



ORGANIC SYSTEM PLAN – MUSHROOM / FUNGI PRODUCER

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

SECTION A. SPAWN

[WAC 16-157-120]

N/A No spawn is used on my operation. Skip to Section B.

1. Check all sources of spawn used on the mushroom operation.

- Propagate my own spawn
 Spawn companies
 Provided through contract
 Other (please specify):

2. Do you use nonorganic spawn to propagate your own organically produced spawn? Yes No

Tip! WSDA organic regulations require that mushroom producers use organically produced spawn (even when spawn is provided from a contract-buyer).

- ✓ Nonorganically produced spawn may be used to propagate your own organically produced spawn when organic spawn 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.”
- ✓ If nonorganic spawn are used to propagate your own organically produced spawn, you must maintain documentation verifying the unavailability of organic spawn.
- ✓ Contact three or more known organic suppliers and document whether organic spawn are available.
- ✓ Organic producers should ensure that they are contacting suppliers that offer organic varieties.

3. Describe your attempts to source organic spawn. Include details of the documentation you maintain to verify these attempts.

4. Describe the spawn propagation procedure, including the names of the production areas used?

Tip! All agricultural materials used as amendments for spawn propagation must be certified organic. Include all spawn propagation amendments in your Materials Inventory.



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SECTION B. AGAR MEDIUM

[WAC 16-157-120(4)]

N/A, no agar medium used on my operation, Skip Section C.

Tip! Nonorganic agar medium containing antibiotics may be used as long as antibiotics don't exceed 1/25th of a gram per liter of agar mix.

1. Do you use organic agar medium? Yes No
2. Do you use nonorganic agar medium? Yes No
- 2a. If yes, how do you ensure it doesn't contain antibiotics that exceed 1/25th of a gram per liter of agar mix?

3. Do you add antibiotics to the agar medium? Yes No
- 3a. If yes, how do you ensure the amended agar medium doesn't contain antibiotics that exceed 1/25th of a gram per liter of agar mix?

4. Do you add materials (amendments) to the agar medium for nutrition? Yes No

Tip All agricultural materials added to agar medium must be organically produced. Include all agar medium products and amendments in your Materials Inventory.



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SECTION C. GROWING MEDIUM

[WAC 16-157-120(5)]

Tip! Agricultural materials used in production substrate must be organically produced.

1. Do you use agricultural materials in the growing medium? Yes No

1a. If yes, how do you verify they were organically produced?

I obtain certified organic materials, certificate on file

I obtain organic materials from a producer that is exempt from organic certification [NOS 205.101(a)], grower affidavit on file.

Other, please describe

Tip! Materials derived from wood (sawdust, logs) must originate from trees that have been grown without prohibited materials for at least 3 years, and must not be treated with prohibited materials post harvest.

2. Do you use materials derived from wood in the growing medium? Yes No

2a. If yes, how do you verify the trees that produced the wood materials were grown without prohibited materials for three years prior to tree harvest?

Tip! Other nonsynthetic, nonagricultural materials (besides wood products) may be used in the growing medium.

3. Do you use nonsynthetic, nonagricultural materials (other than derived from wood) in the growing medium? Yes No

4. Do you add materials to the agar medium for nutrition? Yes No

Tip! Include all products, materials and amendments used in the growing medium on your Materials Inventory.



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SECTION D. FACILITIES AND EQUIPMENT

[WAC 16-157-120(1)(2)]

Organic and nonorganic production must be in separate facilities and have separate ventilation systems. Procedures must be in place to prevent contact between organic mushrooms and prohibited materials throughout the entire growing cycle, harvesting and post harvest process.

1. Are the same facilities or equipment (owned, borrowed, leased or lent) used on organic and conventional (noncertified) crops? If no, skip 1a – 3. Yes No

1a. Check shared equipment or facilities:

Incubation

Provide description:

Fruiting

Provide description:

Harvesting

Provide description:

Post harvest packing or storage

Provide description:

2. If yes, how do you ensure that shared equipment is cleaned and prevents contamination?

3. If yes, how do you ensure that shared facilities prevent contamination?

4. Do you have custom work (incubation, fruiting, harvesting, packaging) done on your organic mushrooms? Yes No

4a. If yes, how do you ensure that equipment is cleaned and prevents contamination?



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Tip! Records verifying that steps have been taken to prevent contamination of organic mushrooms must be available during your inspection. Failure to have this information will delay certification.

5. What type of cleaning documentation is maintained?
- Clean equipment affidavits
 - Clean out checklists/records
 - Standard Operation Procedures (attach)
 - Other (please specify):

Tip! Lumber treated with arsenate or other prohibited materials must not have direct contact with organic mushrooms or growing medium. And treated lumber must not pose a contamination risk to the organic fungi product (e.g. condensation from overhead treated timber contacting unprotected fungi production areas).

6. Do you have lumber treated with arsenate or other prohibited materials in your mushroom operation? Yes No
- 6a. If yes, how do you prevent treated lumber from making direct contact with organic mushrooms or growing medium or otherwise prevent treated lumber from contaminating organic fungi production?
- Used in packaged product storage area only
 - Labels on treated lumber to alert staff
 - Standard Operation Procedures (attach)
 - Other (please specify):
7. Do you also produce conventional (noncertified) mushrooms and fungi? Yes No
- 7a. If yes, how do you identify organic fungi and conventional fungi products so that they are not inadvertently mixed, misrepresented or mislabeled?
8. Are you adding a new production facility this year? Yes No
- 8a. If yes, please describe:
9. Attach a facility map that shows the location for receiving, spawning, incubation, fruiting, harvesting, packing, storage, shipping and any other organic mushroom / fungi production activities.



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Section E. 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?

- | | | |
|--|---------------------------------------|--|
| <input type="checkbox"/> Bulk trucks/trailer | <input type="checkbox"/> Wooden bins | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Picking bags | <input type="checkbox"/> Plastic bins | |
| <input type="checkbox"/> Cardboard/waxed boxes | | |

4. The harvest containers are:

- | | | |
|---|--|--|
| <input type="checkbox"/> New | <input type="checkbox"/> Used for organic crops only | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Cleaned prior to use | <input type="checkbox"/> Lined prior to use | |

5. Describe how you identify harvest containers as organic:



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Transportation

6. Who is responsible for the transportation of organic crops off your farm? Check all that apply:

Self Contract buyer Other (please specify):

7. Describe how organic crops are transported off your farm?

8. How is it ensured that organic crops are clearly identified and not mixed with conventional crops during transport?

Not applicable, only organic crops transported.



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Section F. 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 (C.A.)? 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:

- No pest problems Birds
 Crawling insects Flying insects Other (please specify):

5. 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"/> Rotenone | <input type="checkbox"/> Mechanical traps | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Sealed doors and/or windows | <input type="checkbox"/> Boric acid | |
| <input type="checkbox"/> Sticky traps | | |



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*5a. 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 G. 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. Do you pack or handle organic products grown or supplied by other organic operations? Yes No

1a. If no, skip to #5.

1b. If yes, how do you market the products?

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

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.

2. 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 – Include Brand Name if Applicable	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"/>



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3. 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
4. How do you verify that incoming organic products comply with National Organic Standards?
 Obtain valid organic certificates Other (*please specify*):
5. 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

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

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

8. 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.

9. 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.

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



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Pest Control

11. Check all pest problems at your packing area:

- No pest problems
- Birds
- Crawling insects
- Other (please specify):
- Flying insects

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

- | | | |
|---|---|---|
| <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"/> Rotenone | <input type="checkbox"/> Mechanical traps | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Sealed doors and/or windows | <input type="checkbox"/> Boric acid | |
| <input type="checkbox"/> Sticky traps | | |

*12a. Explain how organic products and packaging are protected from exposure to synthetic pest control substances, or other synthetic materials, in your packing area.



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Section H. 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.

Example records to maintain and have available for inspection are:

- Seed invoices, delivery tickets, and catalogues, and commercial unavailability documentation
- Material application records and receipts
- Production records (planting records, equipment cleaning, harvest records, bin tickets, load receipts, hauling records, bill of ladings, scale records, etc.)
- Sales records (pool closings, receipt books, invoices, bank deposit statements, sales reports, and purchase orders, etc.)

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.).
 - ✓ Include details on how you ensure not only electronic summaries are available (Pool closings, Quickbooks, etc.), but how you also ensure primary production records are maintained (bin tickets, receipts and invoices, etc.).

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

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

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.