



## ORGANIC SYSTEM PLAN– CROP PRODUCERS

Business Name:	Certification Number:
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### 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:  
[http://www.aphis.usda.gov/biotechnology/petitions\\_table\\_pending.shtml](http://www.aphis.usda.gov/biotechnology/petitions_table_pending.shtml)



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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.



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<b>Section B. Transplants (Annual Seedlings)</b>	<b>[NOS 205.204]</b>
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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.



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### 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

[NOS 205.203, 205.205]

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?

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Soil testing         | <input type="checkbox"/> Observation of plant health | <input type="checkbox"/> Microbiologic testing |
| <input type="checkbox"/> Plant tissue testing | <input type="checkbox"/> Crop quality                | <input type="checkbox"/> Crop yields           |
| <input type="checkbox"/> Observation of soil  | <input type="checkbox"/> Other (please specify):     |  |

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

#### 2. How do you manage soil health?

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

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

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



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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?  Yes  No

1. 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

2. If yes, when will the product be applied?  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.



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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
- ii. 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

**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.



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### Section E. Natural Resources and Biological Diversity

[NOS 205.200, 205.205, 205.206]

#### 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.



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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?

Yes  No

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?  Yes  No

If you answered **Yes** to both of these questions skip to the next area of concern—*Inefficient use of Irrigation Water*

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.

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

- |  |  |
|--|--|
| <input type="checkbox"/> Municipal / County    | <input type="checkbox"/> Irrigation District (include name): |
| <input type="checkbox"/> Private Well          | <input type="checkbox"/> Other (please specify):             |
| <input type="checkbox"/> Public or Shared Well |  |



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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

- |  |   |
|--|---|
| <input type="checkbox"/> Fertilizers                 | <input type="checkbox"/> Irrigation system cleaners |
| <input type="checkbox"/> Pre-harvest crop sanitizers | <input type="checkbox"/> 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.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Alley cropping           | <input type="checkbox"/> Cross wind trap strips      | <input type="checkbox"/> No till                             |
| <input type="checkbox"/> Annual crop rotation     | <input type="checkbox"/> Irrigation reservoir        | <input type="checkbox"/> Ridge till                          |
| <input type="checkbox"/> Contour buffer strips    | <input type="checkbox"/> Irrigation water management | <input type="checkbox"/> Row arrangement                     |
| <input type="checkbox"/> Contour farming          | <input type="checkbox"/> Micro-irrigation            | <input type="checkbox"/> Tailwater recovery                  |
| <input type="checkbox"/> Cover crop               | <input type="checkbox"/> Mulching                    | <input type="checkbox"/> Windbreak/shelterbelt establishment |
| <input type="checkbox"/> 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?

- |  |   |
|--|---|
| <input type="checkbox"/> Soil moisture sensors | <input type="checkbox"/> Irrigation Scheduling Software |
| <input type="checkbox"/> Visual observations   | <input type="checkbox"/> Other                          |

13. Describe the records maintained to document your monitoring activities or your overall water usage.



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### 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.

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

### 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*



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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.

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



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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.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Channel bank vegetation   | <input type="checkbox"/> Irrigation water management | <input type="checkbox"/> Streambank and shoreline protection |
| <input type="checkbox"/> Conservation cover        | <input type="checkbox"/> Lined waterway or outlet    | <input type="checkbox"/> Tailwater recovery                  |
| <input type="checkbox"/> Contour buffer strips     | <input type="checkbox"/> Pond                        | <input type="checkbox"/> Tree/Shrub establishment            |
| <input type="checkbox"/> Contour farming           | <input type="checkbox"/> Seasonal till               | <input type="checkbox"/> Vegetative barriers                 |
| <input type="checkbox"/> Filter strip              | <input type="checkbox"/> Riparian forest buffer      | <input type="checkbox"/> Water and sediment control basin    |
| <input type="checkbox"/> Grassed waterway          | <input type="checkbox"/> Riparian herbaceous cover   |  |
| <input type="checkbox"/> Heavy use area protection | <input type="checkbox"/> Stream crossing             |  |
| <input type="checkbox"/> Other (please specify):   |  |  |



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### Section F. Weed Management Practices

[NOS 205.206]

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                       Other (please specify):  
 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     Flame weeding                       Mechanical cultivation  
 Crop rotation                                       Natural mulch                       Stale seed bed  
 Field preparation                               Plastic mulch                       Cover crops  
 Crop spacing                                       Hand weeding                       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.



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### 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.

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  
 Birds       Slugs

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

[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. Check the monitoring practices you implement to determine the effectiveness of your disease management plan.  
 Observation of crop health       Disease modeling       Other (please specify):  
 Comparison of crop yields       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       Companion planting       Field sanitation (physical removal)  
 Resistant varieties       Microbial products       Timing of planting/cultivating  
 Vector management       Compost       Soil solarization  
 Plant spacing       Compost tea       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.



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### 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. 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.

- |  |   |
|--|---|
| <input type="checkbox"/> Planting              | <input type="checkbox"/> Input material application (sprayers, spreaders, etc.) |
| <input type="checkbox"/> Harvesting            | <input type="checkbox"/> Transportation   |
| <input type="checkbox"/> Post-harvest handling | <input type="checkbox"/> 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?

- |   |  |
|---|--|
| <input type="checkbox"/> Clean truck/equipment affidavits | <input type="checkbox"/> Standard Operation Procedures (please attach) |
| <input type="checkbox"/> Clean out documentation          | <input type="checkbox"/> 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.



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### 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):



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

### Transportation

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

- |                                       |  |
|---------------------------------------|--|
| <input type="checkbox"/> Bins/Totes   | <input type="checkbox"/> Cardboard boxes         |
| <input type="checkbox"/> Bulk trailer | <input type="checkbox"/> Other (please specify): |

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

- |                                 |  |
|---------------------------------|--|
| <input type="checkbox"/> Self   | <input type="checkbox"/> Warehouse/packer        |
| <input type="checkbox"/> Buyer  | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Broker |  |

9. Are organic or transitional products transported to a third party while in route to the end receiver (hydrocooling, drying, cleaning, storage, consolidation)?  Yes  No

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

10. How does your company ensure outgoing transport units are cleaned prior to loading loose, bulk organic products?

- |  |  |
|--|--|
| <input type="checkbox"/> Not Applicable - Only packaged products are shipped | <input type="checkbox"/> Clean out records       |
| <input type="checkbox"/> Clean truck/equipment affidavits                    | <input type="checkbox"/> Other (please specify): |

11. Are organic or transitional products shipped in the same transport units as non-organic products?  Yes  No

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

- |   |  |
|---|--|
| <input type="checkbox"/> Use of separate pallets                          | <input type="checkbox"/> Separate area in transport unit |
| <input type="checkbox"/> Organic product sealed in impermeable containers | <input type="checkbox"/> Other (please specify):         |



### ORGANIC SYSTEM PLAN– CROP PRODUCERS

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**Section K. Storage** [NOS 205.272]

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.

Crop	Name of Storage Area / Address if Off Site	Type/Capacity	Dedicated Organic?

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.

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> No pest problems | <input type="checkbox"/> Birds          | <input type="checkbox"/> Rodents                 |
| <input type="checkbox"/> Crawling insects | <input type="checkbox"/> Flying insects | <input type="checkbox"/> Other (please specify): |



## ORGANIC SYSTEM PLAN– CROP PRODUCERS

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

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 the National List

- Pheromone traps
- Vitamin baits
- Diatomaceous earth
- Pyrethrum
- Boric acid

Pest Control Materials –

Not on the National List

- Crack and crevice spray
- Exterior Bait Stations
- Fumigation
- Fogging
- Other (please specify):

6. Are synthetic pest control substances or other synthetic materials used in storage facilities where organic or transitional crops are stored?  Yes  No

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.



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### Section L. Packing

[NOS 205.272]

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

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

Not applicable, only field packing occurs. Crops are not further 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.

**Tip!** If you sell organic crops or processed products supplied from other operations, include the gross annual income from these organic sales with your total income when calculating your annual fee.

Maintain records regarding incoming products (purchasing, receiving, storage, packing, delivery, sales) and ensure organic and nonorganic products are clearly identified. Purchased product records must be auditable and made available during the organic inspection.

### Packaging & 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.



## ORGANIC SYSTEM PLAN– CROP PRODUCERS

### 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

- |   |  |
|---|--|
| <input type="checkbox"/> No pest problems | <input type="checkbox"/> Birds                   |
| <input type="checkbox"/> Crawling insects | <input type="checkbox"/> Rodents                 |
| <input type="checkbox"/> Flying insects   | <input type="checkbox"/> 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.



### ORGANIC SYSTEM PLAN– CROP PRODUCERS

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.

Crops or Products – <i>Include Brand Name if Applicable</i>	Supplier Name				Organic Certification Agency	Non-certified ✓
		Raw crop ✓	Packaged Product ✓	Organic ✓		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>



## 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

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### Section M. Recordkeeping

[NOS 205.103]

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

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.

#### Seed, Seedlings, Planting Stock

- Invoices
- Delivery Tickets
- Supplier Catalogs
- Commercial Availability Verification
- Non-GMO Verification
- Seed Treatment Verification
- Planting Records
- Other (please specify):

#### Harvest & Equipment

- Equipment Cleaning Records
- Bin Ticket Stubs
- Harvest Pick Sheets
- Harvest Record
- Buffer Management Records
- Load Tickets
- Crop Storage Inventory
- Other (please specify):

#### Sale & Distribution

- Bill of Ladings
- Scale Weight Tickets
- Pool Closings
- Purchase Orders
- Receipt Books
- Sales Invoices
- Farmers Market Records
- CSA Records
- Bank Deposit Statements
- Sales Reports
- Other (please specify):

#### Input Materials

- Application Records
- Purchase Receipts
- Delivery Tickets
- Input Inventory
- Other (please specify):

#### Monitoring

- Field Observation Records
- Soil Analysis
- Tissue Analysis
- Crop Advisor Recommendations
- Other (please specify):



## 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.



## ORGANIC SYSTEM PLAN– CROP PRODUCERS

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### Section N. Wild Harvest

[NOS 205.207]

**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.



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**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

Species Name	Site Name(s)	Rare	Threatened	Endangered
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7b. Describe how your management and harvest practices protect the rare, threatened, or endangered plants or animals present on your wild harvest sites.



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Section O. Fungi	[NOS 205.105, 205.202, 205.204, 205.206(f)] 205.272]
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Not Applicable, no mushroom production.

Spawn	<input type="checkbox"/> Not Applicable. <i>Skip to Agar Medium</i>
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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.



## ORGANIC SYSTEM PLAN– CROP PRODUCERS

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

Not Applicable. *Skip to Growing Medium*

5. 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.