BASIN AND RANGE ORGANICS
1365 Corporate Blvd. Ste. 200
Reno, NV 89502
(775) 857-8500 ext.177
Organic Certification Program

CERTIFICATION AGREEMENT

a) Applicant(s)		
b) Farm, ranch, or business name		
c) Mailing address		
d) Physical address		
e) City	f) State	g) Zip code
h) Primary phone no.	i) Alt. phone no.	j) Fax no. (optional)
k) Email address		
l) County(ies) where farm/ranch is located		

m) Organizational Structure/Legal Status:

☐ Sole Proprietorship ☐ Legal Partnership
☐ S corporation ☐ Limited Liability Corporation
☐ Trust ☐ Non-Profit Organization
Government/Public Agency Other (specify):

n) If a corporation, list the State of incorporation and name, if different than listed above:

o) Name of the person(s) authorized to act on the applicant's behalf

p) Address	q) Telephone number

r) List the name(s) of any certifier(s) to which an application has been previously made, and date(s) of application: ^ none

s) Outcome of the application submission(s)

t) 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. ☐ Attached ☐ Not applicable

u) This application must be accompanied by a completed OSP form that includes all organic production and handling activities for which you are seeking certification. ☐ attached

☐ *The signature below is from an authorized representative of the operation applying for certification.*

Signature of Applicant(s) _____ **Date** _____

SEND APPLICATION, OSP AND FEES TO: Basin and Range Organics, 1365 Corporate Blvd Swt. 200 Reno Nevada 89502 ph: 775-857-8500 X177

Note: All business information submitted or collected is confidential and exempt from public inspection and copying.

Affirmations	**7 C.F.R. §§ 205.400, 205.401**

- ☐ I/We agree to comply with all applicable organic production and handling regulations as described in the final rule issued by the USDA Agricultural Marketing Service and codified in 7 C.F.R. Part 205.
- ☐ I/We agree to establish, implement, and update annually an OSP. I/We affirm that the attached OSP includes and accurately describes all aspects of my/our current organic operation.
- ☐ I/We will immediately notify our certifier of any change in my/our certified operation or portion of it that may affect its compliance with the Organic Foods Production Act of 1990 or the USDA organic regulations. I/We will submit an OSP 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, OSP, and all applicable attachments and addenda.
- ☐ I/We understand that a certifier's acceptance of this form in no way implies granting of certification.
- ☐ I/We have reviewed the USDA organic regulations. I have asked the certifier for clarification of any points that were unclear to me so 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 USDA Agricultural Marketing Service and codified in the USDA organic regulations at 7 C.F.R. Part 205.
- ☐ I/We will permit onsite inspections with complete access to the production or handling operation, including noncertified production and handling areas, structures and offices, by the certifier. 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 the USDA organic regulations.
- ☐ I/We agree to maintain all records applicable to the organic operation for not less than five (5) years beyond their creation and to allow authorized representatives of the Secretary of the USDA, the applicable State organic program's governing State official, and the certifier access to such records during normal business hours for review and copying to determine compliance.
- ☐ I/We agree to immediately notify my/our certifier 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 agree to submit applicable fees charged according to the fee schedule by the certifier.
- ☐ 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 certifier.

Land Requirements — 7 C.F.R. §§ 205.103, 205.202

This form describes a farm or production location for organic crop and/or livestock production and allows 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.

2.1 LAND DESCRIPTION

Farm Name or Number		Area (acres) to be certified organic
Parcel Location		Field Numbers (for *all* fields)
City/Town	State	County
Legal Description: Section/Township/Range or Assessor's Parcel Number		

2.2 LAND MANAGEMENT — 7 C.F.R. § 205.202(a) and (b)

a) When did you being managing this land? (mm/dd/yy) _____
b) What was the date of last use of prohibited materials? _____
☐ Not applicable; no prohibited materials applied.
c) What is your estimated harvest date of a certified organic crop from this land?_____
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.

_____

2.3 LAND USE HISTORY DOCUMENTATION — 7 C.F.R. § 205.202

a) Check the type(s) of documentation attached that shows eligibility of this land for organic certification:

☐ current organic certificate in my operation's name; continuing certification
☐ prior land manager affidavit ☐ field history form
☐ copy of the organic certificate from a previous manager ***and*** 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
☐ other documentation that shows all materials used on this land and the date(s) they were used in the last three years (describe):

2.4 MAPS — 7 C.F.R. § 205.202(c)

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:

- ☐ field name(s)/number(s)
- ☐ north arrow
- ☐ adjoining land use(s)
- ☐ landmarks such as buildings, farm or public roads, railroad tracks
- ☐ area (acres)
- ☐ slope(s)
- ☐ buffers (if applicable)
- ☐ windbreaks, hedgerows or woodlands

Required for ruminant livestock producers:

- ☐ location, size and identification of pastures
- ☐ feeding area(s) (to feed without crowding)
- ☐ location and types of permanent fences
- ☐ location and source of water and shade

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

☐ Attached ☐ Not applicable; one farm location only

2.5 BOUNDARIES, ADJACENT LAND USE AND BUFFER AREAS — 7 C.F.R. § 205.202(c)

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.)

_____

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.

_____

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.

_____

Natural Resource Management **7 C.F.R. §§ 205.2, 205.200, 205.203, 205.239, 205.240**

Key regulations 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.

§ 205.239(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 usage); 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; inclusion of flowering plants, habitat or shelter for pollinators, insects, other arthropods, spiders, bats, raptors and other predators; control of specific non-native invasive species; establishment of grassed waterways or hedgerows to check erosion and foster habitat; watershed protection; habitat restoration; or efforts to promote wildlife migration corridors or conservation.

Update changes: Signature _____ Date _____

Certification Fees

BAR_O will provide an estimate of certification costs once the business location, gross income amount, certification scope, and size of operation is submitted to BAR_O.

The organic certification fee consists of three (3) parts:

1) The Application/ Renewal Fee
2) The Annual Gross Income Fee
3) The Inspection Fee

(If you are a new applicant and fall under the Annual Gross Income fee of $50,000.00, please view our 2018 Start-up Package for Small Farms on pg. 3of this document.)

☐ I will be applying through the 2018 start-up Package rates.

1.) Application Fee: For first time applications for certification through BAR_O.

- New Producer/Handler …….$250.00

The application fee is due when you submit your OSP and is a non-refundable fee.

Renewal Fee: For BAR_O clients renewing their certifications.

- Certified Producer/Handler applying for renewal…….$100.00

Applicants submitting annual applications for renewal, must submit renewal fee applications by March 31st of the calendar year to which the certification applies. Renewal fees received after March 31st will be considered late and subject to a $250.00 late fee.

Application or Renewal Fee for your operation: $ _____

2.) Estimated Annual Income Fee

BARO certified operations pay an annual fee based on the gross sales of crop and livestock production operations or on the net sales (gross receipts less organic ingredient inputs) of organic handling and processing operations. These fees are used to offset the operating expenses of our non-profit organization and to support our mission of advancing organics through education and advocacy.

Income Fee Notes:

- Businesses with $5,000.00 or less annual gross sales are exempt from the requirement to certify according to NOP Part 205 7CFR. However, you may still certify your operation with BAR-O if you wish. Please consider our "small-farm" package information on the second following page.
- The gross income fee is due upon submission of a new application and subject to verification during inspection. Income fees are refundable if you decide to withdraw yourapplication prior to completion of the application process.
- Handlers/processors are assessed an income fee based on their **NET** sales (gross receipts less organic ingredient inputs). Please contact a BARO staff member for help calculating this fee if neede

Please Use the Chart Below to Calculate Your Fee

Income from the Sale of Organic Products and Handling Services	Fee Amount
$0.00 - $5,000.00	$0.00
$5,000.00- $10,000.00	$300.00
$10,001.00-$20,000.00	$350.00
$20,001.00- $50,000.00	$500.00
$50,001.00- $100,000.00	$700.00
$100,001.00-$200,000.00	$850.00
$200,001.00-$300,000.00	$1,250.00
$301,000.00-$400,000.00	$1,500.00
$400,001.00-$500,000.00	$1,750.00
$500,001.00-$600,000.00	$2,100.00
$600,001.00-$700,000.00	$2,450.00
$700,001.00-$1,000,000.00	$3,500.00
$1,000,001.00-$1,500,000.00	$4,050.00
$1,500,001.00-$2,000,000.00	$4,975.00
$2,000,001.00-$2,500,000.00	$5,250.00
$2,500,001.00-$3,000,000.00	$5,975.00
$3,000,001.00-$3,500,000.00	$6,965.00
$3,500,001.00-$4,000,000.00	$7,960.00
$4,000,001.00- $5,500,000.00	$10,450.00
$5,500,001.00-$10,000,000.00	$17,650.00
$10,000,001.00-$25,000,000.00	$22,500.00
$25,000,001.00-$50,000,000.00	$25,000.00
$50,000,001.00-$75,000,000.00	$30,000.00
$75,000,001.00-$100,000,000.00	$33,000.00
$100,000,001.00-$125,000,000.00	$36,250.00
$125,000,001.00-$150,000,000.00	$37,500.00
$150,000,000.00 >	$39,950.00

Income Fee for Your Operation: $_____

3.) Inspections

- All inspection preparation and travel costs are non-refundable once the inspector departs for the on-site inspection. If the inspector is notified of withdrawal of application en route to on-site inspection, the applicant will be billed for the inspection preparation, and the time and mileage from inspector location back to the BAR_O office.
- The inspection fee includes inspection preparation, inspection report writing, mileage charges, and time calculated from the inspector's origin/BAR_O office until the inspection is completed and the inspector returns to the inspector's origin/BAR_O office.

- The inspection fee will be billed to you after the inspection occurs.

- Please refer to the USDA National Organic Program Handbook for information related to preparing for the inspection.

Inspection Hourly rates:

- **$55/hr:** Inspection preparation, on-site inspection time, and inspection report writing.
- **$35/hr:** Travel time: BAR_O office/inspector origin - inspection site – back to BAR_O office/ inspector origin.
- **54.5 cents/ mile:** Standard 2018 Mileage rate from BAR_O office/inspector origin - inspection site – back to BAR_O office/ inspector origin.

Total Fees:

1. Application or Renewal Fee: $ _____
2. Income Fee: $ _____

Total Fee Paid With this Application: $ _____

Farm or Operation Name: _____

Applicant/Representative Completing This Form _____

Basin & Range Organics (BAR_O)

Attention Small Farms ⇨ Join Us, Go Organic!

Get Started in Organic Farming!

Ask us about all the other benefits of being in the National Organic Program (NOP)

Sign Up for the **BAR_O Small Farm Package** to get you started

⇒ very low cost to start and run until you get established.

⇒ Provides what you need to get certified.

⇒ Provides the what you need each year for maintaining compliance to the National Organic Program.

FACTS:

⇒ Certified Organic produce earns as much as 30% or more margin over conventionally produced food.

⇒ The demand for organic products is increasing annually – don't get left behind.

⇒ The Small Farm Program from **BAR_O** gets you on your way at tremendous cost savings.

⇒ Through the cost-share program , 75% of your cost to be in the NOP Program, up to **$750,** is available for rebate.

Small Farm Start-Up Package

Package Includes:	
Application	$ 250
Annual Gross Income Fee	$ 350
(up to $50,000 gross income per year)	
On-Site Inspection	$ 275
Travel Cost to your farm	$ 140
Mileage charge ($0.54.5/mile)	$ 162
Total Value	$1,177

BAR_O Small Farm Start-Up Package – full price $ 750 !!!

With the organic certification cost share program, your cost to get started can be as as low as $187.50, now that's a deal.

Get Started Today – speak with BAR_O's certification staff and let's get started towards organic certification.

Web: www.Basinandrangeorganics.org Phone: 775.857.8500 ext. 177

Organic System Plan Template for Crop Production

Farm / Ranch / Business Name	Date

LR = **Land Requirements: Location, Description and Map, Documentation of Land Management History** 7 CFR §205.2 Terms defined: Buffer zone, 205.103, 205.105, 205.202

Complete a copy of this OSP page for each field, farm parcel, site or location where you produce organic crops and/or livestock. Use additional copies of this page for sites that are non-adjacent or have distinct land-use history.

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

2. Complete the table below to describe the production location:

Farm Name or Field Identification	Area (specify units) to be certified organic	
Parcel Location (Address and/or Legal Description: Section / Township / Range or Assessor's Parcel #)		
City / Town	State	County

3. Attach a map to identify the distinct location, size, boundaries and buffers of this parcel. Include relevant information (e.g. landmarks, adjacent land uses, slope, prevailing wind, roads, biodiversity features & problem areas, etc.) on the map, or describe these below.
☐ Map attached

4. Describe the distinct, defined **boundaries** of this land; and the size and features of **buffer zones** to prevent contact of certified organic land or product by prohibited substances used on adjacent lands. Address distance, management features and physical barriers (e.g., windbreaks or runoff diversion) where organic land and crops are in proximity, downwind, downslope, or exposed to other risk factors.

5a. Describe **production practices and/or management history of this land for 3 years** before the anticipated harvest of an organic crop. Include all seed and planting stock, soil fertility and pest management practices and materials.

5b. Please list the **last application date**(s), location(s) and type of prohibited material(s) used (e.g., synthetic fertilizer, pesticides, fungicides, herbicides, treated seed, sewage sludge or biosolids).

5c. Attach **documentation of land management history**: materials used and their application dates. Documentation attached (check all that apply):
☐ Current organic certificate ☐ Governmental (State or County) Pesticide Use Report
☐ Landowner/manager affidavit ☐ Land history records brand name, formulation, manufacturer, and application date of all materials used for three years prior to harvest of an organic crop.

6. Does your **recordkeeping system** demonstrate compliant practices related to separation of any crops grown in buffer zones from organic sales? Briefly describe your practices.
☐ Yes ☐ No ☐ Not applicable; no crops grown in buffer zones.

Please have all recordkeeping available for inspection.

Farm / Ranch / Business Name	Date

DO = **Description of Operation, Soil and Crop Nutrient Management, Crop Rotation**
7 CFR §205.2-205.406, 205.203 Soil fertility and crop nutrient management; 205.205 Crop rotation 205.2 Terms defined: Crop Rotation

This OSP form covers crop production in all-organic operations only. (If you seek certification or organic livestock or handling activities, please attach your certifier's OSP forms.)

1. Check/circle or list **organic production to be certified; production and marketing methods**:
a) Crops or crop types:
☐ food (vegetables, berries, tree or vine fruits, nuts, grains, legumes, herbs, mushrooms, etc.)
☐ feed (pasture, hay, silage, forage beets, etc.) ☐ fiber (cotton, flax, etc.)
☐ seed or planting stock (seed, annual seedlings, planting stock—annual or perennial)
☐ other (describe):
b) Production sites and methods: ☐ field grown ☐ hoophouse (soil or planting medium)
☐ greenhouse ☐ harvest of wild crops ☐ other (describe):
c) Marketing and sales methods: ☐ direct (CSA, Farmer's Market, produce stand, U-pick
☐ wholesale ☐ contract ☐ export ☐ other (describe):

2. List any **other management plans and certifications** you have attained or are pursuing (e.g., food safety, fair trade, conservation programs, organic livestock or handling).

3. Describe specifically **how your soil improvement, crop nutrient management and crop rotation practices meet organic goals**: to maintain or improve soil organic matter; manage weeds and pests; conserve soil and control erosion; manage nutrients; and introduce biological diversity. Address:
a) annual cropping systems (sequences of plant families, cover crops, etc.);
b) perennial cropping systems (ground cover, alley cropping, intercropping, hedgerows); and
c) management of farm and field borders.

4. How do you verify the effectiveness of your soil/crop nutrient management and crop rotation plans? Describe your **monitoring methods** (e.g., soil or crop observation; analysis of soil characteristics: nutrient and organic matter content**;** plant tissue or microbiological tests; crop yield or crop quality comparison); their **frequency or timing** (e.g., before fertilizer application; weekly; yearly; as needed).

5. How does your **recordkeeping system** demonstrate implementation and monitoring of compliant soil and crop nutrient management, and crop rotation practices?
☐ Results of testing described in response to Question 4
☐ If micronutrients are applied, test results or documentation of characteristic deficiency symptoms
☐ Planting records and/or Field maps including crop and location for each growing season
☐ Input purchase receipts, invoices, delivery tags, or custom application of fertility / soil amendments
☐ Input application records: material (brand name/formulation, manufacturer), rate, date & location
☐ Other (describe):

Please have all recordkeeping available for inspection.

6. Please include all **input substances** for soil improvement and crop nutrients on your Materials List.
☐ All materials used or planned for use are listed on my Materials List. ☐ No materials are used.

7. If you use **compost or manure**, complete the corresponding OSP page.
☐ Completed and attached ☐ N/A No manure or compost used.

Farm / Ranch / Business Name	Date

CM = **Compost and Manure** 7 CFR §205.203, NOP 5006: Guidance - Processed Manure

If you do not use compost or manure, please indicate that on the prior page and may omit this page.

1. Describe your **compost and/or manure use and management**, including how your practices:
   a) Optimize cycling of nutrients to protect soil and water quality (storage areas; methods, frequency and timing of application and incorporation); and
   b) Prevent contamination of crops, soil, or water by plant nutrients, heavy metals, or pathogenic organisms, and
   c) Verify and document the absence of prohibited materials such as sanitizers, deodorizing materials, hydrated lime in manure; and pesticides, trash or other contaminants in compost.

Please include all materials used or planned for use on your Materials List, including compost (whether on-farm or brand name); on- or off-farm sources of raw manure (livestock type and production system); and processed manure products (brand name, formulation and manufacturer).

2. Indicate how your **recordkeeping system** demonstrates compliant practices related to production, management and use of manure and compost*. (Your compost supplier should also provide you with a copy of the time, temperature and turning schedule, and Certificate of Analysis (COA) for microbial activity. If not provided, ask for these documents.)*

2a. Compost containing manure or animal products is:
- ☐ not used
- ☐ purchased, with documentation of compliance with regulations regarding production, and relevant quality analysis (e.g., Certificate of Analysis: microbiology relevant to food safety)
- ☐ produced on farm, with records of production including: methods (in-vessel/static pile with aeration vs. windrow); ingredients or feedstock; temperature and turnings; curing or finishing Describe below or attach a sample record ☐ Sample record attached. ☐ Description below:

2b. Raw manure is:
- ☐ not used
- ☐ applied to land producing a crop **not intended for human consumption** (pasture, hay, cover crops, etc.) Describe: .
- ☐ incorporated at least **120/90 days** before harvest of a crop intended for human consumption whose edible portion **does/does not** directly contact the soil surface or soil particles

2c. Processed manure is:
- ☐ not used
- ☐ purchased, with documentation or verifies allowed status
- ☐ documented to meet NOP requirements detailed in NOP 5006: Guidance - Processed Manure (heating at 150°F for one hour or 165°F with <12% moisture content).

Please have all recordkeeping available for inspection.

Farm / Ranch / Business Name	Date

NR = **Natural Resources of the Operation and Biodiversity Conservation Management**
7 CFR §205.2 Terms defined: Organic production; Natural resources of the operation, 205.200, 205.202-205.203, 205.205, 205.207, 205.238, 205.240, NOP 5020 Natural Resources and Biodiversity Conservation for Certified Organic Operations: ams.usda.gov/NOPHandbook

1. Describe the **natural resources of your operation** (including those that may extend beyond your property boundaries, yet which impact/are impacted by your farming operation).

1a. Soil (e.g., type or classification, slope, texture, structure, organic matter content, and/or other characteristics relevant to soil conservation and improvement):

1b. Water (e.g., groundwater, surface water, irrigation and wash water sources; comments or concerns regarding supply or water quality):

1c. Woodlands (e.g., forest, grassland, scrub or chaparral; species mixtures and proportion of area; production benefits such as windbreak, watershed, or habitat functions):

1d. Wetlands (watershed, riparian areas, water bodies or storage features that double as habitat):

1e. Wildlife / Biodiversity (common, threatened, endangered or invasive species; implications for predator-prey relationships, practical management strategies, challenges or benefits)

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2. Indicate the **practices you use to maintain or improve natural resources**; to foster cycling of resources, promote ecological balance, and conserve biodiversity, as they relate to each resource.

2a. Soil

☐ Build soil organic matter content to foster a diversity of beneficial soil organisms; increase water- and nutrient holding capacity and resilience under drought/changing climatic conditions
☐ Rotate crops; plant cover crops or green manures
☐ Apply compost
☐ Create physical and/or biological features to slow water/air movement to retain soil particles
☐ Maintain filter strips or grassed waterways, hedgerows or windbreaks to minimize erosion
☐ Maximize soil cover; reduce time & land area when soil is exposed to wind or water erosion
☐ Time tillage operations for appropriate soil moisture to prevent compaction; improve tilth
☐ Carry out farm operations under appropriate weather conditions to prevent water/wind erosion
☐ Use nutrient budgets that consider crop needs to calculate rates of organic fertilizers to be applied
☐ Manage nutrient applications (material, application method, rate and timing) to minimize losses
☐ Other strategies and practices to maintain or improve the soil resource described below:

2b. Water (Conservation and Quality)

☐ Plant crops and varieties appropriate to the climate and region (consider water demands)
☐ Manage cropland, field & farm borders, wetlands to increase water infiltration and reduce runoff
☐ Maintain or improve watershed and wildlife habitat (woodlands, wetlands and riparian areas)
☐ Time & calculate fertilizer applications to meet crop needs; prevent nutrient loss or contamination
☐ Utilize wetlands to manage wastewater and improve water quality
☐ Other strategies / practices to maintain or improve water resources, described below:

Farm / Ranch / Business Name	Date

Natural Resources of the Operation and Biodiversity Conservation Management, pg 2.

If irrigation water is used: ☐ Not applicable; no irrigation used
☐ Avoid overdrafting water sources; balance use with rates of replenishment; facilitate recharge
☐ Match irrigation quantity and timing to crop requirements
☐ Manage irrigation applications to prevent nutrient leaching beyond the crop root zone
☐ Maintain or improve irrigation efficiency
☐ Monitor water systems regularly and repair leaks promptly
☐ Use technologies and techniques to increase efficiency of energy use for pumping (explain)
☐ Other strategies and practices to maintain or improve irrigation water resources, described below:

2c and 2d. Woodlands and Wetlands (and other habitat types, as applicable)
☐ Establish or improve vegetative cover to cycle nutrients; filter or degrade pesticides and pathogens
☐ Conserve/restore/create/improve habitat for native species, including predators of crop pests
☐ Manage for biodiversity and habitat in non-crop areas, including field borders, windbreaks, fence lines, roadsides, equipment yards, outbuildings, post-harvest handling areas, and processing facilities
☐ Other strategies and practices to maintain or improve woodlands or wetlands described below:

2e. Wildlife, Ecological Balance and Biodiversity (including Control of Invasive Species)
☐ Plant a diversity of crops or genetic strains of the same crop
☐ Plant or manage for diversity in cover crops, green manures or pastures
☐ Plant or manage for diversity of species and types of non-crop plants on the farm
☐ Maintain or improve habitat for wildlife, beneficial organisms and natural enemies of pests
☐ Minimize use of pesticides, especially broad-spectrum materials that impact non-target species
☐ Select pest management materials that are less toxic; more pest-specific and/or biodegradable
☐ Use exclusion, repellant, and other non-lethal pest and predator management whenever practical
☐ Encourage natural wild predation-prey relationships to manage pests (prevent livestock as prey)
☐ Design fencing (materials and placement) to minimize entrapment and provide for wildlife corridors
☐ Prevent pest or invasive species introductions by using weed-, pest- and disease-free seed, planting stock, soil amendments and mulch materials
☐ Learn to identify non-native invasive plant and animal species
☐ Monitor for new invasive species
☐ Develop a management plan to remove, control, and reduce the spread of invasive species
☐ Recognize rare, threatened, endangered species and their habitat; develop protection plans
☐ Other strategies and practices to maintain or improve wildlife habitat, native plant communities, ecological balance, biodiversity and control of invasive species described below:

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3. Describe how your **monitoring methods** verify and **recordkeeping systems** demonstrate that your natural resource practices and biodiversity conservation management plans are effectively implemented. Include monitoring methods, their frequency, and tracking of practices.
Please have all recordkeeping available for inspection.

Farm / Ranch / Business Name	Date

Seedlings, Seed and Planting Stock 7 CFR §205.204; NOP 5029: Seeds, Annual Seedlings and Planting Stock: **ams.usda.gov/NOPHandbook**

1. Indicate the types of **seedlings, planting stock, seeds, seed treatments & inoculants** you use, noting how your **recordkeeping system** must demonstrate compliant practices related to organic seedlings; organic or untreated seed, planting stock, seed treatments or coatings; your search for commercially available organic equivalent varieties; and verification of non-GMO status of crops and inoculants. *Please have all recordkeeping available for inspection.*

Certified Organic seedlings, seed and planting stock:

☐ Certified organic annual seedlings, purchased
Recordkeeping must show organic status and certification.

☐ Certified organic annual seedlings, produced on farm
Production records must show crop, date, quantity, materials (e.g., planting medium and fertilizers).

☐ Certified organic seed, purchased
Purchase documents must show organic status.

☐ Certified organic annual or perennial planting stock, purchased (e.g., tubers, bulbs, corms, crowns, rhizomes, shoots, stem cuttings, root divisions, tissue culture plantlets, vines, trees)
Purchase documents must show seeds and/or planting stock to be certified organic.

☐ Certified organic seeds or planting stock, produced on farm.
Production records must show crop, date, quantity, and materials (as for any crop).

☐ Perennial stock, produced on farm, to be sold as organic planting stock
Recordkeeping must show organic management for at least 12 months before sale.

Non-organic seed or planting stock, seed treatments or coatings:

☐ Untreated seed, annual or perennial planting stock that is not organically grown and not treated with prohibited materials
Recordkeeping must show:
a) that seed or planting stock varieties/inoculants are not genetically modified; and
b) your search for organic and evidence of commercial non-availability (form, quantity, quality) of equivalent organic varieties from at least three sources that carry organic seed and planting stock.

☐ Seed treatments or coatings
Purchase documents must identify and verify treatments or coatings to be allowed for use in organic production. Include coatings on your Materials List.

☐ Inoculants *Recordkeeping must document non-GMO status.*

2. What additional steps and/or strategies are you using to **source the highest possible proportion** of your seed and planting stock as certified organic (e.g., identify additional suppliers of organic seed, use organic seed search resources, conduct variety or quality trials, pursue advance ordering or contract production)?

Farm / Ranch / Business Name	Date

Pest, Disease and Weed Management 7 CFR §205.2 Terms defined: Control, Cultural Practices, Pesticide, Practice standard; 205.103, 205.206, 205.600-205.602

1. What are your **recurrent or potential pest, disease, and weed problems** (collectively "pests")? List problematic arthropod pests (e.g., insects, mites); vertebrates (e.g., rodents, birds, herbivores); diseases (e.g., bacteria, fungi, viruses); weeds; and other pests (e.g., nematodes, crustaceans). Note with an * whether any of these is considered to be an invasive species.

Arthropods:

Vertebrates:

Other pests:

Diseases:

Weeds:

2. What preventative practices and strategies make up your **weed management plan**?

☐ Monitoring ☐ Crop rotation ☐ Nutrient management ☐ Cover/smother/green manure crops
☐ Fallow ☐ Tillage ☐ No till / reduced tillage / minimizing soil disturbance
☐ Inter/overseeding ☐ Early seeding ☐ Delayed planting ☐ Fast-emerging varieties
☐ Pre-irrigation / planting into moisture ☐ Preventing weed seed set
☐ Mowing ☐ Livestock grazing ☐ Mechanical cultivation ☐ Hand weeding
☐ Flame or heat ☐ Biodegradable mulch ☐ Allowed herbicides ☐ Water management
☐ Cleaning equipment between fields ☐ Field / orchard sanitation ☐ Other (describe):

3. What preventative practices and strategies make up your **crop pest management plan**? ☐ Monitoring ☐ Learning pest life cycles ☐ Determining economic damage / action threshold
☐ Degree days ☐ IPM / ecological management ☐ Crop rotation ☐ Resistant species/varieties
☐ Timing of planting ☐ Crop diversification ☐ Trap crops ☐ Lures ☐ Traps ☐ Repellents
☐ Augmentation or introduction of predators or parasites of the pest species (biological control)
☐ Development of habitat for natural enemies of pests (e.g. insectary plants in field or borders)
☐ Weed host management ☐ Water management ☐ Shooting ☐ Other (describe):

4. What preventative practices and strategies make up your **crop disease management plan**?

☐ Crop rotation ☐ Resistant species/varieties ☐ Sanitizing tools and equipment
☐ Water / drainage / irrigation management ☐ Burning (indicate disease to be controlled)
☐ Material inputs (non-synthetic biological, botanical, or mineral); allowed only if other methods are insufficient; specify diseases and circumstances for use ☐ Other (describe):

5. Describe how your **monitoring methods** and **recordkeeping system** demonstrate compliant practices related to pest monitoring, prevention, and materials-based pest management. *Please have all recordkeeping available for inspection, including monitoring and action thresholds to justify material pest control (allowed only if other methods are insufficient), and required Pesticide Use Reports.*

6. Please list all **substances** you use or plan to use for pest management on your Materials List.

☐ All materials used or planned for use are listed on my Materials List.
☐ No pest management materials are used.

Farm / Ranch / Business Name	Date

ML = **Materials List (Input Substances)** 7 CFR §205.103, 205.201(a)(2), 205.203, 205.206, 205.600-205.606

1. List all materials you use or plan to use. Include: Soil amendments--fertilizers, minerals, micronutrients, compost, and manure; Seeds and planting stock, inoculants, coatings and seed treatments; Pest-, disease- or weed-management substances, spreaders, stickers and adjuvants; Crop production aids; Post-Harvest handling materials (cleaners, sanitizers); Other materials applied to soil, crops, water, or stored products.
If you need more space, please attach additional pages. ☐ Additional page(s) attached

Product Name and Formulation, or Generic Material Type (e.g. poultry manure)	Manufacturer or Raw Material Supplier	Intended Use or Purpose of Material (see list of examples above)	Restriction or Annotation / Preventative Practices Used	Third Party Verification *
Example: Biomin® Iron 1-0-0	*JH Biotech, Inc.*	*Fertilizer, micronutrient (iron)*	*Soil tests/symptoms document deficiency*	*OMRI listed 2015*

* Allowability of Materials may be established by review and approval by your certifier (C), an "EPA 'For Organic Production'" label (EPA); inclusion in the Organic Materials Review Institute (OMRI) or Washington State Department of Agriculture (WSDA) List of materials approved for use in organic production. Before you use any material, it must be included in your OSP and approved for your intended use by your certifier.

2. Check or describe how your **recordkeeping system** demonstrates compliant practices related to sourcing and use of materials. *Please have all recordkeeping available for inspection:*
☐ Materials Purchase Records that clearly identify product source including brand name, formulation and manufacturer, as applicable.
☐ Input application records that include material source or product brand name and manufacturer), date, crop, application method, rate, purpose, and location of use.
☐ Other recordkeeping related to material inputs (describe):

Farm / Ranch / Business Name	Date

AT = **Audit Trail, Traceability and Production Verification** 7 CFR §205.2 *Audit trail, Records,* 205.103, 205.201, 205.205, 205.300-205.311 NOP 2602, Recordkeeping of Certified Operations.

AUDIT TRAIL

1. Attach a sample sequence of documents that make up your **audit trail.** Describe how each part of your recordkeeping system links to the next component to create a continuous audit trail to track your organic product from its production site; input substances, seed and planting stock; farm management practices and crop rotation; harvest, post-harvest handling, storage and transport; to final sale or release of custody.

Traceability: Please be prepared to show all relevant recordkeeping to demonstrate the traceability of products currently produced (forward and backward).

Production Verification: Your inspector will choose one or more crops for a mass balance / production verification audit. Please have all quantifiable recordkeeping related to each crop produced, land area, timeframe of harvest and sales, and records of inventory in storage, if any.

Certified producers are required to keep all records for 5 years from their creation.

LR = **Labeling and Representation of Organic Product** 7 CFR §205.103, 205.201, 205.205, 205.300-205.311

1. List all name(s), label(s) or brand(s) under which you market your products. For each one, indicate whether owned by you, or if you are packing into a private label.

2. Attach a full-color sample of each retail or non-retail label you use.
☐ No labels used ☐ Label(s) attached

3. List or describe any other written, printed, audiovisual, or graphic market information you use that identifies product as certified organic or names the organic certifier, such as printed twist ties or rubber bands, signage used at farmers markets or farm stands, CSA newsletter, website, advertising, brochures, pamphlets or fliers, catalogues, or posters.

4. Describe your lot-numbering system for any non-retail packaging. ☐ Not Applicable; none used.
§ 205.307(b) 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.

Farm / Ranch / Business Name	Date

CP = **Contamination and Commingling Risk Assessment and Prevention Plan**
7 CFR §205.2 Terms defined: Buffer Zone**,** Commingling, 205.201(a)(5), 205.202(c); 202.2, 205.203(c), 205.203(d), 205.239(e) 205.271, 205.272

For each type of potential risk to organic crops, soil or water—contamination by prohibited materials or their residues; plant nutrients; heavy metals; pathogens; or commingling or contact between organic and non-organic product:
a) Identify and assess potential risks;
b) Describe your prevention plan to reduce risks (management practices and physical barriers); and
c) List monitoring practices and recordkeeping used to verify and document that your contamination and commingling plan is effectively implemented.

1. **Prohibited materials**
Examples of Areas of Potential Risk: Borders and buffers (addressed in the Land Requirements section); Water sources or storage; Shared water systems; Storage sites for organic inputs; Farm equipment used for fertilizer or pesticide application, seeding, or harvest (shared, custom, or not dedicated to organic); Packaging: containers re-used or treated with synthetic fungicide; Post-harvest handling equipment, facilities or materials (chlorine in final rinse <4PPM); Food contact surfaces; cleansers or sanitizers; Crop storage facilities, ventilation and cooling systems; Material storage areas; Facilities used for post-harvest handling, storage or packing (management practices/materials).

a. b. c.

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2. **Heavy metals**
Examples of Areas of Potential Risk: Input materials: compost, fertilizer, manure (e.g., manure from poultry whose feed rations include arsenic).

a. b. c.

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3. **Crop nutrients**
(Most risks should be addressed in the sections on Crop Nutrient Management, Crop Rotation and Natural Resources). Note any additional areas identified; managed; monitored and documented.

a. b. c.

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4. **Pathogens**
(Please note whether you have a Farm Food Safety Plan, self-assessment, third-party audit or certification. *Please have recordkeeping available for inspection.)* Examples of Areas of Potential Risk of Soil-, Water-, Air-, Human- or Animal-borne pathogens: Worker health and hygiene; Site and dust management; Water for irrigation, facility cleaning, product wash water, cooling and ice; Soil amendments and input materials; Pest management; Pre-harvest assessment; Animal intrusion; Food contact surfaces, containers, utensils; Harvest; Packing; Transportation (field and final product).

a. b. c.

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5. List **facilities** used for post-harvest handling, storage, packing or processing product you own. If not part of your certified operation, attach a current organic certificate or storage affidavit, as applicable.
☐ All facilities listed below ☐ None
