



ORGANIC SYSTEM PLAN– CROP PRODUCERS

Business Name:	Certification Number:
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Section A. Seeds

[NOS 205.204]

Not Applicable. No seeds are used for crops or cover crops on my farm. *Skip to next section*

1. Check all sources of seed used on your farming operation.

Save my own seeds Seed companies Provided through contract Custom seeded

Other (please specify):

2. Do you use non-organic seeds? *If no, skip to next section.*

Yes No

Tip! USDA organic regulations require use of organically grown seed (even when seeds are provided from a contract-buyer).

- ✓ Non-organically produced seeds may be used only if organic forms are not commercially available.
- ✓ Commercial availability is defined as “the ability to obtain a production input in an appropriate form, quality, or quantity to fulfill an essential function in a system of organic production or handling, as determined by the certifying agent in the course of reviewing the organic plan.”
- ✓ Producers should ensure that they are contacting at least three or more suppliers that offer organic varieties before deciding to use a non-organic untreated variety.
- ✓ If non-organic seeds are used, you must maintain records that show you first looked for an organic form.

3. Describe your attempts to source organic seeds. Include details of the records you maintain to demonstrate your ongoing attempts.

Tip! Genetically modified seeds and seeds treated with prohibited substances are not allowed. Non-GMO seed documentation is required only when varieties grown on your farm are also available in a GMO form. The following USDA website lists crop varieties which might be found in a GMO form in the U.S. market:
http://www.aphis.usda.gov/biotechnology/petitions_table_pending.shtml



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4. How do you verify that your seeds are not genetically modified (GMO)?
- Varieties are not available in the market in a GMO form Letters from seed supplier Safe Seed Pledge
- Other (please specify):
5. How do you verify seeds are not treated, coated, or inoculated with prohibited materials?

Tip! All seed treatments (coating, inoculants, pelletized) must be included in your Materials Inventory.

Have a list of the non-organic seeds used each year and documentation demonstrating that they are not treated with prohibited materials or genetically modified at your annual inspection.



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Section B. Transplants (Annual Seedlings)

[NOS 205.204]

Not Applicable. No annual seedlings are used on my farm. *Skip to next section.*

Tip! Annual seedlings must be certified organic to produce an organic crop. Have documentation on hand at your annual inspection to verify you have sourced certified organic annual seedlings.

1. Do you purchase annual seedlings? Yes No

1a. If yes, who is your supplier?

2. Do you produce annual seedlings on-farm? Yes No

2a. Are annual seedlings grown on your organic site? Yes No

2b. If no, where are the annual seedlings grown?

3. Do you sell annual seedlings? Yes No

Tip! List all ingredients in your soil mix, fertility products, foliar sprays, and other inputs you use on your annual seedlings in your Material Inventory.



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Section C. Perennial Stock: Planting and Grafting

[NOS 205.204]

No perennial stock used on my farm. *Skip to next section.*

Tip! Nonorganic planting or grafting stock may be used only if organic forms are not commercially available.

- ✓ Commercial availability is defined as “the ability to obtain a production input in an appropriate form, quality, or quantity to fulfill an essential function in a system of organic production or handling, as determined by the certifying agent in the course of reviewing the organic plan.”
- ✓ Producers should ensure that they are contacting at least three or more suppliers that offer organic varieties before deciding to use a non-organic untreated variety.
- ✓ If non-organic stock is used, you must maintain records that show you first looked for an organic form.

1. Do you sell organic perennial planting stock? Yes No

1a. How do you verify the planting stock was managed organically for 12 months?

Purchase certified organic planting stock.

Purchase nonorganic stock and grow it organically on my farm for at least 12 months before sale.

2. Do you plant perennial stock? Yes No

3. Do you graft any perennial stock? Yes No

3a. If yes, please describe your grafting process:

Tip! List all grafting materials in your Material Inventory.

4. Describe your attempts to source organic planting or grafting stock. Include details of the documentation you maintain to verify these attempts.



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Section D. Soil Fertility and Crop Nutrient Management

[NOS 205.203, 205.205]

Organic standards require producers to implement tillage and cultivation practices that maintain or improve the physical, chemical, and biological condition of the soil and minimize erosion.

Organic standards also require producers to manage crop nutrients and soil fertility through crop rotations, cover crops, and applications of plant and animal material. Additionally, you must manage plant and animal materials to maintain or improve soil organic matter while minimizing contamination of crops, soil, and water.

1. How will you monitor soil health, including soil organic matter?

- | | | |
|---|--|--|
| <input type="checkbox"/> Soil testing | <input type="checkbox"/> Observation of plant health | <input type="checkbox"/> Microbiologic testing |
| <input type="checkbox"/> Plant tissue testing | <input type="checkbox"/> Crop quality | <input type="checkbox"/> Crop yields |
| <input type="checkbox"/> Observation of soil | <input type="checkbox"/> Other (please specify): | |

1a. How often you take these tests or make these observations?

2. How will you manage soil health?

- | | | |
|---|--|--|
| <input type="checkbox"/> Annual crop rotation | <input type="checkbox"/> Animal manure | <input type="checkbox"/> Soil amendments |
| <input type="checkbox"/> Cover crops | <input type="checkbox"/> Green manure | <input type="checkbox"/> Soil inoculants |
| <input type="checkbox"/> Fallow rotations | <input type="checkbox"/> Incorporate crop/pruning residues | <input type="checkbox"/> Mulching |
| <input type="checkbox"/> Rock minerals | <input type="checkbox"/> Compost | <input type="checkbox"/> Compost Tea |
| <input type="checkbox"/> Foliar fertilizers | <input type="checkbox"/> Other (please specify): | |

3. Check all of the tillage practices used on your farm to manage soil fertility.

- | | |
|--|---|
| <input type="checkbox"/> No till | <input type="checkbox"/> Contour farming |
| <input type="checkbox"/> Reduced till | <input type="checkbox"/> Moisture monitoring prior to tillage |
| <input type="checkbox"/> Seasonal till | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Ridge till | |



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4. Do you have any micronutrient soil deficiencies on your farm? Yes No

4a. If yes, please describe.

4b. How will you monitor excess and deficient micronutrients? Include a description of records you maintain.

Tip! You must have documented deficiencies before using synthetic micronutrients [NOS 205.601(j)(6)]. List all fertility materials that you plan to use in the Materials Inventory.

Compost

5. Do you use compost, compost tea or vermicompost that is **not** registered with WSDA or OMRI for organic crop production? Yes No

5a. If yes, does the product contain manure? Yes No

i. If yes, will it be applied to crops intended for human consumption? Yes No

ii. If yes, will it be applied to crops where the harvestable portion of the crop comes into contact with the soil? Yes No

iii. If yes, when will the product be applied?

Less than 90 days prior to harvest
 Between 90 and 120 days prior to harvest
 More than 120 days prior to harvest

5b. If yes, describe how the composting process and recordkeeping complies with the USDA organic regulations (NOS 205.203).

6. Check how you apply compost tea:

Foliar Soil No compost tea applied



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Tip! You must maintain records and make records available for your inspector:

- ✓ verifying compost production meets USDA organic standards section 205.203(c)(2).
- ✓ verifying that vermicompost production meets USDA organic guidance National Organic Policy 5021.

Copies of the above regulations are available on the USDA National Organic Program website, or by contacting our office. Failure to have verification of compliance for compost containing animal manure will restrict the application date of the compost product.

Tip! List all feed stocks and purchased compost products in the Materials Inventory.

Manure

7. Do you plan to use raw, aged, liquid or digested animal manure? *If no, skip to next section.* Yes No
- 7a. If yes, will it be applied to crops intended for human consumption? Yes No
- 7b. If yes, will it be applied to crops where the harvestable portion of the crop comes into contact with the soil? Yes No
- 7c. If yes, when will the product be applied?
- Less than 90 days prior to harvest
 - Between 90 and 120 days prior to harvest
 - More than 120 days prior to harvest

Tip! Animal manure that is not composted to NOS 205.203 requirements, must be:

- ✓ Applied to land used for a crop not intended for human consumption; or
- ✓ Incorporated into the soil 120 days prior to the harvest of a product whose edible portion has direct contact with soil surface or soil particles; or
- ✓ Incorporated into the soil 90 days prior to the harvest of a product whose edible portion does not have direct contact with soil surface or soil particles

You must maintain records verifying application dates of non-composted animal manure products and crop harvest dates.



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Section E. Natural Resources and Biological Diversity

[NOS 205.200, 205.205, 205.206]

Crop Rotation and Biological Diversity

Tip! Crop rotation systems must maintain or improve soil organic matter content; provide for weed, pest, and disease management in crops; manage deficient or excess plant nutrients; and provide erosion control. For more information about the crop rotation standard, see the WSDA fact sheet on crop rotation in organic production (AGR 3004).

1. Will you produce annual crops on certified land? Yes No

1a. If yes, describe your planned crop rotation sequence.

1b. If yes, describe the records you maintain regarding your crop rotation strategies.

2. Will you produce perennial crops on certified land? Yes No

Tip! Perennial cropping systems employ means such as alley cropping, intercropping, and hedgerows to introduce biological diversity in lieu of crop rotation.



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3. Which of the following practices will you use to maintain biological diversity on or adjacent to sites where organic crops will be harvested?

In-field management:

- Alley cropping
- Annual crop rotation
- Conservation cover
- Cover crop
- Hedgerow planting

Landscape management:

- Brush management
- Early successional habitat development/management
- Field border
- Restoration and management of rare or declining habitats
- Structure for wildlife
- Tree/Shrub establishment
- Upland wildlife habitat management
- Windbreak/shelterbelt establishment

Adjacent waterway management:

- Channel bank vegetation
- Riparian forest buffer
- Riparian herbaceous cover
- Shallow water development and management
- Spring development
- Stream habitat improvement and management
- Streambank and shoreline protection
- Wetland wildlife habitat management

4. Are there any other practices you use to maintain biological diversity?

- Yes No

4a. If yes, describe the practices

Natural Resource Conservation

Tip! Organic production is a system that is managed to respond to site-specific conditions by integrating cultural, biological & mechanical practices that foster cycling of resources, promote ecological balance, & conserve biodiversity.

- ✓ Natural resources are the physical, hydrological, and biological features of a production operation, including soil, water, wetlands, woodlands, and wildlife.
- ✓ Organic operations must maintain or improve the natural resources of the operation, including soil and water quality.
- ✓ The producer must initiate practices to support biodiversity and avoid, to the extent practicable, any activities that would diminish it.
- ✓ You may consider natural resource conservation practices on land adjacent to your certified site if you manage the adjacent land and the practices directly benefit the organic site.



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Sheet, Rill or Wind Erosion

5. Is permanent ground cover established on at least 90% at each site where organic crops will be harvested? Yes No

6. Is the slope of the land less than 10% at each site where organic crops will be harvested? Yes No

If you answered **Yes** to both of these questions skip to the next area of concern—*Inefficient use of Irrigation Water*

7. Do you have a third-party conservation plan addressing this area of concern? Yes No

7a. If yes, note the type of conservation plan below **and** attach a copy of your current plan as part of your organic system plan

7b. If no, identify which of the following practices you use on or adjacent to sites where organic crops will be harvested to maintain or improve soil stability.

- | | | |
|---|--|--|
| <input type="checkbox"/> Alley cropping | <input type="checkbox"/> Cross wind trap strips | <input type="checkbox"/> Reduced till |
| <input type="checkbox"/> Annual crop rotation | <input type="checkbox"/> Field border | <input type="checkbox"/> Seasonal till |
| <input type="checkbox"/> Conservation cover | <input type="checkbox"/> Herbaceous wind barriers | <input type="checkbox"/> Ridge till |
| <input type="checkbox"/> Contour buffer strips | <input type="checkbox"/> Irrigation water management | <input type="checkbox"/> Row arrangement |
| <input type="checkbox"/> Contour farming | <input type="checkbox"/> Lined waterway or outlet | <input type="checkbox"/> Strip-cropping |
| <input type="checkbox"/> Cover crop | <input type="checkbox"/> Mulching | <input type="checkbox"/> Vegetative barriers |
| <input type="checkbox"/> Critical area planting | <input type="checkbox"/> No till | <input type="checkbox"/> Windbreak/shelterbelt establishment |
| <input type="checkbox"/> Cross wind ridges | <input type="checkbox"/> Pond | |
| <input type="checkbox"/> Other (please describe): | | |

Inefficient Use of Irrigation Water

8. Do you irrigate sites where organic crops will be harvested? Yes No

If you answered **No** skip to the next area of concern— *Excess Nutrients in Surface and Ground Waters*



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9. Which of the following irrigation sources are used on your farm?

- Municipal / County Irrigation District (include name):
 Private Well Other (please specify):
 Public or Shared Well

10. Are herbicides or fungicides applied to control growth in or along irrigation channels or canals that supply water to your operation? Yes No N/A—*Irrigation water is not supplied by channel or canal*

10a. If yes, how do you ensure that prohibited materials in the water supply do not contaminate your organic crops? Include a description of records you will keep to document compliance.

11. Do you apply any of the following materials through your irrigation system to sites where conventional or organic crops will be harvested (check all that apply)? Yes No

- Fertilizers Irrigation system cleaners
 Pre-harvest crop sanitizers Other (please specify):

11a. If yes, are all the materials allowed for use in organic production? Yes No

i. If no, describe your practices to prevent contamination to organic crops.



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12. Do you have a third-party conservation plan addressing inefficient use of irrigation water? Yes No

12a. If yes, note the type of conservation plan below **and** attach a copy of your current plan as part of your organic system plan

12b. If no, identify which of the following practices you use on or adjacent to sites where organic crops will be harvested to improve irrigation water use efficiency.

- | | | |
|---|--|--|
| <input type="checkbox"/> Alley cropping | <input type="checkbox"/> Cross wind trap strips | <input type="checkbox"/> No till |
| <input type="checkbox"/> Annual crop rotation | <input type="checkbox"/> Irrigation reservoir | <input type="checkbox"/> Ridge till |
| <input type="checkbox"/> Contour buffer strips | <input type="checkbox"/> Irrigation water management | <input type="checkbox"/> Row arrangement |
| <input type="checkbox"/> Contour farming | <input type="checkbox"/> Micro-irrigation | <input type="checkbox"/> Tailwater recovery |
| <input type="checkbox"/> Cover crop | <input type="checkbox"/> Mulching | <input type="checkbox"/> Windbreak/shelterbelt establishment |
| <input type="checkbox"/> Other (please describe): | | |

13. How will you monitor use of irrigation water on sites where organic crops will be harvested? Include a description of records you maintain.

Excess Nutrients in Surface and Ground Waters

14. Do you apply nutrients to sites where organic crops will be harvested? Yes No

15. Do you pasture livestock on sites where organic crops will be harvested? Yes No

15a. If yes, indicate which type of livestock are being pastured.

- | | |
|----------------------------------|--|
| <input type="checkbox"/> Poultry | <input type="checkbox"/> Swine |
| <input type="checkbox"/> Cattle | <input type="checkbox"/> Other (please specify): |

If you answered **No** to both of these questions skip to the next area of concern—*Pesticides Transported to Surface and Ground Waters*



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16. Do you have a third-party conservation plan addressing this area of concern? Yes No

16a. If yes, note the type of conservation plan below **and** attach a copy of your current plan as part of your organic system plan

16b. If no, identify which of the following practices you use on or adjacent to sites where organic crops will be harvested to maintain or improve water quality in terms of nutrient contaminants.

- | | | |
|--|--|--|
| <input type="checkbox"/> Alley cropping | <input type="checkbox"/> Heavy use area protection | <input type="checkbox"/> Seasonal till |
| <input type="checkbox"/> Conservation cover | <input type="checkbox"/> Irrigation water management | <input type="checkbox"/> Riparian forest buffer |
| <input type="checkbox"/> Contour buffer strips | <input type="checkbox"/> Lined waterway or outlet | <input type="checkbox"/> Riparian herbaceous cover |
| <input type="checkbox"/> Contour farming | <input type="checkbox"/> Micro-irrigation | <input type="checkbox"/> Stream crossing |
| <input type="checkbox"/> Field border | <input type="checkbox"/> Nutrient management | <input type="checkbox"/> Strip-cropping |
| <input type="checkbox"/> Filter strip | <input type="checkbox"/> Pond | <input type="checkbox"/> Tailwater recovery |
| <input type="checkbox"/> Grassed waterway | <input type="checkbox"/> Prescribed grazing | <input type="checkbox"/> Tree/Shrub establishment |
| <input type="checkbox"/> Other (please specify): | | |

17. How will you monitor water quality in terms of nutrient contaminants on sites where certified crops will be harvested? Include a description of records you maintain.

Pesticides Transported to Surface and Ground Waters

18. Do you apply pest, disease, or weed control materials to sites where organic crops will be harvested? Yes No

If you answered **No** skip to the next area of concern—*Excessive Sediment in Surface Waters*



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19. Do you have a third-party conservation plan addressing this area of concern? Yes No

19a. If yes, note the type of conservation plan below **and** attach a copy of your current plan as part of your organic system plan

19b. If no, identify which of the following practices you use on or adjacent to sites where organic crops will be harvested to maintain or improve water quality in terms of pesticide contaminants.

- | | | |
|---|--|--|
| <input type="checkbox"/> Agrichemical handling facility | <input type="checkbox"/> Heavy use area protection | <input type="checkbox"/> Seasonal till |
| <input type="checkbox"/> Alley cropping | <input type="checkbox"/> Integrated pest management | <input type="checkbox"/> Riparian forest buffer |
| <input type="checkbox"/> Contour buffer strips | <input type="checkbox"/> Irrigation water management | <input type="checkbox"/> Riparian herbaceous cover |
| <input type="checkbox"/> Contour farming | <input type="checkbox"/> Lined waterway or outlet | <input type="checkbox"/> Strip-cropping |
| <input type="checkbox"/> Filter strip | <input type="checkbox"/> Micro-irrigation | <input type="checkbox"/> Tailwater recovery |
| <input type="checkbox"/> Grassed waterway | <input type="checkbox"/> Pond | <input type="checkbox"/> Tree/Shrub establishment |
| <input type="checkbox"/> Other (please specify): | | |

20. How will you monitor water quality in terms of pesticide contaminants on sites where organic crops will be harvested? Include a description of records you maintain.

Excessive Sediment in Surface Waters

21. Are streams, shorelines, or irrigation channels on or adjacent to sites where organic crops will be harvested? Yes No

22. Are gullies present on or adjacent to sites where organic crops will be harvested? Yes No

If you answered **No** to both of these questions skip to the end of this section



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23. Do you have a third-party conservation plan addressing this area of concern? Yes No

23a. If yes, note the type of conservation plan below **and** attach a copy of your current plan as part of your organic system plan

23b. If no, identify which of the following practices you use on or adjacent to sites where organic crops will be harvested to maintain or improve water quality in terms of sedimentation.

- | | | |
|--|--|--|
| <input type="checkbox"/> Channel bank vegetation | <input type="checkbox"/> Heavy use area protection | <input type="checkbox"/> Riparian herbaceous cover |
| <input type="checkbox"/> Conservation cover | <input type="checkbox"/> Irrigation water management | <input type="checkbox"/> Stream crossing |
| <input type="checkbox"/> Contour buffer strips | <input type="checkbox"/> Lined waterway or outlet | <input type="checkbox"/> Streambank and shoreline protection |
| <input type="checkbox"/> Contour farming | <input type="checkbox"/> Pond | <input type="checkbox"/> Tailwater recovery |
| <input type="checkbox"/> Filter strip | <input type="checkbox"/> Seasonal till | <input type="checkbox"/> Tree/Shrub establishment |
| <input type="checkbox"/> Grassed waterway | <input type="checkbox"/> Riparian forest buffer | <input type="checkbox"/> Vegetative barriers |
| <input type="checkbox"/> Other (please specify): | | <input type="checkbox"/> Water and sediment control basin |

24. How will you monitor water quality in terms of sedimentation on sites where organic crops will be harvested? Include a description of records you maintain.



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Section F. Weed Management Practices

[NOS 205.206]

USDA organic regulations require that the producer implement management practices to prevent weeds. These practices may include crop rotation, sanitation, cultural practices, mechanical methods, and physical methods. Preventive practices must be tried and found to be ineffective before the use of any materials to control weeds.

1. Check the monitoring practices you implement to determine the effectiveness of your weed management plan.

- Observation of weeds Other (please specify):
 Observation of crop health
 Comparison of crop yields

2. Describe the frequency of your weed monitoring activities:

3. Check the preventive weed control strategies you plan to use on your farming operation.

- Mowing Flame weeding Mechanical cultivation
 Crop rotation Natural mulch Stale seed bed
 Field preparation Plastic mulch Cover crops
 Crop spacing Hand weeding Other (please specify):

4. Describe the records you maintain regarding your weed management strategies:

5. If preventive weed controls are not effective, do you plan to apply approved weed control materials? Yes No

Tip! Preventive practices must be tried and found to be ineffective before the use of any materials to control weeds. List all weed control materials you plan to use in the Materials Inventory.



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Section G. Pest Management Practices

[NOS 205.206]

USDA organic regulations require producers to implement management practices to prevent crop pests. These practices may include crop rotation, sanitation, cultural practices, mechanical methods, and physical methods.

1. Check the monitoring practices you implement to determine the effectiveness of your pest management plan.

- | | | |
|---|--|--|
| <input type="checkbox"/> Observation of crop health | <input type="checkbox"/> Trap monitoring | <input type="checkbox"/> Scouting program |
| <input type="checkbox"/> Comparison of crop yields | <input type="checkbox"/> Pest modeling | <input type="checkbox"/> Other (please specify): |

2. Describe the frequency of your pest monitoring activities:

3. Check which crop pests you manage on your farming operation.

- | | | |
|----------------------------------|------------------------------------|--|
| <input type="checkbox"/> Insects | <input type="checkbox"/> Nematodes | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Rodents | <input type="checkbox"/> Mites | |
| <input type="checkbox"/> Birds | <input type="checkbox"/> Slugs | |

4. Check the pest control strategies you implement on your farming operation.

- | | | |
|--|---|--|
| <input type="checkbox"/> Crop rotation | <input type="checkbox"/> Beneficial habitat | <input type="checkbox"/> Trap crops |
| <input type="checkbox"/> Insect/Rodent Traps | <input type="checkbox"/> Timing of planting | <input type="checkbox"/> Physical barriers |
| <input type="checkbox"/> Frog ponds | <input type="checkbox"/> Release of beneficials | <input type="checkbox"/> Bird houses |
| <input type="checkbox"/> Bat houses | <input type="checkbox"/> Physical removal | <input type="checkbox"/> Mating disruption |
| <input type="checkbox"/> Resistant varieties | <input type="checkbox"/> Companion planting | <input type="checkbox"/> Other (please specify): |

5. Describe the records you maintain regarding your preventative pest management efforts.

6. If preventive pest control strategies are not effective, do you plan to apply approved pest control materials? Yes No

Tip! Preventive practices must be tried and found to be ineffective before the use of any materials to control crop pests. List all pest control materials you plan to use in the Materials Inventory.



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Section H. Disease Management Practices

[NOS 205.206]

USDA organic regulations require producers to implement management practices to prevent disease. These practices may include crop rotation, sanitation, cultural practices, mechanical methods, and physical methods. Preventive practices must be tried and found to be ineffective before the use of any materials to control disease.

1. Check the monitoring practices you implement to determine the effectiveness of your disease management plan.

- Observation of crop health Disease modeling Other (please specify):
 Comparison of crop yields Scouting program

2. Describe the frequency of your disease monitoring activities:

3. Check the disease preventive practices you plan to use on your farming operation.

- Crop rotation Companion planting Field sanitation (physical removal)
 Resistant varieties Microbial products Timing of planting/cultivating
 Vector management Compost/tea use Soil solarization
 Plant spacing Other (please specify):

4. Describe the records you maintain regarding your preventative disease management strategies:

5. If disease prevention strategies are not effective, do you plan to apply approved disease control materials? Yes No

Tip! Preventive practices must be tried and found to be ineffective before the use of any materials to suppress and control disease. List all disease control materials you plan to use in the Materials Inventory.



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Section I. Farm Equipment

[NOS 205.272]

Procedures must be in place to prevent contamination of organic crops. Records verifying that steps have been taken to prevent contamination of an organic crop must be available during your inspection.

1. Is the same equipment (owned, borrowed, leased, or lent) used on organic and conventional crop? Yes No

1a. Check shared equipment:

planting

harvesting

input material application

transportation

Tip! This question specifically refers to shared equipment that comes in direct contact with crop, seeds, transplants, input materials, or anything else that poses a contamination or commingling risk.

1b. If yes, how do you ensure that equipment is cleaned and won't contaminate your organic crops?

2. Do you have custom work done on your organic crops? (planting, material application, harvesting, transportation) Yes No

2a. If yes, how do you ensure that equipment is cleaned and won't contaminate your organic crops?

Tip! Records regarding harvest, including the cleaning of the harvest equipment, by an outside business must be available during your inspection. Failure to have this information will delay certification.

1. What type of equipment cleaning documentation is maintained?

Clean truck/equipment affidavits

Standard Operation Procedures (please attach)

Clean out checklists/records

Other (please specify):



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Section J. Harvest and Transportation

[NOS 205.272]

USDA organic regulations requires that handling practices and procedures present no contamination risk to organic products from commingling with non-organic products or contact with prohibited substances.

- Procedures used to maintain the organic integrity of ingredients or products (cleaning or lining) must be documented.
- Practices must prevent commingling of organic crops with conventional (noncertified) crops.

Harvest

1. Who is responsible for the harvest of organic crops? *Check all that apply*

- Self Contract buyer U-Pick Other (please specify):

Tip! Records regarding the harvest of organic crops produced on your farm must be available for review at annual inspections, regardless of the responsible party.

2. How are organic crops harvested?

- Mechanical By hand Other (please specify):

3. What types of containers are used to harvest organic crops?

- Bulk trucks/trailer Wooden bins
 Picking bags Plastic bins
 Cardboard/waxed boxes Other (please specify):

4. The harvest containers are:

- New Used for organic crops only
 Cleaned prior to use Lined prior to use
 Other (please specify):

5. Describe how you identify harvest containers as organic:



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Transportation

6. How are organic products transported off your farm?

Bins/Totes

Cardboard boxes

Bulk trailer

Other (please specify):

7. Who is responsible for the transportation of organic crops from your farm?

Self

Warehouse/packer

Buyer

Other (please specify):

Broker

8. Are the organic products transported to a third party while in route to the end receiver (hydrocooling, storage, consolidation)?

Yes

No

8a. If yes, describe the practice and who is responsible for the activity.

9. How does your company ensure outgoing transport units are cleaned prior to loading loose, bulk organic products?

Not Applicable - Only packaged products are shipped

Clean out records

Clean truck/equipment affidavits

Other (please specify):

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

Yes

No

10a. If yes, describe what steps are taken to segregate organic products.

Use of separate pallets

Separate area in transport unit

Organic product sealed in impermeable containers

Other (please specify):



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Section K. Storage **[NOS 205.272]**
 USDA organic regulations requires that storage practices and procedures present no contamination risk to organic products from commingling with non-organic products or contact with prohibited substances.

Not applicable, no storage of organic crops on farm or off site. *Skip to next section.*

1. Provide details on your storage areas by completing the following table.

Crop	Name of Storage Area / Address if Off Site	Type/Capacity	Dedicated Organic?

2. Are organic crops stored in Controlled Atmosphere (CA)? Yes No

2a. If "Yes" is the air supply separated from other CA rooms? Yes No

3. Describe how you ensure organic crops are not commingled with non-organic crops during storage.

Not applicable, only organic crops are stored.

Pest Control

4. Check all pest problems in your storage areas:

- | | | |
|---|---|--|
| <input type="checkbox"/> No pest problems | <input type="checkbox"/> Birds | <input type="checkbox"/> Rodents |
| <input type="checkbox"/> Crawling insects | <input type="checkbox"/> Flying insects | <input type="checkbox"/> Other (please specify): |



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2. Check all pest management used in your storage areas:

- | | | |
|---|---|---|
| <input type="checkbox"/> Good sanitation | <input type="checkbox"/> Repair of holes/cracks | <input type="checkbox"/> Air curtains |
| <input type="checkbox"/> Incoming product inspection | <input type="checkbox"/> Electrocutors | <input type="checkbox"/> Freezing treatments |
| <input type="checkbox"/> Vitamin baits | <input type="checkbox"/> Diatomaceous earth | <input type="checkbox"/> Crack and crevice spray* |
| <input type="checkbox"/> Removal of exterior habitat / food | <input type="checkbox"/> Screened windows/vents | <input type="checkbox"/> Monitoring |
| <input type="checkbox"/> Ultrasound/light devices | <input type="checkbox"/> Pheromone traps | <input type="checkbox"/> Fumigation* |
| <input type="checkbox"/> Pyrethrum | <input type="checkbox"/> Heat treatments | <input type="checkbox"/> Synthetic baits* |
| <input type="checkbox"/> Clean up spilled product | <input type="checkbox"/> Physical barriers | <input type="checkbox"/> Fogging* |
| <input type="checkbox"/> Sealed doors and/or windows | <input type="checkbox"/> Mechanical traps | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Sticky traps | <input type="checkbox"/> Boric acid | |

2a. Explain how organic products and packaging are protected from exposure to synthetic pest control substances, or other synthetic materials, during storage.

Tip! The use, frequency, and method of application of synthetic substances must be approved prior to use. Records regarding pest control strategies must be available for review during annual inspections.



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Section L. Packing

[NOS 205.272]

USDA organic regulations requires that packing practices and procedures present no contamination risk to organic products from commingling with non-organic products or contact with prohibited substances.

- Packaging materials, bins, and storage containers must not contain synthetic fungicides, preservatives, or fumigants.
- Reusable bags or containers that have been in contact with any substance in such a manner as to compromise the organic integrity cannot be used unless the bag or container has been thoroughly cleaned.

Not applicable. Only field packing occurs. Crops are not further packed or labeled on farm. *Skip to next section.*

1. Describe how you ensure organic crops and products are not commingled with non-organic crops during packing.

Not applicable, only organic crops are packed.

Tip! If you sell organic crops or processed products supplied from other operations, include the gross annual income from these organic sales with your total income when calculating your annual fee.

Maintain records regarding incoming products (purchasing, receiving, storage, packing, delivery, sales) and ensure organic and nonorganic products are clearly identified. Purchased product records must be auditable and made available during the organic inspection.

Packaging

2. Do you pack organic products into shipping or storage containers (non-retail packages)? Yes No
If yes, attach samples of all non-retail labels.

3. Do you pack organic products into retail packages (e.g. clamshells, bags, boxes or other containers the consumer takes home)? Yes No
If yes, attach samples of all retail labels.

Tip! All new and updated labels must be submitted and approved by our office before they are used on organic products.

For details on labeling organic products, see the labeling guidance, included in your certification packet and available online, or contact us directly with your questions.



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Cleaning and Sanitizing

4. Describe the steps you take to cleaning and sanitizing any surfaces and equipment that come in contact with organic crops during packing:

Tip! Cleaning and sanitizing of surfaces and equipment that come in contact with organic products must be documented and records must be available at inspection.

If materials are known to leave residues even after a potable water rinse (e.g. quaternary ammonium), you must take additional steps to prevent contamination of organic products and have residue tests available during inspections.

5. Describe the steps you take to clean and/or sanitize organic crops prior to packing.

Tip! Include the name of the post harvest cleaning materials used in direct contact with organic crops in the Materials Inventory. All post harvest materials that come in direct contact with organic products must contain ingredients on the National List of Approved Substances.

6. Describe how you document your cleaning and sanitation steps.

Pest Control

7. Check all pest problems at your packing area

- | | |
|---|--|
| <input type="checkbox"/> No pest problems | <input type="checkbox"/> Birds |
| <input type="checkbox"/> Crawling insects | <input type="checkbox"/> Rodents |
| <input type="checkbox"/> Flying insects | <input type="checkbox"/> Other (please specify): |



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8. Check all pest management used in your packing area:

- | | | |
|---|---|---|
| <input type="checkbox"/> Good sanitation | <input type="checkbox"/> Repair of holes/crack | <input type="checkbox"/> Air curtains |
| <input type="checkbox"/> Incoming product inspection | <input type="checkbox"/> Electrocutors | <input type="checkbox"/> Freezing treatments |
| <input type="checkbox"/> Vitamin baits | <input type="checkbox"/> Diatomaceous earth | <input type="checkbox"/> Crack and crevice spray* |
| <input type="checkbox"/> Removal of exterior habitat / food | <input type="checkbox"/> Screened windows/vents | <input type="checkbox"/> Monitoring |
| <input type="checkbox"/> Ultrasound/light devices | <input type="checkbox"/> Pheromone traps | <input type="checkbox"/> Fumigation* |
| <input type="checkbox"/> Pyrethrum | <input type="checkbox"/> Heat treatments | <input type="checkbox"/> Synthetic baits* |
| <input type="checkbox"/> Clean up spilled product | <input type="checkbox"/> Physical barriers | <input type="checkbox"/> Fogging* |
| <input type="checkbox"/> Sealed doors and/or windows | <input type="checkbox"/> Mechanical traps | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Sticky traps | <input type="checkbox"/> Boric acid | |

8a. Explain how organic products and packaging are protected from exposure to synthetic pest control substances, or other synthetic materials, in your packing area.

9. Do you pack or handle organic products grown or supplied by other organic operations? Yes No

9a. If no, *Skip to next section.*

9b. If yes, how do you market the products?

- | | |
|--|---|
| <input type="checkbox"/> CSA | <input type="checkbox"/> Wholesale – Complete a Handler Application |
| <input type="checkbox"/> Farm or produce stand | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Farmers Market | |

Tip! If you handle another operation's organic crops or processed products for any markets other than a CSA, farm stand, or farmers market you must apply for organic handling certification. Contact our office or visit our website for the application packet.



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10. List all crops and/or processed products that you plan to source off farm to supplement your CSA shares, produce stand sales or farmer's market sales (*e.g. coffee, eggs, chocolate bars, apples, raspberries*). Attach another sheet if necessary.

Crops or Products – <i>Include Brand Name if Applicable</i>	Supplier Name	Raw crop ✓	Packaged Product ✓	Organic ✓	Organic Certification Agency	Non-certified ✓
		<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"/>

11. Does your record keeping system balance quantities of organic product grown on your own farm and organic products received from other operations with total organic products sold? Yes No

12. How do you verify that incoming organic products comply with National Organic Standards?
 Obtain valid organic certificates Other (*please specify*):



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Section M. Recordkeeping

[NOS 205.103]

USDA organic regulations require all records related to organic crop production, harvest, and sale be maintained for five years. Records must be available for review at your annual inspection. Your recordkeeping system must fully disclose all activities and transactions of your operation, and be easily audited.

Refer to the WSDA Recordkeeping Fact Sheet (AGR 3011) for examples of the types of records the inspector may review at your inspection.

1. Describe your recordkeeping system and how you organize your records. Attach another sheet of paper if needed.

Include details on where records are stored (location) and in what format (electronic, hardcopy, etc.).

2. Check records maintained or planned to be maintained at your operation:

- | | | |
|---|---|--|
| <input type="checkbox"/> Seed, planting stock invoices | <input type="checkbox"/> Equipment cleaning records | <input type="checkbox"/> Purchase orders |
| <input type="checkbox"/> Seed delivery tickets | <input type="checkbox"/> Bin ticket stubs | <input type="checkbox"/> Receipt books |
| <input type="checkbox"/> Seed, planting stock catalogs | <input type="checkbox"/> Harvest pick sheets | <input type="checkbox"/> Sales invoices |
| <input type="checkbox"/> Seed availability documentation | <input type="checkbox"/> Load tickets | <input type="checkbox"/> Farmers Market sheets |
| <input type="checkbox"/> Non-GMO verification | <input type="checkbox"/> Bill of ladings | <input type="checkbox"/> Bank deposit statements |
| <input type="checkbox"/> Input material application records | <input type="checkbox"/> Scale weight tickets | <input type="checkbox"/> Sales reports |
| <input type="checkbox"/> Input material receipts | <input type="checkbox"/> Pool closings | <input type="checkbox"/> Other (please specify): |

3. Can your material application records track all inputs (including fertilizers) back to your organic sites? Yes No
4. Can your recordkeeping system balance crops harvested with crops sold? Yes No

Tip! All records regarding organic production and transactions must be made available during every announced inspection. Failure to have records available will result in a delay of certification and may result in compliance action requiring additional inspections at a rate of \$40/hour plus travel costs.