

Please fill out this Organic System Plan (OSP) if you are requesting organic farm/crop certification. Submit farm maps and field history sheets as well as all other supporting documents (soil, tissue or water tests, rented or recently purchased land histories, etc.) outlined in this questionnaire. Use additional sheets as necessary.

SECTION 1: General Information			NOP Rule §205.401
Applicant (Name/Company):			FOR OFFICE USE ONLY
Applicant No:	Contact Person:	Check #:	
Mailing Address:			Amount:
			DR #:
City:	State:	Zip code:	Mem/Appl Fee:
Phone:	Cell:		Base Fee:
Fax:	E-Mail:		Final Fee:
Farm Address, if different:			Inspection Fee:
			Livestock Fee:
City:	State:	Zip code:	
Give directions to farm:			
Legal Status: <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Legal Partnership <input type="checkbox"/> Sole proprietorship/ <input type="checkbox"/> Trust or non-profit <input type="checkbox"/> Other (specify): Individual			
State company is registered in:			

CERTIFICATION INFORMATION			
Certified Organic since:		Year first certified with MCIA Organic:	
Do you have access to a current copy of MCIA's Organic Handbook?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is access online?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have access to a current copy of the NOP Standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is access online?	<input type="checkbox"/> Yes <input type="checkbox"/> No

INTERNATIONAL PROGRAMS (identify which international programs you would like to participate in)	
<input type="checkbox"/> 1. None; not requesting International verification	<input type="checkbox"/> 5. Canadian Organic Equivalency Arrangement for <input type="checkbox"/> Crops and/or <input type="checkbox"/> Livestock
<input type="checkbox"/> 2. MAFF/USDA (Japanese) Export Arrangement	<input type="checkbox"/> 6. Switzerland Organic Equivalency Arrangement for <input type="checkbox"/> Crops and/or <input type="checkbox"/> Livestock
<input type="checkbox"/> 3. US-COA Taiwan Export Arrangement	
<input type="checkbox"/> 4. US/European Union Organic Equivalency Arrangement	
If you are requesting Canadian Equivalency, do any of the input products used contain Chilean/Sodium Nitrate <input type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION 2: Farm Plan Information

NOP Rule §205.202 (a) and (b)

Please complete the summary below and **attach a Crop and Carryover Summary, complete Field History Sheets and a Farm Map that shows all organic or transitional fields with their distinct, defined boundaries, buffer zones and adjoining land uses. The Field History Sheets represent the primary documentation source for how acreage is being managed. Pastures and cover crops are considered a crop and must be listed. At least 36 months of history with no application of prohibited material is required for all fields prior to achieving organic status.**

Type of Operation:	<input type="checkbox"/> Organic only
	<input type="checkbox"/> Split Production: different crops are grown as organic and non-organic/transitional
	<input type="checkbox"/> Parallel Production: the same crop is grown both as organic and non-organic/transitional

Total acres farmed:	Total acres owned:	Total acres rented:
Acres Organic:	Acres Transitional:	Acres Conventional:

All aspects of production must be listed here and inspected in order to be certified.

Are all fields requested for certification located at the main farm address listed in Section 1? Yes No
 If no, list additional production site address(es) and distance from the main farm address:

Is all storage or handling located at the main farm address listed in Section 1? Yes No
 If no, list address(es) and distance from the main address:

Is any other aspect of production or handling done at a location other than the main farm address listed in Section 1 (this includes activities such as seed germination, seedling production or seed cleaning)? Yes No
 If yes, list address(es) and distance from the main address:

CARRYOVER CROPS: For any organic crops you have carried over from prior years and wish to maintain certification on, please list crop, amount and year of production in Section 2B of the *Organic System Plan Supplemental Pages*.

Additional Comments: Add any additional comments or complete your answers from above (if you did not have enough room).

NOP Rule requires the use of organically grown seeds, except when an equivalent organically produced variety is not commercially available. If using non-organic seeds, you must have records of your attempts to source organic seed. Synthetic seed treatments including fungicides and inoculants are prohibited unless included on the National List. Genetically engineered/modified (GMO) seeds and inoculants are prohibited in organic production. NOP Rule uses the phrase "excluded methods" to refer to GMO products. NOP §205.105(e) NOTE: A prohibited treatment may be used if such treatment is a Federal or State phytosanitary requirement.

Please list each lot of seed planted for organic production, (include cover crops) in Section 2A of the Organic System Plan Supplemental Pages. Keep a copy of each label for each lot (seed labels, inoculant labels, and/or treatment labels). (Use additional sheets if necessary.)

A. Seeds and Seed Treatments

Do you use: Seeds Annual seedlings/transplants Perennial planting stock

If you use seeds, complete Section 3A of the *Organic System Plan Supplemental Pages*.

If you grow annual seedlings/transplants, complete the *Greenhouse and Seedling Supplemental Information form*. If you purchase annual seedlings/transplants, complete Section 3B of the *Organic System Plan Supplemental Pages*.

If you purchase perennial planting stock, complete Section 3C of the *Organic System Plan Supplemental Pages*.

Do you save seed? Yes No

If yes, do you clean/condition seed? Yes No

Describe the process:

Do you treat seed (for example, hydrogen peroxide for seed disease control)? Yes No

If yes, describe:

Additional Comments: Add any additional comments or complete your answers from above (if you did not have enough room).

NOP Rule requires the producer to implement a crop rotation including but not limited to sod, cover crops, green manure crops, and catch crops that provide the following functions that are applicable to the operation: maintain or improve soil organic matter content; provide for pest management in annual and perennial crops; manage deficient or excess plant nutrients and provide erosion control. NOP §205.205

The producer must select and implement tillage and cultivation practices that maintain or improve the physical, chemical, and biological condition of the soil and minimize soil erosion; manage crop nutrients and soil fertility through rotations, cover crops, and the application of plant and animal materials; and manage plant and animal materials to maintain or improve soil organic matter content in a manner that does not contribute to contamination of crops, soil or water. NOP §205.203

Production practices implemented in accordance with NOP §205.200 must maintain or improve the natural resources of the operation, including soil and water quality.

All fertility inputs must be approved prior to use. List all inputs on the Material List and Review Request. If you use a "restricted" material, you must provide evidence of how you address the material's annotation. Under NOP Rule §205.201(a)(3), the operator must monitor fertility practices and procedures to verify that the organic plan is effectively implemented.

A. CROP ROTATION

Describe your crop rotation plan(s), in general terms. List the sequence and frequency of crops/plant families, cover crops, green manures or sod. If you use more than one basic rotation sequence, please describe each rotation you use. For perennial crops, describe management of ground cover, alley cropping, intercropping or hedgerows.

B. GENERAL INFORMATION

What are your general soil types?

- Clay Loam Sand Silt Other:

What are your soil/nutrient deficiencies?

No deficiencies

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

- | | | | | |
|---|--|--|---|---|
| <input type="checkbox"/> Biodynamic preparations | <input type="checkbox"/> Compost | <input type="checkbox"/> Crop rotation | <input type="checkbox"/> Foliar fertilizers | <input type="checkbox"/> Green manure plow down/cover crops |
| <input type="checkbox"/> Incorporation of crop residues | <input type="checkbox"/> Interplanting | <input type="checkbox"/> Off-farm manure | <input type="checkbox"/> On-farm manure | <input type="checkbox"/> Side dressing |
| <input type="checkbox"/> Soil amendments | <input type="checkbox"/> Soil inoculants | <input type="checkbox"/> Soil testing | <input type="checkbox"/> Subsoiling | <input type="checkbox"/> Summer fallow |
| <input type="checkbox"/> Other (specify): | | | | |

Describe your goals for your soil and crop fertility plan:

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

Comparison of crop yields
 Crop advisor
 Crop testing
 Microbiological testing
 Observation of crop health
 Observation of soil
 Soil testing
 Tissue testing
 Other (specify):

(Attach copies of available test results and submit to MCIA with this questionnaire.)

How often do you conduct fertility monitoring?

Weekly
 Monthly
 Annually
 As Needed
 Other:

Rate the effectiveness of your fertility management program:
 Excellent
 Satisfactory
 Needs improvement

What changes do you anticipate?

Do you use or plan to use fertility products on Organic or Transitional fields?
 Yes
 No

All fertility inputs must be listed on your *Materials List and Review Request*. **Have all input labels available at inspection.**

If you use or plan to use restricted (R) fertility inputs, how do you comply with the restrictions?
 Not applicable

Your *Materials List and Review Request* will indicate if there is a restriction for use.

If you use fertilizers with high salt content (e.g. potassium chloride), how do you prevent salt build up?
 Not applicable

Do you burn crop residues?
 Yes
 No

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

Do you apply sewage sludge to fields?
 Yes
 No

If yes, list fields where applied:

(Sewage sludge cannot be applied to any organic fields. Sewage sludge includes municipal treated sewage solids(biosolids), septic systems, and outhouse waste.)

C. COMPOST USE Not applicable – Go to D

NOP Rule §205.203(c)(2) requires that the compost be produced through a process that establishes a C:N ratio of between 25:1 and 40:1 and maintains temperatures between 131° F and 170° F for a specific number of days, depending on the method of composting. Turning may also be required. Keep a compost production record to verify compliance.

Compost contains only plant materials
 Compost contains plant and animal materials

List all compost ingredients/additives.

What is your C:N ratio?

If compost contains manure or animal materials (blood, feathers, bones), what composting method do you use?

- In-vessel Static aerated pile

Do you maintain a temperature of 131° – 170° for at least 3 days? Yes No

If no, the “compost” will likely require application according to manure regulations.

- Windrows

Do you maintain a temperature of 131° – 170° for at least 15 days and turn the pile a minimum of 5 times? Yes No

If no, the “compost” will likely require application according to manure regulations.

- Other - Describe:

D. MANURE USE

Not applicable – Go to E

NOP Rule §205.203(c)(1) requires that raw manure be fully composted unless applied to fields with crops not for human consumption or incorporated into the soil 120 days prior to harvest for crops whose edible portion has direct contact with the soil, or 90 days prior to harvest for all other crops for human consumption.

What forms of manure do you use? Fully composted Liquid Pelleted Piled
 Semi-solid 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, you must list manure application dates on your *Field History Sheet* or *Field Activity Log*.

What is the source of the manure you use? On-farm Off-farm

If using off-farm manure, submit the *Off-Farm Manure/Bedding Statement* or similar statement. List manure and source on your *Materials List and Review Request*.

If you use on-farm sources of manure, list all manure ingredients/additives such as pit additives/digesters, barn lime, minerals, bedding, etc.

E. NATURAL RESOURCES

NOP Rule §205.200 and §205.203(a) require that production practices maintain or improve the natural resources of the operation, including soil quality. Practices must minimize erosion.

How do you minimize erosion and conserve natural resources?

- Conservation tillage Contour farming Firebreaks Maintain wildlife habitat Permanent waterways
 Retention ponds Riparian management Strip cropping Terraces Tree lines
 Undersowing/inter-planting Windbreaks Winter cover crops
 Other (specify):

What soil erosion problems do you experience (why and on which fields)? Not applicable

Do you have and follow a Conservation Plan? Yes No

Describe how you monitor the effectiveness of your soil conservation program and natural resource practices.

Observation of soils/fields

Other (specify):

How often do you conduct conservation monitoring?

Weekly Monthly Annually As Needed Other:

F. WATER USE **Not applicable – Go to Section 5**

NOP Rule §205.200 and §205.203(c) and (d) require production practices that maintain or improve water quality. Water tests may be required for nitrate and coliform bacteria if water is used for washing/processing organic products. Irrigation water should not contaminate organic crops with prohibited materials. Methods to conserve water usage should be part of the irrigation plan.

Water use: Foliar sprays Greenhouse Irrigation Livestock Washing crops

Other (specify):

Source of water: Irrigation district Municipal/county On-site well River/creek/pond Spring

Other (specify):

Type of irrigation system: None

Center pivot Drip Flood Other (specify):

Are input products applied through the irrigation system? Yes No

If yes, list products on *Materials List and Review Request*.

How are irrigation lines/nozzles cleaned?

List products on *Materials List and Review Request*.

Is the irrigation system shared with other operators? Yes No

If yes, do they use any products? Yes No

List products:

Is the system flushed prior to organic use? Yes No

If yes, is flushing documented between conventional and organic use? Yes No

What practices are used to protect water quality?

Drip irrigation Fencing livestock from waterways Increasing soil organic matter

Laser leveling/land forming Micro-spray Scheduled use of water to conserve use

Tensiometer/monitoring Other (specify):

List known contaminants in water supplies in your area.

(Attach residue analysis and/or salinity test results, if available.)

What water contamination problems do you experience (why and where)?

Describe your efforts to minimize water contamination problems listed above.

Describe how you monitor the effectiveness of your water quality program.

Not applicable

Observation of water color/odor/taste

Observation of surface water banks

Water testing

Other (specify):

How often to you conduct water quality monitoring?

Weekly

Monthly

Annually

As Needed

Other:

Additional Comments: Add any additional comments or complete your answers from above (if you did not have enough room).

NOP Rule requires a crop rotation plan that provides for pest management in annual and perennial crops. Producers must use management practices to prevent crop pests, weeds, and diseases including, but not limited to: crop rotation and soil and crop nutrient management; sanitation measures to remove disease vectors, weed seeds, and pest habitat; selection of crop varieties resistant to prevalent pests, weeds, and disease; and cultural practices such as augmenting beneficial insects, mulching, mowing, grazing, hand and mechanical weeding and flaming.

Synthetic materials on the National List 205.601 may only be used when management practices are insufficient to prevent or control problems. All weed, pest, and disease inputs must be approved prior to use. A "restricted" input has specific annotations for its use. If you use a "restricted" material, you must provide evidence of how you address the materials' restriction.

A. WEED MANAGEMENT PLAN

What are the most common or problem weeds on your farm?

What weed control methods do you use?

- | | | | | |
|--|--|---|--|--|
| <input type="checkbox"/> Black fallow | <input type="checkbox"/> Corn gluten | <input type="checkbox"/> Crop rotation | <input type="checkbox"/> Delayed Seeding | <input type="checkbox"/> Electrical |
| <input type="checkbox"/> Fast emerging varieties | <input type="checkbox"/> Field preparation | <input type="checkbox"/> Flame weeding | <input type="checkbox"/> Hand weeding | <input type="checkbox"/> Livestock grazing |
| <input type="checkbox"/> Mechanical cultivation | <input type="checkbox"/> Monitoring soil temperature | <input type="checkbox"/> Mowing | <input type="checkbox"/> Non-synthetic mulch | <input type="checkbox"/> Prevention of weed seed set |
| <input type="checkbox"/> Smother crops | <input type="checkbox"/> Soap-based herbicides | <input type="checkbox"/> Soil sterilization | <input type="checkbox"/> Steam weeding | <input type="checkbox"/> Synthetic mulch |
| <input type="checkbox"/> Use of hand tools | <input type="checkbox"/> Other (specify): | | | |

Where do you record how often you utilize these weed control methods? (i.e. dates when you cultivate or flame weed a specific field or crop)?

Do you use or plan to use weed control products on Organic or Transitional fields? Yes No
 If yes, all weed control products must be listed on your *Materials List and Review Request*. **Have all input product labels, receipts, and records of use available at inspection.**

If you use plastic or other synthetic mulches, is the mulch removed at the end of the growing season or harvest season? Yes No Not applicable
 If no, why not?

How do you dispose of plastic/synthetic mulch? (*Burning of plastic is prohibited by state and federal regulations.*)

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

How do you monitor the effectiveness of your weed management program?
 Comparison of crop yields Observation of crop health Observation of weed types
 Records kept of observation/counts Weed counts Other (specify):

How often do you conduct weed monitoring?
 Daily Weekly Monthly As Needed Other:

Rate the effectiveness of your weed management program: Excellent Satisfactory Needs improvement
 What changes do you anticipate?

B. PEST MANAGEMENT PLAN	
What pests do you have? <input type="checkbox"/> None <input type="checkbox"/> Birds <input type="checkbox"/> Deer <input type="checkbox"/> Gophers <input type="checkbox"/> Rodents <input type="checkbox"/> Turkeys <input type="checkbox"/> Other animals – List: <input type="checkbox"/> Insects (List):	
Do you work with a pest control advisor or crop consultant? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give name and contract information:	
What strategies do you use to control pest damage to crops? <input type="checkbox"/> Animal repellents <input type="checkbox"/> Bat houses <input type="checkbox"/> Bird houses <input type="checkbox"/> Companion planting <input type="checkbox"/> Crop rotation <input type="checkbox"/> Development of habitats for natural enemies <input type="checkbox"/> Frog ponds <input type="checkbox"/> Hand picking <input type="checkbox"/> Insect repellents <input type="checkbox"/> IPM <input type="checkbox"/> Use of prohibited or restricted products. Explain: <input type="checkbox"/> Lures <input type="checkbox"/> Monitoring <input type="checkbox"/> Physical barriers <input type="checkbox"/> Physical removal <input type="checkbox"/> Release of predators/parasites of pest species <input type="checkbox"/> Selection of plant species/varieties <input type="checkbox"/> Timing of planting <input type="checkbox"/> Trap crops <input type="checkbox"/> Traps <input type="checkbox"/> Use of approved products <input type="checkbox"/> Use of restricted products <input type="checkbox"/> Other (specify):	
Where do you record how often you utilize these pest control methods? (i.e. dates when you scout or apply inputs to a specific field or crop)?	
Do you use or plan to use pest control products on Organic or Transitional fields? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, all pest control products must be listed on your <i>Materials List and Review Request</i> . Have all input product labels, receipts, and records of use available at inspection.	
How do you monitor the effectiveness of your pest management program? <input type="checkbox"/> Comparison of crop yields <input type="checkbox"/> Crop quality testing <input type="checkbox"/> Insect monitoring with traps <input type="checkbox"/> Monitoring records kept <input type="checkbox"/> Observation of crop health <input type="checkbox"/> Other (specify):	
How often do you conduct pest monitoring? <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> As Needed <input type="checkbox"/> Other:	
Rate the effectiveness of your pest management program: <input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement What changes do you anticipate?	

C. DISEASE MANAGEMENT PLAN

What diseases do you work to manage or prevent?

What disease prevention strategies do you use?

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Companion planting | <input type="checkbox"/> Compost/tea use | <input type="checkbox"/> Crop rotation | <input type="checkbox"/> Field Sanitation |
| <input type="checkbox"/> Limited use of prohibited materials | <input type="checkbox"/> Plant spacing | <input type="checkbox"/> Selection of plant species/ varieties | <input type="checkbox"/> Soil balancing |
| <input type="checkbox"/> Solarization | <input type="checkbox"/> Timing of planting/cultivating | <input type="checkbox"/> Use of approved materials | <input type="checkbox"/> Use of restricted materials |
| <input type="checkbox"/> Vector management | <input type="checkbox"/> Other (specify): | | |

Where do you record how often you utilize these disease prevention strategies? (i.e. dates when you apply inputs to a specific field or crop)?

Do you use or plan to use disease control products on Organic or Transitional fields? Yes No

If yes, all disease control products must be listed on your *Materials List and Review Request*. **Have all input product labels, receipts, and records of use available at inspection.**

- How do you monitor the effectiveness of your disease management program? Comparison of crop yields
- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Crop quality testing | <input type="checkbox"/> Microbiological testing | <input type="checkbox"/> Monitoring records kept | <input type="checkbox"/> Observation of crop health |
| <input type="checkbox"/> Observation of soil | <input type="checkbox"/> Soil testing | <input type="checkbox"/> Tissue testing | |
- Other (specify):

How often do you conduct disease monitoring?

- Daily Weekly Monthly As Needed Other:

Rate the effectiveness of your disease management program: Excellent Satisfactory Needs improvement

What changes do you anticipate?

Additional Comments: Add any additional comments or complete your answers from above (if you did not have enough room).

SECTION 6: Prevention of Commingling and Contamination NOP Rule §205.201(a), §205.202(c) and §205.272(b)

A. ADJOINING LAND USE:

NOP Rule 205.202(c) requires that organic production areas have distinct boundaries and buffer zones to prevent the unintended application of a prohibited substance or contact with a prohibited substance that is applied to adjoining land not under organic management.

Adjoining land includes cropland, pastures, residential property, fallow land, etc. Buffer areas may change annually, depending on contamination potential from adjoining land uses. The NOP Rule requires that the buffer must be sufficient in size or other features (windbreaks, diversion ditches) to prevent the unintended contact by prohibited substances applied to adjacent land areas. Crops within the required buffer must be left unharvested or harvested, stored, and disposed of as non-certified crop, with records kept of crop yield and disposition. Producers may also submit a signed Adjoining Land Use Statement (ALUS) from the adjoining land manager verifying that no prohibited products have been or will be applied to the adjoining land. A buffer is required unless adequate natural buffers or a signed ALUS are in place. Crops harvested from a buffer area are nonorganic and records need to be kept of sale or use. **Indicate specific buffer zones you maintain and show all adjoining land uses on your field maps.**

Do you have buffer zones to protect organic crops from prohibited inputs? Yes No

How do you manage the buffer zones?

- Adequate natural buffers in place Adjoining Land Use Statement
 Buffers harvested and kept separate from organic crops Leave wild/Fallow
 Mow and leave Other (specify):

If you harvest crops from buffer zones, what safeguards do you use to protect organic crops from contact with buffer crops?

What records do you keep?

(Note: Buffer crops ARE considered conventional. If you harvest buffers, identify the equipment you use and how you clean it in Section D and list any storage used in Section G.)

What additional safeguards do you use to prevent accidental contamination? None

- Written notification to: Adjoining landowners Aerial spray companies/airports Drainage commissions
 Electrical companies Farm service office Highway departments
 Other (specify):

Have you posted signs along roadsides that adjoin organic fields? Yes No

Is any treated wood used on the farm? Yes No

If yes, indicate the date of installation:

Describe how contact between treated wood and soil, crops, and livestock is avoided:

Do any fields or portions of fields flood frequently (more than once every ten years)? Yes No

If yes, list field numbers:

What is the source of flood water?

- Creek/River Ditch Overland Other:

How do you monitor for crop contamination? GMO testing Photographs Residue analysis Visual observation

Wind direction/speed data Other (specify):

How often do you conduct crop contamination monitoring?

- Daily Weekly Monthly As Needed Other:

B. SPLIT AND PARALLEL PRODUCTION

Not applicable – Go to C

To prevent contamination by non-organic products, organic standards have additional rules for farm operations that include both conventional and organic production. The farm operator must demonstrate the ability to keep crops separate throughout the operation. Specific records must be kept to document these practices.

Do you grow crops under both organic and transitional/conventional production practices? Yes No
 Do you grow the **same** crops under both organic and transitional/conventional production practices? Yes No

If yes to either question, describe methods used to prevent contamination of organic crops:

C. MATERIALS USE AND STORAGE

The NOP regulations require operators to implement management practices and establish physical barriers to prevent contact of organic production and handling operations and products with prohibited substances.

Do you store or use any prohibited materials anywhere on your farm? Yes No

If yes, describe what the product(s) is/are and how you clearly identify and separate allowed and prohibited materials (include soil amendments, herbicides, fungicides, insecticides, treated seeds and GMO crops)?

D. EQUIPMENT

To prevent commingling and contamination, all equipment used in organic crop production must be free of non-organic crops and prohibited materials. Equipment used for both organic and non-organic farming must be cleaned/flushed prior to use on organic fields or crops. Keep records of equipment cleanout and flush activities.

List equipment used for planting, tillage, cultivation, spraying, and harvesting.

EQUIPMENT NAME	OWNED	RENTED	CUSTOM	CHECK IF DEDICATED ORGANIC	IF NOT DEDICATED ORGANIC, HOW IS EQUIPMENT CLEANED BEFORE USE ON ORGANIC FIELDS?	PURGE USED	QUANTITY OF PURGE
	<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"/>	<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"/>	

Is your equipment maintained so that fuel, oil and hydraulic fluid do not leak? Yes No Not applicable

If you use the same sprayer for organic and conventional crops or fields, describe how it is cleaned for organic use:

If you purge equipment, what happens to the purge?

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

How are your organic crops harvested? Mechanically By hand

Are any organic crops custom harvested? Yes No
 If yes, provide name and address of custom harvester.

How is the harvest equipment cleaned?

How is cleaning documented?

Describe steps taken to protect organic crops from commingling and contamination during harvest.

What containers are used for moving product from harvest to storage?

Cardboard/waxed boxes Flatbed trailer Gravity wagons/boxes Plastic containers
 Truck boxes Wooden totes Other (specify):

Are the containers used to move transitional and/or conventional product? Yes No
 Are containers Owned Rented New Used
 If used, what did they contain prior to organic use?

How are the harvest containers cleaned? List any soaps or sanitizers on your *Materials List and Review Request*.

How is cleaning documented?

F. POST HARVEST HANDLING

NOP Rule §205.201(a)(5) requires that post-harvest handling procedures do not contaminate organic products with non-organic crops or prohibited materials.

(For on-farm processing, you may need to complete an Organic System Plan for Handlers.)

Do you do any post-harvest handling of your crop products? Yes No

If yes, check all that apply:

- Storage (if storage only – Go to Section G)
- Bag or package crops
- Cool product
- Roast product
- Wash product with water
- Clean product
- Dry grain
- Sort/size product
- Other - Describe:
- Clean seeds or grains
- Grade product
- Transport crops

Describe your post-harvest handling procedures and equipment.

Describe how you clean your post-harvest handling area. List any soaps or sanitizers on your *Materials List and Review Request*.

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.

Is packaging New Re-used

If re-used, does packaging present any contamination problems for your organic products? Yes No

If yes, what are they?

Check types of packaging material used: Aseptic Bulk Cardboard Foil Glass Metal
 Natural fiber Paper Plastic Synthetic fiber Waxed paper
 Other (specify):

In what form are finished products shipped? Cardboard cases Cardboard drums Dry bulk Foil bags
 Liquid bulk Mesh bags Metal drums Paper bags Plastic crates Tote bags Tote boxes
 Other (specify):

G. CROP STORAGE

Operators must keep organic and non-organic crops in separate storage areas and prevent commingling and contamination. Storage records must be maintained. **(Attach Map - Storage Site or similar form.)**

Describe your storage locations: None used – Go to Section H if no storage.

STORAGE ID No.	TYPE OF CROPS STORED	TYPE OF STORAGE (BIN, CRIB, GRANARY, ETC.)	CAPACITY	ORGANIC	TRANSITION	BUFFER	CONVENTIONAL
				<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"/>

Do you use the same storage areas for organic, transitional, buffer and/or conventional crops? Yes No
 If yes, how do you segregate organic crops from non-organic crops?

How do you clean storage units prior to storage of organic crops?

Describe the strategies you use or plan to use to prevent, manage or minimize pest problems in your handling facilities (wherever washing, packing, grading, cleaning, and/or cooling occurs).

Indicate preventative (non-material) practices:

- Sanitation measures
- Clean up spilled product
- Eliminate sources of food
- Screen windows and vents
- Air curtains
- Inspect incoming product
- Other (describe):
- Elimination of pest habitat or breeding areas
- Temperature, humidity, and light control
- Seal doors and windows
- Crack, crevice, and hole repair
- Positive pressure
- Monitoring

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

Do you use or plan to use any insect pest control products in or near your storage areas? Yes No
 If yes, all pest control products must be listed on your *Materials List and Review Request*. **Have all input product labels, receipts, and records of use available at inspection.**

How do you control rodents in crop storage areas? No rodent problems

Do you use or plan to use any rodent control products in or near your storage areas? Yes No
If yes, all pest control products must be listed on your *Materials List and Review Request*. **Have all input product labels, receipts, and records of use available at inspection.**

What stored crop inputs do you use on your farm? None
 Coloring agents Growth regulators Oils Preservatives Ripeners Rodenticides
 Sprouting inhibitors Synthetic fumigants Waxes Other (specify):

Are any stored crop inputs used or planned for use on organic crops? Yes No
If yes, all stored crop inputs must be listed on your *Materials List and Review Request*. **Have all input product labels, receipts, and records of use available at inspection.**

H. Transportation All organic crops are grown for own use on farm. Go to Section 7.

Who is responsible for arranging transportation of organic products?
 Buyer Self Other (specify):

Describe how organic products are transported.

What potential contamination or commingling problems do you have with the transport of organic crops? None

What steps are taken to protect the integrity of organic products during transport?
 Cleaning transport units prior to loading Dedicated organic only
 Inspecting transport units prior to loading Use of Clean Truck Statements
 Letter/contract with transport company stating organic requirements
 Other (specify):

Additional Comments: Add any additional comments or complete your answers from above (if you did not have enough room).

A. Marketing

Type of Marketing:

- Bulk commodities to processor Contract to buyer CSA/Subscription service
 Direct to retail Farmers market On-farm retail
 Wholesale Other (specify):

Under what name(s), label(s), or brand(s) do you market your products?

B. Labeling

What kinds of labeling do you use? Check all that apply:

- No product labels used
 Retail labels, such as printed boxes or bags, produce stickers, rubber bands or twist ties
 Signage/written materials (Farmers Markets or Farm Stands, Website, brochure, CSA newsletter, or other promotional materials)
 Non-retail labeling for storage or shipping containers, such as bin or pallet tags.

Submit drafts or copies of all organic labeling claims to MCIA for review and approval prior to printing and use.Do you use or plan to use the USDA organic seal on product labels or market information? Yes NoDo you use or plan to use the MCIA logo on product labels or market information? Yes No**C. Lot Numbers**

NOP Rule §205.307(b) requires products that are shipped in bulk to be identified with a production lot number. A lot number provides traceability of crops through production and sales. The lot number can be as simple as the date of harvest, or it can be a number that identifies you, the crop, the field, the bin, etc. As an example, "AB-Corn-2018-1" could be your initials, the crop, the year, and the field. The lot number should be written on the sales and shipping records.

Lot numbers are required when shipping and selling bulk agricultural products, describe your lot numbering system:

Additional Comments: Add any additional comments or complete your answers from above (if there was not enough room).

NOP Rule requires that records disclose all activities and transactions of the operation, be maintained for 5 years, and demonstrate compliance with the NOP Rule. Organic products must be able to be tracked back to the field/location where they were produced/harvested. All records must be accessible to the inspector.

Describe how your records can track your organic production from source (farm, field or production site) to final sale. Be prepared to demonstrate your recordkeeping system at inspection.

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

- Organic complaint file
- Field maps
- Field activity log(s)
- Field history sheets (previous three years)
- Documentation of previous land use for rented and/or newly purchased land
- Input records for soil amendments, seeds, manure, foliar sprays and pest control products (keep all labels)
- Documentation of attempts to source organic seeds and/or planting stock
- Documentation of organic seedlings
- Residue analyses of inputs (i.e., manure sourced off-farm)
- Compost production records
- Monitoring records (soil tests, tissue tests, water tests, quality tests, observational)
- 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):

(Please have these records available for the inspector.)

Records must be kept for 5 years. How long do you keep your records?

How do you keep your records (calendar, crop management app, electronic, notebook, photos, etc.)?

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

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Field maps | <input type="checkbox"/> Field history sheets | <input type="checkbox"/> Harvest records | <input type="checkbox"/> Not applicable |
| <input type="checkbox"/> Labor records | <input type="checkbox"/> Sales records | <input type="checkbox"/> Shipping records | <input type="checkbox"/> Input records |
| <input type="checkbox"/> Other (specify): | | | <input type="checkbox"/> Storage records |

SECTION 9: Final Fees

NOP Rule §205.406

To continue certification, a certified operation must annually submit Final Fees due to Minnesota Crop Improvement Association. See the *Fee Schedule and Scale of Sanctions* for applicable final fees.

The Final Fee submission forms and instructions are available in electronic format on the MCIA website at www.mciaorganic.org. Submit a *Submission Form - Producer/Livestock/Wild Crop Final Fees* and payment along with this application.

SECTION 10: Affirmation

I affirm that all statements made in this questionnaire are true and correct. No prohibited products have been applied to any of my organically managed production during the three-year period prior to projected harvest. I understand that my operation may be subject to unannounced inspection and/or sampling for residues at any time as deemed appropriate to ensure compliance with the NOP Rule. I understand that acceptance of this questionnaire in no way implies granting of certification by MCIA. I agree to follow the NOP Rule.

Applicant Signature _____ Date _____

I have attached the following documents:

- Annual Organic Producer Agreement*
- Documentation for fields owned or rented for less than three years
- Field History Sheets and Maps of all parcels/fields (showing adjoining land use and field identification)*
- Flower, Fruit, Herb, Vegetable Crop List
- Greenhouse and Seedling Information Sheet
- Input product labels
- Map - Storage Site
- Material List and Review Request*
- Organic System Plan Supplemental Pages*
- Payment (see the Organic Fee Schedule and Scale of Sanctions for information on fees)*
- Residue analyses
- Retail or Bulk on-farm organic product labels
- Soil and/or plant tissue tests
- Storage History Record
- Submission Form - Producer/Livestock/Wild Crop Final Fees
- Water test
- Other (specify):

* Indicates required submissions.

I have made copies of this questionnaire and other supporting documents for my own records: Yes No

Submit completed form, supporting documents, Annual Agreement - Crop/Livestock Producer, and fees to:

**Minnesota Crop Improvement Association
1900 Hendon Avenue
St. Paul MN 55108**