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

► Complete this form for all farms to be included under this certification.

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| §205.400 Producer Group Operations refers to the certification of a group of growers (Producer Group) and must (1) be organized as a person; use centralized processing, distribution, and marketing facilities and systems; be organized into producer group production units; and maintain an internal control system (ICS) to implement the practices described in § 205.201(c) and ensure compliance with this part.  §205.201(c) In addition to the requirements outlined at §205.201(a), Producer Group operation’s organic system plan (OSP) must describe its ICS |

1. **PRODUCER GROUP STRUCTURE**

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| Number of producers: |  | Number of farm sites: |  |

1. Provide a description of member farm ownership (individually owned, government lease, etc.)

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1. What language(s) do the managers and producers speak and write?

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

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1. INTERNAL CONTROL SYSTEM (ICS)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Provide the following:    1. Name of person responsible for Internal Control System:    2. Phone number of person responsible for Internal Control System:    3. Address of ICS headquarters:    4. Frequency of internal farm inspections: 2. Submit a copy of the internal policies that govern the Producer Group’s Internal Control System; including, at minimum, the following:  **Attached** 3. Clear requirements for membership including, but not limited to adherence to the Organic System Plan & the internal regulations of the operation as well as the applicable organic standards. Document name and Page Number: 4. Description of how shared resources, including production practices and inputs, are procured, and provided to all producer group members and personnel. Document name and Page Number: 5. Description of how the internal control systems defines geographic proximity criteria for producer group members and producer group production units. Document name and Page Number: 6. Description of procedures for accepting new members into the producer group operation. Document name and Page Number: 7. Commitment to perform a minimum of 1 internal inspection visit to each farm site per year, including sites with active and inactive production. Document name and Page Number: 8. A risk analysis of the producer group performed by the ICS including the description of characteristics of high-risk producer group members and production units (parcels). Document name and Page Number: 9. Description of how internal monitoring, surveillance, inspection, sanctions, and auditing are used to assess the compliance of all producer group members. Document name and Page Number: 10. Description of appropriate sanctions for members that are found to be out of compliance with the producer group internal policies or applicable organic regulations including suspension or exclusion for members with major non-compliances. Document name and Page Number: 11. Commitment to inform OTCO of all minor and major non-compliances detected within the ICS.  Confirmation that it understands that members with major non-compliances cannot be reincorporated into the group until approved by OTCO. Document name and Page Number: 12. Description of how records are maintained to document member non-compliances and the sanctions applied by the ICS. Document name and Page Number: 13. Description of the mechanisms to ensure that internal inspectors are free of conflicts of interest with the members of the group that they inspect. Document name and Page Number: 14. Description of the mechanisms to ensure internal inspectors and other ICS personnel have received written contractual assurances that they will not be admonished by the ICS for performing their duties. Document name and Page Number: 15. Description of shared and consistent training regime for members and ICS personnel; including how training, education, and technical assistance is provided. Document name and Page Number: 16. Submit a blank copy of the ICS internal inspection form. Internal inspections of each producer group member must include mass-balance audits and reconciliation of each producer group member’s and unit’s yield and group sales.  **Attached** 17. How does the ICS maintain records to ensure traceability from production at each producer group member and unit through handling to sale and transport?   **Attached**  |  | | --- | |  | |  | |  |  1. How does the ICS ensure that producer group members do not sell, label, or represent their agricultural products as organic outside of the producer group operation unless they are individually certified?   **Attached**  |  | | --- | |  | |  | |  |  1. Is the internal control system committed to inform OTCO of all minor and major non-compliances detected within the ICS?  The ICS understands that members with major non-compliances cannot be reincorporated into the group until approved by OTCO.  **Agree** 2. Submit a blank copy of the ICS Producer Group Member Agreement, Contract or its equivalent.    **Attached** 3. Provide a description of your Internal Control System structure including the duties & names of each member. Submit a copy of the ICS organizational chart.    **Attached**  |  | | --- | |  | |  | |  |  1. The ICS must have complete information about the land of new producers for at least the past three years to show it is eligible for certification. Please be sure to have the evidence available at the time of external inspection (e.g. field history, internal inspections, information showing the member has enrolled in the ICS).  **Agree** |

**13.3 GROWER, FIELD, AND CROP INFORMATION**

1. Attach the OTCO Producer Group Member List  **Attached**
   1. Members may be organized into production units. The NOP defines *producer group production unit* as a defined subgroup of producer group members in geographic proximity within a single producer group operation that use shared practices and resources to produce similar agricultural products.
2. Attach a list of all producer group handling units including the following information:  **Attached***Note: Handling units include product storage sites, product drop-off & pick up sites, packing facilities, cold storage facilities, simple & complex processing areas, and distribution facilities.*
   1. Handling unit name or other identification
   2. Handling unit address
   3. Short description of the type of activities performed on site.
3. Attach a macro-level map of parcels or parcel zones that shows their geographic association with the centralized processing facility and producer group production units.  **Attached**