



## Crop Producer Organic System Plan – WSDA Organic Program

**Business Name:** \_\_\_\_\_

**Cert No:** \_\_\_\_\_

### Section A: Seeds

**NOS 205.204**

☐ Not Applicable: My business does not use seeds for crops or cover crops. *Skip to next section.*

1. Which seed sources are used by your business?

☐ Save my own seeds      ☐ Seed companies      ☐ Provided through contract

Other: \_\_\_\_\_

2. Do you use certified organic seed?

☐ Yes ☐ No

2a. If yes, describe how you verify the seed is certified organic. *Include a description of the records you maintain to demonstrate compliance.*

2b. Are pre-plant treatments applied to organic seed by the farm, supplier, or a third party?

☐ Yes, include all materials applied to seeds before planting on your Input Material List.  
☐ No

3. Do you use nonorganic seed?

☐ Yes ☐ No

3a. If yes, describe your process to determine if organic seeds are commercially available before using nonorganic seed. *Include a description of how you attempt to source organic seeds from at least three organic seed suppliers and the records you maintain to document your search.*

3b. If yes, how do you verify seeds are not genetically modified (GMO)?

☐ Varieties are not available in a GMO form  
☐ Letters from the seed supplier  
☐ Safe seed pledge  
☐ Other: \_\_\_\_\_

3c. Are pre-plant treatments applied to nonorganic seed by your farm, supplier, or a third party?

☐ Yes, include all materials applied to seeds before planting on your Input Material List.  
☐ No



## **Crop Producer Organic System Plan – WSDA Organic Program**

4. Optional space for additional information:

Producers **must use organically grown seed**, even when provided by a contract-buyer. If organic seed is not commercially available, nonorganic seed may be used provided it is not treated with prohibited materials or genetically modified.

Producers considering using nonorganic seed **must contact a minimum of three seed suppliers** that offer organic seed each year before using nonorganic seed. Factors for commercial availability are defined as the appropriate form, quality, or quantity to fulfill an essential function. **Cost is not a consideration** when determining commercial availability.

All seed treatments (e.g. coating, inoculants, pelleting) applied by the seed supplier must be included on your Input Material List **unless the seeds are certified organic**.

At your inspection, have a list of the seeds used each year and documentation demonstrating that they are not treated with prohibited materials or genetically modified.



## Crop Producer Organic System Plan – WSDA Organic Program

Business Name: \_\_\_\_\_

Cert No: \_\_\_\_\_

### Section B: Annual Seedlings

**NOS 205.204**

USDA organic regulations define annual seedling as a plant grown from seed that will complete its life cycle or produce a harvestable yield within the same crop year or season in which it was planted.

☐ Not Applicable: My business does not use annual seedlings. *Skip to next section.*

1. Do you purchase annual seedlings?

☐ Yes, include all materials used with annual seedlings on your Material List

☐ No

1a. If yes, describe how you verify the annual seedlings are certified organic. *Include a description of the records you maintain to demonstrate compliance.*

2. Do you produce annual seedlings?

☐ Yes ☐ No

2a. If yes, are your annual seedlings grown within the boundary of your site?

☐ Yes

☐ No – An [Additional Facilities and Third-Parties \(AGR 2519\)](#) form is attached.

3. Do you sell organic annual seedlings?

☐ Yes ☐ No

3a. If yes, how are seedlings labeled or represented as organic?

Annual seedlings **must be certified organic** to produce an organic crop. Have documentation available at your annual inspection to verify you have sourced certified organic annual seedlings.

List your soil mix ingredients, fertility products, foliar sprays, and other inputs you use on your **Input Material List**. Materials must be approved by the WSDA Organic Program for their specific use prior to application.

Annual seedlings produced in containers by you for your own organic production may be grown outside the boundaries of your certified site. All areas used to grow your annual seedlings must be visited at inspection.

Annual seedlings that will be marketed as an annual seedling with an organic claim must be grown within the boundaries of your certified site and included on your organic certificate prior to distribution or sale.



## Crop Producer Organic System Plan – WSDA Organic Program

Business Name: \_\_\_\_\_

Cert No: \_\_\_\_\_

### Section C: Planting Stock

**NOS 205.204**

USDA organic regulations define planting stock as any plant or plant tissue other than annual seedlings but including rhizomes, shoots, leaf or stem cuttings, roots, or tubers, used in plant production or propagation.

☐ Not Applicable: My business does not use planting or grafting stock. *Skip to next section.*

1. Which sources of planting stock are used by your business?

☐ Nursery ☐ Produce my own stock ☐ Provided through contract

Other: \_\_\_\_\_

2. Do you use certified organic planting stock?

☐ Yes ☐ No

2a. If yes, describe how you verify the planting stock is certified organic. *Include a description of the records you maintain to demonstrate compliance.*

2b. Are pre-plant treatments applied to organic planting stock by your farm, supplier, or a third party?

☐ Yes, include all materials applied to planting stock before planting on your Input Material List.

☐ No

3. Do you use nonorganic planting stock?

☐ Yes ☐ No

3a. If yes, describe your process to determine if certified organic planting or grafting stock is commercially available before using nonorganic planting stock. *Include a description of how you attempt to source from at least three suppliers of certified organic planting or grafting stock and the records you maintain to document your search.*

3b. If yes, how do you verify planting or grafting stock is not genetically modified (GMO)?

☐ Varieties are not available in a GMO form

☐ Letters from supplier

☐ Other: \_\_\_\_\_

3c. Are pre-plant treatments applied to nonorganic planting stock by your farm, supplier, or a third party?

☐ Yes, include all materials applied to planting stock before planting on your Input Material List.

☐ No



## **Crop Producer Organic System Plan – WSDA Organic Program**

4. Do you purchase and resell nonorganic planting stock?  
☐ Yes ☐ No
- 4a. If yes, how do you ensure the planting stock was managed organically for 12 months prior to the certified sale? *Include a description of the records you maintain to verify compliance.*
- 4b. If yes, how is the planting stock labeled or represented as certified?
5. Optional space for additional information:

Producers **must use certified organic planting or grafting stock**. If certified organic stock is not commercially available then you may use nonorganic stock provided it is not treated with prohibited materials or genetically modified.

Any producer considering using nonorganic stock **must contact a minimum of three suppliers** that offer certified planting or grafting stock each year before using nonorganic planting stock. Factors for commercial availability are defined as the appropriate form, quality, or quantity to fulfill an essential function. **Cost is not a consideration** when determining commercial availability.



## Crop Producer Organic System Plan – WSDA Organic Program

Business Name: \_\_\_\_\_ Cert No: \_\_\_\_\_

### Section D: Soil Fertility and Crop Nutrient Management

**NOS 250.203, 205.205**

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

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

1. How do you monitor soil health and soil organic matter?

- |  |  |
|--|--|
| <input type="checkbox"/> Crop quality            | <input type="checkbox"/> Crop yields                 |
| <input type="checkbox"/> Microbiological testing | <input type="checkbox"/> Observation of plant health |
| <input type="checkbox"/> Observation of soil     | <input type="checkbox"/> Plant tissue testing        |
| <input type="checkbox"/> Soil testing            | <input type="checkbox"/> Other: _____                |

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

2. How do you manage soil health?

- |   |   |
|---|---|
| <input type="checkbox"/> Animal manure                  | <input type="checkbox"/> Annual crop rotation                 |
| <input type="checkbox"/> Compost                        | <input type="checkbox"/> Compost tea                          |
| <input type="checkbox"/> Conservation cover - Perennial | <input type="checkbox"/> Cover crop - Annual                  |
| <input type="checkbox"/> Fallow rotations               | <input type="checkbox"/> Foliar fertilizers                   |
| <input type="checkbox"/> Green manure                   | <input type="checkbox"/> Incorporate crop or pruning residues |
| <input type="checkbox"/> Mulching                       | <input type="checkbox"/> Rock minerals                        |
| <input type="checkbox"/> Soil inoculants                | <input type="checkbox"/> Other: _____                         |

3. Which tillage practices are used?

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

4. Do you apply synthetic micronutrients or magnesium sulfate to manage plant or soil deficiencies?

☐ Yes ☐ No

4a. If yes, how do you verify specific deficiencies relevant to each crop or field prior to application?

- |  |   |
|--|---|
| <input type="checkbox"/> Recommendations from a crop advisor | <input type="checkbox"/> Documented regional deficiency |
| <input type="checkbox"/> Soil or tissue analysis             | <input type="checkbox"/> Visual observation             |
| <input type="checkbox"/> Other: _____                        |   |



## Crop Producer Organic System Plan – WSDA Organic Program

5. Do you apply calcium chloride?

☐ Yes ☐ No

5a. If yes, is it applied as a foliar spray?

☐ Yes ☐ No

5a. If yes, identify what physiological disorder is it used to treat?

6. Do you apply potassium chloride?

☐ Yes ☐ No

6a. If yes, how do you ensure it is applied in a way that minimizes chloride accumulation in the soil?

### Compost, Compost Tea and Vermicompost

Compost or vermicompost containing manure or other animal materials must meet specific composting time and temperature requirements. If compost or vermicompost that includes manure cannot be verified as meeting these requirements, it must be applied:

- 90 days prior to harvest of crops if the harvestable portion of the crop does not contact the soil, **or**
- 120 days prior to harvest of crops if the harvestable portion does contact with the soil.

7. Do you use compost or compost tea that **you make on-farm**?

☐ Yes ☐ No, *skip to question 10*

8. What types of feedstocks are used in your compost or compost tea process? *Check all that apply.*

☐ Manure or other animal materials

☐ Plant materials

☐ Newspapers or other recycled papers (*without glossy or colored ink*)

☐ Other: \_\_\_\_\_



## Crop Producer Organic System Plan – WSDA Organic Program

9. Do you apply compost that is made on-farm *and* that contains **manure or other animal materials** to crops **intended for human consumption** *and* is **applied less than** 90 or 120 days prior to harvest?  
☐ Yes ☐ No
- 9a. If yes, how do you ensure the compost pile is mixed and managed to allow all feedstocks to heat to the minimum of 131°F (55°C) for a minimum of three days? *Include a description of the records maintained to demonstrate compliance.*
10. Do you use vermicompost that **you make on-farm**?  
☐ Yes ☐ No, skip to question 13
11. Which types of feedstocks are used in the vermicomposting process? *Check all that apply.*  
☐ Manure or other animal materials  
☐ Plant materials  
☐ Newspapers or other recycled papers (*without glossy or colored ink*)  
☐ Other: \_\_\_\_\_
12. Do you apply vermicompost that is made on-farm *and* that contains **manure or other animal materials** to crops **intended for human consumption** *and* is **applied less than** 90 or 120 days prior to harvest?  
☐ Yes ☐ No
- 12a. If yes, how do you ensure the duration of vermicomposting is sufficient to produce a finished product that does not contribute to contamination of crops, soil, or water by plant nutrients, pathogenic organisms, heavy metals, or residues of prohibited substances? *Include a description of the records you maintain to demonstrate compliance.*





## **Crop Producer Organic System Plan – WSDA Organic Program**

### **Manure**

13. Do you use raw, aged, liquid, or digested animal manure on crops intended for human consumption?

☐ Yes ☐ No

- 13a. If yes, when is the product applied?

☐ More than 90 days prior to harvest of crops where the harvestable portion of the crop does not come into contact with the soil.

☐ More than 120 days prior to harvest of crops where the harvestable portion of the crop does come into contact with the soil.

14. Optional space for additional information:



## Crop Producer Organic System Plan – WSDA Organic Program

Business Name: \_\_\_\_\_ Cert No: \_\_\_\_\_

### Section E: Natural Resources and Biological Diversity

**NOS 205.200, 205.205, 205.206**

#### Crop Rotation and Biological Diversity

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

Perennial cropping systems (tree fruit, hay) may employ means such as alley cropping, intercropping, and hedgerows to introduce biological diversity in lieu of crop rotation.

1. Do you produce annual crops?

☐ Yes ☐ No

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

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

2. Which of the following practices do you use to maintain biological diversity? *Consider both certified sites and land adjacent to certified sites you manage.*

#### In-field management:

☐ Alley cropping

☐ Cover crop - Annual

☐ Annual crop rotation

☐ Conservation cover - Perennial

☐ Hedgerow planting

#### Landscape management:

☐ Brush management

☐ Early successional habitat development/management

☐ Field border

☐ Restoration and management of rare or declining habitats

☐ Structure for wildlife

☐ Tree/Shrub establishment

☐ Upland wildlife habitat management

☐ Windbreak/shelterbelt establishment

#### Adjacent waterway management:

☐ Channel bank vegetation

☐ Riparian forest buffer

☐ Riparian herbaceous cover

☐ Shallow water development and management

☐ Spring development

☐ Stream habitat improvement and management

☐ Streambank and shoreline protection

☐ Wetland wildlife habitat management



## Crop Producer Organic System Plan – WSDA Organic Program

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

☐ Yes ☐ No

3a. If yes, describe the practices.

### Natural Resource Conservation

Organic production is a system that is managed to respond to site-specific conditions by integrating cultural, biological and mechanical practices that foster cycling of resources, promote ecological balance, and conserve biodiversity. Natural resources are the physical, hydrological, and biological features of a production operation, including soil, water, wetlands, woodlands, and wildlife.

Organic operations must maintain or improve the natural resources of the operation, including soil and water quality. You must initiate practices to support biodiversity and avoid, to the extent practicable, any activities that would diminish it.

You may consider natural resource conservation practices on land adjacent to your certified site if you manage the adjacent land and the practices directly benefit the organic site.

### Soil Erosion

4. Is permanent ground cover, such as sod, established on at least 90% of the ground at all certified sites?

☐ Yes ☐ No

5. Is the slope of the land less than 10% at all certified sites?

☐ Yes ☐ No

If you answered Yes to both of these questions skip to the next area of concern – *Irrigation Water*.

6. Which of the following practices do you use to maintain or improve soil stability?

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



## Crop Producer Organic System Plan – WSDA Organic Program

### Irrigation Water

7. Do you irrigate sites where crops are harvested?  
☐ Yes  
☐ No, *skip to the next area of concern—Excess Nutrients in Surface and Ground Water*
8. Do you apply input materials through your irrigation system to sites where conventional or certified crops are harvested? *Consider materials applied to non-certified sites as well as certified sites.*  
☐ Yes ☐ No
- 8a. If yes, what type of materials are applied through your irrigation system?  
☐ Fertilizers ☐ Pesticides  
☐ Pre-harvest crop sanitizers ☐ Irrigation system cleaners  
☐ Other (specify): \_\_\_\_\_
- 8b. If yes, describe your practices to prevent contamination of certified crops?  
☐ Not applicable, all materials applied through irrigation systems are approved for use in organic production
9. Which of the following practices do you use to improve irrigation water use efficiency? *Consider practices implemented on both certified sites and land adjacent to certified sites.*
- |   |  |
|---|--|
| <input type="checkbox"/> Alley cropping                         | <input type="checkbox"/> Annual crop rotation        |
| <input type="checkbox"/> Contour buffer strips                  | <input type="checkbox"/> Contour farming             |
| <input type="checkbox"/> Cover crop – Annual                    | <input type="checkbox"/> Cross wind trap strips      |
| <input type="checkbox"/> Irrigation reservoir                   | <input type="checkbox"/> Irrigation water management |
| <input type="checkbox"/> Micro-irrigation                       | <input type="checkbox"/> Mulching                    |
| <input type="checkbox"/> No till                                | <input type="checkbox"/> Ridge till                  |
| <input type="checkbox"/> Row arrangement                        | <input type="checkbox"/> Tailwater recovery          |
| <input type="checkbox"/> Windbreak or shelterbelt establishment |  |
| <input type="checkbox"/> Other: _____                           |  |
10. What monitoring activities do you implement to ensure irrigation water is used efficiently?  
☐ Soil moisture sensors  
☐ Visual observations  
☐ Irrigation scheduling software  
☐ Other: \_\_\_\_\_



## Crop Producer Organic System Plan – WSDA Organic Program

### Excess Nutrients in Surface and Ground Waters

11. Do you apply fertilizers or other nutrients to certified sites?  
☐ Yes ☐ No
12. Do you pasture livestock on certified sites?  
☐ Yes ☐ No

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

13. Which of the following practices do you implement to maintain or improve water quality in terms of nutrient contaminants? *Consider practices implemented on both certified sites and land adjacent to certified sites.*

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

### Pesticides Transported to Surface and Ground Waters

14. Do you apply pest, disease, or weed control materials?  
☐ Yes  
☐ No, *skip to the next area of concern—Excessive Sediment in Surface Waters*
15. Which of the following practices do you implement to maintain or improve water quality in terms of pesticide contaminants? *Consider practices implemented on both certified sites and land adjacent to certified sites.*

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



## Crop Producer Organic System Plan – WSDA Organic Program

### Excessive Sediment in Surface Waters

16. Are streams, shorelines, gullies, or irrigation channels (e.g. canals, ditches) on or adjacent to sites where certified crops are produced?  
☐ Yes ☐ No *skip the remainder of this section*
17. Which of the following practices do you implement to maintain or improve water quality in terms of sedimentation? *Consider practices implemented on both certified sites and land adjacent to certified sites.*
- |  |  |
|--|--|
| <input type="checkbox"/> Channel bank vegetation             | <input type="checkbox"/> Conservation cover          |
| <input type="checkbox"/> Contour buffer strips               | <input type="checkbox"/> Contour farming             |
| <input type="checkbox"/> Filter strip                        | <input type="checkbox"/> Grassed waterway            |
| <input type="checkbox"/> Heavy use area protection           | <input type="checkbox"/> Irrigation water management |
| <input type="checkbox"/> Lined waterway or outlet            | <input type="checkbox"/> Pond                        |
| <input type="checkbox"/> Riparian forest buffer              | <input type="checkbox"/> Riparian herbaceous cover   |
| <input type="checkbox"/> Seasonal till                       | <input type="checkbox"/> Stream crossing             |
| <input type="checkbox"/> Streambank and shoreline protection | <input type="checkbox"/> Tailwater recovery          |
| <input type="checkbox"/> Tree or shrub establishment         | <input type="checkbox"/> Vegetative barriers         |
| <input type="checkbox"/> Water and sediment control basin    |  |
| <input type="checkbox"/> Other: _____                        |  |
18. Optional space for additional information:



## Crop Producer Organic System Plan – WSDA Organic Program

**Business Name:** \_\_\_\_\_ **Cert No:** \_\_\_\_\_

### Section F: Weed Management Practices

**NOS 205.206**

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

1. Which monitoring practices do you implement to determine the effectiveness of your weed management plan?  
☐ Comparison of crop yields      ☐ Observation of crop health      ☐ Observation of weeds  
☐ Other: \_\_\_\_\_
2. How often do you make these comparisons or observations?
3. Which preventive weed control strategies do you implement on your operation?  

<input type="checkbox"/> Cover crop - Annual	<input type="checkbox"/> Crop rotation
<input type="checkbox"/> Crop spacing	<input type="checkbox"/> Field preparation
<input type="checkbox"/> Flame weeding	<input type="checkbox"/> Hand weeding
<input type="checkbox"/> Mechanical cultivation	<input type="checkbox"/> Mowing
<input type="checkbox"/> Natural mulch	<input type="checkbox"/> Stale seed bed
<input type="checkbox"/> Other: _____	
4. Do you use plastic mulch or silage tarps for weed control in an **annual** cropping system?  
☐ Yes ☐ No  
  - 4a. If yes, describe how you ensure it is removed from the field at the end of the growing or harvest season?
5. Do you use plastic mulch or silage tarps for weed control in a **perennial** cropping system?  
☐ Yes ☐ No  
  - 5a. If yes, describe how you ensure the plastic remains in sufficient condition that prevents decomposition into the soil.



## **Crop Producer Organic System Plan – WSDA Organic Program**

6. Describe the records you maintain regarding your preventative weed management strategies.

7. Optional space for additional information:

**List all weed control materials on your Input Material List.** Materials must be approved by WSDA Organic Program prior to application on organic crops or land.





## Crop Producer Organic System Plan – WSDA Organic Program

**Business Name:** \_\_\_\_\_ **Cert No:** \_\_\_\_\_

### Section G: Pest Management Practices

**NOS 205.206**

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

1. Which monitoring practices do you implement to determine the effectiveness of your pest management plan?

☐ Observation of crop health

☐ Comparison of crop yields

☐ Trap monitoring

☐ Pest modeling

☐ Scouting program

☐ Other (specify): \_\_\_\_\_

2. How often do you make these comparisons or observations?

3. Which crop pests do you manage?

☐ Insects

☐ Rodents

☐ Birds

☐ Nematodes

☐ Mites

☐ Slugs

☐ Other: \_\_\_\_\_

4. Which preventative pest control strategies do you implement on your operation?

☐ Crop rotation

☐ Insect or rodent traps

☐ Structures for wildlife

☐ Beneficial habitat

☐ Resistant varieties

☐ Mating disruption

☐ Timing of planting

☐ Release of beneficials

☐ Trap crops

☐ Companion planting

☐ Physical barriers

☐ Physical removal

☐ Other: \_\_\_\_\_

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

**List all pest control materials on your Input Material List.** Materials must be approved by the WSDA Organic Program for their specific use prior to application.



## Crop Producer Organic System Plan – WSDA Organic Program

**Business Name:** \_\_\_\_\_ **Cert No:** \_\_\_\_\_

### Section H: Disease Management Practices

**NOS 205.206**

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

1. Which monitoring practices do you implement to determine the effectiveness of your disease management plan?

☐ Observation of crop health

☐ Comparison of crop yields

☐ Disease modeling

☐ Scouting program

☐ Other: \_\_\_\_\_

2. How often do you make these comparisons or observations?

3. Which preventative disease control strategies do you implement on your operation?

☐ Crop rotation

☐ Resistant varieties

☐ Vector management

☐ Plant spacing

☐ Companion planting

☐ Microbial products

☐ Compost

☐ Compost tea

☐ Field sanitation (*physical removal*)

☐ Timing of planting or cultivating

☐ Soil solarization

☐ Irrigation water management

☐ Other: \_\_\_\_\_

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

5. Do you apply copper sulfate or fixed coppers for plant disease control?

☐ Yes ☐ No

5a. If yes, how do you ensure these materials are applied in a way that minimizes copper accumulation in the soil?

**List all disease control materials on your Input Material List.** Materials must be approved by the WSDA Organic Program for their specific use prior to application.



## Crop Producer Organic System Plan – WSDA Organic Program

Business Name: \_\_\_\_\_

Cert No: \_\_\_\_\_

### Section I: Farm Equipment

**NOS 205.272**

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

1. Do you use any farm equipment that is **dedicated for certified production** only? *Consider all owned, rented, or borrowed equipment that comes into direct contact with crops, seeds, transplants, input materials, or other items that could pose a contamination or commingling risk*

☐ Yes ☐ No

- 1a. If yes, describe how you prevent dedicated equipment from being contaminated with prohibited materials. Include a description of the naming system, signage, or other documentation maintained to verify dedicated equipment is only used for organic production.

☐ Not applicable, no prohibited materials used, and no non-certified crops produced on my farm.

2. Do you use any farm equipment that is **used on both certified and non-certified crops or land**? *Consider all owned, rented, or borrowed equipment that comes into direct contact with crops, seeds, transplants, input materials, or other items that could pose a contamination or commingling risk.*

☐ Yes ☐ No – all equipment is dedicated for organic production only.

- 2a. If yes, what types of equipment are shared?

☐ Harvesting

☐ Input material application (*sprayers, spreaders*)

☐ Planting

☐ Transportation

☐ Other: \_\_\_\_\_

- 2b. If yes, describe the procedures you follow to ensure equipment is cleaned after use with non-certified crops.

- 2c. If yes, what type of equipment cleaning documentation is maintained?

☐ Clean truck or equipment affidavits

☐ Clean out documentation

☐ Standard operating procedures (*attach a copy of any procedures*)

☐ Other: \_\_\_\_\_



## Crop Producer Organic System Plan – WSDA Organic Program

3. Do you contract or hire any third parties to conduct any production activities on your behalf. *Do not consider activities conducted by hired employees who are under your supervision.*
- ☐ Yes ☐ No
- 3a. If yes, what types of activities are conducted on your behalf?
- |  |  |
|--|--|
| <input type="checkbox"/> Custom harvest        | <input type="checkbox"/> Custom planting |
| <input type="checkbox"/> Material applications | <input type="checkbox"/> Pest control    |
| <input type="checkbox"/> Transportation        |  |
| <input type="checkbox"/> Other: _____          |  |
- 3b. If yes, what are the cleaning procedures implemented to ensure equipment used by third parties does not pose a risk of contamination or commingling to your certified crops.
- ☐ Inspect custom equipment prior to use.
- ☐ Clean custom equipment prior to use.
- ☐ Review cleaning records prior to use.
- ☐ Review and maintain copies of standard operating procedures.
- ☐ Custom equipment is dedicated to organic production and never used with non-certified crops.
- ☐ Other: \_\_\_\_\_
- 3c. If yes, what type of equipment cleaning documentation is maintained? *Consider records, or copies of records, you maintain and make available at inspection.*
- ☐ Clean truck or equipment affidavits
- ☐ Clean out documentation
- ☐ Standard Operating Procedures (*attach a copy of any procedures*)
- ☐ Other: \_\_\_\_\_
4. Optional space for additional information:

**Certified producers** are responsible for ensuring production and handling activities do not contaminate certified crops. This includes **activities done by third parties** on their behalf.

Your organic system plan must describe all activities conducted **by an outside business**. Documentation verifying these activities **must be available** during your inspection.



## Crop Producer Organic System Plan – WSDA Organic Program

Business Name: \_\_\_\_\_ Cert No: \_\_\_\_\_

### Section J: Harvest and Transportation

**NOS 205.270, 205.272**

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

Procedures used to maintain the organic integrity of ingredients or products must be documented.

#### Harvest

1. Who is responsible for harvest? *Check all that apply*  
☐ Your business (Internal) ☐ Contract buyer or customer  
☐ Processor ☐ Other: \_\_\_\_\_
2. Identify and describe the type of records maintained regarding harvest.
3. How are crops harvested? *Check all that apply*  
☐ By hand ☐ Mechanical  
☐ Other: \_\_\_\_\_
4. What types of containers are used for harvest? *Check all that apply*  
☐ Bulk trucks or trailer ☐ Cardboard or waxed boxes ☐ Picking bags  
☐ Plastic bins ☐ Wooden bins  
☐ Other: \_\_\_\_\_
5. How do you ensure harvest containers do not contaminate crops? *Check all that apply*  
☐ Cleaned prior to use ☐ Lined prior to use  
☐ Only new containers are used ☐ Used for organic crops only  
☐ Other: \_\_\_\_\_
  - 5a. If you marked *cleaned prior to use*, describe the type of records maintained to demonstrate harvest containers do not contaminate crops.
6. What type of material are harvest containers made of? *Check all that apply.*  
☐ Plastic ☐ Metal ☐ Cloth ☐ Wood ☐ Cardboard  
☐ Other: \_\_\_\_\_
7. Are all harvest containers permanently and clearly stamped with an organic designation?  
☐ Yes ☐ No



## **Crop Producer Organic System Plan – WSDA Organic Program**

- 7a. If no, how do you ensure harvest containers do not contaminate organic crops?
- ☐ Containers made of plastic, metal, or cloth are cleaned after use with nonorganic crops.
  - ☐ Containers made of cardboard have not been exposed to prohibited materials.
  - ☐ Containers made of wood are completely lined with plastic.
  - ☐ Other – *Describe below:*
- 7b. If no, describe the documentation maintained to verify harvest containers do not pose a risk of contamination.
8. Are you a tree fruit producer who receives nondedicated wood bins from a handler or processor?
- ☐ Yes ☐ No
- 8a. If yes, how do you and the handler or processor ensure the nondedicated wood bins do not contaminate organic tree fruit during harvest or post-harvest handling? *Both boxes must be checked for nondedicated wood bins to be used for tree fruit harvest.*
- ☐ Wood bins will not go into a dump tank at handler or processor.
  - ☐ Wood bins are fully lined to prevent fruit from contacting the bin.
- 8b. If yes, explain what documentation is provided by the handler or processor confirming how contamination is prevented when using the nondedicated wood bins they provided.

**The use or reuse of any bin, box, or container that was exposed to a prohibited material in the past is not allowed for use with organic crops**, unless the container can be and has been thoroughly cleaned and no longer poses a risk of contamination.

**Containers made of porous materials**, such as wood or cardboard, cannot be adequately cleaned after exposure to prohibited materials.

**Records must be available** at inspection regardless of responsible party to demonstrate there is not a risk of contamination from the reuse of a container that was previously drenched, fumigated, or otherwise exposed to prohibited organic materials.



## Crop Producer Organic System Plan – WSDA Organic Program

### Transportation

9. How are certified products transported? *Check all that apply*
- ☐ Bins or totes ☐ Bulk trailer ☐ Cardboard boxes  
☐ Other: \_\_\_\_\_
10. Who is responsible for the transportation of certified crops? *Check all that apply*
- ☐ Broker ☐ Buyer ☐ Self  
☐ Warehouse or packer ☐ Other: \_\_\_\_\_
11. How does your company ensure outgoing transport units are cleaned prior to loading loose or bulk certified products?
- ☐ Not applicable, only packaged products are shipped  
☐ Clean out records  
☐ Clean truck/equipment affidavits  
☐ Other: \_\_\_\_\_
12. Are certified crops or products shipped in the same transport units as non-certified products?
- ☐ Yes ☐ No
- 12a. If yes, which practices are implemented to segregate certified products?
- ☐ Certified product sealed in impermeable containers  
☐ Separate area in transport unit  
☐ Use of separate pallets  
☐ Other: \_\_\_\_\_
13. Are crops transported to a facility prior to receipt by buyers or packers? (*e.g. hydrocooling, drying, cleaning, storage, consolidation*)
- ☐ Yes – An [Additional Facilities and Third-Parties \(AGR 2519\)](#) form is attached.  
☐ No
14. Optional space for additional information:



## Crop Producer Organic System Plan – WSDA Organic Program

Business Name: \_\_\_\_\_

Cert No: \_\_\_\_\_

### Section K: Storage

**NOS 205.270, 205.272**

USDA organic regulations require storage practices and procedures prevent organic products from commingling with nonorganic products and contamination by prohibited substances

1. Do you contract with any third parties to store certified crops or products on your behalf?  
☐ Yes – An [Additional Facilities and Third-Parties \(AGR 2519\)](#) form is attached.  
☐ No
2. Does your business physically store any certified crops or products?  
☐ Yes ☐ No – *skip to next section.*
3. Are all certified crops or products stored in sealed, impermeable packages?  
☐ Yes ☐ No
  - 3a. If no, how do you prevent certified crops from contamination by prohibited substances and commingling with non-certified crops during storage?  
☐ Certified crops are stored in rooms **permanently dedicated for organic use only.**  
☐ Certified crops are stored in rooms that are cleaned and **dedicated for organic use for the entire season.**  
☐ Certified crops are stored in areas/shelf designated with organic signage.  
☐ Other – *Describe below:*
  - 3b. If no, what records document where certified crops are stored and how the area was cleaned for organic use?  
☐ No applicable – All organic crops are packaged in storage
4. Optional space for additional information:





## Crop Producer Organic System Plan – WSDA Organic Program

Business Name: \_\_\_\_\_ Cert No: \_\_\_\_\_

### Section L: Post Harvest Handling

**NOS 205.270, 205.272**

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

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.

1. Does your business work with a third-party to process, pack, label, or otherwise custom handle organic crops on your behalf?

☐ Yes - An [Additional Facilities and Third-Parties \(AGR 2519\)](#) form is attached.  
☐ No

- 1a. If yes, describe how you verify the operation is certified according to USDA organic standards for the service:

- 1b. How frequently do you verify the third-party's organic certification status?

☐ With every order      ☐ Monthly      ☐ Annually  
☐ Other: \_\_\_\_\_

2. Do you wash, pack, label, or otherwise handle crops after harvest at your farm?

☐ Yes  
☐ No, my business does not wash, pack, or label crops post-harvest. Crops remain in the containers they were harvested into and are transported or stored in the same container. *Skip to next section.*

3. Do you engage in post-harvest handling activities for both certified and non-certified crops?

☐ Yes ☐ No

- 3a. If yes, describe your procedures for keeping certified and non-certified crops separated.



## Crop Producer Organic System Plan – WSDA Organic Program

### Cleaning and Sanitizing

USDA organic regulations require operations to prevent organic products from contamination by prohibited substances. If materials are not approved for direct contact with organic products, procedures must be in place to ensure the cleaning material has been removed from the food contact surface prior to organic handling. These procedures must be documented.

4. What cleaning methods are used on food contact surfaces prior to handling certified crops?
- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Compressed air | <input type="checkbox"/> Manual washing | <input type="checkbox"/> Purging of equipment* |
| <input type="checkbox"/> Sanitizing     | <input type="checkbox"/> Scraping       | <input type="checkbox"/> Soap and water        |
| <input type="checkbox"/> Sweeping       | <input type="checkbox"/> Vacuuming      | <input type="checkbox"/> Steam cleaning        |
| <input type="checkbox"/> Other: _____   |   |  |

\*For all equipment cleaned using a purge of organic products, submit documentation outlining your procedures and how you determined purge quantities are adequate for the capacity of the equipment.

☐ Equipment purge amounts and procedures attached.

5. Do you use any residual sanitizers (e.g. quaternary ammonium) on surfaces or equipment that come in direct contact with organic products?

☐ Yes ☐ No

5a. If yes, describe how you **remove residual sanitizers** prior to organic handling.

5b. If yes, describe the testing protocol used to verify no **residual sanitizers remain** prior to handling organic products. *Include the type and range of test strips used, and how the results are documented.*



## **Crop Producer Organic System Plan – WSDA Organic Program**

6. Do you use the same food contact surfaces and/or post-harvest packing equipment for both organic and non-certified crops?
- ☐ Yes ☐ No
- 6a. If yes, describe the differences in chemicals or procedures used to clean or purge equipment prior to handling non-certified crops.
- ☐ Not applicable – The same cleaning materials and procedures are used regardless of organic status.
7. Identify the records used to document equipment is cleaned or purged prior to organic handling and how these records link or correlate to production records.

All cleaning or sanitation materials used on food contact surfaces **must be included on your Input Material List**. Materials may be added or removed at any point in the year by contacting WSDA Organic Program.



## Crop Producer Organic System Plan – WSDA Organic Program

### Post Harvest Handling Inputs

8. Does your business apply any inputs directly to any crops after harvest? *Consider all inputs applied to certified or non-certified crops.*
- ☐ Yes  
☐ No - *Skip to Water.*
9. Identify **all** types of input materials used in direct contact on crops (certified **or** non-certified) after harvest:
- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Anti-foaming agents  | <input type="checkbox"/> Anti-fungal agents   | <input type="checkbox"/> Anti-microbial agents |
| <input type="checkbox"/> Anti-ripening agents | <input type="checkbox"/> Antioxidants         | <input type="checkbox"/> Feed antibiotics      |
| <input type="checkbox"/> Feed coccidiostats   | <input type="checkbox"/> Flootation agents    | <input type="checkbox"/> Packaging gases       |
| <input type="checkbox"/> Preservatives        | <input type="checkbox"/> Release agents       | <input type="checkbox"/> Ripening agents       |
| <input type="checkbox"/> Sanitizers – washes  | <input type="checkbox"/> Sprouting inhibitors | <input type="checkbox"/> Waxes – coatings      |
| <input type="checkbox"/> Other: _____         |   |  |
10. Does your operation use input materials on non-certified crops that are **not** used on certified crops?
- ☐ Yes  
☐ No, only organically approved inputs are used regardless of organic status.
- 10a. If yes, how do you monitor your practices are sufficient to prevent contamination of certified products from prohibited post-harvest inputs? *Include details about the frequency of your monitoring and any testing of products that may occur.*
11. Describe how your business records each direct application of input materials to both certified and non-certified products handled at your farm.



## Crop Producer Organic System Plan – WSDA Organic Program

### Water

12. How is water used during post-harvest handling?
- ☐ Not Used, *Skip to Packing*
- ☐ Cleaning equipment ☐ Washing crops
- ☐ Cooling ☐ Product transport (*e.g fruit floating*)
- ☐ Other: \_\_\_\_\_
13. Which of the following water sources are used by your business?
- ☐ Municipal ☐ On-site well
- ☐ Other: \_\_\_\_\_
14. Is water treated on-site? (*e.g. UV, carbon filtration, water softeners, pH adjustment*)
- ☐ Yes ☐ No
- 14a. If yes, is treated water still considered potable and meet the standards outlined in the Safe Drinking Water Act?
- ☐ Yes ☐ No
- 14b. If yes, describe how you manage your water system for safe drinking and quality purposes. *Include details about your water monitoring practices.*
15. Are chlorine materials used in wash water or flume water while handling certified crops?
- ☐ Yes ☐ No
- 15a. If yes, how do you monitor the rinse step is sufficient to reduce chlorine levels on the certified crop below Safe Drinking Water Act (SDWA) standards of 4 ppm Cl<sub>2</sub> or 0.8 ppm ClO<sub>2</sub>?
- Include what tests you use, where in the process you test the rinse, how often you conduct tests, and how you document results.*
- ☐ N/A, chlorine is never used above SDWA levels (*4 ppm Cl<sub>2</sub> or 0.8 ppm ClO<sub>2</sub>*).

Water used in organic post-harvest handling **must be potable** and meet Safe Drinking Water Act standards.

Chlorine materials may be used according to label rates in water used in direct contact with organic products, provided the restrictions outlined in section 205.605 and the NOP Handbook (NOP 5026 and PM 14-2) are met.

Any added materials (e.g. chlorine, peracetic acid, hydrogen peroxide) used in solution with water that contacts organic products must be included on your Input Materials List.



## Crop Producer Organic System Plan – WSDA Organic Program

### Packing

16. What material are packages or containers made of? *Check all that apply.*
- ☐ Plastic    ☐ Metal    ☐ Cloth    ☐ Wood    ☐ Cardboard
- ☐ Other (*specify*): \_\_\_\_\_
17. Identify how you ensure packaging, storage, or shipping containers do not contaminate organic crops with prohibited substances.
- ☐ Only new containers are used.
- ☐ Reused containers are permanently and clearly stamped with organic designation.
- ☐ Reused containers made of plastic, metal, or cloth are cleaned after use with nonorganic products.
- ☐ Containers made of cardboard have not been exposed to prohibited materials.
- ☐ Containers made of wood are completely lined with plastic.
- ☐ Other - *Describe below*:
18. Optional space for additional information:

**The use or reuse of any bin, box, or container that was exposed to a prohibited material in the past is not allowed for use with organic products**, unless the container can be and has been thoroughly cleaned and no longer poses a risk of contamination.

**Containers made of porous materials**, such as wood or cardboard, **cannot be adequately cleaned** after exposure to prohibited materials.



## Crop Producer Organic System Plan – WSDA Organic Program

**Business Name:** \_\_\_\_\_ **Cert No:** \_\_\_\_\_

### Section M: Facility Pest Management

**NOS 205.271**

USDA organic regulations require producers to implement management practices to prevent and control pests in storage and areas where post-harvest activities are conducted. These practices must include prevention, followed by the use of mechanical and physical controls. A material on the National List may be used if these practices are insufficient.

☐ Not Applicable: My business does not store or conduct post-harvest activities of certified crops beyond activities conducted within the organic site or field. *Skip to next section.*

1. What type of pest management system does your farm use in storage or post-harvest activity areas?

☐ In-house

☐ Contract pest control service. Business Name: \_\_\_\_\_

**You must notify all outside pest control services that your business handles organic products. A pest control plan suitable for organic production must be in place and described in your business' organic system plan. All pest management records must be readily available for inspection.**

2. Check all potential pest problems in storage or post-harvest activity areas:

☐ Crawling insects

☐ Birds

☐ Flying insects

☐ Rodents

☐ Other: \_\_\_\_\_

3. Describe the practices used to monitor and manage pest pressures. *Include frequency of monitoring and how these practices are documented.*

4. Which pest management strategies are used in your storage or post-harvest activity areas?

#### **Preventative:**

☐ Good sanitation

☐ Incoming product inspection

☐ Physical barriers

☐ Removal of exterior habitat and food

☐ Screened windows or vents

☐ Sealed doors and windows

☐ Other: \_\_\_\_\_

#### **Mechanical:**

☐ Electrocutors

☐ Freezing treatments

☐ Heat treatments

☐ Mechanical traps

☐ Sticky traps

☐ Ultrasound/light devices

☐ Other: \_\_\_\_\_



## Crop Producer Organic System Plan – WSDA Organic Program

### **Pest Control Materials** *Natural or on the National List*

- |                                       |   |  |
|---------------------------------------|---|--|
| <input type="checkbox"/> Boric acid   | <input type="checkbox"/> Diatomaceous earth | <input type="checkbox"/> Pheromone traps |
| <input type="checkbox"/> Pyrethrum    | <input type="checkbox"/> Vitamin baits      |  |
| <input type="checkbox"/> Other: _____ |   |  |

### **Pest Control Materials** *Not on the National List*

- |  |   |                                  |
|--|---|----------------------------------|
| <input type="checkbox"/> Crack and crevice spray | <input type="checkbox"/> Exterior Bait Stations | <input type="checkbox"/> Fogging |
| <input type="checkbox"/> Fumigation              | <input type="checkbox"/> Other: _____           |                                  |

5. Describe how bait stations are used in storage or post-harvest activity areas.
- ☐ No bait stations are used.
  - ☐ All bait stations are located on the exterior perimeter, outside areas used for organic handling.
  - ☐ Stations are only baited with a nonsynthetic or organically allowed input material.
  - ☐ Other – *Describe the type of bait used and where bait stations are located:*
6. Describe how certified products and packaging are protected from contact with pest control materials.
- ☐ Not applicable, no pest control materials are used in organic handling or storage areas.
7. Prior to using a synthetic pest control material not on the National List, describe how you will first determine an allowed material is not effective to control the targeted pest.
- ☐ Not applicable, my business does not plan to use a synthetic input in organic handling or storage areas.

Pest control materials used in areas where organic ingredients and products are handled, processed or stored **must be included on your Input Materials List.**





## Crop Producer Organic System Plan – WSDA Organic Program

Business Name: \_\_\_\_\_

Cert No: \_\_\_\_\_

### Section N: Labeling

**205.303, 205.307**

USDA organic regulations include specific requirements for labeling both **nonretail containers** used for storage and shipping and **retail packages**. Visit WSDA Organic Program's website for information and resources on organic label requirements: <https://agr.wa.gov/departments/organic/resources/organic-labels>

#### Nonretail Containers

A nonretail container is any **storage or shipping container** not used in the retail display of products. Review WSDA Organic Program's [Nonretail Container factsheet](#) for more information.

1. What type of nonretail containers are used to store or ship crops? *Check all that apply.*

- ☐ Produce boxes
- ☐ Totes or bulk bags
- ☐ Harvest crates or bins
- ☐ Bulk trailers or tanks
- ☐ Grain elevators or bins, silos, or other bulk storage
- ☐ Master cases or pallets of retail packages
- ☐ Other: \_\_\_\_\_

All nonretail containers must clearly identify the product's **certification status** and display a **unique identifier** such as a lot number or shipping identification that links to your records. Your business is responsible for this requirement even if you are not responsible for the transportation of your crops after harvest.

2. How is the **certification status of crops** displayed on storage or shipping containers? *Check all that apply.*

- ☐ Containers are permanently and clearly stamped with "transitional", "organic", "ORG" or similar.
- ☐ Temporary signage identifies bulk storage and/or transport units as "transitional", "organic", "ORG" or similar.

Note any additional details regarding how you ensure the certification status is displayed on all storage and shipping containers used with your organic crops:

3. What **unique identifier** is used on storage and shipping containers? *Check all that apply.*

- ☐ Containers are labeled with a lot number.
- ☐ Containers are labeled with shipping identification.
- ☐ Containers are labeled with another unique identifier.

Describe: \_\_\_\_\_



## Crop Producer Organic System Plan – WSDA Organic Program

Organic records must produce an audit trail that confirms the source, transfer of ownership, and chain of custody of an organic crop through sale or transport. Records associated with nonretail containers are an important link in this audit trail. These associated records may be storage, transport, or distribution records.

**Audit trail records** associated with nonretail storage and shipping containers **must include**:

- The certification status of the crop on every record.
  - The unique identifier displayed on the container.
  - The name of your certified business.
4. Describe how you ensure records associated with storage and shipping include the three elements noted above.

**Review WSDA Organic Program's [Nonretail Container factsheet](#) for more information on how to meet nonretail container labeling and accompanying record requirements.**

### Retail Packages

The USDA organic regulations include three types of organic claims that may be made on retail packages: 100% Organic, Organic, and Made with Organic (*list up to three organic ingredients or food types*). Each claim has specific elements that must be included on the product label, as well as optional elements.

Review WSDA Organic Program's website for information and resources on organic retail label requirements: <https://agr.wa.gov/departments/organic/resources/organic-labels>

5. Does your business pack organic crops into retail packages?
- ☐ Yes ☐ No
- 5a. If yes, have you submitted a copy of all current retail labels making organic claims to WSDA Organic Program for approval?
- ☐ Yes, all current labels have been approved for use by WSDA Organic Program.
- ☐ No, attached are new or updated retail labels I would like reviewed for use with organic crops.
- 5b. If yes, describe how you will ensure WSDA Organic Program has approved any new or revised retail labels prior to use?



## Crop Producer Organic System Plan – WSDA Organic Program

### Branded Products

6. Does your business pack crops into containers or packages with a brand that you do not own?

☐ Yes ☐ No

6a. If yes, have you submitted a copy of all current labels making organic claims to WSDA Organic Program for approval?

☐ Yes, all current labels have been approved for use by WSDA Organic Program.

☐ No, attached are new or updated labels I would like reviewed for use with organic crops.

6b. If yes, describe how you ensure WSDA Organic Program has approved any new and revised labels prior to use?

7. Do any labels identify an organic certification agency other than WSDA Organic Program below the distributor information?

☐ Yes ☐ No

7a. If yes, the distributor displayed on the label must be certified by the displayed agency for each specific brand name product.

How frequently do you request updated certificates to verify the displayed distributor maintains their certification of the finished product?

☐ Annually

☐ Prior to each use of the label

☐ Other: Describe: \_\_\_\_\_



## Crop Producer Organic System Plan – WSDA Organic Program

Business Name: \_\_\_\_\_

Cert No: \_\_\_\_\_

### Section O: Recordkeeping

**NOS 205.103**

USDA organic regulations require all records related to organic production be maintained for five years. Records must be available for review at announced inspections to verify compliance. Your recordkeeping system must disclose all activities and transactions in sufficient detail to be readily understood and audited.

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

1. What type of records are maintained to balance the amount of inputs purchased with inputs used? *Inputs includes seed, fertilizer, pesticides, etc.).*

<input type="checkbox"/> Invoices	<input type="checkbox"/> Purchase receipts
<input type="checkbox"/> Planting records	<input type="checkbox"/> Soil mixing records
<input type="checkbox"/> Delivery tickets	<input type="checkbox"/> Inventory
<input type="checkbox"/> Application records	
<input type="checkbox"/> Other: _____	
2. What types of records are maintained to balance crops harvested with crops sold, fed to livestock, or used in processed products?

<input type="checkbox"/> Bin ticket stubs	<input type="checkbox"/> Load tickets
<input type="checkbox"/> Harvest records	<input type="checkbox"/> Bill of lading
<input type="checkbox"/> Crop storage inventory	<input type="checkbox"/> Harvest pick sheets
<input type="checkbox"/> CSA records	<input type="checkbox"/> Farmers market records
<input type="checkbox"/> Pool closings	<input type="checkbox"/> Purchase orders
<input type="checkbox"/> Receipt books	<input type="checkbox"/> Sales invoices
<input type="checkbox"/> Sales reports	<input type="checkbox"/> Scale weight tickets
<input type="checkbox"/> Finished product inventory reports	<input type="checkbox"/> Harvested product inventory reports
<input type="checkbox"/> Packaging log	<input type="checkbox"/> Packaging reports
<input type="checkbox"/> Shrinkage log	
<input type="checkbox"/> Other: _____	
3. What types of records are maintained to document your monitoring practices?

<input type="checkbox"/> Crop advisor recommendations	<input type="checkbox"/> Field observation records
<input type="checkbox"/> Soil analysis	<input type="checkbox"/> Tissue analysis
<input type="checkbox"/> Other: _____	
4. What additional records are maintained by your business?

<input type="checkbox"/> Commercial availability verification	<input type="checkbox"/> Seed treatment verification
<input type="checkbox"/> Supplier catalogs	<input type="checkbox"/> Non-GMO verification
<input type="checkbox"/> Equipment cleaning records	<input type="checkbox"/> Buffer management records
<input type="checkbox"/> Bank deposit statements	<input type="checkbox"/> Equipment clean-out logs
5. Are all records maintained at your primary location?

<input type="checkbox"/> Yes
<input type="checkbox"/> No – An <a href="#">Additional Facilities and Third-Parties (AGR 2519)</a> form is attached.



## **Crop Producer Organic System Plan – WSDA Organic Program**

6. Is the primary contact for your business able to readily access all records pertaining to certification?  
☐ Yes ☐ No
- 6a. If no, who else will be responsible for maintaining and accessing records? *Include the names or types of records that will not be readily available to the primary contact.*
7. How do you maintain records? *Check all that apply*  
☐ Electronic ☐ Hardcopy
8. Describe how your production records link back to harvest and forward to storage, distribution or sale? (e.g. lot coding system, invoice dates) *Include how these records or systems identify the product as organic.*
9. Optional space for additional information:

All records regarding certified 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 an additional inspection.



## Crop Producer Organic System Plan – WSDA Organic Program

Business Name: \_\_\_\_\_

Cert No: \_\_\_\_\_

### Section P: Quality Assurance

**NOS 205.201**

Certified operations are required to **implement monitoring practices and procedures** to evaluate that their business' organic system plan is effectively implemented. Operations are also responsible for using appropriate and effective means to **prevent organic fraud in the supply chain**. Your business' fraud prevention plan should reflect the activities, scope, and complexity of your supply chain.

1. Does your business have standard operating procedures (SOPs) for organic production and handling?  
☐ Yes, a copy of my business' organic SOPs are attached.  
☐ No
2. How does your business ensure the practices described **in your organic system plan** and any attached SOPs are consistently implemented? *Select all that apply.*  
☐ Established employee training program includes organic production topics. Frequency: \_\_\_\_\_  
☐ Procedures are documented within the activity records so employees attest to specific steps.  
☐ Procedures require a second employee to verify completed tasks.  
☐ Records are reviewed to verify accuracy and completeness. Frequency: \_\_\_\_\_  
☐ Employee observations and evaluations include organic practices. Frequency: \_\_\_\_\_  
☐ Deviations and corrective actions are documented.  
☐ Other - *Describe below:*
3. Does your business conduct internal audits?  
☐ Yes ☐ No  
  - 3a. If yes, describe the scope and frequency of the internal audits.



## **Crop Producer Organic System Plan – WSDA Organic Program**

4. Does your business take samples of organic crops, products or ingredients and analyze them for prohibited pesticide residues?

☐ Yes ☐ No

- 4a. If yes, describe your business' internal sampling system. *Include details about how your business determines which products to sample, the frequency samples are pulled, and the screening or analysis performed.*

- 4b. Describe how your business responds when pesticide residues are detected. *Include details about how you determine the source of contamination and whether the product maintains its organic status, who is notified and involved in the investigation, and how this response is documented.*

5. Detail how your business evaluates and approves organic suppliers of seeds, entities providing contracted services, or sources of input materials for use in organic production? *Include details about how you monitor previously approved suppliers and service providers.*

☐ Organic supplier approval procedures are attached.



## Crop Producer Organic System Plan – WSDA Organic Program

**Organic fraud** is defined as the “deceptive representation, sale, or labeling of nonorganic agricultural products or ingredients as organic.” Any person or responsibly connected person that commits organic fraud can face civil penalties outlined in [7 CFR Part 3.91\(b\)\(1\)\(xxxvi\)](#) per violation.

6. Describe your business' criteria for reporting suspected organic fraud and providing credible evidence to WSDA Organic Program or USDA National Organic Program. *Credible evidence may include: photos, website screen shots, audit trail records, correspondence records, residue sample results, GMO sample results, etc.*

*Select all that apply.*

- ☐ My business will report all positive sample results linked to organic crops.
- ☐ My business will report instances of potentially fraudulent activity in my supply chain.
- ☐ My business will report instances where the quantity of organic product received from a supplier exceeds their known production capacity.
- ☐ My business will report instances where an organic product is being offered for sale below market price without reasonable explanation.
- ☐ Other - *Describe below:*

7. Optional space for additional information:

Complaints or potential fraudulent activity involving a certified WSDA organic business should be reported directly to WSDA Organic Program at 360-902-1805 or [organic@agr.wa.gov](mailto:organic@agr.wa.gov).

Complaints or potential fraudulent activity involving an uncertified business or a business certified by a different USDA organic certification agency should be reported to USDA National Organic Program:  
<https://www.ams.usda.gov/services/enforcement/organic/file-complaint>.

Records must be maintained regarding any potential fraud or complaints within your supply chain. These records must be available for review during scheduled inspections.





## Crop Producer Organic System Plan – WSDA Organic Program

Business Name: \_\_\_\_\_ Cert No: \_\_\_\_\_

### Section Q: International Trade

**NOS 205.103, 205.300, 205.272**

#### Import Activities

1. Do you source organic seeds directly from other countries and import them for use on your farm?  
☐ Yes  
☐ No *Skip to Exports*
2. Which countries do you import organic seeds from?  

<input type="checkbox"/> Canada	<input type="checkbox"/> European Union	<input type="checkbox"/> Great Britain
<input type="checkbox"/> India	<input type="checkbox"/> Israel	<input type="checkbox"/> Japan
<input type="checkbox"/> Mexico	<input type="checkbox"/> New Zealand	<input type="checkbox"/> South Korea
<input type="checkbox"/> Switzerland		
<input type="checkbox"/> Other: _____		
3. Which organic standard(s) is the organic seeds certified to?  
☐ USDA NOP 7 CFR Part 205  
☐ Canadian Organic Regime (COR) CAN/CGSB  
☐ Council Regulation (EC) No. 834/2007  
☐ Other: \_\_\_\_\_
4. What types of documentation do you maintain for each imported shipment?  

<input type="checkbox"/> Bill of Lading	<input type="checkbox"/> Certificate of Analysis	<input type="checkbox"/> Invoice
<input type="checkbox"/> NOP Import Certificate	<input type="checkbox"/> Phytosanitary Certificate	<input type="checkbox"/> Transaction Certificate
<input type="checkbox"/> Other: _____		

***Your records must be able to track all activities and transactions related to imported products back to the control of another certified operation***

5. How do you verify imported organic seeds were not treated with prohibited substances or irradiated during transport or entry into the United States? *Include a description of the records you will maintain to demonstrate compliance.*



## Crop Producer Organic System Plan – WSDA Organic Program

### Export Activities

6. Do you package organic crops for export yourself, or directly export organic crops or products to other countries? *Do not consider crops or products handled by another certified organic business.*  
☐ Yes ☐ No - Skip to Critical Variances: Canada.
7. Which countries do you export organic crops or products to? *The following countries accept USDA organic certification provided additional requirements are also met.*  
☐ Canada ☐ European Union ☐ Great Britain  
☐ Japan ☐ Mexico ☐ Taiwan  
☐ South Korea  
☐ Other: \_\_\_\_\_
8. What types of packages and or labels do you use for export markets?  
☐ Retail consumer packages ☐ Wholesale shipping containers  
☐ Bulk shipping or storage containers
9. What types of documentation accompany each organic export shipment?  
☐ Bill of lading ☐ Certificate of analysis  
☐ EU Certificate of Inspection ☐ Invoice  
☐ NAQS Import Certificate (South Korea) ☐ Organic Certificate  
☐ Phytosanitary Certificate ☐ USDA TM-11 Export Certificate  
☐ Other: \_\_\_\_\_

**Organic crops and products must be labeled in accordance with the destination market requirements. Information on destination market requirements and instructions for requesting organic export certificates can be found on our website at: <https://agr.wa.gov/departments/organic/resources/international>**

### Critical Variances: Canada

1. Do you produce crops or products that may be exported to Canada? *Consider both crops you export directly, as well as crops or products which may be exported by a distributor or used as ingredients in processed products that will eventually be exported to Canada.*  
☐ Yes  
☐ No - Skip to next section.
2. Do you use **Sodium Nitrate** to produce organic crops?  
☐ Yes ☐ No
- 2a. If yes, how do you distinguish between organic crops that are produced using sodium nitrate and the organic crops that are eligible for export to Canada?

Sodium nitrate is approved for use in the USDA Organic Regulations but **prohibited for use on crops which are exported to Canada.**

## Crop Producer Organic System Plan – WSDA Organic Program

**Business Name:** \_\_\_\_\_ **Cert No:** \_\_\_\_\_

## Section R: Wild Harvest

**NOS 205.207**

Wild crops are any crops that are collected from a site that is not under cultivation or other agricultural management. The harvesting of volunteer or native plants on a cultivated or managed site is not considered wild harvesting. Answer this section with regards to your practices on un-cultivated or un-managed sites.

☐ Not Applicable: My business does not harvest and distribute crops marketed as Wild Harvest. *Skip to next section.*

Wild crops **must be harvested in a manner** that ensures the harvesting or gathering will not be destructive to the environment and will sustain the growth and production of the wild crop.

1. Describe the natural environment of the harvested area. (e.g. scrub steppe, oak-chaparral woodland, deciduous hardwood forest)
2. Describe how each wild crop will be harvested.
3. How do you ensure harvesting practices are not environmentally detrimental to the wild crop habitat?
4. How do you monitor the health of the wild crop, how often is the monitoring performed, and what records are maintained to document your monitoring practices?



## **Crop Producer Organic System Plan – WSDA Organic Program**

5. Describe how you ensure all harvesters are informed of your harvesting and monitoring procedures.
6. Describe how you determine if there are rare, threatened, or endangered plants and animals present on the sites from which wild crops are harvested?
7. Are there rare, threatened, or endangered plants or animals present on your wild harvest sites?  
☐ Yes ☐ No
- 7a. If yes, list the site name, species name, and identify if the plant or animal is rare, threatened, or endangered.
- 7a. If yes, what management and harvest practices do you implement to protect rare, threatened, or endangered plants or animals?
8. Optional space for additional information:



## Crop Producer Organic System Plan – WSDA Organic Program

**Business Name:** \_\_\_\_\_ **Cert No:** \_\_\_\_\_

### Section S: Fungi

**NOS 205.105, 205.202, 205.204, 205.206, 205.272**

☐ Not Applicable: My business does not produce mushrooms or other fungi products. *Skip to next section.*

#### Spawn

☐ Not applicable. No spawn is used in mushroom or fungi production. *Skip to Growing Medium section.*

1. What sources of spawn are used by your business?

☐ Spawn companies

☐ Provided through contract

☐ Other: \_\_\_\_\_

2. Do you propagate your own spawn?

☐ Yes ☐ No

2a. If yes, describe your propagation procedures.

3. Describe how spawn is used by your business. *Include the names of the production areas.*

Certified producers **must use organically grown spawn**, even when provided by a contract-buyer. If organic spawn is not commercially available then producers may use nonorganic spawn provided it is not treated with prohibited materials or genetically modified.

Any producer considering using nonorganic spawn **must contact a minimum of three spawn suppliers** that offer organic varieties each year before using nonorganic spawn. Factors for commercial availability are defined as the appropriate form, quality, or quantity to fulfill an essential function. Cost is not a consideration when determining commercial availability.



## **Crop Producer Organic System Plan – WSDA Organic Program**

4. Do you use organic spawn?  
☐ Yes ☐ No
- 4a. If yes, describe how you verify the spawn is certified organic. *Include a description of the records you maintain to demonstrate compliance.*
5. Do you use nonorganic spawn?  
☐ Yes ☐ No
- 5a. If yes, describe your process to determine if organic spawn is commercially available before using nonorganic spawn. *Include a description of how you attempt to source certified spawn from suppliers of organic spawn and the records you maintain to document your search.*

### **Growing Medium**

Uncomposted plant materials must be organically produced: *Except*, that, nonorganically produced uncomposted plant materials may be used when a functionally equivalent organically produced material is not commercially available.

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.

Include all products, materials, and amendments used in the growing medium on your **Input Material List**.

6. Do you use materials derived from wood in the growing medium (i.e. wood chips, sawdust, logs, etc.)?  
☐ Yes ☐ No
- 6a. 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?



## **Crop Producer Organic System Plan – WSDA Organic Program**

7. Do you use **organically** produced uncomposted plant materials, other than wood, in growing medium?  
☐ Yes ☐ No
- 7a. If yes, describe how you verify the plant material is certified organic. *Include a description of the records you maintain to demonstrate compliance.*
8. Do you use **nonorganically** produced uncomposted plant materials, other than wood, in growing medium?  
☐ Yes ☐ No
- 8a. If yes, describe your process to determine if organic uncomposted plant materials are commercially available before using nonorganic options. *Include a description of the records you maintain to document your search.*
- 8b. If yes, describe the system used to document purchases of plant materials. Include a summary of the type(s) and total amount of each nonorganic used in mushroom substrate.
9. Do you use compost in the production of mushrooms?  
☐ Yes ☐ No
- 9a. If yes, describe how compost is used in your system. *Ensure the Soil Fertility and Crop Nutrient Management section of your OSP describes your composting process.*
10. Do you treat or add amendments to the growing medium?  
☐ Yes ☐ No



## Crop Producer Organic System Plan – WSDA Organic Program

11. Describe how growing medium is used in your production system.

### Facilities

Organic and nonorganic production must be in separate defined production areas. Procedures must be in place to prevent contact between organic mushrooms and prohibited materials throughout the entire process.

12. Is lumber treated with arsenate or other prohibited materials present in your mushroom production areas?  
☐ Yes ☐ No

12a. If yes, how do you prevent treated lumber from contaminating organic fungi production?

- ☐ Labels on treated lumber to alert staff  
☐ Standard Operation Procedures (*attach*)  
☐ Used in packaged product storage area only  
☐ Other: \_\_\_\_\_

13. Do you also produce nonorganic mushrooms or fungi?  
☐ Yes ☐ No

13a. If yes, describe how you ensure certified mushrooms are not commingled with nonorganic mushrooms.

14. 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.
15. Optional space for additional information: