*Organic Certification Program*

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.

**Additional documents to submit:**

* Field/Facility Maps
* Field History
* Material Input Form
  + Affidavits if applicable
* Seed/Planting Stock Source Information
  + Seed/Planting Stock Search if applicable
* Previous Land Use Document if applicable
* Adjoining-Land use Document if applicable

**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:   a. Do you need to include pasture as a crop for certification?  Yes  No |
| 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. Field History Information** | | | | | |
| Please complete the information below. In addition, the following should be submitted:   1. Map of all fields and facilities (**required**) 2. Field history for all fields demonstrating previous plantings, cover cropping and applied materials for the past three years (**required**) 3. Previous Land Use Document (**if fields have not been managed for 3 or more years**) | | | | | |
| 1. Have you managed all fields for 3 or more years?  Yes  No 2. Did you submit a field history?  Yes  No 3. Did you submit field and facility maps?  Yes  No 4. Did you submit a Previous Land Use Document if needed?  Yes  No | | | | | |
| 1. Complete this information for main farm address and each parcel that is in a separate location: | | | | | |
| **Field ID** | **Parcel Address** | **Number of Acres** | | | **Rented or Owned** |
| **Organic** | **Transitional** | **Conventional** |
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| **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. Seeds, Annual Transplants, and Seedlings NOP § 205.204** | | |
| NOP §205.204 requires that producers use organically grown seed, annual seedlings, and planting stock (even when these are provided from a contract buyer).  **Contact your certifier if you have any questions before purchasing and planting.**  Seeds:   1. **Annual seedlings must be certified organic to produce an organic crop.** 2. Non-organically produced seeds may be used **only if organic forms are not commercially available and documentation is provided that the seeds are not genetically modified and untreated.**   Planting Stock:   1. **Annual planting** **stock** **must be certified organic** includes seed potatoes, onion sets, garlic bulbs, sweet potato slips, and other propagation material not originating from seed. 2. **Perennial planting** **stock** produces plants that live for more than two years and include root divisions, woodcuttings, tissue culture plantlets and nursery plants in containers. Non-organic perennial plants (planting stock) must be managed organically for at least one year prior to propagation or division of the plant for sale if the plant was not certified organic planting stock.   **Organic planting stock must be used if commercially available**. Non-organically produced **perennial planting stock** may be used **only if organic forms are not commercially available and agronomically justified.**  **Contact your certifier if you have any questions before purchasing and planting.**  **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 non-organic seeds or perennial planting stock are used, you must provide documentation verifying the unavailability of an organic variety, **even when a contract buyer provides seeds.** * Contact three or more **known organic suppliers** and document whether organic seeds or planting stock are available. Record this information on the Organic Seed and Planting Stock Search Record form * **Genetically modified seeds and perennial planting stock treated with prohibited substances are not allowed. Documentation to verify this will need to be provided**   **Information (invoices or seed packages) from all seed sources must be available during your inspection.**  **Failure to have documentation will result in a noncompliance** | | |
| **N/A** No seeds are used in my farming operation.   1. **Seeds** ***Skip to Annual and Perennial Planting Stock.*** | | |
| 1. Are your seeds custom seeded or planted by an outside business? Yes No   If “Yes,” please provide the name and contact information for the custom operation: | | |
| 1. Check all sources of seed used on your farming operation:   save my own seeds (is this documented in field history)  seed companies  provided through contract  other (specify): | | |
| **If you are using non-organic seeds, you must provide documentation that non-organic seeds are not genetically modified or treated with a prohibited material.** | | |
| **N/A** No Perennial planting stock is used in my farming operation.   1. **Perennial Planting Stock**  **Skip to Annual Seedlings/ Annual Planting Stock** | | |
| 1. Check all sources of planting stock used on your farming operation:   grow my own  nurseries  provided through contract  other (specify): | | |
| 1. Have you completed and attached the Seed and Planting Stock Source Verification Form for all planting stock used? **You must submit this information for the application to be complete** Yes | | |
| 1. Is your planting stock certified organic?  Yes  No   If yes, continue to section C  If no, have you submitted documentation confirming the plant material meets the one-year transition period?  Yes  No | | |
| **N/A** No annual seedlings are used in my farming operation.   1. **Annual Seedlings/ Annual Planting Stock Skip to Section 3 Soil Fertility and Crop Nutrient Management.**   **Annual Seedlings and Annual Planting Stock MUST be certified organic to produce an organic crop** | | |
| 1. Do you purchase annual seedlings and/or annual planting stock?  Yes  No   **If “Yes,” complete the table below for your suppliers, they must be certified organic growers** | | |
| **Supplier Name** | **City, State** | **Organic Certifier** |
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| 1. Do you grow annual seedlings and/or annual planting stock on your farm?  Yes  No   **If “Yes,” complete this section.**  **If “No”, Skip to section 3** | | |
| a. On theMaterials Input Inventory Form be sure to list all soil mix ingredients, fertility products, foliar sprays, water system additives, and/or pest and disease inputs used or planned for use in your Container System operations (i.e., hoop house, greenhouse, etc.).  Attach labels or have labels available for the inspector, as applicable. | | |
| b. If treated wood is used in any part of your Container System or high tunnel, where is it used?  Not used | | |
| c. How do you prevent seedling diseases and/or insect problems and how frequently do you monitor? | | |
| 3. Do you grow both organic and non-organic plants as part of your container system operation?  Yes  No  **If “Yes,” complete questions A through H.**  **If “No”, Skip to Section 3** | | |
| 1. What organic and non-organic crops are grown?   List varieties if the same organic and non-organic crops are produced. | | |
| b. How do you separate and identify organic and non-organic growing areas? | | |
| c. Do you use the same equipment on organic and non-organic seedlings/plants?  Yes  No  d. How do you prevent drift of prohibited materials? | | |
| e. How do you label organic and non-organic seedlings/plants? | | |
| f. How do you prevent commingling of organic and non-organic soil mixes during mixing and storage? | | |
| g. Where do you store inputs used for non-organic production? | | |
| h. Do you use new seedling containers?  Yes  No  **If “No,” how do you clean containers?** | | |
| **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 4. Soil Fertility and Crop Nutrient Management NOP §205.203, .205** | | | |
| NOP §205.205 requires 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. List all fertility inputs used or intended for use in the current season on proposed organic and transitional fields on the Materials Input Inventory List. 2. All inputs used during the current year and previous three years must be listed on the Field History Sheet. | | | |
| 1. **General Information and Evaluation** | | | |
| 1. What are your soil/nutrient deficiencies? Must be documented with a soil test or additional tests.  no deficiencies   **Attach results if applicable** | | | |
| 1. How do you monitor the effectiveness of your fertility management program?  |  |  |  |  | | --- | --- | --- | --- | | soil testing | microbiological testing | plant tissue testing | crop quality testing | | observation of soil | observation of crop health | comparison of crop yields | other (specify): | | | | |
| 1. How often do you conduct and document fertility monitoring? | | | |
| 1. Check all of the tillage practices listed below that you implement on your farming operation:  |  |  |  |  | | --- | --- | --- | --- | | no-till | permanent cover | shallow till | contour farming or tilling | | minimum till | moisture monitoring prior to tillage | other (specify): | | | |  | | | | | | | | |
| 1. What are the major components of your soil and crop fertility plan?  |  |  |  |  |  | | --- | --- | --- | --- | --- | | crop rotation | green manure | interplanting | incorporation of crop residues | biodynamic preparations | | subsoiling | on-farm manure | summer fallow | off-farm manure | foliar fertilizers | | compost | soil amendments | side dressing | soil inoculants |  |   other (specify): | | | |
| 1. If you use fertilizers with high salt content (sodium nitrate, potassium sulfate, etc.), how do you prevent salt build-up? How do you prevent runoff?  N/A   **NOP §205.602(g) allows up to 20% of a crop’s total nitrogen requirement from sodium nitrate. Records must be maintained and available for review regarding compliance with this requirement.**  **If exporting internationally, organic standards do not allow the use of sodium nitrate.** | | | |
| 1. Do you burn crop residues?  Yes  No   If “Yes,” please describe what materials are burned and why*:* | | | |
| 1. Do you apply sewage sludge to fields?  Yes  No   If “Yes,” list fields where applied: | | | |
| 1. **Material inputs allowed with restrictions- Soil Fertility** | | | |
| 1. Did you submit a Material Inputs Form?  Yes  No material inputs used 2. Do you use Material Inputs allowed with restrictions for Soil Fertility?  Yes  No   **As a certified organic operation, it is your responsibility to know if a material input is restricted and what the restrictions are.**   * 1. If yes, how do you meet and document the restrictions?      * 1. What is your plan for minimizing your restricted input use? | | | |
| 1. **Compost Use** | | | |
| NOP §205.203(c)(2) requires that the **compost** **with animal byproducts must:**   * Include a C:N ratio between 25:1 and 40:1 * Maintenance of temperatures between 131°F and 170°F for a specific number of days, depending on the method of composting. * Keep a compost production record to verify compliance. | | | |
| 1. What is your compost source?   On- Farm produced compost, **please answer all questions in this section**  Off-Farm, bulk compost, **please submit** Affidavit of Input Materials Composition form **and continue to section D**  Bagged compost reviewed by a Material Review Organization (i.e. OMRI, WSDA, etc) **If selected**, **section is complete, continue to section D**   1. If using **on-farm produced compost**, please list they type of compost and all of its components and any additional additives (if applicable):    1. Are you documenting that your composted has maintained a temperature of between 131 °F and 170 (**Required**) °F for 3 days.  Yes  No | | | |
| 1. If your compost **contains animal by-products,** please describe your process, and answer the questions below: | | | |
| * 1. What is your C:N ratio?   2. What temperature is maintained?   3. How long is this temperature maintained*?*   4. How many times are materials turned?   5. Do you perform an analysis test on your compost?  Yes  No | | | |
| 1. **Manure Use** | | | |
| **If using Raw Manure:**   * May be applied to land used for a crops not intended for human consumption * Must be incorporated into the soil **120 days prior to the harvest**of a product whose edible portion has **direct contact** with soil (i.e. leafy greens) * Must be incorporated into the soil **90 days prior to the harvest** of a product whose edible portion**does not have direct contact**with soil (i.e. root vegetables)   **You must maintain records verifying application dates of raw animal manure.** | | | |
| 1. What forms of manure do you use?   none, **section is complete go to section 4**  fully composted, **this section is complete and verify section C is completed**  raw manure  other (specify): | | | |
| 1. Is the manure on-farm produced or sourced off-farm?   On- Farm produced manure, **please answer all questions in this section**  Off-Farm, **please submit** Affidavit of Input Materials Composition form **and answer questions 4 & 5**  Bagged manure reviewed by a Material Review Organization (i.e. OMRI, WSDA,etc) **If selected**, **section is complete, continue to section 4** | | | |
| 1. If using raw manure, what types of crops do you grow? *Check all boxes that apply.*   crops not used for human consumption  crops for human consumption whose edible portion has direct contact with the soil or soil particles  crops for human consumption whose edible portion does not have direct contact with the soil or soil particles | | | |
| 1. If you grow crops for human consumption and use raw manure, complete the following table. | | | |
| **Crop(s)** | **Field Numbers** | **Date Manure is Applied** | **Expected Date of Harvest** |
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| 1. List all manure ingredients/additives if any: None | | | |
| 1. Describe how you use Raw Manure in your fields:   Manually apply  Animals graze in field, describe grazing practices:   1. Are the animals certified organic?  Yes No   If yes, **section is complete** | | | |
| 1. What are the potential contaminants (pit additives, feed additives, pesticides, antibiotics, heavy metals, etc.) from these sources? | | | |
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| **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. 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. 2. 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 | container system | 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): (Drop Down Question) |
| 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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| **Section 6. Crop Management NOP § 205.205, .206** |
| NOP §205.205, .206 requires a crop rotation plan that maximizes soil organic matter content, prevents weed, pest, and disease problems, and manages deficient or excess plant nutrients.   * Crop Rotation Plan may include fallow fields, cover crops, green manure crops, and catch crops. * Preventative, mechanical, physical, and cultural disease and weed management practices must be demonstrated by the operation * Approved synthetic materials on the National List 205.601 may only be used when management practices are insufficient to prevent or control problems.   NOP §205.206 All inputs used or intended for use during the current year must be listed on the **Materials Input Inventory List** and all materials used in the previous **three years must be listed on your Field History Sheet**   * All weed, pest, and disease inputs **must be approved before purchasing and applying** * All **material input Allowed with Restrictions** have specific annotations for its use. Documentation must be provided that the restrictions for **each** material input that is Allowed with Restrictions is being met   **It is the operator’s responsibility to know if a material input is Allowed with Restrictions and to document how they are meeting the restrictions. If this is not documented, it is an automatic noncompliance.** |
| 1. **Crop Rotation Plans** |
| 1. What is your crop rotation plan?   ***You may submit this in any format, but your application will not be considered complete without this information.*** |
| 1. **Weed Management Plans** |
| 1. What are your problem weeds?  no problem weeds |
| 1. What weed control methods do you use?  |  |  |  |  |  | | --- | --- | --- | --- | --- | | crop rotation | prevention of weed seed set | use of hand tools | hand weeding |  | | field preparation | monitoring soil temperature | mowing | livestock grazing |  | | delayed seeding | mechanical cultivation | flame weeding | steam weeding |  | | electrical | use of fast emerging varieties | smother crops | synthetic mulch |  | | black fallow | soap-based herbicides | corn gluten | non-synthetic mulch |  | | soil sterilization | other (specify): | | |  | |
| 1. Describe your recordkeeping practices for weed control methods? (i.e., dates and fields when you cultivate or weed) *Feel free to attach an example* |
| 1. If you use plastic or other synthetic mulches, is the mulch removed at the end of the growing or harvest season?   *If “No,” why not?*  Yes  No  N/A |
| 1. How do you monitor the effectiveness of your weed management program?   observation of weed types  comparison of crop yields  weed counts  records kept of observations/counts  other (specify):   1. How often do you conduct, and document weed monitoring?  weekly  monthly  annually   as needed  other (specify): |
| 1. **Pest Management Plan** |
| 1. What are your problem pests?  No pest problems  rodents  gophers  birds   nematodes  slugs  mites  insects (specify):  other animals (specify): |
| 1. What strategies do you use to control pest damage to crops?  |  |  |  |  |  | | --- | --- | --- | --- | --- | | crop rotation | selection for plant species/varieties | trap crops | bird houses |  | | timing of planting | development of habitat for natural enemies | bat houses | hand picking |  | | monitoring | release of predators/parasites of pest species | lures | physical removal |  | | companion planting | use of approved products | traps | physical barriers |  | | frog ponds | use of restricted products | IPM | animal repellents |  | | insect repellents | limited use of prohibited products |  |  |  | | none used | other (specify): | | |  | |
| 1. Describe your recordkeeping practices for pest control methods? (i.e., dates when you scout or apply inputs to a specific field or crop) |
| 1. How do you monitor and document your pest management program? *Attach copies of your test results, if applicable*   soil testing  observation of soil  comparison of crop yields  microbiological testing  observation of crop health  crop quality testing  monitoring records kept  other (specify): |
| 1. How often do you conduct, and document pest monitoring?  weekly  monthly  annually   as needed  other (specify): |
| 1. **Disease Control** |
| 1. Describe your disease monitoring plan, include frequency and the specific plant diseases: |
| 1. Check your disease prevention strategies:   crop rotation  companion planting  timing of planting/cultivating  resistant varieties  soil balancing  vector management  compost/tea use  plant spacing  field sanitation  other (specify): |
| 1. How do you monitor and document your disease management program? *Attach copies of your test results, if applicable.*   soil testing  observation of crop health  comparison of crop yields  microbiological testing  observation of soil  monitoring records kept  crop quality testing  other (specify): |
| 1. How often do you conduct pest monitoring?  weekly  monthly  annually   as needed  other (specify): |
| 1. **Preventative, Cultural and Mechanical Practices** |

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| National Organic Program requires that producers implement management practices to prevent weeds, pests and diseases in your crops grown. When these preventative practices are insufficient, a producer may use non-synthetic substances or synthetic substances approved under National Organic Standard 205.601.  These materials must be documented on the **Materials Input Inventory List** accompanying this system plan. | | | | | |
| Use the table below to document the weed, pest, and disease problems in your crops. Include the specific problem; indicate the type of problem it is, the preventative plan and any cultural and mechanical practices used for control. *Attach additional sheets as necessary.* | | | | | |
| **Weed, Pest or Disease** | **Weed** | **Pest** | **Disease** | **Preventative Practice** | **Cultural and Mechanical Practices used for Control** |
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| 1. **Disease & Pest Management Restricted Inputs** | | | | | |
| 1. Does your operation use material inputs that are Allowed with Restrictions?  Yes  No   **As a certified organic operation, it is your responsibility to know if a material input is restricted and what the restrictions are.**   1. If yes, how is your operation documenting that they are meeting the restrictions for **each** material input that is Allowed with Restrictions?      1. How does your operation intend to reduce the usage of material inputs that are allowed with restrictions?   a. How do you intend to document this? | | | | | |
| **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. Maintenance of Organic Integrity** | | | | | |
| 1. **Split and Parallel Production NOP § 205.272** | | | | | |
| **Split Production:** Part of your farm business (the entity for which you seek certification) is managed to meet certification requirements for organic production, and you also produce conventional crops.  **Parallel Production:** A crop variety is managed to meet requirements for organic production, and you also produce the same crop variety conventionally.  **Procedures must be in place to prevent contamination and commingling of crops. Records verifying that steps have been taken to prevent contamination of an organic crop and prevent commingling of organic and conventional crops must be available during your inspection.** | | | | | |
| 1. Does your farm business (the entity for which you seek certification) produce non-organic crops?  Yes  No   **If “No,” skip this section. Adjoining Land Use**  **If “Yes,”:**   1. Do you use the same equipment on organic and non-organic crops?  Yes  No 2. Equipment must be cleaned before use on organic crops, how do you document your cleaning procedure? | | | | | |
| 1. What portion of your total production is: Organic: \_\_\_\_% \_\_\_\_% acres   Non-Organic: \_\_\_\_% \_\_\_\_% acres | | | | | |
| 1. What procedures will you use to prevent the commingling of non- organic crops/ contamination of organic crops? | | | | | |
| 1. List information for all non-organic crops in parallel production: | | | | | |
| **Crop Variety** | | | | **Acres** | **Field ID** |
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| 1. List any prohibited soil amendment, herbicides, and/or pesticides used on Non-Organic crops below.  N/A | | | | | |
| **Product Name** | **Who Applies? Self (S) or Custom (C)** | **Field Numbers Where Applied** | **Where Stored? (Off-farm or where on farm?)** | | |
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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. 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 | | | | | | | |
| **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 8. 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? 2. 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 9. 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 10. 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 11. 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) |