



## ORGANIC SYSTEM PLAN PRODUCER

**Note:** Operations with gross agricultural income from organic sales of less than \$5,000 US are exempt in the USA.

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This document is a record of your **Organic System Plan**. After completion, make a copy of the entire completed document for your records and future use. Updates to your Organic System Plan will be based on this document. If you wish to complete your Organic System Plan electronically, it can be downloaded at [www.pro-cert.org/producer-documents](http://www.pro-cert.org/producer-documents)

Please ensure you have identified **all certification programs** and **equivalency arrangements** requested for certification in the Application & Contract (Doc #5.2)

### 1.0 APPLICANT INFORMATION [NSC .310, 4; NOP 205.401(b)]

**Applicant (Legal Entity)<sup>1</sup>:** \_\_\_\_\_ **Year:** \_\_\_\_\_  
**Phone:** ( ) \_\_\_\_\_ **Fax:** ( ) \_\_\_\_\_ **Cell:** ( ) \_\_\_\_\_  
**Email:** \_\_\_\_\_

<sup>1</sup> Legal Entities may include Sole Proprietors, Partnership (Marital or Legal), or Corporations. Please contact our office if you have questions.

### SCOPE OF OPERATION

Please indicate if your Organic System Plan includes production in the categories below. Please complete the indicated Appendix<sup>1</sup> to your Organic System Plan.

- |   |  |
|---|--|
| <input type="checkbox"/> Livestock, Herds & Flocks – Appendix A       | <input type="checkbox"/> Wild Crops – Appendix D                         |
| <input type="checkbox"/> On-Farm Processing <sup>2</sup> - Appendix B | <input type="checkbox"/> Apiculture – Appendix E                         |
| <input type="checkbox"/> Greenhouse & Growth Chambers – Appendix C    | <input type="checkbox"/> Off-Farm Processing <sup>2,3</sup> – Appendix F |
| <input type="checkbox"/> Field Crops Only                             |  |

<sup>1</sup> Appendices are available for download at [www.pro-cert.org/producer-documents](http://www.pro-cert.org/producer-documents) or on request from our office

<sup>2</sup> Includes Packaging & Labelling Activities & Maple Syrup Processing. Operators with more than 10 products are considered Processing, please request a Processor/Handler Application & Contract

<sup>3</sup> COR Applicant's Only.

#### 1.1 Nature of the Operation

Generally describe the nature of the organic (and non-organic) food and fibre production activities on your operation:

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Provide the following information for your operation:

<u>Cultivated Land:</u> (includes hayland)	<u>Acres</u>	<u>Pasture Land:</u>	<u>Acres</u>
Organic	_____	Organic	_____
Transitional	_____	Transitional	_____
Conventional	_____	Conventional	_____
<b>Total</b>	_____	<b>Total</b>	_____
<b>Ecological Reserve</b>	_____		
<b>Total Land Area Operated</b>	<input type="text"/>	<b>Acres</b>	

Please indicate the crops (crop & variety/type) grown or to be grown as **organic** on this operation:

Please indicate the crops (crop & variety/type) grown or to be grown as **non-organic** and/or **transitional** on this operation:

Please indicate the type of livestock produced as **organic** on this operation.  No Livestock – Field Crops Only

Please indicate the type of livestock produced as **non-organic** on this operation.

**1.2 Conversion/Transition Plan** (NSC .310, 4.1, 5.1.4)

If the operation is not 100% organic, describe your 5 year conversion/transition plan using the following format<sup>1</sup>:

Legal Description	Field #	Field Area (ac)	Anticipated Year of Conversion
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

<sup>1</sup> Attach additional pages if necessary

**2.0 BUFFER ZONES & BOUNDARIES** [NSC .310, 5.1.6 – 5.1.8; NOP 205.202(c)]

On the **Farm Map - Figure 3.1** indicate the buffer zones, run-off diversions, grassed water-runs and other provisions to define the boundaries of your fields and to prevent contamination of your fields and crops from adjacent non-organic farming practices.

Indicate which of the following measures to prevention contamination are used on your operation:

- buffer strips which are harvested as non-organic;
- buffer strips which are permanently seeded to grass;
- water runs permanently seeded to grass;
- shelterbelts;
- hedgerows;
- other (specify):

If produce is harvested from buffer zones using the same equipment used for harvesting organic crops, what measures are taken to prevent organic crops from coming into contact with buffer crops?

Describe how crops/produce harvested for buffer zones are stored and disposed:

What additional measures do you use to prevent accidental contamination?  None.  
Written notification to:  highway departments  electric companies  aerial spray companies/airports   
adjoining landowners  drainage commissions  farm service office  irrigation district  
 other (specify):

Have you posted signs along roadsides that border organic fields?  Yes  No

Do any fields or portions of fields flood frequently (more than once every ten years)?  Yes  No

If Yes, list field numbers:

How do you monitor for crop contamination?:  visual observation  residue analysis  GMO testing  
 photographs  wind direction/speed data  other (specify):

How often do you conduct crop contamination monitoring?  weekly  monthly  annually  as needed  
 other (specify):

Are the results of such monitoring recorded?  Yes  No

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**3.0 SEED, SEEDLING AND TREATMENT [NSC .310, 5.3; NOP 205.204]**

**3.1 Seed & Seedling Sources**

For all crops to be grown from seeds, seedlings or via plant tissue other than annual seedling (e.g. rhizomes, shorts, cuttings, roots or tubers), provide the following information:

Crop & Variety	Supplier	Organic Status (Organic, Non-Organic)	Supplier Certification
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

All seed treatments and inoculants must be included on **Table 4.2.a - Input Substance Summary**. You must collect and **attach** product labels and/or MSDS for all seed treatments and inoculants. A current **Non-GMO** statement must be provided for all inoculants and seed treatments

If Organic Seed is not being used has an **Organic Seed Search Summary** (Doc #5.3.4.1), been completed for each crop not commercially available in organic form?  Yes  No

**Note:** A record of the search completed for commercially available organic seed must be available at the time of inspection.

**3.2 Seed Handling & Storage**

Are off-site (commercial or private) seed cleaning facilities used to prepare seed for sowing?  Yes  No  
 If **Yes**, is the facility used certified organic?  Yes  No. If **Yes**, identify the facility:

Seed Cleaning Facility: \_\_\_\_\_ Certified by: \_\_\_\_\_  
**Attach** a copy of the organic certificate.

If **No**, a Plant Sanitation Affidavit (Doc #7.4.3b) must be completed by the operator prior to handling organic seed.

**Note:** Organic seed handled by a non-organic seed cleaning facility may still be used as ‘organically grown’ seed. Any remaining seed from these lots may not be stored or sold as organic.

**Describe** procedures to separate non-organic and organic **seed** stored on the operation:  N/A

### 3.3 Genetic Engineering/Modification [NSC .310, 1.4(a); NOP 205.2 & 205.105(e)]

Are the seeds, seedlings and perennial stock described above produced without the use of prohibited genetic engineering/modification methods (“excluded methods” as defined in NOP)?  Yes  No

If **No**, explain:

**Note:** Documentation of Non-GMO status must be provided for non-organic GMO potential (eg. corn, soy, canola) seed to be used on the operation.

### 4.0 CROPPING MANAGEMENT PRACTICES [NSC .310, 5; NOP 205.205, 205.206]

All input substances used for crop production must be listed on **Table 4.2.a - Input Substance Summary** (attached). All inputs used in organic production **must** be approved by Pro-Cert prior to use.

#### 4.1 Crop Rotation Plan

List the **typical** crop sequences on your operation:

*E.g. Legume green manure - flax - wheat - pulse crop - wheat (undersown to clover)*

What is the average crop rotation length? \_\_\_\_\_ years.

If legumes are not included in your rotation, describe your plan to include legumes in the future:

Will non-organic and/or transitional crops be produced on your operation concurrently with organic crops?  Yes  No.

If **Yes**, are non-organic and/or transitional varieties **visually** distinct from organic?  Yes  No

#### 4.2 Weed Management

List problem weeds:

Indicate your weed control practices:  crop rotation  field preparation  prevention of weed set  
 delayed seeding  monitoring of soil temperature  soil sterilization  use of fast emerging varieties  
 mechanical cultivation  use of hand tools  hand weeding  mowing  livestock grazing  flame weeding  
 steam weeding  electrical  smother crops  black fallow  non-synthetic mulch  synthetic mulch  
 corn gluten  soap-based herbicides  other (specify):

#### 4.3 Disease Management

List problem diseases:

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Indicate the disease management practices you use:  crop rotation  field sanitation  plant spacing  
 selection of plant species/varieties  timing of planting/cultivating  vector management  soil balancing  
 solarization  companion planting  compost/tea use  use of approved materials  
 other (specify):

#### 4.4 Pest Management

List problem insects:

List other problem Pests (e.g. rodents, birds):

Indicate the pest management practices you use:  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 barriers  
 physical removal  traps  lures  IPM  insect repellents  animal repellents  
 release of predators/parasites of pest species  use of approved products  
 other (specify):

#### 4.5 Crop Monitoring

Which practices do you use to determine the effectiveness of your weed, disease and pest management program:

microbial testing  tissue testing  observation of crop health and conditions  comparison of crop yields  
 crop quality testing  other (specify):

**Attach** copies of any test results.

How often do you conduct weed, disease and pest monitoring?  weekly  monthly  annually  as needed  
 other (specify):

Do you keep a record of cropping practices and monitoring events, i.e., dates when you scout or apply inputs to a specific field or crop?  Yes  No

#### 4.6 Harvest Practices

Indicate the nature of your crop harvesting practices:  Hand  Mechanical  U-Pick  
 Other (specify):

How are annual crop residues managed?

- Above-ground portion collected for animal feed, bedding
- All residues soil incorporated prior to or during seeding of next crop
- Minimum tillage or disturbance of residues and soil
- Burning: Which residues are burnt and why? (Note: burning of residues is prohibited)

Other (Specify):

If custom harvesters are used, **describe** procedure to sanitize custom equipment prior to organic operations:

Records of the sanitation activities **must** be maintained in your chronological log.

#### 4.7 Post Harvest Handling/Storage

For bulk (non-packaged) storage provide the following information for each storage structure (use separate page if necessary):

Bin/Structure Number	Location	Type (Steel, Wood)	Floor (Wood, Concrete, Hopper)	Capacity	Organic Status (O vs NO)
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Will non-organic and/or transitional produce (eg. seed, buffer harvested materials, livestock feed) be stored/handled on the operation?  Yes  No.

If **YES**, **Describe** procedures to separate organic and non-organic produce stored on the operation:  N/A

Are there other potential sources of contamination or commingling on the operation?  Yes  No. If **Yes**, describe:

Do you use a dryer following the harvest of organic produce?  Yes  No. If **Yes**, describe the procedure used and where the process is conducted:

Drying Temperature: \_\_\_\_\_ °C (\_\_\_\_\_ °F)

What stored crop inputs have you used in the last three years?  None  synthetic fumigants  rodenticides  
 sprouting inhibitors  ripeners  growth regulators  preservatives  oils  coloring agents  
 waxes  other (specify):

Are any stored crop inputs used or planned for use on organic crops?  Yes  No.

If **Yes**, these substances must be listed on **Table 4.2.a - Input Substance Summary** (attached).

Is organic produce processed, packaged or labelled by, or for, your operation prior to sale?  Yes  No.

**If Yes, please submit the appropriate completed Appendix as indicated in Section 1.0 above.** Please contact our office with any questions in this regard.

#### 4.8 Produce Transportation

Who is responsible for arranging transportation of organic products?  self  buyer  other (specify):

How is organic produce transported to market?

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 Sanitation Affidavits  letter/contract with transport company stating organic requirements  
 other (specify):

#### 5.0 SOIL MANAGEMENT & MONITORING [NSC .310, 5.4, 5.5; NOP 205.200, .203 and .205]

All Inputs used for soil amendment, fertilization, plant/crop nutrition must be listed on **Table 4.2a - Input Substance Summary** (attached). Inputs used in organic production **must** be approved by Pro-Cert prior to use.

##### 5.1 Soil & Climate Description:

Soil Type(s): \_\_\_\_\_  
Soil Texture:  sand  loam  clay loam  clay  peat Range: \_\_\_\_\_ to \_\_\_\_\_  
Climatic Zone: \_\_\_\_\_  
Annual Precipitation: \_\_\_\_\_ inches

##### 5.2 General Soil Management Plan

Which of the following are included in your soil management plan?  crop rotation  green manure plow-down  
 cover crops  interplanting  incorporation of crop residues  subsoiling  compost  on-farm manure  
 off-farm manure  soil amendments  biodynamic preparations  soil inoculants  other (specify):

##### 5.3 Natural Resource Management

Which of the following are used to maintain or improve soil and surface and ground water quality on your operation?  
 terraces  contour farming  strip cropping  undersowing/interplanting  winter cover crops  
 minimum tillage  grassed waterways  shelterbelts  firebreaks  tree lines  retention ponds  
 riparian management  ecological reserves  fencing livestock from waterways  other (specify):

Are the practices effective in minimizing the contamination of surface and ground water with agricultural materials such as sediments, nitrates, bacteria?  Yes  No.

If **No**, describe your plan to minimize future surface and ground water contamination:

Are the above practices effective in preventing soil erosion on your operation?  Yes  No.

If **No**, describe your plan to minimize/eliminate your soil erosion problem(s):

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#### 5.4 Soil Fertility Management [NSC .310, 5.4; NOP 205.203]

Which of the following are used to monitor soil fertility and plant nutrition on the operation?  soil testing  
 microbial testing  tissue testing  observation of soil condition  observation of crop condition  
 comparison of crop yields  crop quality testing (e.g. protein)  other (specify):

**Attach** copies of the results of relevant tests.

Indicate the essential plant nutrients which have been identified as deficient on your operation:  Nitrogen  
 Potassium  Phosphorus  Sulfur  Calcium  Magnesium  Boron  Iron  Manganese  
 Copper  Zinc  Molybdenum  Chlorine  Cobalt  Sodium  
How were the above noted deficiencies identified?

Is sodium (chilean) nitrate or soil amendments containing sodium nitrate applied to organic and/or transitional land?  
 Yes  No. If **Yes**, is the rate of application less than 20% of the **crop's total nitrogen required**?  Yes  No  
Show your calculations:

**Note:** The use of sodium nitrate in organic production is **only** permitted under the USDA NOP Section 205.602(g). Application of the product to fields eligible for certification under other organic standards/regulations (e.g. COR, JAS, EU, Bio-Suisse, etc.) constitutes a major non-compliance and would result in loss of organic status for the treated fields and product produced thereon for a period of 36 months from the date of application.

#### 5.5 Compost Management [NSC .311, 5.4.2(a); NOP 205.203]

If on-farm made compost is used as a soil amendment describe the composition:

Raw Ingredients:

Additives/Inoculants:

What composting method do you use?  in-vessel  static aerated pile  windrows  other (specify):

Describe your monitoring procedure and results for:

C/N Ratio:

Temperature Regime:

If windrows are used, indicate the frequency of turning:

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**5.6 Animal Manure Management** [NSC .310, 5.5; NOP 205.203(c) (1)]

What forms of animal manure do you use?  none  raw  liquid  semi-solid  piled  
 fully composted  pelleted  other (specify):

What is the source of manure to be applied?

on-farm  off-farm organic operation  off-farm non-organic operation

If manure is sourced from off-farm non-organic operations, identify your supplier.

\_\_\_\_\_  
(Name) (City/Town) (PR/ST) (Phone)

For all off-farm non-organic manure sources confirm that:

- Animals are not fully caged and livestock are able to turn 360°  Yes  No
- Livestock are not permanently kept in the dark?  Yes  No

What type of crops do you grow on manured land?

- crops not used for human consumption;
- crops for human consumption whose edible portion has direct contact with the soil;
- crops for human consumption whose edible portion does not have direct contact with the soil.

For crops in which the edible portion does not have direct contact with the soil, do you apply raw manure at least 90 days prior to harvest?  Yes  No. What is the average interval? \_\_\_\_ days.

For crops in which the edible portion has direct contact with the soil (this includes crops which are swathed prior to harvest), do you apply raw manure at least 120 days prior to harvest?  Yes  No.

What is the average interval? \_\_\_\_ days.

Is the raw manure incorporated immediately after application?  Yes  No. If **No**, why not?

Land area available for spreading = \_\_\_\_ acres.

The average rate of Nitrogen (N) Application per acre per year is \_\_\_\_ lb N/ac/yr.

Show your calculations:

**5.7 Soil Quality Monitoring Program** [NSC .310, 5.4; NOP 205.203]

Describe your soil quality monitoring program:

Indicate the methods you use to monitor soil quality:  soil inspection  crop inspection  soil testing  
 plant tissue testing  crop quality testing (e.g. protein)  comparable crop yields.  
 other (specify):

Indicate the soil factors which you monitor:  organic matter  cation exchange capacity  reaction (pH)  
 salinity  nutrient supplying power  microbial spectrum and density.  
 other (specify):

Indicate the frequency of soil monitoring:  weekly  monthly  annually  as needed  
 other (specify):

**Attach** copies of soil quality monitoring results.

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**6.0 WATER MANAGEMENT AND MONITORING** [NSC .310, 5.7, 6.4.5; NOP 205.203]

All water treatments and input substances applied through the water must be listed on **Table 4.2.a - Input Substance Summary** (attached). Substances used in organic production must be approved by Pro-Cert prior to use.

Indicate the type(s) of water use on your operation:  livestock  irrigation  greenhouse  crop processing  
 equipment washing  other (specify):

**6.1 Livestock Water** (if applicable) [NSC .310, 6.4.5; NOP 205.203]  N/A

Indicate source(s):  on-site well(s)  river/creek/pond  spring  municipality/county  other (specify):

Are animals and animal manure prevented from contaminating surface and ground water  Yes  No.  
 If **No**, describe the procedures to be implemented to resolve the contamination problem:

**6.2 Irrigation Water** (if applicable) [NSC .310, 5.7; NOP 205.203]  N/A

Indicate source(s):  on-site well(s)  river/creek/pond  spring  municipal/county  other (specify):

What type of irrigation is used?  flood  sprinkler  drip  other (specify):

What practices are used to conserve water?  scheduled use of water  tensiometer/monitoring  
 laser leveling/land forming  drip irrigation  other (specify):

What practices are used to protect surface and ground water from irrigation damage?

What products do you use to clean irrigation lines/nozzles?

Is the system shared with another operator?  Yes  No.

If **Yes**, substances applied by that operator via the irrigation equipment must also be listed in **Table 4.2.a - Input Substance Summary** (attached).

Is the system flushed and documented between conventional and organic use?  Yes  No.

If **No**, indicate reason(s):

List known contaminants in water supplies in your area:

Describe your efforts to minimize water contamination problems listed above:

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### 6.3 Water Quality Monitoring Program

Describe your water quality monitoring program:

Indicate the water factor which you monitor:  pH (reaction)  conductivity  total dissolved solids (TDS)  
 Na  Ca  Mg  SAR  Cl  No<sub>3</sub>  S<sub>0</sub><sub>4</sub>  bacteria  other (specify):

Indicate the frequency of your water quality monitoring activities:

1. Livestock water:  
 weekly  monthly  annually  as needed  other (specify):
2. Irrigation water:  
 weekly  monthly  annually  as needed  other (specify):

**Attach** copies of recent water quality analyses for livestock and irrigation water quality if applicable.

### 7.0 SANITATION PRACTICES [NSC .310, 4.4.1, 5.6.3, 8.2; NOP 205.201(a) 2, .272]

All sanitation agents must be listed on **Table 4.2.a - Input Substance Summary** (attached). Substances used in organic production **must** be approved by Pro-Cert prior to use.

Indicate procedures used to clean equipment:  compressed air  pressure washer  brooms/brushes  
 flushing (e.g. irrigation)  vacuum  other (specify):

How is waste water and material disposed of?

Indicate procedures used to sanitize buildings, bins, containers and other facilities:  vacuum  compressed air  
 pressure washer  brooms  flushing (irrigation)  other (specify):

How frequently are facilities cleaned?  daily  weekly  monthly  yearly  as required  
 other (specify):

All activities **must** be recorded in the Chronological Log.

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**8.0 FACILITY PEST MANAGEMENT [NSC .310, 8.3; NOP 205.271]**

All pest control substances must be listed on **Table 4.2a - Input Substance Summary** (attached). Substances used in organic production **must** be approved by Pro-Cert prior to use.

The pest management practices used in organic produce storage and handling buildings and facilities involve the following:

- removal of pest habitat, food sources and breeding areas
- prevention of access to handling facilities
- management of environmental factors, such as temperature, light, humidity, atmosphere and air circulation to prevent pest reproduction
- mechanical or physical controls including but not limited to traps, light or sound
- lures and repellents using nonsynthetic or synthetic substances consistent with the National List
- mechanical traps
- sound emitters
- lures (specify):
- repellent (specify):
- poison stations (specify):
- predators (specify):
- other (specify):

How often does pest monitoring occur?  daily  weekly  monthly  yearly  
 as required  other (specify):

Monitoring events **must** be recorded in Chronological Log.

**9.0 RECORD KEEPING SYSTEM [NSC .310, 4.4; NOP 205.103]**

All certification documents must be retained for at least **five years** to preserve the products history and identity of all organic products grown on the operation. The minimum list of documents and records which must be retained is as follows:

- Organic Standard(s) & Regulation(s)
- Copies of annual Applications & Contracts & attachments
- Farm Map (Figure 3.1 attached)
- Yard Map (Figure 3.2 attached)
- Production Unit (Field) Map (Figure 3.3 attached)
- Field Management History (Table 4.1.a attached)
- Long Term Field Management History (Table 4.1.d attached)
- Storage/Bin Records (Doc # 5.4.3.1)
- Production & Storage Summary (Doc # 5.4.3.2)
- Produce Transportation & Marketing Record (Doc # 5.4.3.3)
- Transportation Sanitation Affidavit (Doc # 7.4.3 a)
- Plant Sanitation Affidavit (Doc # 7.4.3 b)
- Prior Land Use Affidavit (if applicable) (Doc # 5678.6.2.2)
- Labels for all soil amendments, pesticide and pest control substances, sanitation agents and inputs used on the operation
- Documentation of organic seed, seedlings and input sources
- Compost Management Data
  - a. C:N ratio data
  - b. Temperature data log
- Labor Records
- Sales Records – Bills of Lading, etc.
- Complaint Records

- Chronological Log of all activities including but not limited to:
  - a. searches for organic seed, seedlings and planting stock sources
  - b. seeding and planting;
  - c. tillage operations;
  - d. equipment sanitation events;
  - e. facility sanitation events;
  - f. harvesting activities;
  - g. storage activities;
  - h. monitoring activities:
    - i. disease problems;
    - ii. weed problems;
    - iii. insect infestation problems;
    - iv. crop nutrient problems;
    - v. run-off events;
  - i. grain movement/shipping activities;
  - j. pest management activities;
- Independent Laboratory test results for soil quality/fertility, water quality, pesticide residue analysis, GMO, etc.
- Other (Specify):

**10.0 COMPLAINTS & CORRECTIVE ACTIONS [ISO Guide 17065]**

Describe procedures for handling complaints regarding organic produce or products produced on the operation, including documenting and investigating of the complaint. Indicate who is responsible for management of, and response to, complaints :

Describe any complaints received regarding the quality of organic produce or products received in the last year:

Describe the corrective action(s) taken:

Have records available for review at the time of inspection.

**11.0 WASTE MANAGEMENT PRACTICES [NSC .310, 5.2.1; NOP 205.201 (a) 5]**

Describe your procedures for waste material disposal:

- a. Equipment/Facility Wash Water:
- b. Lead/Acid Batteries:
- c. Used Oil:
- d. Used Anti-Freeze:
- e. Combustible Waste:
- f. Other (specify):

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**12.0 RELEASE OF INFORMATION**

I hereby authorize Pro-Cert to release the following information upon request:

- Crop specific organic production data to prospective buyers;
- My name and contact information to fellow organic producers;
- My name and contact information to agencies conducting research and/or surveys on organic agriculture.

**13.0 CERTIFICATION FEE CALCULATION (See Fee Schedule Doc. #5.1.1.3)**

The **Retainer Fee** which must accompany the Application and Contract is equivalent to 50% of the Total Fee payable as calculated below.

**A. Canadian, USA, & Quebec Programs**

**1.0 Certification Fees:**

- 1.1 Basic Fee Initial (See Fee Schedule): \$ \_\_\_\_\_  
 Cultivated Land Fee: ( \_\_\_\_\_ ac x \$ \_\_\_\_\_/ac) \$ \_\_\_\_\_  
 Pasture Land Fee: ( \_\_\_\_\_ ac x \$ \_\_\_\_\_/ac) \$ \_\_\_\_\_
- 1.2 Livestock Additional Basic Fee (If Applicable): \$ \_\_\_\_\_  
 Animal Unit Fee: ( \_\_\_\_\_ AU x \$ \_\_\_\_\_/AU) \$ \_\_\_\_\_
- 1.3 On-Farm Processing Fee (If Applicable): \$ \_\_\_\_\_
- 1.4 Off-Site Processing Inspection Fee (If Applicable): \$ \_\_\_\_\_
- 1.5 Greenhouse Fee (If Applicable): ( \_\_\_\_\_ ft<sup>2</sup> x \$ \_\_\_\_\_/1,000 ft<sup>2</sup>) \$ \_\_\_\_\_
- 1.6 Wild Crop Fee (If Applicable): \$ \_\_\_\_\_
- 1.7 Apiary Fee (If Applicable): \$ \_\_\_\_\_

**Sub-Total:** \$ \_\_\_\_\_

**2.0 Pro-Cert Accreditation Surcharge:** (10% of Sub-Total \$ \_\_\_\_\_) = \$ \_\_\_\_\_

**Sub-Sub Total:** \$ \_\_\_\_\_

**3.0 Quebec Accreditation Surcharge (Quebec Only):** (15% of Sub-Sub-Total \$ \_\_\_\_\_) = \$ \_\_\_\_\_

**B. Additional Organic Programs (If Applicable)**

- Data Collection Only:  Bio Suisse  Brazil \$ \_\_\_\_\_

**Total Fee:** \$ \_\_\_\_\_

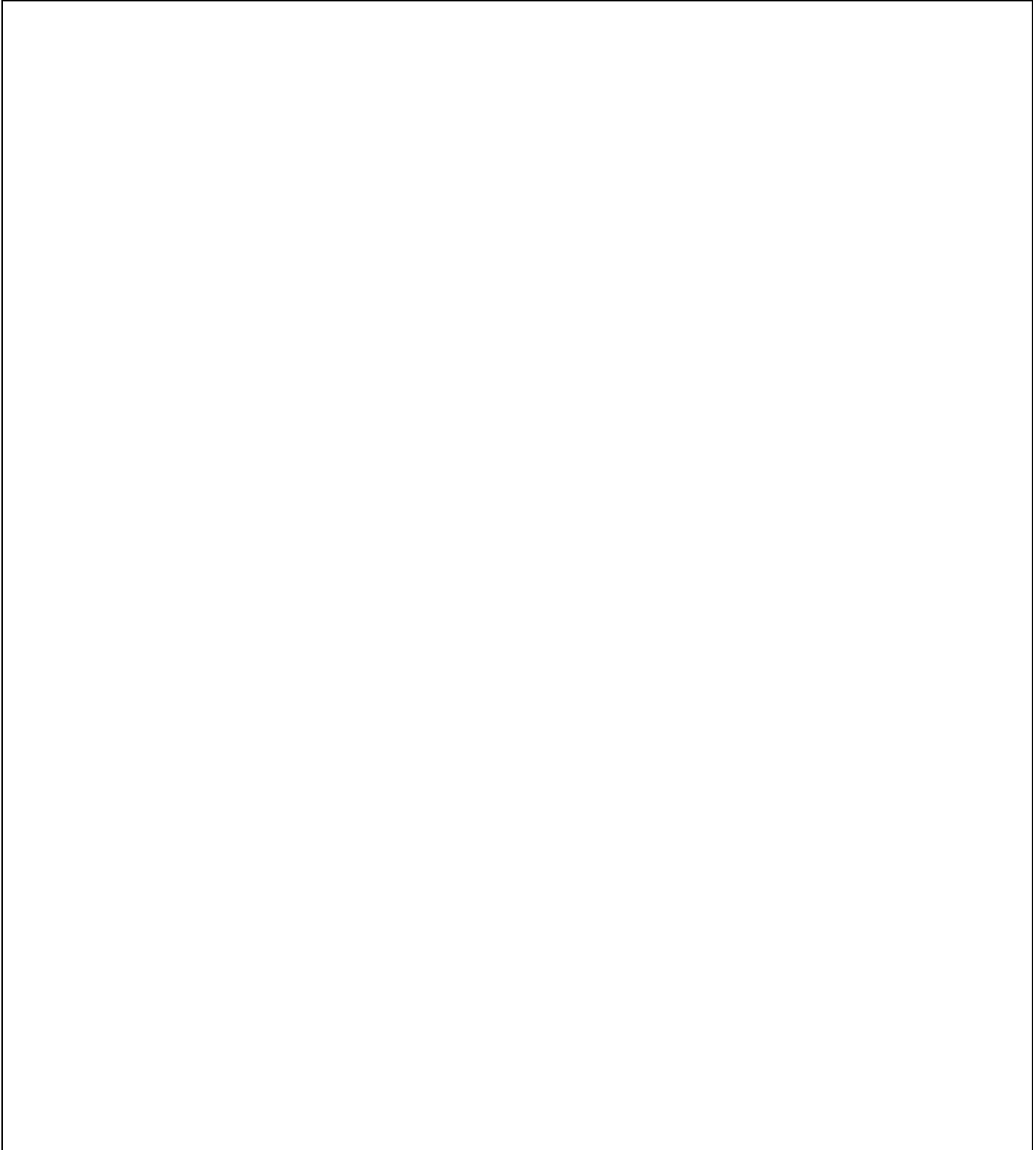
**Retainer Fee:** \$ \_\_\_\_\_ x 50% = \$ \_\_\_\_\_  
 (Total Fee)

The **Remainder Fee** which is due upon receipt of an invoice is equivalent to the remaining 50% of the Total Fee plus pro-rated travel Costs, any other Costs and GST/HST (if applicable). An invoice will be forwarded after inspection and must be paid before evaluation and the certification decision. Unannounced inspection and audit costs (if applicable) will be invoiced according to the Fee Schedule (Doc #5.1.1.3).

### Figure 3.1 Farm Map(s)

RM or County Name \_\_\_\_\_ No. \_\_\_\_\_

Paste or tape excerpts from maps (RM, County, Google, etc) showing the location of all (organic, transitional and conventional) land associated with the operation. Assign a number to each separate field. Also indicate **buffer zones** where applicable

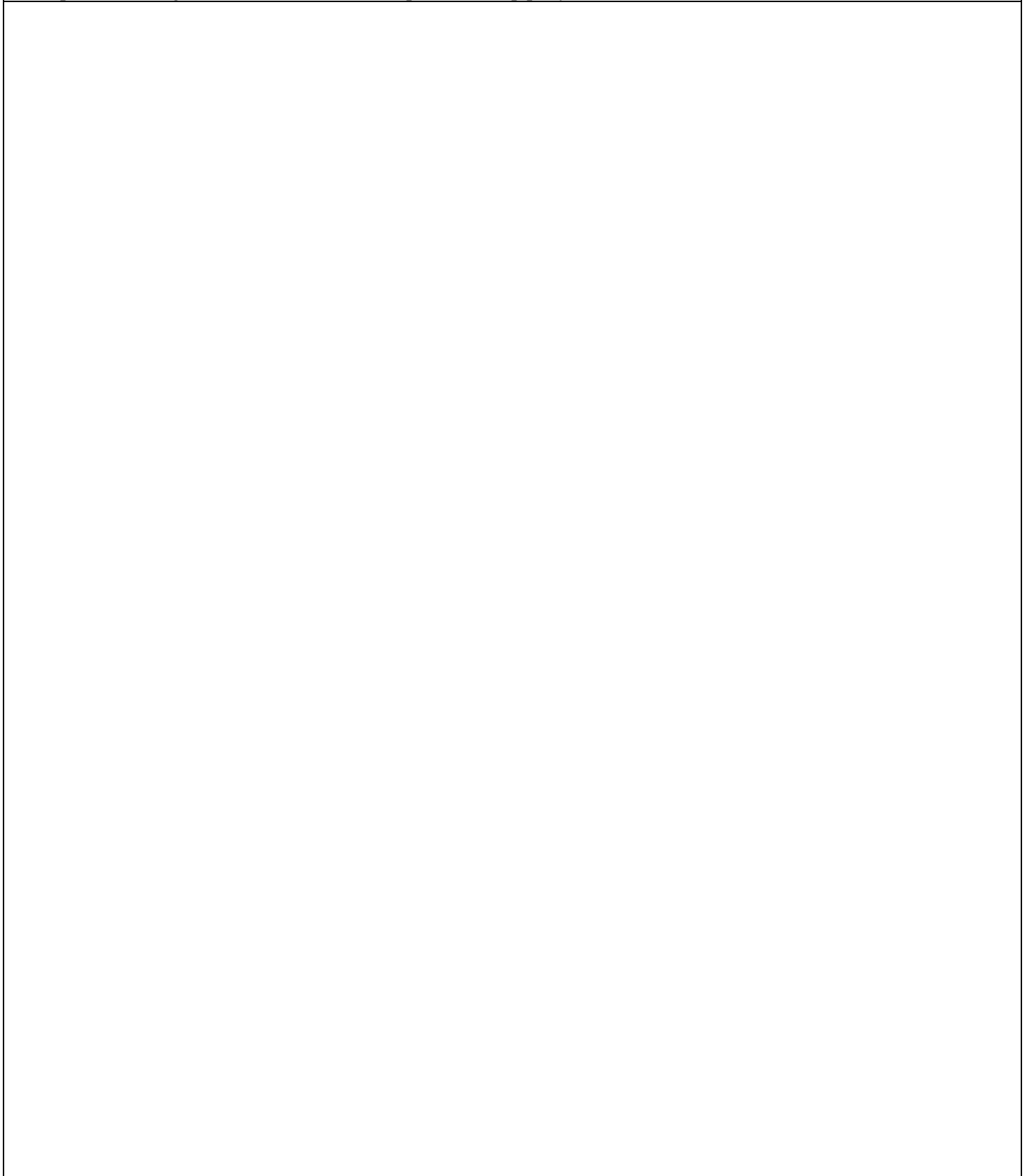


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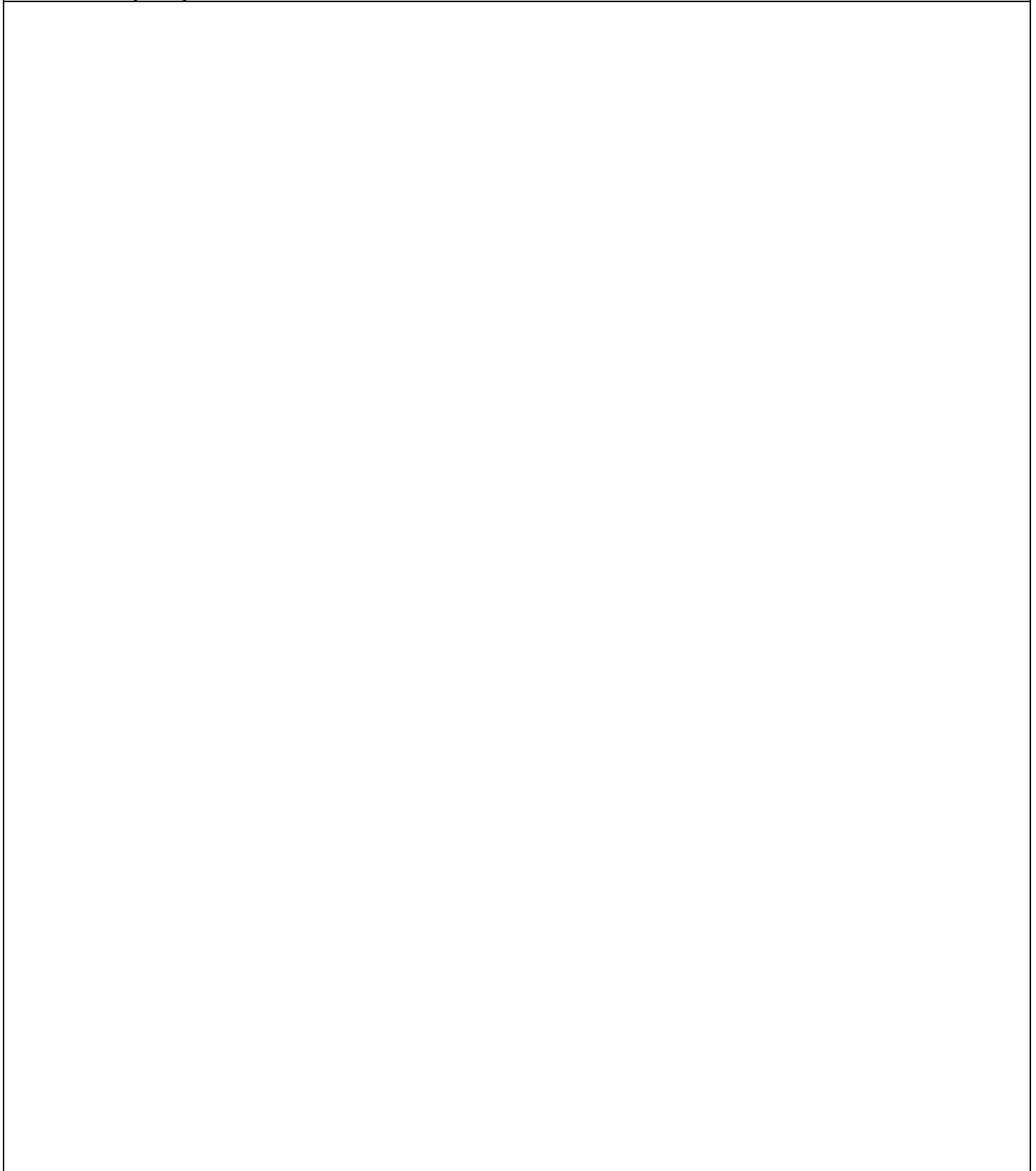
### Figure 3.2 Yard Map(s)

Make an accurate sketch of the yard site(s), including the location and name of all structures and plots. Assign numbers to all produce storage bins and structures. Complete one map per yard.



### Figure 3.3 Produce Handling Diagram (Complex Systems Only)

When using a **complex** grain handling system (eg. pits, legs, drags, distributors, etc) make an accurate sketch of the produce handling and storage system, include all equipment, buildings, augers, loaders, bins, containers, storage vessels used. You may use photos if available.



**Table 4.1.a Field Management History & Current Plan  
Initial Applicants – Crop Year 20\_\_**

**This table is to be completed for all fields and/or pastures (organic, transitional and conventional) managed by the applicant.** For each field, indicate in the space provided: (a) the crop grown or to be grown; (b) the fertilizer used or to be used; (c) the pesticide used or to be used; (d) other substances used or to be used: (i) during the **three previous** years and; (ii) to be used in the **current year**; (iii) the last year in which a prohibited substance was used. Include additional pages as necessary. You may make photocopies of this form for additional use or you may download this form in as an Excel spreadsheet from [www.pro-cert.org](http://www.pro-cert.org)

Field No.	Legal Description (W ____ )	Field Area (ac)	Last Month and Year of Unpermitted Substance Use	Item	Cropping & Substance Use History			
					Three Years Previous 20__	Two Years Previous 20__	One Year Previous 20__	Current Year's Plans: 20__
			Month: Year:	Crop & Variety Fertilizer Pesticide* Other**				
			Month: Year:	Crop & Variety Fertilizer Pesticide* Other**				
			Month: Year:	Crop & Variety Fertilizer Pesticide* Other**				
			Month: Year:	Crop & Variety Fertilizer Pesticide* Other**				
			Month: Year:	Crop & Variety Fertilizer Pesticide* Other**				
			Month: Year:	Crop & Variety Fertilizer Pesticide* Other**				
			Month: Year:	Crop & Variety Fertilizer Pesticide* Other**				
			Month: Year:	Crop & Variety Fertilizer Pesticide* Other**				
			Month: Year:	Crop & Variety Fertilizer Pesticide* Other**				

\* Pesticide includes: Herbicide, Insecticide, Fungicide, Rodenticide etc.  
\*\* Other: All other Soil/Crop amendments and applications.

**Table 4.2.a Input Substance Summary  
Crop Production**

Complete this table listing **all** inputs in use on the operation in the coming production year regardless of whether these are used for organic or non-organic production. You may exclude seed, seedlings and perennial planting stock. The list must include **all** seed treatments, inoculants, soil amendments (fertilizers, minerals, micro-nutrients, compost, manure, etc.), pest/disease/weed control substances, crop production aids and any other substances to be applied to the production operation. **Attach a label and/or MSDS for all substances intended for use in organic production.** A **current** non-GMO statement must be provided for all inoculants.

**Note:** All input substances used in organic production may be subject to annotations regarding origin or use as detailed in the applicable standards/regulations. You may be required to submit addition information to demonstrate compliance with the same.

Product	Manufacturer	Ingredient List	Use	Organic <sup>1</sup>	Pro-Cert <sup>2</sup>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
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				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

<sup>1</sup> – Mark each product used in organic production; Leave substances used in non-organic production unmarked.

<sup>2</sup> – For Pro-Cert Office Use only indicating substances have been reviews.