

MyASC user-guide

For Feed Mills

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Document Owner:	Data Specialist	Version:	1.0	Last reviewed:	22/11/2023
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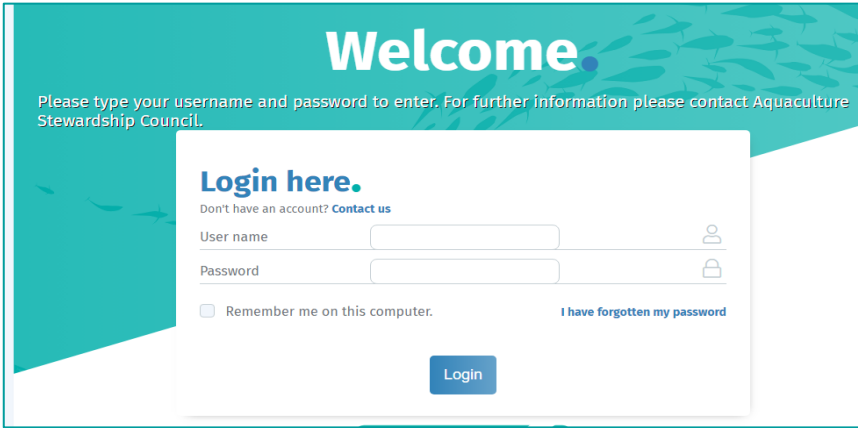
Logging in

MyASC is the ASC audit and certification platform can be reached at <https://myasc.asc-aqua.org/>

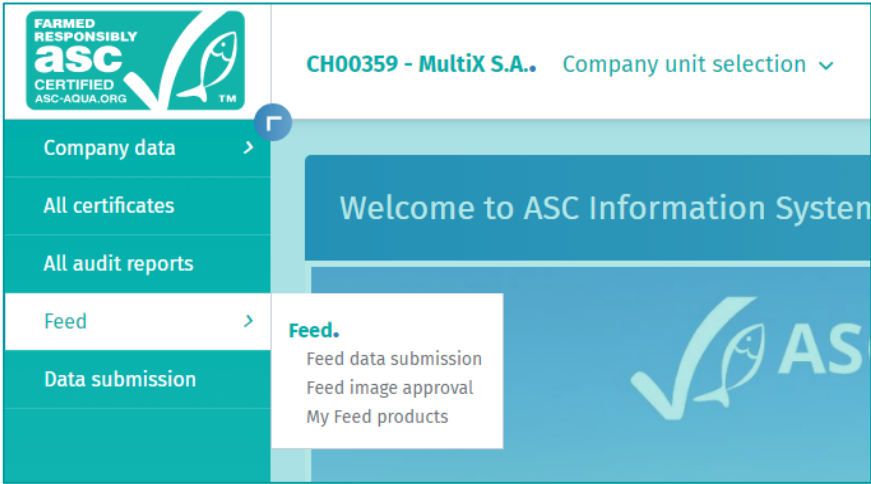
If you do not have an account and your CAB (Conformity Assessment Body) has announced your first audit, please contact myasc@asc-aqua.org.

Once ASC has created your account you will receive an email with your username and a link which will take you to MyASC form where you can set up your password.

Once you have done this you can log in:



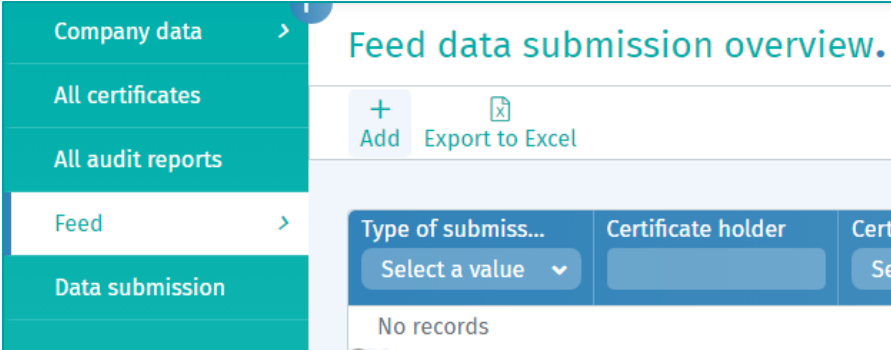
Once you are logged in, click on the Feed section from the Navigation bar on the left. All current and future feed specific forms will be located there.



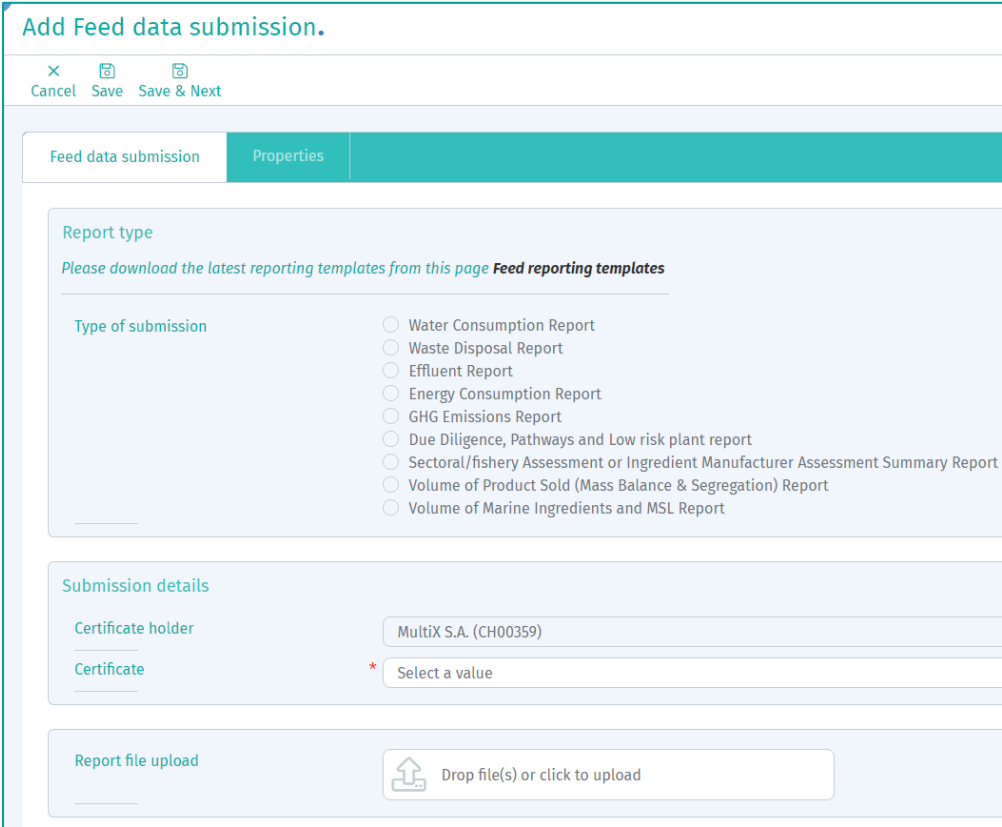
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Feed data submission

After selecting 'Feed data submissions' from the feed menu, you will see an overview of all previous submissions, if available.

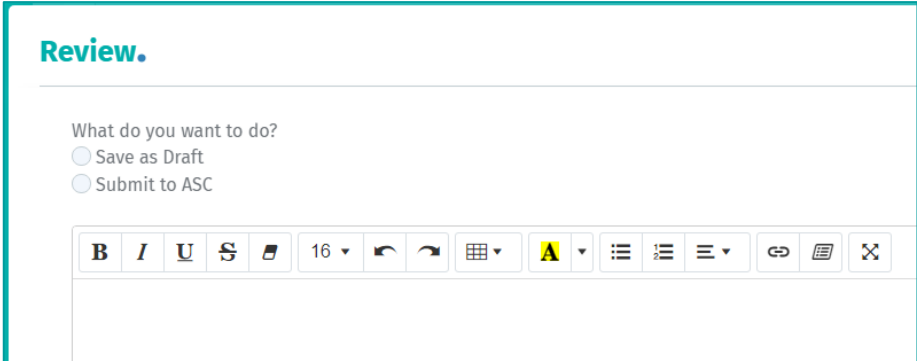


You can add new ones by clicking the **Add +** button. Once you press it, a new form will appear and you can create a new record, choose the type of submission, and follow the flow of the form, until finally you upload your excel data template.



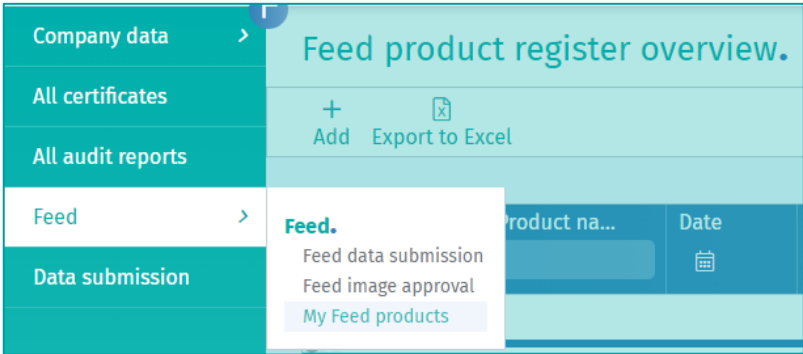
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Press Save and select 'Submit to ASC' to save. You can also leave a comment for clarification or save as Draft if the form is not yet ready, but you want to save your work. The form will not be saved unless all Mandatory fields marked with a * are completed.



Feed product Register

To access the Feed product register, select the appropriate option in the navigation bar on the left. This will provide you with an overview of all your registered products, and the option to add new ones.



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To add a feed product, press the **Add +** button and fill in the details as per picture below. Certificate Holder (CH) field is auto-populated with your Company based on your log-in. The Product ID will be automatically generated by MyASC once the form is saved.

Feed product register	Properties
Feed products register	
ASC Product ID	<input type="text"/>
Certificate holder	* <input type="text" value="Type some text to search..."/>
Certificates	* <input type="text" value="Select a value"/>
Feed production model	* <input type="radio"/> Mass Balance <input type="radio"/> Segregation <input type="radio"/> Both
Product name	* <input type="text"/>
Start date	* <input type="text"/>
Delisting date	<input type="text"/>
Producer product name or ID	<input type="text"/>
Contains GMO	<input type="radio"/> No <input type="radio"/> Yes
Medicated	<input type="radio"/> No <input type="radio"/> Yes

Step by step guide for label approval MyASC process

Step 1

Open the Label approval overview in the feed section of the navigation bar on the left to see all your requests and to check their statuses.

Label approval portal for Feed overview.

+ Add Export to Excel

Date	Status Select a value ▾	Person entered	Certificate holder
09-02-2023	Submitted to ASC	Sergey Sergeev	CH00469 - ACCION ACUACULT
● 08-02-2023	Submitted to ASC	St Andrews	CH00331 - Mowi Scotland
07-02-2023	Approved by ASC	Sergey Sergeev	CH00205 - AGRICOLA Y PISICO
30-01-2023	Submitted to ASC	M. Heide	CH00244 - Heidefisch
25-01-2023	Rejected	Sergey Sergeev	CH000601 - Abalioğlu Balık v
24-01-2023	Draft	Sergey Sergeev	CH000601 - Abalioğlu Balık v
24-01-2023	Draft	Sergey Sergeev	CH000601 - Abalioğlu Balık v
24-01-2023	Approved by ASC	Sergey Sergeev	CH000601 - Abalioğlu Balık v

Step 2

In the Overview page, click on the + button located top left under the title, to create a new request.

Then you can fill in the details, including uploading the image/s to be reviewed by ASC – see image below. One or more additional images can be uploaded, with selected type and description for each – this was added to save time on both sides by combining a group of related images to be reviewed in one request.

Add Label approval portal for Feed.

Cancel Save

Label approval portal for Feed Properties

Main section

Certificate holder * ACCION ACUACULTURA (CH00469)

Upload Label here *

Description ⓘ * This image is to be used for this and this; no fish was hurt during the creating of this image etc

Additional images to be reviewed + Add another image
If you have more labels or marketing and promotional materials, then please upload them here, use the + button to add them one by one.

×

Image

Type of image * Label Marketing / Promotional Material Copy Other

Upload image here *
09-02-2023 15:10:41

Description

Step 3

The ASC person or team responsible for the reviewing are notified by email, which contains all the details such as Certificate holder ID and name, name of image, description of image etc. The user who submitted the image/s will be notified via email, informing them if the image/s are approved or they need revision.

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