

## Glossary of Terms (12/5/16)

Template Data Field	Required/ Optional	Description	Data Visibility *
<b>Operation Level</b>			
Operation ID	Required	NOP's 10-digit unique ID for operation. First 3 numbers are certifier ID; last 7 numbers are assigned by the certifier.	Public
Operation Name	Required	Operation's business name. Enter text in Title Case.	Public
Other/Former Names	Optional	Other names that the operation is doing or has done business as. Enter text in Title Case.	Public
Client ID	Optional	Client ID issued by certifier. This can be any identifier that the Certifier uses to identify the operation. No constraints on format.	Public
Contact First Name	Optional	Enter only one first name. Use Title Case.	Public
Contact Last Name	Optional	Enter only one last name. Use Title Case.	Public
Operation Certification Status	Required	Select one of the following as applicable to the operation in question: Certified/Surrendered/Suspended/Revoked/Denied Certification/Withdrew with NONC	Public: Certified, Surrendered, Suspended, and Revoked operations; All Certifiers and USDA: All operations
Effective Date of Operation Status	Required	Date the selected Operation Certification Status became effective. MM/DD/YYYY	Public: Dates for Certified, Surrendered, Suspended, and Revoked operations; All Certifiers and USDA: Dates for all operations
NOP Anniversary Date	Optional	Date of annual update for certificate, at operation level. May include renewal, inspection, or verification. MM/DD/YYYY	Public: Dates for Certified, Surrendered, Suspended, and Revoked operations; All Certifiers and USDA: Dates for all operations
CROPS Certification Status	Optional	If the operation in question has applied for certification under the CROPS scope, select one of the following as applicable: Certified/ Surrendered/ Suspended/ Transitional/ Denied Certification/ Withdrew with NONC. If not, leave blank or select Not Certified (--).	Public: Certified, Surrendered, and Suspended scopes; All Certifiers and USDA: All scope statuses
Effective Date of CROPS Status	Optional	If CROPS certification status is provided (other than Not Certified (--)), effective date should be entered. MM/DD/YYYY	Public: Dates for Certified, Surrendered, and Suspended scopes; All Certifiers and USDA: Dates for all scope statuses reported
LIVESTOCK Certification Status	Optional	If the operation in question has applied for certification under the LIVESTOCK scope, select one of the following as applicable: Certified/ Surrendered/ Suspended/ Transitional/ Denied Certification/ Withdrew with NONC. If not, leave blank or select Not Certified (--).	Public: Certified, Surrendered, and Suspended scopes; All Certifiers and USDA: All scope statuses
Effective Date of LIVESTOCK Status	Optional	If LIVESTOCK certification status is provided (other than Not Certified (--)), effective date should be entered. MM/DD/YYYY	Public: Dates for Certified, Surrendered, and Suspended scopes; All Certifiers and USDA: Dates for all scope statuses reported
WILD CROPS Certification Status	Optional	If the operation in question has applied for certification under the WILD CROPS scope, select one of the following as applicable: Certified/ Surrendered/ Suspended/ Transitional/ Denied Certification/ Withdrew with NONC. If not, leave blank or select Not Certified (--).	Public: Certified, Surrendered, and Suspended scopes; All Certifiers and USDA: All scope statuses
Effective Date of WILD CROPS Status	Optional	If WILD CROPS certification status is provided (other than Not Certified (--)), effective date should be entered. MM/DD/YYYY	Public: Dates for Certified, Surrendered, and Suspended scopes; All Certifiers and USDA: Dates for all scope statuses reported
HANDLING Certification Status	Optional	If the operation in question has applied for certification under the HANDLING scope, select one of the following as applicable: Certified/ Surrendered/ Suspended/ Transitional/ Denied Certification/ Withdrew with NONC. If not, leave blank or select Not Certified (--).	Public: Certified, Surrendered, and Suspended scopes; All Certifiers and USDA: All scope statuses
Effective Date of HANDLING Status	Optional	If HANDLING certification status is provided (other than Not Certified (--)), effective date should be entered. MM/DD/YYYY	Public: Dates for Certified, Surrendered, and Suspended scopes; All Certifiers and USDA: Dates for all scope statuses reported
<b>Contact Information</b>			
Physical Address: Street 1	Required if no Mailing Address provided	At least one of the two addresses (Physical or Mailing) is required. City, State/Province, Country, and ZIP/Postal Code information must be entered separately in the relevant columns.	Public
Physical Address: Street 2	Optional	Additional address information.	Public
Physical Address: City	Required (US)	Use Title Case. If no city exists, then leave blank. Required for U.S. operations.	Public
Physical Address: State/Province	Required (US)	Spell out the full name of the state or province. No abbreviations. Required for U.S. operations.	Public
Physical Address: Country	Required	Select from drop-down menu. Country names must be entered in English. Do not enter any other information in this column.	Public
Physical Address: ZIP/Postal Code	Required (US)	Use 5-digit zip code for U.S. states. Use appropriate mailing code for international addresses.	Public
Mailing Address: Street 1	Required if no Physical Address provided	At least one of the two addresses (Physical or Mailing) is required. Street address only using Title Case. Must be in USPS format for U.S. operations. City, State/Province, Country, and ZIP/Postal Code information must be entered separately in the relevant columns.	Public
Mailing Address: Street 2	Optional	Additional address information.	Public
Mailing Address: City	Required (US)	Use Title Case. If no city exists, then leave blank. Required for U.S. operations.	Public
Mailing Address: State/Province	Required (US)	Spell out the full name of the state or province. No abbreviations. Required for U.S. operations.	Public
Mailing Address: Country	Required	Select from drop-down menu. Country names must be entered in English. Do not enter any other information in this column.	Public
Mailing Address: ZIP/Postal Code	Required (US)	Use 5-digit zip code for U.S. states. Use appropriate mailing code for international addresses.	Public
Phone	Optional	For U.S. numbers, use (XXX)XXX-XXXX format. Enter extensions as "Ext. XXXX." For international numbers, begin with the country code. Do not include "011." If the operation does not have a telephone number, leave blank.	Public

	Email	Optional	Do not enter website addresses. Incomplete addresses will be deleted.	Public
	Website URL	Optional	Do not enter email addresses.	Public
	Additional Information	Optional	Any other information regarding the operation. 4,000 character limit.	Public
	Total Certified Acres	Optional	Number of acres certified organic.	Reporting Certifier and USDA; Public: Aggregate data
Operation Services/Business Types	Broker	Optional	Person or persons who buys and sells goods organic goods or processes for others. Brokers usually have contact with the clients, either individual or institutional, and buy and sell based on their wishes. (Yes as applicable)	Public
	Community Supported Agriculture (CSA)	Optional	Local farmer markets or groups. (Yes as applicable)	Public
	Co-Packer	Optional	Company that manufactures and packages foods or other products for their clients. works under contract with the hiring company to manufacture food as though the products were manufactured directly by the hiring company. (Yes as applicable)	Public
	Dairy	Optional	Individual or company's involved in the raising of domestic animals for production of the milk of animals. (Yes as applicable)	Public
	Distributor	Optional	Any person involved in the business who supplies goods to stores and other businesses that sell to consumers, including transportation. (Yes as applicable)	Public
	Marketer/Trader	Optional	Individual or company that buys and sells organic commodities to the industry, moving products throughout the supply chain. (Yes as applicable)	Public
	Restaurant	Optional	Establishment in the direct preparation of meals to the consumer. (Yes as applicable)	Public
	Retail Food Establishment	Optional	Businesses that sell goods directly to individuals, organic certification not required. (Yes as applicable)	Public
	Poultry	Optional	Individual or company's involved in the raising of domestic poultry animals for production of commodities such as meat, eggs, fiber. (Yes as applicable)	Public
	Private Labeler	Optional	An owner of a brand or trademark on the label of a consumer product which bears a private label. (Yes as applicable)	Public
	Slaughterhouse	Optional	Certified organic facility used for the slaughtering of livestock. (Yes as applicable)	Public
	Storage	Optional	Any person or business involved in the certified storage of goods. (Yes as applicable)	Public
	Grower Group	Optional	"Grower Groups" consist of farmers engaging in similar growing practices in a distinct area, growing similar crops under the same conditions, and managed, audited and monitored by an Internal Control System managed in a group format. (Yes as applicable)	Public
	Grower Group Size	Optional	If Yes to Grower Group, enter number of members.	Reporting Certifier and USDA
	Item Level			
Operation ID	Required	NOP's 10-digit unique ID for operation. First 3 numbers are certifier ID; last 7 numbers are assigned by the certifier.	Public	
Certificate Number	Optional	Certificate number issued by Certifier.	Public	
NOP Scope	Required	NOP Scope certified under (Crops/ Livestock/ Wild Crops/ Handling)	Public	
NOP Category	Optional	From NOP taxonomy. Provide Category or Category ID, but not both.	Public	
NOP Category ID	Optional	From NOP taxonomy. Provide Category or Category ID, but not both.	Public	
NOP Item Name	Optional	From NOP taxonomy). Provide Item Name or Item ID, but not both.	Public	
NOP Item ID	Optional	From NOP taxonomy). Provide Item Name or Item ID, but not both.	Public	
Other Item	Required IF no specific NOP Item Name or NOP Item ID Provided	If no specific NOP Item Name or NOP Item ID is selected, provide individual items or a comma-separated list of items. For example, "Apples, Oranges, Bananas."	Public	
Item Varieties	Optional	If an NOP Item Name or NOP Item ID is selected, or a single Other Item is entered, individual varieties or a comma-separated list of item varieties may be provided. For example, if the item is "Apples," varieties could include "Fuji, Golden Delicious, Gala.	Public	
NOP Certification Status	Optional	Select one of the following as applicable to individual item: Certified/Surrendered/Suspended/Transitional/Denied Certification/Withdrew with NONC	Public: Certified, Surrendered, and Suspended Items; All Certifiers and USDA: All Items	
NOP Status Effective Date	Optional	Date of last certification status change for individual item. MM/DD/YYYY	Public: Dates for Certified, Surrendered, and Suspended Items; All Certifiers and USDA: Dates for all Item statuses reported	
Last Review Date	Optional	Last date the operation has had a complete OSP review. MM/DD/YYYY	All Certifiers and USDA	
Acres Certified Organic	Optional	Number of certified organic acres for individual items.	Reporting Certifier and USDA; Public: Aggregate data	
Acres Transitional	Optional	Number of acres transitioning to organic for individual items.	Reporting Certifier and USDA	
Heads Certified Organic	Optional	Number of certified organic heads (livestock) for individual items.	Reporting Certifier and USDA; Public: Aggregate data	
Heads Transitional	Optional	Number of heads transitioning to organic (livestock) for individual items.	Reporting Certifier and USDA	
100% Organic	Optional	Labeling categories for handling certificates (Yes as applicable) - individual items.	Public	
Organic	Optional	Labeling categories for handling certificates (Yes as applicable) - individual items.	Public	
Made with Organic	Optional	Labeling categories for handling certificates (Yes as applicable) - individual items.	Public	

\* All users have access to data marked Public based on certification status via search and reporting tools