



## **IMPORTANT – NEW FORMS – NEW INSTRUCTIONS!**

### **Organic Certification Application Instructions for OEFFA-Certified Operations**

#### **Thank you for certifying with OEFFA!**

OEFFA has made changes to the renewal paperwork for operations that are currently certified with OEFFA to reduce the paperwork and simplify the renewal process.

**Thank you for reviewing the following instructions closely.**

#### **Renewal Report (attached)**

- The Renewal Report contains information from your most recent Organic System Plans (OSP). It is important that you review this carefully.
- Please fully review this report to ensure that the information is correct and complete all blank sections of the tables, as applicable.
- If any of the pre-filled information needs to be updated or removed, check the appropriate box. For any updates, please provide a brief explanation of the changes.
- If you have new fields, inputs, and/or products that are not listed on the Renewal Report, include them in your OSP for this year (included in your packet – see below).
- Please complete, sign, and return this form as part of your renewal application materials.

#### **Organic System Plan (OSP) for Renewing Operations**

- Review the current copy of your OSP that you have on file. If you do not have a current copy of your OSP, or need specific sections, contact us and we can provide you with a copy.
- Complete the required sections of each OSP. These are identified in the lower right corner by: **THIS PAGE IS REQUIRED FOR RENEWAL.**
- Some sections are only required to be completed for NEW items. Please see the instructions for these sections if you are adding new fields, inputs, and/or products to your management plan. If you are not adding new fields, inputs, or products, you do not need to completely fill out these sections:
  - Field History Sheet
  - Inputs
  - Product Lists – Single Ingredient Product List, Multiple Ingredient Product List, and Product Profile Sheets

**\*\*Please note: A fee may be charged for incomplete OSPs\*\***

Please fill out your application in black ink. The OSP is a plan that can be updated at your inspection or by contacting us at any time. Please make a copy for your records before submitting.

Contact us if you have any questions or comments about these forms, the standards, or the certification process. **We are here to help!**

**Submit all application materials and payment to:**

OEFFA Certification

41 Croswell Road

Columbus, OH 43214

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



# OEFFA Organic System Plan for Producers RENEWAL APPLICANT

**Complete this form if you are requesting organic farm and crop recertification. If a question does not apply to your operation, please mark or write "N/A." Attach additional sheets as necessary. 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
Operation #	Date
What is the best way to contact you in writing? (check one): <span style="margin-left: 100px;"><input type="checkbox"/> Mail</span> <span style="margin-left: 100px;"><input type="checkbox"/> Email</span>	
<b>Type of operation</b> (produce, CSA, row crop, dairy, etc.)	Have you ever been denied certification or had your certification suspended (including partial suspensions) or revoked? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If yes, describe the circumstances:
2021 gross sales from organic crops:	Do you have a current copy of the NOP standards and have you reviewed the sections that apply to your operation? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>

**PLEASE REVIEW YOUR PREVIOUS YEAR'S CERTIFICATION DECISION/RENEWAL LETTER**

**Do you have any outstanding noncompliances?**

Yes  No  Have not received 2021 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 SUMMARY**

**Complete the table below for all crops you are requesting for certification this year. 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.**

**Crop acreages to be listed on the organic certificate will be pulled from your Field History Sheet. Please ensure that acreage reported in the Field History Sheet is accurate.**

CROPS REQUESTED FOR CERTIFICATION	EXPECTED HARVEST DATE(S)	PROJECTED YIELDS
<i>EXAMPLES:</i> <i>Corn</i>	<i>September</i>	<i>150 bu/ac</i>
<i>Wheat</i>	<i>June</i>	<i>60 bu/ac</i>
<i>Straw</i>	<i>June</i>	<i>1 ton/ac</i>

**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 new fields?**  Yes  No

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

*Please complete a Prior Land Use Statement (PLUS) which is included with this packet. A PLUS must be signed by the person(s) who managed the field(s) for each of those 3 previous years.*

*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 one row for any \*NEW\* fields you manage and each \*NEW\* covered production structure (e.g. green houses, high tunnels).** Fields and covered production already listed on your Renewal Report do not need to be listed here.
- **Include all crops** (i.e. cover crops, pasture, woods, etc.) **and inputs** (i.e. seeds, seedlings, fertilizers, compost, manure, lime/gypsum, mulches, pest control, etc.).

No \*NEW\* fields this year

**Field Status: O=Organic, N=Newly Organic in current year, T=Transitional (transition period of 36 months), C=Conventional**

Field #/Name AND Date of Last Prohibited Input (for T and N fields)	Field Status (O,N, T,C)	# of Acres	Updates to Seeds/Inputs for 2021	2022		
				Crop	Cover Crop	Inputs & Date(s) Planned/Used

**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)

**Inputs**

**NOP §205.201(a)(2)**

List any **\*NEW\*** fertility inputs (including compost and manure), soil amendments, soil mix ingredients, pest, weed, and disease control products, water additives, forage inoculants, or other new inputs used or planned for use in the current year on organic and transitional fields and crops. Use additional sheets if necessary. If an input is already listed on your Renewal Report, it does not need to be listed here.

If a product is sold both bagged and bulk, please indicate which form you are using. If you list a "restricted" material, you must provide evidence of how you address the material's restriction(s).

Have all input labels and receipts available for your inspector.

No \*NEW\* inputs used

INPUT/PRODUCT NAME	MANUFACTURER AND/OR BRAND NAME	REASON FOR USE	IF RESTRICTED, DESCRIBE COMPLIANCE WITH NOP RULE ANNOTATION
<i>Examples: Raw Manure</i>	<i>Own Cattle</i>	<i>Fertility</i>	<i>Applied to produce 120 days before harvest.</i>
<i>Dolomitic Limestone (bulk)</i>	<i>Location of Quarry</i>	<i>Ca, Mg, &amp; pH adjustment</i>	

Attach product labels for all inputs not previously 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  No

Has OEFFA reviewed these labels and approved them specifically for export?  Yes  No (attach color labels for review)

**Certified (renewing) Producers:**

Refer to the *Organic Certification Application Instructions for OEFFA-Certified Operations* form for complete instructions.

- Review and complete the Renewal Report, which is included with this packet.
- Review your current OSP.
- Indicate areas where management practices have changed by checking the boxes below and briefly explain the change
- Sign the Affirmation and follow the mailing instructions.

List the date you reviewed your OSP here: \_\_\_\_\_

NO CHANGES

- General information: \_\_\_\_\_
- Field Status & Location: \_\_\_\_\_
- Farm Map: \_\_\_\_\_
- Seedling & Planting Stock Production: \_\_\_\_\_
- Wild Crop Collection: \_\_\_\_\_
- Mushroom Production: \_\_\_\_\_
- Sugar Bush: \_\_\_\_\_
- Soil and Crop Fertility Management: \_\_\_\_\_
- Compost and Manure Use: \_\_\_\_\_
- Natural Resources & Biodiversity Conservation: \_\_\_\_\_

- Crop Management: \_\_\_\_\_
- Maintenance of Organic Integrity: \_\_\_\_\_
- Conventional Production: \_\_\_\_\_
- Equipment: \_\_\_\_\_
- Harvest: \_\_\_\_\_
- Storage: \_\_\_\_\_
- Post-Harvest Handling: \_\_\_\_\_
- Transportation: \_\_\_\_\_
- Marketing: \_\_\_\_\_
- Recordkeeping: \_\_\_\_\_

Describe any other changes to any part of your operation that may not be captured in the renewal forms, including an explanation of field name or size changes:

**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 Organic System Plan Update 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):**

*\*If sending hard copies of additional documents, please send single sided\**

- |  |  |
|--|--|
| <input type="checkbox"/> Completed Renewal Report (required)   | <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"/> Documentation for the previous management of fields owned or rented for less than three years (Prior Land Use Statements) | <input type="checkbox"/> Other (specify) _____   |
| <input type="checkbox"/> Water tests   | <input type="checkbox"/> Other (specify) _____   |
|  | <input type="checkbox"/> Other (specify) _____   |

**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](mailto: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 and may result in an additional fee. Please double check that you have completed this entire form and the Renewal Report.*

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](mailto:organic@oeffa.org)  
Or write to the address above.