

## Request for Nonsubstantive Changes

OMB No. 0579-0124

May 23, 2024

APHIS conducted a review of PPQ Form 925, Federal SEED Analysis Certificate, and requests approval for the following nonsubstantive changes.

There are several changes to the instructions which do not affect response time or burden. The changes reduce the instructions to 4 pages.

Please note, the form is the first page and does not include a page number.

### 1. Instructions Page 1 of 5:

- a. Paragraphs 2 and 3 – Removed unnecessary information and updated the source of information.

#### CHANGE THIS:

Do not use PPQ Form 925 if the kind of seed is not listed in the Federal Seed Act (FSA) Regulations. Refer to the APHIS regulations under the FSA ([7 Code of Federal Regulations \(CFR\) 361](#) aka APHIS FSA Regulations) for a list of regulated kinds of seed.

**Top Right Corner** Assign a Certificate Number - Use the alpha code for your laboratory followed by the last two digits of the calendar year, then the consecutive number of the certificate. For example, if your laboratory's alpha is "A," the first certificate you issue in 2018 will be "A-18-1." Each certificate number must be unique. To find your laboratory's alpha code, please contact the Seed Examination Facility (SEF)<sup>1</sup> or refer to the **WHITE TAB (#7)** of the *Reference Notebook for Canadian Seed for Export to the United States*.

#### TO THIS:

Do not use PPQ Form 925 if the kind of seed is not listed in the Federal Seed Act (FSA) Regulations. Refer to the APHIS regulations under the FSA ([7 Code of Federal Regulations \(CFR\) 361](#)) for a list of regulated kinds of seed.

**Top Right Corner** Assign a Certificate Number - Use the alpha code for your laboratory followed by the last two digits of the calendar year, then the consecutive number of the certificate. For example, if your laboratory's alpha is "A," the first certificate you issue in 2018 will be "A-18-1." Each certificate number must be unique. To find your laboratory's alpha code, please see the [Facilities](#) section of the [Agricultural Commodity Import Requirements \(ACIR\) portal](#) and select "Canada" and "Seeds – Laboratories to Issue Seed Analysis Certificates".

- b. Removed footnote at bottom of page; contact is no longer valid, and facility no longer exists:

<sup>1</sup> USDA Seed Examination Facility (SEF), Building 308, Room 319 BARC-East, Beltsville, MD 20705; Phone: 301-504-8605; Fax: 301-504-9840; Email: [david.f.bitzel@aphis.usda.gov](mailto:david.f.bitzel@aphis.usda.gov) or [mark.thurmond@aphis.usda.gov](mailto:mark.thurmond@aphis.usda.gov).

## 2. Instruction Page 2 of 5:

- a. Block 13 – The links listed under items 1 and 2 were deleted since the link is included in the first sentence.

CHANGE FROM:

**Block 13** **YOU MUST FILL IN THIS BLOCK!** The kind names used must be recognized in APHIS regulations under the FSA ([7 CFR 361](#) aka APHIS FSA Regulations). The accepted kind names are listed in two sections:

1. [Section 361.1](#), Definitions.
2. [Section 361.5](#), Sampling of seeds, TABLE 1.

TO THIS:

**Block 13** **YOU MUST FILL IN THIS BLOCK!** The kind names used must be recognized in APHIS regulations under the FSA ([7 CFR 361](#)) The accepted kind names are listed in two sections:

1. Section 361.1, Definitions.
2. Section 361.5, Sampling of seeds, TABLE 1.

- b. Block 14 – Rewritten to provide more clarity.

CHANGE FROM:

**Block 14** Enter the scientific name(s) as listed in [Section 361.1](#) – Definitions. If not found in the APHIS FSA Regulations, use the scientific name(s) as found in the Agricultural Research Service (ARS) Germplasm Resources Information Network ([GRIN](#)) database. For mixtures, list each species on a separate line as in Block 13. For example, this would be the entry next to the example above:

TO THIS:

**Block 14** Enter the scientific name(s) as listed in [Section 361.1](#) – Definitions, or if the scientific name has been updated according to the Agricultural Research Service (ARS) Germplasm Resources Information Network ([GRIN](#)) database. For mixtures, list each species on a separate line as in Block 13. For example, this would be the entry next to the example above:

## 3. Instruction Page 3 of 5:

- a. Block 16 – Remove duplicate link in paragraph 1; modified paragraph 2.

CHANGE FROM:

**Block 16** Enter the weight of the sample examined for noxious weeds. You will find the required weights for testing in [Section 361.5](#), Sampling of seeds, TABLE 1. For mixtures, refer to [Section 361.5 \(a\)\(1\)\(i\) and \(ii\)](#) to determine the working weight for a noxious weed examination.

If the seed is extremely weedy, stop the test after finding five noxious weed seeds, and enter the amount you examined up to that point.

TO THIS:

**Block 16** Enter the weight of the sample examined for noxious weeds. You will find the required weights for testing in [Section 361.5](#), Sampling of seeds, TABLE 1. For mixtures, refer to Section 361.5 (a)(1)(i) and (ii) to determine the working weight for a noxious weed examination.

If five or more noxious weed seeds are found, stop the test, and enter the weight you examined up to that point.

- b. Block 17 – Paragraphs 4 edited to provide clarity and the link was modified to take respondents to the Inert Matter section of the FSA regulations. Paragraph 5 edited to provide clarity.

CHANGE FROM:

Inert Matter - Do not count material considered Inert Matter as weed seeds. See [Section 361.6 \(c\)](#) of the APHIS FSA Regulations for categories of noxious weed seeds considered Inert Matter.

If you find two noxious weed seeds in the first test, you must do a second test on an additional sample. Report this in Block 17 as: "Test Number 1: [number of seeds] [scientific name]" and "Test Number 2: [number of seeds] [scientific name]." For example:

TO THIS:

Inert Matter - Do not count Inert Matter as weed seeds. See [Section 361.6 \(c\)](#) of the APHIS FSA Regulations for Inert Matter guidance.

**Retesting:** If you find two noxious weed seeds in the first test, you must do a second test on an additional sample. Report this in Block 17 as: "Test Number 1: [number of seeds] [scientific name]" and "Test Number 2: [number of seeds] [scientific name]." For example:

#### 4. Instruction Page 4 of 5

- a. Block 18 – Edited for clarity since the form would not be issued once a FNW was found; added a hyperlink to the ACIR Facilities section.

CHANGE FROM:

**Block 18** Put an "X" in the *First* block in the following cases:

1. You find **no** noxious weed seeds in the sample;
2. You find **only one** noxious weed seed from the list in Section 361.6 (a)(2); or
3. You test a second sample after finding two noxious weed seeds and find an **additional two or fewer** noxious weed seeds from the list in Section 361.6 (a)(2).

Otherwise, put an "X" in the *Second* block. This will occur in the following cases:

1. You find **any** [Federal Noxious Weed](#) seed from the list in section 361.6 (a)(1);
2. You find **three or more** noxious weed seeds from the list in Section 361.6 (a)(2); or
3. You test a second sample after finding two noxious weed seeds and find an **additional three or more** noxious weed seeds from the list in Section 361.6 (a)(2).

TO THIS:

- Block 18** Put an "X" in the *First* block in the following cases:
1. You find **no** noxious weed seeds in the sample;
  2. You find only **one** noxious weed seed from the list in Section 361.6 (a)(2); or
  3. You test a second sample after finding two noxious weed seeds and find an **additional two or fewer** noxious weed seeds from the list in Section 361.6 (a)(2).
- Otherwise, put an "X" in the *Second* block. This will occur in the following cases:
1. You find **three or more** noxious weed seeds from the list in Section 361.6 (a)(2); or
  2. You test a second sample after finding two noxious weed seeds and find an **additional three or more** noxious weed seeds from the list in Section 361.6 (a)(2).

5. **Instruction Page 5 of 5**

- a. Distribution has changed - Customs and Border Protection collects the forms electronically for distribution. Added language to reflect current distribution. Adjusted language to provide clarity.

CHANGE FROM:

**DISTRIBUTION (4 Copies Total)**

- Original Give to sender. The sender forwards the original with the shipment. U.S. Customs and Boarder Protection (CBP) will then send this original to the APHIS SEF when the shipment crosses the border.
- Copy 1 Give to sender. The sender retains this copy.
- Copy 2 Give to sender. The sender forwards Copy 2 with the shipment, and the importer keeps this copy.
- Copy 3 Your file copy.

**IMPORTANT: INSTRUCT THE EXPORTER TO SEND THE ORIGINAL AND COPY 2 WITH THE SEED WHEN IT CROSSES THE BORDER.**

Copies sent via FAX are acceptable, but if they are used at the border, YOU MUST MAIL THE ORIGINAL to the USDA Seed Examination Facility:

ATTN: David F. Bitzel, Botanist OR Mark Thurmond, Botanist  
USDA, APHIS, PPQ, NIS  
Seed Examination Facility  
Building 308, Room 319 BARC-East  
Beltsville, MD 20705

Tel. (Main): 301-504-8605  
Tel. (D. Bitzel): 301-313-9332  
Email: [david.f.bitzel@aphis.usda.gov](mailto:david.f.bitzel@aphis.usda.gov)  
Tel. (M. Thurmond): 301-313-9329  
Email: [mark.thurmond@aphis.usda.gov](mailto:mark.thurmond@aphis.usda.gov)  
Fax: 301-504-9840

**NOTE:** If a lot is sold to more than one consignee, the original Seed Analysis Certificate (PPQ Form 925) will be sent with the first shipment. Copies of the original PPQ Form 925 will be acceptable for subsequent shipments. The combined weight of shipments with the same PPQ Form 925 must not exceed the weight of the shipment entered in Block 9.

**TO THIS:  
DISTRIBUTION**

Give the original certificate to the sender and retain a copy for your records.

If a single lot of seed will enter the United States in multiple shipments, the original Seed Analysis Certificate (PPQ Form 925) will be sent with the first shipment. Copies of the original PPQ Form 925 will be acceptable for subsequent shipments. The combined weight of shipments with the same PPQ Form 925 must not exceed the weight of the shipment entered in Block 9.