



2012 ORGANIC CERTIFICATION DEADLINES, COST ESTIMATE, & INFORMATION (OSP)



Submit all application materials and payment to:

OEFFA Certification
41 Croswell Rd.
Columbus, OH 43214

Please submit certification fees along with your application. Please keep a copy of everything you send in. Prepare for the inspection by having available planting & harvest records, receipts & labels for purchased inputs, and sales records.

Please select the appropriate category below to determine the applicable fees and deadlines. We are currently accepting new applicants from Ohio and the five surrounding states plus IA, IL, MO, and VA.

Table with 4 columns: Postmarked by, OHIO, IN, KY, MI, PA, WV, Out-of-Region. Rows include Early Bird - March 15 and Standard - May 15.

Applications will be accepted after the above dates for a fee of \$100/month, up to September 15, 2012.

- 1. Farm Certification (see chart, above) - Submit "OSP for Producers"
2. Additional fees for submission of OSP after May 15 (\$100 per month)
3. Livestock (\$300) - Submit "Livestock OSP"
4. Producer/Handler (\$250) - Submit "OSP for Handlers"
5. Copies (choose one)
6. Expedited Service (\$300)
7. Deduct OSP/Transitional Review fee (-\$150, if applicable, new applicants only)

Certification Services TOTAL \$

Other Services table with items like Spot Land Inspection, Spot Livestock Inspection, Export Certificate, Transaction Certificate, Transitional OSP Review.

Additional Items table with items like OEFFA Stickers, USDA Stickers, "Certified Organic" Sign, "Certified Organic, Do Not Spray" Sign.

Other Services/Items TOTAL \$ (please indicate selections and quantities)

- All producers certified by OEFFA Organic Certification will receive a complimentary membership in OEFFA. Please check this box if you wish NOT to be added as a member.
Applicants outside Ohio or with multiple sites may be required to pay additional inspector expenses.
Refund Policy - If an application is withdrawn before the inspection occurs, certification fees will be refunded less \$200.
\$20 administrative fee for returned checks.
If you are interested in setting up a payment plan for a small administrative fee, please contact the office.

Payment Type (circle one): Check Master Card Visa American Express
- Check Number:
- Credit Card Number:
Expiration Date: / CVV/Security Code:
Name on Card:
Billing Address:

GRAND TOTAL \$



2012 OEFFA Organic System Plan for Producers

For Office Use Only

Date Received	
Date Reviewed	
Reviewer	
Cert #	

Please fill out this questionnaire if you are requesting organic farm/crop certification. You may attach additional sheets if necessary. You must submit a farm map(s) and Field History sheet(s) (pg 17) for all acreage with this form. You must sign this form.

SECTION 1: General Information **NOP §205.401**

Name(s) (as you would like it to appear on your organic certificate)			Farm Name			Date		
Mailing Address			Farm Address (if different from mailing address)					
City		State	Zip Code		City		State	Zip Code
County			County					
Phone			Fax			E-mail		
Names of others who can discuss this OSP			Type of Farm/Crops					
I am requesting verification for export to: <i>Please note: You may incur additional fees for these services</i> <input type="checkbox"/> Canada <input type="checkbox"/> European Union (EU) <input type="checkbox"/> Japan			Legal Status: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Trust or non-profit <input type="checkbox"/> Corporation <input type="checkbox"/> Legal Partnership (federal form 1065) <input type="checkbox"/> Other (specify)					
List all crops or products requested for certification: <i>Mixed vegetable growers may write "mixed vegetables."</i>								
Check all that apply: <input type="checkbox"/> New Applicant <input type="checkbox"/> Currently certified by OEFFA (renewing certification) <input type="checkbox"/> Currently certified by other certifier(s) Please list: <input type="checkbox"/> Previously certified by other certifier(s) Please list:				Have you ever been denied certification, or had your certification suspended or revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe the circumstances:				
If you are a new applicant and have been certified by an agency other than OEFFA, or if you have ever been denied, suspended, or revoked, please attach a copy of your last communication and describe how you have resolved any outstanding noncompliances, if applicable. Contact the OEFFA Certification office if you have questions.								
Certified Since: _____ <input type="checkbox"/> N/A OEFFA Certification Number (from certificate): _____			Do you have a current copy of the NOP standards? <input type="checkbox"/> yes <input type="checkbox"/> no					
Do you collect or harvest any wild crops (any plant or portion of a plant from a site that is not maintained under cultivation or other agricultural management)? <input type="checkbox"/> Yes <input type="checkbox"/> No AND/OR Do you intend to certify mushrooms? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please complete the attached OEFFA Organic Wild Crop & Mushroom Addendum.</i>								
Do you intend to certify any livestock this year (slaughter stock, dairy, layers, or fiber animals)? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, you must complete an OEFFA Livestock Organic System Plan, in addition to this form. Contact the certification office to request an OEFFA Livestock Organic System Plan.</i>								
Do you have any off-farm or on-farm processing done (cleaning, bagging, bottling, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please contact the certification office to determine if you or the off-farm handler needs to complete an OEFFA Organic System Plan for Handlers.</i>								

Have you managed all fields requested for certification for at least 3 years? Yes No

If no, you must submit a Prior Land Use Affidavit for these fields. This form must be signed by the previous owner/manager. Contact the certification office to request Prior Land Use Affidavits.

For renewing operations: Are all fields requested for certification currently certified organic under your OSP?

Yes No N/A

If no, you must add these fields to your farm map(s) and update your Field History sheet(s) (pg 17) to include them. In addition, you must submit a Prior Land Use Affidavit (PLUA) for all fields you have managed for less than three years. PLUAs must be signed by the previous owner/manager. Contact the certification office to request Prior Land Use Affidavits.

Are all fields requested for certification located at the Farm Address listed in Section 1: General Information?

Yes No

Complete the following table for all farms. The top line is for your main farm. If you answered “No” above and are requesting certification for additional land not located at the Farm Address listed in Section 1, list each location on the additional lines. Attach additional sheets if more space is needed.

FIELD NUMBERS/NAMES	PARCEL ADDRESS/ LEGAL DESCRIPTION	NUMBER OF ACRES (ORGANIC, TRANSITIONAL, CONVENTIONAL)			OWN	RENT	DISTANCE FROM PRIMARY FARM
		O	T	C			
	<i>Farm Address listed in Section 1: General Information</i>				<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	

SECTION 3: Seeds and Seed Treatments

NOP §205.204

The NOP requires the use of certified organic seeds unless not commercially available. You must document 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. If using non-organic seed when organic is not commercially available, you must obtain verification that your seed is untreated and non-GMO.

List all seeds used or planned for use in the current season. Include seeds planted previously on proposed organic fields. Check the appropriate boxes below. Attach additional sheets if more space is needed. Mixed vegetable growers may submit seed order sheets showing complete information instead of completing this table. *Have all labels and receipts available for the inspector.*

No seeds used All seeds are organic Some untreated and/or non-GMO seed used

SEED/VARIETY/BRAND	ORGANIC	NON-ORGANIC	UNTREATED	TREATED	TYPE/BRAND OF TREATMENT	
					INOCULANT	COATING
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

If using non-organic seed, describe your attempts to find organic seed:

Please note that attempts to source organic seed must be documented.

C. ORGANIC AND NON-ORGANIC GREENHOUSE OPERATIONS

Not Applicable (I do not have conventional greenhouse production)

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, and pest and disease inputs used or planned for use in your organic/non-organic greenhouse operation.

NOTE: INCLUDE LABELS OF PRODUCTS USED WITH ORGANIC OPERATION IF THEY ARE NOT PRE-APPROVED BY OEFFA AND/OR OMRI-LISTED.

ORGANIC OPERATION	PRODUCT	BRAND NAME OR SOURCE	STATUS: APPROVED (A) RESTRICTED (R), PROHIBITED (P)	IF PRODUCT IS RESTRICTED, DESCRIBE COMPLIANCE WITH NOP RULE ANNOTATION

NON-ORGANIC OPERATION	PRODUCT	BRAND NAME OR SOURCE	ACTIVE INGREDIENTS

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

- Do you use any of the following restricted fertility inputs?** None Used
- fertilizers with high salt content such as sodium nitrate, potassium sulfate, or potassium chloride (prevention of salt buildup)
 - sodium (Chilean) nitrate (20% of crop's total N requirement)
 - synthetic micronutrients (documented deficiency)
 - raw manure (90/120 days before harvest on crops for human consumption – please also complete table, below (C))

If yes, how do you comply with the restrictions (shown in parentheses)?

If lime and/or gypsum are used, do you have documentation of their source and any processing they have undergone?

- Yes No

Do you burn crop residues? Yes No

If yes, please describe what materials are burned and why:

Do you apply municipal leaf litter, clippings, or other municipal compost materials to fields? Yes No

If yes, have you verified that these materials do not contain prohibited substances (such as sewage sludge)? Yes No

B. COMPOST USE. NOP § 205.203(c)(2) defines requirements for the composting process. Not applicable

List all compost ingredients/additives.

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

What is your initial 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? _____

Do you produce or utilize any vermicomposts or compost teas? Yes No

Do you maintain a compost production record? Yes No

C. MANURE USE. NOP § 205.203(c)(1) restricts use of raw manure.

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 complete Section B above.

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

What is the source of the manure you use? (*check all that apply*) On-farm Off-farm

If you use on-farm manure, list manure ingredients/additives:

List all sources of off-farm manure.

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.*

Describe manure storage, disposition, and/or sale:

How do you prevent runoff of manure and contaminated waters to surface water and neighboring properties?

D. NATURAL RESOURCES. NOP § 205.200 and 205.203(a) *require that production practices must maintain or improve the natural resources of the operation, including soil and water quality. Practices must minimize erosion.*

What conservation practices are used?

- terraces contour farming strip cropping under sowing/interplanting firebreaks
 winter cover crops conservation tillage permanent waterways windbreaks tree lines
 retention ponds riparian management maintain wildlife habitat other (*specify*)

What soil erosion problems do you experience (why and in which fields)?

Describe your efforts to minimize soil erosion problems listed above.

What steps do you take to provide wildlife habitat and conserve biodiversity?

- invasive species monitoring/removal work with neighbors/others manage for native plants/wildlife
 establish legal conservation areas scheduling farm practices to benefit wildlife other (*specify*)

Describe how you monitor the effectiveness of your natural resources conservation program.

- soil testing visual observation species counts other (*specify*)

How often do you conduct conservation and biodiversity monitoring?

- weekly monthly annually as needed other (*specify*)

D1. 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: _____

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 Not applicable

D2. WATER QUALITY

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*)

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 §205.205, §205.206**

NOP Rule requires crop management practices that address soil organic matter and plant nutrients as well as weed, pest, and disease problems. See the National List § 205.601 for allowed synthetic substances when management practices are insufficient to prevent or control problems. 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 NUMBERS/NAMES WHERE PLAN IS FOLLOWED
<i>Example: Small Grain ▶ Soybeans ▶ Corn ▶ Hay (3 years)</i>	<i>Smith Farm, Fields 1-5</i>

How do you monitor the maintenance or improvement of soil organic matter content?

B. WEED MANAGEMENT PLAN:

Please list your problem weeds. No weed problems

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 when you cultivate or flame weed a specific field)? Yes No

List the type(s) of mulch you use: Not Applicable

If you use plastic or other synthetic mulches on annuals, is the mulch removed at the end of the growing or harvest season? Yes No

If no, why not?:

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)

In the table below, list all **weed control** products used or intended for use in the current season on organic and transitional fields. NOTE: 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 (I do not use weed control products)

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

C. PEST MANAGEMENT PLAN:

What are your problem pests?

- rodents gophers birds insects (list):
 other animals (list):
 No pest problems

Do you work with a pest control advisor? Yes No

If yes, please provide name and contact information:

What strategies do you use to control pest damage to crops?

- None crop rotation selection of plant species/varieties timing of planting companion planting
 development of habitat for natural enemies 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

In the table below, list all **pest control** products used or intended for use in the current season on organic and transitional fields. NOTE: 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 (I do not use pest control products)

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

D. DISEASE MANAGEMENT PLAN:

What are your problem crop diseases? No disease problems

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)

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)

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

If the above methods were not effective, list all **disease management** inputs used or intended for use on your organic and transitional fields/crops in the table below. NOTE: 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 (I do not use disease management products)

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

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

A. ADJOINING LAND USE:

The NOP 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. Crops within required buffer zones are not eligible for organic certification. Indicate buffer zones and adjoining land use on your field maps.

In the table below, list specific buffer areas you maintain: (Show all adjoining land uses on your field maps.)

Not applicable (I do not maintain any buffer areas) - Explain:

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

Do you provide written notification to the following?

- 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 have a plan to minimize the risk of pollen drift from GMO crops? Yes No

If yes, please describe.

Have your crops ever tested positive for GMOs? Yes No

If yes, please explain.

B. CONVENTIONAL PRODUCTION:

Not applicable (I do not have conventional production)

Do you grow any of the same crops organically and conventionally (parallel production)? Yes No

If yes, list:

Are conventional crops and organic crops grown on the same farm or site? Yes No

Complete the following table for all conventional crops you grow or plan to grow (use additional sheets if needed):

SPECIFIC CROPS/VARIETIES	FIELD NUMBERS/NAMES	GMO	TOTAL ACREAGE	PLANNED USE OF CROP (SALE, SEED, NON-ORGANIC LIVESTOCK FEED, ETC.)	ORGANIC CROP VARIETY (IF APPLICABLE)
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			

Fertilizers/soil amendments used on conventional crops:

PRODUCT NAME	WHO APPLIES? SELF (S) CUSTOM (C)	FIELD NUMBERS/NAMES	STORAGE	
			ON-FARM (LIST WHERE)	OFF-FARM

Herbicides/pesticides used on conventional crops:

PRODUCT NAME	WHO APPLIES? SELF (S) CUSTOM (C)	FIELD NUMBERS/NAMES	STORAGE	
			ON-FARM (LIST WHERE)	OFF-FARM

C. EQUIPMENT: Not applicable (I do not use equipment)

In the table below, list all equipment used for planting, tillage, cultivation, spraying, harvesting, etc.

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

If you use a sprayer: No Sprayer

What type?

Did you purchase it new or used?

If used, how was it cleaned prior to use with organics? Please list any cleaning agents used.

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

If yes, describe:

D. HARVEST: NOP §205.272(b)(1) and (2) require 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 handAre any organic crops custom harvested? Yes No

If yes, provide name and address of custom harvester:

Describe steps taken, including equipment cleaning, to protect organic crops from commingling/contamination during harvest:

What containers are used for harvesting?

 gravity wagons/boxes truck boxes cardboard/waxed boxes wooden tote plastic containers other (*specify*)Are containers new or used? new used

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

Are the containers used for organic crops only? Yes NoDescribe any potential contamination or commingling problems you may encounter harvesting organic crops: None

E. POST-HARVEST HANDLING:

Not applicable (I do not do any post-harvest handling)

NOP §205.201(a)(5) requires handling procedures that do not commingle organic with non-organic crops or prohibited materials. Some handling/processing will require completion of an OSP for Handlers. Contact the certification office for more information or to request this form.

Describe your post-harvest handling procedures and equipment:

Where is handling/processing conducted?: on-farm off-farm

Who does the handling/processing? (check all that apply): self (the applicant) custom operator commercial handler
 other (describe)

Processed products are (check all that apply): used on-farm used off-farm sold other (describe)

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 potential 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)

Please list any additional products used on processed products (i.e. wax coatings, sanitizers, etc):

F. CROP STORAGE: Operators must store organic crops in ways to prevent commingling and contamination. Records must be maintained to demonstrate compliance with the Rule.

Not Applicable (I do not have any crop storage)

Describe your storage locations in the table below:

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 inputs do you use on organic crops that are in storage? None synthetic fumigants rodenticides waxes
 sprouting inhibitors ripeners growth regulators preservatives coloring agents oils other (specify)

Please list all product names and manufacturers (attach labels if products are not pre-approved by OEFFA and/or OMRI-listed).

G. TRANSPORTATION:

Not applicable (I do not transport organic products)

Who is responsible for arranging transportation of organic products:

self buyer other (*specify*)

Describe how organic products are transported:

What potential contamination or commingling problems do you have with the transport of organic 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 §205.103

The NOP requires that records disclose all activities and transactions of the operation, be maintained for at least 5 years, and demonstrate compliance with the NOP regulations. All records must be accessible to the inspector and certifier.

Do you keep, or plan to keep, all records for at least 5 years? Yes No

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 (*specify*)

Please have all records available at the time of your inspection for your inspector to review.

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

Not applicable

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

SECTION 9: Marketing

Type of marketing used for organic product(s):

- 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 labels on your products? Yes No

If yes, do your labels include the phrase, "Certified Organic by [certification agency]" or a similar phrase? Yes No

Attach copies of all organic product labels. The use of the OEFFA and/or USDA logo(s) is voluntary and both are available from the office in electronic & print form.

SECTION 10: Affirmation

NOP §205.400; §205.403(a)(1-2); §205(g)(1-2)

I affirm that all statements made in this application are true and correct to the best of my knowledge. I agree to comply with the Act and applicable organic production and handling regulations of this part. I will submit my updated organic system plan (this application) annually with applicable fees. If any of the information pertaining to my organic operation changes, I will notify the certification office in writing of these changes. I understand that the operation may be subject to unannounced inspection and/or sampling for residues at any time, as deemed appropriate by OEFFA Certification, to determine continued compliance with the Act. I will maintain all records applicable to my organic operation for no less than 5 years beyond their creation and allow OEFFA Certification access to such records during normal business hours. I have reviewed the information pertaining to Violations of the Act at §205.662(g)(1)-(2). I understand that acceptance of this Organic System Plan for Producers in no way implies granting of certification by the certifying agent.

Signature of Operator _____ Date _____

I have attached the following *required* documents:

- Maps of all parcels/fields - showing adjoining land use, buffers, storage, and field identification
 Field History sheet(s) (pg. 17)
Please include all inputs not included on last year's field history sheet (including previous year cover crops).

I have attached the following *additional* documents (if applicable):

- OEFFA Livestock Organic System Plan
 OEFFA Organic System Plan for Handlers
 Organic Wild Crop & Mushroom Addendum (pg. 18)
 Documentation for fields owned or rented for less than three years (Prior Land Use Affidavits)
 Verification that non-organic seed is untreated and non-GMO
 Input product labels for products that are not pre-approved by OEFFA and/or OMRI-listed
 Water tests
 Soil and/or plant tissue tests
 Residue analyses
 Labels for my organic products
 Other (*specify*)

Submit completed form, fees, and supporting documents to:

**OEFFA Certification
41 Crowell Rd Columbus, OH 43214-3062**

Please Note: An incomplete application will significantly delay the certification process. Please double check that you have filled in all the information on this form.

OEFFA ORGANIC CERTIFICATION FIELD HISTORY SHEET

YOUR OSP WILL BE CONSIDERED INCOMPLETE IF YOU DO NOT FILL OUT THIS FORM

INSTRUCTIONS:

Please summarize your management for the last three years in this format so that our records are clear and consistent. Your complete field activity logs will be reviewed at inspection.

You must include ALL fields you farm. The acreage and field identification information listed on this sheet must match the corresponding information listed on your farm map(s) and in the “Crops Requested for Certification” table in Section 2 of your Organic System Plan. Include all crops, cover crops, pasture, and woods. All inputs should be listed (i.e. seeds, seedlings, fertilizers, mulches, insecticides, herbicides, compost, manure). Include your plans for this year in the 2012 column, even if you have not yet used the inputs. Please include the last date a prohibited substance was used, if applicable. You may make copies of this sheet or request additional field history forms from the office if more space is needed.

In the “Field Status” column, please list “O” for Organic, “T” for Transitional, or “C” for Conventional.



Field # or Name	Field Status	# of Acres	2009		2010		2011		2012	
			Crop	Inputs & Date Used	Crop	Inputs & Date Used	Crop	Inputs & Date Used	Crop	Inputs & Date Used



OEFFA Organic Wild Crop & Mushroom Addendum

Please fill out and submit this questionnaire **only if you are requesting organic wild crop and/or mushroom certification**. You may attach additional sheets if necessary. Please be sure to include your wild crop/mushroom production areas on your field history sheets and farm map. You must sign this form.

SECTION 1: General Information NOP §205.401

Name	Date
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SECTION 2A: Wild Crop Information NOP §205.207

If you do any wild-crop harvesting, you must demonstrate compliance with NOP §205.207. Please complete the table below for wild crops.

CROPS HARVESTED	COLLECTION AREA IDENTIFICATION (FIELD NUMBERS, NAME)	ACRES PER COLLECTION AREA	PROJECTED YIELDS	APPROXIMATE DATES OF HARVEST

Do you own the land used for wild-crop harvesting? Yes No
If no, you must submit a Prior Land Use Affidavit. This form must be signed by the previous owner/manager. Contact the certification office to request Prior Land Use Affidavits.

What percentage of the available wild crop do you harvest annually?
How are wild-crops harvested? By hand Mechanically
Do you transplant any roots or other planting stock into the collection area? Yes No
If yes, how do you separate cultivated crops from wild-crops?
 Fencing
 Posting signs
 Use of natural boundaries such as a stream or tree line
 Other (*specify*):

Do you process the harvested crop other than washing and bagging? Yes No
 If yes, describe what processing procedures you perform:

What methods do you use to ensure harvesting will sustain the wild crop and not be destructive to the environment?
 Limiting collection to an amount or area
 Observation of entire area
 Limiting time of collection
 Other (*describe*):

SECTION 2B: Mushroom Production Information NOP §205.207

Please list the source of spawn for mushroom production: _____

Please list the substrate and fertility inputs you use.

Is substrate organic? Yes No

If you use logs in mushroom production, please attach a label for the plug material you use.