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	(EFFECTIVE DATE) February 2, 2010 (2nd Revision)
TITLE: Seed Potato Quality Management Program (SPQMP)	

SUBJECT:

This directive describes the requirements for the *Seed Potato Quality Management Program* (SPQMP) and replaces the *Seed Potato Tuber Inspection Quality Assurance Pilot Program* that has been in place in Canada since 2003. The SPQMP is a program which gives approved growers (a seed potato grower whom has met the requirements outlined in the application and approval process for the SPQMP) the authority to issue *Seed Potato Certification Tags* (CFIA/ACIA 1370, CFIA/ACIA 2111, and CFIA/ACIA 2113) and *Record of Bulk Movement for Seed Potatoes* (CFIA/ACIA 2343) for eligible shipments of seed potatoes. The Canadian Food Inspection Agency (CFIA) maintains ownership of documents issued under the program, and conducts audits of the facilities and operations of participating growers to ensure compliance with the requirements of the SPQMP.

This directive has been revised to clarify circumstances under which re-inspection of seed potatoes shipped under the SPQMP may be carried out by the CFIA, and the subsequent actions to be taken by CFIA when a non-conformance is identified in association to seed potato shipments. In addition, minor changes have been made to labelling requirements for bulk containers

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Review

This directive will be reviewed every 3 years unless otherwise needed. The next review date for this directive is February 2, 2013. The contact for this directive is Joanne Rousson. For further information or clarification, please contact the CFIA.

Endorsement

Approved by:

<hr/> Chief Plant Health Officer

Amendment Record

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

Distribution

1. Directive mail list (Regions, USDA)
2. Provincial Government, Industry (via Regions)
3. National Industry Organizations (CHC)
4. Internet

Introduction

The SPQMP offers approved growers an alternative for shipping point-based seed potato tuber inspection, a service traditionally provided by the CFIA. Under the SPQMP approved growers will have the flexibility to perform shipping point tuber inspection, and issuance of domestic movement documents themselves. Domestic shipments of seed potatoes, or shipments of seed potatoes destined for the United States (U.S.) not intended for re-certification, are eligible under the SPQMP. Inspection and document issuance for shipments to all other international markets, including seed potatoes intended for re-certification as seed in the U.S. shall only be completed by a CFIA inspector. Seed potatoes produced in Canada eligible for certification under the *Seeds Regulations* Part II are eligible under the SPQMP, however Nuclear Stock class and Breeder's Selection seed potatoes are not eligible. Additionally, seed potatoes of a variety not registered in Canada, as per *Seeds Regulations* Part III are not eligible for domestic movement under the SPQMP. Unregistered varieties grown for export to the U.S., are however eligible under the SPQMP.

Shipping point inspection of seed potato shipments conducted/carried out ensure compliance with the regulatory requirements of the seed potato tuber grade standard as detailed in sections 48 and 48.1 of the *Seeds Regulations* Part II, is the responsibility of the grower and must be completed prior to issuance of documentation for eligible shipments. The SPQMP specifies conditions for documentation of results of the seed potato tuber inspection, and the issuance of *Record of Bulk Movement for Seed Potatoes* and *Seed Potato Certification Tags*.

Documents provided by the CFIA under sections 53 and 56 of the *Seeds Regulations* Part II remain under the full authority of the CFIA and shall only be completed by the grower or designated representative(s) under the SPQMP. The CFIA establishes the requirements of the SPQMP and conducts audits to verify that facilities and operations of participating growers are compliant with the terms and conditions of the SPQMP. Approved growers may be suspended from the SPQMP due to non-compliance with the requirements of the SPQMP.

The *Seeds Regulations* Part II establishes the tuber grade standard and requirements for document issuance. The *Seed Potato Tuber Inspection Manual* is provided as reference material to guide the grower or designated representative(s) on proper methodology in assessing grade size and quality, and in completing documentation.

Scope: This directive establishes the criteria for determining the eligibility of seed potato shipments and the specific requirements for the issuance of *Seed Potato Certification Tags* and *Record of Bulk Movement for Seed Potatoes* in accordance with the *Seeds Regulations* Part II. Responsibilities for record keeping, document maintenance and training for both the CFIA and SPQMP participants are established. The criteria and procedures used to approve and audit facilities and operations of participating growers are detailed, as well as guidelines to determine grower compliance.

References: - ISPM No. 5 Glossary of Phytosanitary Terms- Rome, FAO (updated annually)
- *Seed Potato Tuber Inspection Manual 2006-01 v3.0*. CFIA (2006)

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-8

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

The Plant Protection Act, S.C. 1990. c. 22

The Plant Protection Regulations SOR/95-212

Canadian Food Inspection Agency Fees Notice, Canada Gazette, Part I (05/13/2000)

1.2 Fees

The CFIA is charging fees in accordance with the *Canadian Food Inspection Agency Fees Notice*. Anyone requiring other information regarding fees may contact any regional CFIA office or visit us at our Fees Notice Web Site :
<http://www.inspection.gc.ca/english/reg/cfiaacia/feesfrais/feesfraise.shtml>

Growers participating in the SPQMP do not incur any fees in addition to those applied under the Canadian Seed Potato Certification Program. Under the SPQMP, for seed potato shipments to the U.S. not intended for re-certification as seed, export inspection fees are not applicable.

1.3 Regulated Commodities

Seed potatoes certified as Pre-elite, Elite I, Elite II, Elite III, Elite IV, Foundation, or Certified class as per *Seeds Regulations* Part II section 47.

2.0 Specific Requirements

The grower must ensure that seed potato shipments are inspected, and *Seed Potato Certification Tags* (CFIA/ACIA 1370, CFIA/ACIA 2111, and CFIA/ACIA 2113) and *Record of Bulk Movement for Seed Potato* (CFIA/ACIA 2343) are issued in accordance with all of the requirements described in this section.

2.1 Seed Potato Eligibility

Seed potatoes that are eligible to be certified under the SPQMP, must be grown in Canada and meet the requirements outlined in this directive and be listed on the *Growing Crop Certificate* (CFIA/ACIA 1318) issued by the CFIA for the respective farm unit.

Nuclear Stock Class or Breeders Selection seed potatoes are **not eligible** under the SPQMP.

Seed potato shipments which do not meet the tuber grade standard due to one defect of a mechanical or physiological nature are **not eligible** under the SPQMP. A *Special Permission for Sale of Seed Potatoes Not Eligible for Official Tags* (CFIA/ACIA 1278) must be issued by a CFIA inspector prior to shipping.

Ungraded seed potatoes which are sold in bulk for the purpose of packaging and resale are **not eligible** under the SPQMP. A *Permit for Bulk Movement of Seed for Packaging and Resale* (CFIA/ACIA 4383) must be issued by a CFIA inspector. The packager must perform the grading prior to packaging and resale.

Non-registered varieties for which a *Growing Crop Certificate* (CFIA/ACIA 1318) has been issued, as in the case of varieties grown for experimental purposes or for the purpose of registration, are **not eligible** for **domestic** movement under the SPQMP. A *Certificate of Authorization* (CFIA/ACIA 4378) must be issued by a CFIA inspector. At the time of document issuance, seed potatoes shipped domestically must be either a variety registered in Canada, or a garden variety as per *D-98-04*.

For a current list of registered varieties contact the regional office of the CFIA, or the internet site of the CFIA Variety Registration Office may be consulted at <http://www.inspection.gc.ca/english/plaveg/potpom/var/indexe.shtml>.

For **export** to the U.S., varieties which do not have current variety registration in Canada are **eligible** under this program.

2.1.1 Testing for Bacterial Ring Rot (BRR)

A minimum of two seed lots from the farm unit, and each seed lot being shipped as Elite II, Elite III, Elite IV or Foundation class shall have been sampled and laboratory tested in a CFIA accredited laboratory as per Plant Protection Policy Directive *D-97-12* and found to test not positive for BRR.

2.2 Tuber Inspection

The grower or designated representative must inspect eligible seed potato shipments in order to determine compliance with the tuber grade standard as detailed in section 48 and 48.1 of the *Seeds Regulations Part II*.

2.2.1 Seed Potato Tuber Inspection Report

All required tuber inspections shall have been performed as outlined in the *Seed Potato Tuber Inspection Manual*. Results must be recorded on the *Seed Potato Tuber Inspection Report* (Appendix 3), prior to issuance of tags or RBMs.

2.2.2 Inspection Frequency

The frequency of inspection for domestic shipments shall be performed as outlined in Appendix 4. For commercial shipments to the U.S. not intended for re-certification, each shipment shall be inspected as per Appendix 5.

2.2.3 Quarantine and Regulated Non-Quarantine Pests

In addition to the pests described in the *Seed Potato Tuber Inspection Manual*, growers and designated representatives must be able to identify suspect tubers showing symptoms of specified quarantine and regulated non-quarantine pests listed in Appendix 6. In the case where tubers are suspected of being infested with a quarantine pest, the grower or designated representative must immediately contact the CFIA prior to any further shipment from the farm unit. An inspector may take samples for laboratory testing by the CFIA at any time.

Reference material for identification of quarantine pests and regulated non-quarantine pests of concern is available from the local office of the CFIA. Additional reference materials are listed in Appendix 6.

2.3 Issuance of Documentation

Seed potato certification tags and records of bulk movement (RBMs) shall only be issued for seed potatoes which have been inspected in accordance with section 4 of this directive and determined to meet the tuber grade standard detailed in sections 48 and 48.1 of the *Seeds Regulations Part II*. The grower or a designated representative(s) are the only persons approved from the farm unit permitted to issue the above noted documents under the SPQMP.

Seed potatoes for which tags or RBMs were provided by the CFIA, and were determined not to meet the grade size or tuber grade standard shall be re-graded. Tags affixed to containers for tubers determined not to meet the tuber standards shall be removed, and RBMs shall not be completed until it is determined that the seed potatoes meet the tuber standards. All unused, spoiled, or unissued tags and RBMs shall be retained, and returned to the CFIA upon request (at each audit as a minimum). Additionally all unused tags and RBMs shall be returned to the CFIA when shipping has been completed for the season.

If multiple lots are shipped in a single bulk load, a Seed Potato Certification Tag (CFIA/ACIA 1730, 2111, 2113) or an Identification Tag of Seed Potato Lots (CFIA/ACIA 0092) must be securely affixed to each of the containers, to assist in lot identification for bulk containers such as mini-totes. In addition, a Record of Bulk Movement for Seed Potatoes (CFIA/ACIA 2343) must accompany every shipment.

Tags shall not be attached to containers, nor shall RBMs be completed, until laboratory test results have been received for the specified seed lot, and the seed lots are found to test not positive for BRR as per Plant Protection Policy Directive *D-97-12*.

2.3.1 Ordering Domestic Movement Documents

The grower or designated representative is responsible for completing the *Request for Seed Potato Certification Tags or Record of Bulk Movement for Seed Potato* (Appendix 7) when new documents are required. The form must be signed by the grower or a designated representative and submitted to a CFIA inspector before the documents may be provided. Growers may wish to develop their own order form customised to their record keeping system; such forms will be accepted provided the form includes all the information requested in Appendix 7. In order to avoid administrative delays, it is recommended to present the form to a CFIA inspector prior to submitting it.. Growers have the option to print tags on their own premises, if they have the appropriate printing equipment and computer software. For growers not able to print their own tags, the CFIA will provide printed tags.

2.3.2 Control of Domestic Movement Documentation

Tags and RBMs are non-transferable, shall be kept under the secure control of the grower or designated representative, and shall not be made available to any party other than the CFIA. All unissued tags or RBMs, whether new, spoiled, voided, removed, or otherwise shall be retained by the grower, and shall only be destroyed under supervision of the CFIA. All tags and RBMs remain the property of CFIA.

2.3.3 Requirements for Completion and Issuance of *Seed Potato Certification Tags*

- i) Tags shall be attached to the containers of seed potatoes that were produced from a crop in respect of which a *Growing Crop Certificate* (CFIA/ACIA 1318) has been issued. Each container shall be new, closed after packing and have no markings making reference to non-certified seed potatoes.
- ii) Tags shall only be attached to containers of not less than 20 Kg. For smaller containers the CFIA shall be contacted.
- iii) All tags must include:
 - a) the class, variety and size (in mm) of the seed potatoes;
 - b) the certification number; and
 - c) the date of printing of the tag(s).
- iv) A sample from each provision of tags shall be proofread, initialled, dated, and retained on the premises prior to affixing printed tags to seed potato containers. Sample tags shall be made available to the CFIA upon request.

2.3.4 Requirements for Completion and Issuance of *Record of Bulk Movement for Seed Potatoes*

- i) For domestic shipments moving within the province the seed lot was produced, a single RBM may be issued for the total volume from a seed lot delivered to a single consignee within a 7 day period.
- ii) For domestic shipments moving outside of the province, a RBM shall accompany each bulk shipment of seed potatoes
- iii) All RBMs issued shall contain the following information:
 - a) the weight (M.T.), class, variety and size* (in mm) of the seed potatoes;
 - b) the certification number;
 - c) the name and address of the consignee;
 - d) grower name and address as the supplier of the seed potatoes;
 - e) signature of grower or designated representative; and
 - f) the date of issuance
- iv) The original (white copy) is for the purchaser of the seed potatoes and shall accompany the shipment; the yellow copy shall be retained in the original booklet and made available to the CFIA upon request; the pink copy is for grower records and shall be retained on file.

- v) The grower is responsible to ensure that vehicles carrying bulk shipments of seed potatoes have been disinfected prior to loading with a control product registered under the *Pest Control Products Act* for use against BRR

*Seed potato lots for which the growers has an agreement (contract) for specific size as per *Seeds Regulations* Part II section 48 (3), must have the size in mm specifically indicated on the RBM, any other indication such as "as per contract" or similar wording is not acceptable.

2.3.5 Export Documentation for Seed Potatoes destined to the U.S. non intended for re-certification as seed

Seed Potatoes exported under the SPQMP to the U.S. must meet all the phytosanitary requirements of the USDA and must be accompanied by a *Canadian Phytosanitary Certificate*. *Canadian Phytosanitary Certificates* are issued only by the CFIA. The grower or designated representative must submit a completed *Application for Export Inspection and Phytosanitary Certification* (CFIA/ACIA 3369) to the local CFIA office to arrange for phytosanitary certification of seed potatoes shipped to the U.S. under the SPQMP.

2.4 Record keeping

The grower must maintain records that will assist the CFIA in the verification that the requirements of the SPQMP have been implemented effectively and are consistently met. In certain cases growers may wish to develop specific forms customised to their record keeping systems; such forms will be accepted provided they have been granted prior approval by a CFIA inspector. SPQMP records must be kept on file at the premises of the grower readily available to where shipping point inspection activities take place. Records must be made available to CFIA inspectors upon request. Records held by both the grower and the CFIA must be maintained for a minimum of ten (10) years (see section 5.0 for CFIA administrative requirements).

- i) The "Tags Received" portion of the *Shipment Record Log-Seed Potato Certification Tags* (Appendix 8) shall be completed at the time tags are printed or received from the CFIA. The remainder of the log sheet shall be completed at the time of shipping. Alternatively growers shipping a single lot in both bulk and bags may wish to maintain a separate shipment log for each lot (Appendix 10)
- ii) A *Shipment Record Log -Record of Bulk Movement for Seed Potatoes* (Appendix 9) shall be completed at the time of shipping when the RBM certificates are completed. The shipment record logs for both tags and RBMs shall be retained and made available to the CFIA upon request. Alternatively growers shipping a single lot in both bulk and bags may wish to maintain a separate shipment log for each lot (Appendix 10)
- iii) Completed *Seed Potato Tuber Inspection Reports* (Appendix 3) shall be retained for all seed potato shipments inspected under the SPQMP

- iv) *Designated Representatives List* (Appendix 2) must be maintained.
- v) Copies of all *Audit Reports* (Appendix 11)
- vi) *Corrective Action Requests* issued by the CFIA during surveillance audits and documentation of all corrective actions taken by the grower or designated representative (Appendix 12).
- vii) Copies of all *Request for Seed Potato Certification Tags or Record of Bulk Movement for Seed Potato* forms (Appendix 7)
- viii) Sample tags and copies of all RBMs issued
- ix) Up-to-date copies or access to all of the following documents;
 - a) The *Seeds Regulations* Part II;
 - b) This policy directive D-06-04;
 - c) Plant protection policy directive D-97-12 *Seed Potato Certification Program - Bacterial Ring Rot Testing Program for Field Grown Seed Potatoes*
 - d) *Seed Potato Tuber Inspection Manual* (CFIA); and
 - e) List of registered potato varieties in Canada, current at the time of audit must be available to the grower and designated representatives.

3.0 Requirements on application and approval

To be eligible to join the SPQMP a grower must;

- be a Canadian citizen or permanent resident
- be a seed potato grower in Canada
- complete and sign an *Application to the Seed Potato Quality Management Program* form (Appendix 1) indicating that the applicant is willing and able to comply with the terms and conditions of the SPQMP
- forward the completed and signed application form to the CFIA.

Growers who were participants in the *Seed Potato Tuber Inspection Quality Assurance Pilot Program* prior to the publication of this directive must submit a completed and signed application form (Appendix 1) to their local CFIA inspector for submission to the Seed Potato Program Officer.

3.1 Approval Process

The CFIA inspector will review the SPQMP application form to ensure that the application is complete and signed and that the grower meets the eligibility requirements of the SPQMP. For participants on the pilot program, past audit records and compliance status will be reviewed. The inspector will forward the application to the seed potato program officer for approval. The CFIA will inform the grower in writing of the final decision regarding approval of the grower in the SPQMP.

3.2 Designated representatives

The grower may designate representatives who may perform tuber inspections, complete and issue tags and RBMs on behalf of the grower, complete records, and fulfill the documentation requirements of this directive. Designated representatives are responsible for shipments to be in compliance with the tuber grade standard in accordance with the *Seeds Regulations* Part II, and for completion of the *Seed Potato Tuber Inspection Report*. The grower must complete Appendix 2 for each designated representative, and provide a copy to the CFIA prior to the designated representative commencing activities on behalf of the grower. No other party shall perform tuber inspections, or complete documents on behalf of the grower or designated representative(s). Additionally, the grower must notify the CFIA in writing of any change in the status of any designated representative.

3.3 Training

For growers whom were not participants in the *Seed Potato Tuber Inspection Quality Assurance Pilot Program*, a CFIA inspector can arrange for training of the grower and their designated representatives in the elements of the SPQMP. A copy of the *Seed Potato Tuber Inspection Manual*, this directive D06-04, directive D-97-12 *Seed potato certification program -Bacterial ring rot testing program for field grown seed potatoes*, and a copy of the *Seeds Regulations* Part II will be provided for each grower. The grower is responsible for providing access to all training material to the designated representatives and for the for the training of all designated representatives to meet the requirements of the SPQMP. Where possible, it is recommended that designated representatives attend any CFIA training sessions made available to the grower. The date of training of designated representatives shall be indicated on the list of designated representatives maintained by the grower.

4.0 Seed Potato Tuber Inspection Manual

The *Seed Potato Tuber Inspection Manual* describes the procedures to be implemented in the tuber inspection process to ensure that seed potatoes shipped under the SPQMP meet the tuber grade and size standard as detailed in the *Seeds Regulations* Part II sections 48 and 48.1. The key components of the *Seed Potato Tuber Inspection Manual* are; procedures for tuber inspection, document issuance, and appendices to aid in the identification and classification of tuber diseases and defects.

The CFIA provides a single copy of the manual for each grower. As the *Seed Potato Tuber Inspection Manual* is occasionally updated by the CFIA, any changes to the procedures which affect the program will be communicated to the grower by the local CFIA inspector. Growers are responsible to make the manual available, and to communicate program changes and updates to their designated representatives.

5.0 CFIA administrative requirements

The local CFIA office shall maintain an individual file for each grower under their administration. Files shall be maintained for a minimum of 10 years. Each file shall contain:

- a) The original completed *Application to the Seed Potato Quality Management Program* (Appendix 1)
- b) Copies of the *Designated Representatives List* (Appendix 2)
- c) All completed *Request For Blank Seed Potato Certification Tags or Record of Bulk Movement for Seed Potatoes* (Appendix 7)
- d) All completed *Audit Report* (Appendix 11)
- e) Copies of all *Corrective Action Request* (Appendix 12) issued to growers
- f) Any written statement of corrective action taken by the grower as a result of non-compliance identified during the audit process .
- g) *Audit Summary* (Appendix 13)
- h) Copies of all *Canadian Phytosanitary Certificates* issued for shipments to the United States under the SPQMP, and the original *Application for Export Inspection and Phytosanitary Certification* (CFIA/ACIA 3369)
- i) Copies of any correspondence between the CFIA and the grower

6.0 CFIA Audits

The CFIA will conduct audits at specified intervals of the facilities and operations of participating growers in the SPQMP, and will prepare audit reports that summarize the audit findings. The grower or designated representative must be present during all CFIA audits and assist the CFIA in performing audits. This includes allowing the CFIA auditor to examine records and documents, collect samples, inspect product, and interview all designated representatives.

The audit is a verification that the grower has ensured the procedures described in SPQMP are implemented and documented appropriately. Audits are carried out during periods of active shipping. A component of the audit is to evaluate seed potatoes which have been inspected under the SPQMP for compliance with the tuber grade standard. Results of all audits shall be communicated to the grower in writing. Where a non-conformance is identified, the CFIA will issue a *Corrective Action Request* (CAR) (Appendix 12) to the grower. The grower is responsible for the implementation and documentation of corrective actions to address the non-conformance identified in the CAR, and within the time frame specified in the CAR. Corrective actions shall be verified by the CFIA during subsequent audits.

In general the on-farm audits of growers shipping seed potatoes under the SPQMP address the following broad areas:

- the grower is familiar with the requirements of the SPQMP;
- the designated representatives have been adequately trained and are familiar with the requirements of the SPQMP;
- required documentation and reference material is sufficient, current and readily available;

- the record keeping and document management is compliant with the requirements of the SPQMP;
- actions are taken on outstanding CARs;
- product is inspected to assess product compliance with the tuber grade standard.

In addition, seed potato lots shipped under the SPQMP may be subject to re-inspection under section 60.1 of the *Seeds Regulations* Part II. This is generally initiated under the following circumstances:

- At the request of the recipient, as per section 60.1(2) of the *Seeds Regulations* Part II, a request for re-inspection may be made to the CFIA within two working days of receipt of the lot. Growers in receipt of seed potatoes are encouraged to closely examine each shipment upon receipt and contact the regional CFIA office within the specified timeframe if it is suspected that the shipment does not conform to the seed potato tuber standard.
- The CFIA may re-inspect seed potatoes at any time as per section 60.1(1) of the *Seeds Regulations* Part II. As part of ongoing monitoring of the quality of seed potatoes shipped under the SPQMP, seed potato shipments may be re-inspected at the receiving farm unit for compliance with the seed potato tuber grade standard.

If it is determined through a re-inspection conducted in accordance with the above regulatory provisions that the seed potato shipment is non-compliant with the seed potato tuber grade standard, or if any other non-conformance as detailed in Appendix 11 is noted in the review of the documentation associated to the shipment, a Corrective Action Request (CAR) must be completed. The grower number and name of the originating farm unit (shipper) are noted on the CAR, and the address of the recipient farm unit where the re-inspection took place is noted in the address block of the CAR. Additionally, the nature of the non-conformance and the name of the inspector performing the re-inspection are recorded. The date for corrective actions may be left blank at this point. The CAR form must be transmitted to a Seed Potato Program Officer in the regional office where the shipment originated with a copy to the National Manager of the Potato Section. The officer must follow up with the grower to determine a completion date for the CAR. Any items of non conformance identified during a re-inspection must be noted on the growers file and taken into consideration in assigning a growers status as detailed in section 6.3

6.1 Non-Conformance

Any procedures, documentation, or product that are found to be in contravention of the SPQMP requirements are considered to be a non-conformance. A non-conformance which is detected must also be classified as being either critical, major, or minor in nature. The number and type of non-conformances found determine the compliance status of the grower, and will be considered in determining the subsequent auditing frequency. The classification of a non-conformance is generally based on an evaluation of the associated risk and whether

the integrity of the SPQMP has been compromised. The *Audit Report* checklist (Appendix 11) details specific items of non-conformance and the classification assigned to each. Items of non-conformance identified during the course of an audit which are not on the *Audit Report* checklist will be assigned a classification level at the discretion of the CFIA inspector for items of minor non-conformance, and in consultation with the Seed Potato Program Officer for items of major and critical non-conformance.

6.1.1 Critical Non-Conformance

Audit findings that indicate that the integrity of the SPQMP under the direction of a grower is in jeopardy, shall result in a critical non-conformance. A critical non-conformance may be viewed as something which may affect the reputation of the SPQMP program as a whole. At the discretion of the Seed Potato Program Officer in consultation with the Area Seed Potato Specialist, the grower may be immediately suspended from the SPQMP if any critical non-conformances are found. Corrective actions must be carried out to the satisfaction of a CFIA inspector within a specified period of time. The *Audit Report* checklist (Appendix 11) provides examples of critical non-conformances.

6.1.2 Major Non-Conformance

Major non-conformances are isolated incidents of non-conformance which do not immediately impact on the integrity of the certified product, nor have the potential to affect the integrity of the SPQMP. Corrective actions issued for a major non-conformance must be carried out to the satisfaction of a CFIA inspector within a specified period of time. If more than two major non-conformances are detected during an audit, or if the grower fails to carry out the required corrective actions within the specified time period, at the discretion of the Seed Potato Program Officer in consultation with the Area Seed Potato Specialist, the grower may be immediately suspended from the SPQMP. The *Audit Report* checklist (Appendix 11) provides examples of major non-conformances.

6.1.3 Minor Non-Conformance

A minor non-conformance is one which does not immediately or significantly affect the status of the product nor the SPQMP, but could lead to a major non-conformance if not addressed. If more than three minor non-conformances are detected in any one audit this is considered equivalent to one major non-conformance. Corrective actions must be undertaken by the grower before the next scheduled audit, or within a time limit specified by the CFIA. The *Audit Report* checklist (Appendix 11) provides examples of minor non-conformances.

6.2 Corrective Action Request

A *Corrective Action Request* (CAR) (Appendix 12) must be generated for each non-conformance that is detected during the audit of a grower. For each CAR, the grower or designated representative must provide a description of the measures that will be implemented to prevent a recurrence of the non-conformance and a time frame for completing the

corrective actions. A CAR associated with a critical or a major non-conformance must be completed within a specified period of time or may result in the suspension of the grower from the SPQMP.

A unique number shall be assigned to each CAR as follows:

GROWER NUMBER-CAR-DATE(yymmdd)-01 (for initial CAR issued) -02 for second CAR issued, etc carrying over the series to the subsequent shipping season, in order that the last digits of the CAR number will always reflect the number of CARs issued to an individual grower.

The observations section on the audit report may be used to identify situations of concern, which do not warrant a CAR, or to describe practices which are worth highlighting, suggesting or reinforcing.

6.3 Grower Status and Frequency of Audits

The frequency of CFIA audits is determined by the status of the grower, which is determined primarily by the results of previous CFIA audits, and the length of time the grower has been a participant in the SPQMP. The timing and frequency of audits shall coincide with the inspection of seed potato lots, such that a product inspection takes place as a component of the audit.

Newly approved growers will be registered with the SPQMP at probationary status (2 years). At the discretion of the Seed Potato Program Officer, the probationary period for growers previously participating in the pilot program may be reduced. The Seed Potato Program Officer will make the final determination as to the eligibility, approval, and the compliance status of a grower.

Growers must contact the local CFIA office once shipping for the current season has been completed in order to return all unused tags and RBMs and review the compliance status to carry forward to the following year. Additionally, growers must contact the CFIA prior to the commencement of shipping for a given year in order to make arrangements for the initial audit, review the list of designated representatives, and discuss any changes to the growers operation.

6.3.1 Probationary Status

A grower will normally remain at probationary status for two years after first approved for participation in the SPQMP. For growers who participated in the pilot program, and remained in good standing as determined by the Seed Potato Program Officer, the probationary period may be reduced. If no major or critical incidents of non-conformance are found during the probationary period, the grower will be converted to standard status.

During the probationary period, three audits must have been completed for each grower per shipping season during active periods of shipping . Due to the seasonal nature of the seed potato shipping season, and in cases where growers may have extremely short shipping periods, such as 2-3 weeks, the grower must coordinate audit times with the CFIA such that the CFIA can perform each of the three audits within the time frame for shipping. Failure to contact the CFIA to arrange audit times will be considered a critical non-conformance.

6.3.2 Standard Status

Growers that have consistently met the requirements of the SPQMP during the probationary period may be converted to standard status. Growers shall not have received a CAR for any major or critical incidence of non-conformance during the last year of the probationary period in order to qualify for conversion. Three or more incidents of minor non-conformance in a single audit will disqualify a grower for conversion to standard status. In this case the grower will remain at probationary status for an additional one year period.

For growers under standard status, the audit schedule shall be reduced as compared to the probationary status. The grower must be audited once during active shipping, not longer than two weeks after commencement of shipping each year. If a grower is shipping for more than four weeks, audit frequency is maintained at once every four week period, starting from the date of the first shipment for the entirety of the shipping season. In this case, the grower may be audited twice in the first four weeks if the first audit was near the end of the initial two week period. The grower would then be audited once within each subsequent four week period.

Standard status shall be carried forward to the subsequent shipping season for growers maintaining the requirements. Growers that are at standard status will be placed at probationary status as a result of a single incidence of major non-conformance. After considering the nature of the non-conformance and how quickly the CAR can be addressed, the grower may be returned to Standard status at the discretion of the Seed Potato Program Officer prior to the end of the two year probationary period.

6.3.3 Suspended

Growers who are found to have one incidence of critical non-conformance, or two major incidence of non-conformance, or who fail to address CAR's within the time frame specified shall be suspended from the SPQMP. Suspended applicants cannot ship seed potatoes under the SPQMP for a period of 6 months commencing on the date of initial audit identifying the non conformance. The CFIA must take possession of all tags and RBMs and issue a written notice to the grower indicating the change in status. Once the grower has completed corrective actions and the 6 month period has lapsed they may be re-instated in the SPQMP at probationary status for the subsequent two year period. In this case the CFIA may then return the appropriate CFIA issued documentation required to resume shipping seed potatoes under the SPQMP.

6.4 Regional reporting

Each regional office shall have a Seed Potato Program Officer designated to submit an *Annual Audit Report Summary* (Appendix 14) to the Area Seed Potato Specialist following each shipping season. The reports shall follow the format established in Appendix 14, and may be submitted electronically by fax or by an e-mail attachment as a spreadsheet available from the Area Seed Potato Specialist. Reports must be submitted by May 30th each year following the shipping season.

7.0 Appendices

Appendix 1	Application to the Seed Potato Quality Management Program
Appendix 2	Designated Representatives List- SPQMP
Appendix 3	Seed Potato Tuber Inspection Report
Appendix 4	Sampling Plan for Domestic Seed Potato Shipments: SPQMP
Appendix 5	Sampling Plan for Seed Potato Shipments under the SPQMP Destined for the United States Not Intended for Re-certification as Seed: SPQMP
Appendix 6	Specific Quarantine and Regulated Non-quarantine Pests
Appendix 7	Request for Seed Potato Certification Tags or Record of Bulk Movement for Seed Potatoes: SPQMP
Appendix 8	Shipment Record Log- Seed Potato Certification Tags: SPQMP
Appendix 9	Shipment Record Log -Record of Bulk Movement for Seed Potatoes: SPQMP
Appendix 10	SPQMP Shipment Record Log
Appendix 11	Audit Report: SPQMP
Appendix 12	Corrective Action Request: SPQMP
Appendix 13	Audit Summary: SPQMP - for Internal CFIA Use Only
Appendix 14	Annual Audit Report Summary: SPQMP - for Internal CFIA Use Only

**APPLICATION TO THE SEED POTATO
QUALITY MANAGEMENT SYSTEM PROGRAM**

Name of Grower: _____

Grower Number _____ E-mail address: _____

Farm Unit Address: _____

Telephone No.: _____ Fax No.: _____

Conditions of participation in the Seed Potato Quality Management Program (SPQMP):

- The grower and/or designated representative(s) are the only person(s) approved to complete and/or issue *Seed Potato Certification Tags* and/or *Record of Bulk Movement for Seed Potatoes* under the SPQMP. Any other party shall not complete and/or issue these documents on behalf of the designated representative(s).
- The grower and/or designated representative(s) are the only person(s) responsible for determining eligibility of seed potato lots by verifying compliance with the tuber grade and quality standard in accordance with the *Seeds Regulations* Part II section 48 and 48.1, through shipping point tuber inspection, prior to the issuance of documentation associated with the seed lot.
- The grower is responsible for maintaining all documentation specified in D-06-04 for a period of 10 years, and must make available such documentation to the CFIA upon request.
- The grower and/or designated representatives shall contact the CFIA immediately if any pests of concern are detected or suspected, as specified in D-06-04 prior to any further shipment from the farm unit.
- If a grower is suspended from the SPQMP, the grower and/or designated representatives shall not issue documentation in association with the SPQMP until written notification is received from the CFIA indicating the suspension has been removed.
- The grower is responsible for the training of all designated representative(s) to meet the terms, conditions, and requirements of the SPQMP D-06-04. The grower must notify the CFIA immediately of any change in the status of designated representatives, and the designation of new representatives.

I, _____ the above named grower have read, understood and agree to comply with all terms, conditions, obligations, and requirements stated in directive D-06-04, the Seed Potato Quality Management Program (SPQMP), by which I may be approved to issue documentation associated to Seed Potato Lots determined to have met tuber grade standard detailed in the *Seeds Regulations* Part II.

Further, I am and shall be responsible for and shall indemnify and save harmless Her Majesty the Queen in Right of Canada, including the Department of Canadian Food Inspection Agency, Her Officers, Servants, Employees, Successors and Assigns, from and against all manners of actions, causes of action, claims, demands, loss, costs, damages, actions or other proceedings by whomsoever made, sustained, brought or prosecuted in any manner based upon, caused by, arising out of, attributable to or with respect to any failure, inadvertent or otherwise, by act or omission, to fully comply with the said conditions and requirements.

Dated _____ 20____ at _____, Province of _____

Grower Signature: _____

FOR CFIA USE ONLY

CFIA inspector reviewing application: _____

Signature: _____ Date: _____

Recommended: YES NO

CFIA -Seed Potato Program Officer : _____

Signature _____ Date: _____

Approved: YES NO

Training delivery date: _____ CFIA Trainer: _____

Additional Comments:

DESIGNATED REPRESENTATIVES LIST- SPQMP

Name of Approved Grower: _____

Grower Number _____ E-mail address: _____

Farm Unit Address: _____

Telephone No.: _____ Fax No.: _____

I _____ the above named grower agree that the designated representatives listed below have received training in all relevant aspects of the Seed Potato Quality Management Program (SPQMP) as required in directive D-06-04. The following person(s) shall be considered designated representative(s) and may act on my behalf in delivery of the SPQMP.

Name of designated representative: _____

Signature of designated representative: _____

Signature of approved grower: _____

Dated _____, 20____ at _____, Province of _____

Name of designated representative: _____

Signature of designated representative: _____

Signature of approved grower: _____

Dated _____, 20____ at _____, Province of _____

Name of designated representative: _____

Signature of designated representative: _____

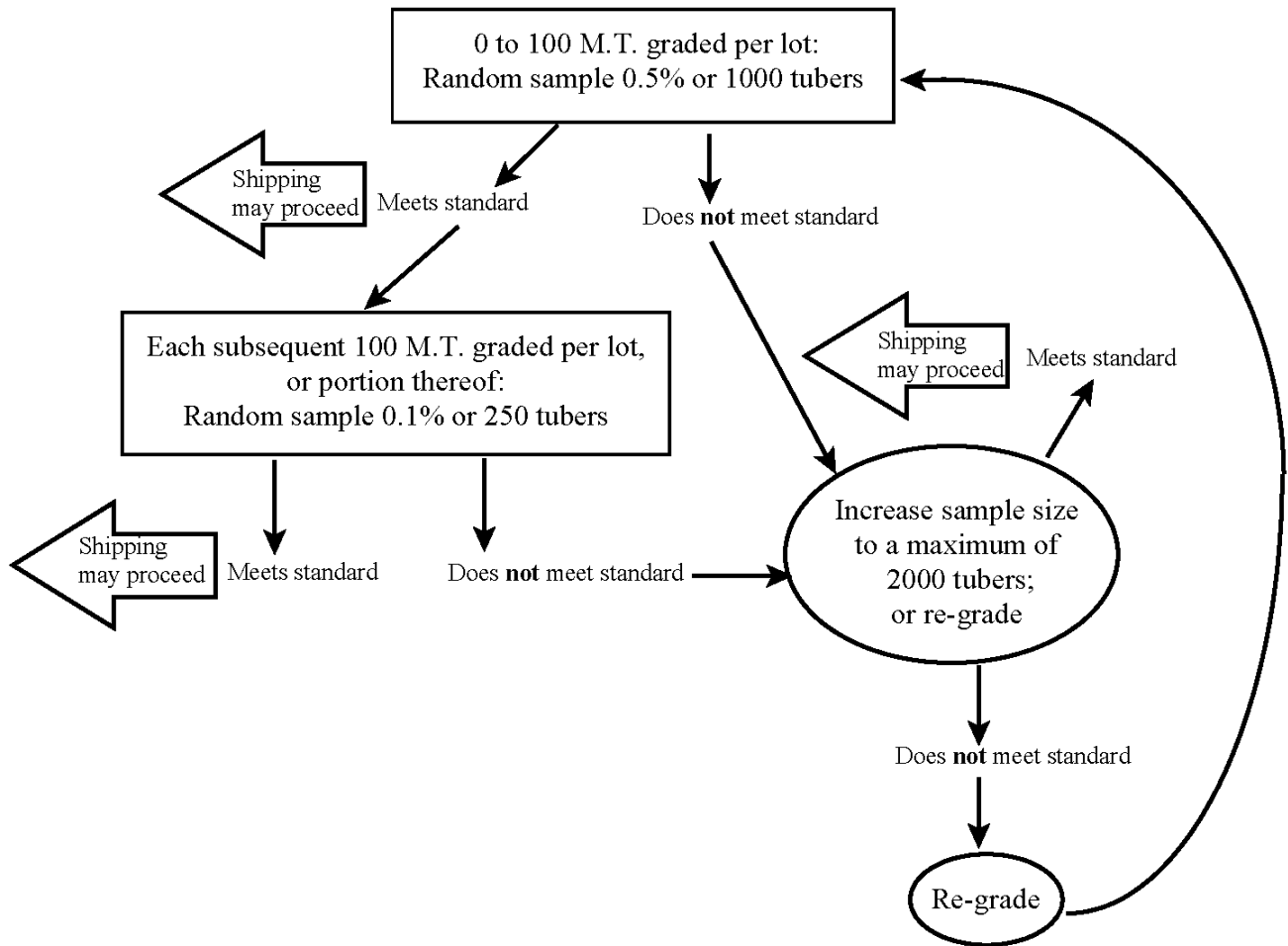
Signature of approved grower: _____

Dated _____, 20____ at _____, Province of _____

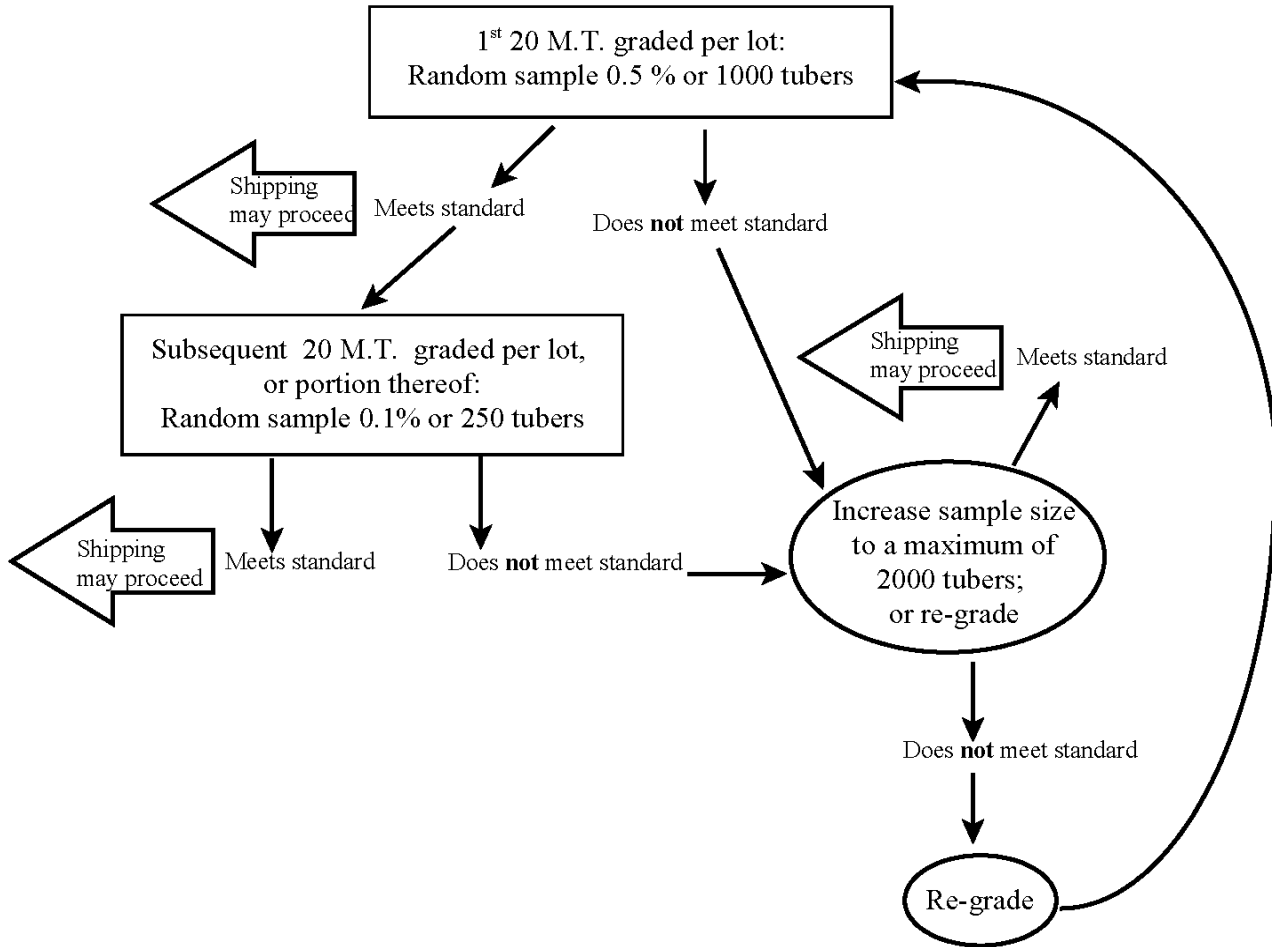
SEED POTATO TUBER INSPECTION REPORT (CFIA/ACIA 3076)

<http://www.inspection.gc.ca/english/for/mpppe.shtml>

SAMPLING PLAN FOR DOMESTIC SEED POTATO SHIPMENTS: SPQMP



SAMPLING PLAN FOR SEED POTATO SHIPMENTS UNDER THE SPQMP DESTINED FOR THE UNITED STATES NOT INTENDED FOR RE-CERTIFICATION AS SEED: SPQMP



Appendix 6

SPECIFIC QUARANTINE AND REGULATED NON-QUARANTINE PESTS*

QUARANTINE PESTS	REFERENCE
Bacteria:	
Brown rot (<i>Ralstonia solanacearum</i> (Smith) Yabuuchi et al. race 3 (biovar 2))	1,4
Nematodes:	
Columbia root knot nematode (<i>Meloidogyne chitwoodi</i> Golden et al 1980)	1,3,4
Golden nematode (<i>Globodera rostochiensis</i> (Wollenweber) Behrens)	1,3,4
Stem and bulb nematode (potato race) (<i>Ditylenchus dipsaci</i> (Kuhn) Filipjev)	2
Potato rot nematode (<i>Ditylenchus destructor</i> Thorne)	1,4
Pale cyst nematode (<i>Globodera pallida</i> (Stone) Behrens)	1,3
Fungi:	
Common potato rust (<i>Puccinia Pittieriana</i> P. Hennings)	1
Potato gangrene (<i>Phoma exigua</i> Desmazieres var. foveata (Foister) Boerema)	1
Potato smut (<i>Thecaphora solani</i> (Thirumulachar & O'Brien) Mordue)	1
Potato wart disease (<i>Synchytrium endobioticum</i> (Schilbersky) Percival)	1,3,4
REGULATED NON-QUARANTINE PESTS	REFERENCE
Bacteria:	
Bacterial Ring Rot -BRR (<i>Clavibacter michiganensis</i> subsp. <i>sepedonicus</i>)	1,4
Viroid:	
Potato spindle tuber viroid (PSTVd)	1,4

*For a complete listing of pests regulated by Canada refer to <http://www.inspection.gc.ca/english/plaveg/protect/listpespare.shtml>

References:

1. Compendium of Potato Diseases 2001, W.R. Stevenson *et al.* APS Press, St. Paul Minnesota
2. Diseases and Pests of Vegetable Crops in Canada 1994, R.J. Howard *et al.*, The Canadian Phytopathological Society and The Entomological Society of Canada
3. Pest Fact Sheets, provided in Training Module: Pilot Seed Potato Inspection Quality Assurance Program; Participants Manual TM 157 A 01, Canadian Food Inspection Agency, Professional Development and Continuous Learning, Professional and Technical Development
4. Potato Field Guide: Insects, Diseases, and Defects Publication 823, 2004, E. Banks *et al.*, Ontario Ministry of Agriculture and Food

Appendix 7

REQUEST FOR SEED POTATO CERTIFICATION TAGS OR RECORD OF BULK MOVEMENT FOR SEED POTATOES: SPQMP

Grower Name _____ Grower number: _____

Seed Potato Certification Tag request (CFIA/ACIA 1370, CFIA/ACIA 2111, CFIA/ACIA 2113):

Quantity	Variety	Class	Size	Certification Number	Size of Bags

List sequence numbers below for *Record of Bulk Movement for Seed Potatoes* (CFIA/ACIA 2343):

No. _____ to _____
 No. _____ to _____
 No. _____ to _____
 No. _____ to _____
 No. _____ to _____

Grower or designated representative requesting documents:

_____ Date: _____
 Name -Print Signature

CFIA personnel providing documents:

_____ Date: _____
 CFIA Personnel -Print Signature

Blank *Seed Potato Certification Tags* (CFIA/ACIA 1370, CFIA/ACIA 2111, CFIA/ACIA 2113) and/or *Record of Bulk Movement for Seed Potatoes* (CFIA/ACIA 2343) are provided to the grower or designated representative of the farm unit stated above. By signing this request, the grower or designated representative agrees to adhere to the requirements of the Seed Potato Quality Management Program

SPQMP SHIPMENT RECORD LOG

Grower Name: _____

Certification Number: _____

Variety and Class: _____

Hectares: _____ Harvested Volume:(CWT) _____ (MT) _____ Fields linked to this lot: _____

Date of Shipping	Volume Shipped		Volume of culls	Destination (Country, State/Province)	Vehicle No./ID*	Phytosanitary Certificate Number (if applicable)	Initials
	Count of Bags or RBM No.	MT	MT				

Tags used: _____ Tags spoiled: _____ RBM issued: _____ RBM spoiled: _____

*If vehicle number is unavailable, assign unique number for each separate shipment from a given lot/certification number (e.g. 1, 2, 3, etc...). This number is entered on the *Seed Potato Tuber Inspection Report* in place of vehicle number.

AUDIT REPORT: SPQMP

Grower number:	Date of Audit:
Address of Farm Unit:	Grower Name: _____
Designated representatives present:	
CFIA auditor(s):	
Grower Status:	Date of Previous Audit:

OUTSTANDING CORRECTIVE ACTION REQUEST (CAR)

Outstanding CAR(s): Yes <input type="checkbox"/> No <input type="checkbox"/> CAR No(s).
Date(s) for completion: _____ Completed*: Yes <input type="checkbox"/> No <input type="checkbox"/>

*Attach completed CAR to *Audit Report*

DOCUMENT CONTROL

Seed Potato Certification Tags (CFIA/ACIA 1370, CFIA/ACIA 2111, CFIA/ACIA 2113)		Elite	Found.	Cert.	Record of Bulk Movement for Seed Potatoes (CFIA/ACIA 1243)	
1	No. of tags requested:				No. of RBM requested:	
2	No. of tags issued:				No. of RBM issued by grower	
3	No. of unused tags				No. of RBM unused:	
4	No. of spoiled tags:				No. of RBM spoiled:	
5	Total Tags (2+3+4)**				Total RBM (2+3+4)**	

** Total Tags or RBM (line 5) should equal Total Tags or RBM requested (line 1)

AUDIT REPORT: SPQMP

Critical Non-Conformance		NA	C	NC
1	Seed Potato Tuber Inspection Report completed in full only by grower or designated representative(s) prior to the issuance of Tags and RBM (2.2, 2.2.1)			
2	Issuance of Tags / RBM only by grower or designated representative(s) (2.3)			
3	Notification of the CFIA if a quarantine or specified regulated non-quarantine pest is suspected (2.2.3)			
4	BRR testing completed as per D-97-12 prior to completion and/or issuance of RBM, or attachment of TAG's to container (2.1.2, 2.3)			
5	All corrective action requests (CAR) issued for critical or major non-conformance completed on time (6.2)			
6	The grower has been in contact with the CFIA and has cooperated in arranging CFIA audits within the required time frame (6.3.1)			
7	Tags/RMB issued only for shipments of seed potatoes meeting seed potato eligibility requirements (other than item 8 below) (2.1)			
Major Non Conformance				
8	Tag's/RBM issued only for varieties with current variety registration when shipped within Canada (2.1.1)			
9	Seed Potato Tuber Inspection Reports complete and accurate (2.2.1)			
10	Results of tuber cutting documented on Seed Potato Tuber Inspection Report (2.2.1)			
11	The frequency of tuber inspection is in accordance with D-06-04 (2.2.2)			
12	CFIA to inspect a minimum 20kg of graded tubers at time of audit. Tubers for which TAG's have been attached to containers, or for which RBM has been issued shall have met the tuber standard and grade sizes in accordance with the <i>Seeds Regulations</i> Part II (2.3) (attached completed Tuber Inspection Report)			
13	All lots shipped shall have met the tuber standard and grade sizes in accordance with the <i>Seeds Regulations</i> Part II (2.3)			
14	All unused Tags and RBM are available and secured under the control of the grower or designated representative (2.3.2)			
15	Tags are attached to new and clean containers and containers have no markings making reference to non-certified seed potatoes (2.3.3 i)			
16	Certification number, variety, class, date, correct on all TAG's (grower printed) (2.3.3 iii)			
17	Certification number, variety, class, weight, date, signature, correct on all RBM (2.3.4 iii)			
18	Disinfection of bulk conveyance has been completed (2.3.4 v)			
19	All Tags and RBM issuances are recorded on a Shipment Record Log (2.4 i, ii)			
20	Certification number, variety, class, size, date recorded correctly on all Shipment Record Logs (2.4 ii)			
21	All completed Seed Potato Tuber Inspection Reports available on file (2.4 iii)			
22	Record of designated representatives accurate and up to date (2.4 iv)			
23	Samples of all tags and copies of all RBMs issued available on file (2.4 viii)			

Minor Non Conformance				
24	Tags are not attached to containers of less than 20 Kg (2.3.3 ii)			
25	Size indicated on documentation; or purchaser agreement is available (2.3.3 iii, 2.3.4 iii)			
26	Tag samples retained for all lots, and are signed and dated by the grower or designated representative (2.3.3 iv)			
27	Copies of all audit reports and closed CAR's (including documentation of grower corrective actions) maintained on file (2.4 v, vi)			
28	Copies of all Request for <i>Seed Potato Certification Tags</i> or <i>Record of Bulk Movement for Seed Potato</i> available on file (2.4 vii)			
29	Reference documents readily available and up to date (2.4 ix)			
30	No errors in the completion of documentation, in addition to those already identified in preceding items.			

Details of non-conformance(s) identified:
Additional items of non-conformance identified: Critical <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/>
CAR number(s) :
Additional remarks / observations:

Signature CFIA Auditor:

_____ Date: _____

Signature Grower or Designated Representative

_____ Date: _____

CORRECTIVE ACTION REQUEST: SPQMP

CAR Number:	
Grower No.:	Date:
Grower name:	
Address of farm unit audited:	
CFIA auditor:	Critical <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/>
Description of non-conformance:	
CFIA auditor signature:	Date for completion of CAR:
Corrective action taken by grower	
Grower or designated representative signature:	Date completed:
Verification of corrective action- comments / observations	
Acceptable <input type="checkbox"/> Not acceptable <input type="checkbox"/>	CAR closed <input type="checkbox"/> Date:
CFIA auditor name:	Signature:

