



Information and Instructions for 2025 – 26 Pulp and Tailings Signup

The following document hopes to provide some answers to many questions about changes to the pulp and tailings agreements moving forward. Instructions will be located within each electronic form and our staff will answer questions through the byproducts@crystalsugar.com email or 218-236-4320 byproducts hotline. Below are answers to common questions and instructions for signing up for byproducts.

1. **All forms will only be located on the Crystal Sugar website.** We will not be printing and mailing paper bids. Please call the byproducts hotline if you do not have access to a computer or smartphone and wish to place a bid or signup for byproducts.
2. **You must use the 2025-26, year forms.** All 2025-26 agreements will be located on their own webpage. If you still want products for this processing season (2024-25) those are available on a separate webpage. 2024-25 agreements will not be accepted for the 2025-26 processing campaign.
3. **For the 2026 processing campaign, we will only be offering standard sale contracts.** Preferred agreements will not be available. This change aims to streamline the sales process. All customers will be able to reserve products at 7am on a first come first serve basis.
4. **2025-26 Agreements will be available on Tuesday, April 22nd.** The electronic forms will open at 9am.
5. **We were able to create electronic forms that you will be able to sign and submit in one step.** You will be asked to sign the form before submitting and will receive an email from DocuSign after signing and submittal.
6. **We strongly encourage using the electronic forms!** If you have a computer or smartphone and valid email address, you should use the electronic bid submission form. This is the quickest and most error free method to receive your data.
7. **Read all form instructions and Terms & Conditions.** All are located on the webpage.
8. **Your customer number is located on your bid letter or statements.** Please fill in this 5-digit number on forms when asked to help identify your account. If you're a new customer, leave it blank.
9. **If you are a contract hauler or deliver to multiple feed sites, please fill out the electronic bid with 1 "most used" site location for the Form 5 requirements.** We will post the Form 5 Site Checklist on the webpage at a later date, or you can contact us with the number of sites you need for electronic submission. Remember each site you deliver to must have a Form 5 on file. This is for environmental reporting requirements.
10. **Since this is a transition year, we will make fillable pdf's available to fill out on a computer or smart device.** We discourage this method; however, if you choose to use it, please fill in the data fields on your device. From there you can save, print, sign, and return by email to byproducts@crystalsugar.com or mail to the address on the webpage.

11. **If you fill in and sign your agreement on paper, we will NOT accept photos of the agreements. They must be document formats such as pdf's.** Photos are too large, difficult to work with and take significantly more time to resize and print. There are several document conversion tools through the Apple Store or Google Play Store that allow you to convert a photo to a document. If you submit a photo, we will not accept the agreement.
12. **The Drayton Factory will have byproducts available but at unknown quantities.** We have a new pulp dryer and tailings presses being installed this Summer and Fall at the DTN factory. The dryer will come online first near the start of the campaign, but the tailings press will not be operational until November at the earliest. Therefore, more products will be available during that time.
13. **Pressed Pulp Plus is a blend of pressed pulp and tailings.** This product will have a similar look, consistency, and moisture content of pressed pulp, but higher sugar content from included tailings. Since it will be shredded, choking hazards from this feed should not be of concern but visual load inspection is still recommended.