

Procedures and Guidelines

For

Printing
Kansas Certified Seed
Labels

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Procedures and Guidelines for Printing Kansas Certified Labels

INDEX

Introduction, Label Selection, Printing Labels	1
Procedures and Guidelines	
KCIA Label Printing Program	1
Label Printing Procedures and Guidelines	2
Out of State Seed	3
Bulk Sales Using Labels	3
Jumbo Bags or Bulk Containers to be Sealed and Sold as a Unit	4
Procedures for Using Pre-Labeled Bags	4
Label Samples	
Blank Label Samples	5
Analysis Label	6
Certification-Only Label	7
Combination Label	8
Combination label used with invoice for bulk sales (bulk invoice label)	9
Combination label used with scale ticket for bulk sales (bulk invoice label)	10
Out of State Seed Certified and Labeled by KCIA	11
What's Wrong? Common Mistakes in Printing Labels	12
PVP	
Plant Variety Protection (PVP) Labeling Requirements	13
Labels with PVP statements	14
Forms	
Application for Label Printing Privileges	15
Application for Preliminary Approval to Pre-print Kansas Certified Label on Seed Bag	16
Order Form for Blank Labels	17
Report of Certification Labels Used	18
Pre-labeled Bag Inventory and Use	19
KCIA Tag Printing Summary	20

Introduction

This manual is designed to acquaint KCIA Category I Approved Conditioners and Category I Growers with the proper procedures to be used when printing Kansas Certified Seed Labels. It is important to select and print all labels accurately and consistently so that the buyer and seller receive the maximum amount of protection.

Label Selection

(A) Which labeling system will be used?

Combination labels are the most popular type because both the analysis and certification information is printed on one label. This makes it more convenient and economical to use.

The **Two-tag** system of labeling makes use of separate analysis and certification labels. This may be necessary when the seed is certified by one person but the analysis information is labeled by another person. **The two-tag system is prohibited from use on jumbo containers and as bulk invoice labels.**

(B) What class is the seed?

If the seed is of the registered class, the purple label must be used and if the seed is of the certified class, the blue label must be used. The foundation class is represented by a white label.

(C) Is the seed a U.S. Protected Variety?

If the U.S. Plant Protection (PVP) certificate has been issued, the variety is considered a U.S. Protected Variety and the label must state, "**Unauthorized Propagation Prohibited - U.S. Protected Variety.**".

If the PVP certificate specifies sale only as a class of certified seed (**Title V**), the statement must also read: "**To be sold by variety name only as a class of certified seed.**"

Printing Labels

Label printing equipment must be able to clearly, uniformly, and consistently imprint all required information in the appropriate location on the label. For this reason, hand-written labels are not acceptable and rubber stamped printing equipment is not recommended. Although typewriters can do an acceptable job, they are not practical except for small lots.

We recommend a stamped plate, stencil, or computer/printer combo, because they have proven to be very dependable for tag printing. All printing equipment must be approved by the KCIA before blank labels will be issued.

Attaching Labels

Pressure sensitive labels are best applied to a bag that is clean, dry and warm. Place the label near the top of the bag and avoid covering any markings on the bag. If the label will be sewn on the bag, care should be given to not sew through any of the printing on the tag.

REMEMBER –Printing and attaching labels does not make the lot certified. A **Certificate of Inspection** must be issued before any seed is sold.

KCIA Label Printing Program

Receiving Label Printing Privileges

KCIA standards and procedures permit qualified Category I Growers and Category I Approved Conditioners to print their own labels. Application to receive label printing privileges must be made to KCIA using the *Application for Label Printing Privileges* form in this manual.

The following conditions of eligibility must be met before the privilege is granted.

1. Must be a Category I Grower or Category I Approved Conditioner.
2. Must be in good standing.
3. Must not have an account balance in excess of 3 months past due.
4. Must be able to demonstrate the ability to properly print certified seed labels.
5. Must demonstrate the need for label printing privilege and print at least 5000 labels per year.
6. Pay the annual fee as set by the Association. Fee is currently \$25.00 per year.

Maintaining Label Printing Privileges

Once label-printing privileges are granted, the labeler becomes responsible for his/her continued participation in the program. The labeler must ensure the accuracy and completeness of all printed labels before transfer of seed to the customer.

Records must be kept of all labels printed and of the number used, or unused, or destroyed. Labels on which printing errors have been made or on which erroneous information has been included must be destroyed.

The labeler must submit the required *Report of Certification Labels Used* to KCIA as outlined in the procedures.

Loss of Label Printing Privileges

Failure to maintain the conditions of eligibility listed above for receiving label printing privileges, or failure to adhere to the procedures and guidelines outlined in this manual, may lead to a review and possible suspension of label printing privileges.

Label Printing Procedures and Guidelines

Application for Label Printing Privileges

1. Request application from KCIA. Complete *Application for Label Printing Privileges* and print sample labels included with the application. An additional form *Application for Preliminary Approval to Pre-print Kansas Certified Seed Label on Seed Bag* must be submitted to use pre-labeled bags.
2. KCIA will review application and check sample labels for legibility and accuracy.
3. Upon successful application and demonstration of label printing capability, the applicant will be granted label printing privileges.

Obtaining Blank Labels

The labeler must order blank certification labels from KCIA by:

- A. Submitting an *Order Form for Blank Labels* form to KCIA, or
- B. Placing an order by phone, fax, or e-mail to KCIA

The labeler is solely responsible for assuring enough labels are on hand to meet printing needs.

Printing Labels

Labels must be complete, accurate and legible. Information must be printed in the appropriate location on the label (see sample labels). Labels containing printing errors or that have been printed but not used may not be re-used and must be destroyed. Labels should not be hand-written.

Purity % and Germination % cannot be greater than that reported by a recognized laboratory. Inert %, Other Crop Seed %, Weed Seed %, Noxious Weed Seeds per pound, and Hard Seed % cannot be lower than reported.

The labeler may print analysis information that represents a lower quality than that reported by the authorized seed laboratory (i.e. may label seed testing 98% germ at 92% germ, or label seed testing 0.0% weed seed at 0.01% weed seed).

Out of State Seed

When labeling seed that was produced somewhere other than in Kansas the originating state/province/country in which the seed was grown must be identified as the origin. Labels for seed produced outside of Kansas must also clearly identify all the agencies involved in the interagency certification. In such instances, the following or similar statement would be appropriate: “Field inspected under the standards of (name of certifying agency)”. This requirement pertains to both resale and transferred (in the dirt) seed moving into Kansas.

Plant Variety Protection (PVP)

For protected varieties, all Kansas Certified Seed labels, including bulk certificates, must carry the appropriate PVP statement (see page 13).

Reporting Labels Used

Before using printed labels, printers should send to KCIA a proof label of each print run for verification of accuracy. Labelers who choose instead to report label use for each print run at the end of the season must have a system in place to verify label accuracy before distribution to the consumer.

Each print run is to be reported by attaching a printed label to a *Report of Certification Labels Used* form, listing the total quantity of labels printed, number of labels misprinted, destroyed, or extra, and completing and initialing the checklist for accuracy for the run or seed lot. The report must include the beginning and ending serial numbers of the labels used for the run. **Labelers utilizing pre-labeled bags must adhere to the additional guidelines specific for that program listed on page 4.**

Labelers choosing to report label activity at the end of the season must submit all reports to KCIA by December 15, of the year. All labeling activity must be reported by this date.

Bulk Sales Using Labels (bulk invoice label)

In lieu of a Bulk Retail Sale Certificate, KCIA permits the attachment of an official certified seed combination label to a seed invoice or similar document for a bulk sale of certified seed. The invoice, in tandem with the attached certification label, then becomes the legal label representing that seed and must accompany the seed at time of pick up by the customer.

The invoice document to which the label is attached **MUST** include the buyers name, certification number, variety and weight of seed sold. The combination label to be attached must be complete except for the net weight, this requirement being met by the attached invoicing document.

Blank labels used by label printers include a space for net weight. Since labels cannot be incomplete, either the net weight must also appear on the label, or a statement in this area of some type must indicate that the weight represented by the label is on the attached invoicing document (see bulk invoice label example, page 9). If necessary you may handwrite the weight that's on the invoice in this area. Do not

leave net weight blank on the label.

The two-tag system (separate certification and analysis label) is prohibited from use as bulk invoice labels.

“Jumbo Bags” or Bulk Containers to be Sealed and Sold as Units

Jumbo or bulk containers that will be sealed, labeled, and sold as any other bagged seed must have the label attached in such a way that it cannot be removed without showing evidence of tampering. A combination label must be used. Separate certification and analysis labels (two-tag system) may not be used.

Pre-Labeled Bag Program

Pre-labeled seed bags have a blank certification label printed on them as part of the bag manufacturing process. Special printing equipment and greater operator skill is required for printing labeling information in the label area on the bag. There are also special considerations given to label placement and design requirements. Therefore, printing on pre-labeled bags requires separate application to qualify and conformance to procedures beyond regular label printing privileges.

Procedures for using pre-printed certification labels on bags

1. The *Application for Preliminary Approval to Pre-print Kansas Certified Seed Label on Seed Bag* must be submitted to KCIA in addition to the *Application for Label Printing Privileges*.
2. KCIA will review all pre-printed label bag designs for verification that required information is present and that the label area conforms to standards. No “generic” bag designs will be approved. All bags must have “labeler” information (name, address) pre-printed.
3. Only the Certified class will be allowed. Foundation and Registered class will not be allowed to be pre-labeled.
4. Pre-labeled bags may not be used for non-certified seed.
5. Labelers are required to notify KCIA upon receipt of bag supply from manufacturer. A fee of \$0.03 per bag received will be charged by KCIA. The fee is due upon delivery of the bags to the labeler.
6. Labelers are required to submit a sample copy of the label area for each lot printed using the *Report of Certification Labels used* form. The number of bags printed, misprinted or destroyed for the lot shall be included with the sample copy. This information should be sent to KCIA before any movement of labeled seed from the premises is allowed or labelers choosing to submit reports at years end must have a system in place to prevent use of labels that are erroneous.
7. An annual accounting of pre-labeled bags will be required. The *Pre-Labeled Bag Inventory and Use Report* form must be completed and returned to KCIA by the due date.
8. An annual on-site audit will be required to verify compliance.
9. Misprinted labels may be replaced by a blue Certified seed label provided that conflicting information has been completely marked out so as to be unreadable before the new label is attached. Foundation and Registered class labels will not be placed over the Certified class label area.
10. Non-adherence to the program may result in suspension or loss of privilege.

Blank Label Samples

Blank labels are ordered from KCIA. The most common type used is the pressure sensitive with self-adhesive backing. They are available as label sheets or pin-feed (tractor-feed) for printing. Foundation class labels are similar to the certified labels below but are white and black in color.

CERTIFIED SEED					
Labeled by					
Variety and Crop					
Purity	%	Germination	%	Cert. or Lot No.	
Inert	%	Hard Seed	%	Date Tested	
Other Crop Seed	%			Net Wt.	Lbs.
Weed Seed	%				
Noxious Seeds	None				
ORIGIN: KANSAS					
					
<small>The container bearing this label when properly tagged under the regulations of the Kansas Crop Improvement Association contains the class of Kansas Certified Seed shown on this label.</small>					
274416					
MEMBER OF ASSOCIATION OF OFFICIAL SEED CERTIFYING AGENCIES					

CERTIFIED SEED LABEL
(BLUE)

REGISTERED SEED					
Labeled by					
Variety and Crop					
Purity	%	Germination	%	Cert. or Lot No.	
Inert	%	Hard Seed	%	Date Tested	
Other Crop Seed	%			Net Wt.	Lbs.
Weed Seed	%				
Noxious Seeds	None				
ORIGIN: KANSAS					
					
<small>The container bearing this label when properly tagged under the regulations of the Kansas Crop Improvement Association contains the class of Kansas Certified Seed shown on this label.</small>					
922027					
MEMBER OF ASSOCIATION OF OFFICIAL SEED CERTIFYING AGENCIES					

REGISTERED SEED LABEL

Labeled by					
Variety					
Crop/Kind					
Purity	X	Germination	X	Cert./Lot No.	
Inert	X	Hard Seed	X	Date Tested	
Other Crop Seed	X			Net Wt.	Lbs.
Weed Seed	X			Origin: KANSAS	
Noxious Seeds					

SEED ANALYSIS LABEL
(WHITE, non-certified)

ANALYSIS LABEL*

Labeled by	SUREGRO SEED CO. MANHATTAN, KS		
Variety	JAGGER	Crop/Kind	WHEAT
<hr/>			
Purity	99.00 %	Germination	95 %
Inert	0.98 %	Hard Seed	0 %
Other Crop Seed	0.01 %		
Weed Seed	0.01 %		
Noxious Seeds	NONE		
		Cert./Lot No.	DOXXXX / A115
		Date Tested	08/03
		Net Wt.	60 Lbs.
		Origin:	KANSAS

MUST HAVE: (1) *Labeled by* – Name and address of person or company responsible for label information.

(2) *Variety* and *Crop* – e.g. “Jagger Wheat” or “Hutcheson Soybeans”.

(3) *Purity %* and *Germination %* - Equal to or less than that % reported by a recognized laboratory**.

(4) *Inert %*, *Other Crop Seed %*, *Weed Seed %*, *Noxious Weed Seeds per pound*, and *Hard Seed %* - Equal to or more than that reported by a recognized laboratory**.

(5) *Lot Number* – Lot number of the seed in the bag.

(6) *Date Tested* – Month and year of the lab test.

(7) *Net Weight* – The net weight (in pounds) of the seed in the labeled bag.

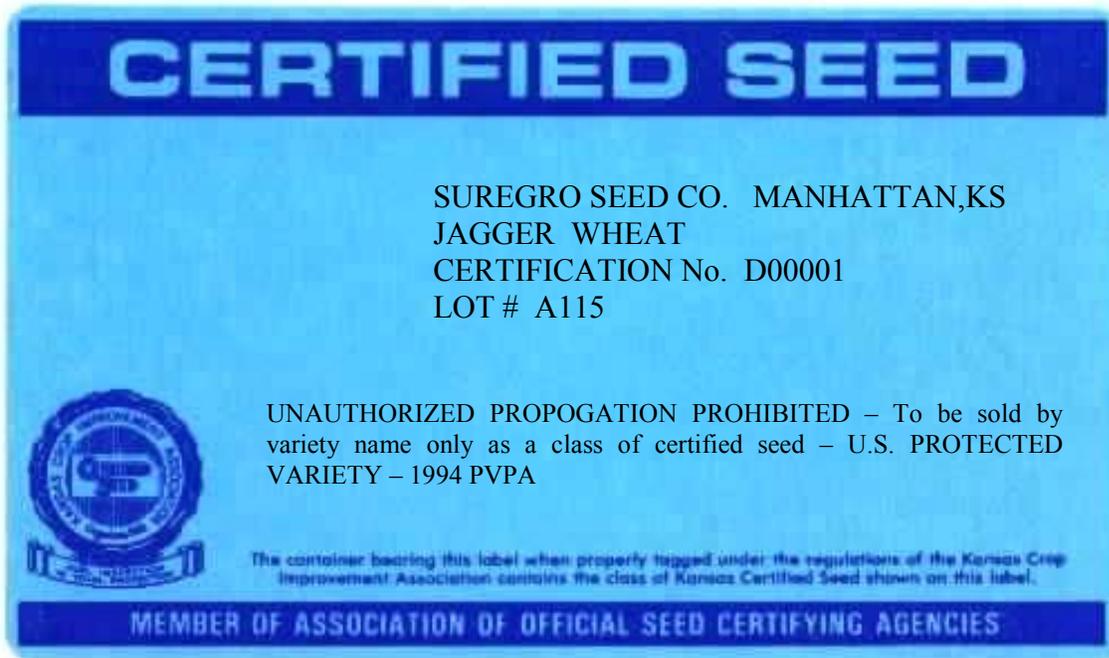
CAN HAVE: (1) Other seed information: seeds per pound, test weight, etc. as reported by a recognized laboratory.

*For use in combination with the Certification Labels.

**Consult specific crop standards for minimum and maximum values allowed for certified seed.

Certification-Only Label*

A certification-only label must be used in conjunction with an analysis label. A certification-only label by itself is NOT sufficient to meet labeling requirements. Certification-only labels must be ordered pre-printed from KCIA, since the labels used by KCIA in-house for this purpose are not serially numbered, and, therefore, not available for use outside of the office except in completed form.



MUST HAVE (1) Kind of Seed – e.g. “Wheat” or “Soybean”.

(2) ^{**}Variety “Jagger” or “Hutcheson”

(3) Certification Number – e.g. “Certification No. D01234

CAN HAVE: (1) Lot Number – e.g. “Lot # A115.

* **Must be used in combination with an Analysis Label.**

** If the variety is under Plant Variety Protection and Title V, the appropriate PVP statement must be present on the label (see page 13):

Combination Label*

(with or without PVP statement as required)

A combination label contains certification as well as seed analysis information. It is a stand-alone label. It is the only label suitable for use as a bulk invoice label or sealed bulk containers.

Labeled by		SUREGRO SEED CO., MANHATTAN, KS			
Variety and Crop		JAGGER WHEAT			
Purity	99.00 %	Germination	90.0 %	Cert or Lot No.	D00001
Inert	0.98 %	Hard Seed	0.0 %	Date Tested	7-06
Other Crop Seed	0.01 %			Net Wt.	50 Lbs.
Weed Seed	0.01 %				
Noxious Seeds	None				

ORIGIN: KANSAS

Unauthorized Propagation Prohibited – To be sold by variety name only as a class of Certified Seed- U.S. Protected Variety – 1994 PVPA

274416

The container bearing this label when properly tagged under the regulations of the Kansas Crop Improvement Association contains the class of Kansas Certified Seed shown on this label.

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- MUST HAVE:
- (1) *Labeled by* – Name and address of person or company responsible for label information.
 - (2) *Variety and Crop* – e.g. “7853 Wheat” or “Hutcheson Soybeans”.
 - (3) *Purity %*, and *Germination %*, Equal to or less than that reported by a recognized laboratory.**
 - (4) *Inert %*, *Other Crop Seed %*, *Weed Seed %*, *Noxious Weed Seeds per pound*, and *Hard Seed %* - Equal to or more than that % reported by a recognized laboratory.**
 - (5) *Certification Number* – Certification number of the seed.
 - (6) *Date Tested* – Month and year of laboratory test.
 - (7) *Net Weight* – The net weight of the seed represented by the label.
 - (8) *Origin* – state or foreign country where grown.
 - (9) All agencies involved in interagency transfer.

- CAN HAVE:
- (1) *Lot Number* – e.g. “Lot # 23B”
 - (2) Other seed related information – seeds per pounds, test weight, etc. as reported by a recognized laboratory.

*When a combination label is used for a variety that has PVP or Title V protection, it must contain the appropriate PVP statement. Information regarding PVP statements may be found on page 13 of this manual. For specific Varietal PVP and Title V protection levels, consult the KCIA Seed Directory, or contact the KCIA office.

**Consult specific crop standards for minimum and maximum values allowed under certification.

Invoice

SUREGRO SEED CO. Main St, Manhattan, KS 12345
785-555-5555

DATE

9-10-03

INVOICE NUMBER

1234567

SHIP TO:

WILLIE WHEATSPIKE
15892 ABBEY ROAD
FOXTAIL, KS 66589

BILL TO:

SAME

QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
36,000 LBS		600 bu CERTIFIED 2137 Wheat Seed D00001	6.50/60 # bu	3,900

TOTAL \$3,900

Received by _____

CERTIFIED SEED

Labeled by **SUREGRO SEED CO, MANHATTAN, KS**
Variety and Crop **JAGGER WHEAT**

Purity	99.00 %	Germination	90.0%	Cert. or Lot No.	D00001
Inert	0.98 %	Hard Seed	0.0%	Date Tested	8-05
Other Crop Seed	0.01 %			Net Wt.	* Lbs.
Weed Seed	0.01 %			* see attached invoice	
Noxious Seeds	None				

ORIGIN: KANSAS

Unauthorized Propagation Prohibited-To be sold by variety name only as a class of Certified Seed-U.S. Protected Variety-1994 PVPA



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The container bearing this label when properly tagged under the regulations of the Kansas Crop Improvement Association contains the class of Kansas Certified Seed shown on this label.

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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.

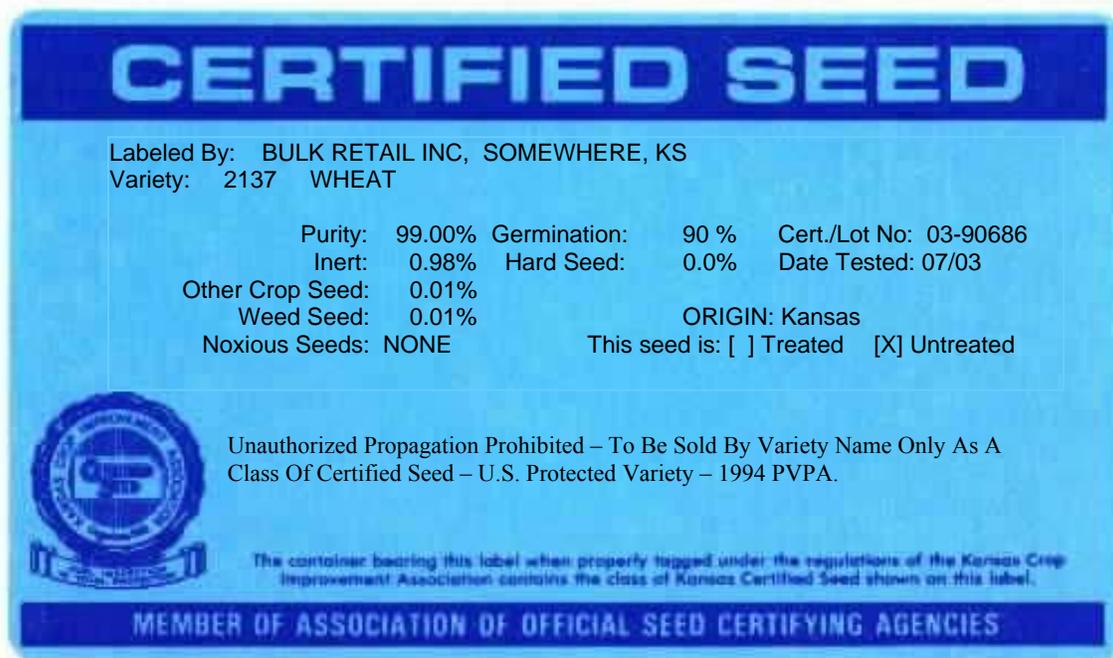
THANKS FOR YOUR PATRONAGE!

If a scale ticket with a certified label attached will be used as the label (bulk invoice label) for a bulk sale of certified seed, the ticket must, by Kansas seed law, contain all the information shown in the sample below (shown in **bold**). Seller may wish to include the standard seedman's waiver.

FRONT OF SCALE TICKET

SCALE TICKET	Bulk Retail, Inc. Somewhere, KS	No. 12345
Commodity <u>SEED WHEAT</u>	Date <u>9-28-03</u>	
Account of <u>Joe Seedgrower, Somewhere, KS</u>		
Remarks <u>Certified 2137 Wheat Cert# 03-90686</u>		
20,000	lbs. Gross	Test _____ Grade _____
12,500	lb. Tare	Moisture _____
<u>7,500</u>	Total	Sold Price <u>\$812.50</u> (<u>\$6.50/60# bu</u>)
_____	Net	Driver <u>Hank Hiredhand</u> On. <input type="checkbox"/> Off <input checked="" type="checkbox"/>
<u>125</u>	Net Bu.	Weigher <u>Emma Employee</u>
CUSTOMER COPY		

ATTACHED TO BACK (SELF-ADHESIVE)



Out of State Seed to be Labeled in Kansas

Eligible seed produced in another state that has completed certification, or that has passed field inspection by the state of origin's official seed certifying agency, may be transferred into Kansas and tested and labeled in accordance with KCIA standards governing such movement and labeling of seed. In such cases, any labels, or documents serving as labels as allowed by KCIA standards, must list the State of Origin and each agency involved in the certification as required by the Federal Seed Act.

Note the origin and the additional statement on the sample label below:

CERTIFIED SEED					
Labeled by SUREGRO SEED CO, MANHATTAN, KS					
Variety and Crop JAGGER WHEAT					
Purity	99.00 %	Germination	90.0%	Cert. or Lot No.	D00001
Inert	0.98 %	Hard Seed	0.0%	Date Tested	8-05
Other Crop Seed	0.01 %			Net Wt.	50 Lbs.
Weed Seed	0.01 %				
Noxious Seeds	None				
ORIGIN: NEBRASKA					
Field inspected to the standards of Nebraska Crop Improvement Association					
Unauthorized Propagation Prohibited-To be sold by variety name only as a class of Certified Seed-U.S. Protected Variety-1994 PVPA					
The container bearing this label when properly tagged under the regulations of the Kansas Crop Improvement Association contains the class of Kansas Certified Seed shown on this label.					
274416					
MEMBER OF ASSOCIATION OF OFFICIAL SEED CERTIFYING AGENCIES					



WHAT'S WRONG?

John Doe, of SureGro Seed Co is printing labels for a certified lot of Jagger wheat. The certification number for the lot is D012435.

CERTIFIED SEED					
Labeled by	SUREGRO SEED CO				
Variety and Crop	JAGGER				
Purity	97.00	%	Germination	100.0	%
Inert	2.90	%	Hard Seed		%
Other Crop Seed	0.01	%			
Weed Seed		%			
Noxious Seeds	None				
			Cert. or Lot No.	D012345	
			Date Tested	2005	
			Net Wt.	60	Lbs.
			ORIGIN:	KANSAS	
					
				The container bearing this label when properly tagged under the regulations of the Kansas Crop Improvement Association contains the class of Kansas Certified Seed shown on this label.	
				274416	
				MEMBER OF ASSOCIATION OF OFFICIAL SEED CERTIFYING AGENCIES	

1. Wrong Certification number. The correct certification number is D012435, not D012345.
2. Labeler's address is not given.
3. Crop is not stated. "WHEAT" is the crop kind, not "HRWW".
4. Purity % is substandard. This is not a valid purity for certified wheat seed. It is unlawful to represent sub-standard and/or non-certified seed as Certified.
5. Inert % is substandard and would not have been certified.
6. Weed Seed and Hard Seed % are left blank.
7. Purity, Inert, Other Crop Seed, and weed seed do not add up to 100%.
8. 100% Germination is hard to guarantee.
9. Date Tested must include month and year of test. The test date is valid for nine months from date tested.
10. Needs the PVP statement.

Plant Variety Protection (PVP)

Labeling Requirements for PVP Varieties

With the 1994 changes in the Plant Variety Protection (PVP) Act, getting the proper PVP statement(s) with the appropriate varieties has become more difficult. For those varieties that received certificates of protection prior to April 3, 1995, the requirement and statements remain the same. For those varieties applied for but without certificates before April 3, 1995, the requirements are unchanged unless the application was withdrawn and resubmitted after this date.

Use this set of statements for varieties pending or protected prior to April 3, 1995:

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

For those varieties protected after April 3, 1995, these statements are to be used:

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.

As stated previously, the PVP Act requires all sellers to inform the buyer if a variety is protected and if it may only be sold as a class of certified seed (Title V option). The Act does not specify how this must be accomplished, but does state that by including the appropriate statement on the label, this requirement is satisfied. However, KCIA certification standards require that the PVP statement be present on the label.

To meet PVP labeling requirements the "PVP Level" may be indicated on the label with the following "legend" on the bag:

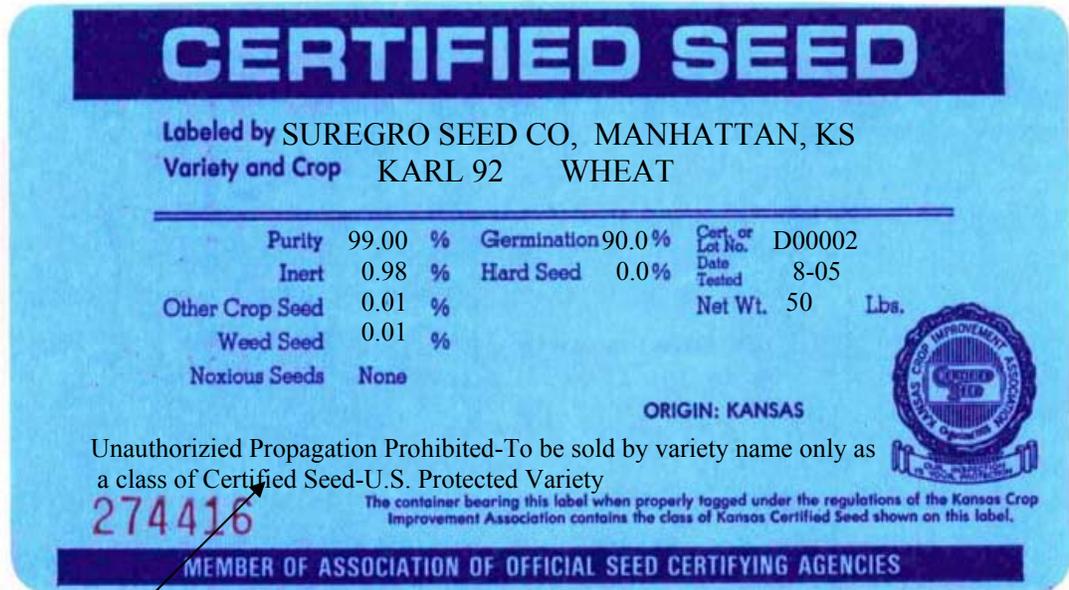
PVP LEVEL (Legend)

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 That 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.S. 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.

4-96, 11-03

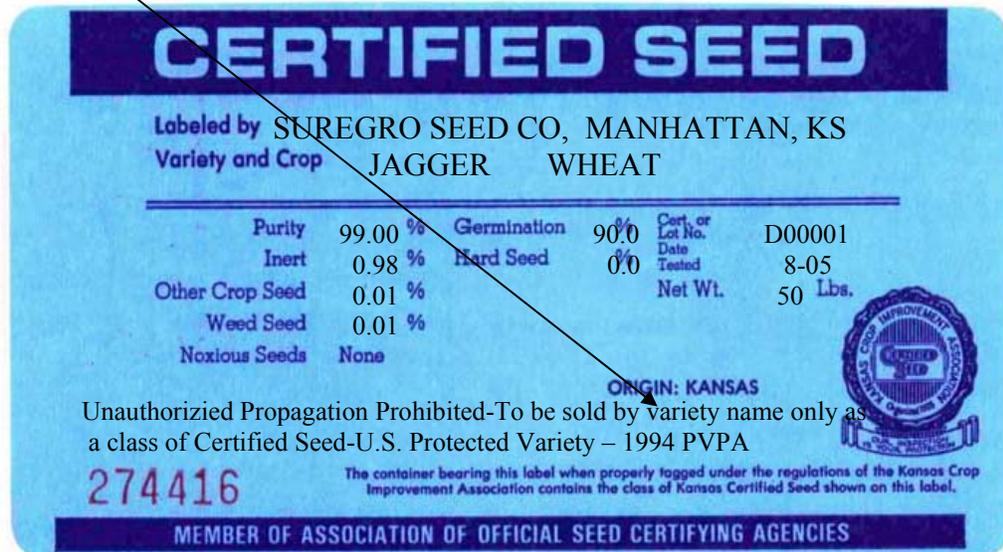
Labels with PVP Statement

Certification Standards require that the proper PVP statement be present on labels representing certified seed and that Title V status of the variety also be indicated if applicable. Refer to page 12 for the proper PVP statement.



(above) Sample PVP statement for a variety receiving protection under the 1970 PVP Act. In this example the variety also has Title V protection and may be sold only as a class of certified seed

(below) The PVP statement should indicate when a variety has received protection under the 1994 amended act



Application for Label Printing Privileges

Applicant: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone 1: _____ Phone 2: _____

1. Briefly describe why you need printing privileges. _____

2. Brand and Model number of printer: _____

Type of printer: computer: daisy-wheel
 dot-matrix
 line
 address-o-graph
 other _____

3. What is the estimated number of labels/minute that you can print? _____

4. Are you familiar with the KCIA Label Printing Manual? Yes No

Remember!....Return the tags that are sent with this form after printing.

Signature _____ Date: _____

Return To:

Kansas Crop Improvement Association
2000 Kimball Ave
Manhattan, KS 66502
Ph. 785-532-6118 Fax 785-532-6551
kscrop@kansas.net

Order Form for Blank Labels

Company _____ Date _____

Address _____

City _____ State _____ Zip _____

Phone 1 _____ Phone 2 _____

TYPE OF LABEL:

QUANTITY ORDERED

CERTIFICATION ONLY

Registered _____

Certified _____

ANALYSIS ONLY

COMBINATION (certification and analysis)

With PVP statement

Registered _____

Certified _____

Without PVP statement

Registered _____

Certified _____

Computer (without PVP)

Registered _____

Certified _____

Return to: Kansas Crop Improvement Association, 2000 Kimball Ave, Manhattan, KS 66502

For KCIA use only:

Date Shipped _____ via: UPS Postal Other _____

Date Billed _____

Kansas Crop Improvement Association
Report of Certification Labels Used

Name _____ Date _____

_____ Size of container being labeled (list "bulk" if printing bulk invoice labels)

_____ Quantity of labels used for lot described on label attached below.

_____ Quantity of labels misprinted, destroyed, or extra for this lot.

Beginning Serial Number _____ Ending Serial Number _____

Label Quality Check: "x" each box as item is checked for accuracy and initial in appropriate location.

- | | | | |
|-------------------------------------------------------------------------------------|-------------------------------------------|---------------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Print Placement | <input type="checkbox"/> Legibility | <input type="checkbox"/> Labeler Name and Address | <input type="checkbox"/> Variety |
| <input type="checkbox"/> Crop Kind | <input type="checkbox"/> Purity | <input type="checkbox"/> Germination | <input type="checkbox"/> Certification No. |
| <input type="checkbox"/> Inert | <input type="checkbox"/> Hard Seed | <input type="checkbox"/> Date Tested | <input type="checkbox"/> Other Crop Seed |
| <input type="checkbox"/> Net Weight | <input type="checkbox"/> Weed Seed | <input type="checkbox"/> Noxious Seeds None | <input type="checkbox"/> State of Origin |
| <input type="checkbox"/> Purity% + Inert% + Other Crop Seed% + Weed Seed% = 100.00% | | | |
| <input type="checkbox"/> Correct PVP statement used | <input type="checkbox"/> Checked by _____ | | <small>initial</small> |

ATTACH LABEL HERE

Mail copy to: KCIA, 2000 Kimball Ave, Manhattan, KS 66502, fax 785/532-6551

BEFORE SEED IS SOLD

A report must be completed for each and every lot of labels printed.

Pre-Labeled Bag Inventory and Use Report

The continuance of the pre-labeled bag program rests on the ability of program participants to verify and validate their activities under the program and on KCIA to effectively administer the program in a way that its regulatory responsibilities for control of labels is met.

This report is required for continued participation in the Pre-Labeled Bag program.

Please supply the following information as it applies to your company. The information provided will be validated by an on-site visit to your seed and/or bag warehouses and compared against distribution reports received. Please supply all information whether or not it is already recorded at KCIA.

This information is due at the KCIA office by Dec. 20, 20__.

Date _____

Company/Location _____

A Beginning Inventory..... _____

B. Pre-labeled bags purchased (attach invoices)..... _____

C. Total bags used..... _____

D. Unaccounted for bags (discards)..... _____

E. Ending Inventory (will be "A" on next year's report).....(A + B) – (C + D) = _____

F. Where are the remaining bags stored? (list all locations at which unused bags are stored for on-site verification purposes)

G. A *Report of Certification Labels Used* report form must be completed for each and every lot of labels printed. Please attach any reports not yet received by KCIA or submit them when you file your distribution report.

Name of person who completed this form (print) _____

Return completed form and documentation to:

Kansas Crop Improvement Association
2000 Kimball Ave,
Manhattan, KS 66502

Thank You.

