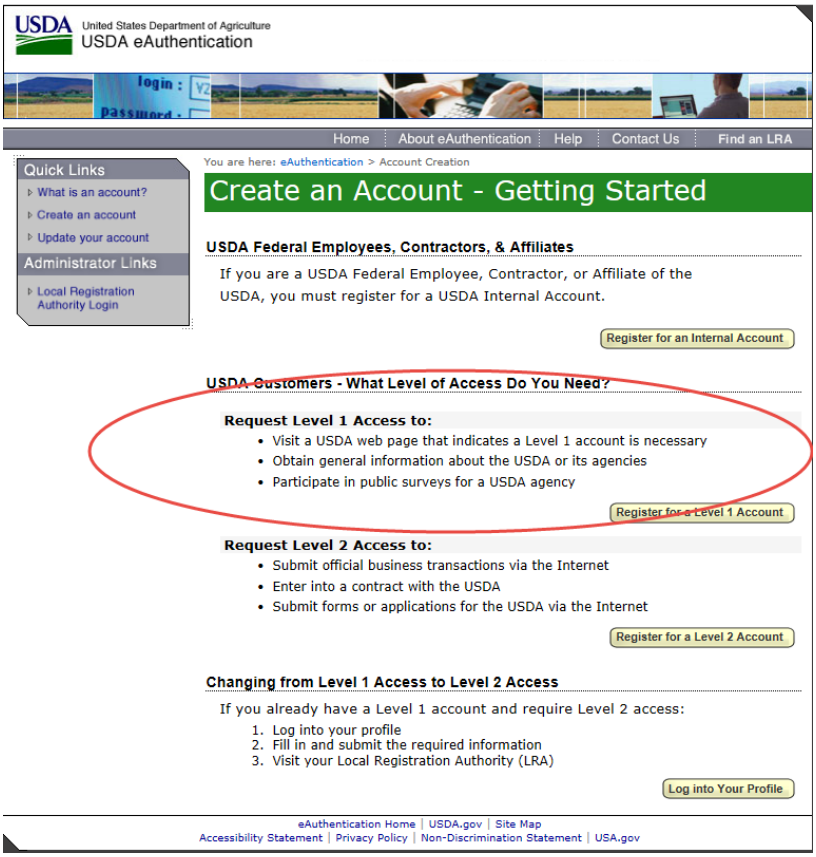
Attachment B: The Organic INTEGRITY Database Instructions

2020 SUPPORTING STATEMENT
National Organic Program
Information Collection Renewal (ICR)
OMB NO. 0581-0191

The Organic Integrity Database (INTEGRITY) is a modernized system for tracking certified organic farms and businesses. With the new database, organic certifiers can add new operations and report changes to existing operations at any time, including being able to report suspended, revoked, and surrendered organic certificates. INTEGRITY allows anyone to search for organic farms and businesses by name, certification status, state, country, products, and other factors. INTEGRITY will help strengthen organic control systems, improve oversight, update annual reporting data, and generate standardized federated certificates,as desired. All certifying agents have computerized operations.

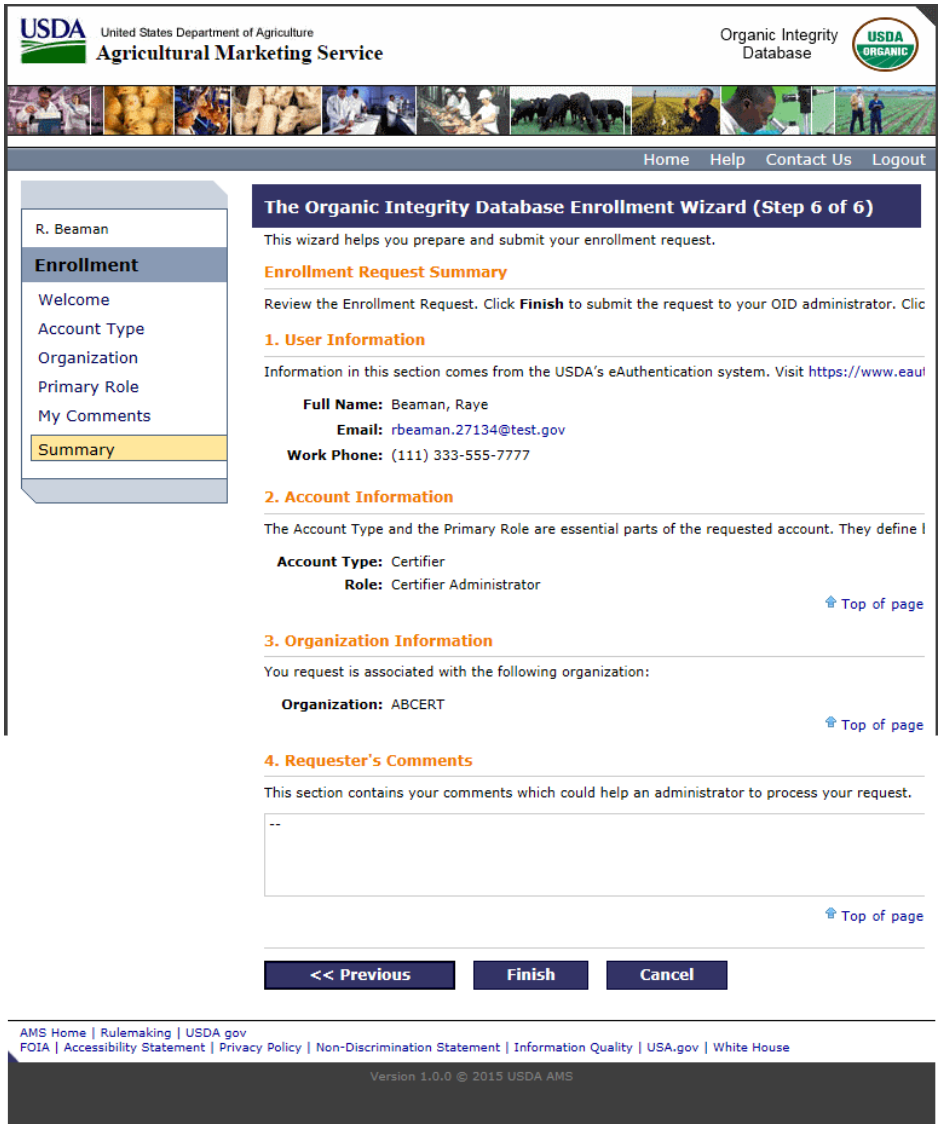
- ***USDA eAuthentication Enrollment and logging in:***

All certifiers can have personal logins and passwords for each employee who accesses the system. INTEGRITY uses the already established USDA authentication system that provides proven security controls. Either NOP or certifier administers certifier staff accounts (certifier's choice). It identifies user to the USDA via their User ID and Password, and then authorizes access to INTEGRITY.



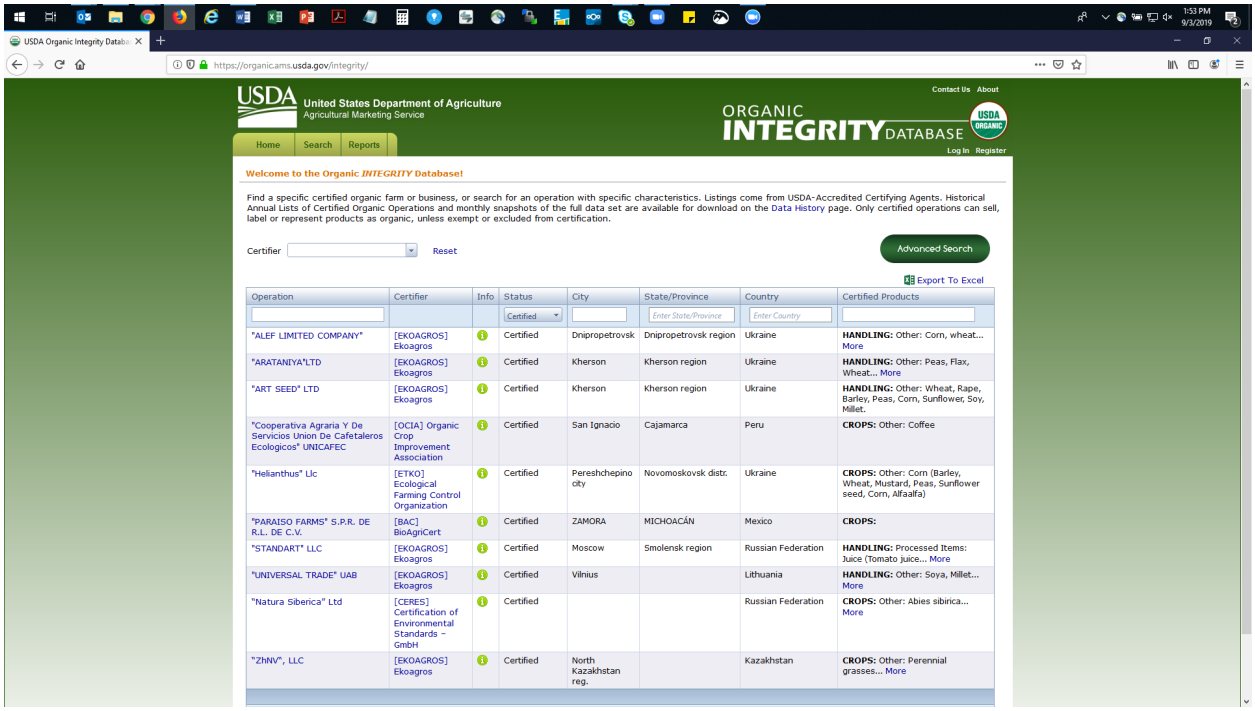
Attachment B: The Organic INTEGRITY Database

Certifier staff complete a registration application to request an account, and the Certifier Lead activates the user account.

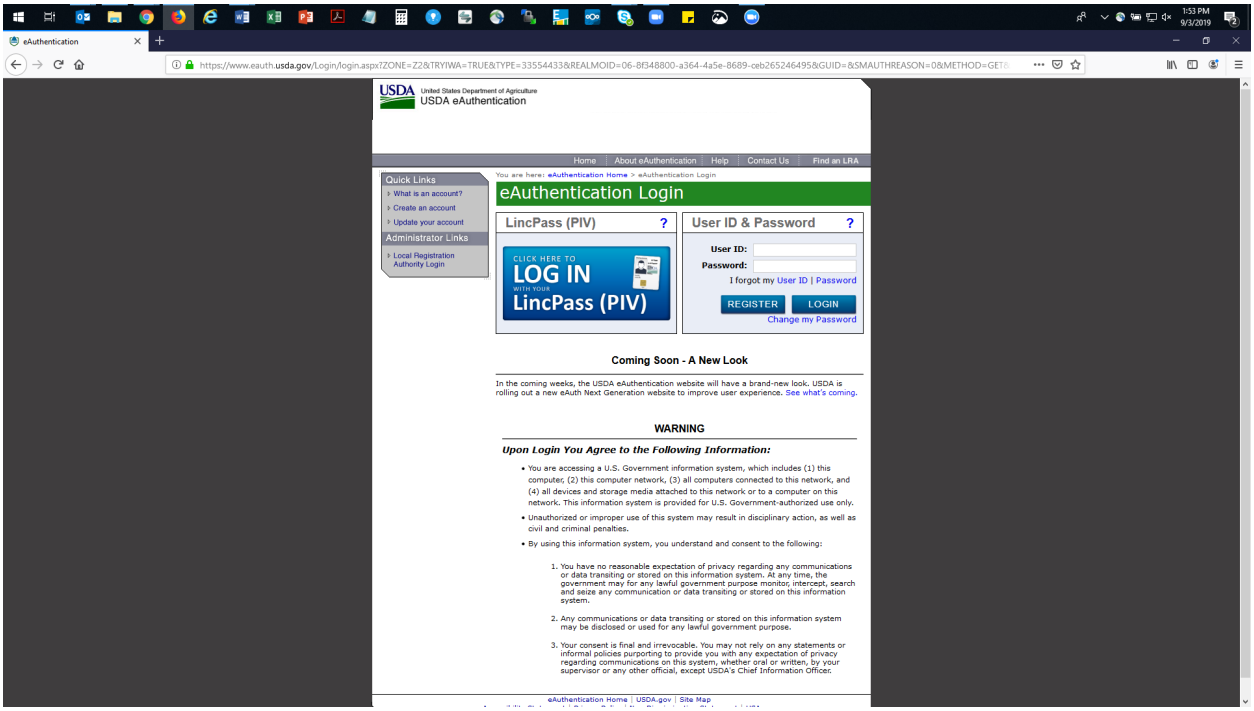


Attachment B: The Organic INTEGRITY Database

Step 1: Once certifier staff is enrolled, certifier staff clicks “Login” on Home Page to log in.

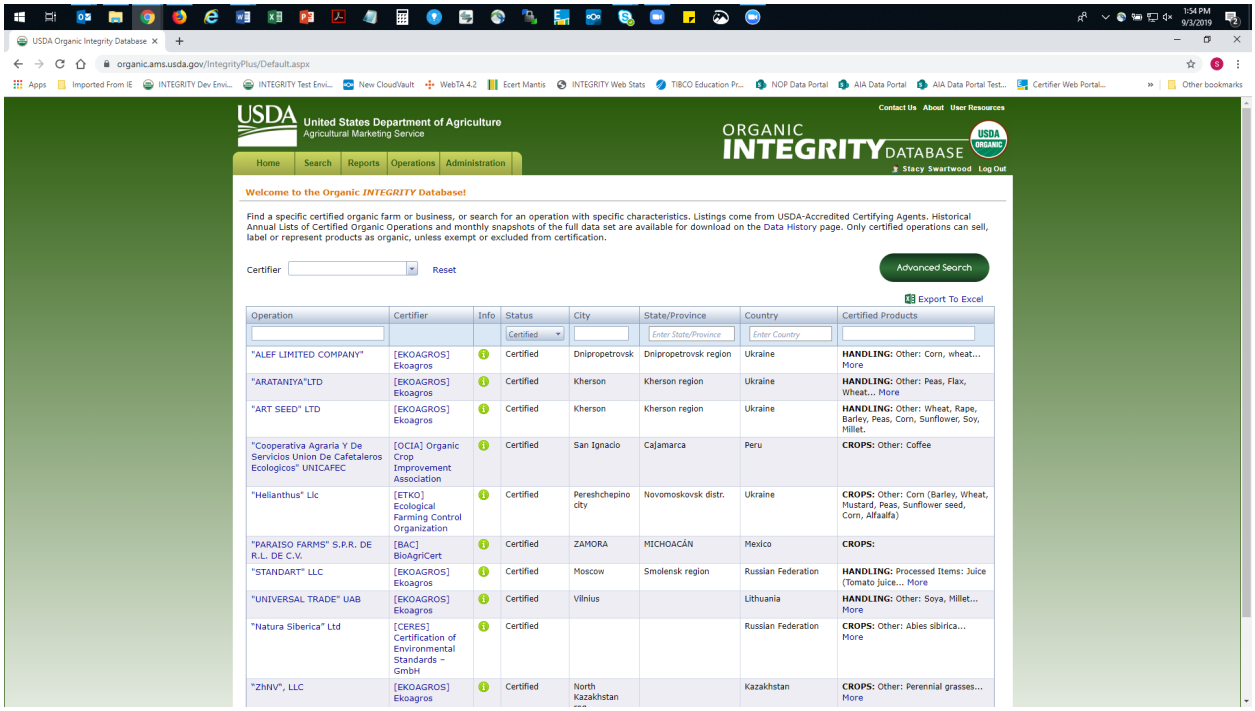


Step 2: Certifier staff enters eAuth User ID and Password

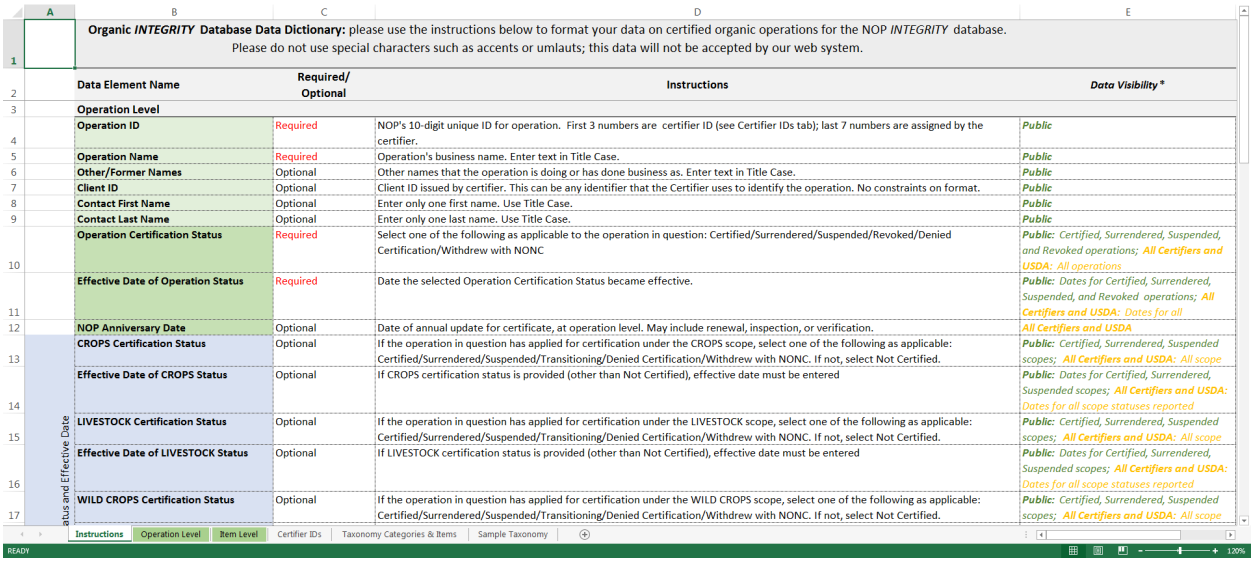


Attachment B: The Organic INTEGRITY Database

Step 3: Certifier staff is logged in.



Data can be directly entered or can be uploaded with Excel file uploads. The "Required" data is the same data that is required to be physically mailed (or emailed) to the Administrator or State Organic Program as paper copies of: (1) the list of operations certified annually; or (2) notifications of proposed or executions of adverse actions, approvals, or denials of corrective actions regarding certified operations or operations applying for certification (§§ 205.403, 205.404, and 205.501).



Organic *INTEGRITY* Database Data Dictionary: please use the instructions below to format your data on certified organic operations for the NOP *INTEGRITY* database.
Please do not use special characters such as accents or umlauts; this data will not be accepted by our web system.

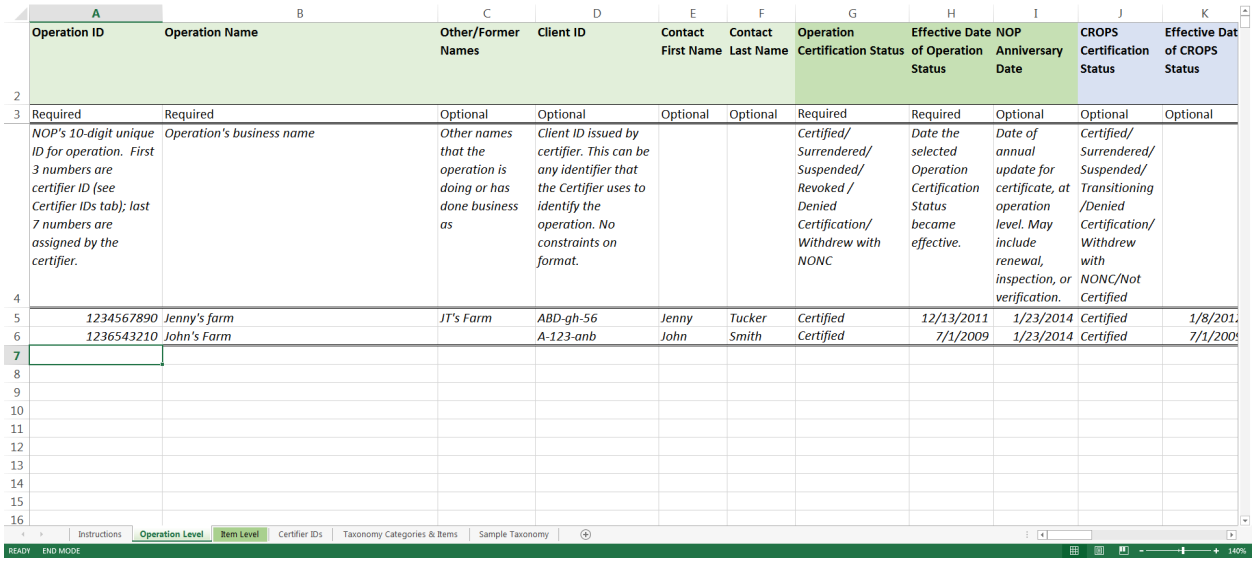
Data Element Name	Required/ Optional	Instructions	*Data Visibility**
Operation Level			
Operation ID	Required	NOP's 10-digit unique ID for operation. First 3 numbers are certifier ID (see Certifier IDs tab); last 7 numbers are assigned by the certifier.	***Public***
Operation Name	Required	Operation's business name. Enter text in Title Case.	***Public***
Other/Former Names	Optional	Other names that the operation is doing or has done business as. Enter text in Title Case.	***Public***
Client ID	Optional	Client ID issued by certifier. This can be any identifier that the Certifier uses to identify the operation. No constraints on format.	***Public***
Contact First Name	Optional	Enter only one first name. Use Title Case.	***Public***
Contact Last Name	Optional	Enter only one last name. Use Title Case.	***Public***
Operation Certification Status	Required	Select one of the following as applicable to the operation in question: Certified/Surrendered/Suspended/Revoked/Denied Certification/Withdrew with NONC	***Public:*** *Certified, Surrendered, Suspended, and Revoked operations;* ***All Certifiers and USDA:*** *All operations*
Effective Date of Operation Status	Required	Date the selected Operation Certification Status became effective.	***Public:*** *Dates for Certified, Surrendered, Suspended, and Revoked operations;* ***All Certifiers and USDA:*** *Dates for all*
NOP Anniversary Date	Optional	Date of annual update for certificate, at operation level. May include renewal, inspection, or verification.	***All Certifiers and USDA***
CROPS Certification Status	Optional	If the operation in question has applied for certification under the CROPS scope, select one of the following as applicable: Certified/Surrendered/Suspended/Transitioning/Denied Certification/Withdrew with NONC. If not, select Not Certified.	***Public:*** *Certified, Surrendered, Suspended scopes;* ***All Certifiers and USDA:*** *All scope*
Effective Date of CROPS Status	Optional	If CROPS certification status is provided (other than Not Certified), effective date must be entered	***Public:*** *Dates for Certified, Surrendered, Suspended scopes;* ***All Certifiers and USDA:*** *Dates for all scope statuses reported*
LIVESTOCK Certification Status	Optional	If the operation in question has applied for certification under the LIVESTOCK scope, select one of the following as applicable: Certified/Surrendered/Suspended/Transitioning/Denied Certification/Withdrew with NONC. If not, select Not Certified.	***Public:*** *Certified, Surrendered, Suspended scopes;* ***All Certifiers and USDA:*** *All scope*
Effective Date of LIVESTOCK Status	Optional	If LIVESTOCK certification status is provided (other than Not Certified), effective date must be entered	***Public:*** *Dates for Certified, Surrendered, Suspended scopes;* ***All Certifiers and USDA:*** *Dates for all scope statuses reported*
WILD CROPS Certification Status	Optional	If the operation in question has applied for certification under the WILD CROPS scope, select one of the following as applicable: Certified/Surrendered/Suspended/Transitioning/Denied Certification/Withdrew with NONC. If not, select Not Certified.	***Public:*** *Certified, Surrendered, Suspended scopes;* ***All Certifiers and USDA:*** *All scope*

atus and Effective Date

Instructions | Operation Level | Item Level | Certifier IDs | Taxonomy Categories & Items | Sample Taxonomy

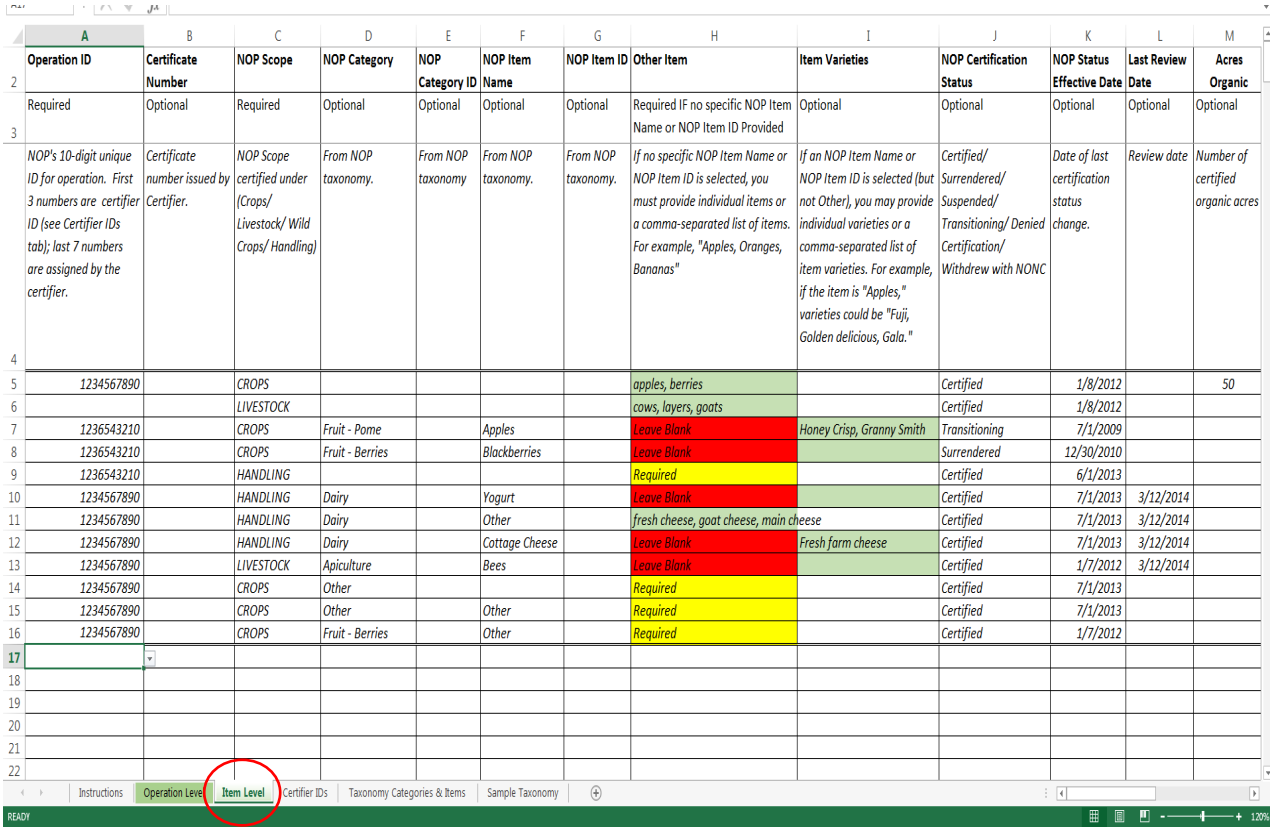
Attachment B: The Organic INTEGRITY Database

Views: The data fields view in the "Operation Level"



Operation ID	Operation Name	Other/Former Names	Client ID	Contact First Name	Contact Last Name	Operation Certification Status	Effective Date of Operation Status	NOP Anniversary Date	CROPS Certification Status	Effective Dat of CROPS Status
Required	Required	Optional	Optional	Optional	Optional	Required	Required	Optional	Optional	Optional
NOP's 10-digit unique ID for operation. First 3 numbers are certifier ID (see Certifier IDs tab); last 7 numbers are assigned by the certifier.	*Operation's business name*	*Other names that the operation is doing or has done business as*	*Client ID issued by certifier. This can be any identifier that the Certifier uses to identify the operation. No constraints on format.*			*Certified/ Surrendered/ Suspended/ Revoked / Denied Certification/ Withdrew with NONC*	*Date the selected Operation Certification Status became effective.*	*Date of annual update for certificate, at operation level. May include renewal, inspection, or verification.*	*Certified/ Surrendered/ Suspended/ Transitioning /Denied Certification/ Withdrew with NONC/Not Certified*	
1234567890	Jenny's farm	JT's Farm	ABD-gh-56	Jenny	Tucker	Certified	12/13/2011	1/23/2014	Certified	1/8/201
1236543210	John's Farm		A-123-anb	John	Smith	Certified	7/1/2009	1/23/2014	Certified	7/1/200

Views: The data fields view in the "Item Level".



Operation ID	Certificate Number	NOP Scope	NOP Category	NOP Category ID	NOP Item Name	NOP Item ID	Other Item	Item Varieties	NOP Certification Status	NOP Status Effective Date	Last Review Date	Acres Organic
Required	Optional	Required	Optional	Optional	Optional	Optional	Required IF no specific NOP Item Name or NOP Item ID Provided	Optional	Optional	Optional	Optional	Optional
NOP's 10-digit unique ID for operation. First 3 numbers are certifier ID (see Certifier IDs tab); last 7 numbers are assigned by the certifier.	*Certificate number issued by Certifier.*	*NOP Scope certified under (Crops/ Livestock/ Wild Crops/ Handling)*	*From NOP taxonomy.*	*From NOP taxonomy*	*From NOP taxonomy.*	*From NOP taxonomy.*	*If no specific NOP Item Name or NOP Item ID is selected, you must provide individual items or a comma-separated list of items. For example, "Apples, Oranges, Bananas"*	*If an NOP Item Name or NOP Item ID is selected (but not Other), you may provide individual varieties or a comma-separated list of item varieties. For example, if the item is "Apples," varieties could be "Fuji, Golden delicious, Gala."*	*Certified/ Surrendered/ Suspended/ Transitioning/ Denied Certification/ Withdrew with NONC*	*Date of last certification status change.*	*Review date*	*Number of certified organic acres*
1234567890		CROPS					apples, berries		Certified	1/8/2012		50
		LIVESTOCK					cows, layers, goats		Certified	1/8/2012		
1236543210		CROPS	Fruit - Pome		Apples		Leave Blank	Honey Crisp, Granny Smith	Transitioning	7/1/2009		
1236543210		CROPS	Fruit - Berries		Blackberries		Leave Blank		Surrendered	12/30/2010		
1236543210		HANDLING					Required		Certified	6/1/2013		
1234567890		HANDLING	Dairy		Yogurt		Leave Blank		Certified	7/1/2013	3/12/2014	
1234567890		HANDLING	Dairy		Other		fresh cheese, goat cheese, main cheese		Certified	7/1/2013	3/12/2014	
1234567890		HANDLING	Dairy		Cottage Cheese		Leave Blank	Fresh farm cheese	Certified	7/1/2013	3/12/2014	
1234567890		LIVESTOCK	Apiculture		Bees		Leave Blank		Certified	1/7/2012	3/12/2014	
1234567890		CROPS	Other				Required		Certified	7/1/2013		
1234567890		CROPS	Other		Other		Required		Certified	7/1/2013		
1234567890		CROPS	Fruit - Berries		Other		Required		Certified	1/7/2012		

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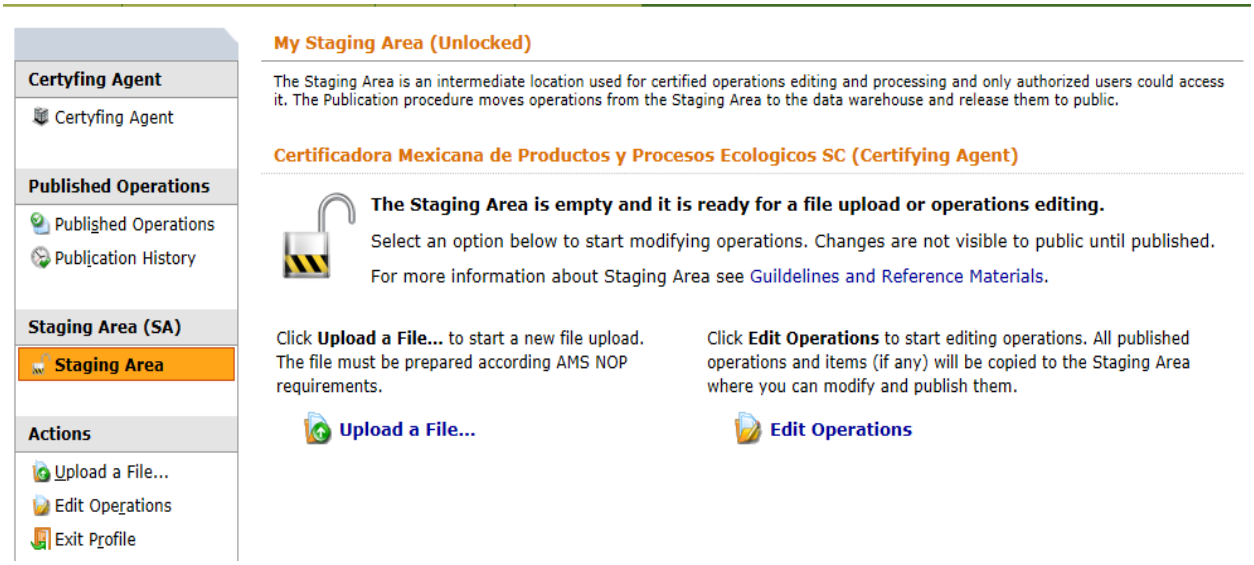
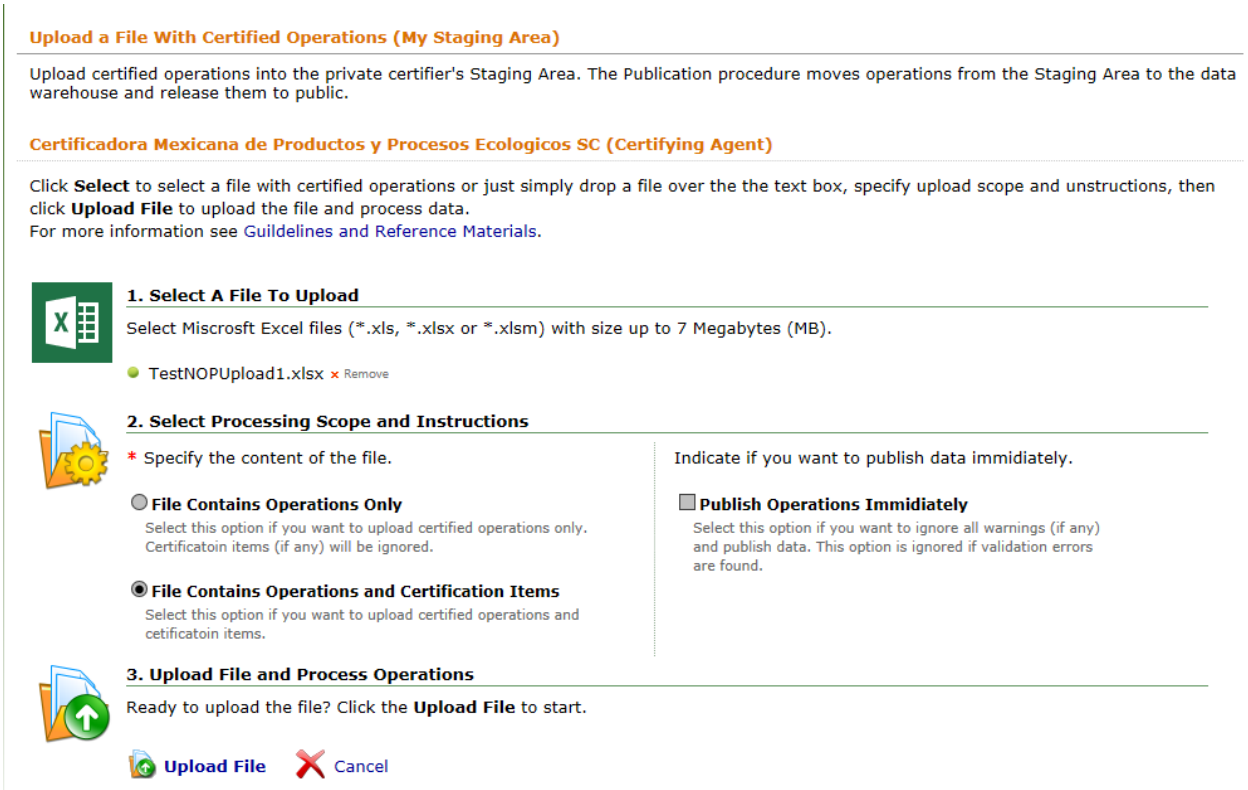
- ***Importing and exporting data for operations***

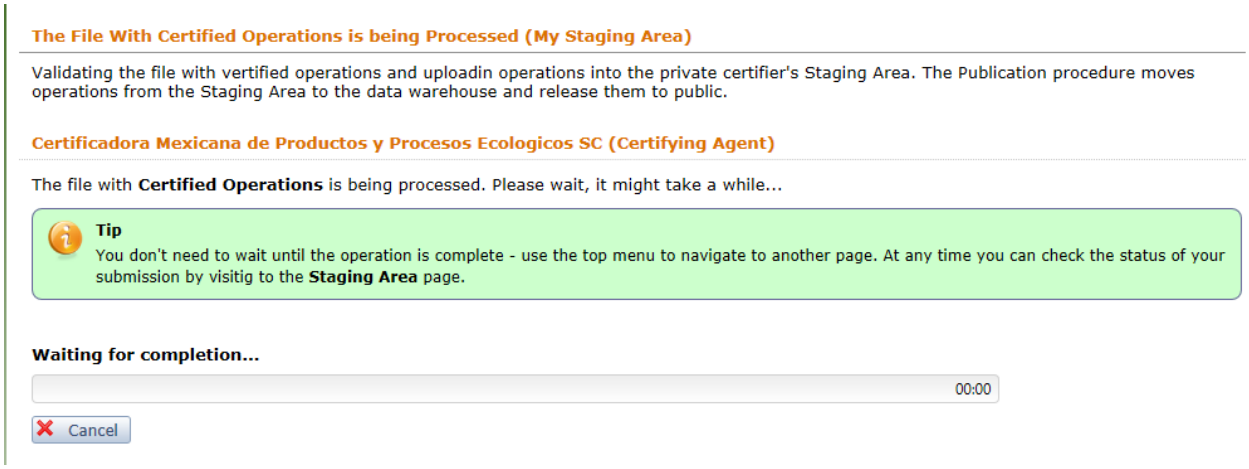
Import/Export Operation(s) Data: If certifiers want to upload or download data with Excel, they will use the import/export feature starting with the "Staging Area":



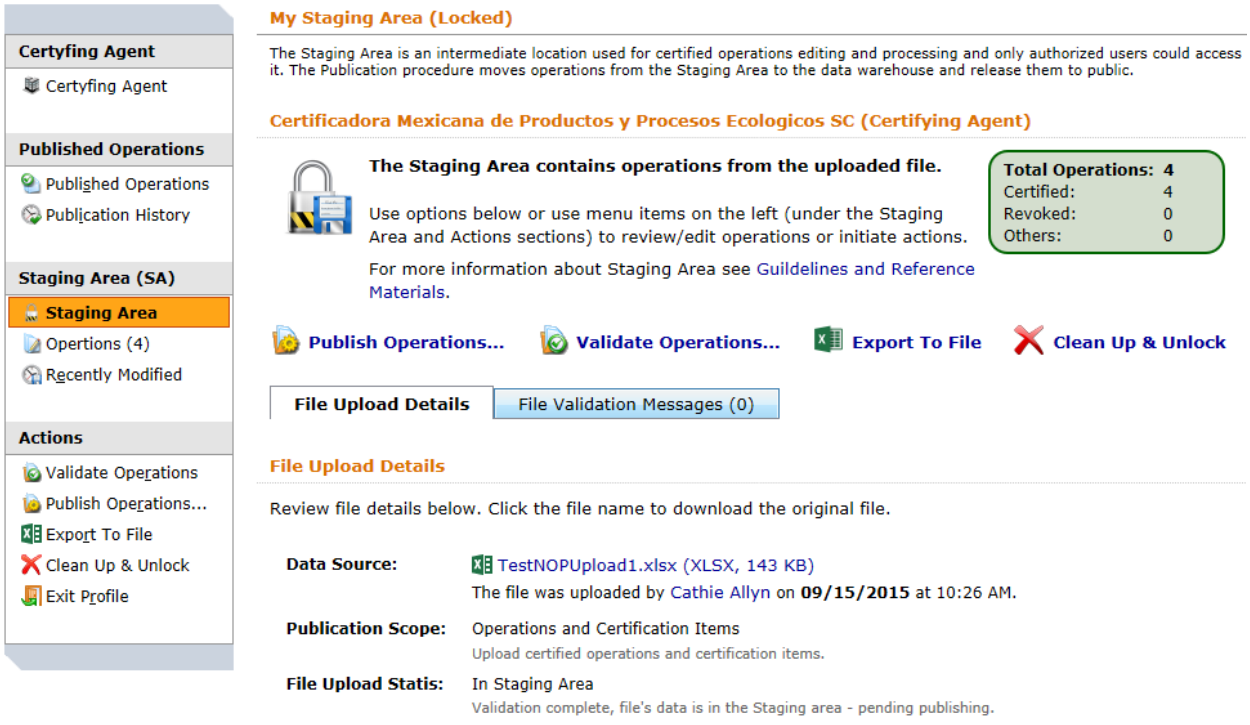
Import/Export Operation(s) Data: Staging Area – Start File Upload



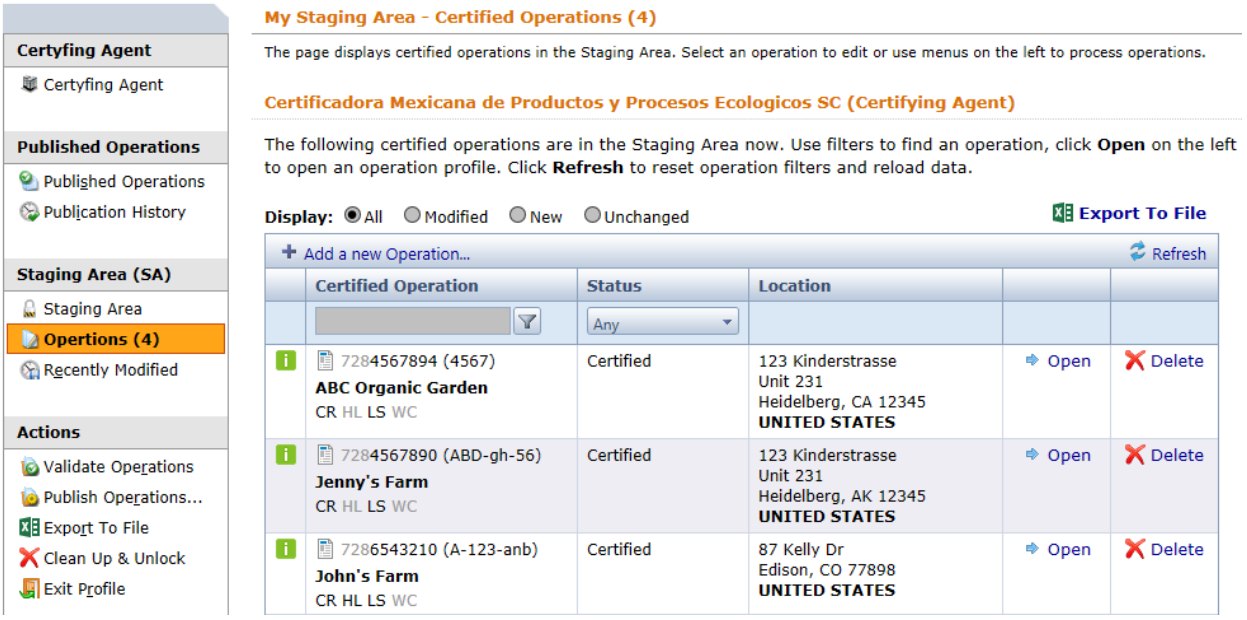
Import/Export Operation(s) Data: File processing in progress



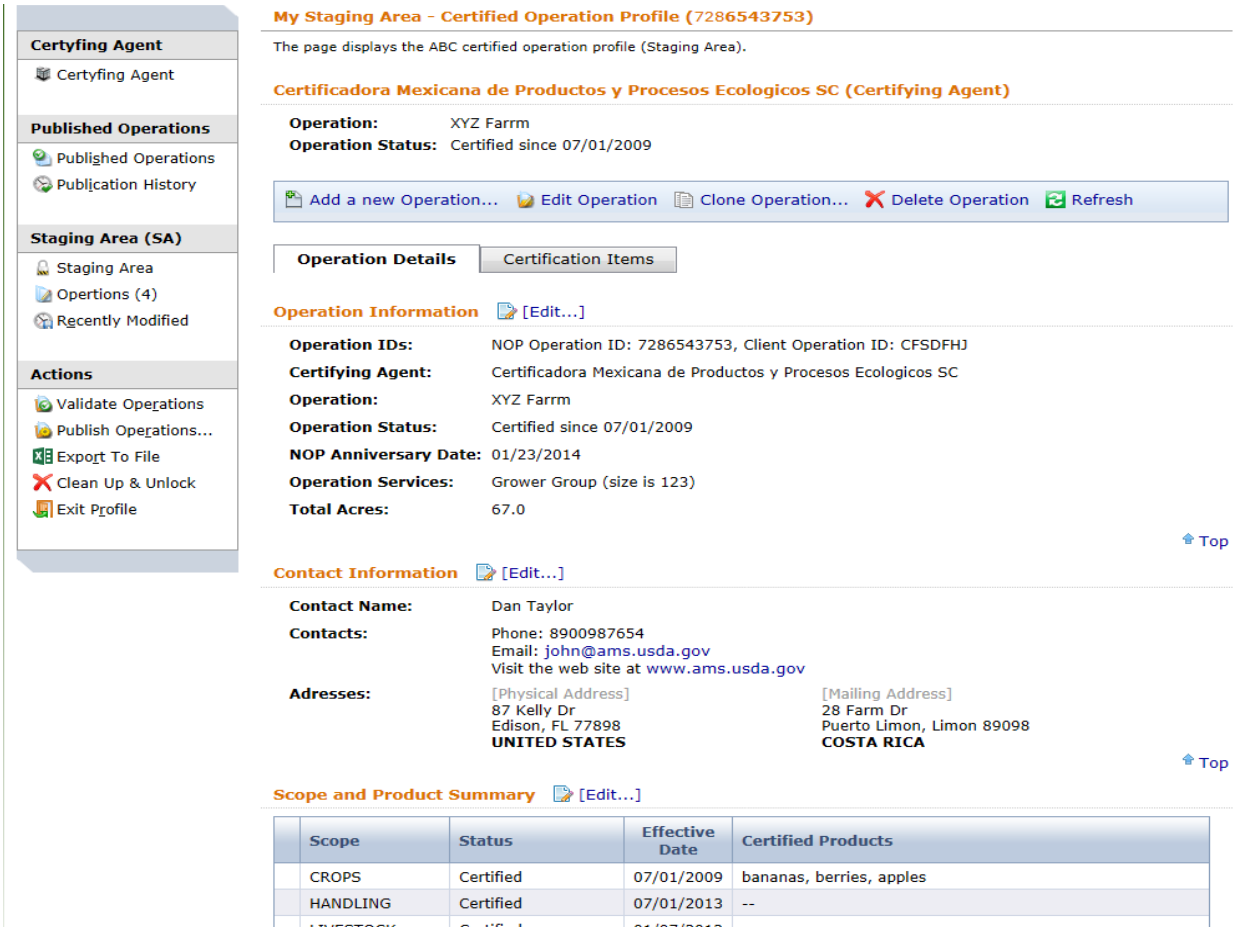
Import/Export Operation(s) Data: Operations uploaded



Import/Export Operation(s) Data: Operations in staging area



Import/Export Operation(s) Data: Operation profile in staging area



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The data elements required on an organic certificate are specified (§ 205.404). Certifying agents can produce their own certificate or voluntarily use the standardized format provided in INTEGRITY. Before getting started, this screen allows for the data to be verified before viewing or printing.

Data Element	Template Location
Certifier Name, Address, Web Site, Phone Number – Email Address as Available*	N/A, but review your Certifier Profile contact information for best presentation
Operation Name	Operation Level – Column B
Operation Physical Address	Operation Level – Columns R-W
Operation Mailing Address if Different from Physical Address	Operation Level – Columns X-AC
Operation Certification Status Effective Date	Operation Level – Column H
Issue Date	N/A, today
Optional: Operation Contact Name, Phone, Email and Website	Operation Level – Columns E, F, AD, AE, AF
Operation Anniversary Date	Operation Level – Column I
Operation Scope Statuses	Operation Level – Columns J, L, N, P for Certified Scopes
Certified Items/Products	Item Level – Column H or F/G. Optional: Column I, D/E
Optional: NOP Certification Status**	Item Level – Column J
Item Labeling Categories for Items in Handling Scope	Item Level – Columns Q, R, or S
Item Status Effective Date	Item Level – Column K
Optional: Current Certificate Numbers	Item Level – Column B

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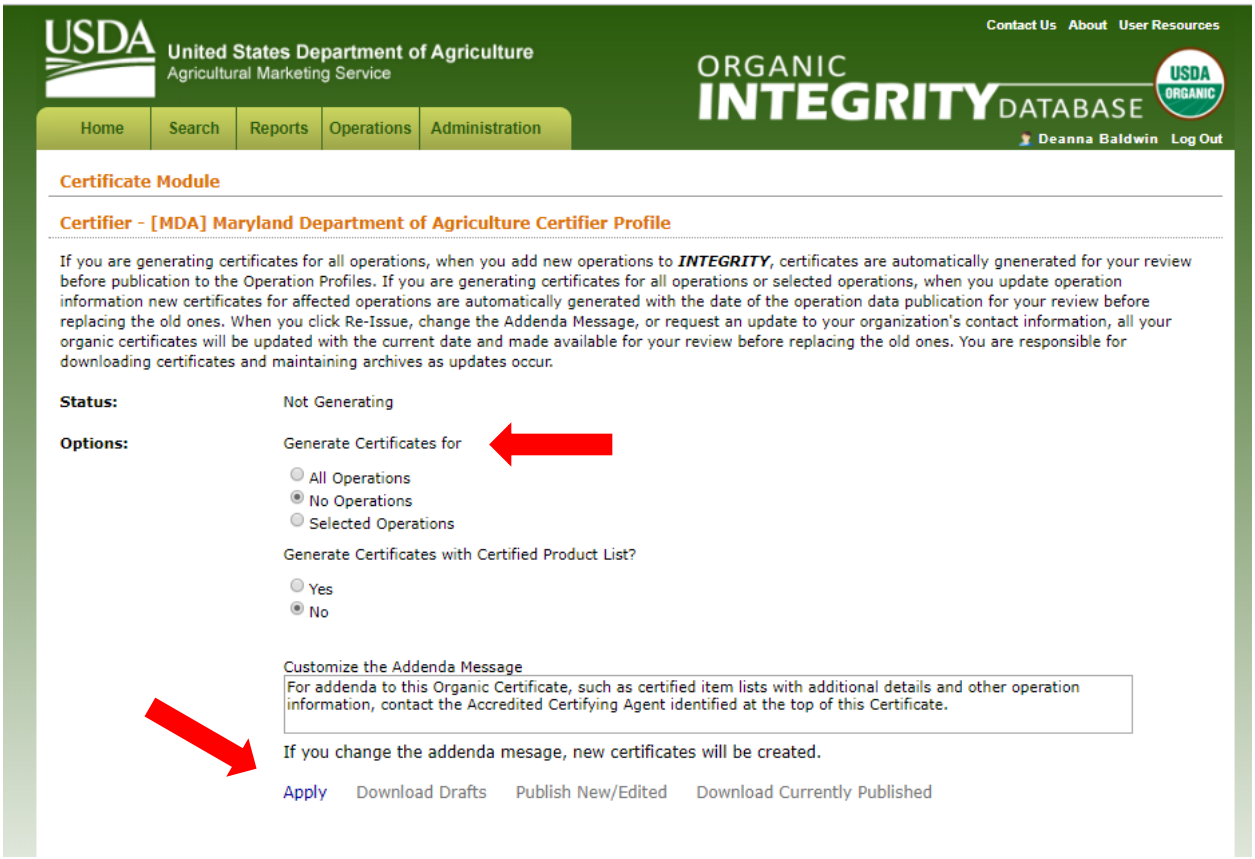
The certificate module.

- A certifying agent that voluntarily uses the standardized certificates in INTEGRITY automatically enables use of the certificate module by the public.
- The certificate module is currently not available to public users of INTEGRITY if the certifier does not use the standardized certificates. The certification status of operations can still be viewed without the use of the certificate module even though the certificate cannot be viewed or printed.

Attachment B: The Organic INTEGRITY Database

Certifiers select *All Operations* or *Selected Operations and* click *Apply* to generate the draft certificates.



After clicking "Apply", INTEGRITY works on the request.

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Summary page for a specific certified operation prior to printing a certificate.

A sample Organic Certificate

For addenda to this Organic Certificate, such as certified item lists with additional details and other operation information, contact the Accredited Certifying Agent identified at the top of this Certificate.