Organic Farm Plan Questionnaire

Please fill out this questionnaire if you are requesting organic farm/crop certification. Use additional sheets if necessary. Sign this form. You must submit farm maps and field history sheets with this form. Attach all other supporting documents (soil, tissue or water tests, rented or recently purchased land histories, etc.) outlined in section 10 of this questionnaire. This form or a renewal form may be used for re-certification, according to certifying agent policies.

SECTION 1: General Information

Name	Farm	Type of Farm/Crops

Address	City	For Office Use Only
		Received
State / Zip code	Date	Entered / Initials
Phone / Fax / E-mail		Membership / Inspection
Legal Status: ☐ Sole Proprietorship ☐ Trust or non-profit ☐ Corporation ☐ Legal Partnership (federal form 1065) ☐ Other-specify		Late Fee / Other

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? ☐yes ☐ no	If yes, describe the circumstances:
Do you understand the current organic standards? ☐yes ☐ no	Do you have a copy of current organic standards? ☐yes ☐ no Do you have a copy of current OMRI Materials List? ☐yes ☐ no

Do you intend to certify any livestock (slaughter stock, dairy, or layers) this year? ☐yes ☐ no If yes, have you filled out an Organic Livestock Plan Questionnaire? ☐yes ☐ no

Please note that you must have an Organic Livestock Plan Questionnaire on file to certify any livestock. Please contact the certifying agent to get an Organic Livestock Plan Questionnaire if you need one.

Do you have any off-farm or on-farm processing done? (cleaning, bagging, bottling etc.)
☐yes ☐ no
If yes, you need to fill out an Organic Processing/Handling Plan and submit it with your Organic Farm Plan Questionnaire. Please call the certifying agent with questions or for an Organic Processing/Handling Plan.

Give directions to your farm 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 and attach updated field history sheets that show all fields, [organic (O), in transition (T) or conventional (C)], field numbers, acres, crops planted, projected yields and inputs applied. The acreages listed in this table must equal field 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 fields.

CROPS REQUESTED FOR CERTIFICATION	FIELD NUMBERS	TOTAL ACRES PER CROP	PROJECTED YIELDS (VOLUME)

Have you managed all fields 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 for the previous three years on all newly rented or purchased fields.

Are all fields requested for certification located at the main farm 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.

FIELD NOS.	PARCEL ADDRESS/ LEGAL DESCRIPTION	NO. ACRES ORGANIC/ TRANSITIONAL/CONVENTIONAL O	T	C	RENTED (R)/ OWNED (O)
	main farm address listed above				

SECTION 3: 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 National List. Genetically engineered/modified (GMO) seeds and inoculants are prohibited in organic production. NOP Rule uses the phrase "excluded methods" to refer to GMO products. 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, including seeds planted previously on proposed organic fields. Check the appropriate boxes and provide other information as needed. Attach additional sheet if necessary.

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

SEED/VARIETY/BRAND	ORGANIC (✔)	UNTREATED (✔)	TREATED (✔)	GMO (✔)	TYPE/BRAND OF TREATMENT FUNGICIDE	INOCULANT	WHAT ATTEMPTS DID YOU MAKE TO USE ORGANIC/UNTREATED SEED?

SECTION 4: 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 the certifying agent 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.

A. DO YOU 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. IF YOU GROW ORGANIC SEEDLINGS ON-FARM: ☐ Not applicable

What type and size is your greenhouse?

Do you raise potted plants or plant crops directly in the ground in the greenhouse?

If treated wood is used in any part of your greenhouse, where is it used?

List all soil mix ingredients, fertility products, foliar sprays, pest and disease inputs used or planned for use in your organic greenhouse operation. *ATTACH LABELS OR HAVE LABELS AVAILABLE FOR INSPECTION, PER CERTIFYING AGENT POLICY.*

PRODUCT	BRAND NAME OR SOURCE	STATUS: APPROVED (A) RESTRICTED (R) PROHIBITED (P)	IF RESTRICTED, DESCRIBE COMPLIANCE WITH NOP RULE ANNOTATION	CHECK IF GMO (✔)

What equipment do you use in your watering system?

How do you prevent seedling diseases and/or insect problems?

C. IF YOU GROW BOTH ORGANIC AND NON-ORGANIC PLANTS IN YOUR GREENHOUSE: ☐ Not applicable

What organic and non-organic crops are grown? List varieties if the same organic and non-organic crops are grown (parallel production).

How do you separate and identify organic and non-organic growing areas?

How do you label organic and non-organic seedlings/plants?

List all soil mix ingredients, fertility products, foliar sprays, water system additives, pest and disease inputs used or planned for use in your non-organic greenhouse operation. *ATTACH LABELS OR HAVE LABELS AVAILABLE FOR INSPECTION, PER CERTIFYING AGENT POLICY.*

PRODUCT	BRAND NAME OR SOURCE	STATUS: APPROVED (A) RESTRICTED (R) PROHIBITED (P)	IF RESTRICTED, DESCRIBE COMPLIANCE WITH NOP RULE ANNOTATION	CHECK IF GMO (✔)

How do you prevent commingling of organic and non-organic soil mixes during mixing and storage?

Where do you store inputs used for non-organic production?

How do you prevent drift of prohibited materials through ventilation and/or watering systems?

How do you clean seedling containers and equipment?

D. PLANTING STOCK: (Use additional sheets if necessary) ☐ Not applicable

TYPE	PLANTING STOCK SOURCE	CHECK IF ORGANIC	CHECK IF NON-ORGANIC	IF NON-ORGANIC, DATE PLANTED	IF NON-ORGANIC, EXPECTED HARVEST DATE	IF NON-ORGANIC, DESCRIBE ATTEMPTS TO OBTAIN ORGANIC PLANTING STOCK

SECTION 5: Soil and Crop Fertility Management — NOP Rule 205.203 and 205.205

NOP Rule requires active management to build soil fertility, manage plant nutrients, protect natural resources, and prevent soil erosion. A diversified crop rotation is required. All fertility inputs must be approved. A "restricted" input refers to an approved material on the National List which has a specific annotation for its use (see NOP Rule 205.601(j)(1-8), (k) and 205.602(g) and (h). If you use a "restricted" material, you must provide evidence of how you address the material's annotation. Under NOP Rule 205.201(a)(3), the operator must monitor fertility practices and procedures to verify that the organic plan is effectively implemented.

Plant and animals materials (manure, compost, and uncomposted plant materials) must be managed so that they do not contribute to contamination of crops, soil, and water by plant nutrients, pathogenic organisms, heavy metals, or residues of prohibited substances.

A. GENERAL INFORMATION

What are your 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 ☐ green manure plowdown/cover crops ☐ interplanting ☐ incorporation of crop residues ☐ subsoiling ☐ summer fallow ☐ compost ☐ on-farm manure ☐ off-farm manure ☐ soil amendments ☐ side dressing ☐ foliar fertilizers ☐ biodynamic preparations ☐ soil inoculants ☐ other (specify)

List all fertility inputs used or intended for use in the current season on proposed organic and transitional fields. *All inputs used during the current year and previous three years must be listed on your Field History Sheet.* ☐ Not applicable

PRODUCT	BRAND NAME OR SOURCE	STATUS: APPROVED (A) RESTRICTED (R), PROHIBITED (P)	NUMBER OF APPLICATIONS PER YEAR	REASON FOR USE

If you use or plan to use restricted (R) fertility inputs, how do you comply with the "annotation"? ☐ Not applicable

If you use fertilizers with high salt content (sodium nitrate, potassium sulfate, etc.), how do you prevent salt buildup? ☐ Not applicable

Do you burn crop residues? ☐yes ☐ no If yes, please describe what materials are burned and why.

Do you apply sewage sludge to fields? ☐yes ☐ no If yes, list fields where applied.

B. COMPOST USE. NOP RULE 205.203(c)(2) ***requires that the composting process must include a C:N ratio of between 25:1 and 40:1 and maintenance of temperatures between 131ºfand 170ºF for a specific number of days, depending on the method of composting. Keep a compost production record to verify compliance.***

List all compost ingredients/additives.

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(c)(1) ***requires that raw manure must be fully composted unless applied to fields with crops not for human consumption or incorporated into the soil 120 days prior to harvest for crops whose edible portion has direct contact with the soil, or 90 days prior to harvest for all other crops for human consumption.***

What forms of manure do you use? ☐ none ☐ liquid ☐ semi-solid ☐ piled ☐ fully composted ☐ pelleted

☐ other (specify)

What type of crops do you grow (check all that apply)?

☐ 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

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

CROPS (S)	FIELD NUMBERS	DATE MANURE IS APPLIED	EXPECTED DATE OF HARVEST

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

List all sources of off-farm manure.

List all manure ingredients/additives.

If you use off-farm sources of manure, what are the potential contaminants (pit additives, feed additives, heavy metals, etc.) from these sources? *Attach residue analysis/additive specifications of off-farm manure if available.*

D. NATURAL RESOURCES. NOP Rule 205.200 AND 205.203(a) ***requires that production practices must maintain or improve the natural resources of the operation, including soil and water quality. Practices must minimize erosion. Depending on certifying agent policy, 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 conservation practices are used? ☐ terraces ☐ contour farming ☐ strip cropping ☐ under sowing/interplanting ☐ winter cover crops ☐ 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 fields)?

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)

WATER USE: ☐ none ☐ irrigation ☐ livestock ☐ foliar sprays ☐ washing crops ☐ greenhouse ☐ other (specify)

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

Name of municipal/irrigation district.

Attach current water tests for coliform bacteria and nitrates per certifying agent policy.

Type of irrigation system: ☐ none ☐ drip ☐ flood ☐ center pivot ☐ other (specify)

What input products are applied through the irrigation system? ☐ none

What products do you use to clean irrigation lines/nozzles? ☐ none

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 available.*

What water contamination problems do you experience (why and where)?

Describe your efforts to minimize water contamination problems listed above.

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 6: Crop Management — NOP Rule 205.205, 205.206

NOP Rule requires a crop rotation plan that maximizes 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 utilize sanitation measures to remove disease vectors, weed seeds, and habitat for pests. Cultural practices, including selection of plant species and varieties adapted to site-specific conditions, 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.

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

CROP ROTATION PLAN	FIELD NOS. WHERE PLAN IS FOLLOWED	ANTICIPATED CHANGES

B. WEED MANAGEMENT PLAN: ☐ No weed problems

What are your problem weeds?

What weed control methods do you use?
☐ crop rotation ☐ field preparation ☐ prevention of weed seed set ☐ delayed seeding ☐ monitoring 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)

Do you keep a record of how often you utilize these weed control methods, i.e., dates and fields when you cultivate or flame weed a specific field? ☐yes ☐ no

All inputs used or intended for use during the current year and used in the previous three years must be listed on your Field History Sheet.

If you use plastic or other synthetic mulches, is the mulch removed at the end of the growing or harvest season?
☐yes ☐ no If no, why not?

If you use corn gluten, is the corn genetically modified? ☐yes ☐ no **If no, what verification do you have?**

If you use newspaper or other recycled paper for mulch, do you use paper with glossy or colored inks? ☐yes ☐ no

Rate the effectiveness of your weed management program: ☐ excellent ☐ satisfactory ☐ needs improvement

What changes do you anticipate?

How do you monitor the effectiveness of your weed management program? ☐ weed counts ☐ observation of weed types
☐ observation of crop health ☐ comparison of crop yields ☐ records kept of observations/counts
☐ other (specify)

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

C. PEST MANAGEMENT PLAN: ☐ No pest problems

What are your problem pests?

☐ insects (list)

☐ rodents ☐ gophers ☐ birds ☐ other animals:

Do you work with a pest control advisor? ☐ yes ☐ no If yes, give name and contact information.

What strategies do you use to control pest damage to crops? ☐ None

☐ crop rotation ☐ selection of plant species/varieties ☐ development of habitat for natural enemies ☐ timing of planting

☐ companion planting ☐ frog ponds ☐ bat houses ☐ bird houses ☐ hand picking ☐ monitoring

☐ trap crops ☐ physical barriers ☐ physical removal ☐ traps ☐ lures ☐ IPM ☐ insect repellents

☐ animal repellents ☐ release of predators/parasites of pest species ☐ use of approved products

☐ use of restricted products ☐ limited use of prohibited products ☐ other (specify)

Do you keep a record of how often you utilize these pest control methods, i.e., dates when you scout or apply inputs to a specific field or crop? ☐yes ☐ no

List all pest control products used or intended for use in the current season on organic and transitional fields. *All inputs used or intended for use during the current year and in the previous three years must be listed on your Field History Sheet.*
☐ Not applicable

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

Rate the effectiveness of your pest management program: ☐ excellent ☐ satisfactory ☐ needs improvement

What changes do you anticipate?

How do you monitor the effectiveness of your pest management program? ☐ insect monitoring with traps
☐ observation of crop health ☐ comparison of crop yields ☐ crop quality testing ☐ monitoring records kept
☐ other (specify)

Attach copies of your test results.

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

D. DISEASE MANAGEMENT PLAN: ☐ No disease problems

What are your problem crop diseases?

What disease prevention strategies do you use? ☐ None

☐ crop rotation ☐ field sanitation ☐ selection of plant species/varieties ☐ timing of planting/cultivating
☐ plant spacing ☐ vector management ☐ soil balancing ☐ solarization ☐ companion planting ☐ compost/tea use
☐ use of approved materials ☐ use of restricted materials ☐ limited use of prohibited materials
☐ other (specify)

List all disease management inputs used or intended for use on your organic and transitional fields/crops. *All inputs used or intended for use during the current year and used in the previous three years must be listed on your Field History Sheet.*

☐ Not applicable

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

Rate the effectiveness of your disease management program: ☐ excellent ☐ satisfactory ☐ needs improvement

What changes do you anticipate?

How do you monitor the effectiveness of your disease management program? ☐ soil testing ☐ microbiological testing
☐ tissue testing ☐ observation of soil ☐ observation of crop health ☐ comparison of crop yields ☐ crop quality testing
☐ monitoring records kept ☐ other (specify)

Attach copies of any test results.

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

SECTION 7: Maintenance of Organic Integrity — NOP RULE 205.201(a)(5) and 205.202(c)

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 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 certifying agent policy. 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 non-certified crop, with records kept of crop disposition. Indicate buffer zones and show all adjoining land uses on your field maps.

List specific buffer areas you maintain: *(Show all adjoining land uses on your field maps.)* ☐ Not applicable

LOCATION/FIELD NUMBERS	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?

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 ☐ farm service office ☐ other (specify)

Have you posted signs along roadsides that adjoin 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)

Do you grow the same crops organically, as well as in transition, and/or conventionally (parallel production)? ☐ yes ☐ no If yes, list specific crop varieties in the next table for both organic and transitional/conventional crops.

If you grow any conventional or transitional crops, please fill out the following table. ☐ Not applicable

SPECIFIC CROPS/ VARIETIES	FIELD NUMBERS	TRANSITIONAL (T) OR CONVENTIONAL (C)	ORGANIC CROP VARIETY	CHECK IF GMO (✔)	TOTAL ACREAGE	**PLANNED USE OF CROP (SALE, SEED, NON-ORGANIC LIVESTOCK FEED, ETC.)**

Prohibited soil amendments used on conventional crops:

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

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 fields or crops. Keep records of equipment clean and flush activities.***

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

EQUIPMENT NAME	**OWNED (O), RENTED (R), CUSTOM(C)**	**CHECK (✔) IF USED ON BOTH ORGANIC & CONVENTIONAL**	**HOW IS EQUIPMENT CLEANED BEFORE USE ON ORGANIC FIELDS?**

Is your equipment maintained so that fuel, oil and hydraulic fluid do not leak? ☐ yes ☐ no ☐ Not applicable

If you use a sprayer:

What type? Did you purchase it new or 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 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

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 do 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 Processing/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 STORAGE: ***Operators must keep organic and non-organic crops in separate storage areas and prevent commingling and contamination. Storage records must be maintained.*** ☐ No organic crop storage

Describe your storage locations.

STORAGE ID#	TYPE OF CROPS STORED	TYPE OF STORAGE	CAPACITY	ORGANIC (O), TRANSITIONAL (T), BUFFER (B, CONVENTIONAL (C))

Do you use the same storage areas for organic, transitional, 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

☐ coloring 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

Describe how organic products are transported.

What potential contamination or commingling problems do you have with the transport of organic crops? ☐ 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 8: Record Keeping System — NOP Rule 205.103

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 field/location where they were produced/harvested. All records must be accessible to the inspector.

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

- ☐ field maps
- ☐ field activity log(s)
- ☐ field history sheets (previous three years)
- ☐ documentation of previous land use for rented 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, observational)
- ☐ equipment cleaning records
- ☐ harvest records that show field numbers, date of harvest and harvest amounts (including custom harvest records)
- ☐ labor records
- ☐ storage records that show storage location, storage identification, field numbers, 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
- ☐ other (please specify)

Please have these records available for the inspector.

How long do you keep your records?

Which of the following records do you keep for conventional production? ☐ Not applicable

- ☐ field maps
- ☐ field history sheets
- ☐ input records
- ☐ harvest records
- ☐ other (specify)
- ☐ labor records
- ☐ storage records
- ☐ sales records
- ☐ shipping records

Type of Marketing:

☐ farmers market ☐ direct to retail ☐ CSA/subscription service ☐ wholesale ☐ on-farm retail

☐ bulk commodities to processor ☐ contract to buyer ☐other (specify)

Do you use or plan to use the USDA organic seal on product labels or market information? ☐ yes ☐ no

Do you use or plan to use the seal of the certifying agent on product labels or market information? ☐ yes ☐ no

Attach copies of all organic product labels.

SECTION 9: Affirmation

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 fields 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 NOP Rule. I understand that acceptance of this questionnaire in no way implies granting of certification by the certifying agent. I agree to follow the NOP Rule.

Signature of Operator _____ Date_____

I have attached the following documents:

- ☐ Maps of all parcels/fields (showing adjoining land use and field identification)
- ☐ Field history sheets
- ☐ Documentation for fields owned or rented 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.

Submit completed form, fees and supporting documents to: