

**Annex 1**

**Soy Canada**

**APPROVED IDENTITY PRESERVATION  
PROCEDURES**



**Revision 2**

**April 1, 2017**

# **Table of Contents**

**Review**

**Endorsement**

**1.0 Seed Standards**

**2.0 Planting**

**3.0 Field Season**

**4.0 Harvest**

**5.0 On Farm Storage**

**6.0 Transportation**

**7.0 Elevator Receiving**

**8.0 Elevator Storage**

**9.0 Processing**

**10.0 Loading**

# REVIEW

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

## **Scope**

These Soy Canada Identity Preservation Procedures outline specifications for the quality system that must be implemented for all non-GM IP soybeans CIPRS-certified by the Canadian Grain Commission.

## **Complaint Procedure**

Any applicant to the CIPRS who is seeking certification of a soybean IP program, but does not wish to meet the requirements of Annex 1 of CGC FSIP-STAN 1.1.0 may lodge a complaint with Soy Canada. Complaints from CIPRS applicants are forwarded to the Soy Canada Executive for action and response. The Soy Canada Executive will deal with the complaint on a case-by-case basis by:

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

## ENDORSEMENT

These Soy Canada Identity Preservation Procedures are hereby approved.

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**Mark Huston, President**

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**Jim Everson, Executive Director**

**April 1, 2017**

## Soy Canada Identity Preservation Procedures

Requirements	Recommended Good Practices	Records
<b>1.0 Seed Standards</b>		
<p><b>1.1</b> Certified seed accredited to Association of Official Seed Certification Agencies (AOSCA) standards or equivalent must be used to plant the IP soybean variety.</p> <p><b>“Bin run” seed not to be used.</b></p> <p>The contracting or purchasing grain company must have a documented internal audit process that includes the validation of the use of certified seed by reviewing seed invoices or certified seed tags.</p>		<p><b>1.1.2</b> Grower must retain and be able to retrieve seed sales receipt(s) and/or certified seed tags representing as objective evidence of purchasing sufficient seed to produce the quantity of Identity Preserved (IP) soybeans being contracted or delivered.</p> <p>The contracting or purchasing grain company must keep a record of the internal audits of approved growers.</p>
<b>2.0 Planting</b>		
<p><b>2.1</b> Planters must be thoroughly cleaned and inspected prior to planting the IP soybean variety. This must be done regardless of whether the grower uses his/her own equipment or a custom planter.</p> <p>Growers must agree to these cleaning procedures in writing.</p>	<p><b>2.1.1</b> Grower should endeavor to plant the IP soybean crop before the planter is used on other soybean crops.</p> <p>IP soybean seed should be stored separately from other crop seed.</p> <p>Grower should refer to cleaning procedures as detailed by equipment manufacturer, if available.</p>	<p><b>2.1.2</b> The contracting or purchasing grain elevator must retain and be able to retrieve the written record that the grower has agreed to the planting cleaning procedures.</p>

<p><b>2.2</b> The CSGA isolation distance for certified soybean seed production of 3 metre between another soybean or pulse crop must be used for the IP crop. There is no isolation distance necessary between soybeans and other crops.</p> <p>The contracting or purchasing grain company must have a documented internal audit process that includes the validation of the required isolation distance through the review of grower field maps.</p>		<p><b>2.2.2</b> Grower must retain and be able to retrieve field maps. GPS and/or Google Maps are acceptable.</p> <p>The contracting or purchasing grain company must keep a record of the internal audits of approved growers.</p>
<p><b>2.3</b> Grower must have records of previous crop grown on IP soybean field. Growers must not plant non-GM IP soybeans on a field that was planted with GM soybeans the previous year.</p>	<p><b>2.3.1</b> Growers should keep field maps or field history for 3 to 5 years.</p>	<p><b>2.3.2</b> Field maps from previous crop years or other written records of crop history for fields must be retained and be retrievable for a minimum of 1 year.</p>

<p><b>3.0 Field Season</b></p>		
<p><b>3.1</b> Growers must agree, in writing, to:</p> <ul style="list-style-type: none"> <li>- inspect IP fields during the growing season to ensure proper control of volunteer crops and weeds,</li> <li>- verify the crop looks uniform, and</li> <li>- either (a) provide a field inspection report to the contracting elevator, or (b) report any problems with IP field to the contracting elevator.</li> </ul> <p>The elevator can choose either reporting option (a) or (b). The elevator must have a documented corrective action procedure to address non-conforming product.</p>	<p><b>3.1.1</b> Contracting elevator companies should develop documented process in place that outlines for growers the criteria against which the crop is to be evaluated.</p>	<p><b>3.1.2</b> The contracting or purchasing grain elevator must retain and be able to retrieve the written record that the grower has agreed to the field inspection and reporting procedures.</p> <p>The field inspection report must indicate whether the control of weeds and volunteers is evident, and uniformity of the soybean variety is adequate.</p> <p>The elevator must record any corrective action taken with respect to non-conforming product.</p>

<b>4.0 Harvest</b>		
<p><b>4.1</b> Combines must be thoroughly cleaned and inspected prior to harvesting IP soybean variety. This must be done regardless of whether the grower uses his/her own equipment or a custom combine.</p> <p>Growers must agree to these cleaning procedures in writing.</p>	<p><b>4.1.1</b> Growers should endeavor to harvest the IP soybean crop before the combine is used on other soybean crops.</p> <p>Growers should refer to cleaning procedures as detailed by equipment manufacturer, if available.</p>	<p><b>4.1.2</b> The contracting or purchasing grain elevator must retain and be able to retrieve the written record that the grower has agreed to the combine cleaning procedures.</p>
<p><b>4.2</b> Transferring equipment used during harvesting of the IP soybeans must be thoroughly cleaned and inspected prior to use. This must be done regardless of whether the grower uses his/her own equipment or custom harvesting equipment.</p> <p>Growers must agree to these cleaning procedures in writing.</p>	<p><b>4.2.1</b> Growers should endeavor to harvest the IP soybean crop before transfer equipment is used on other soybean crops.</p>	<p><b>4.2.2</b> The contracting or purchasing grain elevator must retain and be able to retrieve the written record that the grower has agreed to the transfer equipment cleaning procedures.</p>
<b>5.0 On Farm Storage</b>		
<p><b>5.1</b> Storage bin must be thoroughly cleaned and inspected prior to loading.</p> <p>Growers must agree to these cleaning procedures in writing.</p>		<p><b>5.1.2</b> The contracting or purchasing grain elevator must retain and be able to retrieve the written record that the grower has agreed to the storage bin cleaning procedures.</p>
<p><b>5.2</b> Equipment used to unload storage bin must be thoroughly cleaned and inspected prior to usage.</p> <p>Growers must agree to these cleaning procedures in writing.</p>		<p><b>5.2.2</b> The contracting or purchasing grain elevator must retain and be able to retrieve the written record that the grower has agreed to the cleaning procedures for the equipment used to unload storage bins.</p>

<b>6.0 Transportation</b>		
<p><b>6.1</b> Conveyance vehicles/equipment used to transport IP soybeans from on farm storage must be thoroughly cleaned and inspected prior to transporting IP soybean crop. This must be done regardless of whether the grower uses his/her own equipment or custom trucking.</p> <p>Grower must record and sign a truck inspection report verifying that the truck/hopper was cleaned prior to loading. This record must be presented to the elevator at time of crop delivery.</p> <p>Growers must agree to these cleaning procedures in writing.</p>	<p><b>6.1.1</b> Growers should endeavor to use conveyance vehicles/equipment that have been used to transport only clean substances such as grain or food items for the previous three loads.</p> <p>The truck or hopper should be covered.</p>	<p><b>6.1.2</b> The contracting or purchasing grain elevator must retain and be able to retrieve the written record that the grower has agreed to the conveyance vehicle/equipment cleaning procedures.</p> <p>The contracting or purchasing grain elevator must retain and be able to retrieve the truck inspection records provided by growers at delivery.</p>
<p><b>6.2</b> If a custom trucker is used, the grower must provide the trucker with a report that identifies the IP soybean variety being delivered and the grower name. This report must be presented to the elevator at delivery.</p>	<p><b>6.2.1</b> The trucker should have a completed bill of lading. The producer, trucker and receiver should sign the bill of lading.</p>	<p><b>6.2.2</b> The contracting or purchasing grain elevator must retain and be able to retrieve the report and other shipping documentation provided by the trucker or the grower at delivery.</p>

<b>7.0 Elevator Receiving</b>		
7.1 The elevator must have documented IP procedures for receiving.	<p>7.1.1 Staff responsible for receiving should be trained on and have access to the documented IP procedures.</p> <p>When purchasing grain from non-contracted growers, proof of the use of certified seed should be required from the grower.</p>	<p>7.1.2 The elevator must have a documented procedure for identifying each load, including the variety and validating the eligibility of the grower to deliver.</p> <p>Growers that were not contracted by the elevator must sign an affidavit that attests to their adherence to all the same requirements that contracted growers have agreed to by contract.</p>
7.2 The elevator pit, conveyors and legs must be cleaned and inspected prior to receiving IP soybeans. Cleaning procedures must be documented.		7.2.2 The elevator must keep records as objective evidence that the pit, conveyors and legs have been cleaned and inspected prior to receiving IP soybeans. Records must include the date and the name of the employee who conducted the inspection.
7.3 Incoming loads must be identified and verified as an IP (CIPRS) delivery or a non-IP crop. SQWH and crush soybeans are <b>not</b> eligible for CIPRS certification.		7.3.2 Scale tickets for incoming loads must indicate variety name and unloading/storage details.
7.4 Any non-IP loads that are received into the elevator must be tracked and traceable to storage and shipping.		7.4.2 Elevator must have detailed records for storage and tracking of non-IP loads that were received into the elevator.
7.4 The elevator must take a sample from each load of IP soybeans received.	7.4.1 The elevator should provide half of the delivery sample to the grower if requested.	7.4.2 Samples must be labelled so that they are traceable to each delivery.

<b>8.0 Elevator Storage</b>		
<b>8.1</b> The elevator must have documented IP procedures for binning, recording storage information and storage cleaning procedures.	<b>8.1.1</b> Staff responsible for storage should be trained on and have access to the documented IP procedures.	<b>8.1.2</b> The elevator must keep storage history records for each silo/bin to indicate what crop or variety was stored prior to being used to store IP soybeans.
<b>8.2</b> Storage bins/silos must be cleaned and inspected prior to loading with IP soybeans. Cleaning procedures must be documented.	<b>8.2.1</b> Staff responsible for loading bins and silos should be trained on cleaning procedures.	<b>8.2.2</b> The elevator must keep records as objective evidence that silos/bins were cleaned and inspected prior to loading with IP soybeans. Records must include the date and the name of the employee who conducted the inspection.
<b>8.3</b> Equipment used to load/unload bins and silos must be cleaned and inspected prior to being used for IP crop. Cleaning procedures must be documented.	<b>8.3.1</b> Staff responsible for unloading bins and silos should be trained on cleaning procedures.	<b>8.3.2</b> The elevator must keep records as objective evidence that all equipment used to load/unload bins and silos were cleaned and inspected prior to use on IP soybeans. Records must include the date and the name of the employee who conducted the inspection.
<b>8.4</b> Elevator must identify all bins/silos that are used to store IP soybean varieties, SQWH and crush soybeans. All elevator staff should be aware of and have access to bin/silo designation.		<b>8.4.2</b> The elevator must have detailed bin and silo maps and/or schematics and/or data indicating which crop and variety is stored in each bin.

<b>9.0 Processing</b>		
<b>9.1</b> All processing equipment must be cleaned and inspected prior to processing IP crop. Cleaning and inspection procedures must be documented.	<b>9.1.1</b> Staff responsible for processing should be trained on and have access to the documented processing and cleaning procedures.	<b>9.1.2</b> The elevator must keep records as objective evidence that processing equipment was cleaned and inspected prior to processing IP soybean crop. Records must include the date and the name of the employee who conducted the inspection.
<b>9.2</b> The elevator must have a documented process for recording all movement of IP soybeans from raw bins through processing to processed bins.	<b>9.2.1</b> Staff responsible for processing should be trained on and have access to the documented record-keeping procedures.	<b>9.2.2</b> The elevator must keep records sufficient to allow all IP soybeans to be tracked and traced from delivery by growers to processed storage bins, including transfers within the facility and site to site transfers.
<b>10.0 Loading</b>		
<b>10.1</b> All containers/vessels/trucks must be cleaned and inspected prior to loading IP soybeans. Cleaning and inspection procedures, including those to be followed for rejection of a conveyance because it is not suitable for food use, must be documented.	<b>10.1.1</b> Staff responsible for loading/shipping should be trained on and have access to the cleaning and inspection procedures for containers/vessels/trucks.	<b>10.1.2</b> The elevator must keep records as objective evidence that containers/vessels/trucks have been cleaned and inspected prior to being loaded with IP soybeans. Records must include the date and the name of the employee who conducted the inspection.
<b>10.2</b> The elevator must have documented process for recording all movement of IP soybeans from the processed bins to the shipping conveyance.	<b>10.2.1</b> Staff responsible for loading/shipping should be trained on and have access to the documented record-keeping procedures.	<b>10.2.2</b> The elevator must keep records of the source processed bins for every IP soybean and non-IP soybean shipment. Records must include container, truck or railcar identification number, identification of the grain (IP variety, SQWH or crush) and the quantity loaded.

\* Recommended Good Practices are not part of the official Soy Canada IP Procedures. They are additional suggestions for the IP program, but are not enforced.