

Operation Management

Tip Sheets

HOW TO UPLOAD A FILE OF OPERATIONS

This document contains an overview and step-by-step instructions for preparing and uploading a Microsoft Excel file with operation information, working in the Staging Area, and publishing changes.

[Download Document \(PDF\)](#)

HOW TO EDIT AN OPERATION

This document contains an overview and step-by-step instructions for editing operation information using the Operation Profile web-based form and publishing changes.

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OPERATION DATA QUALITY BEST PRACTICES

This document contains minimum standards and best practices for data quality.

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HOW TO USE YOUR CERTIFIER DATA QUALITY PROFILE

This document contains a guide to calculations of minimum standards and best practices for data quality that can be automated. Certifier Data Quality Profiles are only available to USDA-Accredited Certifiers.

[Download Document \(PDF\)](#)

HOW TO USE THE OPERATION CERTIFICATE MODULE

This document contains an overview and step-by-step instructions for using the Certificate Module to issue organic operation certificates for USDA-Accredited Certifiers from *INTEGRITY*, data requirements, and access to certificates from Operation Profiles for all users. Only USDA-Accredited Certifiers can issue USDA Operation Certificates.

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ORGANIC CERTIFIER SURVEY GUIDE

This document contains information about submitting data for the Organic Certifier Survey. Only U.S. operations are highlighted in the Organic Certifier Survey.

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Data Submission Templates

To upload import certificate information, you must prepare a file that includes all required template information. The file cannot exceed 12 MB.

TEMPLATE FOR OPERATION DATA SUBMISSION EXCEL WORKBOOK – MANUAL DATA ENTRY

Use this Microsoft Excel file (.xlsm) for manual data entry. You can also download a [version with sample data](#).

[Download Document \(XLSM\)](#)

TEMPLATE FOR OPERATION DATA SUBMISSION EXCEL WORKBOOK – AUTOMATED EXPORT

Use this Microsoft Excel file (.xlsm) as a reference if you are exporting data from your system. It contains the required data structure without macros.

[Download Document \(XLSM\)](#)

Operation Data Submission Template References

- [Glossary of Terms](#)
- [Data Dictionary](#)
- [Certifier IDs](#)
- [Taxonomy Categories & Items](#)
- [Sample Taxonomy](#)
- [Country List](#)

How to Upload a File

What to Expect

- Your file uploads will only replace operation data that has changed.
- Once you have assigned a ten-digit NOP Operation ID and published the information, the Operation ID cannot be changed. If you change an Operation ID in the template and upload it again, the system will create a duplicate operation record which is a data quality problem.
- When you upload a file, the system will validate all the data and produce a report of any Errors and Warnings.
 - **Errors:** Required fields; file upload will not be successful until these errors are corrected.
 - **Warnings:** Issues with data quality; data can still be published even if these are not corrected.

The system runs the operation level information first – after all errors are corrected, it will start to run the item level information. It may take a few attempts to upload your first file, but future updates will be much easier.

- You can upload only one file at a time. You must Publish the file data or Clean Up and Unlock the Staging Area before you can upload another file.
- All your organization's *INTEGRITY* users can make changes to the operations, or add new operations, that you have certified organic.

Options for Updating Your Data Using the Template

- Export data from your system to the Excel [template](#)
- Update the last template file you uploaded and published.
- If you have edited operation data using the web-based form, you can download your current data with those changes from *INTEGRITY*. You can also use this option if you can't find a copy of the last template file you uploaded, or aren't sure which version you published.
- Enter new data directly into an empty Excel [template](#)

Template Tips and Tricks

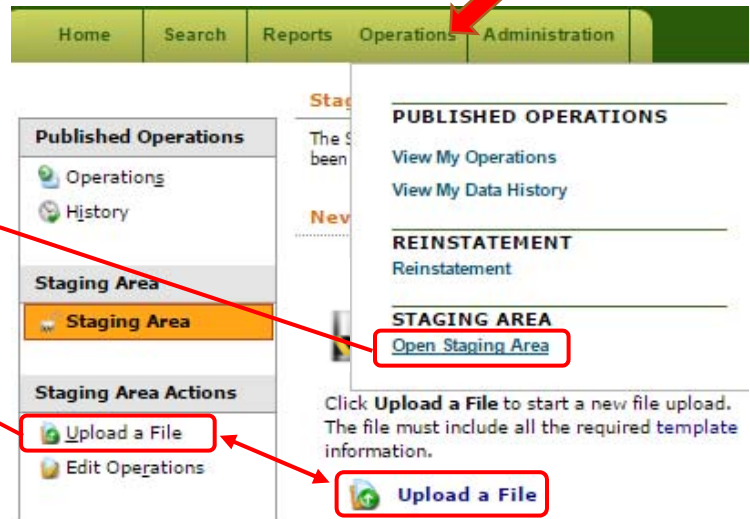
- Start on Row 5 (delete any sample data)
- Columns can be rearranged into any order, but all must be present on the worksheet
- If entering US Operations, select country first, then state or territory from drop down list
- Add a row for each certified Scope to the Item Level tab and enter all Item (Product) Level information
- If you are working with an export of previously published data, do not edit the Operation Name column in the Item Level tab – the database does not read this column.
- Do not change the NOP Operation ID for previously published operations; this will create a duplicate operation record, which is a data quality problem.

Getting to the File Upload Page

Log in to *INTEGRITY* using your USDA eAuthentication username and password.

On the **Operations** tab, click **Open Staging Area**

Click on one of the **Upload a File** links



Note: If the Upload a File links are not shown, click **Clean Up & Unlock**.

Uploading a File

Follow the steps on the **Upload a File** screen.

Upload a File

The Staging Area is an intermediate location used for uploading and editing operation information. When you Publish information that has been updated in the Staging Area, it is made available to the public. Only authorized users can access the Staging Area.

Under Control of NOP (Certifier)

Click **Select** to browse for a template file or drag and drop a file on both operation and item information, then click **Upload File** to start. More information is available under [User Resources](#).

1. Select a File to Upload

Select a Microsoft Excel file (*.xlsm, *.xlsx or *.xls) that includes all required information and is less than **12 Megabytes (MB)**. You can download the current version of the [template](#) to get started.

Select

2.* Specify the Content of the File

☒ **File Contains Operation and Item (Product) Level Information**

Select this option to update operation records and replace all associated item information. If item level information is not provided for any operations in the file, current items will be deleted from the database.

☐ **File Contains Operation Level Information Only**

Select this option to update operation level information only. Associated items (if any) will be copied from the Public Area and can be changed if you Edit Operations after completing the file upload.

☐ **Publish Immediately**

Select this option if you want to ignore any warnings/errors and publish data immediately. Operations with validation errors will be ignored – existing operations will not be updated and new operations will not be added to the database.

3. Upload File and Process Operations


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

Make sure you have completed the Excel certified operations data submission [template](#) and saved it. The file must be less than 12 MB.

You can upload both operation and item (product) level information, or just operation information.



If the file upload is successful, you can proceed to **Publish Operations**

If the file upload is not successful you can use the on-screen error and warning messages to make corrections to the file you uploaded, or click **Export to File** to download a version of the file you uploaded with error and warning reports that link directly to the cells that need to be corrected. Then you can **Upload Another File** to submit your corrected data.



Staging Area is locked, but no operations were uploaded.
 There are data validation errors in the file - review them below.
 You can fix errors and upload the revised file, upload another file, or clean up and unlock the Staging Area.

More information about the Staging Area can be found under [User Resources](#).

 **Upload Another File...**
 **Clean Up & Unlock**


File Upload Details


File Validation Errors (1) and Warnings (0)

File Validation Errors and Warnings

The following validation errors were found. Validation errors prevented operation and item level information from being loaded into the Staging Area. Click **Export File** below to download a version of the file you submitted with embedded validation messages (new Errors or Warnings worksheet tabs will be inserted).

Show Messages: ☒ Errors (1) ☐ Warnings (0) ☐ All (1)

	Type	Worksheet	Row	Message
	Error	Operation Level	5	Cell G5 (column "Operation Certification Status") The column "Operation Certification Status" is required, but no value was provided.

 **Export to File**

Note: Operation level data is validated first; once any errors are resolved, item level data is validated and any item error and warning messages are provided. It may take a few attempts to successfully upload your file.

Publishing the Operations

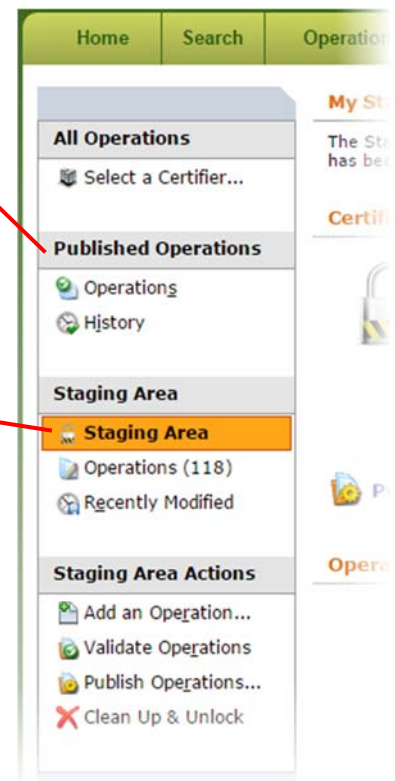
Publishing Operations will finalize the data and make the new data available on the publicly-accessible *INTEGRITY* site.

After you've published data, you can view the new information in the **Published Operations** left menu options:

- **Operations:** View the new data finalized in system
- **History:** See the history of published data

Prior to publishing, you can review the newly uploaded operation data from the **Staging Area** left menu options:

- **Operations (#):** View the list of operations in the staging area
- **Recently Modified:** See which operations were changed



To finalize data, click on **Publish Operations** from the file upload confirmation page.

Published Operations

Operations
History

Staging Area

Staging Area
Operations (58)
Recently Modified

Staging Area Actions

Add an Operation...
Validate Operations
Publish Operations...
Clean Up & Unlock

The Staging Area contains operations from the uploaded file.

Use options below or use menu items on the left (under the Staging Area and Actions sections) to review/edit operations or initiate actions.

More information about the Staging Area can be found under [User Resources](#).

Total Operations: 58
Certified: 44

Publish Operations... **Validate Operations** **Export to File** **Clean Up & Unlock**

File Upload Details File Validation Messages (Empty)

File Upload Details

Review file details below. Click the file name to download the original file.

Data Source: [OID.PublishedOperations.000.20151026 \(3\).xlsx \(XLSX, 145 KB\)](#)
The file was uploaded by [Kristin Tensuan](#) on **12/03/2015** at 1:23 PM.

Publication Scope: Operation and Item information
A file containing operation and item level information was uploaded.

File Upload Status: Operation and Item Information is in the Staging Area
Validation complete, file data is in the Staging area - pending review and publication.

Click **Publish Operations** and the information in the Staging Area will be finalized in the system and made available to the public on the *INTEGRITY* website.

Staging Area - Publish Operations

When you Publish information that has been updated in the Staging Area, it is made available to the public. More information can be found under [User Resources](#).

Certifier: [NOP] Under Control of NOP
Total Operations (SA): 9
Certified Operations (SA): 8

Review data validation messages before publishing this operation information or to meet data quality standards. Click **Publish Operations** to finalize the number of operations are being updated), or use tabs on the top to navigate.

Publish Operations **Validate Operations** **Cancel**

Clicking **Publish Operations** will complete the data submission process.

Clicking **Validate Operations** will show you any additional data quality issues (warnings) that you may want to fix prior to publishing.

Congratulations – you’ve updated your list of certified operations!

Operations were Published

Operations from the Staging Area were published successfully. The Staging Area was cleaned up and it is unlocked now.

How to Edit an Operation

What to Expect

- The system will validate information as you update sections of the Operation Profile, and provide Error and Warning messages. This is also a useful tool for exploring how to use the NOP Taxonomy Categories and Items and other optional data fields.
 - **Errors:** Required fields; file upload will not be successful until these errors are corrected.
 - **Warnings:** Issues with data quality; data can still be published even if these are not corrected.
- When you publish operations that you have edited, you can obtain a Validation report.
- *INTEGRITY* Lead and Staff users for your organization can make changes to operations, or add new operations, that you have certified organic.

Getting to the Edit Operation Profile Page

Log in to *INTEGRITY* using your USDA eAuthentication username and password.

The screenshot displays the INTEGRITY database interface. At the top, a navigation bar contains tabs: Home, Search, Reports, Operations, and Administration. A red arrow points to the 'Operations' tab. Below the navigation bar, the 'Operations' section is expanded, showing a sidebar with 'Published Operations' (containing 'Operations' and 'History'), 'Staging Area' (containing 'Staging Area'), and 'Staging Area Actions' (containing 'Upload a File' and 'Edit Operations'). A red box highlights the 'Edit Operations' link. A red arrow points from a text box 'Click Edit Operations' to this link. Another red arrow points from a text box 'On the Operations tab, click Open Staging Area' to the 'Open Staging Area' link in the 'STAGING AREA' section of the main content area. The main content area also shows sections for 'PUBLISHED OPERATIONS' (with links 'View My Operations' and 'View My Data History'), 'REINSTATEMENT' (with link 'Reinstatement'), and 'STAGING AREA' (with link 'Open Staging Area'). A red box highlights the 'Open Staging Area' link. Below this, there is a section for 'Upload a File' with instructions: 'Click Upload a File to start a new file upload. The file must include all the required template information.' and a button labeled 'Upload a File'.

Choose an operation from the list and click **Open** to view the Operation Profile.

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Certifiers » Certifier » Operations (Staging Area)

Staging Area - Operations (210)

Operations in the Staging Area are listed below. Select an operation to edit or use menus on the left to navigate the system.

Operations are ready
210 operations are in

Certificadora Mexicana de

The following operations are in the Staging Area now. Use filters to find a specific operation, click **Open** on the right to open and edit an Operation Profile. You can also add a new operation by clicking the link at the top of the table.

Display: ☒ All ☐ Modified ☐ New ☐ Unchanged

+ Add a new operation

Operation	Status	Address	Active	
7281690736 (CMX-736) 123 SPIRITS SA De CV HANDLING ¹	Certified effective 12/01/2017	Loma Larga No. EXT. 338, Colonia Colinas de San Javier 2da. Sección Zapopan, JALISCO 45110 Mexico	Yes	Open
7281690754 (CMX-754)	Certified	Rio Nayar 033	Yes	Open

Editing an Operation Profile – Operation Level Data

Click **[Edit]** in the section of the Operation Details tab that you want to change.

OR

Click **Edit Operation** at the top of the profile to see all of the operation level data fields.

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Certifiers » Certifier » Operations (Staging Area) » Operation

Staging Area - Operation Profile (0000005360)

You can update information by clicking Edit.

Operation Name: Wilkinson, DM & WA - Barford Station
Certifier: [NOP] Under Control of NOP

Operation Details Product Details Operation History

Operation Information **[Edit]** [Copy]

NOP ID: 0000005360
Certifier Client ID: N/A
Certifier: [NOP] Under Control of NOP
Operation Name: Wilkinson, DM & WA - Barford Station
Other/Former Names: N/A
Operation Status: **Surrendered**
Status Effective Date: 06/22/2015
NOP Anniversary Date: N/A
Business Types/Services: --
Total Certified Acres: --
☒ Active

Scope and Product Summary

Review operation scopes and certified products below. Any inconsistencies with changes you made to Operation status are shown under the current Scope status and modifications will be made automatically when you Publish Operations. Information about products that have a status other than Certified can be found under the Product Details tab.

Scope	Status	Effective Date	Certified Products
CROPS (1)	Surrendered	06/22/2015	--
HANDLING (1)	Surrendered	06/22/2015	--
LIVESTOCK (2)	Surrendered	06/22/2015	--
WILD CROPS	--	N/A	--

When you're finished, click the **Save** button and the page will refresh.

Click the **Return** button to go back to the Operation Profile.

Note: Changing the Operation Status to Suspended will result in automated changes to Scope Status. These changes are displayed under the current Scope Status in the Scope and Product Summary section. Changing Operation Status to Revoked will result in automated removal of all Scope and Product information.

Operation Details

Product Details

Operation Information

[Edit]

NOP ID:

000005694

Certifier Client ID:

N/A

Certifying Agent:

[NOP] Under Control of NOP

Operation Name:

Proud BC & MS

Other/Former Names:

N/A

Operation Status:

Suspended

Status Effective Date:

01/01/1990

NOP Anniversary Date:

N/A

Business Types/Services:

--

Total Certified Acres:

--

Top

Scope and Product Summary

[Edit]

Review operation scopes and products below. Changes to scope status are displayed under the current scope.

Scope	Status	Effective Date	Products
CROPS (4)	Certified (= Suspended)	01/01/1990	--
HANDLING	--	N/A	--
LIVESTOCK	Certified (= Suspended)	01/01/1990	--
WILD CROPS	--	N/A	--

Editing an Operation Profile – Item (Product) Level Data

Click on the **Product Details** tab to view the data.

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Certifiers > Certifier > Operations (Staging Area) > Operation

Staging Area - Operation Profile (0000000183)

You can update information by clicking Edit.

Operation Name:

Silva Orchards

Operation Status:

Surrendered

Status Effective Date:

07/12/2011

Certifier:

[NOP] Under Control of NOP

Operation Details

Product Details

Operation History

Unchanged operation.

Review products (Items) below. Any inconsistencies with changes you made to Operation or Scope status are shown under the current Item status and modifications will be made automatically when you Publish Operations.

+ Add a new item

Refresh

Scope	Product (Item) Information	100% Organic	Organic	Made with Organic	Status	Effective Date	
Any		Any	Any	Any	Any		
CROPS	<div>No. 1 Category: Other</div> <div>Apples</div> <div>Certificate No.: --</div> <div>Last Review Date: N/A</div> <div>Acres Certified Organic: --</div> <div>Transitioning: --</div>	--	--	--	Surrendered	N/A	<div>Edit</div> <div>Delete</div>
CROPS	<div>No. 2 Category: Other</div> <div>Peaches</div>	--	--	--	Surrendered	N/A	<div>Edit</div> <div>Delete</div>

To add a new product, click + Add a new item... at the top of the table.

Click Edit on an existing item (product) that you want to update.

To use the NOP Taxonomy, first select the item's Scope. As you complete additional information, the data fields that are displayed will change to guide you through the options.

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An asterisk (*) denotes a required field.

Staging Area - Adding Item (Product) to Operation (0000005346)

Enter information, then click **Create**.

Certifying Agent: [NOP] Under Control of NOP
NOP Operation ID: 0000005346
Operation Name: Alawoona Enterprises

Item (Product)

Enter or verify item (product) information. All dates must be entered using Month/Day/Year format (e.g. 01/15/2015 or 1/15/2015).

NOP Certification Status: Certified **Status Effective Date:** 11/26/2015

Last Review Date: mm/dd/yyyy
Last date the operation has had a complete OSP review.

Certificate No.:

NOP Taxonomy Information

Enter or verify item (product) information. Select the Item's NOP Scope first.

* **NOP Scope:** -- Select --

Miscellaneous

Enter or verify additional information.

Acres Certified Organic: Enter Acres

NOP Taxonomy Information

Enter or verify item (product) information. Select an NOP Item Name to enter Item Varieties.

* **NOP Scope:** HANDLING

NOP Category: Other

NOP Item Name: Other

* **Other Item:**

Enter individual items as

NOP Taxonomy Information

Enter or verify item (product) information. Select Other from the drop-down list (the last entry) if you are not using the NOP Item Name.

* **NOP Scope:** HANDLING

NOP Category: Condiments and Sweeteners **Reset to Other**

NOP Item Name: Syrup **Reset to Other**

Item Varieties:

Enter individual varieties as a comma separated list. For example, if this item is "Apples," varieties could be "Fuji, Gala." Enter up to 3000 characters.

When you're finished with your edits, click the **Create** or **Save** button and the page will refresh.

Click the **Return** button to go back to the Operation Profile.

Publishing the Operation Edits

Publishing Operations will finalize the data and make the new data available on the publicly-accessible *INTEGRITY* site.

After you've published data, you can view the new information in the **Published Operations** left menu options:

- **Operations:** View the new data finalized in system
- **History:** See the history of published data

Prior to publishing, you can review the newly uploaded operation data from the **Staging Area** left menu options:

- **Operations (#):** View the list of operations in the staging area
- **Recently Modified:** See which operations were changed




Click **Publish Operations** on the confirmation page and the information in the Staging Area will be finalized in the system and made available to the public on the *INTEGRITY* website.

Staging Area - Publish Operations

When you Publish information that has been updated in the Staging Area, it is made available to the public. More information can be found under [User Resources](#).

Certifier: [NOP] Under Control of NOP
Total Operations (SA): 9
Certified Operations (SA): 8

Review data validation messages before publishing this operation information to see if any data will be modified based on the new information or to meet data quality standards. Click **Publish Operations** to finalize this data update (please wait, it might take a few minutes if a large number of operations are being updated), or use tabs on the top to navigate the system.

 **Publish Operations**  Validate Operations  Cancel

Congratulations – you've updated your list of certified operations!

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Data Quality Best Practices

Data quality is increasingly visible to system users and data consumers. Higher data quality and more complete data submissions improve user confidence and the system's utility for fraud deterrence.

Minimum Standards

1. Data must be updated at least once a year.
 - a. You must add each Operation granted certification during the preceding year to the database, including the name, address, and telephone number or email address.
 - b. When you change an Operation's Certification Status, you must also provide a new Effective Date.
 - c. When you change a Scope's Certification Status, you must also provide a new Effective Date.
 - d. Contact information must be updated if changes have occurred.
 - e. Item (product) information must be complete and up to date.
2. NOP Operation ID (10 digit number) cannot be changed once published; doing so creates duplicate operation records. Operations cannot be deleted once they have been published.
3. Each Certified Operation must have at least one Certified Scope with Effective Date.
4. Certified Operations must have at least one certified item, or you must enter Operation Services/Business Types.
5. Items must be assigned to the correct Scope – for example, “Hay, Alfalfa, Cattle” cannot all be entered under Crops because cattle are not crops.

Best Practices in Addition to the Minimum Standards

1. Update data at least once a month.
2. Update Operation Certification Status and Effective Date when a Certified Operation Surrenders, or is Suspended or Revoked.
3. Update Operation Certification Status and Effective Date when a Suspended Operation is Reinstated.
4. Update Scope Certification Status and Effective Date when a Certified Scope is Surrendered or Suspended.
5. Use the Taxonomy to classify products.
6. Provide acreage for Crops.
7. Provide head counts for Livestock.
8. Add Operation Services/Business Types.
9. Record the Operation location as physical address, not mailing address.
10. If an Operation Name has changed, record the former name in Other/Formal Names. If an Operation has been previously certified, record the old NOP Operation ID in Other/Formal Names.

Organic Integrity Database - Data Quality Profile Guide (5/31/2018)

Current Number of Certified Operations	
Certified Operations without Scope	Percentage of Certified Operations
Certified Operations without Items	Percentage of Certified Operations
Certified Operations with neither Items nor Business Type	Percentage of Certified Operations
Operation Certification Statuses Missing	Percentage of missing certification statuses (Certified, Surrendered, Suspended, Revoked). Indicates reporting of full certification life cycle as operations Surrender or have their certificates Suspended or Revoked.
Certified Operations without Physical Address	Percentage of Certified Operations with Mailing Address but no Physical Address
Certified Operations without Email, Phone, OR Website	Percentage of Certified Operations Missing Email, Phone, AND Website
Average Number of Data Updates per Month	Number of data updates divided by number of months since last annual data submission deadline
Monthly Data Updates	Percentage of months since last annual data submission during which data was updated
Taxonomy Use for Certified Operations	Percentage of Certified Operations that have at least one item classified using taxonomy
CROPS Item Acreage for Certified Operations/Items	Percentage of Total Certified Crops Items that have acreage
LIVESTOCK Item Head Counts for Certified Operations/Items	Percentage of Total Certified Livestock Items that have head counts
Certified Operations with Operation Acreage	Percentage of Certified Operations that have operation acreage
Certified Operations with Business Type	Percentage of Certified Operations that have Business Type (Excludes Grower Group, Livestock and Farm)
Certified Operations with Operation Name Changes documented in DBA/Former Names	Percentage of Certified Operations with any text entered in this field
Certified Operations with Former NOP Operation IDs recorded in DBA/Former Names	Percentage of Operations with a 10 digit number (NOP ID) in this field.
Operation Pre Certification Statuses Submitted	Percentage of pre certification statuses represented (Withdrew with NONC, denied). Indicates reporting of operations that are of interest to other certifiers conducting application review.
Operation Status - Certified	Percentage of total number of operations
Operation Status - Suspended	Percentage of total number of operations
Operation Status - Revoked	Percentage of total number of operations
Operation Status - Surrendered	Percentage of total number of operations
Operation Status - Denied	Percentage of total number of operations
Operation Status - Withdrew with NONC	Percentage of total number of operations
Operations with Crops Certification	Percentage of total number of operations
Operations with Wild Crops Certification	Percentage of total number of operations
Operations with Livestock Certification	Percentage of total number of operations
Operations with Handling Certification	Percentage of total number of operations
Certified Operations with Physical Address	Percentage of certified operations
Certified Operations with Contact Name	Percentage of certified operations
Certified Operations with Phone, Email or Website	Percentage of certified operations
Certified Operations with Anniversary Date	Percentage of certified operations
Certified Operations with Certified Items/Products	Percentage of certified operations that have at least one certified item (product)
Certified Operations with Item Status Effective Date	Percentage of certified operations that have at least one item (product) with item status effective date
Certified Operations with Item Labeling Categories for Items in Handling Scope	Percentage of certified operations
Certified Operations with certifier-issued certificate numbers	Percentage of certified operations

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How to Use the Certificate Module

Before You Begin

Data that is normally optional must be submitted to *INTEGRITY* before certificates that are compliant with NOP Instruction 2603 can be generated, and data must be updated as changes occur so that accurate certificates and certified product (item) information are available to the public. Check the *Data Required for Certificates* section for more information. A summary of data completeness for certificates is included in your Data Quality Profile.

What to Expect

- *INTEGRITY* will generate draft operation level organic certificates for your selected operations with Certified status for your review.
- Once you publish the certificates, they will be made available to all users through a link on each Operation Profile.
- You *must* download your certificates for your records each time you publish them. They will be available for download in a single ZIP file.
- Updated certificates will be generated for your review when operation information is changed. Once you publish the new certificates, they will be available to all users again.
- You *must* generate updated certificates when key Certifier contact information changes, such as headquarters office address, company name, phone number, email, and website.
- The organic certificates are in PDF format.

Getting to the Certificate Module

Log in to *INTEGRITY* using your USDA eAuthentication User ID and Password.


On the **Administration** tab,
click **Certificate Module**

The screenshot shows the USDA Organic INTEGRITY Database interface. The top navigation bar includes links for Home, Search, Reports, Operations, and Administration. The Administration tab is selected, and a dropdown menu is open, showing options: User Accounts, Registration Requests, Certifier Profile, and Certificate Module. The Certificate Module link is circled in red. Below the navigation bar, there is a search area for finding specific certified organic farms or businesses. A table lists several certified operations, including "VERHNESEROGOZSKIY MPZ LTD.", "Helianthus" Llc, and 010 Ranch, with columns for Operation, Certifier, Info, Status, City, and State/Province.

Operation	Certifier	Info	Status	City	State/Province
" VERHNESEROGOZSKIY MPZ " LTD.	[ECO] EcoCert S.A.		Certified	KHERSON	
"Helianthus" Llc	[ETKO] Ecological Farming Control Organization		Certified	Pereshchepino city	Novomoskovsk
010 Ranch	[ISDA] Idaho State Department		Certified	Fairfield	Idaho

Generating Certificates

Click *All Operations* to generate draft certificates for all your certified operations, or *Selected Operations* to generate draft certificates for a subset of your certified operations that you will pick. You can also include the *Certified Product List* for each operation as an addendum to the certificates. Once you have made your selections and completed any customizations of the Addenda Message that you'd like to see on your certificates, click *Apply*.




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Certificate Module

Certifier - [AGC] A Great Certifier Certifier Profile

If you are generating certificates for all operations, when you add new operations to **INTEGRITY**, certificates are automatically generated for your review before publication to the Operation Profiles. If you are generating certificates for all operations or selected operations, when you update operation information new certificates for affected operations are automatically generated with the date of the operation data publication for your review before replacing the old ones. When you click Re-Issue, change the Addenda Message, or request an update to your organization's contact information, all your organic certificates will be updated with the current date and made available for your review before replacing the old ones. You are responsible for downloading certificates and maintaining archives as updates occur.

Status: Not Generating

Options: Generate Certificates for

☐ All Operations
☒ No Operations
☐ Selected Operations

Generate Certificates with Certified Product List?

☐ Yes
☒ No

Customize the Addenda Message

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.

If you change the addenda message, new certificates will be created.

[Apply](#) [Download Drafts](#) [Publish New/Edited](#) [Download Currently Published](#)

If you are generating certificates for *Selected Operations*, the next screen will be a pick list. Select Operations and click Issue Certificates for Selected Operations.

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ORGANIC INTEGRITY DATABASE

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Return to the Certificate Module Page

A Great Certifier (Certifier)

Published certified operations are listed below. Select operations and click **Issue Certificates for Selected Operations** below to generate certificates. Use filters to find a specific operation, click **Open** on the right to open an Operation Profile. Click **Refresh** to reset operation list filters and reload data.

Operation	Status	Address	Active		Issue Certificate
3650025691 Agape Organics Aka The Apple Basket CROPS ⁴	Certified effective 08/25/2005	7425 Franktown Road Carson City, NV 89704 United States of America	Yes	Open	<input type="checkbox"/>
3650025854 Bellagio Resort HANDLING ¹	Certified effective 08/26/2014	3600 Las Vegas Boulevard Las Vegas, NV 89109 United States of America	Yes	Open	<input checked="" type="checkbox"/>

Page size: 10 1 2 3 4 10 records in 4 pages

Issue Certificates for Selected Operations

It may take a while to generate your draft certificates if you have a large number of certified operations. You can check back later, or wait for the screen to update when the process has completed.

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Certificate Module

Certifier - [AGC] A Great Certifier Certifier Profile

Please wait while your draft certificates are being generated- if certificates are being generated for a large number of operations, it may take a while. You can check back later to preview, publish, and download the new certificates for your records. 'The Download Drafts' & 'Publish New/Edited' buttons will be enabled once your draft certificate generation process has completed.

If you are generating certificates for all operations, when you add new operations to **INTEGRITY**, certificates are automatically generated for your review before publication to the Operation Profiles. If you are generating certificates for all operations or selected operations, when you update operation information new certificates for affected operations are automatically generated with the date of the operation data publication for your review before replacing the old ones. When you click Re-Issue, change the Addenda Message, or request an update to your organization's contact information, all your organic certificates will be updated with the current date and made available for your review before replacing the old ones. You are responsible for downloading certificates and maintaining archives as updates occur.

Status: Generating Draft Certificates

Generate or Re-Issue Date: 7/27/2018 7:07:43 AM

Options:

Generate Certificates for

☐ All Operations

☐ No Operations

☒ Selected Operations

Generate Certificates with Certified Product List?

☒ Yes

☐ No

The Status will change to *Not Published* when your draft certificates are ready. Download your draft certificates as PDFs to preview them – they will be available in a single ZIP file.

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Integrity User Log Out

Certificate Module

Certifier - [AGC] A Great Certifier Certifier Profile

If you are generating certificates for all operations, when you add new operations to **INTEGRITY**, certificates are automatically generated for your review before publication to the Operation Profiles. If you are generating certificates for all operations or selected operations, when you update operation information new certificates for affected operations are automatically generated with the date of the operation data publication for your review before replacing the old ones. When you click Re-Issue, change the Addenda Message, or request an update to your organization's contact information, all your organic certificates will be updated with the current date and made available for your review before replacing the old ones. You are responsible for downloading certificates and maintaining archives as updates occur.

Status: Not Published

Generate or Re-Issue Date: 7/27/2018 7:07:43 AM

Options:

Generate Certificates for

☐ All Operations
☐ No Operations
☒ Selected Operations

Generate Certificates with Certified Product List?

☒ Yes
☐ No

Customize the Addenda Message

For more information about this farm or business, such as additional details about certified products and business services, contact A Great Certifier via email or telephone.

If you change the addenda message, new certificates will be created.

[Apply](#) [Download Drafts](#) [Publish New/Edited](#) [Download Currently Published](#)

If any corrections need to be made, *Upload* a new data submission template or *Edit* the Operation Profiles and *Publish* the changes. The system will update the ZIP file of draft certificates, and you can return to the Certificate Module using the link in the *Certificates Generated for New and Edited Operations* message.

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Integrity User Log Out

Staging Area (Unlocked)

The Staging Area is an intermediate location used for uploading and editing operation information. When you Publish information that has been updated in the Staging Area, it is made available to the public. Only authorized users can access the Staging Area.

A Great Certifier (Certifier)

Operations were Published
Operations from the Staging Area were published successfully. The Staging Area was cleaned up and it is unlocked now.

Certificates Generated for New and Edited Operations
You can preview, publish and download certificates from the [Certificate Module](#). Certificates will not be available for any new or edited operations until they are published through a separate process.

The Staging Area is empty – you can upload a file or edit published operations.
Select an option below to update operation information. Changes are not visible to the public until published.

[Upload a File](#) [Edit Operations](#)

When you have finished reviewing your draft certificates, click *Publish New/Edited*. The system will display a confirmation message, the Status will change to *Published*, and you will have to *Download Currently Published* certificates for your records.

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Contact Us About User Resources

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Publish Certificates
Your certificates were published. You MUST download them for your archives.

Certificate Module

Certifier - [AGC] A Great Certifier Certifier Profile

If you are generating certificates for all operations, when you add new operations to **INTEGRITY**, certificates are automatically generated for your review before publication to the Operation Profiles. If you are generating certificates for all operations or selected operations, when you update operation information new certificates for affected operations are automatically generated with the date of the operation data publication for your review before replacing the old ones. When you click Re-Issue, change the Addenda Message, or request an update to your organization's contact information, all your organic certificates will be updated with the current date and made available for your review before replacing the old ones. You are responsible for downloading certificates and maintaining archives as updates occur.

Status: Published

Generate or Re-Issue Date: 7/27/2018 7:07:43 AM

Options:

Generate Certificates for

☐ All Operations
☐ No Operations
☒ Selected Operations

Generate Certificates with Certified Product List?

☒ Yes
☐ No

Re-Issue with Today's Date

☐ Yes
☒ No

Customize the Addenda Message

For more information about this farm or business, such as additional details about certified products and business services, contact A Great Certifier via email or telephone.

If you change the addenda message, new certificates will be created.

[Apply](#) [Download Drafts](#) [Publish New/Edited](#) [Download Currently Published](#)

Updating or Re-Issuing Certificates

When you edit operation information and *Publish* it, new draft certificates will be generated for your review. The links to the certificates for edited and new operations on Operation Profiles and in Search Results Export and Data Snapshot spreadsheets will not be displayed until you have finished reviewing the new draft certificates and Publish them. You can also Re-issue your certificates with a new Customized Addenda Message or Today's Date.

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Contact Us About

Log In Register

Operation Profile (3650025854) updated on 07/31/2018

[Return to the Home Page](#)
[\[Export to PDF\]](#) [\[Print Certificate\]](#)

Operation Name: Bellagio Resort
Operation Status: Certified
Status Effective Date: 08/26/2014
Certifier: [AGC] A Great Certifier

Data Required for Certificates

Additional data must be submitted to *INTEGRITY* before certificates that are compliant with NOP Instruction 2603 can be generated.

Data Element	Data Submission 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
<i>Optional:</i> 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. <i>Optional:</i> Column I, D/E
<i>Optional:</i> NOP Certification Status**	Item Level – Column J
Item Status Effective Date	Item Level – Column K
Item Labeling Categories for Items in Handling Scope	Item Level – Columns Q, R, or S
<i>Optional:</i> Current Certificate Numbers	Item Level – Column B

* Request changes to Certifier contact information by email: INTEGRITY@ams.usda.gov

** If an Operation and Scope status are Certified, all Items under that Scope are considered Certified unless classified otherwise

A summary of data completeness for certificates is available in your Data Quality Profile.

Certificate Data Completeness	
Certified Operations with Physical Address	99.83%
Certified Operations with Contact Name	98.77%
Certified Operations with Phone, Email or Website	98.77%
Certified Operations with Anniversary Date	0.00%
Certified Operations with Certified Items/Products	99.55%
Certified Operations with Item Status Effective Date	99.55%
Certified Operations with Item Labeling Categories for Items in Handling Scope	98.87%
Certified Operations with certifier-issued certificate numbers	0.00%

Agricultural Marketing Service

Organic Certifier Survey Guide

Beginning in 2017, USDA's Agricultural Marketing Service, National Organic Program (AMS NOP) has taken responsibility for certified organic acreage and livestock reporting from the Organic *INTEGRITY* Database. This transition will reduce reporting burden for Accredited Certifying Agents (Certifiers). Information about prior reports by USDA's National Agricultural Statistics Service (NASS) for years 2014 and 2015, and USDA's Economic Research Service (ERS) in prior years, can be found at:

- https://www.nass.usda.gov/Surveys/Guide_to_NASS_Surveys/Organic_Production/Organic_Certifiers/2016/USDA_Accredited_Certifying_Agent_Certified_Organic_Data_2014_2015.pdf
- <https://www.ers.usda.gov/data-products/organic-production>

The NASS 2014 and 2015 Organic Certifier Survey includes data on certified crops and livestock operations. It does not include data from organic handlers, processors, wild crops operations, or public grazing land (AUM). Information published includes the number of certified organic operations along with the number of acres certified for various crops, and the reported livestock and poultry certified as organic.

Data Comparability

NASS and AMS NOP Data – The NASS 2014 and 2015 Organic Certifier Survey was voluntary and a response was not obtained from 100% of the certifiers. Some information received from certifiers was not complete. Livestock and poultry data was often less complete, partially due to the nature of production practices. AMS NOP data is obtained via mandatory and regulated reporting encompassing all certified farms and businesses. Data users should account for this difference when reviewing NASS and AMS NOP data.

Organic Certifier Data and NASS Organic Producer Survey/Census Data - The 2014 and 2015 Organic Certifier Survey data is a tabulation of USDA-accredited organic certifiers' acreage and livestock data received. The data underwent editing, summarization, and disclosure programming prior to publishing. The 2008, 2011, 2014, and 2015 organic producer surveys as well as the 2007 and 2012 Census of Agriculture collected and published data on organic operations which had production in the reference year. The data from these programs were adjusted for non-response, misclassification, and coverage. Therefore, the certifier survey data and producer survey/census data are not comparable and data users should account for these differences when reviewing the data. Data users should allow for differences when comparing the data between datasets including reference periods, organic definitions, and differing survey methodologies

Table 1. USDA-Accredited Certifying Agents' Certified Organic Data, Crops, United States

NASS	INTEGRITY
Operations ¹	Scope: Crops
Operations (non-response count) ²	N/A
Acres reported in the operation ³	Operation Level: Total Certified Acres, Crops Scope
Pasture and rangeland	Item Name - Pasture
Barley	Item Name - Barley
Corn for grain or silage	Item Name - Corn
Oats	Item Name - Oats
Soybeans	Item Name - Soybeans
Wheat, all	Item Name - Wheat
Other field crops	Category Name - Field/Forageable Item Name - Abaca, Agave, Aloe Vera, Amaranth, Buckwheat, Canary Seed, Canola, Carob, Cacao, Coffee, Cotton, Field Crop, Figue, Flax, Fonio, Hemp, Henna, Job's Tears, Jute, Kapok, Kenaf, Kidney Beans, Lablab, Lima Beans, Linseed, Maple Syrup, Millet, Mustard, Navy Beans, Palm, Pearl Millet, Pinto Beans, Popcorn, Proso Millet, Quinoa, Ramie, Rice, Rye, Safflower, Sesame, Silage, Sorghum, Spelt, Sugercane, Sugarbeets, Sunflowers, Tea, Teff, Tobacco, Wheatgrass, Yerba Mate
Forage crops ⁴	Category Name - Field/Forageable Item Name - Alfalfa, Balage, Brome Grass, Canary Grass, Clover, Grass, Hay, Lespedeza, Ryegrass, Sorghum Sudan Grass, Sudan Grass, Timothy Grass, Trefoil, Triticale, Vetch
Tomatoes	Item Name - Tomatoes
Other vegetables	Category Name - Flower Vegetables, Fruit Vegetables (minus Tomatoes), Leaf Vegetables, Sea Vegetables, Seed/Pod Vegetables, Stem Vegetables, Tuber/Root Vegetables; Item Name - Alaria, Algae, Alliums, Arracacia, Arrowroot, Artichokes, Arugula, Asparagus, Baby Greens, Bamboo Shoots, Bean Sprouts, Beans, Beets, Bok Choy, Broccoli, Brussels Sprouts, Bulbs, Cabbage, Cantaloupes, Capers, Carrots, Cassava, Cauliflower, Celeriac, Celery, Celtuce, Chard, Chaya, Chayotes, Chickpeas, Chicory, Collards, Corn, Cucumbers, Cucurbits, Daikon, Edamame, Eggplants, Endive, Fennel, Fiddlehead, Galangal, Garlic, Gourds, Grape Leaves, Green Beans, Hearts of Palms, Hops, Horseradish, Jicama, Kale, Kidney Beans, Kohlrabi, Kuzu, Leaf Vegetables, Leafy Greens, Leeks, Lentils, Lettuce, Lima Beans, Lotus Root, Maca, Melons, Mizuna, Nopal, Okra, Onions, Pak Choi, Parsnips, Peas, Peppers, Pinto Beans, Potatoes, Pumpkins, Radicchio, Radishes, Rapini, Rhubarb, Rutabaga, Salsify, Savory, Scallions, Sea Vegetables, Shallots, Skirret, Spinach, Sprouts, Squash, Sweet Potatoes, Tamarillos, Taro, Tatsoi, Tomatillos, Tubers, Turnips, Wasabi, Watercress, Yams, Zucchini
Unclassified vegetables and horticulture	Crops Scope - Other (all unclassified Crops)
Grapes	Item Name - Grapes
Berries	Category Name - Fruit - Berries (minus Grapes); Item Name - Acai Berries, Aronia Berries, Bayberries, Bearberries, Berries, Bilberries, Blackberries, Blueberries, Boysenberries, Buffaloberries, Cane Berries, Capers, Cranberries, Currants, Elderberries, Goji Berries, Huckleberries, Lychee, Mulberries, Raspberries, Strawberries
Non-citrus fruit	Category Name - Fruit - Melons, Fruit - Pome, Fruit - Stone, Fruit - Tropical Fruits; Item Name - Abiu, Acerolas, Ackee, Aguaymanto, Aizen, Ambarella, Apples, Apricots, Apriums, Araza, Arhats, Atemoyas, Avocados, Babacos, Baels, Bananas, Breadfruits, Cantaloupes, Chayotes, Cherimoyas, Cherries, Coconuts, Dates, Dragonfruits, Durians, Feijoas, Figs, Honeydew Melons, Jackfruits, Kiwis, Longans, Mangos, Medlars, Melons, Naranjillas, Nectarines, Neems, Noni, Olives, Papayas, Passionfruits, Peaches, Pears, Pineapples, Plantains, Plumcots, Plums, Pomegranates, Prickly Pears, Quinces, Rambutans, Starfruits, Tropical Fruits, Watermelons

Citrus fruit	<i>Category Name</i> - Fruit - Citrus; <i>Item Name</i> - Calamondins, Citrons, Citrus, Clementines, Grapefruits, Guavas, Kumquats, Lemons, Limes, Loquats, Lucuma, Mandarins, Mangosteen, Oranges, Pomelos, Satsumas, Tangelos, Tangerines
Other fruit	<i>Crops Scope</i> - Other (all unclassified Crops)
Tree nuts	<i>Category Name</i> - Nuts (minus Peanuts); <i>Item Name</i> - Nuts (minus Peanuts), Almonds, Areca , Bambara Groundnut, Brazil Nut, Breadnut, Canarium Nut, Candlenuts, Cashew Nuts, Chestnuts, Chufa, Filberts, Gabon Nut, Hazelnut, Hickory, Jojoba, Karuka, Kola, Kurrajong, Macadamia, Mongongo Nut, Oak Nuts, Palm Nuts, Paradise, Pecans, Pine Nuts, Pistachios, Shea Butter Nut, Walnuts
Nursery and greenhouse	<i>Category Name</i> - Nursery/Starts/Flowers/Trees; <i>Item Name</i> - Greenhouse
Woodland and idle land	<i>Item Name</i> - Fallow, CRP, Trees, Wetlands
Unclassified land use	<i>Crops Scope</i> - Other (all unclassified Crops) <i>Item Name</i> - Homestead, Production Area

1/ United States operation count includes reports provided by the USDA-accredited certifying agents and the operation counts from the USDA Organic INTEGRITY database for the non-response certifiers.

2/ Non-response operation counts from the USDA Organic INTEGRITY database at the U.S. level.

3/ Land use categories do not sum to total reported acres in the operation due to multiple cropping practices or multiple uses.

4/ Forage crops do not include corn or sorghum for silage.

Tables 2 & 3. USDA-Accredited Certifying Agents' Certified Organic Data: Land Use, by State

INTEGRITY		Crops Scope: Count of Certified Operations	Operation Level, Crops Scope: Total Certified Acres	Item Level: Item - Pasture	Table 1: Cells B9-B25 (Barley through Nursery and Greenhouse)	Item Level: Items - Fallow, CRP, Outdoor Access, Trees, Wetlands	Crops Scope: Other; Item Name - Homestead, Production Area
NASS	Geographic area	Operations	Total acres ¹	Pasture and rangeland (acres)	Sum of crops (acres)	Woodland and idle land (acres)	Unclassified (acres)
	United States ²						
	Alabama						
	Alaska						
	Arizona ³						
	Arkansas						
	California ³						
	Colorado						
	Connecticut						
	Delaware						
	Florida						
	Georgia						
	Hawaii						
	Idaho						
	Illinois						
	Indiana						
	Iowa						
	Kansas						
	Kentucky						
	Louisiana						
	Maine						
	Maryland						
	Massachusetts						
	Michigan						
	Minnesota						
	Mississippi						
	Missouri						
	Montana						
	Nebraska						
	Nevada						
	New Hampshire						
	New Jersey						
	New Mexico						
	New York						
	North Carolina						
	North Dakota						
	Ohio						
	Oklahoma						

Oregon						
Pennsylvania						
Rhode Island						
South Carolina						
South Dakota						
Tennessee						
Texas ³						
Utah						
Vermont						
Virginia						
Washington						
West Virginia						
Wisconsin						
Wyoming						
Non-response ⁴						

1/ The four categories may not add to total acres since acres in sum of crops column includes double cropping or multi uses.

2/ United States operation count includes reports provided by the USDA-accredited certifying agents and the operation counts from the USDA Organic INTEGRITY database for the non-response certifiers.

3/ Non-response certifying agents certify operations in AZ, CA, and TX. Data may be incomplete in these states.

4/ Non-response certifier operation count from the USDA Organic INTEGRITY Database at the U.S. level

Table 4. USDA-Accredited Certifying Agents' Certified Organic Data, Livestock and Poultry, United States

United States	
NASS	INTEGRITY
Operations ¹	Scope: Livestock
Total livestock and poultry	Scope: Livestock
Cattle	Category Name - Cattle; Item Name - Calves, Dry Cows, Heifers, Beef Heifers, Milking Cows, Yearling, Beef Replacement Heifer, Dairy Replacement Heifer, Bulls, Beef Bulls, Dairy Bulls, Steers, Beef Steers, Dairy Steers, Beef Brood Cows
Hogs	Item Name - Hogs
Sheep	Category Name - Sheep; Item Name - Rams/Bucks, Ewes, Brood Ewes, Lambs, Ewe Lambs, Wool Sheep, Milking Sheep
Goats	Category Name - Goats; Item Name - Goats, Rams/Bucks, Brood Does, Milking Goats, Dairy Replacement Kids, Doe Kids
Other livestock	Category Name - Apiculture, Buffalo, Equine, Rabbits, Swine, Venison; Item Name - Bees, Rabbits, Horses, Antelope, Deer, Elk, Barrow, Boars, Gilts, Bred Gilts, Piglets, Sows, Brood Sows, Bison, Buffalo Brood Cows, Buffalo Bulls
Chickens	Item Name - Broilers, Capons, Chickens, Laying Hens, Pullets
Turkeys	Item Name - Turkeys
Other poultry	Category Name - Poultry; Item Name - Ducks, Laying Ducks, Geese

1/ United States operation count is a sum of reports provided by the USDA-accredited certifying agents.
Non-response operation count cannot be determined due to certification being based on acreage.

Table 5. USDA-Accredited Certifying Agents' Certified Organic Data, Livestock and Poultry, by State

INTEGRITY		Livestock Scope: Count of Certified Operations	Livestock Scope: Number of Livestock/Poultry
NASS	Geographic area	Operations	Total livestock (number)
	United States		
	Alabama		
	Alaska		
	Arizona		
	Arkansas		
	California		
	Colorado		
	Connecticut		
	Delaware		
	Florida		
	Georgia		
	Hawaii		
	Idaho		
	Illinois		
	Indiana		
	Iowa		
	Kansas		
	Kentucky		
	Louisiana		
	Maine		
	Maryland		
	Massachusetts		
	Michigan		
	Minnesota		
	Mississippi		
	Missouri		
	Montana		
	Nebraska		
	Nevada		
	New Hampshire		
	New Jersey		
	New Mexico		
	New York		
	North Carolina		
	North Dakota		
	Ohio		

Oklahoma		
Oregon		
Pennsylvania		
Rhode Island		
South Carolina		
South Dakota		
Tennessee		
Texas		
Utah		
Vermont		
Virginia		
Washington		
West Virginia		
Wisconsin		
Wyoming		

1/ United States operation count is a sum of reports provided by the USDA-accredited certifying agents.

Non-response operation count cannot be determined due to certification being based on acreage.