

# Seed Cleaning Facilities

## Criteria Interpretation Guidelines

### Item types

Design, Maintenance, Operations, Verification

While a facility is usually operating during the licensing inspection, it may be preferred to view a particular area or equipment when it is not actively operating. It is acceptable to view items at various times to accurately assess its condition or the conditions of use. In these circumstances, note the date when the item was assessed. Options such as records, procedures, protocols, and checklists for the criteria rating may be used by an Ag Fieldmen or Municipal Weed Inspector to consider when scoring an item but are not considered mandatory for scoring purposes.

Item #	Possible Score	Actual Score	Item  (Score is NA for items not part of the facility or operations)	Criteria Rating		
				Unacceptable	Needs Improvement	Acceptable
1 -M	0-5		<p>Receiving area (pit, scale and driveway) in good repair; lining intact, no obstructions to hold back seed</p> <p>Notes: If possible, inspect receiving pit empty. Assess if hang up points are managed with regular maintenance and/or operational practices i.e., cleaning receiving pit area and driveway between lots/customers</p>	<p>0 - 1</p> <p>Receiving pit, scale, and driveway not suitable - requires multiple significant repairs; lining absent/ driveway in extremely poor condition; multiple significant obstructions around grate and driveway to hold weed seeds; area not maintained or managed by best operational practices</p>	<p>2 - 3</p> <p>Receiving pit, scale, or driveway requires some major and/or minor repairs; lining has tears; obstructions for holding weed seeds around grate or driveway; maintenance with best operational practices are partially managing hang up points</p>	<p>4 - 5</p> <p>Receiving pit needs few to no repairs; lining has few to no tears; few – no minor obstructions on grate, scale or driveway for holding weed seeds; maintenance with best operational practices is managing hang up points</p>

2 - M	0-5		<p>Bin linings smooth and in good repair, no obstructions to catch seed. (Identify bins needing repair: ).</p>	<p>0 - 1</p> <p>All/most bin linings have major damage; all/ most need major repairs or replacement; all/most have major obstructions that can catch weed seeds</p>	<p>2 - 3</p> <p>Many/some bin linings have minor damage; many/some need minor repairs; many/some have minor obstructions that can catch weed seeds</p>	<p>4 - 5</p> <p>Most/all bin linings are smooth; most/all in decent/good repair; few/no obstructions catching weed seeds</p>

				Criteria Rating		
Item #	Possible Score	Actual Score	Item (Score is NA for items not part of the facility or operations)	Unacceptable	Needs Improvement	Acceptable
3 - D	0-6		<p>Bin covered on top or otherwise protected to prevent potential contamination with weed seeds.</p> <p>Notes: Inspect bins during non-operational times if possible. Note any identified safety issues if unable to access bins to score.</p>	<p>0 - 2</p> <p>All/most bins are uncovered or unprotected; evidence of seed mixing; high potential for contamination with weed seeds in bins</p>	<p>3-4</p> <p>Some bins have covering or protection; evidence of seed mixing; some potential for contamination with weed seeds in a few bins</p>	<p>5-6</p> <p>Most/all bins are covered or protected; no evidence of seed mixing; low potential for contamination with weed seeds in bins</p>
4 - M	0-10		<p>All spouting, hoppers, conveyors in good repair and with no holes or leaks</p> <p>Inspect during operational times; maintenance addresses leaks; ID temporary repairs, no deductions if this "fixes" the leak. All ID temporary repairs* are permanently fixed by next inspection, or item is subject to deductions.</p>	<p>0 - 3</p> <p>All/most spouts, hoppers, conveyors need major repairs; all/most have large holes or many leaks; not being maintained</p>	<p>4-6</p> <p>Few/some spouts, hoppers, conveyors need minor repairs; few/some have small holes or leaks; maintenance* is partially managing issues</p>	<p>7-10</p> <p>Most/all spouts, hoppers, conveyors in good repair; most/all have no holes or leaks; maintenance* is effectively managing issues</p>
5 - M	0 - 10		<p>All interchangeable processing equipment - (i.e., screens, segmented shells, indent drums) are in good repair, and maintained to separate weed seeds from product effectively</p> <p>Notes: Inspect during non-operational times if possible; confirm best practices for maintenance with option to check written procedure and/or records if operating.</p>	<p>0 - 3</p> <p>All/most interchangeable equipment (ID), requires significant repairs; numerous holes present; not being maintained</p>	<p>4-6</p> <p>Few/some interchangeable equipment (ID) require repairs; maintenance partially addresses issues</p>	<p>7-10</p> <p>Most/all interchangeable equipment (ID) requires minimal/no repairs; maintenance addresses most issues</p>

				Criteria Rating		
Item #	Possible Score	Actual Score	Item (Score is NA for items not part of the facility or operations)	Unacceptable	Needs Improvement	Acceptable
6 - M	0-10		<p>All processing equipment is <b>installed, accessible to be cleaned and maintained i.e., legs, augers have clean-out access; sufficient spacing cups, belts et al.</b></p> <p>Notes: Inspect accessibility during non-operational times if possible.</p>	<p>0 -3</p> <p>All/most processing equipment (ID) is inaccessible for cleaning and maintenance i.e., no clean out access; inadequate spacing allows weed seeds to collect (ID)</p>	<p>4-6</p> <p>Few/some processing equipment (ID) is partially accessible for cleaning and maintenance i.e., limited clean out access; some have adequate spacing; some weed seeds collecting (ID)</p>	<p>7-10</p> <p>All/most processing equipment is accessible for cleaning and maintenance i.e., have clean out access; have adequate spacing – no collecting of weed seeds</p>
7 - O	0/6		<p>Boots, augers, conveyors cleaned between lots. (If score is zero in Item 6, then score a zero for Item 7)</p> <p>Notes: inspect during operations; confirm best practices, may check for written procedure and/or record of cleaning if not operating.</p>	<p>0</p> <p>Item D6 – 0.</p> <p>Boots, augers, conveyors not or infrequently cleaned between lots</p>	<p>NA</p>	<p>6</p> <p>Boots, augers, conveyors cleaned between most/all lots</p>
8 - O	0-6		<p>Seed cleaning equipment is <b>cleaned and/or flushed between lots</b></p> <p>Inspect during changeover if possible; prior to starting the inspection ID what has been cleaned; confirm practices, may check for written procedure and/or records.</p>	<p>0</p> <p>Cleaning machines are not or rarely cleaned and/or flushed between lots</p>	<p>NA</p>	<p>6</p> <p>Cleaning machines are usually - always cleaned and/or flushed between lots</p>

				Criteria Rating		
Item #	Possible Score	Actual Score	Item (Score is NA for items not part of the facility or operations)	Unacceptable	Needs Improvement	Acceptable
9 - 0	0 - 10		<p>All installed processing equipment: screens, gravity tables, colour sorters etc.) are <b>operated to remove weed seeds</b> and control accumulations of debris, dust</p> <p>Note: Inspect during operations; may check product testing records to confirm detection of weed seeds if not operating.</p>	<p>0-3</p> <p>Processing equipment (ID) operation does not remove weed seeds during processing; significant accumulation of debris, dust, weed seeds on equipment</p>	<p>4-6</p> <p>Processing equipment (ID) removes most weed seeds during processing; some accumulation of debris, dust, weed seeds on equipment</p>	<p>7-10</p> <p>Processing equipment (ID) removes weed seeds during processing; minor accumulation of debris, dust on equipment</p>
10-D	0 - 6		<p>Surfaces (floors, walkways, walls, beams, rails, railings, ceilings) in operational areas are kept clean and free from accumulations of dust, debris, weed seeds</p> <p>Note: inspect during operational and non-operational periods if possible.</p>	<p>0-2</p> <p>Majority of surfaces (ID) have accumulations of dust, debris, weed seeds; most surfaces not accessible to enable proper housekeeping</p>	<p>3-4</p> <p>Some surfaces (ID) have accumulations of dust, debris, weed seeds; some surfaces accessible to enable proper housekeeping</p>	<p>5-6</p> <p>Few, if any, surfaces (ID) have accumulations of dust or debris; majority of surfaces accessible to enable proper housekeeping</p>
11-0	0-6		<p>Main processing areas (ID) kept clear of dust, debris, weed seeds, which may contaminate cleaned seed during operations</p> <p>Note: inspect during operations, if not operating confirm cleaning protocols.</p>	<p>0-2</p> <p>Main processing areas are rarely cleared of dust, debris that could contaminate cleaned seed during operations; inadequate housekeeping</p>	<p>3-4</p> <p>Main processing areas are sometimes cleared of dust, debris that could contaminate cleaned seed during operations; partially adequate housekeeping</p>	<p>5-6</p> <p>Main processing areas are regularly cleared of dust, debris that could contaminate cleaned seed during operations; adequate housekeeping</p>

				Criteria Rating		
Item #	Possible Score	Actual Score	Item (Score is NA for items not part of the facility or operations)	Unacceptable	Needs Improvement	Acceptable
12-O	0-5		<p>Non-processing areas (ID) kept clear of dust, debris, weed seeds, which may contaminate cleaned seed</p> <p>Note: inspect during operations, if not operating confirm cleaning protocols.</p>	<p>0-1</p> <p>Non-processing areas are rarely cleared of dust, debris that could contaminate cleaned seed during operations; inadequate housekeeping</p>	<p>2-3</p> <p>Non-processing areas are sometimes cleared of dust, debris that could contaminate cleaned seed during operations; partially adequate housekeeping</p>	<p>4-5</p> <p>Non-processing areas are regularly cleared of dust, debris that could contaminate cleaned seed during operations; adequate housekeeping</p>
13-D	0-10		<p>Storage areas/bins for screenings are easily ID and secured to prevent contamination of cleaned seed</p> <p>Note: inspect during operations.</p>	<p>0-3</p> <p>Screening storage areas/bins are not ID; screenings are not secured to prevent contamination of cleaned seed</p>	<p>4-6</p> <p>Screening storage areas are partially separated from product; screenings are partially secured with potential for contamination of cleaned seed</p>	<p>7-10</p> <p>Screening storage areas are separate from product; screenings are adequately secured to prevent contamination of cleaned seed</p>
14-O	12		<p>Screenings and dust are safely handled to prevent cross contamination of cleaned seed; screenings and dust are loaded out and transported to control loss and spread of weed seed</p> <p>Note: inspect during operations or confirm facility is using best practices  4 walls = full protection, no deduction  3 walls + enclosed spouting/chute to truck = control, no deduction  Loads securely tarped = control, no deduction.</p>	<p>0-4</p> <p>Cross contamination of cleaned seed with screenings and dust during handling is evident or likely to occur.  Loading out and transport of screenings and dust is not controlled – potential spread of weed seed e.g., no covered spouting to truck box or protected areas (external or internal)  No tarps on loads, no mandatory tarping requirements</p>	<p>5-8</p> <p>Potential cross contamination of cleaned seed with screenings and dust during handling  Loading out and transport of screenings and dust is partially controlled – some potential spread of weed seed e.g., partially covered spouting to truck box or protected areas (3 or &lt; walls)  Partially secured tarps on loads or tarping not always enforced for loads</p>	<p>9-12</p> <p>Cross contamination of cleaned seed with screenings and dust is controlled during handling.  Loading out and transport of screenings and dust is fully controlled – no potential spread of weed seed e.g., fully enclosed spouting/chute to truck, 3 or 4 walls; tarping mandatory and enforced for all loads</p>

				Criteria Rating		
Item #	Possible Score	Actual Score	Item (Score is NA for items not part of the facility or operations)	Unacceptable	Needs Improvement	Acceptable
15-M	0-6		<p>Exterior areas are maintained to control growth of weeds and spread of weed seeds</p> <p>Note: Inspect during operational times if possible; check for standing weeds and signs weeds are being controlled around the property.</p>	<p>0-2</p> <p>Exterior areas are not maintained to control weeds and conditions are present to allow spread of weed seed</p>	<p>3-4</p> <p>Exterior areas are partially maintained to control most weeds and limit the spread of weed seed</p>	<p>5-6</p> <p>Exterior areas are adequately maintained to control weeds and prevent spread of weed seed</p>
16-O	0-2		<p>Current SCF license displayed in conspicuous place</p> <p>Note: check license displayed is current and replaced when new license is issued.</p>	<p>0</p> <p>Current license is not displayed in a conspicuous place</p>	<p>NA</p>	<p>2</p> <p>Current license is displayed in a conspicuous place</p>
17-O	0-10		<p>Facility uses suitable grading and inspection to ID presence of weed seeds</p> <p>Note: inspect during operations, if not operating option to check grading area and records.</p>	<p>0-3</p> <p>Facility does not use grading and inspection to ID presence of weed seeds</p>	<p>4-6</p> <p>Facility partially uses grading and inspection to ID presence of weed seeds</p>	<p>7-10</p> <p>Facility uses grading and inspection to ID presence of weed seeds</p>
18-V*	0-20		<p>Product checks verify weed seeds are being effectively ID in cleaned seed samples</p> <p>Note: check minimum of 20 cleaned seed samples of various types between annual inspections, throughout the operational season for weed seeds. Where facility volumes do not yield 20 representative samples, identify this, and collect the appropriate number of representative samples that is appropriate for the operations.</p>	<p>0-10</p> <p>For avg sample score <math>\leq</math> 10</p>	<p>11-15</p> <p>For avg sample score <math>11 - \leq 15</math></p>	<p>16-20</p> <p>For avg sample score 16-20</p>

## Determining Product Verification Score\* (Item #18-V)

Note: The CFIA has sole authority for grading seed lots for trade purposes. The cleaned seed checks for weed seeds by Ag Fieldmen or Weed Inspector for licensing purposes is done in conjunction with the facility inspection to verify the adequacy of the facilities weed seed control and weed identification practices under *WCA* Part 1 4(1), 5 (1), (2), (3), 6(1) (a), (b); *WCR* Part 1 3 (1), (2) (a), (b).

Over the operational year, a minimum of 20 representative samples of cleaned seed collected from the plant are visually checked for weed seeds by the Ag Fieldmen or Weed Inspector for licensing purposes. Where volumes processed do not yield 20 samples, the Fieldman or Weed Inspector will identify this and collect the appropriate number of samples for the facility operations based upon type of facility, volume of processing, seed types processed and days of operation. Samples collected must be representative for all product types processed, with recommended sample weights checked as referenced in the CFIA Canadian Seed Methods for Seed Sampling & International Seed Standards.

Throughout the year, the Ag Fieldman or Weed Inspector completes the **18-V Sample Verification Check Sheet** to visually ID the presence of weed seeds, until 20 samples, or # of samples appropriate for facility operations, are checked.

Items in shaded boxes on the **18-V Sample Verification Check Sheet** are optional, based upon availability of facility test results and the ability to properly identify types of weed seeds found in the sample. If no weed seeds are found in the sample, the ability to properly ID weed seed types is NA.

### 18-V Weed Seeds in Product Checks (checked by Agricultural Fieldmen or Weed Inspector)

1. From the collected sample separate out weed seeds from the cleaned seed, other seed types, chaff, and other inert matter.
2. Count the total # of weed seeds in the sample and record # weed seeds/sample weight on the form (18-V Sample Verification Check Sheet).
3. **If possible, visually ID weed seeds to determine if any belong to the prohibited noxious or noxious categories as per the AB *WCA* & *WCR* including weeds elevated by by-law in your municipality/county. Note any weed seeds listed on the Canadian Weed Seed Order. Record # and type of prohibited noxious, noxious, & non-regulated, weed seeds/sample.**

Note: There is zero tolerance for prohibited noxious (PN) weed seeds in cleaned seed product.

4. For each sample, where facility results are available, compare your weed seed #/ID with the facilities weed seed #/ID. Note any other seed types, chaff etc., but do not use this information to calculate sample score.
5. Score each sample using the **Sample Scoring Criteria** and record each sample score on the **Sample Verification Check Sheet**, then calculate the average sample score (once a minimum of 20 samples have been evaluated) to determine the product verification score for 18-V.
6. Add the score for item #18-V to the scores for items 1 – 17 to calculate the total actual inspection score for determining the licensing score.



## Sample Scoring Criteria (Sample Verification Check Sheet)

Sample Score	Criteria
16-20	Visual verification of sample identifies no PN weed seeds and where results are available, aligns with the facility sample results (Same to similar result for <u>all to most</u> weed seed types, no PN)
10-15	Visual verification of sample identifies weed seeds and where results are available, aligns with the facility sample results. (Similar result for <u>most to some</u> weed seed types, no PN)
0 - 9*	Visual verification of sample identifies weed seeds and where results are available, does not align with facility sample results (Similar result for <u>few to none</u> weed seed types, no PN.) (If PN are present score is 0)
<p>*If a sample score is &lt; 10, confirm the sample checked is cleaned seed and return to the facility to collect and visually check additional samples of the same seed type from the same processing day/time. Score additional samples checked and include these scores to calculate the average product score.</p> <p>If sample was not cleaned seed, indicate this on the form, collect an additional sample of the same cleaned seed type from the same processing day/time and visually check this sample for weed seeds. Do not use any results that are not for cleaned seed to calculate the average sample score.</p>	

### Calculation of Average Sample Score

With a minimum\* of 20 samples of cleaned seed and max sample score = 20, the total potential score is 400. If more samples are checked, the higher the total potential score will be. Likewise, the total potential score will be lower\* if facility operations result in < 20 samples of cleaned seed being checked.

Average Sample Score =  $[(S1 + S2 + \dots S20) / \# \text{ samples checked}]$

*Average Sample Score example:*

$[(20 + 20 + 20 + 14 + 20 + 20 + 20 + 20 + 20 + 14 + 14 + 20 + 20 + 14 + 20 + 20 + 20 + 20 + 20 + 20) / 20]$

Average Sample Score  $[376 / 20] = 18.8$

Use the **average sample score** with the conversion table below to determine the **Product Verification Score** for item #18-V on the Seed Cleaning Facility Licensing Form.

Conversion Table - Average Sample Score to Product Verification Score: 18-V

Avg Sample Score	Product Verification Score		Avg Sample Score	Product Verification Score		Avg Sample Score	Product Verification Score
	Acceptable			Needs Improvement			Unacceptable
19.5 - 20	20		14.5 – 15.4	15		9.5 – 10.4	10
18.5 - 19.4	19		13.5 – 14.4	14		8.5 – 9.4	9
17.5 – 18.4	18		12.5 - 13.4	13		7.5 – 8.4	8
16.5 – 17.4	17		11.5 – 12.4	12		6.5 – 7.4	7
15.5 - 16.4	16		10.5 – 11.4	11		5.5 – 6.4	6
						4.5 – 6.4	5
						3.5 – 5.4	4
						2.5 – 4.4	3
						1.5 – 2.4	2
						0.5 – 1.4	1
						0 – 0.4	0

In the above example, with an average sample score of 18.8, the product verification score for 18-V would be 19 with this value entered on the Seed Cleaning Facility Licensing Form.

18-V Sample Verification Check Sheet: Weed Seed in Cleaned Seed Product Checks

Ag Fieldman \_\_\_\_\_ There is zero tolerance for prohibited noxious weed seeds in cleaned seed products.

Spl #	Seed Type	Facility Weed Seed Results (if available)			Date Checked (By Ag Fieldman)	# Regulated Weed Seeds (*Regulation or bylaw)			# Non-Reg weed seeds	Sample Score (Using Sample Scoring Criteria)	Notes (other seed types, chaff, inert matter, etc.)
		Sample ID	Total #/kg #/25g	# PN *		# N*	Total #/kg #/25g	#PN*			
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
Average Sample Score Calculation = (Sum of all cleaned seed sample scores/Total # samples checked)						(S1 + S2 + ... S20) / total # samples					

## Calculating Licensing Score

Scoring for licensing is based upon **Design, Maintenance** and **Operations** (DMO) and the **Verification** (V) of visual product checks of cleaned seed for weed seeds.

The score for each item will reflect the score assigned during the licensing inspection, within the available scoring range. Onsite inspections for items may be done on different dates to properly view all items. Refer to the Seed Plant Licensing Form Criteria Guidelines for instructions. Include date viewed in the item column for tracking purposes if items are assessed on different dates.

Total Possible Score = 145

Scoring within the section is adjusted to reflect non-applicable (NA) items based upon the type of facility and operational parameters. Unless noted as NA, all items on the inspection form must be scored.

The overall scoring will be calculated by first determining the total adjusted score:

- Total possible score (A) minus the N/A items (B) = Total Adjusted Score

*Licensing Calculation Example*

Total Adjusted Score: ((A) 145 – (B) 0) = 145      (C) Total Actual Inspection Score = 120

Licensing Score: [(Actual Score /Total Adjusted Score) X 100]

*Licensing Score Calculation Example = 120/145 = 83%*

All scored items must meet the total minimum scoring requirement of 80% with no item scoring as unacceptable to issue a license unless the criteria for needs improvement are met.

## Complete the Seed Cleaning Facility License

To receive a license, the facility must score a minimum of 80% with no unacceptable in item # 1 – 17 and no prohibited noxious in #18.

A facility may be licensed with needs improvement if an unacceptable rating is received in #1-18 if their overall score is 80% or greater and no prohibited noxious in #18. They must submit an acceptable plan to the Ag Fieldman to effectively manage and address the areas needing improvement as a condition of licensing.

This plan must be monitored at a frequency that demonstrates effective management and control of the item and is in effect until the facility makes the necessary improvements to the item. An Ag Fieldman, after discussions with the facility, may suspend the conditional license should monitoring identify the item is not being adequately managed or controlled.

### Seed Cleaning Facility License

To receive a license, a facility must be designed, maintained, and operated in a manner that **adequately controls** the presence of weed seeds in cleaned seed and the environmental spread of weed seeds in cleaned seed, screenings, or dust. (*WCA* Part 1 4(1), 5 (1), (2), (3), 6(1) (a), (b); *WCR* Part 1 3 (1), (2) (a), (b))

Facility Name: \_\_\_\_\_

ASPA Region \_\_\_\_\_

Facility Type: Co-op/Stationary                      For fee Private/Stationary                      Mobile

Facility Address (include municipality):

Inspection Date:                                      Inspector Name:

Licensing Score: \_\_\_\_\_

Improvement Plan Submitted and Approved

Date: