

## Naming Production Sites in SCIS

There are some constraints on Production Site (paddock) names that we have to accommodate in SCIS.

The constraints include:

1. The general approach to production site names that has been used previously in SeedCert will continue to be used in SCIS:
  - a. New production sites are given a single alphabetic letter as their name (A, B, C, D, E etc.). This will also apply to farms that are being reconfigured e.g. when introducing new irrigation systems.
  - b. As an extension to this simple convention merged farms can use multiples of the letters to prevent duplicates e.g. AA, AAA or even AAAA.
  - c. There is also a convention to combine paddock names into a new name when sites are merged e.g. if A merges with C then the new site SHOULD be named AC.
  - d. When identifying the production sites of a new or restructured RoP the production site names MUST be four characters or less.
2. Production sites that have history recorded in the old SeedCert system MUST have their existing names retained.
3. Production site names MUST start with a letter
4. The remainder of a name can be a mixture of letters and numbers
5. All the letters used in names MUST be capital letters to remain consistent with what gets printed on labels
6. The letters used in names MUST NOT include o, i, v, (or capital O, I, V)
7. When subdividing an existing production site the best option is to add either a number at the end of the name or in the case where the name already ends in a number then you can add a letter e.g. When subdividing an existing production site use the following example as a guide: A gets subdivided into A1 and A2. Further subdividing A1 would generate A1A and A1B.
8. **Historical** paddock names MAY include () ... these have been used to designate the position of production sites that are subdivided from another site e.g. A(E) to designate the eastern side of production site A ... or A(O) to designate an area of a site that wraps round another site inside it (like a donut). This convention SHOULD NOT be used in future for any new subdivided sites.
9. For historical sites and subdivided and merged production sites the names MUST not be longer than 8 characters in total (constraint from SeedCert when printing labels)

**N.B. All names given to production sites are permanent and can never be used for another production site within the same RoP. They may be “retired” but will remain part of the permanent record for that RoP.**