



Site Application – WSDA Organic Program

- A site is a distinct: field, orchard, block, pasture, circle, or other contiguous area. It may contain multiple crops, fields, or blocks if these areas are adjacent, contiguous, and eligible for the same certification status.
- To be eligible for organic certification, the date of last prohibited material application must be 36 months prior to the first harvest of an organic crop and organic management must be in place.
- To be eligible for transitional certification, the date of the last prohibited material application must be at least 12 months prior to the first harvest of a transitional crop and organic management must be in place.
- A map outlining all adjoining land and the site borders and boundaries must be submitted with each site application.
- Submit site applications at least 3 ½ months prior to harvest of the crop. New sites must be inspected and a certification decision made prior to marketing crops as either organic or transitional.
- A \$40 fee is required for each site application submitted by renewing operations after the renewal deadline. This fee is not needed for sites submitted by new applicants or with renewal applications submitted by March 1.
- A \$100 land assessment fee will be due following any inspection where new sites are evaluated. This fee is per inspection without regard to the number of new sites evaluated.

When is a site application needed?

A site application is needed for land you would like to have certified to produce organic or transitional crops.

1. Initial Application – All new applications for crop or livestock certification must include at least one site application. Initial certification is based on the ability of the producer to implement compliant practices and the eligibility of the land.
2. New Sites or Increased Acreage – Existing certified farms may add new production sites each year, or expand the acreage of an existing site. An inspection of the new site or acreage and a review of the land history must take place prior to the harvest of an organic or transitional crop.
3. Transfer Certified Sites - Site transfers between two operations currently certified by the WSDA Organic Program must be approved and listed on the new certificate prior to the distribution of the crop by the new manager. An inspection must be conducted within the same growing season, but the transferred site may be added to the new manager's certificate prior to inspection under the following conditions:
 - Continuous management from one certified manager to another—there are no breaks in oversight.
 - The site was inspected by WSDA Organic Program within 12 months of the transfer of the site.
 - Applications must be submitted to WSDA Organic Program no more than one month from the transfer date and include: a copy of the previous site manager's organic certificate with the transferred site highlighted, a Previous Land Use Declaration (AGR 2262), and a site map identifying field boundaries and borders.

How is a site evaluated at inspection?

The inspector will conduct interviews, make observations and review production records regarding current and past management to evaluate if the site qualifies for organic or transitional certification. Records should include, but are not limited to: material application records, purchase receipts (seeds, inputs, activities, etc.), lease agreements, and third-party documentation (NRCS/CRP, Conservations District, etc.). Input material application records must be available at your inspection to verify compliance of all inputs applied during the transition period or up to the last prohibited material application. Records must provide the specific brand name of the material and date of application.



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Site No: _____
Office use only

Business Name: _____ Cert No: _____

Site Information

1. Site name (example: North Field, Circle C-1, Fuji Blocks 28-35) _____
Your site name should match how you reference this production site in your records (production, harvest, sales, etc.) This site name will be printed on your certificate.

2. Site location

Street address: _____

City: _____ State: _____ Zip: _____

County: _____ Township, Range, Section: _____

GPS Coordinates: _____

Township/range/section or GPS coordinates can be used in lieu of a street address if applicable.

New Site Fee

3. Is the site fee attached?

Yes No

A \$40 fee is required for each site application submitted by renewing operations after the renewal deadline of March 1. This fee is not needed for sites submitted by new applicants or with renewal applications submitted by March 1.

Management

4. Which certification status are you applying for?

Organic (Last prohibited material was applied at least 36 months before anticipated harvest)

Transitional (Last prohibited material was applied at least 12 months before anticipated harvest)

4a. If you are applying for transitional certification, do you need a transitional certificate before harvest?

Yes (I will be marketing crops harvested from this site with a Transitional claim)

No (I will not be marketing crops harvested from this site with a Transitional claim)

5. When did you start making the day-to-day production decisions for this site? (This is the date you first started managing the site or the date you began managing the site again if it was temporarily leased to another grower.)

Month: _____ Day: _____ Year: _____

6. Is the site currently certified or has it been certified organic or transitional within the last 36 months?

Yes No



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6a. If yes, provide the following information and attach a copy of the previous grower's certificate.

Certification agency: _____

Certification no: _____ Operation name: _____

Site no: _____ Site name: _____

Certificate issue date: _____

The information above must match the attached certificate. Have the previous manager complete and sign a [previous land use declaration \(AGR 2262\)](#) and attach it to your site application.

6b. If yes, are you applying for the entire area of the previously or currently certified site?

Yes *(The entire site will be added to my certificate)*

No *(I am only applying for a portion of the previous site. Ensure the attached map clearly illustrates the specific area of the site you will be managing)*

7. Do you own this site?

Yes No

7a. If no, provide the following information regarding the land owner.

Land owner's name: _____

Email: _____ Phone no: _____

Address: _____

7b. If no, describe the details of the lease and who is responsible for day-to-day management.

Crops and Acreage

8. List the crops you would like included on your certificate. Indicate varieties as applicable.

Crop	Estimated Harvest <i>(Month/Day/Year)</i>	Acres
Total site acreage		

Attach additional pages if needed, alternative records may be used provided they include all applicable information



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Land History *(While under your management)*

Complete this section as it applies to your management. **Only** include information for the transition period for which you are seeking certification. If you have not managed this site for the entire transition period for which you seek certification, the previous manager(s) must complete and sign a [Previous Land Use Declaration \(AGR 2262\)](#). This form must be attached to your Site Application.

9. Indicate which crops have been produced while under your management. Include the years of production and the number of acres produced.

Crop Category	Dates Produced	Acreage	Crop Category	Dates Produced	Acreage
Apple			Nuts		
Berries			Pasture		
Grains			Pears		
Grapes			Stone fruit		
Hay/Silage			Vegetable		
Herbs			Non-productive		
Other:			Other:		

Attach additional pages if needed, alternative records may be used provided they include all applicable information

10. Have any treated seeds been planted on the site while under your management? *(Include seeds treated with allowed materials)*

Yes No

10a. If yes, provide the brand name of the treatment and the date the seed was planted.

11. Is treated wood currently located on the site in a manner that comes into contact with soil, plants, or livestock?

Yes No

11a. If yes, was it installed while under your management and within the past 36 months?

Yes No

i. If yes, when was the treated wood installed *(Month/Day/Year)* _____



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Map

A map must be submitted that clearly identifies the borders and boundaries of the site, as well as the crop locations, adjoining land use, and borders at risk of contamination with prohibited materials due to drift from adjoining land.

- All site maps must meet the following requirements:
- Map size must not exceed 8 ½ X 11 inches and must be large enough to be clearly understood.
- Include your operation name, site name, location description, and total acreage of site on the map.
- Identify locations of crops (varieties for perennials) and fallow land.
- Indicate areas that separate your site from other land use such as roads, canals, fences and open land.
- Identify all adjacent land use, including land managed by others.
- Identify and label borders at risk of contamination with prohibited materials.
- Identify the direction of North.
- **Livestock**—Identify location and type of established fences and location and source of shade and water.

Aerial images available online can be used as a starting point for drafting a map meeting the above requirements. Alternatively, insurance maps or maps created for you by an outside entity may be submitted as well, as long as they meet the requirements.

Example site map:

