Farm Organic System Plan

SOIL FERTILITY AND CONSERVATION MANAGEMENT NOS §§205.2, .105, .200, .201, .203, .205

The National Organic Standards require active management to build soil fertility, manage plant nutrients, protect natural resources, and prevent soil erosion.

- All fertility inputs must be allowed and producers must demonstrate compliance with all applicable National List annotations/restrictions for use.
- Producers must monitor practices and procedures, including fertility management, to verify that the organic plan is effectively implemented.
- Plant and animal materials, such as manure, compost, and uncomposted plant materials, must be managed so they do not contribute to contamination of crops, soil, and water by plant nutrients, pathogenic organisms, heavy metals, or prohibited substance residues.
- List all fertility inputs on the **Input Inventory** form. Provide product labels and ingredient information for inputs not OMRI listed or previously approved by MOSA.
- Have purchase and ingredients documentation available at inspection.

1. Do you use any off-farm fertility inputs? *All fertility inputs used in the past 36 months on land being requested for certification for the first time must be noted on the **3 Year Field History** and the **Input Inventory**. Inputs used or planned for use in the current year are to be noted on the **Crop Summary/Current Year Field Plan** and the **Input Inventory.***

○ **Yes** ○ **No**

2. Do you use or plan to use fertility inputs with synthetic micronutrients? *Micronutrients include boron, cobalt, copper, iron, manganese, molybdenum, and zinc. If you use micronutrients, submit documentation showing the micronutrient deficiencies for each field or general area where micronutrients are being used.*

○ **Yes** ○ **No**

3. What are your soil types?

4. What are your soil/nutrient deficiencies? Note if there are no known deficiencies.

5. How do you manage soil and crop fertility? *Check all that apply.*

- ☐ **crop rotation**
- ☐ **green manure plow down/ cover crops**
- ☐ **interplanting**
- ☐ **incorporation of crop residues**
- ☐ **subsoiling**
- ☐ **summer fallow**
- ☐ **compost**
- ☐ **on-farm manure**
- ☐ **alternate shallow and deep rooted crops**
- ☐ **alternate heavy and light feeding crops**
- ☐ **off-farm manure**
- ☐ **soil amendments**
- ☐ **side dressing**
- ☐ **foliar fertilizers**
- ☐ **biodynamic preparations**
- ☐ **soil inoculants**
- ☐ **other**

6. If "other," explain.

7. How do you monitor your fertility management? *Check all that apply.*

- ☐ **soil testing**
- ☐ **observation of crop health**
- ☐ **comparison of crop yields**
- ☐ **crop quality testing**
- ☐ **tissue testing**
- ☐ **observation of soil**
- ☐ **other**

8. If "other," explain.

9. How often do you monitor your fertility management?

☐ **monthly** ☐ **other**

☐ **annually**

☐ **as needed**

10. If "other," explain.

11. Rate the effectiveness of your fertility management program.

☐ **excellent**

☐ **satisfactory**

☐ **needs improvement**

12. Do you anticipate any changes to your fertility management?

○ **Yes** ○ **No**

13. If "yes," explain.

COMPOST AND COMPOST TEA NOS §205.203(c)(2)

Manure not meeting the National Organic Standards compost requirements may be used on land growing crops for human consumption with restrictions as described in the next section. List all compost and compost tea inputs on the **Input Inventory**. Provide product labels and ingredient information for inputs not OMRI listed or previously approved by MOSA.

In order to be approved as compost or unrestricted manure, products must be processed according to one of three regulatory documents: NOS 205.203(c)(2), NOP 5006- Guidance Processed Animal Manures in Organic Crop Production, or NOP 5021 Guidance Compost and Vermicompost in Organic Crop Production. All inputs must contain acceptable ingredients and compost feedstocks.

• §205.203(c) compliant COMPOST - 1) must have a documented initial C:N ratio of between 25:1 and 40:1; 2) must have maintained a temperature of between 131 °F and 170 °F for 3 days using an in-vessel or static aerated pile system; or maintained a temperature of between 131 °F and 170 °F for 15 days using a windrow composting system, during which period, the materials must be turned a minimum of five times.

• NOP 5021 compliant COMPOST - 1) mixed/managed so that all materials heat up to a minimum of 131 degrees for 3 days. For vermicompost, see NOP 5021 for acceptable practices.

• NOP 5006 compliant PROCESSED MANURE -1) Minimum temp of 150 degrees for 1 hour; or heated to 165 degrees; AND dried to a 12% moisture; OR 2) an equivalent heating and drying process could be considered. Pathogen testing is required.

14. Indicate your compost or compost tea use. *If no compost or compost tea is produced on farm answer N/A and skip to the Manure Use Section. List all compost inputs, including purchased inputs, on the* ***Input Inventory****.*

○ **N/A, no compost or compost tea produced**

○ **Compost or compost tea is produced and applied to land on which crops for human consumption are grown**

○ **Compost or compost tea is produced and applied to land on which crops NOT for human consumption are grown**

15. Describe compost and compost tea production practices including how compliance with the above requirements is ensured and including all ingredients or additives and methods of production used.

16. What records do you keep of your composting process?

MANURE USE NOS §205.203(c)(1)

The National Organic Standard requires that raw manure must be fully composted as defined above unless applied to fields for crops not for human consumption; incorporated into the soil 120 days prior to harvest for those crops whose edible portions have direct contact with the soil surface or soil particles; or 90 days prior to harvest for crops for human consumption whose edible portions do not contact the soil surface or soil particles. If

you grow crops for human consumption and use manure not fully composted as defined above, actual dates of manure application are to be noted on the Current Year Field Plan. If crops are not for human consumption, note seasonal time of application.

17. What type of manure do you apply to organic land? *Check all that apply. Warning: Human manure and sewage sludge are prohibited for use and will require land retransition for 36 months. If no manure is used skip to the Natural Resources Section.*

- ☐ **no manure used**
- ☐ **liquid**
- ☐ **semi-solid**
- ☐ **piled**
- ☐ **dehydrated**
- ☐ **pelleted**
- ☐ **other**

18. If "other," explain.

19. What type of crops do you grow?

- ☐ **crops not used for human consumption**
- ☐ **crops for human consumption whose edible portion has direct contact with the soil**
- ☐ **other crops for human consumption**

20. What is the source of the manure you use? *List purchased materials on the **Input Inventory** form.*

- ☐ **on-farm *List all manure additives including barn lime and bedding on the Input Inventory form.***
- ☐ **off-farm *Submit an Off-Farm Manure & Bedding Verification form for any off-farm manure.***

21. What seasons do you spread manure? *Check all that apply.*

- ☐ **Spring**
- ☐ **Summer**
- ☐ **Fall**
- ☐ **Winter**
- ☐ **Year-round**

22. Do you have and follow a Nutrient Management or Conservation Plan?

○ **Yes** ○ **No**

23. Describe manure spreading including type of ground (sod, tilled land, crop residue), slope of land, rate of application, proximity to surface water or waterways and how runoff is prevented.

NATURAL RESOURCES NOS §205.200

National Organic Standards define organic production as a system managed to respond to conditions unique to your operation by integrating practices that foster cycling of resources, promote ecological balance, and conserve biological diversity. Production practices must maintain or improve the natural resources of the operation and minimize erosion. Irrigation water should not contaminate crops with prohibited materials. Appropriate conservation measures are to be maintained.

24. How do you minimize erosion and conserve natural resources? *Check all that apply.*

- ☐ **terraces**
- ☐ **contour farming**
- ☐ **strip cropping**
- ☐ **under sowing/interplanting**
- ☐ **winter cover crops**
- ☐ **conservation tillage**
- ☐ **permanent waterways**
- ☐ **keep soil covered as much as possible**
- ☐ **long-term sod**
- ☐ **windbreaks**
- ☐ **firebreaks**
- ☐ **tree lines**
- ☐ **retention ponds**
- ☐ **stream bank/riparian management**
- ☐ **other**

25. If "other," explain.

26. What soil erosion problems do you experience? *Note N/A if not applicable.*

27. How do you monitor soil conservation?

- ☐ **observation of soil/fields**
- ☐ **other**

28. If "other," explain.

29. How often do you monitor soil conservation?

- ☐ **weekly**
- ☐ **monthly**
- ☐ **annually**
- ☐ **as needed**
- ☐ **other**

30. If "other," explain.

31. Rate the effectiveness of your soil conservation practices.

- ☐ **excellent**
- ☐ **satisfactory**
- ☐ **needs improvement**

32. Do you anticipate any changes to your soil conservation practices?

○ **Yes** ○ **No**

33. If "yes," explain.

34. **Water Quality and Conservation Methods:** A safe Ecoli/fecal coliform test result is required for non-municipal water sources used for washing crops. Submit test results to MOSA.

How are water systems used? *Check all that apply. Submit **test** results for non-municipal water sources.*

- ☐ **none**
- ☐ **irrigation**
- ☐ **livestock**
- ☐ **foliar sprays**
- ☐ **greenhouse**
- ☐ **washing crops**
- ☐ **other**

35. If "other," explain.

36. What is your source of water? *Check all that apply.*

- ☐ **on-site well(s)**
- ☐ **river/creek/pond**
- ☐ **spring**
- ☐ **municipal/county**
- ☐ **irrigation district**
- ☐ **other**

37. If "other," explain.

38. How do you protect water quality and conserve water? *Check all that apply.*

- ☐ **fencing livestock from waterways**
- ☐ **scheduled use of water**
- ☐ **sediment basin**
- ☐ **land forming/laser leveling**
- ☐ **filter strips used to intercept pollutants**
- ☐ **calculate nutrient budgets**
- ☐ **time nutrient application to avoid leaching**
- ☐ **encourage infiltration in fields and pastures**
- ☐ **avoid working saturated soils**
- ☐ **avoid cultivating highly erodible land**
- ☐ **manure, fertilizer and compost stored away from water**
- ☐ **drip irrigation**
- ☐ **micro-spray**
- ☐ **other**

39. If "other," explain.

40. List known contaminants in water supplies in your area. *Indicate N/A if none are known.*

41. Do any fields or portions of fields flood frequently?

○ **Yes** ○ **No**

42. If "yes," explain.

43. How do you monitor water quality and use? *Check all that apply*

- ☐ **observation of water color/odor/taste**
- ☐ **observation of surface water banks**
- ☐ **water testing**
- ☐ **other**
- ☐ **soil moisture monitoring**
- ☐ **monitor for water leaks in system**
- ☐ **water use tracking/metering**

44. If "other," explain.

45. How often do you monitor water quality and use?

- ☐ **weekly**
- ☐ **monthly**
- ☐ **annually**
- ☐ **as needed**
- ☐ **other**

46. If "other," explain.

47. Rate your water quality practices.

- ☐ **excellent**
- ☐ **satisfactory**
- ☐ **needs improvement**

48. Do you anticipate any changes to your water quality practices?

○ **Yes** ○ **No**

49. If "yes," explain.

50. **BIOLOGICAL DIVERSITY:**

How does your farm support biological diversity (a variety of life forms)? *Check all that apply.*

- ☐ **leaving uncultivated areas**
- ☐ **diversity among farm animal species**
- ☐ **diversity of crops grown**
- ☐ **fencing livestock out of woods**
- ☐ **hedgerows/windbreaks**
- ☐ **wildlife food plots**
- ☐ **wildlife corridors**
- ☐ **bird/bat boxes**
- ☐ **maintaining wetlands**
- ☐ **raptor perches or trees at field edge**
- ☐ **wildlife friendly fences**
- ☐ **maintaining woodlands**
- ☐ **maintain high conservation value areas**
- ☐ **ground and tunnel nesting sites for native bees**
- ☐ **ponds**
- ☐ **providing habitat for pollinators or insect predators**
- ☐ **allowing noninvasive plants in fence line and ditches**
- ☐ **companion planting & intercropping**
- ☐ **streambank/riparian management**
- ☐ **avoiding nests or not mowing during breeding season**
- ☐ **encouraging/reintroducing native species**
- ☐ **establishing legal conservation areas**
- ☐ **other**

51. If "other," explain.

52. How do you control invasive plants or animals? Methods may include use of weed and pest-free seed, planting stock, soil amendments, and mulches, new species monitoring and control, suppressing invasive species before they spread, competitive beneficial native plants, State or Federal control programs, livestock grazing, biological controls, prescribed burning, or other practices. *Note N/A if not applicable.*

SEED AND CROP MANAGEMENT NOS §§205.105, .201, .204, .205, .206

The National Organic Standards require the use of organic seed, annual seedlings and planting stock.

- Without exception, organic seed must be used for the production of edible sprouts (for human consumption or organic livestock feed).
- Unless the NOP has issued a temporary variance, all annual seedlings must be certified organic.
- Nonorganic seed or planting stock may only be used if an equivalent organically produced variety is not commercially available in the appropriate form, quality, or quantity necessary to fulfill the needs of the operation.
- Before nonorganic seed or planting stock is used, an organic search documenting your attempts to source an organic variety must be performed.
- Nonorganic seed must be untreated and non-GMO.
- Nonorganic planting stock must be untreated post-harvest.

Organic Search Requirements

A minimum of three sources that carry organic seed or planting stock must be consulted before nonorganic seed or planting stock may be purchased.

- Use the **Organic Search** form to document your attempts to source organic varieties, and provide an explanation (form, quality, quantity, or variety preference) for sourcing nonorganic varieties.
- If an organic search is performed by your seed dealer, or if specific varieties are requested by your buyer, you are responsible for ensuring that the search meets these requirements.
- Alternatively, if you follow a standard operating procedure for purchasing organic seed and you source seed or planting stock from catalogs, have the catalogs you consulted (at least three companies that carry organic seed or planting stock) along with your reasons for purchasing nonorganic seed available at inspection.

53. **SEED INFORMATION:** Every year, a **Seed Table** form listing all seed, annual seedlings, and planting stock must be completed. Initial applicants should also list any seeds or planting stock used within the past 36 months. Vegetable producers may compile this information in an alternative format provided that all information requested on the Seed Table is included.

How do you source organic seed and increase organic seed use over time? *Check all that apply. Use the **Organic Search** form to document your searches.*

- ☐ **check three or more catalogs that carry organic seed**
- ☐ **work with a seed dealer that handles organic seed**
- ☐ **contact three or more seed suppliers by phone, email, or in writing**
- ☐ **follow a standard operating procedure for purchasing organic seed (describe SOP under "other" below)**
- ☐ **work with produce buyer to ensure organic seed requirements are being considered when nonorganic varieties are required**
- ☐ **trial organic varieties**
- ☐ **other**

54. If "other," explain.

55. **CROP ROTATION:** The National Organic Standards require a crop rotation plan that maintains or improves soil organic matter, and prevents weed, pest, and disease problems. This may include sod, legumes, other nitrogen-fixing plants and green manure crops. Crops of the same species or family should not be grown repeatedly without interruption on the same field. Perennial cropping systems should use means such as alley cropping, intercropping and hedgerows to introduce biological diversity.

Do you have a crop rotation plan?

- ○ **Yes**
- ○ **No rotation, perennial vegetation**

56. If "yes," list your crop rotation plan, including any cover crops and plowdowns. MOSA requires a six year crop rotation plan. **Use a separate <u>horizontal row</u> to describe each consecutive year.** If you have multiple crop rotations, list all crop rotations in use under Rotation 1, 2, and 3. .

Crop Rotation

Rotation 1	Rotation 1 cover crop/ plowdown	Rotation 2	Rotation 2 cover crop/ plowdown	Rotation 3	Rotation 3 cover crop/ plowdown

Additional Comments:

57. **WEED MANAGEMENT:** All weed control products used in the past 36 months on land being requested for certification for the first time must be noted on the **3 Year Field History** and the **Input Inventory** form.

- Products used or planned for use in the current year are to be noted on the **Crop Summary/Current Year Field Plan** form and listed on the **Input Inventory** form.
- Producers should 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 should be used to enhance crop health.
- Allowed synthetic materials on the National List may be used for weed, pest and disease control only when all other management practices used prove insufficient to prevent or control problems and all annotations and restrictions are followed.
- Provide labels and ingredient information for inputs not OMRI listed or previously approved by MOSA.

Do you use weed control products? *List inputs on the **Input Inventory**.*

○ **Yes** ○ **No**

58. What are your problem weeds?

59. How do you prevent and control weeds? *Check all that apply.*

- ☐ **crop rotation**
- ☐ **field preparation**
- ☐ **prevention of weed seed set**
- ☐ **delayed seeding**
- ☐ **monitoring soil temperature**
- ☐ **soil sterilization**
- ☐ **use of fast emerging varieties**
- ☐ **stale seedbed**
- ☐ **mechanical cultivation**
- ☐ **use of hand tools**
- ☐ **hand weeding**
- ☐ **mowing**
- ☐ **use of approved or restricted inputs**
- ☐ **livestock grazing**
- ☐ **flame weeding**
- ☐ **corn gluten**
- ☐ **steam weeding**
- ☐ **electrical**
- ☐ **smother crops**
- ☐ **black fallow**
- ☐ **non-synthetic mulch**
- ☐ **synthetic mulch**
- ☐ **soap-based herbicides**
- ☐ **other**

60. If "other," explain.

61. What types of mulch are used? *Note N/A if none are used. If paper is used for mulch, note that glossy paper and colored inks are prohibited.*

62. If you use plastic or other synthetic mulches, is the mulch removed at the end of the growing or harvest season? *Biodegradable mulch products must be OMRI listed. List mulches on the **Input Inventory**.*

○ **Yes** ○ **No**

63. If "no," explain.

64. How do you dispose of synthetic or plastic mulch? *Be aware that open burning of plastic is prohibited by the Clean Air Act.*

65. How do you monitor your weed control?

- ☐ **observation of weeds**
- ☐ **observation of crop health**
- ☐ **comparison of crop yields**
- ☐ **weed counts**
- ☐ **other**

66. If "other," explain.

67. How often do you monitor for weeds?

- ☐ **weekly**
- ☐ **monthly**
- ☐ **annually**
- ☐ **as needed**
- ☐ **other**

68. If "other," explain.

69. Rate your weed control management.

- ☐ **excellent**
- ☐ **satisfactory**
- ☐ **needs improvement**

70. Do you anticipate any changes to your weed control management?

○ **Yes** ○ **No**

71. If "yes," explain.

72. **PEST AND DISEASE MANAGEMENT:** All pest and disease control products used in the past 36 months on land being requested for certification for the first time must be noted on the **3 Year Field History** and the **Input Inventory**. Products used or planned for use in the current year are to be noted on the **Crop Summary/Current Year Field Plan** and listed on the **Input Inventory**. Provide product labels and ingredient information for inputs not OMRI listed or previously approved by MOSA.

Do you use pest control products? *List inputs on the **Input Inventory**.*

○ **Yes** ○ **No**

73. What crop pests are present on your farm?

- ☐ **no pest problems**
- ☐ **insects**
- ☐ **rodents**
- ☐ **gophers**
- ☐ **birds**
- ☐ **deer**
- ☐ **other animals**

74. If "other animals" or "insects," specify the type(s).

75. How do you prevent or control pest damage to crops? *Check all that apply.*

- ☐ **none**
- ☐ **crop rotation**
- ☐ **selection of plant species/varieties**
- ☐ **development of habitat for natural enemies**
- ☐ **timing of planting**
- ☐ **companion planting**
- ☐ **frog ponds**
- ☐ **bat houses**
- ☐ **bird houses**
- ☐ **hand picking**
- ☐ **monitoring**
- ☐ **trap crops**
- ☐ **physical removal**
- ☐ **traps**
- ☐ **lures**
- ☐ **IPM**
- ☐ **insect repellents**
- ☐ **animal repellents**
- ☐ **release of predators/parasites of pest species**
- ☐ **use of approved or restricted inputs**
- ☐ **physical barriers**
- ☐ **other**

76. If "other," explain.

77. What are your problem crop diseases? *Note N/A if none are known.*

78. How do you prevent or control crop diseases? *Check all that apply.*

- ☐ **none**
- ☐ **crop rotation**
- ☐ **field sanitation**
- ☐ **selection of plant species/varieties**
- ☐ **timing of planting/cultivating**
- ☐ **plant spacing**
- ☐ **vector management**
- ☐ **soil balancing**
- ☐ **solarization**
- ☐ **companion planting**
- ☐ **compost/tea use**
- ☐ **use of allowed or restricted materials**
- ☐ **other**

79. If "other," explain.

80. How do you monitor for pest and diseases? *Check all that apply.*

- ☐ **soil testing**
- ☐ **microbiological testing**
- ☐ **tissue testing**
- ☐ **observation of soil**
- ☐ **observation of crop health**
- ☐ **comparison of crop yields**
- ☐ **crop quality testing**
- ☐ **monitoring records kept**
- ☐ **traps for insect monitoring**
- ☐ **other**

81. If "other," explain.

82. How often do you monitor for pests and diseases?

- ☐ **weekly**
- ☐ **monthly**
- ☐ **annually**
- ☐ **as needed**
- ☐ **other**

83. If "other," explain.

84. Rate your pest and disease control.

- ☐ **excellent**
- ☐ **satisfactory**
- ☐ **needs improvement**

85. Do you anticipate any changes to your pest and disease control?

○ **Yes** ○ **No**

86. If "yes," explain.

MAINTENANCE OF ORGANIC INTEGRITY NOS §§205.201, .202, .272

The National Organic Standards require that organic production areas including pastures have distinct boundaries and buffer zones to prevent the unintended application of or contact with prohibited substances.

- Organic production areas that adjoin land not under organic management may require the establishment of a buffer area or setback fencing for organic pasture if natural barriers, roads, headlands or waterways do not provide enough separation.

- Producers may also submit a signed **Verification of Adjoining Land Use (VALU)** form from the adjoining land manager verifying that no prohibited products have been or will be applied to the adjoining land.
- A buffer is required unless adequate natural buffers or a signed **VALU** form are in place.
- Crops harvested from a buffer area are nonorganic and records need to be kept of sale or use.

87. Select the response that best describes your adjoining land use.

○ **adequate natural buffers are in place for the entire operation**

○ **buffers or VALUs are in place - Complete the table below**

88. Describe organic production areas that adjoin land not under organic management in the chart below and note these areas as "Conventional" on your field maps. Buffer harvests and the sale or use of buffer crops need to be recorded, either in the **Field Activity Log** or on the **Nonorganic Crop Usage** form. Note all buffers on field **maps**.

Adjoining Land Use Buffers

Field ID#	How is contamination prevented in this area?	If buffer, what is the width?	If VALU, list the expiration date	Adjoining land use	Adjoining land manager name	Do you harvest crop from this buffer?	If harvested, describe sale or use of crop

Additional Comments:

89. Who have you notified (in writing) of your organic status?

☐ **no one**
☐ **highway departments**
☐ **electric companies**
☐ **aerial spray companies/airports**
☐ **residential neighbors**
☐ **drainage commissions**
☐ **Farm Service Agency**
☐ **other**

90. If "other," explain.

91. Are roadsides sprayed in your area?

92. Do you post 'No Spray' signs along roadsides that adjoin organic fields?

○ **Yes** ○ **No**

93. How do you monitor for crop contamination from neighboring nonorganic operations?

☐ **visual observation**
☐ **photographs**
☐ **GMO testing**
☐ **residue analysis**
☐ **wind direction/ speed data**
☐ **other**

94. If "other," explain.

95. How do you monitor the effectiveness of your crop contamination management?

- ☐ **soil testing**
- ☐ **microbiological testing**
- ☐ **tissue testing**
- ☐ **observation of soil**
- ☐ **observation of crop health**
- ☐ **comparison of crop yields**
- ☐ **crop quality testing**
- ☐ **monitoring records kept**
- ☐ **traps for insect monitoring**
- ☐ **other**

96. If "other," explain.

97. How often do you monitor for crop contamination?

- ☐ **weekly**
- ☐ **monthly**
- ☐ **annually**
- ☐ **as needed**
- ☐ **other**

98. If "other," explain.

99. Rate your crop contamination prevention.

- ☐ **excellent**
- ☐ **satisfactory**
- ☐ **needs improvement**

100. Do you anticipate any changes to your crop contamination prevention?

○ **Yes** ○ **No**

101. If "yes," explain.

102. Is lumber that is treated with arsenate or other prohibited materials in contact with soil used to grow organic crops or pasture?

○ **Yes** ○ **No**

103. If "yes," describe contact and how contamination is avoided.

104. **EQUIPMENT:** To prevent commingling and contamination, all equipment used in organic crop production must be free of nonorganic crops and prohibited materials. Contamination includes risk from oil, fuel and hydraulic fluids. Equipment used for both organic and nonorganic farming must be cleaned prior to use on organic fields or crops and cleaning records must be documented. MOSA provides a **Cleaning Log** form for you to document equipment cleaning.

List equipment used in crop production in the table below.

Equipment List

Type of equipment	Own or rent?	Custom?	For organic use only?	If also used for conventional, transitional, or buffer crops how is it cleaned?

Additional Comments:

105. Is your equipment maintained so that fuel, oil and hydraulic fluid do not leak?

- ☐ **Yes**
- ☐ **No**
- ☐ **Not applicable**

106. **HARVEST:** The National Organic Standards require that organic products be handled, stored and transported in containers free of prohibited substances and/or nonorganic products which could compromise the integrity of the organic products. All recycled containers must be thoroughly cleaned prior to use and pose no risk to organic integrity.

How are your organic crops harvested? *Check all that apply.*

- ☐ **mechanically**
- ☐ **by hand**
- ☐ **custom**

107. If organic crops are custom harvested, describe crops, give name and contact information of custom harvester. Describe who is responsible for equipment cleaning and how it is documented. *List equipment on the Equipment Table above.*

108. Do you use your own equipment to do custom harvesting?

○ **Yes** ○ **No**

109. If you harvest both organic and nonorganic crops (including your conventional, transitional or buffer crops or any custom work done on nonorganic crops), how do you prevent commingling and contamination during harvest? *Note N/A if not applicable.*

110. What containers are used for harvesting?

- ☐ **gravity wagons/boxes**
- ☐ **hay wagons**
- ☐ **chopper boxes**
- ☐ **truck boxes**
- ☐ **totes**
- ☐ **waxed boxes**
- ☐ **boxes**
- ☐ **bags**
- ☐ **other**

111. If "other," explain.

112. Are totes, boxes and bags new or used?

- ☐ **new**
- ☐ **used**
- ☐ **N/A**

113. If totes, boxes or bags are not new, what did they contain prior to organic use? *Note N/A if not applicable. All recycled containers must be thoroughly cleaned prior to use and pose no risk to organic integrity.*

114. Are containers used for organic crops only?
○ **Yes** ○ **No**

115. If "no," describe how contamination and commingling is prevented.

116. Are any inoculants or preservatives used or planned for use on organic crops? *List inputs on the **Input Inventory**.*
○ **Yes** ○ **No**

CROP STORAGE, ON-FARM HANDLING, TRANSPORTATION NOS §§205.103, .201, .270, .272

Producers must keep organic and nonorganic crops in separate storage areas and prevent commingling and contamination. An operation with split production needs to maintain records to thoroughly document use and sales. MOSA provides the **Storage Inventory** form for this purpose. Twine and synthetic materials used for crop storage should be disposed of properly. Be aware that open burning of plastic is prohibited by the Clean Air Act.

117. Do you store crops? *If "no," skip to the On-Farm Processing/Handling Section.*
○ **Yes** ○ **No**

118. Describe your storage locations (including off-site locations) in the following table and identify storage facilities or locations (bin, crib, mow, outdoor) on facility **map**
Additional comments

Crop Storage

Storage ID#	Type of crops stored	Type of storage	Capacity	Organic status of crops stored

Additional Comments:

119. Do you use the same storage areas for organic, transitional and/or conventional crops?
○ **Yes** ○ **No**

120. If "yes," how do you segregate organic crops from nonorganic crops?

121. Are storage areas or units labeled?
○ **Yes**
○ **No**
○ **NA**

122. How do you clean storage units prior to storage of organic crops? *Note N/A if not applicable.*

123. How do you prevent and control pests in crop storage areas? *List pest control products on the **Input Inventory.***

- ☐ **keep areas clean**
- ☐ **prevent entry**
- ☐ **use traps**
- ☐ **cats/dogs**
- ☐ **diatomaceous earth**
- ☐ **vitamin D3 bait (MOSA must approve use)**
- ☐ **use of other types of bait or pest products (MOSA must approve use)**
- ☐ **N/A, not a problem**
- ☐ **other**

124. If "other," explain.

125. Are pest control products used on or around organic product? *List inputs on the **Input Inventory** and provide product labels and ingredient information for inputs not OMRI listed or previously approved by MOSA.*

○ **Yes** ○ **No**

126. **ON-FARM PROCESSING/HANDLING:** Complex processing and handling activities require the completion of additional forms and are subject to additional fees. See the Producer-Handler Guidance document for a thorough overview of the distinction between producer certification, producer-handler certification, and handler certification. However, some simple and routine on-farm processing/handling activities can be certified as part of your Farm Organic System Plan. A few examples include washing and packaging of unprocessed vegetables produced on your farm, drying and packaging of farm-produced herbs, seed conditioning, grinding feed for your organic livestock, and the sale of meat raised on the farm and processed at a certified organic slaughter facility. Describe simple and routine on-farm processing/handling in the questions below.

The National Organic Standards require an organic operation to have measures in place to prevent the commingling of organic and nonorganic products during post-harvest handling, including feed processing for livestock.

Do you perform processing/handling activities on your farm? *If "no," skip to the Transportation of Crop, Feed, or Products Section.*

○ **Yes** ○ **No**

127. What kinds of processing/handling and post-harvest handling activities are performed on your farm? *A safe Ecoli/fecal coliform test result is required for non-municipal water sources used for washing crops. Submit **test** results to MOSA.*

- ☐ **wash**
- ☐ **package**
- ☐ **repackage**
- ☐ **dry**
- ☐ **Off-farm CSA share additions such as fruit, vegetables, eggs, cheese, meat, etc. (described under "other" below)**
- ☐ **roast, shell, roll or crack feed**
- ☐ **clean**
- ☐ **other**

128. If "other," explain.

129. Describe how your product gets from harvest to storage, use or sales.

130. Are equipment and/or processing areas used for both organic and nonorganic products?

○ **Yes** ○ **No**

131. If "yes," describe steps taken to prevent commingling and contamination.

132. How do you clean processing equipment and areas? *List cleaning products on the **Input Inventory**.*

133. What types of packaging materials are used? *Check all that apply.*

- ☐ **none**
- ☐ **plastic**
- ☐ **paper**
- ☐ **cardboard**
- ☐ **wood**
- ☐ **glass**
- ☐ **metal**
- ☐ **foil**
- ☐ **waxed paper**
- ☐ **natural fiber**
- ☐ **synthetic fiber**
- ☐ **other**

134. If "other," explain.

135. Are packaging materials new or used?

- ○ **used**
- ○ **new**
- ○ **both new and used**

136. If packaging materials are not new, what did they contain prior to organic use? *All recycled packaging materials must be thoroughly cleaned prior to use and pose no risk to organic integrity.*

137. In what form are finished products shipped?

- ☐ **dry bulk**
- ☐ **liquid bulk**
- ☐ **tote bags**
- ☐ **tote boxes**
- ☐ **paper bags**
- ☐ **foil bags**
- ☐ **metal drums**
- ☐ **mesh bags**
- ☐ **cardboard drums**
- ☐ **cardboard cases**
- ☐ **plastic crates**
- ☐ **waxed boxes**
- ☐ **other**

138. If "other," explain.

139. **TRANSPORTATION OF CROP, FEED OR OTHER ORGANIC PRODUCTS:**
Is there any incoming or outgoing transport of crops, feed or products? *Have records for all transportation available at inspection.*

- ○ **Yes *go to next question***
- ○ **No *skip to Marketing/Labeling questions below.***

140. Who is responsible for arranging transportation of organic products?

- ☐ **self**
- ☐ **buyer**
- ☐ **seller**
- ☐ **other**

141. If "other," explain.

142. How are organic products transported?

143. What steps are taken to protect the integrity of organic products during transport?

- ☐ **dedicated organic only**
- ☐ **inspecting transport units prior to loading**
- ☐ **cleaning transport units prior to loading**
- ☐ **use of clean truck verification**
- ☐ **letter/contract with transport company stating organic requirements**
- ☐ **use of cleaning log**
- ☐ **other**

144. If "other," explain.

LABELING, SALES AND RECORDKEEPING NOS §§205.103, .201

The National Organic Standards require that records disclose all agricultural activities and transactions of the operation, be maintained for five years, and demonstrate compliance. Records are to be such that organic products can be traced back to the field or location where they were produced and are to be accessible at inspection. Audit trail documentation must identify organic products organic, as appropriate. Operations may use abbreviations or acronyms to identify products, provided that the abbreviations or acronyms are easily understood.

All labels making an organic claim must be approved by MOSA prior to use. Submit copies of labels to MOSA, and submit color labels if colored labeling is used.

Nonretail labels must identify the product as organic, and include the production lot number, shipping identification, or other unique identification that links the container to audit trail documentation on all containers and packages, regardless of shape, size, or use, used to ship or store organic products. Nonretail labeling requirements do not apply to nonretail containers used to ship or store agricultural products packaged for retail sale with organic identification visible on the retail label.

Retail products labeled as "100% organic," "organic," "made with organic (specified ingredients or food group(s))," or livestock feed products, must identify the certified handler or product distributor on the information panel, followed below by "Certified Organic by MOSA." Organic ingredients must be identified as organic in ingredient listings on products labeled "100% organic," "organic" or "made with organic (specified ingredients or food group(s)." See the NOS for complete labeling requirements/options and contact MOSA as needed for clarification.

145. **MARKETING/LABELING:**
How are organic crops or products sold?

- ☐ **no organic crop/produce sales**
- ☐ **direct to consumer**
- ☐ **direct to retail**
- ☐ **direct to bulk buyer**
- ☐ **other**

146. If "other," explain.

147. Do you use or plan to use labels that make an organic claim? *If "no," skip to the Recordkeeping Section. If labels are in use, submit copies to MOSA.*

○ **Yes** ○ **No**

148. Do you use or plan to use the USDA organic seal and/or MOSA logo on product labels or marketing information?

○ **Yes** ○ **No**

149. Where do you make or plan to make an organic claim or use the USDA seal and/or MOSA logo?

- ☐ **website**
- ☐ **brochures**
- ☐ **signs**
- ☐ **advertising materials**
- ☐ **other**
- ☐ **none**

150. If other, explain.

151. Describe your system for verifying that all labels making an organic claim comply with the National Organic Standards.

152. Will labels making an organic claim and bearing your business name be applied at a facility other than your certified operation?
○ **Yes** ○ **No**

153. If Yes, provide the operation(s) that will be applying your labels that make an organic claim. *Facilities that apply labels that make an organic claim must be certified organic.*

154. If you make/use labels for organic products, describe the type of labels used (retail, nonretail, etc). *Note N/A if not applicable.*

155. **RECORDKEEPING:** MOSA requires that operators keep a log of activities as applicable to your operation. The following need to be included: field preparation, planting information, application of fertility, weed/disease/pest control inputs, harvests and yields, and storage.

What type of crop records do you keep? *Check all that apply.*

- ☐ **field preparation**
- ☐ **planting information (seed rate, dates)**
- ☐ **application of fertility, weed/disease/pest control inputs**
- ☐ **harvest and yields**
- ☐ **buffer harvest and storage/use/sales**
- ☐ **crop storage inventory**
- ☐ **crop storage cleaning**
- ☐ **transportation cleaning**
- ☐ **equipment cleaning**
- ☐ **sales**
- ☐ **other**

156. If "other," explain.

157. How do you record your field activities?

- ☐ **calendar**
- ☐ **notebook**
- ☐ **filing system**
- ☐ **journal**
- ☐ **electronic**
- ☐ **other**

158. If "other," explain.

159. Who is responsible for this recordkeeping?

160. Describe your lot numbering system, including year crop grown, or other means of tracing product from seed to sale.

161. How do you keep sales records? *Organic sales records must identify the product as organic. Updating clients will need to have sales records for the previous calendar year available for audit at inspection.*

162. The National Organic Standards require that you keep a copy of all certification documents for a minimum of 5 years. How do you intend to maintain these records?

- ○ **hard copy**
- ○ **electronically**
- ○ **both**

163. **COMPLETE:** Is your Organic System Plan complete?
○ **Yes** ○ **No**