CSGA Application Support Document for 2023

This document provides instructions on how to apply for seed crop certification and membership and highlights changes for the 2023 crop season. All applicants must read this document at the beginning of each crop season. Applications for the upcoming crop season may be submitted through SeedCert starting in early March.

Application Checklist

- ☐ Read the CSGA *Application Support Document*
- ☐ Obtain and review the 2023 version of Circular 6
- ☐ Changes in effect for 2023 are identified in the Notice of Changes to Circular 6
- ☐ Consult the 2023 Fee Schedule
- ☐ Contract an Authorized Seed Crop Inspection Service (ASCIS) to inspect your fields
- ☐ Submit a CSGA Membership Application/Renewal Form through SeedCert
- ☐ Submit one Application for CSGA Seed Crop Certification for each field through SeedCert

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New in 2023

CSGA Learn – CSGA's online seed learning program

To support your success, invest in yourself and enroll in CSGA's online courses or programs. If you are new to seed production, an experienced grower looking to benchmark your skills or if you are a probation plot grower working towards your CSGA Plot Grower accreditation, these programs are highly recommended and will help you succeed in the business. Visit csgalearn.ca to learn more.

Submitting a CSGA Membership Application/Renewal Form

A CSGA *Membership Application/Renewal* form must be completed each year **by the grower responsible for the production and management of the seed crop** before applications are submitted. Growers can submit the form starting in early March. While electronic applications are encouraged, hard copy forms are available by contacting the office. If you are not producing a seed crop this year, a *Membership Application/Renewal* form is not required.

On their *Membership Application/Renewal* form, Growers can authorize a third party to submit applications on their behalf. This authorization must be done on an annual basis. Even with that authorization, **it is still the responsibility of the seed grower to complete their own CSGA *Membership Application/Renewal Form***. If the third party you would like to authorize does not appear as a choice on the membership form, please ask the third party to reach out to the CSGA office.

Ensure that all contact information is accurate and complete. For those operating in a group account, please provide accurate and complete contact information for the group account and every individual seed grower on the account. The CSGA *Membership Application/Renewal Form* must contain a valid email to ensure prompt communication with the grower on the certification of their seed crop(s). Accounts without a valid email on file are subject to a $10.00 per application (field) penalty.

To add or remove a seed grower from a group account, please add a comment in the application form or contact the office by email or at 613-236-0497, ext. 8804. If you would like to create a group account to facilitate your succession planning, please email support@seedgrowers.ca.

Once the CSGA *Membership Application/Renewal Form* is submitted, growers may adjust their contact and account details and preferences in SeedCert using the 'My Account' tab.

Submitting an Application for CSGA Seed Crop Certification

An *Application for CSGA Seed Crop Certification* must be completed for each field and plot being grown for seed production. Applications are accepted in early March and must be submitted in the name of the grower responsible for the management and production of the seed crop.

Electronic Applications

Applications can be submitted online through SeedCert in one of three ways:
1. By the grower using the standard online application form
2. By an authorized third party using the *Third Party Application Form* (if the grower has authorized that third party to do so)
3. By the grower or an authorized third party using the bulk application submission tool

Bulk Applications

Applicants with a high number of fields may apply for seed crop certification using a bulk application form. To obtain the current *CSGA Bulk Application for Seed Crop Certification* spreadsheet, please contact the office. A processing fee of $5.00 per field (sequence) is applicable for this service.

If CSGA receives a bulk application from a third party on behalf of a grower where the grower has not authorized the third party, the grower will be sent notification after processing the Application to ensure that the proper authorization is in place.

Hard Copy Applications

To improve the efficiency of the application process, applicants are encouraged to use the online applications available in SeedCert. If you are new to electronic applications and require assistance, please contact the office at 613-236-0497, ext. 8803 to reach our support team. Otherwise, hard copy applications for the *CSGA Membership Application/Renewal Form* and the *Application for CSGA Seed Crop Certification Form* are available upon request from the CSGA office.

Please do not submit your applications by fax transmission. Hard copy applications should be mailed to the CSGA office:
> **Mailing Address:** CSGA, 21 Florence St., Ottawa ON, K2P 0W6

Application Deadline Dates

Applications must be submitted to CSGA by the following deadline dates:
- **May 5**: Winter canola/rapeseed
- **May 25**: Fall seeded cereals
- **June 10**: Forages, flax, canola, mustard, corn, and field peas
- **June 20**: All other crops
- **July 10**: Field beans and buckwheat
- **July 25**: Soybeans

Late application penalties will apply to applications received* more than 14 days after the applicable deadline date.

Application Received at CSGA*	Penalty
Received 15 to 21 days after the deadline date	$50.00 per Application
Received 22 to 60 days after the deadline date	$75.00 per Application
Received more than 60 days after the deadline date	$125.00 per Application

Refers to the date received by CSGA, not the date mailed to CSGA. Plan the submission of your applications accordingly.

Fees & Payment

After receiving your *CSGA Membership Application/Renewal Form* and *Application for CSGA Seed Crop Certification Form,* an invoice will be issued for the applicable fees. Invoices are sent twice a month and are payable upon receipt. A Late Payment Penalty of 1.5% per month will be applied to all outstanding balances 30 days after the invoice date.

Members are encouraged to make payments via credit card or Interac card online through SeedCert. Credit card payments are also accepted by phone at (613) 236-0497 ext. 8807. If paying by cheque, write the applicable account number(s) and the invoice number(s) on the front of the cheque and make the cheque payable to the Canadian Seed Growers' Association (CSGA).

CSGA encourages you to check your account balance using the 'Payments' tab in SeedCert. If your account is in arrears, crop certificates will not be issued.

Growers submit payment to CSGA for CSGA fees, Branch fees and, where applicable, the assessments for inspections by the CFIA. All fees for crop inspections performed by an ASCIS are to be paid directly to the ASCIS. Do not submit to CSGA any fees payable to an ASCIS.

If another individual or company is paying your CSGA and Branch membership fees, indicate their name and address on the *CSGA Membership Application/Renewal Form*. If another individual or company is paying your CSGA and Branch acreage or plot fees, please indicate their name and address on the *Application for CSGA Seed Crop Certification*. This must be done on a field-by-field basis.

Fees

For application fees and penalties, please consult the Fee Schedule on the CSGA website or see Appendix A.

Contracting an Authorized Seed Crop Inspection Service to Inspect Your Crop

Seed growers must arrange for the inspection of their seed crop by an Authorized Seed Crop Inspection Service (ASCIS), or in some cases, the Canadian Food Inspection Agency (CFIA). The *Application for Seed Crop Certification* must indicate the inspection service provider contracted for the inspection of each seed crop (field). CSGA strongly recommends that the grower signs a contract with the ASCIS before submitting applications to CSGA.

To find an ASCIS operating in your region, use CSGA's online inspection service search tool.

The Canadian Food Inspection Agency (CFIA) will not inspect crop kinds and classes included in Sections 2 and 3 of CSGA's Circular 6 unless those crops are for export to the European Union (EU) as Pre-Basic or Basic seed. The CFIA will still inspect higher generation plots (Section 12) and fields of crop kinds that are not in Sections 2 and 3 of CSGA's Circular 6.

Modifying or Correcting an Application

Applications can be modified or corrected after submission by logging into SeedCert and clicking on the 'Crop History' tab. Find the field you wish to modify, and click on the arrow on the left-hand side of the row to expand information for that field. From here, click the 'Modify Application' button to open a form that can be used to provide updated information. If the 'Modify Application' button is not visible, the inspection has already occurred, and the Application can only be modified by contacting CSGA directly.

Cancelling an Application

Applications for CSGA Seed Crop Certification cancelled by May 15 are not subject to the Cancellation Fee. To cancel an application before or by May 15, please contact the CSGA office.

Applications cancelled on or after May 15 must be cancelled by contacting your inspection service (ASCIS) and not the CSGA office. Your inspection service will submit a cancellation request to CSGA. CSGA and Branch membership fees are payable even if inspection is cancelled. For applications cancelled on or after May 15, CSGA and Branch membership fees are non-refundable, acreage fees will be credited, and a Cancellation Fee of $50.00 applied.

Assigning a Crop Certificate

Crop certificates can be assigned to a third-party so that the issued crop certificate is sent directly to the Assignee instead of the grower. Crop Certificate assignments for both perennial and annual crops must be indicated each year on the application form for that crop (per sequence). Once assigned, all information relating to that crop will be available to the designated Assignee.

Please note that assigned crops will be listed under the Assignee's name in the provincial seed guides and the national pedigreed seed locator website.

Authorizing a Third-Party

Growers may wish to authorize a third-party (or toller) for fields produced under contract where the production is being coordinated by someone other than the grower or Assignee. This will allow the third-party to facilitate certification of the field without necessarily being the Assignee.

For an authorized third-party to submit an *Application for CSGA Seed Crop Certification* on behalf of a grower, the third party must be authorized by the grower through the CSGA *Membership Application/Renewal Form*. The *Membership Application/Renewal Form* must be completed by the grower and cannot be completed by an Authorized Third Party. If the grower has already submitted their *Membership Application/Renewal Form*, they can update their authorizations using the *Authorize a Third-Party Request Form*, found on the 'Forms' tab in SeedCert.

Growers who also act as a third party (Assignee, payer, authorized third party) for other growers will need to complete a *Third-Party Account Information and Consent* form. Please contact the office if this applies to you.

Plots

Plot Applications

All Breeder, Select, Foundation, or Probation plots must be identified on the application form. If there are multiple plot growers on the application form who are accredited or recognized by the CSGA, it is helpful to identify in the "Field ID" the individual grower who is responsible for the plot, e.g., "John's plot".

If a field planted with Breeder or Select status seed contains a Select or Probation plot(s), the plot(s) can be indicated on the Application submitted for the field. After the parent seed information is entered, a question will appear asking if there are plots within the field, allowing the applicant to confirm each plot's field ID and acreage. Each plot will be assigned its own sequence number and will require its own inspection, as done in the past. Important: subtract the plot acreage from the total field acreage. For example, if a 10-acre field has a 2.5-acre plot within it, the field acreage should be 7.5 at the top of the application form, and the plot acreage should be indicated as 2.5 acres.

To produce Breeder plots, you must be a CSGA-recognized Plant Breeder. If you are a CSGA-Accredited Plot Grower planting Breeder seed to obtain a Select status crop certificate, this should be applied for as a Select Plot, not a Breeder Plot.

Be sure to check how many multiplications are remaining on your Select seed prior to submitting your application. This information is available on the crop certificate issued the previous year. Select plots and seed that have produced or obtained five (5) multiplications are not eligible for further Select production.

Probation Plot Application and Plot Grower Accreditation

If you are interested in beginning probation status pursuant to becoming a CSGA-Accredited Plot Grower, please submit a completed Form 154 - Probation Plot Application by March 31. For more information, please visit the Plot Production information webpage and consider enrolling in the CSGA Learn Probation Plot Grower Program to speed up your path to accreditation.

Tags

Images of seed tags must be provided if the parent seed was not produced by the grower who has planted the seed. If tag images are not available at the time of application, they can be uploaded via the 'Forms' tab in SeedCert at a later time.

A single image or photo containing one tag for each unique parent seed source should be provided. If more than one lot number was planted, include one tag for each different lot number. Officially recognized tags and labels include Breeder tags by a CSGA recognized Plant Breeder; CSGA Select tags; CFIA Foundation, Registered, Certified, Interagency, and Unregistered Variety tags and bulk certificates; as well as OECD and AOSCA official certification tags. If the seed was produced outside of Canada, an image of the back of the tag should be provided in a separate image if there is unique seed-specific information included there.

Original tags for the parent seed of perennial crops must be kept for the life of the stand. For each seed crop without a tag, CSGA will send a weekly reminder email containing a form that can be used to provide that information directly.

Maps and Directions

For each seed crop (sequence), a field map and/or GPS coordinates are required and must be submitted at the time of application. Maps must contain sufficient information for the inspector to find the field. Directions and labels should be legible and provided where necessary.

If GPS coordinates are provided, coordinates for both the field entrance and the field centre must be included. GPS coordinates must be provided in a decimal degree format. If you are using an alternative format, please use a third-party tool to convert to the decimal degree format or submit a map instead.

If a plot is being produced, a map is recommended instead of GPS coordinates to ensure that the inspector is inspecting the proper crop. For all field and plot applications, either a map or GPS coordinates must be provided.

Penalties for Applications Submitted without a Map or GPS Coordinates

If the Application is made by the respective crop application deadline date, the applicant is provided a grace period of 14 calendar days from the date of Application to submit a map or GPS coordinates through the SeedCert platform. A $50.00 incomplete application penalty for missing Maps or GPS coordinates will be applied per Application (sequence) if neither is supplied within this timeframe.

If the Application is made after the respective crop application deadline date, the applicant is provided a grace period of 14 calendar days from the date of Application OR one (1) day before the field is inspected, whichever is less, to submit a map or GPS coordinate into the SeedCert platform. A $50.00 incomplete application penalty for missing Maps or GPS coordinates will be applied per Application (sequence) if neither is supplied within this timeframe.

CSGA has added a filter on the left-hand side of the screen in the 'Crop History' tab of SeedCert to help identify crops with neither maps nor GPS coordinates. Maps can be submitted at the time of Application or through the 'Map Upload' tool found on the 'Forms' tab in SeedCert.

For each seed crop without a map or GPS coordinates, CSGA will send a weekly reminder email containing a form that can be used to provide that information directly.

For additional information on mapping and available mapping tools, please see Appendix B.

Field Definition

Fields that are not adjacent or contiguous or that are separated by large physical barriers should be applied for separately. For additional information, please see the Field Definition Document. If a field is found to not meet the CSGA's definition of a field, the inspector may request that CSGA either split the field into smaller portions or combine the field with adjacent field(s).

Land Use Verification

Prior to planting, you can have CSGA verify the eligibility of your land for pedigreed seed crop production by submission of *Land Use Verification (Form 101)*. This form can be found on the 'Forms' tab in SeedCert. Due to liability issues, the CSGA office will not provide land use verification without the completion of this form.

The information submitted to CSGA through the *Land Use Verification* Form (Form 101) is not linked to the application process, so complete land use information will still be required at the time of Application.

Variety Selection and Descriptions

Growers are encouraged to obtain a copy of the variety description for each variety they are producing via SeedCert to help with roguing and managing impurities in the field. CSGA requires that all varieties entering seed crop certification be entered into CSGA's variety database through the CFIA Variety Registration, the CSGA Variety Certification Eligibility Application (Form 300), or CSGA's variety on-boarding tool.

If you cannot find your variety in the drop-down list of the *Application for CSGA Seed Crop Certification*, please contact your variety distributor/representative to ensure that the variety has been submitted through one of the three approved channels.

Seed Crop Listings and Consent to Share Information

Seed Crop Listings, Pedigreed Seed Locator and Provincial Seed Guides

To publish pedigreed seed crop listings in CSGA's national online Pedigreed Seed Locator and in the Provincial Seed Guide magazines and websites, certain personal and crop production information is shared with third parties to publish that information. Applicants must provide consent to have their unassigned production included in these seed crop listings and can customize the information that is shared using the *Membership Application/Renewal Form*. For assigned fields, the Assignee's consent and information choices will apply. Once the Membership form has been submitted, growers are encouraged to periodically review their contact information and consent options through the 'My Account' tab in SeedCert to ensure their preferences are correct.

Important: The Saskatchewan Seed Guide and the Manitoba Seed Guide only publish a telephone number and do not include email addresses so growers in those provinces must share a telephone number if they wish their production to be included in those publications. The Alberta Seed Guide publishes a telephone number, or an email address if a telephone number has not been provided.

CSGA-Accredited Plot Grower

CSGA-Accredited Plot Grower accounts will see a question in the CSGA *Membership Application/Renewal Form* asking for consent to share contact information with third parties (such as seed distributors or companies) looking to work with Select growers to multiply new seed varieties.

CSGA-Recognized Plant Breeder

CSGA-Recognized Plant Breeder accounts will see a question in the CSGA *Membership Application/Renewal Form* asking for consent to share contact information with interested parties looking to establish contacts with Breeders to work with new genetics.

Important: Confirm Inspection Status Prior to Harvest

A harvested crop that was not inspected before harvest is not eligible for pedigree status. Do not assume that your crop was inspected. CFIA may access your fields to conduct check inspections. Do not assume that the inspection service has conducted their inspection if you see an inspector in the field.

If you are ready to harvest, check your crop status in SeedCert to ensure the field has been inspected. Harvest should occur only after it is clear that CSGA has determined that the production requirements have been met. The inspector cannot speak to the CSGA's decision on the final pedigreed status of a field or plot. Even if the inspector has told you your isolations are correct and the field has passed, you must confirm that information on SeedCert or with CSGA before harvesting.

SeedCert - Online Portal for Crop Production Records & Certification Status

Log into SeedCert to view your account balance, crop certification status, crop production records for the current or previous year(s) to pay your invoices online or change your communication preferences. This resource can be used to verify whether your crop has been certified or if there are outstanding issues to be addressed before certification can be completed.

If you are new to seed production and need an account to access SeedCert, please contact the office by email at support@seedgrowers.ca or telephone at (613) 236-0497 ext. 8803.

Digital Crop Certificates

Growers will receive an email each time a new crop certificate is available in SeedCert. To be finalized, digital crop certificates must be updated with the total quantity of seed (kg) harvested from the field before cleaning and must be signed. If the harvested quantity is not available when the crop certificate is needed, an unsigned copy of the crop certificate is available through SeedCert. Growers may return to the platform at a later stage to complete unsigned crop certificates. Digital crop certificates can also be shared with either a grower-authorized third-party account or with a specified email address.

Need CSGA Support?

General seed crop certification information is available on our website at seedgrowers.ca. If you require support, you can reach us through the online chat tool on the CSGA website, by email at support@seedgrowers.ca or by telephone at (613) 236-0497, ext. 8803.

Appendix A: Fee Schedule
CSGA Fees

Membership Fees		
Membership Fee	$240.00	per account To be applied annually for each account – the first member on an account with seed crop certification.
Additional Growers	$25.00	per each additional person added to an account

Acreage Fees		
Group 1 Crop Kinds		
Canola	$3.25	per acre
Hybrid Corn Excludes open-pollinated	$3.00	per acre
Group 2 Crop Kinds		
Hemp Excludes Feminized Hemp	$1.60	per acre
Soybeans	$1.60	per acre
All Grasses and Legumes Section 6 & 7 crop kinds	$1.17	per acre
Group 3 Crop Kinds		
Barley	$1.10	per acre
Bean	$1.10	per acre
Buckwheat	$1.10	per acre
Canary seed	$1.10	per acre
Chickpea	$1.10	per acre
Fababean	$1.10	per acre
Flax	$1.10	per acre
Lentil	$1.10	per acre
Mustard	$1.10	per acre
Oats	$1.10	per acre
Peas	$1.10	per acre
Rye	$1.10	per acre
Triticale	$1.10	per acre
Wheat	$1.10	per acre
All Other Crops	$1.10	per acre

Plot Fees		
Foundation, Probation and Select Plot Certification	$60.00	per sequence
Breeder Plot Certification	$80.00	per sequence

Other Certification Fees		
Minimum certification fee for Special Crop Kinds	$250.00	per sequence Limited to Hybrid Mustard, Hybrid Wheat, Feminized Hemp, and Tobacco.
Midge Tolerant Wheat Testing Validation	$1,200.00	per MTW blend Normally charged to the variety distributor.
Land Use Inspection Assessment	$50.00	per sequence
Re-inspection Assessment	$50.00	per re-inspection
Bulk Application Processing	$5.00	per sequence per field To process each field on a bulk application. Online applications are made available at no additional costs.
Breeder Seed Demotion Assessment Form 45	$80.00	per form
Foreign Canola Support Document Assessment	$60.00	per sequence To process a foreign canola support document assessment; includes crop inspection reports, transfer declarations, hybridity test results, and erucic acid results.
Hybrid Canola Support Document Assessment	$50.00	per sequence To process hybrid canola support document and related assessment.
Hybrid Corn Crop Inspection Report Assessment	$50.00	per sequence To process hybrid corn crop support document and related assessment.

Penalties Assessed		
Late Seed Crop Certification Applications Received 15-21 Days After Deadline	$50.00	per sequence
Late Seed Crop Certification Applications Received 22-60 Days After Deadline	$75.00	per sequence
Late Seed Crop Certification Applications Received 60+ Days After Deadline	$125.00	per sequence
Late Payment	1.5%	per month on balances outstanding 30 days after invoice date
Incomplete Application Penalty – Maps/GPS Not Submitted	$50.00	per incomplete sequence Applied without a field map or GPS coordinates
Incomplete Application Penalty – Variety Not Onboarded	$50.00	per incomplete sequence Applied without a variety onboarding submission.
No Valid Email	$10.00	per sequence Applied when no email has been provided for the account receiving certification services.
Inspection Cancelled	$50.00	per cancelled sequence

Branch Fees

Branch Fees	Maritimes	QC	ON	MB	SK	AB	BC
Branch Membership Fee *(Once per year for each grower on the application except MB which is per account)*	$50.00	N/A	N/A	$65.00	$65.00	$95.00	$95.00
Acreage Fee for All Crops (Per Acre)	$0.30	$0.30	$0.40	$0.33	$0.40	$0.50	$0.50

CFIA Fees

Assessment for CFIA Inspections		
Basic Assessment	$325.00	Per Account
Inspection Assessment (Sorghum & Sugar Beet)	$8.00	Per Acre
Inspection Assessment (Hybrid Sorghum & Tobacco)	$12.00	Per Acre
Inspection Assessment (Hybrid Corn)	The greater of A or B:	
	A. $12.00	Per Acre
	B. $500.00	Per Field
Inspection Assessment (All Other Crop Kinds)	$4.00	Per Acre
Plot Fee for Plots Producing Select, Foundation or Probation Status Seed Crops	$250.00	Per Plot
Plot Fee for Plots Producing Breeder Status Seed Crops	$150.00	Per Plot (Less Than or Equal to 1.00 Acre)
	$225.00	Per Plot (1.01 to 1.5 acres)
	$300.00	Per Plot (1.51 to 2 Acres)
	$375.00	Per Plot (Greater than 2 acres)

Appendix B
Field Maps

Accurate field maps and directions are an essential part of the seed crop certification system. Not only do they provide your inspector with directions to the field, but they also facilitate CFIA monitoring and oversight. As a result, a map of each field/plot is required.

Creating Your Map

You can submit a hand drawn map, a digital map or GPS coordinates. Maps must contain sufficient detail to allow the inspector to find the field. Include easily recognizable landmarks (e.g., buildings, highways) and legal land descriptions and/or legal physical addresses. It is strongly recommended that growers provide maps for plots to ensure that the inspector can find and inspect the proper plot.

CSGA recommends the use of any of the tools below. Tutorials for these services are available on sites like Google and YouTube. If you run into problems, your inspector/inspection service may be able to help you.

> **Google Maps or Google Earth**: These tools are available on most internet connected devices. You can take a snapshot of your map or export the map as a PDF or KML file.

> **Agri-Plot**: This tool is available for Apple iPhones or iPads only. AgriPlot allows users to plot any area on a map. You can even use it in the field. You can export your map as a PDF or KML file.

> **Prairie Land Locator**: This tool is available on most internet connected devices. It is best suited for use in Western Canada. Enter your Legal Land Location and it will give you GPS coordinates and a map.

> **Provincial Government Maps and Mapping Tools**: Several Provincial Agriculture Departments provide their growers with field maps and mapping tools.

Submitting Your Maps

Growers can submit maps to CSGA via SeedCert using the "Upload a Map" tool. This tool does require an electronic version of the map, which could be a file or a picture from your phone. If you need help uploading your file, please contact the CSGA office.

Once your map is submitted to CSGA, a copy will be submitted directly to your inspector/inspection service.