



- IMPORTANT -

Organic Certification Application Instructions

New Applicants

If you are not currently certified by OEFFA, please complete all sections to create your initial Organic System Plan (OSP).

- Include information for all production and handling planned for 2020.
- Do your best to complete all questions and tables within the application.
- This year's forms will be used as a "baseline" for future years.
- Most items that do not change will not be re-submitted each year.

Certified Operations

If you are renewing your certification with OEFFA, we use a "modular" format to reduce paperwork and keep your OSP current. Please do the following:

- Review the copy of your current OSP sent to you with these blank forms for reference.
- Complete the required sections of each OSP. These are identified in the lower right corner by: **THIS PAGE IS REQUIRED FOR RENEWAL.**
- If any information has changed in the non-required sections, update your OSP by completing the entire blank section in this packet.

Please fill out your application in black or blue ink.

The OSP is a plan that can be updated at your inspection or by contacting us at any time.

Contact us if you have any questions or comments about these forms, the standards, or the certification process

Submit all application materials and payment to:

OEFFA Certification
41 Crosswell Road
Columbus, OH 43214

Phone: (614) 262-2022 Fax: (614) 421-2011 E-mail: organic@oeffa.org



OEFFA Organic System Plan for Producers

Complete this form if you are requesting organic farm and crop certification or recertification. If a question does not apply to your operation, please mark or write "N/A." Attach additional sheets as necessary. Operations currently certified by OEFFA must complete pages 1-6 and update other sections if management practices have changed. First time applicants must complete all pages. You must sign this form.

Farm Plan Information NOP §205.401; §205.201(a)

Operation/Business Name <i>(to appear on your organic certificate)</i>	Owner/Operator	Date
What is the best way to contact you in writing? (check one): <input type="checkbox"/> Mail <input type="checkbox"/> Email		
If you are renewing certification and your address and/or phone number have changed, check here and update page 7: <input type="checkbox"/>	Check all that apply: <input type="checkbox"/> Currently certified by OEFFA (renewing certification) OEFFA Operation Number (from certificate): _____ <input type="checkbox"/> Currently certified by other certifier(s) <i>Please list:</i> <input type="checkbox"/> Previously certified by OEFFA or other certifier(s) <i>Please list:</i> <input type="checkbox"/> New Applicant <i>If you are new to OEFFA and have been certified by another agency, or if your certification has ever been denied, suspended, or revoked, attach a copy of your last letter from the certifier and describe how you have addressed any outstanding issues.</i>	
Type of operation (produce, CSA, row crop, dairy, etc.)		
Do you have a current copy of the NOP standards and have you reviewed the sections that apply to your operation? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been denied certification or had your certification suspended (including partial suspensions) or revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, describe the circumstances:		

FOR RENEWING APPLICANTS: PLEASE REVIEW YOUR PREVIOUS YEAR'S CERTIFICATION DECISION/RENEWAL LETTER

Do you have any outstanding noncompliances?
 Yes No New Applicant Have not received 2019 decision/renewal letter

If yes, please describe what you have done to fix each noncompliance *(attach a copy of the letter or use additional sheets if needed)*:

OEFFA will follow-up on these issues and all "Conditions for Continuing Certification" during our review of your OSP update and the on-site inspection.

CROP & FIELD ACREAGE SUMMARY

Complete the table below for all crops you are requesting for certification this year. Acreages listed in this table must match organic field acreages listed on your Field History sheet(s) and farm map(s). List two or more crops grown in one field on separate lines. Attach additional sheets if more space is needed. Produce growers may write "Mixed vegetables" (if appropriate) provided that a complete seed list is included with the OSP. Pasture and seedlings are considered crops and must be included. Do not list transitional or conventional fields in this section.

CROPS REQUESTED FOR CERTIFICATION	FIELD NUMBERS/NAMES	TOTAL ACRES PER CROP	PROJECTED YIELDS
<i>EXAMPLES: Corn</i>	<i>1, 4B, 7</i>	<i>50</i>	<i>150 bu/ac</i>
<i>Wheat</i>	<i>2, 5, 6</i>	<i>45</i>	<i>60 bu/ac</i>
<i>Straw</i>	<i>2, 5, 6</i>	<i>45</i>	<i>1 ton/ac</i>

← Total Organic Crop Acreage

NEW LAND *(new fields should be inspected before the first organic crop is harvested; see OEFFA's "Timeline of Certification" policy)*

Is this the first time you are requesting organic certification by OEFFA for any of the fields listed above? Yes No

If yes, have you managed all new fields for at least 3 years? Yes No

If no, you must submit a statement signed by the previous manager. Contact us or visit our website for a Prior Land Use Statement. Indicate that you have new land on your fee sheet & mark all new fields with an "N" in the field status column of your Field History.

- Complete for ALL fields you manage and all production under cover (e.g. green/hoop houses, high tunnels).
- For renewing operations, only field activity since the last inspection and your plans for the current year are required for fields that are currently certified.
- **USE ONE ROW** for each field.
- **INCLUDE ALL CROPS**, cover crops, pasture, woods, etc.
- **FIELD STATUS:** "O" = Organic (currently certified organic by OEFFA), "N" = New (requested for certification by OEFFA for the first time), "T" = Transitional (will be requested for certification in the next 3 years), or "C" = Conventional (not requested or planned for certification).
- **TRANSITIONAL FIELDS:** Include the last date a prohibited substance was applied.
- **CURRENT YEAR:** List all inputs used *and* projected for use in the current year. Your complete field activity records will be reviewed at inspection.
- **CHANGES FROM PREVIOUS YEARS:** Explain any field name or size changes from previous years.
- **INPUTS:** List all inputs (i.e. seeds, seedlings, fertilizers, compost, manure, lime/gypsum, mulches, pest control, etc.).
- **ADDITIONAL FIELDS:** Make copies of this sheet or request additional field history forms if more space is needed. An alternate format that includes all the information requested here may also be accepted.
- **CONFIRM CONSISTENCY:** Make sure that the field names/numbers, crops, and acreages on this sheet match what you listed on page 1 and your map(s).

FIELD # OR NAME	FIELD STATUS	# OF ACRES	2017		2018		2019		2020	
			CROP	INPUTS & DATE USED	CROP	INPUTS & DATE USED	CROP	INPUTS & DATE USED	CROP	INPUTS & DATE USED

Page 2

THIS PAGE IS REQUIRED FOR RENEWAL

A. SEEDS

The NOP requires the use of certified organic seeds unless not commercially available. See OEFFA’s Seed & Planting Stock Sourcing policy for more information about searching for organic seeds. Synthetic seed treatments are prohibited unless included on the National List. Genetically engineered/modified (GMO) seeds are prohibited in organic production. If using non-organic seed when organic is not commercially available, you must also obtain verification that your seed is untreated and non-GMO.

List all seeds used or planned for use in the current year. Check the appropriate boxes below. Attach additional sheets if more space is needed. Produce growers may submit seed order sheets or invoices showing complete information instead of completing this table. Have all tags/packets/labels, receipts, and supporting documents available for the inspector.

No seeds used

CROP, VARIETY, & BRAND	ORGANIC	NON-ORGANIC (UNTREATED & NON-GMO)	NAME/BRAND OF INOCULANT AND/OR COATING
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

B. PURCHASED SEEDLINGS

Annual seedlings must be certified organic unless they meet the requirements under NOP §205.204(a)(3), (5). See the OEFFA Policies & Procedures book for more information on seedlings.

List the supplier(s) of purchased seedlings below. If you manage the production of seedlings at another location, all information regarding seedling management must be supplied in the Seedling and Planting Stock Production section and the site must be inspected.

No purchased seedlings

SUPPLIER	TYPE(S) OF SEEDLING	ORGANIC CERT ON FILE?

****If you grow your own seedlings, list all inputs on page 4 and complete the Seedling & Planting Stock Production section****

C. PURCHASED PLANTING STOCK (e.g. garlic, potatoes, onion sets, sweet potato slips, strawberry plugs, trees, shrubs, etc.)

NOP Standards require the use of certified organic planting stock unless not commercially available. See OEFFA’s Seed & Planting Stock Sourcing policy for more information about searching for organic planting stock. Genetically engineered/modified (GMO) planting stock is prohibited in organic production. If using non-organic planting stock when organic is not commercially available, you must also obtain verification that your planting stock was not treated after harvest and that it is non-GMO. Nonorganic perennial planting stock can only be marketed as organic after one year of organic management.

No planting stock purchased

TYPE	SOURCE	ORGANIC	NON-ORGANIC (UNTREATED & NON-GMO)	ANNUAL	PERENNIAL
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. SEED AND PLANTING STOCK SEARCH

Describe how you attempt to find organic seeds and planting stock before using untreated, non-GMO varieties:

(your search must include at least three relevant suppliers and attempts must be documented)

New Applicants:

Complete all sections/pages, sign the Affirmation, and follow the mailing instructions.

Certified (renewing) Producers:

- Review your current OSP (a copy was sent to you with this blank form).
- Indicate areas where management practices have changed by checking the boxes below.
- Complete those **entire section(s)** in the following pages.
- Sign the Affirmation and follow the mailing instructions.

List the date you reviewed your OSP here: _____

NO CHANGES

- General information (page 7)
- Field Status & Location (page 7)
- Farm Map (page 8)
- Seedling & Planting Stock Production (page 9)
- Wild Crop Collection (page 10)
- Mushroom Production (page 10)
- Sugar Bush (page 10)
- Soil and Crop Fertility Management (page 11)
- Compost and Manure Use (page 12)
- Natural Resources & Biodiversity Conservation (page 13)
- Crop Management (page 14)

- Maintenance of Organic Integrity (page 15)
- Conventional Production (page 16)
- Equipment (page 17)
- Harvest (page 18)
- Storage (page 18)
- Post-Harvest Handling (page 19)
- Transportation (page 19)
- Marketing (page 20)
- International Markets (page 20)
- Recordkeeping (page 21)

Describe any other changes to any part of your operation that may not be captured in the OSP forms:

Affirmation**NOP §205.400; §205.403(a)(1-2); §205.662(g)(1-2)**

I affirm that all statements made in this application are true and correct to the best of my knowledge. I agree to comply with the Act and applicable organic production and handling regulations of this part (Section 7, Part 205 – National Organic Program). I also agree to abide by OEFFA Certification Policies & Procedures. I will submit my updated Organic System Plan (this application) annually with applicable fees and supply all additional information requested within the required timeframe. I will notify OEFFA Certification in writing if any of the information pertaining to my organic operation changes. I understand that my operation may be subject to unannounced inspection and/or sampling for residues at any time, as deemed appropriate by OEFFA Certification and as required by the National Organic Program, to determine continued compliance with the Act. I understand that OEFFA Certification may share information concerning the certification of my operation with the USDA National Organic Program and/or other USDA Accredited Certifying Agents, as necessary. I will maintain all records applicable to my organic operation for at least 5 years beyond their creation and allow OEFFA Certification and the USDA National Organic Program access to these records during normal business hours. I have reviewed the information pertaining to Violations of the Act at §205.662(g)(1)-(2). I will defend, indemnify and hold harmless OEFFA Certification, its Trustees, and personnel, from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of certification services, except for injuries and damages caused by the sole negligence of OEFFA Certification. I understand that acceptance of an Organic System Plan in no way implies granting of certification by OEFFA Certification.

Signature of Operator _____

Date _____

Printed Name _____

Mailing Information**I have attached the following additional documents (if applicable):**

- | | |
|--|--|
| <input type="checkbox"/> Updated sections of my OSP for Producers | <input type="checkbox"/> Input product labels for products that are not pre-approved by OEFFA and/or OMRI-listed |
| <input type="checkbox"/> OEFFA Organic System Plan for Livestock & Poultry | <input type="checkbox"/> Soil and/or plant tissue tests |
| <input type="checkbox"/> OEFFA Organic System Plan for Handlers | <input type="checkbox"/> Labels or other marketing materials for my organic products |
| <input type="checkbox"/> Last communication with previous certifier | <input type="checkbox"/> Other (<i>specify</i>) _____ |
| <input type="checkbox"/> Documentation for the previous management of fields owned or rented for less than three years (Prior Land Use Statements) | <input type="checkbox"/> Other (<i>specify</i>) _____ |
| <input type="checkbox"/> Water tests | <input type="checkbox"/> Other (<i>specify</i>) _____ |

Submit completed forms, fees, and supporting documents to:

**OEFFA Certification
41 Croswell Road
Columbus, OH 43214-3062**

Fax: (614) 421-2011 E-mail: organic@oeffa.org

Keep a copy of everything you send to OEFFA for your records.

Please Note: *An incomplete application will delay the certification process. Please double check that you have completed this entire form.*

If you have any questions about how to complete this form, please contact us:

Phone: (614) 262-2022 Fax: (614) 421-2011 E-mail: organic@oeffa.org
Or write to the address above.

General Information

NOP §205.401

Business Address <i>(used for mail unless otherwise specified)</i>			Physical Farm Address <i>(if different)</i>		
City	State	Zip Code	City	State	Zip Code
County			County		
Phone	Fax		E-mail		
Name(s) of others who can discuss this OSP			Farm Manager		
What is the best way to contact you to schedule an inspection?: <input type="checkbox"/> Phone/Voicemail <input type="checkbox"/> Mail <input type="checkbox"/> E-mail In the space below, please provide directions to your farm for the inspector: 					
Legal status of your business: <input type="checkbox"/> Individual/Sole Proprietorship <input type="checkbox"/> Cooperative <input type="checkbox"/> Trust or non-profit <input type="checkbox"/> Public Entity <input type="checkbox"/> Association <input type="checkbox"/> Legal Partnership (federal form 1065) <input type="checkbox"/> Corporation/LLC <input type="checkbox"/> Other <i>(specify)</i>					
Is the operation a single legal entity, are decision making and finance centralized, one complete set of records kept, and all aspects of the operation covered under this OSP? <input type="checkbox"/> Yes <input type="checkbox"/> No If multiple individuals or locations are to be certified under one certificate describe the situation: <input type="checkbox"/> N/A					

Field Status and Location

NOP §205.202

FARM & FIELD LOCATIONS

Are all fields requested for certification located at the Farm Address above? Yes No

Complete the following table for *all* farms. The top line is for your home or main farm location. If you are requesting certification for land not located at the farm address listed above, list each location on an additional line. Attach additional sheets if more space is needed. Include all farms and fields on the map(s) and Field History sheet(s).

FIELD NUMBERS/NAMES	PARCEL ADDRESS/ LEGAL DESCRIPTION	TOTAL NUMBER OF ACRES (ORGANIC, TRANSITIONAL, CONVENTIONAL)			OWN	RENT	DISTANCE FROM MAIN FARM
		O	T	C			
	<i>Primary farm address in the General Information section</i>				<input type="checkbox"/>	<input type="checkbox"/>	N/A
					<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	

Farm Map

Attach or draw in the space below a map/maps of your entire operation including all farms and fields under your management. Each field should be labeled with a name or number that matches your Field History and Farm Plan Information section on page 1. Also include acreage, buildings/facilities, conservation/biodiversity features, storage, livestock housing, buffers, and neighboring land use.

Map Attached

Annual seedlings must be certified organic unless they meet the requirements under NOP §205.204(a)(3), (5). See the OEFFA Policies & Procedures book for more information on seedlings and planting stock. List all purchased seedlings and planting stock on page 3.

Not Applicable (no seedling or planting stock production)

DO YOU GROW ORGANIC SEEDLINGS OR PLANTING STOCK?: (check all that apply) **ON-FARM** **OFF-FARM**
 Please list all covered production in the Crop & Field Acreage Summary and on your Field History Sheets.

Where are they grown (i.e. greenhouse, hoophouse, etc.)? _____

If grown in a greenhouse, list the type and size: _____

Please describe the floor in your covered production areas (i.e. soil, landscape fabric, gravel, cement, etc): _____

Do you raise plants in containers/flats off the ground? Yes No

Do you plant crops directly in the ground in the greenhouse? Yes No

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

Date of treated wood installation: _____

Describe your watering system: _____

How do you prevent diseases and/or insect problems in seedling and planting stock production?

Do you sell any seedlings or planting stock you produce as organic? Yes No

NON-ORGANIC GREENHOUSE OPERATIONS Not Applicable (I do not have conventional greenhouse production)

List varieties produced as both organic and non-organic ("parallel production").

How do you physically 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, and pest and disease inputs used or planned for use in your NON-ORGANIC greenhouse operation.

NON-ORGANIC INPUTS	PRODUCT NAME	MANUFACTURER AND/OR BRAND NAME	ACTIVE INGREDIENT(S)

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 contamination of organic seedlings with prohibited materials through ventilation and/or watering systems?

How do you clean seedling containers and equipment?

Wild Crop Collection**NOP §205.207**

If you harvest any wild crops, you must demonstrate compliance with NOP §205.207. Please complete the table and questions below for wild crop certification. See §205.2 for the definition of a wild crop. N/A – No Wild Crops

CROPS HARVESTED	COLLECTION AREA IDENTIFICATION (FIELD NUMBERS, NAME)	ACRES PER COLLECTION AREA	PROJECTED YIELDS	APPROXIMATE DATES OF HARVEST

Have you managed the land used for harvesting wild crops for at least 3 years? Yes No

If no, you must submit a statement signed by the previous manager. Contact us or visit our website for a Prior Land Use Statement.

What percentage of the available wild crop(s) do you harvest annually? _____

How are wild-crops harvested? By hand Mechanically

Do you transplant any roots or other planting stock into the collection area? Yes No

If yes, how do you separate cultivated crops from wild-crops?

Fencing Posting signs Use of natural boundaries such as a stream or tree line

Other (specify)

Do you process the harvested crop other than rinsing/washing and bagging? Yes No

If yes, describe what processing procedures you perform: _____

What methods do you use to ensure management will sustain the wild crop and will not be destructive to the environment?

- Limiting collection to amount/ area/time Observation/monitoring of entire area Allow re-establishment
 Notify/coordinate with responsible agencies/organizations and/or other harvesters Avoid introduction of invasive plants
 Avoid soil erosion Avoid waterway contamination Minimize disruption of priority species/sensitive habitat
 Other (describe)

Mushroom Production

If you grow mushrooms, please complete the questions below. If you harvest wild mushrooms, please complete the Wild Crop Collection section, above. N/A – No Mushroom Production

Mushroom type(s): _____

Production method(s): _____

Total mushroom production area: _____

List the source of spawn for mushroom production: _____

List the substrate and fertility inputs you use: _____

Are spawn and substrate organic? Yes No

If using non-organic spawn, describe your attempts to find organic spawn: (attempts must be documented)

If you use logs in mushroom production, please attach a label or information for the plug material you use and all other inputs.

Sugar Bush

If you tap trees to harvest sap, please complete the questions below. Processing sap into syrup requires certification for handling – complete the OSP for Handlers, if applicable. N/A – No Sugar Bush

Describe your collection system (buckets, bags, tubing, etc.) _____

What methods do you use to ensure management will sustain the sugar bush and not be destructive to the environment?

- Limiting collection to amount/ area/time Observation/monitoring of entire area Minimize driving in collection area
 Limiting number of taps in each tree Minimize disruption of priority species/sensitive habitat
 Avoid soil erosion Avoid waterway contamination Avoid introduction of invasive plants
 Other (describe):

Include your wild crop collection, mushroom production, and sugar bush areas on your Field History sheet(s) and farm map(s).

The NOP requires active management of soil fertility and crop nutrients as well as prevention of soil erosion and contamination of crops, soil, and water. A "restricted" input refers to an approved material on the National List (NOP §205.601 and 205.602) which has a specific annotation for its use. If you use a "restricted" material, you must provide evidence of how you address the material's annotation. Under NOP 205.201(a)(3), the operator must describe monitoring practices used to verify that the OSP is implemented and effective.

What are your soil types? (list specific name(s) of soil types or describe soil texture)

What are your soil nutrient deficiencies? No deficiencies

How do you monitor the effectiveness of your fertility management program? (Attach copies of most recent test results)

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

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 alternate shallow/deep-rooted or light/heavy-feeding crops
 foliar fertilizers biodynamic preparations soil inoculants off-farm manure soil amendments side dressing
 other (specify)

Do you use any of the following restricted fertility inputs? None Used

fertilizers with high salt content such as sodium (Chilean) nitrate or potassium chloride (prevention of salt buildup)
 synthetic micronutrients (documented deficiency)

If yes, how do you comply with the restrictions (shown in parentheses)?

Do you use?: Lime Gypsum (check all that apply) No lime or gypsum used or planned

If yes, do you have documentation of their source and any processing they have undergone? Yes No

Do you burn crop residues? Yes No

If yes, please describe what materials are burned and why:

Do you apply municipal leaf litter, clippings, or other municipal compost materials to fields? Yes No

If yes, have you verified that these materials do not contain prohibited substances (such as sewage sludge)? Yes No

A. COMPOST USE. NOP §205.203(c)(2) defines requirements for the composting process.

No Compost

List all compost feedstocks, ingredients, and additives:

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

What is your initial Carbon to Nitrogen ratio (C:N)? _____

Do you monitor temperature? Yes No

If using a windrow (turned pile) system, do you maintain the composting materials at a temperature of 131 to 170 °F for 15 days and turn the pile at least five times during that 15-day period? Yes No N/A

If using an in-vessel or static aerated pile system, do you maintain the composting materials at a temperature of 131 to 170 °F for 3 days? Yes No N/A

Do you produce or use any vermicompost (worm castings) or compost extracts (“teas”)? Yes No

Do you maintain a compost production record? Yes No

B. MANURE USE. NOP § 205.203(c)(1) restricts the use of raw manure.

No Manure

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

What type of crops do you grow (check all that apply)?

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

If you grow crops for human consumption and use raw manure, is manure applied at least 120 days before harvest for crops whose edible portion has direct contact with the soil surface or soil particles and at least 90 days before harvest for crops without soil contact? Yes No N/A

Have manure application and harvest dates available for your inspector.

What is the source of the manure you use? (check all that apply) On-farm Off-farm

If you use on-farm manure, list manure additives:

List all sources of off-farm manure:

Do you verify that all manure from conventional operations is free of prohibited contaminants and additives (e.g. odor and fly control substances or prohibited lime/gypsum products)?

List or attach information about additives to conventional manure.

Yes No

Describe manure storage, end use, and/or sale:

How do you prevent runoff of manure and contaminated waters to surface water and neighboring properties?

NOP rules require crop management practices that address soil organic matter and plant nutrients as well as weed, pest, and disease problems. Crop rotation is required. See the National List §205.601 for allowed synthetic substances when management practices are not enough to prevent or control weed, pest, and disease problems.

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

CROP ROTATION PLAN & TIMEFRAME	FIELD NUMBERS/NAMES WHERE PLAN IS FOLLOWED
<i>Example: Corn ► Soybeans ► Small Grain ► Hay (2 years)</i>	<i>Smith Farm, Fields 1-5</i>

How do you monitor the maintenance or improvement of soil organic matter? (soil testing, visual observation, etc.)

For perennial cropping systems, how do you introduce biological diversity into your operation?

- alley cropping intercropping hedgerows other (specify)

B. WEED, PEST, & DISEASE MANAGEMENT PLANS

Please list your problem weeds:

No weed problems

What weed control methods do you use? (check all that apply)

- crop rotation field preparation delayed seeding mowing livestock grazing approved herbicides
 use of fast emerging varieties mechanical cultivation hand weeding flame weeding smother crops
 other (specify)

List the type(s) of mulch you use: _____ None

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

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

What are your problem pests?

No pest problems

- rodents gophers birds other animals (list)
 insects (list):

What strategies do you use to control pest damage to crops?

- crop rotation selection of plant species/varieties timing of planting companion planting trap crops
 lures/traps/repellants habitat for natural enemies physical barriers release of predators/parasites
 Integrated Pest Management (IPM) use of allowed/restricted products physical removal
 Other (specify)

What are your problem crop diseases?

No disease problems

What disease prevention strategies do you use?

- crop rotation field sanitation selection of plant species/varieties timing of planting/cultivating
 plant spacing vector management soil balancing compost/tea use of approved/restricted materials
 other (specify)

C. MONITORING FOR PEST, WEED, & DISEASE MANAGEMENT:

How do you monitor the effectiveness of your pest, weed, & disease management program?

- testing visual observation comparison of crop yields pest/weed counts work with a consultant or advisor
 physical examination of crops/pests other (specify)

How often do you conduct pest, weed, & disease monitoring? daily weekly monthly annually as needed

How effective is your pest, weed, & disease management program: excellent satisfactory needs improvement

What changes do you anticipate?

NEIGHBORING LAND USE AND BUFFERS:

The NOP requires that organic production areas have distinct boundaries and buffer zones to prevent the unintended application of prohibited substances or contact with prohibited substances that are applied to neighboring land not under organic management. Crops within required buffer zones are not eligible for organic certification. Indicate buffer zones and neighboring land use on your field maps. Current written agreements (such as adjoining land use statements) with neighboring land managers may be accepted in place of buffers.

In the table below, list specific buffer areas you maintain:

Not applicable (I do not maintain any buffer areas) - *Explain:* _____

LOCATION/FIELD NUMBERS	TYPE OF BUFFER (crop land, treeline, hedgerow, wildlife planting, grass strip, etc.)	WIDTH OF BUFFER	ADJOINING LAND USE (crop land, pasture, lawn, etc.)	IF CROP IS HARVESTED FROM BUFFER, DESCRIBE END USE (SALE, NON-ORGANIC LIVESTOCK FEED, SEED, ETC.)

If crops are harvested from the buffer zones with equipment used for harvesting organic crops, how do you protect organic crops from contact with buffer crops?

What other practices do you use to prevent accidental contamination? None

Do you provide written notification to the following? Not Applicable

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

Describe other features of your farm that may impact organic integrity (i.e. energy infrastructure, etc.): None

Have you posted 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:

Are there any organic fields where there is a risk of contaminated overland flow? Yes No

If yes, describe how you divert this water:

Do you have a plan to minimize the risk of pollen drift from GMO crops? Yes No

If yes, describe:

Have your crops ever tested positive for GMOs? Yes No

If yes, explain:

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*)

Conventional Production

NOP §205.272

If you grow conventional crops or manage farmland that is not certified organic or in transition, complete this section. Also include information on conventional fields in the Field Status and Location section, equipment used with conventional crops in the Equipment section, and storage for conventional crops in the Storage section. If conventional fields are at the same location and/or adjacent to organic fields, Field History and Farm Maps must also be included for conventional fields. If you have conventional and organic greenhouse production, complete the “non-organic greenhouse operations” portion of the Seedling and Planting Stock Production section.

Not applicable (I do not have conventional production)

Do you grow any of the same crops organically and conventionally (“parallel production”)? Yes No

If yes, list:

Are conventional crops and organic crops grown on the same farm or site? Yes No

If yes, include conventional fields/crops in your Field History and Farm Maps

Conventional Crops:

SPECIFIC CROPS/ VARIETIES	GMO	TOTAL ACREAGE	PLANNED USE OF CROP (SALE, SEED, NON-ORGANIC LIVESTOCK FEED, ETC.)
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		

Fertilizers/soil amendments used on conventional crops:

PRODUCT NAME	WHO APPLIES? SELF (S) OR CUSTOM (C)	STORAGE	
		ON-FARM	OFF-FARM

Herbicides/pesticides used on conventional crops:

PRODUCT NAME	WHO APPLIES? SELF (S) OR CUSTOM (C)	STORAGE	
		ON-FARM	OFF-FARM

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

Not applicable

- | | | |
|---|---|--|
| <input type="checkbox"/> field maps | <input type="checkbox"/> labor records | <input type="checkbox"/> other (specify) _____ |
| <input type="checkbox"/> field history sheets | <input type="checkbox"/> storage records | <input type="checkbox"/> other (specify) _____ |
| <input type="checkbox"/> input records | <input type="checkbox"/> sales records | <input type="checkbox"/> other (specify) _____ |
| <input type="checkbox"/> harvest records | <input type="checkbox"/> shipping records | <input type="checkbox"/> None |

Harvest**NOP §205.272**

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

How are your organic crops harvested? (check all that apply) mechanical by hand custom

If custom, provide name and contact information for the harvester:

What types of containers are used for harvesting?

gravity wagons/boxes hay wagons truck boxes cardboard/waxed boxes wooden tote 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 any potential contamination or commingling problems you may encounter harvesting organic crops: None

Describe steps taken, including equipment cleaning, to protect organic crops from commingling and contamination during harvest:

Storage**NOP §205.272**

Operators must store organic crops in ways that prevent commingling and contamination.

Describe your storage locations in the table below: Not Applicable (I do not have any crop storage)

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

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

If yes, describe how you segregate organic crops from non-organic crops:

How do you clean storage units before storage of organic crops?

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

List all product names and manufacturers for pest control inputs used in storage areas -- attach labels if not pre-approved by OEFFA.

Post-Harvest Handling**NOP §205.272**

NOP §205.201(a)(5) requires handling procedures that do not mix organic with non-organic crops or prohibited materials. Some handling/processing will require completion of an OSP for Handlers. See the policy titled "Handling Certification for Producers." Contact OEFFA for more information or to request this form.

Not applicable (I do not do any post-harvest handling)

Describe your post-harvest handling procedures and equipment:

(Examples: threshing, shelling, seed cleaning, drying, grinding, rinsing, washing, bagging, mixing, roasting, pressing, etc.)

Where is handling/processing conducted?: on-farm off-farm

Who does the handling/processing? (check all that apply): self (the producer) custom operator commercial handler
 other (describe)

If custom, provide name and contact information for the custom handler/processor:

Processed products end use (check all that apply): used on-farm used off-farm sold other (describe)

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:

Packaging Material(s): _____ None

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

If yes, describe:

Please list any additional inputs used on or with processed products (i.e. wax coatings, sanitizers, etc):

Describe any materials used for binding organic crops or baling/wrapping hay, silage, haylage, straw, etc.:

Are these baling/wrapping/binding products free of prohibited substances? yes no

Are these baling/wrapping/binding products removed before processing/chopping? yes no

Transportation**NOP §205.272**

Not applicable (I do not transport organic products)

Who is responsible for arranging transportation of your organic products?:

self buyer other (specify):

Describe how your 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 Transport Statements letter/contract with transport company stating organic requirements

other (specify):

Marketing**NOP §205.300; §205.303; §205.311****Type(s) of marketing used for your organic product(s):**

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

Products are packaged for (check all that apply): retail wholesale no packaged products**Do you use or plan to use labels on your products?** Yes No (If yes, attach full color copies of all labels you use.)**If yes, do your labels include the phrase “Certified Organic by OEFFA” or a similar phrase directly below your business contact information?** Yes No**List all other marketing materials and methods used (i.e. websites, brochures, signs, market displays):**

Attach full color copies of all organic product labels and marketing materials. The use of the OEFFA and/or USDA logo(s) is voluntary and both are available from OEFFA in electronic & print form. The use of either seal must be according to NOP regulations and must be pre-approved by OEFFA.

International Markets

Please complete this section if you or your buyer(s) plan to export organic products to other countries and/or if you would like international equivalencies listed on your organic certificate. You may attach additional sheets if necessary.

 N/A – No International Marketing**Please list all organic crops you wish to export in the table below:**

Crop	Destination (check all that apply)							Field Name(s) or Number(s)
	Canada	Switzer-land	Europe	Taiwan	Japan	Korea	Other (list)	

Critical Variances – complete sections for the destinations you checked in the table above**CANADA** Not Applicable**Do you use Sodium (Chilean) nitrate to grow organic crops?**

- No
 Yes (list crop(s) and field(s) on which Sodium (Chilean) nitrate is used):

Do you use hydroponic or aeroponic methods to grow organic crops?

- No
 Yes (list which crops are grown with these methods):

Do you plan to label crops to be exported? Yes No**If YES:**Do these labels meet the labeling requirements of the destination country? Yes NoHas OEFFA reviewed these labels and approved them specifically for export? Yes No (attach color labels for review)

NOP standards require that records disclose all activities and transactions of the operation and demonstrate compliance with the NOP regulations. Records must be kept for at least 5 years after their creation. All records must be accessible to the inspector, OEFFA, and the NOP.

Do you keep, or plan to keep, all records for at least 5 years? Yes No

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

- field activity records (preparation, planting, input application, etc.)
- input records for soil amendments, seeds, manure, foliar sprays and pest control products (keep all labels and receipts)
- 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)
- labor 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
- other (specify): _____
- other (specify): _____
- other (specify): _____
- other (specify): _____

Do you use a lot numbering system for organic products: Yes No

If yes, describe:

Please have all records available for your inspector to review.