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/Former Names. If an Operation has been previously certified, record the old NOP Operation ID in Other/Former Names.