



Organic System Plan (OSP) Templates for Certifiers

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This publication contains templates that can be used by organic certifying agencies to develop and standardize their application materials. Applications for organic certification constitute the Organic System plan required by the National Standard. These templates are structured to elicit the information needed for organic system plans. This document replaces a 2002 ATTRA publication *Creating an Organic Production and Handling System Plan: A Guide to Organic Plan Templates*.

Introduction

Under the National Organic Standard, every certified organic farm, ranch, and handling operation must submit an organic system plan or “OSP” when applying for certification, and update that plan annually (or more frequently if operational changes are made). §205.201 of the National Standard outlines the specific requirements for a complete OSP. It is customary, in most instances, for certifying agencies to structure their application forms so that all the information required in an OSP, is solicited from the applicant. The templates provided in this document were created to address the essential elements of a complete OSP. They are models that certifiers are encouraged to apply when creating or revising their own application/OSP documents.

Note that this document replaces a 2002 ATTRA publication *Creating an Organic Production and Handling System Plan: A Guide to Organic Plan Templates*.

Thanks to the following members of the stakeholder team responsible for reviewing and guiding development of the Organic Livestock Plan Template and the biodiversity language additions to the Organic Farm Plan Template: Katherine Adam, NCAT; Ann Baier, NCAT; Jo Ann Baumgartner, Wild Farm Alliance; Brenda Book, Washington State Dept. of Agriculture; Cissy Bowman, Indiana Certified Organic; Mark Bradley, USDA-NOP; Diane Collins, Organic Farm Marketing; Lisa Cone, Waterfall Hollow Farm; Joyce E. Ford, Organic Independents; John Foster, Oregon Tilth; Liana Hood, National

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Template Descriptions

Organic Farm Plan Template

This template typifies the basic application form provided to all farmers and ranchers who produce crops and graze livestock. It details how the land and crops will be managed in compliance with the National Standard. When completed by the producer and agreed to by the certifier, it essentially becomes a contract and a roadmap. A *Field History Sheet* is included as part of this document. Field history sheets are an essential part of an OSP.

The *Organic Farm Plan* template—as well as *Organic Farm Plan Update* and the *Organic Handling Plan* templates—were originally authored by Jim Riddle and Joyce Ford. They were created for the Independent Organic Inspectors Association (IOIA) and the Organic Certifiers Council (OCC) with funding from the Federal-State Marketing Improvement Program (FSMIP). Revisions were later made with funding assistance from the John Deere Company’s “Go Organic”



Related ATTRA Publications

Organic Farm Certification & the National Organic Program
The Organic Certification Process
NCAT's Organic Crops Workbook
NCAT's Organic Livestock Workbook
National Organic Compliance Checklist for Producers
National Organic Compliance Checklist for Handlers
Organic Field Crops Documentation Forms
Organic Livestock Documentation Forms
Organic Orchard, Vineyard, and Berry Crop Documentation Forms
Organic Market Farm Documentation Forms
Forms, Documents, and Sample Letters for Organic Producers
Preparing for an Organic Inspection

project. In 2002, the National Organic Standards Board (NOSB) approved all three templates as guidance documents. In August 2005, the NOSB approved specific additions to the template recommended by the Wild Farm Alliance and the National Center for Appropriate Technology (NCAT). These additions solicited more information on farm biodiversity planning and practices.

Organic Farm Plan Update Template

Many certifiers allow producers to use a much shorter form when doing the annual update of their OSP. The *Organic Farm Plan Update* template is a model of how such a document might look. A *Field History Sheet* is also part of this document and requires annual update.

Organic Livestock Plan Template

This template is intended for use when creating application/OSP documents for livestock enterprises. It is structured to address all common livestock enterprises in a single form. In most instances, producers will also be completing an organic farm plan to address crop, pasture and or range management. This template has been designed to “stand alone” as the sole application form in the event that the operation does not have a crop- or range-land base, as is the case with some poultry operations.

The *Organic Livestock Plan* template was created in 2006 by the National Center for Appropriate Technology (NCAT) under contract with the National Organic Program (NOP). It received significant input from a large group of stakeholders from the organic community.

Organic Handling Plan Template

This template is intended for use when creating application/OSP documents for processing, on-farm processing, and other organic handling enterprises. An *Organic Product Profile* form is included as part of the whole template document.

Access To The Templates

All four templates are considered to be in the public domain. They may be adapted and used as needed by certifying agencies, educators, producers, handlers, and anyone else to whom they might be useful. Print copies are available free-of-charge from ATTRA by calling 1-800-346-9140. Electronic copies may be downloaded free-of-charge from the ATTRA Web site at: www.attra.ncat.org/attra-pub/OSPtemplates.html.

Summary

- Each producer and handler must develop an organic system plan (OSP) to obtain organic certification.
- Certifying agencies typically provide questionnaire that solicit all the information needed to constitute a complete OSP.
- OSP templates have been designed an approved by the National Organic Program (NOP) and the National Organic Standards Board (NOSB) as guidance materials for how such questionnaires can be structured.
- The OSP templates provided in this publication may be freely adapted by certifiers and others as needed.

What the Organic Regulations Say about Organic System Plans

§ 205.201 Organic production and handling system plan.

(a) The producer or handler of a production or handling operation, except as exempt or excluded under § 205.101, intending to sell, label, or represent agricultural products as “100 percent organic,” “organic,” or “made with organic (specified ingredients or food group(s))” must develop an organic production or handling system plan that is agreed to by the producer or handler and an accredited certifying agent. An organic system plan must meet the requirements set forth in this section for organic production or handling. An organic production or handling system plan must include:

(1) A description of practices and procedures to be performed and maintained, including the frequency with which they will be performed;

(2) A list of each substance to be used as a production or handling input, indicating its composition, source, location(s) where it will be used, and documentation of commercial availability, as applicable;

(3) A description of the monitoring practices and procedures to be performed and maintained, including the frequency with which they will be performed, to verify that the plan is effectively implemented;

(4) A description of the recordkeeping system implemented to comply with the requirements established in § 205.103;*

* §205.103 deals with the requirements for recordkeeping by certified operators. Records must: 1) be well-adapted to the business being conducted, 2) disclose all activities and transactions in adequate detail, 3) be maintained for not less than five

years, 4) be sufficient to demonstrate compliance with federal regulations, and 5) be accessible to inspection by appropriate officials.

(5) A description of the management practices and physical barriers established to prevent commingling of organic and nonorganic products on a split operation and to prevent contact of organic production and handling operations and products with prohibited substances; and

(6) Additional information deemed necessary by the certifying agent to evaluate compliance with the regulations.

(b) A producer may substitute a plan prepared to meet the requirements of another Federal, State, or local government regulatory program for the organic system plan: Provided, That, the submitted plan meets all the requirements of this subpart.

Organic Farm Plan

Please fill out this questionnaire if you are requesting organic farm/crop certification. Use additional sheets if necessary. Sign this form. You must submit farm maps and field history sheets with this form. Attach all other supporting documents (soil, tissue or water tests, rented or recently purchased land histories, etc.) outlined in section 9 of this questionnaire. This form or an update form may be used to update certification, according to certifying agent policies.

| SECTION 1: General Information | | | | NOP Rule 205.401 |
|---|---|--|---|---------------------|
| Name | Farm Name | | Type of Farm/Crops | |
| Address | | City | | For office use only |
| State | | Zip code | | Date received |
| Phone | | Date | | Date reviewed |
| Fax | | Email | | Reviewer initials |
| Legal status: <input type="checkbox"/> Sole proprietorship | | <input type="checkbox"/> Trust or non-profit | | Fees received |
| <input type="checkbox"/> Legal partnership (federal form 1065) | | <input type="checkbox"/> Corporation | | Inspector |
| <input type="checkbox"/> Cooperative | | <input type="checkbox"/> Other (specify) | | |
| Year first certified | List previous organic certification by other agencies | List current organic certification by other agencies | Year when complete Organic Farm Plan Questionnaire was last submitted | |
| List all crops or products requested for certification. | | | | |
| Have you ever been denied certification? <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, describe the circumstances: | | | |
| Do you understand the current organic standards? <input type="checkbox"/> Yes <input type="checkbox"/> No | Do you have a copy of current organic standards? | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | Do you have a copy of current OMRI Materials List? | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Do you intend to certify any livestock (slaughter stock, dairy, or layers) this year? | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If yes, have you filled out an Organic Livestock Plan Questionnaire? | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Please note that you must have an Organic Livestock Plan Questionnaire on file to certify any livestock. Contact the certifying agent to obtain an Organic Livestock Plan Questionnaire. | | | | |
| Do you have any off-farm or on-farm processing done? (cleaning, bagging, bottling, etc.) | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If yes, have you filled out an Organic Handling Plan Questionnaire? | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Please note that you must have an Organic Handling Plan Questionnaire on file to certify the processing/handling portion of your operation. Contact the certifying agent with your questions or to obtain an Organic Handling Plan Questionnaire. | | | | |
| Give directions to your farm for the inspector. | | | | |
| When are you available to contact? <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening | | | | |
| When are you available for the inspection? <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening | | | | |

SECTION 2: Farm Plan Information

NOP Rule 205.201(a) and 205.202(a) and (b)

Please complete the table below and attach updated field history sheets that show all fields [organic (O), in transition (T) or conventional (C)], field numbers, acres, crops planted, projected yields and inputs applied. The acreages listed in this table must equal field histories and maps. Pastures are considered a crop and must be listed on each form. At least 36 months of histories are required for all fields.

| CROPS REQUESTED FOR CERTIFICATION | FIELD NUMBERS | TOTAL ACRES PER CROP | PROJECTED YIELDS (VOLUME) |
|-----------------------------------|---------------|----------------------|---------------------------|
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Have you managed all fields for 3 or more years? Yes No
 If no, you must submit signed statements from the previous manager stating the use and all inputs applied during the previous 3 years on all newly rented or purchased fields.

Are all fields requested for certification located at the main address listed in Section 1? Yes No

Complete this information for main farm address and each parcel that is in a separate location from the main farm address.

| FIELD NUMBERS | PARCEL ADDRESS/ LEGAL DESCRIPTION | NUMBER OF ACRES: ORGANIC (O), TRANSITIONAL (T), CONVENTIONAL (C) | | | RENTED (R) OR OWNED (O) |
|---------------|--------------------------------------|---|---|---|-------------------------------|
| | | O | T | C | |
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SECTION 3: Seeds and Seed Treatments

NOP Rule 205.204

NOP Rule requires the use of organically grown seeds, unless the variety is not commercially available. If using non-organic seeds, you must have records of your attempts to source organic seed. Synthetic seed treatments are prohibited unless included on the National List. Genetically engineered/modified (GMO) seeds and inoculants are prohibited in organic production. NOP Rule uses the phrase "excluded methods" to refer to GMO products. Please save all seed and inoculant labels, and documentation of commercial unavailability of organic seeds to show the inspector.

List all seeds used or planned for use in the current season. Check the appropriate boxes and provide other information as needed. Attach additional sheets if necessary.

No seeds used All seeds are organic Some untreated seed used No GMO seeds purchased/planted

| SEED/VARIETY/BRAND | ORGANIC (✓) | UNTREATED (✓) | TREATED (✓) | GMO (✓) | TYPE/BRAND OF TREATMENT | | WHAT ATTEMPTS DID YOU MAKE TO USE ORGANIC/UNTREATED SEED? |
|--------------------|----------------|------------------|----------------|------------|-------------------------|-----------|---|
| | | | | | FUNGICIDE | INOCULANT | |
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C. IF YOU GROW BOTH ORGANIC AND NON-ORGANIC PLANTS IN YOUR GREENHOUSE:

Not applicable

What organic and non-organic crops are grown? List varieties if the same organic and non-organic crops are grown (parallel production).

How do you separate and identify organic and non-organic growing areas?

How do you label organic and non-organic seedlings/plants?

List all soil mix ingredients, fertility products, foliar sprays, water system additives, and/or pest and disease inputs used or planned for use in your non-organic greenhouse operation. Attach labels or have labels available for the inspector, as applicable.

| PRODUCT | BRAND NAME OR SOURCE | STATUS: APPROVED (A) RESTRICTED ® PROHIBITED (P) | IF RESTRICTED, DESCRIBE COMPLIANCE WITH NOP RULE ANNOTATION | CHECK IF GMO (✓) |
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How do you prevent commingling of organic and non-organic soil mixes during mixing and storage?

Where do you store inputs used for non-organic production?

How do you prevent drift of prohibited materials through ventilation and/or watering systems?

How do you clean seedling containers and equipment?

D. PLANTING STOCK: (Use additional sheets if necessary)

Not applicable

| TYPE | PLANTING STOCK SOURCE | ORGANIC (✓) | NON- ORGANIC (✓) | IF NON- ORGANIC, DATE PLANTED | IF NON-ORGANIC, EXPECTED HARVEST DATE | IF NON-ORGANIC, DESCRIBE ATTEMPTS TO OBTAIN ORGANIC PLANTING STOCK |
|------|--------------------------|----------------|------------------------|-------------------------------------|---|--|
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A. GENERAL INFORMATION AND EVALUATION:

What are your general soil types?

What are your soil/nutrient deficiencies?

No deficiencies

How do you monitor the effectiveness of your fertility management program? soil testing

- microbiological testing tissue testing observation of soil observation of crop health
- comparison of crop yields crop quality testing other (specify)

Attach copies of available test results.

How often do you conduct fertility monitoring? weekly monthly annually as needed

other (specify)

Rate the effectiveness of your fertility management program. excellent satisfactory needs improvement

What changes do you anticipate?

What are the major components of your soil and crop fertility plan?

- crop rotation green manure plowdown/cover crops interplanting incorporation of crop residues
- subsoiling summer fallow compost on-farm manure off-farm manure soil amendments
- side dressing foliar fertilizers biodynamic preparations soil inoculants other (specify)

List all fertility inputs used or intended for use in the current season on proposed organic and transitional fields. All inputs used during the current year and previous three years must be listed on the Field History Sheet. Not applicable

| PRODUCT | BRAND NAME OR SOURCE | STATUS: APPROVED (A) RESTRICTED (R) PROHIBITED (P) | NUMBER OF APPLICATIONS PER YEAR | REASON FOR USE |
|---------|----------------------|--|---------------------------------|----------------|
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If you use or plan to use restricted (R) fertility inputs, how do you comply with the "annotation"? Not applicable

If you use fertilizers with high salt content (sodium nitrate, potassium sulfate, etc.), how do you prevent salt build-up? Not applicable

Do you burn crop residues? Yes No
If yes, please describe what materials are burned and why.

Do you apply sewage sludge to fields? Yes No
If yes, list fields where applied.

B. COMPOST USE:

NOP Rule 205.203(c)(2) requires that the composting process include a C:N ration of between 25:1 and 40:1 and maintenance of temperatures between 131°F. and 170°F for a specific number of days, depending on the method of composting. Keep a compost production record to verify compliance.

List all compost ingredients/additives.

Not applicable

What composting method do you use? in-vessel static aerated pile windrows other (specify)

What is your C:N ratio?

Do you monitor temperature?

Yes No

If yes, what temperature is maintained.

How long is this temperature maintained?

If compost is windrowed, how many times are materials turned?

C. MANURE USE:

NOP Rule 205.203(c)(1) requires that raw manure be fully composted unless applied to fields with crops not for human consumption or incorporated into the soil 120 days prior to harvest for crops whose edible portions has direct contact with the soil, or 90 days prior to harvest for all other crops for human consumption.

What forms of manure do you use? none liquid semi-solid piled fully composted
 other (specify)

What types of crops do you grow? Check all boxes that apply.

- crops not used for human consumption
- crops for human consumption whose edible portion has direct contact with the soil or soil particles
- crops for human consumption whose edible portion does not have direct contact with the soil or soil particles

If you grow crops for human consumption and use raw manure, complete the following table. If composting manure, please fill out Section B above.

| CROP(S) | FIELD NUMBERS | DATE MANURE IS APPLIED | EXPECTED DATE OF HARVEST |
|---------|---------------|------------------------|--------------------------|
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What is the source of the manure you use? on-farm off-farm

Not applicable

List all sources of off-farm manure.

List all manure ingredients/additives.

If you use manure, what are the potential contaminants (pit additives, feed additives, pesticides, antibiotics, heavy metals, etc.) from these sources? Attach residue analysis/additive specifications for manure, if available.

D. NATURAL RESOURCES:

NOP Rule 205.2 defines Organic Production as a production system managed in accordance with the Act and its regulations to respond to site-specific conditions by integrating cultural, biological, and mechanical practices that foster cycling of resources, promote ecological balance, and conserve biodiversity. NOP Rule 205.200 and 205.203(a) requires that production practices maintain or improve natural resources (soil and water quality, wetlands, woodlands and wildlife) of the operation.

–Biodiversity Management: Whole Farm Biodiversity Considerations.

Does your field map include features such as hedgerows, woodlands, wetlands, riparian zones, and special habitats?

Yes No

List native plants present, and/or wildlife seen moving through farm: *(note priority species)*

What steps do you take to plan/provide for biodiversity conservation? understand farm's location within watershed

ascertain what native plants and animals existed on the land before it was a farm learn about regional natural areas and conservation priorities work with neighbors/others to enhance biodiversity (connectivity, restoration, etc.) other *(describe/explain)*

How do you manage water for the needs of crops/livestock, native species and riparian ecosystems?

plant regionally appropriate crops conserve water manage water for priority species retain/restore vegetated riparian buffers/wetlands protect/improve natural hydrology/ecological function of riparian area other *(describe/explain)*

–Biodiversity Management: Uncultivated Area Biodiversity.

What actions do you take to provide habitat for pollinators, insect predators, birds and bats? bird/bat/bee boxes

hedgerows/windbreaks maintain/provide natural roosting/nesting/foraging sites other *(describe/explain)*

How are you restoring and/or protecting natural areas? manage for native plants/wildlife specific to the site

preserve/restore wildlife corridors establish legal conservation areas native habitats not converted to farmland since certification other *(describe/explain)*

List problem invasives:

What actions do you take to control invasive plant/animal species, especially those threatening natural areas?

learn about invasives use weed- and pest-free seed/planting stock/soil amendments/mulches monitor for new introductions and control immediately suppress invasives using organic methods other *(describe/explain)*

–Biodiversity Management: Cropland Area Biodiversity.

How do you conserve and provide habitat for wildlife? companion planting/intercropping crop diversity

wildlife-friendly fences manage fallow fields for wildlife other *(describe/explain)*

How do you schedule farm practices to benefit wildlife? avoid nests during breeding season stagger

mowing/tilling practices plan fields to leave food/cover for wildlife other *(describe/explain)*

–Biodiversity Management: When Livestock are Involved.

How do you protect riparian areas and sensitive habitats? fence without impacting wildlife control sensitive area

access prevent bank erosion animals fed away from water other *(describe/explain)*

What are you doing to improve your pasture or rangeland? prevent overgrazing reseed trampled/eroded areas
 plant native pasture active grazing management system prescribed burning other (describe/explain)

What wildlife-friendly management practices do you use? guard animals grazing scheduled when predation pressure low
 livestock spend night in protected area circumstances of livestock death documented
 other (describe/explain)

List problems with predators or other wildlife:

Have you assessed the farm for biodiversity problems and greatest opportunities, and developed goals on a timeline for biodiversity conservation? Yes No (If yes, describe/explain)

How do you monitor farm biodiversity? visually species counts other (describe/explain)

–Biodiversity Management: Wild Harvest Enterprises.

How do you maintain or improve the sustainability of the harvested species? harvest from stable populations
 minimize disruption of priority species/sensitive habitats avoid erosion allow re-establishment monitor wild crop sustainability
 other (describe/explain)

–Soil Conservation

What soil conservation practices are used? terraces contour farming strip cropping winter cover crops
 undersowing/interplanting conservation tillage permanent waterways windbreaks
 firebreaks tree lines retention ponds riparian management maintain wildlife habitat
 other (specify)

What soil erosion problems do you experience (why and on which fields)? none

Describe your efforts to minimize soil erosion problems listed above.

Describe how you monitor the effectiveness of your soil conservation program.

How often do you conduct conservation monitoring? weekly monthly annually as needed
 other (specify)

WATER USE: none
 irrigation livestock foliar sprays washing crops greenhouse other (specify)

Source of water: on-site well(s) river/creek/pond spring municipal/county irrigation district
 other (specify)

Attach current water tests for nitrates and coliform bacteria, per certifying agent policy.

Type of irrigation system: none
 drip flood center pivot other (specify)

What input products are applied through the irrigation system?

none

What products do you use to clean irrigation lines/nozzles?

none

Is the system shared with another operator?

Yes No

If yes, what products do they use?

Is the system flushed and documented between conventional and organic use?

Yes No

What practices are used to protect water quality?

fencing livestock from waterways scheduled use of water to conserve its use tensiometer/monitoring
 laser leveling/land forming drip irrigation micro-spray sediment basin compost/fertilizer stored
away from water other (specify)

List known contaminants in water supplies in your area. *Attach residue analysis and/or salinity test results, if applicable.*

Describe your efforts to minimize water contamination problems listed above.

Not applicable

Describe how you monitor the effectiveness of your water quality program.

How often do you conduct water quality monitoring? weekly monthly annually as needed

other (specify)

NOP Rule requires a crop rotation plan that maximizes soil organic matter content, prevents weed, pest, and disease problems, and manages deficient or excess plant nutrients. Your crop rotation may include sod, cover crops, green manure crops, and catch crops. Producers must utilize sanitation measures to remove disease vectors, weed seeds, and habitat for pests. Cultural practices, including selection of plant species and varieties adapted to site-specific conditions, must be used to enhance crop health.

Approved synthetic materials on the National List 205.601 may only be used when management practices are insufficient to prevent or control problems. All weed, pest, and disease inputs must be approved. A "restricted" input has specific annotations for its use. If you use a "restricted" material, you must provide evidence of how you address the materials' annotation.

A. CROP ROTATION PLANS: (Use one line for each rotation used)

| CROP ROTATION PLAN | FIELD NUMBERS WHERE PLAN IS FOLLOWED | ANTICIPATED CHANGES |
|--------------------|--------------------------------------|---------------------|
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B. WEED MANAGEMENT PLAN: No weed problems

What are your problem weeds?

- What weed control methods do you use? crop rotation field preparation prevention of weed seed set
 delayed seeding monitoring soil temperature soil sterilization use of fast emerging varieties
 mechanical cultivation use of hand tools hand weeding mowing livestock grazing
 flame weeding steam weeding electrical smother crops black fallow non-synthetic mulch
 synthetic mulch corn gluten soap-based herbicides other (specify)

Do you keep a record of how often you utilize these weed control methods, i.e., dates and fields when you cultivate or flame weed? Yes No

All inputs used or intended for use during the current year and used in the previous three years must be listed on your Field History Sheet.

USE OF RESTRICTED WEED MANAGEMENT STRATEGIES: none used

If you use plastic or other synthetic mulches, is the mulch removed at the end of the growing or harvest season? Yes No

If no, why not?

If you use corn gluten, is the corn genetically modified? Yes No

If no, what verification do you have?

If you use soap-based herbicides, list all areas where used.

If you use newspaper or other recycled paper for mulch, do you use paper with glossy or colored inks? Yes No

EVALUATION:

Rate the effectiveness of your weed management program: excellent satisfactory needs improvement

What changes do you anticipate?

How do you monitor the effectiveness of your weed management program? weed counts

- observation of weed types comparison of crop yields records kept of observations/counts
 other (specify)

How often do you conduct weed monitoring? weekly monthly annually as needed

other (specify)

C. PEST MANAGEMENT PLAN:

No pest problems

What are your problem pests? insects (list)
 rodents gophers birds other animals (specify)

Do you work with a pest control advisor? Yes No
 If yes, give name and contact information.

What strategies do you use to control pest damage to crops? none used
 crop rotation selection for plant species/varieties development of habitat for natural enemies
 timing of planting companion planting frog ponds bat houses bird houses hand picking
 monitoring trap crops physical barriers physical removal traps lures IPM
 insect repellents animal repellents release of predators/parasites of pest species
 use of approved products use of restricted products limited use of prohibited products
 other (specify)

Do you keep a record of how often you utilize these pest control methods, i.e., dates when you scout or apply inputs to a specific field or crop? Yes No

List all pest control products used or intended for use in the current season on organic and transitional fields. All inputs used or intended for use during the current year and in the previous three years must be listed on your Field History Sheet. Not applicable

| PEST PROBLEM | CONTROL PRODUCT | STATUS: APPROVED (A) RESTRICTED (R) PROHIBITED (P) | IF RESTRICTED, DESCRIBE COMPLIANCE WITH NOP RULE ANNOTATION | CHECK IF GMO (✓) |
|--------------|-----------------|--|--|---------------------|
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EVALUATION:

Rate the effectiveness of your pest management program? excellent satisfactory needs improvement
 What changes do you anticipate?

How do you monitor the effectiveness of your pest management program? insect monitoring with traps
 observation of crop health comparison of crop yields crop quality testing monitoring records kept
 other (specify)

Attach copies of your test results, if applicable.

How often do you conduct pest monitoring? weekly monthly annually as needed
 other (specify)

D. DISEASE MANAGEMENT PLAN:

No disease problems

What are your problem crop diseases?

What disease prevention strategies do you use? crop rotation field sanitation plant spacing
 selection of plant species/varieties timing of planting/cultivating vector management soil balancing
 solarization companion planting compost/tea use use of approved materials
 use of restricted materials limited use of prohibited materials other (specify)

List all disease management inputs used or intended for use on your organic and transitional fields/crops. *All inputs used or intended for use during the current year and used in the previous three years must be listed on your Field History Sheet.*

Not applicable

| DISEASE PROBLEM | CONTROL PRODUCT | STATUS: APPROVED (A) RESTRICTED (R) PROHIBITED (P) | IF RESTRICTED, DESCRIBE COMPLIANCE WITH NOP RULE ANNOTATION | CHECK IF GMO (✓) |
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EVALUATION:

Rate the effectiveness of your disease management program? excellent satisfactory needs improvement

What changes do you anticipate?

How do you monitor the effectiveness of your pest management program? soil testing
 microbiological testing observation of soil observation of crop health comparison of crop yields
 crop quality testing monitoring records kept other (specify)

Attach copies of your test results, if applicable.

How often do you conduct pest monitoring? weekly monthly annually as needed
 other (specify)

A. ADJOINING LAND USE:

NOP RULE requires that organic production areas have distinct boundaries and buffer zones to prevent the unintended application of a prohibited substance or contact with a prohibited substance that is applied to adjoining land not under organic management. Adjoining land includes crop land, pastures, residential property, fallow land, etc. Buffer areas may change annually, depending on contamination potential from adjoining land uses. The width of the minimum buffer is dependent on certifying agent policy. The NOP Rule requires that the buffer must be sufficient in size or other features (windbreaks, diversion ditches) to prevent the unintended contact by prohibited substances applied to adjacent land areas. Crops within the required buffer must be left unharvested or harvested, stored, and disposed of as nonorganic crop, with records kept of crop disposition. Indicate buffer zones and show all adjoining land uses on your field maps.

List specific buffer areas you maintain. (Show all adjoining land uses on your field maps.) Not applicable

| LOCATION OR FIELD NUMBER | TYPE OF BUFFER (CROP LAND, TREELINE, HEDGEROW, WILDLIFE PLANTING, GRASS STRIP) | WIDTH OF BUFFER | ADJOINING LAND USE | IF CROP IS HARVESTED FROM BUFFER, DESCRIBE USE (SALE, NON-ORGANIC LIVESTOCK FEED, SEED, ETC.) |
|--------------------------|--|-----------------|--------------------|---|
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If crops are harvested from the buffer zones with equipment used for harvesting organic crops, what safeguards do you use to protect organic crops from contact with buffer crops during harvest?

What additional safeguards do you use to prevent accidental contamination? none

Written notification to: highway departments electric companies aerial spray companies/airports
 adjoining landowners drainage commissions farm service office other (specify)

Have you posted "No Spray" signs along roadsides that adjoin organic fields? Yes No

Do any fields or portions of fields flood frequently? (more than once every ten years) Yes No

If yes, list field numbers

How do you monitor for crop contamination? visual observation residue analysis GMO testing
 photographs wind direction/speed data other (specify)

How often do you conduct crop contamination monitoring? weekly monthly annually as needed
 other (specify)

Do you grow the same crops organically, as well as in transition, and/or conventionally? Yes No

This is called 'parallel production'. If yes, list specific crop varieties in the next table for both organic and transitional/conventional crops.

If you grow any conventional or transitional crops, please fill out the following tables.

Not applicable

| SPECIFIC CROPS/VARIETIES | FIELD NUMBERS | TRANSITIONAL (T) OR CONVENTIONAL © | CHECK IF GMO (✓) | TOTAL ACREAGE | PLANNED USE OF CROP (SALE, SEED, NONORGANIC LIVESTOCK FEED, ETC.) | SAME AS ORGANIC CROP? Y OR N |
|--------------------------|---------------|------------------------------------|------------------|---------------|---|------------------------------|
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Prohibited soil amendments used on conventional crops:

| PRODUCT NAME | WHO APPLIES? SELF (S) OR CUSTOM © | FIELD NUMBERS WHERE APPLIED | WHERE STORED? (ON-FARM OR OFF-FARM; WHERE ON FARM?) |
|--------------|-----------------------------------|-----------------------------|---|
| | | | |
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Prohibited herbicides/pesticides used on conventional crops:

| PRODUCT NAME | WHO APPLIES? SELF (S) OR CUSTOM (C) | FIELD NUMBERS WHERE APPLIED | WHERE STORED? (ON-FARM OR OFF-FARM; WHERE ON FARM?) |
|--------------|-------------------------------------|-----------------------------|---|
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B. EQUIPMENT:

To prevent commingling and contamination, all equipment used in organic crop production must be free of non-organic crops and prohibited materials, Equipment used for both organic and non-organic farming must be cleaned and flushed prior to use on organic fields or crops. Keep records of equipment clean and flush activities.

List equipment used for planting, tillage, spraying, and harvesting.

Not applicable

| EQUIPMENT NAME | OWNED (O), RENTED (R), OR CUSTOM (C) | CHECK IF USED ON BOTH ORGANIC AND CONVENTIONAL (✓) | HOW IS EQUIPMENT CLEANED BEFORE USE ON ORGANIC FIELDS? |
|--------------------------|--------------------------------------|--|--|
| | | | |
| | | | |
| | | | |
| EQUIPMENT NAME CONTINUED | OWNED (O), RENTED (R), OR CUSTOM (C) | CHECK IF USED ON BOTH ORGANIC AND CONVENTIONAL (✓) | HOW IS EQUIPMENT CLEANED BEFORE USE ON ORGANIC FIELDS? |
| | | | |
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Is your equipment maintained so that fuel, oil and hydraulic fluid do not leak? Yes No Not applicable

If you use a sprayer:

What type?

Did you purchase it new or used? new used

Other equipment:

Could any equipment you use have been contaminated by previous uses?

Yes No

If yes, describe:

C. HARVEST:

NOP Rule 205.272(b)(1) and (2) requires that containers, bins, and packaging materials must not contain synthetic fungicides, preservatives, or fumigants. All reusable containers must be thoroughly cleaned and pose no risk of contamination prior to use.

How are your organic crops harvested? mechanical by hand

Are any organic crops custom harvested?

Yes No

If yes, provide name and address of custom harvester.

Describe steps taken to protect organic crops from commingling and contamination during harvest.

What containers are used for harvesting? gravity wagons/boxes truck boxes cardboard/waxed boxes
 wooden totes plastic containers other (specify)

Are containers new or used? new used

If used, what did they contain prior to organic use?

Are the containers used for organic crops only?

Yes No

Describe potential contamination or commingling problems you have with harvest of organic crops.

none

D. POST-HARVEST HANDLING:

Not applicable

NOP Rule 205.201(a)(5) requires that post-harvest handling procedures do not contaminate organic products with non-organic crops or prohibited materials. *For on-farm processing, you may need to complete an Organic Handling Plan Questionnaire.*

Describe your post-harvest handling procedures and equipment.

Is the processing area and equipment used for both organic and non-organic products? Yes No

If yes, describe steps taken to prevent commingling and contamination.

Does packaging present any contamination problems for your organic products? Yes No

If yes, what are they?

Check types of packaging material used: bulk paper cardboard wood glass metal
 foil plastic waxed paper aseptic natural fiber synthetic fiber other (specify)

In what form are finished products shipped? dry bulk liquid bulk tote bags tote boxes paper bags
 foil bags metal drums mesh bags cardboard drums cardboard cases plastic crates
 other (specify)

E. CROP STORAGE:

No organic crop storage

Operators must keep organic and non-organic crops in separate storage areas and prevent commingling and contamination. Storage records must be maintained.

Describe your storage locations.

| STORAGE ID # | TYPE OF CROPS STORED | TYPE OF STORAGE | CAPACITY/SIZE | ORGANIC (O), TRANSITIONAL (T), BUFFER (B), CONVENTIONAL (C) |
|--------------|----------------------|-----------------|---------------|---|
| | | | | |
| | | | | |

Do you use the same storage areas for organic, transitional, buffer, and/or conventional crops. Yes No

If yes, how do you segregate organic crops from non-organic crops?

How do you clean storage units prior to storage of organic crops?

How do you prevent/control insect pests in crop storage areas? No insect problems

How do you control rodents in crop storage areas? No rodent problems

What stored crop inputs have you used in the last three years? none

synthetic fumigants rodenticides sprouting inhibitors ripeners growth regulators
 preservatives oils coloring agents waxes other (specify)

Are any stored crop inputs used or planned for use on organic crops? Yes No

If yes, specify input and retain labels.

F. TRANSPORTATION:

Not applicable

Who is responsible for arranging transportation of organic products? self buyer other (specify)

Describe how organic products are transported.

What potential contamination or commingling problems do you have with the transport of organic crops? none

What steps are taken to protect the integrity of organic products during transport?

- dedicated organic only inspecting transport units prior to loading cleaning transport units prior to loading
 use of Clean Truck Affidavits letter/contract with transport company stating organic requirements
 other (specify)

NOP Rule requires that records disclose all activities and transactions of the operation, be maintained for 5 years, and demonstrate compliance with the NOP Rule. Organic products must be tracked back to the field/location where they were produced/harvested. All records must be accessible to the inspector.

A. RECORDS: *Please have these records available for the inspector.*

Which of the following records do you keep for organic production?

- field maps
- field activity log(s)
- field history sheets (previous three years)
- documentation of previous land use for rented and/or newly purchased land
- input records for soil amendments, seeds, manure, foliar sprays, and pest control products (keep all labels)
- documentation of attempts to source organic seeds and/or planting stock
- documentation of organic seedlings
- residue analyses of inputs (i.e., manure sourced off-farm)
- compost production records
- monitoring records (soil tests, tissue tests, water tests, quality tests, observations)
- equipment cleaning records
- harvest records that show field numbers, date of harvest, and harvest amounts (including custom harvest records)
- label records
- storage records that show storage location, storage identification, field numbers, amounts stored, and cleaning activities
- clean transport records
- sales records (purchase order, contract, invoice, cash receipts, cash receipt journal, sales journal, etc.)
- shipping records (scale ticket, dump station ticket, bill of lading)
- Transaction Certificates
- audit control summary
- complaint log
- other (please specify)

How long do you keep your records?

Which of the following records do you keep for conventional production?

Not applicable

- | | |
|---|---|
| <input type="checkbox"/> field maps | <input type="checkbox"/> labor records |
| <input type="checkbox"/> field history sheets | <input type="checkbox"/> storage records |
| <input type="checkbox"/> input records | <input type="checkbox"/> sales records |
| <input type="checkbox"/> harvest records | <input type="checkbox"/> shipping records |
| <input type="checkbox"/> other (specify) | |

B. MARKETING:

Type of Marketing:

- farmers market direct to retail CSA/subscription service wholesale on-farm retail
- bulk commodities to processor contract to buyer other (specify)

Do you use or plan to use the USDA organic seal on product labels or market information?

Yes No

Do you use or plan to use the seal of the certifying agent on product labels or market information?

Yes No

Attach copies of all organic product labels.

SECTION 9: Affirmation

I affirm that all statements made in this application are true and correct. No prohibited products have been applied to any of my organically managed fields during the three-year period prior to projected harvest. I understand that the operation may be subject to unannounced inspection and/or sampling for residues at any time as deemed appropriate to ensure compliance with the Organic Foods Production Act of 1990 and National Organic Program Rules and Regulations. I understand that acceptance of this questionnaire in no way implies granting of certification by the certifying agent. I agree to provide further information as required by the certifying agent.

Signature of Operator _____ Date _____

I have attached the following documents:

- Maps of all parcels/fields (showing adjoining land use and field identification)
- Field history sheets
- Documentation for fields owned or rented for less than three years, if applicable
- Water test, if applicable
- Soil and/or plant tissue tests, if applicable
- Residue analyses, if applicable
- Input product labels, if applicable
- Organic product labels, if applicable

- I have made copies of this questionnaire and other supporting documents for my own records.

Submit completed form, fees, and supporting documents to:

FIELD HISTORY SHEET

Instructions: Fill out this Field History Sheet for all fields (organic, transitional, and conventional). You can use your own form as long as it contains the same information. List all inputs used or planned for use, including compost and/or manure. Inputs that have already been applied must include the rate and date of application unless you are keeping separate input records. Keep copies for your files. This form should accompany your Organic Farm Plan or Organic Farm Plan Update form.

Code: O = Organic; T = In Transition/Conversion to Organic; C = Conventional

Producer Name

| Code | Field No. | ACRES/ ha. | Year Crop | Inputs | Year Crop | Inputs | Year Crop | Inputs | Year Crop | Inputs |
|------|-----------|---------------|--------------|--------|--------------|--------|--------------|--------|--------------|--------|
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Organic Farm Plan Update

This form should be filled out by crop producers to update their organic farm system plans. Use additional sheets if necessary. Attach a field history sheet for current year, updated farm maps (if any changes), and other records required by the certifying agent.

| SECTION 1: General Information | | | | NOP Rule 205.406(a)(2) and 205.401(b) | |
|--|---|---|--|---------------------------------------|--|
| Name | | Farm Name | | Type of Farm/Crops | |
| Address | | | City | | For office Use Only |
| St./Prov. | | Postal/Zip Code | Country | | Date received |
| Phone | | | Fax | | Date reviewed |
| Legal Status: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Trust or non-profit <input type="checkbox"/> Corporation <input type="checkbox"/> Cooperative <input type="checkbox"/> Legal Partnership (federal form 1065) <input type="checkbox"/> Other-specify | | | Organic Certification No. | | |
| Year first certified | List previous organic certification by other agencies | | List current organic certification by other agencies | | Do you understand current organic standards? <input type="checkbox"/> yes <input type="checkbox"/> no |
| Have you ever been denied Certification? <input type="checkbox"/> yes <input type="checkbox"/> no | | If yes, describe the reasons for denial and attach documentation of corrective actions. | | | |
| Preferred dates and time for inspection visit: <input type="checkbox"/> morning <input type="checkbox"/> afternoon <input type="checkbox"/> evening | | | | | |

| SECTION 2: Minor Noncompliances | | NOP Rule 205.406(a)(3) | |
|--|--|------------------------|--|
| Did you have any minor noncompliances from last year's certification? <input type="checkbox"/> yes <input type="checkbox"/> no | | | |
| If yes, please complete the following table, listing each minor non-compliance. | | | |
| Minor Noncompliance | Describe how you addressed the minor noncompliance. | | |
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| SECTION 3: Organic Plan Update | | | NOP Rule 205.406(a)(1) |
|---|----------------------|-----------------------------|-------------------------|
| A. Current crop plans | | | |
| Please complete the following table for all current year's crops or products requested for certification. | | | |
| Crops Requested for Certification | Field Numbers | Total Acres/Hectares | Projected Yields |
| | | | |
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B. Organic Farm Plan Changes

What year did you last submit a complete Organic Farm Plan Questionnaire?

Have you reviewed your Organic Farm Plan Questionnaire? yes no Date of review:

Check the following categories where changes have been made in your Organic Farm Plan and summarize all changes made or planned to be made. Attach additional sheets if necessary. No changes

| Farm Plan Topic | Summary Statement of Changes |
|--|------------------------------|
| <input type="checkbox"/> General information | |
| <input type="checkbox"/> Newly purchased or rented fields* | |
| <input type="checkbox"/> Farm maps | |
| <input type="checkbox"/> Seeds and seed treatments | |
| <input type="checkbox"/> Seedlings and perennial stock | |
| <input type="checkbox"/> Soil fertility management | |
| <input type="checkbox"/> Compost or manure use | |
| <input type="checkbox"/> Conservation practices | |
| <input type="checkbox"/> Water quality and use | |
| <input type="checkbox"/> Crop rotation | |
| <input type="checkbox"/> Weed management plan | |
| <input type="checkbox"/> Pest management plan | |
| <input type="checkbox"/> Disease management plan | |
| <input type="checkbox"/> Adjoining land use and buffers | |
| <input type="checkbox"/> Split or parallel operation | |
| <input type="checkbox"/> Equipment | |
| <input type="checkbox"/> Harvest plan | |
| <input type="checkbox"/> Post-harvest handling | |
| <input type="checkbox"/> Crop storage | |
| <input type="checkbox"/> Crop transportation | |
| <input type="checkbox"/> Record keeping system | |
| <input type="checkbox"/> Type of marketing/product labels | |

** If you have newly purchased land or have rented land this year that is being requested for certification, attach a signed statement from the previous owner (if purchased) or current owner (if renting) attesting to previous 3 year history and inputs applied.*

C. Inputs

List all seeds used or planned for use in the current crop season. Check the appropriate boxes and provide other information as needed. Attach additional sheets if necessary. *Have all labels and receipts available for the inspector.*

| Seed/Variety/Brand | Organic (✓) | Untreated (✓) | Treated (✓) | GMO (✓) | Type/Brand of Treatment Fungicide Inoculant | | Describe your attempts to use organic/untreated seed? |
|--------------------|----------------|------------------|----------------|------------|---|--|--|
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List all fertility inputs, soil mix ingredients, pest and disease control products, water additives, or other inputs used or intended for use in the current season on proposed organic and transitional fields. Use additional sheets if necessary. All inputs used during the current year must be listed on your Field History Sheet.

Have all labels and receipts available for the inspector.

No inputs used

| Product | Brand name or source | Status: Approved (A) Restricted (R) Prohibited (P) | If restricted, describe compliance with NOP Rule Annotation | Check if GMO (✓) |
|---------|----------------------|--|---|------------------|
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D. Monitoring Practices and Procedures Ongoing monitoring is required by the NOP Rule Section 205.201(a)(3).

Fertility Management Program

Rate the effectiveness of your fertility management program: excellent satisfactory needs improvement

Describe any changes you have made or intend to make based on the results of your monitoring program.

Natural Resource Management

Rate the effectiveness of your soil conservation program: excellent satisfactory needs improvement

Describe any changes you have made or intend to make based on the results of your monitoring program.

Rate the effectiveness of your water quality program: excellent satisfactory needs improvement

Describe any changes you have made or intend to make based on the results of your monitoring program.

Weed, Pest, and Disease Management

Rate the effectiveness of your weed management program: excellent satisfactory needs improvement

Describe any changes you have made or intend to make based on the results of your monitoring program.

Rate the effectiveness of your pest management program: excellent satisfactory needs improvement

Describe any changes you have made or intend to make based on the results of your monitoring program.

Rate the effectiveness of your disease management program: excellent satisfactory needs improvement

Describe any changes you have made or intend to make based on the results of your monitoring program.

Other Monitoring: Indicate if you conduct monitoring in the following areas:

Maintenance of Organic Integrity

- yes no Adjoining land uses, buffers, notification letters, posting signs
- yes no Input equipment cleaning (sprayers, planters, etc.)
- yes no Harvest equipment cleaning
- yes no Crop testing for contaminants (prohibited materials, GMOs)
- yes no Post harvest handling
- yes no Crop storage cleaning
- yes no Transportation of organic crops

Recordkeeping

- yes no Compost production records
- yes no Labor records
- yes no Appropriate Organic Certificates or Transaction Certificates to verify purchase of organic products
- yes no Complaint log

Section 4 Annual Summary of Organic Crop Yield and Sales

NOP Section 205.103

The following organic crops/products have been sold from _____(date) to _____(date).

| Crops/Products | # of Acres | Actual Yield | Amount Sold | Amount Left to Sell | Remaining Crop Storage ID # |
|----------------|------------|--------------|-------------|---------------------|-----------------------------|
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Expand table or attach additional sheets as necessary.

Section 5 Affirmation

I affirm that all statements made in this application are true and correct. No prohibited products have been applied to any of my organically managed fields during the three-year period prior to projected harvest. I understand that the operation may be subject to unannounced inspection and/or sampling for residues at any time as deemed appropriate to ensure compliance with the NOP Rule. I understand that acceptance of this questionnaire in no way implies granting of certification by the certifying agent. I agree to follow the NOP Rule.

Signature of Operator _____ Date _____

I have attached the following documents:

- Updated maps of all parcels/fields (showing adjoining land use and field identification)
- Field history sheets for current crops
- Documentation for fields owned or rented for less than three years, if applicable
- Water test, if applicable
- Soil and/or plant tissue tests, if applicable
- Residue analyses, if applicable
- Input product labels, if applicable
- Organic product labels, if applicable

- I have made copies of this questionnaire and other supporting documents for my own records.

FIELD HISTORY SHEET

Instructions: Fill out this Field History Sheet for all fields (organic, transitional, and conventional). You can use your own form as long as it contains the same information. List all inputs used or planned for use, including compost and/or manure. Inputs that have already been applied must include the rate and date of application unless you are keeping separate input records. Keep copies for your files. This form should accompany your Organic Farm Plan or Organic Farm Plan Update form.

Code: O = Organic; T = In Transition/Conversion to Organic; C = Conventional

Producer Name

| Code | Field No. | Acres/ ha. | Year | | Year | | Year | | Year | |
|------|-----------|---------------|------|----------|------|--------|------|--------|------|--------|
| | | | Crop | I n puts | Crop | Inputs | Crop | Inputs | Crop | Inputs |
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Organic Livestock Production Plan

Please fill out this questionnaire if you are requesting organic livestock certification. Use additional sheets if necessary. Sign this form. In most instances, you must also complete and submit an Organic Farm Plan. This form or an update form may be used to update certification, according to certifying agent policies.

| SECTION 1: General Information | | | NOP Rule 205.401 |
|--|---|--|----------------------------|
| Name | Farm Name | Type of Operation | |
| Address | | City | For office use only |
| State | | Zip code | Date received |
| Phone | | Fax | Date reviewed |
| Email | | | Reviewer initials |
| | | | Fees received |
| | | | Inspector |
| Legal status: <input type="checkbox"/> Sole proprietorship <input type="checkbox"/> Trust or non-profit <input type="checkbox"/> Corporation <input type="checkbox"/> Cooperative <input type="checkbox"/> Legal partnership (federal form 1065) <input type="checkbox"/> Other (specify) | | | |
| Year first certified | List previous organic certification by other agencies | List current organic certification by other agencies | |

1) Is your farm operation:

100% organic a split operation (both organic and conventional production)

2) Indicate livestock enterprises requested for certification.

dairy goats hogs
 beef poultry for slaughter other _____
 sheep egg production other _____

3) Have you ever been denied certification? Yes No

a) If yes, describe the circumstances, including the certification agent involved, the reason certification was denied, and any steps taken:

4) Has your certification ever been revoked or suspended? Yes No

a) If yes, please explain.

5) Do you have an updated copy of the NOP regulations? Yes No

6) Do you have copies of all other standards (IFOAM, JAS, etc.) for which you are seeking certification? Yes No Not applicable

- 7) Do you intend to certify any crops, cropland, or pasture acreage this year? Yes No
 a) If yes, have you also completed an Organic System Plan for crops? Yes No

Please note that you must submit an Organic System Plan for crops to certify any land or crops including pasture. Contact the certifying agent to obtain the necessary application forms.

- 8) Is any off-farm or on-farm processing done (slaughtering, packaging, bottling, etc.)? Yes No
 a) If yes, have you submitted and Organic Handling System Plan? Yes No

Please note that you must submit an Organic Handling System Plan to certify the processing/handling portion of your operation. Contact the certifying agent with your questions or to obtain the necessary application forms.

9) Give directions to your farm for the inspector.

10) When are you available to contact? Morning Afternoon Evening

11) When are you available for the inspection? Morning Afternoon Evening

SECTION 2: Prior Non compliances

NOP Rule 205.406(a)(3)

- 1) Did you have any non-compliances from last year's certification? Yes No Not applicable
 a) If yes, please complete the following table, listing each non-compliance.

| NON-COMPLIANCE | DESCRIBE HOW YOU ADDRESSED THE NON-COMPLIANCE |
|----------------|---|
| | |
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Attach additional sheet if needed.

SECTION 3: Livestock Inventory Descriptions

NOP Rule 205.236

1) Provide the following information for the types and numbers of animals being raised for production this year.

| TYPE | ORGANIC | TRANSITIONAL* | CONVENTIONAL** |
|--------------|---------|---------------|----------------|
| Dairy cattle | | | |
| Dairy goats | | | |
| Dairy sheep | | | |
| Beef cattle | | | |

| TYPE | ORGANIC | TRANSITIONAL* | CONVENTIONAL** |
|-----------------|---------|---------------|----------------|
| Meat goats | | _____ | |
| Meat/wool sheep | | _____ | |
| Hogs | | _____ | |
| Chickens | | _____ | |
| Turkeys | | _____ | |
| (Other) | | | |
| (Other) | | | |

*Dairy animals can be converted to organic milk production after 12 months, but milk from these animals is not organic during the conversion.

**Neither conventional nor transitional animals can be used for organic production, except as breeding stock.

SECTION 4: Origin of Organic Livestock NOP Rule 205.236

A. Source of Mammalian Livestock Not applicable

Livestock products that are to be sold or represented as organic must be from livestock under continuous organic management from the last third of gestation. *Except:*

- Milk or milk products must be from animals that have been under continuous organic management for at least 1 year prior to production. Exceptions might be made where a whole herd is converted to organic production.
- Nonorganic breeder stock may be brought onto an organic operation at any time. However, if offspring from that stock are to be raised as organic, the breeder stock must be brought onto the operation prior to the last third of gestation.

- 1) Do you raise organic slaughter animals on-farm? Yes No Not applicable
- 2) Do you raise organic dairy replacement animals on-farm? Yes No Not applicable
- 3) Do you raise organic fiber producing animals on-farm? Yes No Not applicable
- 4) If you purchase any livestock, supply specific information: Not applicable

| TYPE OF LIVESTOCK | IDENTIFICATION NO. /NAME | DATE OF PURCHASE | PROJECTED OR ACTUAL BIRTHING DATE | PURCHASE SOURCE | ORGANIC (o) | CERTIFICATION AGENCY? |
|-------------------|--------------------------|------------------|-----------------------------------|-----------------|------------------|-----------------------|
| | | | | | CONVENTIONAL (c) | |
| | | | | | | |
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Attach additional sheet if needed.

5) If you are a dairy operation, what is your current plan for replacement stock? Not applicable

purchase organic dairy animals % of total replacements _____

purchase conventional stock and transition them to organic % of total replacements _____

raise own organic replacements % of total replacements _____

other (please explain) % of total replacements _____

B. Source of Poultry Not applicable

Poultry or poultry products must be from poultry that have been under continuous organic management beginning no later than the second day of life.

1) Do you hatch your own poultry on-farm? Yes No

2) If you purchase your young poultry, supply specific information: Not applicable

| TYPE OF POULTRY | FLOCK NUMBER | DATE OF PURCHASE | AGE AT PURCHASE | PROJECTED SLAUGHTER OR EGG PRODUCTION DATE | SOURCE |
|-----------------|--------------|------------------|-----------------|--|--------|
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Attach additional sheet if needed.

Organic livestock producers must provide livestock with a total feed ration that is organically produced and handled, including pasture and forage. Nonsynthetic materials from any source and synthetic materials included on the National List may be used as feed additives and supplements. Plastic pellets and feed formulas with urea, manure, or slaughter by-products are not allowed. Feed supplements or additives in amounts above those needed for adequate nutrition and health maintenance are not allowed. Save all purchased feed, feed supplement, and feed additive labels and receipts for the inspector.

A. Feed

1) Feed ration table.

| LIVESTOCK TYPE (SLAUGHTER, REPLACEMENT DAIRY, YOUNG STOCK) | FEED OR RATION TYPE (HAY, SILAGE, GRAIN MIX, ETC.) | STATUS: ORGANIC (O) TRANSITIONAL (T) CONVENTIONAL (C) | INGREDIENTS |
|---|---|--|---|
| <i>Example: poultry</i> | <i>Layer ration</i> | O | <i>Corn, soymeal, oats, hi-calcium limestone, nutri-balance mix</i> |
| <i>Example: stocker cattle</i> | <i>Baled hay</i> | O | <i>Mostly alfalfa</i> |
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Attach additional sheet if needed.

2) Do you raise any feed on your farm? Yes No

a) If yes, please list:

3) Describe purchased feed: (Enter purchased supplements and additives in section B.) Not applicable

| TYPE | SOURCES | CERTIFIED BY |
|------|---------|--------------|
| | | |
| | | |
| | | |
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Attach additional sheet if needed.

4) How do you verify that the feed ration is sufficient to meet nutritional requirements?

5) What is your plan for meeting livestock nutritional needs if you have a shortage of organic feed?

B. Feed Supplements and Additives Not applicable

FDA-approved vitamins and trace minerals, including copper sulfate and magnesium sulfate, and electrolytes are allowed feed additives. Nonmilk products or products from BST treated animals are not allowed. Products produced through genetic engineering (GE) or with the use of irradiation or sewage sludge or not allowed.

1) List all feed supplements and additives. Not applicable

| FEED SUPPLEMENT OR ADDITIVE | SOURCE | REASON FOR USE |
|-----------------------------|--------|----------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Attach additional sheet if needed.

2) Do you use conventional supplemental milk replacers? Yes No

(Note: Conventional milk replacers without antibiotics are allowed for emergency use only until October 21, 2007, and prohibited thereafter.)

a) If yes, how do you know they do not contain antibiotics and are not made with milk from rBST-treated animals?

C. Feed Storage

- 1) How do you prevent contamination of stored livestock feed?
- 2) How do you prevent commingling of organic and conventional stored feed? Not applicable
- 3) How do you prevent or control rodents in organic feed storage areas?
 traps glue boards sanitation cats other (please explain)

D. On-farm and Custom Feed Processing

- 1) Do you process your own feed (mix, grind, roast, extrude, etc.)? Yes No

Please note: If you process organic feed for other producers or handlers, you must submit an Organic Handling Plan and become certified as an Organic Handler.

- a) If yes, is the equipment also used for nonorganic products? Yes No
- b) If yes, how is the equipment cleaned prior to processing organic feed to prevent commingling of organic and nonorganic?
 swept out compressed air vacuumed purged other (please explain)
- c) If purged, do you maintain records of dates, product, and purged amounts? Yes No
- 2) Is any of your feed custom processed? Yes No
- a) If yes, is the operator certified organic? Yes No
- b) If yes, provide the name and contact information of the processor.

SECTION 6: Water

NOP Rule 205.201, .239

- 1) What are your sources of water for livestock use?
 on-site well municipal river/creek/pond spring other (specify):
- 2) Are there immediate contamination threats to your water source(s), i.e. pesticide or fertilizer run off, industrial pollution, etc.? Yes No
- a) If yes, please describe the threat and the steps you are taking to mitigate the threat.
- 3) Water testing is advisable. What is the date of your last water test for coliform bacteria and nitrates?
(Attach copy if available)
- 4) If you use additives in the water, list them and state reason for use: No additives used
- 5) If livestock have access to a river, creek, or pond how do you control erosion and protect water quality? No access

Organic livestock operations must establish and maintain livestock living conditions which accommodate the health and natural behavior of animals. Animal environments must include access to shade, shelter, fresh air, outdoors, exercise areas, and direct sunlight suitable to the species, production stage, and climate; clean and dry bedding as appropriate to the system; and facility design which is safe and allows for natural behavior. Manure must be managed such that nutrient recycling is optimized and soil and water degradation is minimized.

1) Describe housing used: *All facilities and outdoor livestock areas should be indicated on attached maps.*

| TYPE OF HOUSING AND MAP DESIGNATION | SIZE (LENGTH X WIDTH) | TYPE OF LIVESTOCK HOUSED | NUMBER OF ANIMALS HOUSED |
|-------------------------------------|-----------------------|--------------------------|--------------------------|
| | | | |
| | | | |
| | | | |
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Attach additional sheet if needed.

- 2) Is bedding used? Yes No
- a) If yes, is this bedding typically consumed by the livestock? Yes No
- b) If so, do you have verification that bedding is organic? Yes No Not applicable
- 3) How often is housing cleaned out?
- 4) Describe sanitation or cleaning products used: No sanitation products used
- 5) Are any fumigants or prohibited pest control agents used in the facility? Yes No
- a) If yes, what steps do you take to prevent contamination of feed and livestock?
- 6) What source(s) of light is used in animal housing?
- 7) Is day length regulated using artificial light? Yes No
- a) If yes, please describe:
- 8) What outdoor areas other than pasture do animals use?
- 9) How long are animals indoors (hours per day)? _____ spring _____ summer _____ fall _____ winter

- 10) If livestock are routinely denied outdoor access, please describe the circumstances and/or stages of production involved: Not applicable
- 11) Describe locations of any treated (with prohibited materials) lumber that may come into contact with livestock:
- 12) Do you use fencing or other means to limit livestock access to creeks, ponds, or other water bodies? Yes No Not applicable
- 13) If you raise your own chicks, answer the following: Not applicable
- What is the type and size of housing used?
 - What is the approximate square footage per 100 chicks?
 - What bedding material is used?
 - What heating source is employed?
 - Additional relevant details:

SECTION 8: Pasture

NOP Rule 205.239(a)(2)

*The National Organic Standard requires **access to pasture for all ruminants**. Pasture must be managed to provide feed value and maintain or improve soil, water, and vegetative resources. Access to pasture for ruminants must be continuous, with temporary confinement only for reasons of inclement weather, risk to soil and water quality, requirements of an animal's stage of production, or conditions that jeopardize the health and safety of animals.*

- 1) Do you pasture any livestock? Yes No
- If yes, is pasture provided to ruminant stock? Yes No Not applicable
 - If yes, is pasture provided to non-ruminant stock? Yes No Not applicable
- 2) Please describe all pastures used by all livestock: *All pastures must be indicated on maps and field history forms.*

| PASTURE ID | ACREAGE | STOCKING RATE AND LIVESTOCK TYPE | FORAGE MIX | WHAT GRAZING SYSTEM IS USED? | IS THE PASTURE ALSO MECHANICALLY HARVESTED? |
|------------|---------|----------------------------------|------------|--|---|
| | | | | <input type="checkbox"/> Rotational <input type="checkbox"/> Continuous <input type="checkbox"/> Moveable pens | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | | <input type="checkbox"/> Rotational <input type="checkbox"/> Continuous <input type="checkbox"/> Moveable pens | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | | <input type="checkbox"/> Rotational <input type="checkbox"/> Continuous <input type="checkbox"/> Moveable pens | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | | <input type="checkbox"/> Rotational <input type="checkbox"/> Continuous <input type="checkbox"/> Moveable pens | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| PASTURE ID | ACREAGE | STOCKING RATE AND LIVESTOCK TYPE | FORAGE MIX | WHAT GRAZING SYSTEM IS USED? | IS THE PASTURE ALSO MECHANICALLY HARVESTED? |
|------------|---------|----------------------------------|------------|--|---|
| | | | | <input type="checkbox"/> Rotational <input type="checkbox"/> Continuous <input type="checkbox"/> Moveable pens | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | | <input type="checkbox"/> Rotational <input type="checkbox"/> Continuous <input type="checkbox"/> Moveable pens | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | | <input type="checkbox"/> Rotational <input type="checkbox"/> Continuous <input type="checkbox"/> Moveable pens | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Attach additional sheet if needed.

- 3) Which months of the year are ruminant livestock pastured? Not applicable
- 4) How many days per year, on average, are ruminant livestock under the age of 12 months on pasture? Not applicable
- 5) How many days per year, on average, are ruminant livestock over the age of 12 months on pasture? Not applicable
- 6) What techniques are used to prevent waste runoff?
- rotate pastures buffer zones limit number of grazing animals
- harrow to spread manure evenly other (please explain)
- 7) What techniques are used to prevent erosion?
- avoid overgrazing repair gullies terraces other (please describe)
- 8) Do you use fencing or other means to limit pastured livestock access to creeks, ponds, or other water bodies? Yes No Not applicable
- 9) What techniques are used to prevent overgrazing or decline in the pasture resource?
- rotational/management intensive grazing rotate pastures with crops pasture renovation
- overseeding/reseeding liming/fertilization other (please describe)
- 10) How do you ensure buffers are maintained between grazing areas and land not under organic management?
- recessed fence line agreements with adjacent land owners/managers (obtain documentation for inspectors)
- agreements with road maintenance and utility crews (obtain documentation for inspectors)
- do-not-spray signs isolation from conventionally managed land other (please describe)
- 11) If ruminants are routinely denied access to pasture, please describe the circumstances and/or the stages of production involved. Not applicable

Manure must be managed so that it does not contribute to contamination of crops, soil, and water. Compost and manure are specifically defined in the NOP Regulations under Section 205.2.

1) What type(s) of manure management do you use?

- spread immediately/soon as possible stockpile outdoors stockpile indoors composting
 liquid no centralized accumulation of manure e.g. year-round pasturing other (specify)

2) Do you apply manure or composted manure to your fields?

Yes No

a) If yes, what is the approximate rate of application?

b) If yes, how many acres of land are available for manure and compost application?

c) If yes, list materials added to manure or manure compost (example: bedding, barn lime, inoculants, etc.)

d) If yes, during what months do you apply manure or manure compost?

3) If you do NOT apply manure to your own land, how do you ensure that nutrients are recycled?

4) Does your manure handling ensure that no contamination of water resources occurs?

Yes No

Producer must establish and maintain preventive livestock health care practices. When preventive practices and veterinary biologics are inadequate to prevent sickness, a producer may administer those synthetic medications allowed under §205.603 and retain organic status for the treated animal. Producers may not withhold needed treatment from a sick animal even if it compromises its organic status.

A. General Information

1) Identify the general components of your animal health management program including preventive and management practices:

- choosing well-adapted species selective breeding raise own replacement stock
 isolation for purchased/diseased animals culling vaccinations good sanitation
 access to outdoors dry bedding good ventilation in housing good quality feed
 pasture rotation nutritional supplements probiotics low stress handling
 other (please specify)

B. List health or disease problems in the last 12 months. Include vaccinations and parasiticides given or planned:

No problems

Note: Synthetic hormones and antibiotics are prohibited in organic production.

| HEALTH PROBLEM/DISEASE | ANIMAL ID | PRODUCT(S) USED <i>(retain labels for inspector)</i> | APPROVED (A) PROHIBITED (P) |
|------------------------|-----------|---|--------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

Attach additional sheet if needed.

1) Please provide the name, address, and phone number of your veterinarian:

2) Are your animals tested for specific diseases on a routine basis?

Yes No

a) If yes, what diseases are they tested for?

b) If yes, how is the testing done? by yourself veterinarian state or federal official
 other (please describe)

C. Pest management

(Retain all product labels and other documentation for all purchased pesticides, parasiticides, pest control materials, fumigants, sanitizing, and medications for the inspector.)

1) Indicate all livestock pest problems.

flies internal parasites external parasites predators
 other (please describe)

2) If flies are a problem, what prevention and control measures do you use?

Not a problem

sanitation/manure removal sticky tape bug zappers commercial fly parasites/predators
 walk-through fly traps allowed/restricted pesticides good quality feed
 other (please specify)

- 3) If internal parasites are a problem, what prevention and control measures do you use? Not a problem
- controlled grazing multi-species grazing diatomaceous earth garlic or herbs
- probiotics allowed/restricted synthetic dewormers other (*please describe*)

a) How do you monitor livestock for internal parasites?

- visual/body condition fecal analysis anemia evaluation
- no monitoring is done other (*please describe*)

b) How often is monitoring done?

- daily weekly no monitoring is done other (*please describe*)

- 4) If external parasites are a problem, what prevention and control measures do you use? Not a problem

- facility sanitation facility fumigation dust/mud wallows diatomaceous earth
- sulfur dusts allowed/restricted pesticides medications other (*please describe*)

a) How do you monitor livestock for external parasites?

- visual inspection of animals visual inspection of facility no monitoring is done
- other (*please describe*)

b) How often is monitoring done?

- daily weekly no monitoring is done other (*please describe*)

- 5) If predators are a problem, what prevention and control measures do you use? Not a problem

- fencing bird netting guard animals traps noise makers
- corral/lock up animals at night restrict grazing when predation is frequent artificial lighting
- hunting other (*please describe*)

- a) If predation is a problem, do you take steps to ensure that your control measures do not harm other wildlife? Yes No

D. Physical Alterations:

Producers may only use physical alterations that promote the welfare of the livestock. Alterations must be done in a manner that minimizes pain and stress. NOP Rule 205.238(a)(5)

- 1) List physical alteration practices you use None used

- castration dehorning ear notching tail docking branding
- removal of extra teats wing clipping beak trimming other (*please describe*)

2) Please describe physical alteration practices as listed above:

| ALTERATION PRACTICE | METHOD USED AND MEANS FOR REDUCING LIVESTOCK STRESS | REASON FOR ALTERATION PRACTICE |
|---------------------|---|--------------------------------|
| | | |
| | | |
| | | |

SECTION 11: Pre-Slaughter Management

NOP Rule 205.102, .201, .272

*Humane methods of handling must be used for loading, unloading, holding, shipping, and slaughter. **Slaughter facilities must be certified** in order to sell meat as certified organic.*

- 1) Where are your livestock slaughtered? Not applicable
 no slaughter on-farm processing facility other (*specify*)

- 2) If poultry is processed on-farm, describe slaughter and processing procedures:

- 3) If livestock are processed off-farm, give the name of the facility where animals are slaughtered, along with the contact person, address and phone number.

- 4) Is the facility certified organic? Yes No
 a) If yes, by what agency? (*retain proof of certification for inspector*)

- 5) Please describe how animal stress and injury is minimized during loading, transport, unloading, and slaughter:

- 6) How are organic meat products stored?
 distributed immediately/no storage storage at slaughter plant storage at farm site
 storage at separate facility other (*please describe*)

- 7) If products are stored with or near non-organic products, what steps are taken to ensure commingling does not occur?

Organic dairy operations must meet all applicable federal and state regulatory sanitation requirements. Somatic cell and bacteria count averages must be monitored. All inputs for sanitation must be allowed and verifiable. Equipment sanitizers must present no risk of contamination. Retain labels for all cleaners, sanitizers, teat dips, and other products for inspection.

- 1) Please indicate type of milk handling systems you use. Not applicable
- pipeline automated step saver hand milking parlor
- tie stalls stanchions other (specify)
- 2) How are you licensed? Grade A Grade B other (specify)
- 3) Describe cleaning cycle for milking equipment (water temperature, number of rinses, type of cleaning materials, etc.):
- a) Detergent name: _____ Acid cleaner name: _____
Sanitizer name: _____
- b) Is cleaning followed by a clear water rinse? Yes No
- 4) Please specify products used to clean animals: None used
- teat dips (specify name): udder wash (specify name): other (specify)
- 5) If you have a split operation, or have conventional milking animals in your herd, how do you ensure that the conventional milk does not commingle with organic milk? Not applicable

Organic egg operations must meet all applicable federal and state regulatory requirements. Facilities that handle eggs must be inspected and certified to verify that organic integrity is maintained. All inputs for animal sanitation must be allowed and verifiable. Equipment sanitizers must present no risk of contamination. Depending on the nature of your packing operation, you may be required to submit a separate handling plan.

- 1) Where are eggs packed? Not applicable
- on-farm off-farm packing facility other (specify)
- 2) If eggs are processed at an off-farm facility, list the name of the facility, address, phone number, and contact person:
- a) Is the facility certified organic? Yes No
- b) If yes, by what agency? (retain proof of certification for inspector)

- 3) If eggs are processed on-farm, indicate the type of packaging used:
- 4) If you have a split operation, how do you ensure that organic and conventional eggs do not commingle? Not applicable

SECTION 14: Fiber Clip

NOP Rule 205.102, .201, .272

- 1) How is wool or hair handled after shearing? Not applicable
- Sold as organic unprocessed wool/hair
 - Wool/hair sold/disposed of as non-organic
 - Processed on-farm for organic product sales (organic handling plan needed)
 - Processed on-farm for non-organic product sales
- 2) What steps do you take to ensure that organic wool/hair does not commingle with conventional products?
- 3) Are any cleaning or treatment products used on the unprocessed wool/hair? Yes No
- a) If yes, please list.
- 4) Are the bags or other containers used to hold unprocessed wool/hair free of fungicides, insecticides, or other prohibited contaminants? Yes No

SECTION 15: Animal Identification

NOP Rule 205.201(a)(5), .236(c), .238(c)(7)

Individual animal ID for slaughter and dairy is required. Flock identification for poultry is required. Separation and identification are required for those animals that have been treated with prohibited products.

- 1) Describe your identification system: collars flock ID number ear tags
- tattoos leg bands branding other (specify)
- 2) Do you assign numbers and/or letters as part of your animal ID system? Yes No
- a) If yes, give an example and explain the components of your ID number.

- 3) Are any animals treated with prohibited materials? Yes No
- a) If yes, how are the animals identified and segregated?

- 4) If the entire poultry flock is treated with prohibited materials, what changes do you make to ensure that this flock is not sold as organic?

SECTION 16: Marketing and Labeling

NOP Rule 205.300 through .311

- 1) How are meat products marketed/sold? Not applicable
 live animal sale wholesale retail other (*specify*)
- 2) How is milk marketed/sold? Not applicable
 wholesale retail processed on-farm other (*specify*)
- 3) How are eggs marketed/sold? Not applicable
 wholesale retail other (*specify*)
- 4) How are fiber products marketed/sold? Not applicable
 wholesale retail processed on-farm other (*specify*)
- 5) Do you use or plan to use the USDA Organic Seal on organic product labels or market information? Yes No
- 6) Do you use or plan to use the seal of the certifying agent on product labels or market information? Yes No

Attach all organic product labels.

Records must disclose all activities and transactions of the operation, be maintained for 5 years, and demonstrate compliance with the NOP Rule. All records must be accessible to the inspector.

A. Records

- 1) Note which types of records you keep:

| ORGANIC RECORDS | DESCRIPTION |
|-----------------|--|
| | Documentation of purchased animals |
| | Breeding records |
| | Purchased feed and/or feed supplements |
| | Feed labels |
| | Organic certificates for purchased feed |
| | Organic certificates for purchased organic animals |
| | For first time certification of animals: feed records verifying 100% organic feed for one year |
| | Health records (vaccines, medications, physical alterations, etc.) |
| | Feed storage |
| | Milk production |
| | Meat slaughter records |
| | Egg collection records |
| | Egg packing records |
| | Non-organic livestock, livestock production, and sales records |
| | Sales |
| | Shipping and receiving records; bills of lading, etc. |
| | Other (describe) |
| | Other (describe) |

- 2) Do you use lot numbers for any products? Yes No

a) If yes, give an example of your lot number and explain what each component means.

- 3) Are/will records be maintained for at least five years? Yes No

1) Describe all prohibited substances and practices: Not applicable

| PROHIBITED SUBSTANCE OR PRACTICE | TYPE OF LIVESTOCK | WHERE/WHEN USED |
|----------------------------------|-------------------|-----------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Attach additional sheet if needed.

2) Describe measures taken to prevent the commingling of organic and non-organic livestock and livestock products (animal ID, segregation, audit trail, etc.)

3) Describe measures taken to prevent organic livestock and livestock products from contamination by prohibited substances.

SECTION 19: Affirmation

I affirm that all statements made in this application are true and correct. No prohibited products have been applied to any of my organically managed fields during the three-year period prior to projected harvest. I understand that the operation may be subject to unannounced inspection and/or sampling for residues at any time as deemed appropriate to ensure compliance with the Organic Foods Production Act of 1990 and National Organic Program Rules and Regulations. I understand that acceptance of this questionnaire in no way implies granting of certification by the certifying agent. I agree to provide further information as required by the certifying agent.

Signature of Operator _____ Date _____

I have attached the following documents:

- Maps of the operation (including buildings and pasture/grazing areas and showing adjoining land use and identification)
- Field history sheet (be sure to list pastures on field history sheets provided)
- Input product labels, if applicable
- Organic product labels, if applicable
- Other

I have made copies of this questionnaire and other supporting documents for my own records.

Submit completed form, fees, and supporting documents to:

Organic Handling Plan

Please fill out this questionnaire if you are requesting organic handling certification. This form or an update short form may be used for continuation of certification, depending on the policies of the certifying agent. Attach an Organic Product Profile sheet for each product requested for certification, and a current schematic product flow chart and facility map for each facility which will handle organic products. Use additional sheets if necessary.

| SECTION 1: General Information | | | | NOP Rule 205.201 and 205.401 | |
|--|---------------------|--|---|---|---------------|
| Applicant/company name | | | Organic certification number | | |
| Owner/manager | | Primary contact person | | For office use only | |
| Address | | | | Date received | |
| | | | | Date reviewed | |
| | | | | Reviewer initials | |
| City | State/province | Postal/zip code | Country | | Fees received |
| Legal status: <input type="checkbox"/> Sole proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> Cooperative <input type="checkbox"/> Trust or non-profit <input type="checkbox"/> Legal partnership (federal form 1065) <input type="checkbox"/> Other (specify) | | | | | Inspector |
| Year company began | Number of employees | Name of person overseeing organic production | | Government permits/licenses | |
| Do you have a copy of current organic standards? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | Do you understand the current organic standards? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Do you have a copy of the current National List? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| What general categories of organic products are manufactured or planned to be manufactured? <i>Provide a complete list of products requested for certification in Section 2: Product Composition and Labeling.</i> | | | | | |
| List all noncompliances from last year's certification and state how the noncompliances have been addressed. <input type="checkbox"/> Not applicable | | | | | |
| List previous years certified organic and name of certifying agent. | | | List current organic certification by other agents. | | |
| Has certification ever been denied, suspended, or revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe the circumstances. <i>Attach a description of the actions taken to correct noncompliances.</i> | | | | | |
| Preferred time for inspection visit: <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon Give directions to the processing facility. | | | | | |
| Type of processing/handling operation, e.g. grain cleaning, canning, freezing | | Is your operation a: <input type="checkbox"/> Primary, or <input type="checkbox"/> Contract vendor | | Estimated annual total production _____ % organic _____ % nonorganic | |
| IF YOU USE CONTRACT VENDORS, GIVE THE FOLLOWING INFORMATION: | | | | | |
| NAME OF CONTRACT VENDOR | ADDRESS | | PHONE NO. | | CERTIFIED BY |
| | | | | | |
| | | | | | |
| List or attach a list stating the general categories of nonorganic products produced by your company. | | | | | |

The NOP Rule has 4 categories of products which can use the word "organic". These are "100% organic", "organic", "made with organic (specified ingredients or food group(s))", and products with less than 70% organic ingredients. The % of organic ingredients is calculated by dividing the total net weight or volume (excluding salt and water) of combined organic ingredients by the total weight or volume of all ingredients (excluding salt and water). All ingredients identified as "organic" in the ingredient list must be certified by an accredited certifying agent. Ingredients sourced from non-certified exempt or excluded operations must not be identified or used as organic ingredients.

Products labeled "100% organic" must contain 100% organic ingredients, including processing aids. Products labeled "organic" must contain at least 95% organic ingredients; nonorganic ingredients must not be commercially available in an organic form; and all synthetic ingredients and processing aids must be on the National List. Products labeled "made with organic (specified ingredients or food group(s))" must contain at least 70% organic ingredients. For "100% organic," "organic," and "made with ..." products, both organic and nonorganic ingredients must not be produced using excluded methods, sewage sludge, or ionizing radiation. Products labeled "organic" or "made with..." must not include organic and nonorganic forms of the same ingredient, except that a nonorganic ingredient in a product labeled "made with..." may contain organic and nonorganic forms of the same ingredient, but the ingredient must not be labeled as "organic" on the ingredient statement or be counted in the calculation of the product's organic percentage. Products with less than 70% organic ingredients can only identify the organic ingredients in the information panel. Refer to the National List, Section 205.605 and 205.606, to determine which nonagricultural substances and nonorganically produced agricultural ingredients are allowed in or on products labeled "organic" or "made with...".

The NOP Rule has specific requirements for principal display panel information relating to the use of the term "organic", depending on the % of organic ingredients in the finished product. For all products, the organic ingredients must be identified in the ingredient information panel. Up to three ingredients or food groups can be listed on the principal display panel for products labeled as "made with organic (ingredients or food group(s))". The term "organic" cannot be used to describe a nonorganic ingredient in a product name. Water and salt cannot be identified as "organic". The name of the certifying agent must be identified on the information panel below the name of the handler or distributor, preceded by the statement, "Certified organic by..." or similar phrase. The address and telephone number of the certifying agent may be displayed.

The USDA seal can be used on "100% organic" or "organic" products, but not on products labeled "made with...". A certifying agent's seal, logo or other identifying mark can be used on "100% organic," "organic" or "made with...". Products with less than 70% organic ingredients cannot use either the USDA seal or the certifying agent's name, seal or logo. The certifying agent's seal cannot be displayed more prominently than the USDA seal.

Attach an Organic Product Profile sheet and examples of all labels used for each product requested for certification.

A. PRODUCTS LABELED AS "100% ORGANIC" (All ingredients are certified 100% organic, including processing aids.)

List all products labeled or planned to be labeled as "100 % Organic" and check appropriate boxes. None

| NAME OF PRODUCT | ORGANIC INGREDIENTS IDENTIFIED IN INFORMATION PANEL (✓) | CERTIFYING AGENT NAME IDENTIFIED ON LABEL (✓) | USE USDA SEAL ON LABEL (✓) | USE CERTIFYING AGENT SEAL/LOGO ON LABEL (✓) |
|-----------------|---|---|----------------------------|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
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B. PRODUCTS LABELED AS "ORGANIC" (at least 95% certified organic ingredients)

List all products labeled or planned to be labeled as "Organic" and check appropriate boxes. None

| NAME OF PRODUCT | ORGANIC INGREDIENTS IDENTIFIED IN INFORMATION PANEL (✓) | CERTIFYING AGENT NAME IDENTIFIED ON LABEL (✓) | USE USDA SEAL ON LABEL (✓) | USE CERTIFYING AGENT SEAL/LOGO ON LABEL (✓) |
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SECTION 2: Labeling and Product Composition B. PRODUCTS LABELED AS "ORGANIC" (continued)

Are any nonorganic agricultural ingredients used?

Yes No

If yes, list all organic products which contain nonorganic agricultural ingredients.

If yes, describe your attempts to source organic ingredients.

Are sulfites, nitrates, or nitrites added during the production or handling process?

Yes No

If yes, list all organic products produced with sulfites, nitrates, or nitrites.

Do any products labeled "organic" show the percentage of organic ingredients on the label?

Yes No

If yes, list all products so labeled.

Does the size of the percentage statement exceed one-half the size of the largest type size on the panel on which the statement is displayed?

Yes No

Does the percentage statement appear in its entirety in the same type size, style, and color without highlighting?

Yes No

Is the percentage rounded down to the nearest whole number?

Yes No

C. PRODUCTS LABELED AS "MADE WITH ORGANIC (SPECIFIED INGREDIENTS OR FOOD GROUPS(S))" (At least 70% certified organic ingredients; up to 3 ingredients or food groups can be listed)

List all products to be labeled "Made with organic (ingredients or food group(s))" and check appropriate boxes.

None

| NAME OF PRODUCT | HOW MANY INGREDIENTS OR FOOD GROUPS ARE LISTED ON THE LABEL? | LIST EACH INGREDIENT OR FOOD GROUP ¹ SHOWN ON THE PRINCIPAL DISPLAY PANEL | ORGANIC INGREDIENTS IDENTIFIED IN INFORMATION PANEL (✓) | CERTIFYING AGENT NAME IDENTIFIED ON LABEL (✓) | CERTIFYING AGENT SEAL/LOGO ON LABEL (✓) |
|-----------------|--|--|---|---|---|
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Does the "made with organic ingredients" statement on the principal display panel exceed one-half the size of the largest type size on the panel?

Yes No

Does the "made with organic ingredients" statement on the principal display panel appear in its entirety in the same type size, style, and color without highlighting?

Yes No

Do any products labeled "made with organic ingredients" show the percentage of organic ingredients in the product?

Yes No

If yes, does the size of the percentage statement exceed one-half the size of the largest type size on the panel on which the statement is displayed?

Yes No

Does the percentage statement appear in its entirety in the same type size, style, and color without highlighting?

Yes No

Is the percentage rounded down to the nearest whole number?

Yes No

D. PRODUCTS WITH LESS THAN 70% ORGANIC INGREDIENTS (organic ingredients listed only on the information panel)

List all products which contain less than 70% organic ingredients.

None

¹ Choose from the following food group listings: beans, fish, fruits, grains, herbs, meats, nuts, oils, poultry, seeds, spices, sweeteners, vegetables, or processed milk products.

SECTION 2: Labeling and Product Composition (continued)

E. BY-PRODUCTS

Will any by-products from certified organic products be sold as certified organic? Yes No Not applicable
If yes, list all organic products manufactured from by-products.

*Include information on organic by-products as applicable on this Organic Handling Plan.
Attach an Organic Product Profile sheet for each product.*

F. WATER

Check ways water is used in processing: None used
 ingredient processing aid cooking cooling product transport cleaning organic products
 cleaning equipment other (specify)

Source of water: municipal on-site well other, specify

Does the water meet the Safe Drinking Water Act? Yes No
Attach copy of water test, if applicable.

What on-site water treatment processes are used? None

Is steam used in the processing or packaging of organic products? Yes No
If yes, describe how steam is used.

If steam has direct contact with organic products, do you use: No direct contact
 steam filters condensate traps testing of condensate testing of finished products
 other (specify)

List products used as boiler additives. No boiler additives used

Attach MSDS and/or label information for boiler additives, if applicable.

Describe how you monitor water quality.

How often do you conduct water quality monitoring? weekly monthly annually as needed
 other (specify)

SECTION 3: Assurance of Organic Integrity

NOP Rule 205.201(a), 205.270 and 205.272

NOP Rule requires that handling practices and procedures present no contamination risk to organic products from commingling with nonorganic products or contact with prohibited substances. Packaging materials, bins, and storage containers must not have contained synthetic fungicides, preservatives, or fumigants. Reusable bags or containers must be clean and pose no risk to the integrity of organic products. Procedures used to maintain organic integrity must be documented.

A. PRODUCT FLOW

Attach a complete written description or schematic product flow chart which shows the movement of all organic products, from incoming/receiving through production to outgoing/shipping. Indicate where ingredients are added and/or processing aids are used. All equipment and storage areas must be identified.

B. ORGANIC INTEGRITY

Do you have an organic integrity program in place to address areas of potential commingling and/or contamination? Yes No

If yes, list specific control points you have identified in your process and state how you have addressed them to protect organic integrity, or *attach a copy of your organic integrity program.*

If no, do you have plans to implement an organic integrity program? Yes No

C. MONITORING

Do you have a Quality Assurance program in place? Yes No
If yes, what program do you use? ISO HACCP TQM other (specify)

Are any outside quality assessment services used (e.g. AIB)? Yes No
If yes, name of company

Product testing: (Check all that apply)
 ingredients tested prior to purchase ingredients tested upon receipt products tested during production
 finished products tested other (specify)

SECTION 3: Assurance of Organic Integrity C. MONITORING (continued)

How do you prevent the use of ingredients produced using excluded methods (genetic engineering), sewage sludge, or ionizing radiation? (Check all that apply)

- GE testing letters from manufacturers other (specify)

Are ingredient samples retained? Yes No
 If yes, how long?

Are finished product samples retained? Yes No
 If yes, how long?

Do you have a product recall system in place? Yes No

D. EQUIPMENT

List all equipment used in processing.

| EQUIPMENT NAME | CAPACITY | CHECK IF EQUIPMENT IS CLEANED PRIOR TO ORGANIC PRODUCTION (✓) | CHECK IF CLEANING IS DOCUMENTED (✓) | CHECK IF THE EQUIPMENT IS PURGED PRIOR TO ORGANIC PRODUCTION (✓) |
|----------------|----------|---|-------------------------------------|--|
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If equipment is purged, list and describe purge procedures, quantities purged, and documentation.

E. SANITATION

Attach MSDS and/or label information for cleaning and sanitizing products, if applicable.

Check all cleaning methods used:

- sweeping scraping vacuuming compressed air manual washing clean in place (CIP)
 steam cleaning sanitizing other (specify)

Provide information on your cleaning program and products used.

| AREA | TYPE OF CLEANING | CLEANING EQUIPMENT USED | PRODUCTS USED | FREQ | CHECK IF CLEANING IS DOCUMENTED (✓) |
|--------------------------|------------------|-------------------------|---------------|------|-------------------------------------|
| Receiving area | | | | | |
| Ingredient storage | | | | | |
| Product transfer | | | | | |
| Production area | | | | | |
| Production equipment | | | | | |
| Packaging area | | | | | |
| Finished product storage | | | | | |
| Loading dock | | | | | |
| Building exterior | | | | | |
| Accidental spills | | | | | |
| Other (specify) | | | | | |

Are all surfaces which contact organic products food grade? Yes No

Do you test food contact surfaces or rinsate for cleaner/sanitizer residues? Yes No

Where are cleaning/sanitizing materials stored?

SECTION 3: Assurance of Organic Integrity (continued)

F. PACKAGING

Check types of packaging material used: paper cardboard wood glass metal foil
 plastic waxed paper aseptic natural fiber synthetic fiber other (specify)

Where are packaging materials stored?

Are any fungicides, fumigants, or pest control products used in this storage area? Yes No
 If yes, describe use and list specific products.

Have any packaging materials been exposed to synthetic fungicides, preservatives, or fumigants? Yes No
 If yes, describe exposure, including name of products used.

Are packaging materials reused? Yes No
 If yes, describe how reusable packaging materials are cleaned prior to use.

G. STORAGE

Provide information on your storage areas by completing the following table.

| USE | LOCATION | TYPE/CAPACITY | IDENTIFICATION NAME OR NUMBER | IS STORAGE UNIT DEDICATED ORGANIC ? (✓) | COMMENTS ON POTENTIAL FOR CONTAMINATION OR COMMINGLING PROBLEMS |
|----------------------------|----------|---------------|-------------------------------|---|---|
| Ingredient storage | | | | | |
| Packaging material storage | | | | | |
| In-process storage | | | | | |
| Finished product storage | | | | | |
| Off-site storage* | | | | | |
| Other (specify) | | | | | |

***If there is off-site storage, give name, address, phone number, contact person and type of products stored at off-site facility.**

H. TRANSPORTATION OF ORGANIC PRODUCTS

Incoming:

In what forms are incoming products received?

dry bulk liquid bulk tote bags tote boxes metal drums cardboard drums paper bags
 foil bags other (specify)

How are incoming products transported?

Do you arrange incoming product transport? Yes No
 If you use transport companies, have they been notified of organic handling requirements? Yes No

Are transport units used to carry nonorganic products or prohibited substances? Yes No
 If yes, how do you insure that inbound transport units are cleaned prior to loading organic products?

Is the inspection/cleaning process documented? Yes No

Are organic products shipped at the same time as nonorganic in the same transport units? Yes No

If yes, check all steps taken to segregate organic products:

use of separate pallets pallet tags identifying "organic" organic product shrink wrapped
 separate area in transport unit organic product sealed in impermeable containers
 other (specify)

SECTION 3: Assurance of Organic Integrity H. TRANSPORTATION (continued)

In-Process:

How are in-process products transported?

How do you insure that in-process transport units are cleaned prior to loading organic products?

Is the inspection/cleaning process documented? Yes No

Outgoing Finished Product:

In what form are finished products shipped?

- dry bulk liquid bulk tote bags paper bags foil bags metal drums cardboard drums
 mesh bags cardboard cases plastic crates other (specify)

How are outgoing products transported?

Do you arrange outgoing product transport? Yes No

If you use transport companies, have they been notified of organic handling requirements? Yes No

Are transport units used to carry nonorganic products or prohibited materials? Yes No

If yes, how do you insure that outgoing transport units are cleaned prior to loading organic products?

Is the inspection/cleaning process documented? Yes No

Are organic products shipped at the same time as nonorganic in the same transport units? Yes No

If yes, check steps taken to segregate organic products:

- use of separate pallets pallet tags identifying "organic" organic product shrink wrapped
 separate area in transport unit organic product sealed in impermeable containers other (specify)

SECTION 4: Pest Management

NOP Rule 205.271

NOP Rule requires management practices to prevent pests, such as removal of pest habitat, food sources, and breeding areas, and prevention of access to handling facilities. Environmental factors, such as temperature, light, humidity, atmosphere, and air circulation, may be used to prevent pests. Pests may be controlled using mechanical or physical means, such as traps, light, or sound. Lures and repellents may be used if they do not contain prohibited substances or products produced using excluded methods (genetically engineered). If these measures are not effective, a synthetic substance not on the National List may be used provided the certifying agent approves use of the substance, method of application, and measures taken to prevent contact with ingredients or organic products. Use of pest control products must be documented and included as part of the Organic Handling Plan.

Attach a facility map showing the location of traps and monitors, and submit MSDS and/or label information for substances used for pest control, if applicable.

What type of pest management system do you use?

- in-house: name of responsible person
 contract pest control service: name, address, phone number

Check all pest problems you generally have:

- flying insects crawling insects rats mice spiders birds other (specify)

Check all pest management practices you use:

- good sanitation removal of exterior habitat/food sources clean up spilled product exclusion
 sealed doors and/or windows repair of holes, cracks, etc. screened windows, vents, etc.
 physical barriers sheet metal on sides of building exterior mowing air curtains air showers
 positive air pressure in facility monitoring incoming ingredient inspection for pests
 inspection zones around interior perimeter ultrasound/light devices release of beneficials sticky traps
 electrocutors pheromone traps mechanical traps scare eye balloons freezing treatments
 heat treatments vacuum treatments carbon dioxide nitrogen vitamin baits pyrethrum
 ryania rotenone boric acid disodium octal tetrahydrate diatomaceous earth
 precipitated silica fumigation fogging crack and crevice spray other (specify)

SECTION 4: Pest Management (continued)

Are records kept of your pest monitoring activities? Yes No

Check all aspects of your waste management system that apply:

- on-site dumpster material recycling daily pick-up of waste composting field application of waste
 other (specify)

Does your waste management system provide habitat and/or food sources for pests? Yes No

If yes, please describe.

Pesticide use information for the last 12 months:

| SUBSTANCE | TARGET PEST | LOCATION WHERE USED | METHOD OF APPLICATION | DATE OF LAST APPLICATION |
|-----------|-------------|---------------------|-----------------------|--------------------------|
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Are records kept of all pesticide applications? Yes No

If a pest control substance is used, list all measures taken to prevent contact with organic products, ingredients or packaging materials.

Are any substances used which are prohibited according to the National List? Yes No

If yes, did you contact the certifying agent for prior approval before using?

Yes No

If prohibited pest control products were used, what measures are you taking or planning to take to prevent their use in the future?

Are there any substances intended for use which are not listed above? Yes No

If yes, list substances intended for use:

SECTION 5: Record Keeping

NOP Rule 205.103

NOP Rule requires that records disclose all activities and transactions of the operation, be maintained for 5 years, and demonstrate compliance with the NOP Rule. Organic products must be tracked from receipt of incoming ingredients to sale of finished products. Organic ingredients must be verified as certified organic. Amounts of organic finished products must balance with certified organic ingredients purchased. All relevant documents must identify products as "organic". All records must be accessible to the inspector.

Which of the following records do you keep for organic processing/handling?

Incoming:

- purchase orders contracts invoices receipts bills of lading Customs forms scale tickets
 quality test results Certificates of Analysis Transaction Certificates
 copies of Certificates of Organic Operation verification of non-GMO ingredients
 verification of ingredients produced not using sewage sludge
 verification of ingredients produced/handled without ionizing radiation
 documentation that organic ingredients are not commercial available, when using nonorganic ingredients in products labeled as "100% organic" and/or "organic"
 receiving records receiving summary log (12 mos.) other (specify)

In-Process:

- ingredient inspection forms blending reports production reports equipment clean-out logs
 sanitation logs packaging reports QA reports production summary records (12 mos.)
 other (specify)

Storage:

- ingredient inventory reports finished product inventory reports other (specify)

SECTION 5: Record Keeping (continued)

Outgoing:

- shipping log
- transport unit inspection/cleaning forms
- bills of lading
- scale tickets
- purchase orders
- sales orders
- sales invoices
- phytosanitary certificates
- export declaration forms
- Transaction Certificates
- copies of Certificates of Organic Operation
- shipping summary log
- sales summary log
- audit control register
- complaint log
- other (specify)

Describe your lot numbering system.

Can your record keeping system track the finished product back to all ingredients? Yes No

Can your record keeping system balance organic ingredients in and organic products out? Yes No

How long do you keep your records?

SECTION 6 : Affirmation

NOP Rule 205.100, 205.400 and 205.401

I affirm that all statements made in this Organic Handling Plan are true and correct. I agree to comply with the Organic Foods Production Act of 1990 and National Organic Program Rules and Regulations. I understand that the facility may be subject to unannounced inspection and/or organic products may be sampled and tested for residues at any time. I agree to provide further information as required by the certifying agent.

Signature of Owner/Manager _____

Date _____

I have attached the following additional documents:

- product flow chart
- facility map
- Organic Product Profiles
- pest management map of traps and monitors
- water test, if applicable
- MSDS, if applicable
- organic product labels
- labels for minor ingredients
- labels for other substances used (boiler additives, cleansers, or pesticides)
- other (specify)

I have made copies of this Organic Handling Plan and other supporting documents for my own records.

Submit completed form, fees, and supporting documents to:

Organic Product Profile

| Applicant/company name | | Date | Name of Product Requested for Certification | | | | | Percentage of Organic Ingredients² | % |
|--|--|---|--|---|---|------------------|--------------------|--|-----------------------------|
| Check which labeling category this product meets. <i>Attach samples of labels for all products for which this Organic Product Profile is used.</i> <input type="checkbox"/> "100% organic" <input type="checkbox"/> "organic" (≥95% organic ingredients) <input type="checkbox"/> "made with organic (ingredients or food group(s)) (≥70% organic ingredients) | | | | | | | | | |
| Product Composition: Complete the information for all ingredients contained in this product. Although water and salt are not considered when determining the percentage, include information about these ingredients. | | | | | | | | | |
| INGREDIENT ³ (INCLUDE ADDITIVES) | CHECK IF INGREDIENT IS CERTIFIED ORGANIC (✓) | SUPPLIER | CERTIFYING AGENT | IF NON-AGRICULTURAL, CHECK IF INGRED. IS ON THE NATIONAL LIST (✓) | HAVE YOU VERIFIED THAT THE NONORGANIC INGREDIENT WAS NOT PRODUCED USING ANY OF THE FOLLOWING (✓): | | | CHECK IF YOU HAVE DOCUMENTATION THAT THE NONORGANIC AGRICULTURAL INGREDIENT WAS NOT COMMERCIALY AVAILABLE ⁵ IN ORGANIC FORM (✓) | % OF FINISHED PRODUCT |
| | | | | | EXCLUDED METHODS ⁴ | SEWAGE SLUDGE | IONIZING RADIATION | | |
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| Does this product include organic and nonorganic forms of the same ingredient?⁶ | | | | | | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, list the specific organic and nonorganic forms of the same ingredient. | | | | | | | | | |
| Processing Aids: Provide complete information about all processing aids used in the manufacture of this product. | | | | | | | | | |
| PROCESSING AID | CHECK IF PROCESSING AID IS CERTIFIED 100% ORGANIC ⁷ (✓) | IF NONORGANIC, CHECK IF PROCESSING AID IS ON THE NATIONAL LIST? (✓) | | | SUPPLIER | CERTIFYING AGENT | | | |
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² Calculate the percentage of organic ingredients by dividing the total net weight or volume of combined organic ingredients (excluding water and salt) by the total weight or volume of all ingredients (excluding water and salt).

³ All products labeled "100% organic" or "organic" and all ingredients identified as "organic" in an ingredient statement must not be produced using: excluded methods; sewage sludge; ionizing radiation; a processing aid not on the National List; or sulfites, nitrates or nitrites added during the production or handling process (except that wine containing added sulfites may be labeled "made with organic grapes").

⁴ Excluded methods include cell fusion, microencapsulation and macroencapsulation, and recombinant DNA technology, (gene deletion, gene doubling, introducing a foreign gene, and changing the positions of genes when achieved by recombinant DNA technology).

⁵ For products labeled as "100% organic" and "organic", handlers are required to source organic ingredients when commercially available. Commercial availability is determined by three factors: appropriate form, quality, or quantity. This is not required for products labeled as "made with.....".

⁶ Products labeled "organic" or "made with..." must not include organic and nonorganic forms of the same ingredient, except that a nonorganic ingredient in a product labeled "made with..." may contain organic and nonorganic forms of the same ingredient. This ingredient must not be labeled "organic" on the ingredient statement or be counted in the calculation of the product's organic %.

⁷ Required for products labeled as "100% organic".

Organic System Plan (OSP) Templates for Certifiers

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