

APPLICANT NOP ORGANIC SYSTEM PLAN – FARM



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Instructions

Complete all sections of the form. Indicate "n/a" for sections that are not applicable to your operation. Attach additional paper if required.

Use black ink or type. Initial every page & complete the Stat Dec.

CONFIDENTIAL

The information provided by the applicant is CONFIDENTIAL within NCO (& accreditors as required).

SECTION 1: General Information				NOP Rule 205.401
Applicant name(s) in full		Farm Name		NCO Reg # if applicable
Trading as		A.B.N.		For office use only
Physical Address (also include postal if different)		State		
Post Code	Country	Date		
Phone		Fax Email		
Where the applicant is a company: Name of authorised representative				Date received
Contact details of authorised representative if different from above				Date reviewed
Legal status: <input type="checkbox"/> Sole proprietorship <input type="checkbox"/> Trust or non-profit <input type="checkbox"/> Corporation <input type="checkbox"/> Cooperative <input type="checkbox"/> Legal share farming arrangement <input type="checkbox"/> Other (specify)				Reviewer initials
Year first certified	List previous organic certification by other agencies	List current organic certification by other agencies	Year when complete Organic Farm Plan Questionnaire was last submitted	
List all crops or products requested for certification:				
Have you ever been denied certification? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, describe the circumstances:		
Do you understand the current NOP standards? <input type="checkbox"/> Yes <input type="checkbox"/> No			Do you have a copy of current NOP standards? <input type="checkbox"/> Yes <input type="checkbox"/> No	
1. Do you have any on-farm processing done? (cleaning, bagging, bottling, etc.)		<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, you need to fill out an Organic Handling Plan Questionnaire.				
2. Do you have any off-farm processing done?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, the processor will also need to be NOP certified.				
3. Do you produce livestock (including poultry and dairy cattle)		<input type="checkbox"/> Yes <input type="checkbox"/> No.		
If yes, you need to fill out the Organic Livestock Plan Questionnaire.				
Please write clear directions to your property for the inspector.				

When are you available to contact? Morning Afternoon Evening
 When are you available for the inspection? Morning Afternoon Evening

SECTION 2: Farm Plan Information NOP Rule 205.201(a) and 205.202(a) and (b)

Please complete the table below. The hectares listed in this table must equal paddock histories and maps. Pastures are considered a crop and must be listed on each form. At least 36 months of histories are required for all paddocks.

CROPS REQUESTED FOR CERTIFICATION	PADDOCK NUMBERS (ID)	TOTAL HECTARES PER CROP	PROJECTED YIELDS (VOLUME)

Have you managed all paddocks/lands for 3 or more years? Yes No
 If no, you must submit signed statements from the previous manager stating the use and all inputs applied during the previous 3 years on all newly leased or purchased land.

Are all paddocks/lands requested for certification located at the main address listed in Section 1? Yes No

Complete this information for main farm address and each parcel that is in a separate location from the main farm address.

PADDOCK NUMBERS	PARCEL ADDRESS/ LEGAL DESCRIPTION	NUMBER OF HECTARES: ORGANIC (O), IN CONVERSION (IC), CONVENTIONAL (CONV)			LEASED (L) OR OWNED (O)
		O	IC	CONV	

Land History Summary

List the land use for the last 3 years (if there have been less than 3 years since the last prohibited material, you may begin with that year). Include all materials used. NCO may require additional information to demonstrate land uses during the last 3 years.

Year	Crops or Land Use	Materials used (fertilisers, pest control materials) with APPLICATION DATES
This year 20_____		
Last year 20_____		

2 years ago 20 _____		
3 years ago _____		

SECTION 3: Maps

For operations that are **not** already certified by NCO, a map is required that clearly shows the information below.

1) Windbreaks	6) Stockyard and dips
2) Boundaries, fences, roads, tracks	7) Remnant vegetation, shelter belts
3) Direction indicator (north, south)	8) Cropping areas
4) Buildings, sheds, yards, glasshouses	9) Paddock names, numbers and area (ha/s)
5) Draining lines, creeks	10) Potential contamination sites

SECTION 4: Seeds and Seed Treatments NOP Rule 205.204

NOP Rule requires the use of organically grown seeds, unless the variety is not commercially available. If using non-organic seeds, you must have records of your attempts to source organic seed. Synthetic seed treatments are prohibited unless included on the NOP National List. Genetically engineered/modified (GMO) seeds and inoculants are prohibited in organic production. Please save all seed and inoculant labels, and documentation of commercial unavailability of organic seeds to show the inspector.

List all seeds used or planned for use in the current season. Check the appropriate boxes and provide other information as needed. Attach additional sheets if necessary.

No seeds used All seeds are organic Some untreated seed used No GMO seeds purchased/planted

SEED/VARIETY/BRAND	ORGANIC (<input type="checkbox"/>)	UNTREATED (<input type="checkbox"/>)	TREATED (<input type="checkbox"/>)	GMO (<input type="checkbox"/>)	TYPE/BRAND OF TREATMENT		WHAT ATTEMPTS DID YOU MAKE TO USE ORGANIC/UNTREATED SEED?
	FUNGICIDE	INOCULANT					

How do you determine that organic seed is not available for equivalent varieties?

If you inoculate legume seed, how do you verify the inoculant is not a GMO? No inoculant used

SECTION 5: Source of Seedlings and Perennial Stock NOP Rule 205.204

Annual seedlings must be produced according to organic standards. Non-organic perennial plants (planting stock) must be managed organically for at least one year prior to harvest of crop or sale of the plant as certified organic planting stock. Organic seedlings and planting stock must be used if commercially available. Contact NCO if you need to use non-organic seedlings because of an emergency. A prohibited treatment may be used if such treatment is a Federal or State phytosanitary requirement.

If you produce organic seeds, seedlings or other planting material please fill in the **Organic Seed, Seedling and Greenhouse Production Plan** (attached).

A. DO YOUR PURCHASE ORGANIC SEEDLINGS? Yes No Not applicable

Who are the suppliers?

If certified, by which agents?

Do you purchase non-organic seedlings?

Yes No

If yes, state why and describe your attempts to purchase organic seedlings.

B. PLANTING STOCK: (Use additional sheets if necessary)

Not applicable

TYPE	PLANTING STOCK SOURCE	ORGANIC (<input type="checkbox"/>)	NON-ORGANIC (<input type="checkbox"/>)	IF NON-ORGANIC, DATE PLANTED	IF NON-ORGANIC, EXPECTED HARVEST DATE	IF NON-ORGANIC, DESCRIBE ATTEMPTS TO OBTAIN ORGANIC PLANTING STOCK

A. GENERAL INFORMATION AND EVALUATION:

What are your general soil types?

What are your soil/nutrient deficiencies?

No deficiencies

How do you monitor the effectiveness of your fertility management program? soil testing

- microbiological testing tissue testing observation of soil observation of crop health
- comparison of crop yields crop quality testing other (specify)

Attach copies of available test results.

How often do you conduct fertility monitoring? weekly monthly annually as needed

other (specify)

Rate the effectiveness of your fertility management program. excellent satisfactory needs improvement

What changes do you anticipate?

What are the major components of your soil and crop fertility plan?

- crop rotation turning in green manure /cover crops interplanting incorporation of crop residues
- subsoiling summer fallow compost on-farm manure off-farm manure soil amendments
- side dressing foliar fertilisers biodynamic preparations soil inoculants other (specify)

List all fertility inputs used or intended for use in the current season on proposed Organic and Conversion land. All fertility inputs must comply with the NOP National List. Check the National List for allowed substances and restrictions on certain natural substances. Synthetic materials not shown on the National List, ash from manure burning, and sewage sludge are prohibited.

Not applicable

PRODUCT	BRAND NAME OR SOURCE	NOP STATUS: APPROVED (A) RESTRICTED (R) PROHIBITED (P)	NUMBER OF APPLICATIONS PER YEAR	CROPS OR LOCATIONS WHERE IT WILL BE USED

If you use or plan to use restricted fertility inputs, how do you comply with the "annotation"? (see National List for annotation) Not applicable

If you use fertilizers with high salt content (potassium sulfate, etc.), how do you prevent salt build-up?

Not applicable

Do you apply sewage sludge to any part of the land?

Yes No

If yes, list fields where applied.

B. COMPOST USE: Fill in this section if you 1) produce own compost, or 2) purchase compost. Note, if your composting methods do not comply with the NOP Standards, fill in the Raw Manure section below and ensure compost applications comply with requirements for raw manure.

NOP Rule 205.203(2) requires that the composting process include a C:N ration of between 25:1 and 40:1 and maintenance of temperatures between 131°F (55°C) and 170°F (76°C) for a specific number of days, depending on the method of composting. Attach a compost production record to verify compliance. If you purchase compost, attach the ingredient composition and

compost method declared by the compost producer.

List **all** compost ingredients/additives.

Not applicable

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

What is your C:N ratio?

Do you monitor temperature?

Yes No

If yes, what temperature is maintained.

How long is this temperature maintained?

If compost is windrowed, how many times are materials turned?

C. MANURE USE:

NOP Rule 205.203©(1) requires that raw manure be fully composted unless applied to land with crops not for human consumption or incorporated into the soil 120 days prior to harvest for crops whose edible portions has direct contact with the soil, or 90 days prior to harvest for all other crops for human consumption. (Note, NCO requires that all manures sourced off-farm be composted and that poultry manure is always composted before being applied to certified land)

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

What types of crops do you grow? Check all boxes that apply.

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

If you grow crops for human consumption and use raw manure, complete the following table. If composting manure, please fill out Section B above.

CROP(S)	PADDOCK NUMBERS (ID)	DATE MANURE IS APPLIED	EXPECTED DATE OF HARVEST

What is the source of the manure you use? on-farm off-farm

Not applicable

List all sources of off-farm manure.

List all manure ingredients/additives.

If you use manure, what are the potential contaminants (pit additives, feed additives, pesticides, antibiotics, heavy metals, etc.) from these sources? Attach residue analysis/additive specifications for manure, if available.

D. NATURAL RESOURCES:

NOP Rule 205.200 and 205.203(a) requires that production practices maintain or improve the natural resources of the operation, including soil and water quality. Practices must minimize erosion. Water tests may be required for nitrate and coliform bacteria if water is used for washing/processing organic products or for organic livestock. Irrigation water should not contaminate organic crops with prohibited materials. Methods to conserve water usage should be part of the irrigation plan.

What soil conservation practices are used? terraces contour farming strip cropping winter cover crops
 undersowing/interplanting conservation tillage permanent waterways windbreaks firebreaks
 tree lines retention ponds riparian management maintain wildlife habitat other (specify)

What soil erosion problems do you experience (why and on which paddocks/lands)?

none other (specify)

Describe your efforts to minimize soil erosion problems listed above.

Describe how you monitor the effectiveness of your soil conservation program.

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

E. WATER USE:

none irrigation livestock foliar sprays washing crops greenhouse other (specify)

Source of water: on-site bore(s) river/creek/pond spring municipal/region irrigation district
 other (specify)

Attach current water tests for nitrates and coliform bacteria, if available.

Type of irrigation system:

none

drip flood center pivot other (specify)

What input products are applied through the irrigation system?

none other (specify)

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

none other (specify)

Is the system shared with another operator?

Yes No

If yes, what products do they use?

Is the system flushed and documented between conventional and organic use?

Yes No

What practices are used to protect water quality?

fencing livestock from waterways scheduled use of water to conserve its use tensiometer/monitoring
 laser leveling/land forming drip irrigation micro-spray other (specify)

List known contaminants in water supplies in your area. *Attach residue analysis and/or salinity test results, if applicable.*

Describe your efforts to minimise water contamination problems listed above.

Not applicable

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)

SECTION 7: Crop Management

NOP Rule 205.205 and 205.206

NOP Rule requires a crop rotation plan that maximises soil organic matter content, prevents weed, pest, and disease problems,

and manages deficient or excess plant nutrients. Your crop rotation may include sod, cover crops, green manure crops, and catch crops. Producers must utilise 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, must be used to enhance crop health.

Approved synthetic materials on the National List 205.601 may only be used when management practices are insufficient to prevent or control problems. All weed, pest, and disease inputs must be approved. A "restricted" input has specific annotations for its use. If you use a "restricted" material, you must provide evidence of how you address the materials' annotation. (Please note, that any approved synthetic materials on the National List must also comply with the NASAA Standards).

A. CROP ROTATION PLANS: (Use one line for each rotation used)

CROP ROTATION PLAN	PADDOCK NUMBERS WHERE PLAN IS FOLLOWED	ANTICIPATED CHANGES

B. WEED, INSECT, DISEASE AND VERTEBRATE MANAGEMENT No weed, insect, disease and vertebrate problems

Preventative management practices such as crop rotations and nutrient management must be used as a first resort to manage insects, diseases and weeds.

Pest Management Matrix - Check (√) which basic strategies you use for each category of pest.

Strategy:	Used for which type of pests:			
	Weeds	Insects & invertebrates	Diseases & nematodes	Vertebrate pests
Crop Rotation				
Cover cropping				
Strip cropping, Interplanting or planting mixed species				
Trap crops				
Crop nutrient management				
Sanitation, cleaning up debris, nesting areas, removal of disease vectors, weed seed sources, etc				
Growing location				
Timing of planting				
Resistant varieties or rootstock				
Remove pest by hand (hoeing, pruning, picking)				
Mechanical cultivation (disc, harrow, rotary hoe, etc)				
Mowing or grazing				
Irrigation method (drip, overhead, flood, etc)				
Mulching with biodegradable materials				
Plastic or synthetic mulches (<i>must be removed at end of production</i>)				
Solarisation				
Plant beneficial habitat areas				
Construct predator habitat				
Release beneficial organisms				
Construct barriers (fences, raised platforms, etc)				
Traps				
Flame weeding				
Other physical or mechanical means				
Burning crop residues				
Allowed substances (insecticides, fungicides, etc)				

When preventative and/or mechanical means of managing a weed, insect, vertebrate or disease pest is insufficient, a natural (non-synthetic) material may be applied. When this method is insufficient, an allowed synthetic material may be used if it is on the National List of Allowed Substances, and if the conditions for using the substance are documented in the Organic Plan.

No pest control materials used

If you use substances for controlling weeds, insects, vertebrates or diseases

1) Under what conditions will you use natural or allowed synthetic materials (insecticides, fungicides, etc) to control pests?

2) List all pest, weed and disease control products used or intended for use in the current season on Organic and Conversion land. All inputs used or intended for use during the current year and in the previous three years must be listed on your Paddock History Sheet.

PEST PROBLEM	CONTROL PRODUCT	STATUS: APPROVED (A) RESTRICTED (R) PROHIBITED (P)	IF RESTRICTED, DESCRIBE COMPLIANCE WITH NOP RULE ANNOTATION	CHECK IF GMO (☐)

EVALUATION:

Rate the effectiveness of your pest, weed, disease management program? ☐ excellent ☐ satisfactory ☐ needs improvement

What changes do you anticipate?

How do you monitor the effectiveness of your pest management program? ☐ soil testing

- ☐ microbiological testing ☐ observation of soil ☐ observation of crop health ☐ comparison of crop yields
- ☐ crop quality testing ☐ monitoring records kept ☐ other (specify)

Attach copies of your test results, if applicable.

How often do you conduct pest monitoring? ☐ weekly ☐ monthly ☐ annually ☐ as needed

☐ other (specify)

C. TREATED WOOD AND BURNING OF CROP RESIDUES:

☐ Not Applicable

Wood treated with arsenate or other prohibited substance may not be used for new installations or replacement purposes where it comes into contact with soil, livestock or crops. This does not apply to wood that is isolated from production, such as fence posts or buildings. Burning may not be used as a means to dispose of crop residues. However, it may be used to suppress diseases or stimulate seed germination.

1) If you use wood treated with arsenate or other prohibited substances, describe uses in table below:

Use	Location(s)	Date when installed	Contacts soil, livestock or crops? (Y/N)

2) If you burn crop residues, describe in table below:

Crop	Disease to be suppressed or specific seed to be germinated	How often do you burn residues?

A wild crop must be harvested from a designated area that has had no prohibited substance applied to it for 3 years immediately preceding the harvest of the wild crop. The wild crop must be harvested in a manner that ensures that such harvesting or gathering will not be destructive to the environment and will sustain the growth and production of the wild crop.

Not Applicable

A. IF YOU COLLECT OR HARVEST ANY PLANT OR PORTION OF A PLANT THAT IS NOT MAINTAINED UNDER CULTIVATION OR OTHER AGRICULTURAL MANAGEMENT:

has the land on which the wild crop grows been free from prohibited substances, as set forth in 205.105, for a period of three years? Yes No

If yes, what verification do you have?

Describe your efforts to ensure that harvesting of the wild crop will not be destructive to the environment and will sustain the growth and production of the wild crop.

A. ADJOINING LAND USE:

NOP RULE requires that organic production areas have distinct boundaries and buffer zones to prevent the unintended application of a prohibited substance, genetically modified organisms or contact with a prohibited substance that is applied to adjoining land not under organic management. Adjoining land includes crop land, pastures, residential property, fallow land, etc. Buffer areas may change annually, depending on contamination potential from adjoining land uses. The width of the minimum buffer is dependent on contamination risk. The NOP Rule requires that the buffer must be sufficient in size or other features (windbreaks, diversion ditches) to prevent the unintended contact by prohibited substances applied to adjacent land areas. Crops within the required buffer must be left unharvested or harvested, stored, and disposed of as nonorganic crop, with records kept of crop disposition. Indicate buffer zones and show all adjoining land uses on your farm maps.

List specific buffer areas you maintain. (Show all adjoining land uses on your farm maps.)

Not applicable

LOCATION OR Paddock NUMBER	TYPE OF BUFFER (CROP LAND, TREELINE, HEDGEROW, WILDLIFE PLANTING, GRASS STRIP)	WIDTH OF BUFFER	ADJOINING LAND USE	IF CROP IS HARVESTED FROM BUFFER, DESCRIBE USE (SALE, NON-ORGANIC LIVESTOCK FEED, SEED, ETC.)

If crops are harvested from the buffer zones with equipment used for harvesting organic crops, what safeguards do you use to protect organic crops from contact with buffer crops during harvest?

What additional safeguards do you use to prevent accidental contamination?

none

Written notification to: local council electric companies aerial spray companies/airports
 adjoining landowners drainage commissions Agriculture Dept. other (specify)

Have you posted "No Spray" signs along roadsides that adjoin organic lands?

Yes No

Do any paddocks or portions of paddocks flood frequently? (more than once every ten years)

Yes No

If yes, list paddock numbers or location

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)

Do you grow the same crops organically, as well as in conversion, and/or conventionally?

Yes No

This is called 'parallel production'. If yes, list specific crop varieties in the next table for both organic and conversion/conventional crops.

If you grow any conventional or in conversion to organic crops, please fill out the following tables. Not applicable

SPECIFIC CROPS/VARIETIES	PADDOCK NUMBERS (LOCATION)	CONVERSION (IC) OR CONVENTIONAL (CONV)	CHECK IF GMO (<input type="checkbox"/>)	TOTAL HECTARES	PLANNED USE OF CROP (SALE, SEED, NONORGANIC LIVESTOCK FEED, ETC.)	SAME AS ORGANIC CROP? Y OR N

Prohibited soil amendments used on conventional crops:

PRODUCT NAME	WHO APPLIES? SELF (S) OR CUSTOM (C)	PADDOCK NUMBERS WHERE APPLIED	WHERE STORED? (ON-FARM OR OFF-FARM; WHERE ON FARM?)

Prohibited herbicides/pesticides used on conventional crops:

PRODUCT NAME	WHO APPLIES? SELF (S) OR CUSTOM (C)	PADDOCK NUMBERS WHERE APPLIED	WHERE STORED? (ON-FARM OR OFF-FARM; WHERE ON FARM?)

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C. EQUIPMENT:

To prevent commingling and contamination, all equipment used in organic crop production must be free of non-organic crops and prohibited materials. Equipment used for both organic and non-organic farming must be cleaned and flushed prior to use on organic lands or crops. Keep records of equipment clean and flush activities.

List equipment used for planting, tillage, spraying, and harvesting. Not applicable

EQUIPMENT NAME	OWNED (O), LEASED (L), OR CUSTOM (C)	CHECK IF USED ON BOTH ORGANIC AND CONVENTIONAL (<input type="checkbox"/>)	HOW IS EQUIPMENT CLEANED BEFORE USE ON ORGANIC LAND?

If equipment is cleaned or purged, how is this documented?

Is your equipment maintained so that fuel, oil and hydraulic fluid does not leak? Yes No Not applicable

If you use a sprayer:

What type?

Did you purchase it new or used? new used

Other equipment:

Could any equipment you use have been contaminated by previous uses? Yes No

If yes, describe:

D. HARVEST:

NOP Rule 205.272(b)(1) and (2) requires that containers, bins, and packaging materials must not contain synthetic fungicides, preservatives, or fumigants. All reusable containers must be thoroughly cleaned and pose no risk of contamination prior to use.

How are your organic crops (incl organic livestock feed) harvested? mechanical by hand

Are any organic crops custom harvested? Yes No

If yes, provide name and address of custom harvester.

Describe steps taken to protect organic crops from commingling and contamination during harvest.

What containers are used for harvesting? gravity wagons/boxes truck boxes cardboard/waxed boxes
 wooden totes plastic containers other (specify)

Are containers new or used? new used

If used, what did they contain prior to organic use?

Are the containers used for organic crops only? Yes No

Describe potential contamination or commingling problems you have with harvest of organic crops. none

E. POST-HARVEST HANDLING:

Not applicable

NOP Rule 205.201(a)(5) requires that post-harvest handling procedures do not contaminate organic products with non-organic crops or prohibited materials. *For on-farm processing, you may need to complete an Organic Handling Plan Questionnaire.*

Describe your post-harvest handling procedures and equipment.

Is the processing area and equipment used for both organic and non-organic products?

Yes No

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

Does packaging present any contamination problems for your organic products?

Yes No

If yes, what are they?

Check types of packaging material used: bulk paper cardboard wood glass metal

foil plastic waxed paper aseptic natural fiber synthetic fiber other (specify)

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

other (specify)

F. CROP/FEED STORAGE:

No organic crop storage

Operators must keep organic and non-organic crops in separate storage areas and prevent commingling and contamination. Storage records must be maintained. This includes crops or hay harvested for organic livestock feed.

Describe your storage locations.

STORAGE ID #	TYPE OF CROPS STORED	TYPE OF STORAGE	CAPACITY/SIZE	ORGANIC (O), IN CONVERSION (IC) BUFFER (B), CONVENTIONAL (CONV)

Do you use the same storage areas for organic, in conversion, buffer, and/or conventional crops. Yes No

If yes, how do you segregate organic crops from non-organic crops?

How do you clean storage units prior to storage of organic crops?

How do you prevent/control insect pests in crop storage areas? No insect problems

How do you control rodents in crop storage areas? No rodent problems

What stored crop inputs have you used in the last three years? none

synthetic fumigants rodenticides sprouting inhibitors ripeners growth regulators

preservatives oils colouring agents waxes other (specify)

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

If yes, specify input and retain labels.

G. TRANSPORTATION: Not applicable

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

Describe how organic products are transported.

What potential contamination or commingling problems do you have with the transport of organic products? none

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 Affidavits letter/contract with transport company stating organic requirements

other (specify)

SECTION 10: Record Keeping System

NOP Rule 205.103 and 205.236

NOP Rule requires that records disclose all activities and transactions of the operation, be maintained for 5 years, and demonstrate compliance with the NOP Rule. Organic products must be tracked back to the location where they were produced/harvested. All records must be accessible to the inspector.

A. GENERAL FARM RECORDS: *Please have all applicable records available for the inspector.*

Which of the following records do you keep for organic production?

- farm maps
- paddock activity log(s)
- paddock history sheets (previous three years) that show rotations and/or crops and plantings
- documentation of previous land use for leased and/or newly purchased land
- input records for soil amendments, seeds, manure, foliar sprays, and pest control products (keep all labels)
- documentation of attempts to source organic seeds and/or planting stock
- documentation of organic seedlings
- residue analyses of inputs (i.e., manure sourced off-farm)
- compost production records
- monitoring records (soil tests, tissue tests, water tests, quality tests, observations)
- equipment cleaning records
- harvest records that show paddock numbers, date of harvest, and harvest amounts (including custom harvest records)
- label records
- storage records that show storage location, storage identification, paddock ID, amounts stored, and cleaning activities
- clean transport records
- sales records (purchase order, contract, invoice, cash receipts, cash receipt journal, sales journal, etc.)
- shipping records (scale ticket, dump station ticket, bill of lading)
- Transaction Certificates
- audit control summary
- complaint log
- Receipts for inputs used for crop production
- other (please specify)

How long do you keep your records?

CONVENTIONAL PRODUCTION: Not applicable**Which of the following records do you keep for conventional production?**

- | | |
|---|---|
| <input type="checkbox"/> maps | <input type="checkbox"/> labour records |
| <input type="checkbox"/> paddock history sheets | <input type="checkbox"/> storage records |
| <input type="checkbox"/> input records | <input type="checkbox"/> sales records |
| <input type="checkbox"/> harvest records | <input type="checkbox"/> shipping records |
| <input type="checkbox"/> livestock records | <input type="checkbox"/> other (specify) |

B. BATCH NUMBERING AND TRACEABILITY:**Do you use a batch numbering system to identify harvested crops?** Yes No

If Yes, given an example and describe or show how it works:

Example: **Batch Number** 0123045

Code	0	123	O	45	
Signifies	Year: 2000	Julian date of harvest	Organic	Bed or paddock #	

Provide your Batch Number here: _____

Code					
Signifies					

Where is the batch number found (list both containers and records)?**How do your records track back or link the production unit (paddock, bed, etc) with the harvest, shipping and sales?****Do you produce crops in buffer areas that you do not sell as organic because they may have contacted prohibited substances from neighbouring land?** Yes No

If yes, describe how your records document that they are not sold as organic.

Do your harvest and sales records allow calculation of production (for example boxes or kgs of crop per hectare)? Yes No**C. MARKETING AND LABELLING:****Type of Marketing:**

- farmers market direct to retail home delivery service wholesale on-farm retail
 bulk commodities to processor contract to buyer other (specify)

If you label shipping containers or retail packages indicate which labelling features are used:

- 1) "100% Organic", "Organic", "Org", "O", etc Yes No
2) Special handling instructions for maintaining organic integrity Yes No
3) Batch number, paddock number or harvest date code Yes No
4) Reference to NASAA and/or NASAA Certified Organic Yes No
5) USDA Seal Yes No
6) Other:

Attach copies of all organic product labels.

SECTION 11: Declaration

I affirm that all statements made in this application are true and correct. No prohibited products have been applied to any of my organically managed paddocks/land during the three-year period prior to projected harvest. I understand that the operation may be subject to unannounced inspection and/or sampling for residues at any time as deemed appropriate to ensure compliance with the Organic Foods Production Act of 1990 and National Organic Program Rules and Regulations. I understand that acceptance of this questionnaire in no way implies granting of certification by NASAA Certified Organic (NCO). I agree to provide further information as required by NASAA Certified Organic (NCO).

Signature of Operator _____ Date _____

I have attached the following documents:

- Maps of all parcels/paddocks (showing adjoining land use and paddock identification)
- Paddock history sheets
- Documentation for paddocks owned or leased for less than three years, if applicable
- Water test, if applicable
- Soil and/or plant tissue tests, if applicable
- Residue analyses, if applicable
- Input product labels, if applicable
- Organic product labels, if applicable

- I have made copies of this questionnaire and other supporting documents for my own records.

Please submit completed form, fees, and supporting documents to:

**NASAA Certified Organic
PO Box 768
Stirling, SA 5152**

ORGANIC PRODUCT PROFILE

Applicant/company name		Date	Name of Product Requested for Certification Percentage of Organic Ingredients ¹ %						
Check which labeling category this product meets. Attach samples of labels for all products for which this Organic Product Profile is used. <input type="checkbox"/> "100% organic" <input type="checkbox"/> "organic" (≥95% organic ingredients) <input type="checkbox"/> "made with organic (ingredients or food group(s)) (≥70% organic ingredients)									
Product Composition: Complete the information for all ingredients contained in this product. Although water and salt are not considered when determining the percentage, include information about these ingredients.									
INGREDIENT ² (INCLUDE ADDITIVES)	CHECK IF INGREDIENT IS CERTIFIED ORGANIC (<input type="checkbox"/>)	SUPPLIER	CERTIFYING AGENT	IF NON-AGRICULTURAL, CHECK IF INGRED. IS ON THE NATIONAL LIST (<input type="checkbox"/>)	HAVE YOU VERIFIED THAT THE NONORGANIC INGREDIENT WAS NOT PRODUCED USING ANY OF THE FOLLOWING (<input type="checkbox"/>):			CHECK IF YOU HAVE DOCUMENTATION THAT THE NONORGANIC AGRICULTURAL INGREDIENT WAS NOT COMMERCIALY AVAILABLE ⁴ IN ORGANIC FORM (<input type="checkbox"/>)	% OF FINISHED PRODUCT
					EXCLUDED METHODS ³	SEWAGE SLUDGE	IONIZING RADIATION		
Does this product include organic and nonorganic forms of the same ingredient?⁵ <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list the specific organic and nonorganic forms of the same ingredient.									
Processing Aids: Provide complete information about all processing aids used in the manufacture of this product.									
PROCESSING AID	CHECK IF PROCESSING AID IS CERTIFIED 100% ORGANIC ⁶ (<input type="checkbox"/>)	IF NONORGANIC, CHECK IF PROCESSING AID IS ON THE NATIONAL LIST? (<input type="checkbox"/>)			SUPPLIER	CERTIFYING AGENT			

¹ Calculate the percentage of organic ingredients by dividing the total net weight or volume of combined organic ingredients (excluding water and salt) by the total weight or volume of all ingredients (excluding water and salt).

² All products labeled "100% organic" or "organic" and all ingredients identified as "organic" in an ingredient statement must not be produced using: excluded methods; sewage sludge; ionizing radiation; a processing aid not on the National List; or sulfites, nitrates or nitrites added during the production or handling process (except that wine containing added sulfites may be labeled "made with organic grapes").

³ Excluded methods include cell fusion, microencapsulation and macroencapsulation, and recombinant DNA technology, (gene deletion, gene doubling, introducing a foreign gene, and changing the positions of genes when achieved by recombinant DNA technology).

⁴ For products labeled as "100% organic" and "organic", handlers are required to source organic ingredients when commercially available. Commercial availability is determined by three factors: appropriate form, quality, or quantity. This is not required for products labeled as "made with.....".

⁵ Products labeled "organic" or "made with..." must not include organic and nonorganic forms of the same ingredient, except that a nonorganic ingredient in a product labeled "made with..." may contain organic and nonorganic forms of the same ingredient. This ingredient must not be labeled "organic" on the ingredient statement or be counted in the calculation of the product's organic %.

⁶ Required for products labeled as "100% organic".