

APPENDIX II

CLASS I APPROVED CONDITIONER STANDARDS FOR CONDITIONING CERTIFIED SEED IN COLORADO

The seed certification system was developed to insure the purity of seed (both mechanical and varietal) from breeder to farmer. To maintain this purity of seed, all the steps of production and handling must be monitored. Therefore, the purpose of these guidelines is to ensure that seed is properly conditioned and to reduce the possibility of contamination during the process.

I. Approved Certified Seed Conditioners

- A. Class I approved conditioner of Certified seed is defined as an individual, partnership or corporation that:
 1. Conditions Colorado certifiable seed on a custom basis for a fee and/or
 2. Produces and/or purchases Colorado certifiable seed and conditions that seed as part of the process to certify the seed.
- B. Seed conditioners who wish to condition certifiable seed must apply in writing, **annually**, to the Colorado Seed Growers Association for approval at least thirty (30) days before they begin conditioning of certifiable seed. A fee to be specified by the Board of Directors to cover inspection, records, and training is to accompany the application, and must be paid before conditioning of certifiable seed begins. All approved conditioners will be subject to a yearly inspection of bins, handling equipment, conditioning equipment, necessary records, practices and buildings by the management of Colorado Seed Growers Association, or its designee. Approval will be given by the manager of CSGA and subject to the CSGA Board of Directors. Annual applications will be sent to the conditioner in subsequent years on or about January 1. Failure to pay the fee by March 15 will cause the conditioner to lose his approved status and be subject to resubmittal of his application.

II. Facilities and Equipment

- A. Air screen cleaners are required and shall be equipped with ample screens to allow for at least three different separations to be accomplished. Cleaners shall be equipped with an automatic method of screen cleaning such as, but not limited to brushes, ball trays or rollers. Cleaners shall also be equipped with two (2) variable air blast or vacuum aspiration systems used to remove light or fluffy trash. A selection of screens with appropriate perforations must be available to completely dress the machine for each crop seed to be conditioned. The cleaner shall be installed in a manner to allow room for complete cleanout, both around and inside the machine.
- B. Secondary Equipment - A gravity table and/or length grader must be available for use in the seed conditioning line. This equipment must be adequate in size to allow for a continuous flow of seed from the air-screen cleaner without backup, or a surge bin must be supplied adequate in size to hold seed from two hours continuous running of air screen cleaner. This equipment must be installed in a manner to allow complete cleanout both inside and around machine. Other equipment, i.e. spirals, velvet rolls, etc. may also be used but must be installed with adequate clean-out provisions. Secondary equipment is required for all winter wheat seed. All certifiable bean seed must be conditioned over an approved gravity table.
- C. Horizontal conveying equipment, i.e., vibrating conveyors and dump pits, drag conveyors and non-porus belt conveyors, shall be of the design to allow complete self-cleanout and to prevent damage to seed. Augers are not recommended to move certifiable seed in the plant, but may be used to remove tailings. If augers are used, they should be equipped with a drop bottom gate which would allow for complete cleanout, and/or a reversing mechanism and drop bottom boot for augers in inclined tubes. Conveyors should be covered when possible to prevent contamination, and any dump pit or underfloor conveyors must be installed to allow access to clean and inspect. Floor grates must be built to allow for all seeds to pass through without any remaining on the grate.
- D. Vertical Conveying Equipment - shall be of the design to allow for easy and complete cleanout of the boot between lots. Elevator belt pulleys shall be of the open type to insure that no seed becomes lodged

between belt and pulley or inside the pulley. Buckets shall be spaced away from the belt with washers to allow for self-cleanout. Belt speeds shall be within manufacturer's guidelines for seed handling to minimize seed damage. Turnheads, valves, pipes and deadends are to be of the type which will not allow seed to be trapped and should be self-cleaning. No elevator that lifts unconditioned seed or tailings shall be used for conditioned seed. Elevators shall be installed to allow easy access for cleaning and inspection.

- E. Seed treaters, seed treatments and accessories - shall be kept separate from other conditioning equipment to prevent contamination of untreated seed. Treater shall be installed to allow for complete cleanout and washing. No conveying equipment or bins used to handle treated seed will be used to handle untreated seed.
- F. Bagging and/or weighing equipment - scales shall be in compliance with state regulations for the protection of both buyer and seller. Bagging equipment shall be self cleaning and the bagging line shall provide for a method of adequately sealing, marking and tagging the bags.
- G. Bins and other seed storage - shall be cleaned completely before use and set up to exclude contaminants i.e. other lots of dirt, from entering either through bin tops or filling pipes. A system must be used to adequately mark the bins as to seed type or variety. A system to control rodents and weeds around bins must be used. Bins with edges or inside bolts (i.e. corrugated bins) are discouraged for certifiable seed use. All bins used for handling certifiable beans will be equipped with an approved let down device if drop distance of the seed is greater than 18".
- H. Cleanup equipment - such as brooms, shovels and compressed air/vacuum system shall be available to clean less accessible areas in equipment and facilities.

III. Records

A record of each seed lot conditioned shall be maintained by the conditioner (or grower) for the period of two years from the date of conditioning. Records shall include, but not be limited to grower name, lot number, date of conditioning, storage bins used, a sequence designation which would give an accurate accounting of the flow of seed lots through the plant and a record of sale and shipping. **A two pound sample of each raw and cleaned seed lot shall be maintained and available for use by CSGA for two years after the sale of the last seed.**

IV. Procedures for Conditioning Certifiable Seed

- A. The seed grower is responsible for the cleanliness of the equipment used to harvest, transport and store the seed before conditioning. In the case of custom conditioning it is also the growers responsibility to deliver his seed to a conditioner who is a CSGA approved conditioner who is aware of these standards.
- B. The approved conditioner shall make every attempt to thoroughly clean all areas which certifiable seed shall contact.
- C. All certifiable seed must be conditioned over an approved air-screen cleaner. In addition, all winter wheat shall also be conditioned over an approved length grader and/or gravity table.
- D. All seed subject to certification must be conditioned by an approved conditioner and the conditioner's name must appear on the Application Form D. It is the responsibility of the seed grower to have his seed conditioned by a CSGA Approved Conditioner. Any certifiable seed conditioned by a conditioner not approved by CSGA is subject to be rejected for certification.
- E. If a grower cannot locate an approved conditioner within thirty miles of his farm, a non-approved conditioner may be used on a one-time basis. CSGA office must be contacted before application for conditioning, and any special dispensations are at the option of CSGA management. The grower is liable for all costs incurred for special inspections.
- F. The conditioner is responsible for the maintenance of identity of the seed lot throughout his plant, including, but not limited to marking of clean seed and dirty seed bins and tagging or marking bags.
- G. The seed conditioner is responsible for the training of those operating seed conditioning equipment. New conditioners to CSGA will be required to attend training within 12 months of initial approval. This training shall include, but not be limited to attendance of at least (1) one person involved in the conditioning process at a CSGA or other associations' conditioning workshop or training provided at the time of a seed conditioner inspection.
- H. When bagging seed, all bags used are to be new.

V. Approval of Conditioners

A. A conditioner shall be considered approved after the application is made, fees are paid, training is completed, and approval is made through the CSGA office. Interpretation of these rules for approval is at the discretion of the CSGA management. Upon approval a certificate shall be issued by CSGA and displayed in a prominent place at the conditioning plant. The certificate shall indicate which crops the conditioner is authorized to clean. Revocation of the certificate for cause may be made by the CSGA management with approval of the CSGA Board of Directors. The conditioner may request a hearing with the Board to present evidence and be heard. Approval of conditioners is on an annual basis.

B. Conditioner Training

Conditioners new to CSGA are required to attend approved training within 12 months of approval. New conditioner training will consist of:

1. The successful completion of an approved CSGA training course covering basic conditioning equipment, practices and seed conditioners influence seed quality (2 credits/classes), **OR**
2. Attendance at a CSGA approved conditioner workshop

C. Continuing Education and Inspection

Within a 3-year period all CSGA approved conditioners who have been in the CSGA program for more than 12 months will be required to:

1. Attend 1 CSGA or other seed certifying agency approved conditioner workshops **OR**
2. Complete 1 CSGA online training lesson **AND**
3. Complete an in-person inspection conducted by CSGA

VI. Implementation of Standards

These standards shall be in effect as of the day of approval by the Colorado Seed Growers Board of Directors. Applicants for Approved Conditioner status who file after the effective date must conform to all standards as written.

VII. Disciplinary Action: Seed Complaints

When a seed complaint with documentation is received by CSGA official notification letter is to be sent to the following persons within (3) three working days.

- A. The conditioner of the seed lot.
- B. The grower of the seed lot.
- C. The director(s) of the district in which the conditioner is located.
- D. The chairman of the approved conditioner committee.
- E. The chairman of the applicable commodity committee.

The conditioner then has (10) ten working days to respond to the complaint by certified letter or fax to:

- A. Buyer or user of the seed lot in question.
- B. The grower of the seed lot.
- C. The director(s) of the district.
- D. The chairman of the approved conditioner committee.
- E. The chairman of the commodity committee.
- F. CSGA office.

Failure to respond to the complaint will result in the following action or actions.

- A. Notification of Colorado Department of Agriculture of possible violation of Colorado seed law.
- B. To be placed on probation for a period of not less than (1) year. Probation may include but not be limited to:
 1. Independent third party sampling and testing of random seed lots.
 2. Quarterly inspections of facility and records.
 3. All costs of sampling, testing and inspections to be paid by conditioner on probation.
- C. More than (4) four complaints or violations for separate lot numbers in one year shall be cause for immediate probation and review by the approved conditioner committee with their recommendation forwarded to the CSGA board of directors for appropriate action.

Further disciplinary action that can be taken against a conditioner:

- A. Suspension of approved conditioner status for a period of not less than (2) two years for person and/or company with two thirds majority from the CSGA board.

B. Permanent revocation of approved conditioner status for person and/or company with three-fourths majority from the CSGA board.