

The Certificate of Inspection and Distribution Report

Background: The **Certificate of Inspection** (C of I) describes in total a given seed lot that you have been authorized to sell. It is verification that the seed is in fact certified. The C of I is a product of the Form D information submitted by you with your seed sample, and of the seed testing analysis. It lists the maximum number of bushels of that seed lot authorized for sale as well as the seed analysis information required for labeling of the seed for sale. Other information such as the field(s) the seed came from, or, in the case of a consolidation of seed lots, which seed lots were combined to form the seed lot represented by the C of I. In addition, it will list any Plant Variety Protection Law that the seed lot may be protected by.

If you sell more seed of a seed lot than is recognized by the C of I, then all of your seed becomes suspect in a court of law should you come under litigation for seed-related issues. It doesn't really matter how long you've been in the seed business. It is important to ensure that your records are kept in a manner so as to prevent seed identity issues. Sloppy record-keeping will not present a suitable image of your company as you are trying to defend yourself. At the very least, KCIA will expect you to clarify any discrepancy that is inconsistent with the C of Is you have been sent, and what steps you will take to avoid errors in the future.

As we proceed through this paper, remember that KCIA does not limit final seed lot size but does require for wheat, a seed sample for each 5000 bushels, (1 sample for 1-5000 bushels, 2 samples for 5001-10,000 bushels, etc.). The amount listed on a C of I depends on what you decide to do with each of the test samples you submit for a variety. You may choose to keep each as a separate seed-lot and sell it under its own number, or you may choose to consolidate several into one larger seed lot and sell it under a new seed lot number assigned by KCIA. Either way, **you CAN NOT sell more seed of a seed lot than is represented on the C of I, it doesn't exist and is not certified as far as KCIA records will show, and will be out of compliance with seed law and certification standards.**

This guide is intended to help you meet your responsibilities and avoid remedial actions taken by KCIA and/or the Kansas Department of Agriculture.

EXAMPLE

Joe Seedgrower produces three fields (A33741, A33742, and A33744) of certified class "Kimball" wheat. They all passed field inspection with no major issues that would make Joe want to keep seed from the fields separate. Joe harvests 9653 bushels from these three fields. He decides to place all of the seed in one bin. He has therefore consolidated his fields.

Joe hires an approved conditioner to clean his seed and finds that cleanout was ten percent leaving him with 8688 bushels of cleaned seed. Joe knows he needs two ten-pound samples submitted to KCIA for testing so he has been collecting representative samples throughout the cleaning process and he completes two form Ds, one for each sample he plans to submit. One sample and Form D (D22757) represents 5000 bushels and the second sample and Form D (D22758) represents the remaining 3688 bushels thereby accounting for the total 8688 bushels of clean seed he has of that variety and class.


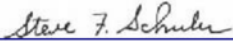

Let's assume both samples passed. Depending on how Joe instructs KCIA, he can receive a C of I for each sample, in which case he would have two seed lots, D22757 for 5000 bushels, and D22758 for 3688 bushels. Or, he can consolidate both passed seed lots into one larger seed lot, using Form D (D22756) to notify KCIA and end up with only one seed lot of 8688 bushels to have to keep track of. Note that the

"D" is the sequential number on the Request for Testing and Certificate of Inspection form, or the "Form D" as we lovingly refer to it. This D number means nothing in of itself until it is associated with a sample, a blend, or field consolidation so just yank one off the pile and use it.

Below are Joe's options:

If Joe decides not to consolidate the samples into one larger seed lot


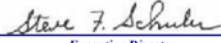

Joe can sell up to 5000 bushels as D22757. But he can't sell more than 5000 bushels! This seed can only be sold as D22757 and must be labeled as such or KCIA records will not accurately reflect Joe's activity.

Certification No. D22757 		CERTIFICATE OF INSPECTION Kansas Crop Improvement Association <small>2000 Kimball Ave., Manhattan, KS 66502</small>			
Issued to: JOE SEEDGROWER Manhattan, KS Class, Variety and Crop: Certified Kimball Wheat					
Field Number(s) A33741, A33742, A33744 Lab Number(s) K-13-2307					
Purity	99.66 %	Germination	98 %	Amount	5000 bushels
Inert	0.34 %	Hard/Dormant Seed	0 %	Lot Number	A
Other Crop Seed	0.00 %	Date Tested	8/28/13		
Weed Seed	0.00 %	Test Weight	60.7 #/bu		
Noxious Weed Seed	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. (PVP Level - 6)					
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 3/17/14		 Executive Director			

Date	Seed Conditioned	Cleanout	Amount after Cleaning	Total Cleaned to date	Conditioners Signature
8/8/13	5500	500	5000	5000	JOE SEEDGROWER
<i>No additional amounts may be conditioned and added to this lot.</i>					
Totals					

And...

Joe can sell 3688 bushels as D22758. But he can't sell more than 3688! This seed can only be sold as D22758 and must be labeled as such, or KCIA records will not accurately reflect Joe's activity.

Certification No. D22758 		CERTIFICATE OF INSPECTION Kansas Crop Improvement Association <small>2000 Kimball Ave., Manhattan, KS 66502</small>			
Issued to: JOE SEEDGROWER Manhattan, KS Class, Variety and Crop: Certified Kimball Wheat					
Field Number(s) A33741, A33742, A33744 Lab Number(s) K-13-2442					
Purity	99.95 %	Germination	98 %	Amount	3688 bushels
Inert	0.05 %	Hard/Dormant Seed	0 %	Lot Number	
Other Crop Seed	0.00 %	Date Tested	9/2/13		
Weed Seed	0.00 %	Test Weight	61.7 #/bu		
Noxious Weed Seed	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. (PVP Level - 6)					
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 3/17/14		 Executive Director			

Date	Seed Conditioned	Cleanout	Amount after Cleaning	Total Cleaned to date	Conditioners Signature
8/16/13	5561	1873	3688	3688	JOE SEEDGROWER
<i>No additional amounts may be conditioned and added to this lot.</i>					
Totals					



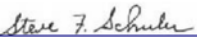
So Joe has to provide labels for two different seed lots, plus keep two inventories so he can complete two distribution reports and submit them by December 15.

Or...

If Joe decides to consolidate the samples into one larger seed lot

Joe can complete an additional Form D showing that he is consolidating D22757 and D22758 into one, larger seed lot D22756 and sell the whole 8688 bushels under D22756.

Once Joe does this he cannot sell seed under D22758 or D22757. All sales and labeling activity is under D22756. The component seed lots no longer exist.

Certification No. D22756 		CERTIFICATE OF INSPECTION <i>Consolidated Lots</i> Kansas Crop Improvement Association <small>2909 Kimball Ave., Manhattan, KS 66502</small>			
Issued to: JOE SEEDGROWER Manhattan, KS Class, Variety and Crop: Certified Kimball Wheat Form D Number(s) D22757, D22758 Lab Number(s) K-13-2307, K-13-2442					
Purity	99.66 %	Germination	98 %	Amount	8688 bushels
Inert	0.34 %	Hard/Dormant Seed	0 %	Lot Number	
Other Crop Seed	0.00 %	Date Tested	8/28/13		
Weed Seed	0.00 %	Test Weight	60.7 lb/bu		
Noxious Weed Seed	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. (PVP Level - 6)					
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	3/17/14	 Executive Director			

Date	Seed Conditioned	Cleanout	Amount after Cleaning	Total Cleaned to date	Conditioners Signature
8/8/13	11061	2373	8688	8688	JOE SEEDGROWER
<i>No additional amounts may be conditioned and added to this lot.</i>					
Totals					

But Joe now has only one inventory and seed lot to keep track of and one distribution report to file by December 15.

For help with completing the Form D check out: www.kscrop.org, choose "Resources" then "Forms and Manuals" and click on "Training on Form D".

The Distribution Report

Let's say Joe consolidates and sells under one certification number, D22756. On the back of the C of I is the Distribution Record whereby he accounts for the status of the seed represented by the C of I. It must be completed and returned to KCIA by Dec. 15 of each year or there is a \$100.00 penalty. Penalties can be avoided by proper recordkeeping and timely filing.

Joe can use the upper portion to help keep things straight if he so chooses, but KCIA really only needs the bottom portion completed. It should be self explanatory but please, Joe, call us if you have questions.

Let's say Joe sold 300 bushels bagged (and labeled with labels from KCIA), 2000 bushels as bulk (using Bulk Retail Sale Certificates or Bulk Invoice labels from KCIA) and wholesaled 3000 bushels (using the Transfer or Resale of Kansas Certified Seed in Bulk forms), used 400 bushels himself, decided to carryover 2000 bushels to sell next season, and dumped the rest at the local elevator. His distribution report would look like this:

Certified Seed Distribution Record		Record certification number from front of certificate here <u>D22756</u>	
Use of this form to record information about this lot is optional, however, the Distribution Report portion at the bottom must be completed and returned as directed.			
Date	Memo	Amount	Balance on hand
			8688
	<i>Resale to Statescedes 14-23452</i>	<i>3000</i>	<i>5688</i>
	<i>Bagged up 300 bu. labeled</i>	<i>300</i>	<i>5388</i>
	<i>800 bushels bulk to Wheatfarmer LLC</i>	<i>800</i>	<i>4588</i>
	<i>300 bushels bulk to Sodbuster Farms</i>	<i>300</i>	<i>4288</i>
	<i>900 bushels bulk to Snake Creek Farm</i>	<i>900</i>	<i>3388</i>
	<i>Planted 400 bushels</i>	<i>400</i>	<i>2988</i>
	<i>Dumped 988 bushels CO-OP</i>	<i>988</i>	<i>2000</i>
	<i>Carryover</i>		<i>2000</i>
When sales of this lot are concluded for the season, complete the information below and return this original certificate as your Distribution Report to KCIA before December 15.			
	Sold as Certified Seed (Bagged, Bulk or Bulk Resale Seed)	<i>5300</i>	bushels
	Planted for own use	<i>400</i>	bushels
	Currently on hand as Carryover Seed	<i>2000</i>	bushels
	Sold as grain	<i>988</i>	bushels
Return the KCIA copy of all Bulk Sales Certificates associated with this certificate.			

Of course, if Joe decided to keep the seed lots separate, he would complete the distribution report for each separately and in the same manner. Note that you are not required to use the memo portion if you don't want, but your recordkeeping system, whatever it is, must be able to provide you the needed information for the lower portion.