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## **Overview: User Specifications**

The User Specifications guide establishes procedures for the transmission of OECD Seed Schemes data from the SCAs to the U.S. Designated Authority.

There are two ways OECD data will be submitted: via spreadsheet or by using a Web-based form. The best method will be determined by the SCA and the Program Manager and will depend on the SCA's business processes and technological capabilities. It is normally recommended that:

- SCAs who process a **moderate-to-large number** of OECD certificates each year (50 or more), and utilize electronic database technology, use the **spreadsheet** method of data submission;
- SCAs who process a **smaller number** of OECD certificates (less than 50), and do not utilize electronic database technology, use the **Web interface process**.

The Users Specification guide will be updated as needed, in cooperation with SCAs, to reflect any new changes and policies.

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## **Section C-1: Data Submission: Spreadsheet (Batch)**

- 1.1 Procedures**
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### **1.1 Procedures**

The spreadsheet method of data exchange is designed for SCAs that process a moderate-to-large number of OECD certificates (50 or more) each year, and whose business practices include the use of electronic database technology.

*Software requirements.* Spreadsheet transmissions will be done using a Microsoft Excel (Version 97 or higher) file.

*Enrollment requirements.* Lots intended for OECD shipment should be enrolled once in their entirety. Certificates issued on OECD shipments must refer to an enrolled lot. Multiple Certificates may be issued referring to a single Lot.

Both Lot Enrollment and Certificate data may be submitted in the same Microsoft Excel file by storing the data in separate Worksheets within that file, or in two separate files. Certificates can only be submitted after, or at the time that, the Lot it references is enrolled.

Each column in the Excel file corresponds to a field of either the Lot Enrollment or Certificate. The first row will be considered header information. For the purpose of naming the column, the wording of each name is at the discretion of the state. Each preceding row should contain the data for one Lot or one Certificate. The fields must be placed in the correct columns as indicated by the Column Number in the Field Description section of this guide, and all data must follow the specified format.

### **1.2 Lot Enrollment worksheet**

One Excel Worksheet will contain the Lot Enrollment data and must be named **Lots**. **All fields on the Worksheet are mandatory and must be submitted in the order and format provided.** For more information on the fields, see the Lot Enrollment Field Description section of this guide and Appendix A - Figure 1. The Lot Enrollment Worksheet will contain the following fields:

<b>Field Names</b>		
Lot Reference Number	Seed Company Name	Species (Latin Name)
Variety	Weight of Tags	Number of Tags
Date of Closing		

The Weight of Tag field should contain the total weight of the tagged seed at the time of Lot enrollment. The Number of Tags field should contain the total tags issued at the

time of Lot enrollment. There can be multiple enrollments on the same Lot Reference Number. When additional tags are entered, the Weight of Tag field and Number of Tags field will reflect the additions.

### 1.3 Certificate worksheet

One Excel Worksheet will contain the Certificate data and must be named Certs. There are required and optional fields on the Certificate Worksheet. Those fields which are optional must have a column included in the Worksheet even if the value is blank. For more information on which fields are required or optional, see the Certificate Field Description section of this guide and Appendix A - Figure 2. The Certificate Worksheet will contain the following fields:

Field Names		
Certificate Number	Lot Reference Number	Weight Shipped
Number of Containers	OECD Scheme - 5 options	Certified Seed Generation Input
Certified Seed Reference No	Certified Remarks	Testing Lab Name
Test Number	Date Test Concluded	Pure Seed
Inert matter	Other Crop Seed	Weed Seed
Germination	Dormant/Hard Seed	Kind of Inert matter
Other Crop Seed Species	Weed Seed (species)	Testing Remarks
Print Date		

*Note:* The Weight Shipped and Number of Containers fields will contain information pertaining only to the shipment that this certificate is issued for and not to the entire lot.

### 1.4 Submitting files

The Excel File with “Certs” and “Lots” Worksheets shall be **submitted bi-weekly** by SCAs to the e-mail address: [oe.cd.certs@usda.gov](mailto:oe.cd.certs@usda.gov). SCAs are required to provide the Program Manager with an e-mail address designated specifically for OECD submissions, along with a contact name and telephone number. All submissions to AMS must originate from the designated e-mail address in order to be accepted. If an error occurs during submission, an error report will be sent to the designated e-mail address for correction and subsequent re-submission.

The usage of the Excel file and on-line form by the SCAs are not mutually exclusive. However, SCAs are encouraged to be consistent with their method of processing OECD information (e.g. Excel file or on-line). Although the on-line and Excel file processing methods are interchangeable, SCAs must safeguard against submitting duplicate Lot Enrollment and Certificate data. **Unintentional duplicate Lot submissions will result in additional tag submissions for that Lot, subsequently resulting in additional billing. Please be sure that Lots are not submitted more than once unless the intent is to enroll additional tags.**

Prior to initially using the Excel file process, SCAs must notify the Program Manager. Preliminary testing is required to ensure compliance with the Excel file processing procedures and to avoid data transmission errors.

*E-mail address change.* The SCAs must immediately notify the Program Manager of any e-mail address changes.

## **1.5 Errors**

If an error occurs while using the batch process:

- Check the email address and ensure the data file is coming from an approved source.
- Check the file layout and data format.
- The SCA will be notified of the error via email. The SCA will correct the error and resubmit.
- If errors still occur, contact the OECD Program manager.

## **Section C-2: Data Submission: Web Interface**

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- 2.3 (a) New Certificate Form
- 2.3 (b) Recent Certificate Form
- 2.3 (c) Find Certificate Form

#### **2.4 Errors**

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### **2.1 Procedures**

The Web interface process is designed for SCAs that do not use electronic databases and/or process a smaller number of OECD certificates.

To access the OECD web interface, select the following hyperlink [OECD Seed Schemes Web Interface Application](#)

A sign-in screen will prompt the user for their assigned User Name (which is the email address provided to AMS) and Password. The User name and Password will be authenticated before the user can proceed.

### **2.2 Lot Enrollment Forms**

#### **2.2 (a) New Lot Form**

To access the New Lot Form (NLF), click on the List Lots hyperlink. This form is used for Lot data submission (Attachment A - Figure 3). A lot can be submitted in its entirety or it can be separated in groups and entered separately. When the NLF is selected, the Cooperative Agreement Number, Name, and Address fields are pre-filled and non-editable. The Species field has a drop-down box from which the user can select a new Species. All fields are required, editable, and will be made available for input to the user.

The NLF provides the user with 4 options:

1. Clear-will refresh the screen and allow the user to start over
2. Submit & Start New Lot-will update the database and refresh the screen for new Lot entries.
3. Submit & View Lot Summary-will update the database and display a summary of previous Lots. Clicking on the ellipsis under the Certificate column will display a summary of the Certificates issued on the Lot.
4. Home-will take the user back to the main OECD home page

The List Lots hyperlink will list recently enrolled Lots, search for older Lots, view details about a Lot, and allow submission of tags to a new Lot.

## 2.2 (b) Recent Lots Form

Clicking the List Lots hyperlink will display the Recent OECD Lots Form. The Recent OECD Lots Form will display a summary of Lots enrolled (Attachment A- Figure 4). It also provides the following options:

- a. A hyperlink on the Lot Number - will display the Lot Edit Form.
- b. Ellipses under the Certificate column - will display a summary of the Certificates issued on the Lot.
- c. Find More... hyperlink - provides the option to search for more Lots.
- d. Create New Lot - will display a NLF.
- e. Home button - will return the user to the main OECD home page.

## 2.2 (c) Find Lots Form

Clicking the Find More...hyperlink on the Recent OECD Lots Form will display the Find Lots Form. The Find Lots Form hyperlink provides the option to search for enrolled Lots using the Seed Company, Date range, species, and Variety fields (Attachment A- Figure 5). The option to control the number of search results per page is available. Two options are provided on this Form:

- a. Home - will return the user to the main OECD home page.
- b. Find - will display the results of the search criteria. The result page provides 2 options:
  1. Home - will take the user back to the main OECD home page.
  2. New Search - will return to the Find Lots Form

## 2.2 (d) Lot Edit Form

The Lot Edit Form provides the option to enter additional tags on a Lot (Attachment A- Figure 6). Clicking on the Lot Reference Number hyperlink when viewing Lots in the Recent OECD Lots Form displays a pre-filled Lot Edit Form. The option to submit additional tags information is available in the Additional Weight Tagged in Pounds field and Number of Additional Tags field. **The Lot Edit Form should only be used for intentional submissions of additional tags. Unintentionally submissions of additional tags will result in additional billing.**

The Lot Edit Form has 4 options:

- a. Submit Additional Tags-will update the database with additional tag information.
- b. Home - will take the user back to the main OECD home page
- c. New Certificate - will display a new Certificate Form
- d. Done - will return the user to the Recent Lots Form

## 2.3 Certificate Enrollment Forms

### 2.3 (a) New Certificate Form

The New Certificate Form (NCF) is used for submitting Certificates on Lots that have been enrolled (Attachment A- Figure 7). The Lot Reference Number field has a user assistance box labeled Fill Details. When the Lot Reference Number is entered and the

Fill Details bottom is clicked, the Cooperative Agreement Number, Seed company Name and Address, species, Variety, Date of Closing, Weight, and Number of Tags will be pre-filled and non-editable. The Species field is a drop down box with the names of the species. The Certificate Number field is required, should be in sequential order, and cannot be duplicated. The required fields are marked with red asterisks and optional required fields are marked with red circles.

The NCF will provide the user with four (4) options:

1. Clear - will refresh the screen and allow the user to start over
2. Submit & Start New Certificate - will update the database and refresh the screen for new Certificate entries.
3. Submit & View Certificate Summary - will update the database and display a summary of previous Certificates.
4. Home - will take the user back to the main OECD home page

List Certificate hyperlink will list recently submitted Certificates, search for older Certificates, and generate PDF Certificates.

### **2.3 (b) Recent Certificates Form**

Clicking the List Certificates hyperlink will display the Recent OECD Certificates Form. The Recent OECD Certificates Form will display a summary of Certificates (Attachment A- Figure 8). It also provides the following options:

- a. Lists a summary of Recent Certificates enrolled for the specific SCA.
- b. Allows for individual/multiple Certificates to be viewed and printed.
- c. A hyperlink on the Certificate Number enables viewing and printing of PDF Certificates.
- d. Find More... hyperlink - provides the option to search for more Certificate.
- e. Create New Certificate - will display a new NCF.
- f. Home button - will return the user to the main OECD home page.

### **2.3 (c) Find Certificate Form**

Clicking the Find More...hyperlink on the Recent OECD Certificate Form will display the Find Certificate Form (Attachment A- Figure 9). This form provides the option to search for more Certificates using the Lot Reference Number, Seed type, Seed Company, Date range, species, and Variety fields. The option to control the number of search results per page is available. Two options are provided:

- c. Home - will return the user to the main OECD home page.
- d. Find – will display the results of the search criteria. The result page provides two options:
  1. Home-will take the user back to the main OECD home page.
  2. New Search – will return to the Find Lots Form

## **2.4 Errors**

If an error occurs while using the Web interface:

- If an error occurs during the login process, check to make sure the user is approved by AMS.

- Check the on-screen error message, correct the error, and resubmit.  
The error field will be highlighted in red
- If errors still occur, contact the OECD Program manager.

### **Section C-3: Field Descriptions**

- 3.1 Field Descriptions**
- 3.2 Lot Enrollment field descriptions**
- 3.3 Certificate field descriptions**

#### **3.1 Field Descriptions**

The database will be comprised of alphanumeric, numeric, and date fields with varying lengths. Alphanumeric fields may contain alpha and numeric values, Numeric fields can only contain numeric values (e.g. 1,2,3...), and Date fields will contain the date format provided (e.g. mm/dd/yyyy). Some fields are required and must have a properly formatted value to avoid system errors. All required fields will be identified with red asterisks. The fields with red circles may be required depending on the seed type. The gray-shaded areas are pre-filled non-editable fields (see Appendix A - Figures 3 and 4). Those fields that are not required can remain blank. Fields that are marked as Indexes have special constraints, either requiring them to be unique, or that they point to another piece of data.

#### **3.2 Lot Enrollment field descriptions**

The following is a complete description of the Lot Enrollment database fields in the required sequence:

<b>Column</b>	<b>Field Name</b>	<b>Date Type</b>	<b>Len</b>	<b>Req.</b>	<b>Index</b>	<b>Format</b>
01	Lot Reference Number	Alphanumeric	35	Y	Y	e.g.: USA-IL03-0410
<b>Description:</b> This field is used to uniquely identify an OECD tagged Lot. It is comprised of: the exporting country (USA), state abbreviation, two digits of the OECD fiscal year, and a sequence of alphanumeric characters. The Lot Reference Number can be used to enroll a Lot multiple times.						

<b>Column</b>	<b>Field Name</b>	<b>Date Type</b>	<b>Len</b>	<b>Req.</b>	<b>Index</b>	<b>Format</b>
02	Seed Company Name	Alphanumeric	80	Y	N	
<b>Description:</b> This is a required field that displays the name of the company from whom OECD fees are assessed by the SCA. It is a text field that can accommodate up to 80 characters.						

<b>Column</b>	<b>Field Name</b>	<b>Date Type</b>	<b>Len</b>	<b>Req.</b>	<b>Index</b>	<b>Format</b>
04	Species (Latin Name)	Alphanumeric	50	Y	N	
<b>Description:</b> This is a required field that specifies the species Latin name (e.g. Elytrigia intermedia subsp. Intermedia)						

Column	Field Name	Date Type	Len	Req.	Index	Format
05	Variety	Alphanumeric	50	Y	N	
<b>Description:</b> This is a required field that displays the variety name (e.g.: 35P12 or Barbara)						

Column	Field Name	Date Type	Len	Req.	Index	Format
06	Weight of Tags (lbs)	Numeric	09	Y	N	e.g.: 999999.00 (2 decimal place)
<b>Description:</b> This is a required field that must have the data in the format as shown. The Weight of Lot field contains the total weight of all tagged seed. It is a numeric field and will produce a system error if alpha data is entered. The unit of measure (lbs) is implied and should not be explicitly entered in this field.						

Column	Field Name	Date Type	Len	Req.	Index	Format
07	Number of Tags	Numeric	06	Y	N	e.g.: 000050
<b>Description:</b> This is a required field that should have the data of whole numbers. This field contains the total Number of Tags in the Lot. It is a numeric field and will produce a system error if alpha data is entered.						

Column	Field Name	Date Type	Len	Req.	Index	Format
08	Date of Closing	Date	07	Y	N	mm/yyyy
<b>Description:</b> This is a required field that must have the data in the exact format as shown. This field will be used to identify the date the Container was closed. A system error will be generated if any other date format is used.						

### 3.3 Certificate field descriptions

The following is a complete description of the Certificate database fields in the required sequence:

Column	Field Name	Date Type	Len	Req.	Index	Format
01	Certificate Number	Alphanumeric	13	Y	Y	e.g.: IL2004-000001
<b>Description:</b> This is a required field that uniquely identifies the certificate. The format for this field is made up of the two (2) letter state abbreviation, the OECD 4 digit fiscal year during which fees for the Certificate will be assessed, and the 6 digit sequential certificate number. At the end of each OECD Fiscal Year, the year field will increase by 1 and the 6 digit certificate number will be reset to 000001. A system error will be generated if any other format is used.						

Column	Field Name	Date Type	Len	Req.	Index	Format
02	Lot Reference Number	Alphanumeric	35	Y	Y	e.g.: USA-IL03-0410
<b>Description:</b> This field is used to uniquely identify an OECD tagged Lot. It comprises of: the exporting country (USA), state abbreviation, two digits of the OECD fiscal year, and a sequence of alphanumeric characters. The Lot Reference Number can be used to enroll a Lot multiple times.						

Column	Field Name	Date Type	Len	Req.	Index	Format
03	Weight Shipped	Numeric	09	Y	N	e.g.: 999999.00 (2 decimal place)
<p><b>Description:</b> This is a required field that must have the data in the format as shown. The Weight Shipped field contains information pertaining <b>only</b> to the shipment that this certificate is issued for and not to the entire lot. To avoid system error, this field can only contain numeric values with two (2) decimal places.</p>						

Column	Field Name	Date Type	Len	Req.	Index	Format
04	Number of Containers	Numeric	06	Y	N	e.g.: 000050 (whole numbers)
<p><b>Description:</b> This is a required field. This field includes the total Number of Containers that are being shipped on this Certificate. It is a numeric field and will produce a system error if alpha data is entered.</p>						

Column	Field Name	Date Type	Len	Req.	Index	Format
05	OECD Scheme (5 options- only 1 can be checked)	Numeric	01	Y	N	1=Pre-Basic Seed 2=Basic Seed 3=Certified Seed 1 <sup>st</sup> Generation 4=Certified Seed Nth Generation 5= Not Finally Certified
<p><b>Description:</b> This is a required field that specifies the type of OECD tags on the Lot at the time of shipping. This field can only have the values of 1 to 5 as described above. This is a numeric field and will produce a system error if alpha data is entered.</p>						

Column	Field Name	Date Type	Len	Req.	Index	Format
06	Certified Seed Generation Input	Numeric	01	N	N	e.g.: 2...9
<p><b>Description:</b> This is not a required field. It specifies the generation of the seed if option four (4) of Column five (5) is selected. This field will only accept numeric data from 2 through 9. A system error will be generated if any other data is entered. If this field is not applicable it should be left blank.</p>						

Column	Field Name	Date Type	Len	Req.	Index	Format
07	Parent Seed Reference Number(s)	Alphanumeric	80	N	N	
<p><b>Description:</b> This is not a required field. It specifies the Lot Reference Numbers of the Parent Lot(s) for this seed. This field is expected when options three (3) or four (4) are selected in Column five (5), it is optional when option five (5) is selected, and restricted when options one (1) or two (2) are selected. The lot reference numbers entered here are not required to have been enrolled.</p>						

Column	Field Name	Date Type	Len	Req.	Index	Format
08	Certified Remarks	Alphanumeric	250	N	N	
<b>Description:</b> This is not a required field. It can be used to record comments pertaining to lot and tags.						

Column	Field Name	Date Type	Len	Req.	Index	Format
09	Testing Lab Name	Alphanumeric	80	Y	N	
<b>Description:</b> This is a required field containing the name of the testing laboratory.						

Column	Field Name	Date Type	Len	Req.	Index	Format
10	Test Number	Alphanumeric	10	Y	N	e.g.:
<b>Description:</b> This is a required field that contains the seed test number.						

Column	Field Name	Date Type	Len	Req.	Index	Format
11	Date Test Concluded	Date	10	Y	N	mm/dd/yyyy
<b>Description:</b> This is a required field that must have the data in the exact format as shown. This field contains the date when the seed testing was concluded. A system error will be generated if any other date format is used.						

Column	Field Name	Date Type	Len	Req.	Index	Format
12	Pure Seed	Numeric	06	Y	N	e.g.: 25.00
<b>Description:</b> This is a required field that must have the value in the format as shown. It contains the pure seed testing result that ranges from 0 to 100.00. To avoid system error, this field can only contain numeric values with optional 2 decimal places.						

Column	Field Name	Date Type	Len	Req.	Index	Format
13	Inert matter	Numeric	06	Y	N	e.g.: 25.00
<b>Description:</b> This is a required field that must have the value in the format as shown. It contains the inert matter testing result that ranges from 0 to 100.00. To avoid system error, this field can only contain numeric values with optional 2 decimal places.						

Column	Field Name	Date Type	Len	Req.	Index	Format
14	Other Crop Seed	Numeric	06	Y	N	e.g.: 25.00
<b>Description:</b> This is a required field that must have the value in the exact format as shown. It contains the other crop seed testing result that ranges from 0 to 100.00. To avoid system error, this field can only contain numeric values with optional 2 decimal places.						

Column	Field Name	Date Type	Len	Req.	Index	Format
15	Weed Seed	Numeric	06	Y	N	e.g.: 25.00
<b>Description:</b> This is a required field that must have the value in the exact format as shown. It contains the weed seed testing result that ranges from 0 to 100.00. To avoid system error, this field can only contain numeric values with optional 2 decimal places.						

**NOTE: Column 12 - Pure Seed, Column 13 - Inert matter, Column 14 - Other Crop Seed, and Column 15 - Weed Seed should total 100. If the combined total is greater or less than 100, a system error will be generated. Insert a value of zero (0) if no real value is applicable. If the seed is Not Finally Certified, columns 9-14 are not required.**

Column	Field Name	Date Type	Len	Req.	Index	Format
16	Germination	Numeric	06	Y	N	e.g.: 50.00
<b>Description:</b> This is a required field that must have a value in it. It contains the germination testing result that ranges from 0 to 100.00. To avoid system error, this field can only contain numeric values with optional 2 decimal places.						

Column	Field Name	Date Type	Len	Req.	Index	Format
17	Dormant/Hard Seed	Numeric	06	Y	N	e.g.: 50.00
<b>Description:</b> This is a required field that must have a value in it. It contains the dormant/hard seed testing result that ranges from 0 to 100.00. To avoid system error, this field can only contain numeric values with optional 2 decimal places.						

**NOTE: Column 16 - Germination and Column 17 – Dormant/Hard Seed should total no more than 100. If the combined total is greater than 100, a system error will be generated. Insert a value of zero (0) if no real value is applicable. If the seed is Not Finally Certified, columns 16-17 are not required.**

Column	Field Name	Date Type	Len	Req.	Index	Format
18	Kind of Inert matter	Alphanumeric	80	N	N	
<b>Description:</b> This is not a required field. It contains descriptive text of Kind of Inert Matter.						

Column	Field Name	Date Type	Len	Req.	Index	Format
19	Other Crop Seed (species)	Alphanumeric	80	N	N	
<b>Description:</b> This is not a required field. It contains descriptive text of Other Crop Seed (species).						

Column	Field Name	Date Type	Len	Req.	Index	Format
20	Weed Seed (species)	Alphanumeric	80	N	N	
<b>Description:</b> This is not a required field. It contains descriptive text of Weed Seed (species).						

Column	Field Name	Date Type	Len	Req.	Index	Format
21	Testing Remarks	Alphanumeric	250	N	N	
<b>Description:</b> This is not a required field. It can be used to record seed analysis comments.						

Column	Field Name	Date Type	Len	Req.	Index	Format
22	Print Date	Date	10	Y	N	mm/dd/yyyy
<b>Description:</b> This is a required field that must have the value in the exact format as shown. This field contains the date that the seed certificate was printed and signed (or as close an estimate as possible). A system error will be generated if any other date format is used.						

## **Section C-4: Voiding Certificates**

### **Using Spreadsheets:**

If a SCA is using the batch process to submit data and wants to delete a Certificate with errors, the SCA should simply delete the Certificate from the batch file. There is no need to contact AMS to make corrections prior to submitting a batch file. It is important that the Certificate with the error is not included in the transmitted batch file. Unintentionally submitting Certificates with errors for update could result in additional billing. After a batch has been updated and a Certificate needs to be changed or deleted, the SCA will have to contact Program Manager to make the correction. The SCA may want to keep a record of all deleted Certificates.

### **Using Web Interface:**

If a SCA is using the web interface application to transmit data, they would have to contact the OECD Program Manager to make corrections or deletions to Certificates that have been submitted with errors.

### **Section C-5: Contingency Plan**

In the event of a system failure that prevents electronic data transmission of Certificates and Lot Enrollment information, the SCAs should immediately contact Mr. Gene Wilson, OECD Program Manager via telephone at (704) 810-8888 or e-mail: [gene.wilson@ams.usda.gov](mailto:gene.wilson@ams.usda.gov).

Contingency procedures for processing OECD data will be provided to the affected office(s) for the duration of the problem.