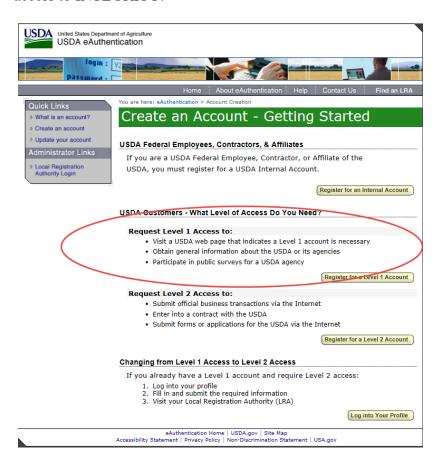
National Organic Program The Organic Integrity Database (INTEGRITY) Instructions OMB NO. 0581-0191

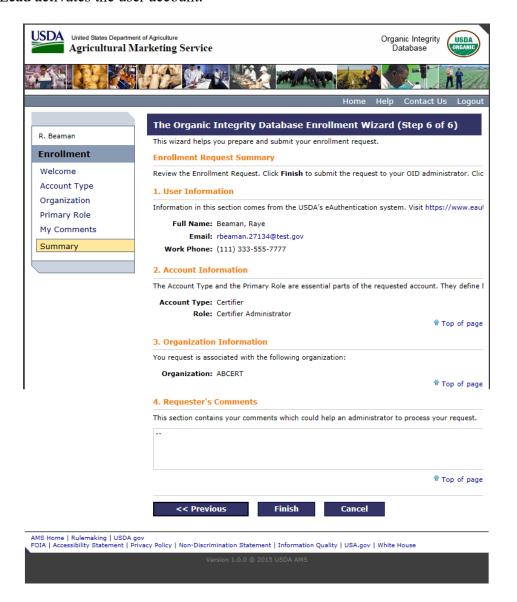
The Organic Integrity Database (INTEGRITY) is a modernized system for tracking certified organic farms and businesses. With the new database, organic certifiers have been able to add new operations and report changes to existing operations at any time, including being able to report suspended, revoked,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

• USDA eAuthentication Enrollment and logging in:

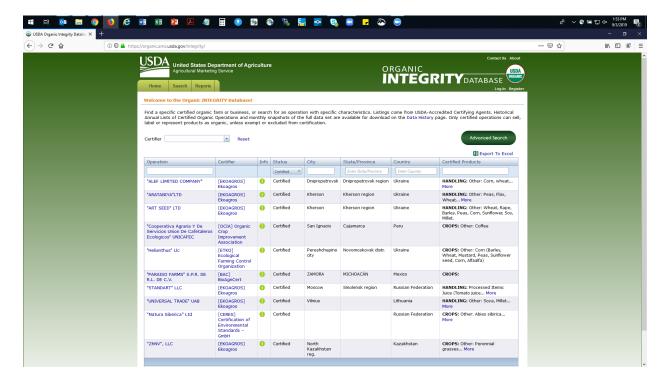
All certifiers have personal logins and passwords for each employee who accesses the system. INTEGRITY uses the already established USDA authentication system that provides proven security controls. Either NOP or certifier administers certifier staff accounts (certifier's choice). It identifies user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



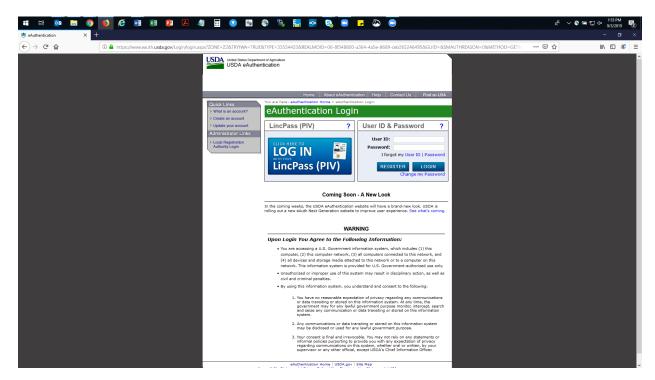
Certifier staff complete a registration application to request an account, and the Certifier Lead activates the user account.



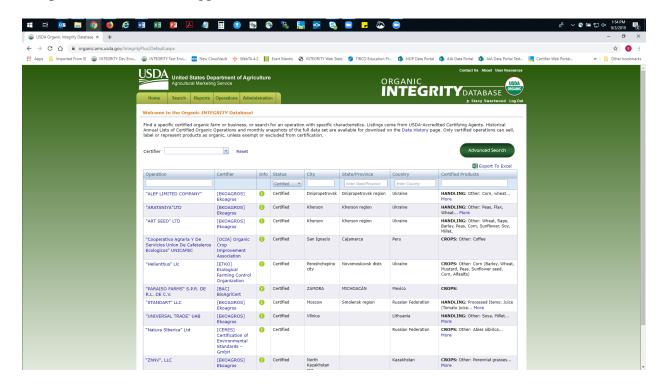
Step 1: Once certifier staff is enrolled, certifier staff clicks "Login" on Home Page to log in.



Step 2: Certifier staff enters eAuth User ID and Password



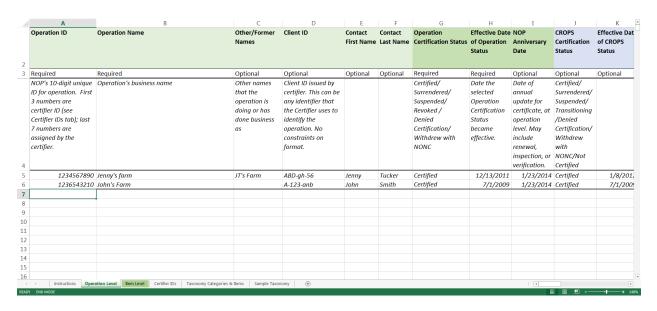
Step 3: Certifier staff is logged in.



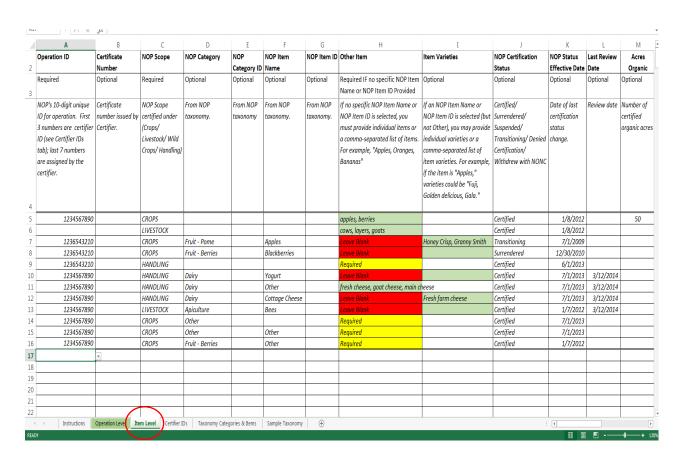
Data fields in the system are showing as "required" or "optional". Data can be directly entered or can be uploaded with Excel file uploads. "Required" data is the same data that is required to be physically mailed (or emailed) to the Administrator or State Organic Program as paper copies of: (1) the 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, Suspend and Revoked operations; All Certifiers 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; A 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, Suspend scopes; All Certifiers and USDA: All sc	
	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 U Dates for all scope statuses reported	
ė	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, Suspend scopes; All Certifiers and USDA: All so	
	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, Surrendere Suspended scopes; All Certifiers and U 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, Suspend scopes; All Certifiers and USDA: All sc	

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

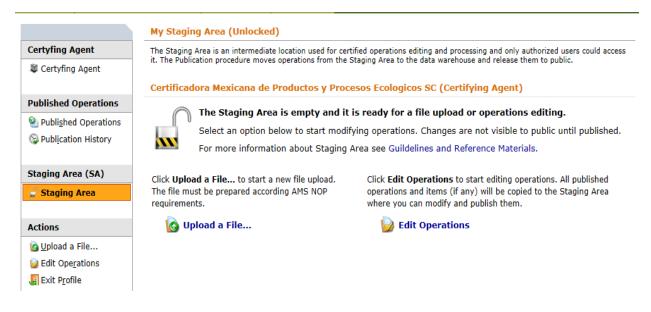


Views: The data fields view in the "Item Level".



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

Upload a File With Certified Operations (My Staging Area)

Upload certified operations into the private certifier's Staging Area. The Publication procedure moves operations from the Staging Area to the data warehouse and release them to public.

Certificadora Mexicana de Productos y Procesos Ecologicos SC (Certifying Agent)

Click Select to select a file with certified operations or just simply drop a file over the the text box, specify upload scope and unstructions, then click Upload File to upload the file and process data.

For more information see Guildelines and Reference Materials.



1. Select A File To Upload

Select Miscrosft Excel files (*.xls, *.xlsx or *.xlsm) with size up to 7 Megabytes (MB).

TestNOPUpload1.xlsx x Remove



2. Select Processing Scope and Instructions

* Specify the content of the file.

File Contains Operations Only

Select this option if you want to upload certified operations only. Certification items (if any) will be ignored.

File Contains Operations and Certification Items

Select this option if you want to upload certified operations and cetificatoin items.

Indicate if you want to publish data immidiately.

Publish Operations Immidiately

Select this option if you want to ignore all warnings (if any) and publish data. This option is ignored if validation errors are found.



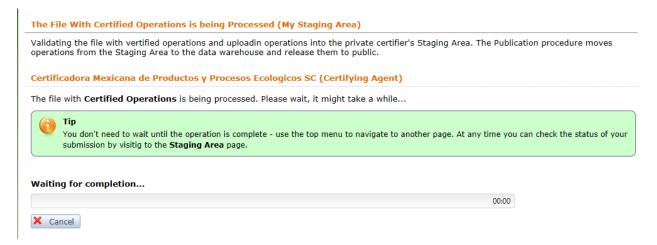
3. Upload File and Process Operations

Ready to upload the file? Click the Upload File to start.

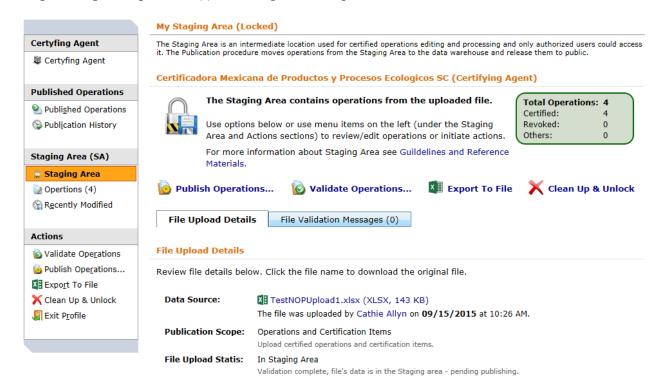


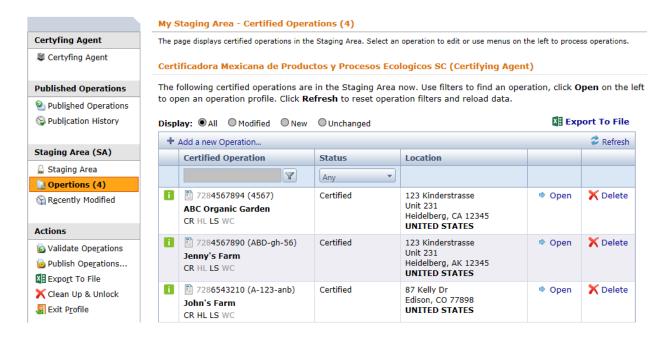


Import/Export Operation(s) Data: File processing in progress

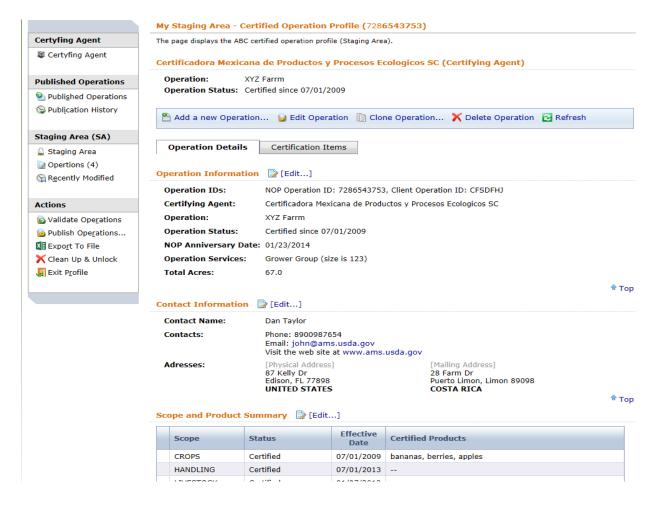


Import/Export Operation(s) Data: Operations uploaded





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

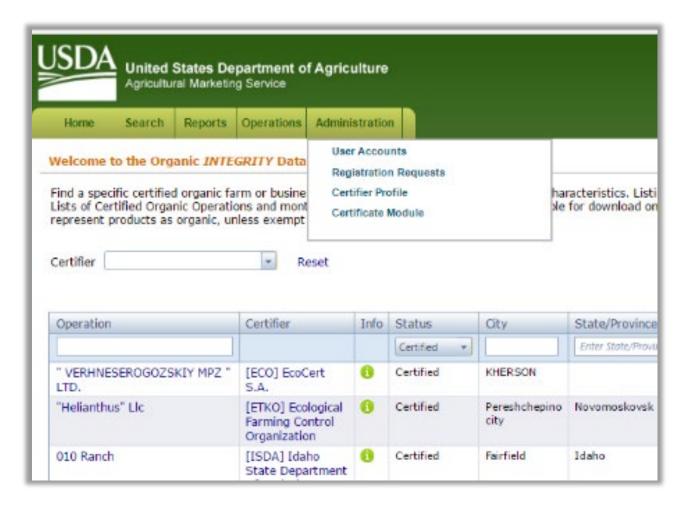


The data elements required on an organic certificate are specified (§ 205.404), and no changes are being proposed to the data required. Currently, certifying agents can produce their own certificate or voluntarily use the standardized format provided in INTEGRITY. Before getting started, this screen allows for the data to be verified before viewing or printing.

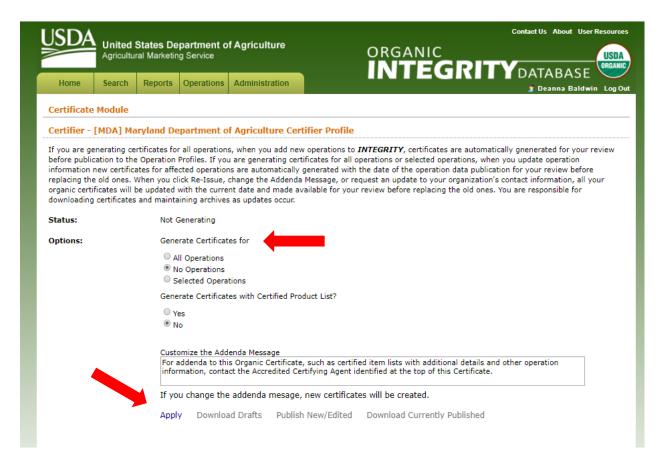
Data Element	Template Location
Certifier Name, Address, Web Site, Phone Number – Email Address as Available*	N/A, but review your Certifier Profile contact information for best presentation
Operation Name	Operation Level – Column B
Operation Physical Address	Operation Level – Columns R-W
Operation Mailing 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

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.
- The proposed rule proposes that all certifying agents use the standardized certificates. This will automatically enable the use of the certificate module by all public users of INTEGRITY.



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



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



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.