

Purpose

The following requirements and recommendations have been established by the Minnesota Crop Improvement Association as a basis for approving facilities and personnel to handle and sell bulk certified and/or QA seed. Approval is granted annually. ***Failure to adhere to the requirements may result in revocation of privileges to handle and/or sell certified seed.***

1. Basic Requirements

- 1.1. Adhere to MCIA requirements and procedures for handling and selling certified and/or QA seed.
- 1.2. Comply with Federal and State Seed Laws.
- 1.3. Respect intellectual property rights and adhere to license, patent and PVP requirements.
- 1.4. Operate in a manner that preserves the quality of certified seed.
- 1.5. Make facility and records available for inspection upon request by MCIA.
- 1.6. Permit MCIA personnel to draw samples from certified (or QA) seed lots.
- 1.7. Maintain complete, accurate, and current records that account for all incoming seed and the final disposition of seed.
- 1.8. Properly use bulk seed sale certificates to identify only qualified seed lots.
- 1.9. Perform required corrective actions as directed by MCIA.
- 1.10. Plant manager/owner must annually sign an Approved Bulk Seed Handler Agreement indicating the intention to comply with all requirements for approval.
- 1.11. Be a member in good standing of the Minnesota Crop Improvement Association including timely payment of required fees.

2. Personnel

- 2.1. Persons responsible for handling certified seed must be experienced or thoroughly trained in the proper operation of the facility.
- 2.2. It is the responsibility of the management to ensure that personnel have been properly trained to perform their assigned tasks.
- 2.3. Management shall designate a person (or persons) to perform seed certification functions including:
 - 2.3.1. Drawing and retaining seed samples.
 - 2.3.2. Issuing bulk seed sale certificates.
- 2.4. Designated personnel must perform seed certification functions according to MCIA procedures.
- 2.5. MCIA must be notified of changes to plant management and designated personnel prior to new personnel beginning their designated seed certification functions.

3. Required References

Current versions of the following references must be in the plant operator's possession or readily accessed on-line:

- 3.1. State and Federal seed laws.
- 3.2. MCIA Seed Certification Handbook.
- 3.3. MCIA required reference documents and standards.

4. Record Requirements

The following records must be maintained for three years from the last date of sale to be in compliance with the Federal Seed Act, Minnesota State Seed Law, and seed certification standards.

- 4.1. Seed Handlers must keep the following records for each lot of seed brought into their facility:
 - 4.1.1. Proof of certification or QA status (bulk sales certificate) for incoming seed.
 - 4.1.2. Amount of seed purchased.
 - 4.1.3. Amount of bulk seed sold by kind and variety/brand.
 - 4.1.4. Buyer's and seller's name.
 - 4.1.5. Lot number or other lot identification.
 - 4.1.6. Accurate records of all bulk seed sale certificate use.
 - 4.1.7. A current inventory of seed available for sale for each kind and variety/brand.
 - 4.1.8. Storage records identifying seed for sale in each bin.
- 4.2. The following information must be maintained as part of the complete record for each seed lot sold:
 - 4.2.1. Copies of invoices showing the sale of each seed lot including:
 - 4.2.1.1. Name of the person to whom the seed is sold
 - 4.2.1.2. Amount sold
 - 4.2.1.3. Date of sale
 - 4.2.1.4. Name of the kind and variety/brand
 - 4.2.1.5. Lot number
 - 4.2.2. Keep for one year after disposition of the lot a file sample representative of the certified (or QA) seed.
 - 4.2.3. The complete record for any lot consisting of or containing treated seed shall include records necessary to disclose the name of any substance or substances used in the treatment of such seed including a label or invoice or other document received from any person establishing the name of any substance or substances used in the treatment to be as stated, and a representative sample of the treated seed.

5. Seed Conveyance Equipment

- 5.1. All conveyance equipment must be accessible to allow inspection and cleaning.
- 5.2. Distributor must be accessible and have an inspection door large enough so the distributor can be easily cleaned.
- 5.3. Elevator boots should be raised above the floor so they may be opened readily for cleaning.
- 5.4. Spouting should be constructed of heavy-gauge material and angled steeply. No rivets or bolts may protrude into spouts.
- 5.5. Flex spouting is not acceptable unless the interior is smooth and self-cleaning.
- 5.6. Pits should be smooth.
- 5.7. Conveyance equipment and spouting in facilities handling fragile crop types (e.g. soybeans, field beans) must be configured in a manner that prevents mechanical damage to the seed. Down spouting slowdowns, self-cleaning deadheads and seed ladders are recommended.

6. Seed Storage Facilities

- 6.1. Bins must be tightly constructed and easily cleaned.
- 6.2. Bin walls and hopper bottoms must be smooth and constructed to prevent seed from hanging up.
- 6.3. Bins used for seed storage shall be labeled with an identifying mark.
- 6.4. The contents of all bins containing seed must be displayed on a bin label.
- 6.5. All bins containing seed offered for sale must be labeled in accordance to Seed Laws.

7. General Sanitation and Maintenance

- 7.1.** Facilities shall be cleaned on a regular basis to prevent contamination and loss of seed quality.
- 7.2.** The overall structure of the facility must be sound and sufficient in order to protect the quality of the seed that is being handled and stored.
- 7.3.** Required and recommended maintenance must be completed on a regular basis.