



**Agricultural Marketing Service  
Seed Regulatory and Testing Branch  
Livestock and Seed Program**

**OECD User Specification Guide**

**Purpose**

This User Specification Guide (USG) provides guidelines to the Seed Certifying Agency (SCA) for transferring data relevant to the Organization for Economic Cooperation and Development (OECD) Seed Schemes Program. Data transmissions will be made either via e-mail using a spreadsheet or using a Web-based form. SCAs will submit data to the Department of Agriculture (USDA), Agricultural Marketing Service (AMS), Livestock and Seed Program (LS), Seed Regulatory and Testing Branch (SRTB).

**Scope**

The USG establishes an electronic standardized method of data transfer; identifies, describes, and categorizes database fields; determines data sequence and format; and establishes user procedures and guidelines. As the system evolves, the USG will be modified to reflect any changes. To access the latest version of the USG, use the following URL:

**<http://www.ams.usda.gov/lsg/seed/oecd.htm>**

**Definitions**

These definitions are provided to develop a common language to facilitate the collection of data:

- a. **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.
- b. **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.
- c. **Fiscal Year**: The OECD Fiscal Year runs from July 1<sup>st</sup> to June 30<sup>th</sup> 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.

**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. Perry Bohn, OECD



Program Manager via telephone at (704) 810-7262 or email: [perry.bohn@usda.gov](mailto:perry.bohn@usda.gov). Contingency procedures for processing OECD data will be provided to the affected office(s) for the duration of the problem.

**Spreadsheet Transmission**

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 their business practices include the use of electronic database technology.

Spreadsheet transmissions will be done using a Microsoft Excel (Version 97 or higher) file. 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 the USG, and all data must follow the specified format.

**Lot Enrollment Excel 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 the USG and Appendix A - Figure 1. The Lot Enrollment Worksheet will contain the following fields:

Field Names		
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.

Certificate Excel 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 the USG 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		

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.

Data Submission

The Excel File with “Certs” and “Lots” Worksheets shall be submitted bi-weekly by SCAs to the AMS e-mail address: [oeed.certs@usda.gov](mailto:oeed.certs@usda.gov). SCAs are required to provide AMS 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, AMS will send an error report to the designated email 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 designated AMS OECD Seed Schemes 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 notify AMS OECD Seed Schemes Program Manager of any e-mail address changes.

### Web Interface Process

SCAs that do not use electronic databases and/or process a smaller number of OECD certificates will utilize the web interface process.

To access the OECD web interface, browse to the USDA/AMS/LS Program main page using one of the URLs listed below:

1. Enter - <http://www.ams.usda.gov/lsg>  
Click the Seed Regulatory and Testing Activities hyperlink on the LS Program main page; click the OECD Seed Schemes Program hyperlink. This will take you to the OECD web page. Click the OECD Seed Schemes Web Interface Application hyperlink to access the OECD web interface forms.
2. Enter - <http://www.ams.usda.gov/lsg/seed/oecd.htm>  
Click the OECD Seed Schemes Web Interface Application hyperlink to access the OECD Forms.

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.

### Web Interface Lots Forms

#### New Lot Form

To access the New Lot Form (NLF), click on the List Lots hyperlink. The New Lot 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 four (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.

### Recent OECD 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.

### 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 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

### 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 tags 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

## **Web Interface Certificate Forms**

### 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.

### Recent OECD 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.

### 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

### **Voided Certificates**

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 Perry Bohn to make the correction. The SCA may want to keep a record of all deleted Certificates.

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

### **Field Descriptions**

The database will comprise 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.

### **Lot Enrollment Field Description**

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

Column	Field Name	Date Type	Len	Req.	Index	Format
01	Lot Reference Number	Alphanumeric	35	Y	Y	e.g.: USA-IL03-0410

**Description:** 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
02	Seed Company Name	Alphanumeric	80	Y	N	

**Description:** 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.

Column	Field Name	Date Type	Len	Req.	Index	Format
04	Species (Latin Name)	Alphanumeric	50	Y	N	

**Description:** 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	

**Description:** 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)

**Description:** 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

**Description:** 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

**Description:** 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.

**Certificate Field Description**

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)
<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.						

Column	Field Name	Date Type	Len	Req.	Index	Format
04	Number of Containers	Numeric	06	Y	N	e.g.: 000050 (whole numbers)
<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.						

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
<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.						

Column	Field Name	Date Type	Len	Req.	Index	Format
06	Certified Seed Generation Input	Numeric	01	N	N	e.g.: 2...9
<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.						

Column	Field Name	Date Type	Len	Req.	Index	Format
07	Parent Seed Reference Number(s)	Alphanumeric	80	N	N	
<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.						

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
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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.						

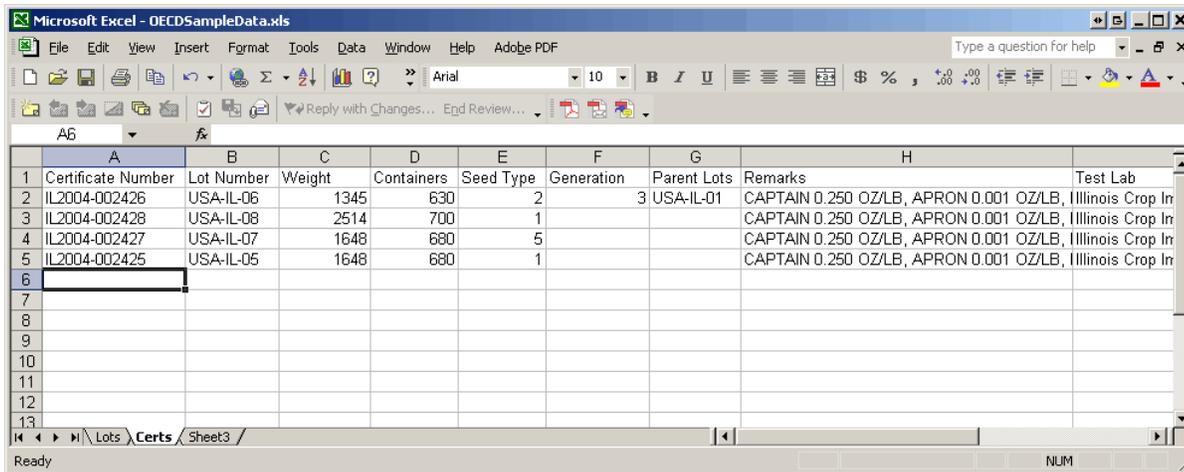
**Appendix A**

**OECD Lot Enrollment Excel Spreadsheet**

	A	B	C	D	E	F	G	H	I	J	K
1	Lot Number	Company	Species	Variety	Weight Tagged	Tags Issued	Close Date				
2	USA-IL-09	ABC Seed Co	ZEA MAYS	NC+4114	8638	480	2/2004				
3	USA-IL-10	123 Seed Co	ZEA MAYS	NC+4114	23841	1324	5/2004				
4	USA-IL-11	ABC Seed Co	ZEA MAYS	NC+4114	10458	581	8/2004				
5	USA-IL-12	Another Seed Co	ZEA MAYS	NC+4114	12029	668	10/2004				
6											
7											
8											
9											
10											
11											

**Figure 1.** Excel Worksheet with sample Lot Enrollment data.

**OECD Certificate Excel Spreadsheet**



The screenshot shows a Microsoft Excel spreadsheet titled "OECDSampleData.xls". The spreadsheet contains a table with the following data:

	A	B	C	D	E	F	G	H	
1	Certificate Number	Lot Number	Weight	Containers	Seed Type	Generation	Parent Lots	Remarks	Test Lab
2	IL2004-002426	USA-IL-06	1345	630	2		3 USA-IL-01	CAPTAIN 0.250 OZ/LB, APRON 0.001 OZ/LB, Illinois Crop In	
3	IL2004-002428	USA-IL-08	2514	700	1			CAPTAIN 0.250 OZ/LB, APRON 0.001 OZ/LB, Illinois Crop In	
4	IL2004-002427	USA-IL-07	1648	680	5			CAPTAIN 0.250 OZ/LB, APRON 0.001 OZ/LB, Illinois Crop In	
5	IL2004-002425	USA-IL-05	1648	680	1			CAPTAIN 0.250 OZ/LB, APRON 0.001 OZ/LB, Illinois Crop In	
6									
7									
8									
9									
10									
11									
12									
13									

**Figure 2.** Excel Worksheet with sample Certificate data. Due to screen size limit, not all fields are displayed.

**OECD Lot New Enrollment Web Interface Screen**

		<b>Livestock and Seed Program</b> <small>AMS    USDA    SEARCH</small>
<b>SEED REGULATORY AND TESTING PROGRAMS</b>		
		United States Department of Agriculture Agricultural Marketing Service Livestock and Seed Program Seed Regulatory and Testing Branch
<b>Lot Enrollment Form</b>		Cooperative Agreement Number: <input type="text" value="0"/>
		State Agency Address: Agricultural Marketing Service 1400 Independence Ave SW Washington, DC 20250
Seed Company Name: *	<input type="text"/>	
Species (Latin Name): *	<input type="text" value="Aeschnomene americana"/>	Variety: *
Lot Reference Number: *	<input type="text"/>	
Weight Tagged in Lbs (optional):	<input type="text"/>	
	Date of Closing (MM/YYYY): *	
	<input type="text"/>	
	Number of Tags (optional):	
	<input type="text"/>	
<input data-bbox="381 1108 479 1138" type="button" value=" &lt; Home "/> <input data-bbox="495 1108 560 1138" type="button" value=" Clear "/> <input data-bbox="576 1108 836 1138" type="button" value=" Submit &amp; Start New Lot "/> <input data-bbox="852 1108 1177 1138" type="button" value=" Submit &amp; View Summary &gt; "/>		
<small>* Always Required          NOTE: Weight and Number of Tags should be filled out with the number of tags issued at this time. More tags may be added later if needed. If no tags have been issued at this time then the fields can be left blank.</small>		

**Figure 3.** Web Interface Sample: New Lot Enrollment Screen.

**OECD Recent Lots Web Interface Screen**



**Livestock and Seed Program**

AMS    USDA    SEARCH

**SEED REGULATORY AND TESTING PROGRAMS**

**Recent OECD Lots - Agricultural Marketing Service**

Click on a Lot Reference Number to view the details of that Lot.  
Click on the Certificates Column to see a list of existing Certificates on the Lot.

Lot Reference Number	Species	Pounds Tagged	Tags Issued	Close Date	Certificates
<a href="#">USA-IL-02</a>	ZEA MAYS			01/2004	<a href="#">...</a>
<a href="#">USA-IL-03</a>	ZEA MAYS	10458.00 Lbs	250	02/2004	<a href="#">...</a>
<a href="#">USA-IL-04</a>	ZEA MAYS	12029.25 Lbs	250	03/2004	<a href="#">...</a>
<a href="#">USA-IL-01</a>	ZEA MAYS	8638.00 Lbs	100	10/2003	<a href="#">...</a>

[Find More...](#)

[< Home](#)
[Create New Lot](#)

**Figure 4.** Web Interface Sample: Recent Lots List Screen.

OECD Find Lots Web Interface Screen

AMS  
USDA

**Livestock and Seed Program**  
AMS USDA SEARCH

**SEED REGULATORY AND TESTING PROGRAMS**

## Find Lots

Fill out one or more of the following search criteria:

Seed Company:  Is

Close Date Range: Between  /  /  MM/DD/YY  
And  /  /  MM/DD/YY

Species:  Any

Variety:  Is

Results Per Page:  20

**Figure 5.** Web Interface Sample: Find Lots Screen.

**OECD Edit Lots Web Interface Screen**

		<b>Livestock and Seed Program</b> <small>AMS    USDA    SEARCH</small>	
<b>SEED REGULATORY AND TESTING PROGRAMS</b>			
		United States Department of Agriculture Agricultural Marketing Service Livestock and Seed Program Seed Regulatory and Testing Branch	
		Cooperative Agreement Number: <input type="text" value="0"/>	
		State Agency Address: Agricultural Marketing Service 1400 Independence Ave SW Washington, DC 20250	
<b>Lot Edit Form</b>			
Seed Company Name:		<input type="text" value="ABC Seed Co"/>	
Species (Latin Name):		Variety:	
<input type="text" value="ZEA MAYS"/>		<input type="text" value="NC+4114"/>	
Lot Reference Number:		Date of Closing:	
<input type="text" value="USA-IL-03"/>		<input type="text" value="2/2004"/>	
Total Weight Tagged:		Total Number of Tags:	
<input type="text" value="10458.00 Lbs"/>		<input type="text" value="250"/>	
<input style="background-color: #8B4513; color: white;" type="button" value=" &lt; Home "/> <input style="background-color: #8B4513; color: white;" type="button" value=" New Certificate "/> <input style="background-color: #8B4513; color: white;" type="button" value=" Done &gt; "/>			
<b>Submit Additional Tags:</b>			
Additional Weight Tagged in Lbs:		Number of Additional Tags:	
<input type="text"/>		<input type="text"/>	
<input style="background-color: #8B4513; color: white;" type="button" value=" Submit Additional Tags "/>			

**Figure 6.** Web Interface Sample: Edit Lot Screen.

**OECD Certificate Web Interface Screen**

 <p align="center"><b>Livestock and Seed Program</b></p> <p align="center">AMS    USDA    SEARCH</p> <p><b>SEED REGULATORY AND TESTING PROGRAMS</b></p>	
 <p align="center">United States Department of Agriculture Agricultural Marketing Service Livestock and Seed Program Seed Regulatory and Testing Branch</p> <p align="center">Certificate Submission Form</p>	Cooperative Agreement Number: <input type="text"/>
	State Agency Address: Agricultural Marketing Service 1400 Independence Ave SW Washington, DC 20250
Print Date (MM/DD/YYYY): * <input type="text" value="9/21/2004"/>	
Certificate Number: * <input type="text"/>	
Seed Company Name: <input type="text" value="Another Seed Co"/>	
Species (Latin Name): <input type="text" value="ZEA MAYS"/>	Variety: <input type="text" value="NC+4114"/>
Lot Reference Number (USA-XX.): * <input type="text" value="USA-IL-04"/> <input type="button" value="Fill Details"/>	Date of Closing: <input type="text" value="3/2004"/>
Weight of Lot in Lbs: <input type="text" value="12029.25"/>	Number of Tags: <input type="text" value="250"/>
Weight Shipped in Lbs: * <input type="text"/>	Number of Containers Shipped: * <input type="text"/>
The seed bearing the above lot reference number has been produced in accordance with the OECD Scheme and is approved as: *	
<input type="radio"/> Pre-Basic Seed <input type="radio"/> Basic Seed <input type="radio"/> Certified 1st Generation <input type="radio"/> Certified Nth Generation <input type="radio"/> Not Finally Certified	
Parent Generation Lot Reference Numbers (If Applicable): <input type="text"/>	Generation (If Certified Nth Generation): ° <input type="text"/>
Remarks: <input type="text"/>	

**Seed Analysis Results**

---

Test Laboratory: ◦



---

Test Number: <span style="color: red;">◦</span>	Date Test Concluded: <span style="color: red;">◦</span>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

---

Pure Seed <span style="color: red;">◦</span>	Inert Matter <span style="color: red;">◦</span>	Other Crop <span style="color: red;">◦</span>	Weed Seed <span style="color: red;">◦</span>	Germination <span style="color: red;">◦</span>	Dormant/Hard Seed <span style="color: red;">◦</span>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

% By Weight % Count

Kind of inert matter:



---

Other crop seed (Species):



---

Weed seed (Species):



---

Remarks:

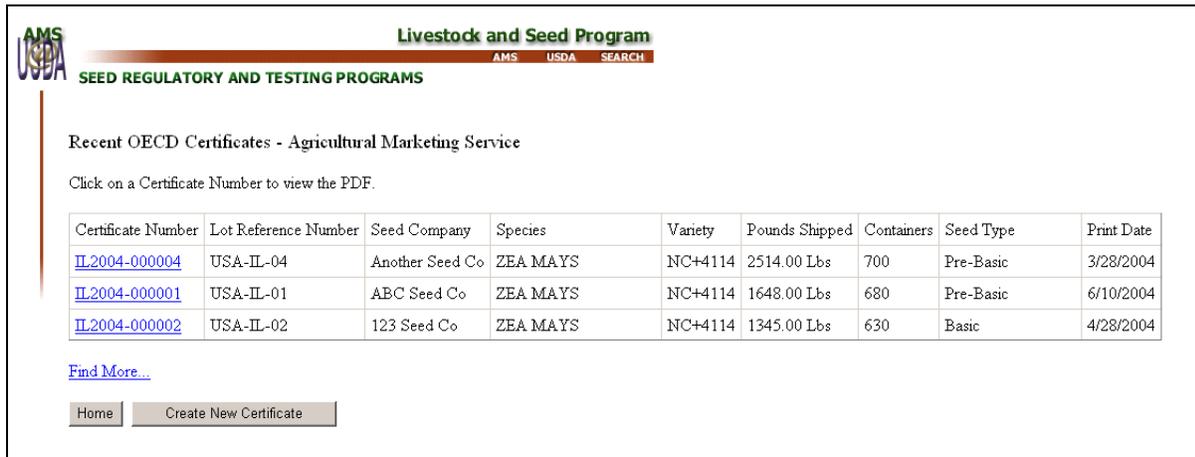
---

< Home
Clear
Submit & Start New Certificate
Submit & View Summary >

\* Always Required  
◦ Conditionally Required

**Figure 7.** Web Interface Sample: New Certificate Screen.

**OECD Recent Certificates Web Interface Screen**



**Livestock and Seed Program**  
AMS    USDA    SEARCH

**SEED REGULATORY AND TESTING PROGRAMS**

Recent OECD Certificates - Agricultural Marketing Service

Click on a Certificate Number to view the PDF.

Certificate Number	Lot Reference Number	Seed Company	Species	Variety	Pounds Shipped	Containers	Seed Type	Print Date
<a href="#">IL2004-000004</a>	USA-IL-04	Another Seed Co	ZEA MAYS	NC+4114	2514.00 Lbs	700	Pre-Basic	3/28/2004
<a href="#">IL2004-000001</a>	USA-IL-01	ABC Seed Co	ZEA MAYS	NC+4114	1648.00 Lbs	680	Pre-Basic	6/10/2004
<a href="#">IL2004-000002</a>	USA-IL-02	123 Seed Co	ZEA MAYS	NC+4114	1345.00 Lbs	630	Basic	4/28/2004

[Find More...](#)

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**Figure 8.** Web Interface Sample: Recent Certificates List Screen.

OECD Find Certificates Web Interface Screen

AMS  
USDA

**Livestock and Seed Program**  
AMS USDA SEARCH

**SEED REGULATORY AND TESTING PROGRAMS**

## Find Certificates

Fill out one or more of the following search criteria:

Lot Reference Number:  Is

Seed Type:

Seed Company:  Is

Print Date Range: Between  /  /  MM/DD/YYYY  
And  /  /  MM/DD/YYYY

Species:

Variety:  Is

Results Per Page:

**Figure 9.** Web Interface Sample: Find Certificates Screen.