



### Crop Organic System Plan

**Date:** \_\_\_\_\_ **Client ID:** AG-C000\_\_\_\_OC

**Legal business ID:**

**DBA:**

**Legal Business Status:** Trust/ non-profit          Corporation          LLC

Legal Partnership          Sole Proprietorship          Cooperative          Other:

**Responsible contact name/phone/e-mail:**

**Organic Certification contact name/phone/e-mail:**

**Main Site address:**

**Official mailing Address:**

**Website address:**

**Are all Sites/Facilities located at the same address? (Including storage, cleaning, handling, etc.)**

If no, please attach a list that includes all site addresses.

**Please provide a brief overview of your operation:**

**Do you have a copy of the National Organic Program Standards?**

**Do you utilize the Organic Integrity Database? (<https://organic.ams.usda.gov/integrity/>)**

**Year first certified:**

**Prior certifiers:**

**Current certifiers:**

**Have you ever been denied certification, or had your certification suspended or revoked?**

If yes, please describe the circumstances:

**What percentage of your production is organic?**



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

- |   |                                       |                               |                                |
|---|---------------------------------------|-------------------------------|--------------------------------|
| Annual Crops  | Perennial Crops                       | Pasture                       | Hemp Production                |
| On-site storage   | Greenhouse                            | Product Packaging             | Use of open/exposed water      |
| Off-site storage  | Product washing                       | Product labeling              | Leased land                    |
| Importing of products                                       | Product drying                        | Bulk sales                    | Transitional land              |
| Exporting of products                                       | Minimal handling                      | Retail Sales                  | Contract harvest/applications  |
| Parallel production (both organic and non-organic products) | Production with Hydro/Aero/Aquaponics | Use of sodium/Chilean Nitrate | Multiple, non-contiguous sites |

<b>FARM PLAN:</b>	<b>(NOP 205.201(a), 205.201(a)&amp;(b))</b>
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**Do you perform any on-farm washing, packing, or processing?**  
*If yes, please describe*

**Do you subcontract any of the following out to other operations while the product is still owned by your operation?**

Harvesting    Cleaning    Packing    Storage    Transportation    Distribution

Subcontractor name	Address	Phone number	Subcontracted activity	Organic Certification Body (if applicable)

*Attach additional sheets as necessary*

**Is exposed, unpackaged, bulk, or loose organic product handled at these subcontractors?**  
*If yes please describe how you prevent contamination/commingling:*



**SEEDS, SEEDLINGS, AND TRANSPLANTS: (NOP 205.204)**

Planting material type, brand & variety	Is seed organic, untreated, or treated?	Type/ brand of treatment	Are attempts to obtain organic seed documented?

**How do you source organic planting materials?**

**How do you monitor the organic status of your suppliers?**

*Frequency:*

**How do you monitor the organic status of incoming organic planting materials?**

*Frequency:*

**How do you prevent the use of ingredients produced using excluded methods (genetic engineering), sewage sludge, and ionizing radiation?**

Certified organic ingredients only      GE Testing      Letters from Manufacturers  
Other:

**How are organic products received?**

Bins      Totes      Boxes      Pails      Retail Packages      Drums  
Bulk      Other:



**Please describe how incoming organic products are protected from contamination and commingling with non-organic products (*applicable to only parallel production and bulk plant materials*):**

**Do you use annual or bi-annual seedlings?**  
*If yes, are these produced on farm?*

**SOIL FERTILITY AND CROP NUTRIENT MANAGEMENT: (NOP 205.203, 205.205)**

**What are your soil types?**

**How do you monitor the effectiveness of your fertility management plan?**

Soil testing	Microbiological testing	Tissue Testing	Crop Quality Testing
Recorded observation of soil		Recorded observation of crop health	
Comparison of crop yields		Other:	

*Frequency:*

**What are your soil/nutrient deficiencies (if any)?**

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

Crop rotation	Green manure/plow down	Cover crops	Subsoiling
Complete year fallow	Incorporation of crop residues	Manure	Compost
Soil amendments	Side dressing	Foliar fertilizers	Alternate Shallow and deep root crops
Alternate heavy/ light feeding		Other:	

**Do you burn crop residues?**  
*If yes, please describe materials used and reason for burning:*

**Do you apply sewage sludge to fields?**  
*If yes please list fields where applied:*



**Do you use compost?**

*If yes, please list source:*

**What is the compost feedstock?**

N/A no compost used	Newspaper/paper	Animal Based (manure, urine, feces, other excrement)
Animal bedding	Vermicast (worm castings)	Other:
Plant based	Wood chips. Sawdust	

**Do you use manure?**

None	Liquid	Semi-solid
Piled	Fully composted	Partially composted
Other:		

**What types of crops do you grow? Check all that apply**

- Crops not 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

**NATURAL RESOURCES, BIODIVERSITY, CONSERVATION AND WATER: (NOP 205.200, 205.203(a))**

**What soil conservation practices do you use?** *(ex: low till/no till, cover crop, composting, contour farming, conservation buffers, Riparian buffers, wetland, windbreak, interplanting, undersowing, retention ponds, long term sod, avoid working saturated soils, avoid steep closed, avoid highly erodible land, etc.)*

**What soil erosion problems do you experience and why?**

**Please describe your efforts to minimize soil erosion:**

**How do you monitor the effectiveness of your soil conservation program?**

*Frequency:*

Revision: 2.2  
Reviewed by: Idean

Approved: S.Pearlstein  
Effective Date:01/06/2020



Please indicate all water uses at the operation:

None Livestock Foliar sprays
Crops washing Irrigation Greenhouse
Other:

Water sources: (check all that apply)

None On-site wells Municipal/ county
River/creek/pond Irrigation district Spring
Other:

Type of irrigation system:

None Drip Flood
Center pivot Wheel line Hand line
Other:

Is this system shared with another operator?

If yes, does the other grower inject fertilizers, pesticides, algacides, sanitizers, or any other substance in the irrigation system?

What practices do you use to maintain or improve water conservation? (ex: Scheduled use, laser leveling, land forming, drip irrigation, micro-spray, plant regionally appropriate crops, plant drought tolerant natives, encourage infiltration in fields/pastures, etc.)

What practices do you use to share water resources with wildlife and or aquatic ecosystems? (ex: Provide clean water sources for drinking/bathing/nesting, use fish screens with pumps, manage water for priority species, retain/restore vegetated riparian buffers/wetlands, etc.)



**What practices are used to minimize water pollution?** *(ex: fencing livestock, stream crossing, increase organic matter for better infiltration, sediment basin, compost/fertilizer stored away from water, calculate nutrient budgets, prevent nutrient leaching from over-irrigation, established grassed waterways/terraces/ riparian buffers, etc.)*

**How do you monitor the effectiveness of your water conservation and water quality program?**

*Frequency:*

**List wildlife and dominant native plants present on your farm (note priority species):**

**What actions do you take to provide habitat for pollinators, insect predators, birds, bats, and other wildlife?** *(ex: Bird/bat boxes and perches, hedgerows, blooming mixed crops, trees, shrubs, timing of field activities, brush piles, wildlife friendly fences, etc.)*

**How are you restoring and/or protecting natural areas?** *(ex: Woodlands, grasslands, riparian habitats, replace weedy areas with native species, establish conservation areas, etc.)*

**What actions do you take to control invasive plant/animal species, especially those that threaten natural areas?** *(ex: Learn about invasive species, weed/pest free seed usage, planting competing beneficials, biological control, etc.)*

**How do you monitor farm biodiversity?**

*Frequency:*



**WEEDS, DISEASE, AND PEST MANAGEMENT: NOP(205.205, 205.206)**

**What are your weed problems, if any?**

**What weed control methods do you use?** *(ex: Flame weeding, hand weeding, hand tools, herbicides, mulch, etc.)*

**Do you use synthetic mulches or weed mats?**

*If yes, please attach documentation stating the composition of the material or verification for allowed use in organic farming.*

**How do you monitor the effectiveness of your weed management program?** *(ex: Weed counting, comparison of crop yields, observation of weed types, etc.)*

*Frequency:*

**What are your crop diseases, if any?**

**How do you monitor the effectiveness of your disease management program?** *(ex: Soil testing, observation of soil, microbiological testing, tissue testing, etc.)*

*Frequency:*

**What disease prevention strategies do you use?** *(ex: Crop rotation, field sanitation, plant spacing, soil balancing, timing of planting, etc.)*

**What are your pest problems if any?**

**Do you work with a pest control advisor?**

*If yes please provide name and contact information:*



**How do you conduct pest monitoring?** (*ex: Crop rotation, field sanitation, physical counting, crop observation, etc.*)

Frequency:

**What strategies do you use to control pest damage to crops?** (*Ex. Crop rotation, bird houses, insect repellents, physical barriers, frog ponds, etc.*)

**Application of materials first requires the hierarchy of implementing physical means of weed, disease, and pest elimination. If materials are utilized please explain the ineffectiveness of preventative measures/ physical controls:**

**MAINTENANCE OF ORGANIC INTEGRITY:**

**(NOP 205.201(a)(5), 205.202(c))**

**Adjoining land use**

**please list specific buffer areas you maintain in the table below. All buffer zones listed here should be designated along with the field maps.**

Field ID	Type of buffer: (roadway, 2 ft of crop, etc.)	Width of buffer	Adjoining land use	Is the buffer harvested?

*Attach additional sheets as necessary*



**What procedures do you have in place to ensure that buffer zone crops that may be harvested do not contaminate or commingle with crops intended for organic sale, including equipment usage in buffer zones?**

**Other than buffer zones listed above, what additional safeguards do you employ to prevent accidental contamination of organic crops?** *(ex: Written notification to neighbors, written notification to highway departments, no spray zone signs, contact with aerial spray companies.)*

**Do any fields or portions of fields flood frequently?** *(more than once every 10 years)*

**How do you monitor for crop contamination?** *(ex: Visual observation, residue analysis, GMO testing, photographs, etc.)*

*Frequency:*

**Parallel and Split Production**

**Do you grow the same crops organically and conventionally (Including transitional acreage)?**

*If yes, please list specific crops below*

Specific crop/ variety	Field ID	Transitional or conventional?	GMO?	Total Acres	Planned use of crop

**How do you prevent contamination of organic crops with prohibited substances used on conventional fields?**



**How are materials used on organic crops segregated from materials used on conventional crops?**

**Describe how organic and conventional crops are segregated (including harvest and storage):**

**Describe how records differentiate sales of organic vs. conventional products:**

**Equipment**

*List equipment used for tilling, cultivation, planting, spraying, and harvest*

<b>Equipment name</b>	<b>Used for both organic and non-organic production?</b>	<b>Is it cleaned/purged prior to organic production?</b>	<b>Is cleaning/purge documented?</b>

*Attach additional sheets as necessary*

**Is your equipment maintained so that fuel, oil, and hydraulic fluid do not leak?**

**What cleaning methods are used?**

- |                 |                     |                |            |
|-----------------|---------------------|----------------|------------|
| Purging         | Sweeping            | Compressed Air | Scraping   |
| CIP             | Vacuuming           | Steam cleaning | Sanitizing |
| Manual Cleaning | No cleaning/purging | Other:         |            |

**Is the use of cleansers followed by a potable rinse?**



**Please describe your contamination risk strategy for equipment that may previously have been contaminated by prior use or is not applicable to washout procedures:**

**HARVEST:**

**205.201(a)**

**How are crops harvested?** (ex: mechanical, by hand, etc.)

**Are any organic crops custom or contract harvested?**

If yes, please have cleaning affidavit or records available for review during your inspection.

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

**What containers are used for harvesting** (ex: Gravity wagons, truck boxes, cardboard boxes, bags, totes, etc.)

**Are containers new at each harvest or re-used?**

*If reused what did they contain prior to use for organic crops? Please describe cleaning procedures done to ensure re-used containers do not provide contamination risk to organic integrity:*

**Describe potential contamination or commingling problems you have with harvest of organic crops and procedures you have in place to address those risks:**



**POST HARVEST HANDLING: 205.201(a) N/A**

**Describe your post-harvest handling activities, procedures, and equipment.** *(SOPs can be added as an attachment):*

**Is the processing area and equipment used for both organic and non-organic product?**  
If yes, please describe steps taken to preventing commingling and contamination:

**Are products being labeled?**  
If yes, labels must be approved by ODA prior to use.

**Does packaging present any contamination problems for your organic products?**  
If yes, what are they?

**Is water used?**  
If yes, please describe how you protect water quality and conserve water?

**What type of packaging are products packaged, stored, and shipped in?**

- Paper                      Glass                      Aseptic                      Cardboard                      Metal                      Wood
- Plastic                      Wax paper                      Foil                      Natural fiber                      Poly                      Bulk
- Other:



**STORAGE:** **205.201(a)**

**Are all storage sites utilized located at the address listed on page one?**

*Each storage location requires a handling site registration.*

Storage Use	Location	Type/capacity	ID Name or number	Dedicated Organic?	Comments/ potential contamination issues

**Describe how you ensure organic products are not contaminated or commingled with non-organic products during storage:**

*Frequency of monitoring:  
 Is this documented?*

**Are any stored crop inputs used or planned for use on organic crops?**

If yes please list on input inventory

**SHIPPING/ TRANSPORTATION:** **205.201(a)**

**Does your company arrange outgoing transportation?**

**How do you ensure outgoing transport units are clean prior to loading?**

N/A packaged product only      Clean-out records      Clean truck affidavit  
 Other:

**What type of packaging are products packaged, stored, and shipped in?**



Are all packaging and shipping materials food grade?

How do you ensure any packaging, storage, or shipping containers have not been exposed to synthetic fungicides, preservatives, or fumigants?

Please describe how you identify products as organic:

Please indicate what shipping or sales documents are maintained:

Pallet/tote ticket, Bills of lading, Other: Clean truck affidavit, Sales invoices, Contracts, Scale tickets, Contracts, COAs

Are organic products shipped in the same transport units as non-organic products?

If yes, please indicate how organic products are segregated:

Separate pallets, Separate area in unit, Organic product is shrink wrapped, Organic product in sealed, impermeable containers, Other:

Table with 3 columns: IMPORT/ EXPORT:, 205.201(a)(6), N/A

Do you import organic seeds, seedlings, starts, or other propagation material?

If yes, please list imported products

If yes, are products directly imported, or through a broker/distributor?

Where are products imported from?

How are imported products identified?



**How do you verify product has not been fumigated, irradiated, or treated with other prohibited substances upon entry into the united states?**

**At what point do you legally own the product?**

**Please explain how you verify imported products comply with the USDA organic regulations:**

*Frequency*

**Do you export products?**

*If yes, please list exported products*

**In what packaging/form are products exported?**

**Where are products exported to?**

**Does export bulk packaged product display the statement "Organic product, do not fumigate or treat with irradiation"?**

**At what point do you no longer own the product?**

**Please explain how you verify exported products comply with the country of destination's organic regulations:**

*Frequency*



**QA AND RECORDKEEPING: 205.103**

**Do you have standard operating procedures for farm?**

*If yes, please attach*

**Do you have a Quality Assurance program in place?**

ISO                      HACCP                      Total Quality Management                      Other:

**Are outside quality assessment services used?**

GlobalGAP                      PrimusGFS                      SQF                      BRC                      USDA GAP  
 USDA GHP                      HGAP                      HGAP+                      Other:

**Does your company conduct product testing?**

If yes, what type of tests?

*Frequency:*

**Are ingredient samples retained?**

**Are finished product samples retained?**

**Do you have a recall system in place?**

**Does your company conduct internal audits?**

**Indicate all types of records kept:**

Purchase Orders	Contracts	Invoices	Receipts
Bills of lading	Custom forms	Test results	Transaction certificates
Supplier Ingredient Verification for:	Non-GMO	No Sewage Sludge	No Ionizing radiation
Commercial availability search	Receiving records	Receiving logs	Ingredient inspection forms
Blending reports	Production records	Equipment clean-out records	Sanitation logs



- Packaging reports, QA reports, Production summary records, Ingredient inventory
Supplier organic certificates, Finished product inventory, Shipping logs, Transport unit inspections/cleaning logs
Scale tickets, Sales orders, Sale invoices, Sales summary
Phytosanitary certificates, Transaction certificates, Certificates of Analysis, Complaint log
Other:

Records must track organic integrity from sale of organic final product to invoices of incoming organic product (Ex. Sale of final product back to harvest, planting, and purchase of planting stock) Organic ingredients must be verified as certified organic. Please describe how your recordkeeping system meets these requirements.

Amounts of organic finished products must balance with certified organic ingredients purchased (Ex. You must demonstrate the amount of product sold is reasonable for the amount planted and purchased). Please describe how your recordkeeping system meets these requirements.

The NOP requires records related to an organic product be maintained for five years. Please describe your system for maintaining records related to organic products.

I affirm that all statements made in this Organic System Plan are true and correct to the best of my knowledge.

Name: Title: Date: