



## Application for Crop Inspection and Membership in the CSGA GUIDELINES FOR MANITOBA SEED GROWERS

An accurate and complete *Application for Crop Inspection and Membership in the Canadian Seed Growers' Association* is key to obtaining a crop certificate as soon as possible after crop inspection. These instructions will help you complete your application accurately.

When completing your application for crop inspection, please print and press firmly to make three (3) legible copies. Retain the bottom copy for your personal records and send the top two (2) copies to the CSGA for processing.

### Application Deadline Dates

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*Applications for Crop Inspection and Membership in the CSGA* must be submitted to the CSGA office by the following deadline dates:

- April 25 - 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, buckwheat and soybeans

If you are applying for crops with different deadline dates, you may submit separate application forms in order to respect the deadline dates for the various crop kinds. Additional forms are available on the CSGA website in the crop certification section, or by contacting the CSGA office. Online applications are also available in the Members' Only section of the CSGA website.

### Online Applications

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Members can apply for inspection online through CSGA's Members' Website at: [www.seedgrowers.ca/CSGAMembers/Login.aspx](http://www.seedgrowers.ca/CSGAMembers/Login.aspx). You will need your grower number and a password to access the site. Contact the CSGA office if you require a password.

The Members' Website will open on the *Member Information* tab. Click on the *New App* tab to start a new application for crop inspections. Further instructions to complete the online application are available online in the Members' Website.

Online applications are submitted directly to the CSGA office and do not require a hard copy to be sent in to the CSGA office. Payment and maps are required at the time of making application for crop inspection so please make necessary arrangements to forward those to the CSGA office. Include your grower and field numbers on each map submitted to the CSGA office.

## Personal Information

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The CSGA sends pre-printed applications to all growers who had crops inspected the previous year. Review your contact information and pre-printed perennial crop information for accuracy. If your application contains incorrect pre-printed information, simply cross out the incorrect information and write down the correction.

**Applicant(s):** Grower numbers are assigned to individuals and to groups of individuals working together to produce seed. All individuals working under a grower number and meeting the definition of a grower must be included on the application.

CSGA records are maintained by the grower's last name and not by partnership or farm name. Indicate the family and given name of each grower(s). The grower(s) name(s) included will appear on the crop certificate and on pedigreed crop production records.

**Grower Number:** A grower number is assigned by CSGA and is pre-printed on the application if the grower had crops inspected the previous year. If you are a new grower, CSGA will assign you a grower number when they receive your application.

**Contact Information:** Include the area code with telephone, cell phone and fax numbers. **Include your email address for communications with the office.** CSGA sends its newsletter and copies of letters regarding the inspection of your field(s) by email.

For a copy of CSGA's privacy policy, visit [www.seedgrowers.ca/about\\_us/policy/privacy.asp](http://www.seedgrowers.ca/about_us/policy/privacy.asp).

## Signature(s)

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The application form **must** be signed by **the seed grower applicant**. **Unsigned application forms will result in crop certificates being withheld.**

## Submitting your Application

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**Submitting by mail:** Application forms, maps and payment are to be sent to the CSGA office at the following addresses:

**Mailing Address:** CSGA, P.O. Box 8455, Ottawa, Ontario, K1G 3T1

**Courier Address:** CSGA, 202-240 Catherine Street, Ottawa, Ontario, K2P 2G8

**Submitting by email or fax:** Scanned application forms and maps can be sent by email to: [applications@seedgrowers.ca](mailto:applications@seedgrowers.ca) or by fax to: (613) 563-7855. For payment of fees, you can forward a cheque by regular mail to the CSGA office or pay via online banking (see page 3). If applying by email or fax, do not send a hard copy of your application form to the CSGA office to prevent duplication.

**Online Applications:** Applications can be completed online by visiting the Members' Only website at: [www.seedgrowers.ca/CSGAMembers/Login.aspx](http://www.seedgrowers.ca/CSGAMembers/Login.aspx). Contact the CSGA office if you require a password.

Note: Each page of the application form, fee worksheet and maps must include your full name and grower number.

## Fees

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**Payment for membership and crop inspection fees must be submitted at the time of application** with the *Application for Crop Inspection and Membership*.

To calculate your fees, refer to the Fee Worksheet on page 7. The Fee Worksheet is also available from the CSGA office and website. Contact the CSGA office if you require assistance with the calculation of your fees. **Send a copy of your Fee Worksheet with your application to the CSGA office.**

Cheques are payable to the Canadian Seed Growers' Association (CSGA). Please write the applicable grower number(s) on the front of the cheque.

Membership fees are paid annually and are non-refundable.

Online banking is available with the Bank of Montreal (BMO), the Canadian Imperial Bank of Commerce (CIBC) and Scotia Bank, as well as numerous credit unions. To pay via online banking, you will need to add the Canadian Seed Growers' Association as a payee and use your CSGA grower number as the account or reference number.

If you are submitting payment to the CSGA for more than one grower account via the same payment, clearly indicate the grower number, name, address, and dollar value for each grower account.

If another person or company is sending payment to cover your field inspection fees, indicate who will be sending the payment and which fees they will be paying. Include their name, address, telephone number and email address.

**Accounts that are in arrears will result in delays of issuance of crop certificates and prevent the listing of your seed crops in provincial and national seed crop directories.**

CSGA encourages you to check your account balance information online:

- Go to the CSGA Website at [www.seedgrowers.ca](http://www.seedgrowers.ca) and click on the *Member Log In* located in the top navigation bar.
- Enter your grower number and password to enter the site. Contact the CSGA if you require a password.
- The Members' website will open on the *Member Information* tab. Click on the *Accounts* tab to view your live account information.

## Maps

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Clear maps, field location information and instructions to get to fields are very important when submitting your application form. When you are creating your map, assume that the inspector is new to the area. Include your grower number, name and cell phone number on your maps in case the inspector needs to reach you. Include field numbers and GPS coordinates, if available. Maps are required, even if you submit your application electronically.

**Farm Home Location & Legal Land Description:** Complete these boxes on the application form with the legal land location and GPS coordinates if available.

**Field Identification:** CSGA recommends using the same field numbering system every year. Indicate if you use the same field identification system every year by checking Yes or No in the boxes at the top of the second page of the application. Fields separated by large physical barriers or on different legal land locations should be applied for separately.

**Diagram of your farm(s) and field(s):** To confirm the location of specific crops for inspection, provide map(s) showing adjacent crops, roads, creeks, buildings, etc. Make reference to landmarks or towns if applicable. Attach copies of farm or local official maps if available.

## **Other Key Information on the Application Form**

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**Variety:** Enter the variety name of the crop in this column on the application. For example, “Superb” is the variety name for Superb wheat crops.

**Kind Name:** Enter the kind name of the crop in this column on the application. For example, “wheat” is the crop kind for Superb wheat crops.

**Acres:** Enter the total area, measured in acres, of each field to be inspected. Fields separated by large physical barriers or on different legal land locations should be applied for separately.

**Crop Certificate Number:** Enter the crop certificate number for the seed *planted*. This number is taken from a certification tag, a bulk seed certification document or a grower’s own crop certificate. If the seed planted originated outside of Canada, attach a copy of each different certification tag to the application (i.e. different lot numbers). Original tags for perennial seed crops must be kept for the life of the stand. If received, original tags for perennial crops will be returned to the applicant by the CSGA once the application has been processed. A photocopy of the tag(s) for each different lot with your application is sufficient.

**Seeding Date:** The seeding date helps inspectors determine when the seed crop should be inspected.

**Previous Crop Information (Land Use):** Provide two, three or five years of previous crop information in this section. Refer to the specific land use requirements for each crop kind in Circular 6. Indicate the variety, kind, and crop certificate number which was issued to the harvested pedigreed crop. If the crop was not inspected, then indicate if it was a commercial crop, silage, summerfallow, hay, etc. If the commercial crop was a “land use inspection” write “land use inspection” and the crop kind. Remember: Do not provide the crop certificate number of the seed planted or sown but rather the crop certificate number issued to the crop produced in previous years.

**Legal Land Location:** Enter the legal land description and GPS coordinates (if available) for the field. Combined with the map and directions, these help inspectors locate the field.

**Total Acres:** Please indicate the total acres applied for inspection.

## **Assigning a Crop Certificate**

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Crop certificates for a particular field can be assigned to another person or company. To assign a field on the application form, print the assignee’s name and address in the crop assignment box. **The crop certificate and copies of all correspondence relating to that field will be sent directly to the assignee.**

If an assignee is paying your fees, or a portion of your fees, please include a note to CSGA on your fee worksheet that provides the name, address and telephone number of the person or company paying your fees and clearly indicate which fees (CSGA membership fees, Branch membership fees, CFIA basic fee, or acreage assessment fees) are being paid by the third party.

## Plots

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Identify all Select, Foundation or Breeder plots as “Plots” on the first page of the application. If there are multiple plot growers on the application form who are accredited or recognized by the CSGA, identify the individual that is growing the plot, i.e. “John’s plot” in the “Field Id.” section.

## Land Use Inspections

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To apply for a land use inspection, enter the words “land use” in the “variety” section where the variety would normally be entered; be sure to include the crop kind in the “kind” section (page one of the application). In some cases, a land use inspection of a commercial crop may make the field eligible for a pedigreed seed crop the next year BUT it depends on the crop kind and pedigreed class you intend to seed the following year. The field is inspected this year for volunteers and impurities of the crop kind that you intend to plant next year.

NOTE: 1) Land use inspections do not change the land use requirements for Breeder, Select and Probation plots outlined in Circular 6. 2) Fees for land use inspections are paid directly to the CFIA or authorized crop inspection agency. If you are not sure if you would benefit from a land use inspection, complete a *Form 101: Land Use Verification* (see below) prior to requesting the land use inspection.

## Land Use Verification

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If you are uncertain of the eligibility of your land for pedigreed seed crop production, the CSGA can verify your plan if you submit a *Form 101: Land Use Verification* **prior to planting**. CSGA will review your land use plan and send you confirmation on whether your plan meets CSGA requirements. If eligible, attach a copy of the CSGA approved land use verification form to your application and indicate in the “previous land use” section that your land use has been verified. These forms are available from the CSGA office or website at: <http://www.seedgrowers.ca/cropcertification/downloads.asp>.

## Important Reminder on Harvesting

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A harvested crop that was not inspected prior to harvest is not eligible for pedigree status. Do not assume that your crop was inspected. If you have not received a copy of your crop inspection report from the inspector, and are ready to harvest, contact your local CFIA inspection office to verify that the crop has been inspected. Refer to page 6 to determine your local CFIA inspection office.

## Online Crop Production Records & Field Inspection Status

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You can log into the Members’ Website to view your seed crop production records. This tool is useful to verify whether your crop has been inspected, certified or whether there are outstanding issues that need to be addressed before certification can be completed.

To log into the Members’ Website:

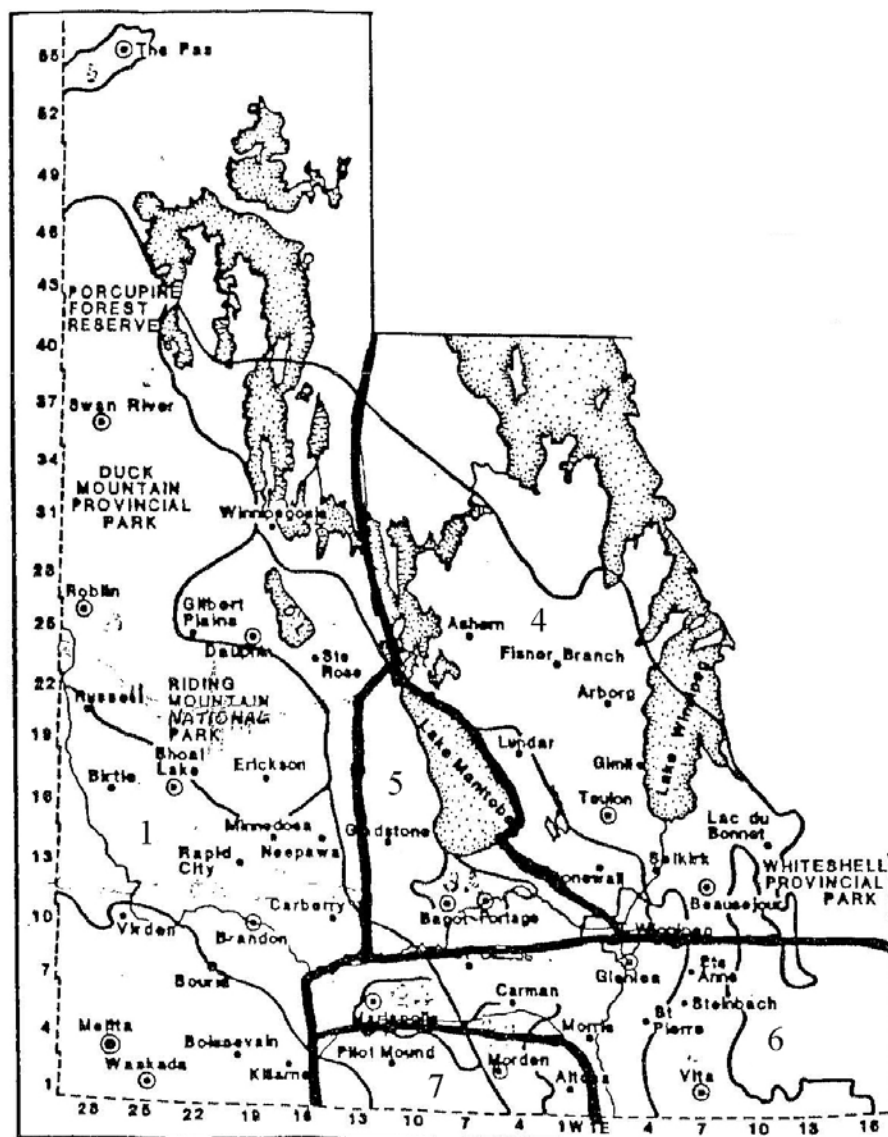
- Go to the CSGA Website at [www.seedgrowers.ca](http://www.seedgrowers.ca) and click on the *Member Log In* located in the top navigation bar.
- Enter your grower number and password to enter the site. Contact the CSGA if you require a password.
- The Members’ website will open on the *Member Information* tab. Click on the *Crop Search* tab to view your live crop production records. Use the year filter to look at information from this year, or information from recent years past. The information will appear in a report grid that can be exported to Excel or PDF. You can also click on individual sequence numbers to view more information on the inspection of each individual field.

## Contact Us

General seed certification information is available on CSGA's website at: [www.seedgrowers.ca](http://www.seedgrowers.ca). We are also happy to serve you by email: [applications@seedgrowers.ca](mailto:applications@seedgrowers.ca), or by telephone: (613) 236-0497.

## Finding your Local CFIA Inspection Office

Identify your local Canadian Food Inspection Agency office by finding your farm location on the map below and the corresponding numbering system.



### CFIA District 1

Box 1000C, R.R. 3  
Brandon, MB R7A 5Y3  
Tel.: (204) 726-7548  
Fax: (204) 726-7564

#### Main Contact:

Peggy Fortier:  
[peggy.fortier@inspection.gc.ca](mailto:peggy.fortier@inspection.gc.ca)

### CFIA District 4, 5, 6 & 7

613-269 Main Street  
Winnipeg, MB R3C 1B2  
Tel.: (204) 983-1930  
Fax: (204) 984-6008

#### Main Contact:

Craig Koenig:  
[craig.koenig@inspection.gc.ca](mailto:craig.koenig@inspection.gc.ca)

#### Main Contact for District 4

Mark Alexiuk  
Tel.: (204) 226-1434

#### Main Contact for District 5

Bonnie Stewart  
Tel.: (204) 479-6624

#### Main Contact for District 6

Ken Dessler  
Tel.: (204) 782-5133

#### Main Contact for District 7

Craig Koenig  
Tel.: (204) 983-1930



## Canadian Seed Growers' Association & Canadian Food Inspection Agency Inspection Application Fee Worksheet – Manitoba 2011

Use this worksheet to calculate your application fees. Keep a copy for your records and **return the original with your application**. Refer to the Fees section on page 3 for complete explanations on fees. The fees in all three sections below are applicable to all growers.

Name: \_\_\_\_\_ Grower #: \_\_\_\_\_

### PLEASE COMPLETE ALL THREE SECTIONS

#### 1. CSGA Fees

Membership Fee	\$100.00	x	_____	(# of persons on the application)	_____
Acreage Assessment Fee for Hybrid Varieties					
	\$0.83	x	_____	(# of acres, except plot acreage)	_____
Acreage Assessment Fee for All Other					
	\$0.81	x	_____	(# of acres, except plot acreage)	_____
Plot Fee for Plots Producing Select and Foundation Status Seed Crops					
	\$30.00	x	_____	(# of Plots)	_____
Plot Fee for Plots Producing Breeder Status Seed Crops					
	\$110.00	x	_____	(# of Plots)	_____
<b>CSGA Subtotal</b>					_____ (1)

#### 2. CFIA Fees

Basic Fee	\$100.00	per	account		_____
Acreage Assessment Fee for Hybrid Corn & Industrial Hemp					
	\$4.00	x	_____	(# of acres, except plot acreage)	_____
Acreage Assessment Fee for All Other Crop Kinds					
	\$0.75	x	_____	(# of acres, except plot acreage)	_____
Plot Fee for Plots Producing Select and Foundation Status Seed Crops					
	\$80.00	x	_____	(# of Plots)	_____
<b>CFIA Subtotal</b>					_____ (2)

#### 3. Branch Fees

Membership Fee	\$65.00	per	account		_____
Acreage Assessment Fee for All Varieties					
	\$0.31	x	_____	(# of acres, except plot acreage)	_____
<b>Branch Subtotal</b>					_____ (3)

<b>Subtotal</b> (sum of 1, 2 & 3)	_____
GST 106866692 (5% of Subtotal)	_____
<b>Total Fees for Current Year</b>	_____
(Available on CSGA members' area website or 2010 Statement of Account) Current Account Balance (+/-)	_____
<b>Total Submitted to CSGA</b>	_____

**PAYMENT MUST ACCOMPANY YOUR APPLICATION  
RETURN THIS FEE WORKSHEET WITH YOUR APPLICATION**

**Method of Payment:**     Cheque included     Online banking

