Business Name: Certification Number:

Section A. Seeds [NOS 205.204]

Not Applicable. No seeds are used for crops or cover crops on my farm. Skip to next section

1. Check all sources of seed used on your farming operation.
   - [ ] Save my own seeds
   - [ ] Seed companies
   - [ ] Provided through contract
   - [ ] Custom seeded
   - [ ] Other (please specify):

2. Do you use non-organic seeds? If no, skip to next section.
   - [ ] Yes
   - [ ] No

**Tip!** USDA organic regulations require use of organically grown seed (even when seeds are provided from a contract-buyer).

- ✓ Non-organically produced seeds may be used only if organic forms are not commercially available.
- ✓ Commercial availability is defined as “the ability to obtain a production input in an appropriate form, quality, or quantity to fulfill an essential function in a system of organic production or handling, as determined by the certifying agent in the course of reviewing the organic plan.”
- ✓ Producers should ensure that they are contacting at least three or more suppliers that offer organic varieties before deciding to use a non-organic untreated variety.
- ✓ If non-organic seeds are used, you must maintain records that show you first looked for an organic form.

3. Describe your attempts to source organic seeds. Include details of the records you maintain to demonstrate your ongoing attempts.

**Tip!** Genetically modified seeds and seeds treated with prohibited substances are not allowed. Non-GMO seed documentation is required only when varieties grown on your farm are also available in a GMO form. The following USDA website lists crop varieties which might be found in a GMO form in the U.S. market:

ORGANIC SYSTEM PLAN – CROP PRODUCERS

4. How do you verify that your seeds are not genetically modified (GMO)?
   - [ ] Varieties are not available in the market in a GMO form
   - [ ] Letters from seed supplier
   - [ ] Safe Seed Pledge
   - [ ] Other (please specify):

5. How do you verify seeds are not treated, coated, or inoculated with prohibited materials?

Tip! All seed treatments (coating, inoculants, pelleting, etc.) must be included in your Materials Inventory.

Have a list of the non-organic seeds used each year and documentation demonstrating that they are not treated with prohibited materials or genetically modified at your annual inspection.
Section B. Transplants (Annual Seedlings) [NOS 205.204]

Not Applicable. No annual seedlings are used on my farm. Skip to next section.

Tip! Annual seedlings must be certified organic to produce an organic crop. Have documentation on hand at your annual inspection to verify you have sourced certified organic annual seedlings.

1. Do you purchase annual seedlings?
   Yes ☐ No ☐
   1a. If yes, describe how you verify the annual seedlings are organic and the records maintained to demonstrate compliance?

2. Do you produce annual seedlings on-farm?
   Yes ☐ No ☐
   2a. If yes, are your annual seedlings grown within the boundary of your site(s)?
      Yes ☐ No ☐
      i. If no, where are your annual seedlings grown?

3. Do you sell annual seedlings?
   Yes ☐ No ☐

Tip! List all ingredients in your soil mix, fertility products, foliar sprays, and other inputs you use on your annual seedlings in your Material Inventory.
Section C. Perennial Stock: Planting and Grafting

[NOS 205.204]

☐ No perennial stock used on my farm. Skip to next section.

**Tip!** Nonorganic planting or grafting stock may be used only if organic forms are not commercially available.

- Commercial availability is defined as “the ability to obtain a production input in an appropriate form, quality, or quantity to fulfill an essential function in a system of organic production or handling, as determined by the certifying agent in the course of reviewing the organic plan.”

- Producers should ensure that they are contacting at least three or more suppliers that offer organic varieties before deciding to use a non-organic untreated variety.

- If non-organic stock is used, you must maintain records that show you first looked for an organic form.

1. Do you purchase perennial stock? ☐ Yes ☐ No

   1a. If yes, describe your attempts to source organic planting or grafting stock. Include details of the documentation you maintain to verify these attempts.

2. Do you graft any perennial stock? ☐ Yes ☐ No

   2a. If yes, describe your grafting process.

**Tip!** List all grafting materials in your Material Inventory.

3. Do you sell organic perennial planting stock? ☐ Yes ☐ No

   3a. How do you verify the planting stock was managed organically for 12 months?

   - Purchase certified organic planting stock.
   - Purchase nonorganic stock and grow it organically on my farm for at least 12 months before sale.
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Section D. Soil Fertility and Crop Nutrient Management

Organic standards 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 standards also require 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. How do you monitor soil health, including soil organic matter?

- Soil testing
- Plant tissue testing
- Observation of soil
- Observation of plant health
- Crop quality
- Microbiologic testing
- Crop yields
- Other (please specify):

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

2. How do you manage soil health?

- Annual crop rotation
- Cover crops
- Fallow rotations
- Rock minerals
- Foliar fertilizers
- Animal manure
- Green manure
- Incorporate crop/pruning residues
- Compost
- Compost tea
- Soil inoculants
- Mulching
- Conservation cover
- Other (please specify):

3. Check all of the tillage practices used on your farm to manage soil fertility.

- No till
- Reduced till
- Seasonal till
- Ridge till
- Contour farming
- Moisture monitoring prior to tillage
- Other (please specify):
**ORGANIC SYSTEM PLAN – CROP PRODUCERS**

4. Do you have any micronutrient soil deficiencies on your farm?
   - Yes  No

   4a. If yes, describe or list the soil deficiencies present.

   4b. Describe how you monitor micronutrient deficiencies. Indicate the types of records maintained (i.e. recommendations from a crop advisor, soil or tissue analysis, regional deficiency, or visual observations).

   **Tip!** You must have documented deficiencies before using synthetic micronutrients [NOS 205.601(j)(6)]. List all fertility materials that you plan to use in the Materials Inventory.

### Compost

5. Do you use compost, compost tea or vermicompost that is **not** registered with WSDA or OMRI for organic crop production?
   - Yes  No

   5a. If yes, does the product contain manure?
       - Yes  No

       i. If yes, will it be applied to crops intended for human consumption?

          1. If yes, will it be applied to crops where the harvestable portion of the crop comes into contact with the soil?
              - Yes  No

          2. If yes, when will the product be applied?
             - Less than 90 days prior to harvest
             - Between 90 and 120 days prior to harvest
             - More than 120 days prior to harvest

       5b. If yes, describe how the composting process and recordkeeping complies with the USDA organic regulations (NOS 205.203).

   **Tip!** You must maintain records and make records available for your inspector:

   ✓ Verifying compost production meets USDA organic standards section 205.203(c)(2).
   ✓ Verifying that vermicompost production meets USDA organic guidance National Organic Policy 5021.
ORGANIC SYSTEM PLAN– CROP PRODUCERS

6. Do you use compost tea?
   ☐ Yes ☐ No

   6a. If yes, how do you apply compost tea?
       ☐ Foliar ☐ Soil ☐ Other (please specify):

   Tip! List all feed stocks and purchased compost products in the Materials Inventory.

Manure

7. Do you plan to use raw, aged, liquid or digested animal manure?
   ☐ Yes ☐ No

   7a. If yes, will it be applied to crops intended for human consumption?
       ☐ Yes ☐ No

      i. If yes, will it be applied to crops where the harvestable portion of the crop comes into contact with the soil?
         ☐ Yes ☐ No

         □ Less than 90 days prior to harvest
         □ Between 90 and 120 days prior to harvest
         □ More than 120 days prior to harvest

   Tip! Animal manure that is not composted to NOS 205.203 requirements, must be:
      ✓ Applied to land used for a crop not intended for human consumption; or
      ✓ Incorporated into the soil 120 days prior to the harvest of a product whose edible portion has direct contact with soil surface or soil particles; or
      ✓ Incorporated into the soil 90 days prior to the harvest of a product whose edible portion does not have direct contact with soil surface or soil particles

   You must maintain records verifying application dates of non-composted animal manure products and crop harvest dates.
Section E. Natural Resources and Biological Diversity

Crop Rotation and Biological Diversity

Tip! 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).

1. Do you produce annual crops on certified land?
   - Yes
   - No
   1a. If yes, describe your planned crop rotation sequence.

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

2. Do you produce perennial crops on certified land?
   - Yes
   - No

Tip! Perennial cropping systems employ means such as alley cropping, intercropping, and hedgerows to introduce biological diversity in lieu of crop rotation.
3. Which of the following practices do you use to maintain biological diversity on or adjacent to sites where organic or transitional crops are harvested?

**In-field management:**
- [ ] Alley cropping
- [ ] Annual crop rotation
- [ ] Conservation cover
- [ ] Annual cover crop
- [ ] 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

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

4a. If yes, describe the practices

---

**Natural Resource Conservation**

**Tip!** Organic production is a system that is managed to respond to site-specific conditions by integrating cultural, biological & mechanical practices that foster cycling of resources, promote ecological balance, & 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.
- The producer 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.
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Sheet, Rill or Wind Erosion

5. Is permanent ground cover (such as sod) established on at least 90% of the ground at all sites where organic or transitional crops are harvested?  
   □ Yes □ No

6. Is the slope of the land less than 10% at all sites where organic or transitional crops are harvested?  
   If you answered Yes to both of these questions skip to the next area of concern—Inefficient use of Irrigation Water.

   □ Yes □ No

7. Do you have a third-party conservation plan addressing this area of concern?  
   □ Yes □ No

   7a. If yes, note the type of conservation plan below and attach a copy of your current plan as part of your organic system plan.

   7b. If no, identify which of the following practices you use on or adjacent to sites where organic or transitional crops are harvested to maintain or improve soil stability.

   □ Alley cropping □ Cross wind trap strips □ Reduced till
   □ Annual crop rotation □ Field border □ Seasonal till
   □ Conservation cover □ Herbaceous wind barriers □ Ridge till
   □ Contour buffer strips □ Irrigation water management □ Row arrangement
   □ Contour farming □ Lined waterway or outlet □ Strip-cropping
   □ Cover crop □ Mulching □ Vegetative barriers
   □ Critical area planting □ No till □ Windbreak/shelterbelt establishment
   □ Cross wind ridges □ Pond
   □ Other (please describe):

Inefficient Use of Irrigation Water

8. Do you irrigate sites where organic or transitional crops are harvested?  
   □ Yes □ No

   If you answered No skip to the next area of concern— Excess Nutrients in Surface and Ground Waters.

9. Which of the following irrigation sources are used on your farm?

   □ Municipal / County
   □ Private Well
   □ Public or Shared Well
   □ Irrigation District (include name):
   □ Other (please specify):
ORGANIC SYSTEM PLAN– CROP PRODUCERS

10. Do you apply any of the following materials through your irrigation system to sites where conventional or organic/transitional crops are harvested?  
   □ Yes  □ No

10a. If yes, check all that apply
   □ Fertilizers  □ Irrigation system cleaners
   □ Pre-harvest crop sanitizers  □ Other (please specify):

10b. If yes, are all the materials allowed for use in organic production?  
   □ Yes  □ No
   i. If no, describe your practices to prevent contamination to organic or transitional crops.

11. Do you have a third-party conservation plan addressing inefficient use of irrigation water?  
   □ Yes  □ No

11a. If yes, note the type of conservation plan below and attach a copy of your current plan as part of your organic system plan

11b. If no, identify which of the following practices you use on or adjacent to sites where organic or transitional crops are harvested to improve irrigation water use efficiency.
   □ Alley cropping  □ Cross wind trap strips  □ No till
   □ Annual crop rotation  □ Irrigation reservoir  □ Ridge till
   □ Contour buffer strips  □ Irrigation water management  □ Row arrangement
   □ Contour farming  □ Micro-irrigation  □ Tailwater recovery
   □ Cover crop  □ Mulching  □ Windbreak/shelterbelt establishment
   □ Other (please describe):

12. Indicate what monitoring activities you implement on sites where organic or transitional crops are harvested to ensure irrigation water is used efficiently?
   □ Soil moisture sensors  □ Irrigation Scheduling Software
   □ Visual observations  □ Other

13. Describe the records maintained to document your monitoring activities or your overall water usage.
**ORGANIC SYSTEM PLAN—CROP PRODUCERS**

### Excess Nutrients in Surface and Ground Waters

14. Do you apply nutrients to sites where organic or transitional crops are harvested?  □ Yes  □ No

15. Do you pasture livestock on sites where organic or transitional crops are harvested?  □ Yes  □ No

15a. If yes, indicate which type of livestock are being pastured.

- □ Poultry
- □ Swine
- □ Cattle
- □ Other (please specify):

If you answered No to both of these questions skip to the next area of concern

### Pesticides Transported to Surface and Ground Waters

16. Do you have a third-party conservation plan addressing this area of concern?  □ Yes  □ No

16a. If yes, note the type of conservation plan below and attach a copy of your current plan as part of your organic system plan

16b. If no, identify which of the following practices you use on or adjacent to sites where organic or transitional crops are harvested to maintain or improve water quality in terms of nutrient contaminants.

- □ Alley cropping
- □ Conservation cover
- □ Contour buffer strips
- □ Contour farming
- □ Field border
- □ Filter strip
- □ Grassed waterway
- □ Other (please specify):
- □ Heavy use area protection
- □ Irrigation water management
- □ Lined waterway or outlet
- □ Micro-irrigation
- □ Nutrient management
- □ Pond
- □ Prescribed grazing
- □ Seasonal till
- □ Riparian forest buffer
- □ Riparian herbaceous cover
- □ Stream crossing
- □ Strip-cropping
- □ Tailwater recovery
- □ Tree/Shrub establishment

### Pesticides Transported to Surface and Ground Waters

17. Do you apply pest, disease, or weed control materials to sites where organic crops will be harvested?  □ Yes  □ No

If you answered No skip to the next area of concern—Excessive Sediment in Surface Waters
ORGANIC SYSTEM PLAN – CROP PRODUCERS

18. Do you have a third-party conservation plan addressing this area of concern?
   □ Yes  □ No

18a. If yes, note the type of conservation plan below and attach a copy of your current plan as part of your organic system plan

18b. If no, identify which of the following practices you use on or adjacent to sites where organic or transitional crops are harvested to maintain or improve water quality in terms of pesticide contaminants.

- Agrichemical handling facility
- Heavy use area protection
- Seasonal till
- Alley cropping
- Integrated pest management
- Riparian forest buffer
- Contour buffer strips
- Irrigation water management
- Riparian herbaceous cover
- Contour farming
- Lined waterway or outlet
- Strip-cropping
- Filter strip
- Micro-irrigation
- Tailwater recovery
- Grassed waterway
- Pond
- Tree/Shrub establishment
- Other (please specify):

Excessive Sediment in Surface Waters

19. Are streams, shorelines, or irrigation channels (canals, ditches, etc.) on or adjacent to sites where organic or transitional crops are harvested?
   □ Yes  □ No

20. Are gullies present on or adjacent to sites where organic crops will be harvested?
   □ Yes  □ No

   If you answered No to both of these questions skip to the end of this section
21. Do you have a third-party conservation plan addressing this area of concern? ☐ Yes ☐ No

21a. If yes, note the type of conservation plan below and attach a copy of your current plan as part of your organic system plan:

21b. If no, identify which of the following practices you use on or adjacent to sites where organic or transitional crops are harvested to maintain or improve water quality in terms of sedimentation:

☐ Channel bank vegetation ☐ Irrigation water management ☐ Streambank and shoreline protection
☐ Conservation cover ☐ Lined waterway or outlet ☐ Tailwater recovery
☐ Contour buffer strips ☐ Pond ☐ Tree/Shrub establishment
☐ Contour farming ☐ Seasonal till ☐ Vegetative barriers
☐ Filter strip ☐ Riparian forest buffer ☐ Water and sediment control basin
☐ Grassed waterway ☐ Riparian herbaceous cover
☐ Heavy use area protection ☐ Stream crossing
☐ Other (please specify):
### Section F. Weed Management Practices

USDA organic regulations require that the producer 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. Check the monitoring practices you implement to determine the effectiveness of your weed management plan.
   - ☐ Observation of weeds
   - ☐ Observation of crop health
   - ☐ Comparison of crop yields

2. Describe the frequency of the weed monitoring activities on your farm.

3. Check the preventive weed control strategies you implement on your operation.
   - ☐ Mowing
   - ☐ Crop rotation
   - ☐ Field preparation
   - ☐ Crop spacing
   - ☐ Flame weeding
   - ☐ Natural mulch
   - ☐ Plastic mulch
   - ☐ Hand weeding
   - ☐ Mechanical cultivation
   - ☐ Stale seed bed
   - ☐ Cover crops
   - ☐ Other (please specify):

4. Describe the records you maintain regarding your weed management strategies.

5. If preventive weed controls are not effective, do you plan to apply approved weed control materials?
   - ☐ Yes
   - ☐ No

**Tip!** Preventive practices must be implemented and found to be ineffective before the use of any materials to control weeds. List all weed control materials you plan to use in the Materials Inventory.
Section G. Pest Management Practices

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.

1. Check the monitoring practices you implement to determine the effectiveness of your pest management plan.

   - [ ] Observation of crop health
   - [ ] Trap monitoring
   - [ ] Scouting program
   - [ ] Comparison of crop yields
   - [ ] Pest modeling
   - [ ] Other (please specify):

2. Describe the frequency of the pest monitoring activities on your farm.

3. Check which crop pests you manage on your farming operation.

   - [ ] Insects
   - [ ] Nematodes
   - [ ] Other (please specify):
   - [ ] Rodents
   - [ ] Mites
   - [ ] Slugs
   - [ ] Birds

4. Check the preventative pest control strategies you implement on your farming operation.

   - [ ] Crop rotation
   - [ ] Mating disruption
   - [ ] Companion planting
   - [ ] Insect/rodent traps
   - [ ] Timing of planting
   - [ ] Physical barriers
   - [ ] Structures for wildlife
   - [ ] Release of beneficials
   - [ ] Physical removal
   - [ ] Beneficial habitat
   - [ ] Trap crops
   - [ ] Other (please specify):
   - [ ] Resistant varieties

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

6. If preventive pest control strategies are not effective, do you plan to apply approved pest control materials?

   - [ ] Yes
   - [ ] No

Tip! Preventive practices must be implemented and found to be ineffective before the use of any materials to control crop pests. List all pest control materials you plan to use in the Materials Inventory.
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Section H. Disease Management Practices

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. Check the monitoring practices you implement to determine the effectiveness of your disease management plan.
   - Observation of crop health
   - Comparison of crop yields
   - Disease modeling
   - Scouting program

2. Describe the frequency of the disease monitoring activities on your farm.

3. Check the disease preventive practices you implement on your farming operation.
   - Crop rotation
   - Resistant varieties
   - Vector management
   - Plant spacing
   - Companion planting
   - Microbial products
   - Compost
   - Compost tea
   - Field sanitation (physical removal)
   - Timing of planting/cultivating
   - Soil solarization
   - Irrigation water management

   Other (please specify):

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

5. If disease prevention strategies are not effective, do you plan to apply approved disease control materials?
   - Yes
   - No

Tip! Preventive practices must be implemented and found to be ineffective before the use of any materials to suppress and control disease. List all disease control materials you plan to use in the Materials Inventory.
## Section I. Farm Equipment

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. Is the same equipment (owned, borrowed, rented, leased, or lent) used on organic/transitional and conventional crop? □ Yes □ No
   
   1a. If yes, indicate the type of equipment shared.
   
   □ Planting □ Input material application (sprayers, spreaders, etc.)
   □ Harvesting □ Transportation
   □ Post-harvest handling □ Other (please specify):

   **Tip!** This question specifically refers to shared equipment that comes in direct contact with crop, seeds, transplants, input materials, or anything else that poses a contamination or commingling risk.

   1b. If yes, describe the cleaning procedures implemented to ensure equipment is cleaned and won’t contaminate your organic or transitional crops?

   1c. If yes, what type of equipment cleaning documentation is maintained?
   
   □ Clean truck/equipment affidavits □ Standard Operation Procedures (please attach)
   □ Clean out documentation □ Other (please specify):

2. Do you have custom work done on your organic or transitional crops (planting, material application, harvesting, transportation)? □ Yes □ No
   
   2a. If yes, how do you ensure that equipment is cleaned and won’t contaminate your organic or transitional crops?

   **Tip!** Records regarding harvest, including the cleaning of the harvest equipment, by an outside business must be available during your inspection. Failure to have this information will delay certification.
Section J. Harvest and Transportation [NOS 205.272]

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

- Procedures used to maintain the organic integrity of ingredients or products (cleaning or lining) must be documented.
- Practices must prevent commingling of organic crops with conventional (noncertified) crops.

Harvest

1. Who is responsible for the harvest of organic or transitional crops? Check all that apply
   - [ ] Self  [ ] Farm Employee  [ ] Contract buyer  [ ] U-Pick  [ ] Other (please specify):

2. Identify and describe the type of records maintained regarding the harvest of organic or transitional crops.

Tip! Records regarding the harvest of organic or transitional crops produced on your farm must be available for review at annual inspections, regardless of the responsible party.

3. How are organic or transitional crops harvested?
   - [ ] Mechanical  [ ] By hand  [ ] Other (please specify):

4. What types of containers are used in the harvest of organic or transitional crops?
   - [ ] Bulk trucks/trailer  [ ] Wooden bins
   - [ ] Picking bags  [ ] Plastic bins
   - [ ] Cardboard/waxed boxes  [ ] Other (please specify):

5. How do you ensure harvest containers do not contaminate organic or transitional crops?
   - [ ] Only new containers are used  [ ] Used for organic crops only
   - [ ] Cleaned prior to use  [ ] Lined prior to use
   - [ ] Other (please specify):

Certification Number:
6. Describe how you identify harvest containers for organic or transitional use.

### Transportation

7. How are organic or transitional products transported off your farm?

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<table>
<thead>
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<tbody>
<tr>
<td></td>
<td>Bins/Totes</td>
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<tr>
<td></td>
<td>Cardboard boxes</td>
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<tr>
<td></td>
<td>Bulk trailer</td>
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<td>Other (please specify):</td>
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</table>

8. Who is responsible for the transportation of organic or transitional crops from your farm?

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<tbody>
<tr>
<td></td>
<td>Self</td>
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<td></td>
<td>Warehouse/packer</td>
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<td></td>
<td>Buyer</td>
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<td>Other (please specify):</td>
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</table>

9. Are organic or transitional products transported to a third party while in route to the end receiver (hydrocooling, drying, cleaning, storage, consolidation)?

   9a. If yes, describe the practice, how contamination/commingling is prevented, and identify the responsible party.

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<tr>
<td>Yes</td>
<td>No</td>
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10. How does your company ensure outgoing transport units are cleaned prior to loading loose, bulk organic products?

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<tr>
<td>Not Applicable - Only packaged products are shipped</td>
<td>Clean out records</td>
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<tr>
<td>Clean truck/equipment affidavits</td>
<td>Other (please specify):</td>
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11. Are organic or transitional products shipped in the same transport units as non-organic products?

   11a. If yes, describe what steps are taken to segregate organic products.

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<tr>
<td>Use of separate pallets</td>
<td>Separate area in transport unit</td>
</tr>
<tr>
<td>Organic product sealed in impermeable containers</td>
<td>Other (please specify):</td>
</tr>
</tbody>
</table>
ORGANIC SYSTEM PLAN – CROP PRODUCERS

Section K. Storage

USDA organic regulation require storage practices and procedures prevent organic products from commingling with non-organic products and contamination by prohibited substances.

☐ Not applicable, no storage of organic crops on farm or off site. Skip to next section.

1. Provide details on your storage areas by completing the following table.

<table>
<thead>
<tr>
<th>Crop</th>
<th>Name of Storage Area / Address if Off Site</th>
<th>Type/Capacity</th>
<th>Dedicated Organic?</th>
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</tbody>
</table>

2. Are organic crops stored in Controlled Atmosphere (CA)?
   ☐ Yes ☐ No
   
   2a. If yes, how do you ensure the air supply is separated from other CA rooms?

3. Describe how you ensure organic crops are not commingled with non-organic crops during storage.
   ☐ Not applicable, only organic crops are stored.

Pest Control

4. Check all pest problems in your storage areas.
   ☐ No pest problems ☐ Birds ☐ Rodents
   ☐ Crawling insects ☐ Flying insects ☐ Other (please specify):
ORGANIC SYSTEM PLAN—CROP PRODUCERS

5. Check all pest management used in your storage areas.

<table>
<thead>
<tr>
<th>Preventative</th>
<th>Mechanical</th>
<th>Pest Control Materials –</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Good sanitation</td>
<td>☐ Mechanical traps</td>
<td>On the National List</td>
</tr>
<tr>
<td>☐ Removal of exterior habitat / food</td>
<td>☐ Ultrasound/light devices</td>
<td>☐ Pheromone traps</td>
</tr>
<tr>
<td>☐ Clean up spilled product</td>
<td>☐ Sticky traps</td>
<td>☐ Vitamin baits</td>
</tr>
<tr>
<td>☐ Sealed doors and/or windows</td>
<td>☐ Electrocutors</td>
<td>☐ Diatomaceous earth</td>
</tr>
<tr>
<td>☐ Physical barriers</td>
<td>☐ Freezing treatments</td>
<td>☐ Pyrethrum</td>
</tr>
<tr>
<td>☐ Screened windows/vents</td>
<td>☐ Heat treatments</td>
<td>☐ Boric acid</td>
</tr>
<tr>
<td>☐ Monitoring</td>
<td>☐ Other (please specify):</td>
<td></td>
</tr>
<tr>
<td>☐ Incoming product inspection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Other (please specify):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. Are synthetic pest control substances or other synthetic materials used in storage facilities where organic or transitional crops are stored?

6a. If yes, explain how organic products and packaging are protected from exposure to the synthetic materials.

Tip! The use, frequency, and method of application of synthetic substances must be approved prior to use. Records regarding pest control strategies must be available for review during annual inspections.
# Organic System Plan – Crop Producers

## Section L. Packing

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

- Packaging materials, bins, and storage containers must not contain synthetic fungicides, preservatives, or fumigants.
- Reusable bags or containers that have been in contact with any substance in such a manner as to compromise the organic integrity cannot be used unless the bag or container has been thoroughly cleaned.

Options:
- [ ] Not applicable, only field packing occurs. Crops are not further washed, packed or labeled on farm, skip to next section.

1. Describe how you ensure organic or transitional crops are not commingled with non-organic crops during packing.
   - [ ] Not applicable, only organic or transitional crops are packed.

## Packaging & Labeling

2. Do you pack organic or transitional products into shipping or storage containers (non-retail packages)? If yes, attach samples of all non-retail labels.
   - [ ] Yes  [ ] No

3. Do you pack organic or transitional products into retail packages (e.g. clamshells, bags, boxes or other containers the consumer takes home)? If yes, attach samples of all retail labels.
   - [ ] Yes  [ ] No

**Tip!** All new and updated labels must be submitted and approved by our office before they are used on organic products. For details on labeling organic products, see the labeling guidance, included in your certification packet and available online, or contact us directly with your questions.
Cleaning and Sanitizing

4. Describe the steps you take to clean and sanitize any surfaces and equipment that come in contact with organic or transitional crops during packing.

**Tip!** Cleaning and sanitizing of surfaces and equipment that come in contact with organic products must be documented and records must be available at inspection. If materials are known to leave residues even after a potable water rinse (e.g. quaternary ammonium), you must take additional steps to prevent contamination of organic products and have residue tests available during inspections.

5. Describe the steps you take to clean and/or sanitize organic or transitional crops prior to packing.

**Tip!** Include the name of the post harvest cleaning materials used in direct contact with organic crops in the Materials Inventory. All post harvest materials that come in direct contact with organic products must contain ingredients on the National List of Approved Substances.

6. Describe how you document cleaning and sanitation steps of organic/transitional crops and food contact surfaces.

**Pest Control**

7. Check all pest problems at your packing area

- [ ] No pest problems
- [ ] Birds
- [ ] Crawling insects
- [ ] Rodents
- [ ] Flying insects
- [ ] Other (please specify):
ORGANIC SYSTEM PLAN– CROP PRODUCERS

8. Check all pest management used in your packing area.

Preventative:
- [ ] Good sanitation
- [ ] Removal of exterior habitat / food
- [ ] Clean up spilled product
- [ ] Sealed doors and/or windows
- [ ] Physical barriers
- [ ] Screened windows/vents
- [ ] Monitoring
- [ ] Incoming product inspection
- [ ] Other (please specify):

Mechanical:
- [ ] Mechanical traps
- [ ] Ultrasound/light devices
- [ ] Sticky traps
- [ ] Electrocutors
- [ ] Freezing treatments
- [ ] Heat treatments
- [ ] Other (please specify):

Pest Control Materials – On National List
- [ ] Pheromone traps
- [ ] Vitamin baits
- [ ] Diatomaceous earth
- [ ] Pyrethrum
- [ ] Boric acid

Pest Control Materials – Not on National List
- [ ] Crack and crevice spray
- [ ] Exterior Bait Stations
- [ ] Fumigation
- [ ] Fogging
- [ ] Other (please specify):

9. Are synthetic pest control substances or other synthetic materials used in facilities where organic or transitional crops are packed?

   - [ ] Yes
   - [ ] No

9a. If yes, explain how products and packaging are protected from exposure to the synthetic materials.

Off-Farm Products

Tip! If you handle another operation’s organic crops or processed products for any markets other than a CSA, farm stand, or farmers market you must apply for organic handling certification.

Include the gross annual income from these organic sales with your total income when calculating your annual fee.

Maintain records regarding incoming products (purchasing, receiving, storage, packing, delivery, sales) and ensure organic and nonorganic products are clearly identified. Purchased product records must be auditable and made available during the organic inspection.
10. Do you pack or handle organic products grown or supplied by other organic operations?  
   □ Yes  □ No  
   10a. If yes, how do you market these products?  
   □ CSA  □ Wholesale – Complete a Handler Application  
   □ Farm or produce stand  □ Other (please specify):  
   □ Farmers Market  
   10b. If yes, how do you verify that incoming organic products comply with National Organic Standards?  
   □ Organic Certificates  □ Online Verification (please specify):  
   □ Other (please specify):  

11. Do you pack or handle non-organic products grown or supplied by non-certified operations?  
   □ Yes  □ No  
   11a. If no, skip to next section.  
   11b. If yes, describe your practices to prevent commingling with your certified organic or transitional crops.  

12. List all crops and/or processed products that you plan to source off farm to supplement your CSA shares, produce stand sales or farmer’s market sales (e.g. coffee, eggs, chocolate bars, apples, raspberries). Attach another sheet if necessary.  

<table>
<thead>
<tr>
<th>Crops or Products – Include Brand Name if Applicable</th>
<th>Supplier Name</th>
<th>Organic Certification Agency</th>
<th>Non-certified</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

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ORGANIC SYSTEM PLAN– CROP PRODUCERS

13. Describe the type of records maintained that document the volume of crops received and packed from other operations.
**ORGANIC SYSTEM PLAN– CROP PRODUCERS**

<table>
<thead>
<tr>
<th>Business Name:</th>
<th>Certification Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**Section M. Recordkeeping**

USDA organic regulations require all records related to organic crop production, harvest, and sale be maintained for five years. Records must be available for review at your annual inspection. Your recordkeeping system must fully disclose all activities and transactions of your operation, and be easily audited.

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

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

<table>
<thead>
<tr>
<th>Seed, Seedlings, Planting Stock</th>
<th>Harvest &amp; Equipment</th>
<th>Sale &amp; Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Invoices</td>
<td>□ Equipment Cleaning Records</td>
<td>□ Bill of Ladings</td>
</tr>
<tr>
<td>□ Delivery Tickets</td>
<td>□ Bin Ticket Stubs</td>
<td>□ Scale Weight Tickets</td>
</tr>
<tr>
<td>□ Supplier Catalogs</td>
<td>□ Harvest Pick Sheets</td>
<td>□ Pool Closings</td>
</tr>
<tr>
<td>□ Commercial Availability Verification</td>
<td>□ Harvest Record</td>
<td>□ Purchase Orders</td>
</tr>
<tr>
<td>□ Non-GMO Verification</td>
<td>□ Buffer Management Records</td>
<td>□ Receipt Orders</td>
</tr>
<tr>
<td>□ Seed Treatment Verification</td>
<td>□ Load Tickets</td>
<td>□ Sales Invoices</td>
</tr>
<tr>
<td>□ Planting Records</td>
<td>□ Crop Storage Inventory</td>
<td>□ Farmers Market Records</td>
</tr>
<tr>
<td>□ Other (please specify):</td>
<td>□ Other (please specify):</td>
<td>□ CSA Records</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Input Materials</th>
<th>Monitoring</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Application Records</td>
<td>□ Field Observation Records</td>
</tr>
<tr>
<td>□ Purchase Receipts</td>
<td>□ Soil Analysis</td>
</tr>
<tr>
<td>□ Delivery Tickets</td>
<td>□ Tissue Analysis</td>
</tr>
<tr>
<td>□ Input Inventory</td>
<td>□ Crop Advisor Recommendations</td>
</tr>
<tr>
<td>□ Other (please specify):</td>
<td>□ Other (please specify):</td>
</tr>
</tbody>
</table>
ORGANIC SYSTEM PLAN – CROP PRODUCERS

2. Describe your recordkeeping system and how you organize your records. Attach another sheet of paper if needed.

Include details on where records are stored (location), responsible party, and in what format (electronic, hardcopy, etc.).

3. Can your recordkeeping system track all inputs (fertilizers, seeds, pesticides, etc.) back to your organic or transitional sites?

☐ Yes  ☐ No

4. Can your recordkeeping system balance inputs purchased (fertilizers, seeds, pesticides, etc.) with inputs used?

☐ Yes  ☐ No

5. Can your recordkeeping system track harvested crops back to your organic or transitional sites?

☐ Yes  ☐ No

6. Can your recordkeeping system balance crops harvested with crops sold, fed to livestock, or used in processed products?

☐ Yes  ☐ No

Tip! All records regarding organic production and transactions must be made available during every announced inspection. Failure to have records available will result in a delay of certification and may result in compliance action requiring additional inspections at a rate of $40/hour plus travel costs.
Section N. Wild Harvest

Tip! Wild crops are defined as any plant or portion of a plant that is collected or harvested from a site that is not maintained under cultivation or other agricultural management.

☐ Not Applicable. No annual crops are wild harvested. Skip to next section.

1. Provide a description of the natural environment of the harvest area (e.g. scrub steppe, oak-chaparral woodland, deciduous hardwood forest).

2. Provide a description of how each wild crop is 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 this monitoring performed, and what records are maintained to document your monitoring practices?

5. Describe how you ensure all collectors are informed of your harvesting practices and monitoring procedures.
Tip! 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.

6. How do you determine which rare, threatened, or endangered plants and animals are present on the site(s) from which wild crops are harvested?

7. Are there any rare, threatened, or endangered plants or animals present on any of your certified wild harvest sites?  
   ☐ Yes  ☐ No

7a. If yes, list any rare, threatened, or endangered plants or animals that are present any of your certified wild harvest sites

<table>
<thead>
<tr>
<th>Species Name</th>
<th>Site Name(s)</th>
<th>Rare</th>
<th>Threatened</th>
<th>Endangered</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

7b. Describe how your management and harvest practices protect the rare, threatened, or endangered plants or animals present on your wild harvest sites.
### Section O. Fungi  
[NOS 205.105, 205.202, 205.204, 205.206(f)] 205.272

- [ ] Not Applicable, no mushroom production.

### Spawn

- [ ] Not Applicable. **Skip to Agar Medium**

1. Check all sources of spawn used in your mushroom operation.
   - [ ] Spawn companies
   - [ ] Provided through contract
   - [ ] Other (please specify):

2. Do you propagate your own spawn?
   - [ ] Yes
   - [ ] No
   
   2a. If yes, describe your propagation procedures.

3. Describe how spawn is used in your organic production, including the names of the production areas.

---

**Tip!** Non-organically produced spawn may be used only if organic forms are not commercially available.

Commercial availability is defined as “the ability to obtain a production input in an appropriate form, quality, or quantity to fulfill an essential function in a system of organic production or handling, as determined by the certifying agent in the course of reviewing the organic plan.”

Producers are required to contact three or more suppliers who offer organic varieties before deciding to use a non-organic variety. Records must be maintained to verify practice.

Genetically modified spawn and spawn grown on genetically modified substrate is not allowed. Non-GMO spawn documentation is required for any non-organic spawn used.
4. Do you use nonorganic spawn?  
   □ Yes □ No

4a. If yes, describe your attempts to source organic spawn. Include details of the documentation you maintain to verify these attempts.

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

**Agar Medium**

4. Describe how agar medium is used in your organic production system.

6. Does your agar medium contain antibiotics?  
   □ Yes □ No

6a. If yes, how do you ensure it doesn't directly contact the certified organic production?

**Tip!** All agricultural materials added to agar medium must be certified organic. Include all agar medium products and amendments in your Materials Inventory.

**Growing Medium**

**Tip!** Agricultural materials other than wood used in production substrate must be certified organic unless the materials are composted.

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.
ORGANIC SYSTEM PLAN – CROP PRODUCERS

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

7a. 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?

8. Do you use non-composted agricultural materials, other than wood, in the growing medium? □ Yes □ No

8a. If yes, how do you verify these materials are certified organic?

9. Is compost used 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 Organic System Plan section accurately describes your composting practices.

10. Are amendments added or treatments made to the growing medium? □ Yes □ No

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

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

Facilities

Tip! 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.
ORGANIC SYSTEM PLAN– CROP PRODUCERS

12. Is there lumber treated with arsenate or other prohibited materials located in your mushroom production area(s)?
   □ Yes  □ No

   12a. If yes, how do you prevent treated lumber from contaminating organic fungi production?
       □ Used in packaged product storage area only
       □ Labels on treated lumber to alert staff
       □ Standard Operation Procedures (attach)
       □ Other (please specify):

13. Do you also produce conventional (noncertified) mushrooms or fungi?
   □ Yes  □ No

   13a. If yes, describe how you ensure organic mushrooms are not commingled with noncertified mushrooms and fungi.

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.