*Organic Certification Program*

Wild Crop Organic System Plan

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| NAME (s) | | | OPERATION NAME | | | |
| ADDRESS | | | CITY | | STATE | ZIP |
| PHONE | EMAIL | | | PRIMARY FORM OF CONTACT  EMAIL PHONE | | |
| *Your inspection fee will be calculated based on the last calendar year’s gross organic annual sales.* | | | | | | |
| GROSS ORGANIC ANNUAL SALES | | CALENDAR YEAR REPORTING | | | | |
| First Year Certified | |

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

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

The National Organic Program (NOP) requires all operations seeking certification to develop an organic system plan that is agreed to by the certified operation and an accredited certifying agent. A certified operation must update this system plan on an annual basis in order to verify continued compliance.

**Your organic system plan must include the following:**

* + A description of practices and procedures – including the frequency with which they will be performed,
  + A list and detailed information regarding each substance to be used in organic handling,
  + A description of the recordkeeping system that complies with the rule,
  + A description of the practices in place to prevent commingling of organic and non-organic products,
  + A description of the practices in place to prevent contamination of organic products with prohibited substances,
  + Any additional information required by the certifying agent in order to evaluate compliance.

**This is a plan – You may change or update it throughout the year.**

**Changes must be submitted and approved by Clemson University Organic Certification Program prior to implementation.**

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| **Section 1. General Information NOP §205.201, .401** |
| 1. Are you a new applicant for certification or continuation of certification?   **New** – Applying for a new certification  **Continuation of Certification**- Existing Operation certified by Clemson University Organic Certification Program  **If existing operation, please skip to question 2**   * 1. If new applicant, have you ever been denied certification or had your certification suspended or revoked?   Yes  No  *If “Yes,” describe the circumstances:*     * 1. If new applicant, list *previous or current* organic certification by other certification agencies:      1. Provide a brief description or updates of your business: |
| 1. List all crops requested for certification: |
| 1. Describe the corrective action you took in response to any noncompliance notices or conditions for continued certification you received last year: |
| 1. Have you reviewed the National Organic Program Standards?  Yes  No   **The NOP Standards are available online at: www.ams.usda.gov/nop** |
| 1. Do you intend to certify any livestock and/or poultry this year?  Yes  No   **If “Yes,” you must fill out a Livestock Organic System Plan** |

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| **Section 2. Wild Crop Information NOP §205.207** |
| 1. Describe the natural environment of the harvest areas (e.g. deciduous hardwood forest, etc.) |
| 1. Describe your harvesting practices of each wild crop |
| 1. How do you ensure harvesting practices are not environmentally detrimental to the wild crop habitat? |
| 1. How do you monitor the health of the wild crop?      * 1. How often is this monitoring performed?      * 1. What records are maintained to document your monitoring practices? |
| 1. Describe how you ensure all collectors are informed of your harvesting practices and monitoring procedures |
| 1. How do you determine which rare, threatened, or endangered plants and animals are present on the site(s) from which wild crops are harvested? |
| 1. Are there any rare, threatened, or endangered plants or animals present on any of your certified wild harvest sites?   Yes  No |
| * 1. If yes, list any rare, threatened or endangered plants or animals that are present on any of your certified wild crop harvest sites?  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Species Name** | **Site Name(s)** | **Rare** | **Threatened** | **Endangered** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |
| * 1. Describe how your management and harvest practices protect the rare, threatened, or endangered plants or animals on our wild harvest sites.   N/A, no rare, threatened or endangered species present |
| **In office use only:**   |  |  | | --- | --- | | **Review** | **Inspection** | | **Reviewer:** | **Inspector:** | | **Section is complete and compliant**  **Yes** **No** | **Section has been verified and is compliant**  **Yes** **No** | | **Comments:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Comments:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |

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| **Section 3. Natural Resources: Soil, Water, Woodlands, Wetlands, and Wildlife NOP § 205.200** |
| 1. **Natural Resources** |
| NOP §205.200 and .203(a) require that production practices maintain or improve the natural resources of the operation, including soil and water quality.   * Practices must minimize erosion and maximize water conservation * Depending on certifying agent policy, water tests may be required on case-by-case basis |
| 1. Describe your management of on-farm natural resources. Include monitoring and/or evaluation practices.      1. What soil conservation practices are used?  |  |  |  |  |  | | --- | --- | --- | --- | --- | | terraces | winter cover crops | permanent waterways | tree lines |  | | contour farming | undersowing/interplanting | retention ponds | firebreaks |  | | strip cropping | conservation tillage | riparian management | windbreaks |  | | maintain wildlife habitat | other (specify): | | |  | |
| 1. What soil erosion problems do you experience (why and on which fields)?  none      * 1. Describe your efforts to minimize soil erosion problems listed above:  N/A |
| 1. **Water Use** |
| 1. Check all water uses at your operation:  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | none | irrigation | livestock | foliar sprays |  | | | washing crops | greenhouse | other (specify): | | | |  | | | |  | | | 1. If you use irrigation, what type of irrigation system is used?   none  drip  flood  center pivot  other (specify): | | | |  | | |
| 1. What is the source of water used during production?  |  |  |  |  |  | | --- | --- | --- | --- | --- | | on-site well(s) | river/creek/pond | spring | municipal/county |  | | irrigation district | other (specify): | | |  | |
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| 1. What input products are applied through the irrigation system and what products do you use to clean irrigation lines/nozzles?  none |
| 1. Is the system shared with another operator?  Yes  No   If “Yes,” what products do they use? |
| 1. If used for both organic and non-organic, is the system flushed and documented between organic and non-organic use?   Yes  Not applicable |
| 1. What practices are used to protect water quality and water conservation?  |  |  |  |  |  | | --- | --- | --- | --- | --- | | laser leveling/land forming | scheduled use of water to conserve its use | soil moisture monitoring | microspray |  | | drip irrigation | fencing livestock from waterways | other (specify): | |  | |
| 1. How often do you conduct water quality monitoring?  weekly  monthly  annually   as needed  other (specify): |
| 1. Do you have any known contaminants in water supplies in your area?   If so, describe your efforts to minimize water contamination problems.    *Attach residue analysis and/or salinity test results, if applicable.* |
| 1. How do you prevent water run-off? |
| 1. **Woodlands, Wetlands and Wildlife** |
| Describe your efforts to enhance biological diversity at and around your operation: |
| **In office use only:**   |  |  | | --- | --- | | **Review** | **Inspection** | | **Reviewer:** | **Inspector:** | | **Section is complete and compliant**  **Yes** **No** | **Section has been verified and is compliant**  **Yes** **No** | | **Comments:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Comments:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |

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| 1. **Adjoining Land Use NOP § 205.201(a)(5) and .202(c)** | | | | | | | |
| NOP requires that organic production areas have distinct boundaries and buffer zones to prevent the unintended application of a prohibited substance or contact with a prohibited substance that is applied to adjoining land not under organic management. Adjoining land includes crop land, pastures, residential property, fallow land, etc.  Buffer areas may change annually depending on contamination potential from adjoining land uses. Indicate buffer zones and show all adjoining land uses on your field maps. | | | | | | | |
| 1. Have you submitted your field maps? **These are required for certification** 2. List specific buffer areas you maintain that adjoin land that is **not owned by the operator** or that **is not under organic certification**. *Show all adjoining land uses on your field maps.*  N/A | | | | | | | |
| **Location or Field Number** | **Type of Buffer (crop land, treeline, hedgerow, wildlife planting, grass strip)** | | **Adjoining Land Use** | | **If crop is harvested from buffer, describe use (sale, non-organic livestock feed, seed, etc.)** | | |
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| 1. Do you harvest crops from your buffer areas?  Yes  No   If so, describe your practice. | | | | | | | |
| 1. What additional safeguards do you use to prevent accidental contamination?  none   Written notification to:  highway departments  electric companies  aerial spray companies/airports  adjoining landowners  drainage commissions  farm service office  “No Spray” signs along roadsides that adjoin organic fields other (specify): | | | | | | | |
| 1. Do any fields or portions of fields frequently flood?  Yes  No   *If “Yes,” list field numbers:* | | | | | | | |
| 1. How often do you conduct crop contamination monitoring?  weekly  monthly  annually   as needed  other (specify):   1. How do you monitor for crop contamination?   visual observation  residue analysis  GMO testing  photographs  wind direction/speed data  other (specify):  **If contamination of organic crops occurs, notify your certifier immediately.** | | | | | | | |
| 1. **Equipment NOP § 205.201(a)(5)** | | | | | | | |
| To prevent commingling and contamination, all equipment used in organic crop production must be free of non-organic crops and prohibited materials.   * Equipment used for both organic and non-organic farming must be cleaned and flushed prior to use on organic fields or crops. * Documentation of cleaning activities must be provided at time of inspection. | | | | | | | |
| Please list all equipment and power tools used for planting, tillage, spraying, weed management, harvesting and packing: | | | | | | | |
| **Equipment Name** | | **Owned, Rented,**  **or Custom** | | **Used on Organic** | | **Used on Conventional** | **Cleaning Procedure** |
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| Is your equipment maintained so that fuel, oil and hydraulic fluid do not leak?  Yes  No | | | | | | | |
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| **Section 4. Harvest, Packing, Storage and Transportation NOP §205.272** | | | |
| NOP §205.272 requires that handling practices and procedures **present no contamination risk to organic products** from commingling with non-organic products or contact with prohibited substances.   * Packing materials, bins, and storage containers must not contain synthetic fungicides, preservatives, or fumigants. * Reusable bags or containers must be cleaned prior to use, and this must be documented * Procedures used to maintain the organic integrity must be documented.   **All records regarding harvest, including cleaning, packing and storage must be available during your inspection.**  **Failure to have this information will result in compliance action.** | | | |
| 1. **Harvest** | | | |
| 1. Describe your harvesting procedure: | | | |
| 1. Containers used for harvesting:   a. Are they new?  Yes  No  b. Are they used only for organic?  Yes  No  c. If they are reused or used for both organic and non-organic, what is your cleaning procedure and how is this documented: | | | |
| 1. Are any organic crops custom harvested by an outside business?  Yes  No   *If “Yes,” please provide the name and contact information for the custom harvester:* | | | |
| 1. Describe steps taken to protect organic crops from commingling and contamination during harvest: | | | |
| 1. How do you identify harvest containers as organic? | | | |
| 1. **Packing – Post Harvest Handling** | | | |
| 1. Describe your post-harvest handling procedures including equipment and packaging used: | | | |
| 1. Describe your sanitation and cleaning procedure for your crop handling area and how you document this information: | | | |
| 1. Do you wash your crops with anything other than water?  Yes  No   If yes, please list the products: | | | |
| 1. Is the processing area and equipment used for both organic and non-organic products?  Yes  No   If “Yes,” describe steps taken to prevent commingling and contamination*:* | | | |
| 1. **On-Farm Processing** | | | |
| **On-Farm Processing Guidelines:**  Activities include but are not limited to washing, drying, heating, separating, cutting, dehydrating, freezing, chilling, including the packaging, canning, jarring, or otherwise enclosing crops from your farm into a food container.  This can include multi-ingredient products that source ingredients from your farm and are packaged on your farm  **The following activities require a Processing Organic System Plan**:   1. Multi-ingredient products that require ingredients not sourced from your farm 2. Products that have non-agricultural ingredients, whether synthetic or non-synthetic 3. Activities include but are not limited to cooking, baking, curing, mixing, grinding, churning, extracting, slaughtering, fermenting, distilling, eviscerating, preserving. 4. Processing organic and non-organic products on the same equipment line.   **If unsure, please contact your certifier** | | | |
| 1. Does your operation perform on-farm processing?   Yes, **please answer all questions in section c**  No On-Farm Processing occurs, **Skip to section D**  No, my operation performs processing, a Processing Organic System Planwill be submitted     1. What *specific* type of organic and non-organic on-farm processing occurs at this facility?      1. Check all cleaning methods used prior to processing or handling organic products:   Compressed air  Soap and water  Sweeping  Manual washing  Steam cleaning  Scraping  Clean in place (CIP)  Sanitizing  Vacuuming  Purging of equipment  Other (specify):   1. List all equipment used in organic processing or packaging and provide information on cleaning and/or sanitation materials applied to the equipment.  **None Used**   **Describe intervening steps taken to ensure no residues from cleansers or sanitizers remain on equipment. Examples are non-residual materials, potable water rinses, evaporation, residue testing.**  Note any material that is on the National List may be used in direct contact with organic products without an intervening step. Examples include citric acid and peracetic acid.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Equipment/surface** | **Cleansers/Sanitizers used** | **Cleansed/**  **Sanitized Prior to  Organic** | **How do you ensure no residues remain?** | **Name of document cleaning is recorded on** | | *Chilling Tank* | *Peracetic Acid* |  | *Potable water rinse* | *Clean out log* | | *Batch Mixer* | *Quaternary ammonium* | ☐ | *Residual test strips* | *Production log* | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  1. If rinsing produce with treated water, please describe water treatment processes:      1. Is chlorine, calcium, hypochlorite, chlorine dioxide, or sodium hypochlorite used in wash water or flume water at your facility?  Yes  No   If “Yes,” please **complete questions a and b**.   * 1. How often do you monitor or test discharge or effluent water to ensure the residual chlorine level is at or below 4 ppm (the maximum chlorine residual limit under the Safe Water Drinking Act)?   Daily  Weekly  Monthly  Quarterly  Annually  Other (specify):   * 1. Please describe how you document the results of your monitoring or testing:      1. Describe your product tracking system or lot numbering system | | | |
| **Product Flow** | | | |
| ***Attach a schematic product flow chart to illustrate the flow of products at your facility. This chart must:***   * Show the movement of organic products, from harvest to processing, packing, and storage to outgoing/shipping. * Indicate at what step ingredients and processing aids are added. * Identify all equipment related to organic.   Identify all storage areas associated with organic products, including incoming inventory, partially packed products, packaging material, and finished product. Identify nonorganic products storage as well. | | | |
| 1. Check all aspects of your waste management system that apply:  On-site dumpster  Material Recycling   Water recycling  Water filtering Smokestack filters Composting  Daily pick-up of waste  Field application of waste  Sale of waste  Other: | | | |
| 1. **CROP & Packaged Products Storage** | | | |
| 1. Do you store your organic crops at your farm?  Yes  No   ***If “No,” skip to section D. Transportation.*** | | | |
| 1. Please provide details on your storage area by completing the following table: | | | |
| **Storage ID** | **Type of Crop or Product Stored** | **Type of Storage** | **Organic (O), Transitional (T), Buffer (B) or Conventional (C)** |
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| 1. Describe your procedures you will use to prevent the commingling of Non-Organic crops/ contamination of organic crops*.* | | | |
| 1. How do you clean storage units prior to storage of organic crops?      1. Check all pest management practices at your facility:   **Preventative Mechanical Materials on National List**  Good sanitation and clean up  Mechanical traps  Pheromone traps  Removal of exterior habitat/food sources  Ultrasound/light devices  Vitamin baits  Clean up spilled product  Release of beneficials  Diatomaceous earth  Sealed doors and/or windows  Sticky traps  Pyrethrum  Physical barriers  Electrocutors  Rotenone  Screened windows/vents  Freezing treatments  Boric acid  Monitoring  Heat treatments **Materials not on National List**  Incoming ingredient inspections  Other (specify):        Crack and crevice spray\*  Other (specify):              Fumigation\*  Fogging\*  Other (specify):  **All pest control products used in storage areas must be listed on the Materials Input Inventory List.** | | | |
| 1. Describe your system for monitoring pest populations, including frequency and monitoring documentation maintained. | | | |
| 1. **Transportation** | | | |
| 1. Are you responsible for the transportation of organic crops or finished products leaving your farm?  Yes  No   **If “No,” provide the name of the responsible party and skip to Section 8. Marketing.**     1. How are organic crops transported? | | | |
| 1. How do you ensure organic crops or products are not contaminated during transport?   Equipment is used for organic crops only.  Organic products are shipped in sealed packages or containers.  Equipment is cleaned prior to organic use  other (specify): | | | |
| 1. What type of cleaning documentation is maintained?  clean out records   clean truck/equipment affidavits  other (specify): | | | |
| **In office use only:**   |  |  | | --- | --- | | **Review** | **Inspection** | | **Reviewer:** | **Inspector:** | | **Section is complete and compliant**  **Yes** **No** | **Section has been verified and is compliant**  **Yes** **No** | | **Comments:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Comments:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |

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| **Section 5. Marketing** |
| A copy of product **labels must be reviewed and approved before using**. The use of labels not approved, will result in an automatic noncompliance |
| 1. Check all marketing venues used to sell organic crops produced on your farming operation:   farmers market  direct to retail  CSA/subscription service  wholesale  on-farm retail  contract to buyer  bulk commodities to processor  other (specify): |
| 1. List all wholesalers, packing sheds and/or processors that handle your organic products: |
| 1. Do you use or plan to use the USDA organic seal on product labels or market information?  Yes  No |
| 1. Do you use or plan to use the Clemson organic seal on product labels or market information?  Yes  No |
| **In office use only:**   |  |  | | --- | --- | | **Review** | **Inspection** | | **Reviewer:** | **Inspector:** | | **Section is complete and compliant**  **Yes** **No** | **Section has been verified and is compliant**  **Yes** **No** | | **Comments:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Comments:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |

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| **Section 6. Recordkeeping NOP §205.103** |
| NOP §205.103 requires records related to an organic crop production, harvest and sales be maintained for **five years**. **Records must be available for review at your annual inspection and be easily audited.**  These records may include, but are not limited to:   * Seed invoices, delivery tickets, and catalogues, and commercial unavailability documentation * Material application records and receipts * Quantifiable Planting, Harvest and Sales records (receipt books, invoices, deposit statements, sales reports, purchase orders, etc.) * Production records (equipment cleaning records, bin tickets, load receipts, hauling records, bill of ladings, and scale records, etc.) |
| 1. Check all records that your operation maintains or plans to maintain for organic production:   field maps  field activity log(s)  compost production records  label records  Transaction Certificates equipment cleaning records  3 year field history sheets  clean transport records  documentation of organic seedlings  documentation of previous land use for rented and/or newly purchased land  input records for soil amendments, seeds, manure, foliar sprays, and pest control products (keep all labels)  documentation of attempts to source organic seeds and/or planting stock  residue analyses of inputs (i.e., manure source off-farm)  monitoring records (soil tests, tissue tests, water tests, quality tests, observations)  harvest records that show field numbers, date of harvest, and harvest amounts (including custom harvest records)  storage records that show storage location/identification, field numbers, amounts stored, and cleaning activities  sales records (purchase order, contract, invoice, cash receipts, cash receipt journal, sales journal, etc.)  shipping records (scale ticket, dump station ticket, bill of lading)  other (specify): |
| 1. Which of the following records do you keep for conventional production?  N/A   field maps  labor records  field history sheets  storage records input records  sales records  harvest records  shipping records  other (specify): |
| 1. Does your company conduct internal audits (SQF, GAP, etc.)?  Yes  No |
| 1. Do your field activity logs track plantings, all material input applications, and locations?  Yes  No |
| 1. Can your recordkeeping system before a mass balance and a traceback audit?  Yes  No |
| **In office use only:**   |  |  | | --- | --- | | **Review** | **Inspection** | | **Reviewer:** | **Inspector:** | | **Section is complete and compliant**  **Yes** **No** | **Section has been verified and is compliant**  **Yes** **No** | | **Comments:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Comments:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |

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| **Section 7. Affirmation** |
| I affirm that all statements made in this application are true and correct. No prohibited products have been applied to any of my organically managed fields during the three-year period prior to projected harvest. I understand that the operation may be subject to unannounced inspection and/or sampling for residues at any time as deemed appropriate to ensure compliance with the Organic Foods Production Act of 1990 and National Organic Program Rules and Regulations.  I understand that acceptance of this questionnaire in no way implies granting of certification by the certifying agent. I agree to provide further information as required by the certifying agent. |
| **Signature of Operator:** **Date:** |
| I have attached the following documents:  Maps of all parcels/fields (showing adjoining land use and field identification)  Field history sheets  Documentation for fields owned or rented for less than three years, if applicable  Water test, if applicable  Soil and/or plant tissue tests, if applicable  Residue analyses, if applicable  Input product labels, if applicable  Organic product labels, if applicable  I have made copies of this system plan and other supporting documents for my own records. |
| **Submit completed form, fees, and supporting documents to:**  Clemson University  Organic Certification Program  511 Westinghouse Road  Pendleton, SC 29670  TEL: (864) 646-2140 FAX: (864) 646-2178  Website: [www.clemson.edu/organic](http://www.clemson.edu/organic) |