OREGON TILTH CERTIFIED ORGANIC

260 SW Madison, Ste 106 • Corvallis OR 97333 • Phone (503) 378-0690 Fax (541) 753-4924
Email: organic@tilth.org Web Site: www.tilth.org

CANADA ORGANIC REGIME

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

- **This Application is for clients located in Canada only. Certification is to the Canada Organic Standard.** Operators in third countries may certify to either the National Organic Program or be evaluated under the US/Canada Equivalency Agreement
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- **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) 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.
- **For** Initial Applicants the Organic System Plan must be filed at least 12 months prior to the first harvest of products, except in the case of field crops, which require the Application to be filed 15 months in advance. Please remember to begin the process with sufficient time prior to your intended harvest date.

Fees:	
For all operations (new and renewing) a **$449** 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.	
Renewing Operators:	
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.	
The Oregon Tilth Certified Organic Fee Schedule can be downloaded from the Oregon Tilth website, www.tilth.org or one can be requested by calling the Oregon Tilth office.	

FOR OFFICE USE ONLY:					
Received:		Cleared Accounting:		Fee Estimate:	

SECTION 1: General Information

Primary Business Information				
Please select the appropriate legal description of the applicant below and provide the corresponding information as requested.				
☐ **Sole Proprietor** ☐ **Partnership**				
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:				
☐ **Limited Liability Corporation (LLC)** ☐ **Corporation** ☐ **Trust / Other Organization**				
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:				
Corporations/Trusts/Organizations: Please attach a listing of all officers/shareholders, office/shareholder contact information, and/or articles of incorporation				

Primary Contact					
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:					
1	Name:				
	Company:				
	Title:				
	Mailing Address:				
	Phone Number(s):	Primary:		Office:	
		Mobile:		Fax:	
		*please be sure to include any applicable extension numbers			
	Email Address:				
Additional Contacts:					
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"					
2	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:					☐ Authorize
3	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:					☐ 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:		
AUTHORIZATION REQUIRED: In order to share information with the primary production partner, OTCO requires a signed release. By signing below, I am hereby authorizing OTCO to release information about my certification, including files that I have submitted, to my primary production partner listed above.			
Name:			Date:
Signature:			

Background Information:	
a) Please indicate all OTCO classes of certification that you are applying for:	
☐ Crop (Class O) ☐ Livestock (Class OLP) ☐ Handling (Class OH, OP, OM) ☐ Wild Harvest (Class OW) ☐ Restaurant or Retail (Class OR)	
Please identify the company name this application or certification is under:	
b) Please check all certification services requested:	
☐ United States/Canada Equivalency ☐ EU- For Products that do not contain 100% Canada grown ingredients.	
* EU evaluation requires submission of the International Market Assessment Form and appropriate fees. Forms are available for download at www.tilth.org or by contacting the Oregon Tilth office.	
c) Have you received and reviewed the CAN/CGSB Standards, Operating Manual and any other applicable international standards or arrangements? (EU, NOP, US-Canada Equivalency)	☐ Yes ☐ No
d) Have you reviewed the OTCO Procedures Manual?	☐ Yes ☐ No
e) What percentage of total business does organic represent?	☐ Less than 1% ☐ 1-10% ☐ 10-50% ☐ 50-99% ☐ 100%
f) Which, if any, other regulatory agencies inspect this facility/farm? Please list.	
g) Have you ever had a negative scoring report from any other regulatory agency, including the Canada Food Inspection Agency (CFIA) or Provincial health department?	☐ Yes ☐ No
If yes, please describe by submitting documentation regarding the issue. ☐ Attached	
h) Certification year applying for:	
i) Certification may take up to 90 days, please let us know if there is an emergency or extraordinary circumstance that would require urgency.	

Certification History	
New Applicants to Oregon Tilth Only	
a) What is your expected date for first marketing of crops as organic?	
Has this operation ever:	
b) Been certified organic?	☐ Yes ☐ No
If yes:	
Please include a copy of the most recent certificate	☐ Attached
With which agencies were you certified?	
Please define the scope of this certification with previous agent ☐ Crop production, ☐ Livestock production, ☐ Grain production, ☐ Maple syrup production, ☐ Specialized production (Bee-keeping etc), ☐ Food Processing, ☐ Subsequent packaging ☐ International (EU etc.)	
What were the dates of maintaining certification?	
Are you still currently certified?	☐ Yes ☐ No
Will you be maintaining this certification?	☐ Yes ☐ No
Are there any outstanding noncompliances with the agencies mentioned above?	☐ Yes ☐ No
c) Been denied organic certification?	☐ Yes ☐ No
d) Had your certification suspended or cancelled?	☐ Yes ☐ No
e) Withdrawn from certification with outstanding points of non-compliance or conditions?	☐ Yes ☐ No
f) Withdrawn your application for certification with outstanding points of non-compliance?	☐ Yes ☐ No
If yes was chosen on c, d, e and f above, please attach a copy of all relevant letter(s) and a description of any/all corrective actions:	☐ Attached
g) Are you changing Certifiers?	☐ Yes ☐ No
If yes, have you notified the current Certifier of your intent to change Certification Bodies?	☐ Yes ☐ No
Renewing Operations Only	
g) List your current certification number issued by OTCO	
h) Were there any points of noncompliance issued after last year's inspection?	☐ Yes ☐ No
If yes, please confirm that corrective actions are still in effect:	☐ Yes ☐ No Comment:
i) Were there any reminders for continuous improvement noted in your Notification of Certification Decision following last year's inspection?	☐ Yes ☐ No
If yes, please confirm that reminders have been acknowledged:	☐ Yes ☐ No Comment:

Inspection (New and Renewing Operations)	
Your annual inspection must occur during the production season. Please provide OTCO with your planned organic production schedule and frequency for the upcoming months to aid in inspection planning:	
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?	☐ Morning ☐ Afternoon ☐ Evening

SECTION 2: Organic System Plan-Crop
CAN/CGSB 32.310 Section 4 The Operator of an enterprise shall prepare an Organic System Plan outlining the details of transition, production, preparation, handling and management practices, in accordance with this standard. The Organic Plan shall be updated annually to address changes to the plan or management system, problems in executing the plan and measures taken to overcome such problems.

Type of Operation
1) Does this operation produce or handle:
☐ Organic product(s) only
☐ Split production product(s)
☐ Parallel production product(s)- Note that it is prohibited to produce both organic and non-organic crops of the same or similar indistinguishable varieties.
Split production is defined as an operation that produces organic and non-organic agricultural products (including transitional products). Parallel production is the simultaneous production of organic and non-organic crops (including transitional products) of the same or similar, visually indistinguishable varieties. *If you grow both organic and non-organic products, please make sure you fill out Section 12: Split and Parallel Production.*
Field and Location Information
2) Please complete the following chart for all fields, production/cropping areas, and other areas (forests, wetlands, etc) to be included within your Organic System Plan: *(please note that buildings cannot be included in acreage lists or totals)*

Field ID(s)	Field Address / Legal Description	Number of Acres: Organic (O), Transitional (T), Conventional (C)			Owned (O), Leased (L), or Managed (M)
		O	T	C	
	Total Acres:				(per column)

Land History	☐ **Already certified with OTCO and no land additions requested** **(skip to the next pg: Crops, Acreage & Marketing Venue)**

CAN/CGSB 32.310 5.1.1 The land must have had no prohibited substances, as listed in 1.4.1 applied to it for a period of 36 months prior to harvest.
For New Applicants to Certification, the application must be submitted 15 months prior to the expected harvest date of field crops. For container crops (i.e. greenhouse production or similar) the application may be submitted 12 months prior to expected sale date.

1) Have you managed all listed fields for 3 or more years?	☐ Yes ☐ 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.

2) 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
This year 20 __			☐			
Last year 20 __			☐			
2 years ago 20 __			☐			
3 years ago 20 __			☐			

Crop & Variety	Field ID(s)	Total acres/square feet/hectares per crop	Projected Yields

Crop & Variety	Field ID(s)	Total acres/square feet/hectares per crop	Projected Yields

5) Please select the marketing venues utilized:
☐ Private Use
☐ Public Retail
☐ Farmer's Market
☐ Direct
☐ U-Pick
☐ Wholesale
☐ Contract to Buyer
☐ Community Supported Agriculture (CSA) or subscription service
☐ Farm Stand and/or Store front
☐ For Export
☐ Other (please specify):

6) Do you use a marketing or farm name different than what is listed as your applicant name on this form (Section 1: General Information)?	☐ Yes ☐ No
If yes, please list:	
7) Please list any labels* or brands* that you pack that are not your own:	☐ N/A
*Please attach a copy of all labels/brand descriptions	
Farm Map	
8) Please attach a current map of your farm. The Map layout MUST INCLUDE:	☐ Attached
☐ Adjoining land uses ☐ Location, description, size of buffer zones ☐ Your field I.D. or numbering system ☐ Indication of north ☐ Location of buildings and other useful landmarks (e.g. streams, distinctive features, roads, etc.)	

Each greenhouse should be numbered as a separate field. The map must be legible and in ink. Please do not use color-coding or large pieces of paper. Please use township, section, and range, or similar legal description information.

SECTION 3: Seeds, Planting Stock, Seedlings,Transplants, and Perennial Stock
CAN/CGSB 32.310 5.3 requires that the Operator use certified* organic seeds, bulbs, tubers, cuttings, annual seedlings, transplants and other propagules in accordance with this standard*. If the needed varieties are not commercially available in organic form, non-organic seeds or stock may be used with a documented commercial availability search. CAN/CGSB 32.310 1.4.1 (a) prohibits the use of genetic engineering

**Note that certification may be to the Canadian Organic Regime or to a Third Country Equivalency Agreement.*

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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		☐	☐	☐	☐	☐	☐	☐
		☐	☐	☐	☐	☐	☐	☐

Perennial Planting Stock	
1) Are you planning to market any products from non-organic perennial planting stock (such as fruit and nuts)?	☐ Yes ☐ No
If yes, please complete Section 3 above with appropriate seed/stock information	
Note that it is required that non-organic perennial planting stock is maintained in accordance with the Canadian Standard for at least one year prior to harvest.	

Annual Seedlings	
Annual seedling definition: A young plant grown from seed that will complete its life cycle or produce a yield and be able to be harvested within the same crop year or season in which it was planted.	
1) Do you produce annual seedlings?	☐ Yes ☐ No
If yes, please complete Section 3 above with the 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)

SECTION 4: Soil and Crop Fertility Management

CAN/CGSB 5.4 The objective of the soil fertility and crop nutrient management program shall be to establish and maintain or increase soil humus levels, that promote an optimum balance and supply of nutrients and that stimulate biological activity in the soil. The fertility and biological activity of the soil shall be maintained or increased where appropriate, by diversified crop rotations, and incorporating plant and animal manure that can be obtained from organic production.

Please have documentation on file to note deficiencies and to justify use of micronutrients if needed.

Soil & Crop Fertility				
1) What are your soil types? (check all that apply)				
☐ Clay	☐ Sand	☐ Loam	☐ Silt	☐ Other (please specify)
2) Do you have soil/nutrient deficiencies?		☐ Yes ☐ No (If yes, please List)		
3) What are the major components of your soil and crop fertility plan? (check all that apply)				
☐ Interplanting	☐ Incorporation of crop residues		☐ Subsoiling	
☐ Summer fallow	☐ Compost		☐ On-farm manure	
☐ Off-farm manure	☐ Soil amendments		☐ Side dressing	
☐ Foliar fertilizers	☐ Biodynamic preparations		☐ Soil inoculants	
☐ Crop rotation	☐ Green manure/plow down cover crops		☐ Mulching	
☐ Other (specify)				
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?				
☐ Soil testing	☐ Microbiological testing	☐ Tissue testing	☐ Observation of soil	
☐ Observation of crop health	☐ Comparison of crop yields	☐ Crop quality testing		
☐ Other (specify)				
Please attach copies of available test results.				
6) How often do you conduct fertility monitoring?				
☐ Weekly	☐ Monthly	☐ Annually	☐ As needed	☐ Other (specify)
Make sure to list all fertility inputs used or intended for use in the current season on proposed organic and transitional fields in Section 9: on page 28				

COMPOST USE	☐ N/A: No compost used or produced (please skip to next section: Manure Use)
7.) What is your source of compost? (check only one) ☐ Purchased (skip to question 9) ☐ Made on farm (please complete question 8) ☐ Both Purchased and Produced (please complete questions 8-9)	
8.) What materials do you compost? (please list or describe)	
9.) If you purchase compost, how do you document the compost is produced using allowed materials?	

MANURE USE	☐ Manure is not used on farm
.CAN/CGSB 5.5.1 requires that the operator first uses animal manure produced on the organic operation (on-farm) and then may use manure from other organic operations (off-farm). When manure from organic operations is not available in sufficient quantities, the operator may use manure from non-organic operations. Provided, that it is not from a fully caged system, livestock are not permanently kept in the dark, and records are in place to document compliance with these requirements.	
10.) Is manure sourced from on farm livestock?	☐ Yes ☐ No ☐ N/A
11.) Is off-farm manure sourced from an organic operation?	☐ Yes ☐ No ☐ N/A
If yes, please identify the source:	
12.) Is off-farm manure sourced from a non-organic operation? If yes, please answer questions 12 a-c.	☐ Yes ☐ No ☐ N/A
12a.) If manure is from a non-organic operation, do you have confirmation that the animals are not housed in fully caged system where livestock are not able to turn 360°?	☐ Yes ☐ No ☐ N/A
12b.) Is manure from livestock that are not permanently kept in the dark?	☐ Yes ☐ No ☐ N/A
12c.) Has documentation been provided that verifies the source of manure, type of livestock, evaluation of the criteria mentioned above and of the quantity and location of application?	☐ Yes ☐ No ☐ N/A
13,) How is manure incorporated into the soil? ☐ Disked/cultivated ☐ Carried by irrigation ☐ Scratched/Harrowed ☐ Rain or other natural activity ☐ Other (please specify)	
14.) Do you grow crops for human consumption?	☐ Yes ☐ 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 CAN/CGSB 32.311 Permitted Substances List. **Materials not shown on the Permitted Substances List are prohibited.**	
15) Do you use any fertility inputs?	☐ Yes ☐ No
If yes, please make sure you list all inputs used in Section 9: on page 28.	

SECTION 5: Crop Pest, Disease and Weed Management

CAN/CGSB 32.310 5.6 – Pest, disease and weed control shall be centered on organic management practices aimed at enhancing crop health and reducing losses. Organic management practices include cultural practices, and mechanical techniques. Approved materials on the Permitted Substances List may only be used when management practices are insufficient to prevent or control problems. All weed, pest, and disease inputs must be approved prior to use.

WEED MANAGEMENT PLAN	☐ 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? ☐ Weed counts ☐ Observation of weed types ☐ Observation of crop health ☐ Comparison of crop yields ☐ Records kept ☐ Other (specify)	
3) How often do you conduct weed monitoring? ☐ Weekly ☐ Monthly ☐ Annually ☐ As needed ☐ Other (specify)	
PEST MANAGEMENT PLAN	☐ 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? ☐ Insect monitoring ☐ With traps ☐ Observation of crop health ☐ Comparison of crop yields ☐ Crop quality testing ☐ Monitoring ☐ Records kept ☐ Other (specify)	
6) How often do you conduct pest monitoring? ☐ Weekly ☐ Monthly ☐ Annually ☐ As needed ☐ Other (specify)	
DISEASE MANAGEMENT PLAN	☐ 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? ☐ Soil testing ☐ Microbiological testing ☐ Tissue testing ☐ Observation of soil ☐ Observation of crop health ☐ Comparison of crop yields ☐ Crop quality testing ☐ Monitoring ☐ Records kept ☐ Other (specify)	
9) How often do you conduct disease monitoring? ☐ Weekly ☐ Monthly ☐ Annually ☐ As needed ☐ Other (specify)	

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

WEED, PEST & DISEASE MANAGEMENT MATRIX (continued)				
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.)	☐	☐	☐	☐
Release beneficial organisms	☐	☐	☐	☐
Release of predator/parasite pest species	☐	☐	☐	☐
IPM (Integrated Pest Management)	☐	☐	☐	☐
Construct barriers (fences, raised platforms, etc.)	☐	☐	☐	☐
Traps	☐	☐	☐	☐
Lures	☐	☐	☐	☐
Other physical /mechanical means (describe)	☐	☐	☐	☐
Use of approved materials (please list in Section 9)	☐	☐	☐	☐
Use of restricted materials (please list in Section 9)	☐	☐	☐	☐
Limited use of prohibited materials (list in Section 9)	☐	☐	☐	☐
Burning crop residue (Complete Next Section)	☐	☐	☐	☐

CROP RESIDUE BURNING	
10) Do you burn Crop Residues?	☐ Yes, complete 11 & 12 below ☐ 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?	

INPUTS USED TO MANAGE WEEDS, PESTS, AND/OR DISEASES	
When preventative and/ or mechanical means of managing a weed, insect or disease pest is insufficient, an allowed material may be used if it is on the Permitted Substances List and if the conditions for using the substance are documented in the Organic System Plan.	
13) Do you use any materials to manage weeds, pests, and/or diseases?	☐ Yes ☐ No
a.) If yes, make sure to list all inputs used in the Materials Matrix: Section 9: page 28.	

SECTION 6: Natural Resources

CAN/CGSB 32.310 1.1 requires that foods and other agricultural products shall refer to organic production methods only if they come from a farm system employing management practices that seek to nurture ecosystems in order to achieve sustainable productivity; and that provide weed, pest and disease control through enhancement of biodiversity, recycling of plant and animal residues, crop selection and rotation, water management, tillage and cultivation.

BIODIVERSITY MANAGEMENT	
1) Does your farm incorporate hedgerows, woodlands, wetlands, riparian zones, or other special habitats?	☐ Yes ☐ No
2) Does your farm map identify those habitats?	☐ Yes ☐ No
3) List native plants present on your farm:	☐ Unknown
4) List wildlife that live on, utilize, or are seen moving through farm (note priority species):	☐ Unknown
5) What steps do you take to plan/provide for biodiversity conservation? ☐ Understand farm's location within watershed ☐ Ascertain what native plants and animals existed on the land before it was a farm ☐ Learn about regional natural areas and conservation priorities ☐ Work with neighbors/others to enhance biodiversity (connectivity, restoration, etc.) ☐ Other (describe/explain) ☐ None	
6) How do you manage water for the needs of crops/livestock, native species and riparian ecosystems? ☐ Plant regionally appropriate crops ☐ Conserve water ☐ Manage water for priority species ☐ Retain/restore vegetated riparian buffers/wetlands ☐ Protect/improve natural hydrology/ecological function of riparian area ☐ Other (describe/explain) ☐ Unknown	
7) What actions do you take to provide habitat for pollinators, insect predators, birds and bats? ☐ Bird/bat/bee boxes ☐ Hedgerows/windbreaks ☐ Maintain/provide natural roosting/nesting/foraging sites ☐ Establish food sources ☐ Other (describe/explain) ☐ None	
8) How are you restoring and/or protecting natural areas? ☐ Manage for native plants/wildlife specific to the site ☐ Preserve/restore wildlife corridors ☐ Native habitats not converted to farmland since certification ☐ Establish legal conservation areas ☐ Other(describe/explain) ☐ None	
9) List problem invasive species:	☐ None

BIODIVERSITY MANAGEMENT (continued)

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

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

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

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

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

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

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

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
☐ Livestock
☐ Foliar Sprays
☐ Washing crops
☐ Greenhouse
☐ Other (specify)

17) Source of water:

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

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:

WATER USE (continued)
20) Type of irrigation system: ☐ None ☐ Drip ☐ Flood ☐ Center pivot ☐ Hand-line ☐ Wheel-line ☐ Other (specify)
21) What practices are used to protect water quality? ☐ Tensiometer/monitoring ☐ Sediment basin ☐ Drip irrigation ☐ Fencing livestock from waterways ☐ Scheduled use of water to conserve its use ☐ Micro-spray ☐ Laser leveling/land forming ☐ Compost/fertilizer stored away from water ☐ Other (specify)
22) Describe how you monitor the effectiveness of these practices, such as frequent testing:
23) How often do you conduct water quality monitoring? ☐ Weekly ☐ Monthly ☐ Annually ☐ As needed ☐ Other (specify)

Please list any input products are applied through the irrigation system and/or any products used to clean irrigation lines/nozzles in Section 9 on page 28

SECTION 7: Harvest, Storage, and Transport

CAN/CGSB 32.310 1.4.1 and 8.1 The objective of an organic system is to maintain the organic qualities of the product from production, preparation, storage, handling and labeling to the point of sale. 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, and all post-harvest handling procedures do not contaminate organic products with non-organic crops or prohibited materials.

EQUIPMENT

To prevent commingling and contamination, all equipment used in organic crop production must be free of non-organic crops/residues and prohibited materials. Equipment used for both organic and non-organic farming must be cleaned prior to use on organic fields or crops. Application equipment (e.g. spray equipment) used for soil nutrient supplements, disease or pest management on the enterprise shall be cleaned thoroughly between applications to remove residues of applied substances. If products presenting a contamination risk have been previously applied with the equipment, equipment parts from which residue cannot be removed shall be replaced. Records of equipment cleaning/purging activities must be maintained and available for inspection. List all equipment used for organic production (including, but not limited to: planting, tillage, cultivation, spraying, and harvesting).

EQUIPMENT	Please 'X' the appropriate column		
	Owned	**Rented**	**Custom**
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
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HARVEST			
1) How are crops harvested?	☐ Mechanical	☐ By Hand	☐ Grazed only
2) What containers are used for harvesting? ☐ Gravity wagons/boxes/carts ☐ Truck boxes ☐ Cardboard/waxed boxes ☐ Wooden totes ☐ Plastic containers ☐ Other (specify)			
3) Are the harvest containers: ☐ Used only for organic ☐ Lined prior to use ☐ Cleaned prior to use ☐ New ☐ Other (specify)			

POST-HARVEST HANDLING	☐ Not applicable
Note that on-farm processing must be simple processing, approved by OTCO, otherwise a complete Handling Organic System Plan may be needed.	
4) Are crops cleaned and/or washed after harvest? ☐ Yes ☐ No a.) If yes, please include any/all wash materials in Section 9, on page 28 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)?	
5) Is the organic crop further processed on-farm (i.e. preserved, cooked, made into oils/jams/butters, etc…)?	☐ Yes ☐ No
6) Do you contract processing services for your organic crops?	☐ Yes ☐ No
7) Do you handle or pack organic food products from other organic crop producers?	☐ Yes ☐ No
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.	
8) Do products have to be processed before export, being shipped, or being delivered?	☐ Yes ☐ No
If yes, please describe process and include any materials used below:	
Please note that completion of this section does not equate with an approval and a Handling Organic System Plan may be required.	
9) What types of packaging materials are being used? ☐ Bulk Paper ☐ Cardboard ☐ Wood ☐ Aseptic Natural Fiber ☐ Metal Foil ☐ Glass ☐ Plastic ☐ Waxed Paper ☐ Synthetic Fiber ☐Other (specify)	
10) In what form are finished products shipped? ☐ Dry ☐ Bulk ☐ Liquid ☐ Bulk Tote Bags ☐ Paper Bags ☐ Foil Bags ☐ Mesh Bags ☐ Cardboard Cases ☐ Metal Drums ☐ Cardboard Drum ☐ Tote Boxes ☐ Plastic Crates ☐ Other (specify):	
11) Are any materials (sprays, coating, etc.) applied to the crop after harvest? ☐ Yes ☐ No If yes, please list these materials in the Materials Matrix: Section ,9 Page 28. It is also recommended that labels/ingredient information is attached to this plan.	

On-Site Processing Work Flow	☐ **I do not do any final processing on-site (skip to labeling)**
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	
LABELING	☐ **No Labels Used**
17) Please submit all labels to OTCO for review and approval prior to use.	☐ Labels Attached ☐ Labels Mailed/faxed/ emailed to OTCO
18) Do you use or plan to use the organic legend (COR Logo) on product labels or market information?	☐ Yes ☐ No
19) Do you use or plan to use the Oregon Tilth seal on product labels or marketing information?	☐ Yes ☐ No
a) Do your labels indicate the product as "Certified Organic by Oregon Tilth"?	☐ Yes ☐ No Comments:
20) Are the organic claims made by your labels bilingual in compliance with the *Official Languages* act?	☐ Yes ☐ No Comments:
CROP STORAGE	☐ **No crops stored**
Storage records must be maintained to demonstrate monitoring, contamination/commingling avoidance, and to complete the production audit trail.	
21) Are crops stored at a location different than the main farm location or headquarters?	
☐ No ☐ Yes ☐ No organic crop storage	
If "Yes" please list the addresses and/or locations of those storage areas:	
22) Do you store organic crops at facilities that are owned and operated by another party?	
☐ No ☐ Yes ☐ 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 www.tilth.org or can be requested from the main office)	
23) 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
				☐	☐	☐	☐
				☐	☐	☐	☐
				☐	☐	☐	☐
				☐	☐	☐	☐
				☐	☐	☐	☐
				☐	☐	☐	☐

BUILDING AND STORAGE PEST MANAGEMENT MATRIX	☐ Not Applicable			
Preventative pest management practices are to be implemented and tried before any other methods . If not effective, then a material consistent with the Permitted Substances List may be applied. In the table below, check the basic preventative and mechanical control strategies used:				
Preventative Practices	**Used for which type of pests:**			
	Flying insects	**Crawling insects**	**Rodents**	**Birds**
Good sanitation	☐	☐	☐	☐
Removal of habitat areas, food sources, breeding areas	☐	☐	☐	☐
Cleanup of spilled product	☐	☐	☐	☐
Sealed doors and/or windows	☐	☐	☐	☐
Screened windows, vents, etc.	☐	☐	☐	☐
Repair of holes, cracks, etc.	☐	☐	☐	☐
Storage above ground level	☐	☐	☐	☐
Sheet metal on building exterior	☐	☐	☐	☐
Air curtains, air showers	☐	☐	☐	☐
Positive air pressure in facility	☐	☐	☐	☐
Inspect ingredients for pests	☐	☐	☐	☐
Inspection zones around interior perimeters	☐	☐	☐	☐
Ultrasound, light devices, scare tactics	☐	☐	☐	☐
Control temperature, humidity, or light levels	☐	☐	☐	☐
Monitoring devices	☐	☐	☐	☐
(Other)	☐	☐	☐	☐
Mechanical or physical control, lures or repellents				
Electrocution machines / zappers	☐	☐	☐	☐
Mechanical traps	☐	☐	☐	☐
Sticky traps	☐	☐	☐	☐
Pheromones traps, lures *(Please note lures may not contact organic products)*	☐	☐	☐	☐
Repellents	☐	☐	☐	☐
Freezing	☐	☐	☐	☐
Heat treatment	☐	☐	☐	☐
Vacuum treatment	☐	☐	☐	☐
Other (specify):	☐	☐	☐	☐
Synthetic and Natural Materials CAN/CGSB-32.311 – Please list any/all inputs/materials used to manage pests in Section 9 on page 28.				
NOTE: You cannot use any materials that are not on the Permitted Substances List without prior approval from OTCO.				

TRANSPORTATION	☐ N/A-crops never transported
24) Do you retain ownership of crops during transport?	☐ Yes ☐ No
If yes, please complete this section	
If no, please skip to Section 9: Contamination Avoidance	
25) What steps are taken to protect the integrity of the organic products during transport? ☐ Transport units dedicated to organic ☐ Inspecting transport units prior to loading ☐ Cleaning transport units prior to loading ☐ Use of Clean Truck Affidavits ☐ Letter/contract with transport company stating organic requirements ☐ Hire certified organic transporters ☐ Other (Specify)	
26) Do the documents accompanying organic product during tranport include the name and address of the person or organization responsible for preparation, production and/or distribution of the product, name of the product, organic status, lot number (or similar)?	☐ Yes ☐ No

SECTION 8: Contamination Avoidance

CAN/CGSB 32.310 5.1.3, 5.1.4 and 5.1.5 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. It requires that the buffer must be sufficient in size (minimum 8 meters) or have 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.

Contamination Avoidance:	
1.) 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?	☐ Yes ☐ No
2.) Are any nearby lands treated with prohibited substances using aircraft?	☐ Yes ☐ No
3.) Is your land adjacent to a county or state road?	☐ Yes ☐ No
4.) Is there any indication of contamination of surface or ground water from nearby commercial operations/industries of any kind?	☐ Yes ☐ No
5.) If you have answered yes to any of the above, what safeguards do you have in place to prevent accidental contamination? ☐ Requested and/or posted "No Spray" signs from the appropriate agencies ☐ Adequate buffer zones in place on all appropriate borders Written notification to: ☐ Highway departments ☐ Electric companies ☐ Aerial spray companies/airports ☐ Adjoining Landowners ☐ Drainage Commissions ☐ Farm Service Office ☐ Irrigation Districts ☐ Other (specify)	
6.) How do you monitor for crop contamination? ☐ Visual Observation ☐ Residue Analysis ☐ GMO testing ☐ Photographs ☐ Wind Direction/Speed Data ☐ Other (specify)	

7.) How often do you conduct crop contamination monitoring?

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

BUFFERS, BOUNDARIES, AND ADJOINING LAND USE
8.) Please provide details for all buffers; including location (in relation to a field-including the Field ID), type and size:
9.) If crops are grown and/or harvested in buffer areas, how are they segregated during harvest, storage and sales? ☐ Crop is not grown/harvested (please skip next question) ☐ Stored Separately ☐ Harvest at different times ☐ Given away ☐ Identify physical buffer areas ☐ Crop is destroyed ☐ Harvest containers are identified as non-organic ☐ Sold to a non-organic buyer ☐ Crops are identified as non-organic in records ☐ Separate harvest/sales records are maintained ☐ Other (specify)
10.) If the same equipment or containers are used to harvest buffer crops, how is contamination/commingling avoided? ☐ Soap and water ☐ Water rinse ☐ Sweeping and/or vacuuming ☐ Compressed air ☐ Sanitizing ☐ Dedicated equipment or containers ☐ Purging of Equipment ☐ Other (specify)

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

Other Information:
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:

SECTION 9: Materials Matrix

CAN/CGSB 32.311 The Permitted Substances List outlines substances allowed for use in organic crop production. All materials must be approved by Oregon Tilth prior to use. Please list all materials used or requested for use below.

Product Brand Name	Manufacturer	Third Party Material Verifier	Reason For Use					Ingredient Information*
			Fertility	Pests	Disease	Weeds	Production Aid or Sanitizer	
			☐	☐	☐	☐	☐	☐ Attached ☐Mailed/faxed/ emailed to OTCO
			☐	☐	☐	☐	☐	☐ Attached ☐Mailed/faxed/ emailed to OTCO
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			☐	☐	☐	☐	☐	☐ Attached ☐ Mailed/faxed/ emailed to OTCO
*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.								

SECTION 10: Record Keeping System

CAN/CGSB 32.310 4.4 requires that records disclose all activities and transactions of the operation, must be maintained for 5 years, and demonstrate compliance with the COR 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*	☐
Field activity log(s)/records*	☐
Field history sheets (previous three years)	☐
Documentation of previous land use for rented and/or newly purchased land	☐
Receipts for all purchased inputs (including seeds, soil and fertility amendments, and pest management materials). **Keep all labels (copy or original) or ingredients list.***	☐
Input applications that show date, material, location and rate of application*	☐
Documentation of attempts to source organic seeds and/or planting stock*	☐
Documentation of organic seedlings*	☐
Seed labels/cans/packets*	☐
Residue analyses of inputs (i.e., manure sourced off-farm)	☐
Compost production records*	☐
Monitoring records (soil tests, tissue tests, water tests, quality tests, observational)	☐
Equipment cleaning records / clean-out log*	☐
Harvest records that show field numbers, date of harvest and harvest amounts (including custom harvest records, transitional crop harvest, and/or buffer crop harvest) *	☐
Labor records	☐
Storage records that show storage location, storage identification, field numbers, amounts stored, and cleaning activities*	☐
Clean transport records	☐
Sales records (purchase order, contract, invoice, cash receipts, cash receipt journal, sales journal, etc.) **Sales records must include quantity, date, crop/variety, and crop status (organic, transitional, or conventional)***	☐
Buffer crop sales*	☐
Farmers' Market take in/return log	☐
Shipping records (scale ticket, dump station ticket, bill of lading) *	☐
Lot numbers*	☐
Transaction Certificates	☐
Audit control summary	☐
Complaint management system*	☐
Other (please specify)	☐
**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.*	
Please have these records available for the inspector.	
2) How long do you keep your records? *(please note that the COR regulation requires a minimum of five years)*	
3) Which of the following records do you keep for conventional production?	
☐ Not applicable ☐ Field maps ☐ Labor records ☐ Field history sheets ☐ Storage records ☐ Input records ☐ Sales records ☐ Harvest records ☐ Shipping records ☐ Other (specify)	

SECTION 11: Split and Parallel Production

CAN/CGSB 5.1.2 The enterprise shall aim at complete transition of its production. During the transition period, the enterprise can maintain a split production in addition to the transitional production. Parallel production is only allowed in the cases of perennial crops (already planted), agricultural research facilities, production of seed, vegetative propagating materials and transplants. Accurate records must be maintained.

Please complete the following questions or indicate no split or parallel production.	☐ N/A-no split or parallel production (please skip to Section 12)
1.) Does the farm currently operate a split production (organic and non-organic crops) that will eventually be transitioned to Organic production.	☐ Yes ☐ No
a.) If yes, describe the plan, including a timeline, for transitioning non-organic fields into organic production:	
2.) Does the farm produce varieties, or varieties that cannot be easily differentiated, of organic and non-organic perennial crops, seeds, propagating material and/or transplants on the same farm site?	☐ Yes ☐ No
a.) If yes, describe the plan, including a timeline, for transitioning non-organic fields into organic production:	
b.) If yes, describe your plan for notifying OTCO of the harvest period and post harvest reporting:	
Note: *Parallel production crops both organic and non-organic must be inspected just prior to harvest and an audit of all parallel production crops must occur after harvest.*	
3.) Do you produce the same varieties, or varieties that cannot be easily differentiated, of organic and non-organic annual crops on the same farm site?	☐ Yes ☐ No

Split and Parallel Production: CONTINUED

Please list specific non-organic and/or transitional crops/varieties that are grown in your production system

Crop	Variety	Field ID	Total Acreage	Transitional	Conventional	GMO Seed	Treated Seed	Crop also grown organically	Planned use of Crop (sale, seed, feed, etc)
				Please check all that apply					
				☐	☐	☐	☐	☐	
				☐	☐	☐	☐	☐	
				☐	☐	☐	☐	☐	
				☐	☐	☐	☐	☐	
				☐	☐	☐	☐	☐	
				☐	☐	☐	☐	☐	
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				☐	☐	☐	☐	☐	
				☐	☐	☐	☐	☐	
				☐	☐	☐	☐	☐	
				☐	☐	☐	☐	☐	

4.) How do you separate and identify non-organic growing areas/plants/seedlings? (Check all that apply)

☐ Fields/greenhouse areas clearly labeled
☐ Plants/seedling containers clearly labeled
☐ Separate fields/greenhouses for organic and non-organic production
☐ Employee training and/or standard operating procedure in place
☐ Other (please specify)

Note: You must be able to demonstrate to the inspector how you designate organic growing areas, plants, and/or seedlings from non-organic counterparts.

5.) Do you grow your own seedlings/transplants on farm? ☐ Yes ☐ No

If no, skip to question 6

If yes, how do you prevent contamination/commingling?

☐ New plant containers used every year
☐ Designated containers for organic and non-organic crops/seeds
☐ Wash plant containers with the following:
- ☐ Soap and water
- ☐ Water rinse
- ☐ Sanitizer/chlorine

☐ Other (please specify)

Split and Parallel Production: CONTINUED	
6) Do you grow organic and non-organic crops in the same greenhouse?	☐ Yes ☐ No
If no, skip to question 7	
If yes, how do you prevent contamination of organic products by prohibited materials delivered through ventilation and/or watering systems? ☐ Dedicated lines or equipment ☐ Clean water systems prior to use on organic crops ☐ Have valve control that will separate water supply ☐ Physical barrier between organic and non-organic crops ☐ Other (please specify)	

7) List all soil mix ingredients, fertility products, foliar sprays, water system additives, cleaning materials and/or sanitizers, pest and disease inputs used or planned for use in your non-organic production.

ATTACH LABELS OR HAVE LABELS AVAILABLE FOR INSPECTION.

Product Name	Manufacturer	Active Ingredient/s	Storage place on farm	Stored off-farm or delivered/applied by contractor

8) How do you prevent commingling of organic and non-organic inputs (including soil mixes)?

☐ Keeping in separate locations ☐ Clearly label organic vs. non-organic
☐ Other (please specify)

9) How are conventional, buffer, or transitional crops segregated during harvest, storage and sales?

☐ Documentation of separation ☐ Crop is not harvested ☐ Harvest at different times
☐ Stored Separately ☐ Given away ☐ Crop is destroyed
☐ Identify physical production areas ☐ Crops are identified as non-organic in records
☐ Sold to a non-organic buyer ☐ Harvest containers are identified as non-organic
☐ Separate harvest/sales records are maintained

10) If the same equipment or containers are used for harvest how is contamination/commingling avoided?

☐ Sweeping and/or vacuuming ☐ Compressed air ☐ Dedicated equipment or containers
☐ Purging of Equipment ☐ Soap and water ☐ Water rinse
☐ Sanitizing ☐ Other (specify)

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

SECTION 12: International Programs

International Markets	
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 **in advance** of your inspection. Contact OTCO or visit our website for additional information.	
US/Canada Equivalency	
1.) Will you be marketing any products to the United States or selling to buyers who will be using your product as an ingredient in a product to be sold in the United States?	☐ *Yes* ☐ *No*
2) If products are shipped to US customers, does documentation accompanying the product declare the product is certified in compliance with the terms of the US-Canada Organic Equivalency Arrangement	☐ Yes ☐ No
European Union	
1.) Will you be marketing any products that are not 100% Canada Grown 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?	☐ Yes ☐ No
a) If yes, you must attach the International *Supplement* Form	☐ Attached
Japan	
1.) Will you be selling your product to buyers in the US who will be using your product as an ingredient in a product to be sold to Japan?	☐ Yes ☐ No
a) If yes, do you use alkali-extracted humic acid and/or lignon sulfonate as a flotation agent?	☐ Yes ☐ No

SECTION 13: 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 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

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
Name(s)	Date
Signature(s)	Date
Name(s)	Date