



United States Department of Agriculture  
Agricultural Marketing Service  
Livestock and Seed Program  
Washington, DC 20250

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**Organization for Economic Cooperation  
and Development (OECD)  
Seed Schemes in the United States  
USERS GUIDE**

USDA AMS Livestock and Seed Program  
Seed Regulatory and Testing Division  
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Gastonia, North Carolina 28054-2193

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## INTRODUCTION

### **Background**

The Organization for Economic Cooperation and Development (OECD) Seed Schemes for varietal certification of seed moving internationally promotes the use of agricultural seed of consistently high quality. Certified seeds are produced and officially controlled according to common procedures in 58 participating countries. These seeds are identified by standardized OECD labels that are recognized worldwide. Participation in the OECD Seed Schemes is voluntary; however, if a country chooses to participate, it is required to apply the rules and directions in their entirety.

These agreed principles are embedded in the Rules and Directions of the Schemes, which includes detailed requirements for acceptance criteria for varieties, categories of seed for certification, and standards for seed production and labeling. Participation in the OECD Seed Schemes facilitates seed moving in international trade by utilizing these accepted standards.

The OECD Seed Schemes pertain to seven groups of agricultural crops. The United States currently participates in five of the seven groups, including Grasses and Legumes, Crucifers and other Oil or Fiber Species, Cereals, Fodder Beets and Sugar Beets, and Maize and Sorghum. The United States does not participate in the Subterranean Clover or Vegetable Schemes.

The Agricultural Marketing Service (AMS) of the U.S. Department of Agriculture is the Designated Authority responsible for implementing the OECD Seed Schemes in the U.S. in cooperation with official Seed Certifying Agencies (SCAs). AMS' Seed Regulatory and Testing Division (SRTD), located in Gastonia, NC, is responsible for the administration of the OECD Seed Schemes program.

### **Purpose of Guide**

The purpose of the OECD Procedures Guide is to provide SCAs guidance on conducting activities under the Seed Schemes Program. The Manual is divided into sections that pertain to different functions of the Program. Each section has separate overviews, tables of content, and definitions that relate to the information covered in that particular section.

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### **Web Site Information**

AMS will maintain a web site for U.S. OECD Seed Scheme activities. It can be reached from the main [SRTD web page](#) through links to the [OECD Seed Schemes](#) and [OECD forms](#) found on the left panel of the web page. This site will be updated on a regular basis to make sure information is disseminated quickly and easily and reflects the most current policies and procedures.

## **Section A: OECD Certification for Seed Certifying Agencies**

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#### **Overview**

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**Overview: OECD Certification for Seed Certifying Agencies**

In order for State Seed Certifying Agencies (SCAs) to participate in the U.S. OECD Program, they must sign a cooperative agreement with the USDA AMS office. The decision to participate may depend on the need of the seed companies within their state for OECD tags or certificates. These tags or certificates will facilitate the movement of seed to other countries. Currently 26 SCAs are participating in the OECD Program.

There is no charge to SCAs for participation in the program. SCAs can withdraw from participation at any time.

**Contact Information**

The OECD Program Manager will be the contact for assisting SCAs in establishing a cooperative agreement with AMS for OECD program activities.

## Section A-1: Application Procedures

- 1.1 Who may apply?
  - 1.2 Procedures
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### 1.1 Who may apply?

The legal seed certification authority in any State may participate in the OECD Seed Schemes upon entering into a Cooperative Agreement with AMS.

### 1.2 Procedures

- a. SCAs must first contact the Program Manager to discuss the qualifications for signing Cooperative Agreements.
- b. The SCA must provide the following information to the Program Manager:
  - OECD daily contact person
  - Tax ID number
  - Designated OECD e-mail address
  - Physical mailing address
- c. The SCA will need to apply to receive level 2 e-authentication for security purposes. The Program Manager will send the appropriate information for the e-authentication process.
- d. Upon request, the Program Manager will send appropriate documents to establish the Cooperative Agreement between AMS and the SCA. These forms are also available on the [USDA APHIS forms site](#). Under the terms of the Cooperative Agreement, the SCAs accept the responsibility of determining whether seed produced complies with the rules. The proper authority at the SCA will review, sign, and return the forms in a timely manner.

Currently, the appropriate forms are as follows:

Form Name/Number	Number of copies that must be returned with <b>original signature</b>
Cooperator Agreement	4
Form SF-424 B	1
AD- 1047	1
AD- 1048	1
AD- 1049	1

- e. Once AMS approves and assigns the Cooperative Agreement, it will return a copy of the completed Agreement to the SCA.



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### **Overview: Policy**

The Policy section of the OECD Users Guide provides guidance on certain procedures within the program. Procedures related to specific areas of the program are detailed in respective sections of this guide. For example, procedures related to the Accreditation Program can be found in Section D.

### **Section B-1: General Policy**

- 1.1 Classes of seed recognized under OECD**
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- 1.3 Changes to cultivar list**
- 1.4 Foreign varieties**
- 1.5 Seed enrollment in the Program**
- 1.6 Post control procedures**

### **1.1 Classes of seed recognized under OECD**

The classes of seed recognized under the OECD Seed Schemes are as follows: Pre-Basic Seed, Basic Seed, First Generation Certified Seed, and Second or Successive Generation Certified Seed. Listed below are the seed classes in the United States with the comparable OECD seed categories and labels:

<b>U.S. SEED CLASSES</b>	<b>OECD SEED CLASSES</b>	<b>OECD LABEL COLOR</b>
Breeder Seed	Pre-Basic	White with diagonal violet stripe
Foundation Seed	Basic Seed	White
Certified Seed, which is the First Generation increase from Foundation or Registered Seed	First Generation Certified Seed	Blue
---	Second or Successive Generation Certified Seed	Red
---	Not finally Certified	Gray
---	Mixtures of Herbage	Green

### **1.2 U.S. cultivars eligible for OECD certification**

Cultivars bred or selected in the United States will be eligible for certification under the OECD Seed Schemes if acceptance into the State seed certification program is in accordance with approved procedures and the cultivars are included on the OECD list of approved cultivars for certification.

### **1.3 Changes to cultivar list**

Requests for additions, deletions, and changes to the U.S. Cultivars Eligible for OECD Certification are submitted by the requesting company (maintainer) to the SCA. The

request form is available in [PDF](#) and [Microsoft Excel](#) formats. The main [SRTD](#) web page provides additional information on division laboratory services, the Federal Seed Act and Regulations, and the [variety name clearance database](#).

After review and approval, the SCA forwards the approved request form to the OECD Program manager by e-mail attachment or fax. The U.S. OECD database of [Cultivars Eligible for OECD Certification](#) is updated on an on-going basis and is searchable by variety, maintainer, or taxonomy. Additions and modifications to the U.S. list are forwarded to the OECD Coordinating Centre for inclusion on the [international OECD lists](#).

#### **1.4 Foreign varieties**

Foreign varieties must be on the list of [Cultivars Eligible for OECD Certification](#) before they can be certified under the OECD Seed Schemes.

Foreign requests for multiplication of OECD tagged seed in the U.S. do not require multiplication agreements.

*Clearance of planting stock of a foreign cultivar without OECD tags.* The US OECD Program manager, representing the U.S. Designated Authority, must clear seed lots not tagged with OECD labels with the Designated Authority in the originating country of the multiplication request.

The multiplying company/foreign OECD Designated Authority should supply the following information to the US OECD Program Manager when requesting clearance of untagged planting stock of a foreign cultivar under the OECD rules:

- a. The variety name and species,
- b. The name and address of the U.S. seed firm making the increase,
- c. The name and address of the foreign firm contracting production of the seed in the United States,
- d. Breeder's name and address, and
- e. The category, quantity, and reference number of each lot of planting stock.

The OECD Program manager will request approval from the Designated Authority in the originating country for specific lots of not officially tagged planting stock of a foreign variety for increase in the United States. The OECD Program manager will indicate the class of seed for labeling the progeny of these seed lots under the OECD Seed Schemes.

#### **1.5 Seed enrollment in the Program**

Lot enrollment should only apply for lots intended for international shipment and begins when information is submitted pertaining to the issuing of OECD tags. This information

should be submitted at least biweekly according to the procedures in Section C, Electronic Users Specifications.

Lots will be considered 'in the program' at the time tags are issued and lots are finally approved.

Certificates can only be submitted once a lot is fully enrolled. Each lot designated for export should have a Certificate. If necessary, multiple Certificates may be issued referring to a single lot.

## **1.6 Post control procedures**

Post control procedures are detailed in the International OECD Seed Schemes guidelines and should be followed by the SCA for the appropriate crop. Post control procedures are based on the minimum levels of checks required and frequency of failures for certified seed from the previous year.

## **Section B-2: Fees**

- 21 Fee Collection**
- 2.2 Billing cycle**
- 2.3 Refunds**

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### **2.1 Fee collection**

Fees are collected for administration of the Program and dues are forwarded annually to the International Secretariat.

The SCA will collect the assessed fees from the seed companies and forward to AMS at least quarterly. These bills will include the weight of the product tagged, the customer, reference number, and the billing rate. These totals will be based on the biweekly information reported by the states.

### **2.2 Billing cycle**

Invoices will be sent out on the closest billing date to January 1, April 1, July 1, and October 1.

### **2.3 Refunds**

No refunds will be given by AMS/OECD on tags or certificates issued and not used.

## **Section B-3: Record Maintenance**

Official records for the OECD Seed Schemes are maintained no less than 5 years after a certificate is issued. Official records would include those required for state and federal laws and information regarding lot size, certificates issued, and quantities shipped. These records may be electronic and/or hard copy.

#### **Section B-4: Reports to Program Manager**

Year-end reports to OECD Program Office will continue as they have in the past. The OECD Program manager will compile the data from the states and forward this information to the OECD Secretariat.

#### **Section B-5: Multiplication**

- 5.1 What is Multiplication?**
- 5.2 Multiplication deadlines**
- 5.3 Steps of Multiplication**

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#### **5.1 What is Multiplication?**

Multiplication is the increase of seed under the OECD Seed Scheme in a different country and then its return to the country of origin. Multiplication conditions must be agreed in advance by the Designated Authorities (DA) of both countries concerned. The DA must be satisfied that the variety is likely to remain true to its description under the conditions proposed, and after consulting with the maintainer, whether more than one generation of increase should be permitted in the country of multiplication. If so, the DA must then decide what the maximum number of years approved will be.

#### **5.2 Multiplication deadlines**

For seed to be shipped for spring planting, the deadline for multiplications going to Chile is November 30, and for the remainder of South America is December 15, of each year. They must have the request in-hand by that date.

Details of what should be included in the multiplication request are detailed in the latest multiplication form—available from the OECD program manager.

Varieties to be increased under the OECD program must be accepted into the OECD listing of varieties (See 1.2 and 1.3) or be undergoing registration.

#### **5.3 Steps of Multiplication**

Some of the important steps in the request for a multiplication in another country are as follows:

- Decide if the variety/inbred is on the US or International OECD List of Approved Varieties.
- If not listed, then list eligible inbreds and varieties to be multiplied using the appropriate form. Multiplication forms are at the U.S. OECD Program web site, reached at: [OECD forms](#). The appropriate multiplication forms are listed under Forms. After completion, send to the US OECD Seed Schemes Program Manager.
- Forms are then sent to the country of multiplication's Designated Authority and copies to the seed company who made the request.
- No confirmation of acceptance of the multiplication is received.

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- 3.1 Field Descriptions
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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 interface. 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**
- 1.2 Lot Enrollment Worksheet**
- 1.3 Certificate Worksheet**
- 1.4 Submitting Files**
- 1.5 Errors**



## 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:

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.

### 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**

### **2.1 Procedures**

#### **2.2 Lot Enrollment Forms**

- 2.2 (a) New Lot Form
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- 2.2 (c) Find Lots Form
- 2.2 (d) Lot Edit Form

#### **2.3 Certificate Enrollment Forms**

- 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 noneditable. 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 prefilled 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

**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
03	Weight Shipped	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 Shipped field contains information pertaining **only** 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)

**Description:** 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

**Description:** 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

**Description:** 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	
<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	
<p><b>Description:</b> This is not a required field. It can be used to record comments pertaining to lot and tags.</p>						

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

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

Column	Field Name	Date Type	Len	Req.	Index	Format
11	Date Test Concluded	Date	10	Y	N	mm/dd/yyyy
<p><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.</p>						

Column	Field Name	Date Type	Len	Req.	Index	Format
12	Pure Seed	Numeric	06	Y	N	e.g.: 25.00
<p><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.</p>						

Column	Field Name	Date Type	Len	Req.	Index	Format
13	Inert matter	Numeric	06	Y	N	e.g.: 25.00
<p><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.</p>						

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 Dr. Steve Malone, OECD Program Manager via telephone at (704) 810-8888 or e-mail: [Stephen.malone@ams.usda.gov](mailto:Stephen.malone@ams.usda.gov).

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

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**Overview: Accreditation Program**

In 1996, the Organization for Economic Cooperation and Development (OECD) conducted experiments to determine the effectiveness of accreditation for Seed Schemes Program activities. The first experiment was for activities related to field inspection and later broadened to include testing and sampling. This accreditation allowed third parties to perform certain activities necessary for OECD on behalf of the Designated Authority. Owing to the success of these experiments, OECD has authorized accreditation for field inspection, sampling (including labeling and sealing), and testing activities.

As the U.S. Designated Authority, the Agricultural Marketing Service (AMS) has the responsibility for developing accreditation guidelines for implementing this program.

Entities desiring accreditation have the option of participating in all levels of accreditation or participating in just certain components. For accreditation for field inspections and/or sampling, authorization can be by the state seed certifying agency or through participation in, respectively, the Accredited Field Inspection Program (AFIP) or the Accredited Seed Sampling Program (ASSP). Testing for OECD requires the seed laboratory be accredited under either the Accredited Seed Laboratory (ASL) Program or ISTA. Applications should be submitted to the appropriate entity. For accreditation through the Process Verified Programs for Seed that would be the Grading and Verification Division of AMS.

Once the entity passes initial assessment, an on-site audit may be conducted. The accredited entity is evaluated annually by the SCA and also a comprehensive audit is conducted every three years by an AMS-approved auditor.

A List of US OECD Authorized and/or Official Entities is maintained by AMS and includes pertinent information about each accredited entity. This list is available on the US OECD website at the following link: [Authorized list](#)

All instructions within this guide pertain to the OECD Program procedures. Confidentiality of the information obtained in the course of accreditation activities, at all levels, will be maintained.

More information about the OECD Seed Schemes can be obtained from the following link: [OECD Seed Schemes Rules and Regulations](#)



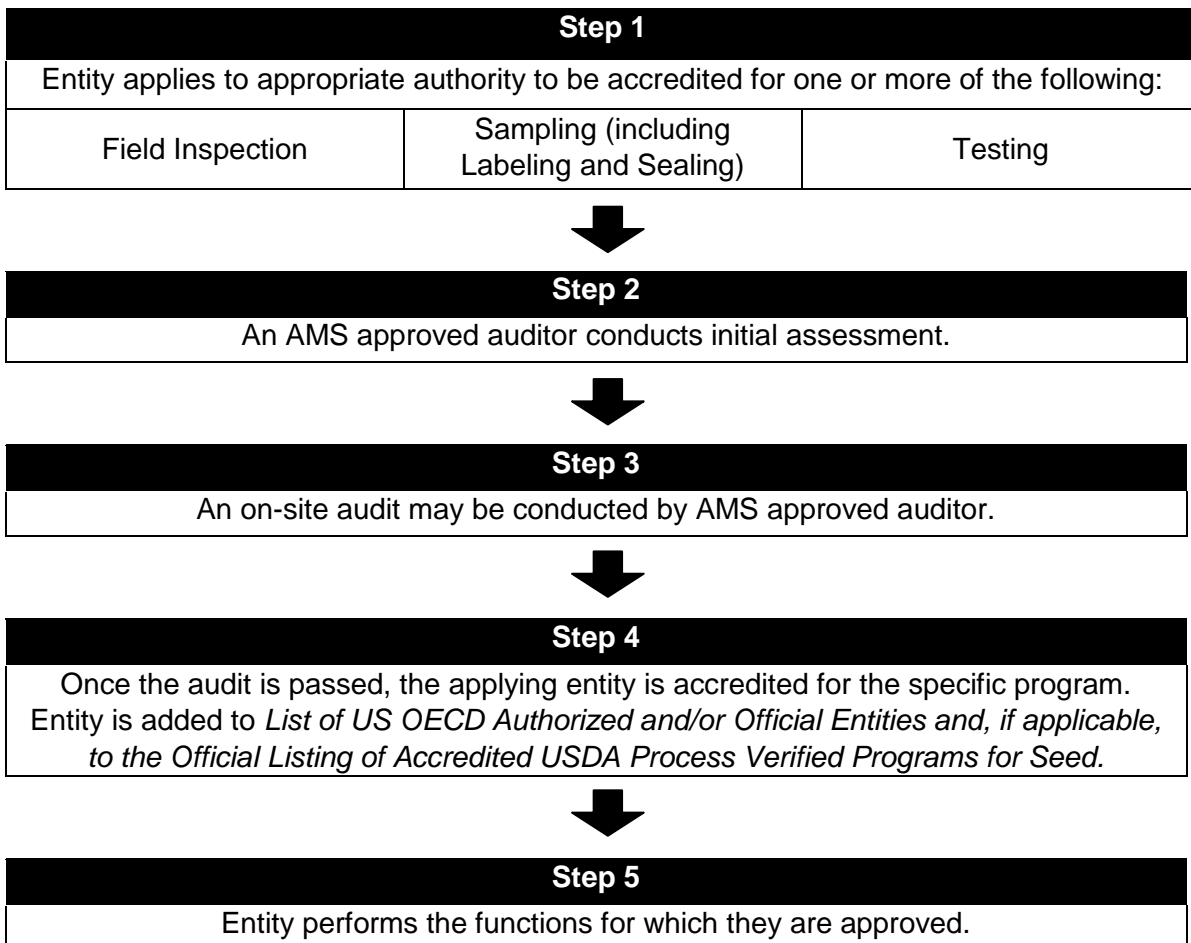
### **Contact Information**

USDA-AMS-Livestock and Seed Program  
Seed Regulatory and Testing Division  
801 Summit Crossing Place, Suite C  
Gastonia, North Carolina 28054-2193

Dr. Stephen Malone, U. S. OECD Seed Schemes Program Manager  
Phone: 704/810-8888  
Email: [stephen.malone@ams.usda.gov](mailto:stephen.malone@ams.usda.gov)

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Phone: 704/810-8884  
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### **Overview of Accreditation Process**





**Step 6**

Entity completes all functions and requests certificate/tag to ship seed internationally.



**Step 7**

Post accreditation activities are performed: Annual evaluation by SCAs and on-site audit conducted once every 3 years by an AMS approved auditor.

**Section D-1: Application Procedures**

- 1.1 Who May Apply**
  - 1.2 Procedures**
  - 1.3 Initial Assessment**
- 

**1.1 Who May Apply**

Any seed company, organization, or individual that operates within the United States and under an approved Quality Management System may apply to become accredited.

**1.2 Procedures**

*Request for accreditation.* Those entities wishing to be accredited for the OECD Program must submit a completed application to the appropriate accrediting body. Entities must indicate on this application which component(s) they would like to become accredited for (field inspection, sampling [including labeling and sealing], and/or testing).

*Submitting applications.* Applications for accreditation should be submitted well in advance of an anticipated need for accreditation. After accreditation has been granted, notification or requests should be submitted to the relevant state seed certifying agency at least 90 days prior to the date on which services are needed. It is suggested that notifications/requests concerning field inspections for summer crops be received by the SCA no later than February 1, and for sampling (including labeling and sealing) and testing, be received no later than July 1.

*Adding new locations.* Accredited entities who wish to add new locations to the program do not need to go through the application process again, but should notify the SCA/OECD Program Manager of such changes. Such additions will be subject to the auditing process before accredited work can be undertaken.

*Withdrawal from participation.* Accredited entities who decide to no longer participate or significantly change their level of participation, must give at least 90 days' notice in advance to the appropriate SCA.

### **1.3 Initial Assessment**

An AMS approved auditor will conduct an initial assessment to evaluate the application for completeness and ISO-based quality assurance documentation. In order for the application to be processed, it **must** be signed by the entity's management representative.

If accreditation is sought through one of the Accredited Seed Programs, the assessment will be based upon the requirements of that Program and the applicant's ability to comply with OECD Seed Schemes, state seed certification regulations, and U.S. accreditation protocols. The auditor may arrange an on-site visit at the entity's designated location(s) and shall use a prepared checklist (example in Appendix) to conduct the visit and record all responses on the checklist. The auditor is not limited to questions on the checklist and can add additional questions appropriate to the applicant.

*Incomplete application/non-conformances.* If the application is found to be incomplete or any non-compliances are identified during the on-site visit, accreditation may be denied until such time as additional information has been supplied or the non-conformances corrected.

## **Section D-2: Evaluation Procedures**

- 2.1 On-Site Audit**
  - 2.2 Accredited Organization List**
- 

### **2.1 On-Site Audit**

Upon successful completion of an initial assessment by the AMS-approved auditor, an on-site audit is conducted by an appropriate auditor, as determined by AMS. The auditor will conduct on-site evaluations using a checklist appropriate for the component(s) for which the applicant is applying. The auditor is not limited to questions on the checklists and can add additional questions appropriate to the applicant and within the scope of the component. The auditor shall inform the applicant of any problems encountered.

*Notification of results.* If accreditation is granted upon completion of the assessment the applicant, the OECD Program Manager, and (where applicable) the SCA are notified.

*Audit requirements for components of accreditation.* Each component of accreditation (field inspection, sampling, testing, and labeling/sealing) has specific accreditation requirements. These requirements are outlined in Sections 3-5 of this document. Post accreditation activities for all components of accreditation are outlined in Section 6 of this document.

*Time frame for on-site audits.* On-site audits will be completed and reports issued to entity in a timely manner.

### **2.2 Accredited Organization List**

If approved, the entity will be added to the List of US OECD Authorized and/or Official Entities. This list will be maintained by AMS and available on the US OECD website at the following link: [OECD List](#)

The List of US OECD Authorized and/or Official Entities will contain the following:

- Entity name
- Management representative at entity
- Locations approved for accreditation
- Components for which the entity is approved (field inspection, sampling, testing, labeling)

Also, SCAs will maintain a list of accredited individuals who are authorized to perform OECD work on their behalf.

## **Section D-3: Components of Accreditation—Field Inspection**

- 3.1 Application for field inspection accreditation**
- 3.2 Accredited Field Inspection Program (AFIP)**

### **3.3 Field inspection and reporting procedures**

### **3.4 Field inspector training**

---

#### **3.1 Application for field inspection accreditation**

Entities desiring to inspect fields for the OECD Program may do so through participation in the Accredited Field Inspection Program (AFIP) and/or in cooperation with state certifying agencies (SCA).

As part of the process for field inspection entities may submit to the SCA a *Uniform Agency Field Application Form* for all fields eligible for certification (available from the SCA) that will be included in the Accreditation Program. If requested by the SCA, the accredited entity will provide a list of any production fields that will not be in the accreditation program in each state to the SCA. Information may include the field number, hybrid name, pedigree, acres, and reason why the field will not be included for certification. This list may be shared between certifying agencies as needed.

The SCA will evaluate the field application to determine adherence to applicable certification scheme and program standards. If approved, inspection by the approved entities will be carried out according to inspection guidelines and standards established by the appropriate SCA. The approved entity will carry out inspections for every field in the Accreditation Program. The SCA has the option to reject any or all fields not meeting inspection criteria under the OECD Accreditation Program. The SCA also has the discretion to deny accreditation to a particular location and require normal certification due to concerns over the ability of the location to satisfactorily meet the accreditation requirements.

Accredited entities must identify their production acreage for each selected crop kind eligible for certification in each state under the program; however, it will be the responsibility of the SCA to ensure that each location meets the requirements of the Program. This Program is intended for certified seed class only and does not include foundation seed.

In order to protect the integrity of the program the agency will have the right to request additional information from the accredited entity regarding the status and disposition of any production fields whether accredited or not.

#### **3.2 Accredited Field Inspection Program (AFIP)**

The U.S. Designated Authority recognizes the Accredited Field Inspection Program as a valid alternative for OECD field inspecting accreditation, provided that the entity incorporates the check-inspecting guidelines stated in section 3.3 and that accredited personnel have sufficient knowledge of OECD Seed Certifying Schemes. For further information on the AFIP, contact the OECD Program Manager or select the following link: [Accredited Seed Programs](#) .

If the entity is an accredited field inspector under the AFIP, the certification agency will still have access to all records and relevant documents needed to maintain traceability.

### 3.3 Field inspection and reporting procedures

The following basic criteria will apply:

- Every field in the Accreditation Program will be inspected by the accredited entity.
- In order to develop uniform protocols for all crop kinds, a panel of SCA representatives familiar with specific crop kinds will be appointed by the Program Manager to develop appropriate protocols.
- Field inspectors should also verify the inbreds/cultivars for the phenotypic characteristics with the latest description provided by the seed company.
- SCAs will determine that all OECD work was performed by authorized entities.

*Inspection.* An SCA representative will inspect a minimum of 5% of total acreage for all species in the usual manner for that SCA. During the inspection of these “control” fields, an attempt shall be made by SCA representative(s) and representative(s) of accredited entity to jointly monitor and resolve major differences or areas for improvement. If an irregularity that would compromise certification eligibility is discovered by the SCA, the approved entity will be notified immediately.

*“Spot check” inspections.* The SCA may randomly conduct “spot check” inspections for fields in the program outside of the control acreage. Spot checks may be single visits to check for specific information or may be complete inspections to obtain a “random” set of records for fields not in the control acreage. The SCA shall use spot-check inspection data to compare to the approved entity’s inspectors’ records. All inspection records may be used to evaluate the entity’s performance. These records shall be held in strict confidence by all parties.

The SCA may check inspect a proportion of crops selected randomly from all authorized inspectors and additionally monitor inspectors with a risk of non-compliance at a higher frequency than normal.

Official inspection records shall be compared to the “accredited” inspection records as they are completed. The SCA shall determine final eligibility for certification if differences exist. The approved accredited entity shall receive regular reports during the season for all control fields. The SCA and the approved accredited entity will provide immediate feedback to each other on fields which fail to meet the certification criteria at the time of discovery.

*Access to field reports.* The OECD Program Manager and appropriate SCA shall have access to the field reports from the approved entity’s field inspectors for all fields during the season. The approved entity will provide to the SCA a field disposition report indicating that the field passed, passed with exceptions, or was rejected. The approved entity will also provide information about the physical disposition of production from fields not fully passing field inspection.

### 3.4 Field inspector training

As an integral part of the field inspection process, it is required that the approved entity has a documented quality-assurance plan for the field inspection program. This plan must:

- Have written field inspection standards and protocols, which at a minimum are to be equivalent to the State SCA field inspection standards and protocols.
- Designate a key contact person within the entity who will be responsible for timely compliance with all auditing protocols.
- Conduct annual training that ensures inspectors are qualified to perform and document field inspections that comply with company and certification standards.

As a minimum, the entity's annual training program must:

- Provide a current version of training reference materials to the SCA.
- Address both technical competencies and procedural performance expectations in the training/reference materials.
- Develop or update a training program syllabus.
- Provide inspector training.
- Maintain cumulative individualized training records for inspectors.
- In advance of training, provide appropriate notification and invitation to SCAs.
- Where applicable, fulfill the requirements of the Accredited Field Inspection Program.

*Audit of training program.* An auditor shall evaluate the entity's training program for training inspection personnel. The auditor may accomplish this review by auditing the training program, by attending the program, or both. The approved accredited entity will maintain records showing who has been successfully trained and is therefore qualified to perform field inspections. These training records will also be available for review by the auditor.

#### **Section D-4: Components of Accreditation—Sampling (including Sealing and Labeling)**

- 4.1 Application for sampling (including sealing and labeling) accreditation**
  - 4.2 Accredited Seed Sampling Program (ASSP)**
  - 4.3 Review of sampling and/or sealing and labeling plan**
  - 4.4 Obtaining samples**
  - 4.5 Submission of samples to lab**
  - 4.6 Post control testing**
  - 4.7 Check sampling**
  - 4.8 Submitting documentation for final certification**
  - 4.9 Label requests**
  - 4.10 Printing labels**
  - 4.11 Required label information**
  - 4.12 Types of labels**
  - 4.13 Re-labeling**
  - 4.14 Certificate issuance**
-

#### **4.1 Application for sampling (including sealing and labeling) accreditation**

SCAs will verify that the approved entity has the necessary equipment and will determine that individuals are qualified to perform seed sampling, sealing, and labeling in accordance with the Program. Entities desiring to sample seed for the OECD Program may do so in cooperation with state seed certifying agencies (SCA) or through participation in the Accredited Seed Sampling Program (ASSP). In either event, the accredited entity should cooperate closely with the SCA in fulfilling the requirements for this component.

#### **4.2 Accredited Seed Sampling Program (ASSP)**

The U.S. Designated Authority recognizes the Accredited Seed Sampling Program as a valid alternative for OECD sampling accreditation, provided that the entity incorporates the check-sampling guidelines stated in section 4.7 and that accredited personnel have sufficient knowledge of OECD Seed Certifying Schemes. For further information on the ASSP, contact the OECD Program Manager or select the following hyperlink: [Accredited Seed Programs](#)

#### **4.3 Review of sampling and/or sealing and labeling plan**

The SCA will review the company-specific sampling plan that was approved during the initial assessment and verify that the minimum requirements are being met.

The minimum requirements for the sampling plan must include:

- Minimum sample size and frequency appropriate for testing and certification requirements (Note: OECD and state requirements for minimum sample size may vary. More stringent requirements will take precedence.)
- Listing of designated sampling points
- Sample containers
- Minimum sample identification criteria

The minimum requirements for the sealing/labeling plan must include:

- List of printing equipment
- Company documentation for tracking labels
- Name of person(s) responsible for labeling at central or specific location
- Procedures consistent with the SCA specific requirements

#### **4.4 Obtaining samples**

All samples for OECD certified seed inspection shall be taken in accordance with the sampling procedures prescribed in the current Association of Official Seed Certifying Agencies (AOSCA) Operating Procedures and practices as specified in the Association of American Seed Control Officials' (AASCO) Handbook on Seed Sampling. Samples must also be taken by accredited or official seed samplers



*Minimum sample size.* The cooperating seed company will supply representative samples of each product to be included in the Program in a container approved by the SCA. The minimum size of the sample will be determined by the International Seed Testing Association (ISTA) rules or contact the SCA. For example, the minimum submitted sample size for corn and sunflower seeds is 1000 grams.

*Maximum lot size.* To qualify for Certified Seed (blue label), the maximum lot size must conform to OECD regulations (for maximum lot size, see ISTA Rules). For gray label “not finally certified seed,” no maximum lot size applies.

*Identification required.* Each sample must be clearly and securely labeled (per Sampling Procedure) with the following information:

- Company name (Producer/Applicant)
- Material or product name
- Status of sample (finished, sheller, bulk, etc.)
- Unique identifying number (i.e. lot or batch number which must match the OECD reference number printed on the tag)
- Year of production
- Origin of sample (agency applicant)
- Conditioner number or name (if applicable)
- Seed size designation (if applicable)
- Treatment identification (if applicable)

#### **4.5 Submission of samples to lab**

The SCA will accept certification seed samples from approved accredited entities according to agency-specific protocols.

The SCA may issue a receipt of samples to the accredited sampler and will record the information in a manner customary for their business. Seed companies may request a status report on the disposition of samples. As an option, the SCA may enter the information into a *sample status log* that records receipt of samples (including date of receipt). The accredited entity will maintain a similar sample status log. A copy of the sample status log will be made available to the accredited entity by the most appropriate method.

When submitting samples, the accredited entity will supply appropriate seed details, as well as shipping documents. The SCA may retain samples for later use in post-control grow-out testing.

#### **4.6 Post control testing**

At least 5% of the labeled seed lots should have post control testing. Sub-samples from the certification seed samples may be used for these post control grow out tests. Grow outs will be conducted in the SCA’s customary manner and at a location selected by the SCA. If a failure rate of greater than 3% occurs for a company, the percentage of labeled seed lots that must be tested for post control the next year will increase to 25%.

#### **4.7 Check sampling**

In addition to post accreditation evaluations that should be conducted for all components, at least 5% of the seed lots sampled by accredited seed samplers are check-sampled by SCA samplers for testing comparison. Seed lots that have been sampled by approved automatic samplers (approved by Seed Certifying Agencies) are exempt from this requirement.

#### **4.8 Submitting documentation for final certification**

The cooperating seed company must provide documentation for seed that has moved from its production origin before final certification of seed will be issued by the SCA. For movement of unconditioned seed entering the United States from other countries, a gray OECD “not finally certified seed” label should be used.

#### **4.9 Label requests**

The accredited entity will project the number of blank labels needed. The SCA will then hold in inventory the blank labels until requested by entity.

#### **4.10 Printing labels**

*Printing labels.* As an alternative, the entity may manufacture blank labels according to OECD specifications (available from SCA) and provide documentation of how many blank labels were manufactured. If blank labels are ordered by the accredited entity, the SCA will record the shipment in their customary manner, which may include recording label serial numbers. The accredited entity is then authorized to print and attach labels to seed lots. The accredited entity submits the printed label, a certification seed sample, and associated documentation to the SCA.

*Labeling and sealing report.* A labeling and sealing report must be submitted to the SCA (in the customary manner) on or before date of seed shipment and must include the following information:

- Cultivar name
- Number of pounds and number of units of seed being shipped • Serial numbers used
- Lot number

Additionally, when the entity is manufacturing their own labels, the labeling report must include the following:

- Number of labels manufactured by entity
- Number of labels printed
- Number of labels attached to bags
- Number of labels destroyed
- Number of labels in inventory

If the entity has requested labels from the Agency, the report must include the following:

- Number of labels printed

- Number of labels attached to bags
- Number of labels destroyed
- Number of labels returned to Agency

#### 4.11 Required label information

Each OECD label must have the following information:

- Name and address of SCA
- Species and cultivar name
- Hybrid/Inbred
- Type of cross (i.e. single or double)
- Certified Seed (1st, 2nd or other generation)
- Reference number
- Country of production (if the seed has been previously labeled as “not finally certified seed”)
- Statement of re-labeling, if required
- Lot numbers and origin of Basic Seedstock (for gray tag only)
- Net weight (of bag or container) or seed count
- Date of sealing (month and year)
- Any additional information required by the SCA (i.e. seed treatment).

Additional wording requirements for blue OECD labels for seed exported to European Common Market Countries:

**Statement “Meets EC norms and standards” Sampled and analyzed according to AOSA rules.**

It is the responsibility of SCA’s and seed companies to ensure tests are performed which substantiate the above statement.

*Note:* for purposes of identifying cultivar name, the seed company should provide the SCA with a list of experimental names and their subsequent final cultivar names. This list will be held in confidence by the SCA.

#### 4.12 Types of labels

Gray “not finally certified seed” labels should be used when seed lots have not been finally conditioned. Conversely, if a seed lot has been finally conditioned, a blue OECD label should be used.

#### 4.13 Re-Labeling

The cooperating seed company can be accredited for re-labeling seed that has moved from its production origin, but must provide the SCA with the appropriate documentation.

#### **4.14 Certificate issuance**

Once all requirements for OECD certification are met for an accredited seed lot, the approved entity will notify the SCA and request an OECD shipping certificate. When the SCA agrees that all requirements have been met, they may issue an OECD shipping certificate (“Certificate Issued Under the OECD Schemes for the Varietal Certification of Seed Moving in International Trade”).

## **Section D-5: Components of Accreditation—Testing**

In some cases, the accredited entity may choose not to become accredited for testing and in that event may utilize the services of a SCA Lab or private or public lab approved by the OECD Program Manager. A list of laboratories which are approved to test for OECD can be found at the following link: [List of Approved Labs](#)

- 5.1 Application for testing accreditation**
  - 5.2 Accredited Seed Lab Program**
  - 5.3 Review of testing plan**
  - 5.4 Conducting tests**
  - 5.5 Generation and distribution of test reports**
  - 5.6 Resubmission of samples**
- 

### **5.1 Application for testing accreditation**

Upon application, auditors will verify that the approved entity meets the requirements of the program. The auditor will also determine whether individuals are qualified to perform seed testing through proficiency testing and training records. Entities desiring to test seed for the OECD Program may do so through participation in the Accredited Seed Laboratory (ASL) Program.

### **5.2 Accredited Seed Laboratory Program**

The U.S. Designated Authority recognizes the Accredited Seed Laboratory Program as a valid alternative for OECD testing accreditation, provided that the entity incorporates the check-testing guidelines stated in section 5.4 and that accredited personnel have sufficient knowledge of OECD Seed Certifying Schemes. For further information on the ASL Program, contact the OECD Program Manager or select the following hyperlink: [Accredited Seed Programs](#)

### **5.3 Review of testing plan**

The AMS auditor will review the company-specific testing plan that was approved during the initial assessment and verify that the minimum requirements are being met. The minimum requirements for the testing plan must consist of:

- List of authorized test types by crop species.
- Minimum sample sizes.
- Name of Registered Seed Technologist (RST) or equivalent.

### **5.4 Conducting tests**

The accredited entity's Lab Manager or equivalent shall oversee the tests in accordance with applicable Association of Official Seed Analysts (AOSA) rules or applicable OECD

Seed Scheme requirements. The Registered Seed Technologist (RST) or equivalent shall oversee all OECD testing activities at the accredited entity's lab relative to AOSA rules.

Tests are based on OECD Seed Scheme requirements, which may include:

- Purity testing (physical and/or varietal)
- Germination
- Biochemical testing (calorimetric, electrophoresis, etc.)

A portion of OECD certification seed samples tested at an accredited entity's location(s) must be check-tested in a SCA laboratory or an official laboratory approved by the OECD Program Manager. The proportion must be at least 5%. The SCA will compare test results submitted by the seed company against official test results for previously submitted samples.

The SCA and approved laboratories will also be responsible for ensuring that samples were taken by authorized samplers.

## 5.5 Generation and distribution of test reports

The accredited entity's Lab Manager shall generate and submit a test report detailing the findings for each seed lot that will be labeled for certification. The format for this report shall be in accordance with SCA's specific requirements. The lab report shall be submitted to the SCA and recorded as received on the sample status log. Test results are required for all seed samples that are submitted as part of the Program.

*Identification required.* To facilitate matching test results with submitted samples, each test report must be clearly labeled with same information submitted with samples:

- Company name (Producer/Applicant)
- Material or product name
- Unique identifying number (i.e. lot or batch number which must match the OECD reference number printed on the tag)
- Year of production
- Seed size designation (if applicable)
- Treatment identification (if applicable)
- Test types that were conducted
- Additional information as required by the SCA

*Minimum levels.* For equivalency arrangements with the European Union, the levels of germination and purity differ for some crops. More information concerning EU requirements is available at the following links: for cereals, [Council Directive on cereals](#) ; for fodder plant seed, [Council directive on fodder plant seeds](#) ; and for oil and fiber plant seed, [Council Directive on oil and fiber seeds](#) . For example, for corn and sunflowers, the levels of purity and germination are:

	Corn	Sunflower
Germination minimum:	90%	84%

Physical purity minimum: 98% 98%

## 5.6 Resubmission of samples

If a testing quality concern arises or if the sample(s) or result(s) do not conform to requirements (such as EU Norms and Standards, OECD, country-specific requirements, etc.) the accredited entity shall be allowed to re-sample and re-submit the certification seed samples for more testing at the discretion of the SCA. If a second sample is submitted, the sample must be labeled as a “second sample” along with the original identifiers.

Samples must be maintained and stored by the SCA and the accredited entity in accordance with the Federal Seed Act.

## Section D-6: Post Accreditation Procedures

### 6.1 Annual evaluation

### 6.2 Surveillance audits

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### 6.1 Annual evaluation

*SCA responsibilities.* Annually, the SCAs will evaluate accredited entities for compliance with the program. An evaluation form will be distributed to the SCAs by the OECD Program Manager each year and should be completed and returned. SCAs should obtain, prior to the annual evaluation, any new or revised Standard Operating Procedures (SOPs) or work instructions. SCAs will also provide the OECD Program Manager with previous reports and summaries for the accredited entity prior to, or at the time when, annual evaluations are submitted.

In addition, the SCA will be responsible for specific requirements of the individual components of accreditation as indicated in sections D-3 through D-5.

Those entities that have successfully fulfilled the requirements of the annual evaluation by the SCA and remain accredited, if applicable, under the relevant Process Verified Program will be noted on the List of US OECD Authorized and/or Official Entities.

*Areas for improvement.* If the annual evaluation reveals areas for improvement, the entity shall be given the opportunity to take corrective actions. The OECD Program Manager will determine the appropriate steps based on the annual evaluation and any corrective actions taken.

*Monitoring.* SCAs will assist the OECD Program Manager in monitoring compliance with program requirements. If non-compliances are discovered, the OECD Program Manager will contact the accredited entity and request updated information relative to the non-compliance or particular areas under review.

## 6.2 Surveillance audits

A review of the accredited entity's facilities, procedures, and records will be conducted to (1) determine conformance with the program, and (2) verify the accredited entity's ability to meet all of the requirements of the program. These surveillance audits will be performed no less frequently than once every 3 years

### **Section D-7: Seed Certification**

Certificates are issued when program requirements are met and requested by the seed company.

When all requirements for OECD certification are met for an accredited seed lot, the approved entity will notify the SCA and request an OECD shipping certificate. When the SCA agrees that all requirements are met, they will issue an OECD shipping certificate. If approval is not granted, the SCA will notify the accredited entity immediately.

The certificate shall contain the text:

**“Certificate Issued Under the OECD Schemes for the Varietal Certification of Seed Moving in International Trade”**

**Note:** All certified lots are subject to post-control testing with protocols established by the SCA and the U.S. Designated Authority for OECD Seed Schemes.

### **Section D-8: Appeals, Removal from Program, Re-Instatement**

*Appeals.* Appeals of adverse decisions under this Program may be made in writing to the Chief, Seed Regulatory and Testing Division, 801 Summit Crossing Place, Suite C, Gastonia, NC 28054-2193. Appeals must be made within 30 days of receipt of adverse decision.

The appeal must include reasons and facts as to why the decision should be reversed. A 3-person review committee, comprised of the Division Director, the OECD Program Manager, and an SCA representative (appointed by the OECD Program Manager), will be convened to review the appeal. Following review of the appeal, the Division Director will grant or deny the appeal in writing within 30 days, stating the reason for his or her decision.

*Removal from program.* Entities or locations that have failed to meet accreditation requirements, are no longer participating in the Process Verified Programs for Seed (where applicable), and have exhausted the appeals process will be removed from the List of US



OECD Authorized and/or Official Entities by order of the OECD Program Manager, thus terminating the entity's accreditation with the program.

*Re-Instatement.* If an entity chooses not to participate in the Accreditation program for two consecutive years and is not being audited on an annual basis by a designated auditor then the entire program or locations not participating should be re-evaluated prior to re-instatement in the Program.

## Section E: Definitions

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**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 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.

**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

## Section F: References

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**The following items are provided as references for the OECD Seed Schemes Program in the U.S. Many of these resources are revised on an annual basis and are available online. Contact the OECD Program Manager for a copy if you are unable to obtain one through other channels.**

Association of Official Seed Analysts (AOSA) Rules for Testing Seeds

European Community Directives

Federal Seed Act Regulations

Handbook on Seed Sampling published by the Association of American Seed Control Officials (AASCO)

International Seed Testing Association (ISTA) rules

OECD Seed Scheme Rules

## Section G: Forms

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	<b>Document Number</b>
Checklist	AudCheck 00/01
Level Two Field Inspection Audit Checklist	InsCheck 00/01
Level Two Sampling Audit Checklist	SamCheck 00/01 OECD
Sample Status Log	SamStat 00/01
Level Two Labeling Audit Checklist	LabCheck 00/01
Uniform Agency Field Application	HybApp 00/01
Guidelines for Corn Field Inspection	CornAccred 00/01
Accreditation Inspection Summary Record	
Guidelines for Sunflower Field Inspection	SunAccred 00/01

August 2016  
Version 7

**Official Accredited Organization List**

Entity	State/location (one line for each location)	Contact name/phone/email	Approval date	Crop kind	Approval date (check all that apply)	Annual evaluation (yes/no)
					<input type="checkbox"/> All components <input type="checkbox"/> Inspection <input type="checkbox"/> Sampling <input type="checkbox"/> Testing <input type="checkbox"/> Labeling	
					<input type="checkbox"/> All components <input type="checkbox"/> Inspection <input type="checkbox"/> Sampling <input type="checkbox"/> Testing <input type="checkbox"/> Labeling	
					<input type="checkbox"/> All components <input type="checkbox"/> Inspection <input type="checkbox"/> Sampling <input type="checkbox"/> Testing <input type="checkbox"/> Labeling	
					<input type="checkbox"/> All components <input type="checkbox"/> Inspection <input type="checkbox"/> Sampling <input type="checkbox"/> Testing <input type="checkbox"/> Labeling	
					<input type="checkbox"/> All components <input type="checkbox"/> Inspection <input type="checkbox"/> Sampling <input type="checkbox"/> Testing <input type="checkbox"/> Labeling	
					<input type="checkbox"/> All components <input type="checkbox"/> Inspection <input type="checkbox"/> Sampling <input type="checkbox"/> Testing <input type="checkbox"/> Labeling	
					<input type="checkbox"/> All components <input type="checkbox"/> Inspection <input type="checkbox"/> Sampling <input type="checkbox"/> Testing <input type="checkbox"/> Labeling	

					<input type="checkbox"/> All components <input type="checkbox"/> Inspection <input type="checkbox"/> Sampling <input type="checkbox"/> Testing <input type="checkbox"/> Labeling	
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Doc # AudCheck 00/01

### Audit Checklist -- Eligibility for Accreditation

Date of Audit	Entity/location being audited
Auditor(s)	

Criteria	Requirement	Activity Compliance	Comments/Remarks	
Managerial responsibility	Do you have a Quality Policy? (one page)			
	Do your employees understand the Quality Policy?			
	Do you have an organizational chart for accountability and responsibility?			
	Show organizational chart			
	Who are the key company contacts for accreditation?			Field inspection
				Sampling
			Testing	
			Labeling	
Who are your primary OECD certification contacts?				
Quality system	Do you have a documented quality system in place for those activities for which you are applying for accreditation?			
	Show copy of quality manual			
			Field inspection	



	Do you have standard operating procedures (SOPs) for each activity?		Sampling
			Testing
	Is the latest edition of the OECD crop standards (or equivalent) available for your employees?		Labeling

Criteria	Requirement	Activity Compliance	Comments/Remarks
Control of critical documents	What is your system to assure key personnel are working with the latest version of your Quality Manual, SOPs and seed certification standards? (stamps, dates, electronic, revisions/versions, etc.)		
	How do you authorize the release of new documents?		
Identification and traceability of seed and seed sources	Do you have a system in place that allows seed to be tracked from planting through shipping (tags, maps, signs, electronic records, bar codes, etc.)?		
	Do you have procedures to segregate for conforming and non-conforming product (lot numbers, warehouse segregation, bin labeling, quality status indicators, etc.)?		
	Describe your system to comply with certification traceability requirements (tag records, bulk transfer certificates, intercounty permits, interagency transfer certificates, etc.).		
Process control	Show procedures, work instructions (SOPs) and documents (as applicable) for:		
	Field inspections		
	Sampling		
	Testing		
	Labeling		

Non-conforming seed	How do you assure segregation of nonconforming product to OECD seed scheme standards (physical segregation, labeling, electronic controls, etc.)?		
Quality records	Show quality record systems (as applicable) for:		
	Inspection		
	Sampling		
	Testing		
	Labeling		
Employee training	How do you assure employees are properly trained and competent to perform their responsibilities (records of who trained and in what area)?		

Doc # InsCheck 00/01

### Field Inspection Audit Checklist

Date of Audit	Entity/location being audited
Auditor(s)	

Criteria	Requirement	Activity Compliance	Comments/Remarks
Application process	Who is responsible for the applications?		
	Do you have a standard operating procedures (SOP) manual?		
	Do you have the applications on file from last year?		
Field maps	What is the SOP for the development of field maps?		

	How do you determine the isolation requirements?		
	How do you assure the correct products are planted in the field?		
Inspector training	How do you perform inspector training?		
	What are your training materials?		
	What training records exist?		
Isolation inspections	How do you assure the isolation requirements are being met?		
	What do you do if the isolation does not meet the requirements?		
	What records do you keep on isolations?		

Criteria	Requirement	Activity Compliance	Comments/Remarks
Purity inspections	What kind of purity inspections do you perform?		
	Are these inspection processes documented?		
	What records do you keep on these inspections?		
	What do you do if the inspection reveals purity that does not meet the certification requirements?		
Reports	Who is responsible for consolidating inspection information?		

	Who has access to these reports?		
	How are the fields which do not meet certification requirements identified?		
	Do you have final disposition report for fields with irregularities?		
Authorized Inspectors	Show list of authorized inspectors		

Doc # SamCheck 00/01

### Sampling Audit Checklist

Date of Audit	Entity/location being audited
Auditor(s)	

Criteria	Requirement	Activity Compliance	Comments/Remarks
Preconditioning samples	How do you gather samples for bulk materials?		
Conditioned samples	Where do you gather conditioned samples?		
	How do you gather conditioned samples?		

	If you sample sealed bags, what type of probe do you use?		
Carryover samples	How do you collect carryover samples?		
	Do you retest seed inventory that has been carried over from one season to the next?		
	How do you obtain your sample for the retest?		
All sampling activities	What references do you use to establish this procedure?		
	What information is placed on sample containers?		
	How do you store samples?		
	How large of a sample do you collect?		
	How do you know what seed this sample represents?		
	What do you do if the results do not meet the certification requirements?		
	Who is responsible for taking these samples?		
	What qualifies these people to take these samples?		

	What record do you have on the samples that have been taken and sent to labs for analysis?		
	How long do you retain these samples?		
Authorized samplers	Show list of authorized samplers		




Doc # LabCheck 00/01

### Labeling Audit Checklist

Date of Audit	Entity/location being audited
Auditor(s)	

Criteria	Requirement	Activity Compliance	Comments/Remarks
Product identification and traceability	What system do you use to track the status of the products in your location?		
	How do you know that a selected seed lot is qualified for OECD tags?		
	How do you verify that a hybrid name is on the OECD cultivar list?		
	How do you keep track of the inventory of OECD tags that you have?		
	How do you track tags that could not be used?		
Management responsibility	Who is responsible for ordering OECD tags?		
	How do they determine the quantity of tags needed?		
	How do you know these people are qualified for this role?		
Tag printing	How do you assure the correct information is printed on the tag?		
	What records do you have on tags printed and their accuracy?		
	How do you know these people are qualified for this role?		
Attaching labels	How do you attach labels to your packages?		



	How does the person know they are attaching the correct label to the correct package?		
	What happens if a label is not used?		
	What happens if a label is damaged?		
	What happens if you attach labels not eligible for OECD?		

	How do you track what labels were attached and how much material was labeled?		
<b>Criteria</b>	<b>Requirement</b>	<b>Activity Compliance</b>	<b>Comments/Remarks</b>
After labeling	What happens if the final tests on a label lot come back and the lot does not meet OECD requirements?		
	What happens if the germination date on the tag expires before shipping?		
	What reports or documents do you send to the OECD Program Manager and OECD Seed Certifying Agency?		
	Who is responsible for these reports and documents?		
	How do you know this person is qualified for this role?		
Obsolete labels	How do you identify obsolete labels?		
	How do you dispose of obsolete labels?		



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I am herewith making application for inspection and certification of the crop kind listed above. I agree to abide by the by-laws, rules, standards and regulations of the Association, and pay all fees and charges assessed by the Association. I agree that my application may be suspended or terminated if I violate any of the provisions of such by-laws, rules, standards and regulations, of if I engage or persist in practices likely to injure or discredit the Association. I understand it is the applicant's responsibility to so handle certified seed that its varietal identity is preserved through all stages of production, conditioning and shipping. I understand all information generated by this service will be kept confidential between the Association and me, except as necessary under USDA, OECD and other regulatory agencies' regulations. All liability for inspection shall be limited to the amount of the fees assessed for the inspection.

Applicant's signature	Date
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Document number: CornAccred 00/01

## **OECD CERTIFICATION FIELD INSPECTION ACCREDITATION GUIDELINES FOR HYBRID SEED CORN IN THE UNITED STATES**

### **GENERAL**

An accreditation program will be carried out for OECD certified hybrid seed corn. This program must be carried out in accordance with OECD Procedures. The U.S. OECD Program Manager, the state seed certifying agencies, and cooperating seed companies will work together to plan and execute the program.

### **APPLICATION FOR FIELDS**

The seed companies will complete applications for hybrid seed corn fields in the production location. All agency eligibility requirements must be met. Applications and maps for each field will be provided by the normal application due dates in each state. This will enable the agencies to provide regular inspections for the "control" acres as well as "spot check" inspections randomly across the entire acreage.

### **FEES**

Certification fees are set by individual agencies.

Fees for laboratory testing, tags/labels, post-harvest testing, post-control testing and other related services will be assessed by each agency in their usual manner.

### **INSPECTIONS**

The cooperating seed companies will carry out inspections for every field in the program. The following basic criteria will apply:

1. Every field will be inspected at least five times during the production season. At least three inspections will be made after 5% receptive silk. One of the three inspections will be made no earlier than 75% silk.
2. A minimum of five counts will be made in the female rows for each field of 20 acres or less in size to check for shedding tassels. Ten counts will be made in fields over 20 acres. A count will be 100 plants in the female rows. An alternative system of counts may be utilized by the company as approved by the agency.

3. Fields must not have at any time during pollination:
  - a. More than 1% shedding female tassels per one inspection
  - b. More than 2% shedding female tassels per three inspections
4. Purity will be determined with plant counts made in each parent (1000 plant minimum). Each parent must not contain more than .1% off-type plants during pollination.
5. The seedstocks planted must be certified Foundation seed, which is equivalent to OECD basic seed.
6. Additional specific procedures may be required by individual certifying agencies. These will be communicated to the seed companies.
7. If approved, inspection by the approved entities will be carried out according to inspection guidelines and standards established by the appropriate OECD Seed Certifying Agency.

For equivalency arrangements with the EU, the level of inspection required is at least 5% of the total acreage in the usual manner. During the inspection of these “control” fields, an attempt (as possible) shall be made by the agency inspectors and the accredited inspectors to jointly monitor and resolve major differences. The official inspection records shall be compared to the “accredited” inspection records at the end of the inspection season for all control fields. Agency records shall be used to determine final eligibility for certification if differences exist. The company shall receive regular reports during the season for all control fields. The agency shall have access to the field reports from the accredited field inspectors for all control fields during the season. The SCA and the approved accredited entity will provide immediate feedback to each other on fields which fail to meet the certification criteria at the time of discovery

The company inspectors’ records shall be used to determine the eligibility of the fields not inspected by the agency. A “summary sheet” (sample copy attached) shall be submitted to the agency for every field in the program at the close of the inspection season. The summary sheet shall include the following information:

1. Identification of the field. Hybrid name, field number, acres, location, etc.
2. A log of all inspections with a minimum of five inspections completed. This shall include the date, inspection number, inspectors name, percent shedding female tassels, number of counts, percent receptive silks, and remarks (if warranted).
3. A section listing the counts for seedstock purity.
4. A section for isolation information. If isolation is not acceptable at any time during the season, the inspector should check (✓) the appropriate areas on the form and explain how the problem may be corrected or describe or map the area not eligible for certification.
5. An area to check if the field is approved, not approved for certification or pending additional information.
6. The signature of the accredited inspector completing the report.

The agency shall randomly conduct “spot check” inspections for any of the fields in the program outside the control acreage. Spot checks may be single visits to check for specific information or may be complete inspections to obtain a “random” set of records for fields not in the control acreage. The agency shall use spot check inspection data to compare to the company inspectors’ records.

All inspection records shall be used to evaluate the accuracy and reliability of the accreditation system. These records shall be held in strict confidence by all parties.

## **POST HARVEST TESTING**

Agencies will reserve the right to audit genetic purity test data that the company performs and to request samples for independent third party testing.

## **POST CONTROL TESTING**

At least 5% of the labeled seed lots must have post control testing. Subsamples from the certification seed samples may be used for these post control grow out tests. Growouts will be conducted in the Agency's customary manner and at a location selected by the agency.

## **REVOCACTION OF ACCREDITATION**

The OECD Program Manager may withdraw accreditation privileges from a company production location for just cause. The criteria for evaluation include: 5% or more fields incorrectly passed by the company, failure to follow these Guidelines, failure to provide adequate documentation, failure to provide access to records, failure to provide documentation in a timely manner, and anything else that diminishes the ability of the agency to certify the seed, with confidence.

In addition, if an entity chooses not to participate in the Accreditation program for two consecutive years and is not being audited on an annual basis by a designated auditor then the entire program or locations not participating should be re-evaluated prior to re-instatement in the Program.

**ACCREDITATION INSPECTION SUMMARY RECORD**

COMPANY NAME & ADDRESS \_\_\_\_\_ Crop Year \_\_\_\_\_ Hybrid \_\_\_\_\_  
 \_\_\_\_\_  
 Field # \_\_\_\_\_  
 Acres \_\_\_\_\_  
 County \_\_\_\_\_

Location: \_\_\_\_\_

\*\*\*\*\*

**SEEDSTOCK PURITY RECORD**

MALE purity count \_\_\_\_\_ (Minimum count of 1000 plants) Female  
 purity count \_\_\_\_\_ (Minimum count of 1000 plants)

(Field not acceptable if more than .1% off type)

\*\*\*\*\*

**RECORD OF DETASSELING INSPECTIONS**

Date	Insp. No.	Inspector	Hour	% Shedding Female Tassels	No of counts	% Receptive Silks in Female Tassels	% Shedding Male Tassels	REMARKS

(Field not acceptable if over 1% shedding tassels on any one inspection or if over 2% shedding tassels on any three inspections)

\*\*\*\*\*

ISOLATION: OK  NOT OK  CORRECTED

1. Check "OK" if all isolation is within the certification standards.
2. Check "NOT OK" if the field is completely unacceptable due to isolation deficiencies.
3. Check "CORRECTED" if the field had an isolation program and was corrected.

Explain below the details of any field checked "NOT OK" or "CORRECTED". For example, "Sweet corn patch in northwest was mowed down on July 25." Or, "A 100 foot strip of seed along the east side cannot be saved for certification due to commercial corn to east." IF NECESSARY, PLEASE DRAW A MAP OF THE ISOLATION SITUATION ON A SEPARATE SHEET AND ATTACH TO THIS FORM.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\*\*\*\*\*

INSPECTION STATUS: \_\_\_ approved \_\_\_\_\_  
\_\_\_ not approved Inspector Signature Date

Document number: SunAccred 00/01

## **OECD CERTIFICATION FIELD INSPECTION ACCREDITATION GUIDELINES FOR SUNFLOWER IN THE UNITED STATES**

### **GENERAL**

An accreditation program will be carried out for OECD certified hybrid sunflower seed. This program must be carried out in accordance with OECD Procedures. The U.S. OECD Program Manager, the state seed certifying agencies, and cooperating seed companies will work together to plan and execute the program.

### **APPLICATION FOR FIELDS**

The seed companies will complete applications for hybrid sunflower seed fields in the production location. All agency eligibility requirements must be met. Applications and maps for each field will be provided by the normal application due dates in each state. This will enable the agencies to provide regular inspections for the “control” acres as well as “spot check” inspections randomly across the entire acreage.

### **FEES**

Certification fees are set by individual agencies.

Fees for laboratory testing, tags/labels, post-harvest testing, post-control testing and other related services will be assessed by each agency in their usual manner.

### **INSPECTIONS**

The cooperating seed companies will carry out inspections for every field in the program. The following basic criteria will apply:

1. Every field will be inspected at least two times during pollination (early and full bloom).
2. A minimum of five counts will be made in the male and female rows for each field to check for shadders, off-types and wilds. A count will be 1000 plants. An alternative system of counts may be utilized by the company as determined by the agency.
3. The seedstocks planted must be certified Foundation seed.
4. Additional specific procedures may be required by the individual certifying agency. These will be communicated to the seed company.

For equivalency arrangements with the EU, the level of Agency inspection required is of the total acreage in the usual manner. During the inspection of these “control” fields, an attempt shall be made by the agency inspectors and the accredited inspectors to jointly monitor and resolve major differences. The official inspection records shall be compared to the “accredited” inspection records at the end of the inspection season for all control fields. Agency records shall be used to determine final eligibility for certification if differences exist. The company shall receive regular reports during the season for all

control fields. The agency shall have access to the field reports from the accredited field inspectors for all control fields during the season. The agency will provide immediate feedback on fields which fail to meet the certification criteria at the time of discovery.

The company inspectors' records shall be used to determine the eligibility of the fields not inspected by the agency. A "summary sheet" (sample attached) shall be submitted to the agency for every field in the program upon completion of the last field inspection. The summary sheet shall include the following information:

1. Identification of the field. Hybrid name, field number, acres, location, etc.
2. A log of all inspections with a minimum of two inspections completed. This shall include the date, inspection number, inspector's name, percent of shedders, off-types and wilds, number of counts, nick percentage, bloom maturity ('R' stage for male and female), and remarks (if warranted).
3. A section for isolation information. If isolation is not acceptable at any time during the season, the inspector should check (✓) the appropriate areas on the form and explain how the problem may be corrected or describe or map the area not eligible for certification.
4. An area to check if the field is approved, not approved for certification or pending additional information.
5. The signature of the inspector completing the report.

The agency shall randomly conduct "spot check" inspections for any of the fields in the program outside the control acreage. Spot checks may be single visits to check for specific information or may be complete inspections to obtain a "random" set of records for fields not in the control acreage. The agency shall use spot check inspection data to compare to the company inspectors' records.

All inspection records shall be used to evaluate the accuracy and reliability of the accreditation system. These records shall be held in strict confidence by all parties.

## **POST HARVEST TESTING**

Agencies will reserve the right to audit genetic purity test data that the company performs and to request samples for independent third party testing.

## **POST CONTROL TESTING**

At least 5% of the labeled seed lots must have post control testing. Subsamples from the certification seed samples may be used for these post control grow out tests. Growouts will be conducted in the Agency's customary manner and at a location selected by the agency.

## **REVOCAION OF ACCREDITATION**

The OECD Program Manager may withdraw accreditation privileges from a company production location for just cause. The criteria for evaluation include: 5% or more fields incorrectly passed by the company, failure to follow these Guidelines, failure to provide adequate documentation, failure to provide access to records, failure to provide documentation in a timely manner, and anything else that diminishes the ability of the agency to certify the seed, with confidence.



In addition, if an entity chooses not to participate in the Accreditation program for two consecutive years and is not being audited on an annual basis by a designated auditor then the entire program or locations not participating should be re-evaluated prior to re-instatement in the Program.