

**Kansas Certification Procedures Guide**  
Effective May 12, 2026

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## Overview of the Steps to Certification

1. Plant Foundation or Registered class seed on a field site that meets land requirements as outlined in the specific crop standards.
2. Submit an application for inspection for each field before the application deadline established for the crop.
3. KCIA will provide a *Statement of Fields Applied for Inspection – Form B* listing all of a grower's fields by application number with acres, certification class, and cost of inspection. Review, sign, date, and return statement with payment before the due date for the crop.
4. Rogue each field and isolate problem areas. Refer to specific crop standards for purity and weed limitations.
5. Coordinate field inspection at least seven days prior to harvest. Seed from a field that has not passed inspection prior to harvest shall not be certified after harvest.
6. Review each field inspection report prior to harvest to verify the field has passed inspection and confirm any special harvest instructions, especially if the recommendation is deferred. If a field has been rejected but the issue can be remedied under crop standards, contact the KCIA office to arrange re-inspection.
7. A *Field Status Report* will be sent to confirm inspection records. It will show the fields on record at KCIA as cancelled, passed, deferred, or rejected. This report is for your use.
8. Transfer of dirty seed harvested from a passed field may occur between approved KCIA members. The receiver will complete the certification process. Transfer forms must be signed by both the seller and buyer and submitted to KCIA by the business deadline.
9. Seed must be conditioned (cleaned) by a KCIA approved conditioner. Approved grower-conditioners may condition their own seed. Conditioners must complete and sign the *Request for Testing – Form Ds* conditioning section. The grower/certification applicant will submit to KCIA.
10. Samples are collected during the conditioning process.
11. Test a representative sample of clean seed for germination, purity, and noxious weed seed. Additionally, a Clean Seed Inspection (CSI) must be completed for each portion of a final lot for certification. Submit the CSI sample to the KCIA lab with the *Request For Testing- Form D* form to complete all required testing.
12. Once testing is passed a lot will be active under certification and may be available for resale and/or retail sale. Each lot of certified seed has a unique certification number assigned by KCIA.
13. Maintain the purity and condition of your seed. Clean combines, trucks, bins, augers, etc at every step during certification and during transport.
14. Order labels or create bulk retail sales certificates for each retail sale of seed. All certified seed must be sold with a certified seed label or sales certificate obtained from KCIA.
15. Resale of certified seed may occur between approved KCIA members. The seller will initiate and the buyer will receive the transaction documentation by the business deadline. The buyer is responsible for the labeling of resale seed prior to retail sale. The certification number is recorded by KCIA under each lot owner and is not transferred upon resale.
16. Report all distribution records to KCIA by the reporting deadline. Required information includes all resales, retail sales, own use, and discard/shrinkage. The carryover amount should reflect the actual amount remaining in your possession after the reporting deadline.
17. An *Unaccounted-For Fields Report* will be sent for fields which passed inspection but no certified test request form and sample were submitted to KCIA. Review, complete, sign, date, and return the report by the listed deadline.
18. Carryover seed must be tested annually (by calendar year) for germination to remain active in certification for sale in following years.

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## About This Manual and Seed Certification

This procedures manual is an aid to producers and handlers of certified seed, outlining accepted procedures for adhering to Kansas Crop Improvement Association (KCIA) certification standards. The standards are available electronically at [www.kscrop.org](http://www.kscrop.org).

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** - 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** - Is the first generation of certified seed released to seed producers. It is planted to produce the Foundation, Registered and/or Certified class of seed. The breeder, public institution, or controlling licensee of each variety governs who may receive Foundation seed.

**Registered Seed** - Is the second generation of certified seed and 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** - is the commercial class of certified seed. It is sold to the public for grain production and is the last certified generation. In emergency situations an additional year of certified production can be planted.

## 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** - KCIA Members with three years certification production experience.

**Category II** - an individual or company with less than three years of certification production experience.

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## 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.

## 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 the presence of noxious weeds, that may be a barrier to certification. Review the crop certification standards prior to choosing a field site. Be certain to clean planters and trucks before using them to plant certified seed.

## Applying for Inspection

Application for inspection is made on the dashboard for most crops. Each field to be harvested for certified seed must be represented by a completed/submitted application. This is not a final commitment to proceed with certification or to pay field inspection fees. Some specialty crops may require application on a paper form obtained from KCIA.

It is important that field applications are accurate and submitted by the application deadline. KCIA will use the application to ensure adequate inspector staffing, for record keeping, and fee assessment. The application signifies your intent to certify a field's production and provides field inspectors information for finding the field and reporting inspection results.

Proof of seed source is required for each field application. For purchased seed of Foundation or Registered class, this must be an official label or sales certificate issued by a certifying agency. A company-issued pallet placard, unless it has an official certification label attached, will not be accepted as proof of seed source. If using your own previous production, KCIA will confirm with certification and field inspection records. If the seed source is Breeder class, the proof accepted may be a breeder tag and/or letter from the company maintaining the Foundation class seed stock, generally the original breeder, public institution, or genetics owner/licensee.

## Verification of Fields and Payment of Fees

KCIA will summarize the fields applied for, and the fees to be assessed, on the *Statement of Fields Applied for Inspection - Form B* (appendix B). This form should be reviewed upon receipt to verify the information is correct. Details to verify include class (being produced), crop (and variety), and acres.

Complete and return the form and payment to KCIA before the listed inspection season deadline to avoid assessment of late fees. This is the only notice of field inspection fees that will be provided unless you contact the KCIA office to request an invoice. A credit on account with KCIA may be applied to field fees if any are outstanding.

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To complete the *Statement of Fields Applied for Inspection – Form B*:

1. If all information is correct, and none of the listed fields need to be cancelled, simply complete or checkmark the “Verified Total” column, sign, and return it to the KCIA office with the payment by the due date.
2. If information is incorrect, draw a single line through the error only and write in the correct information.
  - a. If the change involves total acres or class (Foundation), write the total with the correct acreage fees in the “verified total” column.
  - b. Sign and date the statement and return it to the KCIA office with corrected payment amount by the due date.
3. To cancel inspection of one or more of the fields listed, mark an “X” next to the “Field #” and draw a single line through the “Total Fee” of that field. Calculate the total assessment due without the cancelled field’s fees. Sign, date, and return the statement with corrected payment to the KCIA office by the due date.

To add a missing field for inspection, complete application online. An additional or updated Form B will be sent by KCIA. A written notice of the additional field may be submitted on your initial form, and total payment may be sent, to ensure receipt by KCIA prior to the inspection season deadline to avoid assessment of late fees.

Re-inspection fees are assessed after all additional requested inspections are completed.

Important dates to remember:

- March 15: Applications due for field inspection on summer inspected crops including small grains
- May 1: Statement of Fields Applied for Inspection returned signed and payment of fees due on summer inspected crops including small grains
- July 25: Applications due for fall inspected crops including soybeans
- September 1: Statement of Fields Applied for Inspection returned signed and payment of fees due on fall inspected crops including soybeans

## Cancellation and Refund Policy

Field inspections may be cancelled at any time by notifying KCIA. All production from the whole or the cancelled part of partially cancelled fields is ineligible for certification.

Cancellation of a whole or part of a field may have some fees refunded if eligible. Field applications received after the statement and payment deadlines above are considered late and are not eligible for any refund, except in cases of disaster listed below.

If the cancellation request is made prior to inspection, the full acreage and research fees will be refunded. If the cancellation request is made after inspection and prior to harvest, acreage and research fees will be refunded at a reduced amount if the cause is clearly beyond the grower’s control such as in case of disaster such as drought, flood, hail, or insects.

No refund will be provided for membership dues, application fees, field fees, and/or late fees on cancelled field inspections. No refund will be provided if the cancelled portion of the field is less than 10 acres or 10% of fields larger than 100 acres.

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## 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. Use the crop certification standards as your guide when preparing a field for inspection.

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 harvested seed lot.

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.

## Field Inspection

Foundation fields require two inspections, a "green inspection" 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. For the safety of our inspectors, KCIA has a 72-hour ban on entering any field after chemical treatment. It is the grower's responsibility to inform us of their spraying timeline.

The inspector will verify adherence to standards for:

**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.

**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.

**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.

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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.

**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.

**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 rogued (removed) prior to inspection.

**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.

**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. There are the three possible recommendations:

- **Passed/CSI:** This indicates that a field meets all 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 CSI and other seed quality requirements as cited in both the general and crop specific certification standards.
- **Deferred:** A deferred recommendation indicates 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.
- **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. Seed from fields that are rejected for reasons other than varietal purity are eligible as the seed source for the grower's own use to produce certified seed the following year, but may not be sold as certified seed.

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Reinspection of rejected fields is allowed 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.

## 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 available on the dashboard 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. Harvested fields cannot be inspected for certified seed production.

If you intend to utilize preliminary germination testing for the retail sales of your certified seed, a representative sample must be taken and tested from each field.

## Consolidating Seed Produced in Separate Fields

Seed of the same variety but produced under separate field applications may be binned and conditioned as one lot provided all fields passed inspection. Consolidating (combining) seed from a field “passed/CSI” with any seed from a “rejected” field and/or an uninspected field, renders the whole of the consolidated lot ineligible for certification.

Every consolidated lot takes on the characteristics of the poorest seed in the lot, including conditioning requirements. If different classes of the same variety are binned together, the lot assumes the status of the lowest class among the consolidated seed.

Consolidations of dirty seed are reported to KCIA using the *Request for Testing – Form D* (appendix D). Consolidations of active certified seed lots are completed online.

## Transfers of Unconditioned (dirty) Seed

This wholesale seed movement may occur after harvest of passed fields between eligible KCIA members. See Marketing Certified Seed below.

## Field Status Report

The *Field Status Report* (appendix C) will be sent after field inspections are completed. It summarizes an applicant’s field(s) and whether or not each has passed inspection. Currently, you are not required to return the *Field Status Report* form to KCIA. It is for your information and to verify accuracy of KCIA records. Please inform KCIA if a discrepancy is found.

## Conditioning Certified Seed

Seed from a field passing inspection must be conditioned by a KCIA approved seed conditioner/facility before certification can be conferred. Application to KCIA and a site inspection are required for initial approval of all conditioners. Approval is renewed yearly.

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Approved conditioners are divided into three categories

- Category I Approved Conditioners
- Category II Approved Conditioners
- Grower Conditioners

Category I and II conditioners may custom clean certified seed for other producers. Grower Conditioners may only clean their own certified seed.

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. An example of 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 grower/applicant should make sure that the approved conditioner chosen has the additional equipment required by the crop standards and inspection report.

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.

The conditioner's signature is required to verify conditioning information on the *Request for Testing – Form D* submitted with the CSI sample by the grower/applicant.

## Sampling Certified Seed for Testing

KCIA standards require that a representative sample must be submitted for testing and meet seed quality standards before certification can be conferred. The sample submitted must represent the seed lot as it is to be offered for sale. Do not send hand-threshed or wind-cleaned grain for laboratory testing under certification. Careless sampling results in misrepresentation which may result in delays in the certification and sale of your seed or require corrections to the labels offered with retail sales.

### Guidelines to Obtaining a Representative Seed Sample

- Review the seed sampling procedures in the KCIA General Standards for specific instructions.
- Take the sample from not less than 50 (nor more than 5,000) bushels of seed which have been conditioned 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.
- Do not send a sample taken from the combine or a sample cleaned in any manner other than that which will be used for the entire lot of seed.
- If seed from a field is conditioned (threshed) at two or more different times, or if there is some other reason to suspect a difference in germination or mechanical purity, it is best to maintain each threshed lot separate and submit a sample from each.

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Sample size requirements vary by test and crop kind, and can be found in the standards for each crop or by contacting the KCIA Lab. Two-pound samples are required for germination and purity tests of small grains. Half-pound samples are sufficient for germination-only tests of small grains. Kansas certification standards of small grains require a 10-pound sample to complete the CSI for each 5,000 bushels, or portion thereof, making up the seed lot. The pounds per bushel varies by crop. For example, 635,000 pounds of wheat (60#/bu) is 10,583 bushels and would require three 10-pound samples be submitted for testing. 635,000 pounds of oats (32#/bu) is 19,844 bushels and would require four 10-pound samples be submitted for testing.

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. Samples of separate lots shipped together may be contaminated if broken open by rough handling during transport to the lab.

During conditioning and sampling, plan your final lots. Final lots sizes over 5000 bushels will have multiple samples tested. The applicant may choose to submit all samples of a lot with a single Form D or they may choose to separate the conditioning, storage, and therefore testing, and submit each portion up to 5000 bushels on separate Form Ds. These smaller lot may be binned and consolidated into a final lot after testing is passed. This consolidated lot will be assigned a certification number different from the numbers of the component Form Ds. Request in advance a sufficient number of *Request for Testing – Form D* (appendix D) to have one form for each intended certified lot.

## Testing

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 KCIA Standards based on your test results. No matter how accurately an analysis is made, it can only show the quality of the sample submitted.

Required tests may vary by crop kind, but all certified seed lots must have purity, germination, noxious weed seed examination, and a clean seed inspection (CSI). Allowances for these examinations are listed under the “Seed Standards” for each crop in the certification standards.

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

**Purity** - A visual inspection of seeds for impurities and is required for certification. Each sample is divided into four categories: pure seed, inert matter, other crop seed, and weed seed. In some cases other varieties of the same crop may be separated out also. The various components are weighed and reported as a percentage. Other crop seeds and common weed seeds are counted and reported as number of seeds per pound of sample.

**Germination Tests** - 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. The results reported from this test are considered to be the potential field emergence under near-perfect conditions. Germination dates are valid for a limited period of time after completion of the test. This limit is shorter when the seed is in interstate commerce.

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Hard Seed/Dormant Seed - Some crops do not fully germinate during the initial test. A further analysis is completed to determine this percentage still viable.

Preliminary Germination - A germination test on a sample from each harvested field may be used for the expedited retail sale of certified lots pending the final germination result. Only rye, triticale, and wheat are eligible to use preliminary germination. The sample submitted must be identified as intended for preliminary germination testing and by the individual field number.

Noxious weed exams - (Both Kansas Noxious and All States Noxious are) a continuation of the purity exam. No noxious weed seed is allowed in certified seed lots.

Clean Seed Inspection (CSI) - A continuation of the purity exam. Only Kansas currently requires this test for certification. Certified seed lot size is not limited, however for small grains a 10 pound CSI sample is required for each 5,000 bushels, or portion thereof, making up the seed lot.

Test Weight - Test weight is determined routinely on samples of small grains/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.

Trait Tests – Traits such as Clearfield Confirm, Enlist, or Axigen may be required for final certification. The KCIA lab is authorized to complete these specialized tolerance tests.

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

All KCIA Laboratory tests are conducted according to the Association of Official Seed Analysts (AOSA) rules for testing and are legal for seed labeling purposes. Results from other qualified labs following AOSA rules may be used for labeling purposes, but as no other lab currently offers the CSI, their analysis results alone cannot be accepted for final certification.

The *Request for Testing - Form D* (appendix D) should be submitted with all certification samples to the KCIA Laboratory. It provides information such as field number, harvested amount, conditioning details and signature of the conditioner, and tests requested. Also included on the form is final amount of seed represented in a certified lot and the applicant's declaration that he/she has produced and handled the seed according to certification standards. The Form D is individually numbered with the certification number KCIA will assign the certified lot under the applicant.

Test results are provided with a *Laboratory Analysis Report*. This report is emailed and available to the applicant on the dashboard. This report notifies the applicant if the sample passed for certification testing or explains why it did not. Some test results will require re-testing to pass for certification. Some test results will exclude the lot represented by the sample from certification eligibility. Field production conditioned together and consolidated on a single Form D is all excluded if any sample of a portion of the lot fails testing and is ineligible for certification.

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## Store Seed Safely

Seed must be stored such that it cannot be contaminated from an outside source. Bins must be labeled sufficiently to prevent misidentification.

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. KCIA staff can guide you on correct sample size.

## Completion of Certification

When a sample from a passed field is submitted for testing, the lot will be identified by the certification number of the Form D and will be added to the “Pending Lots” section of your dashboard account with the status “pending weight input” or “pending sample count.”

When the sample in “Pending Lots” has passed testing, KCIA staff will enter the final amount of seed declared on the Form D. The seed lot will then move to your “Active Lots” section and be available for sale.

Seed lots that have met all requirements for field inspection and sample testing will be certified by Kansas Crop Improvement Association, the only official seed certification agency in Kansas, and be eligible for sale on Kansas Certified Seed labels.

## Reporting on Certified Seed Lots

Applicants are required to report the disposition of all certified seed to KCIA. This report is referred to as a *Distribution Report*. Some of this activity is recorded automatically on the dashboard and some is initiated and must be completed after the sale is finalized.

An explanation of potential report actions are provided below:

- Discard - The disposal of certified seed as grain or shrinkage to correct the lot amount carryover.
- Own Use - Amounts are planted to produce another generation of certified seed.
- Record Paper Sales Certificates - A misnomer, only used by those with label-printing privileges to record the amounts sold on their printed labels. A *Label Report* must still be sent to KCIA for review for each label batch printed.
- Order Retail Labels - Bag/Jumbo: Ordering bag labels will automatically subtract the amount of seed from your lot total. You must reclaim labels on packages not sold at the end of the season to return the seed to your lot amount. Do this from the “Lot Details & Tracking History” section of each lot on the dashboard.
  - Bulk Invoice: Ordering bulk invoice labels will not record the seed sales automatically. You must report the total amount sold on the ordered batch of labels from the “Lot Details & Tracking History” section of each lot on the dashboard.
- Bulk Retail Sale Certificate - If the amount of the sale is not entered at the time of creation, you must report the amount sold on each sale certificate from the “Lot Details & Tracking History” section of each lot on the dashboard.
- Resale (1<sup>st</sup> or 2<sup>nd</sup>) - Creating a resale will automatically subtract the amount of seed from your lot total. Additional purchases created for resale seed will automatically subtract the additional amount sold from your lot total.

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The amount remaining at the end of your reporting should match the amount you still physically have. This reporting is completed on the dashboard for all lots tracked thereon, or on a paper report provided by KCIA for some specialty crops.

## Unaccounted-For Fields

A grower who does not complete certification on a field that passed inspection will receive an *Unaccounted-For Fields Report* (appendix I). For each field listed, the applicant must report the reason/disposition of the harvested seed. Seed listed has not completed certification and should not be sold. This form should be completed and returned to KCIA by the date requested.

## Maintaining Certification of a Seed Lot

The online dashboard tracks current inventory and carryover seed when distribution reporting is completed. Seed lots with no activity in the calendar year will be reduced to zero balance and will not be eligible for certification in the future. It is the responsibility of the grower to notify KCIA if seed in their possession is absent from the dashboard or from reports from KCIA.

If a seed lot with carryover seed remaining has a germination test older than nine months, it will move from “Active Lots” to “Expired Lots” with the status “test date expired.” Expired lots are ineligible for sale until the germination test date is renewed. Expired lots are eligible as an “own use” seed source for the owner’s production.

Activity on carryover lots is regarded as one or more of the following:

1. Germination testing of certified carryover seed either completed by KCIA Lab or with lab report provided to KCIA
2. Seed sales or own use
3. Declaration of dirty carryover seed on the *Unaccounted-For Fields* report

Seed lots with a carryover balance not in the dashboard, such as a specialty crop, and having no activity reported to KCIA 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.

## Consolidating Certified Seed Lots

After certification is confirmed and your lot is Active, you may choose to consolidate (combine) lots of the same variety. Every consolidated lot takes on the characteristics of the poorest seed in the lot. You may submit a new sample to update the analysis of the consolidated lot. If different classes of the same variety are binned together, the lot assumes the status of the lowest class among the consolidated seed.

Consolidation of certified lots is reported on the dashboard. KCIA will assign a new certification number to the consolidated lot, different from the numbers used on the component lots. A new consolidation can be created and tracked from the same components as needed.

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Consolidations of different varieties of the same crop kind are a “blend.” To be clear, this is not a “certified blend,” rather it is a “blend of certified seed.” All blended lots are to be reported to KCIA prior to retail sale. This action is recorded on the dashboard. If you are not evenly distributing the different varieties together, you may refer to this as comingled seed instead of using the term blend. A blend may be registered with the Kansas Dept. of Ag. or not; both options have specific labeling requirements outlined in the label section of this manual.

Consolidations of different crop kinds are a “mixture.” Mixtures containing certified seed are not tracked by KCIA. You must provide a mixture label and provide a certified label for the certified seed component.

## Marketing Certified Seed

There are two primary markets for certified seed, wholesale and retail sales. There are three groups who generally receive wholesale seed movements: conditioners, growers, and bulk retail facilities. Retail sales are final sales to the farmer. Certified seed may be sold either bagged or in bulk in accordance with the general certification standards. The different means of marketing certified seed are discussed below:

**Transfers** - Wholesale seed movements of unconditioned and untested (dirty) seed in Kansas is a “transfer.” Transferred seed must still have passed field inspection prior to harvest. Only Category I Conditioners, Category I and II Growers, and the genetics owners/licensee are eligible to receive a transfer in Kansas. The receiver of transferred seed will condition the seed and complete all certification requirements of the lot.

A transfer is recorded using the *In-State Transfer of Inspected Seed in Bulk* Form (appendix E). These are individually numbered and must be obtained in advance from KCIA. The transfer form number is used by the buyer on their Form D when submitting the samples for testing to complete certification. Additional purchases of the same fields of production between a grower and buyer in a calendar year will report the movement using the *Additional Transfer of Inspected Seed in Bulk* Form.

As both the buyer and seller must sign the form, both parties are responsible for ensuring it is submitted to KCIA by the business deadline.

**Resale** - Wholesale seed movements of certified seed to re-label and sell in Kansas is a “resale.” Resale seed has passed all required field inspections and testing and will be active on the dashboard. Only Category I Conditioners, eligible Category II Conditioners, Category I and II Growers, Bulk Retail Facilities, and genetics owners/licensee are eligible to receive resale seed in Kansas. There is a limit on the number of resale movements of a seed lot.

Only active lots with the minimum seed analysis of 99.00% purity, 0.98% inert, 0.01% weed seed, 0.01% other crop, and 90.00% germination is eligible for resale movement. This analysis is referred to as a “standard analysis.” All resale seed lots will have their tested analysis updated to the standard analysis upon resale. The buyer may choose to retest the resale lot to be eligible to label at a higher analysis.

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A resale is initiated on the dashboard by the seller. This should occur within 5 business days of the physical movement of the seed. The receiver will accept the movement on the dashboard. Upon acceptance by the buyer, KCIA will assign a new certification number to the lot under the new ownership. No labels or sales certificates can be created by the buyer until the lot is accepted. A printed *Resale of Kansas Certified Seed in Bulk (appendix G)* can be printed from either party's dashboard.

Additional purchases of the same lot between the same parties will be recorded with the "additional purchase" action on the dashboard, again initiated by the seller. The seller can only create an additional purchase after the buyer accepts the original resale amount.

Interstate Movements – Wholesale seed movement across state lines is generally referred to as a "transfer" or "interstate transfer" at any state of conditioning or certification approval. Only KCIA members are eligible to receive or initiate an interstate transfer. Interstate transfers generally require the verification of both state agencies involved.

Interstate seed movements are recorded at KCIA with the *Interstate Transfer Certificate of Bulk Seed – Eligible for Resale Pending Certification Verification in Receiving State* Form (appendix F). Yes, it's a mouthful, but it covers all bulk seed movements, dirty or clean, coming or going. The KCIA member is responsible for submitting the completed form to KCIA by the business deadline.

This form is available at [www.kscrop.org](http://www.kscrop.org) and is not individually numbered. KCIA will assign a Form ID number to track the seed movement upon receipt of the completed form. This ID number is used as the transfer number on the Form D when the buyer submits their CSI sample, if the seed is entering Kansas.

Additional purchases of the same lot between the same parties in a calendar year will update the original form and notify KCIA.

Germination test dates have a shorter valid limit when used in interstate commerce or transport.

Seed that is certified by a cooperating state agency must still pass Kansas testing requirements including CSI prior to being labeled with a Kansas certified seed label under KCIA standards.

Retail Sales are a final sale. All retail sales must follow federal, state, and KCIA standards for packaging, transport, and labeling. Retail sales are grouped as bagged, in varying sizes, or bulk.

- Bagged seed is a discrete, sealed, packaged unit of seed offered for sale. It is often in 50-pound or 60-pound packages. Jumbo totes, or mini-bulk totes, when properly sealed and labeled are also considered bagged seed. These larger packages are often in 1000, 1500, or 2500-pound sizes.

Bagged and labeled certified seed may be moved and resold an unlimited number of times, as long as the package remains sealed and the label is representative of the seed. KCIA only tracks the initial sale of bagged seed and therefore later sales may be made by any retailer. Bagged seed must be retested for germination and the labels updated before it can be sold if the test date is beyond the valid time limit.

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Certified seed must be bagged in new bags that do not have exposed printing or trademarks referring to products other than seed. A bag of seed must be sold as a whole unit and may not be subdivided. All bagged seed must have a certified label obtained from KCIA permanently attached to the bag/container or preprinted on the bag.

- Bulk seed is not packaged for sale but weighed at the time of sale and transport. The label or sale certificate is provided at the time of sale or invoicing. Bulk seed can be any amount but averages around 300 bushels for KCIA wheat sales. You cannot accept the return of bulk certified seed once it leaves your facility.

Bulk seed may be sold by approved conditioners, growers (either at their location or through a Bulk Distribution Center), resale seed recipients, and by Bulk Retail Facilities.

- The Bulk Distribution Center (BDC) is a program of KCIA for Category I Growers to market the Certified class of seed beyond their principal business location. All BDC must be registered as a retail seed dealer with the Kansas Dept. of Ag. and have appropriate scale and seed storage facilities.

The Category I Grower applies yearly to KCIA to market their seed at a contracted BDC. Each BDC location will have a designated representative trained by the grower, responsible for following the standards of storage and labeling. The grower is responsible for providing the labels or sales certificates to their BDC and reporting the sales completed through them to KCIA. Use of the *Bin Inventory and Sales Tracking Sheet* (Appendix H) is highly encouraged.

- A Bulk Retail Facility (BRF) is authorized to receive Registered or Certified resale seed for sales labeled under their own certification number and business name. All BRF must be registered as a retail seed dealer with the Kansas Dept. of Ag. and have appropriate scale and seed storage facilities.

All BRF will be inspected upon initial application to KCIA. A designated representative will be trained by KCIA to follow the standards of storage and labeling.

Since all seed sold by a BRF is resale seed with the standard analysis, they have an additional option for consolidation of certified seed and labeling. Instead of creating a consolidation with a new certification number at each input of resale seed of a single variety and class, they may choose to track inputs and sales on a *Bin Inventory and Sales Tracking Sheet* (Appendix H).

This completed form is submitted to KCIA by the distribution reporting deadline. KCIA staff will coordinate the consolidation on the dashboard. All sales of the variety will be labeled for sale under the initial resale certification number received by the BRF.

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## Labeling Certified Seed

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/company responsible for it. Only certified seed may use certified seed labels and certified seed must be labeled in accordance with KCIA certification standards and state and federal seed laws. Certification is void if not properly labeled.

Labels may be self-adhesive and attached to the bag/container or to an invoice, preprinted on the bag, or as a Bulk Retail Sale Certificate. Kansas Certified Seed labels must be ordered from KCIA. Eligible entities may request pre-printed bag privileges or label-printing privileges.

Each class of seed is allowed to be labeled with specific colors under KCIA standards: Foundation in white and black; Registered in purple; and Certified in blue. Labels are completed in black ink. Bulk sale certificates, being printed on copy paper, usually will not be of these colors, but will list the class, have the agency seal and name of the certifying agency on it, and require signature of the seller.

Certification labels nationally come in two basic types:

Combination - contains both the certification information as well as the analysis information. This is what KCIA uses and is most commonly seen.

Certification Only - contains only information relative to the certification of the seed. It must be used in conjunction with an analysis label (two-tag system) to meet labeling requirements. KCIA standards prohibit the use of the two-tag system when labeling “jumbo” containers, which is why the label must be permanently attached in a tamper-evident manner to the sealed package.

KCIA offers several types of labels, also referred to as a “tag,” to suit your sale and transport needs.

- Bag Labels - Self-adhesive label used on a discrete, sealed, packaged container or bag of seed
- Jumbo Labels - A type of bag label used with a “jumbo kit.” This self-adhesive label is attached to cardstock and a strap supplied by KCIA to seal larger containers of seed in a tamper-evident way.
- Bulk Invoice Label - Self-adhesive label attached to the scale ticket or invoice and provided with a bulk seed sale. It is not a complete legal label unless permanently attached to documentation of the weight of the sale.
- Pre-Printed Bags - A partial label printed directly on the bag by the manufacturer. The labeler will complete the printing of the label during the packaging process. Orders for such bags must be coordinated with KCIA.
- Bulk Retail Sale Certificates - A label document generated by the seller in the dashboard for a bulk seed sale. It is not a complete label unless signed and dated by the seller.
- *Resale of Kansas Certified Seed in Bulk* - A label document generated by the seller in the dashboard for a bulk resale seed movement. It is not a complete label unless digitally signed by both parties. It lists both the seller’s original certification number and the buyer’s assigned certification number once the resale is accepted.

## How to Receive Labels and Sales Certificates

- Bag and Jumbo labels (appendix A)
  - Are ordered through the dashboard.
  - Most of the required information will be auto-filled for your convenience.

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- You must specify a quantity of labels on your order. Minimum order is 10 labels.
- You must specify a weight to be printed on the label that matches the amount in the package. This amount will be automatically subtracted from your active lot total. Contact the KCIA office if your lot has insufficient weight to complete the order.
- Bulk Invoice labels (appendix A)
  - Are ordered through the dashboard.
  - Most of the required information will be auto-filled for your convenience.
  - You must specify a quantity of labels on your order.
  - You must permanently attach the label to the document listing the weight of the individual sale.
  - You must enter the total weight sold on the batch of labels as part of your required distribution report of sales.
- Bulk retail sale certificates (appendix A)
  - Are generated by the seller on the dashboard.
  - Can generate individually or in a batch.
  - You may enter the weight of the sale or leave blank at creation.
  - Most of the required information will be auto-filled with the lab analysis. You must manually update if you prefer to guarantee at the standard analysis.
  - The seller must print and complete the certificate. Completion includes writing in the sale weight if not entered at creation, and to sign and date the certificate.
  - The buyer's name and sale date are optional but can only be entered at the time of creation. They will move from within the blue space to below when printing.
  - The buyer's signature acknowledges that they did receive the seed as stated on the sale certificate. This includes written comments on the condition of the container the seed is transported in.
  - While not required, it is recommended the seller retain a copy of each completed certificate. No copy is returned to KCIA.

## Basic Labeling Requirements

All labels under federal and state law must be legible and must list specific information, with certified seed having the addition of certification number and name of the certifying agency required. No information on the label may be misleading.

1. Name and address of the labeler responsible (often the grower/seller of the seed)
2. Name of the Kind (crop) and Variety
  - a. Only some crop kinds may be sold as “variety not stated” (VNS) and no certified seed may be sold as VNS.
  - b. A blend of different varieties has further requirements, see blend labels below.
  - c. Use of brand names on a label has further requirements, see brand labels below.
3. Analysis
  - a. Pure Seed - percentage by weight
  - b. Inert Matter - percentage by weight
  - c. Other Crop Seed - percentage by weight
  - d. Weed Seed - percentage by weight
  - e. Noxious Weed Seed - None is allowed
4. Germination - percentage
  - a. Hard Seed and/or Dormant Seed percentage is listed exclusive of Germination percentage . Not all crops have hard/dormant seed in which case it is listed as 0%.
5. Date Tested (month and year germination test was completed)

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6. Lot or Identification Number
  - a. For Kansas certified seed, the assigned certification number is used.
  - b. A company may also include their own “lot number” on Kansas labels.
7. Origin (state) where grown
  - a. Certified seed also lists which agencies were involved in the steps of field inspection and seed testing if not exclusive to the agency issuing the label.
8. The Seal and statement of certifying agency

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

## Plant Variety Protection Statement

Those entities who develop new varieties, breeders and genetics owners, have the option under federal law to protect their variety under the Plant Variety Protection Act (PVP or PVPA). When a variety is protected under PVPA, KCIA standards require the PVP statement to be printed on the label or sale certificate. This ensures the buyer is notified of the PVP status.

The appropriate PVP statement can be determined by visiting the Plant Variety Protection office website. KCIA maintains a listing of PVP status by variety. This listing is updated regularly as varieties progress through the federal application process and/or upon notification by a PVP holder/licensee. A limited list of varieties in active commerce in Kansas and their status is available at [www.kscrop.org](http://www.kscrop.org).

While the legend and numbering of these statements from KCIA may change, the statements themselves don't. Below is a guide for using these statements:

0. Not a Protected Variety.
  - a. If a 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.
  - b. When the status is currently “not protected” then a blank may be left on the label instead of the statement.
  - c. Varieties that are not protected by PVP may be protected by other contracts, patents, trademarks, or licensing agreements.
1. Unauthorized Propagation Prohibited - For Testing (or Increase) Only.
  - a. A company may attach this statement for varieties they are testing and for seed increase and for which they fully intend to apply for PVP protection but have not yet done so. Seed so labeled should generally not be offered for retail sale, nor be of the Registered or Certified classes.
2. Unauthorized Propagation Prohibited - U.S. Variety Protection Applied For.
  - a. The PVP office has received application for the variety in question and, if protection is issued, the variety may be certified but 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.
  - a. The PVP office has received application for the variety in question specifically under section Title V to be sold by *variety name only* as a class of *certified seed*.
4. Unauthorized Propagation Prohibited - U.S. Protected Variety.

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- a. The variety in question has received protection under the PVPA. It must be sold by variety name and may be certified 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
  - a. The variety in question has received protection under the PVPA. It must be sold by *variety name* and *requires certification* of all seed.

## Labeling Blends and Brands

A blend or brand for wheat, oats, barley, or soybeans. registered with the Kansas Dept. of Ag. may be labeled by (your registered name) “blend” or “brand” then (crop kind) and the words “variety (varieties) not stated” as long as the composition remains consistent from year to year. Refer to the Kansas Department of Agriculture and the Kansas Seed Act for further guidance.

A blend only recorded at KCIA shall be labeled as crop kind and the word “blend.” All included variety names, in order of decreasing presence, with the percentage of each component of the total blend, must be listed on the label. Components of less than 5% do not need to be so listed.

Brand names cannot be so similar to a variety name already in commerce of the same crop kind that they may be confused. If you want to market your seed by brand name it still must include the variety name on the label, unless registered with the Kansas Dept. of Ag. as above.

- For example, the variety of wheat “Larry” exists. You cannot use the brand name “Better Larry” for any certified wheat label.
- If the brand name you want is “Big Green” for the variety “Larry,” your label would appear as “Big Green Brand Larry Wheat.”

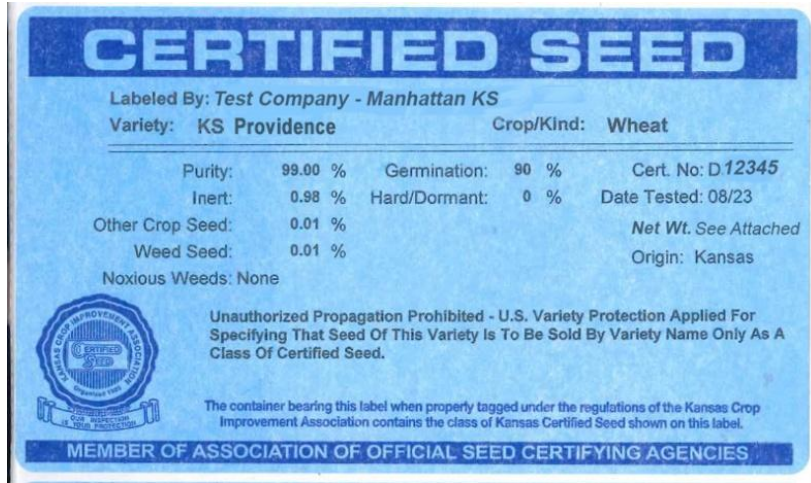
## Important Guidelines for Labels

- Under no circumstances should seed ever be allowed to move from the seller’s possession without a certification label.
- You are responsible for what any label you order or generate is attached to.
- Seed may be labeled with its class or any class lower.
  - 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. It should be noted that some varieties do not have a Registered class. These exceptions may be found in alfalfa, grasses, and proprietary wheat, oat, and soybean varieties; in such cases, Foundation class seed cannot be labeled as Registered class seed.
- Bagged seed, including jumbo totes, are labeled with a “bag label” noting the weight of the sealed unit. Sealed containers are understood to be those which cannot be opened or contaminated without evidence of tampering.
- Bulk containers, including unsealed jumbo bags/boxes, are labeled with a Bulk Retail Sale Certificate (appendix A) or with a Bulk Invoice Label (appendix A).
- If a customer 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) with few exceptions 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.
- Label sales must be reported with your distribution report or reclaimed if unsold.

# Kansas Certification Procedures Guide

## Effective May 12, 2026

### Appendix A. Self-Adhesive Label Example and Bulk Retail Sale Certificate Example



SERIAL NUMBER: 0001

## 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: *Test Company - Manhattan, KS*

Class, Variety, & Crop: Certified, KS Providence Wheat

Purity: 99.9 %	Germination: 98 %	Certification No: D12345
Inert: 0.10 %	Hard seed: 0 %	Date Tested: 9/13/2024
Other Crop Seed: 0.00 %	Amount: 82440 lbs	Origin: Kansas
Weed Seed: 0.00 %	This seed is: <input type="checkbox"/> TREATED <input checked="" type="checkbox"/> UNTREATED	
Noxious Weeds: None		

**Plant Variety Protection**

5  Unauthorized Propagation Prohibited - To Be Sold By Variety Name Only As A Class Of Certified Seed - U.S.  
Protected Variety-PVPA 1994

Buyer's Name: \_\_\_\_\_ Sale Date: 10/3/2024

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

Comment \_\_\_\_\_

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 10/03/24 Signed Sam Seedsman Signed \_\_\_\_\_

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.**



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# Kansas Certification Procedures Guide

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## Appendix B. Statement of Fields Applied for Inspection – Form B

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

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



Sam Seedsman  
Test Company  
2000 Kimball Ave  
Manhattan, KS 66502

**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
A33300	C	KS Hatchett Wheat - HRW	150	\$6.00	\$1012.50	\$75.00	\$1093.50	X
X A33301	C	Everest Wheat - HRW	123	\$6.00	\$830.25	\$61.50	<del>\$897.75</del>	0
A33305	C	KS Providence Wheat - HRW	24	\$6.00	\$162.00	\$12.00	\$180.00	X
A33402	R	KS Hatchett Wheat - HRW	14	\$6.00	\$94.50	\$7.00	\$107.50	X
<b>Total if returned by May 1, 2026</b>							\$2278.75	<b>1581.00</b>
<b>Total plus \$100 per field late fee if returned AFTER May 1, 2026</b>							\$2678.75	

\* Acreage fee - Foundation - \$7.75 per acre, includes second inspection  
- Registered and Certified - \$6.75 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.

*Sam Seedsman*  
Applicant Signature

*4/20/26*  
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: 4/8/26

Bottom Copy - Applicant

Kansas Certification Procedures Guide  
Effective May 12, 2026

Appendix C.      Field Status Report

***Field Status Report***

**Kansas Crop Improvement Association**

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

Test Company \_\_\_\_\_  
2000 Kimball Ave  
Manhattan, KS

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.

This form is for your information only and is no longer required to be returned to the KCIA office.

Field #	Crop	Acres	Insp. Status
A 33300	Certified KS Hatchett Wheat - HRW	150	Cancelled
A 33301	Certified Everest Wheat - HRW	123	Cancelled
A 33305	Certified KS Providence - HRW	24	Passed
A 33402	Registered KS Hatchett Wheat - HRW	14	Passed

*Sunday, February 16, 2026*

# Kansas Certification Procedures Guide

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## Appendix D. Request for Testing – Form D

Form D



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

Applicant Name Test Company Lot # 26KSPA  
 Variety KS Providence Crop Wheat

Certification #  
**D12345**

#### 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
A33305	F R <b>C</b>	4225		F R C	
	F R C			F R C	
	F R C			F R C	
	F R C			F R C	
<b>TOTAL DIRTY BUSHELS</b>					<b>4225</b>

#### 2. Seed Conditioning

I used:  my own cleaner  Approved Conditioner (name) \_\_\_\_\_  
 Seed conditioned 4225 bu. or lbs.  
 (subtract) Cleanout 385 bu. or lbs.  
 (equals) Amount after cleaning\* 3840 bu. or lbs.

Remarks \_\_\_\_\_

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

Sam Seedsman

8/14/26

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

**Additional tests:**  Protein  Screen Size (6/64, 5/64)  
 Acc. Aging  Treated Germ  
 TZ  Potassium Hydroxide

**Trait tests:** Wheat  Clearfield Confirm  
Soybeans  Roundup Ready  
 STS

\* Test Weight and moisture conducted on all samples.

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 3840 bushels intended for certification.\* This may exceed 5000 bushels. Additional samples must be tested.

Signature: Sam Seedsman Date: 8/16/26

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

# Kansas Certification Procedures Guide

Effective May 12, 2026

## Appendix E. In-State Transfer of Inspected Seed in Bulk

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      [kscrop@kansas.net](mailto:kscrop@kansas.net)      Fax 785-532-6551

*Seller to submit KCIA copy within 5 business days*

<b><u>Producer/Seller</u></b>	<b><u>Buyer</u></b>
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 - 8 \_\_\_\_\_, 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.

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## Appendix F. Interstate Transfer Certificate of Bulk Seed – Eligible for Resale Pending Certification Verification in Receiving State

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

Form ID: \_\_\_\_\_  
Number of Attachments: \_\_\_\_\_

<p><b>Buyer</b></p> <p>Name _____</p> <p>Address _____</p> <p>Phone _____</p> <p>Email _____</p>	<p><b>Seller</b></p> <p>Name _____</p> <p>Address _____</p> <p>Phone _____</p> <p>Email _____</p>
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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: \_\_\_\_\_

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## Appendix G. Resale of Kansas Certified Seed in Bulk

First Resale Overview

[https://lab.kscrop.org/merlin/lots/first\\_resale/3](https://lab.kscrop.org/merlin/lots/first_resale/3)

### 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:  
D71218

Seller Name: Steve Schuler	Buyer Name: Erica Miller-Test Company
Producer/Seller Address: Rossville, KS	Buyer Address: Manhattan KS

Class: certified	Variety: SY Wolverine	Crop/Kind: Wheat	Treatment Status: untreated	Origin: Kansas	Net Weight: 20001
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Plant Variety Protection:  
Not a Protected Variety

Container Condition: unknown	Comment: no comment
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#### 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: D71202. Buyer's 1st Resale Certification Number D71218**

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: 12/31/2025**

#### Comment About 1st Resale:

no comment

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: 01/28/2026	Sellers Signature: Steve F Schuler	Buyers Signature: Erica Miller
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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



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## Appendix I. Unaccounted-For Fields Report

### ***Unaccounted for Wheat Fields under Certification - 2026***

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

**Test Company**

A33402 Registered KS Hatchett Wheat - HRW

Acres: 14

**Entire Lot Sold as Grain**

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

**OR**

**Actual**

**Estimated**

Harvested (Bu.) 910

bu. (Acres Inspected x Inspector yield estimate)

Own Use (Bu.) \_\_\_\_\_

\*Please indicate 'D' Number or other fields it was consolidated with.

\*Consolidated (Bu.) \_\_\_\_\_

Sold as a class of Certified Seed (Bu.) \_\_\_\_\_

Carryover (Bu.) 872

\*\*Please indicate transfer kit number it was moved with if not noted below.

\*\*Transferred (Bu.) \_\_\_\_\_

Sam Seedsman

Signature

11/28/2026

Date

Please Return to KCIA, 2000 Kimball Avenue, Manhattan, KS 66502 by December 1, 2026.

Questions ??? Call the KCIA at (785) 532-6118

Monday, November 2, 2026