



South Dakota Crop Improvement (SDCIA) Database Instruction Manual

<https://www.sdciacert.org>

1. Applying for field inspections. Pg 1-4
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Created and Owned by:
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Landing Page

Log on to: <https://www.sdciacert.org>.
Fill in Email Address and Password.
Click on “Login” button.
Works best with Google Chrome or Mozilla Firefox.
First-time users click on “reset your password” a link will be sent to your email listed. Follow the steps on your email to create password.

The top bar of the database is where options can be chosen.

Login

Welcome! If this is your first time logging in on the new site, please click the 'Reset Your Password' link below to set up your password in the new system. This will only need to be done once.

This site will not function using Internet Explorer. We recommend using Google Chrome; you may also use Mozilla's Firefox.

Email Address

ANYONE@GMAIL.COM

Password

.....

Login

Reset Your Password

Creating a Field Inspection

- To Create a field inspection:
1. Click on “Field Inspections”.
 2. Chose “Applications and Reports”.
 3. Create New Field Inspection Application (Green box at top left).

SDCIA - Staging

Field Inspections Analysis Reports Seed Sales Invoices Help/Feedback Logout

Home > Field Inspection Applications

Create New Field Inspection Application

Applications and Reports

Update Field Yield

Grass Applications to Bring Forward

Fields and Crop Areas

Fields Requiring Correction

Creating Field Inspection – cont.

Basic Information:

1. Choose who is growing : A popup will appear on the right side.
2. Specify the “Field/Crop Area” fill in whether a “new field” or “existing field”.
 - A. If “new” proceed to Step 3.
 - B. If “existing” scroll through the field list and choose field needed.
 - i. If the shape remains the same: proceed to step 4F.
 - ii. If the shape differs from previous drawing, click on the blue box “Copy & Edit” click edit button on the right side of the map and redraw.
 - a. Rename the field and confirm acres.
3. Fill in information on the left side of the map
 - A. County field is located in. The map will automatically go to that county.
 - B. Field name : must be unique from other field names.
 - C. Total Acres: This will auto populate when drawing is made, true acreage must be confirmed on the left side of the acre area when done drawing.
 - D. Fill in Quarter, Section, Township & Range.
 - E. Comments: Optional for additional information.
4. Draw map
 - A. Find field area on map by scrolling or moving mouse to hover over field area. Map can be enlarged by clicking on + at top right or by using scroll on mouse when clicked onto the map.
 - B. Existing fields for current year will appear in pink. New field drawing is blue
 - C. Draw the field: to start click on polygon: See “Add new shape” below
 - D. Click in starting corner of the field.
 - E. Click on other 3 corners and either click on the starting point or on finish to complete the drawing. Note: you can do more than 4 points for irregular shaped fields.
 - F. Complete the remaining questions on the page.
 - a. Should inspector call.
 - b. Crop Growing (this year) choose the variety from the drop-down list.
 - c. Inspection Class (class being grown this year).
 - d. Planting Dates.
 - e. Comments: Optional.
 - G. Click Save and Continue (Blue Box at the bottom).

The screenshot displays the 'Specify the Field/Crop Area' interface. On the left, a form contains fields for 'County Where Field is Located' (Butler), 'Field/Crop Area Name' (East field), 'Total Acres' (10.8), and 'Township' (1). Below these are fields for 'Range' (2), 'Section' (3), and 'Quarter' (4). A 'Comments' field is at the bottom. The main map area shows a satellite view with a blue polygon representing the current field and pink polygons for other fields. Callouts point to various map controls: 'Zoom (or use mouse wheel)' for the + and - buttons, 'Enter full-screen drawing mode' for the square icon, 'Jump to a specific address' for the location input, 'Add a new shape' for the polygon icon, 'Add the entry point of the field' for the pin icon, 'Edit shape (mode being displayed)' for the edit icon, 'Delete shapes' for the trash icon, 'Other fields from this year appear in pink', 'Your current field appears in blue', 'Potential handle (shaded)', and 'Existing handle (solid)'. A 'Copy & Edit' button is in the top right. At the bottom right, 'Save' and 'Cancel' buttons are visible.

Creating Field Inspection – cont.

Past Crop

Fill in the past year's crop grown on this field (last year's crop).
Choose past certification class, if none: choose "non-seed/grain".
Click Save and Continue (Blue Box at bottom).

[Home](#) > [Field Inspection Applications](#) > #2983

[Basic Information](#)

[Past Crops](#)

[Seedstocks](#)

[Review/Submit to SDCIA](#)

Status: **Application Incomplete, Saved.** You may close this application and complete it later, if you wish.

| Information | Variety/Species | Certification Class | Corn Color | Comments |
|----------------------------------|--|---|-------------------------------------|----------------------|
| Crop grown on this field in 2020 | <input type="text" value="Zea mays (Corn)"/> | <input type="text" value="Non-Seed/Grain"/> | <input type="text" value="Yellow"/> | <input type="text"/> |

Save and Continue >>

Adding Seed Stocks

Add image of the seed stock by uploading the report of analysis, seed tag or bulk sales certificate,

1. Click "Create" on top right.
2. Enter "producer lot/Cert #" and "Harvest Year".
 - a. If using the seed lot again, choose the top box named "Seed Lot" past seed lots will populate.
2. Add image of seed stock: either report of analysis, seed tag or sales certificate.
 - a. Click on Browse. Search for document.
 - b. Find the document, double click on the file.
 - i. Note any report of analysis or bulk sale should be on the site, to find click on "Sales" or "Analysis Report" on the top bar.
3. Click Save.
4. Click Continue.

Seed Stock

Seed Planted

Country/State of

Add/Replace Tag Image

Deleted

Create

(bu)

Origin

Last Year Planted, Variety,
Seed Lot

- Select One -

Select one above, or enter a
new one below

Producer Lot #/Cert Lot #

118

Harvest Year

2018

If unknown, enter last year

Choose file...

Browse

☐

Deleted

Save

Cancel

Only PDF, PNG and JPG up to 1MB allowed.
Before uploading, please crop the image to
include only the tag without surrounding
whitespace.

Completing the Field Inspection Application

- Check the agreement box (Orange Box).
- Submit Application to SDCIA (Blue Box at bottom).
- A new application may be started by clicking get started.

Home > Field Inspection Applications > #2983

Basic Information

Past Crops

Seedstocks

Review/Submit to SDCIA

Status: Application Incomplete, Saved. You may close this application and complete it later, if you wish.

Your application is saved and ready for submission. First, please check the following:

- If you added a new variety, did you spell the variety name correctly (including spaces and dashes)?
- Is your map drawn accurately? If not, please return to the 'Basic Information' breadcrumb above and update your drawing.
- Are your tag images uploaded? While not required, it is appreciated:
 - Scan each tag into a separate file, no larger than 1MB each. Allowed formats include PDF, JPG and PNG. If possible, please scan only the tag, removing any surrounding whitespace (e.g., the entire scanner bed).
 - Click the 'Seed Stocks' breadcrumb above.
 - Click 'Edit' on the record to which you wish to add a tag image.
 - Under the 'Add/Edit Tag Image' column, click the 'Browse' button and upload your image.
 - Save the record.
 - Please maintain uploaded seed stock tags for one year.

When you are confident everything is correct and complete in your application, click the checkbox below indicating you agree, and press the 'Submit Application to SDCIA' button. Until SDCIA Staff begins working with the application, you will be able to withdraw submission of your application to make additional changes.

Terms: 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 understand it is the applicant's responsibility to handle certified seed so that its varietal identity is preserved through all stages of production, conditioning and shipping. I understand that all information generated by this service is confidential, 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.

☒ I indicate my agreement with the terms shown above and I verify that all information in this field inspection application is true and correct.

Submit Application to SDCIA

Create a New Field Inspection Application

Get Started

After the application has been submitted, SDCIA, will review it to confirm all necessary documents are attached. SDCIA will assign it to an inspector where the status of the application changes to “awaiting inspection”.

After the inspection has been completed, an email will be sent with the inspection report attached. The inspection status will then change to status of approved, corrections needed, rejected.... See example of a “Field Inspection Report” below.

This report can be accessed 24/7 on the database by clicking on “Field Inspections/Applications and Reports, click on the “View Report” button.

SOUTH DAKOTA CROP IMPROVEMENT ASSOCIATION

2380 RESEARCH PARK WAY STE 136 • BROOKINGS, SD 57006

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FAX: 605-688-5249

EMAIL: Neal.Foster@sdstate.edu

FIELD INSPECTION REPORT

Printed 02/22/2021

Demonstration Account

2380 Research Park Way Ste 136

Brookings, SD 57006

Crop:

Field:

Acres:

Certification Requested:

Field Status:

Year:

REDFIELD • HRW wheat

Michael (#1482)

25

Certified

CR

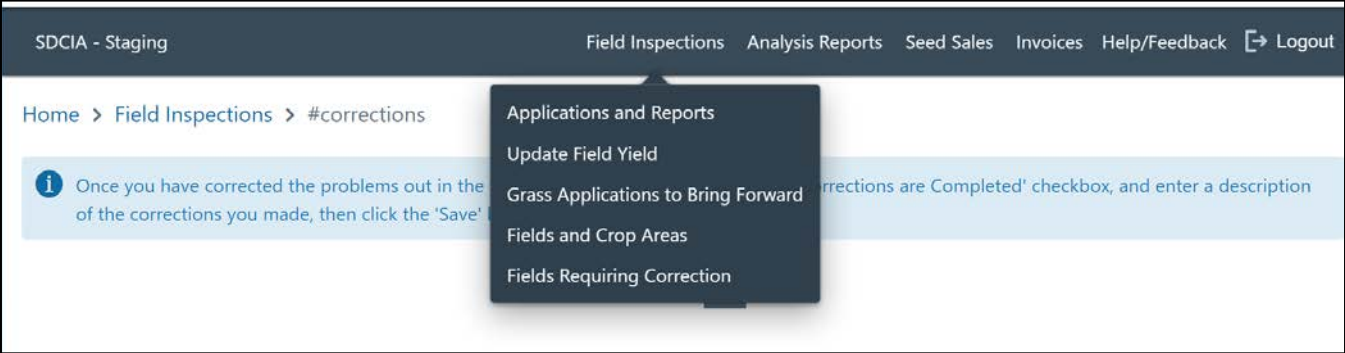
2019

| Isolation ok? | Sample Size | Stand | Lodging | Maturity | Acres Approved | Inspection Status |
|---|-------------|-------|---------|---------------------------------|----------------|------------------------------------|
| No | 5000 | Good | None | Ripe | 25 | Corrections Required (by Producer) |
| Off-Types and Variants | | | | Weeds | | |
| Variants | | | | Weed | | |
| Characteristic | | | | Specified Value | | |
| Allowable Variant | | | | Taller plants 4-6" (61 allowed) | | |
| Total Off-Types | | | | 0, or 0.000% | | |
| Allowed Off-Types, per Standards | | | | 0.100% | | |
| Result | | | | OK | | |
| Other Crops | | | | Weeds | | |
| Kind | | | | # Found | | |
| Rye | | | | 7 | | |
| Total Other Crops | | | | 7, or 0.012727% | | |
| Allowed Other Crops | | | | 0.050000% | | |
| Result | | | | OK | | |
| Diseases | | | | Weeds | | |
| No Diseases found | | | | Field pennycress | | |
| Comments: Take an isolation swath on perimeter of field | | | | Acceptable level of this weed | | |

Field Inspection with status “Correction Needed”

If Corrections are needed on a field, the grower needs to go into the database and document corrections. To do this the grower must:

1. Click on “Field Inspections”.
2. Choose “Fields Requiring Correction”.
3. Enter Correction Taken.
4. Click “Corrections are Complete”.
5. Click Save.



| Year | Crop | Field | Status | Submit Corrections |
|------|---|---|--|---|
| 2021 | REDFIELD Triticum aestivum (HRW wheat) | Sample 1 Requested: Certified Inspector: James Inspector ID: 2983 | Status: Corrections Required (by Producer) ⚠️ Producer Corrections Needed | <input checked="" type="checkbox"/> Corrections are Complete Describe the Corrections <input type="text" value="Isolation swath taken"/> <input type="button" value="Save"/> |

Reporting Harvest Amount

Harvest Amounts must be reported to SDCIA, before or when sample is submitted. To do this the grower must:

1. Click on “Field Inspections”.
2. Choose “Update Field Yield”.
3. Click on the pencil on page, the below popup will appear.
4. Enter harvest amounts, or other use items...
5. If the field is not going to be used for certification, the grower can mark it destroyed by checking the box at the bottom. Note this cannot be undone on the grower level, but SDCIA can undo this if needed.
6. Click Save.

The screenshot shows a modal window titled 'Update' with a close button (X). It contains the following fields and text:

- Total Seed Harvested from the Field (bu):
- (Optional) Specify how the seed amounts should be recorded below.
- If you enter any amount below, the sum of the three amounts must equal the total above.**
- Non-Seed Use/Grain (bu):
- Planted/Own Use (bu):
- Available/Carried Over to Next Year (bu):
- OR -
- ☐ No seed was used from this field; mark it destroyed
- Warning: Only staff can undo this action.**
- Buttons: Cancel, Save

Sample Submission

Be Prepared

Double check sample bag inventory and order any necessary sample bags and forms before the start of the season. Sample bags and forms will no longer be automatically sent. To order supplies contact SDCIA.

When samples are ready to be submitted, send a minimum of 500 gm (about 1 quart) to the SDSU Seed Testing Lab. The sample must be accompanied by a Form C with the following identified: field, lot, bu represented and tests needed. The sample should be submitted in a certified cloth bag. The manilla envelopes supplied by the lab are to be used for non-certified seed.

SDCIA Testing Protocol for Certification

Small Grains:

In the Dirt/Bin Samples:

G, Gel, Scnt

Clean:

If Dirty tested and has passing Gel:

G, P, SD-Nox, Scnt (TW, Pro, Mst will be added to HRS and HRW Wheat)

Soybeans:

In the Dirt/Bin Samples:

G, Scnt

Clean RR:

G, P, Nox, RR

Clean Conventional:

G, P, Nox, APRR

SDCIA strives to make this process as lean as possible. We hope to soon have an electronic sample submission developed on this site. This will eliminate the need to fill out any handwritten paperwork.

Report of Analysis

When results from the SDSU lab are complete, a report of analysis will be emailed to contacts listed on the grower account. SDCIA will also assign a “Status” (Certified, Registered...) to the Seed Lot if applicable.

The report of analysis can be accessed 24/7 on the database by clicking on “Analysis Reports” and the view button.

SDCIA - Staging

Field InspectionsAnalysis ReportsSeed SalesInvoicesHelp/Feed

Home > Analysis Reports

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| Sample # | Variety | Crop | Producer Lot # | Harvest Year | Complete Tests | Incomplete Tests | Report Out Date | Report Status |
|----------|----------|-----------|----------------|--------------|----------------|------------------|-----------------|---------------|
| 19692 | REDFIELD | HRW wheat | TEST | 2021 | 5 | | 2/22/2021 | Complete |

View

Complete

Report

Filter & Sort


Sample Number

Variety

Crop

Producer Lot #

Harvest Year



SDSU SEED TESTING LABORATORY
BOX 2207A, AG HALL 244 • BROOKINGS, SD 57007 • **SHIPPING: 2380 RESEARCH**
PKWY • BROOKINGS, SD 57006

PHONE: 605-688-4589
FAX: 605-688-5249
EMAIL: sdсу.seedlab1@sdstate.edu

REPORT OF SEED ANALYSIS

Sample: 19692
Account: 9294

Demonstration Account
123 Seed Lane
Brookings, SD 57006

Entry date: 2/22/2021
Germination: 2/22/2021
Completed: 2/22/2021
Reported: 2/22/2021

Sender's Information—provided by sender and not laboratory

Variety: REDFIELD
Kind: HRW wheat (*Triticum aestivum*)
Production Year: 2021
Field Number: Sample 1 (#2983)
Producer Lot Num: TEST
Certification Number: SD21-7190
Class Requested: Certified
Origin: n/a
Containers: 1 @ 1,500.00 bu

Status: Certified

Completed Tests: Warm Germination, Purity, SD Noxious, HPLC, Seed Count

| Pure Seed | Purity % | Warm Germination | | | | | | | PLS % | |
|---|----------|---|--------|-----------|----------------|------------|-------------|---------|-------|----|
| | | Germ % | Hard % | Dormant % | Total Viable % | Abnormal % | Days Tested | # Seeds | | |
| REDFIELD/HRW wheat (<i>Triticum aestivum</i>) | 99.99 | 94 | 0 | 0 | 94 | 3 | 7 | 400 | 20° | 94 |
| Total Pure Seed | 99.99 | 508.00 grams analyzed | | | | | | | | |
| Other Crop Seed | 0.00 | Noxious Exam Weights (g): Minimum Required: 500.0 Weight Analyzed: 1,500.0 | | | | | | | | |
| Inert Matter (Broken Seed) | 0.01 | | | | | | | | | |
| Weed Seed | 0.00 | | | | | | | | | |

Noxious Weed Seeds

in 1,500.0 g

Found

Per Lb

None found

Totals00

Common Weed Seeds

in 1,500.0 g

Found

Per Lb

None found

Totals00

Other Crop Seeds

in 1,500.0 g

Found

Per Lb





None found

Totals00

Other Tests

| Test | Total % | # Seeds | Other/Comments |
|------------------------------|---------|-----------|---------------------------------|
| HPLC | | | Variety Appears to be: REDFIELD |
| Seed Count | | 15,262/lb | 34 seeds/g |
| Thousand Kernal Weight (TKW) | | 29.72g | |
| Live Seed per Pound | | 14,346/lb | |

UNAUTHORIZED PROPAGATION PROHIBITED—U.S. PROTECTED VARIETY. PVPA 1994 – SEED OF THIS VARIETY MAY BE SOLD ONLY AS A CLASS OF CERTIFIED SEED.



RST Seal No. 133

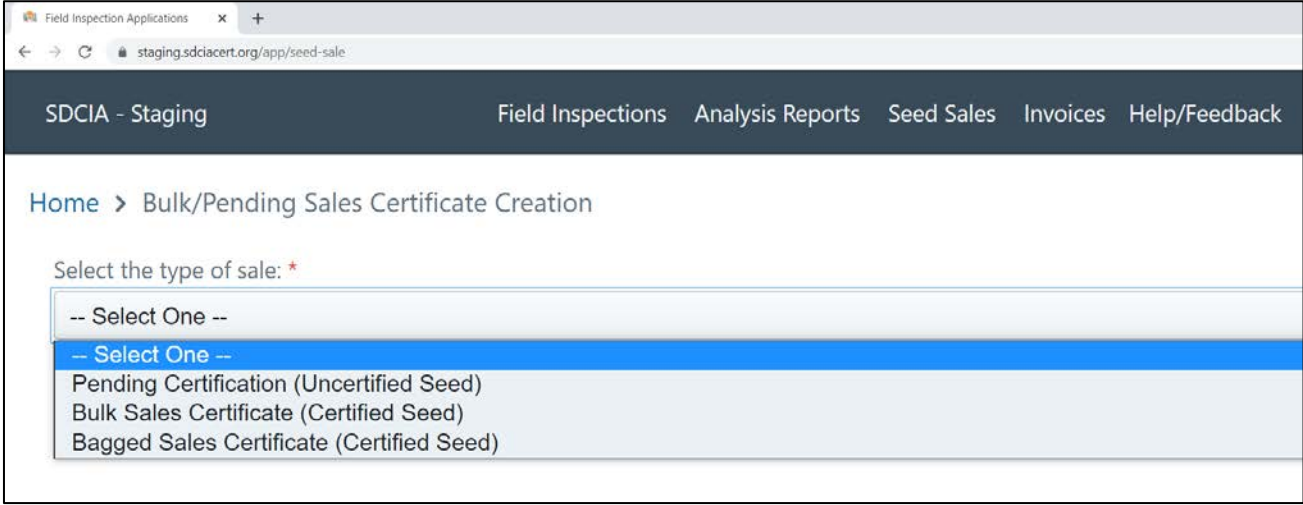
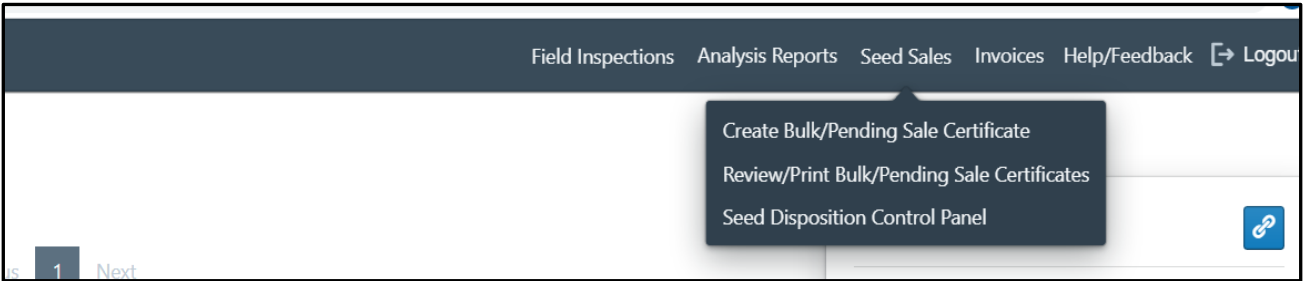
Neal Foster, PHD, Executive Director

All documentation and information generated by the services of the Association shall be kept confidential between the Association and its individual members/customers, except as necessary under USDA and OECD regulations. The purity, noxious and germination tests reported on this form have been carried out in accordance with AOSA rules unless otherwise specified. Test results reflect the condition of the submitted seed sample.

7

Creating Sales Certificates

- Bulk and Bagged Sales Certificates as well as Pending Certification (In the Dirt Transfers) can be created on the database.
1. Click on Seed Sales.
 2. Click Create Bulk/Pending Sale Certificate.
 3. Choose the type of sale needed.
 4. Enter the variety & year harvested, click search to find the lot of seed or field being sold. Enter bushels to sell, if unknown click bushel unknown and proceed as below. Bu can be entered later (see step 10)
 5. Scroll down and fill in all cells.
 6. The sales certificate will default to SDSU seed lab results. The sales certificate can be downgraded in germination or purity by choosing “Test Values Optional”. Class can be downgraded on the “Certification level”
Note: sales certificates cannot be labeled up but can be labeled down.
 7. Click “Submit” (green button on bottom).
 8. To print or view sales certificates, click on “Seed Sales”.
 9. Click “Review/Print Bulk.....”
 10. There will be 2 buttons “view” & “edit”. The edit button can be used to enter bu if the sale originally was unknown. The date of transfer may also be edited.
 11. To view and print the certificate: click on view.
 - a. To Print: click on printer image in upper right corner or use “ctrl P” buttons on your keyboard.



| Seed Source | Field/SeedLot | Company & Crop | Certification & St... | Seed (bu) | Add to Seed Sold | Search & Sort |
|---|---|---|-----------------------|---|---|---|
| SeedLot This seed is represented by Sample No(s) 19692, which you already | SeedLot TEST ID: 7190 Source Field(s): Year 2021 Sample No(s): 19692 | REDFIELD :: HRW wheat Company: Demonstration Account OrgID: 9294 | Status: Certified | Total: 1,500 Available: 1,500.00 1,000 bu still available | <input checked="" type="checkbox"/> Add <input type="checkbox"/> Bushels Unknown Bushels 500 | Search & Sort Variety: * REDFIELD x Harvest Year: * 2021 Field Name: Lot Name: |

Transfer Date:

2/22/2021

Selling Contact:

Joseph Seedsman

Who is buying the seed?

☒ Existing buyer

☐ Add a new buyer

Select the Buyer:

ABC Seed Co

Select the Buyer Contact (if not listed, use 'Add a new buyer' at left):

Randy Fields

Is this seed for resale?:

☐ Yes

☒ No

Is this seed treated?:

☐ Yes

☒ No

Seed Treatment:

Are the containers clean?:

☒ Yes

☐ No

Number of Trucks (if unknown, enter 1):

1

Certification level of sold seed:

Certified

Test Values (optional)

>

Information

Certificate #3236 successfully created

Information

[View This Certificate](#) • [View All Certificates](#)

Submit

Completed Bulk Sales Certificate

9

Inventory Management – Seed Disposition

The database is designed to keep track of seed movements and inventory on all Seed Lots:

- 1. To view inventory/disposition, click on “Seed Sales”.
- 2. Click on “Seed Disposition Control Panel”.
- 3. Filters can be used by entering species, variety.... or all Seed Lots can be looked at by not filtering.
- 4. Choose “Review 5 Main Disposition”.
- 5. Clean out, own use and non seed sales can be logged in here. Note: All online sales are automatically deducted from balance.
- 6. When all updates are made, the status can be changed by clicking “review needed” to “review complete”. SDCIA will then “close” the year. A new inventory year will be created using the past year’s ending inventory.

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Create Bulk/Pending Sale Certificate
Review/Print Bulk/Pending Sale Certificates
Seed Disposition Control Panel

- [Review](#) **3. SeedLots ⇒ SeedLots:** Review seed moving from SeedLots to SeedLots with the **supplying SeedLot** as the base of the view.
- [Review](#) **4. SeedLots ⇒ SeedLots:** Review seed moving from SeedLots to SeedLots with the **receiving SeedLots** as the base of the view.
- [Review](#) **5. Main Disposition:** The Final Step. Review the final status of all SeedLots being reviewed.
- [Excel](#) **6. Main Disposition Data Download:** Get the same disposition data from #5 exported to Excel. Leave Search blank for all records.

Search & Sort

Species:

Variety:

| SeedLot Info | Amount of Seed Moved | | | | | | | | | | Status & Comments |
|--|------------------------------------|-------------------|---------------------|---------------|-----------|--------------|---------------|---------------------|-----------------------|----------|-------------------------------|
| TEST (id 7190) REDFIELD /HRW wheat Seed Month: 5 Status: Certified Year: 2021 Source Type: Fields Source Fields: Sample 1 View Fields | ➔ 900 bu Available | | | | | | | | | | Review needed |
| | Date Closed | Begin... Balan... | Clean... | Sold Pendi... | Sold Bulk | Sold Bagg... | Other Seed... | Plant... (Own... | Non-... (Grain) | Avail... | |
| | (Open) | 1,500 | ✎ 0 | 0 | 500 | 0 | 0 | ✎ 0 | ✎ 100 | 900 | |

Invoicing

Invoices will be generated by SDCIA for field inspections, royalties and other items when incurred. To view an invoice:

- 1. Click on “Invoices”.
- 2. Click on “view”.
- 3. When payment is received at SDCIA the payment will be reconciled and the invoice will display as “paid”.

SDCIA - Staging

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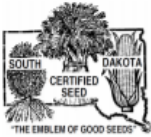
Home > Invoices

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Next

| Invoice ID | Accounting System | Invoice Date | Total Due | |
|------------|-------------------|--------------|-----------|--|
| 2173 | SDCIA | 02/22/2021 | \$300.00 |  View |
| 2172 | SDCIA | 02/22/2021 | \$123.00 |  View |



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EMAIL: neal.foster@sdstate.edu

INVOICE

Demonstration Account
123 Seed Lane
Brookings, SD 57006

PAID

Invoice Number: 2173
Date: February 22, 2021

Seed Sales

| Crop | Variety | Cert Number | Product | Quantity | Price | Amount |
|------------------|----------|-------------|--|----------|-------|----------|
| HRW wheat | REDFIELD | SD21-7190 | REDFIELD HRW WHEAT - .60/BU - SD ROYALTY | 500.00 | 0.60 | 300.00 |
| Total Seed Sales | | | | | | \$300.00 |
| Invoice Total | | | | | | \$300.00 |