per Field
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 (1.01 to 1.5 acres)
	\$300.00	Per Plot (1.51 to 2 Acres)
	\$375.00	Per Plot (Greater than 2 acres)

Penalties (Avoidable)	
Late Application - Received by CSGA 15 to 21 Days After Deadline	\$50.00 per Application
Late Application - Received by CSGA 22 to 60 Days After Deadline	\$75.00 per Application
Late Application - Received by CSGA More Than 60 Days After Deadline	\$125.00 per Application
Incomplete Application	\$25.00 per Application
No Email Address	\$10.00 per Application
Late Payment	1.5% per Month on Balances Outstanding 30 Days After Invoice Date
Cancelled Application	\$50.00 per Application

Modifying or Correcting a Submitted Application

Applications can be modified or corrected after submission by logging into the Members' Area and clicking on the Crop History tab. Find the field that you wish to modify, and click on the arrow on the left-hand side of the row to expand information for that field. From here, the *Modify Application* button is available for the information to be updated and submitted to CSGA. If the *Modify Application* button is not visible, the inspection has already occurred and the application can only be modified by contacting CSGA directly.

Canceling an *Application for CSGA Seed Crop Certification*

Applications for CSGA Seed Crop Certification cancelled by May 15th are not subject to the Cancellation Fee. To cancel an application before or by May 15th, please contact the CSGA office.

Applications cancelled on or after May 16th can be cancelled by contacting your inspection service (ASCIS) and not the CSGA office. Your inspection service will submit a cancellation request to CSGA. CSGA and Branch membership fees are non-refundable but CSGA and Branch acreage fees will be credited and a Cancellation Fee of \$50 applied.

Assigning a Crop Certificate and Authorized Third Parties

Each *Application for CSGA Seed Crop Certification* can indicate one Assignee as well as one Authorized Third Party. While both the Assignee and the Authorized Third Party will have access to all information relating to that field, the resulting crop certificate will only be sent to the Assignee. In addition, assigned crops will be listed under the Assignee name in provincial seed guides as well as on the national [Pedigreed Seed Locator](#) website.

Growers may wish to authorize a third party for fields that are being produced under contract or through a toller. This will allow the third party to facilitate certification of the field without necessarily being the Assignee.

IMPORTANT: For an Authorized Third Party to submit an *Application for CSGA Seed Crop Certification* on behalf of a grower, the third party must be authorized on the grower's *Membership Application/Renewal Form*. The *Membership Application/Renewal Form* must be completed by the grower and cannot be completed by an Authorized Third Party. If the grower has already submitted their *Membership Application/Renewal Form*, they can update their authorizations by sending an email to applications@seedgrowers.ca or by calling the office.

Variety Descriptions

Growers are encouraged to obtain a copy of the variety description for each variety they are producing via the [Members' Area](#) to help with roguing and managing impurities in the field.

CSGA requires that all varieties entering seed crop certification are entered into CSGA's variety database through one of the following processes:

- 1) CFIA Variety Registration,
- 2) CSGA Form 300,
- 3) CSGA's variety on-boarding tool.

If you cannot find your variety on the *Application for CSGA Seed Crop Certification*, please contact your variety distributor/representative to ensure that the variety has been submitted through one of the three approved channels prior to May 1st.

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Plots

Plot Applications

New in 2020, if a field for Foundation status contains a Select or Probation plot(s), the plot(s) can be indicated on the Application submitted for the field for Foundation status. After the parent seed information is entered, a question will appear asking if there are plots within the field. Answering ‘yes’ will allow the applicant to enter the field ID and acreage for each plot. Each plot will be assigned its own sequence number and will require its own inspection, as has been done in the past.

All Breeder, Select, Foundation, or Probation plots must be identified 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” the individual grower who is responsible for the plot, e.g. “John’s plot”.

To produce Breeder plots, you must be a CSGA-recognized Plant Breeder. 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 seed 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.

Probation Plot Application

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

Tags

Due to the pandemic, inspectors will not be accepting or examining physical tags in 2020. As a result, members are asked to upload images or photos of tags for each crop presented for certification. Tags that were not submitted at the time of application can be uploaded using the “Seed Tag Upload” tool, found on the Forms tab of the CSGA Members’ Area.

A single image or photo containing one tag for each unique parent seed source should be provided. If more than one lot number was planted, include one tag for each different lot number. 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.

In addition to tags, growers are asked to provide the quantity of each seed source sown in kilograms, which has been included on the revised *Application for CSGA Seed Crop Certification* form.

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

For each seed crop without a tag, CSGA will send a weekly reminder email containing a form that can be used to provide that information directly.

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Maps and Directions

New in 2020, maps and/or GPS coordinates must be provided for every field well in advance of the inspection. Maps must contain sufficient information for the inspector to find the field. Directions and labels should be legible and provided where necessary. Maps can be attached to the *Application for Seed Crop Certification* or uploaded using the Map Upload tool, found on the Forms tab of the [CSGA Members' Area](#).

GPS coordinates can be provided on the Application for Seed Crop Certification in a decimal degree format. If you are using an alternative format, please use a [third-party tool to convert to the decimal degree format or submit a map instead](#).

For each seed crop without a map or GPS coordinates, CSGA will send a weekly reminder email containing a form that can be used to provide that information directly.

For additional information on mapping and available mapping tools, please see Appendix A.

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](#). If a field is found to not meet the CSGA's definition of a field, the inspector may request that CSGA either split the field into smaller portions or combine the field with adjacent field(s).

Land Use Verification

Prior to planting, you can have CSGA verify the eligibility of your land for pedigreed seed crop production by submitting a Form 101 - *Land Use Verification*. This form is available in the [CSGA Members' Area](#). Due to liability issues, the CSGA office will not provide land use verification without the completion of this form. The information submitted to CSGA through the 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.

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. CFIA may access your fields to conduct check inspections. Do not assume that the inspection service has conducted their inspection if you see an inspector in the field.

If you are ready to harvest, check your crop status in the [CSGA Members' Area](#) at www.seedgrowers.ca or contact CSGA to ensure 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.

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

Log into the [Members' Area](#) of the CSGA Website to view your account balance, crop certification status, crop production records for the current or previous year(s), to pay your invoices 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. A password is required to access the Members' Area. If you do not have a password, please contact the office by [email](#) or telephone: (613) 236-0497.

Need CSGA Support?

General seed crop certification information is available on our website at www.seedgrowers.ca. If you require support, you can reach us through the online chat tool on the [CSGA website](#), by email: applications@seedgrowers.ca, or by telephone: (613) 236-0497.

Circular 6 Modernization

Circular 6 has been modernized to ensure that the standards and requirements reflect the most recent scientific and technological advancements, as well as market demands and production realities. Over the past 3 years numerous improvements have been made. Specific changes to the standards and requirements that are new for 2020 are described in the [Notice of Changes to Circular 6 Effective in 2020](#).

In addition Circular 6 has been reformatted and redesigned to be simpler and more user-friendly. The first section entitled "[General Requirements for All Pedigreed Seed Crops](#)" describes the requirements that are applicable to all pedigreed seed crops including membership and an application for seed crop certification. Accredited Plot Growers can find the requirements that are applicable to plot production in the "[General Requirements for Plot Production](#)" section. Probationary growers can find the requirements that are applicable to probation plot production in the "[General Requirements for Probation Plot Production](#)" section. Those interested in becoming a CSGA-accredited plot producer, can visit [this page](#) for requirements and application information.

The remaining sections of Circular 6 are a series of "one-pagers" that describe the crop specific standards (e.g. land use, isolation, impurity standards) for the relevant crop kind and class. To download the crop specific standard document, type the crop kind and class being produced in the "search" tool on the [Regulations page](#) of the CSGA website.

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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.

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 to CSGA via the Members' Area using the "Upload a Map" tool. This tool does require an electronic version of the map, which could be a file or a picture from your phone. If you need help uploading your file, please contact the CSGA office.

Once your map is submitted to CSGA, a copy will be submitted directly to your inspector/inspection service.