



CANADIAN GRAIN COMMISSION QUALITY MANAGEMENT SYSTEM STANDARD FOR IDENTITY PRESERVED PROGRAMS

CGC IP-STAN 1.0.0

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CONTENTS

Review/Endorsement

Amendment Record

Distribution List

Quality Management System Standard for Identity Preserved Programs

- 1.0 General Requirements**
- 2.0 Documentation Requirements**
 - 2.1 General Requirements**
 - 2.2 Control of Documents**
 - 2.3 Quality Records**
 - 2.3.1 Quality System Records**
 - 2.3.2 Process Control Records**
 - 2.3.3 Storing Records**
 - 2.3.4 Customer Records**
 - 2.3.5 Record Disposal**
- 3. Management Responsibility**
 - 3.1 Management Commitment**
 - 3.2 Customer Focus**
 - 3.3 Quality Policy**
 - 3.4 Planning**
 - 3.4.1 Quality Objectives**
 - 3.4.2 Quality Management System Planning**
 - 3.5 Responsibility, Authority and Communication**
 - 3.6 Management Review**
- 4. Resource Management**
 - 4.1 Provision of Resources**
 - 4.2 Human Resources**
 - 4.2.1 Employee Training**
 - 4.2.2 Training Records**
 - 4.3 Infrastructure and Work Environment**
- 5. Product Realization**
 - 5.1 Planning of Product Realization**
 - 5.2 Customer-related processes**
 - 5.2.1 Determination of requirements related to the product**
 - 5.2.2 Review of requirements related to the product**
 - 5.2.3 Customer Communication**
 - 5.3 Purchasing**
 - 5.3.1 Verification of Purchased Product**

- 5.4 Production and Service Provision**
 - 5.4.1 Control of Production and Service Provision**
 - 5.4.2 Planting**
 - 5.4.3 Cross-contamination**
 - 5.4.4 Harvesting**
 - 5.4.5 Transportation**
 - 5.4.6 Discharge and Storage at Collection Points**
 - 5.4.7 Identification and Traceability**
 - 5.4.8 Storage and Segregation**
- 5.5 Control of monitoring and measuring device**

- 6.0 Measurement, Analysis and Improvement**
 - 6.1 General**
 - 6.2 Monitoring and Measuring**
 - 6.2.1 Customer Satisfaction**
 - 6.2.2 Internal Audit**
 - 6.2.3 Monitoring and Measurement of Processes**
 - 6.2.4 Monitoring and Measurement of Product**
 - 6.3 Control of Non-conformances**
 - 6.4 Analysis of Data**
 - 6.5 Improvement**
 - 6.5.1 Continual Improvement**
 - 6.5.2 Corrective Action**
 - 6.5.3 Preventive Action**

7.0 Monitoring

Appendix 1 Canadian Soybean Export Association
Approved Identity Preserved Procedures
Revision 2 February 21, 2003

REVIEW

This Canadian Grain Commission Standard is subject to periodic review. The next review date is July 2006. Amendments will be issued to ensure the standard continues to meet current needs.

ENDORSEMENT

This Canadian Grain Commission Standard is hereby approved.

Date:

Date:

AMENDMENT RECORD

Amendments to this standard will be given a consecutive number and will be dated.

Please ensure that all amendments are inserted, obsolete pages removed, and the record below is completed.

Amendment No:	Amendment Content and Pages	Entered by:	Date:
1	Table of Contents	J. Sutherland	September 23, 2004
2	5.4.1 Control of Production and Service Provision, addition of reference to Appendix 1.	J. Sutherland	September 23, 2004
3	5.4.3 Cross Contamination	J. Sutherland	February 20, 2006
4	Annex 1 Revised	J. Sutherland	October 24, 2006
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DISTRIBUTION

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Canadian Grain Commission

QMS Standard for IP Programs

1.0 GENERAL REQUIREMENTS

The company shall establish, document, implement and maintain a Quality Management System (QMS). The company shall:

- identify the processes needed for the QMS;
- determine the sequence and interaction of these processes,
- determine the criteria and methods needed to ensure that the operation and control of these processes are effective,
- ensure the availability of resources and information necessary to support the operation and monitoring of these processes,
- monitor, measure and analyse these processes, and
- implement actions necessary to achieve planned results and continual improvement of these processes.

Where any requirement(s) of this CGC standard cannot be applied due to the nature of a company and its product or service, this can be considered for exclusion. Where exclusions are made, claims of conformity to this CGC standard are not acceptable unless these exclusions are limited to requirements within clause 5, and such exclusions do not affect the company's ability, or responsibility, to provide product that meets customer and applicable regulatory requirements.

2.0 DOCUMENTATION REQUIREMENTS

2.1 General Requirements

The documented quality system shall consist of, as a minimum:

- Quality policy,
- Quality objectives,
- Quality manual which includes:
 - the scope of the QMS, including exclusions,
 - documented procedures required by the standard or reference to them, and
 - a description of the interaction of the

processes of the quality management system,

- Quality system procedures required by this standard, and
- Documents needed for the planning, operation and control of its processes.

The documentation for the quality system shall be approved by the head of the unit responsible for the IP program.

2.2 Control of Documents

The company shall have documented quality system procedures, which address the controls for:

- Reviewing and updating procedures,
- Ensuring that changes and the current revision status of documents are identified,
- Ensuring that relevant versions of documents are available to staff at points of use,
- Documents remain legible and readily identifiable,
- External documents must be identified and controlled,
- Prevention of the use of obsolete documents and ensuring they are identified if they are retained, and
- Written notes on or temporary changes to documentation.

2.3 Quality Records

2.3.1 Quality System Records

The company shall maintain records as objective evidence that:

- the quality system meets the requirements of this standard,
- personnel, procedures, documentation, and equipment are qualified, where required, and

- corrective and preventive action is being taken and implemented, as required by Section 6.4.

2.3.2 Process Control Records

The records shall include the following, where applicable, and any other records deemed essential to process control by the company and/or its suppliers:

- field maps
- grower contracts
- field history records
- planting records
- both internal and external field inspection reports
- harvest records
- equipment clean-out records
- stock seed tags
- sampler declarations
- testing records
- storage records, bin records
- any non-conformance reports
- pertinent supplier records
- past assessment reports
- shipping records
- bills of lading.

2.3.3 Storing Records

Records shall be stored in a manner that provides for their safekeeping and physical protection.

A method should be in place that allows for retrieval of records. Such a method should be coordinated with the methods used to index and receive records for storage.

A retention time of a minimum of two years shall be established for each type of record.

2.3.4 Customer Records

Records should be reviewed and authorized before being made available to the customer.

A method should be employed that will prevent damage or distortion when records are being transported to the customer.

2.3.5 Record Disposal

Authorized persons shall dispose of records.

3.0 MANAGEMENT RESPONSIBILITY

3.1 Management Commitment

Top management shall provide evidence of its commitment to the development and implementation of the QMS and continually improving its effectiveness by:

- communicating to the company the importance of meeting customer as well as statutory and regulatory requirements,
- establishing the quality policy,
- ensuring that quality objectives are established,
- conducting management reviews, and
- ensuring the availability of resources.

3.2 Customer Focus

Top management shall ensure that customer requirements are determined and are met with the aim of enhancing customer satisfaction.

3.3 Quality Policy

Top management shall ensure that the quality policy:

- is appropriate to the purpose of the IP Program,
- includes a commitment to comply with requirements and continually improve the effectiveness of the QMS,
- provides a framework for establishing and reviewing quality objectives,
- is communicated and understood within the company, and
- is reviewed for continuing suitability.

3.4 Planning

3.4.1 Quality Objectives

Top management shall ensure that quality objectives, including those needed to meet requirements for the grading and labelling of the final product are established at relevant

functions and levels within the company. The objectives shall be measurable and consistent with the quality policy.

3.4.2 QMS Planning

Top management shall ensure that:

- the planning of the QMS is carried out in order to meet requirements given in 5.1, as well as the quality objectives, and
- the integrity of the QMS is maintained when changes to it are planned and implemented.

3.5 Responsibility, Authority and Communication

Top management shall ensure that responsibilities and authorities of those company positions which manage and perform the IP program and maintain the quality program are defined and communicated within the company.

Top management shall appoint a member of management who, irrespective of other responsibilities, shall have responsibility and authority that includes:

- ensuring that processes needed for the QMS are established, implemented and maintained,
- reporting to top management on the performance of the QMS and any need for improvement, and
- ensuring the promotion of awareness of customer requirements *throughout* the company.

Top management shall ensure that communication processes are established within the company and that communication takes place regarding the effectiveness of the QMS.

3.6 Management Review

Management shall review the quality system and the IP program activities at defined intervals to ensure their continuing suitability, adequacy and effectiveness in satisfying the requirements of this standard.

This review shall include assessing opportunities for improvement and the need for changes to the

QMS, including the quality policy and quality objectives.

Records from management reviews shall be maintained.

The input to management review shall include information on:

- results of audits,
- customer feedback,
- process performance and product conformity,
- status of preventive and corrective actions,
- follow-up actions from previous management reviews,
- changes that could affect the QMS, and
- recommendations for improvement.

The output from the management review shall include any decisions and actions related to:

- improvement of the effectiveness of the QMS and its processes,
- improvement of product related to customer requirements, and
- resource needs.

4.0 RESOURCE MANAGEMENT

4.1 Provision of Resources

The company shall determine and provide the resources needed:

- to implement and maintain the QMS and continually improve its effectiveness, and
- to enhance customer satisfaction by meeting customer requirements.

4.2 Human Resources

4.2.1 Employee Training

The need for training of the relevant staff should be identified. Staff with responsibilities that affect the production, handling, storing, conditioning, sampling, labelling, shipping and/or distribution of IP product shall have an awareness of quality concepts

Methods of training should be established with particular attention being given to:

- handling and disposition of non-conforming IP product,
- record keeping,
- problem identification,
- problem analysis, and
- corrective action.

The company shall ensure that all staff are aware of the relevance and importance of their activities and how they contribute to the achievement of quality objectives.

4.2.2 Training Records

Training should be provided on an ongoing basis. Evaluations of the training to ensure its effectiveness should be undertaken. Records of education, training, skills and experience should be retained.

Whenever possible, staff training should provide redundancy of skills to ensure continuity of service during absences.

4.3 Infrastructure and Work Environment

The company shall determine, provide and maintain the infrastructure needed to achieve conformity to product requirements. Infrastructure includes, as applicable:

- buildings, workspace and associated utilities,
- process equipment (both hardware and software), and
- supporting services (such as transport or communication).

The company shall determine and manage the work environment needed to achieve conformity to product requirements.

5.0 PRODUCT REALIZATION

5.1 Planning of Product Realization

The company shall plan and develop the processes needed for product realization. Planning of product realization shall be consistent with the requirements of the other processes of the QMS (see 5.4). In planning product realization, the company shall

determine the following, as appropriate:

- quality objectives and requirements for the product,
- the need to establish processes, documents, and provide resources specific to the product,
- required verification, validation, monitoring, inspection and test activities specific to the product and the criteria for product acceptance,
- records needed to provide evidence that the realization processes and resulting product meet requirements.

The output of this planning shall be in a form suitable for the company's method of operations.

5.2 Customer Related Processes

5.2.1 Determination of Requirements Related to the Product

The company shall determine:

- requirements specified by the customer, including the requirements for varietal purity testing or confirmation, delivery and post-delivery activities,
- requirements not stated by the customer but necessary for specified or intended use, where known,
- statutory and regulatory requirements related to the product, and
- any additional requirements determined by the company.

5.2.2 Review of Requirements Related to the Product

The company shall review the requirements related to the product. This review shall be conducted prior to the company's commitment to supply a product to the customer (e.g. submission of tenders, acceptance of contracts or orders, acceptance of changes to contracts or orders) and shall ensure that:

- product requirements are defined,
- varietal purity testing methods and sensitivity requirements are defined,

- if sampling and/or testing will be conducted, the stage in the supply chain is identified,
- contract or order requirements differing from those previously expressed are resolved, and
- the company has the ability to meet the defined requirements.

Records of the results of the review and actions arising from the review shall be maintained.

Where the customer provides no documented statement of requirement, the company shall confirm the customer requirements before acceptance of the contract or order. Where product requirements are changed, the company shall ensure that relevant documents are amended and that relevant personnel are made aware of the changed requirements.

5.2.3 Customer Communication

The company shall determine and implement arrangements for communicating with customers in relation to:

- product information,
- inquiries, contracts or order handling, including amendments, and
- customer feedback, including customer complaints.

5.3 Purchasing

The type and extent of control applied to the supplier and the purchased product or service shall be dependent upon the effect of the purchased product on subsequent product realization of the final product. Purchase orders shall only be placed with suppliers that have the resources and capability to meet the quality, delivery and other specified purchasing requirements of the company.

If work is subcontracted, the subcontractor shall have the resources and capability to meet specified requirements.

The company shall have a system for evaluating and recording the work of suppliers. This may be based on past performance, ability to meet deadlines and ability to supply product that meets the specified requirements and/or supplier

inspection. The extent of the evaluation may be determined by a risk analysis.

The criteria for selection, evaluation, and re-evaluation shall be defined. The evaluation shall be the basis upon which satisfactory suppliers are chosen.

5.4 Production and Service Provision

5.4.1 Control of Production and Service Provision

The process for producing, handling, conditioning, sampling, grading, labelling, storing, distribution, and disposition of IP product shall be carried out under controlled conditions. If the IP program is for soybeans, the processes must be compliant with the Canadian Soybean Export Association's Identity Preserved Procedures (Appendix 1). Controlled conditions shall include such items as defined by the scope of operations described in section 1.0. Controlled conditions shall also apply to suppliers. These conditions shall include, as applicable:

- the availability of information that describes the characteristics of the product,
- the availability of work instructions;
- the use of suitable equipment,
- the availability and use of monitoring and measuring devices,
- the implementation of monitoring and measurement, and
- the implementation of release, delivery and post-delivery activities.

5.4.2 Planting

The company shall ensure that appropriate stock seed is selected to fulfill the IP contract, and that the seed is traced to the grower. Where the IP contract is variety specific, certified seed shall be used.

The previous land use and isolation requirements shall be defined to meet the requirements of section 5.2.

Planters and seed drills shall be clean before planting a new crop.

5.4.3 Cross-contamination

The company shall ensure that cultivation practices have been defined and implemented to prevent cross-contamination.

Appropriate measures shall be in place to prevent cross-contamination of the crop during pollination.

Fields shall be inspected during the growing season and the presence of any volunteer crops and their removal recorded.

5.4.4 Harvesting

The company shall ensure that processes have been defined and implemented to maintain product quality and prevent contamination during harvest.

Combine harvesters and trailers shall be clean and free from any seeds of other crops before harvesting.

Silos and storage bins shall be cleaned before harvesting.

Handling equipment used to load and unload silos and storage bins shall be cleaned prior to use.

If any of the harvested crop is found to be contaminated beyond the requirements of the customer, this part of the crop shall not be mixed with the rest of the harvested fields, and the method of disposal shall be documented.

5.4.5 Transportation

A process shall be established to prevent cross-contamination during transportation.

Processes shall be defined and implemented to prevent cross-contamination of the crop during the transportation from the farm to the final destination.

The mode of transportation shall be clean and free from other crops before being used for transportation. A process for the inspection and if

necessary, cleaning of the mode of transportation shall be defined and records of the inspections retained.

Where a supplier is used to transport the harvest, a documented procedure for the inspection and if necessary, cleaning of the mode of transportation shall be defined and records of the inspections retained.

5.4.6 Discharge and Storage at Collection Points

Process at collection points shall be defined and implemented to prevent cross-contamination.

Purchased product shall be checked upon receipt to ensure that it meets the specified requirements. Grain for the IP program should be tested and/or sampled upon receipt. If testing is not required by the customer or is not economically feasible, a sample shall be taken and kept for at least six months after the received grain lot has been shipped.

Where the use of dedicated facilities is not possible, cleaning and flushing processes shall be in place.

Processes shall be in place to ensure that product is not discharged into incorrect silos and out loading is carried out from the correct silo.

A process shall be defined to ensure that out loading is carried out from the correct silo for each mode of transportation.

5.4.7 Identification and Traceability

The company shall establish and maintain procedures to ensure that all IP grain handled by the company is controlled and identified.

The identification and traceability system shall

be such that product can be traced through the entire production and distribution system.

The identification and traceability system shall be such that segregation is maintained between different product types.

5.4.8 Storage and Packaging

Stored items shall be periodically checked to ensure they continue to conform to customer product specifications.

The storage area shall meet all the relevant requirements regarding humidity, light, exposure, safety, etc. necessary to maintain quality.

Any packaging used shall be clean and meet the specifications of the customer.

5.5 Control of monitoring and measuring devices

The company shall determine the monitoring and measurement to be undertaken and the devices needed to provide evidence of conformity of product to customer specified requirements.

The company shall establish processes to ensure that monitoring and measurement can be carried out in a manner consistent with requirements.

Measuring equipment shall:

- be calibrated or verified at specified intervals, or prior to use, against measurement standards traceable to international or national standards; or where no such standard exists, the basis used for calibration of verification shall be recorded;
- be adjusted or re-adjusted as necessary;
- be identified to enable the calibration status to be determined;
- be safeguarded from adjustments that would invalidate the measurement result;
- be protected from damage during handling, maintenance and/or storage.

6.0 MEASUREMENT, ANALYSIS AND IMPROVEMENT

6.1 General

The company shall plan and implement the monitoring, measurement, analysis and improvement processes needed:

- to demonstrate conformity of the product,
- to ensure conformity of the QMS, and
- to continually improve the effectiveness of the QMS.

This shall include determination of applicable methods, including statistical techniques, and the extent of their use.

6.2 Monitoring and Measuring

6.2.1 Customer Satisfaction

As one of the measurements of the performance of the QMS, the company shall monitor information relating to customer perception as to whether the company has met customer requirements. The methods for obtaining and using this information shall be determined.

6.2.2 Internal Audit

The company shall conduct audits at planned intervals to determine whether the QMS system:

- conforms to the planned arrangements to the requirements of this CGC Standard and to the QMS requirements established by the company, and
- is effectively implemented and maintained.

An audit program shall be planned, taking into consideration the status and importance of the processes and areas to be audited, as well as the result of previous audits. The audit criteria, scope, frequency and methods shall be defined. Selection of auditors and conduct of audits shall ensure objectivity and impartiality of the audit process.

Auditors shall not audit their own work. The responsibilities and requirements for planning and conducting audits, and for reporting results and maintaining records shall be defined in a documented procedure. The management responsible for the area being audited shall ensure that actions are taken without undue delay to eliminate detected nonconformities and their causes. Follow-up activities shall include the verification of the actions taken and reporting of verification results.

6.2.3 Monitoring and Measurement of Product

The company shall monitor and measure the characteristics of the product to verify that product requirements have been met. This shall be carried out at appropriate stages of the product realization process in accordance with the planned arrangements.

Evidence of conformity with the acceptance criteria shall be maintained. Records shall indicate the person(s) authorizing release of product. Product release and service delivery shall not proceed until the planned arrangements have been satisfactorily completed, unless otherwise approved by a relevant authority or by the customer.

6.2.4 Monitoring And Measurement of Processes

When product requirements have not been met, the company shall review their processes, identify where improvements are needed, and take appropriate corrective action to ensure conformity of the product.

6.3 Control of Non-conformances

The company shall establish and maintain documented procedures to prevent the unintended use or delivery of product that does not conform to this standard.

The IP product shall be isolated from the system where there is suspicion that contamination has occurred. Records shall be kept of disposition of the non-conforming product. Records of all non-conformances and dispositions shall be maintained.

6.4 Analysis of Data

The company shall determine, collect and analyse appropriate data to demonstrate the suitability and effectiveness of the QMS and to evaluate where continual improvement of the QMS can be made. This shall include data generated as a result of monitoring and measurement and from other relevant sources. The analysis of data shall provide information relating to:

- customer satisfaction,
- conformance to product requirements,
- characteristics and trends of processes and products including opportunities for preventive action, and
- suppliers.

6.5. Improvement

6.5.1 Continual Improvement

The company shall continually improve the effectiveness of the QMS through the use of the quality policy, quality objectives, audit results, analysis of data, corrective and preventive actions and management review.

6.5.2 Corrective Action

The details of the problems encountered, their cause and the required corrective action shall be recorded and given to the appropriate person for resolution (including customer complaints).

A documented procedure shall be in place to ensure that the corrective action undertaken is effective.

All quality documents shall be amended to reflect the corrective action (if applicable see Section 2.0).

6.5.3 Preventive Action

The company shall determine action to eliminate the causes of potential problems in order to prevent their occurrence. Preventive

actions shall be appropriate to the effects of the potential problems. A documented procedure shall be established to define requirements for:

- determining potential problems and their causes,
- evaluating the need for action to prevent occurrence of problems,
- determining and implementing action needed,
- records of results of action taken, and reviewing preventive action taken.

7.0 Monitoring

The company shall participate in a monitoring program at intervals specified by the Canadian Grain Commission. The CIPRS load certificates shall only be used for products shipped under the certified identity preserved quality management system.

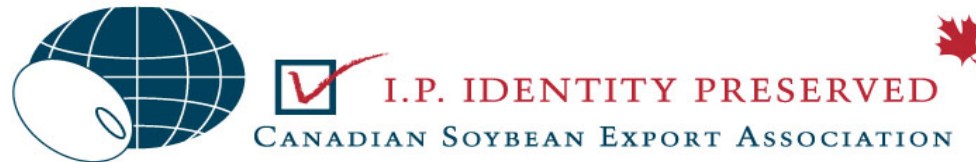
Annex 1

CANADIAN SOYBEAN EXPORTERS ASSOCIATION

APPROVED IDENTITY PRESERVATION PROCEDURES

Revision 3

May 1, 2006



Copy No.	
Issued to:	

**Canadian Soybean Exporters Association
180 Riverview Drive, P.O. Box 1199
Chatham, Ontario, CANADA N7M 5L8**

Table of Contents

Review/Endorsement

Amendment Record

Distribution List

Scope/References

Complaint Procedure

1.0 Seed Standards

2.0 Planting

3.0 Field Season

4.0 Harvest

5.0 On Farm Storage

6.0 Transportation

7.0 Elevator Receiving

8.0 Elevator Storage

9.0 Processing

10.0 Loading

11.0 Audit Standards

REVIEW

These Canadian Soybean Exporters Association Identity Preservation Procedures are subject to periodic review. Amendments will be issued to ensure the Standard continues to meet current needs. Amendments will only be issued to registered owners of the Standard.

Scope

These Canadian Soybean Exporters Association Identity Preservation Procedures outline specifications for the quality system that must be implemented for accreditation by the Canadian Grain Commission.

Complaint Procedure

Any applicant to the CIPRS who is seeking certification of a soybean IP program, but does not wish to meet the requirements of Annex 1 of CGC IP-STAN 1.0.0 may lodge a complaint with CSEA. Complaints from CIPRS applicants are forwarded to the CSEA Executive for action and response. The CSEA Executive will deal with the complaint on a case-by-case basis, by:

- confirming the exact nature of the complaint via discussions with the applicant, including the reason for not wishing to meet the requirements; the part of Annex 1 they do not wish to meet; and what steps are being taken to mitigate the risk of not meeting Annex 1.
- if appropriate, conducting a risk assessment
- making a decision on whether or not the level of risk is such that not meeting the requirements would not have any adverse effect on CSEA and/or the Canadian soybean industry
- communicating that decision (and the results of the risk assessment if applicable) to the applicant.

ENDORSEMENT

These Canadian Soybean Exporters Association Identity Preservation Procedures are hereby approved.

Handwritten signature of Roger Rivest in black ink.

Roger Rivest, Chair
May 1, 2006

Handwritten signature of Michelle McMullin in black ink.

Michelle McMullin, Secretary
May 1, 2006

Canadian Soybean Exporters Association Identity Preservation Procedures

Minimum Level	Recommendations on Good Practice *	Documentation
1.0 Seed Standards		
<p>1.1 Certified seed accredited to Association of Official Seed Certification Agencies (AOSCA) standards or equivalent. Equivalent seed must be produced under a controlled system similar to the Canadian Seed Growers' Association (CSGA) pedigreed seed increase system. “Bin run” seed not to be used.</p> <p>Bin run – Grain retained from a previous crop that is used as seed for planting. Genetic purity and identity of bin run seed is uncertain. It is not produced under an AOSCA approved pedigreed seed increase system and therefore it has not been field inspected by an accredited agency.</p>	<p>1.1.1 Grower should retain certified seed tag for each bag of seed. Seed lot tracability is recommended.</p>	<p>1.1.2 Grower must be able to produce certified seed tag for each lot of seed purchased to produce the quantity of Identity Preserved (IP) soybeans being contracted or delivered.</p> <p>Grower must retain his/her invoice or receipt of purchase for all quantities of IP seed purchased.</p> <p>The contracting party must have sufficient documentation to prove that the seed purity and identity has been maintained.</p>
2.0 Planting		
<p>2.1 Planter must be thoroughly cleaned and inspected prior to planting IP soybean</p>	<p>2.1.1 Grower should endeavor to plant IP soybean crop before planter is used on</p>	<p>2.1.2 Growers must detail cleaning procedure used and sign this document to</p>

<p>variety. This must be done regardless if grower uses his/her own equipment or uses a custom planter.</p>	<p>other soybean crops. IP seed bags should be stored separately from other soybean seed and other crop seed prior to planting.</p> <p>Grower should refer to cleaning procedures as detailed by equipment manufacturer if available.</p>	<p>authenticate that they have implemented the procedures described.</p>
<p>2.2 Approved isolation distance for the IP crop must be used. The CSGA isolation standard for certified soybean seed is 3 metres between another soybean and another pulse crop (Bean, Fababean, Lentil, Lupin, Pea or Peanut). There is no isolation distance necessary between soybeans and crops of Barley, Buckwheat, Canaryseed, Flax, Oat, Rye, Triticale, and wheat providing the crops do not overlap.</p>	<p>2.2.1 Grower should endeavor to leave minimum 1 metre isolation between an IP soybean field and fields of crops that do not require the 3 metre isolation.</p>	<p>2.2.2 Proper isolation distance must be documented at time of field inspection.</p>
<p>2.3 Grower must have records of previous crop grown on IP soybean field.</p>	<p>2.3.1 Grower should keep detailed field maps and history of crops grown.</p>	<p>2.3.2 Grower must be able to provide a written history of previous crop.</p>
<p>3.0 Field Season</p>		
<p>3.1 A 2nd or 3rd party field inspector must inspect the IP field during the growing season to confirm that isolation distances have been met and there is proper control of volunteer crops and weeds. The field inspector must also verify that the crop looks uniform as detailed in the variety description.</p>	<p>3.1.1 If the IP crop is not being grown under contract (in which case the contracting party should conduct the field inspection) the grower should arrange for a qualified individual, at arms length from the operation of the farm, to conduct the field inspection.</p>	<p>3.1.2 The field inspection report must document that isolation distances have been met, there is proper control of weeds and volunteer crops and that the soybean variety appears to be characteristically uniform for the appropriate growth stage. The inspector and the grower must sign and date this report.</p>
<p>4.0 Harvest</p>		
<p>4.1 Combine must be thoroughly cleaned and inspected prior to harvesting IP soybean variety. This is to be done regardless if grower uses his/her own</p>	<p>4.1.1 Grower should endeavor to harvest IP soybean crop before combine is used on other soybean crops.</p>	<p>4.1.2 Grower must detail cleaning procedure used and sign this document to authenticate that they have implemented the procedures described.</p>

equipment or uses a custom combine.	Grower should refer to cleaning procedures as detailed by equipment manufacturer if available.	
4.2 Equipment used to transfer soybeans must be thoroughly cleaned and inspected prior to transferring IP soybean crop. This is to be done regardless if grower uses his/her own equipment or uses custom harvesting.	4.2.1 Grower should endeavor to harvest IP soybean crop before transfer equipment is used on other soybean crops.	4.2.2 Grower must detail cleaning procedure used and sign this document to authenticate that they have implemented the procedures described.
4.3 Conveyance vehicles/equipment used to transport IP soybeans at harvest must be thoroughly cleaned and inspected prior to transporting IP soybean crop. This is to be done regardless if the grower uses his/her own equipment or custom trucking.	4.3.1 If possible, grower should try to arrange for conveyance vehicles/equipment that have only been used recently to transport clean substances such as grain or food items. It is critical that all grain and meal residue is cleaned from the inside of the truck. Ideally the truck or hopper should be covered.	4.3.2 Grower must inspect truck and sign a document to authenticate that the truck/hopper was cleaned prior to loading.
5.0 On Farm Storage		
5.1 Grower must maintain record of what was stored in their bin prior to filling with IP soybean crop.	5.1.1 Grower should keep full records with crop type and dates when bins were loaded unloaded and cleaned.	5.1.2 Grower must keep written records of what crop was in their storage bin prior to filling with IP soybeans.
5.2 Storage bin must be thoroughly cleaned and inspected prior to loading.	5.2.1	5.2.2 Grower must sign a document indicating that their bin was thoroughly cleaned and inspected prior to filling.
5.3 Storage bins used to store IP crops must be visually identified so that all persons working in farm operation are aware that each bin should only be used for a particular IP crop.	5.3.1 Grower should put a sign or otherwise visually identify any storage bin that will be used for IP soybean crop. All persons working in farm operation should be made aware that the storage bin is only to be used for the IP crop.	5.3.2 Grower must sign a document indicating that any storage bin used for an IP soybean crop was visually identified.
5.4 Equipment used to unload storage bin must be thoroughly cleaned and inspected prior to usage.	5.4.1	5.4.2 Grower must sign a document indicating that equipment used to unload storage bin was thoroughly cleaned and

		inspected prior to usage.
6.0 Transportation		
6.1 Conveyance vehicles/equipment must be thoroughly cleaned and inspected prior to loading. This must be done regardless if grower uses his/her own equipment or uses custom trucking.	6.1.1 If possible, grower should try to arrange for hopper/trucking equipment that has only been used recently to transport clean substances such as grain or food items. It is critical that all grain and meal residue is cleaned from the inside of the truck. Ideally the truck or hopper should be covered.	6.1.2 Grower must inspect truck and sign a document to authenticate that the truck/hopper was cleaned prior to loading.
6.2 Trucker must present documentation verifying the IP soybean variety and name of the grower.	6.2.1 Trucker should be carrying a completed bill of lading. The producer, trucker and receiver should sign the bill of lading. The trucker should also carry any additional documentation required by the receiving elevator.	6.2.2 Grower must fill out documentation for the trucker that identifies the IP soybean variety being delivered and the grower name.
7.0 Elevator Receiving		
7.1 Elevator must have an IP manual that details their full IP procedures for receiving, storage, processing and loading.	7.1.1 All procedures should be described in detail. All relevant staff should be trained in IP procedures and should have access to the manual for reference.	7.1.2 Manual must be available for inspection by auditing authority.
7.2 Incoming loads must be identified and verified as an IP crop or a non-IP crop. The crop must be identified as IP, SQWH or crush. SQWH and crush soybeans are not qualified for IP certification. The crop is not unloaded as IP unless its identity is verified.	7.2.1 Receiving procedures should be detailed in IP manual.	7.2.2 Scale tickets for incoming loads must indicate variety name and unloading/storage details for all crops.
7.3 Any non-IP loads that are received into the elevator must be tracked and accounted for.	7.3.1 Elevator should have detailed documentation showing which bins were used to store non-IP loads. Elevator should be able to show documentation	7.3.2 Elevator must have detailed documentation for storage and tracking of non-IP loads that were received into the elevator.

	demonstrating the end use for the non-IP soybeans.	
7.4 Elevator must take a sample from each load of IP soybeans received.	7.4.1 If requested by grower, at time of delivery, the Elevator should supply half of this sample for the grower to keep.	7.4.2 Elevator must retain documentation detailing variety name, moisture, and weight and grade details for each load.
7.5 Elevator pit/conveyor/legs must be thoroughly cleaned and inspected prior to receiving IP crops. Alternatively they could also be dedicated to a specific IP crop.	7.5.1 Cleaning procedures should be detailed in IP manual.	7.5.2 Elevator must have documentation to authenticate that pit/conveyor/legs have been thoroughly cleaned and inspected prior to receiving a specific IP crop. Records must include the date and the name of the employee who conducted the inspection.
8.0 Elevator Storage		
8.1 Elevator must keep detailed storage history. Records must indicate what crop or variety was stored in their bin/silo prior to it being used to store an IP soybean crop.	8.1.1 Elevator should keep full records with crop type, variety name and dates when bins were loaded unloaded and cleaned. All tonnage loaded and unloaded should be recorded.	8.1.2 Elevator must have detailed storage history records. Records must indicate what crop or variety was stored in their silo/bins prior to it being used to store an IP soybean crop.
8.2 Storage bins/silos must be thoroughly cleaned and inspected prior to loading with IP grain.	8.2.1 Cleaning procedures should be detailed in IP manual.	8.2.2 Elevator must have records documenting that silo was thoroughly cleaned and inspected prior to loading with IP grain. Records must include the date and the name of the employee who conducted the inspection.
8.3 Equipment used to load/unload bins and silos must be cleaned and inspected prior to being used for IP crop.	8.3.1 Cleaning procedures should be detailed in IP manual.	8.3.2 Elevator must have records documenting that all equipment used to load/unload bins and silos with IP soybean crop were thoroughly cleaned and inspected prior to use. Records must include the date and the name of the employee who conducted the inspection
8.4 Elevator must identify all bins/silos that are used to store IP soybean variety.	8.4.1 Current elevator schematic should be available at pits and all other pertinent	8.4.2 Elevator must have detailed bin and silo maps/schematics indicating which

Bins used to store SQWH and crush soybeans beans must also be identified. All elevator staff should be aware of and have access to bin/silo designation.	spots in elevator.	crop and variety is to be stored in each bin.
9.0 Processing		
9.1 Conveyors/augers/legs must be cleaned when transporting different IP varieties and different crops.	9.1.1 All transferring equipment should be shut down and cleaned prior to switching IP varieties, non-IP soybean varieties or other crops. Cleaning procedures should be detailed in IP manual.	9.1.2 Elevator must have records showing that all transferring equipment was thoroughly cleaned and inspected prior to processing IP soybean crop. Records must include the date and the name of employee who conducted the inspection.
9.2 All processing equipment must be thoroughly cleaned and inspected prior to processing IP crop.	9.2.1 All processing equipment should be shut down and cleaned prior to switching IP varieties or to other crops. Cleaning procedures should be detailed in IP manual.	9.2.2 Elevator must have written records showing that all processing equipment was thoroughly cleaned and inspected prior to processing IP soybean crop. Records must include the date and the name of the employee who conducted the inspection.
9.3 Elevator must have documentation detailing the flow of IP grain through the processing system.	9.3.1 Elevator should record tonnage when grain is transferred to different bins and the tonnage that is transferred to processing equipment.	9.3.1 Elevator must have written records detailing origin bin(s) used for unloading raw grain for processing and destination bins used for storing the processed grain. Any bin movements prior to processing must be recorded.
10.0 Loading		
10.1 All containers/vessels/trucks must be inspected and cleaned as required prior to loading.	10.1.1 Inspection/cleaning procedures should be detailed in IP manual. The IP manual should detail procedures for rejection of container/vessels/trucks if they are not suitable for food use.	10.1.2 Elevator or exporter must have written records showing that containers/vessels/trucks have been inspected and cleaned as required prior to loading with IP grain. Records must have inspection date and the name of the employee who conducted the inspection
10.2 Elevator must have documentation detailing the flow of IP grain handled	10.2.1 Elevator should record tonnage when grain is transferred to different bins	10.2.2 Elevator must have written records detailing bins/silos used for storing IP

through the elevator.	and the tonnage that is unloaded from the elevator.	grain that has not been processed but has been stored and unloaded from the elevator.
10.3 Elevator must document grain that exits the elevator system.	10.3.1 Elevator should record loading details for all soybeans, IP and non-IP moving through the elevator system.	10.3.2 Elevator must document and retain full records for all containers, trucks and railcars loaded from the facility. Records must include container, truck or railcar identification number, identification of the grain (IP variety, SQWH or crush) and the quantity loaded. The bin that the grain has been loaded from must also be recorded.
11.0 Audit Standards		
11.1 The grower must retain grower documentation unless requested by the elevator. Documentation must be retained for a minimum period subject to the requirements of the HACCP Standard. Rule of thumb for length of time to keep HACCP records is three years.	11.1.1	11.1.2
11.2 Elevator/exporter must have retained records to support an annual audit.	11.1.1	11.1.2 Elevator/exporter must declare on their sales contracts if they are selling soybeans under the CSEA IP Standard.
11.3 All documentation must be retained for a minimum period subject to the requirements of the HACCP standard. Rule of thumb for length of time to keep HACCP records is three years.	11.2.1	11.2.2
12.0 Non Conforming Product		
12.1 The elevator/exporter shall ensure procedures exist to investigate the cause of potential and actual non-conformity.	12.1.2 IP manual should detail how employees will inform the correct individual in the chain of command about	12.1.3 The elevator/exporter must have a written protocol detailing how they will address a situation where they have non-

<p>Non-conforming product - includes any product that qualified as IP but because of adventitious or intentional mixing no longer meets IP requirements.</p>	<p>non-conforming product.</p>	<p>conforming product.</p>
<p>12.2 If the exporter has non-conforming product they must show in their documentation that they have a procedure to address the situation. This must include either documentation for disposal, customer acceptance, or alternate non-IP sales arrangements.</p>	<p>12.1.2 The Elevator/Exporter should develop a corrective action procedure.</p>	<p>12.1.3 The Exporter must have documentation showing that non-conforming product has either been disposed of, that the customer has been informed and accepted the non-conformance or that alternate non-IP sales arrangements were made.</p>

* [Recommendations on Good Practice](#) are not part of the official CSEA IP Standard. They are additional suggestions for the IP program but are not enforced.