



United States
Department of
Agriculture

Animal and
Plant Health
Inspection
Service

Plant Protection
and Quarantine

Clearing Seeds for Planting

Job Aid for CBPAS



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Procedures for Clearing Consignments of Seeds for Planting

The following are procedures to enable Customs and Border Protection Agriculture Specialists (CBPAS) to clear shipments of seeds intended for planting or for seed production (seed increase).

NOTICE

Customs and Border Protection Officers (CBPO) stationed along the northern border are to use the *Canadian Border Manual* to clear consignments of seed intended for planting.

Seed constitutes the main structure for plant increase and, at the same time, one of the main vehicles for the dissemination of plant pests. Seed-borne pathogens, such as fungi, bacteria and viruses are serious threats to American agriculture. In the worst-case scenario, seed-borne diseases can be disastrous and even life threatening.

Step 1: Look to see whether there is a green and yellow or a red and white mailing label attached to the package or container

These labels direct the package to an APHIS-PPQ Plant Inspection Station where the seeds will be inspected.

Table 1-1 Expediting Packages with Green and Yellow or Red and White Mailing Labels

If there is:	And:	Then:
Green and yellow (PPQ Form 508) or red and white (PPQ Form 599) mailing label attached (see Figure 1-1) ¹	Only a green and yellow or red and white mailing label is attached (one address per package)	ALLOW the package to proceed to the Plant Inspection Station identified on the label
	There is an additional mailing label ²	CONTACT the nearest Plant Inspection Station for directions on how to proceed
No green and yellow and no red and white mailing label attached	—————→	GO to on page 1-2

1 For more information on these forms, go to the [Manual for Agricultural Clearance](#).

2 If this is an expedited courier package, then the address for delivery **must** be the same as the PPQ label. Otherwise prohibit entry.



Figure 1-1 Green and Yellow and Red and White Mailing Labels

NOTICE
Older forms **do not** have a bar code but are still valid.

Step 2: Screen the consignment using the *Plants for Planting Manual*
Determine the requirements for admissibility or whether the seeds are prohibited using the *Plants for Planting Manual* (see the *List of Regulated Propagative Material*). Then use *Table 1-2* below.

Table 1-2 Screening Seeds for Admissibility

If the seed is:	And:	And:	Then:
Prohibited	Is accompanied by a PPQ Departmental Permit for experimental purposes or an equivalent e-Permit	→	1. SECURE the package 2. REFER to a Plant Inspection Station
	Lacks the permit described above	→	PROHIBIT ENTRY
Federal Noxious Weed or parasitic plant	Is accompanied by a PPQ Form 526 or an equivalent e-Permit	→	1. SECURE the package 2. REFER to a Plant Inspection Station
	Lacks the permit described above	→	PROHIBIT ENTRY
Admissible	Is accompanied by a Foreign Phytosanitary Certificate ¹ , a Canadian Seed Analysis Certificate (CFIA Form 5289), a PPQ Form 925, or a Seed Export Label (CFIA Form 5309)	→	GO to Table 1-3 on page-1-1-3
	Lacks the above documentation	Is accompanied by a Small Lots of Seed Permit	REFER to a Plant Inspection Station
		Lacks the permit described above	PROHIBIT ENTRY

1 Corn (*Zea mays*) and corn relatives (broomcorn (*Andropogon sorghum* var. *technicus*), sweet sorghums (*Andropogon sorghum*), grain sorghums (*Andropogon sorghum*), Sudan grass (*Andropogon sorghum sudanensis*), Johnson grass (*Andropogon halepensis*), pearl millet (*Pennisetum glaucum*), napier grass (*Pennisetum purpureum*), teosinte (*Zea* spp. = *Euchlaena*), and jobs-tears (*Coix lachryma-Jobi*) and seed cotton are **exempt** from the requirement for phytosanitary certification.

Table 1-3 Taking Action on Admissible Seed Accompanied by a Phytosanitary Certificate ^{1, 2}

If the seed:	And the consignment:	And:	Then:
Requires a PPQ Written Permit ³ , but not treatment	Is accompanied by a permit	Is Agricultural (FSA-A) or Vegetable seed (FSA-V) ⁴	GO to Table 1-4
		Is not Agricultural (FSA-A) or Vegetable seed (FSA-V)	REFER to the Plant Inspection Station identified in the permit
	Lacks a permit	—————→	PROHIBIT ENTRY
Requires treatment	Is accompanied by a permit	—————→	REFER to the Plant Inspection Station identified in the permit
	Lacks a permit	—————→	PROHIBIT ENTRY
Is CITES or ESA		—————→	HAVE the importer or the importer's broker SEND the consignment to the local Plant Inspection Station ⁵
Is coated or pelleted seed	Is accompanied by CFIA Form 5289 or PPQ Form 925	—————→	RELEASE
		Lacks either of the documents listed above	Conforms to Obscured Seed Protocol ⁶
		Does not conform to Obscured Seed Protocol	1. REMOVE a few seeds from the substrate to ensure they are the same as the seeds in the official sample ⁷ 2. GO to Table 1-4 PROHIBIT ENTRY
Is U.S. seed returned		—————→	GO to Table 1-8
Fits none of the categories listed in the cells above		—————→	GO to Table 1-4

- 1 Phytosanitary certificates for seed may be issued by a country **other than** the country of origin. The following conditions **must** be met: APHIS **does not** require any additional declaration (AD) from the country of origin; the seed meets all APHIS importation requirements as listed in 7 CFR 319, 7 CFR 360, and 7 CFR 361; and all countries of origin for each taxon within the consignment are indicated on the phytosanitary certificate.
- 2 Some consignments may arrive with phytosanitary certificates containing added information in the "Additional Declarations" block. This category of added information called "Additional Official Phytosanitary Information" is **not** an APHIS requirement, and is used for the facilitation of re-exports.
- 3 **All** seeds of woody plants from any country **except** Canada require a written permit.
- 4 **Most** FSA regulated seeds **do not** require a written permit. Those that require a written permit but **no** treatment are corn and corn relatives (blue panicgrass, broomcorn, field corn, foxtail millet, green panicgrass, guineagrass, Japanese millet, johnsongrass, napier grass, pearl millet, popcorn, proso millet, sorghum, sorghum alnum, sorghum-sudangrass, sorgrass, sudangrass sweet corn, and switchgrass). For **all other** FSA-regulated seed, GO to [Table 1-4](#).
- 5 If the importer declines to take financial responsibility for sending the consignment, CALL the Plant Inspection Station for guidance.
- 6 The shipment **must** be accompanied both by a PPQ Permit for Obscured Seed and by an importer document, such as an International Seed Testing Association (ISTA) certificate, declaring the sample was taken by a government authorized official and the method of sampling complies with ISTA requirements.
- 7 If the seeds are **not** what are in the sample, then CALL the Plant Inspection Station for guidance.

Procedures for Inspecting Consignments of Seed for Planting

Inspectors will need to follow the directions in the *Plants for Planting Manual* (see the *List of Regulated Propagative Material*). If clearing seeds for planting at the northern border, then consult the *Canadian Border Manual* for additional guidance. Otherwise, continue to [Table 1-4](#).

Additionally, the APHIS–PPQ Botanist can provide specific guidance and suggestions for sampling and clearing those Agricultural and Vegetable seeds covered by the Federal Seed Act (FSA).

Table 1-4 Preparing for Inspection

If the seed is:	And:	And the lot:	Then:
Agricultural (FSA-A) or Vegetable seed (FSA-V)	Is appropriately labeled or with a declaration ¹	Weighs less than 5 pounds	INSPECT and RELEASE
		Weighs 5 pounds or more	PROCEED to Equipment Needed to Inspect Seed on page 1-5
	Is not labeled as required ^{1 2}	—————→	PROHIBIT ENTRY
Not Agricultural (FSA-A) or Vegetable seed (FSA-V)	—————→	Weighs less than 5 pounds	INSPECT and RELEASE
	—————→	Weighs 5 pounds or more	PROCEED to Equipment Needed to Inspect Seed on page 1-5

- 1 The labeling or declaration **must** provide the following information:
 - ◆ The kind, variety, and origin of each lot of seed
 - ◆ The designation “hybrid” when the lot contains hybrid seed
 - ◆ If the seed was treated, the name of the substance or process used to treat the seed
- 2 Allow the importer to provide a declaration of labeling with all of the required information bulleted in footnote 1 above. Once you have the declaration of labeling, then PROCEED to [Equipment Needed to Inspect Seed](#) on page 1-5.

Equipment Needed to Inspect Seed

To collect the seed samples, ensure you have the equipment listed in *Figure 1-2* below.

- ◆ Cloth (something the length of the trier to empty subsamples onto)
- ◆ Container (**must** hold at least a quart of seed)
- ◆ Dust mask, cartridge type (to avoid breathing pesticide if the seed is treated)
- ◆ Knife
- ◆ Marking pen
- ◆ Protective gloves (to prevent skin exposure when sampling dusted seed)
- ◆ Tape (to close opened, loose bags)
- ◆ Trier

Figure 1-2 List of Equipment Needed to Sample Seed

Collecting the Sample

Follow these steps to sample the seed.

Step 1: Determine how large a sample to collect

Use *Table 1-5* as a guide.

Table 1-5 Amount of Seed to Collect from Each Lot

If:	And the seed is in:	And the seed is admissible and is categorized as:	Then:
Seed is woody	—————→	—————→	REFER to the nearest Plant Inspection Station
Seed is other than woody	Bags or bulk	Agricultural (A)	1. COLLECT 1 quart of seed 2. CONTINUE to Compute how many subsamples to draw on page 1-6
		Vegetable (V)	1. COLLECT 1 pint of seed 2. CONTINUE to Compute how many subsamples to draw on page 1-6
		Other than Agricultural (A) or Vegetable (V)	1. COLLECT 1 quart of seed 2. EXAMINE seed for contaminants 3. RELEASE if free from pests and contaminants
	Hermetically sealed containers	—————→	CONTACT your local APHIS Botanist or the Seed Examination Facility (SEF) at (301) 504-8605 for directions on sampling
	Small packets	—————→	CONTACT your local APHIS Botanist or the Seed Examination Facility (SEF) at (301) 504-8605 for directions on sampling

Step 2: Compute how many subsamples to draw

Once you know how much seed to collect for your sample, you **must** then calculate how many subsamples to draw to ensure a representative sample.

To compute how many subsamples to draw, determine how the seed is packaged. See [Table 1-6](#) below.

Table 1-6 Computing Number of Subsamples Based on Seed Packaging

If the seed is in:	Then use:
Bags or other non-hermetically sealed containers	Seed in bags or other non-hermetically sealed packages on page 1-6 for your computation
Bulk	Bulk seed on page 1-7 for your computation

1. Seed in bags or other non-hermetically sealed packages

If the seed is packaged in bags, use [Table 1-7](#) to compute how many subsamples to draw.

If the number of subsamples you draw **does not** provide enough seed for an adequate sample, then draw the additional seed you need.

Table 1-7 Determining How Many Subsamples to Draw from Seed in Bags

If the number of bags or packages in the shipment is:	Then draw this many subsamples to make your sample:	If the number of bags or packages in the shipment is:	Then draw this many subsamples to make your sample:
1 to 6	5	125 to 134	18
7 to 14	6	135 to 144	19
15 to 24	7	145 to 154	20
25 to 34	8	155 to 164	21
35 to 44	9	165 to 174	22
45 to 54	10	175 to 184	23
55 to 64	11	185 to 194	24
65 to 74	12	195 to 204	25
75 to 84	13	205 to 214	26
85 to 94	14	215 to 224	27
95 to 104	15	225 to 234	28
105 to 114	16	235 to 244	29
115 to 124	17	245 or more	30

Do not sample more than 30 bags per lot. If there are fewer than 5 bags in the lot, then you **must** still draw five subsamples. You **must** also draw enough seed to fill your sample (1/2 pint, 1 pint, or 1 quart).

Go to [Check the paperwork](#) on page 1-7.

2. Bulk seed

If the seed is being shipped in bulk (unpackaged or loose), use this calculation and the preceding table to compute how many subsamples to draw.

- A. Determine the weight of the lot.
- B. Divide the weight of the lot by 100.
- C. Take the result obtained by your division (consider this figure as the equivalent number of bags) and go back to [Table 1-7](#) to determine how many subsamples to draw. Refer to the following example.

EXAMPLE *How many subsamples would you draw from a 2,000-pound bulk shipment of oats?*

Treat the shipment as a single lot.

1. The weight of the lot is 2,000 pounds.
2. 2,000 divided by 100 = 20 (the equivalent number of bags).
3. 20 falls between 15 and 24 on the matrix—which directs you to draw 7 subsamples.

Go to [Check the paperwork](#).

Step 3: Check the paperwork

Read the label or invoice to learn whether the seed was treated. If the seed is brightly colored (blue, orange, or pink, for example), assume the seed was treated regardless of what the label says.

CAUTION

If you know or believe the seed is treated, then take these precautions:

- ❖ Avoid wiping your mouth or nose with your hands
- ❖ Use plastic gloves and a dust mask
- ❖ Wear eye protection
- ❖ Wear protective coveralls

Step 4: Draw your subsamples

Randomly draw your subsamples. If sampling a bulk shipment, draw your subsamples at equal intervals throughout the shipment.

If you are sampling a single bag, then **do not** make more than a single hole with the trier. Merely move the trier in different directions to collect the seed.

Step 5: Use the trier to draw your sample

1. Insert the trier (with the holes down and closed) into the seed. Enter the bag near its top to prevent spillage. If the seed is too large, **does not** flow freely, or the trier **cannot** penetrate the container, then sample by hand.
2. Rotate the inner sleeve of the trier to open the holes. Lightly move the trier back and forth to get the seed into the trier.
3. Rotate the inner sleeve of the trier to close the holes.
4. Remove the trier from the bag or bulk seed.
5. Close the holes in the bag made by the trier. If a burlap or cloth bag, then close the hole by moving the tip of the trier over the weave. If a paper bag, then close the hole with a pressure-sensitive label or masking tape.
6. Combine the seed in a plastic bag or other container large enough to hold all the subsamples.
7. Mix the seed thoroughly to blend the subsamples. Collect enough seed to have a sufficient amount to analyze (computed in *Determine how large a sample to collect* on page 1-5).
8. If the seed is treated, then wipe off the trier, and then wash your hands, face, and arms with soap and water.

Proceed to *Analyzing the Samples Collected*.

Analyzing the Samples Collected

Detecting the presence of seed-borne pests, diseases, and contaminants is very important.

Step 1: Examine your sample

Segregate any that are different from the imported seed, looking for not only contaminants but also disease on the imported seeds or the contaminants.

Step 2: Submit interceptions

Submit any suspicious material to the identifier, along with the information whether the seed is an Agricultural (A) seed or a Vegetable (V) seed.

Step 3: Decide whether to sample further

Additional sampling may be needed for certain contaminants in selected Federal Seed Act (FSA) covered seeds. If additional official samples are required, the APHIS–PPQ Botanist will explain the procedure, and may be able to assist, as needed.

Refer to sections in the *Manual for Agricultural Clearance* for handling interceptions, completing EANs, recording inspections in AQAS, and any other procedures used to clear agricultural commodities.

Taking Action on U.S. Seed Returned

Use [Table 1-8](#) for seed that originated in the United States but is being returned.

Table 1-8 U.S.-Returned Seed

If the seed is:	And:	And the seed:	Then:
Agricultural or vegetable	You are convinced that the seed's origin ¹ is the U.S. or the seed was cleared in the U.S. ^{1, 2}	→	INSPECT and RELEASE
	You doubt that the seed's origin ¹ is the U.S. or that the seed was cleared in the U.S.	→	GO to Table 1-4
Other than agricultural or vegetable	One of the following conditions is met: ◆ Seed is accompanied by a Seed Export Label (CFIA Form 5309) or ◆ You are convinced that the seed's origin ³ is the U.S. or ◆ Seed was cleared in the U.S. ²	→	INSPECT and RELEASE
	None of the above conditions apply	Is not accompanied by either of the above forms	PROHIBIT ENTRY

- 1 To establish proof of U.S. origin, the importer **must** provide the following documentation:
 - ◆ Export documents indicating the quantity of seed and number of containers, the date of exportation from the United States, the distinguishing marks on the containers at the time of exportation, and the name and address of the United States exporter; and
 - ◆ Document issued by a Customs or other government official of the country to which the seed was exported indicating that the seed was **not** admitted into the commerce of that country; and
 - ◆ Document issued by a Customs or other government official of the country to which the seed was exported indicating that the seed was **not** commingled with other seed after being exported to that country.
- 2 The U.S. Customs entry form **must** be stamped "I & R" and documentation of sale from a U.S. company to a Canadian company **must** be present.
- 3 A U.S.-issued Phytosanitary Certificate **must** be present.