

Section E: Definitions

Accredited Field Inspection Program: a program for accrediting field inspectors under the AMS Process Verified Program for Seed

Accredited Seed Laboratory Program: a program for accrediting seed laboratories under the AMS Process Verified Program for Seed

Accredited Seed Sampling Program: a program for accrediting seed samplers under the AMS Process Verified Program for Seed

AMS: Agricultural Marketing Service, an agency of USDA

ARC: Audit, Review, and Compliance Branch of the Grading and Verification Division, Agricultural Marketing Service, USDA

Auditor: 1) An ISO lead auditor who has taken and successfully passed the required test and is approved by AMS to perform activities related to the OECD Accreditation Program; and/or 2) possesses the relevant technical experience to perform the technical side of the audit.

Authorized individual: Individuals who are approved by AMS to perform field inspections, sampling, testing, and/or sealing and labeling.

Blank label: Label meeting the SCA's requirements, but which does not include specific information about the seed lot

Certificate: The submission of "Certificate Data" refers to the data on an OECD Certificate for the purpose of international shipment. Certificates cannot be issued on a lot that has not been enrolled.

Certification seed sample: Seed samples that are identified as being necessary for seed certification.

Checklists: Those documents used by the auditor(s) in determining the entity's eligibility for accreditation during audits

Control fields: Locations that are designated as those fields that serve as the benchmark for field inspections

Crop kind: Plant species

Designated Authority: The U.S. Department of Agriculture's Agricultural Marketing Service is the Designated Authority for the administration of the OECD Seed Schemes within the United States.

Entity: Any seed company, organization, or individual who produces, samples, or tests certified seed under the OECD Seed Schemes.

Fiscal Year: The OECD Fiscal Year runs from July 1st to June 30th and will be the official Fiscal Year used in the billing cycle. This Fiscal Year will also be used in the Lot Reference Number and Certificate Number fields.

Inbred Description: Phenotypic description of inbreds being certified under the OECD Program.

Initial assessment/desk audit: Assessment performed by ARC to determine eligibility for accreditation.

Lot Enrollment: The submission of data pertaining to Lots that have been issued OECD tags will be referred to as “Lot Enrollment”. Lots should only be enrolled when the bags are closed and tagged.

Official representative: Individuals who work directly for the AMS or on behalf of the AMS through Cooperative Agreements

Official work: OECD Seed Schemes work done directly by Seed Certifying Agencies in accordance with Cooperative Agreements.

On-site audit: Upon completion of initial assessment, an on-site audit will be conducted by an appropriate auditor.

OECD: Organization for Economic Cooperation and Development.

Post accreditation evaluations: Evaluations conducted to confirm compliance to OECD Accreditation Program.

Printed label: A legal binding document or certificate which accompanies the seed lot in a manner prescribed by the SCA, and which contains the information required to demonstrate that certain certification requirements have been met.

Program Manager: Individual responsible for administration and oversight of OECD program in the United States; located within the Agricultural Marketing Service’s Seed Regulatory and Testing Division

Seed Certifying Agency (SCA): For the purpose of this document, the official State Seed Certifying Agency that has been recognized by USDA and accredited to perform OECD duties

Uniform Agency Field Application Form (copy contained in appendix): Application for Field Inspection