Comparison of current BRF protocol with the new Seed Lot Management Program

Current protocol for Bulk Retail Facility

Source Seed using Transfer or Resale of Kansas Certified Seed in Bulk form, or Additional Purchase form as appropriate. Send KCIA copy within 5 business days.

Bulk Retail Certificates and/or Bulk Invoice Labels ordered from KCIA.

Enter Seedlot in bin inventory sheet as "-9XXXX". First entry becomes certification number for all sales of a variety. Additional consolidations into bin of same variety and amounts sold are recorded on a bin inventory sheet for each variety handled.

Bin Inventory Sheets and KCIA copies of bulk retail certificates for all varieties handled reported to KCIA by December 15.

New Seed lot Management Program

Set up account: Click "Seed Test / Lot Mgmt" button on kscrop.org web homepage. Multiple key personnel can sign up for access to the site account. KCIA IT will link each person requesting access to the business's account.

Source seed: Call seed source to request seed. Provider generates online resale or additional purchase, as appropriate. BRF receives notification in program dashboard and accepts or rejects seed. The "-9XXXX" lot numbering is not used in the program; all received seed is assigned a DXXXX number. When accepted, seed is moved into BRF inventory and additional purchases of a previously received seed lot is added to current seed lot. If seed of the same variety but a different certification number is received, it is moved into BRF dashboard as a new active lot "D" number.

Seed lots of the same variety can be consolidated online into a new active lot, in which case a new DXXXX number is generated and the component lots will be zeroed out and archived.

Selling Seed:

Bulk Retail Sales Certificates: Previously a form in triplicate sent back to KCIA, a BRF can now generate serialized bulk retail certificates on demand for any active seed lot. Certificates can be printed individually with seed amount entered for a customer, or several "blank" certificates can be printed and ready to use as needed by writing the seed amount after going over the scale. In this case, the weight sold on each serialized certificate must be entered online to adjust inventory after the sale. Unused certificates should be marked as not used in lot tracking for that seed lot and destroyed. Because self-generated certificates are tracked by the program, copies are not required to be sent to KCIA.

Bulk Invoice Labels: Self-adhesive, blue Bulk Invoice Labels can be ordered through the dashboard for an active lot and shipped to you. As long as a seed lot remains active by only sourcing additional seed of the original certified (same "D" number, which will add seed to inventory but not change the seed lot DXXXX number) then bulk invoice labels can be used without having to submit a bin inventory sheet to KCIA. The reporting in such cases is completed online by entering the amount sold on labels. However, if that active lot is consolidated with other seed lots of the same variety, the original lot is archived and ceases to be active. Unless specific bulk invoice labels are ordered for each original active seed lot, the usual bin consolidations would eliminate the ability to track seed inventory. Therefore, a bin inventory sheet or other tracking spreadsheet must be kept as in the old protocol if you consolidate seed while using original lot labels, so KCIA can track inventory consolidations, and it must be submitted to KCIA by December 15.

The training videos link on our website homepage will illustrate signing up and every step of using the program. Our staff is available for phone call training as well. When you use the new seed lot management program, no Resale Distribution Report is required to be mailed in by December 15 and much of the lot tracking is completed automatically. Choosing to stay fully on the current protocol will incur a fee, but we would enter your tracking online for you.