

## **BULK KANSAS CERTIFIED SEED DISTRIBUTION CENTER STANDARDS**

A Bulk Certified Seed Distribution Center (BDC) is any location not principally owned by the certification applicant that is contracted for the purpose of selling that applicant's Kansas Certified seed in bulk. The facility must be properly registered with the appropriate state's Department of Agriculture as a retail seed dealer. The certification applicant retains all responsibility for labeling of the seed, varietal purity, and compliance with all applicable Kansas certification standards, and state and federal seed law. Facilities and/or personnel must be under contract with the applicant.

### **I. APPLICATION**

Any applicant who is a Category I Grower or a Category I Approved Conditioner may apply to have bulk distribution locations. All applications must be made using forms provided by KCIA. Application for each facility/site will include an on-site inspection conducted by the applicant and reported to KCIA on the appropriate inspection report to confirm that the facility is adequate for handling Kansas certified seed according to the requirements in section II.B. of this standard. Application/inspection must be made and KCIA approval received prior to any movement of seed. Incomplete application/inspection reports will be returned unapproved. Annual renewal is required.

### **II. REQUIREMENTS**

#### **A. Eligible seed**

Only the certified class of seed may be sold through the bulk distribution center. The seed remains the property of the applicant until retail delivery is made. The seed must have been produced by the bulk distribution center applicant or transferred to the bulk distribution center applicant according to KCIA Standards for transfer or resale movement of bulk certified seed.

#### **B. Facilities**

1. A separate bin for each variety is required that cannot be contaminated from an outside source. Bins must be labeled sufficiently to prevent misidentification.
2. A load out procedure that maintains the integrity of the seed must be in place.
3. Legal scales must be available to adequately weigh the largest vehicle that might be used. Scales do not have to be on site.

#### **C. Records**

Complete up-to-date records must be kept that include variety, certification/lot number, and amount sold. Sales should be traceable to the facility making each sale/delivery should recall action be required.

#### **D. Designated representative**

An individual at each bulk distribution center shall be designated as responsible for all records and activities that relate to the sale of bulk certified seed from that site.

### **III. SAMPLING RECOMMENDATIONS (not required)**

- A. A one-pound representative sample should be taken from each truck as it is filling the bin. The sample should be labeled with certification/lot number and delivery date.
- B. A one-pound representative sample should be taken from each bulk sale. The sample should be labeled with certification/lot number and customer identification.

#### **IV. INSPECTION**

Facility inspection by the applicant is required as part of the application procedure for site approval. In addition, KCIA may at its discretion inspect (at its own cost) without advance notification any BDC, its facilities, records, personnel, etc. during regular business hours. Should deficiencies be discovered during any inspection, the BDC applicant will be given notification. Once deficiencies are corrected, the BDC applicant must notify KCIA to obtain permission for resumption of use. If an additional inspection is necessary, appropriate fees may be charged.

#### **V. SEED RETURNS**

- A. Seed, once retail sale and delivery has been made, may not be returned.
- B. At the applicant's discretion, unsold seed remaining in the bin may be returned to the applicant's principle place of business.

#### **VI. LABELING**

Seed must be properly labeled for sale. The Kansas Crop Improvement Association *Bulk Retail Sale Certificate* or an official certification label attached to an invoice (bulk invoice label) must accompany each retail delivery of bulk Kansas certified seed.

#### **VII. EDUCATION**

It is the applicant's responsibility to instruct designated representatives about the standards and procedures to be followed by the bulk distribution centers.

**KANSAS CROP IMPROVEMENT ASSOCIATION**  
**BULK RETAIL FACILITY STANDARDS**

A Bulk Retail Facility is any location used for the retail sale of bulk seed within the boundaries of Kansas and is not owned or leased by a certification applicant. This facility can accept the certified and registered classes of seed for the purpose of reselling such seed in bulk directly to the end-user.

**I. APPLICATION**

Any person or business located in the state of Kansas may make application for a Bulk Retail Facility. All applications must be made on forms provided by the KCIA office. Applications must be received by September 1 of each year. Varieties to be sold at each site shall be designated at the time of application. Substitution may be permitted at a later date.

**II. REQUIREMENTS**

A. Eligible seed

Only the registered and certified classes of seed that has been certified by the Kansas Crop Improvement Association and is eligible for resale may be sold through the Bulk Retail Facility. The seed must have been purchased in accordance with KCIA Standards for the resale of bulk Certified Seed using the *Transfer or Resale of Kansas Certified Seed in Bulk* form.

B. Facilities

1. A separate bin for each variety is required which cannot be contaminated from an outside source.
2. A separate bin unloading device is required for each variety. Each unloading device must be identified by the variety it is to handle.

Belt conveyors of a self-cleaning design and servicing multiple bins will be considered for use by the Bulk Retail Facility, provided that all bins serviced by the conveyor are dedicated to Kansas Certified seed or are clean and empty during the period of Certified seed sales activity or whenever Kansas Certified seed is present in any of the bins.

3. Legal scales must be available to adequately weigh the largest vehicle which might be used.

C. Records

Complete up-to-date records must be kept which include purchaser, amount, date, certification/lot number and remaining inventory. Forms are available upon request from the KCIA office.

D. Designated representative

An individual at each Bulk Retail Facility shall be designated as responsible for all records and activities that relate to the distribution of bulk certified seed from that site.

The Bulk Retail Facility should contact the KCIA office to confirm eligibility of any seed for resale. The resale number will become the Resaler's certification number for the lot of seed.

**III. SAMPLING RECOMMENDATIONS**

- A. Samples from each bulk resale must be kept at the Bulk Retail Facility for at least one (1) year from the last date of sale for instate sales and three (3) years for interstate sales according to state

and federal laws.

- B. A one-pound representative sample should be taken from each truck as it is filling the bin. The sample should be labeled with certification/lot number and delivery number.
- C. A one-pound representative sample should be taken from each bulk sale. The sample should be labeled with certification/lot number and delivery number.

#### **IV. INSPECTIONS**

An initial scheduled inspection will be made within 14 days after application and prior to any delivery of seed for the purpose of establishing the suitability of facilities, personnel, etc. Once a location has been deemed suitable, no further inspection is required. KCIA may inspect (at its own cost) without advance notification any facility, records, personnel, etc. during regular business hours. Should deficiencies be discovered during any inspection, the Bulk Approved Retail Facility applicant will be given notification. Once deficiencies are corrected, the applicant must notify the KCIA to obtain permission for resumption of use. If an inspection is necessary, appropriate fees may be charged.

#### **V. SEED RETURNS**

Seed may not be returned from the end user to the Bulk Retail Facility.

#### **VI. BIN REPLENISHMENT**

Bins may be replenished at any time with eligible Certified seed of the same variety and crop year in accordance with KCIA Standards for the movement of bulk Certified seed.

If a different variety is to be used, the bin and any filling and unloading devices must be thoroughly cleaned.

#### **VII. REPORTING**

Seed Distribution and Inventory reports will be completed by each Bulk Retail Facility and sent to KCIA before December 15.

#### **VIII. BULK SALE CERTIFICATES**

The Kansas Crop Improvement Association *Bulk Retail Sale Certificate*, or an **official certification label attached to the seed invoice**, must be given with each retail delivery of bulk certified seed. The Bulk Retail Facility must request Bulk Retail Sale Certificates and/or official labels directly from KCIA.

#### **IX. APPLICANT RESPONSIBILITIES**

The applicant is responsible for meeting all pertinent requirements listed in the KCIA Standards and Procedures and maintaining the quality of the seed purchased for resale through the Bulk Retail Facility.

#### **X. EDUCATION**

It is the responsibility of the designated representatives at each Bulk Retail Facility to instruct all employees about the standards and procedures to be followed. Written instructions outlining delivery, sampling, and distributing procedures must be submitted with the application.