



Canadian Grain Commission
Commission canadienne
des grains

Producer Car Guide

Crop Year 2015-2016

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Important: The information contained in this guide is subject to change without notice. Please refer to the Canadian Grain Commission’s web site at www.grainscanada.gc.ca.

All forms, orders and declarations referred to in this guide are also available at www.grainscanada.gc.ca

Using a producer car to ship grain

Under the *Canada Grain Act*, grain producers are entitled to order producer cars through the Canadian Grain Commission to ship any grain designated as such under the *Canada Grain Act* (see Appendix J). Producer cars are used to ship grain directly to a particular destination and provide producers a delivery alternative to the licensed grain handling system. Producers have the option to deal directly with the Canadian Grain Commission and self-administer their cars or use an administrator who submits a completed producer car application on their behalf to the Canadian Grain Commission.

Shipping grain by a producer car can involve several different players. The Canadian Grain Commission is responsible for allocating producer cars. The railways (Canadian Pacific (CP), Canadian National (CN) and short line railways) are also involved as they operate the rail networks. When a part of the process is handled by CP or CN, you will be directed to that web site for more information.

Before applying for a producer car

Before applying for a producer car, review:

- Producer Car Order for Crop Year 2015-16 (see Appendix A)
- Railway Car Fumigation Declaration Order for Crop Year 2015-16 (see Appendix B)
- Information about applications (see below)
- Information about producer cars (see below)

Information about applications

- Producers may submit applications for a producer car to the Canadian Grain Commission through an administrator or directly to the Canadian Grain Commission if they are self-administering a producer car.
- Administrators must apply online at www.grainscanada.gc.ca. Producers who are self-administering their cars may choose to apply online, via fax at 204-984-4079 or mail.
- Producers must include their email addresses on their applications. Administrators must provide producer email addresses.

Each application must be a distinct order for a single grade of grain going to a particular station and destination. The application must include information about the precise siding (e.g., lease site name if applicable).

- A complete list of CN producer car loading sites is available here:
<https://www.cn.ca/-/media/Files/Your-Industry/Documents-Grain/producer-list-gtr-en.pdf>
- Complete lists by province of CP producer car loading sites is available here:
<http://www.cpr.ca/en/customer-resources/shipping-guides/grain>
- Each producer must have a confirmed sale and destination. After the application is completed, the producer will be asked to verify (via email) a confirmed sale.
- The application must specify the shipping week the producer wants the producer car.
- Before cars are authorized, the administrator (or self-administering producer) may make the following changes to an application:
 - The shipping week requested for delivery
 - The station and precise siding

- The administrator (if self-administering)
- The number of cars applied for. Important: The number of cars applied for can only be reduced. To increase the number of cars, the administrator or self-administering producer must complete and forward a new application to the Canadian Grain Commission.

Important: Beginning in the 2015-16 crop year, the Canadian Grain Commission will be issuing Canadian Grain Commission producer identification numbers to each producer taking part in the producer car program. These identification numbers will replace Canadian Wheat Board identification numbers that were used in previous years.

Information about producer cars

- Self-administering includes arranging for credit for shipping charges with railways and paying freight costs yourself. An administrating company can do this for producers as part of their services.
- Up to 5 producers may load grain into a single producer car. One producer must be designated as the principal producer and act as the administrator for documentation and correspondence for the group.
- Shipping infested or contaminated grain, grain products or screenings is prohibited.
- Shipping a car that has been fumigated is prohibited.
- Producer car loading facilities are not licensed under the *Canada Grain Act*. Grain handled and stored at producer car loading facilities is not protected by security held by the Canadian Grain Commission.
- A producer must have written permission to load at a leased site. A copy of this written permission must be forwarded to the Canadian Grain Commission. A producer must have a confirmed sale.

Applying for a producer car

To apply for a producer car:

1. An administrator must apply for a producer car at www.grainscanada.gc.ca. Producers who are administering their own cars may apply online or complete the Application for Producer to Obtain Railway Cars form (see Appendix D for a complete example) and mail or fax it to the Canadian Grain Commission.
2. Submit a \$27.50 non-refundable fee to the Canadian Grain Commission for each car applied for. Payment may be by credit card (MasterCard, Visa, American Express) or cheque. **Important:** Fees increase on April 1, 2016. Updated fees are available at www.grainscanada.gc.ca. An application will not be processed until the fee is paid.
 - a. One cheque may be submitted for multiple cars.
 - b. If paying by cheque, make it payable to the Receiver General for Canada.
 - c. If a cheque is NSF (non-sufficient funds), the application will be placed on hold until payment is received with an additional \$15 service charge. The application will be processed once payment is received.
 - d. If paying by credit card, the Canadian Grain Commission will contact the applicant for more information. Do not provide account information on an application.

3. The Canadian Grain Commission will send an acknowledgement letter acknowledging the receipt of the producer car application(s), once the application(s) has been processed (see Appendix E for an example).
 - a. A copy of the credit card transaction will be attached to the acknowledgement letter if the car application fee was paid by credit card.

Note: Once a credit card payment is processed, all credit card information is destroyed.

Allocating producer cars

The Canadian Grain Commission allocates producer cars in the order it receives applications. A producer car may be scheduled for the requested week, provided that:

- The Canadian Grain Commission received the application at least two weeks before the requested week.
- The producer has demonstrated to the Commission's satisfaction that the grain to be shipped is committed to a confirmed sale.
- The administrator or self-administering producer has demonstrated to the Commission's satisfaction that the unload destination's authorization has been obtained.

Before a car is allocated, the Canadian Grain Commission will:

- Contact the producer or administrator by phone or fax to make sure the producer can load the car during a given shipping week.
- Mail the producer or administrator an authorization letter when their order is finalized (see Appendix F for an example).
- Fax or email loading instructions with an authorization number and a railway Order Reference Number (ORN) to the producer, administrator or the railway.
- Verify that the producer's cars are authorized to unload at the destination.

There is no guarantee that a producer's car(s) will be allocated or spotted before the end of the crop year.

Shipping request lists

Administrators may submit shipping request lists to the Canadian Grain Commission. This is a list of cars that an administrator wants allocated for the next shipping week and is based on existing applications that have been processed by the Canadian Grain Commission.

Administrators must submit their shipping requests lists for the following shipping week to the Canadian Grain Commission before midnight on Wednesday.

Each request list must include, by loading site:

- Name of producer
- Number of cars
- Commodity
- Destination

Backlog rule

The backlog rule ensures fair access to producer car loading sites because it limits the number of cars allocated to a producer or company to two times the maximum car spot at a loading site. Example: A

producer can load up to 8 cars at a 4-car spot. After that, the next producer in the queue may load cars at that site.

Cancelling or postponing your application

If, at any time, the producer does not require the requested producer cars, the producer or administrator must notify the Canadian Grain Commission immediately to either cancel or postpone the producer's application before the cars are ordered from the railways. Once the Canadian Grain Commission has placed a car order with a railway and the railway has accepted it, the producer may be charged a cancellation fee by the railway.

The Canadian Grain Commission will cancel any order if the status of a confirmed sale, destination authorization or producer identified on the order changes.

For any cancellation, the Canadian Grain Commission will cancel the cars and advise the railways, administrator and producer.

Completing the Declaration of Eligibility of the Class form

If a producer is delivering any type of grain (as defined by the *Canada Grain Act*, see Appendix J), whether to the licensed handling system or by a producer car, the producer is required to complete a Declaration of Eligibility of the Class form. This form confirms that the grain or oilseed the producer will deliver is eligible for delivery for the commodity type of grain or oilseed for which payment is requested. For more information, see Appendix C – Example of the Declaration of Eligibility of the Class form.

If a producer is using an administrator, the producer is responsible for signing the declaration form and sending it to the administrator before the producer loads a car. If a producer is self-administering a car and it is being shipped to a licensed terminal elevator, the producer must send a copy of the signed declaration form to the terminal elevator before the car is unloaded there.

Spotting producer cars

To get an update on when a producer's cars will be spotted:

If the producer is shipping on CN lines:

- Grain Car Order Status for Producers <https://ecprod.cn.ca/velocity/GrainOrder/cgc.html>
 - Enter the required information as instructed. A Planned Service Report for car orders will be provided and updated accordingly.

If the producer is shipping on CP lines:

- Contact the producer car administrator for the car's status.

For other inquiries, please contact the Producer Car Unit directly.

Loading producer cars

The railway or the administrator should phone to tell the producer when the requested car will be spotted for loading and how much time the producer will have to load the car. If requested cars are not spotted during the scheduled week, producers should contact their administrators or the railway.

Producer cars must be loaded:

- By or for the authorized producer
- With the authorized producer's grain
- With the correct grain and as authorized by the Canadian Grain Commission

Other considerations for loading producer cars:

- Loading through a licensed grain elevator is prohibited.
- Shipping infested or contaminated grain, grain products or screenings is prohibited.
- Shipping a car that has been fumigated is prohibited.
- Any tape covering the car's vents and any old tags or placards must be removed.
- If a car is not loaded on time and is pulled empty by the railway, the Canadian Grain Commission will cancel the car and the railway will charge the producer a penalty fee.
- Depending on the circumstances, the producer or administrator may need to apply again and pay another fee before a car is spotted again.
- Producers must provide their own seals.

CN and CP provide more information about loading producer cars on their web sites:

- CN – <http://www.cn.ca/en/repository/popups/tools/14274>
- CP – <http://www.cpr.ca/en/customer-resources/shipping-guides/grain>

Completing shipping documents

Bill of lading

After a producer has loaded a car, the producer must complete a bill of lading from the railway. The producer or administrator must submit the bill of lading to the railway in a timely and accurate manner.

Important: The bill of lading may be required to verify the contents of a car. Ensure that the loading information included in the bill of lading is accurate and identifies the producer as the shipper and that it is sent to the railway on time.

Releasing producer cars

After the producer has loaded a car and completed the bill of lading, the producer or administrator must release the car.

To release a car:

- If a producer has an administrator: The producer notifies the administrator when the car is loaded and arranges to have the administrator release the car.

- If a producer is self-administering a car: - The producer releases the car to the railway electronically. In order to do this, the producer needs:
 - An authorization number, supplied by the Canadian Grain Commission
 - A railway Order Reference Number (ORN), supplied by the Canadian Grain Commission

Completing shipping reports

Producers will receive a shipping report from the Canadian Grain Commission with their acknowledgement letter. Shipping reports must be completed with car load information after the car has been loaded and released. Completed shipping reports are sent to the Canadian Grain Commission. See Appendix G for an example of this report.

Penalties

Railways may charge penalties for demurrage, late releases, late cancellations and any changes a producer or administrator makes to the bills of lading after the cars are released.

Unloading at port

When a producer's grain arrives at a licensed terminal elevator, either:

- The terminal elevator operator shall sample, inspect and/or weigh the grain received, in a manner authorized by the Canadian Grain Commission or;
- A third-party service provider authorized by the Canadian Grain Commission and chosen by the terminal elevator operator shall sample, inspect and/or weigh the grain received in a manner authorized by the Canadian Grain Commission. Third-party service providers are used only if requested by the shipper (person who caused the grain to be delivered).

The Canadian Grain Commission inspects, tests and approves inward automatic sampler and delivery systems used for receiving grain at licensed terminal elevators. The Canadian Grain Commission has assumed an oversight role in the operation of these inward sampling systems to ensure compliance with the Sampling Systems Handbook and Approval Guide (found at www.grainscanada.gc.ca.) All samples taken as part of an inspection on the inward receipt of grain must be taken in accordance with the Sampling Systems Handbook and Approval Guide.

Infested grain

All producer cars are inspected by a terminal elevator operator or third-party service provider upon receipt at the licensed terminal elevator. In the event that infestation is discovered at unload into the licensed terminal elevator, the Canadian Grain Commission is notified of the infestation discovery and of the insect(s) discovered. The associated sample is forwarded to the Canadian Grain Commission to verify the identification of the insect. The Canadian Grain Commission then works with the terminal elevator operator to manage the infestation at the terminal elevator.

Grain is considered infested if the insects found are injurious, noxious or troublesome to the grain's integrity.

Important: If infested grain is commingled with other grain, industry policy dictates that the producer is accountable for the total costs of fumigation of all grain that becomes affected.

Producers should check their grain for the presence of insect pests prior to shipping grain in producer cars. Sieve samples using standard No. 4.5 round hole or No. 10 mesh sieves and carefully examine any material that falls through. To identify any insects discovered or to access information on control strategies for stored product insect pests, please see: <http://www.grainscanada.gc.ca/storage-entrepouse/mqsgm-mggge-eng.htm>.

Contaminated grain

Under the *Canada Grain Act*, a licensed grain handling facility cannot receive grain that is contaminated and may refuse to accept delivery of any grain that is believed to be contaminated. As well, the *Canada Grain Act* prohibits delivery of grain that is contaminated.

Under the *Canada Grain Act*, contaminated means grain that contains “any substance in sufficient quantity that the grain is unfit for consumption by persons and animals or is adulterated within the meaning of the regulations made pursuant to paragraph 30(1)(a) of the *Food and Drugs Act*.”

Any delays caused by contaminated grain can result in additional cost to the producer. Extra charges, such as storage charges or costs related to potential contamination of other grain in the facility could be passed on to the producer, if traceable.

Failure to meet authorized shipment

If the producer’s grain at unload does not match what was authorized for shipment, the producer may experience delays in the allocation of any subsequent cars and may incur additional charges at the terminal (such as storage charges and demurrage).

Damp grain and off-grades

Shipments of cars of damp grain, off-grades (which includes grain with excreta) or grain that is likely to go out of condition will be authorized only if a licensed terminal elevator has agreed to unload the grain.

Requesting reinspection

If a producer is not satisfied with the grade, protein, moisture or dockage assigned to their grain during inward inspection of a railcar at a licensed terminal elevator, the producer has the right to request binding determination of grade and dockage by the Canadian Grain Commission.

A producer must request a reinspection within 5 calendar days after the date of the original inspection. The producer (or the administrator) must:

- Complete the Inward Reinspection Application form I-136 (see Appendix H).
- Submit the application by email or fax to both the Canadian Grain Commission (email: cgcreinspection@grainscanada.gc.ca or fax: 204-983-7550) and the receiving licensed terminal elevator within the 5-day period.

Upon receipt of the Inward Reinspection Application and the representative sample provided by the receiving licensed terminal elevator, the Chief Grain Inspector for Canada inspects the sample and issues an Inward Reinspection Certificate to both parties involved in the disagreement. If the grade assigned to the grain is different from the grade previously assigned to it, the Chief Grain Inspector for Canada requires all inspection certificates and other documents relating to the grain be revised accordingly. Final determination rests with the office of the Chief Grain Inspector for Canada.

Settling for grain and charges incurred

If a producer ships to a Canadian Grain Commission licensed elevator, the producer is paid based on the grade and net weight of the grain at unload (see Appendix I for an example of a grain receipt). If the producer uses an administrator, usually the administrator pays the freight, cleaning charges and any weighing and inspection fees that may apply on the producers' behalf. The administrator deducts these fees from the final payment to the producer.

Producers are encouraged to make sure they get proper documentation as without it they may not be able to make a claim for compensation if something goes amiss.

Settling a dispute

A producer is primarily responsible for settling any disputes that they may have with:

- The railway (contact the railway directly or the Canadian Transportation Agency)
- The elevator that receives their grain
- The buyer of their grain

However, if the producer is having trouble getting a settlement for their grain from a company licensed by the Canadian Grain Commission, they should contact the Canadian Grain Commission.

Contacts for information about producer cars

Producer Car Unit

Canadian Grain Commission
601 - 303 Main Street
Winnipeg MB R3C 3G8

Producer Car Officer
Telephone: 1-800-853-6705 or (204) 983-3368
Fax: 204-984-4079
Email: prdcar@grainscanada.gc.ca

Other Canadian Grain Commission contacts

Inquiry Line
Telephone: 1-800-853-6705

Grain Reinspection Clerk
Telephone: 1-204-983-3303
Email: cgreinspection@grainscanada.gc.ca
Fax: 204-983-7550

Grain Sanitation Services Office (for infested grain)
Telephone: 1-800-853-6705 or 204-983-3790

Railways

CN

Transportation Service Center

Telephone: 1-877-208-5019

Web site: <http://www.cn.ca/en/your-industry/grain>

CP

Car releasing/manual bills of lading

Telephone: 1-204-947-8140

Grain operations

Telephone: 1-800-704-4000

Fax: 1-800-704-3000

Email: customer_service@cpr.ca

Web site: <http://www.cpr.ca/en/customer-resources/shipping-guides/grain>

Disputes with the railway

If you need more information about disputes with the railway, you can contact the Canadian Grain Commission or the Canadian Transportation Agency.

Canadian Transportation Agency

15 Eddy Street

Hull QC K1A 0N9

Telephone: 1-888-222-2592

Web site: www.cta-otc.gc.ca

Email: info@otc-cta.gc.ca

A – Producer Car Order for Crop Year 2015-16



Canadian Grain Commission
Commission canadienne
des grains

Executive
600 - 303 Main Street
Winnipeg, Manitoba R3C 3G8
Canada

La Direction
303, rue Main, pièce 600
Winnipeg (Manitoba) R3C 3G8
Canada

Tel: 204 983-3081
Fax: 204 983-2751

August 1, 2015

ORDER NO. 2015-01

Re: Producer Car Order for Crop Year 2015-2016

Pursuant to sub-sections 87(1) and 87(2) of the [Canada Grain Act](#), R.S.C. 1985 as amended, the Canadian Grain Commission (the Commission) orders that the allocation of producer railway cars be subject to the following terms and conditions:

1. The number of producers who may load a single producer car is limited to five. One of the five shall be designated as the principal producer, and act as the administrator for documentation and communication;
2. The Commission shall, in each week, allocate available railway cars, as determined by the railways, for carriage of grain to a terminal elevator, process elevator, or to a consignee at a destination other than an elevator to:
 - applications for railway cars for the shipment of all types of grain to all destinations, in the order in which such applications are received, provided that the applicant has demonstrated to the Commission's satisfaction that the grain to be shipped is committed to a confirmed sale and that the railway cars are required to be allocated in that week in order to fulfill the commitment;
3. In any shipping week, for which there are applications for more railway cars than are available for allocation under paragraph 2, applicants shall be allocated railway cars having regard to meeting the objectives of the orderly management of sales contract requirements and the orderly movement of grain.
4. No producer shall load any grain to a railway car that has been allocated containing visible excreta from vertebral column animals including deer, antelope, elk or moose.
5. Any producer loading grain to a railcar, allocated as set out above, shall abide by Order No. 2015-02, [Railway Car Fumigation Declaration](#).

Canada

Any questions regarding producer cars should be directed to the Commission's
Producer Car Officer at (204) 983-3368.

This Order shall expire on July 31, 2016, unless previously revoked by the Commission.

Elwin Hermanson
Chief Commissioner

Jim Smolik
Assistant Chief Commissioner

Murdoch MacKay
Commissioner

B – Railway Car Fumigation Declaration Order for Crop Year 2015-16



Canadian Grain Commission
Commission canadienne
des grains

Executive
600 - 303 Main Street
Winnipeg, Manitoba R3C 3G8
Canada

La Direction
303, rue Main, pièce 600
Winnipeg (Manitoba) R3C 3G8
Canada

Tel: 204-983-3081
Fax: 204-983-2751

August 1, 2015

ORDER NO. 2015-02

Re: Railway Car Fumigation Declaration

Whereas, unloading a railcar of grain at a licensed terminal elevator that has been fumigated, or may have been fumigated, poses a significant risk to the health and safety of employees of grain elevators, and employees of the Canadian Grain Commission; and

Whereas, certain licensed elevator operators require producer car shippers to provide a declaration that their producer cars have not been fumigated; now

Therefore, pursuant to sub-section 69(2) of the *Canada Grain Act* (the Act), effective immediately, operators of licensed grain elevators may refuse delivery of any railcar of grain, including producer cars, that is not accompanied by a declaration from the shipper that the railcar has not been fumigated, notwithstanding the obligation contained in sub-section 69(1) of the Act that licensed grain elevators receive all grain offered at the elevator, without discrimination.

Any questions regarding this Order should be directed to the office of the Chief Grain Inspector at (204) 983-2780.

This order will expire on July 31, 2016, unless previously revoked by the Commission.

Elwin Hermanson
Chief Commissioner

Jim Smolik
Assistant Chief Commissioner

Murdoch MacKay
Commissioner

Canada

C – Example of Declaration of Eligibility of the Class form

DELIVERY OF GRAINS AND OILSEEDS
to [insert name of grain handling company] (the “Grain Handling Company”)
for a grain buyer (the “Grain Buyer”)

DECLARATION OF ELIGIBILITY FOR DELIVERY

I, (print name) _____
of (print address) _____
in the Province of _____

DO SOLEMNLY DECLARE AND AGREE THAT:

1. I am the undersigned producer and have entered into a contract with the Grain Buyer to deliver grain and/or oilseeds. In the case of a Corporation that has entered into a contract with the Grain Buyer to deliver grain and/or oilseeds, I am an authorized representative of the Corporation and make this Declaration personally and on behalf of the Corporation.
2. Any and all deliveries of wheat made by or on my behalf to the Grain Handling Company and/or the Grain Buyer are eligible varieties for delivery for the *class of wheat* for which payment is being requested in accordance with the Marketing Freedom for Grain Farmers Act, Canada Grain Act, Seeds Act, and all Regulations and Orders made pursuant to those Acts (collectively, the “Acts”) as applicable. Any and all deliveries of other grains and/or oilseeds made by me or on my behalf to the Grain Handling Company and/or the Grain Buyer are eligible varieties for delivery for the *commodity type* of grain and/or oilseed for which payment is being requested in accordance with the Acts. I understand and agree that in order to be eligible, the variety must be registered by the Canadian Food Inspection Agency as eligible for the commodity type (e.g. wheat, barley, flax, peas, canola, mustard, etc.). I further understand that, in the case of wheat, the variety must be placed into a wheat class by the Canadian Grain Commission. For a list of eligible varieties for all commodity types telephone the CFIA at 1-800-442-2342 or reference the Canadian Food Inspection Agency’s website at: <http://www.inspection.gc.ca/english/plaveg/variet/regvare.shtml>. For a list of eligible wheat varieties for the various wheat classes, reference the Canadian Grain Commission (CGC) web-site at: <http://www.grainscanada.gc.ca/legislation-legislation/orders-arretes/ocgcm-maccg-eng.htm>, or call the CGC at 1-800-853-6705.
3. Any and all grain and/or oilseeds delivered by me hereunder have been legally acquired/produced, and I have not breached or violated any applicable legislation or any applicable contract in production of same. The seed from which the grain and/or oilseed was: (i) produced was purchased as pedigreed seed and consisted entirely of a variety or varieties registered for production in Canada; (ii) produced by me on land directly under my control, and/or was acquired by me legally and in compliance with all applicable Canadian law; and (iii) used by me in accordance with applicable law and any other terms and conditions that may apply to it, including but not limited to stewardship or license agreements.
4. I understand that Chlormequat, the active ingredient in “Manipulator”, is registered for use on wheat in Canada, but is not lawfully registered for use in the United States. Therefore, grain exported to the United States must be free of Chlormequat. I hereby represent and warrant that **(please check one)**:
 - Any and all deliveries of wheat or any other grains made by me or on my behalf have not been treated with any crop protection containing Chlormequat, including the product known as “Manipulator”.
 - My delivery has been or may have been treated with “Manipulator” and/or a product containing Chlormequat. In the event of noncompliance of this warranty, the Grain Handling Company and/or the Grain Buyer may refuse to accept delivery of the grain and/or oilseed offered for sale.
5. If I, or anyone on my behalf, deliver(s) to the Grain Handling Company and/or the Grain Buyer grain and/or oilseeds that do not comply with paragraphs 2 and 3 above, or if any delivery of grain and/or oilseed is made that is contrary to the representation and warranty in paragraph 4 hereof, I acknowledge and agree that the Grain Handling Company and/or the Grain Buyer may consider any or all of the representations I made in paragraphs 1, 2, 3 and 4 above to have been made fraudulently and/or negligently, in which case I will be liable to the Grain

Handling Company and/or Grain Buyer for all claims, damages, losses and costs (including legal fees) that may result from such false and/or negligent representation, and agree to indemnify and hold harmless Grain Handling Company and/or Grain Buyer from and against any and all loss, cost, damage, expense or penalty that may be incurred by reason of any non-compliance by me with any applicable law or contract, or any failure to comply with the above. I further acknowledge and agree that the Grain Handling Company and/or Grain Buyer may consider me to be in default of my delivery contract and, in addition to any other remedies available to the Grain Buyer and/or Grain Handling Company, may cancel any contracts between myself and the Grain Handling Company and/or the Grain Buyer.

6. I acknowledge and agree that the Grain Handling Company and/or Grain Buyer may exchange with each other and the Canadian Grain Commission relevant materials (including producer name, address, delivery sample information, and a portion of the physical sample taken by the Grain Handling Company) relating to suspected deliveries of (i) ineligible varieties of grains and/or oilseeds or (ii) grains and/or oilseeds in noncompliance of paragraph 3 or 4 hereof by me or on my behalf to the Grain Handling Company. I understand that this information will be used as the basis for establishing responsibility, which may result in the imposition of penalties and/or claim for damages on me, as part of evidence given in an arbitration process and/or court proceeding.
7. This Declaration is made and intended to apply to all deliveries of grains and/or oilseeds made by me or on my behalf to the Grain Handling Company from and including the date indicated below until the end of the 2015-2016 crop year, or until this Declaration is replaced or withdrawn by my written notice acknowledged by both the Grain Buyer and the Grain Handling Company.

DATED this _____ day of _____, _____

Witness Signature

Producer Signature

(Witness Name Printed)

(Witness Address Printed)

D – Example of Application for Producer to Obtain Railway Cars



Canadian Grain Commission **Commission canadienne des grains**

FORM 14
(Subsection 87(1))
APPLICATION FOR
PRODUCER TO OBTAIN
RAILWAY CARS

FORMULE 14
(paragraphe 87(1))
DEMANDE DU PRODUCTEUR POUR
SE PROCURER DES WAGONS

Section A – Producer Identification (please print) / Partie A – Identité du producteur (en lettres moulées)			
Principal Producer / Producteur principal Name / Nom _____ Address / Adresse _____ City / Ville _____ Province _____ Postal Code / Code postal _____ Telephone / Téléphone _____ Fax / Télécopieur _____		Producer Identification Number N° d'identification du producteur Primary Delivery Point / Point de livraison primaire	
Secondary Producers / Producteurs secondaires			
Name Nom	1	2	3
Producer ID Number N° du producteur			
Section B – Application (please print) / Partie B – Demande (en lettres moulées)			
Grain	No. Of Cars Required Nbre de wagons demandés	Week Preferred for Shipment Choix de semaine d'expédition	
Grain Estimate Grade estimatif			
Protein Level Teneur en protéines			
Placement of Car Emplacement des wagons	Shipping Point and Railway Point d'expédition et voie ferrée		
	Precise Siding and Placement on Siding Voie de service et endroit précis sur la voie		
Destination of Shipment Destination de l'expédition	City Ville	Elevator Installation	
Section C – Declaration / Partie C - Déclaration			
I, the undersigned, do hereby solemnly declare that a) I am a producer as defined in the <i>Canada Grain Act</i> R.S.C. 1985, as amended. b) all of the information contained in sections A and B of this application are true and correct; c) the grain can and will be loaded into the car(s) supplied for within the limitations of my contract; d) if the siding named in section B is not a public siding, I have obtained the permission of the owner to use the siding; e) I am prepared to load either box cars or hopper cars; f) the car(s) will not be loaded through a licensed elevator; g) the car(s) will be loaded by the time the railway returns to pick it (them) up; h) I will complete and return a Canadian Grain Commission shipping report; i) the origin of the grain is _____ _____ Applicant's Signature / Signature du demandeur		Je soussigné déclare solennellement que : a) je suis un producteur selon la définition figurant dans la <i>Loi sur les grains du Canada</i> , L.R.C. 1985, telle que modifiée; b) tous les renseignements fournis dans les parties A et B de la présente demande sont exacts et véridiques; c) le grain peut être chargé et sera chargé dans le(s) wagon(s) qui a (ont) été demandé(s) dans les limites de mon contrat; d) la voie de service nommée à la partie B n'étant pas une voie publique, j'ai obtenu la permission du propriétaire de m'en servir; e) je suis prêt à charger le grain soit sur un wagon couvert ou un wagon-trémie; f) le(s) wagon(s) ne sera (seront) pas chargé(s) par l'entremise d'une installation agréée; g) le chargement du (des) wagon(s) sera terminé au moment où la compagnie de chemin de fer viendra reprendre le(s) wagon(s) ; h) je remplirai et remettrai un rapport d'expédition de la Commission canadienne des grains; i) l'origine du grain est _____ _____ Date	
Section D – Administrator and Consignee / Partie D – Administrateur et consignataire			
Name of Administrator / Nom de l'administrateur		Name of Consignee / Nom du consignataire	
Authorized Signature / Signature autorisée		Authorized Signature / Signature autorisée	

The information on this document is required by the Canadian Grain Commission for the purpose of allocating railway cars to grain producers. Some information may be accessible or protected under the *Access to Information Act*. Information that could cause you or your organization harm if released is protected from disclosure under section 20 of the *Access to Information Act*.

Les renseignements demandés dans la présente formule visent à permettre à la Commission canadienne des grains d'attribuer des wagons aux producteurs de grain. Certains renseignements peuvent être accessibles ou protégés selon ce que prescrit la *Loi sur l'accès à l'information*. Les renseignements dont la divulgation pourrait porter préjudice à vous ou à votre organisme sont protégés aux termes de l'article 20 de la *Loi sur l'accès à l'information*.



E – Example of an Acknowledgement letter

Industry Services Division
601–303 Main Street
Winnipeg, Manitoba R3C 3G8
Canada

Services à l'industrie
303, rue Main, pièce 601
Winnipeg, Manitoba R3C 3G8
Canada

Tel: 204-983-3368
Fax: 204-984-4079
Email: prdcar@grainscanada.gc.ca

John Doe
RR 3
Anywhere, SK S0S 0S0

March 31, 2016

Primary Producer No. 0012345678
Home Tel: 306-999-9999
Cell:
Fax: 306-999-9998
Email:

Secondary Producer No(s). 1234567890, 2345678901, 3456789012, 4567890123

Re: Acknowledgement of Producer Car Application Received and Processed March 31, 2016

This letter acknowledges that the Canadian Grain Commission has received and processed your application for a producer car(s):

Number of Cars	4
Fee	\$110.00 (\$27.50x4)
Grain	WHEAT
Grade	1 CWRS
Contract	YES
Station	XYZ
Railway	XYZ
Company	COMPANY XYZ

If any of this information is incorrect, please contact the Producer Car Unit.

Included with this acknowledgement letter are the documents that you may need, if and when the car is authorized for loading. Please note, this letter is not an authorization letter. You will receive a separate authorization letter when your cars have been authorized for loading.

For more information on all procedures and policies related to producer cars please refer www.grainscanada.gc.ca.

Yours truly, Garth Steidl

Producer Car Officer

This letter is an OFFICIAL RECEIPT FOR INCOME TAX PURPOSES.

F – Example of an Authorization letter

Industry Services Division
601–303 Main Street
Winnipeg, Manitoba R3C 3G8
Canada

Services à l'industrie
303, rue Main, pièce 601
Winnipeg, Manitoba R3C 3G8
Canada

Tel: 204 983-3368
Fax: 204 984-4079
Email: prdcar@grainscanada.gc.ca

John Doe
RR 3
Anywhere, SK S0S 0S0

June 29, 2016

Primary Producer No. 0012345678
Home Tel: (306) 999-9999
Cell:
Fax: (306) 999-9998
Email:

Secondary Producer No(s). 1234567890, 2345678901, 3456789012, 4567890123

Re: Scheduling of Your Producer Car Application Dated May 31, 2016

Your application has been authorized and scheduled for the shipping week noted below. Your car(s) must be loaded when they are spotted. Review and verify the following information. Contact the Producer Car Unit immediately if you find any discrepancies or experience difficulties.

Shipping Week Authorized	Week 49 July 3-9, 2016
Number of Cars	4
Train Run and Station	01.23 Station XYZ
Railway	XZY
Precise Placement of Cars	LEASE XYZ
Destination – city – elevator	VANCOUVER XYZ ELEVATOR
Grain	WHEAT
Grade	1 CWRS
Authorization Number(s)	351K to 354K

Only the authorized producer can load the car(s). If the authorized producer cannot load the car(s), you must cancel the car(s) with the Producer Car Unit as soon as possible.

The bill of lading should indicate the elevator to which your car is destined.

When the car is loaded and documentation is complete, notify your railway or company. Ensure that your authorization number is clearly identified on your railway bill of lading.

Wheat and barley are subject to deduction under the *Agricultural Marketing Programs Act*.

If you have any questions, please contact the Producer Car Unit and refer to the authorization number(s) above.

Yours truly,

Garth Steidl
Producer Car Officer

G – Example of Shipping report



Canadian Grain Commission
Commission canadienne
des grains

Canada

Producer Car Shipping Report Rapport d'expédition des wagons de producteurs

PRODUCER ID. NUMBER
N° D'IDENTIFICATION DU PRODUCTEUR _____

SHIPPING POINT
POINT D'EXPÉDITION _____

DATE CARS SPOTTED
DATE DE MISE EN PLACE DES WAGONS _____

CONSIGNEE/CONSIGNATAIRE _____

DESTINATION _____

GRAIN/GRADE _____

AUTHORIZATION NUMBER(S) NUMÉRO(S) D'AUTORISATION	RAILWAY CAR NUMBER NUMÉRO DU WAGON	ESTIMATED WEIGHT POIDS APPROXIMATIF
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____

DATE

SIGNATURE

NOTE: Failure to return this report to the Canadian Grain Commission may cause unnecessary delay in the settlement of your producer cars.

NOTA : Le fait d'omettre de retourner le présent rapport à la Commission canadienne des grains pourrait entraîner des retards inutiles au règlement de vos wagons de producteurs.

H – Inward Reinspection Application form (I-136)



Canadian Grain Commission
Commission canadienne
des grains



Inward Reinspection Application

Initiator information: Application for reinspection must be submitted within 5 calendar days following the date of the original inspection. Send all requests to the receiving terminal elevator and the Canadian Grain Commission at cgcreinspection@grainscanada.gc.ca or by fax (204) 983-7550.

Initiator of reinspection (check off) <input type="checkbox"/> Shipper <input type="checkbox"/> Receiver <i>(Initiator will be invoiced by the CGC)</i>		Sample identification (include variety if required)	
Date of original inspection	DD MM YYYY / /	Original inspection performed by: (check off) <input type="checkbox"/> Terminal elevator <input type="checkbox"/> Authorized 3 rd party	
Receiving Licensed Terminal		Shipper	
Address		Postal Code	Address
Phone Number	Email Address	Phone Number	Email Address
Original grade assigned:			
Type of reinspection (select all required) *Minimum of 1 kg required	<input type="checkbox"/> Grade	<input type="checkbox"/> Dockage	<input type="checkbox"/> Protein
		<input type="checkbox"/> Moisture (submit in moisture proof container)	<input type="checkbox"/> Other quality factors (please specify)
Canada Western Grain Declaration			
The sample identified above is said to be (check one):			
<input type="checkbox"/> CWRS	<input type="checkbox"/> CWRW	<input type="checkbox"/> CWES	Barley CW <input type="checkbox"/> Malting <input type="checkbox"/> Food <input type="checkbox"/> General Purpose
<input type="checkbox"/> CPSR	<input type="checkbox"/> CPSW	<input type="checkbox"/> CWAD	Others: (please specify) Grain
<input type="checkbox"/> CWSWS	<input type="checkbox"/> CWHWS	<input type="checkbox"/> CWGP	<input type="checkbox"/> Registered variety <input type="checkbox"/> Non-registered variety
I as the undersigned, understand and agree that in order to be eligible, the variety must be registered by the Canadian Food Inspection Agency as eligible for the commodity type (e.g. wheat, barley, flax, peas, canola, mustard, etc.). I further understand that, in the case of wheat, barley and flaxseed, the variety must be on a Canadian Grain Commission Variety Designation List.			
Name (print):		Signature:	
To be completed by the Canadian Grain Commission : Chief Inspector's Review			
File number:	Date:	<input type="checkbox"/> Request received outside 5 days	<input type="checkbox"/> Initiator requests to process as submitted sample <input type="checkbox"/> Initiator requests to discard sample
<u>Chief Inspector's Results:</u>			
<input type="checkbox"/> Grade upheld	Shippers certificate		Receivers certificate
<input type="checkbox"/> Grade not upheld	<input type="checkbox"/> FTP site <input type="checkbox"/> Printed certificate		<input type="checkbox"/> FTP site <input type="checkbox"/> Printed certificate

Samples for reinspection are submitted to:

Canadian Grain Commission, 900-303 Main Street, Winnipeg, Manitoba R3C 3G8

I – Example of a Grain Receipt

SCHEDULE 4

(Section 9, subsections 33(1) and 39(1), section 44, subsection 45(2), paragraph 57(a), subsection 58(1), paragraph 60(1)(b) and subsection 68(1)) [SOR/2004-198]

FORM 1 [SOR/2004-198] (Section 44 and subsection 45(2))

EXAMPLE:

GRAIN RECEIPT

Sample layout, multi-part form, at least 3 copies: Producer's copy, sequential numerical file copy, office file copy

Company logo with full legal company name, address, telephone no., fax no., etc.		GRAIN RECEIPT		Grain receipt number 00001	
				year	Date month
Received and purchased this day from:					
Scale record in tonnes			Producer's name and address (surname first)		Producer's account no.
Gross weight					Station name
Vehicle weight					Station no.
Weight of grain unloaded					Location
Dockage					
Net weight					
Scale ticket no.		Dockage (%)	Grain		
Cash purchase ticket no.			Grade		
Price per net tonne		Net weight (in words)			
Total purchase price					
Levy deductible					
Net amount payable					
Producer's copy NOT NEGOTIABLE			_____ Authorized signature		

Sequential numerical file copy

Office file copy

+ any extra copies if desired

J – Grains of Canada

- Barley
- Beans
- Buckwheat
- Canola
- Chick peas
- Corn
- Fababeans
- Flaxseed
- Lentils
- Mixed grain (mixture of wheat, rye, barley, oats, triticale, wild oats and domestic or wild oat groats)
- Mustard
- Oats
- Peas
- Rapeseed
- Rye
- Safflower seed
- Soybeans
- Sunflower seed
- Triticale
- Wheat