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## Producer Bulletin- Please read New Process for 2020 Quota Certificates!

To protect our growers and office staff, the following procedure for Quota Certificates is being implemented for the 2020 production year. This is an effort to abide with the social distancing guidelines set out by the Government of Alberta.

Quota Certificates will **ONLY be sent out electronically** to growers in the next week as well as will be available to be downloaded and printed from the grower portal. They will not be available for pick up at the office. Please follow these steps once you have downloaded your quota certificate from the grower portal or email.

1. Review your quota certificate's land locations and quantity of sugar beets that will be grown on each land location. Please remember that these numbers do not and should not include your overplant by Lantic.
  - a. If there are changes that need to be made to your quota certificate, contact the office by phone (403) 223-1110 or email ([office@asbg.ca](mailto:office@asbg.ca)) and notify us of those changes. We will make the changes and email the corrected quota certificate to you.
  - b. If there are no changes that need to be made to the quota certificate, please proceed to step 2.
2. Print your quota certificate off. *(It is two sided, so make sure you print both sides)*
3. Sign and initial your quota certificate in all the spots which it asks for.
  - a. If you have a custom contractor for your quota (which is allowed) you must fill in that information on your quota certificate. This will be checked by the office.
4. Return your quota certificate to the office by one of these 3 ways as soon as possible.
  - a. Scan it into your computer and email it to [office@asbg.ca](mailto:office@asbg.ca)- this is the most reliable way.
  - b. Fax it to 1-888-309-7839 and call the office to make sure we received it at (403) 223-1110 as our fax line can be tricky sometimes.
  - c. Drop it off in the mail slot at the office.  
*Please note, we can not accept a picture of your quota certificate, it must be sent by one of the three ways above so that we can add a seal to it and send it to your agronomist.*
5. Upon receiving your signed and completed quota certificate, we will endorse it with the ASBG seal and email it to the agronomist for the purpose of contracting.

If you do not receive your quota certificate by email by Friday, please check your junk folder. You can also access them via the grower portal. If you need your log in, please contact Karen at the office.

We will be sad not to see all of you at the office over the next month as quota certificates were a time for us to connect with all of you, give you the annual report, and check in. For those of you that have not received an annual report but would like one, please let us know and we will mail one out to you.

Sincerely,

The ASBG Office Team