# Sustainability in Practice (SIP)™ Certification Program



# Database User Guide As of January 2015

The SIP Certification online database streamlines the certification process. Login to the database to apply or renew, document the Standards, review your certification status, and complete offsite inspections for vineyard certification.

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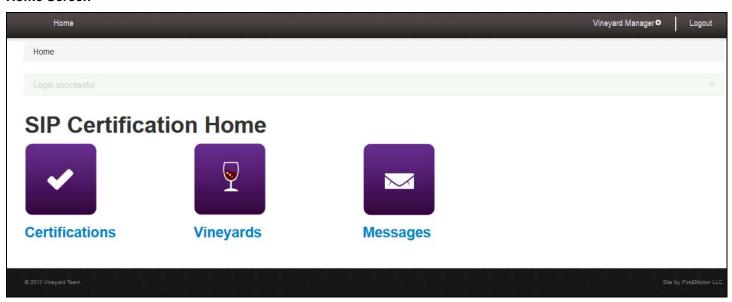
## **Getting Started with Database Administration**

### Login

- Go to <a href="https://app.sipcertified.org/">https://app.sipcertified.org/</a>
- Enter Login (your email) and Password (customized for each User)
- Click Login



#### **Home Screen**



### **Navigation**

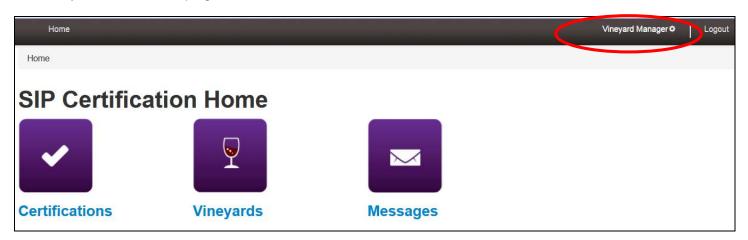
Links at the top of the page will take you back to previous pages. Click Logout to logout



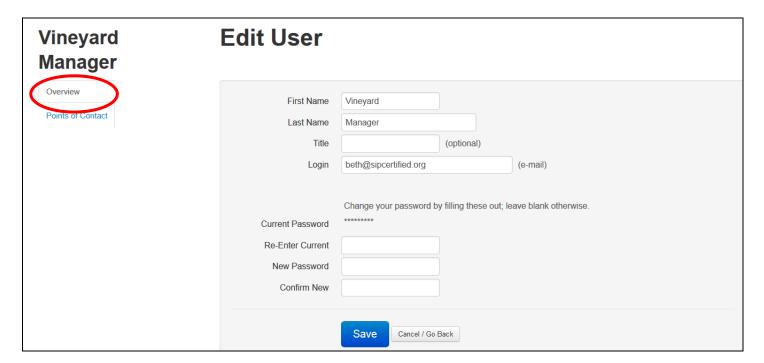
## **Manage Your Account**

### **Edit Login, Password and Contact Information**

· Click your name at the top right



- Page lands on Overview page
- Make edits
- Click Save



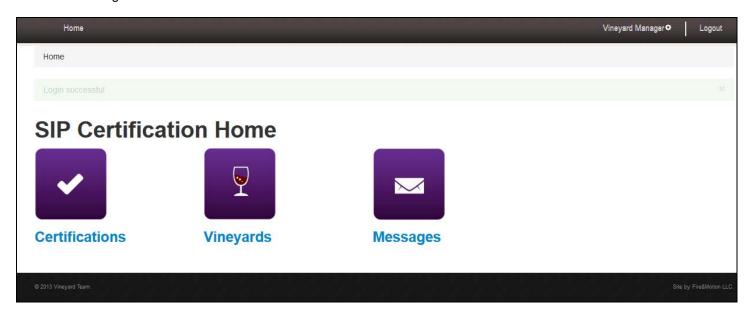
- Click Points of Contact
- Click Edit, Remove or New Point of Contact
- If editing or adding a new point of contact, make updates to contact information
- Click Save



## **Use Email (Messages)**

Emails from SIP Staff will come from <a href="mails-emails

Click Messages



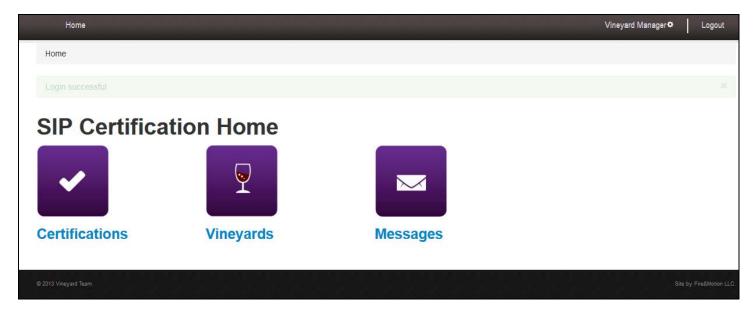


### **Add New Vineyard**

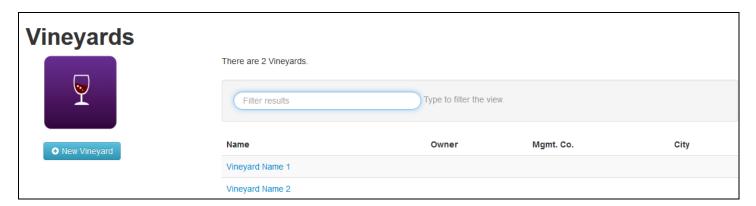
Please contact program staff (beth@sipcertified.org / 805.466.2288) if you are adding a new vineyard. If you already have certified vineyards, you will add a New Vineyard if your existing vineyards are *not* in a cycle 1 inspection (see <a href="Information Package">Information Package</a>) or, if the property is in a different geographic location with different management practices. Otherwise, new acres/vineyards can be added to the existing application. See <a href="Edit Existing Vineyard">Edit Existing Vineyard</a>.

To add a new vineyard do the following:

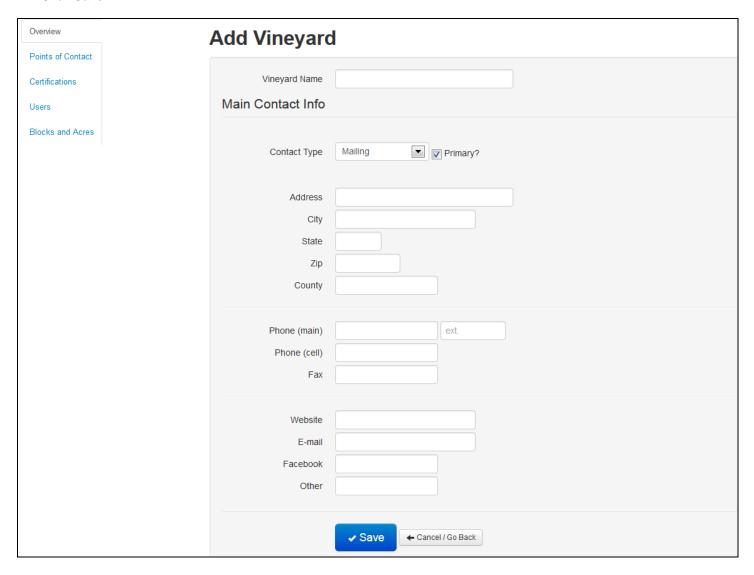
Click Vineyards



Click New Vineyard



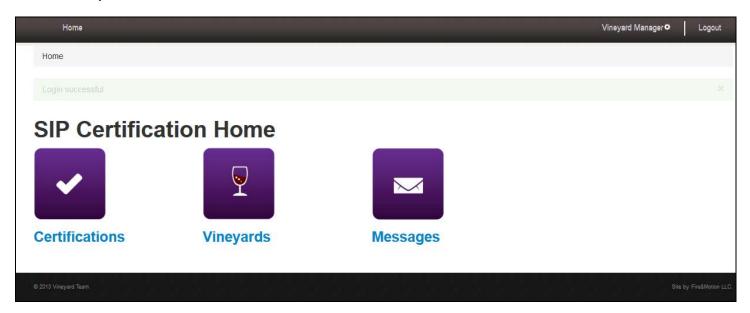
- Fill in contact information
- See Edit Existing Vineyard for instructions on completing all vineyard information
- Click Save



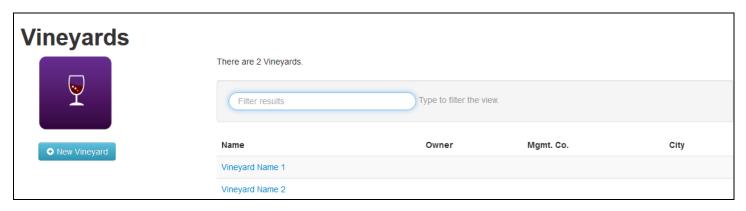
### **Edit Existing Vineyard**

Start with steps 1 and 2 below to manage General Vineyard Information, Add and Edit Contact Information, manage Certifications, edit Users and update Blocks and Acres.

Click Vineyards



· Click the name of the Vineyard you want to edit



### **General Vineyard Information**

- Page lands on Overview page
- Click Edit
- Make updates to main contact information
- Click Save



# Vineyard Name 1

## Mailing Address (Primary)

1234 Misc. Street Anywhere, CA 12345

**⊘** Edit

# Relationships

#### Owner

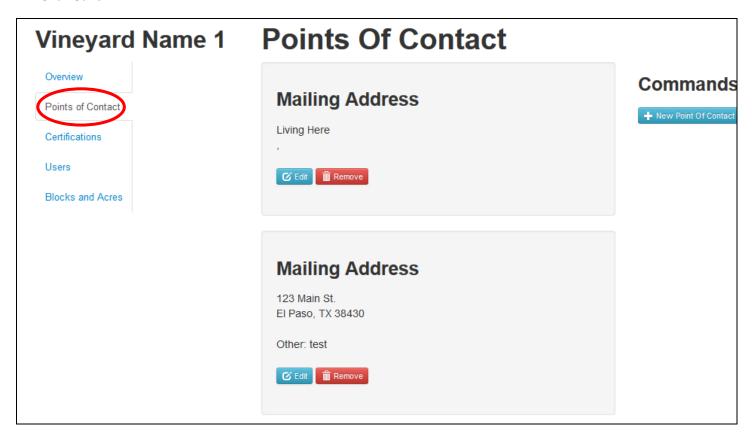
None assigned.

Management Co.

None assigned.

### Add and Edit Contact Information (Points of Contact)

- Click Points of Contact
- Click Edit, Remove or New Point of Contact
- If editing or adding a new point of contact, make updates to contact information
- Click Save



#### **Document Standards**

• See <u>Document Standard and View Points Achieved</u> below



#### Add and Remove Users from a Vineyard

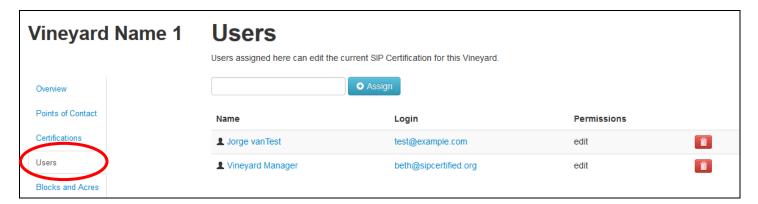
The Users page shows individuals assigned to see that vineyards information. Email SIP staff to add new Users.

#### Delete a User

- Click Users
- Click the trash can icon to remove a User

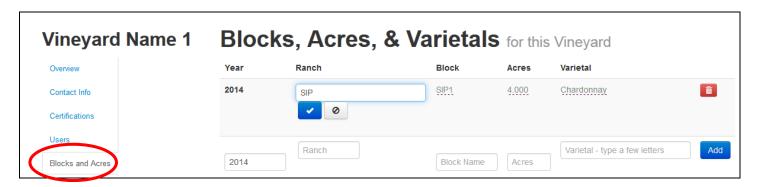
If you have a staff person with a login to the SIP database you can add them to a vineyard:

- Enter a name next to Assign
- Click Assign



#### **Edit Certified Blocks and Acres**

Click Blocks and Acres

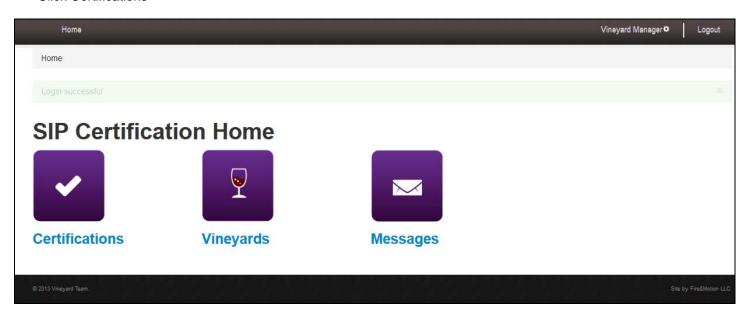


- Click the field you want to edit, update the information and click the check mark
- Click the trash can icon to delete a line
- Enter a new block by entering information into blank fields (located at the bottom of the page) and click Add

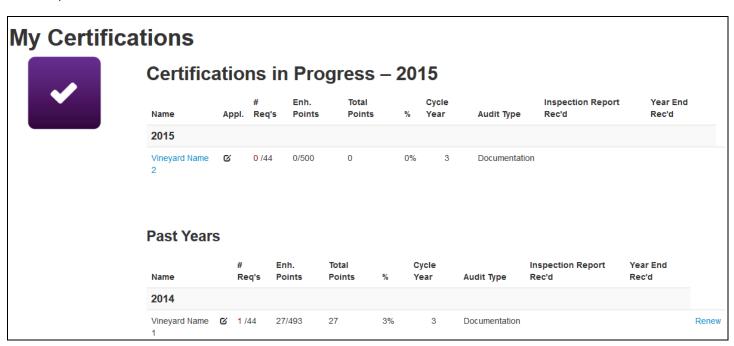
### Certifications

#### **Current and Past Certifications**

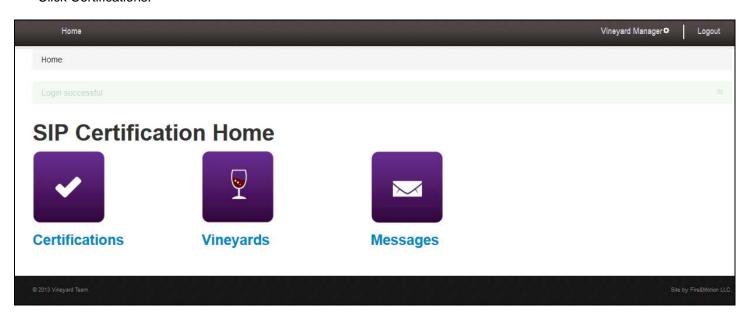
Click Certifications



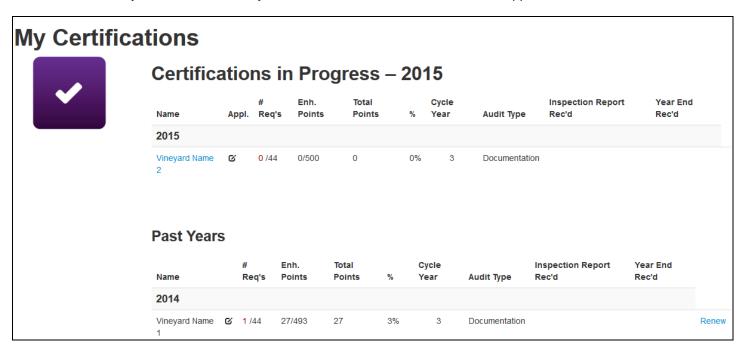
- Edit current applications under Certifications in Progress
- See past certifications under Past Years



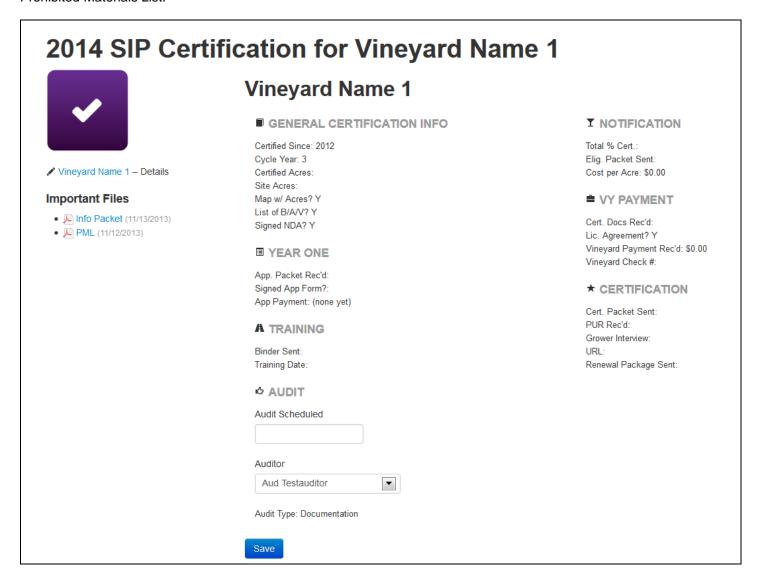
Click Certifications.



Next to the Vineyard Name and Year you are interested in, click the icon under Appl.

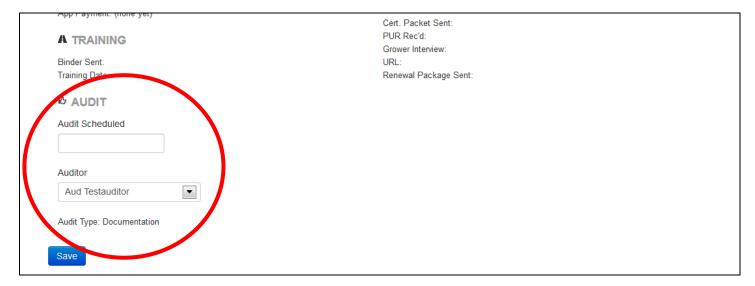


Information includes first year certified, certified acres, inspection type and links to the Information Package and Prohibited Materials List.



#### Inspection Type and Select an Inspector

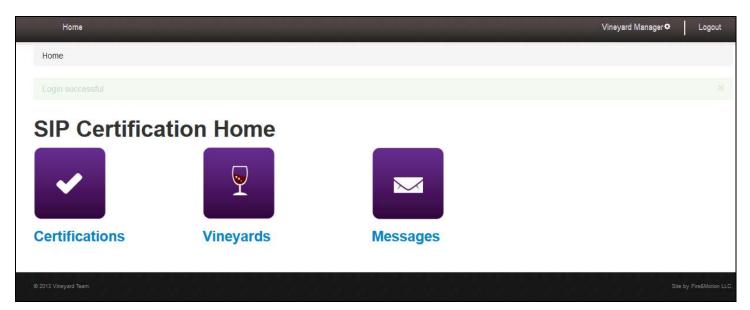
- Follow steps under <u>See Certification History</u>, <u>Progress and Application</u>
- Contact your inspector in May to schedule a time for your inspection between June 1 and July 15
- Under Audit, click in Audit Scheduled field and select the date of your inspection
- Under Auditor, select your inspector from the dropdown list
- Under Audit Type see type of inspection
  - Full = complete documentation and onsite inspection
  - Documentation = renewal documentation offsite inspection (see <u>Document Standards and View Points Achieved</u> for Standard questions)
  - Doc+Onsite = renewal documentation and onsite inspection (see <u>Document Standards and View Points</u>
     Achieved for Standard questions)



Click Save

#### **Document Standards and View Points Achieved**

Click Certifications



- Under Certifications in Progress, click the name of the Vineyard you want to document the Standards for This screen shows the points achieved by each Vineyard based on Standards completion
  - Appl. = Application & History: view certification progress (see Certification History, Progress and Application)
  - # Req's = Requirements: vineyard must complete all Requirements (assigned 500 points)
  - o Enh. Points = Management Enhancements: vineyard must achieve at least 50% of available points
  - o Total Points = Total Score: total points out of 1000 less Not Applicable Management Enhancement answers
  - o % = Percent of Points Achieved: vineyard must achieve at least 75% of total points (Req. + Enh. Points)
  - Cycle Year = 1, 2 or 3
  - Audit Type = type of inspection:
    - Full = complete documentation and onsite inspection
    - Documentation = renewal documentation offsite inspection (see <u>Document Standards and View Points Achieved</u> for Standard questions)
    - Doc+Onsite = renewal documentation and onsite inspection (see <u>Document Standards and View Points</u>
       Achieved for Standard questions)
  - o Inspection Report Rec'd = auditor reviewed and signed off on main inspection between June 1 and July 15
  - Year End Rec'd = auditor reviewed and signed off on 8.1.1 July-November pesticide use reports and Chapter 11

#### My Certifications Certifications in Progress - 2015 Enh. Total Inspection Report Year End Name Appl. Req's Points **Audit Type** Rec'd **Points** Year Rec'd 2015 Vineyard Name 0 0 /44 0/500 0 0% 3 Documentation

- Click a chapter
  - This screen shows the points achieved in each chapter, missing documentation and Cycle 2 & 3 documentation (for vineyards in those cycles).
  - o The Auditor column shows inspector verified questions and points
  - o The **User** column shows vineyard completed questions and point
  - The Total column shows total available Requirements/Enhancement Points

# Key

- ✓ All questions verified okay
- Insufficient documentation for one of your answers
- Auditor has not completed this section yet
- D Documentation and Documentation + Onsite audits
- D+O Documentation + Onsite and Impromotu audits

		Requirement Questions			<b>Enhancement Points</b>		
Chapter		Auditor	User	Total	Auditor Points	User Points	Total Available
1. Conservation and Enhancement of Biological Diversity	D+O	0	0	2	0	31	36
2. Vineyard Acquisition, Establishment and Management	D	2	2	6 <b>9 9</b>	(0)	4	78 <b>9 9</b>
3. Soil Conservation and Water Quality	D,D+O	1	1	5 9 9	(0)	30	40 <b>9 9</b>
4. Water Conservation	D	1	1	8 9 9	0	0	50 9 9
5. Energy Conservation and Efficiency		0	0	1	0	0	35
6. Air Quality		0	0	1	0	6	44
7. Social Equity	D	1	1	10 9 9	0	0	80 9 9
8. Pest Management	D	3	3	8 9 9	(0)	36	70 <b>9 9</b>
9. Continuing Education	D	1	1	1 🗸	(0)	15	20 9 9
10. Product Assurance and Business Sustainability	D	1	1	2 0 0	(0)	6	37 <b>9 9</b>
11. Year End Water and Nitrogen Use Reports	D	8	8	8 🗸			

Click a section – if applicable (e.g 2.2: Rootstock Scion, and Clone Selection)

# Chapter 2: Vineyard Acquisition, Establishment and Management CHAPTER CONTENTS Introduction 2.1: Pre-Plant/Purchase = 0.00% 2.2: Rootstock, Scion, and Clone Selection - 0.00% 2.3: Spacing and Orientation Selection - 0.00% 2.4: Trellis Selection - 0.00% 2.5: Canopy Management - 0.00% 2.6: Tissue Analysis - 0.00%

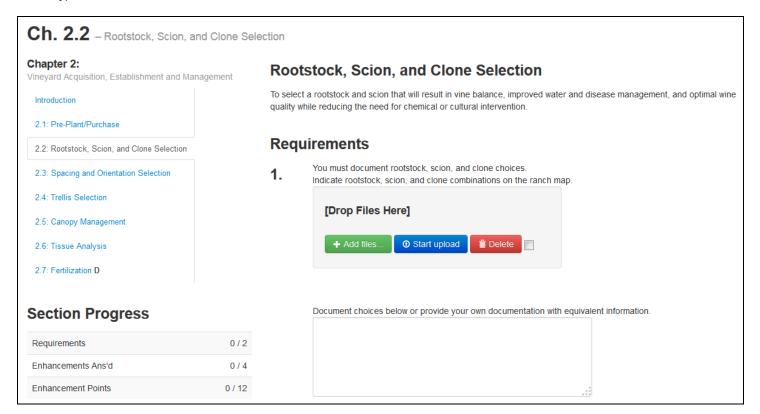
2.7: Fertilization - 22.22% D

In order for growers to sustainably produce high quality fruit, they must understand that every aspect of viticultural management affects other components of the vineyard system. From identifying the optimal vineyard site to harvesting the fruit, there are many decisions that affect the vineyard's ability to sustainably produce high quality fruit with minimum inputs and manipulations. With an understanding of the farm's unique site characteristics, the viticulturist makes decisions about rootstock, clone, spacing, orientation, trellis system and irrigation, among other variables, that will support an environment which

optimizes the production of quality fruit in a responsible manner. Each decision affects many aspects of the grapevine's unique environment, and the viticulturist must be vigilantly aware of those interactions. The interrelated nature of all vineyard management practices creates an interconnected relationship from viticultural management to water quality to air quality to social equity.

In managing a vineyard, the grower manipulates an ecosystem dominated by vines and cover crops – this system is supported by a complex soil ecosystem and populated by a diverse group of organisms that are natural members of the agricultural ecosystem and the ecosystems surrounding it. Most of these organisms are beneficial, in fact essential, to the functions of a healthy vineyard. Sustainable farming requires that the vineyard system be managed to produce an optimum crop of consistently high quality fruit while minimizing adverse impacts to the environment and human health associated with vineyard operations

Answer each question by uploading and/or typing answer and selecting Yes, No or NA (Management Enhancements



Click Save at the bottom of the page

#### **Document Chapter 11 (Due December 15)**

From the Table of Contents page, click 11. Year End Water and Nitrogen Use Reports

		Require	ment Q	uestions	En	hancement Po	ints
Chapter		Auditor	User	Total	Auditor Points	User Points	Total Available
1. Conservation and Enhancement of Biological Diversity	D+O	0	0	2	0	31	36
2. Vineyard Acquisition, Establishment and Management	D	2	2	6 <b>9 9</b>	(0)	4	78 <b>0 0</b>
3. Soil Conservation and Water Quality	D,D+O	1	1	5 <b>9 9</b>	(0)	30	40 \mathbf 9
4. Water Conservation	D	1	1	8 <b>9 9</b>	0	0	50 🛭 🗗
5. Energy Conservation and Efficiency		0	0	1	0	0	35
6. Air Quality		0	0	1	0	6	44
7. Social Equity	D	1	1	10 9 9	0	0	80 0 0
8. Pest Management	D	3	3	8 <b>9 9</b>	(0)	36	70 <b>9 9</b>
9. Continuing Education	D	1	1	1 🗸	(0)	15	20 9 9
10. Product Assurance and Business Sustainability	D	1	1	2 0 0	(0)	6	37 <b>9 9</b>
11. Year End Water and Nitrogen Use Reports	D	8	8	8 🗸			

Vineyards can submit multiple Chapter 11 answers based on Ranch Groups (Blocks).

- Under Ranches, click the pencil icon or Add Ranch Groups to add or remove Ranch Groups of your vineyard.
- Under Click to Submit Answers, click the Submit Answers to edit Year End Water and Nitrogen Use numbers.

# Chapter 11: Year End Water and Nitrogen Use Reports

# Ranch Groups

Chapter 11 Year End Reports are due to your inspector by December 15. Chapter 11 answers may be submitted for **individual Ranches**, **groups of Ranches or all Ranches**. Please select your Ranch Groups below, and complete Chapter 11.

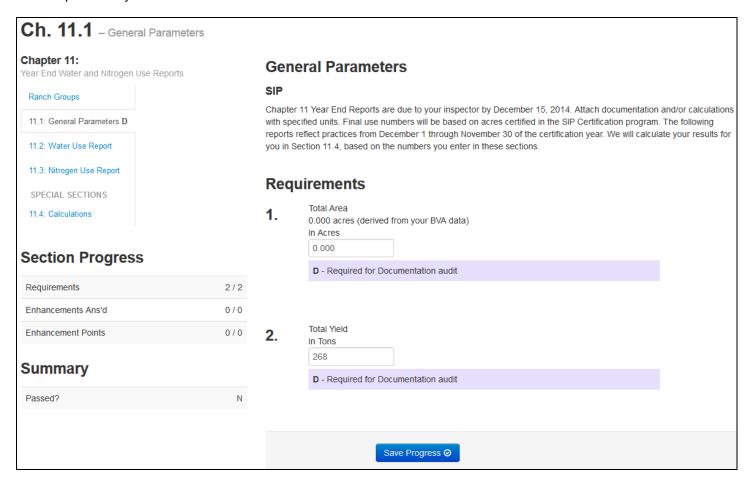
All Chapter 11 ranch submissions will be audited and must pass.

#### Submitting Answers to Chapter 11

• Answers must be numeric (e.g. Enter "123.4" and not "123.4 acres".)

Ranches	Click to Submit Answers
SIP, SIP2 🖍	Submit Answers <b>☑</b>

 Complete 11.1, 11.2 and 11.3 in numeric answers only (i.e. "123.4", not "123.4 acres"). Calculations are completed for you in 11.4.

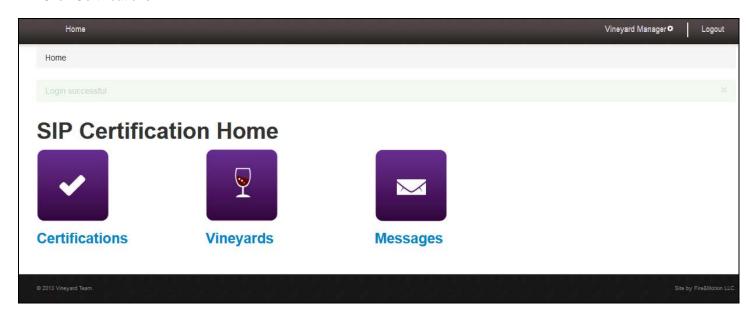


• Click Save Progress at the bottom of the page.

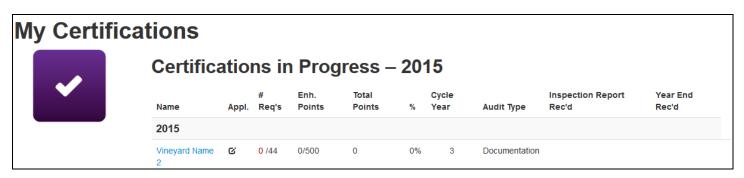
#### **Review Inspector Comments and Update Documentation**

Once your inspector has reviewed your online documentation you can review the inspector's comments and make changes to your documentation as needed.

Click Certifications



• Under Certifications in Progress, click the name of the Vineyard you want to review Inspector comments for

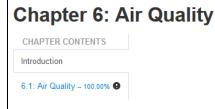


Review chapters - click the chapter you want to review

- o The Auditor column shows inspector verified questions and points
- o The **User** column shows vineyard completed questions and points
- o The Total column shows total available Requirements/Enhancement Points
- o **9** = Auditor and user points are **not** the same review these chapters
- • Auditor did not review question

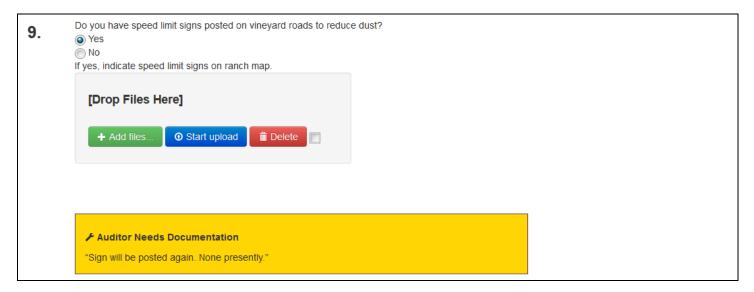
	Requirement Questions Enhancement Po			oints		
Chapter	Auditor	User	Total	Auditor Points	User Points	Total Available
Conservation and Enhancement of Biological Diversity	2	2	2 🗸	25	25	40 🗸
2. Vineyard Acquisition, Establishment and Management	6	6	6 🗸	(48)	51	74 🗨
3. Soil Conservation and Water Quality	5	5	5 🗸	24	24	38 ✔
4. Water Conservation	7	7	8 9	(28)	32	36 9
5. Energy Conservation and Efficiency	0	0	1 9	(11)	14	35 9
6. Air Quality	1	1	1 🗸	23	23	44 🗸
7. Social Equity	10	10	10 🗸	(54)	59	80 9
8. Pest Management	8	8	8 🗸	57	57	70 ✔
9. Continuing Education	1	1	1 🗸	20	20	20 🗸
10. Product Assurance and Business Sustainability	2	2	2 🗸	27	27	34 🗸
11. Year End Water and Nitrogen Use Reports	0	0	8			

 Look for the section(s) with an exclamation point symbol to the right. These have questions requiring additional documentation. Click the section.



In order for growers to minimize their effect on the environment, they must understand how their farming practices affect air quality. Agricultural air quality concerns generally focus on diesel particulate matter, dust production and sulfur dust use. One way growers can address diesel particulate matter is to exchange diesel engines for electric or clean burning engines. Programs exist to assist growers with exchanging polluting engines for ones that contribute to cleaner air. Growers can also change their cultivation practices, soil cover, and road maintenance to reduce dust production.

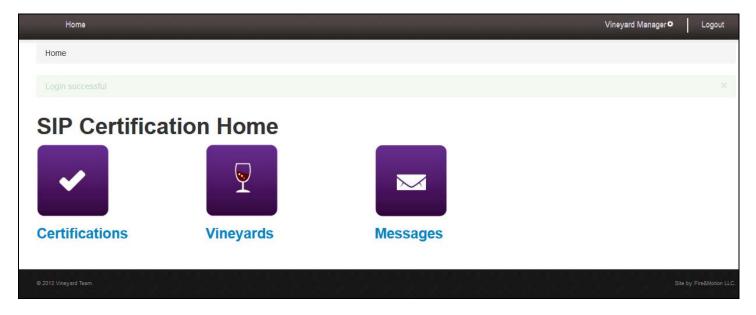
• Scroll through the questions and look for a yellow text box. Your inspector will specify required documentation and/or action in this area. Update documentation and contact your inspector for a final review.



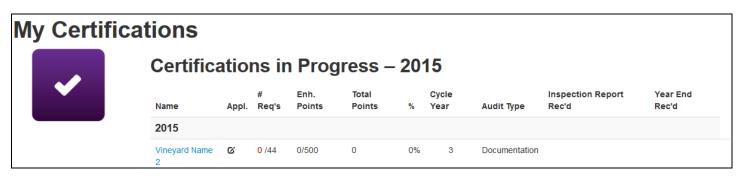
#### **Renew Certification (Due December 1)**

Renew your certification by December 1 of the new certification cycle. Renewing copies over vineyard information and answers from the previous year's Standards.

Click Certifications



After December 1, under Certifications in Progress, next to the vineyard name you want to renew, click Renew



If needed, update your Blocks and Acres and Contact information

# Renew SIP Certification for 2015



# **Vineyard Name 1**

Begin renewing a SIP Certification from a previous year.

## 1. Confirm

Confirm below and enter your initials that you would like this Vineyard to again participate in the SIP Certification process.

The certification process is streamlined, since we carry over many details for you, including:

- · Vineyard information,
- · Blocks, Acres, and Varietals data,
- Answers from your previous application (if present), and
- · your contact information.

# 2. Update

Update your Blocks, Acres, and Varietals for this new year. If you don't have all of this information right now, you can add it later

Also, make sure we have your most current contact information!

## 3. Done

That's all. We'll be in touch when you need to take more steps with your 2013 application.

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- ☐ I have read, understand, and agree to abide by the rules set forth in the SIP Certification package.
- □ I have read the SIP™ Standards and am aware of requirements necessary to achieve certification, including but not limited to the active ingredients listed in the Prohibited Materials List.
- If different from the original application, I will attach a property map marked with acres for this application.
- ☐ If different from the original application, I will update records of vineyard blocks including varieties and corresponding acres.
- ☐ I have read and understand the updates made to the Information Package and Standards.
- I certify that my responses are true and correct and that I am an authorized representative of the above listed company.

#### My Initials

Renew my Certification Now →

• Click Home at the top left and repeat from step 1 if you have multiple vineyard applications