**ORGANIC SYSTEM PLAN**

**WILD RICE**

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| **Note:** Farms with gross agricultural income from organic sales of less than $5,000 US are exempt in the USA. |  | FOR OFFICE USE ONLYReceived: / / Reg. #Retainer Fee: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| This document is a record of your **Organic System Plan**. **After completion, be sure to retain a copy of the entire completed document for your records. This Organic System Plan will be updated annually with any changes made to your operation.** **You may complete your Organic System Plan electronically online using the** using the [***myPro-Cert***](https://www.pro-cert.org/myprocert/) portal. Using the portal will allow your information to be carried forward year to year, so you only need to make those edits that reflect changes to your operation. To apply online, please go to [www.pro-cert.org/apply](http://www.pro-cert.org/apply) Please ensure you have identified **all certification programs** and **equivalency arrangements** requested for certification in the Application & Contract (Doc #5.2). An electronic copy of this form may be downloaded at [www.pro-cert.org/producer-documents](http://www.pro-cert.org/producer-documents) |

1. **APPLICANT INFORMATION** [NSC .310, 4; NOP 205.401(b)]

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| **Applicant (Legal Entity):** |       | **Year:**   |      |
| **Phone:** | **(**   )       | **Fax:**  | **(**   )       | **Cell:** | **(**   )       |
| **Email:**  |       |

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

**SCOPE OF OPERATION**

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| Please indicate if your Organic System Plan includes production in the categories below. Please complete the indicated Appendix1 to your Organic System Plan. |
| [ ]  | On-Farm Processing2 - Appendix B  | [ ]  | Off-Farm Processing2,3 – Appendix F |
| 1 Appendices are available for download at [www.pro-cert.org/producer-documents](http://www.pro-cert.org/producer-documents) or on request from our office2 Includes Packaging & Labelling Activities. Operators with more than 10 products are considered Processing, please request a Processor/Handler Application & Contract3 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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| **1.2 Wild Rice Production Area Description**Complete **Table 1.3** attached for all wild rice production areas. List organic areas first and non-organic units last.For each production area, indicate in the space provided:1. the permit/license number for the production area;
2. identify/describe the production area;
3. the total size of the production area.
 |
| **1.3 Related Entities**Please provide a list of any entities related to your operation. This includes but is not limited to operations/ corporations which may: (i) be fully or partially owned by the principal owners of your operation; (ii) operate from the same site; (iii) purchase and/or own inputs, equipment or property used by your operation; (iv) own your production quota or under whose name you may be marketing organic produce or products originating from this operation. |
|  | **Entity** |  | **Nature of Relationship** |  |
|  |       |  |       |  |
|  |       |  |       |  |
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| **1.3 Certification History**Has this operation previously held certification through another certification body? [ ]  Yes [ ]  NoIf **Yes**, provide the details of the certification under the following headings:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Certification Body** |  | **Program** |  | **Year** |  | **Result** |  |
|       |  |       |  |      |  |       |  |
|       |  |       |  |      |  |       |  |

**Attach** copies of the Certificate of Conformity, letter of transmittal and inspection report for the **most recent** certification event, **if not issued by Pro-Cert**.**Canada Organic Regime (COR) Applicants Note:** If you are current certified with another Certification Body and changing certification to Pro-Cert, you are required to notify your current Certification Body and obtain a Letter of Good Standing.Has certification ever been suspended, canceled denied or revoked? [ ]  Yes [ ]  NoIf **Yes**, state the reason and attach a copy of the notification:        |
| Was your operation certified last year by Pro-Cert or another certification body? [ ]  Yes [ ]  NoIf **No**, proceed to Section 1.4 belowIf **Yes,** were there any non-compliance issues identified with that certification? [ ]  Yes [ ]  NoIf **Yes**, please provide an update on the implementation of your submitted Corrective & Preventative Actions1 |
|  | **Compliance Issues** |  | **Status of Corrective & Preventative Actions** |  |
|  |       |  |       |  |
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|  |       |  |       |  |
| 1 Attach additional pages if necessary |

1. **ECOSYSTEM HEALTH, BUFFER ZONES & BOUNDARIES** [NSC .310, 5.1-5.2; NOP 205.200 & .202(c)]

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| On the **Operation Map – Figure 3.1** indicate the location of residential, commercial, government and industrial developments within the watershed(s) of the permitted area.Generally describe the nature of the eco-system to be harvested, i.e. physical features, flora & fauna, etc.       |
| Have production area(s) described above been treated with prohibited substances within the 3 years immediately prior to harvest? [ ]  Yes [ ]  No. If **No**, indicate and include documentation for the basis for this response:       |
| Indicate which measures are incorporated into your ecosystem management to promote and protect ecosystem health:[ ]  pollinator habitat [ ]  insectary areas [ ]  wildlife habitat [ ]  maintenance or restoration of riparian areas or wetlands[ ]  other (specify):       |
| Describe specific activities planned for the current year to promote or protect the ecosystem on your operation:      |
| Describe the nature of waste effluent (solid, liquid and gaseous) treatment and disposal in production areas. Indicate potential of the above for wild rice contamination with unpermitted substances:       |
| What additional safeguards do you use to prevent accidental contamination? [ ]  None Written notification to: [ ]  highway departments [ ]  electric companies [ ]  aerial spray companies/airports [ ]  adjoining landowners  |
| [ ]  drainage commissions [ ]  operation service office [ ]  irrigation district [ ]  other (specify) |       |  |
| Have you posted signs at dock sites indicating the presence of organic production in the area? [ ]  Yes [ ]  NoIndicate how 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 |

1. **SEEDS & SEED TREATMENT** [NSC .310, 5.3; NOP 205.204]

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| **3.1 Seed & Seedling Sources**For Wild Rice to be sown this year provide the following information: |
|  | **Crop & Variety** |  | **Supplier** |  | **Organic Status****(Organic, Non-Organic)** |  |  **Supplier** **Certification** |  |
|  |       |  |       |  |       |  |       |  |
|  |       |  |       |  |       |  |       |  |
|  |       |  |       |  |       |  |       |  |
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| Is Non-Organic seed being used this year? [ ]  Yes [ ]  No If **Yes**, describe what steps you are taking to improve the use of organic seed on your operation in future years:       |
| If Non-Organic Seed is 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 [ ]  N/A Organic Seed only**Note**: A record of the search completed for commercially available organic seed must be available at the time of inspection.Are any of the seeds treated, primed, pelleted or coated? [ ]  Yes [ ]  NoIf **Yes**, please indicate which seeds and the purpose of the treatment, priming, pelleting, or coating:       |
| **3.2 Genetic Engineering/Modification** [NSC .310, 1.4(a); NOP 205.2 & 205.105(e)]Are any of the seeds, seedlings and perennial stock listed above produced using genetic engineering/modification methods (“excluded methods” as defined in NOP)? [ ]  Yes [ ]  No If **Yes**, explain why and where these will be sown on the operation:       |

1. **WILD RICE MANAGEMENT PRACTICES** [NSC .310, 5; NOP 205.205, 205.206]

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| All input substances used for crop production must be listed on the **Input Substance Summary** (Doc #8.1.1). Substances used in organic production must be approved by Pro-Cert prior to use.**4.1 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):       |
| **4.2 Disease Management**List problem diseases:       |
| 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):       |
| **4.3 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):       |

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| **4.4 Crop Monitoring**Indicate how you monitor 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**4.5 Harvest Practices**Describe the procedure used to harvest the crop(s):       |
| What precautions are taken to ensure that there is minimal impact on the environment and the long term viability of the wild rice crop in the ecosystem?       |
| Will the relative density of the wild rice in the eco-system being harvested be affected? [ ]  Yes [ ]  No. If **Yes**, explain:       |
| If **No**, indicate the basis for your response:       |
| Describe practices to prevent co-mingling of organic and non-organic wild rice (if applicable):       |
| Describe training provided to harvesters to ensure harvesting activities minimize impact on the environment and are conducted in compliance with this Organic System Plan:       |
| **4.6 Post Harvest Handling/Storage**For organic produce storage, indicate the types of containers used:[ ]  bags [ ]  gravity wagons/boxes [ ]  truck boxes [ ]  cardboard/waxed boxes [ ]  wooden totes [ ]  plastic  |
| containers [ ]  other (specify): |       |  |
| Are containers new or used? [ ]  new [ ]  used If **used**, what precautions are taken to ensure previous use was  |
| organic? |       |  |
| **4.7 Produce Transportation**Who is responsible for arranging transportation of organic wild rice: [ ]  self [ ]  buyer [ ]  other (specify): |
|  |       |  |
| Describe how organic wild rice is transported:       |
| What potential contamination or commingling problems do you have with the transport of organic wild rice?      |
| 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) |       |  |
| **Record all** inspection and sanitation events in your chronological log. |

1. **WATER MANAGEMENT & MONITORING** [NSC .310, 6.4.5; NOP 205.203]

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| What practices are used to protect surface and ground water from contamination/damage resulting from production activities?       |
| List known contaminants in water supplies in your area:       |
| Describe your efforts to minimize water contamination problems listed above.       |
| **5.1 Water Quality Monitoring Program**Describe how you monitor the effectiveness of your water quality program.       |
| How often do you conduct water quality monitoring? [ ]  weekly [ ]  monthly [ ]  annually [ ]  as needed |
| [ ]  other (specify): |       |  |
| Indicate the water factor which you monitor: [ ]  pH (reaction) [ ]  conductivity [ ]  total dissolved solids (TDS) [ ]  Na [ ]  Ca [ ]  Mg [ ]  SAR [ ]  Cl [ ]  N03 [ ]  S04 [ ]  bacteria [ ]  other (specify): |
|  |       |  |
| Indicate the frequency of your water quality monitoring program(s): [ ]  weekly [ ]  monthly [ ]  annually [ ]  as |
| needed [ ]  other (specify): |       |  |
| **Attach** copies of recent water quality analyses if applicable. |

1. **SANITATION PRACTICES** [NSC .310, 5.6; NOP 205.201(a) 2, .272]

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| All sanitation agents must be listed on the **Input Substance Summary** (Doc #8.1.1). 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. |

1. **FACILITY PEST MANAGEMENT [**NSC .310, 8.2; NOP 205.271]

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| All pest control substances must be listed on the **Input Substance Summary** (Doc #8.1.1). 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 are the pest management devises monitored? [ ]  daily [ ]  weekly [ ]  monthly [ ]  yearly[ ]  as required [ ]  other (specify):       |
| Monitoring events **must** be recorded in Chronological Log.  |

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

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| Please indicate which of the following documents are maintained as part of your records: |
| [ ]  | Organic Standard(s) & Regulation(s) |
| [ ]  | Application for Certification |
| [ ]  | Current Updated Organic System Plan |
| [ ]  | Operation Map (Figure 3.1 attached) |
| [ ]  | Production Unit (Lake/Paddy) Map (Figure 3.2 attached) |
| [ ]  | Wild Rice Production Acres (Table 1.3 attached) |
| [ ]  | Organic Seed Search Summary (Doc # 5.3.4.1) |
| [ ]  | 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) |
| [ ]  | Labels for all soil amendments, pesticide and pest control substances, sanitation agents and inputs used on the operation |
| [ ]  | Independent laboratory results for soil quality/fertility, water quality, pesticide residues, GMO’s, etc. |
| [ ]  | Documentation of organic seed, seedlings and input sources |
| [ ]  | Labor Records |
| [ ]  | Sales Records – Bills of Lading, etc. |
| [ ]  | Complaint Records |
| [ ]  | Chronological Log of all activities including but not limited to: |
|  | [ ]  | seeding and planting | [ ]  | monitoring activities for: |
|  | [ ]  | equipment sanitation events |  | [ ]  ecosystem health & biodiversity |
|  | [ ]  | facility sanitation events; |  | [ ]  disease problems |
|  | [ ]  | harvesting activities |  | [ ]  weed problems |
|  | [ ]  | grain movement/shipping activities |  | [ ]  insect infestation problems |
|  | [ ]  | pest management activities |  | [ ]  crop nutrient problems |
|  |  |  |  | [ ]  run-off events |
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| Indicate how you currently maintain your records:[ ]  Paper/Notebooks [ ]  Electronic Spreadsheet [ ]  Phone App [ ]  Online/cloud based software [ ]  other (please describe):       |
| Describe any plans you have to change or adapt your record keeping system:       |
| Do you maintain your records for a minimum of five (5) years? [ ]  Yes [ ]  NoIf **No** explain why:       |
| Are organic products identified as Organic on all records? [ ]  Yes [ ]  NoIf **No** explain why:       |
| Describe how your trace organic products from their origin through harvest, storage, packaging and transport to your buyer:       |

1. **COMPLAINTS & CORRECTIVE ACTIONS** [ISO Guide 65]

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| 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. |

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

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| 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):       |

**11.0 RELEASE OF INFORMATION**

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| 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. |

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

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| The **Retainer Fee** which must accompany the Organic System Plan 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): | $ |       |  |
| 1.2 | On-Farm Processing Fee (If Applicable): | $ |       |  |
| 1.3 | Off-Farm Processing Inspection Fee (If Applicable): | $ |       |  |
|  | **Sub-Total:** | **$** |       |  |
| **2.0 Pro-Cert Accreditation Surcharge:** (15% of Sub-Total $       ) = | $ |       |  |
|  | **Sub-Sub Total:** | **$** |       |  |
| **3.0 Quebec Accreditation Surcharge (Quebec Only):** (15% of Sub-Sub-Total $       ) = | $ |       |  |
|  |   |  |  |  |
| **B. Other 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 Operation Map(s)**

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| Indicate the locations of **all** the permitted production areas on your operation. Indicate the appropriate permit number for each production area on the map. Indicate the location of the dock site(s). Include **all** permitted production areas organic and/or non-organic. Paste or tape excerpts applicable maps and indicate via bold outline the location of your production areas (lakes).  |
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**Figure 3.2 Production Area (Lake/Paddy) Maps – One map per unit**

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| In the space provided, accurately sketch each production area (lake/paddy) indicating the location of boundaries, and dock sites. Identify the location of residential, commercial, government and industrial developments. You may use photo based maps if available. |
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**Table 1.3**

**Wild Rice Production Areas**

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| **Applicant (Legal Entity):**  |       |  | **Registration No.:** |       |  |
|  |  |
|  |
| **Permit/License****Number** | **Producer****Name(s)** | **Production Area****Name/Description** | **Total Production****Area (ac)** |
|       |       |       |       |
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**Wild Rice Production Summary**

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| **Applicant (Legal Entity):** |       | **Registration No.:** |       |  |
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| **Date of****Harvest** | **Lake** | **SERM Permit/License Number** | **Total Production (lbs)** | **Lot Number** |
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