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**Forms Checklist** **NOP § 205.2 - § 205.406**

Please note that these forms are suggested templates; please contact your certifier for approval of the forms you plan to use. Please provide thorough descriptions that reflect all your current and planned practices. National Organic Program (NOP) regulations require Organic System Plans (OSPs) to be reviewed and updated annually. Whenever you anticipate a change in your operation's practices, procedures or materials, please update and re-submit the sections or pages that reflect that change. This forms checklist must be submitted along with your application, Organic System Plan, and all other forms indicated below.

**Description of Organic Production**

**Please provide a brief, general description of your organic operation, including:**

crops or crop types and cropping systems; livestock raised and animal products; any handling activities related to your crop and livestock production; and type(s) of marketing and sales (contract, wholesale, direct marketing, etc.).

**All applicants seeking organic certification, whether for crop and/or livestock production and/or handling, please complete these forms:**

- |  |  |
|--|--|
| <input type="checkbox"/> Forms Checklist (this form)     | <input type="checkbox"/> Application                 |
| <input type="checkbox"/> Affidavit                       | <input type="checkbox"/> Natural Resource Management |
| <input type="checkbox"/> Land Requirements Form +        | <input type="checkbox"/> Map +                       |
| <input type="checkbox"/> Documentation of Prior Land Use |  |

Submit a Land Requirements Form with a map and documentation of prior land use for each farm, ranch or production location. Total number of locations / sets of forms: \_\_\_\_\_

- |   |   |
|---|---|
| <input type="checkbox"/> Fees (no template) | <input type="checkbox"/> Sales Report (no template) |
|---|---|

**Complete the Organic System Plan forms (sections) that best describe your organic operation.** The Crop and Livestock Production Overviews, respectively, will guide your selection of forms. Check the box by each OSP form that you are submitting with your application of certification

Crops (as applicable):

- Crop Production Overview
- Seed and Planting Stock
- Soil Management and Crop Rotation
- Pest, Disease and Weed Management
- Prevention of Commingling and Contamination
- Materials List
- Recordkeeping, Labeling and Audit Trail
- Greenhouse Crop/Seedling Production
- Compost and Manure Use/Production
- Crop Post-Harvest Handling
- Wild Crop Harvest

Livestock (as applicable):

All Livestock Producers:

- Livestock Production Overview
- Origin of Livestock
- Livestock Living Conditions
- Livestock Health Care
- Livestock Feed
- Livestock Recordkeeping
- On-Farm Handling of Livestock Production

Ruminant Livestock Producers:

- Ruminant Livestock and Pasture (Pasture Management, Ruminant Feed and Dry Matter Intake)



# Organic System Plan Template for Crop and/or Livestock Production

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Supplementary Documentation: Your certifier may request additional information or specific documentation forms. You may attach other documentation relevant to your OSP. **Please indicate or list all supplementary documents that are attached.**

- |   |   |
|---|---|
| <input type="checkbox"/> Documentation of Prior Land Management   | <input type="checkbox"/> Field History Forms / Input Material Records                       |
| <input type="checkbox"/> Organic Seed Non-Availability/Non-GMO Documentation                            | <input type="checkbox"/> Worksheets / Calculation of Dry Matter Intake (Ruminant Livestock) |
| <input type="checkbox"/> Other (List all other items submitted as attachments to your Application/OSP): |   |



# Organic System Plan Template for Crop and/or Livestock Production

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<b>Application</b>	<b>NOP § 205.401</b>
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Applicant(s)		
Farm, ranch or business name		
Mailing address		
Physical address		
City	State	Zip code
Primary phone number	Alternate phone number	Fax number (optional)
Email address		
County (or counties) where farm/ranch is located		
Organizational structure/legal status: <input type="checkbox"/> Sole proprietorship <input type="checkbox"/> Legal partnership <input type="checkbox"/> S-corporation <input type="checkbox"/> Limited liability corporation <input type="checkbox"/> Trust <input type="checkbox"/> Non-profit organization <input type="checkbox"/> Government/public agency <input type="checkbox"/> Other (specify):		
If a corporation, list the state of incorporation and name, if different than listed above		
Name of the person(s) authorized to act on the applicant's behalf		
Address	Telephone number	
List the name(s) of any certifying agent(s) to which an application has been previously made, and date(s) of application <input type="checkbox"/> None		
Outcome of the application submission(s)		
If you have received any notification of noncompliance or denial of certification, please attach these with a description of actions taken to correct noncompliances, including evidence of correction. <input type="checkbox"/> Attached <input type="checkbox"/> Not applicable		
This application must be accompanied by a completed organic system plan form that includes sections for all organic production and handling activities for which you are seeking certification. <input type="checkbox"/> Attached		
<input type="checkbox"/> <i>The signature below is from an authorized representative of the operation applying for certification.</i>		
Signature of applicant(s)	Date	

Send application, OSP and fees to: Certifying agent name, address, and telephone number  
*Note: All business information submitted or collected is confidential and exempt from public inspection and copying.*



# Organic System Plan Template for Crop and/or Livestock Production

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<b>Affirmations</b>	<b>NOP § 205.400, § 205.401</b>
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- I/We agree to comply with all applicable organic production and handling regulations as described in the final rule issued by the United States Department of Agriculture Agricultural Marketing Service (regulations or 7 CFR Part 205).
- I/We agree to establish, implement, and update annually an Organic System Plan. I/We affirm that the attached Organic System Plan (OSP) includes and accurately describes all aspects of my/our current organic operation.
- I/We will immediately notify the certifying agent of any change in my/our certified operation or portion of it that may affect its compliance with the Act or regulations. I/We will submit an update whenever changes are made, thus ensuring that the Application/OSP consistently reflects my/our current organic operation.
- I/We have made/kept a copy of my/our Application, Organic System Plan (OSP), and all applicable Attachments and Addenda.
- I/We understand that a certifying agent's acceptance of this form in no way implies granting of certification.
- I/We have reviewed the National Organic Program (NOP) standards. I have asked the certifying agent for clarification of any points that were unclear to me such that I now understand them.
- I/We agree to comply with all applicable State and NOP production and handling standards as described in the final rule of the United States Department of Agriculture Agricultural Marketing Service National Organic Program (CFR Part 205).
- I/We will permit on-site inspections with complete access to the production or handling operation, including noncertified production and handling areas, structures and offices, by the certifying agent. I understand that my operation may be subject to announced and/or unannounced inspections and / or sampling for residues at any time as deemed appropriate to ensure compliance with NOP Regulations.
- I/We agree to maintain all records applicable to the organic operation for not less than 5 years beyond their creation and to allow authorized representatives of the Secretary, the applicable State organic program's governing State official, and the certifying agent access to such records during normal business hours for review and copying to determine compliance.
- I/We agree to immediately notify my/our certifying agent concerning any application, including drift, of a prohibited substance to any field, production unit, site, facility, livestock, or product that is part of an operation.
- I/We agree to submit applicable fees charged according to the fee schedule by the certifying agent.
- I/We affirm that all information in this Application/OSP is true and accurate to the best of my/our knowledge.

Signature of Applicant/Authorized Representative

Date

*Submit completed forms, fees and supporting documents to your certifying agent.*



# Organic System Plan Template for Crop and/or Livestock Production

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<b>Land Requirements</b>	<b>NOP § 205.103, § 205.202</b>
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This form describes a farm or production location for organic crop and/or livestock production and allows for accompanying documentation to establish its eligibility for organic certification. Submit one copy of this Land Requirements form for each farm location (not for individual fields) that is non-adjacent to your other farmland or production locations, and/or has distinct land use history (different date of last prohibited materials use or different prior land manager, etc.)

- This Land Requirements form describes all the land in my organic operation.
- Additional copies of this form are attached and describe other land within my operation.

<b>2.1 Land Description</b>		
Farm Name or Number		Area (acres) to be certified organic
Parcel Location		Field Numbers (ALL fields on this farm)
City / Town	State	County
Legal Description: Section / Township / Range or Assessor's Parcel Number		

<b>2.2 Land Management (§ 205.202(a) and (b))</b>	
2.2.a When did you begin managing this land?	(MM/DD/YY)
2.2.b What was the date of last use of prohibited materials?	
<input type="checkbox"/> Not applicable; no prohibited materials applied	
2.2.c What is your estimated harvest date of a certified organic crop from this land?	
2.2.d Describe, in general terms, how this land has been managed for the past three years: crops grown, fallow, pasture, etc.; organic or non-organic management; farming practices used:	

<b>2.3 Land Use History Documentation (§ 205.202)</b>
2.3.a Check the type(s) of documentation attached that shows eligibility of this land for organic certification:
<input type="checkbox"/> current organic certificate in my operation's name; continuing certification <input type="checkbox"/> prior land manager affidavit <input type="checkbox"/> field history form <input type="checkbox"/> copy of the organic certificate from a previous manager <b>and</b> associated documentation (profile with parcel address or location, maps) to show that this land has been continuously certified with no lapse in organic management up to the date of transfer of management <input type="checkbox"/> other documentation that shows all materials used on this land and the date(s) they were used in the last three years (describe):

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## 2.4 Maps (§ 205.202(c))

2.4.a Attach Field Map(s). Provide an accurate map that shows each field included on the farm listed above. Show boundaries and area to be certified. The map should be 8 ½ x 11". This may be a county parcel map, Farm Service Agency map, aerial photograph, or a detailed hand-drawn map, as long as it is clearly readable when photocopied. This map must be current and dated. An updated (revised or new) map must be submitted whenever information on the map changes (field numbers, acres, buffers, adjoining land use, etc.)

The map attached includes the following:

- |   |   |
|---|---|
| <input type="checkbox"/> field name(s)/number(s)  | <input type="checkbox"/> area (acres)                       |
| <input type="checkbox"/> north arrow  | <input type="checkbox"/> slope(s)                           |
| <input type="checkbox"/> adjoining land use(s)  | <input type="checkbox"/> buffers (if applicable)            |
| <input type="checkbox"/> landmarks such as buildings, farm or public roads, railroad tracks | <input type="checkbox"/> windbreaks, hedgerows or woodlands |

Required for ruminant livestock producers:

- |  |   |
|--|---|
| <input type="checkbox"/> location, size and identification of pastures | <input type="checkbox"/> feeding area(s) (to feed without crowding) |
| <input type="checkbox"/> location and types of permanent fences        | <input type="checkbox"/> location and source of water and shade     |

2.4.b Attach a Farm Overview Map that shows the location of this farm and all other farm locations in your operation.

- |                                   |   |
|-----------------------------------|---|
| <input type="checkbox"/> Attached | <input type="checkbox"/> Not applicable; one farm location only |
|-----------------------------------|---|

## 2.5 Boundaries, Adjacent Land Use and Buffer Areas (§ 205.202(c))

2.5.a Describe your farm borders and adjacent land use (organic farms, fallow fields, CRP land, wild lands, non-organic crop or livestock production, residential use, etc.)

2.5.b Describe the measures you take (management practices, communications and/or physical barriers) to prevent contamination by prohibited materials that are or may be applied to adjacent or nearby land (neighboring parcels or fields in split operations).  No areas of concern

2.5.c Describe buffer areas for each field/pasture that you maintain on your organic land to protect crops from contamination. Please specify whether you grow crops in the buffer area, and whether you plan to sell or represent them as organic. If you need more space, please attach a separate page.  Buffer description attached

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**Natural Resource Management                      NOP § 205.2 Organic production, Natural resources of the operation § 205.200, § 205.203, § 205.239, § 205.240**

**Key NOP standards related to natural resource management:**

**§ 205.2 definitions:**

**Organic production.** A production system that is managed in accordance with the Act and regulations in this part to respond to site-specific conditions by integrating cultural, biological, and mechanical practices that foster cycling of resources, promote ecological balance, and conserve biodiversity.

**Natural resources of the operation.** The physical, hydrological, and biological features of a production operation, including soil, water, wetlands, woodlands, and wildlife.

**§ 205.200:** Production practices implemented in accordance with this subpart must maintain or improve the natural resources of the operation, including soil and water quality.

**§ 205.203(a):** The producer must select and implement tillage and cultivation practices that maintain or improve the physical, chemical, and biological condition of soil and minimize soil erosion.

**§ 205.203(c):** The producer must manage plant and animal materials to maintain or improve soil organic matter content in a manner that does not contribute to contamination of crops, soil, or water by plant nutrients, pathogenic organisms, heavy metals, or residues of prohibited substances.

**§ 205.206(b)(2):** Pest problems may be controlled through mechanical or physical methods including but not limited to the development of habitat for natural enemies of pests. [See also § 205.206(a)(2)]

**§ 205.239(b)(4):** The producer of an organic livestock operation may provide temporary confinement for an animal because of risk to soil or water quality. [See also § 205.239(a)(3)]

**§ 205.239(e):** The producer of an organic livestock operation must manage manure in a manner that does not contribute to contamination of crops, soil, or water by plant nutrients, heavy metals, or pathogenic organisms and optimizes recycling of nutrients and must manage pastures and other outdoor access areas in a manner that does not put soil or water quality at risk.

**§ 205.240(c)(8):** The pasture plan shall include a description of the erosion control and protection of natural wetlands and riparian areas practices.

Organic standards specifically address soil (conservation and health) and water (conservation and quality; contamination prevention). As quoted above, the standards also include a general requirement to maintain or improve natural resources (soil, water, wetlands, woodlands and wildlife) by integrating cultural, biological and mechanical practices to foster cycling of resources, promote ecological balance, and conserve biodiversity. Organic production practices must maintain or improve their natural resources.

While natural resource management is a core organic standard, producer strategies will be specific to each site and type of production. Each operation’s practices are adapted to the features of the land and local conditions, especially related to: soil (soil types, slope, risks of erosion, and overall health); water (position in the watershed, presence of water courses and riparian areas, and water availability or scarcity); and wetlands, woodlands and wildlife (ecosystem type, biological diversity and habitat on and around the farm).

Organic farming practices can conserve soil, increase soil health, protect water and contribute to biological diversity within—and often beyond—its boundaries. On-farm practices may include: soil building to increase organic matter, humus, biological activity and diversity of soil organisms; water conservation to benefit domestic/native species and riparian ecosystems; inclusion of a diversity of flowering plants, habitat or shelter for pollinators, insects, other arthropods, spiders, bats, raptors and other pest predators; planting diverse pastures; non-lethal livestock predator control; wildlife friendly fencing; monitoring and control of specific non-native invasive species; establishment of grassed waterways, hedgerows or other plantings to check erosion and foster habitat; wetland and riparian area protection; native habitat restoration; or efforts to promote wildlife migration corridors and conservation.



# Organic System Plan Template for Crop and/or Livestock Production

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As you describe your natural resource management practices, please note that some of your answers to questions about natural resource management may be relevant to other sections of this OSP as they relate to crop rotation, nutrient and manure management. The following questions are intended to address general, whole-farm goals and approaches to organic natural resource management.

1. Please describe how your farming or ranching practices—crop and/or livestock production practices—maintain or improve natural resources, foster cycling of nutrients, promote ecological balance, and conserve biodiversity. Please list the specific strategies or practices you use that contribute to each general goal listed below, as applicable.

a. Conserve soil; Improve soil condition; Prevent soil erosion.
b. Prevent water contamination by plant nutrients; Protect water quality.
c. Conserve water
d. Conserve biodiversity (soil organisms, pollinators, natural enemies of pests, predators, native habitat, vegetation and wildlife).
e. Other practices that maintain or improve natural resources (soil, water, wetlands, woodlands and wildlife), foster cycling of nutrients, promote ecological balance, and conserve biodiversity.

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# Organic System Plan Template for Crop Production

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**Crop Production Overview** **NOP § 205.2 - § 205.406**

1. List all crops (or types of crops if your operation is highly diversified) you grow or harvest for which you are seeking organic certification. Include food and feed crops, pasture / forage, and wild crops.
  
2. Check the box that describes your operation's production systems:
  - all organic production
  - organic and non-organic production
3. Do you grow crops in soil?
  - No
  - Yes If Yes, please submit the following Crop OSP forms: Crop Rotation and Soil Management; Pest, Disease and Weed Management; Prevention of Contamination and Commingling; Record-keeping, Labeling and Audit Trail.  Attached (4 forms)
4. Do you plant seeds, seedlings, or planting stock of any kind?
  - No
  - Yes If Yes, please submit the Seeds and Planting Stock form.  Attached
5. Do you use any off-farm input materials?
  - No
  - Yes If Yes, please submit the Materials List form.  Attached
6. Do you produce seedlings or crops in containers with planting medium, or grow crops in a greenhouse, coldframe or hoophouse?
  - No
  - Yes If Yes, please submit the Greenhouse Crop form.  Attached
7. Do you produce compost or use purchased compost?
  - No
  - Yes
8. Do you use manure?
  - No
  - Yes
9. If Yes to either question 7 or 8, please submit a Compost and Manure form.  Attached
10. Do you harvest any wild-crops for sale as organic?
  - No
  - Yes If Yes, please submit the Wild Crop Harvest OSP  Attached
11. Do you do any post-harvest handling of your crop products?  No  Yes
12. If Yes, check all that apply, or describe, as appropriate. If No, skip to question 14.
 

<input type="checkbox"/> wash product with water	<input type="checkbox"/> cool product	<input type="checkbox"/> clean product
<input type="checkbox"/> sort/size product	<input type="checkbox"/> transport crops	<input type="checkbox"/> bag or package crops
<input type="checkbox"/> grade product	<input type="checkbox"/> store product	<input type="checkbox"/> dry grain
<input type="checkbox"/> roast beans	<input type="checkbox"/> clean seeds	<input type="checkbox"/> other (describe):

# Organic System Plan Template for Crop Production

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13. If any of the above post-harvest activities are checked, please complete a Crop Post-Harvest Handling OSP to describe the post-harvest handling activities to be certified.  Attached
14. Do you perform complex handling of crop products (change their essential form—cut, cook, etc.)?
- No
- Yes If Yes, list handling/processing activities below, and complete the appropriate Handler OSP forms (see section A) to become certified as an Organic Handler.  Attached

*Please clarify the use of the Post-Harvest Handling OSP vs. Handler OSP forms with your certifier.*

15. Do you produce livestock or livestock products for which you are seeking organic certification?
- No; No organic livestock production
- Yes If Yes, please complete a Livestock Production Overview and all applicable Livestock OSP forms.  Attached

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**Seed and Planting Stock** **NOP § 205.204**

Check all that describe what you use or plan to use:

**1. Seeds and Annual Planting Stock**

- Not Applicable; no seeds or annual planting stock used or planned for use
  - certified organic seed, purchased
  - certified organic seed, saved on farm (requires records)
  - certified organic planting stock (e.g. seed potatoes, sweet potato slips, garlic, strawberry crowns)
  - non-organic, untreated seed
  - non-organic, untreated planting stock for annual crops
- If non-organic seed or planting stock is used, please complete question 2 below.

**2. Seed or Planting Stock Treatments and Inoculants**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Not Applicable; none used | <input type="checkbox"/> inoculant         | <input type="checkbox"/> coating                  |
| <input type="checkbox"/> pelletization             | <input type="checkbox"/> priming           | <input type="checkbox"/> fungicide or insecticide |
| <input type="checkbox"/> disinfection              | <input type="checkbox"/> other (describe): |   |

Please list specific treatments and inoculants:

**3. Annual Seedlings**

- Not Applicable; no annual seedlings grown or purchased
- seedlings or transplants grown on farm. Please complete the Greenhouse OSP.  Attached
- purchased certified organic seedlings. List supplier and attach organic certificate.  Attached
- other (describe):

**4. Perennial Planting Stock** (for crops grown as perennials: e.g., trees, shrubs, vines)

- Not Applicable; no perennial planting stock is used
- certified organic perennial planting stock is:
  - purchased
  - produced/propagated on farm
  - non-organic stock (describe, include date planted or anticipated planting):
  - other (describe):

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## 5. Commercial Availability

Not Applicable; all seed and planting stock is certified organic.

Note: If you use seed or planting stock (annual and/or perennial) that is not certified organic, describe (in general terms) how you determine whether an equivalent organic variety is commercially available (appropriate form, quantity and quality), and describe any efforts you are making to source more organic seed/planting stock in the future.

Please have documentation available for inspection that shows the source(s), quantity, variety(ies) and organic status of seed and/or planting stock used, whether purchased or produced on farm. If non-organic seed or planting stock is used, provide documentation of your search for equivalent varieties of organic seed or planting stock and reasons for commercial non-availability (quantity, quality or form). If you grow any crops or use any inoculants that may be genetically modified (e.g. corn, soybean, canola, papaya, cotton, alfalfa inoculant, alfalfa seed, sugar beets, sugar cane, summer squash--zucchini and yellow crook-necked varieties, rice, or sweet peppers) please be prepared to show documentation that the varieties you grow are not genetically modified.

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*Update changes:* Signature

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# Organic System Plan Template for Crop Production

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**Soil Management and Crop Rotation** **NOP § 205.2 Crop Rotation, § 205.203, § 205.205**

1. What are the major practice components of your soil-building/crop nutrient management plan?

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> crop rotation                  | <input type="checkbox"/> incorporation of crop residue | <input type="checkbox"/> green manures     |
| <input type="checkbox"/> cover crops                    | <input type="checkbox"/> compost                       | <input type="checkbox"/> manure            |
| <input type="checkbox"/> mined lime                     | <input type="checkbox"/> mulch                         | <input type="checkbox"/> soil inoculants   |
| <input type="checkbox"/> fertilizer materials or blends | <input type="checkbox"/> biodynamic preparations       | <input type="checkbox"/> other (describe): |

2. Please list all materials used or planned for use on your Materials List.

- All materials used or planned for use are listed on my Materials List.  No materials are used.

3. Describe your crop rotation plan(s), in general terms, including its main goals (soil organic matter; weed and pest management, nutrient management; erosion; biological diversity). List the sequence and frequency of crops/plant families, cover crops, green manures or sod. If you use more than one basic rotation sequence, please describe each rotation you use. For perennial crops, describe management of ground cover, alley cropping, intercropping or hedgerows. Attach additional pages if necessary.  Rotation plans attached

Please note: Records documenting crop rotation on each field will be verified at your inspection. Please be prepared to show documentation. Examples:

Vegetable and Small Fruit Rotation: Brassica family vegetables—fall-planted strawberries (1-2 years' harvest, depending on weather and condition of plants)—winter cover crop—warm season vegetables—winter cover crop—cut flowers—cover crop. Break disease cycles of *Phytophthora* and *Botrytis* in strawberries.

Spring grain—legume green manure—winter grain—oilseed. Manage soil moisture, control weeds, cycle nutrients and provide nitrogen for grain crops.

Apple orchard and vineyard—winter cover crops between rows; grass in apples; legume blend in vineyard, hedgerow of native shrubs along north farm roads. Increase organic matter, prevent nutrient leaching, provide habitat for songbirds and natural enemies of pests.

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**4. Describe, and indicate, as applicable, the issues you address with your crop rotation and soil management practices.**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> organic matter increase     | <input type="checkbox"/> water availability  | <input type="checkbox"/> water infiltration/drainage |
| <input type="checkbox"/> soil compaction or crusting | <input type="checkbox"/> soil structure      | <input type="checkbox"/> water erosion               |
| <input type="checkbox"/> wind erosion                | <input type="checkbox"/> deficient nutrients | <input type="checkbox"/> excess nutrients            |
| <input type="checkbox"/> salinity                    | <input type="checkbox"/> pH                  | <input type="checkbox"/> weed management             |
| <input type="checkbox"/> pest management             | <input type="checkbox"/> disease management  | <input type="checkbox"/> overall farm biodiversity   |
| <input type="checkbox"/> other (describe):           |  |  |

**5. Describe, and indicate, as applicable, how you monitor the effectiveness of your rotation and soil management plan?**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> soil observation   | <input type="checkbox"/> soil (nutrient) tests | <input type="checkbox"/> soil organic matter content |
| <input type="checkbox"/> crop observation   | <input type="checkbox"/> crop yield comparison | <input type="checkbox"/> crop quality tests          |
| <input type="checkbox"/> plant tissue tests | <input type="checkbox"/> microbiological tests | <input type="checkbox"/> other:                      |

**6. When and how often (daily, weekly, monthly, yearly, as needed) do you do each type of monitoring?  
What monitoring records do you keep?**

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**Pest, Disease and Weed Management & Monitoring**      **NOP §205.206, § 205.600-602, § 205.103**

1. Check the management practices you use to prevent crop pests, weeds, and diseases. Add the name of your significant (recurring or potentially problematic) diseases (fungus, bacteria, virus) and all pest types: insects, mites, birds, rodents, birds, deer, etc. There is no need to name weeds individually.

Pest prevention practice	Weeds	Pest	Diseases
Crop rotation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soil and crop nutrient management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cover crops/green manures/smother crops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diversified plantings / planting arrangements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sanitation measures to remove disease vectors, weed seeds, and pest habitat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Selection of suitable species/growing location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disease/pest/weed resistant varieties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timing of planting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water / Irrigation management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical or physical means (hoeing, pruning, picking, vaccuming, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Augment pest predators/parasites/beneficials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop habitat for natural enemies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construct habitat for predators (raptor perches, owl or bat boxes, frog ponds, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nonsynthetic lures / traps / repellants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical cultivation/tillage or handweeding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mulching with biodegradable materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mowing or Livestock grazing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flaming, heat, steam, or electrical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plastic or synthetic mulch / solarization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Burning crop residue (see item 5 next page)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Others (describe):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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2. Please list any pest, disease or weed problems and practices not addressed in the table above.

Problem Weed, Disease or Pest (insect, mite, nematode, rodent, deer, etc)	Describe specific preventative practices (or materials) you use to control these pests.

3. If you use materials to manage pests (including natural botanical, mineral or allowed synthetics), please list all of these on your Materials List.  Listed  No pest management materials used. Please describe the conditions under which you would use a material for pest management.

4. Describe how and when you monitor the effectiveness of your pest management program, and whether you keep any monitoring records. *Please have any records available for inspection.*

5. Do you burn crop residues?  No  Yes If Yes, describe the crop, purpose, location and timing of burning.

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## Prevention of Commingling & Contamination

**NOP § 205.201(a)(5), § 205.202(c)**

Describe the measures you take—management practices and physical barriers—to minimize risks and prevent commingling/contact between organic and non-organic product, and prevent contamination of organic product with substances prohibited in organic production and handling. Buffers must be “sufficient to prevent contamination.”

### Irrigation Water

1. Do you irrigate?  Yes  No If No, please skip to question 7. Materials Storage.
2. If Yes, describe your irrigation system type and water source(s) (on-site well, spring, creek, river, pond, or name of irrigation district (municipal/county/regional)):

*If Yes, describe how you assess and manage potential risks for contamination of irrigation water:*

3. Do you obtain water from irrigation districts/public water sources?  No  Yes
4. If you checked Yes in 3, are you in contact with your irrigation district to ensure that no algaecides, fungicides or herbicides are entering your irrigation water source?  No  Yes
5. If you have a split operation, do you chemigate, or fertigate with prohibited substances during non-organic production?  No  Yes  Not Applicable; all organic operation.
6. If yes, how do you prevent the contamination of organic products?

### Materials Storage

7. Do you store any prohibited materials on farm?  Yes  No If No, please skip to question 9.
8. If Yes, how do you clearly identify and separate allowed and prohibited materials?

### Equipment and Containers: Production, Application and Harvest

9. Do you use (own/rent/contract) any equipment (seeders, fertilizer or pesticide applicators, harvest equipment or containers) that is also used for non-organic production?  No All equipment is dedicated to organic.  
 Yes If Yes, please maintain cleaning records for equipment that is also used for non-organic production. These will be reviewed at inspection.
10. Describe your harvest practices and list equipment and containers used:

11. Do you use the service of custom applicators (pesticides, fertilizers, other) or harvesters?  No  
 Yes If Yes, describe the service and how you monitor the prevention of contamination or commingling.

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12. If any equipment or container is shared with non-organic products, describe how you prevent commingling and contamination.  Not Applicable; all equipment and containers are dedicated to organic.

**Transport**  Not Applicable; crops/products are sold before transport

13. Please describe the containers, equipment and vehicles used to transport crops/products harvested from the field, and describe destination.

14. If any vehicle is shared with non-organic products, describe how you prevent commingling and contamination.  Not Applicable; all vehicles are dedicated to organic

## Product Storage

15. Check your crop/product storage practices.

- no crop or product storage
- store own product on site (farm or production facility)
- store product in a facility that is certified organic (*Please keep a copy of the organic certificate.*)
- store product in a facility that is excluded per NOP § 205.101 (i.e., product remains in the same package or container and is not otherwise processed)

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16. Describe crop(s) and type(s) of storage:

17. Please list all on-site storage areas that you manage, or contracted facilities with stand-alone certification.

Not applicable; no crops are stored

Type of storage	Size/Capacity	Location: on-site or other facility name	Crop(s) stored	Certifier (if contracted)

18. If any storage area is shared with non-organic crops/products, describe how you prevent commingling and contamination.  Not Applicable; all storage is dedicated organic

## Treated Wood

19. Is there any treated wood on the farm?  Yes  No If no, skip questions 20 and 21.

20. If Yes, indicate date of installation \_\_\_\_\_ (MM/DD/YY)

21. Describe how contact between treated wood and soil, crops and livestock is avoided.

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## Recordkeeping, Audit Trail and Labeling **NOP § 205.103, § 205.201, § 205.205, § 205.300-311**

### Records Kept

Please note that if you produce both organic and non-organic crops, then you have a split operation. If you raise the same crops as both organic and non-organic, then you also have parallel production. If you are a split operation of any type, please be prepared to show all production and sales records at your inspection that allow for tracking and production verification of non-organic crops as well as organic crops (crop lists and acreages, input application records, equipment use and cleaning, harvest and sales records, etc.) Such records are necessary to facilitate production verification audits, and are especially important if the crops are visually indistinguishable (parallel production).

1. **What types of records do you keep?** Indicate all that apply. In order to document practices described in your OSP, you will need all records available for inspection. Some records must be documents from other businesses (such as seed and input purchase receipts, suppliers' organic certificates, and soil or tissue test results). Others will be your own records of on-farm activities. You may design your own forms, or use/adapt templates or sample documentation forms available from the NOP, organic certifiers, or other sources, provided they include information needed to document compliant practices.

- Record of purchase or acquisition records for all inputs (e.g. receipts, delivery tags, custom applicator invoices)
- Input application records that show all materials applied to soil, water and crops (fertilizer and soil inputs, pest management materials and post-harvest handling), including product name/formulation and manufacturer, application date, rate or quantity, crop and location
- Seed, seedling, and planting stock, inoculant or seed treatments; seed-saving/propagation records; documentation of commercial non-availability of organic seed/non-GMO status of seed
- Copies of organic certificates from suppliers (i.e. organic seedling or transplant producers)
- Planting and/or field activity records that show crop rotation including cover crops/green manures
- Activity and/or observation records (i.e. field log, notes on calendar or maps)
- Manure use records showing interval between date of application and harvest date of crops grown for human consumption
- Compost production records (composting system, ingredients, C:N ratio, temperature, turnings)
- Monitoring records (soil or tissue tests, water tests, pest observation logs)
- Cleaning records (required if application or harvest equipment is not dedicated to organic)
- Harvest records (records show location, crop, date harvested and transported from the field)
- Post-harvest activities (washing and grading product, bagging or boxing, etc.)
- Storage records (e.g. delivery/receiving tags showing facility location, crops, quantities, post-harvest activities and pest control)
- Shipping records (e.g. packing facility tags, delivery receipts, receiving documents, bills of lading)
- Sales records (e.g. invoices, purchase orders, grower statements, inventory lists)
- Others (describe):

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2. NOP regulations require that your recordkeeping system be adapted to your business, and fully disclose all activities and transactions of your operation. **Please describe any plans you have to change or improve your recordkeeping system.**

3. Do you keep production, harvesting and handling records pertaining to organic agricultural products for at least 5 years after their creation?  Yes  No

### Labeling and Audit Trail

4. Under what name(s), label(s) or brand(s) do you market your products?

5. What kinds of labeling do you use? Check all that apply:

- No product labels used
- Retail labels, such as printed boxes or bags, produce stickers, rubber bands or twist ties
- Signage and written materials (Farmers Markets or Farm Stands, website, brochure, CSA newsletter, or other promotional materials)
- Non-retail labeling for storage or shipping containers, such as bin or pallet tags. § 205.307(b) states: "Nonretail containers used to ship or store raw or processed agricultural product labeled as containing organic ingredients must display the production lot number of the product if applicable." If lot numbers are used, please complete question 6.

6. Describe your lot numbering system for non-retail packaging.  Not Applicable; no non-retail packaging used

7. If you use a label, please provide copies of all organic product labels used.

- Not Applicable; no labeling used
- Current label previously submitted to my certifier
- New label(s) attached for review (Labels must be approved before use.)

8. Describe how your records can track your organic production from source (farm, field or production location) to final sale. Be prepared to demonstrate your recordkeeping system at inspection.

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**Greenhouse Crop Production** **NOP § 205.2, § 205.201(a)(5), § 205.202(c)**

Please complete this Greenhouse Crop Production OSP along with your other applicable Crop OSP forms if you produce organic seedlings, transplants, or crops in a greenhouse, hoop house or coldframe.

**1. Please indicate the scope of your greenhouse operations.**

- Greenhouse crop production is part of my farming operation and located on certified organic land. Please show your greenhouse location and size on your farm map.  Shown on map
- This operation consists primarily or exclusively of greenhouse production. Please submit a separate Land Requirements form for your greenhouse operation, with a Map showing the production area, location and size of greenhouses, shade or lath houses, outdoor areas, material storage area, irrigation system, soil mixing and seeding equipment, product staging, packing, cooling and loading areas, as applicable.
- Land Requirements Form (A4) attached

**2. Please describe your greenhouse structure type(s). Check all that apply.**

- Hoop house(s)
- Cold frame(s)
- Greenhouse(s)
- Other (describe):

**3. Please describe your greenhouse crops. Check all that apply.**

- Annual transplants or starts
- Perennials—planting or sale of whole plants as organic
- Harvested crops (e.g. fruits, vegetables, cut flowers, herbs)
- Other (describe):

4. Are greenhouse crops grown in soil?  No  Yes

5. Are crops grown in planting medium?  No  Yes Include all components of the potting soil or planting medium mixture on your Materials List.

6a. Do you produce both organic and non-organic greenhouse crops?  No, organic only  Yes

6b. Is your organic greenhouse adjacent to non-organic greenhouse production areas?  No  Yes

7. If Yes to question 6a or 6b, please address each potential risk listed below by describing the management practices and physical barriers you use to prevent commingling or contamination.

7a. **Planting Medium** (including soil mix materials, wetting agents and fertilizer materials) storage areas, soil mixing, container/tray filling and seeding equipment.

7b. **Production or Growing Areas**—separation and identification.

7c. **Plant and Container Identification**—labels and tags.

7d. **Irrigation system: Identify your water source.** Describe your use of water with respect to fertilizer materials and equipment. If water lines are shared, attach a diagram of piping, pumps, valves and backflow preventers, as applicable.

- Diagram attached  Not Applicable; Separate equipment and water lines, dedicated to organic.



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7e. **Ventilation system**—prevention of drift of prohibited materials.

7f. **Planting Containers**—identification, cleaning, and cleaning materials.

*Please be prepared to show documentation of all systems and practices described above.*

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**Compost and Manure Use and/or Production** **NOP § 205.203**

**Manure**

1. Do you use un-composted, raw or aged manure?  Yes  No If No, skip to question 4.
2. If yes, check or describe how your use of raw manure is compliant with NOP standards. Manure is:
  - applied to land producing a crop not intended for human consumption (pasture, hay, cover crops, etc.).
  - incorporated at least 120 days before harvest of a crop whose edible portion may contact the soil surface or soil particles.
  - incorporated at least 90 days before harvest of a crop whose edible portion does not directly contact the soil surface or soil particles.
  - a pelletized manure product listed or documented to meet NOP requirements of heating at 150° F for one hour or 165° F with <12% moisture content, or other procedure compliant with NOP Guidance 5006 on processed manure.  
*Please be prepared to show records of manure use (locations used, crops grown, application and harvest dates).*
3. If you use off-farm manure, describe its source(s) and livestock type and production practices (e.g. from caged layers, dairy barn cleanout and bedding, etc.):

**Compost**

4. Do you purchase or produce compost?  Yes  No If No, please skip to question 11.
5. Do you purchase compost?  No  Yes Include all composts on Materials List.
6. If yes, how do you document compliance?
  - Records for purchase of brand name compost on a list of allowed materials (e.g. OMRI or WSDA)
  - Letter from the compost supplier that compost was produced in compliance with NOP regulations.
  - Other (describe):
7. Do you produce compost?
  - No, no compost produced. Please skip to question 11 Soil and Water Quality.
  - Yes, compost contains *only* plant materials (no manure or other animal materials)
  - Yes, compost contains plant and animal materials
8. If Yes, list all compost ingredients (including feedstocks, minerals, inoculants, if applicable).  List attached

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9. If you produce compost that contains manure or other animal materials, describe your composting methods including temperatures reached, timelines for production, whether in-vessel, static pile, or windrow, and aeration methods.

10. Do you maintain records for your compost production?  No  Yes If yes, please attach a sample record.  
 Sample record attached

Note: If compost production that includes manure as an ingredient does not comply with NOP standards in § 205.203(c)(2), or NOP Guidance 5021 it must be considered raw manure. Please complete the section below.

## Soil and Water Quality

11. Describe how you manage manure, and compost production to protect crops, soil and water (wells, aquifer, ponds or reservoirs, lakes, streams, etc.) from contamination by plant nutrients, heavy metals or pathogenic organisms. (Examples include: use of feeding pads; frequent manure removal, application and incorporation; stockpile manure/ produce and store compost away from water/drainage areas; manure "applied" by grazing livestock; manure storage/ composting on impermeable pads, or covered to prevent leaching, etc.)

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**Crop Post-Harvest Handling** **NOP § 205.2 Handling, § 205.270(a), § 205.271**

Use this Crop Post-Harvest Handling OSP to describe the activities to be included in your crop production certification. This form is intended for use by operations that handle only their own product and whose activities preserve the essential form of the product, such as washing, packing, cooling and storing produce, drying grain, and seed cleaning or preparing raw agricultural product for market or farm use.

Use Handler OSP forms if you handle crops or multiple-ingredient products not produced on your farm, or if your activities include complex handling activities, such as cooking, baking, curing, churning, separating, distilling, extracting, manufacturing, canning, etc.

Please contact your certifier for clarity about which forms to use.

1. **Describe the type(s) of post harvest handling you do** (for example, grading, dry pack, wet packing line, flume washing of vegetables, grain cleaning, etc.)

2. **What type(s) of crops are handled in your post harvest handling facility?**

### Cleaning and Sanitation

3. **Describe how you clean your post harvest handling area including any food contact surfaces.**

- a. **List all cleaning materials you use or plan to use in the Materials List below.**  Listed
- b. **If you have a Standard Sanitation Operating Procedure (SSOP), you may attach a copy of the portion that covers equipment and organic food contact surfaces.**  Attached

### Water Use

4. **Do you use water to clean crops or food contact surfaces?**  Yes  No If No, skip to question 9.

5. **If Yes, identify water source \_\_\_\_\_ and indicate how it is used.**

- to clean facility       to clean food contact surfaces
- to wash product       other (describe):

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6. Do you add chlorine to wash water, dump tank, flume or other water that has direct food contact?

Yes  No If No, please skip to question 9.

If Yes, how do you provide for a potable water rinse after the agricultural crop has been in contact with water with added chlorine? Please describe what rate or concentration you use, your rinse procedures, and any testing or monitoring you do.

7. Do you add any other material(s) to the water?  Yes  No

8. If yes, list materials you use in the Materials List below.  Listed

## Facility Pest Management

9. List recurrent or potential pest problems, including flying or crawling insects, rodents, birds, etc.

10. Describe the strategies you use or plan to use to prevent, manage or minimize pest problems in your handling facilities (wherever washing, packing, grading, cleaning, cooling and/or storage occurs).

11. Indicate preventative (non-material) practices:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> sanitation measures                     | <input type="checkbox"/> elimination of pest habitat or breeding areas | <input type="checkbox"/> clean up spilled product |
| <input type="checkbox"/> temperature, humidity and light control | <input type="checkbox"/> eliminate sources of food                     | <input type="checkbox"/> seal doors and windows   |
| <input type="checkbox"/> screen windows and vents                | <input type="checkbox"/> crack, crevice and hole repair                | <input type="checkbox"/> air curtains             |
| <input type="checkbox"/> inspect incoming product                | <input type="checkbox"/> monitoring                                    | <input type="checkbox"/> positive pressure        |
|  |  | <input type="checkbox"/> other (describe):        |

12. Indicate mechanical or physical means of control, lures and repellants:

- |  |                                       |  |
|--|---------------------------------------|--|
| <input type="checkbox"/> mechanical traps          | <input type="checkbox"/> sticky traps | <input type="checkbox"/> pheromone traps |
| <input type="checkbox"/> electrocuters/bug zappers | <input type="checkbox"/> freezing     | <input type="checkbox"/> heat treatment  |
| <input type="checkbox"/> other (describe):         |                                       |  |

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13. When and how do you monitor for pests in storage areas?

14. What pest management and monitoring records do you keep?

**Materials**

15. List all materials you use or plan to use in your post-harvest handling and facility pest management in the table below. Include cleaners, sanitizers, fumigants, rodenticides (e.g. Vitamin D3 bait), ripeners, sprout inhibitors, growth regulators, oils, coloring agents, waxes, boric acid, diatomaceous earth, gases, and soap products.

No materials used     List of materials attached

Substance or Product brand name	Manufacturer	Reason for use (Specify pest and circumstances)	On National List? Y/N

*Please be prepared to provide written justification at your inspection for the use of any materials that are not on the National List of Allowed Materials, and/or to document compliance with any annotations.*

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# Organic System Plan Template for Crop Production

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**Wild Crop Harvest** **NOP § 205.207, 5022 Guidance: Wild Crop Harvest**

If you harvest wild crops for sale as organic, please submit this form with all applicable Crop OSP sections: Recordkeeping, Labeling and Audit Trail (see Forms Checklist).  OSP sections attached

1. List the wild crops you harvest or plan to harvest.

2. Please complete a Land Requirements form for each wild crop harvest area, including map(s) and prior land use or materials use documentation.

- Designate on your map(s) the area to be harvested, boundaries, borders, buffer zones, point and non-point sources of contaminants and prohibited materials, and crops to be harvested.
- For land-based wild crop harvest areas, attach documentation that no prohibited materials have been applied to the land within the last three years.
- For aquatic-based wild crop harvest areas, attach documentation that no prohibited materials have been applied or contaminated the harvest area within the last three years.

**Check one:**

- All features listed above are included in the Crop OSP, map, documentation of prior materials use.
- Attached is a Land Requirements form + map + documentation of prior materials use specific to the wild crop harvest area.

3. Please describe the natural environment of the harvest area (e.g., scrub steppe, oak woodland, etc).

4. List any rare, endangered or threatened terrestrial or aquatic plants or animals that occur in the harvest area. Describe methods used to prevent negative impact, and monitoring procedures used to verify lack of impact.

5. Please describe your wild crop harvest plan for each wild crop.

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6. **How do your harvest practices ensure the health, sustained growth, and long-term viability of the wild crop(s), and protect the environment in which it grows?** Describe your system (methods and frequency) of monitoring the health of the wild crop population and the condition of natural resources in the harvest environment, including soil and water quality.
7. **Approximately what percentage of the wild crop is harvested at each harvest?**
8. **What procedures are in place to prevent contamination from adjoining land use or other sources of contamination?**
9. **Describe your recordkeeping system for wild crop area management, monitoring, harvest and sales.** Attach a sample record form that, at a minimum, records all collectors, harvest dates, and quantity of wild harvest crops harvested and sold.  Sample record attached.
10. **Describe training provided and the procedures employed to ensure that all collectors harvest crops sustainably and in a manner that does not damage the environment.**

*Please be prepared to show documentation of all practices and monitoring described above.*

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# Organic System Plan Template for Livestock Production

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**Livestock Production Overview** **NOP § 205.105, § 205.201, § 205.301-311**

1. Please indicate or list all livestock and livestock products for which you are seeking certification.

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Livestock for slaughter | <input type="checkbox"/> Replacement animals         | <input type="checkbox"/> Breeding stock   |
| <input type="checkbox"/> Meat                    | <input type="checkbox"/> Fiber                       | <input type="checkbox"/> Eggs             |
| <input type="checkbox"/> Milk                    | <input type="checkbox"/> Other dairy products (list) | <input type="checkbox"/> Other (specify): |

2. Check the box that describes your operation's livestock production systems:

- all organic production  
 organic and non-organic production

3. Do you raise non-ruminant livestock, such as poultry or swine?

- No  
 Yes If Yes, please submit the following Livestock OSP forms: Origin of Livestock, Livestock Living Conditions, Livestock Health Care, Livestock Feed, Livestock Recordkeeping, Labeling and Audit Trail.  Attached (5 forms)

4. Do you raise ruminant livestock?

- No  
 Yes If Yes, please submit all of the forms listed in question 3, plus the Ruminant Livestock and Pasture form, and the Crop Production Overview with appropriate forms. (All ruminant producers must manage pasture as a crop.)  
 Attached

5. Do you raise crops?

- No  
 Yes If Yes, please submit the Crop Production Overview, and additional forms, as appropriate. (All ruminant producers must manage pasture as a crop.)  Attached

6. Describe all handling activities of livestock production for which you are requesting certification.

- Not Applicable; no handling If you do simple handling activities of your own production (i.e. cool and store milk, wash and pack eggs, etc.), or prepare feed for your own livestock (i.e. silage production, grinding and/or mixing) these may be certified as part of your livestock operation. Please complete and attach an On-Farm Handling of Livestock Production Addendum.
- On-Farm Handling of Livestock Production form attached. If your handling operation includes complex processing (i.e., slaughter, cut and wrap, cook or smoke meat, cheesemaking, etc.) and/or includes handling crop or livestock products for other producers, please request appropriate OSP forms from your certifier to apply for Handler certification.
- OSP for Handling attached (*forms agreed upon and provided by certifying agent*).





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### Labeling

7. Do you use labels or plan to label your products?

- No
- Yes If Yes, attach a clear color copy of your proposed label(s) for approval by your certifier before printing.
- Label(s) attached

### Contracted Facilities

8. Do you contract with other business operations to handle or process products?

- No
- Yes If Yes, complete the table below, and attach a copy of the organic certificate for each business/facility showing certification for the services provided.
- Certificate(s) attached

Operation or Facility	Location address/Contact	Services Provided

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# Organic System Plan Template for Livestock Production

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**Origin of Livestock** **NOP § 205.236**

1. **List the animals for which you are requesting organic certification.** Use the table below or attach a current animal list with the number of animals in each class of livestock (slaughter stock, egg layers, breeding stock, etc.), source and start date of organic management.  List attached

*Please have all animal purchase and/or breeding/birth/hatch records available for inspection, including copies of certificates for animals purchased as organic.*

Type and Class of Livestock (breeder stock, slaughter, milk, fiber, layer, etc.)	Species and Breed	Number of animals	Source: On-farm or Purchase Source and Age	Birth or Hatch Date	Start date of organic management

2. **Because animal numbers are dynamic, please provide a description of changes in animal numbers you anticipate over the next year.** Specifically address cull rates, mortality rates, slaughter, sales, and maturation into another class of livestock (e.g., heifers to milking string each year).

3. **For dairy operations: Please indicate how your farm converted to organic production:**

- combined farm and herd conversion with consumption of crops/forage from land in 3rd year of conversion (combined far-herd conversion)
- 12 months under continuous organic management
- 80/20 feed provision (use of which expired June 9, 2007; not an option to begin now)

# Organic System Plan Template for Livestock Production

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4. Describe your plan for organic livestock replacement/sourcing or conversion plan, as applicable to breeder, slaughter, fiber, and poultry:

- breed/raise own stock with continuous organic management
- organic management during last third of gestation
- purchase poultry by the 2nd day of life
- purchase certified organic animals
- other (describe):

5. Do you plan to purchase, within the next year, any animals for which organic certification is being requested?

- Yes
- No If yes, please indicate the type of livestock and, if known, the source from which they will be purchased and certifier.

6. Describe your animal identification system (e.g., ear tags, notching, photos or drawings, branding, tattoos, leg bands, flock purchase date, or other methods).

7. List the type and number of all other livestock (non-organic or not requested for certification) that you have in your operation. If more space is needed, please attach a list and description.

- List and description attached.
- Not Applicable; Organic livestock only. *Skip remaining questions.*

8. Please describe how non-organic livestock are managed separately from the organic livestock, e.g., separate housing, outdoor access areas, etc.



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9. If you have any non-organic animals on your farm (including home use or work animals) that are not fed 100% organic feed, and/or that are given medical treatments, feed additives or supplements prohibited in organic production, please complete the table below to describe your practices and materials use. This will facilitate inspection measures and explain/justify the presence of non-organic materials that you currently have on your farm/ranch.

- Not applicable; all livestock are organically managed
- List of feed/materials attached

Feed or Material (Product name/ formulation and Manufacturer)	Type of livestock and Reason for use	Location where stored, used or fed

*Please have all records related to origin of livestock available for inspection, including reproduction and management records, and purchase records (number, type and age of livestock).*

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# Organic System Plan Template for Livestock Production

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<b>Livestock Living Conditions</b>	<b>NOP § 205.239, § 205.240</b>
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## Organic Livestock Living Conditions

1. Describe the locations and living conditions for each class of organic livestock, including pastures or range, outdoor and indoor feeding yards, feeding pads, feedlots, housing and/or shelter.
  
2. Describe how the housing or shelter you provide for each type/class of livestock is designed to allow for natural maintenance, comfort behaviors (i.e. non-isolation of herd animals, dust baths for poultry) and opportunity to exercise; temperature control, ventilation, and air circulation; and reduction of potential for injury.
  
3. Describe how you manage yards, feeding areas and lanes to keep them well-drained and clean, and to prevent runoff of wastes and contamination of water, or drainage across property boundaries.
  
4. Describe the locations and sources of shade within outdoor access areas.
  
5. Describe the source(s) of clean drinking water, water delivery systems or equipment, and location(s) of drinking water for livestock in housing, outdoor areas and on pasture (as applicable).
  
6. If you add anything to livestock water, please list each additive or material(s), indicate its acceptability for use in organic production (allowed or restricted), the amount or concentration, and frequency of use.  N/A; no materials used in water



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7. **Please identify all water sources within or adjacent to the property.** Describe how you prevent erosion around water sources, damage to natural wetlands and riparian areas, and risks of contamination of water.

8. **List the types of bedding used for each class of livestock.** Indicate whether they were produced on-farm or purchased, the source (if purchased), and the certifier (if applicable). Roughages used as bedding must be certified organic.

### Treated Lumber

9. **Lumber treated with arsenate or other prohibited materials:** Identify any locations of existing (previously installed) treated lumber and its approximate age. Also list locations where you have used treated lumber in new installations or for replacement purposes, and describe how you prevent contact with soil or livestock (including crops or livestock feed).  N/A; No treated lumber

### Outdoor Access and Temporary Confinement

10. Describe outdoor access for each type and class of animal you manage.

Animal type & class	Average number of hours per day animals are outdoors	Explanation of seasonal variations

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11. Describe the circumstances (specify by each class of livestock you manage) under which you plan to temporarily confine animals (i.e. stage of life, health and safety, risk to soil or water quality, preventative healthcare, sorting or shipping animals). Indicate which animals are confined, and duration and place of confinement.

Reason for confinement	Circumstances/location of temporary confinement from the outdoors	Approximate length of time: days/hours
Inclement weather (that could cause hardship to livestock)		
Stage of life (describe):		
Animal health, safety or well-being		
Preventive healthcare or treatment of illness or injury (describe specifics)		
Management: sorting, shipping or sales		

12. Describe the record-keeping system you use to track temporary confinement of animals. You must have records available for inspection showing time periods and reasons for any temporary confinement.

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**Livestock Health Care** **NOP § 205.238**

1. Indicate and describe the general components of preventative livestock health care practices you use or plan to use, and for which class(es) of animals.

- Choose well-adapted species and breeds, resistant to health problems
- Use selective breeding
- Raise own replacement stock (closed herd or flock)
- Quarantine and observe incoming stock; isolate any sick animals
- Provide good quality feed rations; adequate nutrition
- Use nutritional supplements or probiotics
- Prevent endemic diseases with vaccines or biologics
- Provide for freedom of movement and opportunity to exercise
- Provide appropriate shelter, or housing
- Maintain appropriate, clean, dry bedding
- Maintain cleanliness and good sanitation; remove / manage manure
- Perform physical alterations for the animals' welfare
- Control vectors or intermediate hosts
- Exclude or manage pests / parasites
- Protect against injury / predation; monitor animal health
- Rotate pastures, paddocks, yards, houses, feeding, or watering areas
- Use grazing management: rotational, management intensive, multi-species grazing, etc.
- Biological control parasite/parasitoid/predator releases
- Encourage natural predators and recyclers (poultry, cattle egrets, dung beetles, etc.)
- Monitor for pests, diseases, and injuries
- Employ other forms of pest or disease management (specify):

2. What are the traits of your livestock breed(s) that make them suitable to your environment and production system?

3. How do you monitor livestock health (methods, frequency)?

4. Describe problem pests that may affect your livestock (flies, internal parasites, external parasites, predators, etc.), monitoring frequency and methods (observe body condition, signs of anemia, fecal analysis, etc.), and prevention/management strategies for each type of pest.

Pest type/species	Monitoring methods and Frequency	Prevention/Management strategies





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5. Have you performed, or had performed, any physical alternations (beak trimming, de-spurring, castration, dehorning, tail docking, branding, ear tagging, etc.) to your livestock?  Yes  No

If yes, list alterations, reasons for alteration, age of animals, and methods to minimize pain and stress.

Alteration	Animal group and Age	Reason/Purpose	Methods

## Livestock Health Care Materials List

6. List the materials you use or plan to use (in inventory or accessible) for organic animals. All materials used or planned for use should be listed in your OSP. Materials must be Natural, or on the National List of synthetic materials allowed for use in organic livestock production (205.603). For annotated or restricted materials, documentation is required: circumstances and timing of use and documentation (i.e. parasite monitoring; no use in last third of gestation or lactation). For prohibited materials used to restore an animal to health and resulting in loss of organic status, documentation of how treated animals are identified and segregated. All records must be available for inspection.

Type of Material (vaccine, biologic, disinfectant, sanitizer, topical medication, teat dip, anesthetic, homeopathic remedy, parasiticide, etc.)	Product Name and Manufacturer	Disease or Health Problem to be Prevented or Treated/ in what Type(s) and Class(es) of Livestock/Location	Records Kept: age and timing of use; compliance with any annotation or restriction; disposition of non-organic animals if prohibited materials used

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2. List all livestock feed sources used or planned for use, whether produced on-farm or purchased from a certified organic source. Attached:  Organic certificates for purchased feed  Crop Production OSP forms for feed produced on farm

Livestock feed type	Source: On-farm or purchased. If purchased, list producer/supplier.	Certifier of purchased feed (attach certificate)

3. List all livestock feed additives and/or supplements used or planned for use with organic livestock.

Name and formulation of feed additive or supplement	Manufacturer	Type of material/ Reason for use	On the National List? Y/N	Do you have written certifier approval for use of this material? Y/N If no, submit documentation for review with your OSP*

\*All products must be listed in your OSP and approved for their intended use by your certifier. Listing on a current (online) OMRI products list or WSDA list may be an indication of whether a material is allowed for use in organic production; however, you must have written certifier approval for your stated use before you use it. Please be prepared to submit a label, page 1 of the MSDS, or manufacturer statement for any material.

Please have records available for inspection that identify animals fed or treated with prohibited substances, and the location and management or disposition of those animals.

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**Livestock Recordkeeping, Labeling and Audit Trail      NOP § 205.103, § 205.201, § 205.300-311**

Organic livestock producers must maintain records sufficient to preserve and track the identity of all organic animals and animal products produced in the operation. Records must disclose all activities and transactions in a manner that can be readily understood and audited. They must be sufficient to demonstrate compliance, kept for at least 5 years, and available for inspection.

If you produce both organic and non-organic crops and/or livestock, then you have a split operation. If you raise the same crops or livestock as both organic and non-organic, then you also have parallel production. If you have a split operation of any type, please be prepared to show all production and sales records at your inspection that allow for tracking and production verification of non-organic crops as well as organic crops (crop lists and acreages, input application records, equipment use and cleaning, harvest and sales records, etc.) Such records are necessary to facilitate production verification audits, and are especially important if the crops are visually indistinguishable (parallel production).

1. **Indicate all the records you keep** by checking boxes for general categories, and describing your records, as needed. Please be prepared to show all records and audit trail documents you have checked and described below at your inspection.

**Origin of Livestock**

- Livestock purchase records
- Organic certificates for livestock purchased as organic
- Animal reproduction: breeding, birth and/or hatch records
- Herd conversion / Organic management records: living conditions, feeding and health care

**Livestock Living Conditions and Natural Resource Management**

- Outdoor access / Temporary confinement records
- Bedding material source(s) documentation
- Housing maintenance or construction
- Yard / Lane maintenance
- Erosion prevention and/or control
- Manure management records
- Activity and observation records (field logs, notes on calendar or maps, etc.)
- Monitoring records (soil / tissue / water tests, pest/parasite monitoring, observation logs)
- Natural resource restoration, Invasive species management, Native plant / wildlife monitoring

**Livestock Feed/Feed Supplements and Additives/Pasture Management and Grazing Practices**

- Feed purchase records (receipts, feed tags, labels, delivery/weigh tags, etc.)
- Feed production records (harvest, baling, etc.)
- Feed additive and/or supplement records (labels, purchase receipts, use, etc.)
- Feed storage/inventory records (location or facility, post-harvest activities, pest control, etc.)
- Feed ration descriptions for each type and class of animal
- Feeding records: actual quantities of feed fed to each type and class of animal
- Pasture improvement and/or grazing management records
- Dry matter content analysis of feed

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## Livestock Health Care Practice Standard

- Health care substance/material purchase records and labels
- Monitoring records (pest/parasite monitoring or observation log)
- Health care records (vaccinations, biologics, anesthetics, topicals, parasiticides use, etc.)
- Parasiticide use (parasite monitoring, treatment date in relation to gestation and lactation)
- Breeding, gestation, pregnancy checks/birth and lactation records
- Mortality or cull records

## Production and Sales / Transfer of Ownership Records

- Live animal sales
- Slaughter records
- Custom processing
- Egg production records
- Milk production records
- Other (describe):

## Livestock Product Handling and Storage (requires submission of a Livestock Handling OSP)

- On-farm handling records (i.e. feed preparation grinding, equipment cleaning, slaughter)
- Contracted handler certificates
- Processing and/or storage records
- Shipping and/or sales records

2. NOP regulations require that your recordkeeping system be adapted to your business, and fully disclose all activities and transactions of your operation. **Please describe any plans you have to change or improve your recordkeeping system.**

3. **Do you keep production, harvesting and handling records pertaining to organic agricultural products for at least 5 years after their creation?**

- Yes
- No

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## On-Farm Handling of Livestock Production NOP § 205.2 Handling, § 205.270(a), § 205.271

Complete a copy of this section for each distinct handling (processing) location (area/facility) or activity to be certified with your livestock production, such as: preparing feed for your own livestock (making silage / baleage, mixing or grinding feed); milking animals / cleaning milking equipment / cooling and storing milk; washing / packing eggs; or initial fiber processing to prepare product for use or sale. If you do complex handling (slaughter, cheesemaking, etc.) and/or handle crop or livestock products for other producers, please request appropriate OSP forms from your certifier to apply for Handler certification.

### Handling Location, Activities and Products

- List the handling activity(ies) and product(s) covered by this OSP section.
  
- Identify the location(s) (area(s) or facility(ies)) where handling is done. If you contract for services, list the name and location of the facility used, and attach a copy of their organic certificate. You need not complete the remainder of this form.  Organic certificate attached
  
- Attach a location map (8.5 x 11") for your handling area(s) including a description or depiction of product flow to show the sequence of handling steps. Identify all containers, equipment and storage areas.  Map with flow description or depiction attached
  
- At this handling location, do you handle or store:
  - Organic products only?
  - Distinct organic and non-organic products?
  - Parallel products (identical organic / non-organic products)?

### Pest Management and Materials

- List recurrent or potential pest problems in and around your handling areas or facilities (i.e. flying or crawling insects, rodents, birds, etc.)
  
- Describe the strategies you use or plan to use to prevent, manage or minimize pest problems in your handling areas or facilities (wherever handling activities, cooling and/or product storage occurs). Include monitoring methods and frequency, preventative, mechanical and physical practices.

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7. Indicate specific practices you use or plan to use in and around your handling area(s) or facility(ies).

**a. Preventative (non-material) pest management:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> sanitation measures                     | <input type="checkbox"/> elimination of pest habitat or breeding areas | <input type="checkbox"/> clean up spilled product |
| <input type="checkbox"/> temperature, humidity and light control | <input type="checkbox"/> eliminate sources of food                     | <input type="checkbox"/> seal doors and windows   |
| <input type="checkbox"/> crack, crevice and hole repair          | <input type="checkbox"/> air curtains                                  | <input type="checkbox"/> screen windows and vents |
| <input type="checkbox"/> inspect incoming product                | <input type="checkbox"/> monitoring                                    | <input type="checkbox"/> positive pressure        |
|  |  | <input type="checkbox"/> other (describe):        |

**b. Mechanical or physical controls, lures and repellants:**

- |  |                                       |  |
|--|---------------------------------------|--|
| <input type="checkbox"/> mechanical traps          | <input type="checkbox"/> sticky traps | <input type="checkbox"/> pheromone traps |
| <input type="checkbox"/> electrocuters/bug zappers | <input type="checkbox"/> freezing     | <input type="checkbox"/> heat treatment  |
| <input type="checkbox"/> other (describe):         |                                       |  |

8. List each material you use or you are planning/considering using for pest management.

Substance: Product brand name and formulation	Manufacturer	Reason for use (Pest to be controlled and circumstances)	On National List? Y/N

**Preventing Commingling and Contamination**

9. Describe any measures taken to prevent organic product contamination by pest management materials, as applicable.

10. Describe measures you take to prevent commingling of organic and non-organic products, and protect organic products from contact with prohibited substances. Complete the table below for all containers, equipment and storage area(s) used for both organic and non-organic product.

Not Applicable, all containers, equipment and storage areas are dedicated to organic.

Container type, equipment, or feed/product storage area	Measures to prevent commingling and/or contamination	
	<input type="checkbox"/> Cleaned before organic use <input type="checkbox"/> Clear labeling/separation	<input type="checkbox"/> Purged before organic run <input type="checkbox"/> Other (describe):
	<input type="checkbox"/> Cleaned before organic use <input type="checkbox"/> Clear labeling/separation	<input type="checkbox"/> Purged before organic run <input type="checkbox"/> Other (describe):
	<input type="checkbox"/> Cleaned before organic use <input type="checkbox"/> Clear labeling/separation	<input type="checkbox"/> Purged before organic run <input type="checkbox"/> Other (describe):
	<input type="checkbox"/> Cleaned before organic use <input type="checkbox"/> Clear labeling/separation	<input type="checkbox"/> Purged before organic run <input type="checkbox"/> Other (describe):

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11. Are all packaging materials, storage containers or bins free of synthetic fungicides, preservatives, and fumigants?  
 Yes  No

### Cleaning and Sanitation

12. Describe your cleaning and/or sanitation of all containers, equipment, or storage areas with which organic feed or livestock products come into contact.

13. List all materials used for cleaning and/or sanitation.  No materials used  List attached

Substance or product brand name/formulation	Manufacturer	Location and Reason for use	On National List? Y/N

14. Describe how you ensure that no cleaner or sanitizer residue contacts organic products (e.g., use of non-residual materials, rinse/dry procedures, test for residues). If you do residue testing, specify test type (e.g., pH, Quaternary ammonia), brand, sensitivity range, testing frequency and results you seek.

15. Do you add any material to the water used in handling livestock feed or products?  Yes  No

Substance or product brand name/formulation	Manufacturer	Reason, Frequency and Amount Used	On National List? Y/N

16. If you add chlorine to water that has direct feed or product contact, do you provide for a potable water rinse after the contact with water with added chlorine? Please describe what rate or concentration you use, your rinse procedures, and any testing or monitoring you do.  Not Applicable; no chlorine added.





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## Materials

17. List all other materials (not already listed above) that you use or may use in handling of livestock feed or livestock products, such as silage inoculants or additives. Cleaners, sanitizers, and pest management materials should be listed in the tables above.

Substance or product brand name/formulation	Manufacturer	Reason for use (Inoculant, etc.)	On National List? Y/N

18. Compliance with conditions, restrictions or annotations: for each material listed above that is restricted or annotated, describe the conditions for allowed use, and how your use complies.  Not Applicable; no restricted or annotated materials used.

Product (from list above)	Condition/Restriction/Annotation	Method of compliance

19. List the monitoring, application and/or management records you keep for pest management, water additives, and materials use. Please have these available for inspection.

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**Pasture for Ruminant Livestock** **NOP § 205.201, § 205.237, § 205.240**

**Pasture Land Requirements, Map and Crop Production OSP**

1. Please verify that you have completed a Land Requirements Form for all livestock pasture and production locations, and that the map attached to this form clearly identifies all of your grazing locations (pastures, paddocks, or range areas), their size (total area), any unique characteristics (i.e. grazing method, stocking rate, class of animal, and typical grazing season dates), including location of water and shade for each distinct grazing location.
  - Land Requirements form(s) attached for all locations AND
  - Maps include grazing areas and features, OR
  - Additional map and/or description attached
2. Please include a description of your pasture management within the soil fertility and crop nutrient management and pest management practices in your Crop Production OSP  Crop OSP attached

**Grazing Season/Pasture Management**

3. Please describe your grazing season in general terms: approximate start and end dates; precipitation patterns and climatic conditions that define the grazing season in your region.

4. Describe the types of pasture you provide to ensure ruminant feeding requirements are met. This may include a description of your pasture resources in terms of predominant species (grasses/forbs, annual/perennial, native/improved), management, and terrain (hilly/flat/floodplain, etc.).

5. Describe the types of grazing methods to be used. This may include general grazing management practices (i.e. continuous or extensive, rotational or management intensive grazing (MIG), or multi-species grazing) and the factors that influence your decision-making about animal density or stocking rate, frequency of livestock movement, and length of grazing / resting periods on each location.

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6. Describe your pasture management/monitoring strategies to minimize diseases and parasites.

7. Describe the location and type(s) of fencing used.  Fencing is clearly shown on pasture maps.

8. Describe the pasture management strategies and cultural practices to be used to ensure that your pastures can provide sufficient quality and quantity of forage throughout the grazing season (i.e., irrigation, fertilization, re-seeding, crop rotation, clipping, growing forage crops, use of residual forage, etc.) to provide at least 30% dry matter intake (DMI) for at least 120 days per year. Include any practices to be used to extend the grazing season.

9. Is irrigation available for use on any of your pastures?  Yes  No  
Describe irrigation use and/or limitations:

Please have records available for inspection that document livestock grazing and dry matter intake, including pasture management, grazing records, feeding records, dry matter content analysis of feed. Indicate and describe all the records you keep in your Livestock OSP, Records Section.

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**Ruminant Livestock Feed** **NOP § 205.201, § 205.237, § 205.240**

10. Describe the total feed rations for each class of ruminant livestock you manage (e.g., calves, heifers, slaughter stock, lactating females, breeder stock, etc.). Include pasture / grazed forage, feed produced on-farm, purchased feed. List amounts as fed (not dry matter equivalent) in pounds per animal per day, or free choice (e.g., salt). If you feed different feed rations to balance out different periods in the grazing season, please use one line to list the rations fed in each feed ration period for each class of livestock. You may attach additional pages or an alternate format.  Attached

11.a Grazing Season Feed Rations for Ruminants

Class of livestock	Daily rations per animal	Season/Time of year
<i>Example: late lactation dairy cows</i>	<i>Example: 18 lb corn, 15 lb hay, rotationally grazed pasture</i>	<i>Spring</i>
<i>Example: mid-lactation dairy cows (summer)</i>	<i>Example: 18 lb corn, rotationally grazed pasture</i>	<i>Summer</i>
<i>Example: mid-lactation dairy cows (fall)</i>	<i>Example: 18 lb corn, 27 lb hay, rotationally grazed pasture</i>	<i>Fall</i>

11.b. Non-Grazing Period Feed Rations for Ruminants

Class of livestock	Daily rations per animal	Season/Time of year
<i>Example: late lactation dairy cows</i>	<i>Example: 18 lb corn, 38 lb hay</i>	<i>Winter</i>
<i>Example: dry cows</i>	<i>24 lb hay</i>	<i>Winter</i>

12. If you finish slaughter stock, include their rations in the table above. Then describe compliance with § 205.239(d): the age of animals at slaughter; the length of finishing period; whether stock have daily access to pasture during the grazing season; and how feeding locations allow for simultaneous feeding of all stock without crowding or competition for food.

Producers should document the amount of each type of feed actually fed to each type and class of animal. Please have these records available for inspection.

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