

Quick Guide to Kansas Seed Certification

Superscripted numbers refer to correspondingly numbered Guidance Footnotes on following pages

¹Field Application

KCIA assigns each field a unique number for tracking. Depending on the crop, application will either be made electronically through the www.myfields.info portal, or on forms from KCIA. A fee statement will be sent which also gives your permission for KCIA to inspect the field. If you are unsure or new to KCIA please call the KCIA office

²Field Inspection (call KCIA when field ready to inspect, about a week before harvest)

³Consolidate Fields ("A"'s) use Form D

⁴Transfer OUT (Transfer form and kit)

⁶Transfer IN (Transfer form and kit)*

⁵Own Use (Identify by field "A" number)

⁷Condition, Sample, submit for testing using Form D

⁸Form D – Request for Testing and Certificate of Inspection

Seed lot is assigned final "D" certification number (the Form D number itself) by which it is tracked. The Form D is also used to consolidate fields that have passed inspection, seed lots that have passed analysis, and to register blends

⁹Consolidate "D"s after testing, but prior to issuance of Certificate of Inspection (use a Form D for this)

¹⁰Certificate of Inspection

Authorization to sell X amount of seed lot "D"

¹¹Consolidate "D"s after issuance of Certificate of Inspection (use a Form D for this)

¹²Resale IN*

¹³Use in blend

¹⁴Resale OUT

¹⁵Bag

¹⁶Bulk

¹⁷Own Use

¹⁸Dump

¹⁹Carry Over

²¹Note:

*In-state Transfers and Resales use the same "Transfer or Resale of Kansas Certified Seed in Bulk" form by checking the appropriate box on the form.

Out-of State seed coming into Kansas must be verified by the exporting agency as eligible and therefore different forms are used requiring agency signatures. Contact KCIA for assistance.

²⁰**Distribution Report** – For seed lots identified with a "D" number, this report is on the backside of the Certificate of Inspection. For resale seed received, a separate distribution report is sent by KCIA. Both must be returned by Dec 15 each year. Report must account for all seed represented by the Certificate of Inspection or the resale form

Guidance Footnotes

1. First, check the crop specific standards (i.e. Wheat Certification Standards) to ensure the field(s) you are planning to use can meet requirements as outlined in those standards. If you produced certified seed the prior year, KCIA should automatically send you a number of field application forms (we call them "Form A"s) unless it is a crop that is handled through our *myfields* electronic portal. If you are new, you will likely need to contact KCIA to ask for forms or instruction on the use of *myfields*. If you need forms and do not receive enough forms for the fields you anticipate, contact KCIA for more. For assistance using *myfields*, there is a *myfields* page on our website www.kscrop.org.

Reference: *Applying for Certification, page 4 Kansas Certification Procedure Guide.*

2. Field Inspection is required of every field for certification. No inspection, no certification. A KCIA field inspector will walk your field(s) and complete the field report section of the field application you submitted. If a field is rejected for a correctable problem (i.e. feral rye or noxious weeds) you may decide to correct the problem and request a re-inspection at additional cost. It is infinitely better for everyone if a field has been properly prepared prior to inspection. **Do not harvest a field until you have positively confirmed that the field has been inspected and passed (you have seen the inspection report).**

Reference: *Pages 6-9 Kansas Certification Procedure Guide.*

3. Fields of the same variety and of the same class, upon each passing field inspection, can be consolidated together into a larger lot if desired, or each may be kept separate throughout the certification process. Consolidation of fields might be done to better utilize bin space, or to reduce the extra paperwork involved in certifying multiple fields. **It is critical that you check the inspection report of every field you intend to consolidate to ensure that a rejected field is not consolidated with good fields, forcing rejection of all of the seed.** All field consolidations must be reported to KCIA using the *Request for Testing and Certificate of Inspection* form.

Reference: *Page 10, Kansas Certification Procedure Guide.*

4. A **transfer** of seed is a wholesale movement (sale) of seed harvested from a field(s) that has passed field inspection from you (grower) to a Category I Approved Conditioner or a Category I Grower. The receiving conditioner or grower is responsible for completing certification and will label the seed under his/her name. If you should transfer all of the seed from a field, thus having none to certify on your own, that field will be listed in the *Statement of Unaccounted for Fields* form you will receive from KCIA and upon which you report that you transferred the seed and give the amount.

To conduct an **intrastate (within the borders of Kansas)** transfer, the *Transfer or Resale of Kansas Certified Seed in Bulk* form must be used in addition to a **transfer kit**.

A copy of the transfer form and the transfer kit, is required to be returned to KCIA within 5 Business Days of the transaction.

Transfer of seed **into or out of Kansas** will require a **Transfer of Seed Pending Certification in Another State**. This form requires the exporting state certification agency to sign off that the seed represented on the form is valid. As for an intrastate transfer, a transfer kit is also required for this move.

Reference: *Page 18, Kansas Certification Procedure Guide. See also "Training on the new Transfer or Resale of Kansas Seed in Bulk form" at www.kscrop.org>Resources>Forms and Manuals.*

5. Seed from a field having passed field inspection may be used for your own use without completing the additional steps of conditioning and testing, **but it may not be sold without completing certification.** In fact, a field rejected for any mechanical reason, but not for variety impurity, may be planted for your own certified production, but will still have

to pass field inspection. To use your own registered seed in this case, you would list the field number as the seed source on the field application.

Reference: Page 9, *Kansas Certification Procedure Guide*.

6. If you are a Category I Approved Conditioner or a Category I Grower, you can receive seed via a **transfer** in the same manner as in number 4. In this instance, you will be responsible for conditioning, testing and labeling the seed for sale.

7. Seed must be properly conditioned by an approved conditioner. You the grower, may, with the proper equipment and approval by KCIA, clean your own seed if you are approved as a grower conditioner. KCIA maintains a directory of approved conditioners.

Reference: Page 10, *Kansas Certification Procedure Guide*.

8. The ***Request for Testing and Certificate of Inspection*** form is used to report field consolidations, submit samples for testing, consolidating tested seed lots, and for reporting blends. In appropriate instances, the “D number” of the form becomes the certification number of the seed represented by the form. Different crops require different amounts of seed to be sent in for testing. For example, standards require that ten pounds of wheat be sent in for each 5000-bushel portion of a seed lot. Therefore, if, after conditioning the seed, you have 5100 bushels to test, you will have to send in two ten-pound samples according to KCIA certification standards for wheat.

Reference: www.kscrop.org, choose “Resources” then “Forms and Manuals” and click on “Training on Form D” for examples on completing the Form D.

9. Though KCIA restricts how much seed can be represented by a sample (i.e. 5000 bu for wheat) it does not limit the final seed lot size should you wish to consolidate the 5000 bu sub-lots. Let’s say you had 15,000 bushels of wheat variety “A” after cleaning. You need to submit three 10-pound samples to KCIA to have all the seed tested. You have three options: 1. Send in three 10 pound samples, each represented by its own Form D and end up with three different 5000 bu seed lots, each with a different certification “D” number. 2. Send in three 10-pound samples with the three represented by one Form D, essentially consolidating the 15,000 bushels into one large lot prior to testing or, 3. Test each sample separately, as in number 1 above, then, using an additional Form D, consolidate the tested samples into one 15,000 bushel seed lot.

Option 1 gives you three separate seed lot numbers to track. Option 2 reduces your paperwork by combining the seed into one large seed lot, but, if any of the samples is failed for a non-correctable problem like noxious weed seed, the whole 15,000 bushels is no longer eligible for certification. Option 3 is safer because you will know that all samples have passed prior to consolidation and you still only have one seed lot number to keep records on.

Reference: “Training on Form D” (see 8 above).

10. Each seed lot that completes certification will receive a *Certificate of Inspection* (C of I). This is your authorization to sell that seed. The C of I lists the field(s) the seed came from, the seed analysis information, the Plant Variety Protection statement, and the amount of seed represented. **You can not represent as certified seed, an amount greater than represented on the C of I. If the C of I states 4600 bushels, you cannot sell 5000 bushels.**

11. You can consolidate seed lots that have received a C of I (completed certification) using the Form D as described above. A new C of I will be sent to you and the consolidated lot will be sold on a new certification number. You will be asked to return or destroy the individual C of Is used in the consolidation.

Reference: “Training on Form D” (see 8 above).

12. Resale (wholesale) in: Category I Conditioners and Category I Growers can buy certified seed wholesale and sell that seed under their own label. This is a **Resale**. To receive seed grown in Kansas via a resale, the ***Transfer or Resale of***

Kansas Certified Seed in Bulk must be used and KCIA must receive their copy of the transaction within 5 business days (we have to track it). Notice that this is the same form used to conduct a **transfer**, but the transfer kit is not used. An intrastate resale only requires the form. Resale seed is to be sold using the new certification number assigned to the lot by the form, i.e. 9xxxxx, where the 9 indicates that it has moved through the wholesale channel.

Out-of-state seed into Kansas requires a different form because KCIA must have the seed validated by the exporting state certification agency (just like KCIA must validate such seed leaving Kansas). A **Transfer of Seed Certified in Another State for Certification in Kansas** form must be used, and it must be signed by the exporting agency.

Note that in order to be labeled as Kansas Certified Seed, incoming seed must be tested as any other Kansas certified seed is. This means that incoming wheat seed requesting a Kansas label will require that a 10-pound sample be submitted for purity testing. It is possible to have the exporter submit this sample directly to expedite labeling.

Note that in order to move wholesale, seed must meet slightly higher standards than the minimum allowed. It is therefore important to know what the eligibility requirements for resale seed are prior to accepting the seed.

Reference: Page 20, *Kansas Certification Procedure Guide*. See also "Training on the new Transfer or Resale of Kansas Seed in Bulk form" at [www.kscrop.org>Resources>Forms and Manuals](http://www.kscrop.org/Resources/Forms%20and%20Manuals). See also number 21 below.

13. To sell a blend, a Form D is used to list the seed lots and amounts used. The certification number becomes the Form D number used to report the blend to KCIA.

Reference: Page 21, *Kansas Certification Procedure Guide*, also "Training on Form D" (see 8 above).

14. Seed that you have completed certification on (have received a Certificate of Inspection) can be wholesaled by you to a Bulk Retail Facility, Cat I Conditioner, or a Cat I Grower, provided it meets the eligibility requirements for resale.

Reference: Page 20, *Kansas Certification Procedure Guide*. If you are moving seed out-of-state wholesale, it is generally the responsibility of the receiver to ensure that he/she is using the proper forms to enable labeling of the seed in that state.

15. Bagged Sales – Certified seed, once placed in a sealed, properly-labeled, container, can be sold and moved around as long as the container remains properly sealed and labeled. For KCIA purposes, small unit bags, totes, and hard-sided bulk boxes can all be sold as bagged seed if properly sealed and labeled. KCIA has special seal kits for sealing totes.

Reference: Page 18, *Kansas Certification Procedure Guide*.

16. Bulk retail sales must be represented by either a Bulk Retail Sale Certificate, or a Bulk Invoice Label.

Reference: Page 19, *Kansas Certification Procedure Guide*.

17. Own use. You can, of course, use your certified seed for your own use. For certified seed production, you will give your certification number of your registered seed used on the field application. For grain production, you will simply list the bushels used under "own use" on the distribution report.

18. Dump or, market as grain. Seed that you do not sell, and do not wish to carry over is marketed at the local terminal and listed on the distribution report as dumped.

19. Carryover. Seed that you do not sell and wish to hold over for possible sell next year is "carry over". This seed must be recorded on the distribution report in order to keep it active in the certification program. Remember that in order to sell it next year it will have to be sampled and re-germed to update the label. Germ tests are good for 9 months from

the last day of the month in which the test was conducted. For seed moving out of state, the Federal Seed Act dictates that "No more than 5 calendar months shall have elapsed between the last day of the month in which the germination test was completed and the date of transportation or delivery for transportation in interstate commerce...".

20. Distribution Report. On the back of each Certificate of Inspection for each seed lot you sold, there is space for you to briefly report what you did with that seed. The amount that you wholesaled, sold as bagged, sold as bulk, used yourself, dumped, and plan on carrying over should equal the amount of bushels on the Certificate of Inspection. The **original** Certificate of Inspection with the distribution report completed must be returned to KCIA by December 15 of any given year. Likewise, if you received seed via a resale, you will receive a form asking you to account for that seed. This report is also due by December 15.

Reference: Page 22, *Kansas Certification Procedure Guide*.

21. When seed moves wholesale across state lines, either as a transfer or as a resale the certification agencies in both states are involved in the verification and tracking of that seed. That is why different forms are required for these movements. If there are any questions, or to receive the proper forms to use for such movement of seed, either contact KCIA or the cooperating state's agency.

Kansas differs from neighboring state certification agencies in its requirements for testing of certain crops for certification. For example, for certified wheat seed, although Kansas performs seed analysis using the same procedures as our neighboring agencies, Kansas growers have placed upon themselves the additional requirements that a total of ten pounds, rather than the usual one pound of crop seed be examined for weed seed, and in addition, that 10-pound sample can represent only a maximum of 5000 bushels rather than an unlimited amount of seed. This is why seed entering Kansas must undergo a ten pound CSI (cleaned seed inspection) before it can be labeled with a Kansas tag. It is the same level of testing that every producer of Kansas Certified Seed is subjected to. When seed enters Kansas and a Kansas label is requested, KCIA will accept the germination and other test results from our sister agencies but we will still need to look at a total of ten pounds of seed for each 5000 bushels. Labeling can be expedited by either having the exporter send the required sample(s) directly to KCIA, or by having the sister agency conduct a ten-pound examination for each 5000 bushels in the seed lot.