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| --- | --- | --- | --- |
| **Operation Name:** |  | **Date:** |  |

► Complete this form for your Incubator Operation structure in addition to other applicable Organic System Plan sections.

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| An Incubator Operation refers to the certification of one organization that provides pieces of land (plots) to new and beginning farmers (growers) for a specified period of time. The operation is organized under one management and marketing system, and all product is marketed through one organization and operation name. Oregon Tilth will retain a list of included growers; however their names will not appear on the organic certificate and sales must not occur under the individual grower names or businesses. While learning technical farming practices, participants will typically receive training about building a farming business, and must be trained in the requirements of Organic certification.  |

1. **OPERATION STRUCTURE**

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| --- | --- | --- | --- |
| 1. Number of farmers:
 |  | Number of plots: |  |

1. Provide a description of the structure in terms of officers, boards, committees, meeting schedules and grower education programs (attach additional pages or chart if necessary).

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* 1. RECORD KEEPING

Organic certification of incubator operations requires maintenance of a record keeping system to assure each grower’s compliance with organic standards.

1. Submit a copy of the internal policies and/or contract that govern the incubator operation. [ ]  Attached

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| --- | --- |
| 1. Complete the following questions:
2. Name of person responsible for internal control:
 |       |
| 1. Phone number of person responsible for internal control:
 |       |
| 1. Frequency of check-ins:
 |       |

1. Provide a description of your recordkeeping system:

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14.3 GROWER, PLOT, AND CROP INFORMATION

1) Attach a list of all growers including the following information. [ ]  Attached

* 1. Grower name and code
	2. Farm address, lot number, or other identification
	3. Total acreage or hectares managed by grower
	4. Acreage or hectares dedicated to organic production
	5. Acreage or hectares in organic production this year
	6. Acreage or hectares in non-organic production
	7. List of crops to be grown this year