

South Dakota Crop Improvement Database – Applying for Field Inspections

<https://www.sdciacert.org/login>

This site is designed to:

- * Apply for Field Inspection**
- * Enter Field Inspection Results**
- * Order Tags**
- * Enter Seed Sales and Bulk Transfers**
- * Invoicing**

Steps Covered

- 1. Logging in**
- 2. Creating and opening field inspection application**
- 3. Inputting data into application**
- 4. Choosing and drawing your field**
- 5. Adding legal description and field inspector information**
- 6. Choosing variety and class**
- 7. Providing Past Year's information**
- 8. Planting dates and additional comments**
- 9. Providing and uploading seedstock information**
- 10. Submitting application**

Logging In

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

Password

[Reset Your Password](#)

Log on to: <https://www.sdciacert.org/login>

Fill in Email Address and Password

Click on “Login” button. First time user needs to click on “Reset Your Password” an email with a set up link will be sent to your email.

Works best with [Google Chrome](#)[®] or [Mozilla Firefox](#)[®]

Setting up Log In

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

Password

[Reset Your Password](#)

For initial set up type in the email address and click on “Reset Your Password”. Within a few minutes a link should be sent to the email address entered. The email will come from:

do.not.reply=sdciacert.org@mailgun.pushing7.com; on behalf of; South Dakota Crop Improvement Association <do.not.reply@sdciacert.org>

If No email is received in your inbox,

***check your spam/junk folder.**

***If there is nothing in the spam folder a call to your email provider may be necessary to check if reply address is blocked.**

***Call SDCIA**

Landing Page



Organizations/People Fields/Inspections Seed Invoices Tags Reports Lookups Options [Logout](#)

SDCIA's Seed Tracking System

Welcome to the South Dakota Crop Improvement Association's online seed tracking system. Seed producers in South Dakota are invited to use this system to interact more quickly and efficiently with SDCIA staff.

Functions available on this site:

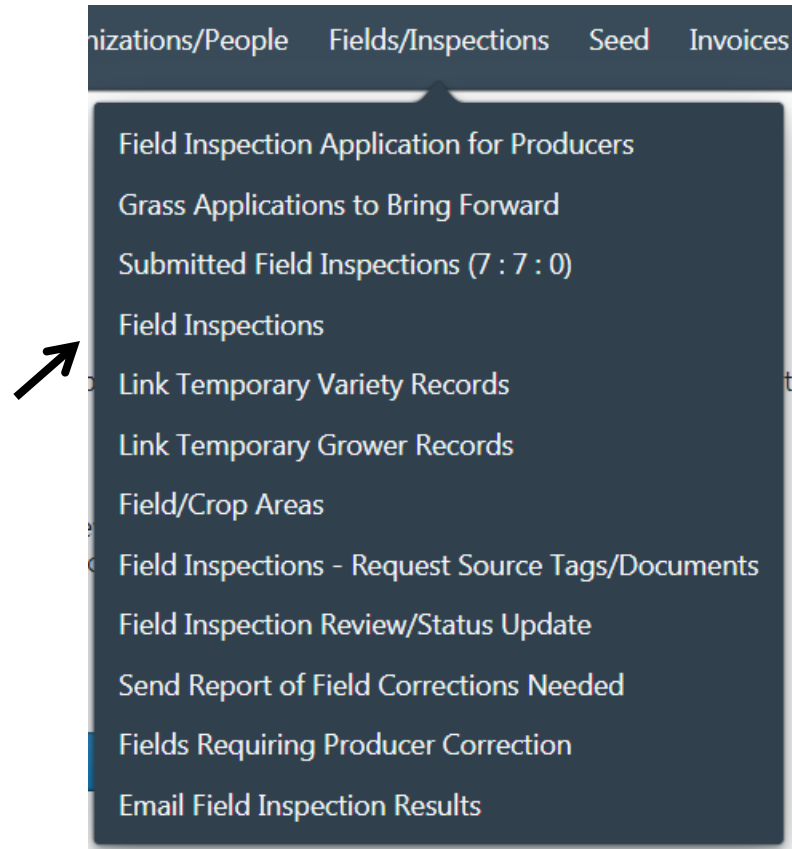
- **Field Inspection Applications:** save, edit and submit field inspection applications, then review their status at any time.
- **Field Inspections:** review inspection results during the season; view and print inspection reports.
- **Analysis Reports:** view, print and download as a PDF.
- **Daily Invoices:** view, print and download as a PDF.

Questions?

If you have questions or problems, please let us know! Contact SDCIA at 605-688-4604 or [? Get Help/Send Feedback](#)

On top bar click on Fields/Inspections-This will bring you into the environment to enter your fields.

Drop Down Screen



A drop down menu will appear when Fields/Inspections is chosen. Click on Field Inspections.

Begin Creating an Application for a Field Inspection

SDCIA - Staging

Organizations/People Fields/Inspections Seed Invoices Tags Reports Lookups Options

Home > Field Inspections

[+ Create New Field Inspection Application](#)

ID	Application/Acres	Seed/Stocks/Weights	Previous/Self-Pollinated	Location/Corn	Status	Comments	
1750	Pushing7 Jay Edgar Inspector: Jay Edgar Inspector Field Report Call First	VNS/CUF 101 Species: Medicago sativa (Alfalfa) Field: Push1 View field	CERISE Species: Panicum millaceum (Red proso millet)	County: Brookings Quarter: 14 Section: 13 Township: 12 Range: 1	Approved 1st Submitted: 1/16/2019 Late Application Last	Staff: created by Jay Edgar, INDID 3	Edit

Filter & Sort

Field Inspection ID

Producer (by partial name)

Inspector

Select/Click on the green box – “Create New Field Inspection Application”

Setting up Contact Information

Producer > Basic Information > Seedstocks > Transgenic Traits

Basic information

Who is growing this crop?

We are Another grower

- Select contact from your company:
- Add new contact with your company:
- An existing field--select it:
- A new field--create it below:

Specify the Field/Crop Area

Joyce Kindvall

-- Select One --

Dan Olson

Joe Seedgrower

Joyce Kindvall

Neal Foster

Click on “Select contact from your company”. A drop down will populate and you can choose your contact

Or

Basic information

Who is growing this crop?

We are Another grower

- Select contact from your company:
- Add new contact with your company:

First Name*

Jill

Last Name*

Seedgrower

Phone*

605-555-5555

Email (optional, must be unique)

jsg@abc.com

Click on “Add a new contact with your company”. Once a contact is saved it will become part of your drop down choices in the future.

Choosing Your Field

The screenshot shows a mobile application interface with a top navigation bar containing 'Producer', 'Basic Information', 'Seedstocks', and 'Transgenic Traits'. The 'Basic Information' section is active. It includes a question 'Who is growing this crop?' with radio button options: 'We are' (selected), 'Another grower', 'Select contact from your company:', 'Add new contact with your company:', 'An existing field--select it:', and 'A new field--create it below:'. A text input field contains 'Joyce Kindvall'. Below this is a section titled 'Specify the Field/Crop Area' with a map function pointer. A dropdown menu is open, showing a list of fields with their acreage and location. The dropdown is titled '-- Select One --' and lists: 'Binnewies South (92 acres, Moody)', 'Boothe (160 acres, Brookings)', 'Boothe1 (160 acres, Brookings)', 'Boothe12 (160 acres, Brookings)', 'Boothe123 (160 acres, Brookings)', 'Duane's E80 (80 acres, Roberts)', 'Duane's NE 30 (30 acres, Roberts)', and 'Lou's Place (90 acres, Brookings)'. Below the dropdown are two input fields: 'Field/Crop Area Name' and 'Total Acres', with a 'Field Name' label above the first.

Basic information

Who is growing this crop?

We are Another grower

Select contact from your company: Joyce Kindvall

Add new contact with your company:

An existing field--select it:

A new field--create it below:

Specify the Field/Crop Area

Pointers for using the map function

- **Find a Field by Address:** Jump to a location on the map by entering the address for/near the field in the textbox in the lower left.
- **Zooming:** Zoom in and out with the +/- buttons, or scrolling your mouse wheel. Drag to move the map.
- **Add a New Field Shape:**

Field/Crop Area Name	Total Acres
Field Name	

-- Select One --

-- Select One --

Binnewies South (92 acres, Moody)

Boothe (160 acres, Brookings)

Boothe1 (160 acres, Brookings)

Boothe12 (160 acres, Brookings)

Boothe123 (160 acres, Brookings)

Duane's E80 (80 acres, Roberts)

Duane's NE 30 (30 acres, Roberts)

Lou's Place (90 acres, Brookings)

“Specify the Field/Crop Area” If the field has been used and entered into the database previously it will be automatically saved in the system. Simply click **“An existing field--select it:”** A drop down will populate and you can pick your field. All pertinent field information will auto populate and you can move down to the information under the map.

Creating A New Field

Basic information

Who is growing this crop?

We are Another grower

Select contact from your company:

Joyce Kindvall

Add new contact with your company:

An existing field--select it:

A new field--create it below:

Specify the Field/Crop Area

Pointers for using the map function

- **Find a Field by Address:** Jump to a location on the map by entering the address for/near the field in the textbox in the lower left.
- **Zooming:** Zoom in and out with the +/- buttons, or scrolling your mouse wheel. Drag to move the map.
- **Add a New Field Shape:**
 - **Starting a Shape:** Click the polygon button in the upper right, then click the corners of your field on the map to draw lines.
 - **Completing a Shape:** Click on the shape's starting point or 'Finish' menu on the polygon button.
 - **For Non-Contiguous Fields:** Repeat the steps above to draw multiple shapes.
 - **Delete the Last Point Added:** Click the polygon menu's 'Delete' item.
 - **Abort the Current Shape Being Drawn:** Click the polygon menu's 'Cancel' item.
- **Edit Existing Field Shape(s):**

Field/Crop Area Name	Total Acres	County Where Field is Located	Comments
Lou's Place	90	Brookings	2 miles North of Blue Silo

Select “A new field--create it below”


Fill in the boxes below “Field/Crop Area Name” “Total Acres”,
“County Where Field is Located”, and “Comments”.

Create Your Field

An existing field--select it:
 A new field--create it below:

Field/Crop Area Name	Total Acres	County Where Field is Located	Comments
<input type="text" value="Lou's Place"/>	<input type="text" value="90"/>	<input type="text" value="Brookings"/>	<input type="text" value="2 miles North of Blue Silo"/>

Map data ©2019 Google Imagery ©2019 DigitalGlobe, USDA Farm Service Agency | Terms of Use | Report a map error

**“Enter a location” at the bottom left to aid in locating the field.
Draw your field by Clicking on the polygon  at top right. Start in 1st corner and click your mouse until you are happy with your shape click on the “finish”. Review and Scroll down**

Inputting Data



- **Undo All Changes:** Click the polygon button's 'Cancel' menu.

- **Delete Shapes:** Click the trash can button, then the shape(s) you wish to delete, then 'save'. Delete all shapes using the 'Clear All' menu.

Legal Description of Business or Home



Should the inspector call before arriving at the inspection site?



Enter a location

Google

Map data ©2019 Google Imagery ©2019 DigitalGlobe, USDA

If you believe a more detailed paper or electronic map will assist SDCIA in finding the field or confirming the neighboring fields are within SDCIA Certification Standards for isolation, please share it with SDCIA.

Quarter	Section	Township	Range
SE	15	24	50W

Yes
 No

Enter “Legal Description of Business or Home”.
Answer Yes or No “Should the Inspector call before arriving at inspection site”.

Setting up Species

- **Delete Shapes:** Click the trash can button, then the shape(s) you wish to delete, then 'save'. Delete all shapes using the 'Clear All' menu.

Enter a location
Google

If you believe a more detailed paper or electronic map will assist SDCIA in finding the field or confirming the neighboring fields are within SI

Quarter	Section	Townshi
SE	15	24

Legal Description of Business or Home

Should the inspector call before arriving at the inspection site?

- Yes
 No

What crop are you growing?

- Corn/Sunflowers
 Small Grains/Beans/Grasses

Small Grains/Beans/Grasses Information

Variety you will harvest THIS year


- Select existing variety:
 Create new variety:

Oats (Avena sativa) var. HAYDEN

Select “What Crop are you growing”
Choose the “Variety you will harvest THIS year”, by either
choosing “Select existing variety” or “Create new variety”


Choosing Variety and Class

Small Grains/Beans/Grasses Information

Variety you will harvest THIS year Select existing variety:  Create new variety:

Inspection Class/Type THIS year -- Select One --

Crop planted on this field/crop area LAST year -- Select One --

Planting Dates (type manually or click button to add from calendar)  Selecting additional dates adds them to the end of the list.

Comments


Oats (Avena sativa) var. HAYDEN
Oats (Avena sativa) var. EXP MN07210
Oats (Avena sativa) var. FORAGE
Oats (Avena sativa) var. GEM
Oats (Avena sativa) var. GENERIC
Oats (Avena sativa) var. GMI 6 Avery
Oats (Avena sativa) var. GOLIATH
Oats (Avena sativa) var. HASSE
Oats (Avena sativa) var. HAY & SILAGE
Oats (Avena sativa) var. HAYDEN
Oats (Avena sativa) var. HI-FI
Oats (Avena sativa) var. HIFI
Oats (Avena sativa) var. HORSE POWER
Oats (Avena sativa) var. HORSEPOWER
Oats (Avena sativa) var. HYTEST
Oats (Avena sativa) var. IDA
Oats (Avena sativa) var. JAY
Oats (Avena sativa) var. JERRY
Oats (Avena sativa) var. JIM
Oats (Avena sativa) var. JURY
Oats (Avena sativa) var. KAME
.....

[Save and Continue >>](#)


“select existing variety” will trigger a drop down screen to choose your specific variety.

Small Grains/Beans/Grasses Information

Variety you will harvest THIS year Select existing variety: Create new variety: Oats (Avena sativa) var. HAYDEN

Inspection Class/Type THIS year -- Select One -- 

Crop planted on this field/crop area LAST year -- Select One --

Planting Dates (type manually or click button to add from calendar) 

-- Select One --
-- Select One --
Foundation
Registered
Certified
Quality Assurance
Service Only

“Inspection Class/Type THIS year” clicking on “Select One” will generate a drop down screen to choose your class of seed.

Adding Last Year's Crop

Small Grains/Beans/Grasses Information

Variety you will harvest THIS year Select existing variety: Create new variety:

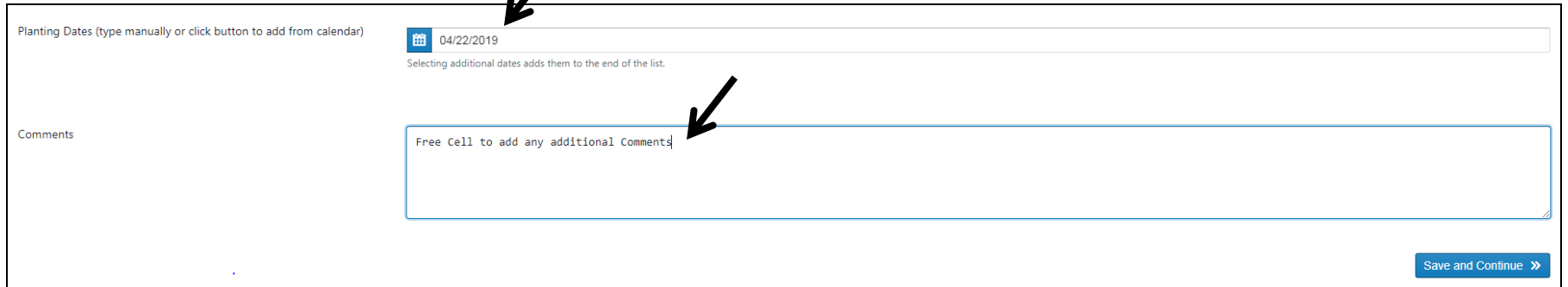
Inspection Class/Type THIS year

Crop planted on this field/crop area LAST year

Planting Dates (type manually or click button to add from calendar)

“Crop planted on this field LAST year” click on select one, choose your species from the drop down list.

Dates and Comments



Planting Dates (type manually or click button to add from calendar)

Selecting additional dates adds them to the end of the list.

Comments

[Save and Continue >>](#)

The screenshot shows a form with two main sections. The top section is for 'Planting Dates' and contains a text input field with a calendar icon on the left and the date '04/22/2019' entered. Below the input field is a small instruction: 'Selecting additional dates adds them to the end of the list.' The bottom section is for 'Comments' and contains a larger text area with the placeholder text 'Free Cell to add any additional Comments'. A blue button labeled 'Save and Continue >>' is located at the bottom right of the form. Two black arrows point to the date input field and the comments text area respectively.

**Planting Dates (Type manually or click button to add from calendar).
Multiple dates can be entered.
Comments: Add any additional comments
Review all data for accuracy and click on Save and Continue**

Seedstock

The screenshot shows a web form for adding seedstock records. At the top, there are navigation tabs: "Basic Information", "Seedstocks", "Transgenic Traits", and "Review/Submit to SDICIA". Below the tabs is a header bar with a green "Create" button. The main form area contains several fields: "Last Year Planted, Variety, Seed Lot" (a dropdown menu with "- No Options -"), "# Bushels Planted" (a text input field), "Country of Origin" (a text input field with a note "Leave blank for USA"), "Add/Replace Tag Image" (a file upload section with "Choose file...", "Browse", and "Deleted" options), and "Producer Lot #" (a text input field with "18" entered). Below "Producer Lot #" is "Harvest Year" (a text input field with "2018" entered). At the bottom right, there are "Save" and "Cancel" buttons. Arrows point to the "Create" button, the "Add/Replace Tag Image" section, the "Producer Lot #" field, the "Harvest Year" field, and the "Save" button.

You will be auto directed to “Seedstock” screen.

Click the green “Create” button.

Fill in “Producer Lot #” and “Harvest Year” “Bushels Planted” is optional.

You will be prompted to “Add/Replace Tag Image” Seed Tag, Seed Test or Previous Field inspection report can be used for this.


Steps to add image:

- 1. Take a picture with your smart phone or scan image onto a thumb drive.**
- 2. Email the image to your email**
- 3. Save the image as a PDF PNG or JPG on your computer.**
- 4. Label the image with a recognizable name and save to your computer.**
- 5. Click on Browse**
- 6. Find your saved image and upload/save.**
- 7. Click the Blue Save Button**

Uploading Seed Stock Information

Basic Information > Seedstocks > Transgenic Traits > Withdraw Submission and Edit

1 Add Seed Stock records by clicking the green "Create" button at right, specifying the information and clicking "Save".

Seed Stock	# Bushels Planted	Country of Origin	Add/Replace Tag Image	
2018, var: HAYDEN (Oats), Lot: 18				Create Edit

Previous 1 Next
1 record(s)

[Continue >>](#)

When information is uploaded it will display in the Add/Replace Tag Image box. Year Grown, Variety and Lot information will display under Seed Stock Tab.

Click on Blue Continue button, to complete the application.

If your variety has transgenic traits, click on "Transgenic Traits" on the top bar and enter/choose your variety's traits.

Submit The Field Inspection Application

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

- If you added a new variety, did you spell the variety name correctly (including spaces and dashes) and, in the case of corn, select the correct corn species (dent vs flint, etc.)?
- 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:
 1. 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).
 2. Click the "Seed Stocks" breadcrumb above.
 3. Click 'Edit' on the record to which you wish to add a tag image.
 4. Under the 'Add/Edit Tag Image' column, click the 'Browse' button and upload your image.
 5. Save the record.
 6. 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 unsubmit 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

The Final step in the application is to accept the terms by checking the box in the orange highlighted area and click on Submit Application to SDCIA. Once submitted items can be changed only up until SDCIA acknowledges and accepts the application. Any information that needs to be updated after SDCIA accepts will need to be communicated via email or phone to SDCIA.