



- IMPORTANT -

## Organic Certification Application Instructions for New Applicants

Please complete all sections of this application to create your initial Organic System Plan (OSP).

- Include information for all production planned for 2024.
- Do your best to complete all questions and tables within the application.  
**\*\*blank areas will cause delay\*\***
- 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.

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

**If you'd like assistance completing your OSP, please contact an OEFFA Sustainable Agriculture Educator at (614) 421-2022 or e-mail [agricultureeducators@oeffa.org](mailto:agricultureeducators@oeffa.org).**

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. 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 NEW APPLICANT

*Complete this form if you are requesting organic farm and crop certification. If a question does not apply to your operation, please mark or write "N/A." Attach additional sheets as necessary. First time applicants must complete all pages. You must sign this form.*

| <b>Farm Plan Information</b> | <b>NOP §205.401; §205.201(a)</b> |
|------------------------------|----------------------------------|
|------------------------------|----------------------------------|

|  |   |
|--|---|
| <b>Operation/Business Name</b> <i>(to appear on your organic certificate)</i>  | <b>Owner/Operator</b>   |
| <b>Operation #</b> <i>(office use only)</i>  | <b>Date</b>   |
| <b>What is the best way to contact you in writing? (check one):</b> <span style="float: right;"><input type="checkbox"/> Mail      <input type="checkbox"/> Email</span>   |   |
| <b>Type of operation</b> (produce, CSA, row crop, dairy, etc.)   | <u><b>Check all that apply for your operation and/or anyone responsibly connected to your operation:</b></u>  |
| Do you have a current copy of the NOP standards and have you reviewed the sections that apply to your operation?<br><input type="checkbox"/> Yes <input type="checkbox"/> No   | <input type="checkbox"/> Currently certified by other certifier(s)<br><i>Please list:</i> _____   |
| Have you ever been denied certification or had your certification suspended (including partial suspensions) or revoked?<br><input type="checkbox"/> Yes <input type="checkbox"/> No<br><br>If yes, describe the circumstances: | <input type="checkbox"/> Previously certified by OEFFA or other certifier(s)<br><i>Please list:</i> _____   |
| If currently certified, please list gross sales from organic crops from the previous year:   | <input type="checkbox"/> New Applicant<br><br><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 other relevant documents and describe how you have addressed any outstanding issues.</i> |

**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:    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>  |
|                                   |                          |                  |
|                                   |                          |                  |
|                                   |                          |                  |
|                                   |                          |                  |
|                                   |                          |                  |
|                                   |                          |                  |

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

**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.*

Mark all new fields with an "N" in the field status column of your Field History.

- Complete one row for EACH field you manage and each covered production structure (e.g. green houses, high tunnels).
- USE ONE ROW for each field and one row for each covered production structure.
- INCLUDE ALL CROPS, cover crops, pasture, woods, etc.
- **FIELD STATUS:** “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).
- **NEW and TRANSITIONAL FIELDS:** Include the last date a prohibited substance was applied.
  - Provide a **Prior Land Use Statement** that is signed by the previous manager for any fields that you have not managed for the last 3 years.
- **CURRENT YEAR:** List all inputs used *and* projected for use in the current year. Your complete field activity records will be reviewed at inspection.
- **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 your map(s).

Page 2

| FIELD # OR NAME | FIELD STATUS | # OF ACRES | 2021 |                    | 2022 |                    | 2023 |                    | 2024 |                    |
|-----------------|--------------|------------|------|--------------------|------|--------------------|------|--------------------|------|--------------------|
|                 |              |            | CROP | INPUTS & DATE USED | CROP | INPUTS & DATE USED | CROP | INPUTS & DATE USED | CROP | INPUTS & DATE USED |
|                 |              |            |      |                    |      |                    |      |                    |      |                    |
|                 |              |            |      |                    |      |                    |      |                    |      |                    |
|                 |              |            |      |                    |      |                    |      |                    |      |                    |
|                 |              |            |      |                    |      |                    |      |                    |      |                    |
|                 |              |            |      |                    |      |                    |      |                    |      |                    |
|                 |              |            |      |                    |      |                    |      |                    |      |                    |

**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 (see reverse for seedlings and annual and perennial planting stock) 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**

*Inspector use only*

Inspection Date:  
\_\_\_\_\_

| CROP, VARIETY, & BRAND | ORGANIC                  | NON-ORGANIC (UNTREATED & NON-GMO) | NAME/BRAND OF INOCULANT AND/OR COATING | RECEIPT OR INVOICE       | TAG/LABEL/OG CERT        | DOCUMENTED SEARCH        | NON-GMO                  | UNTREATED                |
|------------------------|--------------------------|-----------------------------------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|                        | <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"/> |
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|                        | <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"/> |
|                        | <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"/> |
|                        | <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"/> |
|                        | <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"/> |
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|                        | <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"/> |
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|                        | <input type="checkbox"/> | <input type="checkbox"/>          |  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**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 all purchased seedlings and check the appropriate boxes below. Attach additional sheets if more space is needed. *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.*

**Inspector use only**

Inspection Date:

\_\_\_\_\_

| CROP, VARIETY | SUPPLIER | ORGANIC                  | RECIPT OR INVOICE        | TAG/LABEL/ OG CERT       |
|---------------|----------|--------------------------|--------------------------|--------------------------|
|               |          | <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"/> |
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|               |          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**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. Non-organic perennial planting stock can only be marketed as organic after one year of organic management.**

List all purchased planting stock and check the appropriate boxes below. Attach additional sheets if more space is needed. **Produce growers may submit planting stock order sheets or invoices showing complete information instead of completing this table.**

**Inspector use only**

Inspection Date:

\_\_\_\_\_

| CROP, VARIETY | SUPPLIER | ANNUAL                   | PERENNIAL                | ORGANIC                  | NON-ORGANIC (UT & NON-GMO) | RECIPT OR INVOICE        | TAG/LABEL/ OG CERT       | DOCUMENTED SEARCH        | NON-GMO                  | UNTREATED                |
|---------------|----------|--------------------------|--------------------------|--------------------------|----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|               |          | <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"/> | <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"/> | <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"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Inputs**

**NOP §205.201(a)(2)**

List all fertility inputs (including compost and manure), soil amendments, soil mix ingredients, pest, weed, and disease control products, water additives, forage inoculants, and all other inputs used or planned for use in the current year on organic and transitional fields and crops. Use additional sheets if necessary. All inputs used during the current year must be listed on your Field History sheet. 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).

Products approved by the Organic Materials Review Institute (OMRI), Washington State Department of Agriculture Organic Program (WSDA), California Department of Food & Agriculture Organic Program (CDFA), and products labeled by the US Environmental Protection Agency (EPA) "For Organic Production" are also approved for their specified use. These inputs must still be listed on your Input List.

*Have all labels and receipts available for your inspector.*

No inputs used

| INPUT/PRODUCT NAME                    | MANUFACTURER AND/OR BRAND NAME | REASON FOR USE                     | IF RESTRICTED, DESCRIBE COMPLIANCE WITH NOP RULE ANNOTATION |
|---------------------------------------|--------------------------------|------------------------------------|---|
| <i>Examples:</i><br><b>Raw Manure</b> | <b>Own Cattle</b>              | <b>Fertility</b>                   | <b>Applied to produce 120 days before harvest.</b>          |
| <b>Dolomitic Limestone (bulk)</b>     | <b>Location of Quarry</b>      | <b>Ca, Mg, &amp; pH adjustment</b> |   |
| <b>Bt Spray</b>                       | <b>ABC Company</b>             | <b>Pest Control</b>                | <b>Preventative measures used first.</b>                    |
|                                       |                                |                                    |   |
|                                       |                                |                                    |   |
|                                       |                                |                                    |   |
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|                                       |                                |                                    |   |
|                                       |                                |                                    |   |
|                                       |                                |                                    |   |

*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.

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                             | Switzerland | Europe | Taiwan | Japan | 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)



**General Information**

**NOP §205.401**

|  |       |          |   |       |          |
|--|-------|----------|---|-------|----------|
| Physical Farm Address ( <i>used for mail unless otherwise specified</i> )  |       |          | Mailing 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 and update 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   |       |          |   |       |          |
| <b>In the space below, please provide directions to your farm for the inspector:</b>   |       |          |   |       |          |
| 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<br>(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"/> | <b>N/A</b>              |
|                     |  |  |   |   | <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 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 grow crops other than annual seedlings, planting stock, or microgreens to maturity in containers?  Yes  No

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

How do you maintain or improve natural resources and soil fertility in your greenhouse?  Recycle/reuse growing media

Microbial inoculation  Add compost or compostable materials  Earthworm use  Cover cropping  Conservation tillage

Mulching  Addition of plant/animal materials  Water conservation  Crop rotation (describe in Crop Management section)

Wastewater and nutrients are retained and reused  Wastewater and nutrients are used on a crop  Purchased fertility inputs

Other (specify): \_\_\_\_\_

If treated wood is used in your greenhouse, where? \_\_\_\_\_ 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. Attach additional pages as necessary.

| 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  
 Specialized training for collectors  Other (describe) \_\_\_\_\_

Describe the natural environment of the harvest area:  Woodland  Marsh/wetland  Prairie/grassland  Other \_\_\_\_\_

List any endangered, threatened or rare plants/animals that occur in the harvest area: \_\_\_\_\_

How often do you evaluate your practices to ensure the environment is protected?  monthly  annually  other \_\_\_\_\_

Rate the effectiveness of your sustainable harvesting practices:  excellent  satisfactory  needs improvement

**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.**

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 that production practices maintain or improve the natural resources of the operation, including soil and water quality. Practices must minimize erosion. This section applies to all operations.*

**A. SOIL**

**What conservation practices do you use?**

- terraces       contour farming       strip cropping       under-sowing/interplanting       firebreaks
- winter cover crops       conservation tillage       permanent vegetated waterways       windbreaks       tree lines
- retention ponds       riparian management       long term sod       allow non-invasive plants in fencerows/ditches
- avoid steep slopes and Highly Erodible Land       other (*specify*)

**What soil erosion problems do you have (why and in which fields)?**       No Erosion Problems

**Describe your efforts to minimize soil erosion problems listed above, if applicable.**

**B. BIODIVERSITY**

**What steps do you take to provide wildlife habitat and conserve biodiversity?**

- invasive species monitoring/removal       provide habitat for pollinators/native species       install bird/bat/bee boxes       hedgerows
- maintaining wetlands/prairies/woods       avoiding nests/not mowing during breeding season       establish legal conservation areas
- ponds       uncultivated areas       riparian management       other (*specify*) \_\_\_\_\_

**Describe how you monitor the effectiveness of your natural resources conservation program.**

- soil testing       visual observation       species counts       other (*specify*)

**How often do you conduct conservation and biodiversity monitoring?**

- weekly       monthly       annually       as needed       other (*specify*)

**C. WATER USE:** (*check all that apply*)       none       irrigation       livestock       foliar sprays       washing crops  
 greenhouse       other (*specify*)

**Source(s) of water:** \_\_\_\_\_  
 (on-site well, river, creek, pond, spring, municipal, irrigation district, etc.)

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

**How do you conserve water?**

- scheduled use of water for conservation       tensiometer/monitoring       plant regionally appropriate crops/varieties
- drip irrigation/micro-spray       encourage infiltration in fields and pastures       other (*specify*)

**What input products are applied through the irrigation system?**       None

**What products do you use to clean irrigation lines & nozzles?**       None

**Is the system shared with another operator?**       Yes       No

If yes, what measures are taken to prevent contamination of your organic crops? \_\_\_\_\_

**D. WATER QUALITY** (*Complete this section even if you do not have a pond or waterway on your farm.*)

**What practices are used to protect water quality?**

- fencing livestock from waterways       leave riparian buffer beside crops       calculate nutrient budgets
- prevent nutrient leaching from over-irrigation       manage fertilizers/composts to avoid waterway contamination
- increase organic matter for better infiltration       land forming       other (*specify*)

**Describe the location and type of any water contamination problems you have and explain the cause.**       None

**Describe your efforts to minimize water contamination problems listed above.**

**Describe how you monitor the effectiveness of your water quality program** (water testing, visual observation, etc.).

**How often do you conduct water quality monitoring?**

- weekly       monthly       annually       as needed       other (*specify*)

*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 |
|--|--|
| Example: Corn ► Soybeans ► Small Grain ► Hay (2 years) | Smith Farm, Fields 1-5                     |
|  |  |
|  |  |

**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 mulch films, are they non-biodegradable?**    Yes    No

**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<br>(crop land, treeline, hedgerow, wildlife planting, grass strip, etc.) | WIDTH OF BUFFER | ADJOINING LAND USE<br>(crop land, pasture, lawn, etc.) | IF CROP IS HARVESTED FROM BUFFER, DESCRIBE END USE<br>(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?

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

Is your farm mapped with a sensitive-crop spray prevention program (such as Drift Watch)?

Yes (List program: \_\_\_\_\_)  No

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 and not 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/<br>VARIETIES | GMO                      | TOTAL<br>ACREAGE | PLANNED USE OF CROP (SALE, SEED, NON-ORGANIC LIVESTOCK FEED,<br>ETC.) |
|------------------------------|--------------------------|------------------|---|
|                              | <input type="checkbox"/> |                  |   |
|                              | <input type="checkbox"/> |                  |   |
|                              | <input type="checkbox"/> |                  |   |
|                              | <input type="checkbox"/> |                  |   |
|                              | <input type="checkbox"/> |                  |   |

**Fertilizers/soil amendments used on conventional crops:**

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

**Herbicides/pesticides used on conventional crops:**

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

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

Not applicable

- field maps
- field history sheets
- input records
- harvest records
- labor records
- storage records
- sales records
- shipping records
- other (specify) \_\_\_\_\_
- other (specify) \_\_\_\_\_
- other (specify) \_\_\_\_\_
- None

**In the table below, list all equipment used for planting, tillage, cultivation, spraying, harvesting, etc.**

| EQUIPMENT NAME | OWNED (O), RENTED (R), CUSTOM(C) | USED WITH ORGANIC CROPS ONLY?<br>YES (Y) OR NO (N) | HOW IS EQUIPMENT CLEANED BEFORE USE ON ORGANIC FIELDS? |
|----------------|----------------------------------|--|--|
|                |                                  |  |  |
|                |                                  |  |  |
|                |                                  |  |  |
|                |                                  |  |  |
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|                |                                  |  |  |
|                |                                  |  |  |
|                |                                  |  |  |
|                |                                  |  |  |

**If you use a sprayer:**     No Sprayer

What type?

Did you purchase it new or used?

If used, how was it cleaned prior to use with organic crops? Include all cleaning products used in your description.

**Other equipment: Could any equipment you use have been contaminated by previous uses?**     Yes     No

If yes, describe:

***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:**

**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

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

Describe your storage locations in the table below:

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

If there is off-site storage, give address and distance from main farm:

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.*

**NOP §205.201(a)(5) requires handling procedures that do not mix organic with non-organic crops or prohibited materials.**

Complete this section if you do any post-harvest handling. 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.

**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):** \_\_\_\_\_

**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):**

Will any waste products be generated from your farming activities (such as plastic/net wrap, plate cooler water, left-over chemicals, used oil, feed/tote bags, used containers, drip tape, plastic mulch, row cover, etc.)?  yes  no

If yes, describe the waste materials:

- Check all aspects of your waste management system that apply:  on-site dumpster  material recycling
- water recycling  water filtering  composting  routine pickup of waste  sediment ponds/lagoons
- constructed wetlands  field application of waste (*describe waste*): \_\_\_\_\_
- cleaning for re-use (*describe cleaning methods*): \_\_\_\_\_
- other (*describe*): \_\_\_\_\_

Complete this section if you 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*):



**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

**WHOLESALE LABELS and NON-RETAIL CONTAINERS\***

N/A – Retail only

*\*Non-retail containers are not just wholesale boxes, they also include totes, bulk bags, trailers, tanks, railcars, shipping containers, vessels, cargo holds, barges, grain elevators, silos, grain bins and other methods of bulk transport or storage*

**Do non-retail containers and/or wholesale labels display a lot number, shipping ID, or other unique information that links to handling records?**    yes    no

**Do non-retail containers and/or wholesale labels display organic status of product?**    yes    no

**Does audit trail documentation associated with non-retail containers list the last certified entity?**    yes    no

*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.*

**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 and/or plan for labeling non-retail containers. 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.**

*The NOP requires all operations to implement a fraud prevention plan appropriate to the certified operation's activities, scope, and complexity. Your fraud protection plan must describe your operation's monitoring practices and procedures for preventing fraud and describe your verification process for suppliers, including how organic status documentation is maintained back to the last certified entity in the supply chain. Attach supplemental description of any procedures not captured in this section, as applicable.*

**Operation Overview**

**Please check all that apply to your operation:**

- only produces organic product     split production (produces conventional product, but different type(s) than organic)
- parallel production (produces the same type(s) of organic and conventional products)     exports organic product
- purchases organic products (such as seeds or mushroom substrate) from uncertified vendors     imports organic product

**Assessing your Operation for Fraud Vulnerability and Opportunity**

**How do you evaluate vulnerability and opportunities for fraud in your supply chain?**

- conduct supply chain audits     assess suppliers (relationship or type of documentation provided)
- product assessment (geographic origin, demand/supply, available compliance documentation)
- self-assessment (previous issues, additional certifications, internal guidelines, if no suppliers are used)
- other: \_\_\_\_\_

**Describe measures used to correct vulnerabilities and minimize risks:**

- additional scrutiny for high-risk commodities     employee training     Only use products produced on farm (no suppliers)
- verifying organic status prior to purchase (such as checking the organic integrity database)     SOP for importing
- requiring organic compliance documentation at point of purchase (organic certificate, bill of lading, invoice, seed tags)
- inspecting physical product received to ensure they were the products ordered before use (such as seed or compliant version of inputs)
- other: \_\_\_\_\_

**What is your process for reporting suspected organic fraud to OEFFA and the NOP?**

**Please review the *Maintenance of Organic Integrity* section of your OSP. Does this address points where organic fraud or loss of organic status are most likely to occur?**

- yes     no (If no, please explain: \_\_\_\_\_)

**Supplier Verification**

**Do you verify organic compliance at the point of purchase for all organic products?**

- yes     no (If no, please explain: \_\_\_\_\_)

**Who is responsible for supplier verification at your operation? \_\_\_\_\_**

**Please check all applicable supplier types you use:**

- distributor     manufacturer     farm     importer     customs or logistics broker     broker (all others)
- other (*describe*: \_\_\_\_\_)

**For imported products, please check all documents that you retain:**  N/A

- NOP import certificates     phytosanitary certificates     transaction certificates     emergency action notices
- custom and border protection documents     bill of lading     import permit
- other (*describe:* \_\_\_\_\_)

**What is your plan if something was treated at the border or in transit?**

**How do you ensure that you accept only the amount of imported product authorized on import certificates?**

**For products sourced through uncertified entities, please check all documents you retain:**  N/A

- import documentation (see above)     invoices     product labels     organic certificates
- transportation documents     packing list     exempt operation statement
- other (*describe:* \_\_\_\_\_)

**Do these documents trace back to the last certified entity in the supply chain?**  yes  no

**Please list any additional steps you take to verify suppliers:**

**Is your fraud prevention plan effective?**  yes  no

**Describe monitoring practices and verification tools used to assess the effectiveness of your Fraud Prevention Plan:**

- internal audits     record monitoring     product testing     do not purchase organic products
- other: \_\_\_\_\_

***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.***

**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"/> OEFFA Organic System Plan for Livestock & Poultry   | <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 Handlers  | <input type="checkbox"/> Soil and/or plant tissue tests  |
| <input type="checkbox"/> Last communication with previous certifier  | <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.*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.





## OEFFA Certification

41 Croswell Rd Columbus, Ohio 43214

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

### Prior Land Use Statement

*Use this form to request new land for certification that is not already listed in your OSP*

Name of producer or operation seeking certification for this land: \_\_\_\_\_

- Each person who managed this land within the last 36 months (3 years) must complete a Prior Land Use Statement (PLUS) for the time period they managed the land.
- If you are the farmer requesting certification and have managed the land for the last 36 months, complete the PLUS yourself.
- Include this year's field history on your NEW FIELD PLAN and submit detailed farm maps.
- History is needed for the 36 months prior to certification. For example, if the land is eligible on June 15, 2005, provide history starting June 14, 2002.
- Failure to fill this form out completely may result in certification being delayed for any new land.

#### TO BE COMPLETED FOR THE PREVIOUS 36 MONTHS:

Please complete the table below for the applicable fields. List all inputs, including fertilizers, herbicides, pesticides, fungicides, seeds (including seed treatments) as well as all other input materials and the **dates** of application. If inputs were not applied to respective fields during the last three years, **please clearly state "none"** in the Inputs column for that year.

**IF THIS LAND IS CURRENTLY CERTIFIED ORGANIC UNDER YOUR NAME:** Please complete this form **AND** attach a copy of your organic certificate.

| Field ID | Number of Acres | Year: _____       |                          | Year: _____       |                          | Year: _____       |                          |
|----------|-----------------|-------------------|--------------------------|-------------------|--------------------------|-------------------|--------------------------|
|          |                 | Crops or land use | Inputs and Dates Applied | Crops or land use | Inputs and Dates Applied | Crops or land use | Inputs and Dates Applied |
|          |                 |                   |                          |                   |                          |                   |                          |
|          |                 |                   |                          |                   |                          |                   |                          |
|          |                 |                   |                          |                   |                          |                   |                          |

Parcel Address/Location \_\_\_\_\_

The land listed above was under my management from (date) \_\_\_\_\_ to \_\_\_\_\_.

***I, the undersigned, managed the parcel(s) of land described above during the crop year(s) indicated. I affirm that the above information is true and accurate.***

Name of previous land manager: \_\_\_\_\_

Signature of previous land manager: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_



# OEFFA Certification

41 Croswell Rd Columbus, Ohio 43214

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

## Prior Land Use Statement – Extra Page

| Field ID | Number of Acres | Year: _____       |                          | Year: _____       |                          | Year: _____       |                          |
|----------|-----------------|-------------------|--------------------------|-------------------|--------------------------|-------------------|--------------------------|
|          |                 | Crops or land use | Inputs and Dates Applied | Crops or land use | Inputs and Dates Applied | Crops or land use | Inputs and Dates Applied |
|          |                 |                   |                          |                   |                          |                   |                          |
|          |                 |                   |                          |                   |                          |                   |                          |
|          |                 |                   |                          |                   |                          |                   |                          |
|          |                 |                   |                          |                   |                          |                   |                          |
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|          |                 |                   |                          |                   |                          |                   |                          |
|          |                 |                   |                          |                   |                          |                   |                          |
|          |                 |                   |                          |                   |                          |                   |                          |

Signature of previous land manager: \_\_\_\_\_ Date: \_\_\_\_\_