

Year: 2023

Name:

Address:

Location:

Phone:



Colorado Potato Certification Service
San Luis Valley Research Center
0249 E. Rd. 9 North
Center, CO 81125
(719)754-3594

Application for Grower Entry Program

Designate appropriate Tier level:

☐ Tier I

☐ Tier II "Qualified Seed"

DIRECTIONS: Fill in form completely. Enter each seed lot of each cultivar on a separate line, prepare a map showing location each seed lot with each seed field. Return completed forms with payment (made out to CSU) to the Potato Certification Service office. Application must be signed to be valid! PCS will assign a lot identity number and send back the top copy to you.

MAP ID	CIRCLE	VARIETY	ACREAGE	SEED SOURCE		INTENDED SEED CLASS	DATE PLANTED
				LAST YR. GROWER	LAST YR. LOT NO.		
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Acreage Fee Total Acres (G1-G2) _____ x \$30.00/acre = \$ _____

Acreage Fee Total Acres (G3-G5) _____ x \$25.00/acre = \$ _____

Total Acres (G6) _____ x \$20.00/acre = \$ _____

Tier I only: Adt'l Farm Acreage -BRR Inspection _____ x \$6.00/acre = \$ _____

GRAND TOTAL FEE = \$ _____

CONDITIONS OF APPLICATION: I hereby apply for certification and inspection of the above and/or alternatively submitted excel application lots of potatoes and agree to abide by the Rules and Regulations established by the Colorado State Board of Agriculture for the Certification of Seed Potatoes and by the terms and Conditions of Seed Potato Certification as described on the reverse side of this application. I agree that seed produced under the grower entry program, Tier I or Tier II, is not eligible for sale as seed, either certified or common. If Grower Entry Tier I, I further plan to enter all of my potato acreage for certification in the year _____

SIGNATURE: _____ Date: _____

Each application must be signed

RETURN ALL COPIES TO PCS OFFICE. PCS WILL ASSIGN A LOT IDENTITY NUMBER AND RETURN ONE COPY TO YOU.

Year: 2023

Name:

Address:

Location:

Phone:



Colorado Potato Certification Service
San Luis Valley Research Center
0249 E. Rd. 9 North
Center, CO 81125
(719)754-3594

Application for Certification of Seed Potatoes

DIRECTIONS: Fill in form completely. Enter each seed lot of each cultivar on a separate line, prepare a map showing the location of each seed lot within each seed field. Return completed forms with payment (made out to the CSU) to the Potato Certification Service office. Application must be signed to be valid! PCS will assign a lot identity number and send back the top copy to you.

MAP ID	CIRCLE	VARIETY	ACREAGE	SEED SOURCE		INTENDED GENERATION	DATE PLANTED
				LAST YR. GROWER	LAST YR. LOT NO.		
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Acreage Fee Total Acres (G1-G2) _____ x \$30.00/acre = \$ _____

Acreage Fee Total Acres (G3-G5) _____ x \$25.00/acre = \$ _____

Total Acres (G6) _____ x \$20.00/acre = \$ _____

GRAND TOTAL FEE = \$ _____

CONDITIONS OF APPLICATION: I hereby apply for certification and inspection of the above and/or alternatively submitted excel application lots of potatoes and agree to abide by the Rules and Regulations established by the Colorado State Board of Agriculture for the Certification of Seed Potatoes and by the Terms and Conditions of Seed Potato Certification as described on the reverse side of this application.

SIGNATURE: _____ Date: _____

Each application must be signed

RETURN ALL COPIES TO PCS OFFICE. PCS WILL ASSIGN A LOT IDENTITY NUMBER AND RETURN ONE COPY TO YOU.

2023 APPLICATION INSTRUCTIONS FOR CERTIFICATION OF SEED POTATOES

Any Colorado grower planting *certified (*see definition in rules and regulations) seed potatoes may apply for certification. All potatoes on a farming operation must be eligible and entered for certification unless you are applying for the Grower Entry Program.

(Use your 2022 application, 2022 PHT inspection results, or current bulk certificate for application data.)

READ THE CURRENT RULES AND REGULATIONS POSTED ON LINE BEFORE MAKING APPLICATION FOR CERTIFICATION. THIS IS YOUR RESPONSIBILITY!

<<<COMPLETE APPLICATION DUE JUNE 1st>>>

Thank you in advance for any applications prior to this deadline!!! If applications are received after the deadline for application submission, there will be a **\$500/day** additional fee charged to the grower. The deadline for submission of Applications is **June 1st or 10 days after planting.**

NOTE: The Application can be handwritten on these forms provided or electronically entered on an Excel program that will be emailed to you. Check your email box or call for information.

For the handwritten Application Form, by column:

- **Map ID #:** List your lots in sequence with the map ID #s listed on the application. Begin with #1 and continue assigning your lots with subsequent map ID #s. Do not repeat any map ID #s. Do not combine Map ID #s on one line. Enter only one Map ID with supportive data per line.
- **Circle ID #:** Identify your circle # or name where each lot is located.
- **Variety:** Write out the full literal name or full experimental designation of the cultivar.
- **Acreage:** List acreage planted of that lot for the respective cultivar.
- **Seed Source: Last Yr. Grower #:** We want the 3-digit number of the grower that raised the seed last year. This would be the 3rd, 4th, and 5th number of the complete 2022 lot number. You may also refer to the Grower Number list enclosed.
- **Seed Source: Last Yr. Lot No.:** List the 5-character number of the source lot that defines the variety and generation and unit. ie RIO21. It is the last 5 characters of the full lot number of 2022.
- **Intended Seed Class:** The intended seed class is listed in the '2023 Eligibility' column of your individualized 2022 PHT results previously mailed. One exception is if you wish to downgrade a seed lot (i.e. to G6). Leave this blank if you purchased the seed and are unsure.
- **Date Planted:** List the date this lot was planted.
- **Acreage Fee:** List total acres as defined by generation. Multiply by per acre fee for a total.
- **Grand Total Fee:** This is the total for all acres planted *Make your check payable to Colorado State University and enclose with the application.*
- **Sign and Date:** The 'Conditions of Application' must be signed and dated.
- Send or bring the entire, completed application with required documentation to the PCS office no later than June 1st or 10 after last plant date. **We will generate the 2023 PCS lot # and send you a copy for your records.**

- Review the document checklist to assure you have provided all needed documentation for each lot entered.

Colorado State University
 Potato Certification Service
 0249 East Rd. 9 North
 Center, CO 81125
 Phone (719) 754-3496, FAX (719) 754-2619.

- **If the source seed was grown by someone other than you, either an official tag or copy of a bulk certificate (BC) bearing the name and address of the seed seller must accompany the application. We also require a North American Health Certificate for seed sources from out of state. If previously grown in Colorado, include a copy of the BC. No applications can be accepted without these attachments.**
- **Protected Cultivars** - You must have annual authorization from the owner to plant private or protected cultivars to certify them. Include this when you return your completed application. You will need to provide written authorization. Without it, your seed lots may be decertified, and/or possibly destroyed at the request of the owner.
- **Imported Seed Lots** - Seed lots from other states may be entered providing such lots are eligible for re-certification in the states of origin and qualify under the Colorado Rules and Regulations. You must request, then provide with the application, a North American Health Certificate from the originating state as evidence of eligibility. This document will also determine the generation of Colorado seed intended for 2023. If you are uncertain about the eligibility status for entry of any given seed lot, please contact PCS *before planting* and we will assist you in obtaining any needed verification.
- **Experimental (unnamed) Cultivars** - Certain documents must be on file or presented at time of application for a grower to raise an experimental or unnamed cultivar. CSU has an Agriculture Experiment Station affidavit, also titled "Notice to Receivers of Experimental Selections". Other breeding programs provide written authorization in the form of a germplasm release notice or Material Transfer Agreement (MTA) for their experimental cultivars. These documents provide authorization and a necessary paper trail of experimental cultivars and must be on file or presented at time of application for experimental cultivars, unless there are other exemptions.
- **Mapping** - draw required maps showing the exact location of each seed lot in a field, pertinent roads to help locate the fields, as well as the location of the farm or headquarters. Correlate and write the application Map ID number to identify each seed lot on your map. Also, please include one overall map of all of your circles. In the field, clearly distinguish seed lot boundaries as required in the Rules and Regulations, on page 10, under "Summer Field and Storage Inspection, rule B - *"Seed fields must be marked so that the inspector can tell at all times where*

the different seed lots are located. (For example, blank rows separating the lots or brightly colored stakes at least 4 feet tall spaced about 600 feet apart with three to four across the field)."

- **Deadline** - Application documents deadline is **June 1st or 10 days after last plant date**. *Thank you in advance for applications received prior to June 1st! Make your check payable to Colorado State University and enclose with the application.* Mail or deliver your application packet to PCS, 0249 E. Rd. 9 N., Center, CO 81125. All PCS billing for the 2022 crop must be paid by July 31, 2023. **Late applications are discouraged, and legally, may be refused. Late applications will be accepted at the discretion of PCS. If applications are received after the deadline for application submission, there will be a \$500/day additional fee charged to the grower.**

2023 APPLICATION CHECK-OFF LIST

Date initially received: _____

Grower: _____

- ☐ 1. Application, Handwritten or Excel
- ☐ 2. Signed signature sheet with **Term and Conditions on the back**
- ☐ 3. Check written to **Colorado State University** for acreage fee
- ☐ 4. Maps clearly drawn
- ☐ 5. Bulk Certificates from other Colorado seed growers
- ☐ 6. North American Health Certificates from out of state seed lots
- ☐ 7. Proof of Late Blight testing for out of state seed lots.
- ☐ 8. Bulk certificates or tags from out of state seed lots
- ☐ 9. Proof of PVYn strain testing and tolerance compliance
- ☐ 10. Tolerance compliance
- ☐ 11. Intended seed class
- ☐ 12. G1 lot check (PCS checkbox only)
- ☐ 13. Current PVP authorization documentation for non-Colorado cultivars
- ☐ 14. Materials Transfer document
- ☐ 15. Entered into Access (PCS checkbox only)
- ☐ 16. Annotated (PCS checkbox only)

Additional Documentation Needed For:

[illegible]

#	Grower
008	Allied Colorado Potato
025	La Rue Frms, B. Heersink
028	Martinez Farms
031	Worley Family Farms LLLP
044	SLV Research Farm
064	Price Farms Certified Seed
106	Zapata Seed
122	Rockey Farms
146	Summit Plant Labs
151	Bothell Seed
163	H & H Frms, B. Heersink
170	CSS Farms
180	Salazar Seed
198	Palmgren Farms, Inc
218	Pro Seed
225	San Acacio Seed



**NOTICE TO RECEIVERS OF EXPERIMENTAL POTATO
SELECTIONS AND NAMED POTATO CULTIVARS FOR EVALUATION TRIALS**

I understand that the **experimental potato selections/cultivars** that I am receiving from the Colorado State University Agricultural Experiment Station (CSU-AES) Potato Breeding and Selection Program or have grown as certified seed from material previously obtained from CSU-AES referenced by the lot numbers listed are **to be used for research and evaluation purposes only**. **I further understand** that experimental selections are in the process of being evaluated prior to official release and accept such additional risks that may be associated with such potatoes. **I agree** to not hold the University or its representatives liable for any losses incurred as a result of production and/or disposition of these potatoes.

I also understand that I may not provide these potatoes to anyone else without approval of the Colorado Potato Breeding and Selection Program. I further understand that any of these selections may be released as a cultivar and may be legally protected under the federal Plant Variety Protection (PVP) Act or other mechanisms which may require royalty payments before being grown commercially. **No right or license to control seed stocks of these potatoes is granted to me by this agreement.** Information I develop about these materials and disposition of production will be freely shared with the Colorado Potato Breeding and Selection Program when requested.

I hereby acknowledge that I am receiving and/or growing the following experimental potatoes/cultivars*:

Grower:	Buyer:
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Lot Number	Selection/Cultivar	PVP Number*	Amount (quantity or cwt)	Plantlets or Tubers

*Buyer must be licensed by the Colorado Certified Potato Growers' Association to commercially produce and market seed of PVP cultivars.

Buyer/Grower

Signature: _____

Date: _____

Address: _____

Telephone: _____

Email: _____

Please return to: Potato Certification Service, 0249 E. Rd. 9 N, Center, CO 81125. Approval to receive stocks will be authorized upon receipt of this completed form. Please call if you have questions.



NOTICE OF MATERIALS TRANSFER OF MINI TUBERS

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I hereby acknowledge that I am receiving and growing the following mini tubers from the Buyer/Grower listed below.

Buyer/Grower:	Receiver/Grower:
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Lot Number	Selection/Cultivar	Source Grower	Amount (quantity or cwt)	Date Received

Receiver/Grower: _____ Date: _____

I hereby acknowledge that I am Buyer/Grower of the above listed mini tuber lots and I am transferring those mini tubers lots to the Receiver/Grower listed above

Buyer/Grower
Signature: _____ Date: _____

Please return to: Potato Certification Service, 0249 E. Rd. 9 N., Center, CO 81125.

2023 SUMMER DISEASE TESTING REQUEST FORM FOR G1-G6 LOTS

**This testing is not mandatory, so you must request any PVY testing desired for your lots!
We will be testing G1 lots for PVY this summer. You do not need to request to have G1 lots tested for PVY unless you want them tested multiple times throughout the 2022 field season.**

Grower Name: _____

Variety	Map ID #	PVX	PVS	PVY	PSTVd	PVA	PLRV	BRR

If you want to confirm visual readings with lab testing, fill out the testing request form above. Please be sure to return this form with your certified seed application so that appropriate schedules for leaf picking and testing can be arranged. Cost per test is \$3.00. Plates are tested using 5 leaf composites. The grower can decide on the actual number of plants to test. However, a good representative test for a given seed lot is 20 plants/acre seed lot. The minimum we can test is 100 plants/seed lot in order to cover our costs. Cost example for a 10 acre seed lot:

$$\frac{20 \text{ plants/A} \times 10 \text{ acres} \times \$3.00}{5 \text{ leaf composite}} = \$120 \text{ for a 10 acre seed lot}$$

Questions? – Call Teresa Almeida(PCS Disease Lab) 754-3496 ext. 18

Certification of Proprietary Potato Varieties

Potato variety options are changing. Many more varieties are being introduced into our seed growing area. Following established Rules and Regulations about protected varieties will encourage and enable companies to bring their product to our industry, providing more options for you as a grower. In order to continue providing a safe environment for the introduction of new varieties **there will be a renewed emphasis on documenting permission to grow.**

Currently, the Colorado Rules and Regulations state, *“Any grower wishing to certify privately owned cultivars or cultivars under PVP [Plant Variety Protection Act] status, protection, must provide to PCS written documentation, stating that the grower has permission to grow that cultivar. In addition, greenhouses or labs must provide evidence that privately owned or PVP status cultivars have undergone all appropriate testing from an accepted lab. It is the responsibility of the grower to provide PCS with information on sources with documentation as well as descriptions and uses of cultivars that are not currently found in the PCS database.”*

While growers are initially responsible for providing protection documentation, PCS staff from time to time will research or confirm PVP information. PVP status will be checked at the Plant Variety Protection Office website (<http://www.ars-grin.gov/cgi-bin/npgs/html/pvplist.pl>). Cultivars with a certificate issued or pending will be considered protected.

Potato breeders, both domestic and foreign, have certain rights provided by the Plant Variety Protection Act during the development of their varieties, prior to naming and filing for PVP protection. If you are growing one of these experimental varieties, it should have come with a notice (germplasm release notice, material transfer agreement, etc.) that outlines your responsibilities and risks from using experimental seed. Our rules state, *“Any seed grower/organization entering numbered potato selections for seed increase and evaluation in the potato certification program also agrees to abide by an agreement with the Colorado State University Agricultural Experiment Station, or to obtain written authorization from the potato breeding program from which the numbered potato selections originate”*(pg.16). And further: *“Experimental seed must be accompanied by written authorization from the potato breeding program from which the numbered potato selections originate (germplasm release notice (page 4. 2).* **This documentation should accompany your application for certification.**

All other varieties will be treated as public varieties for certification purposes. No permission to grow will be required to certify. Aside from PVP protection and protection of breeder's rights during development of a variety, all protections are by contract only and are not the responsibility of PCS to enforce.

By rule, **PCS must have a record of permission before we can certify a privately owned variety.** It is your responsibility as a grower to provide documentation on an annual basis. Current permission to grow should accompany your application. Inspections will continue in the absence of documentation, however if permission to grow is not received by PCS prior to final inspection, the lot will not be eligible for Post Harvest Test, will not be published in the directory and no tags, bulk certificates or North American Health Certificates will be issued. If current permission to grow is in place at application time but is later revoked by the owner, the lot will remain eligible for certification for the season.

Please do your best to provide the information needed by PCS to certify your crop and protect the rights of the owner.

The exceptions so far include:

- Grower Entry Tier II producers will not be required to provide permission from the owner to grow because the PVP Act provides for a right to save seed. If a Grower Entry Tier I producer transitions to a Full Certified grower, who could then sell seed, PCS would require permission to grow in order to certify protected varieties.
- No “Permission to Grow” documentation is needed for PVMI varieties. If your name is on their website, you can grow their varieties. PCS will use that to cross check growers and varieties.
- No “Permission to Grow” documentation is needed for Texas varieties and selections. These will be verified at their website.

Crop Directory Publication:

Please note the following about publication of protected varieties in the 2023 Crop Directory generated in September:

Also by rule: “All certified seed successfully passing field inspection and eligible for sale will be listed in an annual directory published by PCS. Owners or representatives of private cultivars will be given the option to un-list their seed stocks, but must notify PCS prior to publication of the directory each year.” Listing and un-listing of seed lots is a decision of the variety owner, not the grower.

Feel free to contact the PCS office if you have any questions.

EXCEL SEED LOT APPLICATION INSTRUCTIONS

2023 Application.xls Database

Please call Michelle Leckler (754-3496 x 10) if you have any questions about this process.

This Excel '2023 Application.xls' is an electronic OPTION compared to manually filling out the Certification Applications you received in the mail. You DO NOT need to do both! You can choose which would be easier for you. The Excel file application can provide a base for your own records. It will make PCS data transfer and entry more efficient.

Save your data in the Excel 97-2003 Compatible Mode. (*.xls) This is the mode that is emailed to you and is requested for return to PCS.

'2023 Application.xls' needs to be used as an original unique database. Information copied and pasted from another worksheet into this Excel program will not transfer into the PCS ACCESS program. ACCESS is very picky, and this Excel worksheet is set up specifically to allow the transfer of data. Also, do not move or adjust any of the columns. Data entered into '2023 Application.xls' can later be copied into another worksheet of your own design.

Your application/acreage fees and Generation summary will be automatically calculated as you enter the proper acreage and intended generation of the 2023 crop per lot. Scroll to the right of your data entry on the first worksheet to see those calculations.

WARNING: DO NOT just hit print! See the warning later in the instructions.

General Points:

Click 'Save As' and Rename the file to represent your operation: (ex: 2023 Golden Rule Farms) Save it somewhere on your hard drive and use it to enter your application data.

If in Excel 2007, you may want to change Macro settings or set up a Trusted Location (see above).

Data entry will be in the 'Lot Entry' worksheet, the first one.

One way to move from cell to cell is by clicking with your mouse, but you may have to use a combination of tab then click to get a cell menu to drop down properly.

Select data from drop-down menu available for the three specific columns – **VARIETY**, **SEEDCLASS**, and **SOURCE GROWER**. Do not manually enter or copy and paste data into these cells, with exceptions listed below. Also, please do not 'Fill Down' or copy varieties or grower names or generations. In order for this information to transfer to ACCESS, it needs to be chosen from the menus on a cell by cell basis, and returned within this particular EXCEL program.

Frequently save your entered data to your newly named database!

Refer to the 'Sample' excel worksheet as a 'finished' example.

Have these tools to help fill out your application:

- 2022 Post Harvest Test Results for 2023 Eligibility and last year lot numbers.
- Your 2022 Application
- Clone Status of Cultivar Development Program mailed with the application.

- Your final draft of your 2023 Field Maps, a (Map ID's will be assigned on the map to match the new 2023 application generated seed lot. We will annotate Map ID numbers on your maps if you do not)
- Bulk Certificates or tags of seed lots you have purchased (for source lot information)

Specific Column by Column, cell by cell instructions:

MAP ID These numbers should correspond with your chosen map ID/lot location on your self-produced field map. You can add more consecutive map ID numbers as needed.

Click to cell under: **CIRCLE** – enter your circle identifying title or description (number or name).

Click or Tab to cell under: **VARIETY**.

Click arrow for drop-down menu to appear.

Scroll to or **type** until you see the variety name. The drop-down menu will show you the variety. (Remember to use complete name: 'Russet Norkotah', not just 'Norkotah')

Choose the appropriate variety in the drop-down menu to confirm the listing in the cell.

Do the following only if variety is not listed in drop-down menu, click any variety in drop-down. Click a cell below target cell in VARIETY column. Click on target cell again. Type in the variety. Tab to ACRES column. It may look like the wrong variety name is still in the variety cell. When you click the cell below (moving the window), the name you typed in should be in the target cell.

Click to cell under: **ACRES**

Enter number of acres planted.

Click or Tab to cell under: **SEEDCLASS**

Do not manually type in seed class. Choose it from the drop-down menu.

Click drop-down menu arrow in cell.

Use **scroll** bar in menu to **choose** intended generation. (refer to 2022 PHT report: 2023 Eligibility column)

Choose appropriate intended Generation.

Remember any un-named numbered experimental variety is designated with an EXP2 in the generation designation. Note the reference options in the drop-down menu.

Click or Tab to cell under: **SOURCE GROWER**

Click drop-down menu arrow in cell if menu does not appear.

Scroll to or **type** until you see the grower name.

Choose the appropriate grower in the drop-down menu to confirm the listing in the cell.

If grower is not listed in drop-down menu, click any grower in drop-down. Click a cell below target cell in SOURCE GROWER column. Click back on target cell again. Type in the grower. Click to SOURCE LOT column. It may look like the wrong grower name is still in the SOURCE GROWER cell. When you click the cell below (moving the window), the name you typed should be in the target cell.

Click to cell under: **SOURCE LOT**

Find the seed source lot number from your 2022 application, 2022 PHT results, or current bulk certificate. If the seed source is from Colorado, the source lot number would read

something like 22321RIO21. *Enter the last five characters only of the source lot* (i.e. RIO21). This column is formatted ONLY for 5 spaces. Letters will auto-capitalize.

Sometimes more spaces will be needed, for example, if you have combined seed lots as a source, or if this is a source from another state. You can manually change the 5 space limit for the cell by: Click the cell you want to change. Go to Data – Data Validation – Settings. Change ‘minimum’ to by typing 0 in the cell. Likewise, change ‘maximum’ to 14. Click OK. Enter data into the cell, up to 14 characters.

Click or Tab to cell under: **PLANTING DATE**

Enter date this lot was planted. For example, you can enter 5/3 or 5-3. Excel will automatically add the year when you click to another cell.

To delete an entry in a cell with a drop-down menu, click in the column beneath the target cell. Click back to the target cell. Then Delete.

Save your work after each seed lot entry! Click to beginning of next entry.

Proof your information before you email the file back to PCS.

Notice the calculations by scrolling to the right of your data entry. This should total your application fees as you enter the data, provided the data entered, especially Generation and Acreage, is correct.

WARNING: SELECT BEFORE YOU PRINT! If you *print* your information, be careful! Follow these instructions! Otherwise you will get a hundred or so empty pages running through your printer.

Adapt this for your program:

Select the cells you want to print.

Click Office Button for your drop-down menu.

Click the printer icon

In the ‘Print What’ box, choose ‘**selection**’

(you might click preview just to be sure your document will be only a few pages)

Click ‘OK’

Attach your final completed Excel program to an email and send it to michelle.leckler@colostate.edu.

The 2023 Lot ID numbers will be automatically generated when we transfer your data into our ACCESS program. We will also need a final and clean copy of your field maps ASAP so we can annotate your map of planted seed lots with the new 2023 Lot IDs.

IMPORTANT

Complete the application process by finding the signature page of the hard copy of the application you received in the mail, sign it, and mail it (or drop it off) with your maps, bulk Certificate copies, all other supporting documents, and your check made payable to Colorado State University by **June 1, 2023**. We greatly appreciate these documents before this deadline. Remember that late applications will be assessed \$500/day late fee charged to the grower. Thank you!

Colorado Potato Certification Service
0249 East Road 9 North, Center, CO 81125