
APPENDIX A

DOCUMENTS

In this Appendix:

Documents and forms that are used in pedigreed seed crop certification are described in Appendix A of the *CSGA Regulations and Procedures for Pedigreed Seed Crop Production (Circular 6)*.

A.1 SEED CERTIFICATION DOCUMENTS

- A.1.1 Seed Crop Inspection Report
- A.1.2 CSGA Crop Certificate
- A.1.3 Official Seed Tags

A.2 SEED CROP CERTIFICATION FORMS

- A.2.1 Application for Membership/Renewal
 - A.2.2 Application for Seed Crop Certification
 - A.2.3 Additional Seed Crop Certification Forms
-

A.1.1 SEED CROP INSPECTION REPORT

The decision to grant pedigreed status to an inspected crop rests solely with the CSGA. This decision is based on the CSGA's appraisal of the crop's compliance with their regulatory requirements. CSGA's appraisal requires the information on the crop inspection report prepared by an authorized crop inspector and other information which may be provided by the grower. The inspector is responsible for completion of the crop inspection report. The inspector does not make a decision on the status of the crop.

Once the *Application for Seed Crop Certification and Membership Application/Renewal Form* is received by the CSGA, a *Seed Crop Inspection Report* is created for each field. Data from the *Application for Seed Crop Certification, the Membership Application/Renewal Form* and the crop inspection report form for each field is sent to the authorized crop inspector.

The *Seed Crop Inspection Report* for each pedigreed seed crop is completed at the time of inspection by an authorized crop inspector.

Much of the information for the *Seed Crop Inspection Report* comes from the *Application for Seed Crop Certification* which the grower completes. Accuracy in completing the application reduces the risk of additional information being required by the CSGA, which delays the issuance of a crop certificate.

The *Seed Crop Inspection Report* is forwarded to the CSGA as soon as possible and to the grower. The completed *Seed Crop Inspection Report* is appraised by the CSGA. A Crop Certificate, a request for further information or a decline letter is issued based on the CSGA's appraisal.

The CSGA's appraisal of the *Seed Crop Inspection Report* considers all certification requirements of the crop. If the crop does not meet the requirements outlined in the *Canadian Regulations and Procedures for Pedigreed Seed Crop Production (Circular 6)*, the crop will be declined pedigreed status.

The onus is on the grower to ensure, prior to the time of inspection, that the crop meets the standards established by the CSGA. Growers should carefully review the completed *Seed Crop Inspection Report* for accuracy and compliance with CSGA's requirements. If growers have any questions concerning the crop inspection report, they should contact the CSGA as soon as possible, and/or call to arrange a reinspection if necessary.

The letters below correspond to the following example of the CFIA *Seed Crop Inspection Report* form.


- A. This section is pre-printed by the CSGA and verified by the inspector. The **Grower Number** and **Sequence Number** are assigned to each crop report by the CSGA. Refer to these numbers when contacting the CSGA.
- B. **Estimated yield.** This may only be given in general terms and should not be used for other purposes.
- C. **Company.** The assignee's name should appear here if the crop certificate is assigned.
- D. **Crop Location.** This is the legal land location or GPS coordinates of the inspected crop.
- E. **Plot area.** The perimeter of plots is measured in meters.
- F. **Year sown** is used only for perennial crops.
- G. **Crop Certificate, Lot number, Class.** The inspector verifies the pedigreed seedlot identity numbers recorded from a grower's own crop certificate, seedlot sealing tags, or bulk seed certification documentation. The grower must keep the parent seed tags or certification documents until a crop certificate is received. The grower may be asked to send the tags or proof of parent seed identity to the CSGA. The inspector may attach one tag of each different imported seedlot to the CSGA copy of the report. Tags must be kept for the full seed crop life or age of stand of a perennial crop.
- H. **Number of Tags Checked** by the crop inspector.
- I. **Previous Land Use.** The inspector verifies and records previous land use information. The variety and the crop certificate number issued for the pedigreed crop(s) harvested in previous year(s) must be included. Do not record the pedigree of the seed sown in previous years.
- J. **Isolation.** It is important for growers to provide isolation for pedigreed seed crops throughout the growing season. The inspector records the isolation of the crop as it appears at the time of the crop inspection, including distance between the crop for inspection and adjacent crops, condition of the isolation strip and a description of adjacent crops and land use.
- K. **Uniformity of Stand, General Appearance, General Weed Condition, Disease.** These are recorded to provide a description to the CSGA appraiser of what the crop generally looks like and of specific seed borne disease symptoms.
- L. The inspector records incidence of specified "objectionable" weeds in the crop. "Very weedy" crops and/or crops containing Prohibited or Primary Noxious weeds may be declined pedigreed status.

- M. **Off-Types or Other Varieties.** The inspector counts the number of off-types, variants and other varieties in the crop on the basis of random selections of a specific population size within the crop. Refer to the maximum impurity standards for each crop kind.
- N. The inspector determines the number of plants of other crop kinds or weeds, the seeds of which may be difficult to separate from the inspected crop. This is done on the basis of random selections of a specific population size within the crop. Refer to the impurity standards for each crop kind.

Note: The information in Items N and O is used to determine the contamination in the crop. If contamination is in excess of the CSGA's standards, the crop may be declined pedigreed status.

- O. **Inspector's additional comments.** The inspector may provide more details on any required information.
- P. The **date of the inspection** and the **inspector's identification number**. The inspector also signs the crop inspection report.

SEED CROP INSPECTION REPORT (CSGA e-version(s))

 Canadian Seed Growers' Association Association canadienne des producteurs de semences											
Seed Crop Inspection Report Seed crops are certified by the Canadian Seed Growers' Association (CSGA). The certification status of this crop is available on the CSGA Members' Area.											
Grower Information											
Grower Name Ummer, Scott A					Business Name Summer Farms						
Grower No. 5064422			Accreditation BR		Contact Info. (613)-271-2849						
Address 240 CATHERINE ST OTTAWA, ON K2P 2G8											
Field Information											
Variety Code 354		Variety & Kind AC AYLMER/OATS-SPRING-WHITE HULL E				Inspection Type Seed Crop					
Sequence No. 19267 C		Field ID 23		Acres 27.00		Plot Type		Plot Area 0 D	Sown Date 05/27/2015		
Assignee					Crop Location 23 9 MCKILLOP HURON D			Checked: 2 H			
Parent Seed Source											
Year	Crop Certificate No. / Pedigreed Reference No.				Seed Lot No.			Class			
2014 F	14506442205				OWN SEED G			Registered			
Comments											
Previous Land Use											
Year	Variety/Kind		CC No. Issued		Year	Variety/Kind		CC No. Issued			
2014	alliance/Barley I		145064422402								
2013	R2T1449/SOYBEAN		145064422114								
Comments											
Isolation											
Direction	Strip Width (m)	Description of Isolation Strip			Condition	Adjacent Crop Description					
East J	1	unseeded/cultivated			G	red clover					
South	3	sod			F	wide ditch					
West	1	sod			F	corn					
North	1	sod			F	bush					
Comments											
General Condition of Crop											
Uniformity Average		Appearance Good K		Weeds Trace		Disease None Present		Yield Average B			
Impurities											
Weed ID	Level	Weed ID	Level	Weed ID	Level	Weed ID	Level				
Description of Impurity	10,000			Type	1	2	3	4	5	6	Average
two row barley M N				Other Kind	0	2	0	0	0	0	0.3333333
Comments Barley observed outside counts = 4 plants O											
Inspector Name Doug Miller P					Inspector No. 1		Inspector Signature <i>Doug Miller</i>				
Inspection Service CFIA					Date Inspected 07/14/2015						

A.1.2 CSGA CROP CERTIFICATE

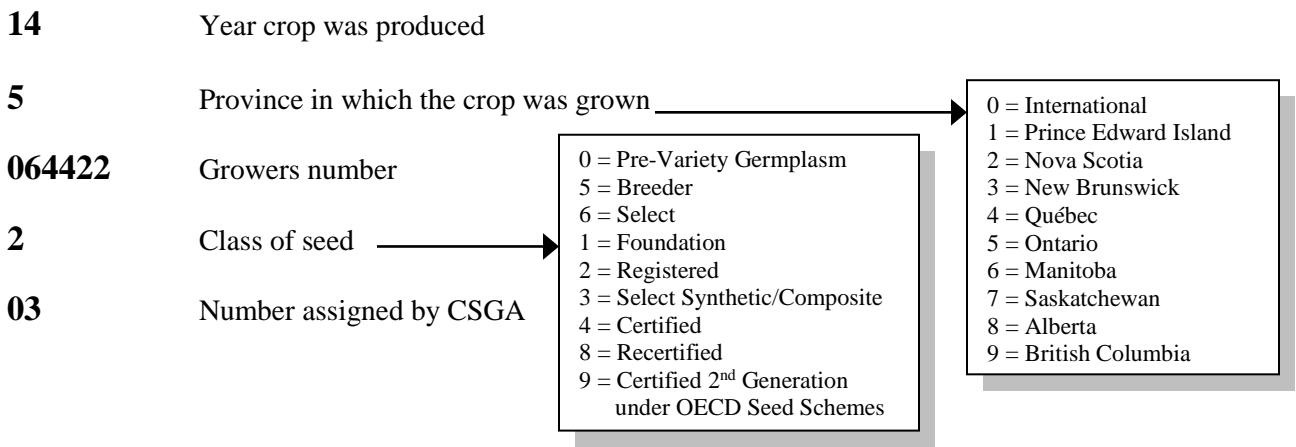
The *Crop Certificate* issued by CSGA is the official legal document designating that pedigreed status has been granted to the crops identified on the certificate.

It is issued to the grower of the crop provided that all requirements established by the *Canadian Regulations and Procedures for Pedigreed Seed Crop Production* (Circular 6) of the CSGA have been met.

Growers may assign *Crop Certificates* to another party using the *Application for Seed Crop Certification*.

The letters below correspond to the following example *Crop Certificate*.

EXAMPLE: 14-5064422-203




- A. Crop Certificate number** — a 12-digit number representing the pedigree of the crop(s).
- B. Grown by.** The name(s) and address(es) of Applicant as indicated on the *Application for Seed Crop Certification and Membership Application/Renewal Form*. These will be the only name(s) on the certificate unless the certificate has been assigned to another party.
- C.** If the Crop Certificate has been assigned to another party, the **assigned name** and address appears here. The *Crop Certificate* will be sent to the Assignee and notification to the applicant.
- D. The Crop Season.** The year in which the crop was grown.
- E. Date issued.** The date the *Crop Certificate* was issued by the CSGA.
- F. Variety** of the crop covered by the *Crop Certificate*.
- G. Kind** of the crop covered by the *Crop Certificate*.

- H. Status.** The pedigreed class of the crop listed on the *Crop Certificate*.
- I. Field Number and Area.** This section includes the field number and area for each field covered by the *Crop Certificate*. The unique sequence number from the *Seed Crop Inspection Report* is provided for traceability. More than one field of the same variety and status can be included on one *Crop Certificate*.
- J. Total Area.** The total acreage covered by the *Crop Certificate*.
- K. Additional Information/Comments.** This section of the *Crop Certificate* may contain an important message relating to the seed harvested from the pedigreed crops specified.
- L.** The **total quantity of seed harvested** from the pedigreed crop(s) listed must be entered by the grower of the crop, together with the signature of the grower or the signature of the *Crop Certificate* assignee if the assignee has received a signed declaration of quantity harvested from the grower.
- M. Seed Disposal.** The bottom and reverse side of the *Crop Certificate* provides information regarding disposal of the seed harvested from a pedigreed crop. This section is completed to indicate the quantities and identification of each lot of seed graded, labelled (or tagged) by the Registered Seed Establishment (or official inspector) as required by the federal *Seeds Act and Regulations*. Only one *Crop Certificate* is issued for a pedigreed seed crop, therefore this form should be returned to the grower of the seed after grading/labelling and other documentation have been completed.

All details concerning grading and labelling of seed from these crops should be completed on this form. For additional information, contact the Canadian Seed Institute (CSI) or the Seed Section of the CFIA.

CSGA CROP CERTIFICATE



Canadian Seed Growers' Association | Association canadienne des producteurs de semences

Box/C.P. 8455, Ottawa, Ontario K1G 3T1 | Tel/Tél: 613-236-0497 | Fax/Télé: 613-563-7855 | seeds@seedgrowers.ca | www.seedgrowers.ca

CROP CERTIFICATE

A 14-5064422-203

CERTIFICAT DE RECOLTE

C ASSIGNED TO: (5545)
CSGA FARM (SUBORDINATE),
OLD HILL FARM
1920 DENVER ROAD
ASHVILLE, ONTARIO K1V 2S6

B GROWN BY:
CSGA TEST ACCOUNT (PARENT)
TEST FARM
240 CATHERINE ST
OTTAWA, ONTARIO K2P 2G8

D 2014
Crop Season - Saison de récolte

E 19/01/2015
Date Issued - Délivré le

This certifies that the following crops have met the certification requirements of the Canadian Seed Growers' Association.
Ceci atteste que les cultures suivantes ont été produites conformément aux exigences de l'Association canadienne des producteurs de semences.

F Variety - Variété

AC BARRIE WHEAT - SPRING HARD RED


G Kind - Espèce

H REGISTERED : ENREGISTREE
Status - Classement

Field No. N° du champ	Area Superficie	Crop Report Seq No. N° séq. rapport d'inspection	Field No. N° du champ	Area Superficie	Crop Report Seq No. N° séq. rapport d'inspection
I CSGA FARM	160.00	12938			
		160.00 Acres	64.75 Hectares	J	

Field # CSGA FARM
WEEDS WERE REPORTED IN THIS CROP IN CONCENTRATION NEARING THE LIMIT FOR PEDIGREED SEED CROPS. THOROUGH SEED CLEANING MAY BE REQUIRED. THE APPEARANCE OF WEEDS IN A SEED CROP DOES NOT ENHANCE THE IMAGE OF PEDIGREED SEED TO POTENTIAL CUSTOMERS WHO MAY SEE THE CROP.

K



Certificate is invalid unless this area is completed. Le certificat n'est pas valide si cette section n'est pas remplie.

I hereby declare that the seed from this crop has not become mixed with any other seed while in my possession, except as authorized by the Seeds Regulations of Canada, and that the total quantity of seed harvested from this crop before cleaning was: _____ **L** _____ Kg.
Je déclare par la présente que la semence provenant de cette culture n'a pas été mélangée à d'autres semences en ma possession, sauf avec l'autorisation du Règlement sur les semences du Canada, et que la quantité totale de semences récoltées provenant de cette culture avant nettoyage était :

Signature of grower (or assignee if covered by separate declaration from grower) Signature du producteur (ou du cessionnaire si couvert par une déclaration séparée du producteur)

The grower named on this certificate has been accepted as a regular member in accordance with the Bylaws of the Canadian Seed Growers' Association.
Le producteur nommé dans ce certificat a été accepté comme membre régulier conformément aux règlements de l'Association canadienne des producteurs de semences.

Dave Adolph
Executive Director - Directeur Exécutif

Completed by Inspector or Registered Seed Establishment Rempli par l'inspecteur ou l'agent de l'établissement semencier agréé

SEED DISPOSAL RECORD - DISPOSITION DE LA SEMENCE

The quantity of conditioned seed from this crop certificate eligible to be graded on the basis of the declaration of the grower is _____ kilograms and the quantity certified is indicated below.

La quantité de semences conditionnées en vertu du présent certificat de culture qui est admissible à une classification en fonction de la déclaration du producteur est de _____ kilogrammes et la quantité attestée est indiquée ci-dessous.

Signature of Operator/Grader of Registered Seed Establishment
Signature de l'opérateur ou du classificateur de l'établissement semencier agréé

Grade Classe	Lot No. N° de lot	Quantity Quantité	Date Date	Registered Seed Establishment No. Établissement semencier agréé N°	Grader No. Classificateur N°
		M			

QMF 22 - 2014

A.1.3 OFFICIAL SEED TAGS

Official seed tags, labels and other forms containing official certification marks are very important documents. These provide officially recognized third-party verification that indicates the variety, kind, class and grade, crop certificate number and seed sealing certificate and lot numbers. All tags or official certification documents that identify parent seed must be kept by the grower for verification by the authorized crop inspector and/or the CSGA office. This includes Breeder, Select, Foundation, Registered, bulk, Interagency, OECD and foreign certification tags.

When applying for pedigreed crop inspection, include the parent seed identity information from the tags on the *Application for Seed Crop Certification* (Appendix A.1a).

If seed used to plant a pedigreed crop is labelled with an Interagency or OECD tag (Figures 4 and 5, below), attach one tag to the *Application for Seed Crop Certification*.

Sample tags are shown on the following pages (Figures 1 – 9).

The lettered areas on the sample tags provide the following information:

- A. Class of Pedigreed Seed.
- B. Crop Kind.
- C. Variety.
- D. Grade and Class of Seed (as designated by the Canada *Seeds Act*).
- E. Crop Certificate Number (taken from the Crop Certificate, A.5).
- F. Seed Sealing Number (issued by CFIA or an Authorized Establishment on each distinct lot of seed which has been graded).
- G. Lot Number (the seed processor's identification number for the seed).
- H. Origin of the seed (Figures 6, 7 and 8).
- I. Name of institution or company (Figure 1).
- J. Signature of Plant Breeder or agent
- K. Name of Grower (Figure 2).
- L. Signature of grower (Figure 2).

Figure 1

A BREEDER SEED / SEMENCE DE SÉLECTIONNEUR		
Variety and Kind Variété et espèce :	B	C
Crop Certificate N° Certificat de récolte n° :	E	
Lot N° Lot n° :	G	
Company or Institution Name Nom de l'institution ou de la compagnie :	I	
Plant Breeder or Agent Signature Signature du sélectionneur de plantes ou de l'agent :	J	000001

Figure 2

A SELECT SEED / SEMENCE SELECT		
Variety and Kind Variété et espèce :	B	C
Crop Certificate N° Certificat de récolte n° :	E	
Lot N° Lot n° :	G	
Accredited Plot Grower Name Nom du producteur de parcelle accrédité :	K	
Accredited Plot Grower Signature Signature du producteur de parcelle accrédité :	L	000001

Figure 3


A FOUNDATION SEED SEMENCE FONDATION		
Kind / Espèce	B	
 Variety / Variété	C	
Grade / Catégorie	FOUNDATION FONDATION	D
Crop Cert. No. / N° du cert. de récolte	E	Lot No. / N° du lot G
MEMBER OF THE ASSOCIATION OF OFFICIAL SEED CERTIFYING AGENCIES / MEMBRE DE "ASSOCIATION OF OFFICIAL SEED CERTIFYING AGENCIES"		
CFIA / ACIA 0032 (2002/06)		

Figure 4


A REGISTERED SEED SEMENCE ENREGISTRÉE		
Kind / Espèce	B	
 Variety / Variété	C	
Grade / Catégorie	REGISTERED ENREGISTRÉE	D
Crop Cert. No. / N° du cert. de récolte	E	Lot No. / N° du lot G
MEMBER OF THE ASSOCIATION OF OFFICIAL SEED CERTIFYING AGENCIES / MEMBRE DE "ASSOCIATION OF OFFICIAL SEED CERTIFYING AGENCIES"		
CFIA / ACIA 0033 (2002/06)		


Figure 5

A	CERTIFIED SEED SEMENCE CERTIFIÉE	
	Kind / Espèce	B
	Variety / Variété	C
	Grade / Catégorie	D
	CANADA CERTIFIED CERTIFIÉE	
E	Crop Cert. No. / N° du cert. de récolte	Lot No. / N° du lot G
MEMBER OF THE ASSOCIATION OF OFFICIAL SEED CERTIFYING AGENCIES		MEMBRE DE "ASSOCIATION OF OFFICIAL SEED CERTIFYING AGENCIES"
CFIA / ACIA 0031 (2002/06)		

Figure 6

A	INTERAGENCY - CERTIFIED SEED / INTER-AGENCE SEMENCE CERTIFIÉE	
	Kind / Espèce	B
	Variety / Variété	C
	Grade / Catégorie	D
	CANADA CERTIFIED CERTIFIÉE	Lot No. / N° du lot G
H	Country/State of Certifying Agency Pays ou État de l'agence de certification	Ref. No. / N° de référence
MEMBER OF THE ASSOCIATION OF OFFICIAL SEED CERTIFYING AGENCIES		MEMBRE DE "ASSOCIATION OF OFFICIAL SEED CERTIFYING AGENCIES"
CFIA / ACIA 5627 (2011/04)		


Figure 7

SYSTEME O.C.D.E. POUR LES SEMENCES	 Government of Canada Canadian Food Inspection Agency Nepean	Gouvernement du Canada Agence canadienne d'inspection des aliments	Canada
	CFIA / ACIA0046 (97/05)		

O.E.C.D. SEED SCHEME	SPECIES ESPECE	B
	CULTIVAR NAME NOM DU CULTIVAR	C
	CATEGORY CATEGORIE	A D
	REFERENCE No N° DE REFERENCE	E F G
	REGION OF PRODUCTION REGION DE PRODUCTION	H
CFIA / ACIA0046 (97/05)		

Figure 8


A SOURCE IDENTIFIED SEED

	Species Latin Name B	
	Common Name:	
	Origin (Twp., County / Range & Meridian, Province) H	
	Germplasm Name: C	Gen. #
Crop Cert. # E	Seed Lot # G	
Single Population or Composite:		INTERAGENCY: ORIGIN CANADA

The seed in this container, with label properly affixed hereto, was produced in compliance with the seed crop certification standards of the Canadian Seed Growers' Association (CSGA) for the SOURCE IDENTIFIED class. Compliance and any warranty, expressed or implied, is based on and limited to seed source identification and the results of representative inspections of seed crops. To comply with federal legislation, this tag must be accompanied by other information required by the Seeds Regulations.

Member of Association of Official Seed Certifying Agencies (AOSCA)

IMPORTANT NOTICE

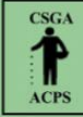
	IMPORTANT NOTICE	
	This tag is an official record of seed identity and for use only as prescribed by the Canadian Seed Growers' Association (CSGA). CSGA may require this tag to determine certification eligibility.	
_____ (When Required) Signature of Plant Breeder or designate		_____ Date

J

CSGA SI (08/2003)

Figure 9

A SELECTED CLASS SEED


	Species Latin Name: B	
	Common Name:	
	Germplasm Name: C	Gen. #
	Crop Cert. # E	Seed Lot # G
Single Population or Composite:		INTERAGENCY: ORIGIN CANADA

The seed in this container, with label properly affixed hereto, was produced in compliance with the seed crop certification standards of the Canadian Seed Growers' Association (CSGA) for the SELECTED class. Compliance and any warranty, expressed or implied, is based on and limited to seed source identification and the results of representative inspections of seed crops. To comply with federal legislation, this tag must be accompanied by other information required by the Seeds Regulations.

Member of Association of Official Seed Certifying Agencies (AOSCA)

SELECTED CLASS SEED

IMPORTANT NOTICE

	IMPORTANT NOTICE	
	This tag is an official record of seed identity and for use only as prescribed by the Canadian Seed Growers' Association (CSGA). CSGA may require this tag to determine certification eligibility.	
_____ (When Required) Signature of Plant Breeder or designate		_____ Date

J

Member of Association of Official Seed Certifying Agencies (AOSCA)

CSGA SELECTED (05/2004)

A.2 SEED CROP CERTIFICATION FORMS

The seed crop certification forms described below can be found on the CSGA website at www.seedgrowers.ca. Contact CSGA if you require a password for the electronic forms which are available on the Members' Area of the website. Forms can also be obtained by contacting the CSGA by phone (613-236-0497).

Each spring, CSGA sends the Application for Membership/Renewal and Application for Seed Crop Certification to growers who applied to the CSGA for seed crop certification in the previous two (2) years. An *Application Support Document* which outlines the application process in more detail, including deadline dates and fees can be found on the CSGA website.

A.2.1 APPLICATION FOR MEMBERSHIP/RENEWAL

The first step in the seed crop certification process for new members is to complete the Application for Membership/Renewal to provide CSGA with contact information. For existing members, the Application for Membership Renewal is reviewed each spring to ensure that the contact information on file is current.

A.2.2 APPLICATION FOR SEED CROP CERTIFICATION

An Application for Seed Crop Certification must be submitted for each field to provide information such as the location and the size of the field, the parent seed source and previous land use. Growers must also designate the Authorized Seed Crop Inspection Service (ASCIS) who will be inspecting each field.

A.2.3 ADDITIONAL SEED CROP CERTIFICATION FORMS

In addition to the forms described above, forms are available online for:

All growers

- a) *Appeal Application* for growers who wish to appeal the demotion or decline of their seed crop.
- b) *Land Use Verification* for growers who wish to have their land use verified for pedigreed seed crop production.
- c) *Field Map Verification* for growers who wish to have their field maps reviewed to ensure that they meet CSGA field definition (Field Map Verification).

Select & Probationary Growers

- a) *Report on Plot Production* which must be completed by the Select or Probationary grower for each variety grown in their plots in a given year.
- b) *Probation Plot Application* which is used for a non-Select grower to apply to be on probation to become a Select grower.

Plant Breeders

- a) *Application for Breeder Seed Crop Certificate and Certification Eligibility* which is used to certify Breeder seed crops and verify the eligibility of a variety for certification.

- b) *Variety Certification Eligibility* which is used to verify the eligibility of a variety for certification for varieties not subject to variety registration or varieties which will be identified by variety name on official seed certification tags prior to registration.
- c) *Demotion of Breeder Seed* which is used by plant breeders to apply for a demotion of Breeder seed in order to sell it as Foundation, Registered and/or Certified.