How to Enter Activities and Submit Evidence

CI Certification® • TopSoil® by Continuum Ag

This is the field-level half of CI Certification®, and it comes in two parts. First you **log every activity** you performed on each field — the actual passes, not a typical program. Then you **back each one up with evidence** through a personal upload link that arrives by email. Both have to be finished before your fields can be certified.

THE RULES THAT TRIP PEOPLE UP

- Every activity type needs an entry *or* a **"Mark Not Used"** — tillage, manure, irrigation and the rest. A blank row is not the same as "I didn't do it."
- **Crop year runs post-harvest to harvest.** A cover crop seeded after the 2024 harvest belongs to the **2025** crop year.
- Fertilizer is the actual gallons or pounds of **product** — never units of N.
- **Herbicide: don't forget the carriers.** If AMS, ATS, 32% or 28% went in the tank, add them too.
- **Energy has defaults built in** — accept them if you don't track your own fuel and electricity.

PART 1 Open Data Summary

Log in at **topsoil.ag** and you land on your **Dashboard**.

Under **TOPSOIL CONNECT | CI CERTIFICATION**, click the **DATA SUMMARY** tile — fourth from the left. That's where activities live.

Fields need a **boundary and a crop** before you can add activities to them. If a field shows up under "no crops assigned," go set that first from Field Summary.

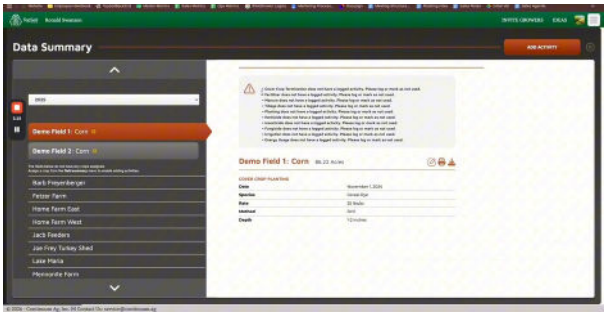


Dashboard — the DATA SUMMARY tile is fourth along.

Data Summary lists your fields down the left and shows what's logged for the selected one on the right.

The warning panel at the top is your **checklist** — it names every activity type that still has nothing logged against it. Work it until the warnings are gone.

Click **ADD ACTIVITY** (orange, top right) to start.

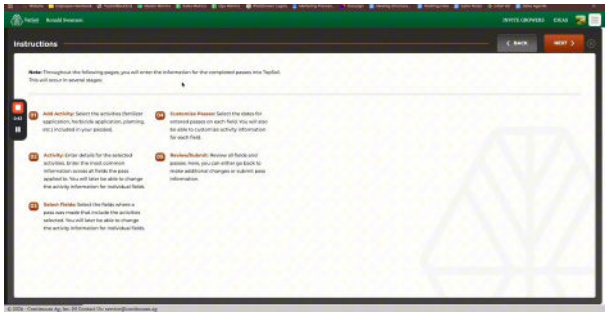


The warning list is the checklist you're working through.

PART 2 Enter Your Activities

TopSoil walks you through the same **five stages** for every activity you log. The Instructions page lays them out:

- **Add Activity** — pick what you did
- **Activity** — enter the details
- **Select Fields** — say where it happened
- **Customize Passes** — set dates and any per-field differences
- **Review / Submit**

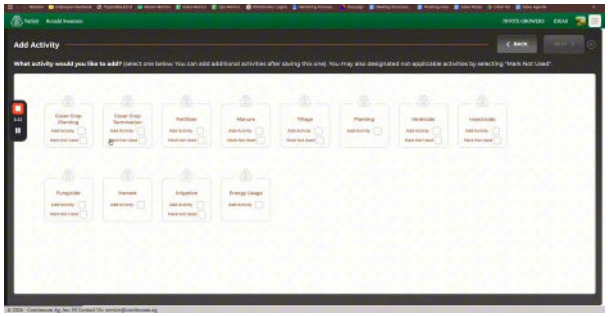


The five stages, as TopSoil describes them.

STAGE 1 Add Activity — pick what you did

You get a grid of every activity type: cover crop planting and termination, fertilizer, manure, tillage, planting, herbicide, insecticide, fungicide, harvest, irrigation and energy usage.

- Did it? Click **Add Activity** on that tile.
- Didn't? Click **Mark Not Used**. No-till, for instance, means marking tillage not used — that's a real answer, not a skipped one.
- One at a time is fine — you can add more after saving this one.

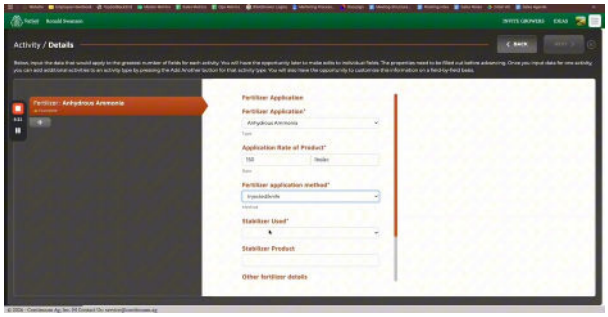


Every activity type needs Add Activity or Mark Not Used.

STAGE 2 Activity — enter the details

Fill in what the pass actually was. Enter the values that apply to the *most* fields — you'll get a chance to adjust individual fields later.

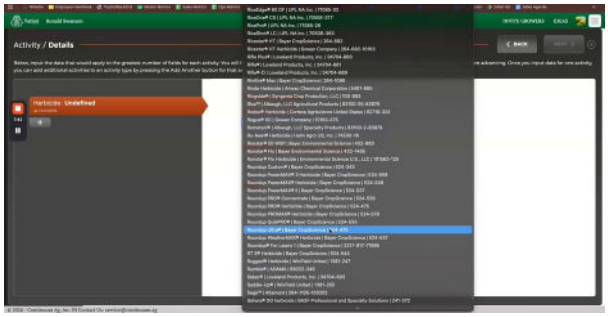
- Cover crop: species, seeding rate, application method, depth
- Fertilizer: product, **Application Rate of Product** (gallons or pounds of product, **not units of N**), method, stabilizer
- Required fields are marked with an asterisk and must be filled before **NEXT** will let you move on



Fertilizer — rate of product, not units of N.

For sprays, the product list is long and searchable. **Can't find your exact product? Pick the closest match** — that's the expected answer, not a workaround.

Enter the **Application Rate of Active Ingredient**, and remember the carriers: if AMS, ATS, 32% or 28% went in with the herbicide, log those as well.



Search the product list; closest match is fine.

STAGE 3 Select Fields — say where it happened

Tick every field that got this pass, then click **DONE ADDING FIELDS**.

Only fields with a boundary and an assigned crop appear here.

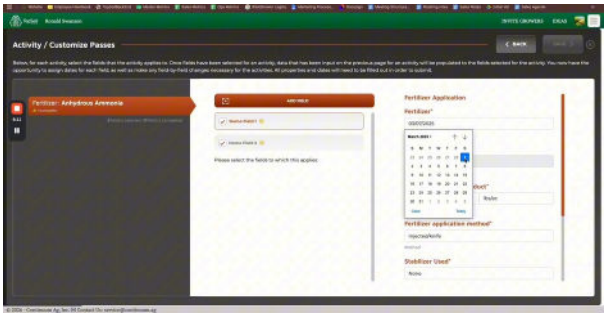


Tick the fields, then DONE ADDING FIELDS.

STAGE 4 Customize Passes — dates and per-field changes

Now set the **date** for each field — dates are required, and they're usually the thing that differs field to field.

Anything else that varied on a particular field can be changed here too. When every field has its dates and details, click **SAVE**.

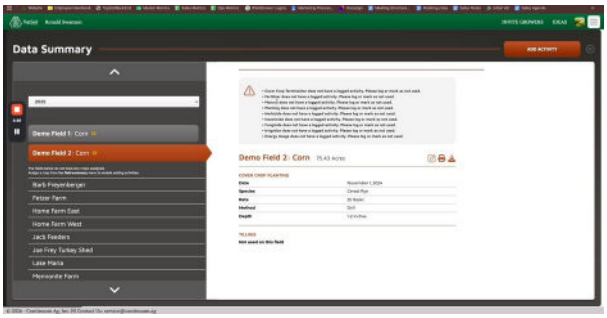


Set the date for each field, then SAVE.

STAGE 5 Review, then keep going

The saved activity appears under the field in Data Summary, and anything you marked not used shows as **"Not used on this field."** The pencil, printer and download icons let you edit, print or export it.

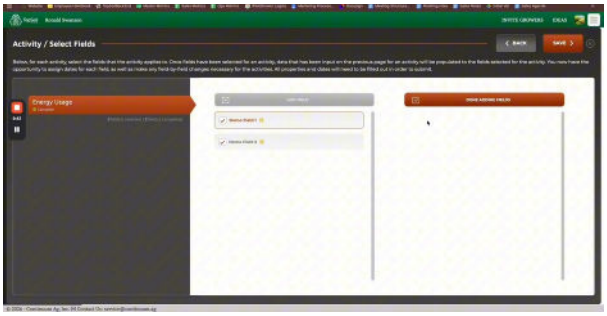
Then go back to **ADD ACTIVITY** and do the next one. Keep going until the warning list at the top is empty.



Logged and not-used activities both show on the field.

When everything is logged, TopSoil confirms: **"Thank you for your activity entry. Please check your email to submit evidence."**

That email carries your personal upload link. **You're only half done** — Parts 3 and 4 are the evidence.



Activities saved — now watch for the evidence email.

PART 3 Gather Your Evidence

Evidence is the proof behind what you logged. It comes from **two places** — files you export from the agronomic software you farm with, and paperwork you already have: receipts, invoices, statements and photos. Most operations need both, and for some passes the paperwork is the *only* record that exists.

WHAT MAKES A RECORD COUNT

USDA does not keep a list of approved file types. Its rule asks that records "contain sufficient detail to be readily understood and auditable," and says they "may be of varying types and origins **including, but not limited to**," paper forms, invoices, receipts, seed tags, digital files from farm management software, data generated by farm equipment such as as-applied maps, remotely sensed data, georeferenced and timestamped photographs, and records used for USDA programs.

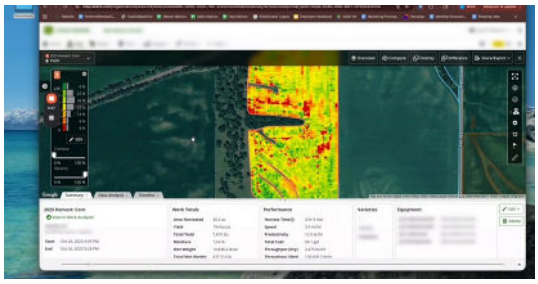
SOURCE 1 Your farm software — use the one you have

Most operations run one of these three, not all of them. Go to the one that matches yours and skip the rest.

OPTION 1 John Deere Operations Center™

Open the field's operation — harvest, planting, application — and use **Download Report**.

- Leave **Include Performance Information** on so the report carries the detail
- Preview it if you like, then **Download Report** — you get a PDF
- One report can cover several activities at once

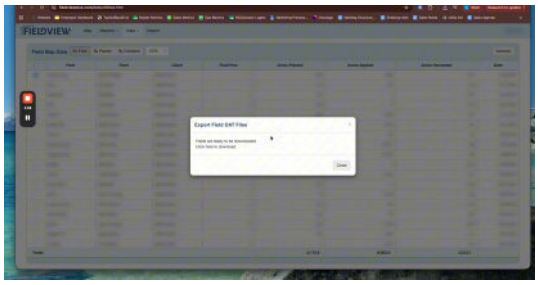


Download Report produces a PDF you can upload.

OPTION 2 Climate FieldView™

Go to **Field Map Data**, pick the crop year, and export.

- FieldView prepares the files, then shows **Export Field DAT Files**
- Click the download link — you get a zip
- Upload the zip as-is; you don't need to unpack it

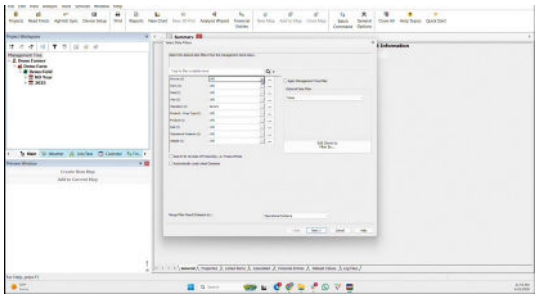


Export Field DAT Files, then download the zip.

OPTION 3 Ag Leader® SMS™

Select the grower, farm and field, then run an export the same way you would for boundaries.

- Choose a generic export format and pick a folder you'll find again
- Zip the folder's contents before uploading



Export from SMS, then zip what it produces.

Whatever you pull out of your software, you are not finished — keep going to Source 2.

SOURCE 2 Your own files — everyone has some of these

USDA names paper forms, invoices, receipts and seed tags in its own rule, so these are not a fallback — for several requirements they are exactly what's wanted. Dig through the filing cabinet, the pickup console and your phone.

- Fertilizer, seed and chemical **invoices or receipts** — showing product, rate, date and nutrient content
- Custom applicator **work orders, statements or invoices** — whenever someone else made the pass. Your applicator or agronomy service may be asked for their records too, so tell them early.
- **Seed tags, bag labels or seed invoices** for cover crop species, quantity and seeding rate
- **Settlement statements and scale tickets** for grain sold — these show bushels, moisture, buyer and date
- **Soil test results** with the lab, method and date
- **Manure test results** for each type of manure applied
- **Photos** — of the field, equipment in the field, a tag, or a paper receipt. Photos that carry a location and timestamp are the most useful.
- **NRCS or other USDA program documents** you already file

Save or scan them as PDF, JPEG or PNG. A phone photo of a paper receipt works as long as the numbers are legible.

A NOTE ON WHERE THESE COME FROM

These requirements come from USDA's technical guidelines for reduced-CI biofuel feedstocks (7 CFR Part 2100). They can be updated, and the version in force at the time governs. This guide is here to help you gather the right things — it isn't a guarantee that a particular document will satisfy your verifier. If you're unsure whether something counts, send it to us before you need it.

PART 4 Fill Out the Evidence Upload Form

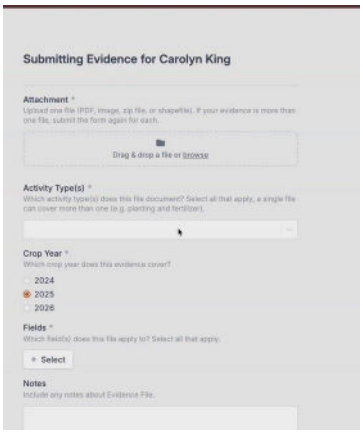
BEFORE YOU UPLOAD

- **The link is personal to you** and arrives by email — it isn't inside TopSoil.
- **Every activity you logged needs evidence** — though one file can cover several activities at once.
- **The form accepts** .pdf, .shp, .dat, .png, .jpeg, .zip and .7z. It can't read .agdata, so export or screenshot that content first. *Accepting a file and the file being sufficient are two different things* — see "What your records need to show" in Part 3.
- **Keep the originals for five years** — uploading a copy doesn't replace your own records.
- **"NO PASSES LOGGED"** beside an activity means nothing was logged and nothing was marked not used — go back to TopSoil and fix it before uploading.

STEP 1 Upload one file and describe it

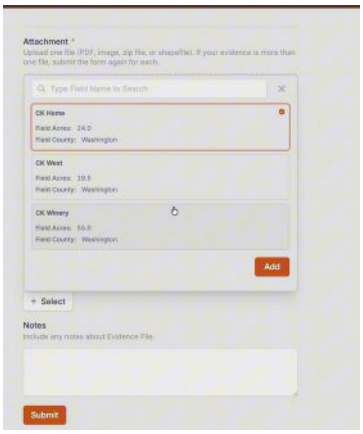
Open your link and you'll see **Submitting Evidence for [your name]**.

- **Attachment** — drag and drop one file, or browse. **One file per submission**; more files means submitting the form again.
- **Activity Type(s)** — what this file documents. Select all that apply; a single file can cover planting and fertilizer together.
- **Crop Year** — which year the evidence covers



One file per submission, tagged with what it proves.

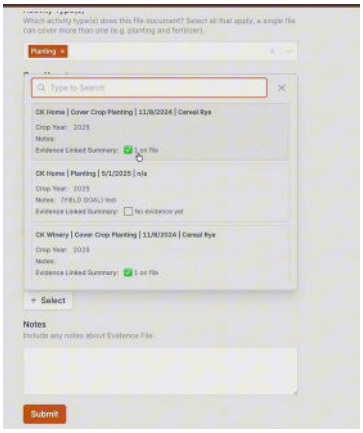
Fields — click **+ Select** and search. Each field shows its acres and county so you can tell similar names apart. Tick them and click **Add**.



Search fields by name; acres and county disambiguate.

Activities — the last list ties the file to the specific passes you logged. Each row shows the field, activity, date and product, plus whether it already has evidence.

- A green tick means that activity already has a file on it
- "No evidence yet" means it still needs one
- Add any **Notes**, then click **Submit**

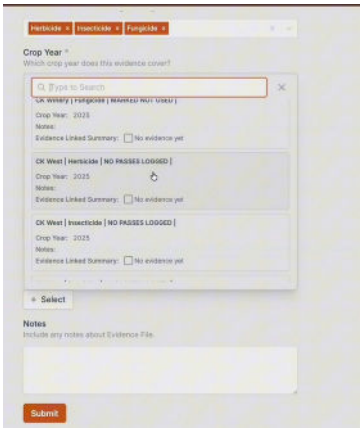


Each activity shows whether evidence is already on file.

STEP 2 Watch for NO PASSES LOGGED

If an activity reads **NO PASSES LOGGED**, that field never got an entry *or* a "mark not used" in TopSoil. Evidence can't fix that — go back to Data Summary and log it.

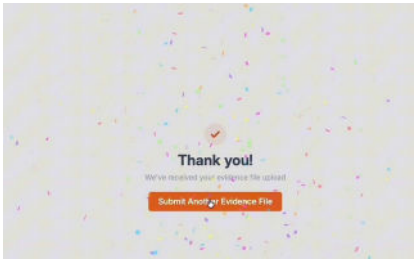
MARKED NOT USED is fine; it means you answered the question.



NO PASSES LOGGED means go back and log it in TopSoil.

After each upload you get a confirmation and a **Submit Another Evidence File** button.

Use it until every activity on every field has evidence against it. That's the finish line.



Submit Another Evidence File until nothing is left.

THINGS TO REMEMBER

- **Every activity type needs an entry or a "Mark Not Used"** — the warning list on Data Summary is your checklist.
- Fertilizer is rate of **product**, never units of N. Add AMS, ATS, 32% or 28% if they went in with a herbicide.
- **Crop year runs post-harvest to harvest** — a cover crop seeded after the 2024 harvest is the 2025 crop year.
- **Closest match is the right answer** when your exact product isn't in the list.
- **Evidence is not just software exports** — USDA names invoices, receipts, seed tags and photos in its own rule, and for some passes they are the only record.
- **Ask what the record shows**, not what file type it is. Your verifier decides whether it's sufficient, and records must be kept five years.
- **Evidence comes through an emailed link**, one file per submission, and every logged activity needs it. **NO PASSES LOGGED** means go back to TopSoil and log that activity.

Questions? The Continuum Ag team is happy to help — **service@continuum.ag**