

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

2. Designated Personnel

- 2.1. Person(s) 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(s) to perform seed certification functions including:
 - 2.3.1. Drawing and retaining seed samples. (See Seed Certification Handbook for detailed procedures).
 - 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 facility 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 facility operator's possession or readily accessed online:

- 3.1. Minnesota State Seed Law and the Federal Seed Act.
- 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 certified or QA lot of seed brought into their facility:
 - 4.1.1. Proof of certification or QA status (bulk sales certificate) for incoming purchased 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 Handling Equipment Requirements

- 5.1. Facilities shall have available and in proper working order:
 - 5.1.1. Seed handling equipment appropriate to handle seed in a manner that consistently meets seed certification standards.
 - 5.1.1.1. Compressed air and/or vacuum cleaner to clean facility between lots.
 - 5.1.1.2. Weighing, sampling, and testing equipment to meet facility needs. (All weighing and testing equipment must be calibrated and tested on a regular basis.)
 - 5.1.1.3. Seed treaters and other equipment (if applicable) to handle seed must be cleaned in a manner that prevents contamination and loss of seed quality/purity.

6. Seed Conveyance Equipment

- 6.1. All conveyance equipment (including but not limited to: receiving pits, legs, augers, and conveyors) must be accessible to allow inspection and cleaning.
- 6.2. The distributor(s) must be accessible and have an inspection door large enough so the distributor can be easily cleaned.
- 6.3. Elevator boots should be raised above the floor so they may be opened for cleaning.
- 6.4. Spouting should be constructed of heavy-gauge material and angled steeply. No rivets or bolts may protrude into spouts.

- 6.5. Flex spouting is not acceptable unless the interior is smooth and self-cleaning.
- 6.6. Receiving and grain handling pits shall be smooth.
- 6.7. 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.

7. Seed Storage Facilities

- 7.1. Bins must be tightly constructed and easily cleaned.
- 7.2. Bin walls and hopper bottoms must be smooth and constructed to prevent seed from hanging up.
- 7.3. Bins used for seed storage shall be labeled with an identifying mark.
- 7.4. The contents of all bins containing seed must be displayed on a bin label or recorded in a readily accessible storage record. Bins or other bulk containers containing seed offered for sale must have a complete label which includes variety and seed analysis attached in a conspicuous place on the exterior of the container.
- 7.5. All bins containing seed offered for sale must be labeled in accordance with the Federal Seed Act, Minnesota State Seed Law, and seed certification standards.

8. General Sanitation and Maintenance

- 8.1. Facilities shall be cleaned on a regular basis to prevent contamination and loss of seed purity.
- 8.2. 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.
- 8.3. Required and recommended maintenance must be completed on a regular basis.