2025

# Seed Certification Quality Control System

SCQS

April 2025

# User Manual

## Seed Certification Quality Control System.

## The Ministry of Agriculture, Fisheries and Mining

## Jamaica

**Prepared By: Crugen Media Limited**

## Table of Contents

Login ..... 1

Register Account / Sign Up ..... 3

Validate Account ..... 5

Forgot Password ..... 7

Navigation ..... 9

Dashboard ..... 11

User Options ..... 13

- Sign Out ..... 13
- My Profile ..... 14

Seed Grower ..... 16

- Register ..... 16
- Manage Seed Grower Registration ..... 18
- View Seed Grower ..... 19
- Application for Field Inspection ..... 20

Field Inspection Requests ..... 22

- Manage Field Inspection Requests ..... 22
- View Field Inspection Request ..... 23

Approval ..... 24

- Manage Registration Approval ..... 24

Seed Merchant Registration ..... 25

- Register ..... 25
- Manage Seed Merchant ..... 27
- View Seed Merchant ..... 28

Nursery / Micropropagation Applications ..... 29

- Micropropagation Applications ..... 29
  - Add Micropropagation Application ..... 29

Manage Micropropagation Applications ..... 32
View Micropropagation Application ..... 33
Nursery Facilities ..... 35
Nursery Facilities Application ..... 35
Add Nursery Facilities Application ..... 35
Manage Nursery Facilities Application ..... 38
View Nursery Facilities Application ..... 39

# Login

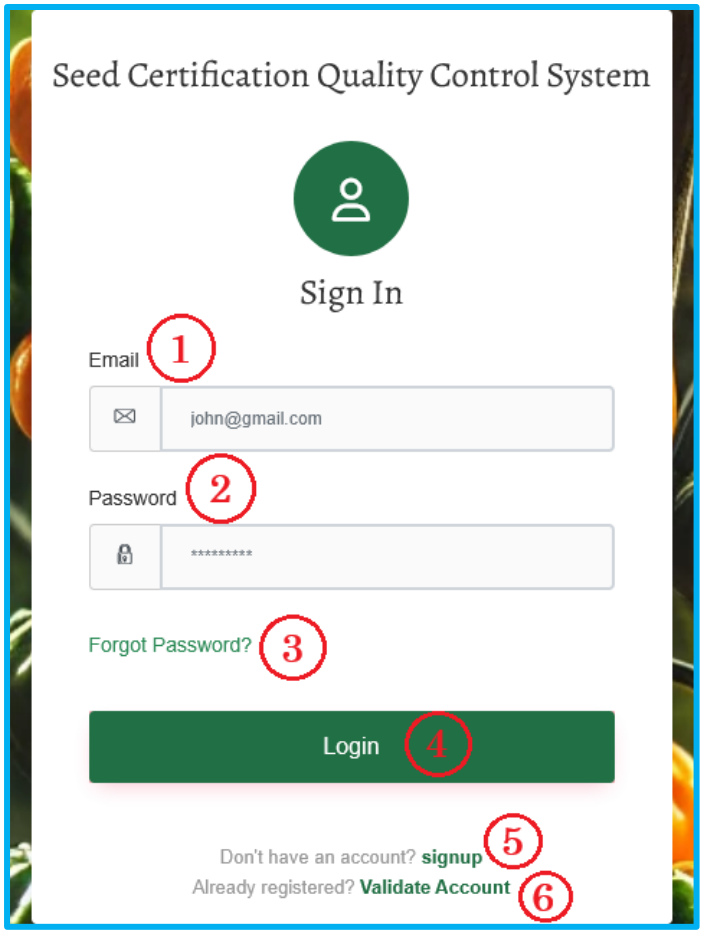



*Fig 1*

In **Fig 1** above, follow the steps to login to the system:

1. Navigate to the User Login page.
2. Enter your login email next to the red encircled number 1.
3. Enter your account password next to the red encircled number 2.
4. Click the “Login” button next to the red encircled number 4 to login.
5. If you have forgotten your password, click the “Forgot Password?” link next to the red encircled number 3 to navigate to the Forgot Password form. Further instructions can be found in the Forgot Password section.
6. If you are registering as first-time user, you may click the “signup” link next to the red encircled number 5. Additional instructions can be found in the Register Account / Sign Up section.

7. If you have already created your account but it is not validated, click the “Validate Account” link next to the red encircled number 6. Additional instructions can be found in the Validate Account section.

# Register Account / Sign Up

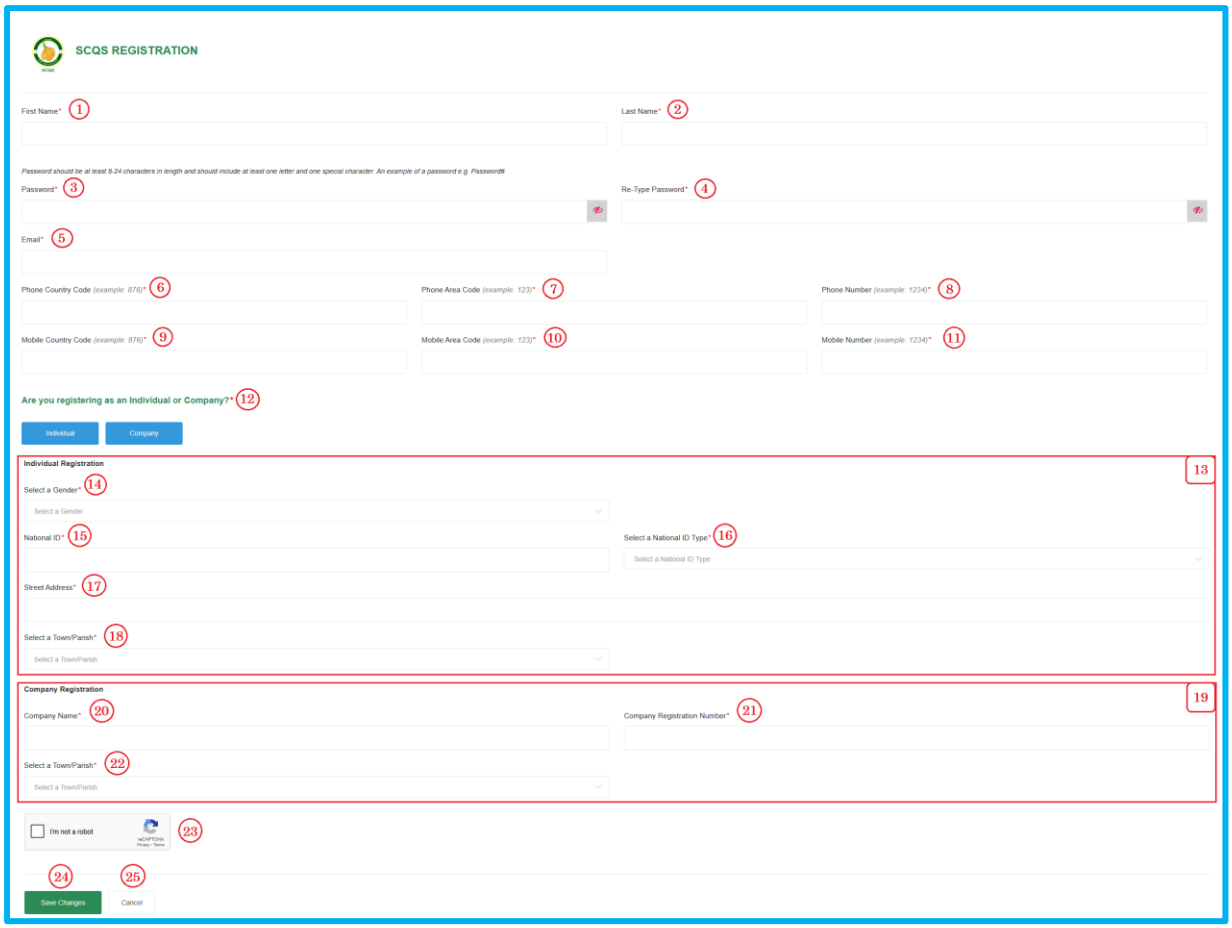



*Fig 2*

In **Fig 2** above, follow the steps to Register a new account:

1. Navigate to the Sign-up page by clicking the "Sign Up" link in **Fig 1** above.
2. Enter your First Name in the input field next to the red encircled number 1.
3. Enter your Last Name in the input field next to the red encircled number 2.
4. Enter your Password and Re-Type your password in the fields next to the red encircled numbers 3 and 4.
5. Enter your Email address in the input field next to the red encircled number 5.
6. Enter your Phone Country Code in the input field next to the red encircled number 6.
7. Enter your Phone Area Code in the input field next to the red encircled number 7.
8. Enter your Phone Number in the input field next to the red encircled number 8.
9. Enter your Mobile Country Code in the input field next to the red encircled number 9.
10. Enter your Mobile Area Code in the input field next to the red encircled number 10.
11. Enter your Mobile Number in the input field next to the red encircled number 11.

12. Select an option for the account which you are registering next to the red encircled number 12.

    **Note:** On the website, the Individual and Company elements for registration are only displayed based on your input for number 12.

    **Individual (**red encircled number 13**):**

    i. Select a Gender from the drop-down field next to the red encircled number 14.
    ii. Enter a National ID in the field next to the red encircled number 15.
    iii. Select a National ID Type from the drop-down field next to the red encircled number 16.
    iv. Enter a Street Address in the field next to the red encircled number 17.
    v. Select a Town/Parish from the drop-down field next to the red encircled number 18.

    **Company (**red encircled number 19**):**

    i. Enter the Company Name in the field next to the red encircled number 20.
    ii. Enter the Company Registration Number in the field next to the red encircled number 21.
    iii. Select a Town/Parish from the drop-down field next to the red encircled number 22.

13. Verify your authenticity by interacting with reCAPTCHA field next to the red encircled number 23.
14. When finished filling out the form, click the “Save Changes” next to the red encircled number 24.
15. If you would like to cancel and return the login form, click the “Cancel” button next to the red encircled number 25.

# Validate Account

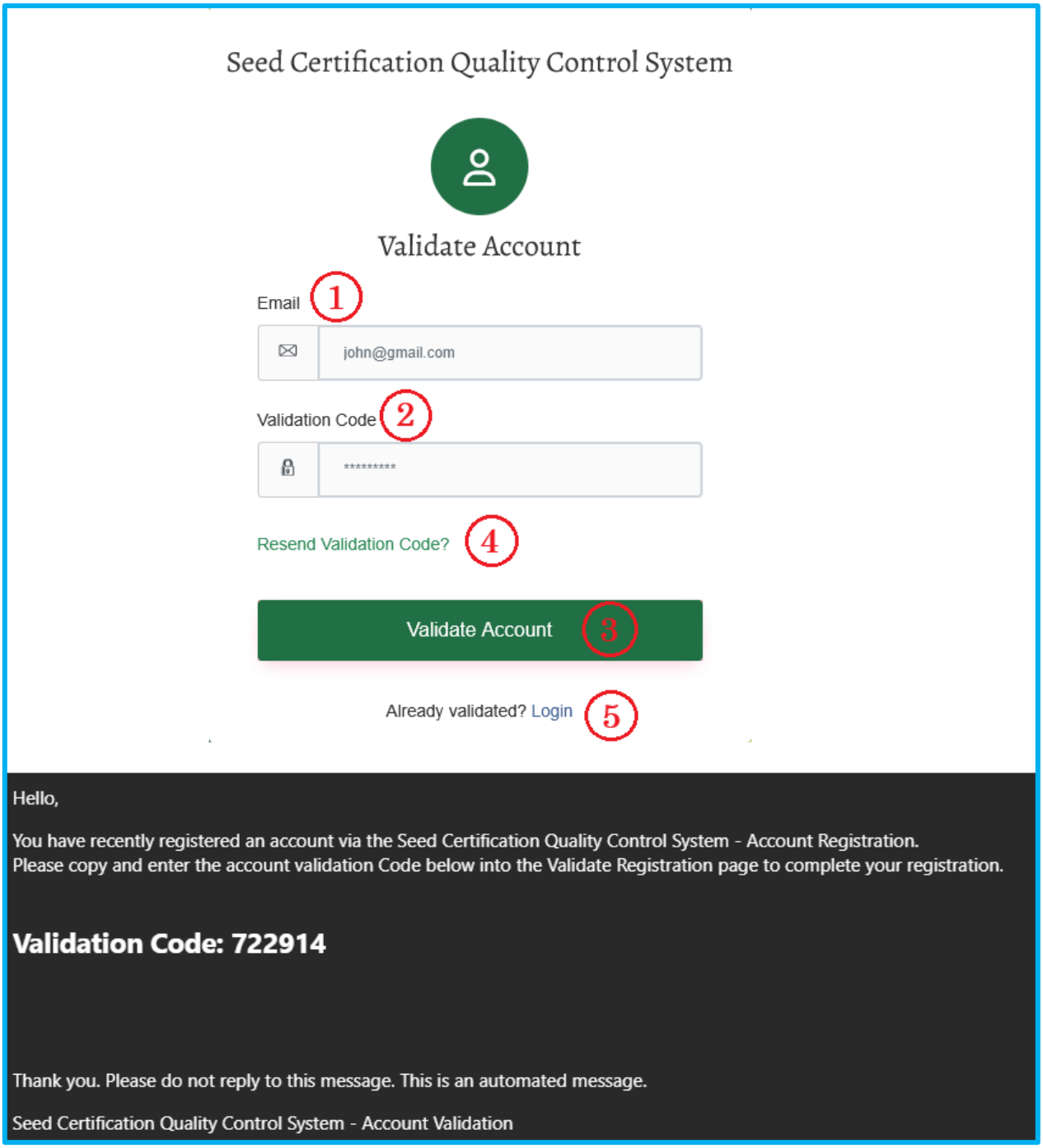



*Fig 3*

In **Fig 3** above, follow the steps to Validate your Account:

1. Navigate to the Validate Account page by clicking the "Validate Account" link in Fig 1 above.
2. Enter the email for the account in the field next to the red encircled number 1.
3. Enter the validation code sent to the email provided in the Register / Signup section in the field next to the red encircled number 2.
4. Click the "Validate Account" button next to the red encircled number 3 to validate your account.
5. If the validation code doesn't appear in your Email Inbox or has expired, click the "Resend Validation Code" link next to the red encircled number 4.
6. After a successful validation, click the "Login" link next to the red encircled number 5 to navigate back to the Login page.

# Forgot Password

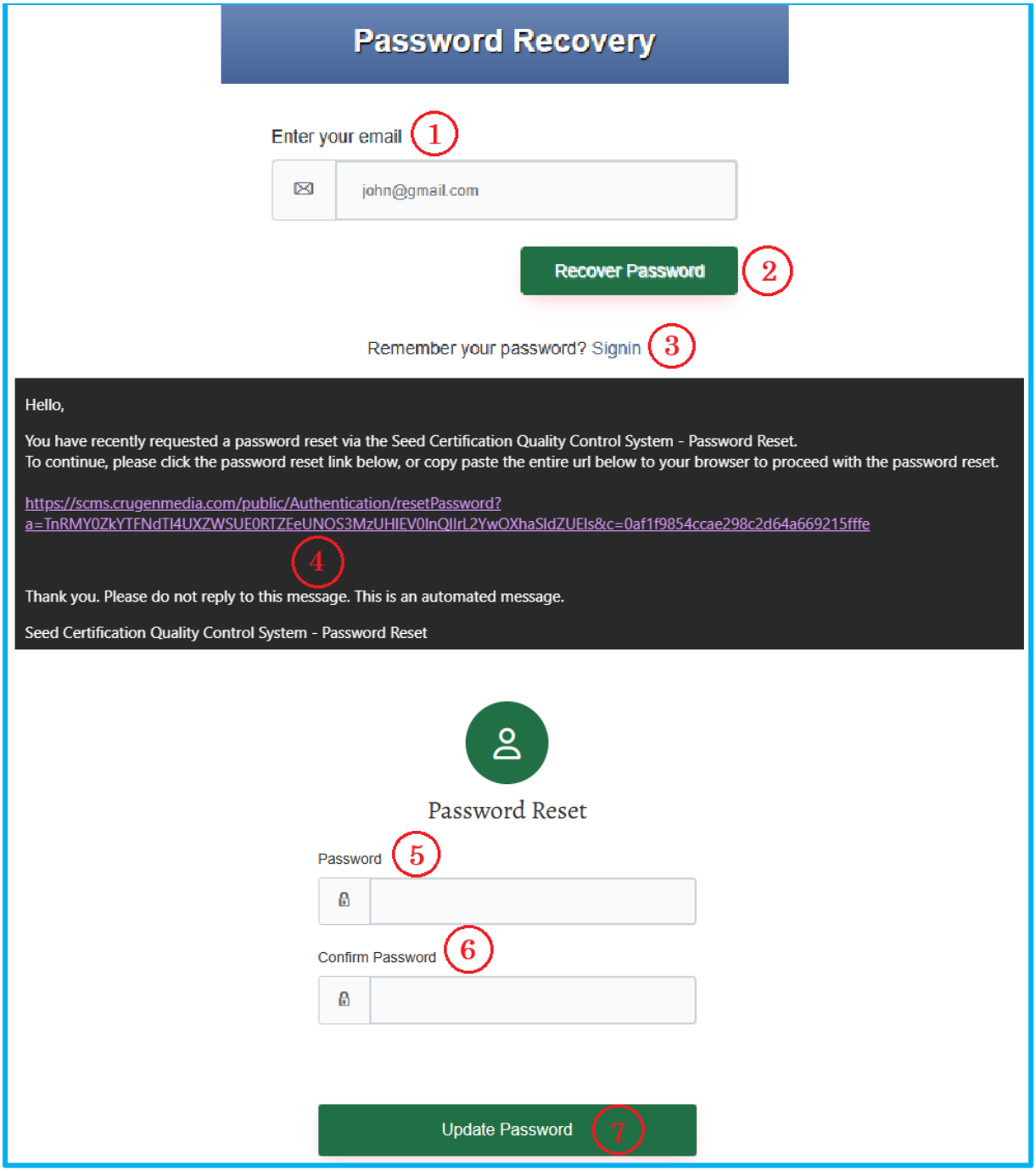



*Fig 4*

In **Fig 4** above, follow the steps for Password Reset:

1. Navigate to the Forgot Password page by clicking the "Forgot Password?" link in **Fig 1** above.
2. Enter your email in the input field next to the red encircled number 1.
3. Click the "Recover Password" button next to the red encircled number 2 to send a recovery email to your email address.
4. If you instead remember your password, click the "Sign in" link next to the red encircled number 3 to navigate back to the login page.
5. Once you have received the password reset email, click the link in the email next to the red encircled number 4 to redirect you to the Password Reset form. **Note:** The password reset link you receive may be different from what is displayed in **Fig 3** above.
6. Enter your new password in the field next to the red encircled number 5.
7. Enter your new password again in the field next to the red encircled number 6 to confirm your new password.
8. When finished with entering your new password, click the "Update Password" button next to the red encircled number 7.

# Navigation

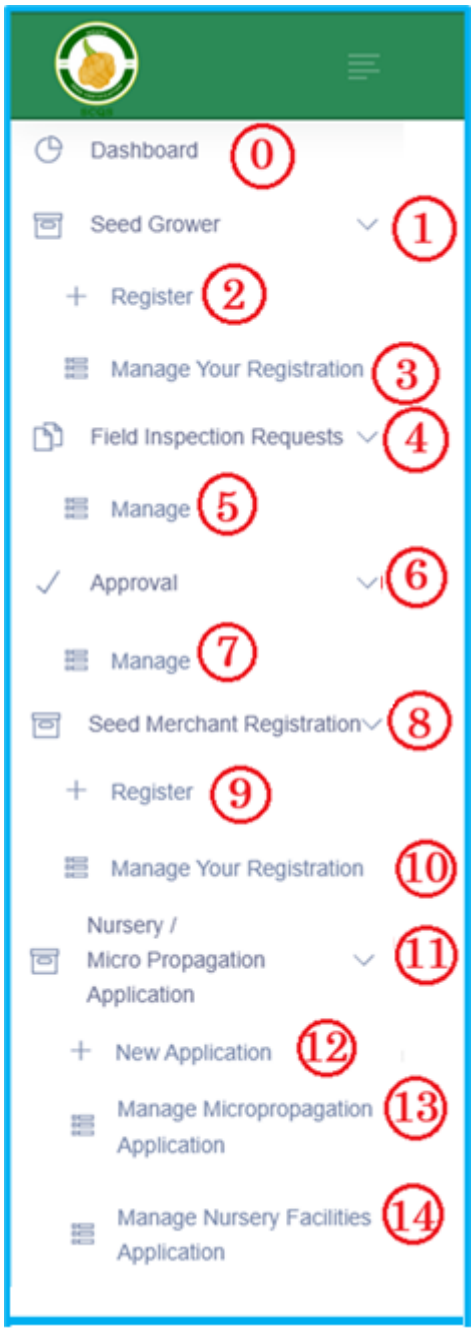



*Fig 5*

In **Fig 5** above, the content displayed is the fully expanded list of options on the Navigation menu.

Follow the steps below to navigate to any page as an End-User:

1. To navigate to the Dashboard page, click the link next to the red encircled number 0.

2. To navigate to any Seed Grower option, click the link next to the red encircled number 1 to reveal additional options.
    a) To navigate to the Seed Grower Registration page, click the link next to the red encircled number 2.
    b) To navigate to the Manage Seed Grower Registration page, click the link next to the red encircled number 3.
3. To navigate to any Field Inspection Requests option, click the link next to the red encircled number 4.
    a) To navigate to the Field Inspection Requests Manage page, click the link next to the red encircled number 5.
4. To navigate to any Approval option, click the link next to the red encircled number 6.
    a) To navigate to the Manage Approval page, click the link next to the red encircled number 7.
5. To navigate to any Seed Merchant Registration option, click the link next to the red encircled number 8.
    a) To navigate to the Seed Merchant Registration page, click on the link next to the red encircled number 9.
    b) To navigate to the Manage Your Seed Merchant Registration page, click the link next to the red encircled number 10.
6. To navigate to any Nursey/Micropropagation Application options, click the link next to the red encircled number 11 to reveal additional navigation options.
    a) To navigate to the New Application page, click the link next to the red encircled number 12.
    b) To navigate to the Manage Micropropagation Application page, click the link next to the red encircled number 13.
    c) To navigate to the Manage Nursery Facilities Application page, click the link next to the red encircled number 14.

# Dashboard

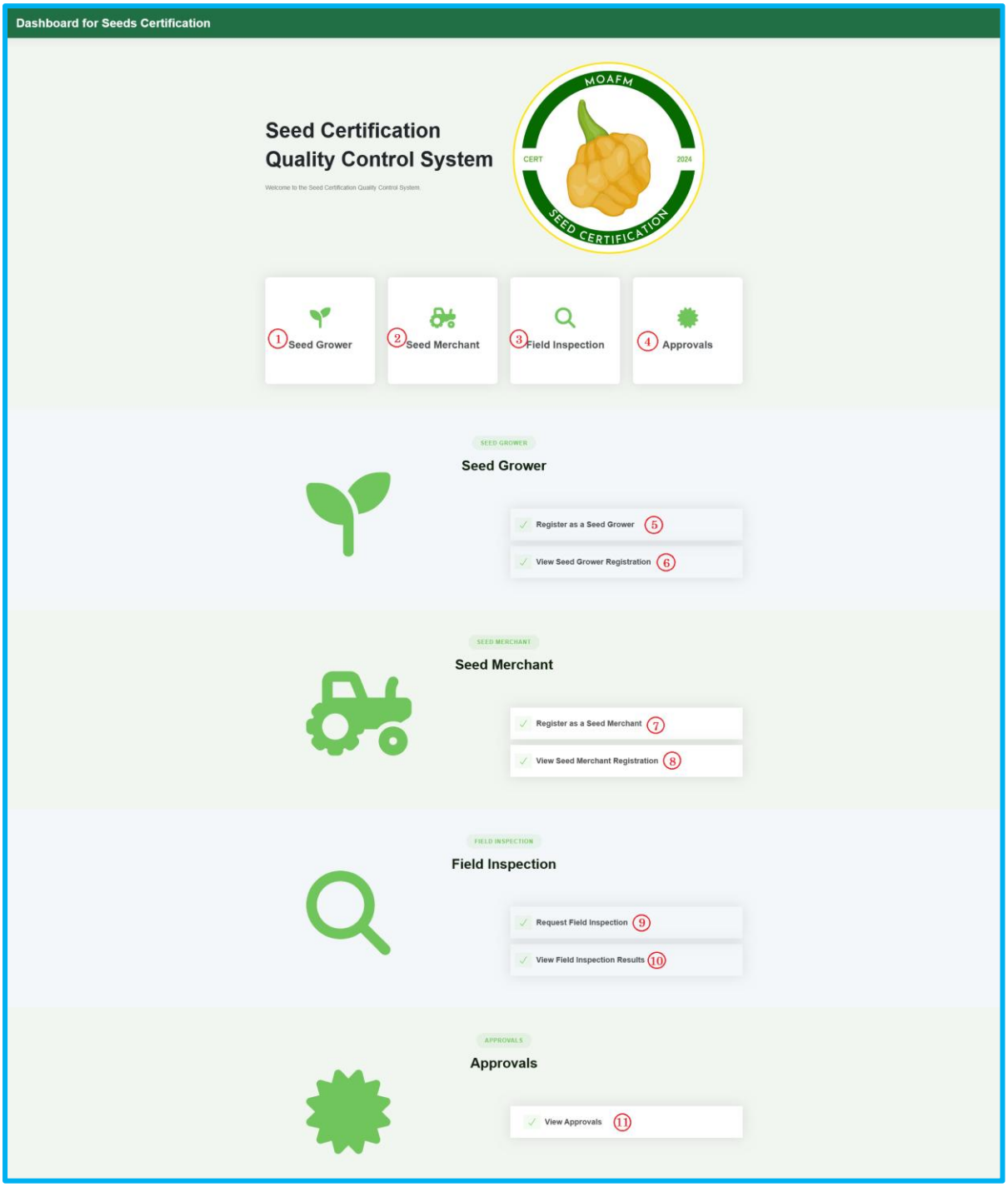



*Fig 6*

In **Fig 6** above, follow the steps to interact with the User Dashboard:

The dashboard provides links to the core pages of the system. Within the Main Section of the dashboard, four (4) links are provided to quickly navigate to each section on the dashboard.

They are identified by the red encircled numbers 1, 2, 3 & 4.

1. The Seed Grower section provides links to navigate to the Seed Grower Registration page from the dashboard (identified by the red encircled number 5) and the Manage Seed Grower Registration page from the dashboard, (identified by the red encircled number 6).

2. The Seed Merchant section provides links to navigate to the Seed Merchant Registration page from the dashboard (identified by the red encircled number 7) and the Manage Seed Merchant Registration page from the dashboard (identified by the red encircled number 8).

3. The Field Inspection section provides links to navigate to the Request Field Inspection page from the dashboard (identified by the red encircled number 9) and the Manage Field Inspection Request page (identified by the red encircled number 10).

4. The Approvals section provides links to navigate to the Manage Approvals page from the dashboard (identified by the red encircled number 11).

# User Options

## Sign Out

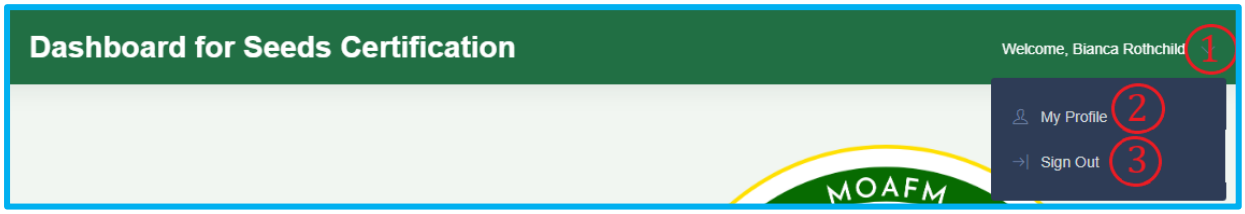



*Fig UserOptions*

In **Fig UserOptions** above, follow the steps below to sign out of the system:

1. On any screen or page, click your displayed name at the top right-hand corner next to the red encircled number 1 to reveal a list of options.
2. Instructions for clicking the My Profile option will be in the My Profile section below.
3. Click the Sign Out option next to the red encircled number 3 to log out of the system and be redirected by to the login page.

# My Profile

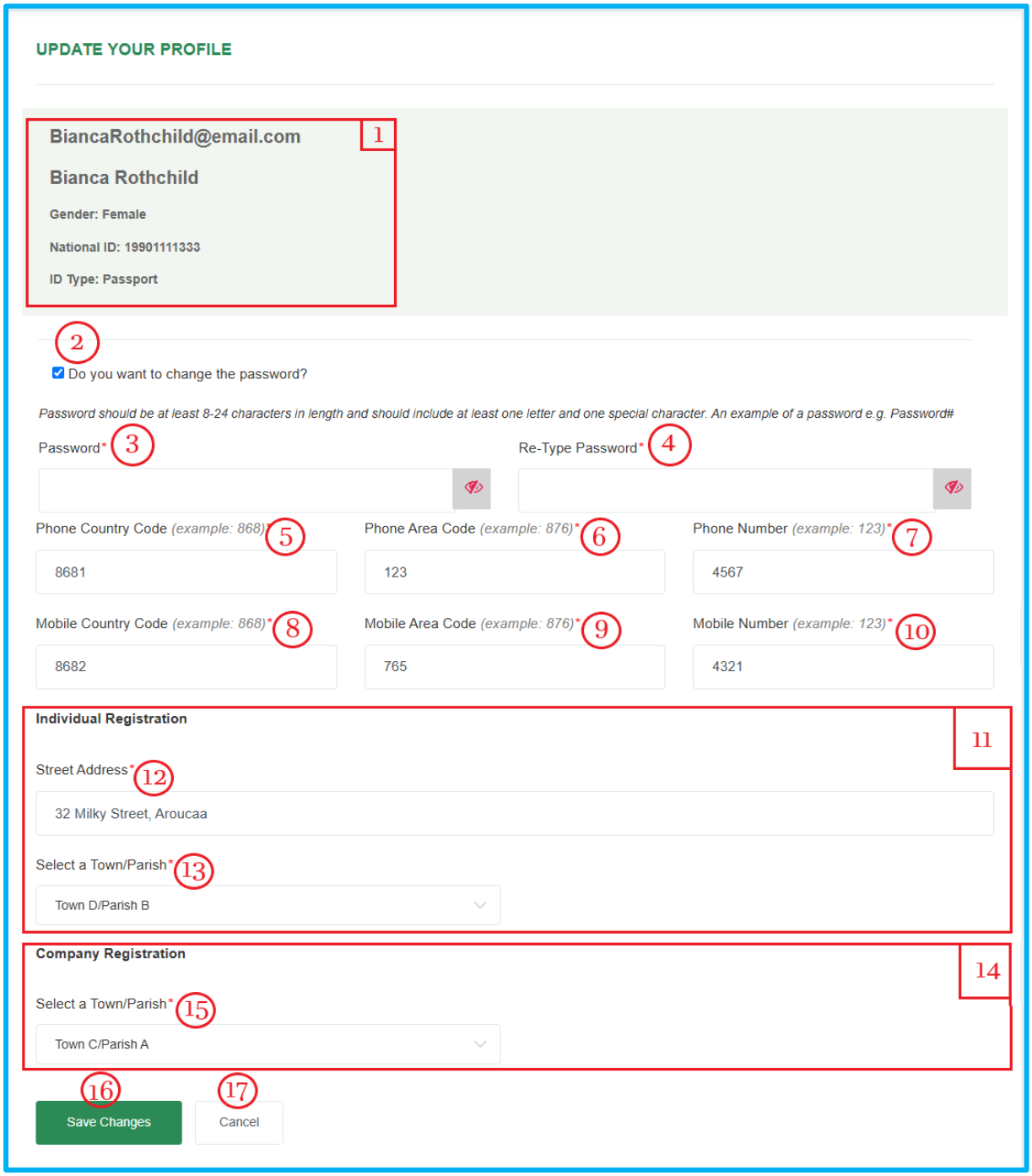



*Fig MyProfile*

In **Fig MyProfile** above, follow the steps below to Update your account profile:

1. Navigate to the My Profile page, by following the instructions on the User Options > Sign Out section.

2. You can view your account's email and other information by observing the displayed next to the red encircled number 1 although you can not change this information.
3. Change your Password and Re-Type your password in the fields next to the red encircled numbers 3 and 4 after clicking the checkbox next to number 2.
4. Change your Phone Country Code in the input field next to the red encircled number 5.
5. Change your Phone Area Code in the input field next to the red encircled number 6.
6. Change your Phone Number in the input field next to the red encircled number 7.
7. Change your Mobile Country Code in the input field next to the red encircled number 8.
8. Change your Mobile Area Code in the input field next to the red encircled number 9.
9. Change your Mobile Number in the input field next to the red encircled number 10.
10. Individual User Accounts:
    a) If using an Individual User Account, the input fields shown will be the fields in the red encircled area next to the red encircled number 11.
        i. Change your Street Address in the field next to the red encircled number 12.
        ii. Select your Town/Parish from the dropdown field next to the red encircled number 13.
11. Company User Accounts:
    a) If using a Company User Account, the input fields shown will be the fields in the red encircled area next to the red encircled number 14.
        i. Select your Town/Parish from the dropdown field next to the red encircled number 15.
12. When finished filling out the form, click the "Save Changes" next to the red encircled number 16.
13. If you would like to cancel and return the Dashboard or previous page, click the "Cancel" button next to the red encircled number 17.

# Seed Grower

## Register

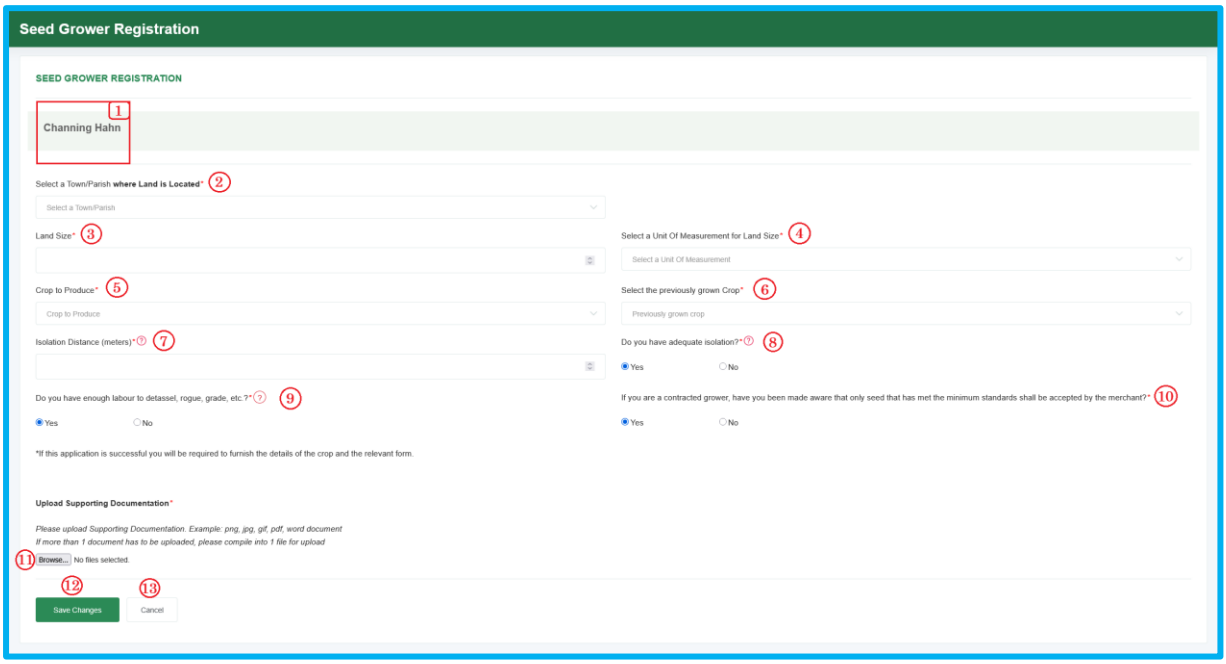



*Fig 7*

In **Fig 7** above, follow the steps below to learn additional information with the Seed Grower Registration page:

1. Navigate to the Seed Grower Registration page following the instructions in the Navigation section.
2. You can view brief information about your account by observing the information displayed in the red encircled number 1.
3. Select a Town/Parish where Land is located from the dropdown next to the red encircled number 2.
4. Enter the Land Size in the field next to the red encircled number 3.
5. Select a Unit of Measurement for Land Size from the dropdown next to the red encircled number 4.
6. Select the Crop to Produce from the dropdown next to the red encircled number 5.
7. Select the Previously Grown Crop from the dropdown next to the red encircled number 6.

8. Enter the Isolation Distance in the field next to the red encircled number 7.
9. Select whether adequate isolation is provided from the Yes/No options displayed next to the red encircled number 8.
10. Select whether enough labour is provided from the Yes/No options displayed next to the red encircled number 9.
11. Select whether you have been made aware that the only seed that has met the minimum standards shall be accepted by the merchant from the Yes/No options displayed next to the red encircled number 10.
12. Upload supporting documents by clicking the "Browse…" button next to the red encircled number 11.
13. When finished filling out the form, click the “Save Changes” button next to the red encircled number 12 to submit the form.
14. If you do not wish to enter data into the form at the time, click the “Cancel” button next to the red encircled number 13 to return to the dashboard or previous page.

# Manage Seed Grower Registration

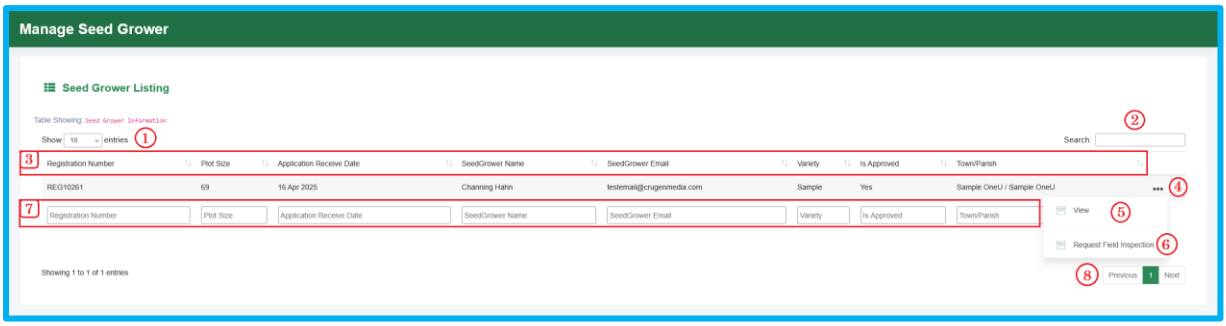



*Fig 8*

In **Fig 8** above, follow the steps below to learn additional information on interaction with the Manage Seed Grower page:

1. Navigate to the Manage Seed Grower page by using the instructions found in the Navigation section.
2. To change the total results or records displayed in the table, you can select and apply a different option from the drop-down field next to the red encircled number 1.
3. To search for a specific record based on the displayed column values, enter text into the search field next to the red encircled number 2.
4. To sort records displayed by a specific column, you may click the up/down arrows next to the column names in the red encircled area next to the red encircled number 3.
5. To perform additional actions on an individual record, click the 3 dot/ellipses icon next to the red encircled number 4 to reveal additional options for the specific record.
    a) To view a record, click the View option next to the red encircled number 5.
    b) To request a field inspection, click the Request Field Inspection option next to the red encircled number 6 if the link is not greyed out.
6. To search records by an individual column, enter text into any input fields in the red encircled area next to the red encircled number 7.
7. Navigate between multiple pages of records by interacting with buttons next to the red encircled number 8.

# View Seed Grower

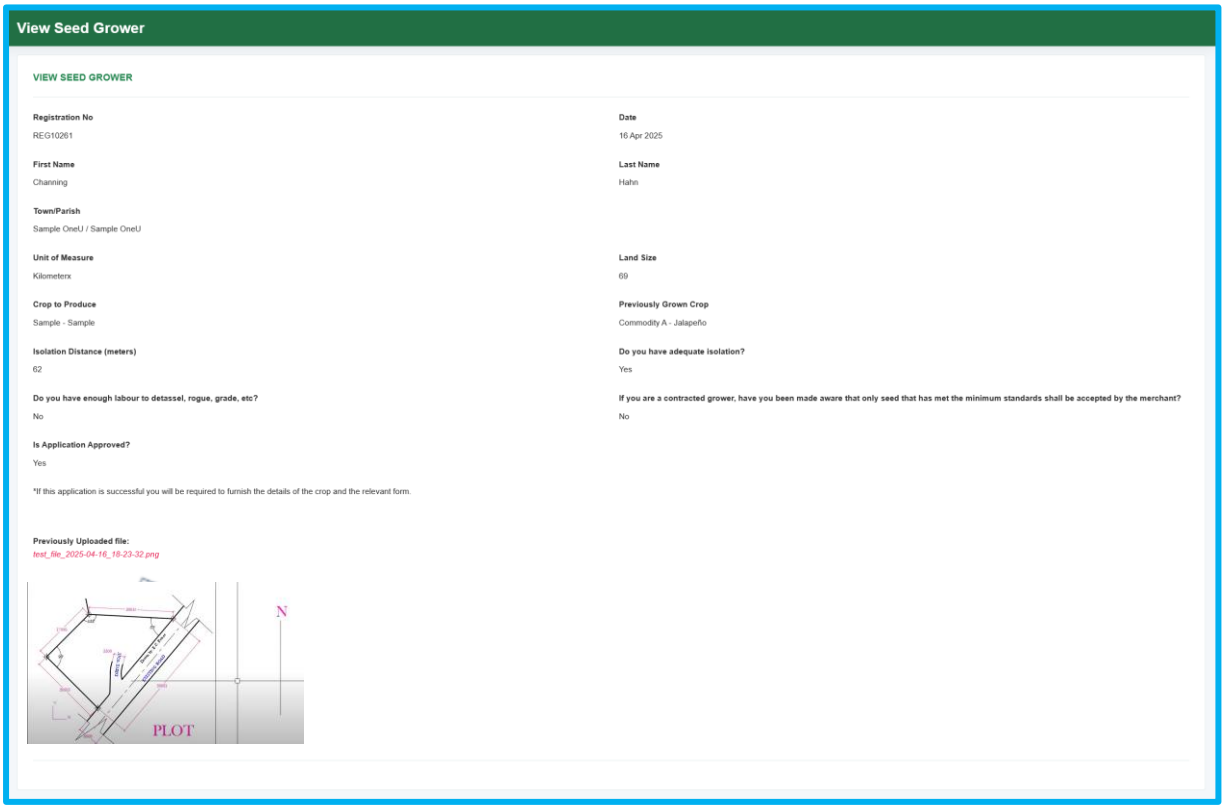



*Fig 9*

In **Fig 9** above, follow the steps below to view a specific Seed Grower Application from the listing:

1. Navigate to the View Seed Grower Page using the instructions in the Manage Seed Grower Registration section
2. On this page you may view the details of individual records.

# Application for Field Inspection

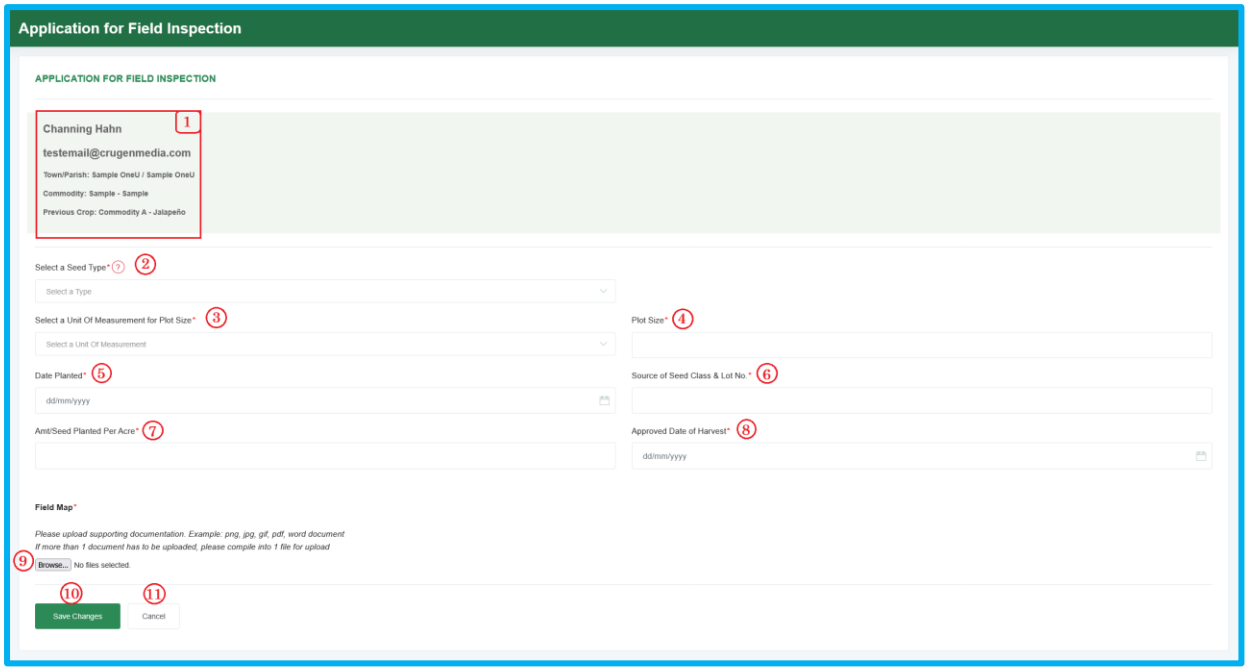



*Fig 10*

In **Fig 10** above, follow the steps below to Request a Field Inspection:

1. Navigate to the Application for Field Inspection page by following the instructions in the Manage Seed Grower Registration section.
2. You can view brief information about your Seed Grower record by observing the information displayed in the red encircled area next to the red encircled number 1.
3. Select a Seed Type from the dropdown field next to the red encircled number 2.
4. Select a Unit of Measurement from the dropdown field next to the red encircled number 3.
5. Enter the Plot Size in the field next to the red encircled number 4.
6. Select a Date Planted from the dropdown field next to the red encircled number 5.
7. Enter the Source of Seed Class & Lot No. in the field next to the red encircled number 6.
8. Enter Amt/Seed Planted Per Acre in the field next to the red encircled number 7.
9. Select Approved Date of Harvest from the dropdown field next to the red encircled number 8.
10. Upload supporting documents by clicking the "Browse" button next to the red encircled number 9.

11. When finished filling out the form, click the “Save Changes” button next to the red encircled number 10 to submit the form.
12. If you do not wish to enter data into the form at the time, click the “Cancel” button next to the red encircled number 11 to return to the dashboard or previous page.

# Field Inspection Requests

## Manage Field Inspection Requests

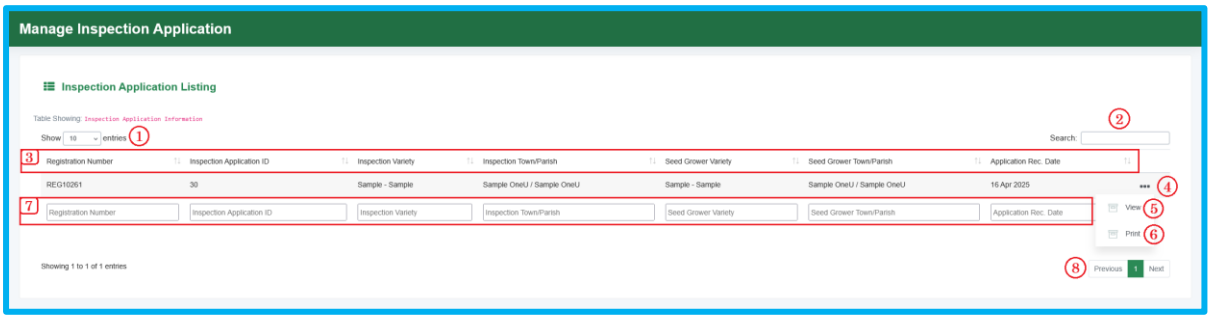



*Fig 11*

In **Fig 11** above, follow the steps below to learn additional information on interaction with the Manage Field Inspection Requests page:

1. Navigate to the Manage Inspection Application page by using the instructions found in the Navigation section.
2. To change the total results or records displayed in the table, you can select and apply a different option from the dropdown field next to the red encircled number 1.
3. To search for a specific record based on the displayed column values, enter text into the search field next to the red encircled number 2.
4. To sort records displayed by a specific column, you may click the up/down arrows next to the column names in the red encircled area next to the red encircled number 3.
5. To perform additional actions on an individual record, click the 3 dot/ellipses icon next to the red encircled number 4 to reveal additional options for the specific record.
    a) To view a record, click the View option next to the red encircled number 5.
    b) To print the document, click the Print option next to the red encircled number 6, which will redirect you to the print preview page, from there you can print the record.
6. To search records by an individual column, enter text into any input fields in the red encircled area next to the red encircled number 7.
7. Navigate between multiple pages of records by interacting with buttons next to the red encircled number 8.

# View Field Inspection Request

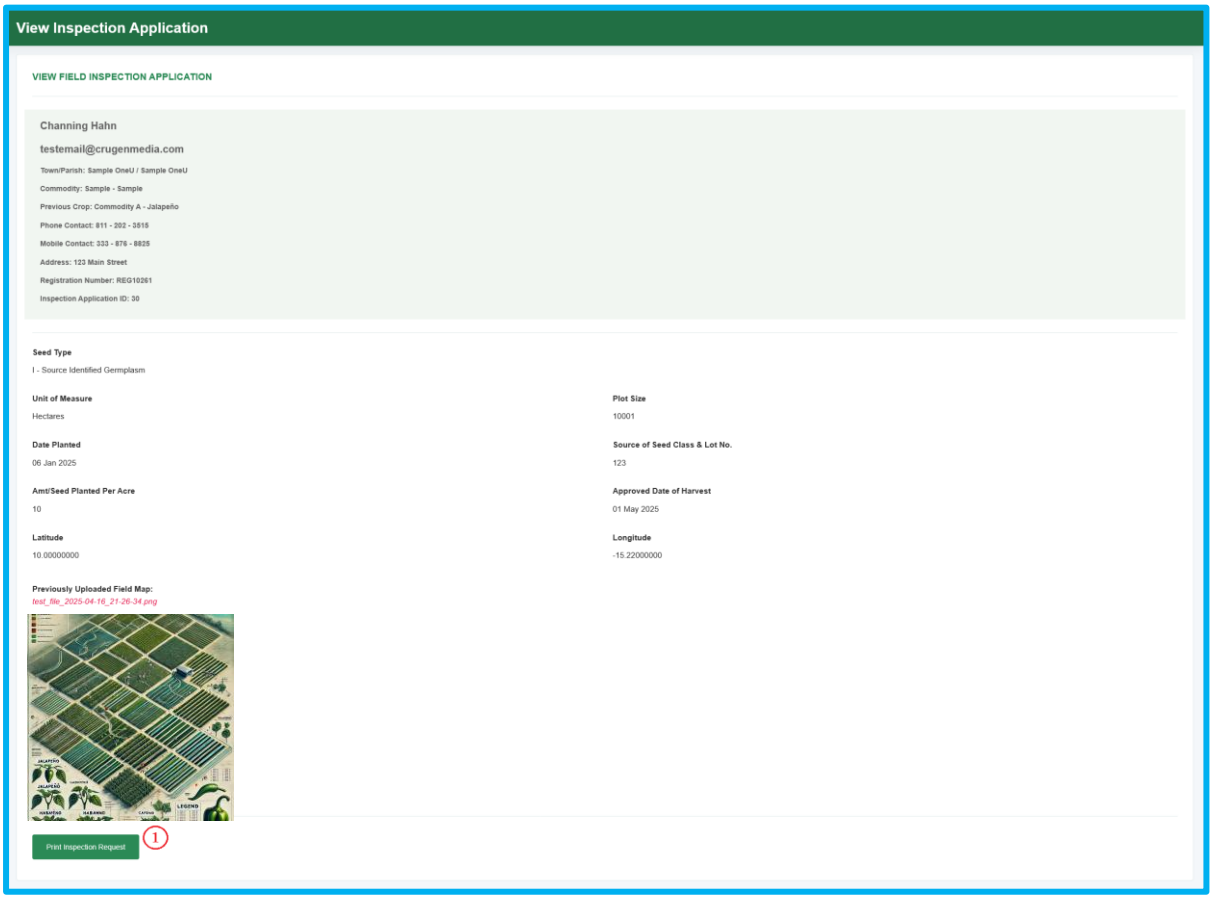



*Fig 12*

In **Fig 12** above, follow the steps below to view a specific Field Inspection Request record:

1. Navigate to the View Field Inspection Request page using the instructions in the Manage Field Inspection Requests section.
2. On this page you may view the details of individual records.
3. If you would like to Print the Field Inspection Request information, click the “Print Inspection Request” button next to the red encircled number 1 which will redirect to a print preview page. From there you may print the record.

# Approval

## Manage Registration Approval

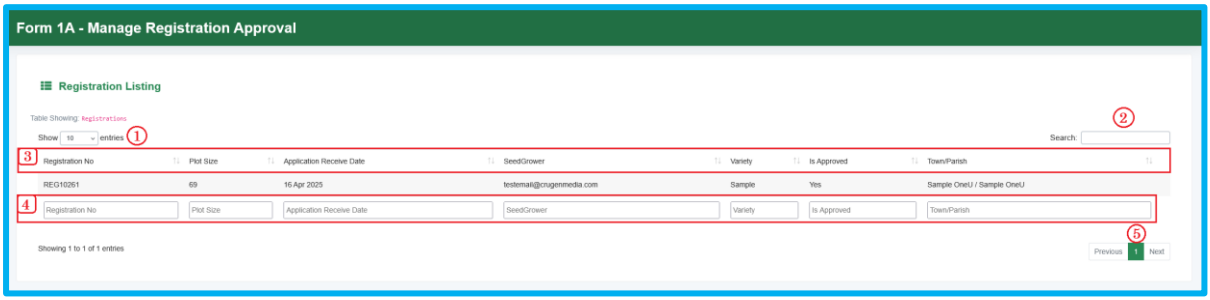



*Fig 13*

In **Fig 13** above, follow the steps below to learn additional information on interaction with the Manage Registration Approval page:

1. Navigate to the Manage Registration Approval page by using the instructions found in the Navigation section.
2. To change the total results or records displayed in the table, you can select and apply a different option from the dropdown field next to the red encircled number 1.
3. To search for a specific record based on the displayed column values, enter text into the search field next to the red encircled number 2.
4. To sort records displayed by a specific column, you may click the up/down arrows next to the column names in the red encircled area next to the red encircled number 3.
5. To search records by an individual column, enter text into any input fields in the red encircled area next to the red encircled number 4.
6. Navigate between multiple pages of records by interacting with buttons next to the red encircled number 5.

# Seed Merchant Registration

## Register

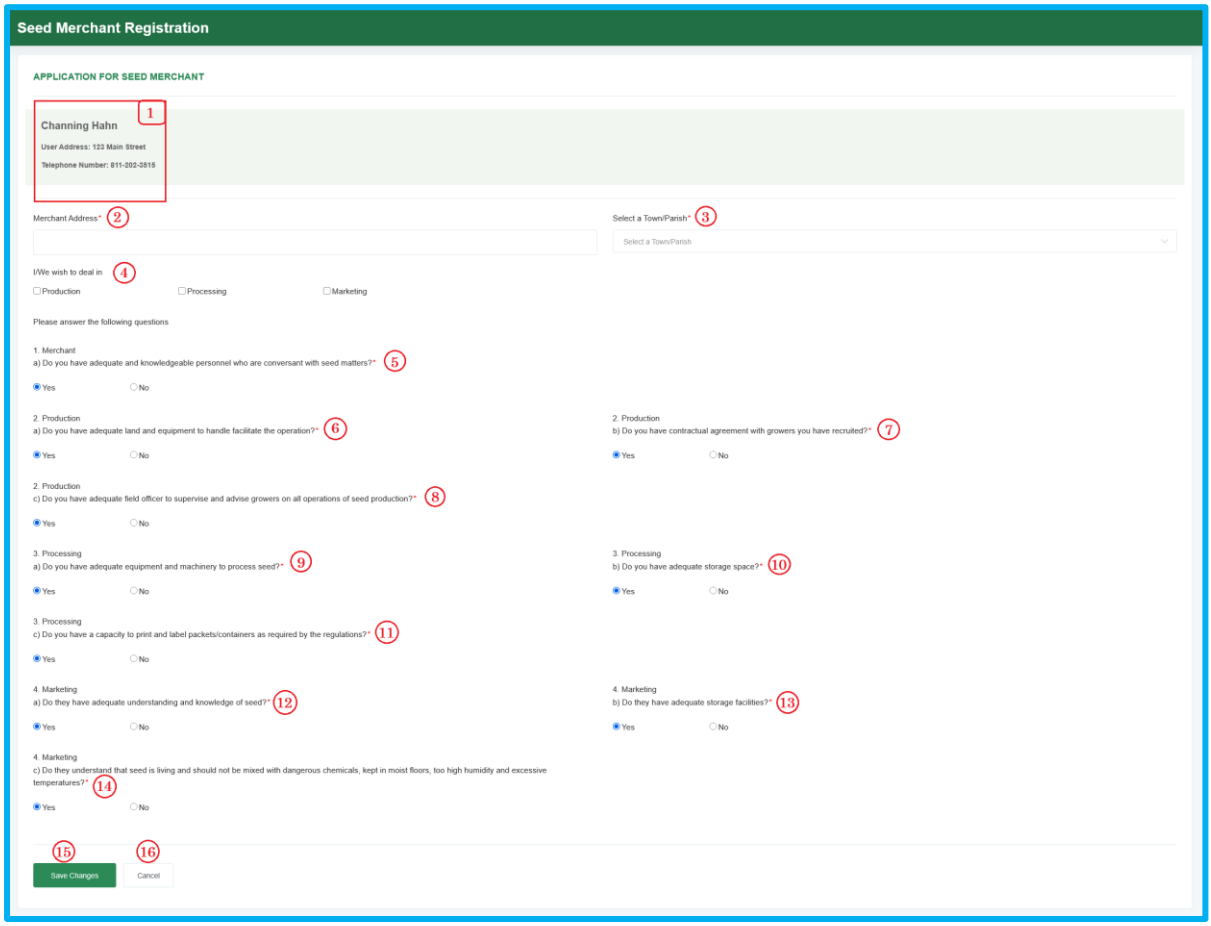



*Fig 134*

In **Fig 14** above, follow the steps below to Register a Seed Merchant:

1. Navigate to the Seed Merchant Registration page, by following the instructions in the Navigation section.
2. You can view brief information about your account by observing the information displayed in the red encircled area next to the red encircled number 1.
3. Enter the Merchant Address in the field next to the red encircled number 2.
4. Select a Town/Parish from the dropdown field next to the red encircled number 3.

5. Select an option(s) for the I/We wish to deal in section in the field next to the red encircled number 4.
6. Select an option for adequate and knowledgeable personnel on seed matters from the Yes/No options next to the red encircled number 5.
7. Select an option for adequate and equipment land from the Yes/No options next to the red encircled number 6.
8. Select an option for contractual agreement with growers from the Yes/No options next to the red encircled number 7.
9. Select an option for adequate field officer from the Yes/No options next to the red encircled number 8.
10. Select an option for adequate equipment and machinery to process seed from the Yes/No options next to the red encircled 9.
11. Select an option for adequate storage space from the Yes/No options next to the red encircled number 10.
12. Select an option for capacity to print label packets/containers from the Yes/No options next to the red encircled number 11.
13. Select an option for adequate understanding of knowledge and seed from the Yes/No options next to the red encircled number 12.
14. Select an option for adequate storage facilities from the Yes/No options next to the red encircled number 13.
15. Select an option for seed handling from the Yes/No options next to the red encircled number 14.
16. When finished filling out the form, click the “Save Changes” next to the red encircled number 15.
17. If you would like to cancel and return the dashboard or previous page, click the “Cancel” button next to the red encircled number 16.

# Manage Seed Merchant

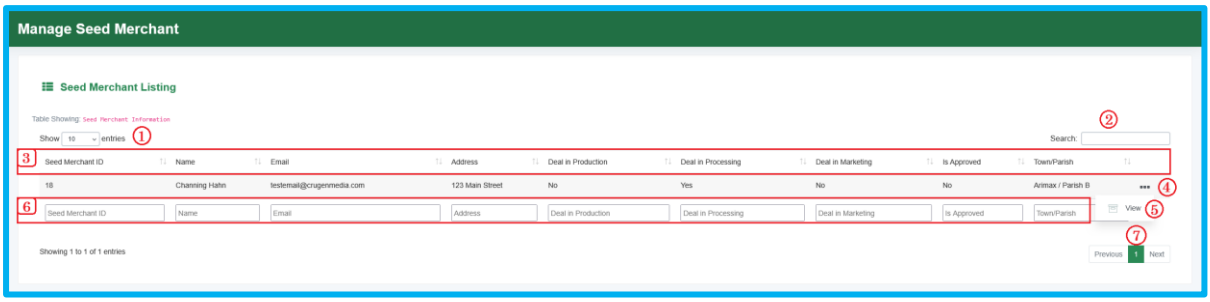



*Fig 15*

In **Fig 15** above, follow the steps below to learn additional information on interaction with the Manage Seed Merchant page:

1. Navigate to the Manage Seed Merchant page by using the instructions found in the Navigation section.
2. To change the total results or records displayed in the table, you can select and apply a different option from the dropdown field next to the red encircled number 1.
3. To search for a specific record based on the displayed column values, enter text into the search field next to the red encircled number 2.
4. To sort records displayed by a specific column, you may click the up/down arrows next to the column names in the red encircled area next to the red encircled number 3.
5. To perform additional actions on an individual record, click the 3 dot/ellipses icon next to the red encircled number 4 to reveal additional options for the specific record.
   a) To view a record, click the View option next to the red encircled number 5
6. To search records by an individual column, enter text into any input fields in the red encircled area next to the red encircled number 6.
7. Navigate between multiple pages of records by interacting with buttons next to the red encircled number 7.

# View Seed Merchant

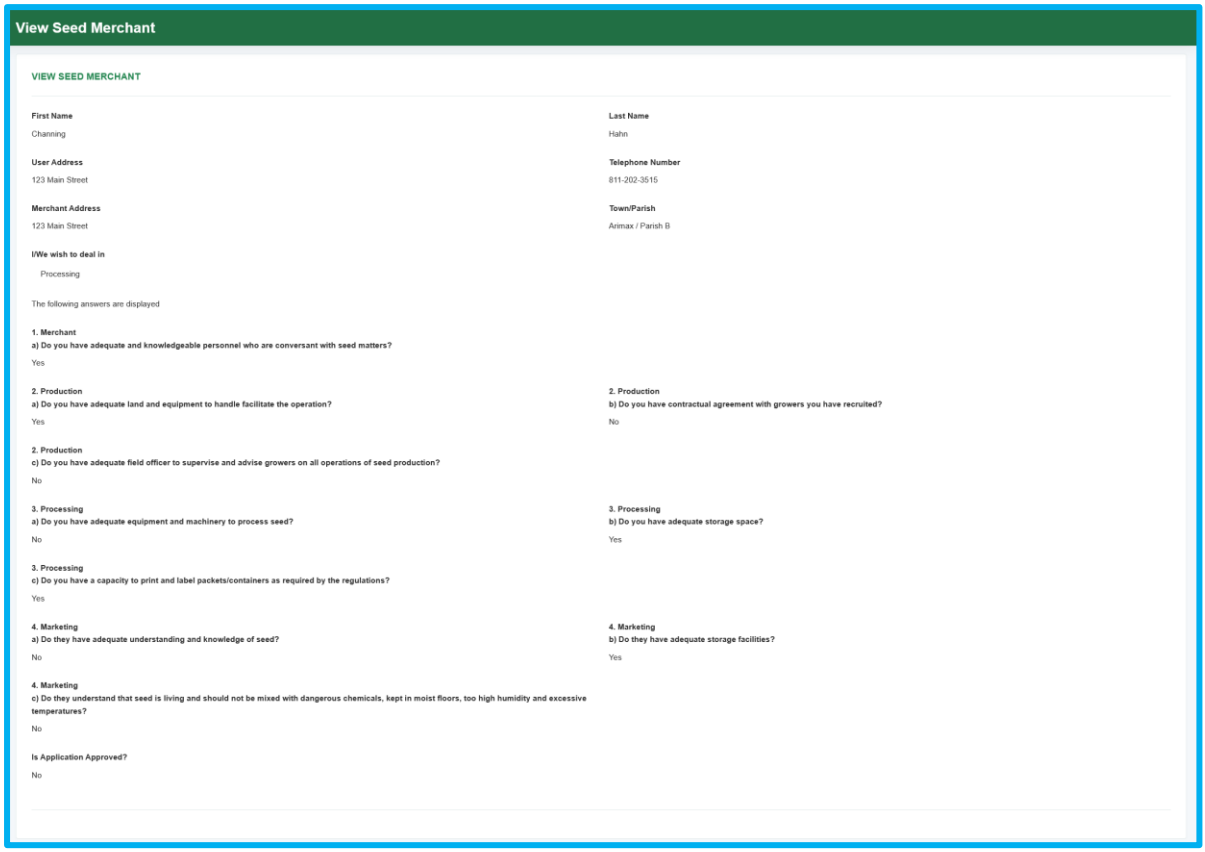



*Fig 146*

In **Fig 16** above, follow the steps below to view a specific Seed Merchant record:

1. Navigate to the View Seed Merchant page using the instructions in the Manage Seed Merchant section.
2. On this page you may view the details of individual records.

# Nursery / Micropropagation Applications

## Micropropagation Applications

### Add Micropropagation Application

In **Fig 17** below, follow the steps below to add a Micropropagation Application:

1. Navigate to the Add Application page following the instructions in the Navigation section.
2. Select the Micro-propagation option for the facility field next to the red encircled number 0.
3. Enter a TRN in the field next to the red encircled number 1.
4. Enter a Nursery Registration Number in the field next to the red encircled number 2.
5. Enter a Name of Nursery in the field next to the red encircled number 3.
6. Select a Location of Nursery from the drop-down next to the red encircled number 4.
7. Select a Constitution from the drop-down next to the red encircled number 5.
    i. If Other is selected, enter Other Constitution in the field next to the red encircled number 6.
8. Enter a Year of Establishment in the field next to the red encircled number 7.
9. Enter a Total Area of the Nursery in the field next to the red encircled number 8.
10. Select Types of Crops/Plants Grown from the drop-down next to the red encircled number 9.
11. Fill out the Infrastructure Details table rows and input fields as seen below next to the red encircled number 10.
12. Add new rows from the Infrastructure Details Table using the Add Row Button next to the red encircled number 11.
13. Remove rows using the Remove button next to the red encircled number 12.
14. Fill out the Production Facilities table rows and input fields as seen below next to the red encircled number 13.

15. Add new rows to the Production Facilities table using the Add Row button next to the red encircled number 14.
16. Remove rows from the Production Facilities Table using the Remove button next to the red encircled number 15.
17. Select an option from the Follows Pest and Disease Management field next to the red encircled number 16.
18. Select an option from the Implements Sanitation Practices field next to the red encircled number 17.
19. Select an option from the Previous Certification field next to the red encircled number 18.
20. Upload supporting document by clicking the "Browse…" button next to the red encircled number 19.
21. Enter Training Name in the field next to the red encircled number 20.
22. Enter Organizing Agency in the field next to the red encircled number 21.
23. Select a Date from the drop-down date field next to the red encircled number 22.
24. Upload Training Certificate by clicking the "Browse..." button next to the red encircled 23.
25. Select an option from the Awareness of Certification Guidelines field next to the red encircled number 24.
26. Select an option from the Committed to Protocols field next to the red encircled number 25.
27. Fill out the Future Production Plan table rows and input fields as seen below next to the red encircled number 26.
28. Add new rows to the Future Production Plan table using the Add Row button next to the red encircled number 27.
29. Remove rows from the Future Production Plan table using the Remove button next to the red encircled 28.
30. When finished filling out the form, click the "Save Changes" button next to the red encircled number 29 to submit the form.
31. If you do not wish to enter data into the form at the time, click the "Cancel" button next to the red encircled number 30 to return to the dashboard or previous page.

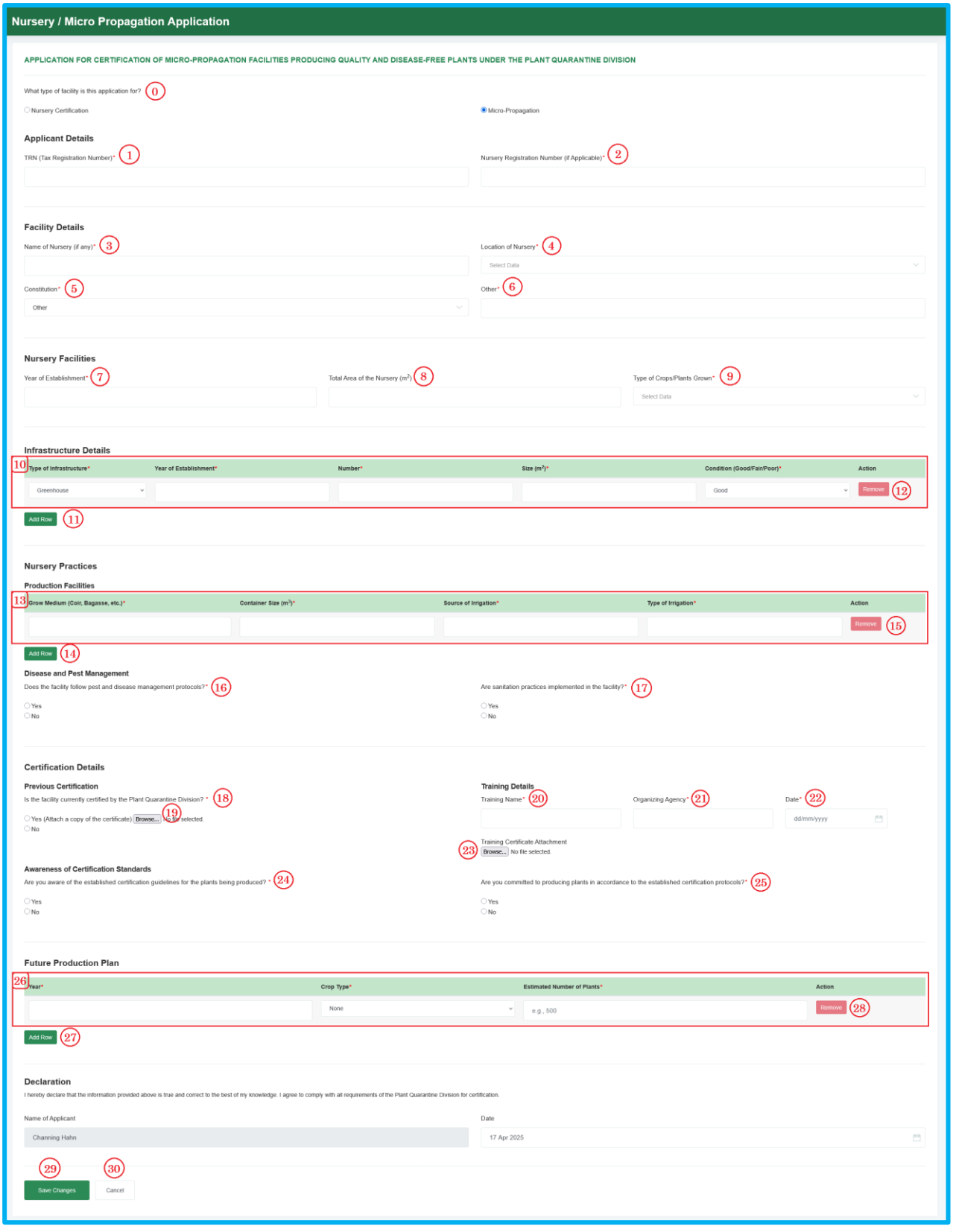

Nursery / Micro Propagation Application
APPLICATION FOR CERTIFICATION OF MICRO-PROPAGATION FACILITIES PRODUCING QUALITY AND DISEASE-FREE PLANTS UNDER THE PLANT QUARANTINE DIVISION
What type of facility is this application for? 0
Nursery Certification
Micro-Propagation
Applicant Details
TRN (Tax Registration Number)* 1
Nursery Registration Number (if Applicable)* 2
Facility Details
Name of Nursery (if any)* 3
Location of Nursery* 4
Select Data
Constitution* 5
Other
Other* 6
Nursery Facilities
Year of Establishment* 7
Total Area of the Nursery (m²) 8
Type of Crops/Plants Grown* 9
Select Data
Infrastructure Details
10
Type of Infrastructure*
Year of Establishment*
Number*
Size (m²)*
Condition (Good/Fair/Poor)*
Action
Greenhouse
Good
Remove 12
Add Row 11
Nursery Practices
Production Facilities
13
Grow Medium (Coir, Bagasse, etc.)*
Container Size (m³)*
Source of Irrigation*
Type of Irrigation*
Action
Remove 15
Add Row 14
Disease and Pest Management
Does the facility follow pest and disease management protocols?* 16
Yes
No
Are sanitation practices implemented in the facility?* 17
Yes
No
Certification Details
Previous Certification
Is the facility currently certified by the Plant Quarantine Division? * 18
Yes (Attach a copy of the certificate) Browse... 19 No file selected.
No
Training Details
Training Name* 20
Organizing Agency* 21
Date* 22
dd/mm/yyyy
23
Training Certificate Attachment
Browse... No file selected.
Awareness of Certification Standards
Are you aware of the established certification guidelines for the plants being produced? * 24
Yes
No
Are you committed to producing plants in accordance to the established certification protocols?* 25
Yes
No
Future Production Plan
26
Year*
Crop Type*
Estimated Number of Plants*
Action
None
e.g., 500
Remove 28
Add Row 27
Declaration
I hereby declare that the information provided above is true and correct to the best of my knowledge. I agree to comply with all requirements of the Plant Quarantine Division for certification.
Name of Applicant
Channing Hahn
Date
17 Apr 2025
29
Save Changes
30
Cancel

*Fig 17*

## Manage Micropropagation Applications

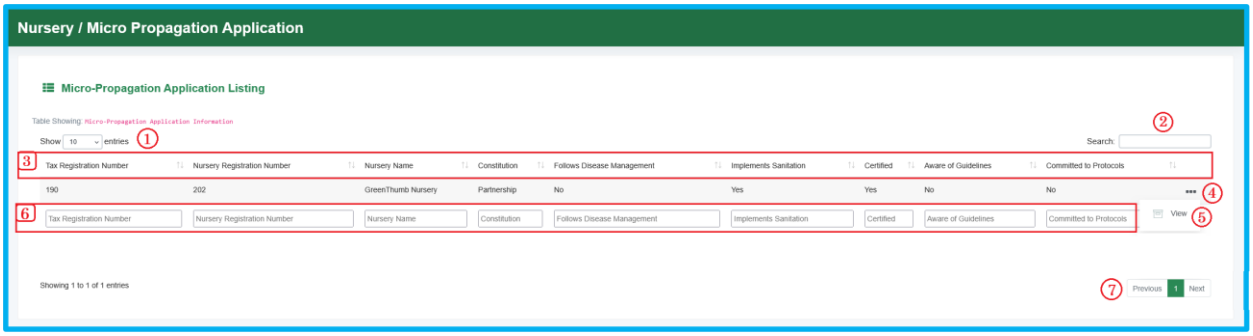
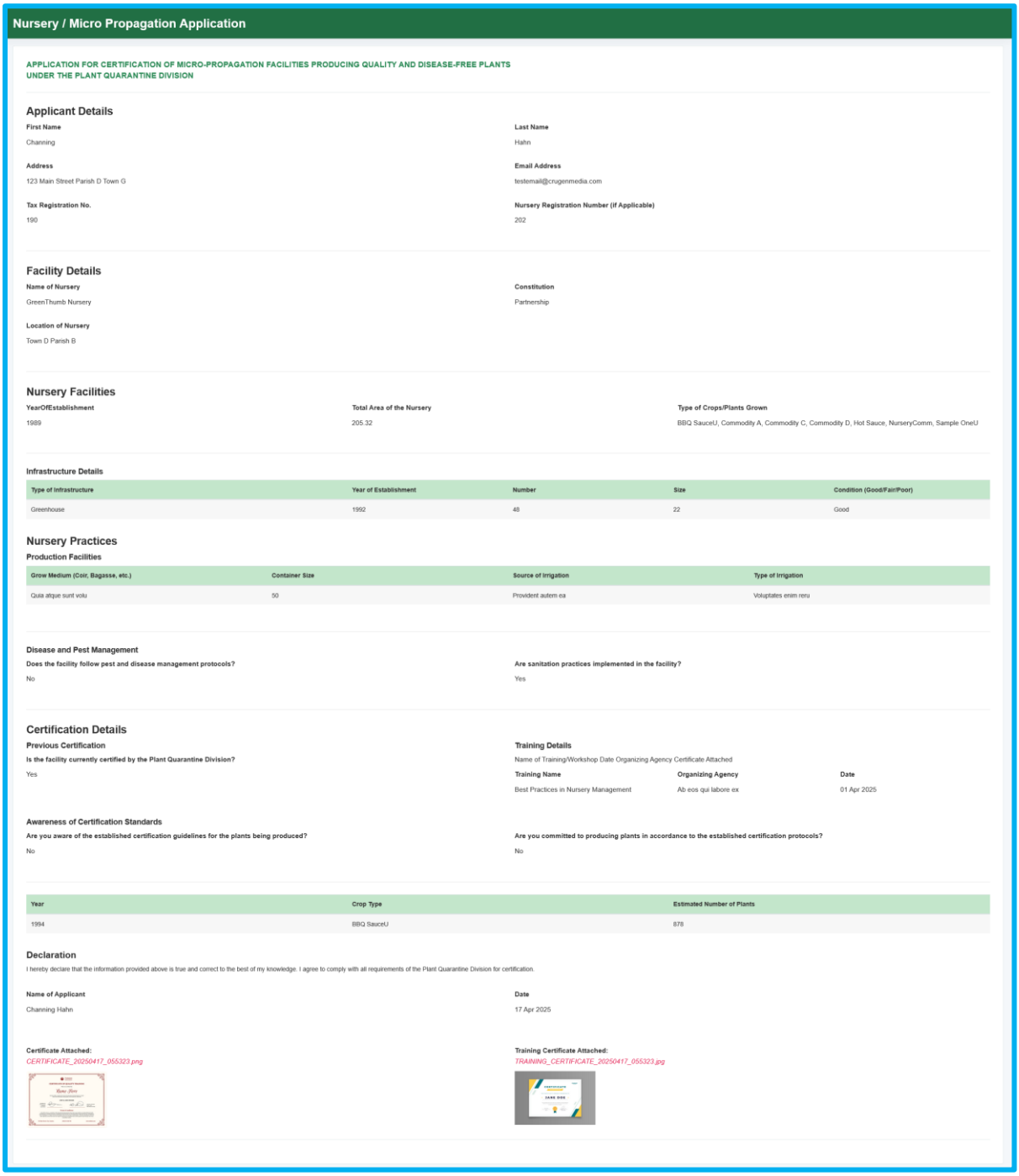



*Fig 18*

In **Fig 18** above, follow the steps below to learn additional information on interaction with the Manage Micropropagation Applications page.

1. Navigate to the Manage Micropropagation Application page by using the instructions found in the Navigation section.
2. To change the total results or records displayed in the table, you can select and apply a different option from the drop-down field next to the red encircled number 1.
3. To search for a specific record based on the displayed column values, enter text into the search field next to the red encircled number 2.
4. To sort records displayed by a specific column, you may click the up/down arrows next to the column names in the red encircled area next to the red encircled number 3.
5. To perform additional actions on an individual records, click the 3 dot/ellipses icon next to the red encircled number 4 to reveal additional options for the specific record.
   a) To view a record, click the View option next to the red encircled number 5
6. To search records by an individual column, enter text into any input fields in the red encircled number 6.
7. Navigate between multiple pages of records by interacting with buttons next to the red encircled number 7.

# View Micropropagation Application



Nursery / Micro Propagation Application

APPLICATION FOR CERTIFICATION OF MICRO-PROPAGATION FACILITIES PRODUCING QUALITY AND DISEASE-FREE PLANTS UNDER THE PLANT QUARANTINE DIVISION

Applicant Details

First Name: Channing
Last Name: Hahn
Address: 123 Main Street Parish D Town G
Email Address: testemail@crugenmedia.com
Tax Registration No.: 190
Nursery Registration Number (if Applicable): 202

Facility Details

Name of Nursery: GreenThumb Nursery
Constitution: Partnership
Location of Nursery: Town D Parish B

Nursery Facilities

YearOfEstablishment: 1989
Total Area of the Nursery: 205.32
Type of Crops/Plants Grown: BBQ SauceU, Commodity A, Commodity C, Commodity D, Hot Sauce, NurseryComm, Sample OneU

Infrastructure Details

| Type of Infrastructure | Year of Establishment | Number | Size | Condition (Good/Fair/Poor) |
|---|---|---|---|---|
| Greenhouse | 1992 | 48 | 22 | Good |

Nursery Practices

Production Facilities

| Grow Medium (Coir, Bagasse, etc.) | Container Size | Source of Irrigation | Type of Irrigation |
|---|---|---|---|
| Quia atque sunt volu | 50 | Provident autem ea | Voluptates enim reru |

Disease and Pest Management

Does the facility follow pest and disease management protocols?: No
Are sanitation practices implemented in the facility?: Yes

Certification Details

Previous Certification

Is the facility currently certified by the Plant Quarantine Division?: Yes

Training Details

Name of Training/Workshop Date Organizing Agency Certificate Attached

| Training Name | Organizing Agency | Date |
|---|---|---|
| Best Practices in Nursery Management | Ab eos qui labore ex | 01 Apr 2025 |

Awareness of Certification Standards

Are you aware of the established certification guidelines for the plants being produced?: No
Are you committed to producing plants in accordance to the established certification protocols?: No

| Year | Crop Type | Estimated Number of Plants |
|---|---|---|
| 1994 | BBQ SauceU | 878 |

Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge. I agree to comply with all requirements of the Plant Quarantine Division for certification.

Name of Applicant: Channing Hahn
Date: 17 Apr 2025

Certificate Attached: CERTIFICATE_20250417_055323.png

Training Certificate Attached: TRAINING_CERTIFICATE_20250417_055323.jpg

*Fig 19*

In **Fig 19** above, follow the steps below to view a specific Micropropagation Application from the listing:

1. Navigate to the View Micropropagation Application Page using the instructions in the Manage Micropropagation Applications Section
2. On this page you may view the details of individual micropropagation records.

# Nursery Facilities

## Nursery Facilities Application

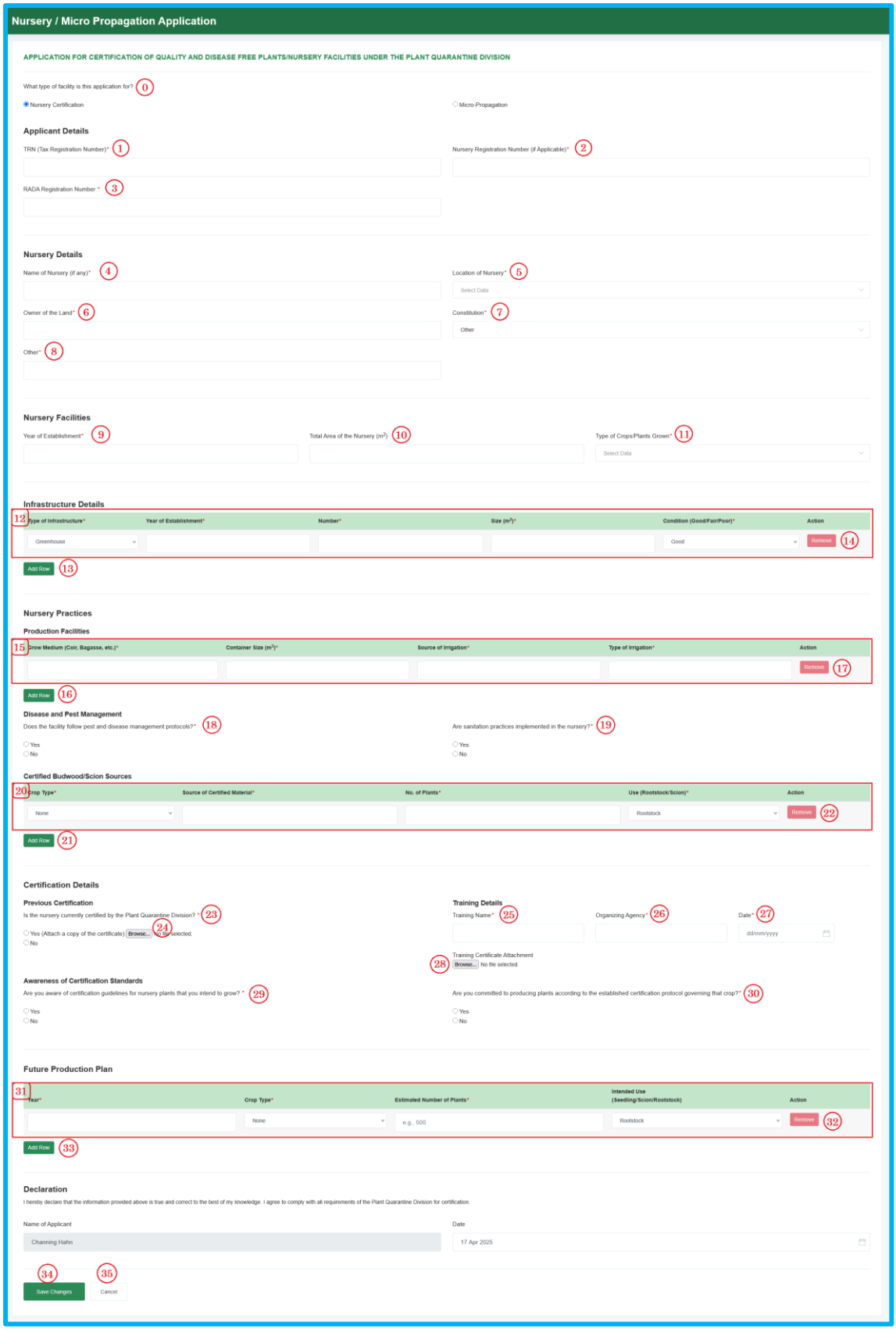
### Add Nursery Facilities Application

In **Fig 20** below, follow the steps below to Add a new Nursery Facilities Application:

1. Navigate to the Add Application page following the instructions in the Navigation section.
2. Select the Nursery Certification option from the facility field next to the red encircled number 0.
3. Enter a TRN in the field next to the red encircled number 1.
4. Enter a Nursery Registration Number in the field next to the red encircled number 2.
5. Enter a RADA Registration Number in the field next to the red encircled number 3.
6. Enter a Name of Nursery in the field next to the red encircled number 4.
7. Select a Location of Nursery from the drop-down next to the red encircled number 5.
8. Enter the Owner of the Land in the field next to the red encircled number 6.
9. Select a Constitution from the drop-down next to the red encircled number 7.
    i. If Other is selected, enter Other Constitution in the field next to the red encircled number 8.
10. Enter a Year of Establishment in the field next to the red encircled number 9.
11. Enter a Total Area of the Nursery in the field next to the red encircled number 10.
12. Select Types of Crops/Plants Grown from the drop-down next to the red encircled number 11.
13. Fill out the Infrastructure Details table rows and input fields as seen below next to the red encircled number 12.
14. Add new rows from the Infrastructure Details Table using the Add Row Button next to the red encircled number 13.
15. Remove rows using the Remove button next to the red encircled number 14.
16. Fill out the Production Facilities table rows and input fields as seen below next to the red encircled number 15.
17. Add new rows to the Production Facilities table using the Add Row button next to the red encircled number 16.

18. Remove rows from the Production Facilities Table using the Remove button next to the red encircled number 17.
19. Select an option from the Follows Pest and Disease Management field next to the red encircled number 18.
20. Select an option from the Implements Sanitation Practices field next to the red encircled number 19.
21. Fill out the Certified Budwood/Scion Sources table rows and input fields as seen in the below next to the red encircled number 20.
22. Add new rows to the Certified Budwood/Scion Sources table using the Add Row button next to the red encircled number 21.
23. Remove rows from the Production Facilities table using the Remove button next to the red encircled number 22.
24. Select an option from the Previous Certification field next to the red encircled number 23.
25. Upload supporting document by clicking the "Browse…" button next to the red encircled number 24.
26. Enter Training Name in the field next to the red encircled number 25.
27. Enter Organizing Agency in the field next to the red encircled number 26.
28. Select a Date from the drop-down date field next to the red encircled number 27.
29. Upload Training Certificate by clicking the "Browse…" button next to the red encircled 28.
30. Select an option from the Awareness of Certification Guidelines field next to the red encircled number 29.
31. Select an option from the Committed to Protocols field next to the red encircled number 30.
32. Fill out the Future Production Plan table rows and input fields as seen below next to the red encircled number 31.
33. Add new rows to the Future Production Plan table using the Add Row button next to the red encircled number32.
34. Remove rows from the Future Production Plan table using the Remove button next to the red encircled 33.
35. When finished filling out the form, click the "Save Changes" button next to the red encircled number 34 to submit the form.

36. If you do not wish to enter data into the form at the time, click the “Cancel” button next to the red encircled number 35 to return to the dashboard or previous page.



## Manage Nursery Facilities Application

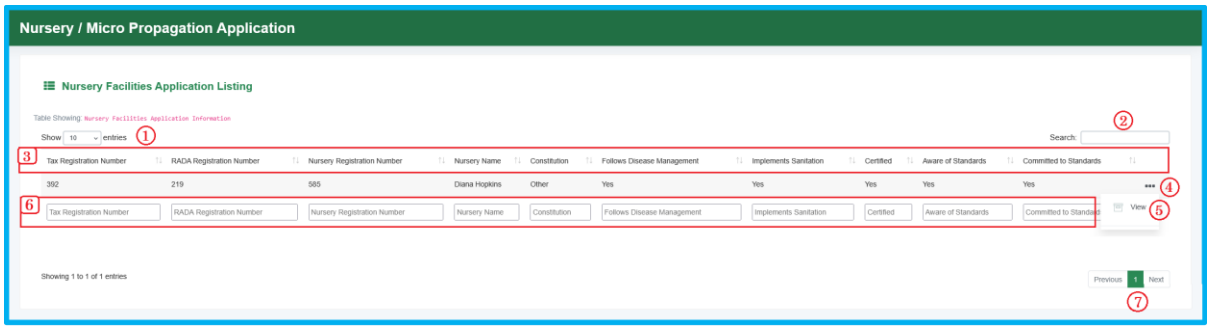



*Fig 151*

In **Fig 21** above, follow the steps below to learn additional information on interaction with the Manage Nursery Facilities Application page.

1. Navigate to the Manage Nursery Facilities Applications page by using the instructions found in the Navigation section.
2. To change the total results or records displayed in the table, you can select and apply a different option from the drop-down field next to the red encircled number 1.
3. To search for a specific record based on the displayed column values, enter text into the search field next to the red encircled number 2.
4. To sort records displayed by a specific column, you may click the up/down arrows next to the column names in the red encircled area next to the red encircled number 3.
5. To perform additional actions on an individual records, click the 3 dot/ellipses icon next to the red encircled number 4 to reveal additional options for the specific record.
   a) To view a record, click the View option next to the red encircled number 5
6. To search records by an individual column, enter text into any input fields in the red encircled number 6.
7. Navigate between multiple pages of records by interacting with buttons next to the red encircled number 7.

*Fig 20*

## View Nursery Facilities Application

In **Fig 22** below, follow the steps below to view a specific Nursery Facilities Application from the listing:

1. Navigate to the View Nursery Facilities Application Page using the instructions in the Manage Nursery Facilities Applications section.
2. On this page you may view the details of individual records.

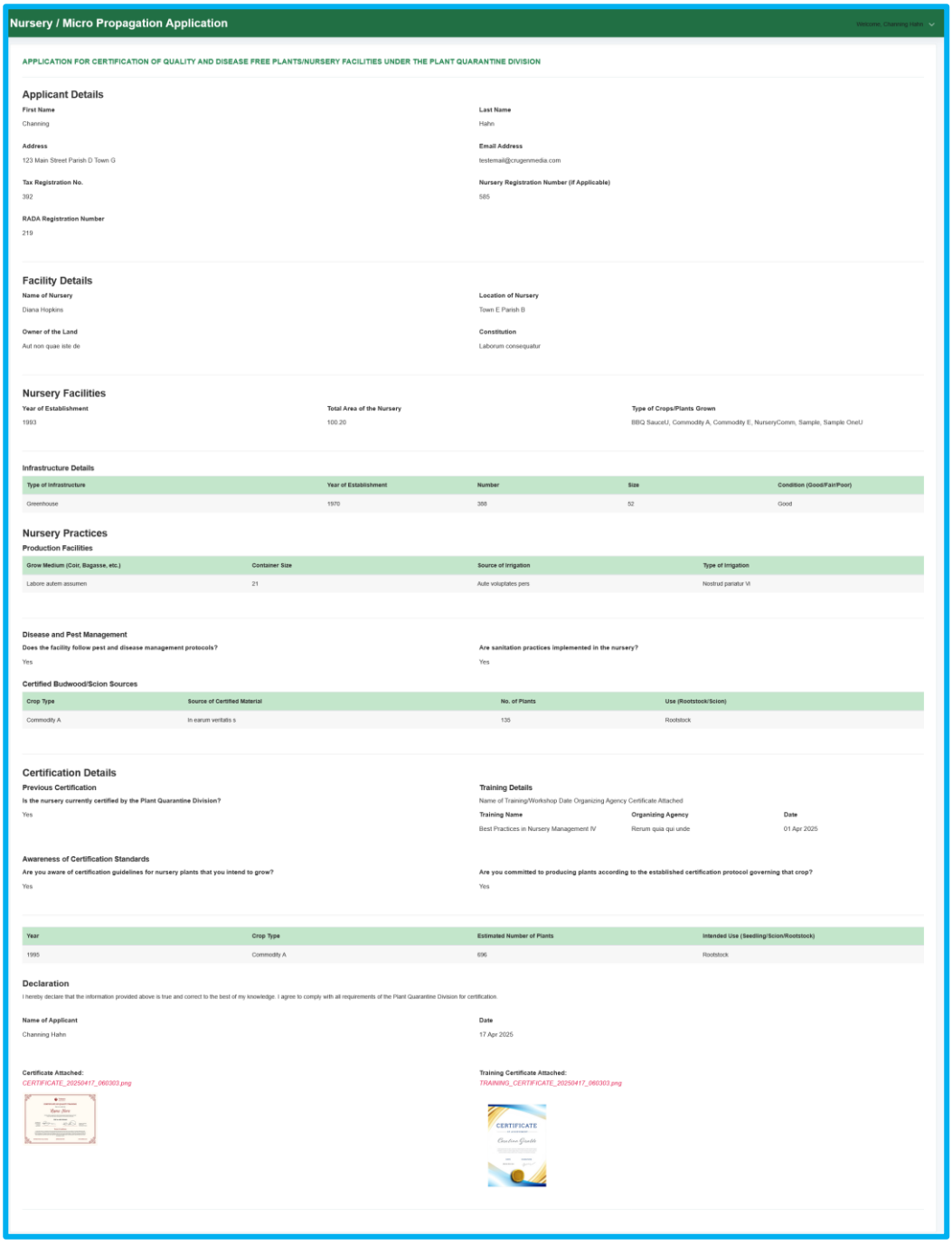



*Fig 16*

*END OF DOCUMENT*