

SFI® Inc. Online Database: SIC Annual Report Data

Before You Start

Who Should Use This Manual

- Any representatives of the SFI Implementation Committee (SIC) for purposes of SIC annual reporting.

What this Manual Covers

- Setting up an SIC User Account (Subscription Process)—p. 1-3
- Entering Annual Report Data—p. 4-10
- Submitting Final SIC Annual Report Data—p. 11 - 12

Contact:

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 Phone: 202.596.3458
 Skype: adoty1

The Sustainable Forestry Initiative, Inc. (SFI Inc.) releases an annual progress report to document its achievements and opportunities to broaden the practice of sustainable forestry.

SICs must complete an annual progress report outlining their accomplishments during the previous year and a program of work for the following year. SICs not addressing all components of the program, either through the SFI Implementation Committee or an existing mechanism, will not be listed in the annual, national SFI Program progress report, nor be able to use the service marks associated with the program.

All the information and data submitted is kept confidential, and used in aggregate form in the SFI progress report. However, reporting data will be supplied to the External Review Panel regarding Inconsistent Practices. If SFI Inc. wishes to use any SIC-specific information as examples of noteworthy performance, SFI Inc. will seek permission.

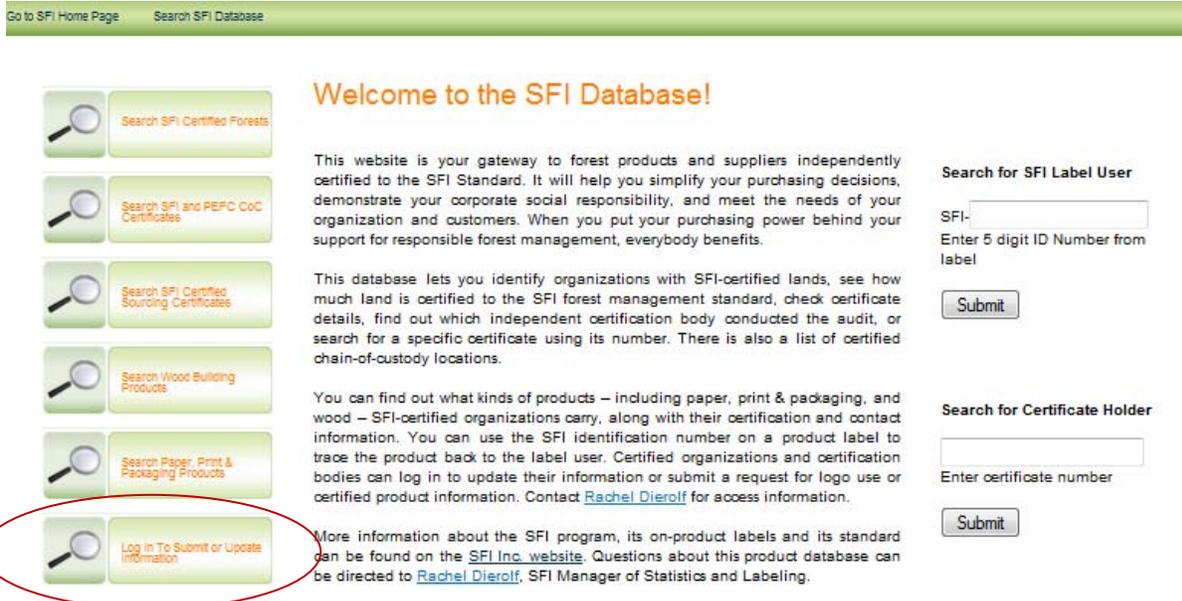
For help or if you have additional questions regarding SIC annual reporting, please contact Amy Doty at: amy.doty@sfiprogram.org or 202.596.3458.

Setting up a User Account (Subscription Process)

Step 1: Visit the following URL: www.sfiprogram.org/sfidatabase/

The Subscription Process outlined in this section is a one-time process to set up a username and password for a SFI Implementation Committee representative. Representatives who complete the process have the ability to set up additional SIC usernames and passwords.

Step 1a: Select the bottom left tab to initiate the log in process



The screenshot shows the SFI Database website interface. At the top, there are navigation links: "Go to SFI Home Page" and "Search SFI Database". Below this is a grid of search options, each with a magnifying glass icon and a green button:

- Search SFI Certified Forests
- Search SFI and PEFC CoC Certificates
- Search SFI Certified Sourcing Certificates
- Search Wood Building Products
- Search Paper, Print & Packaging Products
- Log In To Submit or Update Information (This button is circled in red in the original image)

To the right of the search options is a "Welcome to the SFI Database!" section. It contains two paragraphs of text and two search forms:

Search for SFI Label User

SFI-
 Enter 5 digit ID Number from label

Search for Certificate Holder

Enter certificate number

More information about the SFI program, its on-product labels and its standard can be found on the [SFI Inc. website](#). Questions about this product database can be directed to [Rachel Dierolf](#), SFI Manager of Statistics and Labeling.

Step 2: Select the Request Subscription Code link to set up your username and password the first time you visit the system.

Access the login page directly: www.sfiprogram.org/sfidatabase/login/

Go to SFI Home Page Search SFI Database

Username:
[input field]

Password:
[input field]

LOGIN

Enter Subscription Code

[Request Subscription Code...](#)

This section of the SFI Certification Database should be used for the following actions:

- Submitting SFI and PEFC US logo use approvals by SFI and PEFC US certificate holders
- Updating SFI certified product information
- Entering annual progress report data by SFI Program Participants and SIC representatives
- Submitting certificate details by Certification Bodies

If you do not have a Username and Password for the SFI Certification Database, please request a subscription code and SFI will contact you within 24 hours of your email.

Please contact [Rachel Dierolf](#) at SFI if you have any questions.

Step 3: Complete Subscription Code Request:

- Ensure 'User Type' is 'SIC User';
- Select your organization from the Organization dropdown menu;
- Enter your email address;
- Enter your first and last name;
- Click 'Send' to submit your request.

Request Subscription Code

* indicates required fields

User Type:*
 Company User Certification Body User SIC User

SIC Organization:*
[dropdown menu]

To:*
amy.doty@sfiprogram.org

CC:

Email address:*

Subject:*
Request Subscription Code

First Name *

Last Name *

Send **Back**

Once completed, you will receive an email from SFI Inc. with your unique Subscription Code. Return to www.sfiprogram.org/sfidatabase/login/ and follow Steps 4, 5 and 6.

SFI® Inc. Online Database: SIC Annual Report Data

Step 4: Go to: www.sfiprogram.org/sfidatabase/login/ and click "Enter Subscription Code."

Step 5: Copy and paste your unique subscription code into the field below and log in.

Step 6: Create your own username and password for the system and Save.

Now you can access the system directly (www.sfiprogram.org/sfidatabase/login/) with your personal Username and Password to input SIC Annual Report data.

SFI® Inc. Online Database: SIC Annual Report Data

Logging In and Entering SIC Annual Report Data

Step 1: Log in to the system with your username and password at: www.sfiprogram.org/

Go to SFI Home Page Search SFI Database

Username:
Password:

LOGIN

Enter Subscription Code

[Request Subscription Code...](#)

This section of the SFI Certification Database should be used for the following actions:

- Submitting SFI and PEFC US logo use approvals by SFI and PEFC US certificate holders
- Updating SFI certified product information
- Entering annual progress report data by SFI Program Participants and SIC representatives
- Submitting certificate details by Certification Bodies

If you do not have a Username and Password for the SFI Certification Database, please request a subscription code and SFI will contact you within 24 hours of your email.

Please contact [Rachel Dierolf](#) at SFI if you have any questions.

Step 2: Select the hyperlink titled: *Submit SFI SIC Progress Report Data*

Logout

Go to SFI Home Page Search SFI Database Progress Report Data Admin

Return to Submit Data

SIC Users

Welcome to the ~~Internal SFI Certification Database~~. Select one of the options below to enter or revise information in the SFI database.

- [Submit SFI SIC Progress Report Data](#)

To request assistance or if you have any questions, please [email](#) us.

Step 3: Choose SIC organization name and reporting year from the dropdowns, then click "SIC Annual Report".

Go to SFI Home Page Search SFI Database Organization Progress Report Data Contact Admin

Return to Submit Data

SIC Annual Report

Organization: [dropdown]
Year: 2011 [dropdown]

SIC Annual Report

SFI® Inc. Online Database: SIC Annual Report Data

Complete the online annual reporting form with the information relevant for your SIC.

PAGE: Organization SIC Group

The screenshot displays the 'SIC Annual Report' form, specifically the 'Organization SIC Group' section. The form is titled 'SIC Report Form' and is divided into several parts. The left sidebar lists 'Part I' through 'Part V' and 'Other Involvement', with 'Organization SIC Group' highlighted. The main form area contains the following fields and controls:

- SIC Name:** Text input field.
- Organization Name:** Text input field.
- Other States:** Text input field.
- Committee Structure:** Text input field.
- Country:** Text input field with a dropdown arrow.
- Signed MOU:** Checkmark
- Active:** Checkmark
- Attach a copy of SIC organizational guidelines (charter, bylaws, etc.):** Text input field with a 'Browse...' button and an 'Upload' button. A note below states '(The maximum file size is 10MB)'. The 'Upload' button is circled in red.
- SIC Website:** Text input field.
- Describe how the SFI Implementation Committee (SIC) is organized – part of existing forestry association committee, formal subcommittee, independent, etc. What organization provides primary support to the committee?** Text input field with a scroll bar.
- Does your state/province monitor voluntary compliance with BMP's?** Radio buttons for 'Yes' (selected) and 'No'.
- If no, how is compliance with BMPs monitored or evaluated in your state/province?** Text input field with a scroll bar.
- If yes, please provide the most current overall figure on the rate of compliance** [] % compliance in []
- If available, please send a copy of the BMP report to Amy.Doty@sfiprogram.org.**

At the bottom of the form, there are four buttons: 'Back', 'Clear', 'Save', and 'Next'. The 'Save' button is circled in red. The footer of the page reads 'Version: 2.3.3.0 | [Privacy Statement](#) | [Copyright Notice](#) | [Home](#)'.

Comments:

1. Downloadable SIC Report Form can be accessed from each reporting page, by clicking on the link at top of page titled "SIC Report Form".
2. When you see a "Browse" and "Upload" button, you are only allowed to upload one document. Additional documents should be sent to Amy Doty at amy.doty@sfiprogram.org.
3. "Save" button will save input data so form can be completed later. **SFI recommends saving each page as you work through the form to avoid data loss.**

SFI® Inc. Online Database: SIC Annual Report Data

Complete the online annual reporting form with the information relevant for your SIC.

PAGE: Part I— Landowner Outreach, Informational Resources, Habitat and Inconsistent Practices

Go to SFI Home Page Search SFI Database Organization Progress Report Data Contact Admin [Return to Submit Data](#)

SIC Annual Report

[SIC Report Form](#)

Organization SIC Group

- Part I**
- Part II
- Part III
- Part IV
- Part V
- Other Involvement

Part I

Provide a detailed description of activities incorporating SFI-specific recognition or goals in each area below. Note unique projects you would like to especially highlight. Forward current SIC policies and/or examples to Amy.Doty@sfiprogram.org.

Does your SIC have programs to address **Landowner Outreach***? Yes No

Description or Plans to Address:

(*Landowner outreach as described in SFI 2010-2014 Standard Indicators 17.11 – 17.1.3)

Does your SIC have a mechanism in place to address concerns with **Inconsistent Practices**?
 Yes No

If YES, is there a confidential mechanism to track/record complaints in such a manner that identifies SFI participants that are the subject of multiple/recurring complaints (if yes, quantify below)?
 Yes No

If NO, when will your SIC have an inconsistent practices mechanism in place?

Attach a summary of your SIC process for receiving/responding to inconsistent practices, including a flow chart if available

(The maximum file size is 10MB)

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Comments:

1. Send examples of Landowner Outreach and Informational Resources materials via email to Amy Doty at: amy.doty@sfiprogram.org.
2. Upload a copy of your committee's Inconsistent Practices policy/process. Only one document can be uploaded. Additional documents should be sent to Amy Doty at amy.doty@sfiprogram.org.
3. "Save" button will save input data so form can be completed later. **SFI recommends saving each page as you work through the form to avoid data loss.**

SFI® Inc. Online Database: SIC Annual Report Data

Complete the online annual reporting form with the information relevant for your SIC.

PAGE: Part II — Inconsistent Practices continued

Comments:

“Save” button will save input data so form can be completed later. SFI recommends saving each page as you work through the form to avoid data loss.

Organization SIC Group

Part I

Part II

Part III

Part IV

Part V

Other Involvement

SIC Annual Report

SIC Report Form

Part II

Describe how your SIC advertises/communicates the inconsistent practices process (publications, target audiences, websites, ad frequency, etc):

Provide aggregate reporting information (no names) on inconsistent practices below

Total number of inquiries received last year, valid or not, SFI and non-SFI:

How does the SIC determine when a complaint is resolved (optional)?

Of the total number of inconsistent practices reported above, how many were SFI-specific?

PLEASE ITEMIZE SFI INCONSISTENT PRACTICES BELOW – ALL SHOULD ADD UP TO THIS TOTAL NUMBER

	Addressed & Resolved	Addressed & UnResolved	Number of Participants with more than one inconsistent practice
Obj. 1 (Forest Management Planning):	<input type="text"/>	<input type="text"/>	<input type="text"/>
Obj. 2 (Forest Productivity):	<input type="text"/>	<input type="text"/>	<input type="text"/>
Obj. 3 (Protection and Maintenance of Water Resources):	<input type="text"/>	<input type="text"/>	<input type="text"/>
Obj. 4 (Conservation of Biological Resources):	<input type="text"/>	<input type="text"/>	<input type="text"/>

Describe circumstances (without names) for each unresolved inconsistent practices claim, current status, and plans to resolve:

Back Clear **Save** Next

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SFI® Inc. Online Database: SIC Annual Report Data

Complete the online annual reporting form with the information relevant for your SIC.

PAGE: Part III— Public Outreach and Program Growth

Comments:

1. Upload one example of Public Outreach in the system. If you have additional items, please send attachments via email to Amy Doty at:
amy.doty@sfiprogram.org.
2. If SFI recruitment targets are provided under Program Growth, please ensure to include full contact information.
3. "Save" button will save input data so form can be completed later. **SFI recommends saving each page as you work through the form to avoid data loss.**

The screenshot shows the SFI Annual Report form, Part III. The form is titled "SIC Annual Report" and "SIC Report Form". The current section is "Part III" and is divided into two main sections: "Communications-Non Core" and "Program Growth".

Communications-Non Core

Does your SIC specifically promote the SFI program in communications efforts? Yes No

Describe SFI communications activities last year and planned activities this year:

If your SIC does non-core paid advertising and/or marketing, please **enclose publication or advertising examples**. If you have more than one file to upload, please forward as email attachments to Amy.Doty@sfiprogram.org.

List web sites where the SFI program is mentioned:

Identify at least 3 publications serving your state or province where the SFI program has or could be effectively advertised/promoted:

Program Growth

Does your SIC have plans to recruit SFI program participants? Yes No

Identify at least 3 organizations that could enhance SFI recognition in your state or province by enrolling in the SFI program (please provide contact information):

At the bottom of the form, there are four buttons: "Back", "Clear", "Save", and "Next". The "Save" button is circled in red.

Navigation links at the top: Go to SFI Home Page, Search SFI Database, Organization, Progress Report Data, Contact, Admin, Return to Submit Data.

Left sidebar: Organization SIC Group, Part I, Part II, Part III (highlighted), Part IV, Part V, Other Involvement.

Footer: Version: 2.3.3.6 | Privacy Statement | Copyright Notice | Home

SFI® Inc. Online Database: SIC Annual Report Data

Complete the online annual reporting form with the information relevant for your SIC.

PAGE: Part IV— Program Input

Comments:

1. Provide information on potential SIC project ideas and/or opportunities.
2. Provide SFI program feedback, comments or suggestions for SFI Inc. Consideration.

Go to SFI Home Page Search SFI Database Organization Progress Report Data Contact Admin [Return to Submit Data](#)

SIC Annual Report

SIC Report Form

Organization SIC Group

Part I
Part II
Part III
Part IV
Part V
Other Involvement

Part IV

The SFI Implementation Committees are one of the greatest strengths of the SFI program and are one of the things that make the SFI program stand out from all the rest. SFI Inc. values your work and contributions to the SFI program.

Please list below any ideas or opportunities your SIC may be interested in pursuing or reporting on not covered by this report.

Back Clear Save Next

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PAGE: Part V— SIC Leadership Contact Information

Comments:

1. "Save" button will save input data so form can be completed later. **SFI recommends saving each page as you work through the form to avoid data loss.**

Go to SFI Home Page Search SFI Database Organization Progress Report Data Contact Admin [Return to Submit Data](#)

SIC Annual Report

SIC Report Form

Organization SIC Group

Part I
Part II
Part III
Part IV
Part V
Other Involvement

Part V

Current SIC Chair

First Name:

Last Name:

Company/Organization:

Complete Mailing Address:

Phone:

Fax:

E-mail:

Current SIC Coordinator

First Name:

Last Name:

Company/Organization:

Complete Mailing Address:

Phone:

Fax:

E-mail:

Back Clear Save Next

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SFI® Inc. Online Database: SIC Annual Report Data

Complete the online annual reporting form with the information relevant for your SIC.

PAGE: Other Involvement—Conservation Partnerships and Government Outreach

The screenshot shows the 'SIC Annual Report' form for 'Other Involvement'. The form is titled 'SIC Report Form' and 'Other Involvement'. It includes a navigation menu on the left with options like 'Organization SIC Group', 'Part I', 'Part II', 'Part III', 'Part IV', 'Part V', and 'Other Involvement'. The main form area contains the following sections:

- Conservation Partnerships:** Radio buttons for 'Yes' (selected) and 'No'. Below is a 'Project Name' text field and a 'Short Project Description' text area.
- Partners:** A text field.
- Start Date (estimated):** A date picker.
- Completion Date (estimated):** A date picker.
- Total Cost of Project:** A text field with radio buttons for '\$US' (selected) and '\$CDN'.
- SIC Contribution:** A text field with radio buttons for '\$US' (selected) and '\$CDN'.
- Government Relations:** Radio buttons for 'Yes' (selected) and 'No'. Below is a 'Description' text area.

At the bottom of the form, there are five buttons: 'Back', 'Clear', 'Save', 'Next', and 'Submit'. The 'Save' and 'Submit' buttons are circled in red. A footer at the bottom of the page reads 'Version: 2.3.3.6 | Privacy Statement | Copyright Notice | Home'.

Comments:

1. If applicable, include information for one conservation partnership. If you have additional partnerships to report, please send attachments via email to Amy Doty at: amy.doty@sfiprogram.org.
2. If applicable, include any information regarding your committee's government relations outreach efforts. Please include any information regarding policies, legislation, etc., which you feel SFI Inc. should be aware of.
3. Click the "SAVE" button to save all of your work. If you are satisfied with your report, please press "Submit" and follow instructions on page 11.

SFI® Inc. Online Database: SIC Annual Report Data

Confirming your Submission: When you submit your final annual report, you will be asked to confirm your request to submit the data. The system will also confirm you have submitted your report successfully.

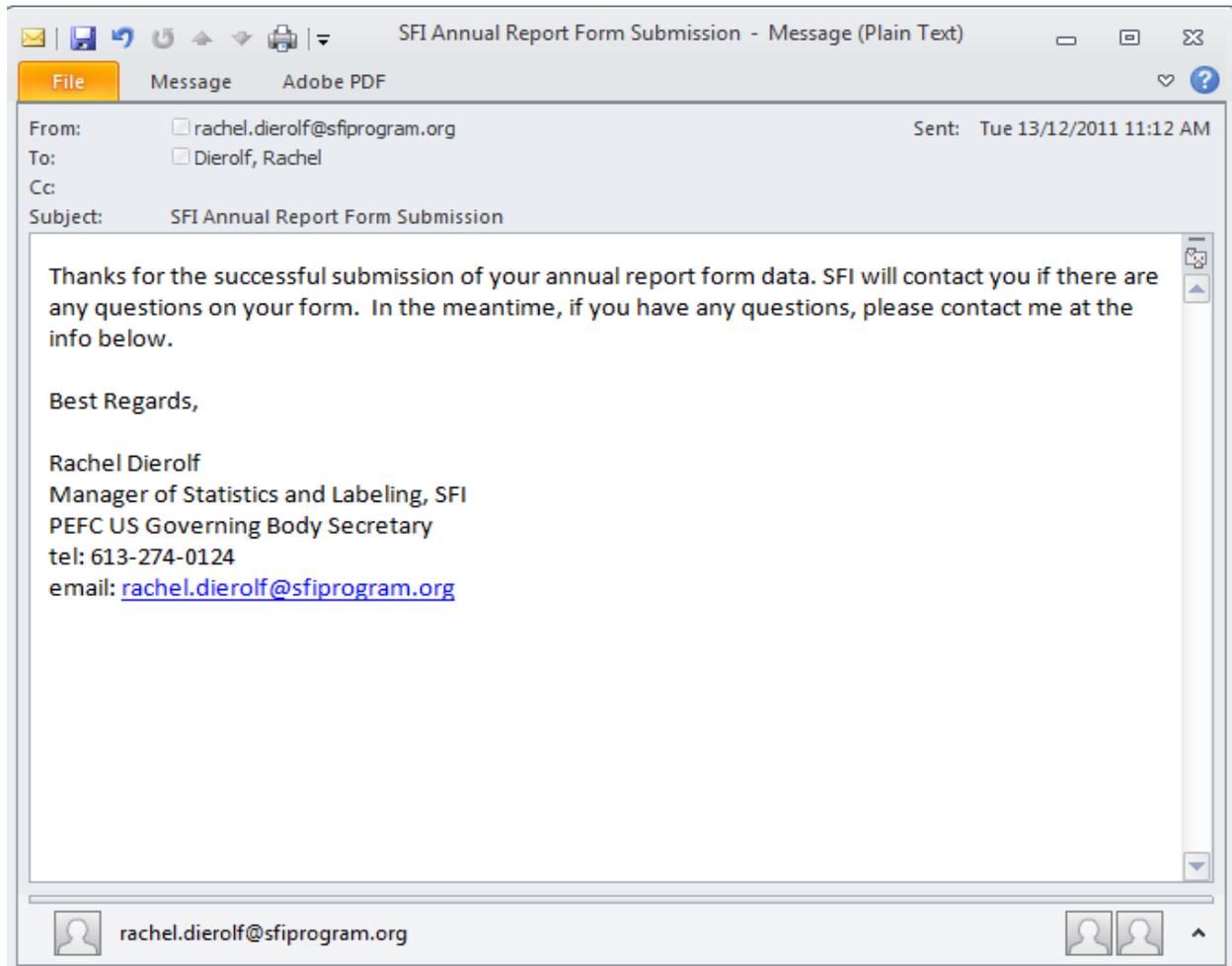
The screenshot displays the 'SIC Annual Report' web interface. At the top, a navigation bar includes links for 'Go to SFI Home Page', 'Search SFI Database', 'Organization', 'Progress Report Data', 'Contact', and 'Admin', along with a 'Return to Submit Data' button. The main content area is titled 'SIC Annual Report' and 'SIC Report Form'. A left sidebar lists sections: 'Organization SIC Group', 'Part I', 'Part II', 'Part III', 'Part IV', 'Part V', and 'Other Involvement' (highlighted in yellow). The 'Other Involvement' section contains a form with fields for 'Conservation Partnerships' (radio buttons for Yes/No), 'Project Name', 'Short Project Description', 'Partners', 'Start Date (estimated)', 'Completion Date (estimated)', 'Total Cost of Project', and 'SIC Contribution'. A modal dialog box titled 'Message from webpage' is overlaid on the form, asking 'Are you sure you want to submit this SIC Report?' with 'OK' and 'Cancel' buttons. The 'OK' button is circled in red. At the bottom of the form, there are buttons for 'Back', 'Clear', 'Save', 'Next', and 'Submit', with the 'Submit' button also circled in red. A footer at the bottom of the page reads 'Version: 2.3.3.6 | Privacy Statement | Copyright Notice | Home'.

Comments:

1. Upon completion of annual report data entry, click the "Submit" button.
2. A pop-up window will appear confirming submission of your SIC annual report.
3. Once your report is submitted, you will no longer have the opportunity to make changes to your data. Please ensure all information is accurate and complete before submitting.

SFI® Inc. Online Database: SIC Annual Report Data

Email Confirmation: Once SFI has reviewed your information and approved your report, you will receive an email confirmation of your annual report submission for your records.



Comments:

1. If you have questions regarding the SIC Annual Report, please contact Amy Doty at: amy.doty@sfiprogram.org or 202.596.3458.