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Kansas Certification Procedures Guide

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About This Manual

This manual is an aid to producers and handlers of certified seed, outlining accepted procedures for adhering to Kansas certification standards. The standards and procedures are available electronically at www.kscrop.org.

Seed Certification

Seed certification is a system of increase, maintenance, and sale or distribution of seed in a manner such that varietal purity and identity are maintained. Key aspects of seed certification are its pedigree system, limited generations of seed production, field inspection, seed quality testing, and specific labeling.

Through a pedigree system, certified seed can be traced back to the field in which it was produced and to the seed source used to produce it. Seed production is limited to two generations beyond Foundation class seed to assure varietal purity is maintained. Every field of certified seed production is inspected by KCIA personnel. Laboratory testing of every lot of seed assures that certified seed meets quality and performance standards. Seed is labeled in accordance with applicable laws to provide a limited warranty for the seller and prudent information for the buyer.

Classes of Pedigreed Seed

Breeder Seed, Foundation Seed, Registered Seed, and Certified Seed are collectively called certified seed. These classes are defined in the Kansas Standards for Seed Certification as well as in the Federal Seed Act, Part 201.

Breeder Seed

Breeder seed is controlled by the owner of the variety and is not generally offered in commerce. It should be the purest seed of the variety.

Foundation Seed

The foundation class of certified seed is the first generation released to seed producers. It is planted to produce the registered class of seed. The originating breeder, public institution, or private entity controlling each variety governs who may receive foundation seed.

Registered Seed

Registered seed is available to the public through certified growers and distributors for use in the production of the certified class of seed. Some varieties may have the sale of registered class seed prohibited or restricted by licensing or marketing agreements controlled by the owner of the variety.

Certified Seed

Certified seed is the commercial class of certified seed. It is sold to the public for grain production and is the last certified generation.

Certified Seed Grower Categories

The following categories of growers (applicants) are established to indicate experience of certifiers and may be used for determining eligibility for certain programs offered by KCIA.

- Category I Growers who have certified the same crop type for the previous three years.
- Category II Growers who have certified the same crop two out the last three years.
- Category III Growers who have certified any crop one out of the last three years.
- Category IV New growers or growers who have not certified any crop the previous three years.

Adherence to Standards

Certified seed can be produced in Kansas by any individual, partnership, or corporation. Seed production of a variety may be subject to a licensing or marketing agreement. Producers of certified classes of seed are required to adhere to KCIA standards and procedures, as well as state and federal seed laws.

Violations of Certification Standards and Seed Laws

Producers and marketers of certified seed that fail to adhere to certification standards and seed laws will receive notice of violations and must remedy such situations or risk losing the privilege of producing and marketing Kansas Certified Seed.

Overview of the Steps to Certification

1. Plant Foundation or Registered class seed in a field that meets land requirements as outlined in the specific crop standards.
2. Using the *myFields* portal submit an application for inspection for each field before the application deadline

- established for the crop. KCIA will compile a statement listing all of an applicant's fields.
3. When received, review, edit, sign, date, and return your ***Statement of Fields Applied for Inspection*** (Appendix A) with payment before the payment due date for the crop.
 4. Rogue each field and isolate problem areas.
 5. Arrange for field inspection at least seven days prior to harvest.
 6. Clean combines, trucks, bins, augers, etc.
 7. Review the field inspection report in the *myFields* portal prior to harvest to verify that the field has passed inspection and confirm any special instructions. Once harvested, a field that has not been inspected may not be certified.
 8. A harvest report will be sent and should be reviewed to confirm KCIA records. It will show the fields KCIA has on record as passed, deferred, or rejected. Contact KCIA if discrepancies are found. There is no need to return the report to KCIA.
 9. Arrange for seed conditioning at a KCIA-approved facility. Approved grower-conditioners may condition their own seed.

Submit samples of clean seed (CSI or cleaned seed inspection) to KCIA for testing. The ***Request for Testing and Certificate of Inspection (Form D, Appendix D)*** should accompany the sample. A representative 10-pound, sample of cleaned seed is required for each 5000 bushels or less of small grains and soybean. For other crop types, the required sample weight is cited in the individual crop standards and may differ from the above for other crops.

10. Sample status once received by the KCIA will be posted to your Seed Lot Management Dashboard account under "Testing". Upon passing testing, the seed lot will be posted to your pending lots under lot management in the Dashboard, once KCIA adds the bushels from your Form D to the lot, it will become active and available to sell. Do not sell the seed prior to receiving this notification from KCIA nor outside of the Dashboard.
11. Complete the ***Unaccounted- for Fields Under Certification*** form (Appendix K), if received, and return by due date. This is KCIA asking why fields that passed inspection did not have samples submitted for testing.
12. Be sure that each seed sale is accompanied by an appropriate certified seed label.
13. Complete reporting to KCIA by ensuring the seed lot management dashboard accurately reflects the activity for each seed lot in your account.
14. Ensure all transfer documents not supported by the seed lot management program are returned to KCIA within 5 business days of transaction.

Planting Certified Fields

A field for certified seed production must meet crop history requirements as set forth in the specific crop standards to be eligible for certification. Consideration should be given to any problems within the field, such as presence of noxious weeds, that may be a barrier to certification. Review the crop certification standards prior to choosing a field. Be certain to clean planters and trucks before using them to plant certifiable seed.

Applying for Certification

Application for certification is made in the *myFields* portal for most crops. This is not a final commitment to proceed with certification or to pay field inspection fees. Each field to be certified must be represented by a completed application. Some specialty crops may require a form from KCIA.

It is important that field applications are accurate. The application signifies your intent to certify a field and provides field inspectors a information for finding the field and reporting inspection results. KCIA will use the application for record keeping and fee assessment.

Proof of seed source is required for each field application. This must be an official label or certificate issued by a certifying agency. A pallet placard, unless it has an official label attached, will not be accepted as proof of seed source.

Verification of Fields and Payment of Fees

KCIA will summarize the fields for which a producer has made application, and the fees to be assessed, on the ***Statement of Fields Applied for Inspection*** (Appendix A). When received, this form should be reviewed to make sure the information is correct. Complete and return the form(s) to Kansas Crop Improvement Association before the deadline to avoid assessment of late fees.

To complete the ***Statement of Fields Applied for Inspection***:

1. **If all information is correct**, and none of the listed fields need to be cancelled, simply verify the amounts, sign, and return it to the KCIA office with the correct fee payment before the appropriate due date.

2. **If information is incorrect**, draw a single line through the error only, and fill in the correct information. Do not substitute fields. If the change involves acreage, correct the field fees. Sign and date the statement and return it with payment before the appropriate due date.

Be sure that the correct certified class of production designation is correct for each field.

3. **To cancel** inspection of one or more of the fields listed, draw a single line through the entire field. Re-calculate the total assessment due. Sign and date the form and return it with payment before the appropriate due date.
4. **To add a field** for inspection, complete application in *myFields* for that field and upload the proper seed source document(s), add the field to your statement and recalculate. Return statement both to KCIA with payment before the appropriate due date. Account credits may be applied to field fees upon request. Do not miss the payment deadline.

Important Dates to Remember

March 15: *myFields Application for Field Inspection* for small grains due
May 1: *Statement of Fields Applied for Inspection* and fees due back in office for small grains
July 25: *Applications for Fall Inspected Crops in myFields* due.
September 1: *Statement of Fields Applied for Inspection* and fees due back in office for soybeans, sorghum

Cancellation and Refund Policy

1. Fields may be canceled at any time prior to harvest by notifying the Kansas Crop Improvement Association.
2. Membership dues, application fees, field fees and late fees are not refundable.
3. Acreage fees and research fees will be refunded only under the following conditions:
 - a. In case of disaster such as drought, flood, hail, or insects, clearly beyond the grower's control, the full acreage and research fees for the field will be refunded upon request if cancellation is made prior to field inspection. Cancellations made after inspection and prior to harvest will be refunded at a reduced amount.
 - b. Cancellation for other reasons must be made early enough for the field inspector to be notified before making a trip to the field. Refunds will be made in the form of credit to the applicant's account to be used in subsequent certification activity.
4. Late applications may not be canceled for refunds except under disaster conditions listed above.
5. All production from whole or the canceled part of partially canceled fields is ineligible for certification.
6. Cancellation of a part of a field may be made for refunds as provided above. A minimum of ten (10) acres or 10% of fields larger than 100 acres may be canceled for refund.

Preparing Fields for Inspection

The grower should walk each field prior to inspection to identify and correct potential problems and rogue the field if necessary. This will reduce the chance of delays and extra cost at harvest. Use the crop certification standards as your guide when preparing a field for inspection.

Roguing Seed Fields - Roguing is the process of removing undesirable plants or "rogues" from a seed field. Roguing is best accomplished by walking a field in a methodical manner, taking strips 10 to 12 feet wide so as not to miss undesirable plants. Optimally, fields should be rogued three or four times during the different stages of the plant's growth, because plant color or other characteristics may change throughout the season. These changes may make rogues of the same crop type more easily identifiable over time. A rogue can be a weed, a diseased plant, another crop, another variety, or an undescribed variant of the desired variety. It is anything that poses a risk to the certification of a field. It should be removed, isolated, or controlled by some method that will ensure the varietal and mechanical purity of the seed lot.

The Field Inspection

Foundation fields require two inspections, one at flowering and one prior to harvest. Fields producing the registered and certified classes of seed require only a pre-harvest inspection. A KCIA inspector must conduct the inspection. It is the applicant's responsibility to contact his/her assigned inspector or the KCIA office several days prior to flowering or harvest in order to avoid scheduling conflicts. The inspector will verify adherence to standards for:

- A. **Varietal Purity** - Each field for certification should show at the time of field inspection that reasonable effort has been made to maintain satisfactory varietal purity.

- B. **Isolation** - Certified seed fields must be isolated from any field that differs in variety or seed class, is not certified, or in some other manner poses a pollen contamination risk. Minimum required isolation distances are given in the crop certification standards. Isolation can be achieved by not harvesting for seed the area of production within the required isolation zone, or by destroying the required portion of the offending field prior to flowering.

If the adjacent field is of the same variety but of a lower certification class, the applicant may harvest the required isolation from the higher class field and combine it with the seed of the lower class, provided both fields passed inspection. Isolation should be clearly staked, mowed, or chemically killed prior to flowering and should be verifiable by the inspector.

- C. **Separation** - Sufficient distance from a different crop type to prevent mechanical contamination is required. Separation distances are cited in the crop certification standards. Where specific separation distances are not cited, separation between fields must be sufficient to prevent mechanical contamination of the seed during harvest or adjacent crops lodging into each other.

Field boundaries must be clearly identifiable by the inspector. Where appropriate, stakes, a fence, a road, a strip of ground, or a ditch may be used for demarcation. For instance, a grower that divides a 100-acre field into two 50-acre fields producing the same variety and class of seed and using the same seed source, but making application for each, would have to use stakes or some other suitable method to show the boundary between the two fields. This is so the inspector may inspect each field separately.

- D. **Weeds** – Field standards list prohibited and objectionable weeds for each crop. Applicants should take steps to control such weeds in certified fields. Fields will be rejected if any uncontrolled prohibited weeds are found at inspection. Control of prohibited weeds is required prior to inspection and may consist of staking, mowing, chemically treating, or not planting infested areas, or some other effective method. Control measures must be complete and verifiable by the inspector and must effectively prevent harvest of the weeds.

Excessive objectionable weeds may cause a field to be rejected. Certification is at risk because the presence of these weed seeds in the crop seed is either prohibited or severely restricted. Some objectionable weeds carry additional restrictions as cited in the standards. Common weeds may lead to field rejection when their presence restricts the ability to thoroughly inspect the field. Excess common weeds will likely affect the quality of seed harvested.

- E. **Prohibited Crops** – Crop standards may list the presence of certain crops as prohibited. An example would be the presence of rye or triticale in a field of wheat. Prohibited crops are grounds for field rejection. All prohibited crops must be removed prior to inspection.

- F. **Other Crops** - The primary concern is for those crop seeds which cannot be easily separated with conditioning equipment. These can be cause for rejection if they are present in the field at the time of inspection. Examples would be barley in wheat or corn in soybeans.

- G. **Disease** - Diseases spread by seed-borne organisms are of concern during field inspections and may require treatment of the seed or rejection of the field. These are listed in the specific crop's standards. The most common problem is smut or scab in wheat, barley, or sorghum.

The field inspector will file the field report in your *myField* account. These are the three possible recommendations:

- A. **Passed/CSI**: This indicates that a field meets all of the field requirements for that crop and seed class on the basis of varietal purity, isolation, separation, and the presence of weeds, other crops and diseases. Seed from a field meeting this recommendation is still subject to a clean seed inspection and other seed quality requirements as cited in both the general and crop-specific certification standards.
- B. **Deferred**: A referred recommendation indicates that the field has some unusual problem or circumstances that the inspector determines should be considered by the KCIA office for review and final action. **Do not harvest a deferred field without further notice from KCIA, or certification may be voided!**
- C. **Rejected**: A rejected field is one that does not meet the minimum standards established for that class of certified seed.

At this point, certification of the seed is halted. Some reasons for a rejected recommendation include uncontrolled prohibited weeds, excessive objectionable weeds, insufficient isolation, no separation from adjacent fields, an excess of common weeds, or contamination with off-types or other varieties.

Reinspection of Rejected Fields

If the problem is correctable, the grower, after making the needed corrections, may apply for re-inspection by contacting the KCIA office. Re-inspection is done on an inspector-available basis and has additional fees associated with it. Seed from fields producing the registered class that are rejected for reasons other than varietal purity may be eligible **for the grower's own use** to produce certified seed the following year but **may not be sold as certified seed**.

Harvesting Certified Fields

Thoroughly clean equipment prior to harvesting certified seed to avoid contamination from weeds or crop seed from previous harvesting activities.

Before harvesting a field for certified seed, review the inspection report in *myFields* to confirm that the field has been inspected and passed. *If there is uncertainty as to the status of a field, call the KCIA office before harvesting.* **Any consolidation of fields or seed lots must be reported to the KCIA office using the *Request for Testing and Certificate of Inspection* form (Appendix D) prior to retail sale. If a rejected, or uninspected field is consolidated with a passed field the whole of the seed is lost for certification.**

The grower/harvester is the last chance to correct an error. Harvested fields cannot be inspected or certified.

Harvest Report

This form (Appendix J) will be sent after field inspections are completed. It summarizes an applicant's field(s) and whether or not each has passed inspection. Review this for accuracy.

Currently, you are not required to return the Harvest Report form to KCIA. It is for your information.

Consolidating Seed Produced in Separate Fields

Seed of the same variety and class, but produced in separate fields by an applicant, may be binned and conditioned as one lot, provided all fields pass inspection. If different classes of the same variety are binned together, the lot assumes the status of the lowest class among the combined seed. Consolidating certifiable seed with seed from a field that did not receive a Passed/CSI recommendation will render the combined lot uncertifiable. Every consolidated lot takes on the characteristics of the poorest seed in the lot.

Consolidations must be made using the *Request for Testing and Certificate of Inspection* (Form D, Appendix D).

Conditioning Certified Seed

Once seed from a field passing inspection has been harvested, it must be conditioned by a KCIA-approved facility before certification can be completed. Approved seed conditioners are divided into three categories: Category I Approved Conditioners, Category II Approved Conditioners, and Grower Conditioners. Category I and II conditioners may custom clean certified seed for other producers. Grower Conditioners may only clean their own certified seed. Application to KCIA and a site inspection are required for approval of conditioners. Check with the Kansas Department of Agriculture about the need to be registered in the State of Kansas.

An air/screen cleaner is the basic equipment required for all approved conditioners. Circumstances may arise in which crop standards specifically require additional cleaning equipment beyond the basic air/screen cleaner. Such a situation would be the presence of jointed goatgrass in a certified wheat field. In this case, crop certification standards require that a length grader or a gravity table, in addition to the air/screen cleaner, must be used to condition the certified seed lot. The applicant should make sure that the approved conditioner chosen has the additional equipment required.

All equipment used to handle, store, or condition certifiable seed must be clean and free of any possible contamination. It is the responsibility of the applicant to verify that a custom conditioner has thoroughly cleaned equipment before conditioning commences.

Potential contamination risks to check prior to seed conditioning include receiving pits and bins, elevator legs, elevators, augers, conveyors, all parts of the cleaner (especially screens and brushes), grader or seed treater, clean seed bins, and bagging equipment.

To complete certification once the seed has been conditioned, a cleaned seed sample must be submitted using the *Request for Testing and Certificate of Inspection*, also known as the "*Form D*" (Appendix D). The applicant must provide seed field

consolidation and conditioning information on this form. The conditioner's signature is required to verify conditioning information. Status of submitted samples may be viewed in your Seed Lot Management Dashboard account. If the sample(s) meet seed standards, the lot will be added to the pending seed lots in your Seed Lot management Dashboard account until KCIA adds the bushel amount declared on the Form D as represented by the samples. The seed lot will then move to your Active Lots and be available for sale.

Sampling Certified Seed

Cleaned seed samples of all seed lots for certification must be tested and meet or exceed minimum seed standards as outlined in the certification standards for the particular crop. Seed lot size is not limited, but a seed sample of wheat soybeans or small grains may represent no more than 5000 bushels. A 5100-bushel lot of seed would therefore require that two samples be tested. Seed samples should be taken using the guidelines below so as to accurately represent the seed lot. Carefully assure that the weight of the sample sent meets the sample weight requirement cited in the specific crop certification standards. Mix the sample thoroughly and then carefully pack it to avoid any shipping damage or leakage.

Obtaining A Representative Seed Sample

KCIA standards require that for all lots of certified seed, a sample must be submitted for testing and meet seed quality standards. Required tests are purity, germination, and a clean seed inspection (CSI), as well as a test weight on wheat. Cereal crops and soybeans require a 10-pound sample to complete the CSI, while grasses and small-seeded crop sample weight requirements can be found in the standards for each crop. Seed lot size is not limited. However, a sample is required for each 5,000 bushels, or portion thereof, making up the seed lot. For example, a 10,200 bushel seed lot requires that three 10-pound samples be tested.

No matter how accurately an analysis is made, it can only show the quality of the sample submitted. Therefore, the sample submitted must truly represent the lot from which it is taken, and it must represent the seed as it is to be offered for sale. It is your responsibility to know that the seed you sell is at least as good as the sample you submit. Do not send hand-threshed or wind-cleaned grain for final laboratory examination. **Careless sampling results in misrepresentation.**

Here are a few rules to guide you in getting a true sample:

- A. If seed from a field is threshed at two or more different times, or if there is some other reason to suspect difference in germination or mechanical purity, it is best to keep each threshing separate and submit a sample from each.
- B. Take the sample from not less than 50 (nor more than 5,000) bushels of seed which have been threshed and cleaned exactly as you intend to process the entire lot for sale. A small portion of seed should be taken periodically as it comes from the cleaner and kept in a clean bucket or tub then mixed and sampled.
- C. Do not send a sample taken from the combine or a sample threshed or cleaned in any manner other than that which will be used for the entire lot of seed.
- D. If portions of a seed lot are cleaned at different times, separate labeling tests should be made for each run.

Remember, the lab tests are for your protection. Seed you offer for sale must be accurately labeled according to the Federal Seed Law, Kansas Seed Law and the KCIA requirements. Review seed sampling procedures in the KCIA General Standards for specific instructions.

Store Seed Safely

Seed may deteriorate during storage. Examine your bins and bags frequently for any indication of heating or insect activity. If you suspect any deterioration, cease all sales and submit a new sample for testing.

Testing

The *Request for Testing and Certificate of Inspection* form (Appendix D) must be completed and sent with the seed sample(s) to the KCIA seed lab. This form provides information such as field or seed lot consolidation, conditioning and signature of the conditioner, tests requested, amount of seed represented by the sample, and the applicant's declaration that he/she has produced and handled the seed according to certification standards.

All seed is tested and analyzed in accordance with the procedures outlined in the "Rules for Testing Seeds" issued by the Association of Official Seed Analysts (AOSA). Complete certification tests on small grains may be conducted only by the KCIA Seed Laboratory. Results from other qualified labs may be used for labeling purposes but will not be accepted for certification purposes. For testing policies regarding crops other than small grains, contact the KCIA office.

Below is an explanation of tests and examinations conducted on seed samples for certification.

Test Weight

Test weight is determined routinely on samples of cereals and soybeans. There is a strong correlation between test weight and seed vigor. Denser seeds are generally higher quality. This test is required on certified wheat.

Purity and Cleaned Seed Inspections

The purity exam is a visual inspection of seeds for impurities and is required for certification. Each sample is divided into four categories: pure seed, inert matter, weed seed, and other crop seed. In some cases other varieties may be separated out also. The various components are weighed and reported as a percentage. The cleaned seed inspections and noxious weed exams (both for Kansas and for all states) are a continuation of the purity exam but the various components are not weighed and inert matter is not determined. The weed and other crop seeds are counted and reported as number of seeds per pound of sample. Allowances for these examinations are listed under the seed standards of the certification standards for each crop.

Germination Tests

The germination test is an evaluation of the viability of the sample and its likelihood of producing a plant in the field. Four replications of 100 seeds are planted from each sample in moist media and placed in a temperature-controlled environment. The conditions under which they are planted are those that have been determined to be optimum for each crop. This test is used for labeling purposes and is required for certification. The results reported from this test are considered to be the potential field emergence under near-perfect conditions.

Preliminary Samples

A germination test on each harvested field may be used for certification pending the final germ on the cleaned-seed CSI sample (see General Standards, XI. F.). For wheat, one sample shortly after harvest is sufficient. For soybeans, a germination test from each lot or bin at harvest and again in January or February is recommended. A final germination and purity test on the cleaned seed sample for labeling is then required. Half-pound samples are sufficient for germination-only tests. Two-pound samples are required for germination and purity tests.

In order to use the results of a preliminary sample for labeling a seed lot, the sample must be identified with the field number of the certified field it represents. When the cleaned seed sample is submitted, field germs will be used to apply to the seed lot once other testing is complete. The preliminary germination can not be greater than the final cleaned-seed germination.

The use of a preliminary germ will only save the few days between purity completion and final germ and should only be used in years of late harvest when a few days become important.

The **Standard Certification Test** is required to sell certified seed. In addition, trait tests such as Clearfield Confirm or Axigen may be required for final certification. Tests are requested in the Request for Testing Services section of the Form D - **Request for Testing/Consolidation and Certificate of Inspection** (Appendix D).

Other tests such as the Tetrazolium (TZ), Accelerated Aging (AA), protein, seed size, test weight, and seeds per pound are not required for certification but may be requested. Contact the KCIA Lab for a complete list of tests and their uses.

All tests are conducted according to the Association of Official Seed Analysts (AOSA) rules for testing and are legal for seed labeling purposes.

Test results are reported to the certification applicant via the **Laboratory Analysis Report** (Appendix D) reviewed in your seed lot management dashboard. This report notifies the applicant if the sample passed for certification or explains why it did not.

Completion of Certification (supplants former Certificate of Inspection)

Seed lots that have met all requirements for production and testing will be posted to the *Active Lots* section on the seed lot management dashboard indicating that the applicant has authority to sell the variety and amount of seed represented. All information pertaining to testing and status of a seed lot can be viewed within the program.

Labeling Certified Seed

Certified seed must be labeled in accordance with KCIA certification standards and State and Federal seed laws. Labels may be pressure sensitive (stick-on), preprinted on the container, attached to an invoice (**Bulk Invoice Label**, Appendix H), or a **Bulk Retail Sale Certificate** (Appendix G). Seed for bulk resale is wholesaled to an eligible reseller using the First or Second Resale option in the seed lot management dashboard. (Appendix L).

A label is the documentation that accompanies the seed at the time it is sold and provides the basic information required by laws, rules, and regulations. The label is what identifies the product, defines its quality, and names the person responsible for it. Official certification labels are ordered from the KCIA office while bulk retail certificates and resale certificates are generated by the seller in the

seed lot management dashboard. Eligible entities may request label-printing privileges. Those wishing to print their own labels may refer to the *Procedures and Guidelines for Printing Kansas Certified Seed Labels* available from KCIA or at www.kscrop.org.

Whether issued by KCIA or printed by an approved labeler, it is important to remember that the label alone does not mean that the seed is now certified. Seed must pass testing before the seed may be sold. Under no circumstances should seed ever be allowed to move from the labeler's possession without a label attached to every container. Likewise, tags should never be distributed unattached to the bags to which they belong. The labeler is responsible for what the tags get attached to.

The first decision to be made in labeling is how the seed is going to be marketed. The choices are either packaged (a sealed container) or bulk (an open container). Sealed containers are understood to be those which cannot be opened or contaminated without evidence of tampering. Sealed containers, including sealed jumbo bags and bulk "bulk boxes" are labeled with a tag/label. Unsealed bulk containers, including unsealed jumbo bags, are labeled with a **Bulk Retail Sale Certificate** (Appendix G) or with a **Bulk Invoice Label** (Appendix H). Specific labeling procedures for the various modes of marketing are addressed in the marketing section below.

For a customer who brings his/her own bags, use a **Bulk Retail Sale Certificate** or a **Bulk Invoice Label**. This is considered bulk seed for two reasons: 1) except for the use of used/reconditioned "jumbo" bags that may be used for the Certified class of seed only, if certified seed goes in a bag, the bag must be new and any printed information cannot conflict with the seed label; and 2) since these bags are not usually sealed, they wouldn't qualify as packaged seed.

Basic Labeling Requirements

The class of seed produced will determine the color and type of tag or label used. Foundation tags are white and black; Registered are light purple and dark purple, and Certified are light blue and dark blue. Labels are completed in black ink. Bulk certificates usually will not be of these colors but will have the seal and name of the certifying agency on it along with a required signature.

Certified seed labels must list the kind, variety, certification number, and name of the certifying agency.

State and Federal laws require that every analysis label have the following information.

1. Name of the kind (crop) and variety.
2. Percentage by weight of pure seed.
3. Percentage by weight of all weed seed.
4. Percentage by weight of inert matter.
5. For each named agricultural seed -
 - a) the percentage germination exclusive of hard seed
 - b) the percentage of hard seeds, if present
 - c) total germination percentage including hard seed may be included
 - d) the calendar month and year the test was completed to determine such percentages.
6. Percentage by weight of other crop seed.
7. Lot number or other lot identification (e.g. - certification number).
8. State of origin.
9. Name and rate of occurrence per pound of each restricted weed seed present.
10. Name and address of person responsible for label.

Additional information such as seeds per pound or test weight may be included on the certification label. If seed has been treated for insect or disease control, additional appropriate statements or tags are also required.

KCIA general certification standards require all certified labels and certificates to carry the appropriate Plant Variety Protection (PVP) statement if a variety is so protected.

It is important to accurately represent to customers the PVP protection status of varieties sold. KCIA certification standards require that all labels and certificates contain PVP notification. After obtaining the protection status of a variety, either from KCIA or the PVP website, the correct information must appear on the label or document. Below is a guide for using that information.

0. Not a Protected Variety

If the PVP search states it is "unable to find" a variety, the indication is that PVP protection has not been applied for. This means that an application has not been received by the PVP office. It is NOT an indication that the variety

owner does not intend to file for PVP protection. The variety owner has 12 months to apply for PVP. The PVP website should be checked regularly to see if PVP has been applied for.

Varieties that are not protected by PVP may be protected by other contracts, patents or licensing agreements.

1. Unauthorized Propagation Prohibited - For Testing (or Increase) Only.

A company may attach this statement for varieties they are testing and for seed increase and for which fully intend to apply for PVP protection but have not yet done so. Seed so labeled should not be offered for retail sale.

2. Unauthorized Propagation Prohibited - U.S. Variety Protection Applied For.

The PVP office has received application for the variety in question and, if protection is issued, the variety will not require certification to be sold.

3. 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.

The PVP office has received application for the variety in question specifically under Title V to be sold by variety name only as a class of certified seed.

4. Unauthorized Propagation Prohibited - U.S. Protected Variety.

The variety in question has received protection under the PVPA. It must be sold by variety name but does not require certification.

5. Unauthorized Propagation Prohibited – to Be Sold by Variety Name Only As a Class of Certified Seed – U.S. Protected Variety

The variety in question has received protection. It must be sold by variety name and requires certification.

The appropriate PVP statement can be determined by visiting the Plant Variety Protection office website, or by contacting KCIA. KCIA generally posts the current PVP statements for inspected varieties on our website.

Marketing Certified Seed

Certified seed may be sold either bagged or in bulk in accordance with the general certification standards. The applicant may opt to sell retail directly to the farmer, or wholesale to an eligible Bulk Retail Facility or Category 1 grower. An applicant may choose to transfer eligible seed prior to conditioning (in the dirt) to an eligible Cat I approved conditioner or Cat I grower. The sale and movement of Kansas Certified Seed is governed by the general standards in the *Kansas Standards for Seed Certification and Seed Handling Facilities* and is also subject to state and federal seed law requirements. The different means of marketing certified seed, and proper labeling procedures, are discussed below.

Transfer of Unconditioned, Not Finally Certified Seed

Having passed field inspection, seed may be transferred to a Category I Approved Conditioner or Category I Grower who will condition the seed and complete all certification requirements. In this case the buyer purchases not only the seed, but also the certification. Procedures differ slightly for transfers within Kansas and transfers out-of-state.

Transfers within Kansas require a different form than transfers out of or into Kansas. At time of this printing, the seed lot management dashboard does not track pre-certified seed. Therefore, the appropriate forms to conduct transfers must be obtained from KCIA. Additional seed from the same fields may be received by a completed Additional Purchase of Seed form signed by buyer and seller.

To conduct an inspected seed **transfer within the state of Kansas**, use the *In-State Transfer of Inspected Seed in Bulk* form (Appendix B). Buyer and seller signatures are required.

To conduct a **transfer of seed into Kansas**, use the *Interstate Transfer Certificate of Bulk Seed - Eligible for Resale Pending Certification Verification in Receiving State* form (Appendix C). Note: this form requires verification of the exporting

certifying agency. In addition, both buyer and seller must sign the form.

Transfer of seed out of state also uses the interstate transfer form (Appendix C). It is the out-of-state receiver who is responsible to meet the requirements of his/her state's certification authority. Transfer of seed out of Kansas requires verification of KCIA.

Bagged Sales

Certified seed must be bagged in new bags that do not have exposed printing or trademarks referring to products other than seed. All bags must bear official certification labels stating "Foundation," "Registered," or "Certified" as well as appropriate analysis information (Appendix H). Bagged and labeled certified seed may be resold an indefinite number of times, as long as the bag remains sealed and the label is representative of the seed. Jumbo, or bulk totes, when properly sealed and labeled are considered bags. Carryover bagged seed must be re-tested for germination and the labels updated before it can be sold.

Labeling Bagged Seed

Seed may be labeled with the class it is eligible for, or any class lower. Foundation seed may be labeled as Foundation, Registered, or Certified class. Registered may be labeled as Registered or Certified class. Certified may only be labeled as Certified class. It should be noted that some varieties do not have a Registered class. This is often true for alfalfa, grasses, and many proprietary wheat and soybean varieties; in such cases, Foundation class seed cannot be labeled as Registered class seed.

Certification labels come in two basic types. The most commonly used is the **Combination** type. It contains both the certification information as well as the analysis information. The other type is the **Certification Only** type. It contains only information relative to the certification of the seed. It must be used in conjunction with an analysis tag (two-tag system) to meet labeling requirements. **KCIA standards prohibit the use of the two-tag system when labeling large "jumbo" containers.**

A certification label can be printed directly on the bag by the bag manufacturer. In this case the label is completed by the seed producer just prior to filling the bag. Label design and placement on the bag must be approved by KCIA prior to bag production. Persons interested in using such pre-labeled bags should first review the *Procedures and Guidelines for Printing Kansas Certified Seed Labels* manual available from KCIA or online at www.kscrop.org.

Bulk Movement of Seed

Foundation, Registered and Certified class seed may be sold or resold in bulk according to the standards. The **retail sale** of the Certified class of seed constitutes a final sale, and this seed cannot be resold. A **Bulk Resale** is a movement of seed to an authorized receiver who will relabel and sell the seed. Bulk sale/resale of Registered class seed of some cultivars may be prohibited or restricted by licensing or marketing agreements. .

Labeling Bulk Certified Seed for Retail Sale

For the same reasons that it is important to see that every bag has a tag, it is important that every bulk load has a **Bulk Retail Sale Certificate** (Appendix F) or a **Bulk Invoice Label** (Appendix G) attached to an invoice, to go with it. Seed sold without proper labeling constitutes a violation of the labeling laws and a potential for liability. Certification is void if not properly labeled.

Bulk retail sale certificates are self-generated for printing within the Seed Lot Management Dashboard. The seller must complete the form to the customer, and report the amount sold on each certificate in the dashboard by its unique serial number.

In addition to the information required to label seed, the **Bulk Retail Sale Certificate** must also be completed with:

1. name and address of buyer or, an identifying account number
2. condition of container (truck, wagon, cart, etc.) regarding cleanliness
3. date and signature of the seller (seed producer/certification applicant)

It is not required that the buyer or their agent sign the certificate, however, a buyer's signature acknowledges that he/she

1. did receive the seed as stated on the certificate. This can be particularly important if he/she did not pay for the seed and signed invoices are not used.
2. knew the container may have been contaminated. This helps settle disputes about mixed varieties, other crop seed, etc.
3. knew it was a protected variety, in case he/she tries to sell seed to neighbors next year and then claim ignorance of the PVP status.

If using a **bulk invoice label**, only a combination-type bulk invoice certification label from KCIA may be used on the invoice. The

label used for this purpose is identical to one that might be used for bagged seed, except there is no weight printed on the label. Rather, the weight of seed represented by the label is provided by the invoice to which that label is attached.

Bulk Resale

Purchasing Bulk Kansas Certified Seed To Relabel and Sell

Bulk seed of the **Registered and Certified classes only**, can be sold by the original certification applicant to an authorized receiver using the seed lot management dashboard (Appendix I). The reseller then labels and sells the seed as certified. Additional purchases of the same seed lot are conducted as additional sales in the dashboard. The dashboard is programmed to prohibit resales to unauthorized persons. To be eligible for resale, seed must meet or exceed the minimum standard seed analysis of 90.00% germination, 99.00 % purity, 0.98% inert, 0.01% weed seed, and 0.01% other crop. **Do not purchase seed for resale that does not meet or exceed these values.** The dashboard is designed to track resales.

Standards allow eligible seed to move wholesale two times. Resellers purchasing seed from the original certification applicant may conduct a bulk resale to a second eligible reseller or make a retail sale to the planter. However, the second reseller may sell only to the planter, as additional moves are prohibited. Seed cannot be moved via bulk resale more than twice.

If seed certified by another state is intended for resale as Kansas Certified Seed, an Interstate Transfer Certificate of Bulk Seed - Eligible for Resale Pending Certification Verification in Receiving State (Appendix N) is required. Out-of-state seed must be tested to Kansas standards prior to receiving Kansas labels. If you are transferring seed out of state, contact KCIA to obtain the telephone number and address of the certification agency in the other state. An interagency form may be required.

Labeling Resale Seed for Retail Sale

Seed received on a resale is labeled as for any other certified seed. Out-of-state seed must be tested by KCIA to receive Kansas labels.

Labeling Blends

Unless a blend is specifically registered with the Kansas Department of Agriculture and KCIA, a blend of Certified varieties must be labeled in a manner that lists, in order of decreasing presence, the percentage and varietal name of each component in the blend and the word "Blend" along with the crop kind.

All blended lots are to be reported to KCIA prior to retail sale. The seed lot management dashboard allows the creation of blends and the capacity to generate bulk retail certificates, or to order labels from KCIA. To label a blend for a crop that is not supported by the seed lot management dashboard, the seller must complete and submit to KCIA a **Form D** (Appendix D) listing each component and its respective certification number. As with single varieties, the **Form D** number will become the certification number for labeling purposes. The analysis used for labeling will be a composite of the most restrictive mechanical purity factors among the component seed lots, i.e. the lowest germination and the highest inert matter, etc.

The use of resale seed in a blend is allowed. Seed not meeting certification standards, or seed of uncertified varieties, will render the all components uncertified and perhaps ineligible for sale.

Blending implies homogenization of the component varieties into a uniform final product. If the seller is simply placing bulk seed of different varieties into a truck at the request of the buyer, a label or certificate should be issued for each variety so delivered and note made that the varieties were comingled.

Retail Seed Outlets

Seed that is properly sealed and labeled may be sold by anyone and may be moved unlimited times as long as the bag remains sealed and protected, has not been opened, and the label remains legible and accurate. A bag of seed must be sold as a whole unit and may not be subdivided.

Bulk seed must be sold under the control of the certification holder, generally at the holder's place of business or registered Bulk Distribution Center and is restricted in the number of times it may be moved in commerce by the general certification standards.

Two programs implemented by KCIA open up additional channels of commerce whereby certified seed producers may market bulk certified seed. They are the Bulk Distribution Center (BDC) and the Bulk Retail Facility (BRF).

The **Bulk Distribution Center (BDC)** allows a Category I grower to contract a suitable facility to sell their bulk certified seed. The grower must inspect the facility and complete an evaluation form to register the site with KCIA. The facility must also be registered as a retail seed dealer with the State Department of Agriculture. The certifier is responsible for supplying the BDC with labels

and retains the certification and liability for the seed.

The **Bulk Retail Facility** allows any non-grower person or business entity with a suitable facility to make application to KCIA for authority to buy and sell the certified class of seed. Application to KCIA and an on-site inspection conducted by KCIA are required.

The distinct difference between a BDC and a BRF is that the grower retains ownership of their seed in the BDC and must supply the facility labels for seed sales. The BRF buys both the certification and the seed and must label the seed under its own business name.

Both the Bulk Distribution Center and the Bulk Retail Facility are governed by specific standards as cited in the *Kansas Standards for Seed Certification and Seed Handling Facilities*. Operational information for Bulk Retail Facilities can be found on the web at www.kscrop.org under Bulk Facilities or may be obtained by contacting KCIA.

Reporting to KCIA (supplants the former Distribution Report)

Applicants are required to report the disposition of the certified seed they have produced, received by resale or transfer sold, and will carryover to next season. The seed lot management program will meet this requirement if conscientious data entry is maintained. For activities not supported by the dashboard at this time, mainly transfers, KCIA will need to receive its copies of forms used. This is for both in-state and out of state documentation. There is generally a 5 business day return requirement on these forms.

Unaccounted-For Fields

An applicant who does not complete certification on a field or fields that have passed inspection will receive a *Statement of Unaccounted-For Fields* (Appendix K). For each field listed, the applicant must report the disposition of the harvested seed and the reason certification was not completed by the applicant. Some reasons a field may be unaccounted- for: the seed was dumped as grain, saved for own use, held as carryover seed, transferred to another producer, or not properly documented as consolidated with another field. Seed that has not completed certification may not be sold as seed.

This statement is a means of accounting for seed that has passed field inspection but did not complete the certification process. It enables year-end reconciliation by KCIA of all fields that passed inspection. This form should be completed and returned to KCIA by the date requested.

Maintaining Active Status of a Seed Lot

The seed lot management dashboard will track inventory and carryover seed. Once the germination test is older than nine months, carryover seed will move to the pending seed lots in your account and is unsaleable until the germ is renewed. Seed lots with a carryover balance but not in the dashboard, such as for a specialty crop, and having no activity reported for one year will be reduced to zero balance and will not be eligible for certification in the future, nor be allowed to be used as a seed source.

Activity is regarded as one or more of the following:

1. Re-germination of carryover certified seed and seed sales
2. Declaration of carryover seed through the "Report of Unaccounted for Fields"
3. Completion of the distribution report indicating carryover seed remains,

It is the responsibility of the grower to notify KCIA if seed being held is absent from reports received from KCIA. Seed lots losing active status will not be allowed as a seed source by the grower.

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Appendix A - Statement of Fields Applied for Inspection (Example only - fees are subject to change)

Statement of Fields Applied for Inspection Form B Kansas Crop Improvement Association

2000 Kimball Avenue
Manhattan, Kansas 66502
Phone (785) 532-8118
Fax (785) 532-6551



Schuler Seed
2000 KIMBALL AVENUE
MANHATTAN, KS 66502-3352

Instructions:

1. Review the information below and VERIFY IT FOR ACCURACY.
2. If the information for a field is correct, copy the "total" amount into the "verified total" column.
3. To delete a field, draw a line through the information and put "0" in the "verified total" column.
4. To change the acreage of a field, draw a line through the acres, write the correct amount in, adjust the acreage and research fees and put the correct new total in the "verified total" column.
5. After verifying each field, total the "verified total" column. Make your check payable to the Kansas Crop Improvement Association and include it with signed top copy of this form and send to 2000 Kimball Avenue, Manhattan, KS 66502.

Field #	Class	Crop	Acres	Field Fee	Acreage Fee*	Research Fee**	Total Fee	Verified Total
A48676	C	AP Bigfoot Wheat - HRW	75	\$6.00	\$281.25	\$37.50	\$324.75	
A49138	R	AP Bigfoot Wheat - HRW	200	\$6.00	\$750.00	\$100.00	\$856.00	
A49807	C	WB4699 Wheat - HRW	50	\$6.00	\$187.50	\$25.00	\$218.50	
A49878	C	Zenda Wheat - HRW	40	\$6.00	\$150.00	\$20.00	\$176.00	
A50081	C	KS Ahearn Wheat - HRW	75	\$6.00	\$281.25	\$37.50	\$324.75	
Total if returned by May 1, 2023.							\$1,900.00	
Total plus \$100 per field late fee if returned AFTER May 1, 2023.							\$2,400.00	

* Acreage fee - Foundation - \$4.75 per acre, includes second inspection
- Registered and Certified - \$3.75 per acre

** Research Fee - \$0.50 per acre - Refundable upon request, following field inspection.

I have read the specific certification standards for each crop and the instructions for applying and hereby apply to the Kansas Crop Improvement Association (KCIA) for inspection of the field(s) described above. Each field is properly isolated and contains no uncontrolled areas of noxious weed. If accepted, I will take necessary precautions to see that seeding, harvesting, conditioning, handling and storage equipment and facilities are cleaned to prevent any contamination of the seed.

I agree to keep an accurate record of the crop harvested from each field. I agree to properly label all seed sold from each field. At the close of the seeding season, upon request of the Kansas Crop Improvement Association, I will submit a complete and detailed report of the disposition of any certified seed sold from each field.

I understand that I am solely responsible for any licensing, stewardship and/or additional testing requirements when applicable to a given cultivar. Denial of certification, at any stage of the process, due to my failure to meet my obligations, will not absolve me of my responsibility to pay for services provided by the Kansas Crop Improvement Association to that point.

The KCIA and the applicant acknowledge and agree that, since the use of certified seed is beyond the control of the KCIA, NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, QUALITY OR FREEDOM FROM DISEASE, IS MADE BY KCIA CONCERNING THE SEEDS GROWN BY THE APPLICANT.

Applicant Signature

Date



If you would like an email confirmation that KCIA has received your paid Form B statement, please check the box below and provide an email address that you would like the confirmation sent to.

Yes, please send confirmation of receipt to the following email address: _____

Top Copy - KCIA

Report Date: 09/19/23

Bottom Copy - Applicant

Appendix B - In-State Transfer of Inspected Seed (in-state movement of seed passing field inspection)

NOT VALID FOR
OUT-OF-STATE SEED

In-State Transfer of Inspected Seed in Bulk Serial Number 8 _____
 Kansas Crop Improvement Association, 2000 Kimball Ave., Manhattan, KS 66502
 Phone 785-532-6118 kicrop@kansas.net Fax 785-532-6551

Seller to submit KCIA copy within 5 business days

Producer/Seller

Buyer

Name _____ Name _____
 Address _____ Address _____
 Email _____ Email _____
 Phone _____ Phone _____

Inspected seed is seed from fields that have passed field inspection but for which certification has not been completed. The buyer must condition the seed and submit the appropriate samples to complete certification prior to any resale or retail movement.

Class	Variety	Crop/Kind	Treatment	Origin	Net Weight (lbs)
<input type="checkbox"/> Registered	_____	_____	<input type="checkbox"/> Treated	_____	_____
<input type="checkbox"/> Certified	_____	_____	<input type="checkbox"/> Untreated	_____	_____

Plant Variety Protection (check only one)

- 0 - Not a Protected Variety.
- 1 - Unauthorized Propagation Prohibited - For Testing (or Increase) Only.
- 2 - Unauthorized Propagation Prohibited - U.S. Variety Protection Applied For.
- 3 - 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.
- 4 - Unauthorized Propagation Prohibited - U.S. Protected Variety.
- 5 - Unauthorized Propagation Prohibited - To Be Sold By Variety Name Only As A Class Of Certified Seed - U.S. Protected Variety.

Container Condition: Clean Contaminated Unknown Comment: _____

Field Number(s) of Seed Origin

_____, _____, _____, _____, _____

Testing

When submitting samples for testing identify the seed as: yy - § _____, where yy is the year designation.

Additional Comments/Information:

The seller warrants only that the seed complies with all applicable Kansas certification standards and is limited as labeled above; gives no warranty, expressed or implied as to productiveness of this seed and will not be responsible for the resultant crop in any way. It is mutually agreed that liability is limited to the purchase price of the seed. The buyer agrees that this certificate is evidence of the seed transaction stated and assumes all responsibility to maintain the integrity of the seed.

Date _____ Seller Signature _____
 Date _____ Buyer Signature _____

Copy Distribution: White: KCIA Yellow: Buyer Pink: Seller

Kansas Crop Improvement Association makes no warranty of any kind, expressly or implied, including merchantability or fitness for purpose, or otherwise, which extends beyond the certification that the seed inspected met the regulations of the agency.

*Appendix B - Interstate Transfer Certificate
(Interstate movement of seed passing field inspection and seed having completed certification)*

**Interstate Transfer Certificate of Bulk Seed - Eligible for Resale
Pending Certification Verification in Receiving State**

Form ID: _____
Number of Attachments: _____

Buyer	Seller
Name _____	Name _____
Address _____	Address _____
Phone _____	Phone _____
Email _____	Email _____

Class _____ Variety _____ Kind/Crop _____
 Year Harvested _____ Origin _____ Stage of Conditioning _____
Certification Number _____
 Lot Identification _____
 Field IDs _____
 First Date of Movement _____ Number of Trucks _____ Total Shipment Weight _____ (pounds)
 PVP Statement _____

Sample Submitted for Testing Prior to Transfer: Yes No Sample ID _____

Pure Seed	%	Weed Seed	%	Germination	%	Date Tested	
Inert	%	Noxious Weed Seed	None	Hard Seed	%	Treated	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Crop	%	Other Results					

The seller or buyer, whose name appears above and is submitting this transfer to the receiving seed certification agency, is solely responsible for the information provided hereon. This certificate may be void if not completed accurately.

Prepared by: Buyer Seller
Preparer's Declaration: I hereby declare that the information submitted hereon is accurate and complete to the best of my knowledge. Print Name: _____ Signed _____ Date _____

Seller's Declaration: I hereby declare that the seed described above and/or on records attached was produced within the certification program of the below listed seed certification authority, has passed agency field inspection, and if conditioned and tested, meets the minimum seed requirements for labelling as a certified class of seed. I authorize my seed certification agency to provide information from its records about this seed to the receiving seed certification agency.

Buyers Declaration: I hereby declare that if not provided by the seller, I will complete conditioning, testing, and certification with my seed certification agency prior to the resale of the seed, and to maintain the integrity of the seed until it is resold to the end user.

Originating Seed Certification Authority
 Name _____ Email _____
 Address _____ Phone _____

Should there be attached an agency certification document with information accurate and matching above, transfer approval is noted thereon; OR, According to the certifying agency's records, the seed represented by this certificate is from a field inspected, and if tested the sample provided, met the minimum seed requirements for certification. **Transfer Approved:**
 Print Name: _____ Signed: _____ Date: _____

The agency makes no guarantee of the seed documented above and assumes no responsibility in connection therewith.

Attachments List: _____

Appendix D - Request for Testing and Certificate of Inspection

Form D



Kansas Crop Improvement Association Request for Testing/Consolidation and Certificate of Inspection

Applicant Name _____ Lot # _____

Certification # _____

Variety _____ Crop _____

1. Lot Description

List fields, seed lots, or transfers to be included in this seed lot. List only the actual dirty bushels included in this lot.

Field (A), Certification (D) Or Transfer Number	Class (circle one)	Dirty Bushels	Field (A), Certification (D) Or Transfer Number	Class (circle one)	Dirty Bushels
_____	F R C	_____	_____	F R C	_____
_____	F R C	_____	_____	F R C	_____
_____	F R C	_____	_____	F R C	_____
_____	F R C	_____	_____	F R C	_____
TOTAL DIRTY BUSHELS					_____

2. Seed Conditioning

I used: my own cleaner Approved Conditioner (name) _____

Seed conditioned _____ bu. or lbs.
(subtract) Cleanout _____ bu. or lbs.
(equals) Amount after cleaning* _____ bu. or lbs.

Remarks _____

Based upon the information provided to me, I have properly conditioned the above-mentioned lot of seed.

Signature of person who conditioned this seed

Date of seed conditioning

3. Request for Testing Services

Standard Certification Test

- Wheat / Soybeans – Purity, Germination, S/LB, CSI
- All Other Small Grains – Purity, Germination, CSI
– Add S/LB

* Test Weight and moisture conducted on all samples.

Additional tests:

- Protein
- Acc. Aging
- TZ
- Screen Size (6/64, 5/64)
- Treated Germ
- Potassium Hydroxide

Trait tests:

- Wheat
- Axigen
- Soybeans
- STS
- Clearfield Confirm
- Roundup Ready

Other: _____

4. Applicants Declaration

By signing below, I declare that

- 1) I have adhered to all KCIA standards and procedures in the production of this seed and agree to offer it for sale according to all state and federal laws; and,
- 2) I will submit additional samples for each 5000 bushels or fraction thereof from this lot to KCIA for testing; and,
- 3) I declare that the sample(s) I submit are representative of _____ bushels intended for certification.* This may exceed 5000 bushels. Additional samples must be tested.

Signature: _____ Date: _____

A Certificate of Inspection will be issued only when all the information requested on this form has been provided.

* A "Provisional" Certificate of Inspection will be issued if the amount intended for certification is greater than the amount of seed after cleaning.

Complete information and enclose in sample container.

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

Top copy – KCIA Middle copy – Applicant Bottom copy – Conditioner

Appendix E - Laboratory Analysis Report



Seed Analysis Report

Kansas Crop Improvement Association

2000 Kimball Avenue
 Manhattan, Kansas 66502
 Phone (785) 532-6118
 Fax (785) 532-6551

Sample Number K-23-1583

Report Date: 6/21/2023

Sender's Information - provided by the sender, not the laboratory

Variety / Kind: KS Western Star Wheat	
<i>Triticum aestivum subsp. aestivum</i>	
Lot Number: SS123-3	Field: A81234
Cert. Class: Certified	Cert. #: D04050

Seed Enhancements: (none)

KANSAS CROP IMPROVEMENT ASSN
 2000 KIMBALL AVENUE
 MANHATTAN, KS 66502-3352

Test(s) Requested: Standard Test Package Total Charge
\$0.00

Purity Analysis			Germination Analysis			Other Tests
Work Wt.	100.0 grams	%	Germ. %	Hard %	Dormant %	Moisture: 11 % Test Weight: 60 pounds / bushel Seed Count: 15118 seeds / pound TKW: 30 grams
Wheat		99.98	96	--	--	
Inert Matter		0.02	Test Date: 6/28/2023			
Other Crop		0.00	Days Tested: 7 Seed Tested: 400			
Weed Seed		0.00	Weight of Submitted Sample			0 g.

Other Crop Seeds	# / pound *	Common Weed Seeds	# / pound *	Noxious Weed Contaminants		
<u>None Found</u>		<u>None Found</u>		Nox. Wt	4540 grams	# found #/pound
				<u>None Found</u>		

* Other Crop and Common Weed seed rates found in 4540 grams

Comments:
 Certification Status: PASSED- This lot of seed is considered to have met the seed analysis requirements of certification.

Carbon Copy to:	Lab Results / Reports available at https://lab.kscrop.org or link through the KCIA website www.kscrop.org
-----------------	--

Tests were conducted according to Association of Official Seed Analysts rules where applicable. Unless otherwise stated, all other analysis were performed according to generally accepted practices. Kansas Crop Improvement Association (KCIA) warrants only that the analysis report is accurate for the sample as it was submitted to the laboratory. Unless otherwise stated, KCIA makes no claim as to the accuracy of the variety. KCIA makes no statement of fitness for any purpose of the seed represented by this analysis.

Eric Fabritzus, Seed Lab Manager

 Rayshell Colson, RST #70

Appendix F - Bulk Retail Certificate
(self-generated from seed lot management dashboard)

SERIAL NUMBER: 3254 This is a unique serial number. Record amount sold in Dashboard

KANSAS CERTIFIED SEED

BULK RETAIL SALE CERTIFICATE

The rules of the Kansas Crop Improvement Association provide that the foundation, registered and certified class of **WHEAT, OATS, BARLEY, RYE and SOYBEANS** may be sold in bulk and certification retained. The certification of the seed designated below will be void if this seed is resold.

Labeled By: KANSAS CROP IMPROVEMENT ASSN - Rossville, KS

Class, Variety, & Crop: Certified, KS Western Star, Wheat

Purity: 99 %

Germination: 90 %

Certification No: D04050

Inert: 0.98 %

Hard seed: 0 %

Date Tested: 06/22/2023

Other Crop Seed: 0.01 %

Amount: pounds sold lbs

Weed Seed: 0.01 %

Origin: Kansas

Noxious Weeds: None

This seed is: TREATED UNTREATED

Plant Variety Protection

5 [X] Unauthorized Propagation Prohibited - To Be Sold By Variety Name Only As A Class Of Certified Seed - U.S.

Protected Variety-PVPA 1994

Sold To: Name or account number of buyer

Condition of container in which this seed was placed: clean contaminated unknown

Comment: Make any comment needed

The seller gives no warranty, expressed or implied as to productiveness of this seed and will not be responsible for the crop in any way. Liability is limited to the purchase price of the seed.

By signing below, I agree that this Certificate is evidence of the seed transaction stated.

Date: Date of transaction Signed: Seller or agents signature Signed: Buyer or agent's signature if possible

The Kansas Crop Improvement Association makes no warranty of any kind, expressly or implied, including merchantability or fitness for purpose, or otherwise, which extends beyond the certification that the seed inspection met the regulations of the agency. This certificate is void if not dated within nine months of "Date Tested" shown above.



Printed: 30/08/2023

© 2009 Kansas Crop Improvement Association

Appendix G - Bulk Invoice Label

Invoice

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

DATE	INVOICE NUMBER
9-10-03	1234567
SHIP TO:	BILL TO:

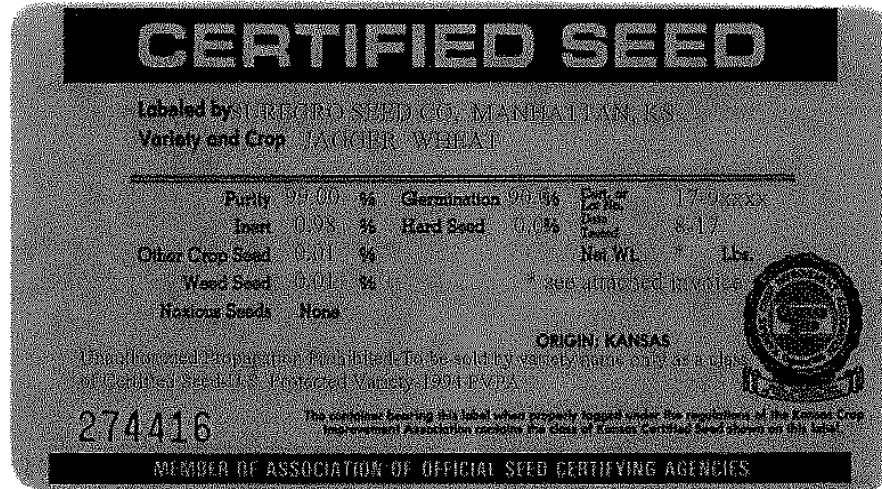
WILLIE WHEATSPIKE
15892 ABBEY ROAD
FOXTAIL, KS 66589

SAME

QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
36,000 LBS		600 bu CERTIFIED 2137 Wheat Seed 17-9xxxx	6.50/60 # bu	3,900

TOTAL \$3,900

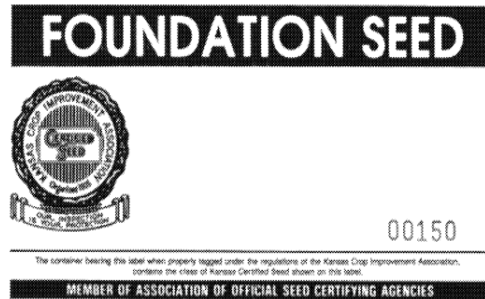
Received by _____



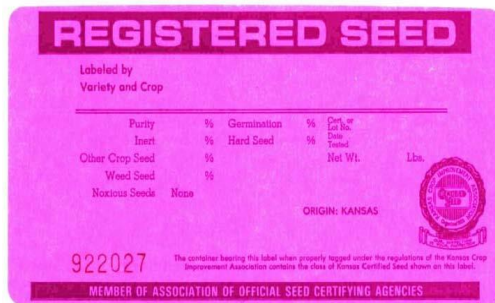
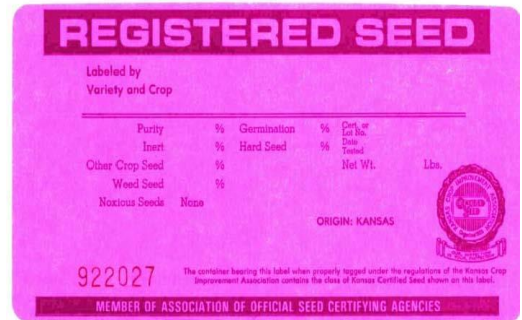
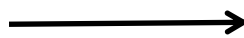
Standard Seedman's Disclaimer: The seller warrants to the extent of the purchase price that seeds sold are as described on the label within recognized tolerances. Seller gives no other or further warranty, expressed or implied.

THANKS FOR YOUR PATRONAGE!

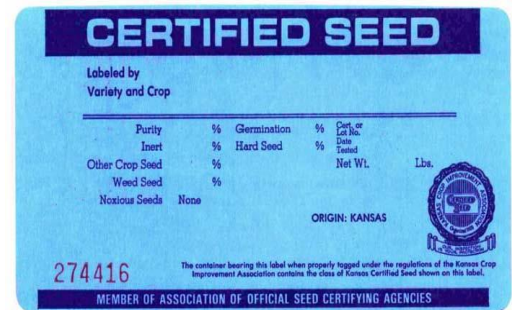
Appendix H - Certified Label Examples



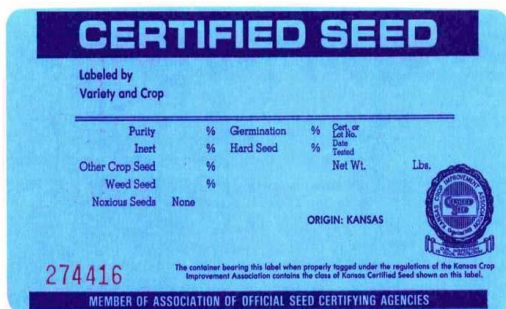
to produce



to produce



to sell



*Appendix I - Bulk Resale Certificate
(self-generated in seed lot management dashboard)*

Resale of Kansas Certified Seed in Bulk

Kansas Crop Improvement Association, 2000 Kimball Ave,
Manhattan, KS
Phone 785-532-6118 | kscrop@kansas.net | Fax 785-531-6551

1st Resale Certification Number:
D71907

Seller Name:

KANSAS CROP IMPROVEMENT ASSN

Producer/Seller Address:

Rossville, KS

Buyer Name:

BRF Lot Management Test Co.

Buyer Address:

Manhattan KS

Class:	Variety:	Crop/Kind:	Treatment Status:	Origin:	Net Weight:
Certified	LCS Julep	Wheat	untreated	Kansas	1000

Plant Variety Protection:

Unauthorized Propagation Prohibited - U.S. Protected Variety-PVPA 1994

Container Condition:

unknown

Comment:

Richards truck

TYPE OF REASSIGNMENT:

1st **RESALE** movement of bulk registered or certified class seed from original applicant to a KCIA approved resaler who can label the seed for resale or retail sale. This seed lot has been certified as **Original Certification Number: D04053. Buyer's 1st Resale Certification Number D71907**

Seller guarentees label analysis: Pure Seed 99.00%; Inert Matter 0.98%; Weed Seed 0.01%;

Other Crop Seed 0.01%; Germination 90%; No Kansas noxious weed seeds;

Test month/year: 06/21/2023.

Comment About 1st Resale:

Test resale

The seller warrents only that the seed complies with all applicable Kansas certification standards and is limited as labeled above; gives no warrenty, expressed or implied as to productiveness of this seed and will not be responsible for the resultant crop in any way. It is mutually agreed that liability is limited to the purchase price of the seed. the buyer agrees that this certificate is evidence of the seed transaction stated and assumes all responsibility to maintain integrity of the seed.

Date:

08/07/2023

Sellers Signature:

Steve Schuler

Buyers Signature:

Stavro Schuster

Kansas Crop Improvement Association makes no warranty of any kind, expressly or implied, including merchantability or fitness for purpose, or otherwise, which extends beyond the certification that the seed inspected met the regulations of the agency. This certificate is void if not dated within nine months of the "Date Tested" shown above

Appendix J - Harvest Report





Harvest Report

Kansas Crop Improvement Association

2000 Kimball Avenue, Manhattan, KS 66502 Phone: (785) 532-6118 Fax: (785) 532-6551

The following is a summary of your wheat fields that were applied for certification. Please verify the final acreage as well as the status of the field after field inspection. If you find that either item does not agree with your records or a field is not included on the list, please contact KCIA immediately.

Please complete the "Bushels Harvested" that will be used for seed for each field and return the form to KCIA. These figures will be used to verify the final seed amounts that are submitted for certification on the Form D of your samples. Each Form D should reflect only the bushel amounts from each field that goes into that particular lot of seed.

Field #	Crop	Acres	Field Insp. Status	Bushels Harvested
				
				
				
				

Tuesday, March 27, 2007

Appendix K - Statement of Unaccounted-For Fields

Unaccounted for Wheat Fields under Certification

- These fields were inspected and passed but KCIA has no record of testing or completion of certification.

Acres:

Entire Lot Sold as Grain

Check this box if field was NOT kept as a class of certified seed.

OR

	<u>Actual</u>	<u>Estimated</u>
Harvested (Bu.) _____		bu. (Acres Inspected x Inspector yield estimate)
Own Use (Bu.) _____		
*Consolidated (Bu.) _____		*Please indicate 'D' Number or other fields it was consolidated with.
Sold as a class of Certified Seed (Bu.) _____		
Carryover (Bu.) _____		
**Transferred (Bu.) _____		**Please indicate transfer kit number it was moved with if not noted below.

Acres:

Entire Lot Sold as Grain

Check this box if field was NOT kept as a class of certified seed.

OR

	<u>Actual</u>	<u>Estimated</u>
Harvested (Bu.) _____		bu. (Acres Inspected x Inspector yield estimate)
Own Use (Bu.) _____		
*Consolidated (Bu.) _____		*Please indicate 'D' Number or other fields it was consolidated with.
Sold as a class of Certified Seed (Bu.) _____		
Carryover (Bu.) _____		
**Transferred (Bu.) _____		**Please indicate transfer kit number it was moved with if not noted below.

Signature

Date

Please Return to KCIA, 2000 Kimball Avenue, Manhattan, KS 66502 by December 1, 2006.
Questions ??? Call the KCIA at (785) 532-6118

Tuesday, March 27, 2007

Appendix - Bulk Resale Certificate
 Self-generated in Seed Lot Management Dashboard
 (Example Only - KCIA does not own or sell seed)

Resale of Kansas Certified Seed in Bulk

Kansas Crop Improvement Association, 2000 Kimball Ave,
 Manhattan, KS
 Phone 785-532-6118 | kscrop@kansas.net | Fax 785-531-6551

1st Resale Certification Number:
 D71907

Seller Name:
 KANSAS CROP IMPROVEMENT ASSN

Buyer Name:
 BRF Lot Management Test Co.

Producer/Seller Address:
 Rossville, KS

Buyer Address:
 Manhattan KS

Class:	Variety:	Crop/Kind:	Treatment Status:	Origin:	Net Weight:
Certified	LCS Julep	Wheat	untreated	Kansas	1000

Plant Variety Protection:

Unauthorized Propagation Prohibited - *U.S. Protected Variety-PVPA 1994*

Container Condition:
 unknown

Comment:
 Richards truck

TYPE OF REASSIGNMENT:

1st **RESALE** movement of bulk registered or certified class seed from original applicant to a KCIA approved resaler who can label the seed for resale or retail sale. This seed lot has been certified as **Original Certification Number: D04053. Buyer's 1st Resale Certification Number D71907**

Seller guarentees label analysis: Pure Seed 99.00%; Inert Matter 0.98%; Weed Seed 0.01%; Other Crop Seed 0.01%; Germination 90%; No Kansas noxious weed seeds;
Test month/year: 06/21/2023.

Comment About 1st Resale:

Test resale

The seller warrants only that the seed complies with all applicable Kansas certification standards and is limited as labeled above; gives no warranty, expressed or implied as to productiveness of this seed and will not be responsible for the resultant crop in any way. It is mutually agreed that liability is limited to the purchase price of the seed. the buyer agrees that this certificate is evidence of the seed transaction stated and assumes all responsibility to maintain integrity of the seed.

Date:
 08/07/2023

Sellers Signature:
 Steve Schuler

Buyers Signature:
 Stavro Schuster

Kansas Crop Improvement Association makes no warranty of any kind, expressly or implied, including merchantability or fitness for purpose, or otherwise, which extends beyond the certification that the seed inspected met the regulations of the agency. This certificate is void if not dated within nine months of the "Date Tested" shown above