

Section F: Method of payment

Cash (in-person payment only) Personal cheque (payable to the Receiver General for Canada)

Credit card

You may pay by American Express, MasterCard or Visa. Credit card payments can be made over the phone. Do not send credit card information by email or fax. Once a credit card payment is processed, the Canadian Grain Commission destroys all credit card information.

Bring your sample or send it by mail or courier to one of the following Canadian Grain Commission offices listed below:

| Canadian Grain Commission offices and mailing addresses | | Telephone number |
|---|--|------------------|
| <input type="checkbox"/> Hamilton | 2255 Barton St E, Unit 3A, Hamilton ON L8H 7T4 | 905-560-1802 |
| <input type="checkbox"/> Montreal | 13-2901 Rachel Street East, Montreal QC H1W 4A4 | 514-360-7772 |
| <input type="checkbox"/> Thunder Bay | 221 N Archibald, 2nd Floor, Thunder Bay ON P7C 3Y3 | 807-626-1405 |

Personal Information Collection Statement

All personal information collected by the Canadian Grain Commission is protected under the *Privacy Act* and is being collected in order to facilitate your request for inspection services. The personal information is collected pursuant to the *Canada Grain Act*. The information is included in personal information bank CGC PPU 215.

Privacy Inquiry

You have the right to request access to your personal information and also to request corrections if you believe that your personal information is erroneous and incomplete.

Any questions, comments, concerns or complaints regarding the administration of the *Privacy Act* and privacy policies may be directed to the department Privacy Coordinator by email to ATIP-AIPRP@grainscanada.gc.ca.

If you are not satisfied with our response to your privacy concern, you may wish to contact the Office of the Privacy Commissioner by email at info@priv.gc.ca.

Instructions on completing I-107 form

The I-107 form is a multipurpose form intended for use by both producers and companies to request services of the Canadian Grain Commission. Clients requesting inspection and/or analysis of a submitted sample* or a grade dispute sample** are required to complete this form. Section A and B are different. Fill out either section A or B, not both.

*A **submitted sample** is an unofficial sample provided by either a producer or a company. It is important that the sample be as representative of the lot as possible; however, the certificate issued by the Canadian Grain Commission pertains only to the sample submitted and not to the entire lot of grain from which you take your sample. Clients requesting this service are required to complete sections A, C, D, E and F only. (Section B is left blank)

A **grade dispute sample is an unofficial sample used to resolve grain grading disputes on producer deliveries made into a terminal elevator. Producers (or someone delivering grain on a producer's behalf) may request an assessment of their grain's grade, moisture, protein and/or dockage. A sample that the producer (or person delivering grain on the producer's behalf) and the elevator operator agree is representative of the grain delivery is sent to the Canadian Grain Commission in a container that will maintain the integrity of the sample. Clients requesting this service are required to complete sections B, C, D, E and F only. (Section A is left blank)

To ensure the accuracy of results, samples should be taken in accordance with the Canadian Grain Commission's [Guide to Taking a Representative Sample](#) or [Sampling Systems Handbook and Approval Guide](#).

Section A: Submitted sample

- Complete the name and address sections. The certificate is issued and mailed to the name and address provided.
- The phone number/contact name will be used to contact you if any information is incomplete or missing.
- Provide an email address to receive a copy of the certificate if desired.

Section B: Grade dispute sample

- Provide a reference number, if applicable, for the original delivery document to which the dispute applies.
- Provide the information for both the producer and the company involved in the dispute. Both parties will independently receive a copy of the Canadian Grain Commission unofficial submitted sample certificate.

Section C: Sample information

- Provide a sample identifier, which is identifiable to the client submitting the sample, such as a bin number, railcar number, etc. The same sample identifier cannot be duplicated within the same crop year.
- Provide the commodity
- Select if the sample is declared as a processed sample. As prescribed in the Official Grain Grading Guide, a processed sample is an unofficial sample of grain declared to be conditioned or cleaned to meet end user specifications, and whereas, the determination of dockage and/or determination of commercially clean are not performed or reported.
- Select the origin of the grain.

Section D: Canada Eastern Grain Declaration

- Select if the sample is a variety registered by the Canadian Food Inspection Agency. The list of registered varieties is available on the Canadian Food Inspection Agency website at <http://www.inspection.gc.ca>.
- Read the declaration, then print and sign your name indicating agreement with the statement. Variety designation lists for Canadian wheat and barley are available at <https://www.grainscanada.gc.ca/en/grain-quality/variety-lists/>
- Declare the applicable class for all wheat and barley samples.

Section E: Service requested

- Select the services you are requesting: inspection and/or analysis of a submitted sample including grade dispute sample and/or analytical testing.
- For an inspection of a submitted sample, the certificate issued will provide only the specific grading factor(s) relevant for the assigned grade. If additional grading factors are requested, indicate your request in the "Other factor" space provided. For example: percentage of fusarium damage or percentage of heated. Additional service fees may apply.
- If you request a grade dispute sample of your grain's grade, moisture, protein, and/or dockage, select the applicable quality assessments to be assessed. For example: selecting percentage of dockage and percentage of protein would produce only those results.
- When requesting the analysis of only a specific factor, indicate your request in the "Other factor" space provided
- If other analytical testing is requested, in addition to those provided, indicate your request in the "Other" space.

- A minimum of 1,000 grams is required for an inspection and/or analysis of a submitted sample. A 1,000-gram sample is required for each analytical test requested. For example, if requesting grade and dockage, moisture, and protein for a wheat sample, a minimum of 1,000 grams is required. If requesting grade and dockage, moisture, protein, and Falling Number for a wheat sample, a minimum of 2,000 grams is required.

Section F: Method of payment

- All services and fees are available at <https://grainscanada.gc.ca/en/grain-quality/services-fees/>.
- Select the method of payment: cash, cheque or credit card.
- If you are sending payment by cheque and are unsure of the fee, please contact a Canadian Grain Commission office for confirmation.