Organic System Plan (OSP) Templates for Certifiers

By George Kuepper, Holly Born, and Lance Gegner
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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 Bozeman, 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 Hoodes, National Campaign for Sustainable Agriculture; Lisa Hummon, Defenders of Wildlife; Nancy Matheson, NCAT; Lisa McCrory, NOFA-VT; Nancy Ostiguy, The Pennsylvania State University; Jim Riddle, University of Minnesota; Pam Riesgraf, Organic Valley; Barbara C. Robinson, USDA/AMS; Kelly Shea, Horizon Dairy; Kathy Turner-Clift, Doubltree Ranch LLC; Sara Vickerman, Defenders of Wildlife; Ann Wells, Springpond Holistic Animal Health; Katherine Withey, Washington State Dept. of Agriculture.

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” Campaign for Sustainable Agriculture; Lisa Hummon, Defenders of Wildlife; Nancy Matheson, NCAT; Lisa McCrory, NOFA-VT; Nancy Ostiguy, The Pennsylvania State University; Jim Riddle, University of Minnesota; Pam Riesgraf, Organic Valley; Barbara C. Robinson, USDA/AMS; Kelly Shea, Horizon Dairy; Kathy Turner-Clift, Doubltree Ranch LLC; Sara Vickerman, Defenders of Wildlife; Ann Wells, Springpond Holistic Animal Health; Katherine Withey, Washington State Dept. of Agriculture.
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](http://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.

<table>
<thead>
<tr>
<th>SECTION 1: General Information</th>
<th>NOP Rule 205.401</th>
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<tbody>
<tr>
<td>Name</td>
<td>Farm Name</td>
</tr>
<tr>
<td>Address</td>
<td>City</td>
</tr>
<tr>
<td>State</td>
<td>Zip code</td>
</tr>
<tr>
<td>Date</td>
<td>Date reviewed</td>
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<tr>
<td>Fees received</td>
<td>Phone</td>
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<tr>
<td>Legal status: Sole proprietorship</td>
<td>Trust or non-profit</td>
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<tr>
<td>Legal partnership (federal form 1065)</td>
<td>Other (specify)</td>
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<tr>
<td>Year first certified</td>
<td>List previous organic certification by other agencies</td>
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<tr>
<td>List current organic certification by other agencies</td>
<td>Year when complete Organic Farm Plan Questionnaire was last submitted</td>
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<tr>
<td>Have you ever been denied certification?</td>
<td>If yes, describe the circumstances:</td>
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<tr>
<td>Yes</td>
<td>No</td>
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<td>Do you understand the current organic standards?</td>
<td>Do you have a copy of current organic standards?</td>
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<tr>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Do you intend to certify any livestock (slaughter stock, dairy, or layers) this year?</td>
<td>If yes, have you filled out an Organic Livestock Plan Questionnaire?</td>
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<tr>
<td>Do you have any off-farm or on-farm processing done? (cleaning, bagging, bottling, etc.)</td>
<td>If yes, have you filled out an Organic Handling Plan Questionnaire?</td>
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<tr>
<td>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.</td>
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<tr>
<td>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.</td>
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<tr>
<td>Give directions to your farm for the inspector.</td>
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<td>When are you available to contact?</td>
<td>Morning</td>
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<td>When are you available for the inspection?</td>
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SECTION 2: Farm Plan Information

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.

<table>
<thead>
<tr>
<th>CROPS REQUESTED FOR CERTIFICATION</th>
<th>FIELD NUMBERS</th>
<th>TOTAL ACRES PER CROP</th>
<th>PROJECTED YIELDS (VOLUME)</th>
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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.

<table>
<thead>
<tr>
<th>FIELD NUMBERS</th>
<th>PARCEL ADDRESS/LEGAL DESCRIPTION</th>
<th>NUMBER OF ACRES: ORGANIC (O), TRANSITIONAL (T), CONVENTIONAL (C)</th>
<th>RENTED (R) OR OWNED (O)</th>
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SECTION 3: Seeds and Seed Treatments

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

<table>
<thead>
<tr>
<th>SEED/VARIETY/BRAND</th>
<th>ORGANIC (✓)</th>
<th>UNTREATED (✓)</th>
<th>TREATED (✓)</th>
<th>GMO (✓)</th>
<th>TYPE/BRAND OF TREATMENT</th>
<th>FUNGICIDE</th>
<th>INOCULANT</th>
<th>WHAT ATTEMPTS DID YOU MAKE TO USE ORGANIC/UNTREATED SEED?</th>
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Organic Farm Plan
SECTION 4: Source of Seedlings and Perennial Stock

Annual seedlings must be produced according to organic standards. Non-organic perennial plants (planting stock) must be managed organically for at least one year prior to harvest of crop or sale of the plant as certified organic planting stock. Organic seedlings and planting stock must be used if commercially available. Contact the certifying agent if you need to use non-organic seedlings because of an emergency. A prohibited treatment may be used if such treatment is a Federal or State phytosanitary requirement.

A. DO YOUR PURCHASE ORGANIC SEEDLINGS?

☐ Yes ☐ No ☐ Not applicable

Who are the suppliers?

If certified, by which agents?

Do you purchase non-organic seedlings?

☐ Yes ☐ No

If yes, state why and describe your attempts to purchase organic seedlings.

B. IF YOU GROW ORGANIC SEEDLINGS ON-FARM:

☐ Not applicable

What type and size is your greenhouse?

Do you raise potted plants or plant crops directly in the ground in the greenhouse?

If treated wood is used in any part of your greenhouse, where is it used?

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

<table>
<thead>
<tr>
<th>PRODUCT</th>
<th>BRAND NAME OR SOURCE</th>
<th>STATUS: APPROVED (A) RESTRICTED ® PROHIBITED (P)</th>
<th>IF RESTRICTED, DESCRIBE COMPLIANCE WITH NOP RULE ANNOTATION</th>
<th>CHECK IF GMO (✓)</th>
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What equipment do you use in your watering system?

How do you prevent seedling diseases and/or insect problems?
C. IF YOU GROW BOTH ORGANIC AND NON-ORGANIC PLANTS IN YOUR GREENHOUSE:  

What organic and non-organic crops are grown? List varieties if the same organic and non-organic corps 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.

<table>
<thead>
<tr>
<th>PRODUCT</th>
<th>BRAND NAME OR SOURCE</th>
<th>STATUS: APPROVED (A)</th>
<th>RESTRICTED @ PROHIBITED (P)</th>
<th>IF RESTRICTED, DESCRIBE COMPLIANCE WITH NOP RULE ANNOTATION</th>
<th>CHECK IF GMO</th>
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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)  

<table>
<thead>
<tr>
<th>TYPE</th>
<th>PLANTING STOCK SOURCE</th>
<th>ORGANIC (✓)</th>
<th>NON-ORGANIC (✓)</th>
<th>IF NON-ORGANIC, DATE PLANTED</th>
<th>IF NON-ORGANIC, EXPECTED HARVEST DATE</th>
<th>IF NON-ORGANIC, DESCRIBE ATTEMPTS TO OBTAIN ORGANIC PLANTING STOCK</th>
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SECTION 5: Soil and Crop Fertility Management

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

<table>
<thead>
<tr>
<th>PRODUCT</th>
<th>BRAND NAME OR SOURCE</th>
<th>STATUS: APPROVED (A)</th>
<th>RESTRICTED (R)</th>
<th>PROHIBITED (P)</th>
<th>NUMBER OF APPLICATIONS PER YEAR</th>
<th>REASON FOR USE</th>
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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 131ºF. and 170ºF 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.

<table>
<thead>
<tr>
<th>CROP(S)</th>
<th>FIELD NUMBERS</th>
<th>DATE MANURE IS APPLIED</th>
<th>EXPECTED DATE OF HARVEST</th>
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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 an 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:

□ 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: □ drip □ flood □ center pivot □ other (specify)
What input products are applied through the irrigation system?  

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

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)
SECTION 6: Crop Management

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)

<table>
<thead>
<tr>
<th>CROP ROTATION PLAN</th>
<th>FIELD NUMBERS WHERE PLAN IS FOLLOWED</th>
<th>ANTICIPATED CHANGES</th>
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### B. WEED MANAGEMENT PLAN:

What are your problem weeds?  
☐ No weed problems

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:

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

<table>
<thead>
<tr>
<th>PEST PROBLEM</th>
<th>CONTROL PRODUCT</th>
<th>STATUS: APPROVED (A) RESTRICTED (R) PROHIBITED (P)</th>
<th>IF RESTRICTED, DESCRIBE COMPLIANCE WITH NOP RULE ANNOTATION</th>
<th>CHECK IF GMO (✔)</th>
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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.

<table>
<thead>
<tr>
<th>DISEASE PROBLEM</th>
<th>CONTROL PRODUCT</th>
<th>STATUS: APPROVED (A)</th>
<th>RESTRICTED (R)</th>
<th>PROHIBITED (P)</th>
<th>IF RESTRICTED, DESCRIBE COMPLIANCE WITH NOP RULE ANNOTATION</th>
<th>CHECK IF GMO</th>
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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)
SECTION 7: Maintenance of Organic Integrity  
NOP Rule 205.201(a)(5) and 205.202(c)

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.)

<table>
<thead>
<tr>
<th>LOCATION OR FIELD NUMBER</th>
<th>TYPE OF BUFFER (CROP LAND, TREELINE, HEDGEROW, WILDLIFE PLANTING, GRASS STRIP)</th>
<th>WIDTH OF BUFFER</th>
<th>ADJOINING LAND USE</th>
<th>IF CROP IS HARVESTED FROM BUFFER, DESCRIBE USE (SALE, NON-ORGANIC LIVESTOCK FEED, SEED, ETC.)</th>
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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.

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

<table>
<thead>
<tr>
<th>PRODUCT NAME</th>
<th>WHO APPLIES? SELF (S) OR CUSTOM (C)</th>
<th>FIELD NUMBERS WHERE APPLIED</th>
<th>WHERE STORED? (ON-FARM OR OFF-FARM; WHERE ON FARM?)</th>
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Prohibited herbicides/pesticides used on conventional crops:

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<tr>
<th>PRODUCT NAME</th>
<th>WHO APPLIES? SELF (S) OR CUSTOM (C)</th>
<th>FIELD NUMBERS WHERE APPLIED</th>
<th>WHERE STORED? (ON-FARM OR OFF-FARM; WHERE ON FARM?)</th>
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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.

<table>
<thead>
<tr>
<th>EQUIPMENT NAME</th>
<th>OWNED (O), RENTED (R), OR CUSTOM (C)</th>
<th>CHECK IF USED ON BOTH ORGANIC AND CONVENTIONAL (✓)</th>
<th>HOW IS EQUIPMENT CLEANED BEFORE USE ON ORGANIC FIELDS?</th>
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<table>
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<tr>
<th>EQUIPMENT NAME CONTINUED</th>
<th>OWNED (O), RENTED (R), OR CUSTOM (C)</th>
<th>CHECK IF USED ON BOTH ORGANIC AND CONVENTIONAL (✓)</th>
<th>HOW IS EQUIPMENT CLEANED BEFORE USE ON ORGANIC FIELDS?</th>
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Is your equipment maintained so that fuel, oil and hydraulic fluid do not leak?  
<table>
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<th></th>
<th>Yes</th>
<th>No</th>
<th>Not applicable</th>
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If you use a sprayer:

- **What type?**
- **Did you purchase it new or used?**

<table>
<thead>
<tr>
<th></th>
<th>new</th>
<th>used</th>
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</table>

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.

<table>
<thead>
<tr>
<th>STORAGE ID #</th>
<th>TYPE OF CROPS STORED</th>
<th>TYPE OF STORAGE</th>
<th>CAPACITY/SIZE</th>
<th>ORGANIC (O), TRANSITIONAL (T), BUFFER (B), CONVENTIONAL (C)</th>
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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:

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)
SECTION 8: Record Keeping System

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?

- [ ] field maps
- [ ] field history sheets
- [ ] input records
- [ ] harvest records
- [ ] labor records
- [ ] storage records
- [ ] sales records
- [ ] shipping records
- [ ] Not applicable
- [ ] 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

<table>
<thead>
<tr>
<th>Code</th>
<th>Field No.</th>
<th>ACRES/ha.</th>
<th>Year Crop</th>
<th>Inputs</th>
<th>Year Crop</th>
<th>Inputs</th>
<th>Year Crop</th>
<th>Inputs</th>
<th>Year Crop</th>
<th>Inputs</th>
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</tbody>
</table>
# 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

<table>
<thead>
<tr>
<th>Name</th>
<th>Farm Name</th>
<th>Type of Farm/Crops</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>City</td>
<td>For office Use Only</td>
</tr>
<tr>
<td>St./Prov.</td>
<td>Postal/Zip Code</td>
<td>Date received</td>
</tr>
<tr>
<td>Phone</td>
<td>Fax</td>
<td>Date reviewed</td>
</tr>
<tr>
<td>Legal Status:</td>
<td></td>
<td>Reviewer</td>
</tr>
<tr>
<td></td>
<td>Sole Proprietorship</td>
<td></td>
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<tr>
<td></td>
<td>Trust or non-profit</td>
<td></td>
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<td></td>
<td>Corporation</td>
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<td></td>
<td>Cooperative</td>
<td></td>
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<td></td>
<td>Legal Partnership (federal form 1065)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other-specify</td>
<td></td>
</tr>
<tr>
<td>Organic Certification No.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year first certified</td>
<td>List previous organic certification by other agencies</td>
<td></td>
</tr>
<tr>
<td></td>
<td>List current organic certification by other agencies</td>
<td></td>
</tr>
<tr>
<td>Do you understand current organic standards?</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>Have you ever been denied Certification?</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>If yes, describe the reasons for denial and attach documentation of corrective actions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preferred dates and time for inspection visit:</td>
<td>morning</td>
<td>afternoon</td>
</tr>
</tbody>
</table>

## SECTION 2: Minor Noncompliances

Did you have any minor noncompliances from last year's certification? yes no
If yes, please complete the following table, listing each minor non-compliance.

<table>
<thead>
<tr>
<th>Minor Noncompliance</th>
<th>Describe how you addressed the minor noncompliance.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

## SECTION 3: Organic Plan Update

**A. Current crop plans**

Please complete the following table for all current year’s crops or products requested for certification.

<table>
<thead>
<tr>
<th>Crops Requested for Certification</th>
<th>Field Numbers</th>
<th>Total Acres/Hectares</th>
<th>Projected Yields</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

---

Organic Farm Plan Update
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

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

* 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.

<table>
<thead>
<tr>
<th>Seed/Variety/Brand</th>
<th>Organic (✓)</th>
<th>Untreated (✓)</th>
<th>Treated (✓)</th>
<th>GMO (✓)</th>
<th>Type/Brand of Treatment</th>
<th>Fungicide</th>
<th>Inoculant</th>
<th>Describe your attempts to use organic/untreated seed?</th>
</tr>
</thead>
</table>
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

<table>
<thead>
<tr>
<th>Product</th>
<th>Brand name or source</th>
<th>Status: Approved (A) Restricted (R) Prohibited (P)</th>
<th>If restricted, describe compliance with NOP Rule Annotation</th>
<th>Check if GMO</th>
</tr>
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<tbody>
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</table>

**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).

<table>
<thead>
<tr>
<th>Crops/Products</th>
<th># of Acres</th>
<th>Actual Yield</th>
<th>Amount Sold</th>
<th>Amount Left to Sell</th>
<th>Remaining Crop Storage ID #</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Field No.</th>
<th>Acres/ha.</th>
<th>Year Crop</th>
<th>Inputs</th>
<th>Year Crop</th>
<th>Inputs</th>
<th>Year Crop</th>
<th>Inputs</th>
<th>Year Crop</th>
<th>Inputs</th>
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</tbody>
</table>

Organic Farm Plan Update
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.

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

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?  
   a) If yes, have you also completed an Organic System Plan for crops?

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.)?  
   a) If yes, have you submitted and Organic Handling System Plan?

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?  
    11) When are you available for the inspection?

SECTION 2: Prior Non compliances

1) Did you have any non-compliances from last year’s certification?  
   a) If yes, please complete the following table, listing each non-compliance.

<table>
<thead>
<tr>
<th>NON-COMPLIANCE</th>
<th>DESCRIBE HOW YOU ADDRESSED THE NON-COMPLIANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Attach additional sheet if needed.

SECTION 3: Livestock Inventory Descriptions

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

<table>
<thead>
<tr>
<th>TYPE</th>
<th>ORGANIC</th>
<th>TRANSITIONAL*</th>
<th>CONVENTIONAL**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dairy cattle</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Dairy goats</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dairy sheep</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Beef cattle</td>
<td></td>
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SECTION 4: Origin of Organic Livestock
NOP Rule 205.236

A. Source of Mammalian Livestock

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

<table>
<thead>
<tr>
<th>TYPE OF LIVESTOCK</th>
<th>IDENTIFICATION NO. / NAME</th>
<th>DATE OF PURCHASE</th>
<th>PROJECTED OR ACTUAL BIRTHING DATE</th>
<th>PURCHASE SOURCE</th>
<th>ORGANIC (O)</th>
<th>CONVENTIONAL (C)</th>
<th>CERTIFICATION AGENCY?</th>
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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

<table>
<thead>
<tr>
<th>TYPE OF POULTRY</th>
<th>FLOCK NUMBER</th>
<th>DATE OF PURCHASE</th>
<th>AGE AT PURCHASE</th>
<th>PROJECTED SLAUGHTER OR EGG PRODUCTION DATE</th>
<th>SOURCE</th>
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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.

<table>
<thead>
<tr>
<th>LIVESTOCK TYPE (SLAUGHTER, REPLACEMENT DAIRY, YOUNG STOCK)</th>
<th>FEED OR RATION TYPE (HAY, SILAGE, GRAIN MIX, ETC.)</th>
<th>STATUS: ORGANIC (O)</th>
<th>TRANSITIONAL (T)</th>
<th>CONVENTIONAL (C)</th>
<th>INGREDIENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: poultry</td>
<td>Layer ration</td>
<td>O</td>
<td></td>
<td></td>
<td>Corn, soymeal, oats, hi-calcium limestone, nutri-balance mix</td>
</tr>
<tr>
<td>Example: stocker cattle</td>
<td>Baled hay</td>
<td>O</td>
<td></td>
<td></td>
<td>Mostly alfalfa</td>
</tr>
</tbody>
</table>

Attach additional sheet if needed.
2) Do you raise any feed on your farm?  
   a) If yes, please list:

3) Describe purchased feed: (Enter purchased supplements and additives in section B.)  
   a) If yes, please list:

<table>
<thead>
<tr>
<th>TYPE</th>
<th>SOURCES</th>
<th>CERTIFIED BY</th>
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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  
   a) If yes, how do you know they do not contain antibiotics and are not made with milk from rBST-treated animals?

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.

<table>
<thead>
<tr>
<th>FEED SUPPLEMENT OR ADDITIVE</th>
<th>SOURCE</th>
<th>REASON FOR USE</th>
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Attach additional sheet if needed.

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

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

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.

<table>
<thead>
<tr>
<th>TYPE OF HOUSING AND MAP DESIGNATION</th>
<th>SIZE (LENGTH X WIDTH)</th>
<th>TYPE OF LIVESTOCK HOUSED</th>
<th>NUMBER OF ANIMALS HOUSED</th>
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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
   a) What is the type and size of housing used?
   b) What is the approximate square footage per 100 chicks?
   c) What bedding material is used?
   d) What heating source is employed?
   e) Additional relevant details:

SECTION 8: Pasture

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
   a) If yes, is pasture provided to ruminant stock?    ☐ Yes ☐ No ☐ Not applicable
   b) 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.

<table>
<thead>
<tr>
<th>Pasture ID</th>
<th>Acreage</th>
<th>Stocking Rate and Livestock Type</th>
<th>Forage Mix</th>
<th>What Grazing System Is Used?</th>
<th>Is the Pasture Also Mechanically Harvested?</th>
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<td>Rotational</td>
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<td>Continuous</td>
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<td>Moveable pens</td>
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<td>Rotational</td>
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<td>Moveable pens</td>
<td>Yes No</td>
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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
SECTION 9: Manure Management

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

SECTION 10: Livestock Health Care Practices

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.

<table>
<thead>
<tr>
<th>HEALTH PROBLEM/DISEASE</th>
<th>ANIMAL ID</th>
<th>PRODUCT(S) USED (retain labels for inspector)</th>
<th>APPROVED (A) PROHIBITED (P)</th>
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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:

<table>
<thead>
<tr>
<th>ALTERATION PRACTICE</th>
<th>METHOD USED AND MEANS FOR REDUCING LIVESTOCK STRESS</th>
<th>REASON FOR ALTERATION PRACTICE</th>
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SECTION 11: Pre-Slaughter Management

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?
### SECTION 12: Milk Collection and Handling

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.
   - [ ] 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

### SECTION 13: Egg Collection and Holding

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

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

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

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.
Organic Livestock Plan

SECTION 17: Record Keeping

NOP Rule 205.103, .236(c)

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:

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

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
SECTION 18: Split Production

1) Describe all prohibited substances and practices: □ Not applicable

<table>
<thead>
<tr>
<th>PROHIBITED SUBSTANCE OR PRACTICE</th>
<th>TYPE OF LIVESTOCK</th>
<th>WHERE/WHEN USED</th>
</tr>
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<tbody>
<tr>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Applicant/company name</th>
<th>NOP Rule 205.201 and 205.401</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Owner/manager</strong></td>
<td>Organic certification number</td>
</tr>
<tr>
<td><strong>Primary contact person</strong></td>
<td>For office use only</td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td>Date received</td>
</tr>
<tr>
<td><strong>City</strong></td>
<td>Date reviewed</td>
</tr>
<tr>
<td><strong>State/province</strong></td>
<td>Reviewer initials</td>
</tr>
<tr>
<td><strong>Postal/zip code</strong></td>
<td><strong>Country</strong></td>
</tr>
<tr>
<td><strong>Reviewer initials</strong></td>
<td>Fees received</td>
</tr>
<tr>
<td><strong>Fees received</strong></td>
<td>Inspector</td>
</tr>
</tbody>
</table>

**Legal status:**
- [ ] Sole proprietorship
- [ ] Corporation
- [ ] Cooperative
- [ ] Trust or non-profit
- [ ] Legal partnership (federal form 1065)
- [ ] Other (specify)

<table>
<thead>
<tr>
<th><strong>Year company began</strong></th>
<th><strong>Number of employees</strong></th>
<th><strong>Name of person overseeing organic production</strong></th>
<th><strong>Government permits/licenses</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

- Do you have a copy of current organic standards?  [ ] Yes  [ ] No
- Do you have a copy of the current National List?  [ ] Yes  [ ] No
- Do you understand the current organic standards?  [ ] Yes  [ ] No

What general categories of organic products are manufactured or planned to be manufactured? *Provide a complete list of products requested for certification in Section 2: Product Composition and Labeling.*

- List all noncompliances from last year’s certification and state how the noncompliances have been addressed.  [ ] 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?  [ ] Yes  [ ] No
  - If yes, describe the circumstances.  *Attach a description of the actions taken to correct noncompliances.*

- Preferred time for inspection visit:  [ ] Morning  [ ] Afternoon
  - Give directions to the processing facility.

| **Type of processing/handling operation, e.g. grain cleaning, canning, freezing** | **Is your operation a:**  
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>[ ] Primary, or</td>
</tr>
<tr>
<td></td>
<td>[ ] Contract vendor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Estimated annual total production</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>_____ % organic  _____ % nonorganic</td>
</tr>
</tbody>
</table>

### IF YOU USE CONTRACT VENDORS, GIVE THE FOLLOWING INFORMATION:

<table>
<thead>
<tr>
<th><strong>NAME OF CONTRACT VENDOR</strong></th>
<th><strong>ADDRESS</strong></th>
<th><strong>PHONE NO.</strong></th>
<th><strong>CERTIFIED BY</strong></th>
</tr>
</thead>
</table>

- 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 included 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. 

<table>
<thead>
<tr>
<th>NAME OF PRODUCT</th>
<th>ORGANIC INGREDIENTS IDENTIFIED IN INFORMATION PANEL (✓)</th>
<th>CERTIFYING AGENT NAME IDENTIFIED ON LABEL (✓)</th>
<th>USE USDA SEAL ON LABEL (✓)</th>
<th>USE CERTIFYING AGENT SEAL/LOGO ON LABEL (✓)</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

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. 

<table>
<thead>
<tr>
<th>NAME OF PRODUCT</th>
<th>ORGANIC INGREDIENTS IDENTIFIED IN INFORMATION PANEL (✓)</th>
<th>CERTIFYING AGENT NAME IDENTIFIED ON LABEL (✓)</th>
<th>USE USDA SEAL ON LABEL (✓)</th>
<th>USE CERTIFYING AGENT SEAL/LOGO ON LABEL (✓)</th>
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</table>
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

<table>
<thead>
<tr>
<th>NAME OF PRODUCT</th>
<th>HOW MANY INGREDIENTS OR FOOD GROUPS ARE LISTED ON THE LABEL?</th>
<th>LIST EACH INGREDIENT OR FOOD GROUP SHOWN ON THE PRINCIPAL DISPLAY PANEL</th>
<th>ORGANIC INGREDIENTS IDENTIFIED IN INFORMATION PANEL (✓)</th>
<th>CERTIFYING AGENT NAME IDENTIFIED ON LABEL (✓)</th>
<th>CERTIFYING AGENT SEAL/LOGO ON LABEL (✓)</th>
</tr>
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<tbody>
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</tbody>
</table>

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**

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.

<table>
<thead>
<tr>
<th>EQUIPMENT NAME</th>
<th>CAPACITY</th>
<th>CHECK IF EQUIPMENT IS CLEANED PRIOR TO ORGANIC PRODUCTION (✓)</th>
<th>CHECK IF CLEANING IS DOCUMENTED (✓)</th>
<th>CHECK IF THE EQUIPMENT IS PURGED PRIOR TO ORGANIC PRODUCTION (✓)</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

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.

<table>
<thead>
<tr>
<th>AREA</th>
<th>TYPE OF CLEANING</th>
<th>CLEANING EQUIPMENT USED</th>
<th>PRODUCTS USED</th>
<th>FREQ</th>
<th>CHECK IF CLEANING IS DOCUMENTED (✓)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receiving area</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Ingredient storage</td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Product transfer</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Production area</td>
<td></td>
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<tr>
<td>Production equipment</td>
<td></td>
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<tr>
<td>Packaging area</td>
<td></td>
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<td></td>
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<tr>
<td>Finished product storage</td>
<td></td>
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<tr>
<td>Loading dock</td>
<td></td>
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<tr>
<td>Building exterior</td>
<td></td>
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<td></td>
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<tr>
<td>Accidental spills</td>
<td></td>
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<tr>
<td>Other (specify)</td>
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</tr>
</tbody>
</table>

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

- Do you test food contact surfaces or rinse 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.

<table>
<thead>
<tr>
<th>USE</th>
<th>LOCATION</th>
<th>TYPE/CAPACITY</th>
<th>IDENTIFICATION NAME OR NUMBER</th>
<th>IS STORAGE UNIT DEDICATED ORGANIC? (✔)</th>
<th>COMMENTS ON POTENTIAL FOR CONTAMINATION OR COMMINGLING PROBLEMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ingredient storage</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Packaging material storage</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-process storage</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Finished product storage</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Off-site storage*</td>
<td></td>
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</tr>
<tr>
<td>Other (specify)</td>
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</tr>
</tbody>
</table>

*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?**

- [ ] Yes  
- [ ] No

**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:

<table>
<thead>
<tr>
<th>SUBSTANCE</th>
<th>TARGET PEST</th>
<th>LOCATION WHERE USED</th>
<th>METHOD OF APPLICATION</th>
<th>DATE OF LAST APPLICATION</th>
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</table>

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**

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

<table>
<thead>
<tr>
<th>Applicant/company name</th>
<th>Date</th>
<th>Name of Product Requested for Certification</th>
<th>Percentage of Organic Ingredients&lt;sup&gt;2&lt;/sup&gt;</th>
<th>%</th>
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</table>

Check which labeling category this product meets. *Attach samples of labels for all products for which this Organic Product Profile is used.*

- [ ] "100% organic"
- [ ] "organic" (≥95% organic ingredients)
- [ ] "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.

<table>
<thead>
<tr>
<th>INGREDIENT&lt;sup&gt;3&lt;/sup&gt; (INCLUDE ADDITIVES)</th>
<th>CHECK IF INGREDIENT IS CERTIFIED ORGANIC (✓)</th>
<th>SUPPLIER</th>
<th>CERTIFYING AGENT</th>
<th>IF NON-AGRICULTURAL, CHECK IF INGRED. IS ON THE NATIONAL LIST (✓)</th>
<th>HAVE YOU VERIFIED THAT THE NONORGANIC INGREDIENT WAS NOT PRODUCED USING ANY OF THE FOLLOWING (✓): EXCLUDED METHODS&lt;sup&gt;4&lt;/sup&gt; SEWAGE SLUDGE IONIZING RADIATION</th>
<th>CHECK IF YOU HAVE DOCUMENTATION THAT THE NONORGANIC AGRICULTURAL INGREDIENT WAS NOT COMMERCIALLY AVAILABLE&lt;sup&gt;5&lt;/sup&gt; IN ORGANIC FORM (✓)</th>
<th>% OF FINISHED PRODUCT</th>
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Does this product include organic and nonorganic forms of the same ingredient?<sup>6</sup>  
If yes, list the specific organic and nonorganic forms of the same ingredient.

- [ ] Yes  
- [ ] No

**Processing Aids:** Provide complete information about all processing aids used in the manufacture of this product.

<table>
<thead>
<tr>
<th>PROCESSING AID</th>
<th>CHECK IF PROCESSING AID IS CERTIFIED 100% ORGANIC&lt;sup&gt;2&lt;/sup&gt; (✓)</th>
<th>IF NONORGANIC, CHECK IF PROCESSING AID IS ON THE NATIONAL LIST? (✓)</th>
<th>SUPPLIER</th>
<th>CERTIFYING AGENT</th>
<th>% OF FINISHED PRODUCT</th>
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<sup>2</sup> 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).

<sup>3</sup> 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 nitrates added during the production or handling process (except that wine containing added sulfites may be labeled "made with organic grapes").

<sup>4</sup> 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).

<sup>5</sup> 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....".

<sup>6</sup> 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 %.