

Kansas Certification Procedures Guide

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About This Manual

This manual is intended to aid producers and handlers of certified seed by outlining accepted procedures for adhering to Kansas certification standards. The standards and procedures are also available electronically at www.kscrop.org.

Seed Certification

Seed certification is a system of increase, maintenance, and sale or distribution of seed in a manner such that varietal purity and identity are maintained. Key aspects of seed certification are its pedigree system, limited generations of seed production, field inspection, seed quality testing, and specific labeling.

Through a pedigree system, certified seed can be traced back to the field in which it was produced and to the seed source used to produce it. Seed production is limited to two generations beyond Foundation class seed in order to assure that varietal purity is maintained. Every field of certified seed production is inspected by KCIA personnel to assure standards are met. Laboratory testing of every lot of seed assures that certified seed meets quality and performance standards. Seed is labeled in accordance with applicable laws to provide a limited warranty for the seller and prudent information for the buyer.

Classes of Pedigreed Seed

Breeder Seed, Foundation Seed, Registered Seed, and Certified Seed are collectively called certified seed. These classes are defined in the Kansas Standards for Seed Certification as well as in the Federal Seed Act, Part 201.

Breeder Seed

Breeder seed is controlled by the owner of the variety and is not generally offered in commerce.

Foundation Seed

The foundation class of certified seed is the first generation released to seed producers. It is planted to produce the registered class of seed. The originating breeder, public institution, or private entity controlling each variety governs who may receive foundation seed of that variety.

Registered Seed

Registered seed is available to the public through certified growers and distributors for use in the production of the certified class of seed. Some varieties may have the sale of registered class seed prohibited or restricted by licensing or marketing agreements controlled by the owner of the variety.

Certified Seed

Certified seed is the commercial class of certified seed and, for most crop varieties, the last generation that may be certified.

Certified Seed Grower Categories

The following categories of growers (applicants) are established for determining eligibility for foundation seed allocations and other privileges. Categories for growers of each crop are determined as follows:

<u>Category I</u>	Growers who have certified the same crop for the previous three years.
<u>Category II</u>	Growers who have certified the same crop two out the last three years.
<u>Category III</u>	Growers who have certified any crop one out of the last three years.
<u>Category IV</u>	New growers or growers who have not certified any crop the previous three years.

Adherence to Standards

Certified seed can be produced in Kansas by any individual, partnership, or corporation. Seed production may be subject to a licensing or marketing agreement. Producers of certified classes of seed are required to adhere to

KCIA standards and procedures, as well as state and federal seed laws.

Violations of Certification Standards and Seed Laws

Producers and marketers of certified seed that fail to adhere to certification standards and seed laws will receive notice of violations and must remedy such situations or risk losing the privilege of producing and marketing Kansas Certified Seed.

Overview of the Steps to Certification

1. Plant Foundation or Registered class seed in a field that meets land requirements as outlined in the crop standards.
2. Complete an *Application for Field Inspection* for each field and send it to KCIA before the application deadline for the crop. KCIA will compile a statement listing all of an applicant's fields.
Please Note: In 2017 we transitioned the application process for certain crops, especially wheat, to an online, electronic application format in cooperation with the *myfields.info* website. We will in time transition all field applications to this format. View information on the *myfields* page on www.kscrop.org. There is also a link to *myfields* on this page. Call office for guidance if needed.
3. When it is received, edit, sign, date, and return your *Statement of Fields Applied for Inspection* with payment before the due date for the crop.
4. Rogue each field and isolate problem areas.
5. Arrange for field inspection at least seven days prior to harvest.
6. Clean combines, trucks, bins, augers, etc.
7. Review the field inspection report prior to harvest to verify that the field has passed inspection, and confirm any special instructions. Once harvested, a field that has not been inspected may not be certified.
8. You will receive a *Harvest Report* listing your fields KCIA has on record and the status (Passed, Deferred, Rejected). Use this form to ensure that KCIA and your records match. You do not need to return the form to KCIA. .
9. Arrange for seed conditioning at a KCIA-approved facility. An approved Grower Conditioner may clean his/her own seed.
10. Submit samples of clean seed to KCIA for testing. Use the *Request for Testing and Certificate of Inspection (Form D)*. A representative sample of cleaned seed is required for each 5000 bushels. The required sample weight is cited in the individual crop standards.
11. Seed lots that meet seed quality standards receive a *Certificate of Inspection*. Do not sell the seed prior to receiving this notification from KCIA.
12. Complete the *Unaccounted for Fields Under Certification* form, if received, and return by due date.
13. Be sure that each seed sale is accompanied by an appropriate certified seed label.
14. Complete the *Distribution Report* when received and return it to KCIA by the due date (see page 14).

Planting Certified Fields

A field for certified seed production must meet crop history requirements as set forth in the specific crop standards in order to be eligible for certification. Consideration should also be given to any problems within the field, such as presence of noxious weeds, that may be a barrier to certification. Review the certification standards prior to choosing a field. Be certain to clean planters and trucks before using them to plant certifiable seed.

Applying for Certification

Application for certification is made using the *Application for Field Inspection* (Appendix A). This form is used to declare each field for which certification is desired. This is not a final commitment to proceed with certification or to pay field inspection fees. However, each field to be certified must be represented by a completed application. Applications will automatically be mailed to producers who certified the crop the previous year. Otherwise, request applications from Kansas Crop Improvement Association.

It is important that field applications are correctly filled out. The application form not only signifies your intent to certify a field, but it also identifies the field and provides field inspectors a map for finding the field and reporting inspection results. KCIA will use the application for record keeping and fee assessment. Therefore, completeness

and accuracy are critical.

Please Note: In 2017 we transitioned the application process for certain crops, especially wheat, to an online, electronic application format in cooperation with the *myfields.info* website. We will in time transition all field applications to this format. View information on the *myfields* of www.kscrop.org. Call office for guidance if needed. Deadlines remain the same whether paper or electronic.

Filling out the *Application for Field Inspection*:

1. Check and correct any preprinted information. Fill out completely and as neatly as possible. Be certain to provide both a legal description and location information for your residence or business. If contract growers are used, provide contact information if they are to be contacted by KCIA before field inspection.
2. Make a diagram of the field on the map grid. The map grid represents a one-mile section divided into four quarter-sections. Ensure that the correct legal description, and the distance and direction from the nearest town, is entered in the space provided. Include any landmarks such as waterways, tree lines, farmsteads, road names, etc., that will aid inspectors in locating the field.
3. Attach official certification seed tag, bulk retail sales certificate, or bulk invoice label to establish seed source. If an applicant uses his/her own seed, the KCIA field number from the Application for Field Inspection may be used to identify the seed source. The field must have passed field inspection in order for such seed to be eligible for the applicant's own use in producing certified seed. **Applications for certification will not be accepted if seed source is not properly documented.**
4. Send the original and yellow copy and all seed source verification (labels and/or bulk sales certificates for each lot) to the KCIA office before the due date for the crop. The **pink copy** of the completed form should be kept by the applicant.
5. In a few instances, the application form may be due before the field is planted. This happens occasionally with spring oats and spring barley. Complete the form based on planting intentions. There will be an opportunity to make changes or cancel fields without penalty on the *Statement of Fields Applied for Inspection* (Appendix B).
6. The information from the application will be entered into KCIA records and verified for eligibility. Returning the application after the deadline date may result in assessment of late fees.

Incomplete applications will be returned to the applicant for completion. Applications received after the stated due date for the crop will be subject to inspector availability.

Verification of Fields and Payment of Fees

KCIA will summarize the fields for which a producer has made application, and the fees to be assessed, on the *Statement of Fields Applied for Inspection* (Appendix B). When received, this form should be reviewed to make sure the information is correct. Complete and return the form(s) to Kansas Crop Improvement Association before the deadline to avoid assessment of late fees.

To complete the *Statement of Fields Applied for Inspection*:

1. **If all information is correct**, and none of the listed fields needs to be cancelled, simply verify the amounts, sign, and return it to the KCIA office with the correct fee payment before the appropriate due date.
2. **If information is incorrect**, draw a single line through the error only, and fill in the correct information. Do not substitute fields. If the change involves acreage, correct the field fees. Sign and date the statement and return it with payment before the appropriate due date.

3. **To cancel** inspection of one or more of the fields listed, draw a single line through the entire line. Re-total the assessments. Sign and date the form and return it with payment before the appropriate due date.
4. **To add a field** for inspection, complete a new *Application for Field Inspection* form for that field and attach proper seed source document(s), recalculate the invoice, and return both to KCIA with payment before the appropriate due date.

Important Dates to Remember

March 15:	<i>Application for Field Inspection</i> for small grains due
May 1:	<i>Statement of Fields Applied for Inspection</i> and fees due back in office for small grains
July 25:	<i>Applications for Fall Inspected Crops</i> due
September 1:	<i>Statement of Fields Applied for Inspection</i> and fees due back in office for soybeans, sorghum

Cancellation and Refund Policy

1. Fields may be canceled at any time prior to harvest by notifying the Kansas Crop Improvement Association.
2. Membership dues, application fees, field fees and late fees are not refundable.
3. Acreage fees and research fees will be refunded only under the following conditions:
 - a. In case of disaster such as drought, flood, hail, or insects, clearly beyond the grower's control, the full acreage and research fees will be refunded upon application, if cancellation is made prior to field inspection. Cancellation made after inspection and prior to harvest will be refunded at a reduced amount.
 - b. Cancellation for other reasons must be made early enough for the field inspector to be notified before making a trip to the field. Refunds will be made in the form of credit to the applicant's account to be used in subsequent certification activity.
4. Late applications may not be canceled for refunds except under disaster conditions listed above.
5. All production from whole or the canceled part of partially canceled fields is ineligible for certification.
6. Cancellation of a part of a field may be made for refunds as provided above. A minimum of ten (10) acres or 10% of fields larger than 100 acres may be canceled for refund.

Preparing Fields for Inspection

The grower should walk each field prior to inspection to identify and correct potential problems with isolation or noxious weeds, roguing the field if necessary. This will reduce the chance of delays and extra cost at harvest. Use the crop certification standards as your guide when preparing a field for inspection.

Roguing Seed Fields - Roguing is the process of removing undesirable plants or "rogues" from a seed field. Roguing is best accomplished by walking a field in a methodical manner, taking strips 10 to 12 feet wide so as not to miss undesirable plants. Optimally, fields should be rogued three or four times during the different stages of the plant's growth, because plant color or other characteristics may change throughout the season. These changes may make rogues of the same crop type more easily identifiable over time. A rogue can be a weed, a diseased plant, another crop, another variety, or a non-described variant of the desired variety. It is anything that poses a risk to the certification of a field. It should be removed, isolated, or controlled by some method that will ensure the varietal and mechanical purity of the seed lot.

The Field Inspection

Foundation fields require two inspections, one at flowering and one prior to harvest. Fields producing the registered and certified classes of seed require only a pre-harvest inspection. A KCIA inspector must conduct the inspection. It is the applicant's responsibility to contact his/her assigned inspector or the KCIA office several days prior to flowering or harvest in order to avoid scheduling conflicts. The inspector will verify adherence to standards for:

- A. **Varietal Purity** - Each field for certification should show at the time of field inspection that reasonable effort has been made to maintain satisfactory varietal purity.

- B. **Isolation** - Certified seed fields must be isolated from any field that differs in variety or seed class, is not certified, or in some other manner poses a pollen contamination risk. Minimum required isolation distances are given in the crop certification standards. Isolation can be achieved by not harvesting for seed the area of production within the required isolation zone, or by destroying the required portion of the offending field prior to flowering.

If the adjacent field is of the same variety but of a lower certification class, the applicant may harvest the required isolation from the higher class field and combine it with the seed of the lower class, provided both fields passed inspection. Isolation should be clearly staked, mowed, or chemically killed prior to flowering and should be verifiable by the inspector.

- C. **Separation** - Fields must be separated from one another regardless of whether isolation is necessary. Required separation distances are cited in the crop certification standards. Where specific separation distances are not cited, separation between fields must be sufficient to prevent mechanical contamination of the seed during harvest.

Field boundaries must be clearly identifiable. Where appropriate, stakes, a fence, a road, a strip of ground, or a ditch may be used for demarcation. For instance, a grower that divides a 100-acre field into two 50-acre fields producing the same variety and class of seed and using the same seed source, but making application for each, would have to use stakes or some other suitable method to show the boundary between the two fields. This is so the inspector may inspect each field separately.

- D. **Weeds** – Field standards list prohibited and objectionable weeds for each crop. Applicants should take steps to control such weeds in certified fields. Fields will be rejected if any uncontrolled prohibited weeds are found at inspection. Control of prohibited weeds is required prior to inspection and may consist of staking, mowing, chemically treating, or not planting infested areas, or some other effective method. Control measures must be complete and verifiable by the inspector and must effectively prevent harvest of the weeds.

Excessive objectionable weeds may cause a field to be rejected. Certification is at risk because the presence of these weed seeds in the crop seed is either prohibited or severely restricted. Some objectionable weeds carry additional restrictions as cited in the standards. Common weeds may lead to field rejection when their presence restricts the ability to thoroughly inspect the field. Excess common weeds will likely affect the quality of seed harvested.

- E. **Prohibited Crops** – Crop standards may list the presence of certain crops as prohibited. An example would be the presence of rye in a field of wheat. Prohibited crops are grounds for field rejection. All prohibited crops must be removed prior to inspection.
- F. **Other Crops** - The primary concern is for those crop seeds which cannot be easily separated with conditioning equipment. These can be cause for rejection if they are present in the field at the time of inspection. Examples would be barley in wheat or corn in soybeans.
- G. **Disease** - Diseases spread by seed-borne organisms are of concern during field inspections and may require treatment of the seed or rejection of the field. The most common problem is smut or scab in wheat, barley, or sorghum.

The field inspector will indicate in the field report section of the *Application for Field Inspection* which recommendation best describes a field.

These are the three possible recommendations:

- A. **Passed/CSI**: This indicates that a field meets all of the field requirements for that crop and seed class on the basis of varietal purity, isolation, separation, and the presence of weeds, other crops and

diseases. Seed from a field meeting this recommendation is still subject to a clean seed inspection and other seed quality requirements as cited in both the general and crop-specific certification standards.

- B. **Deferred:** A referred recommendation indicates that the field has some unusual problem or circumstances that the inspector determines should be considered by the KCIA office for review and final action. **Do not harvest a deferred field without further notice from KCIA, or certification may be voided!**
- C. **Rejected:** A rejected field is one that does not meet the minimum standards established for that class of certified seed. At this point, certification of the seed is halted. Some reasons for a rejected recommendation include uncontrolled prohibited weeds, excessive objectionable weeds, insufficient isolation, no separation from adjacent fields, an excess of common weeds, or contamination with off-types or other varieties.

If the problem is correctable, the grower, after making the needed corrections, may apply for re-inspection by contacting the KCIA office. Re-inspection is done on an inspector-available basis and has additional fees associated with it. Seed from fields producing the registered class that are rejected for reasons other than varietal purity may be eligible **for the grower's own use** to produce certified seed the following year but **may not be sold as certified seed.**

Harvesting Certified Fields

Thoroughly clean equipment prior to harvesting certified seed to avoid contamination from weeds or crop seed from previous harvesting activities.

Before harvesting a field for certified seed, review the field report section of the *Application for Field Inspection* to confirm that the field has been inspected and passed. *If a field report was not received from the inspector, or if there is uncertainty as to the status of a field, call the KCIA office before harvesting.* **Harvested fields cannot be inspected or certified.** Any consolidation of fields or seed lots must be reported to the KCIA office using the *Request for Testing and Certificate of Inspection* form (Appendix C) **prior to retail sale.**

The Harvest Report

KCIA will mail you a *Harvest Report* form (Appendix R). This form will be sent after field inspections are completed. It summarizes an applicant's field(s) and whether or not each has passed inspection. Review this information and contact KCIA if you find any discrepancies. It is important that seed from rejected fields is not combined with that from fields that have passed inspection. **You do not need to return this form to KCIA.**

Consolidating Seed Produced in Separate Fields

Seed of the same variety and class, but produced in separate fields by an applicant, may be binned and conditioned as one lot, provided all fields pass inspection. If different classes of the same variety are binned together, the lot assumes the status of the lowest class among the combined seed. Consolidating certifiable seed with seed from a field that did not receive a Passed/CSI recommendation will render the combined lot uncertifiable. Every consolidated lot takes on the characteristics of the poorest seed in the lot.

Consolidations must be made using the *Request for Testing and Certificate of Inspection* (Form D, Appendix C).

Conditioning Certified Seed

Once seed from a field passing inspection has been harvested, it must be conditioned by a KCIA-approved facility before certification can be completed. Approved seed conditioners are divided into three categories: Category I Approved Conditioners, Category II Approved Conditioners, and Grower Conditioners. Category I and II conditioners may custom clean certified seed for other producers. Grower Conditioners may only clean their own certified seed. Application to KCIA and a site inspection are required for approval of conditioners. All custom conditioners must be registered with the Kansas Department of Agriculture.

An air/screen cleaner is the basic equipment required for all approved conditioners. Circumstances may arise in which crop standards specifically require additional cleaning equipment beyond the basic air/screen cleaner. Such a situation

would be the presence of jointed goatgrass in a certified field. In this case, crop certification standards require that a length grader or a gravity table, in addition to the air/screen cleaner, must be used to condition the certified seed lot. The applicant should make sure that the approved conditioner chosen has the additional equipment required.

All equipment used to handle, store, or condition certifiable seed must be clean and free of any possible contamination. It is the responsibility of the applicant to verify that a custom conditioner has thoroughly cleaned equipment before conditioning commences.

Potential contamination risks to check prior to seed conditioning include receiving pits and bins, elevator legs, elevators, augers, conveyors, all parts of the cleaner (especially screens and brushes), grader or seed treater, clean seed bins, and bagging equipment.

To complete certification once the seed has been conditioned, a cleaned seed sample must be submitted using the ***Request for Testing and Certificate of Inspection***, also known as the “***Form D***” (Appendix C). The applicant must provide seed lot consolidation and conditioning information on this form. The conditioner’s signature is required to verify conditioning information. If the sample(s) meet seed standards, the lot will be issued a ***Certificate of Inspection*** (Appendix E) for the amount of seed declared on the Form D as represented by the samples.

Some seed producers, due to limited storage capacity, may choose to clean only a portion of a seed lot and submit a sample for testing as representative of the entire seed lot. The minimum amount that must be cleaned for this purpose is 50 bushels. If certification is granted based on such partial conditioning, a “***Provisional***” ***Certificate of Inspection*** (Appendix F) will be issued. A provisional certificate states that the remainder of the seed lot described on the certificate will be certified as it is conditioned. As additional portions of the seed lot are cleaned, they must be recorded on the certificate and signed by the conditioner at the time of each cleaning to complete certification. Seed from a lot receiving a provisional certificate of inspection may **not** be sold until it has been properly conditioned and recorded. **Only the conditioner that cleaned the initial amount shall be eligible to clean the remaining amount of seed represented by the provisional certificate.**

Pay attention to the seed conditioning as any seed lot found at testing to contain seed of noxious weeds and/or prohibited crop will be rejected with no recourse for re-conditioning.

Sampling Certified Seed

Cleaned seed samples of all seed lots for certification must be tested and meet or exceed minimum seed standards as outlined in the certification standards for the particular crop. Seed lot size is not limited, but a seed sample may represent no more than 5000 bushels. A 5100-bushel lot of seed would therefore require that two samples be tested. Seed samples should be taken using the guidelines below so as to accurately represent the seed lot. Carefully assure that the weight of the sample sent meets the sample weight requirement cited in the specific crop certification standards. Mix the sample thoroughly and then carefully pack it to avoid any shipping damage or leakage.

Obtaining A Representative Seed Sample

KCIA standards require that for all lots of certified seed, a sample must be submitted for testing and meet seed quality standards. Required tests are purity, germination, and a clean seed inspection (CSI), as well as a test weight on wheat. Cereal crops and soybeans require a 10-pound sample to complete the CSI, while grasses and small-seeded crop weight requirements can be found in the standards for each crop. Seed lot size is not limited. However, a sample is required for each 5,000 bushels, or portion thereof, making up the seed lot. For example, a 10,200 bushel seed lot requires that three 10-pound samples be tested.

No matter how accurately an analysis is made, it can only show the quality of the sample submitted. Therefore, the sample submitted must truly represent the lot from which it is taken, and it must represent the seed as it is to be offered for sale. It is your responsibility to know that the seed you sell is at least as good as the sample you submit. Do not send hand-threshed or wind-cleaned grain for final laboratory examination. **Careless sampling results in misrepresentation.**

Here are a few rules to guide you in getting a true sample:

- A. If seed from a field is threshed at two or more different times, or if there is some other reason to suspect difference in germination or mechanical purity, it is best to keep each threshing separate and submit a

- sample from each.
- B. Take the sample from not less than 50 (nor more than 5,000) bushels of seed which have been threshed and cleaned exactly as you intend to process the entire lot for sale. A small portion of seed can be taken periodically as it comes from the cleaner and kept in a clean bucket or tub.
 - C. Do not send a sample taken from the combine or a sample threshed or cleaned in any manner other than that which will be used for the entire lot of seed.
 - D. If portions of a seed lot are cleaned at different times, separate labeling tests should be made for each run.

Remember, the lab tests are for your protection. Seed you offer for sale must be accurately labeled according to the Federal Seed Law, Kansas Seed Law and the KCIA requirements. Review seed sampling procedures in the KCIA General Standards for specific instructions.

Store Seed Safely

Seed may deteriorate during storage. Examine your bins and bags frequently for any indication of heating or insect activity. If you suspect any deterioration, cease all sales and submit a new sample for testing.

Testing

The *Request for Testing and Certificate of Inspection* form (Appendix C) must be completed and sent with the seed sample(s) to the KCIA seed lab. This form is used to provide information such as field or seed lot consolidation, conditioning and signature of the conditioner, tests requested, amount of seed represented by the sample, and the applicant's declaration that he/she has produced and handled the seed according to certification standards.

All seed is to be tested and analyzed in accordance with the procedures outlined in the "Rules for Testing Seeds" issued by the Association of Official Seed Analysts (AOSA). Complete certification tests on small grains may be conducted only by the KCIA Seed Laboratory. Results from other qualified labs may be used for labeling purposes but will not be accepted for certification purposes. For testing policies regarding crops other than small grains, contact the KCIA office.

Below is an explanation of tests and examinations conducted on seed samples for certification.

Test Weight

Test weight is determined routinely on samples of cereals and soybeans. There is a strong correlation between test weight and seed vigor. Denser seeds are generally higher quality. This test is required on certified wheat.

Purity and Cleaned Seed Inspections

The purity exam is a visual inspection of seeds for impurities and is required for certification. Each sample is divided into four categories: pure seed, inert matter, weed seed, and other crop seed. In some cases other varieties may be separated out also. The various components are weighed and reported as a percentage. The cleaned seed inspections and noxious weed exams (both for Kansas and for all states) are a continuation of the purity exam but the various components are not weighed and inert matter is not determined. The weed and other crop seeds are counted and reported as number of seeds per pound of sample. Allowances for these examinations are listed under the seed standards of the certification standards for each crop.

Germination Tests

The germination test is an evaluation of the viability of the sample. Four replications of 100 seeds are planted from each sample in moist media and placed in a temperature-controlled environment. The conditions under which they are planted are those that have been determined to be optimum for each crop. This test is used for labeling purposes and is required for certification. The results reported from this test are considered to be the potential field emergence under near-perfect conditions.

Preliminary Samples

A germination test made on uncleaned seed prior to cleaning is a recommended practice, and the results may be used toward the requirements for certification (see General Standards, XI. F.). For wheat, one sample shortly after harvest is sufficient. For soybeans, a germination test from each lot or bin at harvest and again in January or February is recommended. A final germination and purity test on the cleaned seed sample for labeling is then required. Half- pound samples are sufficient for germination-only tests. Two-pound samples are required for germination and purity tests.

In order to use the results of a preliminary sample for labeling a seed lot, the sample must be identified with the ***Request for Testing and Certificate of Inspection*** (Form D) number under which the final certification sample will be submitted for testing. This may be facilitated by sending the preliminary sample with a photocopy of the ***Form D*** that will be used when submitting the final certification sample (CSI).

There are two testing packages to choose from that will meet the testing requirements for seed certification:

Standard Certification Test includes purity, germination, clean seed inspection (CSI), test weight and moisture. This option would also include a seed-per-pound count for soybean and wheat. This is everything needed to meet KCIA testing requirements for certified seed.

Deluxe Test includes everything in the Standard Certification Test, and also a seed size exam and protein test for wheat. Soybeans would receive an accelerated aging test but not protein or seed size. This test provides the seed producer additional information regarding the quality of his seed.

Other tests such as the Tetrazolium (TZ), Accelerated Aging (AA), protein, seed size, test weight, and seeds per pound are not required for certification but may be requested. Contact the KCIA Lab for a complete list of tests and their uses.

All tests are conducted according to the Association of Official Seed Analysts (AOSA) rules for testing and are legal for seed labeling purposes.

Test results are reported to the certification applicant on the ***Laboratory Analysis Report*** (Appendix D). This report notifies the applicant if the sample passed for certification or explains why it did not.

Certificate of Inspection

Seed lots that have met all requirements for production and testing receive a ***Certificate of Inspection*** (Appendix E) indicating that the applicant has authority to sell the variety and amount of seed represented by the certificate as Kansas Certified Seed. Seed is not considered certified until the applicant receives the certificate. In the case of a “***provisional***” ***Certificate of Inspection*** (Appendix F), the seed represented is not considered certified until it has actually been properly conditioned, recorded on the face of the certificate, and signed by the conditioner. In all instances, total amount of seed sold cannot be greater than the total seed lot size stated on the certificate.

Labeling Certified Seed

Certified seed must be labeled in accordance with KCIA certification standards and State and Federal seed laws. Labels may be pressure sensitive (stick-on), preprinted on the container, attached to an invoice (***Bulk Invoice Label***, Appendix H), or a ***Bulk Retail Sale Certificate*** (Appendix G). Seed for bulk resale is wholesaled to an eligible reseller using the ***Transfer or Resale of Kansas Certified Seed in Bulk*** form (Appendix L).

A label is the documentation that accompanies the seed at the time it is sold and provides the basic information required by laws, rules and regulations. The label is what identifies the product, defines its quality, and names the person responsible for it. Official certification labels are ordered from the KCIA office. Eligible entities may request label-printing privileges. Those wishing to print their own labels may refer to the ***Procedures and Guidelines for Printing Kansas Certified Seed Labels*** available from KCIA or at www.kscrop.org.

Whether issued by KCIA or printed by an approved labeler, it is important to remember that the label alone does not mean that the seed is now certified. Applicants must have a ***Certificate of Inspection*** before they may sell the seed. Under no circumstances should seed ever be allowed to be moved from the labeler’s possession without a label attached to every container. Likewise, tags should never be distributed unattached to the bags to which they belong. The labeler is responsible for what the tags get attached to.

The first decision to be made in labeling is how the seed is going to be marketed. The choices are either packaged (a sealed container) or bulk (an open container). Sealed containers are understood to be those which cannot be opened or contaminated without evidence of tampering. Bags are generally considered to be sealed containers. Anything else, regardless of size, would be considered bulk. Sealed containers, including sealed jumbo bags, are labeled with a tag/label; bulk containers, including unsealed jumbo bags, are labeled with a ***Bulk Retail Sale Certificate*** or with a ***Bulk Invoice***

Label . Specific labeling procedures for the various modes of marketing are addressed in the marketing section below.

For a customer who brings his/her own bags, use a **Bulk Retail Sale Certificate** or a certification label attached to the invoice. This is considered bulk seed for two reasons: 1) except for the use of used/reconditioned “jumbo” bags that may be used for the Certified class of seed only, if certified seed goes in a bag, the bag must be new and any printed information cannot conflict with the seed label; and 2) since these bags are not usually sealed, they wouldn’t qualify as packaged seed.

Basic Labeling Requirements

The class of seed produced will determine the color and type of tag used. Foundation tags are white with black ink; Registered are light purple with dark purple ink; and Certified are light blue with dark blue ink.

Certified seed labels must list the kind, variety, certification number, and name of the certifying agency.

State and Federal laws require that every analysis label have the following information.

1. Name of the kind (crop) and variety.
2. Percentage by weight of pure seed.
3. Percentage by weight of all weed seed.
4. Percentage by weight of inert matter.
5. For each named agricultural seed -
 - a. the percentage germination exclusive of hard seed
 - b. the percentage of hard seeds, if present
 - c. total germination percentage including hard seed may be included
 - d. the calendar month and year the test was completed to determine such percentages.
6. Percentage by weight of other crop seed.
7. Lot number or other lot identification (e.g. - certification number).
8. State of origin.
9. Name and rate of occurrence per pound of each restricted weed seed present.
10. Name and address of person responsible for label.

Analysis information may be included on the certification label. If seed has been treated for insect or disease control, additional appropriate statements or tags are also required.

KCIA general certification standards require all certified labels to carry the appropriate Plant Variety Protection (PVP) statement if a variety is so protected and also if it may only be sold as a class of certified seed (Title V option).

It is important to accurately represent to customers the PVP protection status of varieties sold. KCIA certification standards require that all labels and certificates contain PVP notification. After obtaining the protection status of a variety, either from KCIA or the PVP website, the correct information must appear on the label or document. Below is a guide for using that information:

0. Not a Protected Variety

If the PVP search states it is “unable to find” a variety, the indication is that PVP protection has not been applied for. This means that an application has not been received by the PVP office. It is NOT an indication that the variety owner does not intend to file for PVP protection. The variety owner has 12 months to apply for PVP. The PVP website should be checked regularly to see if PVP has been applied for.

Varieties that are not protected by PVP are usually protected by other contract and licensing agreements.

1. Unauthorized Propagation Prohibited - U.S. Variety Protection Applied For

The PVP Office has received application for protection of the variety in question. The variety owner is not requesting that the variety be sold only as a class of certified seed.

2. Unauthorized Propagation Prohibited – U.S. Variety Protection Applied For Specifying That Seed Of This Variety is to be Sold by Variety Name Only As a class Of Certified Seed.

The PVP office has received application for the variety in question and, if protection is issued, the variety will require certification to be sold.

3. Unauthorized Propagation Prohibited – U.S. Protected Variety

The variety in question has received PVP protection and must be sold by variety name but does not require certification. This variety is protected under the original 1970 PVPA since application was made prior to April 14, 1994.

4. Unauthorized Propagation Prohibited – To Be Sold by Variety name Only As a Class Of Certified Seed – U.S. Protected Variety

The variety in question is protected under the 1970 PVPA and may be sold by variety name only as a class of certified seed. This variety is protected under the original 1970 PVPA since application was made prior to April 14, 1994.

Unauthorized Propagation Prohibited – U.S. Protected Variety – 1994 PVPA The variety in question has received protection under the PVPA as amended in 1994. It must be sold by variety name but does not require certification. Varieties for which protection was applied for after April 14, 1994 receive protection under the more stringent 1994 amended version of the PVPA.

6. Unauthorized Propagation Prohibited – to Be Sold by Variety name Only As a Class of Certified Seed – U.S. Protected Variety – 1994 PVPA

The variety in question has received protection under the PVPA as amended in 1994. It must be sold by variety name and requires certification. Varieties for which protection was applied for after April 14, 1994 receive protection under the more stringent 1994 amended version of the PVPA.

The following is an example using actual information posted on the PVP website for Art wheat:

Variety: Art

Experimental name or Synonym: 98x0338-13

Taxon: Triticum aestivum L. **Crop:** Wheat, common **Applicant:** Syngenta Seeds, Inc. **Date filed:** 06/11/2007

Status: Certificate Issued

Status date: 09/12/2007

Date issued: 09/12/2007

Years protected: 20

Number of pages: 16

Certified Seed Yes.

The request for PVP protection was filed with the PVP Office 6/11/2007 and the certificate of protection was issued 9/12/2007. These dates are after April 14, 1994, so Art is protected under the 1994 PVPA. Also, Art has Title V protection stating that it can only be sold as a class of certified seed. Therefore, the appropriate box to check above would be number 6.

Marketing Certified Seed

Certified seed may be sold either bagged or in bulk in accordance with the general certification standards. The applicant may opt to sell retail directly to the farmer, or wholesale to an eligible Bulk Reseller. An applicant may choose to transfer eligible seed prior to final certification to an eligible approved conditioner. The sale and movement of Kansas Certified Seed is governed by the general standards in the *Kansas Standards for Seed Certification and Seed Handling Facilities* and is also subject to state and federal seed law requirements. The different means of marketing certified seed, and proper labeling procedures, are discussed below.

Transfer of Unconditioned, Not Finally Certified Seed

Having passed field inspection, a grower can transfer the seed, prior to conditioning, to a Category I Approved Conditioner or a Category I Grower who in turn will condition the seed, complete all certification requirements and label the seed for sale. In this case the grower has transferred the seed and the right to certify the seed.

A **Transfer Kit**, available from KCIA, must be used to document the movement of the seed for instate transfers. This kit contains sample bags, seals, mailing label, a **Transfer or Resale of Kansas Certified Seed in Bulk** form (Appendix L) which must be signed by both buyer and seller, a **Declaration of Additional Transfer of Certifiable Seed** (Appendix I) which may be used in lieu of an additional transfer kit to purchase additional amounts of the same seed, and transfer kit instructions (Appendix J).

The conditioner receiving the seed is responsible for verifying seed eligibility, providing the kit, assuring that instructions for completing the transfer are properly followed, and that documentation and samples are submitted to KCIA immediately following the transaction.

Out-of-state seed transferred “in the dirt” into Kansas requires in addition to the transfer kit, a **Transfer of Seed Pending Certification In Another State** form (Appendix K) or similar document signed by the certifying agency in the state of origin verifying eligibility of the seed for certification. Call KCIA if contact information is needed.

Transfer of seed out of state is the responsibility of the receiver and must be conducted according to the requirements of his/her state’s certification authority.

Bagged Sales

Certified seed must be bagged in new bags that do not have exposed printing or trademarks referring to products other than seed. All bags must bear official certification labels stating “Foundation,” “Registered,” or “Certified” as well as appropriate analysis information. Bagged and labeled certified seed may be resold an indefinite number of times, as long as the bag remains unopened and the label is representative of the seed. Jumbo, or bulk, bags and hard-sided bulk boxes when properly sealed and labeled are considered bags. Carryover bagged seed must be retested for germination and the labels are updated before it can be resold.

Labeling Bagged Seed

Seed may be labeled with the class it is eligible for, or any class lower. Foundation seed may be labeled as Foundation, Registered, or Certified class. Registered may be labeled as Registered or Certified class. Certified may only be labeled as Certified class. It should be noted that some varieties do not have a Registered class. This is often true for alfalfa, grasses, and many proprietary wheat and soybean varieties; in such cases, Foundation class seed cannot be labeled as Registered class seed.

Certification labels come in two basic types (Appendix Q). The most commonly used is the **Combination** type. It contains both the certification information as well as the analysis information. The other type is the **Certification Only** type. It contains only information relative to the certification of the seed. It must be used in conjunction with an analysis tag (two-tag system) to meet labeling requirements. **KCIA standards prohibit the use of the two-tag system when labeling large “jumbo” containers.**

A certification label can be printed directly on the bag by the bag manufacturer. In this case the label is completed by the seed producer just prior to filling the bag. Label design and placement on the bag must be approved by KCIA prior to bag production. Persons interested in using such pre-labeled bags should first review the *Procedures and Guidelines for Printing Kansas Certified Seed Labels* manual available from KCIA or online at www.kscrop.org.

Bulk Retail Sale

Foundation, Registered and Certified class seed may be sold in bulk according to the standards for bulk retail sale. The Foundation and Registered classes of wheat, oats, barley, rye and soybeans may be sold in bulk and remain eligible to produce the Certified class. The retail sale of the Certified class of seed constitutes a final sale, and this seed cannot be resold. Bulk sale of Foundation and Registered class seed of some cultivars may be prohibited or restricted by licensing or marketing agreements.

Labeling Bulk Certified Seed For Retail Sale

For the same reasons that it is important to see that every bag has a tag, it is important that every bulk load has a ***Bulk Retail Sale Certificate*** (Appendix G) or a ***Bulk Invoice Label*** (Appendix H) attached to an invoice, to go with it. Seed sold without proper labeling constitutes a violation of the labeling laws and a potential for liability.

Bulk certificates are available preprinted with individual lot and analysis information or blank with only the name and address printed. In either case, the labeler is responsible that the information is correct and that any missing information is completed.

When certified seed is sold in bulk by the labeler directly to the farmer/consumer, it is labeled with a ***Bulk Retail Sale Certificate***, or by attaching an official certification label or tag to an invoice (***Bulk Invoice Label***). **Only a combination-type certification label may be used on a bulk invoice.** The label used for this purpose is identical to one that might be used for bagged seed, except there is no weight printed on the label. Rather, the weight of seed represented by the label is provided by the invoice to which that label is attached.

In addition to the information required to label seed, the ***Bulk Retail Sale Certificate*** must also be completed with:

1. name and address of buyer
2. condition of container (truck, wagon, cart, etc.) regarding cleanliness
3. date and signature of the seller (seed producer/certification applicant)

It is not required that the buyer sign the certificate, however, a buyer's signature acknowledges that he/she:

1. did receive the seed as stated on the certificate. This can be particularly important if he/she did not pay for the seed and signed invoices are not used.
2. knew the container may have been contaminated. This helps settle disputes about mixed varieties, other crop seed, etc.
3. knew it was a protected variety, in case he/she tries to sell seed to neighbors next year and then claim ignorance of the PVP status.

Bulk Resale (re-distribution of eligible bulk certified seed to Approved Resellers (Category 1 Growers, Category 1 Conditioners or Approved Bulk Retail Facilities))

Purchasing Bulk Kansas Certified Seed To Relabel and Sell

Bulk seed of the **Registered and Certified classes only** may be sold by the original certification applicant to an eligible Reseller using an ***Transfer or Resale of Kansas Certified Seed In Bulk*** form (Appendix L). The reseller then labels and sells the seed as certified. Additional purchase of the same seed lot may be documented using the ***Declaration of Additional Purchase of Seed for Resale*** (Appendix M). Eligible re-sellers are Approved Category I Conditioners, Category I Growers, specially Approved Category II Conditioners, and KCIA- Approved Bulk Retail Facilities. To be eligible for resale, seed must meet or exceed the minimum standard seed analysis of 90.00% germination, 99.00 % purity, 0.98% inert, 0.01% weed seed, and 0.01% other crop. **Do not purchase seed for resale that does not meet or exceed these values.** Completed forms must be returned to KCIA prior to marketing of seed.

Standards allow eligible seed to move two times in bulk before final sale. Resellers purchasing seed from the original certification applicant may conduct a bulk resale to a second eligible reseller or make a retail sale to the planter. However, the second reseller may sell only to the planter, as additional moves are prohibited. Seed cannot be moved via bulk resale more than twice.

If seed certified by another state is intended for resale as Kansas Certified Seed, a ***Transfer of Seed Certified by Another State Pending Certification in Kansas*** (Appendix N) is required. Out-of-state seed must be tested prior to receiving Kansas labels. If you are transferring seed out of state, contact KCIA to obtain the telephone number and address of the certification agency in the other state. An interagency form may be required.

Labeling Resale Seed for Sale

To retain certification, seed must be properly labeled when sold. The labeler is the reseller and is responsible for meeting

labeling requirements. If receiving seed via a bulk resale, the receiver must assure that proper documentation is submitted to KCIA, or authority to label and sell the seed will not be granted.

Labeling Blends

Unless a blend is specifically registered with the Kansas Department of Agriculture and KCIA, a blend of Certified varieties must be labeled in a manner that lists, in order of decreasing presence, the percentage and varietal name of each component in the blend and the word “Blend” along with the crop kind.

All blended lots are to be reported to KCIA prior to retail sale. To label a blend, whether bagged or in bulk, the seller must complete and submit to KCIA a **Form D** (Appendix C) listing each component and its respective certification number. As with single varieties, the **Form D** number will become the certification number for labeling purposes (unless the blend contains seed that has moved via resale). The analysis used for labeling will be a composite of the most restrictive mechanical purity factors among the component seed lots, i.e. the lowest germination and the highest inert matter, etc.

The use of resale seed in a blend is allowed. Seed not meeting certification standards, or seed of uncertified varieties, will render the resultant blend uncertifiable.

Blending implies homogenization of the component varieties into a uniform final product. If the seller is simply placing bulk seed of different varieties into a truck at the request of the buyer, a label or certificate should be issued for each variety so delivered and note made that the varieties were comingled.

Retail Seed Outlets

Seed that is properly sealed and labeled may be sold by anyone and may be moved unlimited times as long as the bag remains sealed and has not been opened and the label remains legible and accurate. A bag of seed must be sold as a whole unit and may not be subdivided.

Bulk seed must be sold under the control of the certification holder, generally at the applicant’s place of business, and is restricted in the number of times it may be moved in commerce by the general certification standards.

Two programs implemented by KCIA have opened up additional channels of commerce whereby certified seed producers may market bulk certified seed. They are the Bulk Distribution Center (BDC) and the Bulk Retail Facility (BRF).

The **Bulk Distribution Center (BDC)** allows a Category I grower to contract a suitable facility to sell his/her bulk certified seed. The grower must inspect the facility and complete an evaluation form to register the site with KCIA. The facility must also be registered as a retail seed dealer with the State Department of Agriculture.

The **Bulk Retail Facility program (BRF)** allows any non-grower person or business entity with a suitable facility to make application to KCIA for authority to buy and sell the certified class of seed. Application to KCIA and an on-site inspection conducted by KCIA are required. **The distinct difference between a BDC and a BRF is that the grower retains ownership of his/ her seed in the BDC and must supply the facility labels for seed sales. The BRF buys both the certification and the seed and must label the seed under its own business name.**

Both the Bulk Distribution Center and the Bulk Retail Facility are governed by specific standards as cited in the *Kansas Standards for Seed Certification and Seed Handling Facilities*. An operations manual for Bulk Retail Facilities can be found on the web at www.kscrop.org or may be obtained by contacting KCIA.

The Distribution Report

Applicants are required to report the disposition of the certified seed they have produced or received by resale or transfer. Each **Certificate of Inspection** has a section on the reverse side to record the amount of seed sold, planted for personal use, and currently on hand as carryover for the seed lot represented by the certificate. This is the **Distribution Report** (Appendix O), which is needed to meet the requirements of state and federal laws. KCIA also uses these reports to better promote certified seed and gain an understanding of the distribution of certified seed.

Your **Certificates of Inspection** are due in the KCIA office by the required due date for the crop. Any certificates, or certificates with incomplete distribution reports, received after that date are assessed a late fee and all services are

suspended until the late fee and report are received by the KCIA office.

Persons receiving bulk certified seed for resale will receive a ***KCIA Distribution Report for Resale Seed*** (Appendix P) from KCIA. The disposition of seed received via resale is reported on this form. Contact KCIA if any resale purchases are missing from the list and must be added. This form is to be completed and returned to KCIA prior to its due date.

The distribution report finalizes certified seed activity for the year and completes a full cycle of the seed certification scheme.

Unaccounted-For Fields

An applicant who does not complete certification on a field or fields that have passed inspection will receive a ***Statement of Unaccounted-For Fields*** (Appendix S). For each field listed, the applicant must report the disposition of the harvested seed and the reason certification was not completed by the applicant. Some reasons a field may be unaccounted-for: the seed was dumped as grain, saved for own use, held as carryover seed, transferred to another producer, or not properly documented as consolidated with another field. Seed that has not completed certification may not be sold as seed.

This statement is a means of accounting for seed that has passed field inspection but did not complete the certification process. It enables year-end reconciliation by KCIA of all fields that passed inspection. This form should be completed and returned to KCIA by the date requested.

Maintaining Active Status of a Seed Lot

Seed lots with a carryover balance but having no activity reported for one year will be reduced to zero balance and will not be eligible for certification in the future, nor be allowed to be used as a seed source.

Activity is regarded as one or more of the following:

1. Re-germination of carryover certified seed and seed sales
2. Declaration of carryover seed through the “Report of Unaccounted for Fields”
3. Completion of the distribution report indicating carryover seed remains

It is the responsibility of the grower to notify KCIA if seed being held is absent from reports received from KCIA. Seed lots losing active status will not be allowed as a seed source by the grower.

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Appendix A - Application for Field Inspection

Kansas Crop Improvement Association
2000 Kimball Avenue, Manhattan, KS 66502
Ph. (785) 532-6118 Fax (785) 532-6551

APPLICATION FOR FIELD INSPECTION
Misc. Crops

Application No: _____

INSTRUCTIONS TO APPLICANT: Print clearly and legibly

A. Fill out upper portion of this form COMPLETELY and ACCURATELY.

- Complete address, legal, directions and phone numbers of Applicant.
- Diagram field on map (map = 1 section, 36 = 160 acres) including ditches, waterways, etc., give legal description of field and clear directions including road names, landmarks, which side of road or lane, etc. "Call for directions" is not acceptable.
- Field name or ID, variety, class being produced, seed source # (certification number), seed class planted, previous crop, acres, planting date. If seed was purchased, attach seed tag or bulk sales certificate.

B. Return original and yellow copy to KCIA before filing deadline to avoid late charges.

APPLICANT:

Phone 1: _____ Phone 2: _____

Distance and Direction of residence from nearest town _____

Legal description of residence or business _____

Qtr. _____ Sec. _____ Twp. _____ Range _____ Co. _____

Field legal description: Qtr. _____ Sec. _____ Twp. _____ Range _____ Co. _____

Distance and direction of field from nearest town _____

Does KCIA need to contact the contract grower prior to inspection? NO ☐ YES ☐

Contract Grower _____ Phone 1 _____ Phone 2 _____

DO NOT WRITE BELOW THIS LINE: (KCIA use only)

Isolation: N: _____ S: _____ E: _____ W: _____ Maturity: _____ Estimated Yield (Bu.): _____

Off-types _____

Variants _____

Plots	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	Total

Noxious Weeds

How Controlled _____

Objectionable Weeds

Extent 1=few, 9=heavy

Other Weeds

Extent 1=few, 9=heavy

Other Crops

Diseases

Insects

Other Damage

Lodging (%) _____

Shattering (%) _____

Recommendation PASSED/CSI REJECTED AFFIDAVITED DEFERRED PASSED-QA

Remarks: _____

Inspector's Signature _____

Date _____

© 2004 Kansas Crop Improvement Association Applicant: Keep pink copy return original and yellow copy to KCIA Inspector: After inspection return original to KCIA, yellow copy to applicant

Statement of Fields Applied for Inspection
Form B
Kansas Crop Improvement Association

2000 Kimball Avenue
 Manhattan, Kansas 66502
 Phone (785) 532-6118
 Fax (785) 532-6551



- Instructions:**
1. Review the information below and verify it for accuracy.
 2. If the information for a field is correct, copy the "total" amount into the "verified total" column.
 3. To delete a field, draw a line through the information and put "0" in the "verified total" column.
 4. To change the acreage of a field, draw a line through the acres, write the correct amount in, adjust the acreage and research fees and put the correct new total in the "verified total" column.
 5. After verifying each field, total the "verified total" column. Make your check payable to the Kansas Crop Improvement Association and include it with signed top copy of this form and send to 2000 Kimball Avenue, Manhattan, KS 66502.

Field #	Class	Crop	Acres	Field Fee	Acreage Fee*	Research Fee**	Total Fee	Verified Total
Total if returned by								
Total plus \$50 per field late fee if returned AFTER								

* Acreage fee - Foundation - \$4.50 per acre, includes second inspection
 - Registered and Certified - \$3.50 per acre

** Research Fee - \$0.50 per acre - Refundable upon request, following field inspection.

I have read the specific certification standards for each crop and the instructions for applying and hereby apply to the Kansas Crop Improvement Association for inspection of the field(s) described above. Each field is properly isolated and contains no uncontrolled areas of noxious weed. If accepted, I will take necessary precautions to see that seeding, harvesting, conditioning, handling and storage equipment and facilities are cleaned to prevent any contamination of the seed.

I agree to keep an accurate record of the crop harvested from each field. I agree to properly label all seed sold from each field. At the close of the seeding season, upon request of the Kansas Crop Improvement Association, I will submit a complete and detailed report of the disposition of any certified seed sold from each field.

 Applicant Signature

 Date



Top Copy - KCIA

Report Date: 3/5/07

Bottom Copy - Applicant

Appendix B - Statement of Fields Applied for Inspection

Form D

Kansas Crop Improvement Association
Request for Testing and Certificate of Inspection

Applicant Name _____ Lot # _____ Certification # _____

Variety _____ Crop _____

1. Lot Description

Field (A), Certification (D) or Transfer Kit Number	Class (circle one)	bushels
_____	F R C	_____
_____	F R C	_____
_____	F R C	_____
_____	F R C	_____
_____	F R C	_____
_____	F R C	_____
Total		_____

List fields, seed lots or transfer kits to be included in this seed lot. List only the actual bushels included in this lot.

Total bushels for each field are reported in the harvest report

2. Seed Conditioning (See conditioning instructions on back page.)

I used: ☐ my own cleaner ☐ Approved Conditioner (name) _____

Seed conditioned _____ bu. or lbs.
(subtract) Cleanout _____ bu. or lbs.
(equals) Amount after cleaning* _____ bu. or lbs.

Remarks _____

Based upon the information provided to me, I have properly conditioned the above-mentioned lot of seed.

Signature of person who conditioned this seed _____ Date of seed conditioning _____

3. Request for Testing Services (Refer to back page for a description of tests.)

Test Packages: ☐ Standard certification test ☐ Deluxe certification test

or, Individual Tests: ☐ Germination ☐ Purity ☐ Cleaned Seed Inspection (CSI)

Other Tests (specify) _____

PLEASE NOTE: A standard certification test will be performed on all 10 lb samples unless otherwise specified.

4. Applicant's Declaration

By signing below, I declare that

- 1) I have adhered to all KCIA standards and procedures in the production of this seed and agree to offer it for sale according to all state and federal laws; and,
- 2) I will submit additional samples for each 5000 bushels or fraction thereof from this lot to KCIA for testing; and,
- 3) I declare that the sample(s) I submit are representative of _____ bushels intended for certification.* This may exceed 5000 bushels. Additional samples must be tested.

Signature: _____ Date: _____

A Certificate of Inspection will be issued only when all the information requested on this form has been provided.
*A "Provisional" Certificate of Inspection will be issued if the amount intended for certification is greater than the amount of seed after cleaning.

Complete information and enclose in sample container. Send to: Kansas Crop Improvement Association
2000 Kimball Ave
Manhattan, KS 66502


Top copy - KCIA Middle copy - Applicant Bottom copy - Conditioner

Version D.06.1

Seed Analysis Report				2000 Kimball Avenue Manhattan, Kansas 66502 Phone (785) 532-8118 Fax (785) 532-6551		Sample Number
Kansas Crop Improvement Association						
Report Date:		Variety / Kind:		Field #:		
		Lot Number:		Cert. #:		
		Seed Enhancements:				
		Test(s) Requested:		Total Charge		
Purity Analysis		Germination Analysis		Other Tests		
Work Wt.	grams	%	Germ. %	Hard/Dorm. %		
Wheat					Moisture:	
					Test Weight:	
					Seed Count:	
					TKW:	
					Protein:	
					Screenings:	
					Karnal Bunt:	
Inert Matter		Test Date		Weight of Submitted Sample		
Other Crop						
Weed Seed						
Other Crop Seeds	# / pound	Common Weed Seeds	# / pound	Noxious Weed Contaminants		
				Nox. Wt.	4540.00 grams	# / pound
Comments:						
Certification Status:						
Carbon Copy to:						
<small>Tests were conducted according to Association of Official Seed Analysts rules where applicable. Unless otherwise stated, all other analysis were performed according to generally accepted practices. Kansas Crop Improvement Association (KCIA) warrants only that the analysis report is accurate for the sample as it was submitted to the laboratory. Unless otherwise stated, KCIA makes no claim as to the accuracy of the variety. KCIA makes no statement of fitness for any purpose of the seed represented by this analysis.</small>						
Eric Fabricius, Seed Laboratory Manager		Rayshell Colson, RST #70		Pam Steismeyer, RST #65		


Appendix D - Laboratory Analysis Report

Appendix E - Certificate of Inspection

Certification No. 		CERTIFICATE OF INSPECTION Kansas Crop Improvement Association 2000 Kinball Ave., Manhattan, KS 66502			
Issued to: Class, Variety and Crop:					
Field Number(s) Lab Number(s)					
Purity	%	Germination	%	Amount	
Inert	%	Hard/Dormant Seed	%	Lot Number	
Other Crop Seed	%	Date Tested		Kernal Bunt	
Weed Seed	%	Test Weight	#/bu	KB Test Number	
Noxious Weed Seed		Origin			


This is to certify that the field(s) from which this seed was produced and a sample of the described seed lot has been examined by the Kansas Crop Improvement Association and found to be equal to or above the minimum requirements for certification. This certificate expires nine (9) months after the date tested indicated above.

Date _____
 Executive Director



Date	Seed Conditioned	Cleanout	Amount after Cleaning	Total Cleaned to date	Conditioners Signature
No additional amounts may be conditioned and added to this lot.					
Totals					

Certification No.
D22222



CERTIFICATE OF INSPECTION
Kansas Crop Improvement Association
2900 Kimball Ave., Manhattan, KS 66502

PROVISIONAL
CERTIFICATE
(see below)

Issued to: _____
Class, Variety and Crop: _____


Field Number(s) _____
Lab Number(s) _____

	Purity	%	Germination	%	Amount	bushels
Inert	%		Hard/Dormant Seed	%	Lot Number	
Other Crop Seed	%		Date Tested			
Weed Seed	%		Test Weight	#/bu		
Noxious Weed Seed			Origin			

This is to certify that the field(s) from which this seed was produced and a sample of the described seed lot has been examined by the Kansas Crop Improvement Association and found to be equal to or above the minimum requirements for certification. This certificate expires nine (9) months after the date tested indicated above.

Date 2/27/07

Executive Director



* This Certificate of Inspection has been issued on this lot in accordance with the Kansas Crop Improvement Association certification standards and procedures. The additional amounts from this lot will become certified when conditioned as the original lot and recorded below and signed by the person responsible for the seed conditioning.

Conditioning Record

Date	Seed Conditioned	Cleanout	Amount after Cleaning	Total Cleaned to date	Conditioners Signature
Totals					

KANSAS CERTIFIED SEED					
BULK RETAIL SALE CERTIFICATE					
The rules of The Kansas Crop Improvement Association provide that the registered and certified class of WHEAT, OATS, BARLEY, RYE and SOYBEANS may be sold in bulk and certification retained. The certification of the seed designated below will be void if this seed is resold.					
Labeled By _____					
Class, Variety, & Crop _____					
Purity	%	Germination	%	Certification No.	
Inert	%	Hard seed	%	Date Tested	
Other Crop Seed	%	AMOUNT _____		[] bushels	
Weed Seed	%	ORIGIN			
Noxious Weeds	NONE	This seed is:		[] TREATED	[] UNTREATED
Check all appropriate boxes.					
<input type="checkbox"/> Not a Protected Variety <input type="checkbox"/> Unauthorized Propagation Prohibited - U.S. Variety Protection Applied For <input type="checkbox"/> Unauthorized Propagation Prohibited - U.S. Variety Protection Applied For Specifying That Seed Of This Variety Is To Be Sold <input type="checkbox"/> Variety Name Only As A Class Of Certified Seed <input type="checkbox"/> Unauthorized Propagation Prohibited - U.S. Protected Variety <input type="checkbox"/> Unauthorized Propagation Prohibited - To Be Sold By Variety Name Only As A Class Of Certified Seed - U.S. Protected Variety <input type="checkbox"/> Unauthorized Propagation Prohibited - U.S. Protected Variety - 1994 PVPA <input type="checkbox"/> Unauthorized Propagation Prohibited - To Be Sold By Variety Name Only As A Class Of Certified Seed - U.S. Protected Variety - 1994 PVPA					
Sold To _____		_____			
name		address			
Condition of container in which this seed was placed:		<input type="checkbox"/> clean <input type="checkbox"/> contaminated <input type="checkbox"/> unknown			
Comment _____					
The seller gives no warranty, expressed or implied as to productiveness of this seed and will not be responsible for the crop in any way. Liability is limited to the purchase price of the seed.					
By signing below, I agree that this Certificate is evidence of the seed transaction stated.					
Date _____		Signed _____		Signed _____	
		Seller		Buyer or Buyer's Agent	
The Kansas Crop Improvement Association makes no warranty of any kind, expressly or implied, including merchantability or fitness for purpose, or otherwise, which extends beyond the certification that the seed inspected met the regulations of the agency. <i>This certificate is void if not dated within nine months of the "Date Tested" shown above.</i>					
Original(top) copy to buyer Second copy to KCIA Office Yellow copy to seller					



Invoice

Bulk Retail Inc. 1234 Street, Somewhere, KS 12345
(555) 555-5555

DATE

INVOICE NUMBER


BILL TO:

SHIP TO:

QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT

TOTAL

Received by _____



Standard Seedman's Disclaimer: The seller warrants to the extent of the purchase price that seeds sold are as described on the label within recognized tolerances. Seller gives no other or further warranty, expressed or implied.

THANKS FOR YOUR PATRONAGE!

Appendix I - Declaration of Additional Transfer of Certifiable Seed

THE KANSAS CROP IMPROVEMENT ASSOCIATION			
Declaration of Additional Transfer of Certifiable Seed			
To be Completed by Grower:			
SEED TRANSFERRED:	Class	Variety	Crop
Certification #			
I have transferred additional _____ bus. (approx.) of the above described lot to the conditioner listed on this report. I understand that I am still liable for the varietal purity of this lot to the extent indicated by the representative sample previously taken and sent to the KCIA office.			
Date	Signature		
To be Completed by Conditioner:			
Approved Conditioner: _____			
It is understood that the seed described above is from the same lot as I previously purchased and is represented by Transfer Kit # _____. It will be conditioned at my principal place of business and I understand that it is my responsibility to see that the seed is conditioned in the same manner as the first transfer. It is my responsibility to see that this and other necessary forms are to be completed and sent to the KCIA office promptly as well as pay all fees that may be incurred in the completion of certification.			
Date	Signature		
Use this report to declare when additional seed is being transferred from a lot for which a Transfer Kit and cleaned seed inspection sample has already been submitted to KCIA.			

TRANSFER KIT INSTRUCTIONS

1. Remove contents of transfer kit. Contents should include a *Certifiable Seed Transfer Report*, the *Declaration of Additional Transfer of Certifiable Seed*, three sample bags, three metal seals, packing tape, and a mailing label.
2. Take a representative sample of the seed to be transferred, mix thoroughly, and fill each of the three sample bags. Pull drawstrings and tie securely.
3. On each sample bag, snap a seal on the drawstring as closely as possible to the knot tied. Each sample bag should be labeled with the transfer kit number; if not, write the transfer kit number on each bag.
4. Complete and sign the *Certifiable Seed Transfer Report*.
5. Place one sealed sample bag in the box along with the original copy of the form.
6. Seal the box and contents with the tape provided.
7. Affix the mailing label and postage.
8. Mail box and contents to KCIA immediately.
9. The grower and the conditioner should each retain a copy of the transfer report and a sealed sample bag for their records.

Additional seed of the same seed lot may be purchased by the conditioner using the *Declaration of Additional Transfer of Certifiable Seed* form provided with the kit.

Appendix K - Transfer of Seed Pending Certification in Another State

TRANSFER OF SEED PENDING CERTIFICATION CERTIFICATION IN ANOTHER STATE				
SEED CERTIFICATION AUTHORITY		Date of Seed Transfer: Sample Submitted Prior to Transfer <input type="checkbox"/> Yes <input type="checkbox"/> No Storage Bin Identification: Or Lot Identification: Seed Size (if applicable):		
Name				
Address				
Phone	Fax			
PRODUCER / SELLER		CONDITIONER / PURCHASER		
Phone Fax Email		Phone Fax Email		
Variety	Kind	Class	Year Grown	Total Shipment Wt.
Field No.(s)				
Seedstock Lot No.(s) (required for OECD Certification of seed destined for EEC Countries)				
Stage of Conditioning		Seed Container Type <input type="checkbox"/> Bulk <input type="checkbox"/> Work Bags <input type="checkbox"/> Retail Bags If Bagged: No. of Bags <input type="checkbox"/> Wt. / Bag Shipped on <input type="checkbox"/> No. of Trucks		
SELLER'S DECLARATION I hereby declare that the seed described on this transfer was produced under my name as the applicant for certification and that the fields were inspected by and met the minimum field requirements for certification of the above named Seed Certification Authority.				
Signed:		Date:		
PURCHASER'S TRANSFER LIMITATION Eligibility for certification of the above described seed will be lost if ownership of the seed is transferred by the purchaser prior to completing certification.				
SEED CERTIFICATION AUTHORITY DECLARATION According to certification records the above information appears to be <input type="checkbox"/> Accurate <input type="checkbox"/> Inaccurate Transfer Approved <input type="checkbox"/> Yes <input type="checkbox"/> No				
By:		Date:		
The Seed Certification Authority makes no guarantee of the seed documented above, and assumes no responsibility in connection therewith. The original applicant for certification is responsible for delivering seed from fields inspected in such a manner that varietal identity and purity of the seed are maintained. Copies will be distributed by the Seed Certification Authority.				

NOT VALID FOR
OUT-OF-STATE SEED

Transfer or Resale of Kansas Certified Seed in Bulk
Kansas Crop Improvement Association, 2000 Kimball Ave., Manhattan, KS 66502
Phone 785-532-6118 kci@kci.org Fax 785-532-6551

Serial Number _____

BAR CODE

Producer/Seller

Buyer

Name _____

Name _____

Address _____

Address _____

Class: <input type="checkbox"/> Registered	Variety _____	Crop/Kind _____	<input type="checkbox"/> Treated	Origin: _____	Net Weight (lbs) _____
<input type="checkbox"/> Certified			<input type="checkbox"/> Untreated		

Plant Variety Protection (check only one)

- 0- ☐ Not a Protected Variety
1- ☐ Unauthorized Propagation Prohibited - U.S. Variety Protection Applied For
2- ☐ Unauthorized Propagation Prohibited - U.S. Variety Protection Applied For Specifying Seed Of This Variety Is To Be Sold By Variety Name Only As A Class Of Certified Seed
3- ☐ Unauthorized Propagation Prohibited - U.S. Protected Variety
4- ☐ Unauthorized Propagation Prohibited - To Be Sold By Variety Name Only As A Class Of Certified Seed - U.W. Protected Variety
5- ☐ Unauthorized Propagation Prohibited - U.S. Protected Variety - 1994 PVPA
6- ☐ Unauthorized Propagation Prohibited - To Be Sold By Variety Name Only As A Class Of Certified Seed - U.S. Protected Variety - 1994 PVPA

Container Condition: ☐ Clean ☐ Contaminated ☐ Unknown Comment: _____

TYPE OF REASSIGNMENT (check only one)

- ☐ **TRANSFER** of bulk certifiable seed from original applicant Field No.(s) A _____, to a KCIA Category I Approved Conditioner who MUST condition the seed and complete certification prior to resale or retail sale of the seed. A **Transfer Kit** is required. Label the transfer kit and sample bags, and final CSI sample(s) § _____. **Submit Transfer Kit with sample and KCIA copy within 5 business days.**
- ☐ **1st RESALE** movement of bulk registered or certified class seed from original applicant to a KCIA approved resaler who can label the seed for resale or retail sale. This seed lot has been certified as **Certification No. D** _____. Seller guarantees label analysis: Pure Seed 99.00%; Inert Matter 0.98%; Weed Seed 0.01%; Other Crop Seed 0.01%; Germination 90%; No Kansas noxious weed seeds; Test month/year _____. Buyer assumes responsibility to properly market this seed lot as **Resale Certification No. 9** _____. **Submit KCIA copy within 5 business days.**
- ☐ **2nd RESALE** movement of bulk registered or certified class seed to a KCIA approved resaler who MUST label this seed for **RETAIL SALE ONLY**. This seed lot has previously moved as **Resale Certification No.** _____. Seller guarantees label analysis: Pure Seed 99.00%; Inert Matter 0.98%; Weed Seed 0.01%; Other Crop Seed 0.01%; Germination 90%; No Kansas noxious weed seeds; Test month/year _____. Buyer assumes responsibility to properly market this seed lot under **Resale Certification No. 9** _____. **Submit KCIA copy within 5 business days.**

Additional Comments/Information:

The seller warrants only that the seed complies with all applicable Kansas certification standards and is limited as labeled above; gives no warranty, expressed or implied as to productiveness of this seed and will not be responsible for the resultant crop in any way. It is mutually agreed that liability is limited to the purchase price of the seed. The buyer agrees that this certificate is evidence of the seed transaction stated and assumes all responsibility to maintain the integrity of the seed.

Date _____ Signature _____ Seller Signature _____ Buyer

Copy Distribution: White: KCIA Yellow: Buyer Pink: Seller

Kansas Crop Improvement Association makes no warranty of any kind, expressly or implied, including merchantability or fitness for purpose, or otherwise, which extends beyond the certification that the seed inspected met the regulations of the agency. **This certificate is void if not dated within nine months of the "Date Tested" shown above.**

Document - Reassignment of Bulk Seed
Version 1-12-99

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Draft 7

Last printed 1/13/2009 3:12:00 PM
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Appendix L - Transfer or Resale of Kansas Certified Seed in Bulk

Appendix M - Declaration of Additional Purchase of Seed for Re-Sale

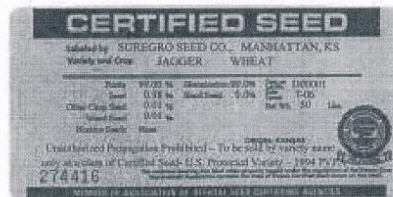
<p align="center">THE KANSAS CROP IMPROVEMENT ASSOCIATION</p> <p align="center">Declaration of Additional Purchase of Certified Seed for Re-Sale</p> <p>To be Completed by Grower:</p> <p>SEED DESCRIPTION: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> Class Variety Crop </div> </p> <p>Certification # _____</p> <p>I have sold additional _____ bus. (approx.) of the above described lot to the Seed Re-Saler listed on this report. I understand that I am still liable for the varietal purity of this lot to the extent indicated by the representative sample previously taken and sent to the KCIA office.</p> <p align="right">Date _____ Signature _____</p> <p>To be Completed by Seed Re-Saler:</p> <p>Seed Re-Saler Name: _____</p> <p>It is understood that the seed described above is from the same lot as I previously purchased and is represented by Re-Sale Kit # _____. It is my responsibility to see that all necessary forms are to be completed and sent to the KCIA office as well as pay all fees that may be incurred in the completion of certification.</p> <p align="right">Date _____ Signature _____</p> <p>Use this report to declare when additional seed is being purchased from a lot for which a Re-Sale Kit and seed certificate has already been issued.</p>

Transfer of Seed Certified by Another State Pending Certification in Kansas	
<small>1. Purchaser completes <u>Purchaser/Re-seller Information</u>. Sends form to Producer/Seller. Obtain 10-pound representative sample and send to KCIA. 2. Producer completes <u>Producer/Seller, Description of Seed and Seller's Declaration</u>. Sends form to Certification Authority. 3. Certification Authority completes <u>Seed Certification Authority Declaration</u>. Sends form to Kansas Crop Improvement Association.</small>	
Purchaser/Re-seller _____ Address _____ City/State/ZIP _____	Producer/Seller _____ Address _____ City/State/ZIP _____
Description of Seed Date of Seed Transfer _____ Sample Submitted Prior to Transfer Yes No Certification Number _____ Lot Identification _____ Variety _____ Kind/Crop _____ Class _____ Year Harvested _____ Field Numbers _____ Amount Transferred _____	
Seller's Declaration I hereby declare that the seed described on this transfer was produced under my name as the applicant for certification and that the fields and seed met the minimum requirements for certification of the _____ (seed certification authority). I furthermore warrant the seed as follows: germination 90%; pure seed 99.00%; inert matter 0.98%; weed seed - 0.01%; other crop seed 0.01%; no Kansas noxious weed seeds; no Kansas restricted weed seeds. _____ print name/date _____ signature _____ date _____	
Purchaser's Transfer Limitation I hereby declare that seed sample submitted to Kansas Crop Improvement Association is representative of the seed sold. I agree to complete Kansas certification prior to resale of the seed and to maintain the integrity of the seed until it is resold to the end user. _____ print name/date _____ signature _____ date _____	
Seed Certification Authority Declaration According to certification records the above information appears to be accurate inaccurate Transfer is Approved Yes No Pending (reason) _____ Agency _____ _____ print name/date _____ signature _____ date _____ <small>The Seed Certification Authority makes no guarantee of the seed documented above and assumes no responsibility in connection therewith. The original applicant for certification is responsible for delivering seed in such a manner that varietal identity and purity of the seed are maximized.</small>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><small>Copies will be distributed by Kansas Crop Improvement Association White Copy - Kansas Crop Improvement Association Yellow Copy - Purchaser/Re-seller Pink Copy - Producer/Seller</small></p> <p><small>Transfer of Seed Certified by Another State Version - 06-25-06</small></p> </div> <div style="width: 45%; text-align: right;"> <p><small>Kansas Crop Improvement Association 3090 Kimball Avenue Manhattan, KS 66502</small></p> <p><small>Page 1 of 1 Effective Date: 05/25/06</small></p> </div> </div> <div style="text-align: right; margin-top: 10px;">  <p><small>Print Date: 3/5/2007 © 2006 Kansas Crop Improvement Association</small></p> </div>	

[illegible]

<i>KCIA Distribution Report for Resale Seed - 2006</i>	
<hr/>	
<div style="text-align: right;"><i>Bushels Received:</i></div>	
Sold as Certified Seed _____	bu.
Own Use _____	bu.
Carryover (Bu.) _____	bu.
Sold as Grain _____	bu.
Consolidated with another lot of re-sale seed _____	bu. consolidated with _____ <small>(kit number)</small>
<hr/>	
_____ <i>Signature</i>	_____ <i>Date</i>
<p><i>Please Return to KCIA, 2000 Kimball Avenue, Manhattan, KS 66502 by</i> <i>Questions ??? Call the KCIA at (785) 532-6118</i></p>	
<p><i>Monday, March 05, 2007</i></p>	

Appendix Q - Samples of Different Label Types



Combination Label



Certification-Only Label

Labeled by SUREGRO SEED CO. MANHATTAN, KS					
Variety JACKER		Crop/Kind WHEAT			
Purity	99.99 %	Germination	90.0 %	Cert. List No.	000001
Other Crop Seed	0.01 %	Hard Seed	0 %	Date Tested	7-00
Needs Seed	0.00 %			Net Wt.	50 lbs.
Needs Seed	0.00 %			Origin	ARGOS

Analysis-Only Label

Harvest Report

Kansas Crop Improvement Association

2000 Kimball Avenue, Manhattan, KS 66502 Phone: (785) 532-6118 Fax: (785) 532-6551

The following is a summary of your wheat fields that were applied for certification. Please verify the final acreage as well as the status of the field after field inspection. If you find that either item does not agree with your records or a field is not included on the list, please contact KCIA immediately.

Please complete the "Bushels Harvested" that will be used for seed for each field and return the form to KCIA. These figures will be used to verify the final seed amounts that are submitted for certification on the Form D of your samples. Each Form D should reflect only the bushel amounts from each field that goes into that particular lot of seed.

Field #	Crop	Acres	Field Insp. Status	Bushels Harvested

Tuesday, March 27, 2007

Appendix R - Harvest Report

