



Canadian Food
Inspection Agency

Agence canadienne
d'inspection des aliments

CANADIAN FOOD INSPECTION AGENCY 59 Camelot Drive Ottawa, Ontario K1A 0Y9 (TEL: 613-225-2342; FAX: 613-773-7204)	D-95-13
	(EFFECTIVE DATE) May 24, 2011 (4th Revision)
TITLE: Seed Potato Certification Program - Submission/Refund of Fees for Field Inspection	

SUBJECT:

This directive contains the guidelines for the submission and refund of fees for field inspections under the Seed Potato Certification Program.

This directive has been revised to update the review date, as well as minor administrative changes. The content of this directive has not changed.

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Review

This directive will be reviewed every 3 years. For further information or clarification, please contact the Canadian Food Inspection Agency (CFIA)

Endorsement

Approved by:

Chief Plant Health Officer

Amendment Record

Amendments to this directive will be dated and distributed as outlined in the distribution below.

Distribution

1. Directive mail list (Regions, PHRA, USDA)
2. Provincial Government, Industry (determined by Author)
3. National Industry Organizations (determined by Author)
4. Internet

Introduction

Fees are charged in accordance with Section 62 of the *Seeds Regulations* and must be submitted with the application for crop inspection. A \$50.00 application fee, and a fee of \$20.00 for each hectare of potato fields to be inspected, are stipulated in Part 15 of the *Canadian Food Inspection Agency Fees Notice*.

Scope: This directive provides the conditions under which fees for field inspection, charged pursuant to the *Seeds Regulations* and the *Canadian Food Inspection Agency Fees Notice*, are refundable.

This directive supersedes D-95-13 (3rd Revision).

Definitions, Abbreviations and Acronyms

Definitions for terms used in the present document can be found in the Plant Health Glossary of Terms at www.inspection.gc.ca/english/plaveg/protect/dir/glosterme.shtml

1.0 General Requirements

1.1 Legislative Authority

The Seeds Act, R.S. 1985, C.S-B

The Seeds Regulations Part II, C.R.C. , c.1400

Canadian Food Inspection Agency Fees Notice, Canada Gazette, Part I (as amended from time to time)

2.0 Policy

The *Application for Seed Potato Crop Inspection- Growers Declaration* (CFIA/ACIA) 1317) must be delivered by the date specified in the *Seeds Regulations* to the appropriate office of the Canadian Food Inspection Agency, as indicated on the form. Late application, resulting from delays in planting caused by inclement weather, or other justified reasoning, may be accepted at the discretion of the CFIA.

The inspection of all fields entered for inspection is considered to have started when the inspector confirms there is no changes to the application and/or enters a field to commence inspection on that farm unit.

The \$50 application fee is not refundable at any time.

The \$20/ha field inspection fee

a) Will not be charged, or is fully refundable when an application for field inspection is rejected during the preliminary review of the application. The grower must be informed, in writing, of any or all fields that are ineligible for inspection.

Examples for reason for rejection of an application (for illustration only):

- The grower has planted certified class or non-certified seed on his farm unit.
- It cannot be demonstrated that the equipment was cleaned (when required) prior to bringing in new seed. Refers primarily to a new grower and/or a grower that had a crop or equipment exposed to a pathogen that is or may be detrimental to the crop.

b) Fifty percent (50%) of the field inspection fee for a field may be refunded upon withdrawal of the field, provided:

- The grower submits a request in writing stating the reason the *Application for Seed Potato Crop Inspection- Growers Declaration* (CFIA/ACIA) 1317) is being amended to withdraw one or all of the fields;

and

- The grower's written request is received by an inspector prior to the commencement of inspection activities on that farm unit.

The grower is encouraged to submit the request as early as possible. The refund, where applicable, may be returned as a credit to the grower's account.

c) A surcharge of 25% per hectare will be applied to the inspection fee for any field entered for inspection after the initial *Application for Seed Potato Crop Inspection- Growers Declaration* (CFIA/ACIA) 1317) has been received and approved. No surcharge /ha will be applied for a late application, resulting from delays in planting caused by inclement weather, or other justified reasoning, that is accepted by the CFIA

d) The fee is not refundable when an inspector does not inspect a crop because of insufficient separation between adjacent fields (one blank row), and other reasons that may only become apparent once the inspector has arrived at the field.

3.0 Forms

Payment forms are now available as eforms in Informed Desktop eForms.

1. Seed potato crop inspection fees:

- After the receipt of fees, and approval of the *Application for Seed Potato Crop Inspection- Growers Declaration* (CFIA/ACIA 1317) and any associated documentation, the CFIA inspector or officer completes the *Payment Documentation for Seed Potato Crop Inspection* portion of CFIA/ACIA 5440 and forwards with the CFIA/ACIA 1317 and fees received to the administrative unit in the regional/district office (which ever is applicable) for deposit of fees and completion of a cash blotter.
- The regional/district office administrative unit forwards a copy of the cash blotter with a copy of the completed *Payment Documentation for Seed Potato Crop Inspection* portion of CFIA/ACIA 5440 to the National Accounts Receivable (NARC) Office in Moncton, New Brunswick, address noted on the *Cover Page* portion of CFIA/ACIA 5440.

2. Amendments to seed potato crop inspection applications:

- If a grower wishes to remove or add hectares to those originally identified on the *Application for Seed Potato Crop Inspection- Growers Declaration* (CFIA/ACIA 1317), the grower must complete the *Request for Amendment to Application for Seed Potato Crop Inspection* portion of CFIA/ACIA 5440 and submit the completed form and any accompanying payments (if applicable) to a CFIA inspector or officer for review and approval.
- For refunds/withdrawal, the CFIA inspector or officer completes the *Cover Page* portion of CFIA/ACIA 5440 and forwards with the original copy of the *Request for Amendment to Application for Seed Potato Crop Inspection* portion of CFIA/ACIA 5440 to the NARC office for account adjustment / refund action.
- For additions, the CFIA Inspector or officer forwards the *Request for Amendment to Application for Seed Potato Crop Inspection* portion of CFIA/ACIA 5440 and fees received to the administrative unit in the regional/district office (which ever is applicable) for deposit of fees and completion of a cash blotter.
- The regional/district office administrative unit forwards a copy of the cash blotter with a copy of the *Request for Amendment to Application for Seed Potato Crop Inspection* portion of CFIA/ACIA 5440 to the NARC Office in Moncton, New Brunswick.