

SEED CLEANING FACILITY LICENSING FORM

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|--|
| Facility Address (include municipality): _____ ASPA Region _____ |
| Inspection Date(s): _____ Inspector Name: _____ |

Licenses are issued to Seed Cleaning Facilities under authority of the *Weed Control Act*. The purpose of licensing is to limit the spread of weeds in the environment due to faulty design, maintenance, or practices of stationary and mobile seed cleaning facilities.

For licensing purposes, facilities are assessed for:

1. The design, maintenance and operation of the facility relating to the control of weed seeds in lots of cleaned seed and the spread of weed seeds through improper handling and transport of screenings and dust.
2. Visual verification with optional identification of weed seeds (regulated and crop type) in cleaned seed lots.

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))

The score for each item will reflect the number assigned during the licensing inspection, within the available scoring range. Onsite inspections of items and verification may be done on different dates to accurately assess all items. Refer to the Seed Plant Licensing Form criteria for instructions. Scoring is adjusted to reflect non-applicable (NA) items based upon the type of facility and operational parameters. Unless noted as NA, all items of the inspection form must be scored. All applicable scored items must meet the total minimum scoring requirement of 80% or greater (>) with no item scoring as unacceptable to issue a license. If the overall score is 80% or > with an item scoring unacceptable, the facility may be conditionally licensed with needs improvement provided they submit an acceptable action plan to the Ag Fieldman describing how they will effectively manage and address the item needing improvement. Ag Fieldmen or Municipal Weed Inspectors may conduct inspections for licensing purposes.

[Verification of Weed Seeds in Product – 18-V](#)

Based upon the type of facility and operational parameters, scoring for 18-V is based upon visually checking for the presence of weed seeds in a minimum* of 20 cleaned seed samples during the year that are representative of all seed types cleaned at the facility and when available, comparing this result with the facilities checks representative samples of cleaned seed are collected throughout the year, between annual on-site inspections, for visual checking by the Agriculture Fieldman/Weed Inspector and/or by the Fieldman/Weed Inspector randomly selecting representative retained samples of cleaned seed collected by the facility throughout the processing season. (* see *Seed Plant Licensing Form Criteria* and *Criteria Interpretation Guide* for instructions on scoring 18-V and number of samples based upon facility type and operations).

Licensing score is based on the actual inspection score divided by the total adjusted inspection score which is first calculated by subtracting the score of any NA/optional items (B) from the total available score (A) to determine the total adjusted inspection score:

[Licensing Calculation Example](#)

Total Adjusted Inspection Score = (A – B); Example: A (total available score) = 145; B (NA/optional) = 0 (145 – 0) = 145

C - Actual Inspection Score (Sum of the scores based on the inspection and calculation of all applicable items) = 120

Licensing Score = [(C) Actual Inspection Score/(A-B) Total Adjusted Inspection Score) X 100]; [(120/145) X 100] = 83%

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SCF Licensing Inspection Form

| Design, Maintenance, Operation, Verification | | | | | | |
|---|----------------|--------------|-----------------|-------------------|------------|---|
| Facility & Equipment: Processing, Sanitation, Inspection & Testing | | | | | | |
| If an item is scored as unacceptable the Ag Fieldman will work with the facility to address issues and re-inspect the facility to confirm issues have been resolved or meets the criteria for conditional licensing, prior to issuing the license). | | | | | | |
| Item Description (Score is NA for items not in facility or operations) | Possible Score | Actual Score | Criteria Rating | | | Notes: related to assigning score or applying criteria |
| | | | Unacceptable | Needs Improvement | Acceptable | |
| 1-M. Receiving area – pit, scale, & driveway in good repair; lining intact, no obstructions to hold back seed | 5 | | 0-1 | 2-3 | 4-5 | 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, scale, and driveway between lots/ customers |
| Comments (Related to score/rating) | | | | | | |
| 2-M. Bin linings smooth and in good repair, no obstructions to catch seed. (Identify bins needing repair:) | Possible Score | Actual Score | Criteria Rating | | | Inspect during non-operational time if possible and it is safe to access bins. Note any identified safety issues in comments if unable to access bins to score. |
| | 5 | | Unacceptable | Needs Improvement | Acceptable | |
| Comments (Related to score/rating) | | | 0-1 | 2-3 | 4-5 | |

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| Item Description (Score is NA for items not in facility or operations) | Possible Score | Actual Score | Criteria Rating | | | Notes: related to assigning score or applying criteria |
|---|----------------|--------------|-----------------|-------------------|------------|---|
| | | | Unacceptable | Needs Improvement | Acceptable | |
| 3-D. Bins covered on top or otherwise protected to prevent potential contamination with weed seeds. | 6 | | 0-2 | 3-4 | 5-6 | Inspect bins during non-operational times if possible. Note any identified safety issues if unable to access bins to score. |
| Comments (Related to score/rating) | | | | | | |
| 4-M. All spouting and hoppers in good repair with no holes or leaks | Possible Score | Actual Score | Criteria Rating | | | Notes: related to assigning score or applying criteria |
| | | | Unacceptable | Needs Improvement | Acceptable | |
| | | | 0-3 | 4-6 | 7-10 | Inspect during operational times; maintenance addresses leaks; ID temporary repairs, no deductions if this "fixes" the leak. All temporary repairs are permanently fixed by next inspection, or item is subject to deductions |
| Comments (Related to score/rating) | 10 | | | | | |

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| <i>Item Description (Score is NA for items not in facility or operations)</i> | <i>Possible Score</i> | <i>Actual Score</i> | <i>Criteria Rating</i> | | | <i>Notes: related to assigning score or applying criteria</i> |
|---|---------------------------|-------------------------|------------------------|------------------------------|-------------------|---|
| | | | <i>Unacceptable</i> | <i>Needs Improvement</i> | <i>Acceptable</i> | |
| 5-M. All interchangeable processing equipment including screens, shells, indent drums are in good repair; maintained to separate weed seeds from seed product effectively | 10 | | 0-3 | 4-6 | 7-10 | Inspect during non-operational times if possible; ID interchangeable equipment i.e., screens, segmented shells, indents, drums; confirm best practices for maintenance with option to check written procedure and/or records if operating |
| | | | | | | |
| Comments (Related to score/rating) | | | | | | |
| 6-M. All processing equipment is installed , accessible to clean and maintain | <i>Possible Score</i> | <i>Actual Score</i> | <i>Criteria Rating</i> | | | <i>Notes: related to assigning score or applying criteria</i> |
| | | | <i>Unacceptable</i> | <i>Needs Improvement</i> | <i>Acceptable</i> | |
| | 10 | | 0-3 | 4-6 | 7-10 | Inspect accessibility during non-operational times if possible. Legs, augers have clean-out access, cup spacing |
| | | | | | | |
| Comments (Related to score/rating) | | | | | | |
| | | | | | | |

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| Item Description (Score is NA for items not in facility or operations) | Possible Score | Actual Score | Criteria Rating | | | Notes: related to assigning score or applying criteria |
|--|----------------|--------------|-----------------|-------------------|------------|--|
| | | | Unacceptable | Needs Improvement | Acceptable | |
| 7-O. Boots, augers and conveyors are cleaned out between lots | 6 | | 0-2 | 3-4 | 5-6 | Inspect during operations; confirm best practices, may check for written procedure and/or record of cleaning if not operating (If score is zero in Item 6, then score a 0 for Item 8) |
| Comments (Related to score/rating) | | | | | | |
| 8-O. Seed cleaning equipment is cleaned and/or flushed between lots | Possible Score | Actual Score | Criteria Rating | | | Notes: related to assigning score or applying criteria |
| | | | Unacceptable | Needs Improvement | Acceptable | |
| | 6 | | 0-2 | 3-4 | 5-6 | 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 |
| Comments (Related to score/rating) | | | | | | |

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| <i>Item Description (Score is NA for items not in facility or operations)</i> | <i>Possible Score</i> | <i>Actual Score</i> | <i>Criteria Rating</i> | | | <i>Notes: related to assigning score or applying criteria</i> |
|---|---------------------------|-------------------------|------------------------|------------------------------|-------------------|--|
| | | | <i>Unacceptable</i> | <i>Needs Improvement</i> | <i>Acceptable</i> | |
| 9-O. All installed processing equipment: screens, gravity sorters, colour sorters etc.) are operated to remove weed seeds and control debris, dust accumulations | 10 | | 0-3 | 4-6 | 7-10 | Inspect during operations; may check product testing records to confirm detection of weed seeds if not operating |
| | | | | | | |
| Comments (Related to score/rating) | | | | | | |
| 10-D. Surfaces (floors, walkways, walls, beams, rails, railings, ceilings) in operational areas are kept clean and free from accumulations of dust, debris, weed seeds | 6 | | <i>Criteria Rating</i> | | | <i>Notes: related to assigning score or applying criteria</i> |
| | | | <i>Unacceptable</i> | <i>Needs Improvement</i> | <i>Acceptable</i> | |
| | | | 0-2 | 3-4 | 5-6 | Inspect during operational and non-operational periods if possible |
| | | | | | | |
| Comments (Related to score/rating) | | | | | | |

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| <i>Item Description (Score is NA for items not in facility or operations)</i> | <i>Possible Score</i> | <i>Actual Score</i> | <i>Criteria Rating</i> | | | <i>Notes: related to assigning score or applying criteria</i> |
|--|---------------------------|-------------------------|------------------------|------------------------------|-------------------|--|
| | | | <i>Unacceptable</i> | <i>Needs Improvement</i> | <i>Acceptable</i> | |
| | | | 0-2 | 3-4 | 5-6 | |
| 11-O. Main processing areas (ID) kept clear of weed seeds, dust and debris that could contaminate cleaned seed during operations | 6 | | | | | Inspect during operations, if not operating confirm cleaning protocols |
| Comments (Related to score/rating) | | | | | | |
| 12-O. Non-processing areas (ID) kept clear of weed seeds, dust, debris that may contaminate cleaned seed | <i>Possible Score</i> | <i>Actual Score</i> | <i>Criteria Rating</i> | | | <i>Notes: related to assigning score or applying criteria</i> |
| | | | <i>Unacceptable</i> | <i>Needs Improvement</i> | <i>Acceptable</i> | |
| | | | 0-1 | 2-3 | 4-5 | |
| Comments (Related to score/rating) | 5 | | | | | Inspect during operations, if not operating confirm cleaning protocols |
| | | | | | | |

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SEED CLEANING FACILITY LICENSING FORM

| <i>Item Description (Score is NA for items not in facility or operations)</i> | <i>Possible Score</i> | <i>Actual Score</i> | <i>Criteria Range</i> | | | <i>Notes: related to assigning score or applying criteria</i> |
|--|---------------------------|-------------------------|-----------------------|------------------------------|-------------------|---|
| | | | <i>Unacceptable</i> | <i>Needs Improvement</i> | <i>Acceptable</i> | |
| | | | 0-3 | 4-6 | 7-10 | |
| 13-D. Storage areas/bins for screenings are easily ID and secured to prevent contamination of cleaned seed | 10 | | | | | Inspect during operations |
| Comments (Related to score/rating) | | | | | | |
| <i>14-O. 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</i> | <i>Possible Score</i> | <i>Actual Score</i> | <i>Criteria Range</i> | | | <i>Notes: related to assigning score or applying criteria</i> |
| | | | <i>Unacceptable</i> | <i>Needs Improvement</i> | <i>Acceptable</i> | |
| | | | 0-4 | 5-8 | 9-12 | |
| | 12 | | | | | 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 |
| Comments (Related to score/rating) | | | | | | |

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| <i>Item Description (Score is NA for items not in facility or operations)</i> | <i>Possible Score</i> | <i>Actual Score</i> | <i>Criteria Rating</i> | | | <i>Notes: related to assigning score or applying criteria</i> |
|--|---------------------------|-------------------------|------------------------|------------------------------|-------------------|---|
| | | | <i>Unacceptable</i> | <i>Needs Improvement</i> | <i>Acceptable</i> | |
| 15-M. Exterior areas are maintained to control growth of weeds and spread of weed seeds | 6 | | 0-2 | 3-4 | 5-6 | Inspect during operational times if possible; check for standing weeds and signs weeds are being controlled around the property |
| | | | | | | |
| Comments (Related to score/rating) | | | | | | |
| 16-O. Current SCF license displayed in conspicuous place | <i>Possible Score</i> | <i>Actual Score</i> | <i>Criteria Rating</i> | | | <i>Notes: related to assigning score or applying criteria</i> |
| | | | <i>Unacceptable</i> | <i>Needs Improvement</i> | <i>Acceptable</i> | |
| | 2 | | 0 | NA | 2 | Displayed license is current and replaced when new license is issued |
| | | | | | | |
| Comments (Related to score/rating) | | | | | | |
| | | | | | | |
| | | | | | | |

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| Item Description (Score is NA for items not in facility or operations) | Possible Score | Actual Score | Criteria Rating | | | Notes: related to assigning score or applying criteria |
|---|----------------|--------------|-----------------------------------|---|---------------------------------------|---|
| | | | Unacceptable | Needs Improvement | Acceptable | |
| | | | 0-3 | 4-6 | 7-10 | |
| 17-O. Facility uses suitable grading and inspection to ID weed seeds | 10 | | | | | Inspect during operations, if not operating option to check grading area and records |
| Comments (Related to score/rating) | | | | | | |
| 18-V*. Product checks verify weed seeds, when present, are being ID in cleaned seed samples | Possible Score | Actual Score | Criteria Rating | | | Notes: related to assigning score or applying criteria |
| | | | Unacceptable | Needs Improvement | Acceptable | |
| | | | 0-10 For avg sample score < 10 | 11-15 For avg sample score 11 – ≤ 15 | 16-20 For avg sample score 16 – 20 | |
| | 20 | | | | | Refer to 'Determining Product Verification Score 18-V' to complete the Sample Verification Check Sheet for each cleaned seed sample, and convert the average sample score to the product check score for 18-V |
| Comments (Related to score/rating) | | | | | | |
| Total Actual Inspection Score (C) | | | | | | |
| Inspection Scoring Calculations | | | | | | |

SEED CLEANING FACILITY LICENSING FORM

| | | | |
|---|-----------------------------------|-------------------|--|
| | | | |
| (C) Total Actual Inspection Score: | Total Available Score (A): 145 | (B) NA Score: | Total Adjusted Inspection Score (A-B): |
| Licensing Score Calculation: $[C/(A-B)] \times 100$ $[\text{Total Actual Inspection Score}/\text{Total Adjusted Inspection Score}] \times 100$ | | | Licensing Score (%): |
| Licensing Status (circle the relevant status based upon licensing score.) | Approved | Needs Improvement | Failed |
| | | | |

* If a facility overall scores, $\geq 80\%$ with an unacceptable item in items 1 – 18 and no prohibited noxious in 18, they can receive a license provided they submit an acceptable improvement plan to the Ag Fieldmen 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 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.

| Sample # | Seed Type | Facility Weed Seed Results (if available) | | | Date Checked (By Ag Fieldman) | # Regulated Weed Seeds (*regulation or bylaw) | | | # Non-Regulated weed seeds | Sample Score (Using Sample Scoring Criteria) | Notes (other seed types, chaff, inert matter, etc.) |
|--|-----------|---|--------|------|-------------------------------|---|------|-----|----------------------------|--|---|
| | | Total #/kg #/25g | # PN * | #N * | | Total #/kg #/25g | #PN* | #N* | | | |
| 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) | | | | | | | | | | | |
| *PN = prohibited noxious; *N = noxious | | | | | | | | | | | |

SEED CLEANING FACILITY LICENSING FORM

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 reflecting the score of each item within the available scoring range.

- 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] = 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 #1-17 or #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.

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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: _____

Licensing Status: Approved Needs Improvement Failed

Improvement Plan Submitted and Approved Date: _____