



Seed certification: notes on completing forms CERT 2 and CERT 2A for crop entries

The purpose of crop entry is to give notification, required by the seed regulations, that seed has been sown and to provide details of crops, including, for example, category of seed to be produced, area sown, crop location, etc.

1. Procedures for crop entries

Crops are entered for seed production using the forms:

- CERT 2 (crop entry notification – all species)
- CERT 2A (payment for crop entry notification)

Crop entries, and fees for crop entry and for official crop inspection if applicable, should be sent to NIAB. Closing dates by which crop entries and fees must be sent to NIAB are listed in the technical annex document.

The Animal and Plant Health Agency (APHA), or NIAB on behalf of APHA, has discretion to accept crop entries made after the closing date but is not compelled to do so. Each case will be considered on its merits.

NIAB will provide applicants at regular intervals with a list of crops they have entered for seed production, indicating those for which official crop inspections will be carried out - pre-basic/basic, unlisted varieties, crops sown with late entered seed lots and species covered by the vegetable regulations.

NIAB will not individually acknowledge each crop entry notification, unless specifically requested to do so by the applicant.

2. CERT 2 – crop entry notification

This form should be completed by the applicant and must be sent to APHA by the closing date given in the guidance. It must be accompanied by the appropriate fees and a completed CERT 2A form.

A separate form must be used for each sown seed lot or combination of seed lots. Where a combination of seed lots is sown, all crops entered on the form must be sown with all the seed lots in the combination.

3. Notes on completing CERT 2

Species

Enter species e.g. wheat.

Category and level to be produced

Enter the category of seed it is intended to produce, e.g. Pre-basic, CS, C1. For crops to

produce Basic, C1 or C2 seed of barley, oats, wheat, durum wheat or spelt wheat, enter the level of seed it is intended to produce (HVS or minimum).

Seed lot reference number(s)

Enter the seed lot reference number or numbers of the sown seed. Where more than one seed lot reference number is shown, all crops entered on the form must be sown with all of the stated seed lots. Applicants must ensure the accuracy of information concerning sown seed, so pedigree records and link information from crops and control plots can be maintained.

Crop identity number

Enter the crop identity number. This number is unique and crucial to the identity of the crop (see the technical annex document for instructions on how to construct crop identity numbers).

Farm holding number of crop

Enter the complete farm holding number of the farm on which the crop is located. This is made up of the county code (2 digits), parish number (3 digits) and holding number (4 digits).

Address of crop

The full address at which the crop is located, including the county, should be entered.

Grower's name and telephone number

Enter the grower's name, telephone number and mobile telephone number.

IACS number

The IACS number of the field must be given. Additionally identifying information such as field names may also be given.

Crop area

This entry must contain the actual area of the crop, in hectares, completed to one decimal point.

Date of sowing (herbage and herbage legumes only)

Include the month and year of sowing.

Previous cropping

Applications must also include details of the previous cropping for the field. See annex 1 in the technical annex document for further details.

4. Entering details of previous cropping

Use the upper half of the box for the most recent previous crop and the lower half for the crop prior to this.

Previous cropping details must always be quoted for years prior to sowing date, not date of harvest.

When entering herbage crops for a second and subsequent years of harvest, the same requirements for information on previous cropping apply.

For autumn sown crops, quote the spring crop sown for that year as first year's previous cropping.

For spring sown crops, the first year's previous cropping will be the year prior to the year of sowing and must not include cover crops.

5. CERT 2A – payment for crop entry notification

No action can be taken on crop entry notification until payment has been received by NIAB.

Form CERT 2A must be attached to one or more relevant crop entry notifications (CERT 2) giving details of the individual crops. All crops entered with this form must be for the same species group and same fee category.

The attached forms must all be for crops which are intended to produce the same category of seed and should be annotated with consecutive numbers.

The appropriate fee for the application must accompany the form and the correct amount(s) must be entered in boxes 6, 8 and 11 (where appropriate).

If you send more than one application to NIAB at the same time, payment may be combined (e.g. one cheque for the total of the amounts on several CERT 2A forms).

6. Notes on completing CERT 2A

Category to be produced

Enter the seed category to be produced in box 3.

Sheet numbers of attached crop entry notifications

Enter the first and last sheet numbers of the attached crop entry notifications in box 4.

Total area of crops to be inspected by official inspectors

Official crop inspection is compulsory for crops entered to produce:

- Pre-basic seed
- Basic seed
- CS, C1, C2 or C3 (flax/linseed only) seed of unlisted varieties in early multiplication
- CS, C1, C2 or C3 (flax/linseed only) seed from late entered seed lots, where no control plot has been sown
- CS seed of varieties covered by the vegetable regulations

In box 5 enter the area on the attached crop entry notifications (CERT 2) to be inspected by officials - in hectares to one decimal place.

Total area of crops to be inspected by licensed crop inspectors

In box 7 enter the area on the attached crop entry notifications (CERT 2) to be inspected by licensed crop inspectors - in hectares to one decimal place.