



# ARKANSAS DEPARTMENT OF AGRICULTURE

## PLANT INDUSTRIES DIVISION

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### COTTON SEED CERTIFICATION PROCEDURES & GUIDELINES

#### **Pre-Planting Activities:**

- The **Company Field Production Manager (FPM)** inspects **all planters before planting**.
- These inspections are **documented on the MISCELLANEOUS INSPECTION FORM**.

#### **Field Mapping & Initial Inspection**

- The FPM **collects field maps from growers**.
- FPMs then **conduct field inspections** based on the mapped areas.
- **Before Certification and Phytosanitary inspections**, the FPM provides **maps to AR Department of Agriculture Inspectors**.
- **Department Inspectors may ride along** in the FPM's company vehicle during these inspections.

#### **Ongoing Coordination**

- The FPM maintains **close communication with both the grower and the Inspector throughout the season**.
- This helps manage **production fields that initially failed inspections**, enabling corrective actions.

#### **Equipment Inspections**

- The FPM inspects **harvesting and hauling equipment**, recording results on the **MISCELLANEOUS INSPECTION FORM**.
- The FPM also inspects the **gin and seed handling equipment**, with findings entered on the **COTTON GIN INSPECTION FORM**.
  - **Important:** The **Department Inspector or AR Seed Section Office must be notified before this inspection** takes place.
- **Trucks transporting production seed and seed storage areas** are also inspected by the FPM and documented on the **MISCELLANEOUS INSPECTION FORM**.

## Reporting & Certification

- After all inspections, the **MISCELLANEOUS INSPECTION FORM** is submitted to the **AR Seed Section Office**.
- The **Seed Company** submits **transgenic purity data** for all finished seed lots to the AR Seed Section.

## POST-GIN CLEANING PROCEDURES FOR COTTON

### Pre-Ginning Notification

- The **Arkansas Department of Agriculture's Seed Section Office** must be notified in **advance** of any scheduled ginning involving certified cotton.
- If the **variety of cotton changes**, the Department must be **notified again before ginning the new variety**.
- **Contact:** [regulatoryseed@agriculture.arkansas.gov](mailto:regulatoryseed@agriculture.arkansas.gov) or call (501) 225-1598

### Gin Cleaning Requirements

- Before ginning **Foundation or Registered cotton**, the gin must be **thoroughly cleaned**, which involves:
  - **Dropping the rolls** (a maintenance step to clear seed-holding components).
  - **Cleaning all conveyers and seed-handling systems** to remove residual cottonseed.
  - **Sweeping or blowing the floors** to eliminate any loose seed cotton.
  - Performing a **dry run for at least five minutes**, operating the gin without cotton to flush out remaining loose seed.

### Post-Startup Process

- Once the gin restarts, **gin three bales per stand**, but do **not use these bales for planting seed**.
- These initial bales should be **diverted to a different location** to ensure planting seed comes from clean equipment.

## Supervision & Documentation

- A **Seed Company Representative** oversees the clean-out process.
- They are responsible for **completing and signing the GIN INSPECTION FORM.**
- The **original form is sent to the Arkansas Department of Agriculture Seed Section Office.**

## Potential Audits

- The Department **may choose to audit these procedures** whenever it deems necessary to verify compliance.

