



## ORGANIC SYSTEM PLAN UPDATE - CROP PRODUCERS

FARM BUSINESS NAME:	CERTIFICATION NUMBER:
GROWER / PRODUCER NAME:	FARM LOCATION (COUNTY):

Thank you for your continued interest in organic certification. Please provide as much detail as possible when completing renewal paperwork. Your thoughtful and complete answers will reduce further requests for information, and therefore expedite the issuance of your updated certificate.

***Tips and guidance are highlighted throughout our forms.  
 If in doubt, contact our staff. We are here to assist.***

### Section A. General Information

1. Name of person overseeing organic production: \_\_\_\_\_
2. Name of person completing this system plan update (*if different*): \_\_\_\_\_
3. List *current* organic certification by other certification agencies: \_\_\_\_\_
4. Describe the corrective action you took, or plan to take, in response to any noncompliance notices or conditions for continued certification: \_\_\_\_\_  N/A
5. What will be your first harvested crop of the season? \_\_\_\_\_ What is the estimated harvest date for this crop? \_\_\_\_\_

6. Do you **plan to add new acreage** to your operation this year?  Yes  No

If yes, how would you like to receive the site application?  US Mail  Email

***All application forms are available on our website. <http://agr.wa.gov/FoodAnimal/Organic/>  
 Site applications must be received by the Olympia office 3 ½ months prior to harvest.***

*office use*

7. Indicate changes to the management of your organic acreage with regards to the following:
  - 7a. Do you plan to remove land from organic certification this year?  Yes  No
  - 7b. Do you plan to swap or lease your certified acreage to another producer this year?  Yes  No
  - 7c. Are there any changes to adjoining land that will require a revised buffer on your organic site(s)?  Yes  No

***If you answered "yes" to any of the above, provide details on your Site Verification form (AGR 2158).***

***Avoid post inspection follow up – provide accurate information and update us of changes to organic management plans.  
 Failure to immediately notify the WSDA Olympia office of changes to a site's organic status will result in compliance action.***



## ORGANIC SYSTEM PLAN UPDATE - CROP PRODUCERS

### Section B. Seeds, Seedlings, and Planting Stock

[NOS 205.204]

1. Do you plan to graft any perennial crops this year?  Yes  No

1a. If **yes**, provide details (sites, varieties, grafting materials):

1b. Will any portion of the grafted trees continue to produce a crop this year?  Yes  No

2. Do you plan to **grow** annual seedlings this year?  Yes  No

*If yes, include all potting soil ingredients and fertilizers on the Materials Inventory (Section K).*

3. Do you plan to **transplant** annual seedlings this year?  Yes  No

*All annual seedlings must be certified organic. Please maintain documents verifying organic origin.*

4. What percentage of the seeds and planting stock you use this year will be:

Certified Organic: \_\_\_\_\_

Non-organic & Untreated: \_\_\_\_\_

Non-organic & Treated: \_\_\_\_\_

*If 100% organic, be prepared to provide verification at inspection and skip to Section C.*

*All ingredients in any post harvest seed or planting stock treatment must be disclosed and be specifically allowed on the National List (205.601).*

5. If **treated**, list all seed and planting stock treatments by brand name.

6. What records do you maintain to verify seed and/or planting stock has not been genetically modified (GMO)?

**Organic producers must search for organic seeds and/or planting stock before nonorganic varieties are used. At least three or more suppliers that offer organic varieties regularly should be contacted as part of your attempt to locate an organic variety in the form, quality, and quantity needed.**

**Note: The cost of organic seed is not valid justification for the use of non-organic seeds.**

7. Describe your efforts to demonstrate an organic variety was not commercially available in the form, quality or quantity needed prior to the planting of a nonorganic seed and or planting stock?





## ORGANIC SYSTEM PLAN UPDATE - CROP PRODUCERS

### Section C. Crop Rotation - Annual Cropping System

[NOS 205.205]

*No annual crops, Go to Section D*

*The National Organic Standards define crop rotation as:*

*The practice of alternating the annual crops grown on a specific field in a planned pattern or sequence in successive crop years, so crops of the same species or family are not grown repeatedly without interruption on the same field.*

1. Rate the effectiveness of your Crop Rotation practices for managing crop nutrients and soil fertility:
 

excellent     satisfactory     needs improvement
2. Rate the effectiveness of your Crop Rotation practices for preventing crop pests, weeds and disease:
 

excellent     satisfactory     needs improvement
3. **Annual crop producers** - Describe your crop rotation practices and plan for the next three years:

### Section D. Biological Diversity - Perennial Cropping System

[NOS 205.205]

*No perennial crops, Go to Section E*

*Perennial systems use alley cropping, intercropping, and hedgerows to introduce biological diversity in lieu of crop rotation.*

1. Rate the effectiveness of your perennial cropping system for introducing biological diversity:
 

excellent     satisfactory     needs improvement
2. **Perennial crop producers** - Describe management practices for this year that foster biological diversity:

### Section E. Monitoring and Evaluating Organic Production Practices

[NOS 205.203, 205.206]

#### Fertility Management

1. How do you monitor and evaluate the effectiveness of your fertility management practices?



## ORGANIC SYSTEM PLAN UPDATE - CROP PRODUCERS

2. Rate the effectiveness of your fertility practices:  excellent  satisfactory  needs improvement

2a. Describe improvements you plan to make this year to your fertility management:

### Weed Management

3. How do you monitor and evaluate the effectiveness of your weed management practices?

4. Rate the effectiveness of your weed management practices:  excellent  satisfactory  needs improvement

4a. Describe improvements you plan to make this year to your weed management practices:

### Pest Management

5. How do you monitor and evaluate the effectiveness of your pest management practices?

6. Rate the effectiveness of your pest management practices:  excellent  satisfactory  needs improvement

6a. Describe improvements you plan to make this year to your pest management practices:

### Disease Management

7. How do you monitor and evaluate the effectiveness of your disease management practices?

8. Rate the effectiveness of your disease management practices:  excellent  satisfactory  needs improvement

8a. Describe improvements you plan to make this year to your disease management practices:

***Avoid post inspection follow up – Provide accurate information and update us of changes to your plans.  
If in doubt, contact our staff. We are here to assist.***



## ORGANIC SYSTEM PLAN UPDATE - CROP PRODUCERS

### Section F. Natural Resources: Soil, Water, Woodlands, Wetlands, and Wildlife

[NOS 205.200]

*Organic producers must implement practices that maintain or improve the natural resources of their operation.*

1. Rate the effectiveness of practices that improve the natural resources of your farm:  excellent  satisfactory  needs improvement

1a. Describe improvements you plan to make this year to improve the natural resources of your farm:

### Section G. Contamination and Commingling Prevention

[NOS 205.272]

1. a. Summarize the risk of organic crops being contaminated with prohibited substances on your farm (*e.g. harvest containers, drift, misapplication of prohibited substances*); **and**  
 b. Identify the prevention practices you use, or plan to use, in order to ensure the integrity of your organic crops:

2. a. Summarize the risks of commingling organic and non-organic crops on your farm; **and**  
 b. Identify the prevention practices you use, or plan to use, in order to ensure the integrity of your organic crops:

100% certified organic operation, Go to H.

3. List crop **varieties** certified to US Organic standards that are also produced with non-organic management practices on your farm (managed by the same entity).

*Records must be kept to verify you have adequate procedures in place to prevent the contamination of an organic crop, and the commingling of organic and nonorganic crops.*



## ORGANIC SYSTEM PLAN UPDATE - CROP PRODUCERS

### Section H. Post Harvest

[NOS 205.272]

1. List name, address, and phone number of off farm facilities that will store and/or warehouse your crops this next season.
  
2. Other than field packed harvest containers, do you pack the organic crops grown on your farm?  Yes  No - **Go to I.**
  
3. Do you produce value-added organic products (jams, dried fruit)?  Yes  No  
*If yes, complete the Organic Processor Application.*
  
4. Do you pack or handle organic products grown or supplied by other organic operations?  Yes  No
  - a. If yes, how do you market the products?
 

<input type="checkbox"/> CSA <input type="checkbox"/> Farm stand <input type="checkbox"/> Farmers Market	<input type="checkbox"/> Wholesale <input type="checkbox"/> Other (please specify):
--	--

*If you are marketing organic products sourced off farm to supplement your CSA, farm stand, or farmers market stand, complete Section J of this form.*

*If you are market organic products sourced off farm through a wholesale market, complete the Organic Handler Application.*

#### Packaging & Labeling

1. Do you pack organic products into packages labeled for wholesale markets?  Yes  No
  - a. If yes, describe how labels meet NOS compliance requirements (i.e. lot number)?
  
2. Do you pack organic products into packages labeled for retail markets?  Yes  No
  - a. If yes, attach samples of all retail labels used.

*For details on labeling organic products, see the labeling guidance, included in your renewal packet and available online. All new and updated labels must be submitted and approved by our Olympia office before they can be used to label organic products. See NOS 205.300 – 205.311 for complete labeling requirements.*

#### Cleaning and Sanitizing

1. Describe the steps you take for cleaning and sanitizing food contact surfaces and equipment. Include the name of the materials used at each step or for each piece of equipment:

*All equipment and food contact surface cleaning must be documented and records available at inspection.*

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



## ORGANIC SYSTEM PLAN UPDATE - CROP PRODUCERS

2. Describe the steps you take to clean and/or sanitize organic food products.

*Include the name of the post harvest cleaning materials used in direct contact with organic products in Section K – Materials Inventory.*

*All post harvest materials that come in direct contact with organic products must contain ingredients on the National List of Approved Substances.*

3. Describe how you document your cleaning and sanitation steps. Include the name of the records generated.

### Pest Control

1. Describe your packing and storage pest control program. *Include the materials used in Section K – Materials Inventory.*

2. How do you monitor the effectiveness of your packing and storage pest control program?

3. Describe how you document your pest control program activities. Include the name of the records generated.

*You must implement preventative pest control practices before the use of an input material.*

*Records about all practices must be available during your inspection.*

*\*The use, frequency, and method of application of synthetic substances must be approved by the Olympia office.*

### Section I. Recordkeeping & Documentation

[NOS 205.103]

*Organic production, harvest, and sales records must fully disclose all activities and transactions AND must be easily audited during your inspection to verify compliance with the National Organic Standards.*



## ORGANIC SYSTEM PLAN UPDATE - CROP PRODUCERS

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

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

### Section J. Direct Resale Marketer

*Not Applicable - not supplementing direct market sales with products from other producers. Go to Section K.*

*Complete this Section if you are a producer that resells another operation's organic crops or organic processed products for CSA shares, produce stand sales or farmer's market sales.*

*If you handle another operation's organic crops or organic processed products for any markets other than those noted above, you will need to obtain Organic Handler Certification. Contact our office or visit our website for the application packet.*

1. Check the types of products that you resell to supplement your own direct market sales.

- |   |   |
|---|---|
| <input type="checkbox"/> Non-organic agricultural crops | <input type="checkbox"/> Non-organic packaged and/or processed products |
| <input type="checkbox"/> Organic agricultural crops     | <input type="checkbox"/> Organic packaged and/or processed products     |

*If supplementing direct sales with organic processed products, the packaged products must not be opened and repacked (e.g. 20# bulk bag pasta into 1# bags).*

*If you repack organic processed products, you must apply for certification as a Handler of Organic Products.*

2. How do you verify that incoming organic products comply with National Organic Standards?

- Obtain valid organic certificates       Other (*please specify*):

3. List all organic crops and/or processed products that you source off farm to supplement CSA shares, produce stand sales or farmer's market sales (*e.g. coffee, eggs, chocolate bars, apples, raspberries*).

Organic Products	Organic Products	Organic Products

4. 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

*If you sell organic crops or processed products supplied from other operations, you must include the gross annual income from these organic sales on your producer renewal application (AGR 2158) and organic sales and yield form (AGR 2506). All records (purchasing, receiving, storage, packing, delivery, sales) must clearly identify the organic crops and processed products. Records must be auditable and made available during the organic inspection.*



## ORGANIC SYSTEM PLAN UPDATE - CROP PRODUCERS

### Section K. Materials Inventory

[NOS 205.105, 205.601, 205.602]

*List all materials you plan to use this production year below. Use your application records or materials list from last year's inspection report as a reminder.*

- See our website for the electronic version in an Excel spreadsheet - <http://agr.wa.gov/FoodAnimal/Organic/>
- \*Crop Production Aids include grafting materials, potting soil mixes, greenhouse materials, growth regulators, pH adjusters, buffers, sticking agents, spreading agents, etc.

Material  Brand Name or Source	Location  Where will you apply the material?  List specific crops.	✓ if International Organic Crop	✓ Type of Material						✓ Brand Approved		✓ Generic Materials		Provide additional information if the material you plan to use meets one of the below criteria: <ul style="list-style-type: none"> <li>• Brand name materials not approved on WSDA or by OMRI: <i>List all ingredients</i></li> <li>• Generic materials not approved by National Organic Standards (205.601): <i>List all ingredients</i></li> <li>• Raw, uncomposted manure products: <i>List expected application and harvest dates</i></li> </ul>
			Fertility Input	Pest Control	Disease Control	Weed Control	Crop Production Aid*	Post Harvest	OMRI	WSDA List	Natural Approved	Synthetic Approved	
manure (ABC Dairy)	grapes		X							X		Fall 2010 application, September 2011 harvest	
E-Z Dormant Spray Oil	apples, cherries	X		X	X					X			
ABC Compost	mixed vegetables		X					X					
1.													
2.													
3.													
4.													
5.													
6.													
7.													
8.													



### ORGANIC SYSTEM PLAN UPDATE - CROP PRODUCERS

Material  Brand Name or Source	Location		✓ Type of Material						✓ Brand Approved		✓ Generic Materials		Provide additional information if the material you plan to use meets one of the below criteria: <ul style="list-style-type: none"> <li>• Brand name materials not approved by WSDA or OMRI: <i>List all ingredients</i></li> <li>• Generic materials not approved by National Organic Standards (205.601): <i>List all ingredients</i></li> <li>• Raw, uncomposted manure products: <i>List expected application and harvest dates</i></li> </ul>
	Where will you apply the material?  List specific crops.	✓ if International Organic Crop	Fertility Input	Pest Control	Disease Control	Weed Control	Crop Production Aid*	Post Harvest	OMRI	WSDA List	Natural Approved	Synthetic Approved	
9.													
10.													
11.													
12.													
13.													
14.													
15.													
16.													
17.													
18.													
19.													
20.													

*If you include a generic material rather than a specific brand name, you are responsible for assuring that all of the material's ingredients are allowed for organic crop production. All material ingredients must be nonsynthetic unless specifically approved on the National List of Allowed Substances [205.601 – 205.602].*

*Failure to have documentation at your inspection will impact or delay your organic certification.*

*Keep a copy of this Organic System Plan Update and Materials Inventory as a reference for your inspection.*