



## OREGON TILTH CERTIFIED ORGANIC

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 Email: [organic@tilth.org](mailto:organic@tilth.org) Web Site: [www.tilth.org](http://www.tilth.org)

### Organic System Plan – Crop (Class O)

**To apply for certification please send a completed  
 Organic System Plan, contract\* and certification fees to:**

(\*contracts are only required for new applicants)

**Oregon Tilth, 260 SW Madison, Ste 106, Corvallis, OR 97333**

- **As you fill out this form, keep in mind you are creating a legal document.** Also please note that the information on your organic certificate is public information. No additional information will be supplied to any third party without prior permission of the operator, with the exception of accreditation agents or government authorities. Compiled data for statistical summaries may be distributed.
- **Please submit a payment for all applicable certification fees with this Organic System Plan.** Please refer to the *OTCO Fee Schedule* to determine the certification fee due for your operation. Organic System Plans will not be processed without payment or an approved financial agreement.
- **If you are not currently certified, please submit a complete Contract and Trademark Use Agreement with your Organic System Plan.** Blank contracts are available for download from our website ([www.tilth.org](http://www.tilth.org)) or please contact the Oregon Tilth office and one will be sent to you..
- **All Organic System Plans must be submitted complete.** An additional fee of \$25 will be charged for any application that must be returned for completion. Emailed or faxed applications are acceptable, however will not be processed until payment is received. Please see the checklist at the end of the Organic System Plan that details what is needed for a complete OSP.
- **OTCO recommends beginning the application process with sufficient time** before certification is required to allow for the necessary inspection and review process. While in some cases certification can be provided in a very short time frame, allowing up to twelve weeks is recommended.

<b>Fees:</b>	
For all operations (new and renewing) a <b>\$449</b> deposit is required to be submitted with your Organic System Plan and will allow your certification or renewal process to begin. This deposit will be applied to the total certification and inspection fees due for certification services.	
<b>Renewing Operators:</b>	
Please enter your gross sales of organic product for the previous year:	\$
The above amount will determine your certification fee for this year. An invoice will be sent to you requesting the remaining balance, after applying the \$449 deposit. Please reference OTCO Fee Schedule for details.	
<b>The Oregon Tilth Certified Organic Fee Schedule can be downloaded from the Oregon Tilth website, <a href="http://www.tilth.org">www.tilth.org</a> or one can be requested by calling the Oregon Tilth office.</b>	

<b>FOR OFFICE USE ONLY:</b>				
Received:		Cleared Accounting:		Fee Estimate:



**SECTION 1: General Information**

**[NOP 205.201, 205.2 AND 205.401]** The National Organic Program (NOP) requires all operations seeking certification to develop an Organic System Plan that is agreed to by the certified producer or handler and an accredited certifying agent. A certified operation must update the *OSP whenever changes occur or, at minimum*, annually in order to remain in continued compliance. A Person is defined as: an individual, partnership, corporation, association, cooperative, or other entity.

Primary Business Information			
Please select the appropriate legal description of the applicant below and provide the corresponding information as requested.			
<input type="checkbox"/> <b>Sole Proprietor</b> <input type="checkbox"/> <b>Partnership</b>			
Legal Business Name:			
DBA (if any):			
Mailing Address: (Street, City, State or Province and zip code)			
Website:			
Proprietor / Partner Name:			
Phone Number(s):	Primary:		Office:
	Mobile:		Fax:
*please be sure to include any applicable extension numbers			
Email Address:			
Partner Name (if applicable):			
Phone Number(s):	Primary:		Office:
	Mobile:		Fax:
*please be sure to include any applicable extension numbers			
Email Address:			
<input type="checkbox"/> <b>Limited Liability Corporation (LLC)</b> <input type="checkbox"/> <b>Corporation</b> <input type="checkbox"/> <b>Trust / Other Organization</b>			
Legal Business Name:			
DBA (if any):			
Mailing Address: (Street, City, State or Province and zip code)			
Website:			
CEO, COO, Executive Director, Managing Director, or Registered Agent:			
Phone Number(s):	Primary:		Office:
	Mobile:		Fax:
*please be sure to include any applicable extension numbers			
Email Address:			
<b>Corporations/Trusts/Organizations: Please attach a listing of all officers/shareholders, office/shareholder contact information, and/or articles of incorporation</b>			



<b>Primary Contact</b>						
The person listed below has knowledge of organic operations and by being listed here will have access to any information contained in the Organic System Plan or OTCO files. The primary contact responsible for certification identified below will be the individual to receive all correspondence and act as the legally authorized representative.						
Primary Contact Responsible for Certification:						
<b>1</b>	Name:					
	Company:					
	Title:					
	Mailing Address:					
	Phone Number(s):		Primary:		Office:	
			Mobile:		Fax:	
			*please be sure to include any applicable extension numbers			
Email Address:						
<b>Additional Contacts:</b>						
Additional contacts may be named in order for OTCO to interact with them about this file (i.e. request copies of documents, certification status etc). These contacts may be consultants, managers, administrative assistants etc. Additional contacts can be authorized to make changes to this plan and act on behalf of the company by checking the "Authorize" box. If the contact should only be communicated with, but has no authority to make changes or act for this company do not check the box "Authorize"						
<b>2</b>	Name:					
	Company:					
	Title:					
	Mailing Address:					
	Phone Number(s):		Primary:		Office:	
			Mobile:		Fax:	
			*please be sure to include any applicable extension numbers			
Email Address:						
The person named above is authorized to act on behalf of this company:				<input type="checkbox"/> Authorize		
<b>3</b>	Name:					
	Company:					
	Title:					
	Mailing Address:					
	Phone Number(s):		Primary:		Office:	
			Mobile:		Fax:	
			*please be sure to include any applicable extension numbers			
Email Address:						
The person named above is authorized to act on behalf of this company:				<input type="checkbox"/> Authorize		



**Production Partnership (if applicable) – this is an OTCO Fee Schedule Arrangement**

A production partnership involves a collaborative effort among two or more **OTCO certified** independent companies, marketing their products in common. An operation may have either farm/livestock or handling/processing production partners that are contracted to provide products, predominately to the primary operation, which contribute to, or are, a finished organic product sold by the primary operation. This production partnership arrangement allows the primary operation (Production Partner) to cover the production partner's certification fees. *(Please see OTCO fee schedule for more information on the definition of Production Partnership)*

**\*\*Note this only applies if you qualify for a Production Partnership as per OTCO fee schedule and the Primary Production Partner is paying your certification fees.**

	Production Partner:		
	Contact Person:		
	Title:		
	Mailing Address:		
	Phone Number(s):	Primary:	
		Mobile:	
		Office:	
		Fax:	
Email Address:			



<b>Background Information:</b>	
a) Please indicate all OTCO classes of certification that you are applying for:	
<input type="checkbox"/> Crop (Class O) <input type="checkbox"/> Livestock (Class OLP) <input type="checkbox"/> Handling (Class OH, OP, OM) <input type="checkbox"/> Wild Harvest (Class OW) <input type="checkbox"/> Restaurant or Retail (Class OR)	
Please identify the company name this application or certification is under:	
b) Please check all certification services requested:	
<input type="checkbox"/> USDA NOP (Organic) <input type="checkbox"/> USDA-MAFF (Japan) <input type="checkbox"/> EU* <input type="checkbox"/> Canada**(for operations located in Canada) <input type="checkbox"/> Canada Equivalency (for operations outside of Canada shipping to Canada) <input type="checkbox"/> Salmon Safe **If Canada evaluation is requested, please complete questions 1-3 below	
1) Does your operation reside in Canada?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, you must attach the <i>International Market Assessment Supplement Form</i> .	<input type="checkbox"/> Attached
2) Does your operation reside outside of Canada?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, do you import any dairy products from Canada? <i>NOTE: if yes, OTCO will require verification that the products are not derived from animals treated with antibiotics.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Statements Attached
3) Please attach all labels used for products marketed in Canada	<input type="checkbox"/> Attached <input type="checkbox"/> N/A - none used
* EU and Canadian **evaluation requires submission of the International Market Assessment Form and appropriate fees. Forms are available for download at <a href="http://www.tilth.org">www.tilth.org</a> or by contacting the Oregon Tilth office.	
c) Have you reviewed the NOP Standards and any other applicable international standards (EU, Canada etc)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d) Have you reviewed the OTCO Procedures Manual?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a) Are both organic and non-organic products produced or managed by your company?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b) What percentage of total business does organic represent?	<input type="checkbox"/> Less than 1% <input type="checkbox"/> 1-10% <input type="checkbox"/> 10-50% <input type="checkbox"/> 50-99% <input type="checkbox"/> 100%
e) Which, if any, other regulatory agencies inspect this facility/farm? Please list.	
f) Have you ever had a negatively scoring report from any other regulatory agency, including FDA, OSHA or state health dept.?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please describe by submitting documentation regarding the issue. <input type="checkbox"/> Attached	
g) Certification year applying for:	
h) Certification may take up to 90 days, please let us know if there is an emergency or extraordinary circumstance that would require urgency.	



<b>Certification History</b>	
Has this operation ever:	
a) Been certified organic?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes:	
Please include a copy of the most recent certificate	<input type="checkbox"/> Attached
With which agencies were you certified?	
Please define the scope of this certification with previous agent <input type="checkbox"/> Farming <input type="checkbox"/> Livestock <input type="checkbox"/> Wild Harvest <input type="checkbox"/> Handling <input type="checkbox"/> International (EU, COR etc)	
What were the dates of maintaining certification?	
Are you still currently certified?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be maintaining this certification?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any outstanding noncompliances with the agencies mentioned above?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b) Been denied organic certification?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c) Had your certification suspended or revoked?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d) Withdrawn from certification with outstanding points of non-compliance or conditions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e) Withdrawn your application for certification with outstanding points of non-compliance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes was chosen on b, c, d, e above, please attach a copy of all relevant letter(s) and a description of any/all corrective actions:	<input type="checkbox"/> Attached
<b>Renewing Operations Only</b>	
f) List your current certification number issued by OTCO	
g) Were there any points of noncompliance issued after last year's inspection?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please confirm that corrective actions are still in effect:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comment:	
h) Were there any reminders for continuous improvement noted in your Notification of Certification Decision following last year's inspection?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please confirm that reminders have been acknowledged:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comment:	
Please give directions to your farm for the inspector. Please remember that they may not be familiar with your area. When possible, include mileage and cardinal directions.	
When are you most available to be reached?	<input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening





<b>Land History</b>	<input type="checkbox"/> <b>Already certified with OTCO and no land additions requested (skip to the next pg: Crops, Acreage &amp; Marketing Venue)</b>					
NOP RULE 205.202 requires that in order for land to be eligible for organic certification, it must have had no prohibited substances, as listed in 205.105, applied to it for a period of 3 years. In addition, land must have distinct, defined boundaries and buffer zones to prevent contact with a prohibited substance applied to adjoining land that is not under organic management.						
3) Have you managed all listed fields for 3 or more years?						<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, you must submit signed statements from the previous manager stating the use and all inputs applied for the previous three years on all fields/parcels.						
4) Complete the following chart for all fields/parcels requested for certification. List the land use for the last 3 years. List all materials used, and specify below if any treated seed has been planted in the last 3 years. Attach additional sheets, if necessary.						
Year	Field ID	Agricultural or other use (i.e. crop planted, plant nursery, fallow, tree farm, etc...)	Check if treated seed planted	Date of treated seed planting	Brand Name of all materials* applied (fertilizers, pest control substances, etc...) *Please submit ingredient information for all materials	Date of most recent material application
<b>This year</b> 20 __			<input type="checkbox"/>			
<b>Last year</b> 20 __			<input type="checkbox"/>			
<b>2 years ago</b> 20 __			<input type="checkbox"/>			
<b>3 years ago</b> 20 __			<input type="checkbox"/>			







Crop & Variety	Field ID(s)	Total acres/square feet/hectares per crop	Projected Yields
are encouraged. Please use township, section, and range, or similar legal description information.			



**SECTION 3: Seeds, Planting Stock, Seedlings, Transplants, and Perennial Stock**

NOP Rule §205.204 requires the use of organically grown seeds, unless the variety is not commercially available in the form, quality or quantity needed. If using non-organic seeds, you must have records of your attempts to source organic seed. Synthetic seed treatments are prohibited unless included on the National List. Genetically engineered/modified (GMO) seeds and GMO inoculants are prohibited in organic production.

*Commercial Availability Definition:* 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.

*Please put an 'X' in the box that represents the seed/s used and the documentation that is on file and available for inspection.*

Crop	Variety	Organic Seed	From Own Stock	Non-organic Seed	Untreated	Allowed treatment/ Coating/ inoculant	Non-GMO	Commercial Availability Search Documented
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Please put an 'X' in the box that represents the seed/s used and the documentation that is on file and available for inspection.

Crop	Variety	Organic Seed	From Own Stock	Non-organic Seed	Untreated	Allowed treatment/ Coating/ inoculant	Non-GMO	Commercial Availability Search Documented
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**SECTION 4: Annual Seedlings**

NOP Rule 205.204  
 Annual seedling definition: A plant grown from seed that will complete its' life cycle or produce a harvestable yield within the same crop year in which it was planted.

*Please note: Non-organic planting stock may only be used to produce perennial stock/crops for resale only after the planting stock has been managed in a certified organic production system for no less than 1 year.*

*Edible sprouts must be produced from organic seed/stock.*

1) Do you produce annual seedlings?  Yes  No

If yes, please complete Section 3 with appropriate seed/stock information

2) Do you purchase annual seedlings to produce organic crops?  Yes  No

If yes, please complete the table below for the annual seedlings that are purchased:

**Purchased annual seedling information for current year production:**

Crop	Variety	Supplier	Supplier Certifier	Cert on file (Y/N)





<b>SOIL &amp; CROP FERTILITY (continued)</b>		
3) What are the major components of your soil and crop fertility plan? (check all that apply)		
<input type="checkbox"/> Interplanting <input type="checkbox"/> Summer fallow <input type="checkbox"/> Off-farm manure <input type="checkbox"/> Foliar fertilizers <input type="checkbox"/> Crop rotation <input type="checkbox"/> Other (specify)	<input type="checkbox"/> Incorporation of crop residues <input type="checkbox"/> Compost <input type="checkbox"/> Soil amendments <input type="checkbox"/> Biodynamic preparations <input type="checkbox"/> Green manure/plow down cover crops	<input type="checkbox"/> Subsoiling <input type="checkbox"/> On-farm manure <input type="checkbox"/> Side dressing <input type="checkbox"/> Soil inoculants <input type="checkbox"/> Mulching
4) Describe your crop rotation plan. Please include crops, time frames, and cover crops (if applicable).		
5) How do you monitor the effectiveness of your fertility management program?		
<input type="checkbox"/> Soil testing <input type="checkbox"/> Microbiological testing <input type="checkbox"/> Tissue testing <input type="checkbox"/> Observation of soil <input type="checkbox"/> Observation of crop health <input type="checkbox"/> Comparison of crop yields <input type="checkbox"/> Crop quality testing <input type="checkbox"/> Other (specify)		
Please attach copies of available test results.		
6) How often do you conduct fertility monitoring?		
<input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input type="checkbox"/> As needed <input type="checkbox"/> Other (specify)		
<b>Make sure to list all fertility inputs used or intended for use in the current season on proposed organic and transitional fields in Section 10: on page 26</b>		
<b>COMPOST USE</b>	<input type="checkbox"/> <b>N/A: No compost used or produced (please skip to next section: Manure Use)</b>	
Composting is a process of combining <b>plant and animal</b> materials under specified conditions. Keep a compost production record to verify compliance. Applications of uncomposted plant material are not restricted. Uncomposted or raw animal manure must be composted or applied so it does not contaminate crops, soil, or water.		
7.) What is your source of compost? (check only one)		
<input type="checkbox"/> Purchased (skip to question 13) <input type="checkbox"/> Made on farm (please complete questions 8-12) <input type="checkbox"/> Both Purchased and Produced (please complete questions 8-13)		
8) What composting method do you use?		
<input type="checkbox"/> In-vessel <input type="checkbox"/> Static <input type="checkbox"/> Aerated pile <input type="checkbox"/> Windrows <input type="checkbox"/> Other (Specify)		
9) What is your initial C:N ratio?	Part(s) Carbon:	Part(s) Nitrogen:
10) What materials do you compost? (please list or describe)		



COMPOST USE (continued)	
11) Do you monitor temperature?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what temperature is maintained?	
How long is this temperature maintained?	
12) If compost is windrowed, how many times are materials turned?	
13) If you purchase compost, how do you document the compost meets the requirements of NOP § 205.203(c)(2) (listed above)?	
<input type="checkbox"/> Third Party verified (OMRI, WSDA, etc) <input type="checkbox"/> Ingredient list and production method in writing from compost producer (attach)	
14) Do you produce vermicompost?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please list the materials (ingredients) used in the system:	
If yes, please describe how the vermicompost is produced and handled:	
15) Do you purchase vermicompost?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you purchase vermicompost, how do you document the compost meets the requirements of NOP § 205.203(c)(2) (listed above)?	
<input type="checkbox"/> Third Party verified (OMRI, WSDA, etc) <input type="checkbox"/> Ingredient list and production method in writing from compost producer (attach)	
MANURE USE	<input type="checkbox"/> Manure is not used on farm
NOP RULE 205.203(c)(1) requires that raw manure must be fully composted unless applied to fields with crops not for human consumption or incorporated into the soil 120 days prior to harvest for crops whose edible portion has direct contact with the soil, or 90 days prior to harvest for all other crops for human consumption.	
16) What is the source of the manure you use?	<input type="checkbox"/> on-farm <input type="checkbox"/> off-farm
17) What forms of manure do you use?	
<input type="checkbox"/> None <input type="checkbox"/> Liquid <input type="checkbox"/> Semi-solid <input type="checkbox"/> Piled <input type="checkbox"/> Fully composted <input type="checkbox"/> Pelleted <input type="checkbox"/> Other (specify)	
18) How is manure incorporated into the soil?	
<input type="checkbox"/> Disked/cultivated <input type="checkbox"/> Carried by irrigation <input type="checkbox"/> Scratched/Harrowed <input type="checkbox"/> Rain or other natural activity <input type="checkbox"/> Other (please specify)	
19) Do you grow crops for human consumption?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, skip to the next section: Fertility Inputs	
If yes, please have manure application logs (date, location, rate/quantity) on file and available to the inspector.	
FERTILITY INPUTS	
Producers may manage nutrition and fertility by applying allowed materials on the National List. Check the National List for allowed synthetic substances and restrictions on certain natural substances. <b>Synthetic materials not shown on the National List, ash from manure burning and sewage sludge are prohibited.</b>	
20) Do you use any fertility inputs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please make sure you list all inputs used in Section 10: on page 26.	



<b>SECTION 6: Crop Pest, Disease and Weed Management</b>	
NOP Rule 205.206 - Producers must utilize sanitation measures to remove disease vectors, weed seeds, and habitat for pests. Cultural practices, including selection of plant species and varieties adapted to site-specific conditions, must be used to enhance crop health. Approved synthetic materials on the National List 205.601 may only be used when management practices are insufficient to prevent or control problems. All weed, pest, and disease inputs must be approved.	
<b>WEED MANAGEMENT PLAN</b>	<input type="checkbox"/> No weed problems (skip to next section)
1) What are your problem weeds?	
2) How do you monitor the effectiveness of your weed management program?	
<input type="checkbox"/> Weed counts <input type="checkbox"/> Observation of weed types <input type="checkbox"/> Observation of crop health <input type="checkbox"/> Comparison of crop yields <input type="checkbox"/> Records kept <input type="checkbox"/> Other (specify)	
3) How often do you conduct weed monitoring?	
<input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input type="checkbox"/> As needed <input type="checkbox"/> Other (specify)	
<b>PEST MANAGEMENT PLAN</b>	<input type="checkbox"/> No pest problems (skip to next section)
4) What are your problem pests?	
4a) Problem Insects (list):	
4b) Rodents, gophers, birds & other animals:	
5) How do you monitor the effectiveness of your pest management program?	
<input type="checkbox"/> Insect monitoring <input type="checkbox"/> With traps <input type="checkbox"/> Observation of crop health <input type="checkbox"/> Comparison of crop yields <input type="checkbox"/> Crop quality testing <input type="checkbox"/> Monitoring <input type="checkbox"/> Records kept <input type="checkbox"/> Other (specify)	
6) How often do you conduct pest monitoring?	
<input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input type="checkbox"/> As needed <input type="checkbox"/> Other (specify)	
<b>DISEASE MANAGEMENT PLAN</b>	<input type="checkbox"/> No disease problems (skip to next section)
7) What are your problem crop diseases?	
8) How do you monitor the effectiveness of your disease management program?	
<input type="checkbox"/> Soil testing <input type="checkbox"/> Microbiological testing <input type="checkbox"/> Tissue testing <input type="checkbox"/> Observation of soil <input type="checkbox"/> Observation of crop health <input type="checkbox"/> Comparison of crop yields <input type="checkbox"/> Crop quality testing <input type="checkbox"/> Monitoring <input type="checkbox"/> Records kept <input type="checkbox"/> Other (specify)	
9) How often do you conduct disease monitoring?	
<input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input type="checkbox"/> As needed <input type="checkbox"/> Other (specify)	

***Please list all weed, pest, and disease management strategies in the next page of this section***



<b>WEED, PEST &amp; DISEASE MANAGEMENT MATRIX</b>				
<b>Check which strategies you use:</b>	<b>Used for which type of pests:</b>			
	<b>Weeds</b>	<b>Insects &amp; invertebrates</b>	<b>Diseases &amp; nematodes</b>	<b>Vertebrate pests</b>
None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crop rotation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cover cropping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strip cropping, interplanting, companion planting or planting mixed species	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trap or smother crops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crop nutrient management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sanitation, cleaning up debris, nesting areas, removal of disease vectors, weed seed sources, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soil sterilization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prevention of weed seed set	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delayed seeding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitoring soil temperature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Growing location/soil balancing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timing of planting/cultivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Selection of plant species/varieties (i.e. fast-emerging varieties, resistant varieties/rootstock, etc...)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plant spacing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compost/tea use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand tools or Removal of pest by hand (hoeing, pruning, picking, vacuum)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical cultivation (disc, plow, harrow, till, etc...)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mowing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Livestock grazing (including ducks and geese)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flame weeding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steam weeding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fallow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Irrigation method (drip, furrow, etc.) or management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mulching with biodegradable materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plastic or synthetic mulches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corn gluten	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soap-based products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Solarization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plant beneficial habitat areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



<b>WEED, PEST &amp; DISEASE MANAGEMENT MATRIX (continued)</b>				
Check which strategies you use:	Used for which type of pests:			
	Weeds	Insects & invertebrates	Diseases & nematodes	Vertebrate pests
Develop predator habitat (owl nests, perches, frog ponds, bird/bat houses etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Release beneficial organisms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Release of predator/parasite pest species	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IPM (Integrated Pest Management)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construct barriers (fences, raised platforms, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other physical /mechanical means (describe)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of approved materials (please list in Section 10)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of restricted materials (please list in Section 10)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Limited use of prohibited materials (list in Section 10)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Burning crop residue (Complete Next Section)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>CROP RESIDUE BURNING</b>				
10) Do you burn Crop Residues?	<input type="checkbox"/> Yes, complete 11 & 12 below <input type="checkbox"/> No, not applicable (skip to next section)			
11) What crop residues do you burn, and how often do you burn them?				
12) What diseases are to be suppressed, or which specific seeds are to be germinated?				
<b>INPUTS USED TO MANAGE WEEDS, PESTS, AND/OR DISEASES</b>				
When preventative and/ or mechanical means of managing a weed, insect or disease pest is insufficient, a natural (non-synthetic) material may be applied. When this method is insufficient, an allowed synthetic material may be used if it is on the National List and if the conditions for using the substance are documented in the Organic System Plan.				
13) Do you use any natural (non-synthetic) or allowed synthetic materials to manage weeds, pests, and/or diseases?				<input type="checkbox"/> Yes <input type="checkbox"/> No
a.) If yes, make sure to list all inputs used in the Materials Matrix: Section 10: page 26.				





**BIODIVERSITY MANAGEMENT (continued)**

10) What actions do you take to control invasive plant/animal species, especially those threatening natural areas?

- Learn about invasives
- Mechanical methods
- Use weed- and pest-free seed/planting stock/soil amendments/mulches
- Promote habitat for natural predators
- Other (describe/explain)
- Monitor for new introductions and control immediately
- Suppress invasives using organic methods
- None

11) How do you conserve and provide habitat for wildlife?

- Companion planting/intercropping
- Manage fallow fields for wildlife
- Unknown
- Crop diversity
- Other (describe/explain)
- Wildlife-friendly fences

12) How do you schedule farm practices to benefit wildlife?

- Avoid nests during breeding season
- Plan fields to leave food/cover for wildlife
- Unknown
- Stagger mowing/tilling practices
- Other (describe/explain)

**SOIL CONSERVATION**

13) What soil erosion problems do you experience (why and on which fields)?  No erosion problems

Field	Problem	Reason

14) What conservation practices are used?

- Terraces
- Winter cover crops
- Firebreaks
- Maintain wildlife habitat
- Contour farming
- Conservation tillage
- Tree lines
- Other (specify)
- Strip cropping
- Windbreaks
- Retention ponds
- None
- Under sowing/interplanting
- Permanent waterways (swales)
- Riparian management

15) How often do you conduct conservation monitoring?

- Weekly
- Monthly
- Annually
- As needed
- Other (specify)

**WATER USE**  None used (please skip to next section)

16) Please check all the ways you use water:

- Irrigation
- Greenhouse
- Livestock
- Other (specify)
- Foliar Sprays
- Washing crops

17) Source of water:

- On-site well(s)
- Irrigation district
- River/creek/pond
- Other (specify)
- Spring
- Municipal/county

18) Name of municipal/irrigation district:

19) Do you test for contaminants, coliform bacteria and/or nitrates in your water supplies regularly?  Yes  No

If yes, a) How often do you test?  Weekly  Monthly  Annually  As needed  Other (specify)

b) Have any tests come back positive?  Yes  No

If yes, c) Describe your efforts to minimize water contamination problems listed above:





HARVEST	
<p>NOP RULE 205.272(b)(1) and (2) requires that containers, bins, and packaging materials must not contain synthetic fungicides, preservatives, fumigants, or other prohibited materials. All reusable containers must be thoroughly cleaned and pose no risk of contamination prior to use.</p>	
<p>1) How are crops harvested?    <input type="checkbox"/> Mechanical    <input type="checkbox"/> By Hand    <input type="checkbox"/> Grazed only</p>	
<p>2) What containers are used for harvesting?  <input type="checkbox"/> Gravity wagons/boxes/carts    <input type="checkbox"/> Truck boxes    <input type="checkbox"/> Cardboard/waxed boxes    <input type="checkbox"/> Wooden totes  <input type="checkbox"/> Plastic containers    <input type="checkbox"/> Other (specify)</p>	
<p>3) Are the harvest containers:  <input type="checkbox"/> Used only for organic    <input type="checkbox"/> Lined prior to use    <input type="checkbox"/> Cleaned prior to use    <input type="checkbox"/> New  <input type="checkbox"/> Other (specify)</p>	
POST-HARVEST HANDLING	
<input type="checkbox"/> Not applicable	
<p>NOP Rule 205.201(a)(5) requires that post-harvest handling procedures do not contaminate organic products with non-organic crops or prohibited materials. On-farm processing must be simple processing, approved by OTCO, otherwise a complete Handling Organic System Plan may be needed.</p>	
<p>4) Are crops cleaned and/or washed after harvest?    <input type="checkbox"/> Yes    <input type="checkbox"/> No                      a.) If yes, please include any/all wash materials in Section 10, on page 26                      b.) If yes, if any chlorine materials are used in the wash or flume water during the handling of organic crops, what procedures are in place to ensure that residual chlorine levels in the water leaving the facility are maintained at or below 4 ppm (the maximum chlorine residual limit under the Safe Water Drinking Act)?</p>	
<p>5) Is the organic crop further processed on-farm (i.e. preserved, cooked, made into oils/jams/butters, etc...)?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>6) Do you contract processing services for your organic crops?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>7) Do you handle or pack organic food products from other organic crop producers?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If you answered yes to questions 5,6, or 7, please complete the information below in the On-Site Processing Work Flow Section. Please note that completion of this section does not equate with an approval and a Handling Organic System Plan may be required.</p>	
<p>8) Do products have to be processed before export, being shipped, or being delivered?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If yes, please describe process and include any materials used below:</p>	
<p><b>Please note that completion of this section does not equate with an approval and a Handling Organic System Plan may be required.</b></p>	
<p>9) What types of packaging materials are being used?  <input type="checkbox"/> Bulk Paper    <input type="checkbox"/> Cardboard    <input type="checkbox"/> Wood    <input type="checkbox"/> Aseptic Natural Fiber  <input type="checkbox"/> Metal Foil    <input type="checkbox"/> Glass    <input type="checkbox"/> Plastic    <input type="checkbox"/> Waxed Paper  <input type="checkbox"/> Synthetic Fiber    <input type="checkbox"/> Other (specify)</p>	
<p>10) In what form are finished products shipped?  <input type="checkbox"/> Dry    <input type="checkbox"/> Bulk    <input type="checkbox"/> Liquid    <input type="checkbox"/> Bulk Tote Bags    <input type="checkbox"/> Paper Bags  <input type="checkbox"/> Foil Bags    <input type="checkbox"/> Mesh Bags    <input type="checkbox"/> Cardboard Cases    <input type="checkbox"/> Metal Drums    <input type="checkbox"/> Cardboard Drum  <input type="checkbox"/> Tote Boxes    <input type="checkbox"/> Plastic Crates    <input type="checkbox"/> Other (specify):</p>	
<p>11) Are any materials (sprays, coating, etc.) applied to the crop after harvest?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>	
<p>If yes, please list these materials in the Materials Matrix: Section 10, Page 26. It is also recommended that labels/ingredient information is attached to this plan.</p>	



<b>On-Site Processing Work Flow</b>	<input type="checkbox"/> <b>I do not do any final processing on-site (skip to labeling)</b>						
Please Provide:							
12) A description of the post-harvest handling processing in detail: from raw product at harvest through to finished product							
13) A list of all equipment used in processing							
14) A description of how equipment is cleaned, list any materials used (include brand name, manufacturer, and ingredient information)							
15) A description of how ingredients and final products are stored and separated from any non- organic ingredient/products							
16) Please provide a description of what final packaging is used							
<b>LABELING</b>			<input type="checkbox"/> <b>No Labels Used</b>				
20) Please submit all labels to OTCO for review and approval prior to use.		<input type="checkbox"/> Labels Attached <input type="checkbox"/> Labels Mailed/faxed/ emailed to OTCO					
21) Do you use or plan to use the USDA organic seal on product labels or market information?		<input type="checkbox"/> Yes <input type="checkbox"/> No					
22) Do you use or plan to use the Oregon Tilth seal on product labels or marketing information?		<input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>CROP STORAGE</b>			<input type="checkbox"/> <b>No crops stored</b>				
Storage records must be maintained to demonstrate monitoring, contamination/commingling avoidance, and to complete the production audit trail.							
23) Are crops stored at a location different than the main farm location or headquarters?							
<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No organic crop storage							
If "Yes" please list the addresses and/or locations of those storage areas:							
24) Do you store organic crops at facilities that are owned and operated by another party?							
<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No organic crop storage							
If "yes" please attach a completed Independent Storage Information Sheet (ISIS) and/or Organic Certificate for the off-site storage facility. (the ISIS form can be found on <a href="http://www.tilth.org">www.tilth.org</a> or can be requested from the main office)							
25) Please provide the following details for your farm storage facilities:							
Please mark all crops stored in the area by putting a 'X' the applicable box							
Storage ID	Crops Stored	Storage Type	Capacity/Size	Organic	Transitional	Buffer	Conventional
				<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"/>



BUILDING AND STORAGE PEST MANAGEMENT MATRIX		<input type="checkbox"/> Not Applicable			
<p><b>Preventative pest management practices are to be implemented and tried before any other methods. If not effective, then a material consistent with the national list may be applied. In the table below, check the basic preventative and mechanical control strategies used:</b></p>					
Strategy	Used for which type of pests:				
	Flying insects	Crawling insects	Rodents	Birds	
<b>Preventative practices</b>					
Good sanitation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Removal of habitat areas, food sources, breeding areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cleanup of spilled product	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sealed doors and/or windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Screened windows, vents, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Repair of holes, cracks, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Storage above ground level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sheet metal on building exterior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Air curtains, air showers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Positive air pressure in facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Inspect ingredients for pests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Inspection zones around interior perimeters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ultrasound, light devices, scare tactics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Control temperature, humidity, or light levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Monitoring devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(Other)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Mechanical or physical control, lures or repellents</b>					
Electrocution machines / zappers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mechanical traps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sticky traps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pheromones traps, lures <i>(Please note lures may not contact organic products )</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Repellents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Freezing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Heat treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vacuum treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Synthetics [205.271] – Please list any/all inputs/materials used to manage pests in Section 10 on page 26.</p>					
<p><b>NOTE: You cannot use any synthetic materials that are not on the National List without prior approval from OTCO.</b></p>					



<b>TRANSPORTATION</b>		<input type="checkbox"/> N/A-crops never transported
26) Do you retain ownership of crops during transport?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please complete this section		
If no, please skip to Section 9: Contamination Avoidance		
27) What steps are taken to protect the integrity of the organic products during transport?		
<input type="checkbox"/> Transport units dedicated to organic	<input type="checkbox"/> Inspecting transport units prior to loading	
<input type="checkbox"/> Cleaning transport units prior to loading	<input type="checkbox"/> Use of Clean Truck Affidavits	
<input type="checkbox"/> Letter/contract with transport company stating organic requirements	<input type="checkbox"/> Other (Specify)	
<input type="checkbox"/> Hire certified organic transporters		

**SECTION 9: Contamination Avoidance**

NOP RULE §205.272 –certified operators must implement measures necessary to prevent the commingling of organic and non-organic products and protect organic products from contact with prohibited substances.

<b>Contamination Avoidance:</b>		
1) Do you grow the same crops in organic, transition, and/or conventional production?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please complete the following questions as well as Section 12, Split and Parallel Production		
2) Are organic or transitional fields adjacent to any land use on which prohibited substances are potentially used, such as conventional agriculture, forest/logging, commercial nursery, golf course, railroad, power lines, etc?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3) Are any nearby lands treated with prohibited substances using aircraft?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4) Is your land adjacent to a county or state road?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5) Is there any indication of contamination of surface or ground water from nearby commercial operations/industries of any kind?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6) If you have answered yes to any of the above, what safeguards do you have in place to prevent accidental contamination?		
<input type="checkbox"/> Requested and/or posted “No Spray” signs from the appropriate agencies <input type="checkbox"/> Adequate buffer zones in place on all appropriate borders		
Written notification to:		
<input type="checkbox"/> Highway departments	<input type="checkbox"/> Electric companies	<input type="checkbox"/> Aerial spray companies/airports
<input type="checkbox"/> Adjoining Landowners	<input type="checkbox"/> Drainage Commissions	<input type="checkbox"/> Farm Service Office
<input type="checkbox"/> Irrigation Districts	<input type="checkbox"/> Other (specify)	
7) How do you monitor for crop contamination?		
<input type="checkbox"/> Visual Observation <input type="checkbox"/> Residue Analysis <input type="checkbox"/> GMO testing <input type="checkbox"/> Photographs <input type="checkbox"/> Wind Direction/Speed Data <input type="checkbox"/> Other (specify)		
8) How often do you conduct crop contamination monitoring?		
<input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input type="checkbox"/> As needed <input type="checkbox"/> Other (specify)		
9) How is equipment used on non-organic crops/grounds cleaned or purged prior to use on organic crops/grounds? (please specify)		



<b>BUFFERS, BOUNDARIES, AND ADJOINING LAND USE</b>
<p><i>NOP RULE §205.202 requires that organic production areas have distinct boundaries and buffer zones to prevent the unintended application of a prohibited substance or contact with a prohibited substance that is applied to adjoining land not under organic management. The NOP Rule requires that the buffer must be sufficient in size or other features (windbreaks, diversion ditches) to prevent the unintended contact by prohibited substances applied to adjacent land areas. Crops within the required buffer must be left un-harvested or harvested, stored, and disposed of as non-certified crop, with records kept of crop disposition.</i></p>
<p>10) Please provide details for all buffers; including location (in relation to a field-including the Field ID), type and approximate size:</p>
<p>11) If crops are grown and/or harvested in buffer areas, how are they segregated during harvest, storage and sales?</p> <p> <input type="checkbox"/> Crop is not grown/harvested (please skip next question)  <input type="checkbox"/> Stored Separately  <input type="checkbox"/> Harvest at different times      <input type="checkbox"/> Given away      <input type="checkbox"/> Identify physical buffer areas  <input type="checkbox"/> Crop is destroyed      <input type="checkbox"/> Harvest containers are identified as non-organic  <input type="checkbox"/> Sold to a non-organic buyer      <input type="checkbox"/> Crops are identified as non-organic in records  <input type="checkbox"/> Separate harvest/sales records are maintained      <input type="checkbox"/> Other (specify)                 </p>
<p>12) If the same equipment or containers are used to harvest buffer crops, how is contamination/commingling avoided?</p> <p> <input type="checkbox"/> Soap and water      <input type="checkbox"/> Water rinse      <input type="checkbox"/> Sweeping and/or vacuuming  <input type="checkbox"/> Compressed air      <input type="checkbox"/> Sanitizing      <input type="checkbox"/> Dedicated equipment or containers  <input type="checkbox"/> Purging of Equipment      <input type="checkbox"/> Other (specify)                 </p>

***Please note: clean truck/equipment affidavits, clean-out records, and/or other appropriate records must be on file and available for the inspector.***

<b>Other Information:</b>
<p><b>If there are aspects or production practices of your operation that have not been adequately addressed in the Sections of this Organic System Plan, please describe them below:</b></p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>








			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Attached <input type="checkbox"/> Mailed/faxed/ emailed to OTCO
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Attached <input type="checkbox"/> Mailed/faxed/ emailed to OTCO
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			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Attached <input type="checkbox"/> Mailed/faxed/ emailed to OTCO
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Attached <input type="checkbox"/> Mailed/faxed/ emailed to OTCO
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Attached <input type="checkbox"/> Mailed/faxed/ emailed to OTCO
<p>*Please attach full ingredient information to the OSP or send it to Oregon Tilth. The full ingredient information must be reviewed and approved by OTCO prior to use.                  Please note that a written/typed list of ingredients from a label is not acceptable.</p>									



**SECTION 11: Record Keeping System**

*NOP Rule 205.103 requires that records disclose all activities and transactions of the operation, must be maintained for 5 years, and demonstrate compliance with the NOP Rule. Organic products must be tracked back to the field/location where they were produced/harvested. All records must be accessible to the inspector.*

1) Which of the following records do you keep for organic production?	
Type of Record	✓
Field maps*	<input type="checkbox"/>
Field activity log(s)/records*	<input type="checkbox"/>
Field history sheets (previous three years)	<input type="checkbox"/>
Documentation of previous land use for rented and/or newly purchased land	<input type="checkbox"/>
Receipts for all purchased inputs (including seeds, soil and fertility amendments, and pest management materials). <b>Keep all labels (copy or original) or ingredients list.*</b>	<input type="checkbox"/>
Input applications that show date, material, location and rate of application*	<input type="checkbox"/>
Documentation of attempts to source organic seeds and/or planting stock*	<input type="checkbox"/>
Documentation of organic seedlings*	<input type="checkbox"/>
Seed labels/cans/packets*	<input type="checkbox"/>
Residue analyses of inputs (i.e., manure sourced off-farm)	<input type="checkbox"/>
Compost production records*	<input type="checkbox"/>
Monitoring records (soil tests, tissue tests, water tests, quality tests, observational)	<input type="checkbox"/>
Equipment cleaning records / clean-out log*	<input type="checkbox"/>
Harvest records that show field numbers, date of harvest and harvest amounts (including custom harvest records, transitional crop harvest, and/or buffer crop harvest) *	<input type="checkbox"/>
Labor records	<input type="checkbox"/>
Storage records that show storage location, storage identification, field numbers, amounts stored, and cleaning activities*	<input type="checkbox"/>
Clean transport records	<input type="checkbox"/>
Sales records (purchase order, contract, invoice, cash receipts, cash receipt journal, sales journal, etc.) <b>Sales records must include quantity, date, crop/variety, and crop status (organic, transitional, or conventional)*</b>	<input type="checkbox"/>
Buffer crop sales*	<input type="checkbox"/>
Farmers' Market take in/return log	<input type="checkbox"/>
Shipping records (scale ticket, dump station ticket, bill of lading) *	<input type="checkbox"/>
Lot numbers*	<input type="checkbox"/>
Transaction Certificates	<input type="checkbox"/>
Audit control summary	<input type="checkbox"/>
Complaint management system*	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>
<i>*This type of record keeping is required to demonstrate compliance. If you don't have this in place currently, please develop a system to capture this information and present it to the inspector.</i>	
<i>Please have these records available for the inspector.</i>	
2) How long do you keep your records? <i>(please note that the NOP regulation requires a minimum of five years)</i>	
3) Which of the following records do you keep for conventional production?	
<input type="checkbox"/> Not applicable	<input type="checkbox"/> Field maps
<input type="checkbox"/> Storage records	<input type="checkbox"/> Input records
<input type="checkbox"/> Shipping records	<input type="checkbox"/> Other (specify)
<input type="checkbox"/> Labor records	<input type="checkbox"/> Sales records
<input type="checkbox"/> Field history sheets	<input type="checkbox"/> Harvest records







**SECTION 13: International Programs**

<b>International Markets</b>		
<p>Oregon Tilth provides several services for international market verifications. If you are shipping or selling organic products to international markets it is very important that you have the appropriate certification or verifications that each country requires in advance, and that you understand the organic regulations in that country. For ingredient suppliers, there may be buyers that will require your product/ingredients be certified or verified to certain international requirements. Please be sure to know of any of these requirements <b>in advance</b> of your inspection. Contact OTCO or visit our website for additional information.</p>		
<b>European Union</b>		
1) Will you be marketing your products to the European Union or selling to buyers who will be using your product as an ingredient in a product to be sold to the Europe Union? <i>Note: **Any human food or livestock feed products marketed to the EU or sold as EU compliant must evaluated as equivalent to the EU regulations. Products outside of the scope of the EU include fiber, body care products, nutritional supplements and cosmetics.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
a) If yes, you must attach the International Market Assessment <i>Supplement</i> Form?	<input type="checkbox"/> Attached	
<b>Japan</b>		
1) Will you be marketing your products to Japan or selling to buyers who will be using your product as an ingredient in a product to be sold to Japan?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
a) If yes, do use alkali-extracted humic acid and lignon sulfonate as a flotation agent?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
b) Please attach all labels used for products marketed in Japan	<input type="checkbox"/> Attached <input type="checkbox"/> N/A-none used	
2) Please indicate products which you are seeking USDA-MAFF compliance for Japan		
<b>Product:</b>	<b>Product:</b>	<b>Product:</b>
<b>Canada</b>		
1) Does your operation reside in Canada?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
a) If yes, you must attach the <i>International Market Assessment Supplement</i> Form?	<input type="checkbox"/> Attached	
2) Does your operation reside outside of Canada?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
a) If yes, do you ship any raw or fresh produce to Canada?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
i) If yes to (a), is Chilean nitrate used to produce that crop? <i>*Note this is required to be verified at inspection</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
b) If yes, do you ship processed products to Canada under the USDA/NOP Canada Equivalency agreement?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3) If yes to 2a or 2b above list items exported to Canada below		
<b>Product Name:</b>	<b>Processed Product</b>	<b>Raw Produce</b>
	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
4) Please attach all labels used for products marketed in Canada.		<input type="checkbox"/> Attached <input type="checkbox"/> N/A-none used



## SECTION 14: Oregon Tilth Programs

### MEMBERSHIP

The Oregon Tilth Certified Organic Program is not a membership-based program – it provides certification services to both members and non-members of Oregon Tilth. A certified operator may choose to be a member of Oregon Tilth for no additional charge, but membership is not required for certification. The benefits of Oregon Tilth membership include the following:

- A subscription to the In Good Tilth (IGT) magazine
- Free classified ads in the newsletter
- Discounts to Oregon Tilth events

Please choose one of the options below indicating your interest in Oregon Tilth membership:

- I wish to be a member of Oregon Tilth, Inc.  
 I do not wish to be a member of Oregon Tilth, Inc.

### In Good Tilth (IGT) Magazine

I would like to receive my free In Good Tilth subscription:

- Electronically-through my email  
 Mail  
 I do not wish to have a subscription at this time

### OREGON TILTH DIRECTORY

The Oregon Tilth Producer Search is a complete listing of OTCO producers, processors, handlers, restaurants, and retailers posted on our website. Your certificate information will appear in Oregon Tilth's producer search, and that listing will match your certificate, as this is public information. The following information will appear in your listing: business name, address, website (if applicable), certified acreage, and marketable products. Brand names, varieties or proprietary information will not be listed.

### CERTIFICATION SERVICES

Oregon Tilth Certified Organic is committed to providing quality certification service. Visit our website at [www.tilth.org](http://www.tilth.org) for program updates. Please comment below on the areas where OTCO is succeeding in providing quality service as well as points you feel may still need improvement. Comments may also be submitted via email to [organic@tilth.org](mailto:organic@tilth.org)

### ORGANIC SYSTEM PLAN COMPLETE?

Please remember to submit the following to Oregon Tilth:

- Completed Organic System Plan
- Signed Affirmation Page (last page of this form)
- Completed Contract & Trade Use Agreement (new applicants only)
- Certification Fee and Inspection Deposit
- Attachments (maps, crop lists, materials ingredient information, ISIS form, etc)



**SECTION 14: Affirmations**

The undersigned agrees to the following:

- ✓ I/We affirm that all certification applications are an accurate account and full representation of all materials and methods used in the production or handling of certified organic products included in this or supplemental applications.
- ✓ I/We shall maintain copies of all applications as legal records.
- ✓ I/We understand and accept that any willful misrepresentation on any of the forms submitted to Oregon Tilth will require revocation of the relevant organic certification initiated by this application. Under these circumstances, I/we agree to return the original certificate to Oregon Tilth on request.
- ✓ I/We further understand and accept that any willful misrepresentation may give cause to Oregon Tilth to seek damages for any loss they may sustain as a result of any willful misrepresentations made.
- ✓ I/We agree to maintain records as required by Oregon Tilth.
- ✓ I/We have read the OTCO Program Manuals, and agree to report any significant changes pertaining to the information herein and to continue to manage any crop that is designated organic in accordance with the standards and procedures.
- ✓ I/We consent to Oregon Tilth’s decision to subcontract work related to certification (e.g. testing or inspection) to an external body or person and hereby understand Oregon Tilth shall take full responsibility for such subcontracted work, including confidentiality, and maintain its responsibility for granting, maintaining, suspending or revoking certification.
- ✓ I/We agree that all forms submitted in the future in connection with certification by Oregon Tilth shall be submitted subject to these same affirmations, and I/we hereby so affirm.
- ✓ I/We affirm that the undersigned is a duly appointed agent of the applicant and as such is empowered to make appropriate decisions relevant to this application and to act as the contact person for the organization, unless otherwise specified.
- ✓ I/We are 18 years old or older.

Upon signing this application, the operator / owner agrees that Oregon Tilth will have access to all facilities and records that provide information about the operation, and constitute compliance with organic standards. This application must be signed in order for OTCO to proceed with the certification process.

Signature(s)

Date

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Name(s)

Date

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Signature(s)

Date

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Name(s)

Date