



# OSP Crops

**Important:**

- In order for this form to properly import into the PCO certification system, please save a copy of this form to your desktop and fill out via Acrobat Reader.
- Please DO NOT fill out this form using Preview (Mac) or in your internet browser (e.g. Internet Explorer, Firefox, Safari) as this will cause your data to be lost.
- When sending to PCO, please DO NOT "Print to PDF" as this renders an unreadable form. Please simply "save" the PDF document and send this document to PCO.

**Instructions:** Use this form if you are requesting organic certification of crops, use additional sheets if necessary. If you are a new applicant, attach a completed OSP General Information Form. Do not use this form for Wild Crops, Maple or Mushrooms. If needed, request these specific forms from PCO. Do not leave any applicable sections blank, write "none" or "not applicable" instead.

SECTION 1 - General Information	§205.201
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Primary Contact First Name: \_\_\_\_\_ M.I: \_\_\_\_\_ Last Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

1.1 Is this farm:

- Organic only (Skip to Section 2)
- Organic and nonorganic (i.e. split or parallel production) (Answer question a below)

a) Describe crops that are grown conventionally (note: questions related to the prevention of commingling and contamination are addressed in Section 13):

## 2.1 Have you managed all fields for three years or more?

- Yes (Field and Crop Form must accurately reflect crops and field management, including inputs for the last 3 years. *Note: Specific crop types should be listed. For example, list "tomatoes", "broccoli", "eggplant", vs. "mixed produce" and list "alfalfa" vs. listing "hay".*)
- No

## a) If no, check the type of documentation attached that shows the eligibility of this land for organic certification:

- Prior Land Use (PLU) Statement (signed by the previous owner/manager or other knowledgeable person\* stating the crops planted and all inputs applied during the previous 3 years)
- Field and Crop Form completed by previous land manager (with previous 3 year history)
- Copy of the organic certificate from a previous owner/manager  
(unless you also submit a PLU statement for requested land, PCO will verify that this land has been continuously certified with no lapse in organic management up to the date of transfer of management)

*\*Note: PCO may require additional verification from government agencies to verify the accuracy of your land history statement. Making a false statement to an accredited certifying agent shall be subject to provisions of section 1001 of title 18, United States Code. (NOP §205.100(c)(2)).*

## 2.2 What was the date of last use of prohibited materials?

- N/A, no prohibited materials applied.

## 2.3 Field Map(s) for all field(s) requested for certification is required

- Field Map attached

## a) All of the following information must be included on your map. Check to verify each has been included:

- Field Name/Number and Acreage
- Nearest public roads
- Directional arrow (i.e. North)
- Landmarks such as railroad tracks, windrows or hedges, riparian areas, buildings, etc.

## 2.4 Are all fields requested for certification located at the physical address listed on the OSP General Information Form or the Annual Update Report?

- Yes (Skip to Section 3)
- No



Organic production areas must 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 cropland, pastures, residential property, fallow land, etc. Buffer areas may change annually, depending on contamination potential from adjoining land uses. Buffers 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 buffer must be left unharvested, or managed organically but harvested, stored, and disposed of as nonorganic crop, with records kept of crop disposition. If buffers are not under your direct control, a written agreement is required with the responsible party.

3.1 Adjoining Land Use: List specific buffer areas you maintain for each side of each organic field.

Location or Field Name/Numbers	Type of Adjoining Land (non-organic farm, forest, resident)	Type of Buffer (tree line, hedgerow, grass strip, cropland) - If Adjoining Land is under organic management, put N/A in this column	Width of Buffer
	N:	N:	
	S:	S:	
	E:	E:	
	W:	W:	
	N:	N:	
	S:	S:	
	E:	E:	
	W:	W:	
	N:	N:	
	S:	S:	
	E:	E:	
	W:	W:	
	N:	N:	
	S:	S:	
	E:	E:	
	W:	W:	
	N:	N:	
	S:	S:	
	E:	E:	
	W:	W:	

3.2 If the buffer is cropland, describe how buffer crops are used?

- Sold as non-organic
- Fed to non-organic animals
- Other (specify):

3.3 What additional safeguards do you use to prevent accidental contamination?

- None
- Adjoining land use agreements with neighbors
- "Do Not Spray" signs
- Written notifications to:
  - Highway departments
  - Electric companies
  - Aerial spray companies/airports Drainage commissions
  - Farm service office
- Other (specify):

3.4 Do any fields or portions of fields flood frequently? (More than once every ten years)

- No
- Yes

a) If yes, list field numbers.

3.5 How do you monitor for crop contamination?

- Visual observation
- Residue analysis
- GMO testing
- Photographs
- Wind direction/speed data
- Other (specify):

3.6 How often do you conduct crop contamination monitoring?

- Weekly
- Monthly
- Annually
- As needed
- Other (specify):

§205.204 requires that organic seed and planting stock be used for annual and perennial crop production unless an equivalent variety is not commercially available. This also applies to cover crops. Planting stock includes: rhizomes, shoots, leaf or stem cuttings, roots or tubers. For example, onion sets, seed potatoes, sweet potato slips, garlic bulbs, strawberry and asparagus crowns, raspberry canes and orchard trees. If using non-organic seeds/planting stock, you must have records of your reasonable attempts made to find organic seed/planting stock. Synthetic seed treatments are prohibited unless included on the National List. Genetically engineered/modified (GMO) seeds and inoculants are prohibited in organic production. Save all seed and inoculant labels, and documentation of commercial unavailability of organic seeds/planting stock to show the inspector. Annual transplants are considered seedlings, not planting stock and must be certified organic. Questions pertaining to seedlings can be found in the next section

4.1 Check which of the following you use or plan to use:

Note: Documentation of organic status, GMO status and any treatments used must be maintained and submitted to PCO upon request.

**Seeds**

- |   |   |
|---|---|
| <input type="checkbox"/> No seed used/purchased | <input type="checkbox"/> Non-organic, untreated and non-GMO seed      |
| <input type="checkbox"/> Organic seed           | <input type="checkbox"/> Non-organic, treated, GMO or inoculated seed |

**Annual Seedling**

- No annual seedlings used/purchased  
 Certified organic seedlings

**Annual Planting Stock (other than seedlings)**

- No annual planting stock  
 Organic planting stock (specify):  
 Non-organic planting stock (specify):

**Perennial Planting Stock**

- No perennial planting stock used/purchased  
 Organic perennial stock  
 Non-organic perennial stock

**Existing Perennial Crops**

- No existing perennial crops  
 Perennial crops planted from organic seed  
 Perennial crops planted from non-organic, untreated and non-GMO seed

4.2 Check all the types of seed or planting stock treatments and/or inoculants you use or plan to use:

- |  |   |
|--|---|
| <input type="checkbox"/> N/A, none used (Skip to question 4.3) | <input type="checkbox"/> Priming                  |
| <input type="checkbox"/> Pelletization                         | <input type="checkbox"/> Coating                  |
| <input type="checkbox"/> Disinfections                         | <input type="checkbox"/> Fungicide or insecticide |
| <input type="checkbox"/> Inoculant                             | <input type="checkbox"/> Other (specify):         |

a) If seeds/planting stock contains treatments and/or inoculants, how do you ensure these are allowed for use in organic production?

b) All seed and planting stock treatment materials must be on Materials Used Form.

Materials Used Form attached

4.3 Explain how you determine that organic seed or planting stock (annual or perennial) is not commercially available in the equivalent variety: (Seed search documentation will be reviewed at inspection)

N/A, all seed and planting stock is certified organic

4.4 Describe your plan for increasing your use of organic seed over time:

4.5 Do you sell perennial planting stock?

- No (Skip to question 4.6)  
 Yes (Answer questions a & b below)

a) Is planting stock organic or non-organic?

- Organic  
 Non-organic

b) If planting stock is non-organic, do you manage for 1 year prior to sale?

- Yes  
 No

4.6 Do you graft root stock?

- No  
 Yes

a) If yes, hormones and grafting materials you use must be on the Materials Used Form.

- Materials Used Form attached

5.1 Do you produce organic seedlings, transplants, greenhouse or other indoor grown crops on your farm?

- No (Skip to Section 6)  
 Yes

5.2 Describe your greenhouse/indoor growing structure type(s). Check all that apply:

- Hoop house(s)  Cold frame(s)  
 Greenhouse(s)  Other (specify):

5.3 Describe your greenhouse/indoor grown crops. Check all that apply:

- Annual transplants  Perennials  
 Harvested Crops (e.g. fruits, vegetables, cut flowers, herbs, microgreens)  Other (specify):

5.4 How do you grow greenhouse/indoor grown crops:

- Directly in soil  
 In containers using planting medium (Answer questions a & b below)

a) Describe location of containers used to grow organic crops:

- Tables/racks  On cement or other flooring  
 On bare ground (i.e. soil with no covering)  Other (specify):  
 On covered ground (i.e. tarp or permeable ground cloth)

b) If using a planting medium, all components of the potting soil or planting medium mixture must be included on the Materials Used Form.

- Materials Used Form attached

5.5 Do you grow both organic and non-organic greenhouse crops?

- No (Skip to question 5.6)  
 Yes (Answer questions a-g below)

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

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

c) How do you prevent commingling of organic and non-organic soil mixes during mixing and storage?

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

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

f) How do you clean seedling containers and equipment?

g) How do you document cleaning and other efforts described above?

5.6 Do you contract with a grower to produce seedlings for you?

- No (Skip to Section 6)
- Yes (Answer questions a-e below)

a) If yes, provide the producer's name, company name and address.

b) Is the producer certified organic?

- No
- Yes

If yes, certified by:

c) Does the producer also raise non-organic seedlings?

- Yes
- No

d) Do you supply the seed and/or growing media used to grow your transplants?

No

Yes

If yes, what inputs do you provide?

e) All potting mix ingredients, fertility products, foliar sprays and watering system inputs used must be on the Materials Used Form.

Materials Used Form attached

*§205.203(a) The producer must select and implement tillage and cultivation practices that maintain or improve the physical, chemical, and biological condition of the soil and minimize soil erosion. (b) The producer must manage crop nutrients and soil fertility through rotations, cover crops and the application of plant and animal materials. (e) The producer must not use: 1) Any fertilizer or composted plant or animal material that contains a synthetic substance on the National List of synthetic substances allowed for use in organic crop production; 2) Sewage sludge (biosolids) as defined in 40 CFR Part 503; and 3) Burning as a means of disposal for crop residues produced on the operation: Except, That, burning may be used to suppress the spread of disease or to stimulate seed germination.*

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

- |   |                                   |
|---|-----------------------------------|
| <input type="checkbox"/> Crop rotation  | Soil amendments                   |
| <input type="checkbox"/> Green manure plowdown/ cover crops                   | Side dressing                     |
| <input type="checkbox"/> Interplanting  | Foliar fertilizers                |
| <input type="checkbox"/> Incorporation of crop residues                       | Biodynamic preparations           |
| <input type="checkbox"/> Subsoiling   | Soil inoculants                   |
| <input type="checkbox"/> Summer fallow  | Lime                              |
| <input type="checkbox"/> Compost  | Tillage and Cultivation practices |
| <input type="checkbox"/> On-farm manure                                       | Other (specify):                  |
| <input type="checkbox"/> Off-farm manure (complete Off-farm manure affidavit) |                                   |

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

- |  |   |
|--|---|
| <input type="checkbox"/> Soil testing            | <input type="checkbox"/> Observation of crop health |
| <input type="checkbox"/> Microbiological testing | <input type="checkbox"/> Comparison of crop yields  |
| <input type="checkbox"/> Tissue testing          | <input type="checkbox"/> Crop quality testing       |
| <input type="checkbox"/> Observation of soil     | <input type="checkbox"/> Other (specify):           |

6.3 How often do you conduct fertility monitoring?

- |                                   |   |
|-----------------------------------|---|
| <input type="checkbox"/> Weekly   | <input type="checkbox"/> As needed        |
| <input type="checkbox"/> Monthly  | <input type="checkbox"/> Other (specify): |
| <input type="checkbox"/> Annually |   |

6.4 Do you use fertilizers that contain micronutrients?

- No  
 Yes

a) If yes, how do you document soil deficiency to justify use?

- Soil test  
 Tissue test  
 Other (specify):

6.5 Describe how your use of crop nutrients and soil amendments maintains or improves soil and water quality and does not contribute to contamination of crops, soil or water:

[Empty response box]

§205.203(c)(2) requires that if compost contains plant and animal materials the composting process include a C:N ratio of between 25:1 and 40:1 and maintenance of temperatures between 131F and 170F for a specific number of days, depending on the method of composting. Keep a compost production record to verify compliance.

NOP 5021 states that compost is also acceptable if 1) it is made from only allowed feedstock materials, except for incidental residues that will not lead to contamination, 2) the compost undergoes an increase in temperature to at least 131 and remains there for a minimum of 3 days, and 3) the compost pile is mixed or managed to ensure that all of the feedstock heats to the minimum temperature. The monitoring of these three parameters must be documented in the OSP and verified during the site visit.

NOP 5021 allows vermicompost as an acceptable method of compost when 1) it is made from only allowed feedstock materials, except for incidental residues that will not lead to contamination, 2) aerobic conditions are maintained by regular additions of layers of organic matter, turning or employing forced air pipes such that moisture is maintained at 70-90%, and 3) the duration of the vermicomposting is sufficient to produce a finished product that does not contribute to contamination of crops, soil or water.

Compost and vermicompost made only from plant materials are not restricted in use provided all feedstocks are allowed materials.

7.1 Do you use compost?

- No (Skip to Section 8)  
 Yes

7.2 Check all that apply and provide additional information as required

- I purchase compost. This compost:  
 does not contain manure  
 does contain manure

a) Add all composts, including compost teas, extracts and vermicompost to your Materials Used Form and skip to question 7.5.

Included on Materials Used Form

- I produce compost. This compost:  
 does not contain manure  
 does contain manure

7.3 List all compost ingredients/additives (including feedstocks, minerals, inoculants, if applicable) below and include on-farm produced compost on your Materials Used Form. Alternatively complete and attach the Compost Information Request Form.

Included on Materials Used Form

7.4 How is your compost\* produced?

- In windrows: must be aerated, reach 131-170°F for at least 15 days and turned at least 5 times
  - In-vessel or static system: must be aerated and reach 131-170°F for at least 3 days
  - The compost pile is mixed or managed to ensure that all of the feedstock heats to the minimum of 131o F (55o C) for a minimum of three days
- Manure-fed vermicompost with a 70-90% moisture level and made under aerobic conditions.

*\*Note: If compost containing manure does not meet these requirements it is considered uncomposted manure. Complete Section 8.*

7.5 Describe the records you maintain for your compost production:

§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 have direct contact with the soil, or 90 days prior to harvest for all other crops for human consumption.

Note: Any materials you are adding to manure should be included on your Materials Used form.

8.1 Do you use uncomposted, raw, aged or processed manure?

- No (Skip to Section 9)  
 Yes

a) If yes, check or describe how your use of manure is compliant with NOP standards. Manure is:

- Applied to land producing a crop not intended for human consumption (pasture, hay, cover crops)  
 Incorporated at least 120 days prior to harvest of crops whose edible portion may contact soil surface or soil particles (carrots or lettuce)  
 Incorporated at least 90 days prior to harvest of crops whose edible portion does not directly contact the soil surface or soil particles (corn or apples)  
 A pelletized manure product listed or documented to meet NOP requirements of heating at least 150°F for at least one hour or 165°F with a <12% moisture content or other procedure compliant with NOP Guidance 5006 (List all processed manures on your Materials Used Form)

8.2 What is the source of the manure you use?

- On-farm  
 Off-farm

a) If off-farm manure is used, an Off-farm Manure Affidavit must be completed.

- Off-farm Manure Affidavit

8.3 Describe your manure application practices and any considerations you take into account regarding contamination of crops, soil, and/or water. Include details related to timing, weather, incorporation, application rate, etc

§205.200 The producer or handler of a production or handling operation intending to sell, label, or represent agricultural products as "100 percent organic," "organic," or "made with organic (specified ingredients or food group(s))" must comply with the applicable provisions of this subpart. Production practices implemented in accordance with this subpart must maintain or improve the natural resources of the operation, including soil and water quality.

§205.203(a) The producer must select and implement tillage and cultivation practices that maintain or improve the physical, chemical, and biological condition of soil and minimize soil erosion... (d) A producer may manage crop nutrients and soil fertility to maintain or improve soil organic matter content in a manner that does not contribute to contamination of crops, soil, or water by plant nutrients, pathogenic organisms, heavy metals, or residues of prohibited substances

9.1 What conservation practices do you use?

- |  |   |
|--|---|
| <input type="checkbox"/> Windbreaks                    | <input type="checkbox"/> Tree Lines/Hedge rows          |
| <input type="checkbox"/> Riparian management           | <input type="checkbox"/> Strip cropping                 |
| <input type="checkbox"/> Under sowing/interplanting    | <input type="checkbox"/> Retention ponds                |
| <input type="checkbox"/> Maintain wildlife habitat     | <input type="checkbox"/> Conservation (minimum) tillage |
| <input type="checkbox"/> Cover crops/winter cover      | <input type="checkbox"/> Permanent waterways            |
| <input type="checkbox"/> Designated livestock crossing | <input type="checkbox"/> Leveling                       |
| <input type="checkbox"/> Terraces                      | <input type="checkbox"/> Permanent ground cover         |
| <input type="checkbox"/> Firebreaks                    | <input type="checkbox"/> Other (specify):               |
| <input type="checkbox"/> Contour farming               |   |

9.2 Do you experience soil erosion problems?

- Yes  
 No

If yes, explain on what fields and what you do to minimize soil erosion:

a) If no, how do you monitor the effectiveness of your soil erosion management?

9.3 How often do you monitor natural resource conservation?

- Weekly
- Monthly
- Annually

- As needed
- Other (specify):

There are two main concerns with water in regards to organic compliance: 1) The water you use to irrigate your organic crops must not be contaminated with prohibited substances; 2) Your production practices must maintain or improve water quality.

10.1 Do you use water on your farm?

No (Skip to question 10.7)

Yes

a) If yes, how do you use water on your farm? (Check all that apply).

Irrigation

Foliar sprays

Washing crops

Greenhouse

Other (specify):

10.2 What is the source of water you use on your farm? (Check all that apply)

On-site well(s)

River/creek/pond

Spring

Municipal/county

Irrigation district

Other (specify):

10.3 Type of irrigation:

None (Skip to question 10.6)

Drip

Flood

Overhead sprinkler

Center pivot

Other (specify):

10.4 What input products are applied through the irrigation system?

N/A, no inputs applied through irrigation system

10.5 If the system is used for organic and non-organic production, do you use any prohibited substances in the irrigation system?

N/A, only used for organic

No (Skip to question 10.6)

Yes (Answer questions a & b below)

a) How do you prevent the contamination of organic products?

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

- Yes
- No

10.6 List known contaminants in water supplies in your area.

N/A

10.7 What practices are used to protect water quality and conserve water?

- |   |  |
|---|--|
| <input type="checkbox"/> Fencing livestock from waterways           | <input type="checkbox"/> Compost/fertilizer stored away from water |
| <input type="checkbox"/> Tensiometer/monitoring                     | <input type="checkbox"/> Roof collection and downspouts            |
| <input type="checkbox"/> Sediment basin                             | <input type="checkbox"/> Filter strips and buffers                 |
| <input type="checkbox"/> Drip irrigation                            | <input type="checkbox"/> Laser leveling/land forming               |
| <input type="checkbox"/> Micro-spray                                | <input type="checkbox"/> Other (specify):                          |
| <input type="checkbox"/> Scheduled use of water to conserve its use |  |

10.8 How do you monitor your water quality?

- |  |   |
|--|---|
| <input type="checkbox"/> Water testing | <input type="checkbox"/> By taste         |
| <input type="checkbox"/> Visually      | <input type="checkbox"/> By smell         |
|  | <input type="checkbox"/> Other (specify): |

10.9 How often do you conduct water quality monitoring?

- |                                   |   |
|-----------------------------------|---|
| <input type="checkbox"/> Weekly   | <input type="checkbox"/> As needed        |
| <input type="checkbox"/> Monthly  | <input type="checkbox"/> Other (specify): |
| <input type="checkbox"/> Annually |   |

§205.205 *The producer must implement a crop rotation including but not limited to sod, cover crops, green manure crops and catch crops that provide the following functions that are applicable to the operation: (a) Maintain or improve soil organic content; (b) Provide for pest management in annual and perennial crops; (c) Manage deficient or excess plant nutrients; and (d) Provide erosion control.*

*Crop rotation. The practice of alternating the annual crops grown on a specific field in a planned pattern or sequence in successive crop years so that crops of the same species or family are not grown repeatedly without interruption on the same field. Perennial cropping systems employ means such as alley cropping, intercropping, and hedgerows to introduce biological diversity in lieu of crop rotation. (205.2)*

11.1 Describe your crop rotation plans. List the sequence and frequency of crops/plant families, cover crops, green manures or sod.

11.2 If you grow perennial crops, describe how you introduce biological diversity?

N/A, I grow annual crops only

§205.206(a) The producer must use management practices to prevent crop pests, weeds, and diseases including but not limited to: (1) Crop rotation and soil and crop nutrient management practices, as provided for in §§ 205.203 and 205.205; (2) Sanitation measures to remove disease vectors, weed seeds and habitat for pest organisms; and (3) Cultural practices that enhance crop health, including selection of plant species and varieties with regard to sustainability to site specific conditions and resistance to prevalent pests, weeds and diseases. (b) Pest problems may be controlled through mechanical or physical methods including but not limited to: (1) Augmentation or introduction of predators or parasites of the pest species; (2) Development of habitat for natural enemies of pests; (3) Nonsynthetic controls such as lures, traps, and repellents. (c) Weed problems may be controlled through: (1) Mulching with fully biodegradable materials; (2) Mowing; (3) Livestock grazing; (4) Hand weeding and mechanical cultivation; (5) Flame, heat or electrical means; or (6) Plastic or other synthetic mulches: Provided, that they are removed at the field at the end of the growing or harvest season. (d) Disease problems may be controlled through: (1) Management practices which suppress the spread of disease organisms; or (2) Application of nonsynthetic biological, botanical, or mineral inputs.

12.1 Crop Pest, Weed and Disease Management Practices: Check the management practices you use to prevent crop pests, weeds and diseases. You must select at least one preventative practice in each column (pest, weeds, disease).

Note: If you use any materials to manage pests, weeds and/or disease (including natural botanical, mineral, or allowed synthetics), list all of these on your Materials Used form.

Prevention Practice	Weeds	Pest	Disease
Crop rotation			
Soil and crop nutrient management			
Cover crops/green manures/smother crops			
Diversified plantings/planting arrangements			
Sanitation measures to remove disease vectors, weed seeds and pest habitat			
Selection of suitable species/growing location			
Disease/pest/weed resistant varieties			
Timing of planting			
Water/Irrigation management			
Mechanical or physical means (hoeing, pruning, picking, vacuuming, etc.)			
Augment pest predators/parasites/beneficials			
Develop habitat for natural enemies			
Construct habitat for predators (raptor perches, owl or bat boxes, frog ponds, etc.)			
Nonsynthetic lures/traps/repellants			
Mechanical cultivation/tillage or handweeding			
Mulching with fully biodegradable materials			
Mowing or Livestock grazing			
Flaming, heat, steam or electrical			
Plastic or synthetic solarization			
Burning crop residues (see number 12.4)			
Other (specify):			

12.2 Do you use substances for controlling weeds, insects or diseases?

- No (Skip to question 12.3)
- Yes (Answer questions a & b below)

a) All substances must be on your Materials Used Form, including mulches (e.g. hay, plastic).

- Materials Used Form attached

b) Describe the conditions that must exist before you will resort to using substances for weed, insect or disease control:

- Preventative measures described above fail
- When economic thresholds for pest damage are exceeded
- Other (specify):

12.3. Check the types of mulches you use:

- N/A, no mulches used (Skip to question 12.4)
- Plastic or other synthetic mulches (e.g. Biodegradable biobased mulch films. *Note: Biodegradable biobased mulch films are currently prohibited and must not be used*). Plastic and synthetic mulches must be included on your Materials Used Form.
- Newspaper or other recycled paper
- Plant materials (e.g. straw, hay, grass clippings, etc)
- Compost or manure products
- Other (specify):

a) If you use plastic or other synthetic mulches, is the mulch removed at the end of the growing or harvest season? (*Note: Biodegradable biobased mulch films are currently prohibited and must not be used*)

- N/A, plastic or other synthetic mulches not used (Skip to question 12.4)
- Yes
- No

If no, why not?

b) If you use synthetic plastic mulch on perennial crops harvested over more than one season, describe the life span of the material and methods used to remove before degradation.

- N/A, plastic mulch not used on perennial crops

c) If you use newspaper or other recycled paper for mulch, do you remove paper with glossy or colored inks? (*Note: Newspaper or other recycled paper with glossy or colored inks are prohibited and must not be used*)

- N/A, newspaper or other recycled paper mulch not used
- Yes
- No

12.4 Do you burn crop residues?

- No
- Yes

a) If yes, describe the crop, purpose, location and timing of burning:

**WEEDS**

12.5 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):

12.6 How often do you conduct weed monitoring?

- Weekly
- Monthly
- Annually

As needed  
Other (specify):

**PESTS**

12.7 How do you monitor the effectiveness of your pest management program?

- Insect monitoring with trap
- Observation of crop health
- Comparison of crop yields

- Crop quality testing
- Monitoring records kept
- Other (specify):

12.8 How often do you conduct pest monitoring?

- Weekly
- Monthly
- Annually

- As needed
- Other (specify):

**DISEASE**

12.9 How do you monitor the effectiveness of your disease 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):

12.10 How often do you conduct disease monitoring?

- Weekly
- Monthly
- Annually

- As needed
- Other (specify):

13.1 Do you store any prohibited materials (e.g. fertility, pesticides, seeds, crop post-harvest handling and storage, etc) or non-organic crops/products on-farm?

- No
- Yes

a) If yes, what procedures do you use to clearly identify and separate prohibited materials to prevent commingling and contamination with organic crops/products and allowed input materials?

13.2 Do you use lumber treated with arsenate or other prohibited substances that have contact with organic crops and/or land?

*Note: Lumber treated with arsenate or other prohibited substances may not be used for new installations or replacement purposes where it comes into contact with soil or crops.*

- No (Skip to question 13.3)
- Yes (Answer questions a & b below)

a) Treated Lumber: Complete the table to include treated lumber that has contact with organic crops and/or land.

Use (endpost, trellis, etc)	Locations(s)	Date Installed

Use (endpost, trellis, etc)	Locations(s)	Date Installed

b) For new installations or replacements, how do you prevent contact with organic crops and soil?

13.3 Is baler twine used for any harvested or purchased crops?

- No, baler twine not used (Skip to Equipment questions in this section)
- Yes (Answer questions a & b below)

a) Is the twine:

- Synthetic (e.g., plastic)
- Treatment
- Untreated
- Unknown

b) If you are using twine that is synthetic, treated or unknown if treated, do you incorporate into soil, bedding or livestock feed?

- N/A twine is untreated
- Yes
- No

**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.*

13.4 Do you use or plan to use (own, rent, contract) any equipment for planting, tillage, cultivation, spraying or harvesting (seeders, fertilizer or pesticide applicators, harvest equipment or containers) that is also used for non- organic production?

- Yes, equipment is also used for non-organic production (Answer question 13.5)
- No, all equipment used on my farm is dedicated organic (Skip to Storage questions in this section)

13.5 Equipment

Equipment	Own/Rent/Custom	How is equipment cleaned before use on organic fields?	Equipment cleanout documented
	<input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> Custom		
	<input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> Custom		
	<input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> Custom		
	<input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> Custom		
	<input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> Custom		

**STORAGE**

13.6 Check your crop/product storage practices:

- No crop product storage (Skip to question 13.7)
- Store own product on site
- Store product off-site at a location that is certified organic (must have organic certificate available at inspection)
- Store product off-site at a location that is leased or rented and where you are responsible for all management (must have lease or rental agreement available at inspection)
- Store product off-site at an operation that is exempt (product must be in sealed, tamper evident packaging and remain in the same package while in the control of the exempt storage operation remains in the same package or container and is not otherwise processed)

a) If product is stored off-site at an exempt operation, an Exempt Handler Affidavit is required.

- Exempt Handler Affidavit attached

13.7 Seed/Crop Storage: Complete this table for all seeds and crops stored on-farm or off-

Seed/Crop(s) Stored	Type of Storage	Size/Capacity	Location: on-site or other facility name	Certifier (if applicable)

13.8 If storing both organic and non-organic crops/products, describe how you prevent commingling and contamination (e.g. storing in different locations, color coding, identifying the storage area as “organic”, etc):

- N/A, all storage is dedicated organic

**TRANSPORTATION**

Transport (movement of product(s) on a transportation vehicle e.g. moving organic grain or organic livestock from certified organic farms to a certified handling or slaughter facility) and transloading (moving products between transportation vehicles) do not require certification. Any other transportation adjacent activities including, but not limited to: combining, splitting, labeling/relabeling, loading/unloading unpackaged products into or from storage facility, etc. are considered handling and require certification, unless covered by exemptions 205.101(e) or (f). Certified organic operations responsible for organic products that are transported must: maintain sufficient records (for audit trail and traceability); demonstrate prevention of commingling; fully describe transportation practices in OSP; and have transportation records available at inspection.

Transporters/haulers must be certified if they engage in the following activities:

- buying/selling organic crops
- combining lots of organic crops
- treating organic crops
- loading or unloading organic crops at uncertified locations

13.9 Do you transport your organic crops?

- No (Skip to Section 14)
- Yes

13.10 Do you use a third party transportation company to haul/transport organic crops?

- No (Skip to question 13.11)
- Yes (Answer questions a, b & c below)

a) Provide the name(s) persons/companies used to transport/haul livestock:

b) Is the third party transporter/hauler certified organic?

- Yes. Organic certificate attached.
- No

c) Describe any activities that transporters/haulers you use engage in regarding your crops beyond transportation (e.g. brokering or facilitating trade, applying animal identification, etc.):

- N/A (transportation only)

13.11 Are organic and non-organic crops transported/shipped from your operation by you or a third party at the same time?

- No, all vehicles are dedicated to organic (Skip to Section 14)
- Yes

a) If you transport/ship organic and non-organic crops yourself, describe the practices you use to prevent commingling and contamination during transport:

- N/A, use third party transporters

b) If you use third party transporters to transport/ship organic and non-organic crops, how do you ensure they prevent commingling and contamination during transport:

- N/A, transport myself

14.1 Do you do any post-harvest handling of crops produced on your farm (e.g. washing, cleaning, sorting, packing, cooling, packing, separation from foreign objects or plant parts, removal of stems leaves or husks, storage, or other activities that preserve the essential form of the product)?

- No  
 Yes

a) If yes, describe the crops, type(s) of post-harvest handling, and location(s) where this activity is done:

*NOTE: If the post-harvest handling activities described above impact other parts of your Organic System Plan (e.g. equipment cleanout, water use, facility pest management, prevention of commingling and contamination and/or labeling), be sure to update these sections to not only include practices related to crop production but also all post-harvest handling activities.*

14.2 Do you further process any crops produced on your farm (e.g. chopping, peeling, cutting, waxing, coating, drying, combining with other ingredients, cooking, baking, fermenting, or other actions that change the essential form of the product)?

- No  
 Yes

a) If yes, describe the crops, types of processing activities, and location(s) where this activity is done:

*NOTE: You may need to complete an OSP Processor/Handler Form. Contact PCO to confirm applicability.*

14.3 Do you process or sell organic products that you receive from other farms or suppliers?

- No
- Yes

a) If yes, describe the products you receive from other operations and the types of activities you do:

*NOTE: You may need to complete an OSP Processor/Handler Form. Contact PCO to confirm applicability.*

§205.271 requires that operations use management practices to prevent pests (question 15.4). If pest pressure persists, mechanical and physical controls or lures/repellents using nonsynthetics or synthetics on the National List of Allowed and Prohibited Substances (question 15.5) must be used. If there is continued pest pressure an operation may elevate to using a non-synthetic or synthetic on the National List of Allowed and Prohibited Substances such as carbon dioxide, nitrogen gas, vitamin D3 bait, boric acid, diatomaceous earth, or soap products. As a last resort, and with prior approval from PCO, an operation may use a synthetic that is not on the National List. A Synthetic Facility Pest Management Agreement form must be completed if using a synthetic substance that is not on the National List.

Complete this section to describe pest control practices and materials used in any facility where organic crops or crop products are produced and/or stored, including but not limited to crop and seed storage areas, greenhouses (inside or outside), or hoop houses.

15.1 Check which facilities you use for your organic crops or seeds:

- N/A. I have no buildings/facilities that are used for any portion of my organic operation (Skip to Section 16)
- Crop and/or seed storage area (bin, silo, barn, shed, etc.)
- Greenhouse (inside or outside)
- Hoop house
- Crop handling area (wash stations, packing shed, etc)

15.2 Attach facility map showing location of pest traps and monitoring devices.

- Map Attached

15.3 Who is responsible for pest control in your facility?

- In-house
- Contracted pest control service (name):

15.4 Which of the following management practices do you use to prevent pests? (Must use at least one)

- Remove pest habitat, food sources, and breeding areas
- Prevent access to handling facilities
- Manage environmental factors to prevent pest reproduction (temperature, light, humidity, atmosphere, air circulation)
- Other (specify):

15.5 Which of the following practices do you use to control pests in organic production and storage areas? (Must check at least one)

- N/A, the preventative practices used in 15.4 above are sufficient to control pests
- Mechanical or physical controls, including traps, light or sound
- Lures and repellents using nonsynthetic or synthetic substances consistent with the National List of Allowed and Prohibited Substances.

List lures and repellents that you apply in organic production and storage areas on your Materials Used Form.

- Materials Used Form attached

15.6 If the measures listed in 15.4 and 15.5 above are not sufficient to prevent or control pests, do you use any of the following: (Note: List all pest control input materials that you apply in organic production and storage areas on your Materials Used form.)

- N/A, measures listed in 15.4 and 15.5 are sufficient to prevent and control pest
- Carbon dioxide
- Nitrogen gas
- Vitamin D3 bait
- Boric acid
- Diatomaceous earth
- Soap products
- Other non-synthetic input materials
- Other synthetic input materials\*

*\*Note: A Synthetic Facility Pest Management Agreement form may need to be completed in order to use certain synthetic input materials. This form must be submitted to PCO PRIOR to the use of those input materials. Check with PCO to determine if this form is required.*

15.7 How do you prevent pest control materials from contacting organic products, ingredients, and packaging materials?

- N/A, no pest control input materials used
- Remove product and packaging from areas to be treated
- Wash and rinse food contact surfaces after treatment
- Cover equipment used for food handling
- Purge equipment with nonorganic product
- Other (specify):

15.8 Where do you record pest control material use and measures taken to protect organic products or packaging?

- N/A, no pest control input materials used
- Pesticide Use Log
- Log describing removal/reentry of products and packaging
- Purge log
- Other (specify):

15.9 Describe monitoring (including frequency) used to determine the effectiveness of management practices above:

*Certified operations must maintain records concerning the production, management and handling of agricultural products intended to be sold, labeled or represented as organic. These records must fully disclose activities and transactions of your operation through all organic production and handling steps. Records will be verified at your inspection. As applicable, inspectors may examine non-organic recordkeeping to verify organic production.*

*Additionally §205.403 requires that two types of audits are conducted at each inspection:*

- *Mass-balance: to verify that the quantities of organic product and ingredients produced or purchased account for organic product and ingredients used, stored, sold and transported (i.e. inputs account for outputs)*
- *Traceback: A successful recordkeeping audit trail will use dates, lot numbers, field names, etc. to link incoming products/inputs from initial purchasing by your operation, through all production steps (harvest), and to final sale or distribution. Records used in an audit trail include and are not limited to purchase invoices, harvest records, labels, sales invoices, organic certificates, bills of lading, hauling records.*

*An operation's recordkeeping system, as required by §205.103, must be sufficient to support the required audits conducted during the on-site inspection.*

*Operations should review §205.103 of the organic regulations for specific recordkeeping requirements. If you have questions about what is required, contact PCO.*

16.1 How do you ensure that you maintain audit trail documentation that is sufficient to determine the source, transfer of ownership and transportation of organic products?

16.2 Does your audit trail documentation identify agricultural products on these records as “100% Organic” or “Organic”?

- Yes
- No

16.3. Does your audit trail documentation contain information that links to your nonretail labels?

- Yes
- No
- N/A, nonretail labels not used

16.4 Do you maintain recordkeeping to document quantities of organic products purchased or produced by your operation?

- Yes
- No

16.5 Do you maintain recordkeeping to document quantities of organic products used, stored, sold, transported or distributed by your operation?

- Yes
- No

16.6 Which of the following records do you currently maintain or plan to maintain for organic production? *Note: Records must be kept to track all activities and transactions, as well as demonstrate the organic integrity of land and crops.*

- |   |   |
|---|---|
| <input type="checkbox"/> Field maps   | <input type="checkbox"/> Harvest records that show field numbers, date of harvest, and harvest amounts (including custom harvest records)           |
| <input type="checkbox"/> Field activity log(s)  | <input type="checkbox"/> Labor records  |
| <input type="checkbox"/> Field history sheets (previous three years)  | <input type="checkbox"/> Storage records that show storage location, storage identification, field numbers, amounts stored, and cleaning activities |
| <input type="checkbox"/> Documentation of previous land use for rented and/or newly purchased land                                    | <input type="checkbox"/> Clean transport records  |
| <input type="checkbox"/> Adjoining Land Use forms   | <input type="checkbox"/> Sales records (purchase order, contract, invoice, cash receipts, cash receipt journal, sales journal, etc.)                |
| <input type="checkbox"/> Lease Agreements for rented land   | <input type="checkbox"/> Shipping records (scale ticket, dump station ticket, bill of lading)   |
| <input type="checkbox"/> Input records for soil amendments, seeds, manure, foliar sprays, and pest control products (keep all labels) | <input type="checkbox"/> Transaction Certificates   |
| <input type="checkbox"/> Off-farm Manure Supplier Affidavit   | <input type="checkbox"/> Import Certificates  |
| <input type="checkbox"/> Documentation of attempts to source organic seeds and/or planting stock                                      | <input type="checkbox"/> Organic Certificates   |
| <input type="checkbox"/> Documentation of organic seedlings   | <input type="checkbox"/> Exempt Handler Affidavits  |
| <input type="checkbox"/> Compost production records   | <input type="checkbox"/> Other (specify):   |
| <input type="checkbox"/> Monitoring records (soil tests, tissue tests, water tests, quality tests, observations)                      |   |
| <input type="checkbox"/> Equipment cleaning records   |   |

16.7 Describe how you ensure that the above kept records are readily available upon request by PCO and/or available at inspection:

[Empty response box for question 16.7]

16.8 How long do you keep your records? (Must be at least 5 years)

Describe the labels and marketing materials used by your operation below. If any labels are applied to your products by another operation, that operation must be certified for that activity and the labels must be reviewed for approval under their OSP.

17.1 How do you market your organic products? Check all that apply:

- |   |  |
|---|--|
| <input type="checkbox"/> Farmers market           | <input type="checkbox"/> On-farm retail                |
| <input type="checkbox"/> Direct to retail         | <input type="checkbox"/> Bulk commodities to processor |
| <input type="checkbox"/> CSA/Subscription service | <input type="checkbox"/> Contract to buyer             |
| <input type="checkbox"/> Wholesale                | <input type="checkbox"/> Other (specify):              |

17.2 Do you use or plan to use any retail labels?

- Yes  
 No

a) If yes, attach a color copy of all label(s).

Labels attached. Retail label must include:

- Identify the ingredients as organic in the ingredient statement.
- Identify PCO as the certifier directly below the contact info of the operation using the phrase “Certified Organic by PCO” or a similar phrase. *(NOTE: If your labels list another operation as the distributor, their organic certifier may be listed. If they are not certified, a Private Label Agreement may be needed.)*

17.3 Do you use or plan to use any nonretail labels?

- Yes  
 No

a) If yes, attach a color copy of all label(s).

Labels attached. Nonretail label must include:

- Identification of the product as organic
  - N/A, my nonretail container is used to ship organic products that are labeled for retail sale with organic identification visible on the retail label
- Production lot number, shipping identification or other unique information that links the nonretail container to the audit trail documentation

17.4 Do you use or plan to use any marketing materials for your organic products?

- Yes
- No

a) If yes, describe the types of marketing materials (e.g. website, social media, farm market signs, brochures, etc) you use:

17.5 Do you use or plan to use the USDA organic seal on product labels or marketing materials?

- Yes
- No
- N/A, no labels or marketing materials used

17.6 Do you use or plan to use the PCO logo on product labels or marketing materials?

- Yes
- No
- N/A, no labels or marketing materials used

§205.201(a)(3) *The producer or handler of a production or handling operation, except as exempt 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 (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. This must include a description of the monitoring practices and procedures to verify suppliers in the supply chain and organic status of agricultural products received, **and to prevent organic fraud, as appropriate to the certified operation's activities, scope, and complexity.***

*Fraud prevention plans must describe practices that verify the organic status of suppliers and organic products, including how an operation verifies organic status back to the last certified operation in the supply chain. This supports the record keeping and audit trail requirements at §205.103(b)(2) and allows certifiers to verify compliance during on-site inspections and supply chain traceability audits.*

*Consider your operation’s sourcing and selling of organic products and develop a plan that pertains to your operations’ activities, including scope and complexity.*

Producers may consider the following:

- purchases, transportation and sales of organic seed.
  - Are your seed suppliers organic for handling of those products?

18.1 Do you work with any exempt handlers (i.e. uncertified handlers - cold storage facilities, seed dealers)?

- Yes (Answer the following questions)  
 No (Skip to 18.2)

a) Check the types of activities they provide for your operation (check all that apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Storage/Warehousing* | <input type="checkbox"/> Licensed customs brokering                    |
| <input type="checkbox"/> Brokering*           | <input type="checkbox"/> Logistics brokering (e.g. freight forwarding) |
| <input type="checkbox"/> Wholesaling*         | <input type="checkbox"/> Transporting                                  |
| <input type="checkbox"/> Distributing*        | <input type="checkbox"/> Other (specify):                              |
| <input type="checkbox"/> Trading*             |  |

b) \*The asterisk (\*) indicates activities that require a completed Exempt Handler Affidavit (EHA). If the operation you work with conducts any of these activities identified with an asterisk (\*), they must complete the EHA.

Exempt Handler Affidavit(s) attached (Skip to 18.2)

N/A, activities above do not contain an asterisk. Answer question c below.

c) Does the exempt handler provide you with documentation showing full traceability\*\* back to the last certified operation for each shipment?

- Yes  
 No, explain:

**\*\*Note:** Full traceability includes the following as applicable:

- Identification of product as organic on nonretail containers
- Current organic certificate of the last certified organic operation
- Documents generated by the last certified operation to the exempt handler proving purchase, delivery and/or transfer
- Purchase invoices, receipts, bills of lading or other audit trail documentation
  - Other audit trail documentation must designate the product as organic, include a description of the product, date of transaction and amount transferred, and list the last certified operation and/or lot numbers applied by the last certified operation. (must match lot numbers on exempt handler audit trail documentation)

18.2 Describe the areas in your supply chain where:

- fraud is most likely to occur;
- and where you are most likely to notice if purchased products (crops, inputs) or animals do not have organic certification

*(Note: These are often referred to as "critical organic control points")*

18.3 How do you prevent fraud and ensure your supply chain is compliant? Check all that apply:

I participate in an existing Fraud Prevention Plan or Program (e.g. GFSI Food Fraud Vulnerability Assessment, OTA Organic Fraud Prevention Solutions)

I create a map or inventory of my supply chain that identifies suppliers

I identify critical organic control points in my supply chain where organic fraud or loss of organic status are most likely to occur

I conduct an assessment to identify weaknesses in my procedures to ensure my suppliers and products I purchase are organic

I include practices for verifying the organic status of any product I acquire and/or use prior to use

I include a process to verify suppliers and minimize supplier risk to organic integrity prior to using a supplier

I initiate mitigation measures to correct vulnerabilities and minimize risks (as identified in my assessment)

I regularly monitoring my practices and verification tools to assess the effectiveness of my mitigation measures

Other (specify):

18.4 Describe the practices you use to verify the organic status of suppliers:

[Empty response box for 18.4]

18.5 Describe the practices you use to verify the organic status of products acquired/used:

[Empty response box for 18.5]

18.6 How do you monitor the effectiveness of your fraud prevention plan?

- Residue test results
- GMO test results
- Mock recall

- Internal audits
- Other (specify):

18.7 How often do you monitor the effectiveness of your fraud prevention plan?

- Weekly
- Monthly
- Annually

- As needed
- Other (specify):

18.8 Describe your process for reporting suspected organic fraud to PCO and/or the NOP:

[Empty box for additional comments]