



2024 Crop Organic System Plan

You must fill out this Organic System Plan completely and sign where requested. Use additional sheets as necessary.

All applicants **must** complete **all** pages.

Attach all supporting documents (labels, purity statement, etc.).

WARNING: This form will be returned to you if it is not completed in its entirety. This will significantly delay the certification process. Renewal Deadline: January 1st.

FARM INFORMATION		§205.401; §205.201(a)
Operation/Business Name:	Owner/Operator:	Date:
Preferred method of communication: <input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> E-mail		
Operation type (produce, nursery, row crop, dairy, etc.):		
Organic Acres:	Transitional Acres:	Conventional Acres:
Acreage above must total the same as the acreage listed on your Field History Sheet(s) in Section 2		
CROPS REQUESTED FOR CERTIFICATION		
Please list the crops that you are requesting to appear on your 2024 certificate. Or attach your own list.		List attached
List any new or previously uncertified crops for which you are seeking certification.		<input type="checkbox"/> No New Crops
Have you managed all fields for 3 or more years? <i>If No, you must submit a Previous Land Use Affidavit (PLUA) signed by the previous owner/manager stating the use and all inputs applied for the previous three years on all newly acquired fields.</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No
List previous or current organic certification by other agencies and last year of certification:		<input type="checkbox"/> No Previous Certification
Have you ever been denied certification or had your certification suspended or revoked?		<input type="checkbox"/> NA <input type="checkbox"/> Yes <input type="checkbox"/> No
If there any non-compliances or conditions for continued certification from last year, please explain below:		<input type="checkbox"/> None
Do you have a copy of the current USDA – NOP Organic Standards as required?		<input type="checkbox"/> Yes <input type="checkbox"/> No



FIELD HISTORY & CURRENT YEAR PLAN **§205.201; §205.202**

List ALL fields in the table below along with their full history. List each greenhouse or high tunnel as a separate location. Attach additional sheets as needed.

For the current year, provide all inputs used and/or projected.

Field Status: **O** = Organic (Currently Certified); **T** = Transitional (include date of Last Prohibited Substance in history); **C** = Conventional

Field #/Name	Field Status	# Acres	2023 History		2024 Plan		2025 Expected	
			CROP(s)	INPUTS	CROP(s)	INPUTS	CROP(s)	INPUTS



SEED SEEDLING & PLANTING STOCK **§205.204**

A. Seed NA

The NOP allows that non-organic seed and planting stock (i.e. garlic, potatoes, sweet potato slips, strawberry plugs, trees) may be used to produce an organic crop **ONLY** when an equivalent organically produced variety is not commercially available. Cost, including shipping, is not a valid factor in commercial availability. 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 planting stock, you **must** obtain verification that the planting stock is untreated and non-GMO. Non-organic perennial planting stock **must** be managed organically for (1) year prior to organic harvest/sale. If using non-organic seed or planting stock, you must record your attempts to source organic seed **and** obtain verification that your seed is **untreated** and **non-GMO**.

Save all seed and inoculant labels, receipts, and untreated/non-GMO statements to show your inspector.

A. If any non-organic seeds are used, complete the seed audit form on pg 4. Information from these and organic seeds will be audited at inspection. NA

B. Purchased Seedlings (a transplant produced from a seed i.e. tomato, cabbage, lettuce) NA

Annual seedlings **must** be certified organic unless they meet the requirements under NOP §205.204(a)(3)

Seedling Type and Variety	Seedling Producer	Organic Certificate on File	Certified by
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

If you grow your own seedlings, include soil mix ingredients on Inputs Sheet (page 10)

C. Planting Stock (a part of a plant—not the seed— used for propagation i.e. garlic, sweet potato slips, hemp clones) NA

Type & Variety	Planting Stock Producer	Organic	Non-Organic (Untreated, Non-GMO)	Annual	Perennial
		<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"/>

Describe how you attempt to find organic seed or planting stock before using untreated, non-GMO varieties. Search **must** include at least 3 **relevant** suppliers and search **must** be documented. NA

If your seeds came with any treatments or coatings, please list those below NA



***This form needs to be completed for *any* non-certified organic seed planned to be used in your production this year. Verification of UT/Non-GMO status of seed *must* be maintained and available at inspection.**

NA

Non-Organic Seed Form: *if more space is needed, an additional seed audit form should be used*

Year Purchased	Crop	Variety	Source (Name and Contact Info)	Seed search List the three suppliers of organic seed you checked to find this variety in organic	Treated/ Inoculated?	Reasoning for choosing this particular variety
					No Yes with	
					No Yes with	
					No Yes with	
					No Yes with	
					No Yes with	
					No Yes with	
					No Yes with	
					No Yes with	
					No Yes with	
					No Yes with	
					No Yes with	
					No Yes with	



MASTER INPUTS LIST

FULL Product Name	Product Manufacturer	Product Use	IN OFFICE USE ONLY		
			First Review Initial Below:	Inspection Initial Below:	Final Review Initial Below:
ex. BioLogix SporeCon	ex. BioLogix Products Group, Inc.	ex. Crop fertilizer	<input type="checkbox"/> Approved <input type="checkbox"/> Restricted <input type="checkbox"/> Prohibited	<input type="checkbox"/> In Use <input type="checkbox"/> Plan to Use <input type="checkbox"/> Remove	<input type="checkbox"/> Approved <input type="checkbox"/> Restricted <input type="checkbox"/> Prohibited
			<input type="checkbox"/> Approved <input type="checkbox"/> Restricted <input type="checkbox"/> Prohibited	<input type="checkbox"/> In Use <input type="checkbox"/> Plan to Use <input type="checkbox"/> Remove	<input type="checkbox"/> Approved <input type="checkbox"/> Restricted <input type="checkbox"/> Prohibited
			<input type="checkbox"/> Approved <input type="checkbox"/> Restricted <input type="checkbox"/> Prohibited	<input type="checkbox"/> In Use <input type="checkbox"/> Plan to Use <input type="checkbox"/> Remove	<input type="checkbox"/> Approved <input type="checkbox"/> Restricted <input type="checkbox"/> Prohibited
			<input type="checkbox"/> Approved <input type="checkbox"/> Restricted <input type="checkbox"/> Prohibited	<input type="checkbox"/> In Use <input type="checkbox"/> Plan to Use <input type="checkbox"/> Remove	<input type="checkbox"/> Approved <input type="checkbox"/> Restricted <input type="checkbox"/> Prohibited
			<input type="checkbox"/> Approved <input type="checkbox"/> Restricted <input type="checkbox"/> Prohibited	<input type="checkbox"/> In Use <input type="checkbox"/> Plan to Use <input type="checkbox"/> Remove	<input type="checkbox"/> Approved <input type="checkbox"/> Restricted <input type="checkbox"/> Prohibited
			<input type="checkbox"/> Approved <input type="checkbox"/> Restricted <input type="checkbox"/> Prohibited	<input type="checkbox"/> In Use <input type="checkbox"/> Plan to Use <input type="checkbox"/> Remove	<input type="checkbox"/> Approved <input type="checkbox"/> Restricted <input type="checkbox"/> Prohibited
			<input type="checkbox"/> Approved <input type="checkbox"/> Restricted <input type="checkbox"/> Prohibited	<input type="checkbox"/> In Use <input type="checkbox"/> Plan to Use <input type="checkbox"/> Remove	<input type="checkbox"/> Approved <input type="checkbox"/> Restricted <input type="checkbox"/> Prohibited
			<input type="checkbox"/> Approved <input type="checkbox"/> Restricted <input type="checkbox"/> Prohibited	<input type="checkbox"/> In Use <input type="checkbox"/> Plan to Use <input type="checkbox"/> Remove	<input type="checkbox"/> Approved <input type="checkbox"/> Restricted <input type="checkbox"/> Prohibited



FARM MAP	<input type="checkbox"/> Map Attached
-----------------	--

Attach or draw in the space below a map/maps of your entire operation including all farms and fields under your management. Each field should be labeled with a #/name that matches your Field History and Farm Plan information on page 2. Also include acreage, buildings/facilities, conservation/biodiversity features, storage, livestock housing, buffers, and neighboring land use.

You may include either an aerial map (e.g. Google or FSA Map) or a hand drawn map with the required features clearly labeled on it. You must identify the following features on your map if present on your farm. Mark if not applicable.

Feature	Check if Applicable
Each Field #/Name and Acreage (Organic, Transitional, and Conventional)	<input type="checkbox"/>
Adjoining Land Use (Neighboring farm(s) and whether organic or conventional; Residential; Woods; Roads; etc.)	<input type="checkbox"/>
Buffers (Including width)	<input type="checkbox"/>
Storage Areas (Crops, Inputs, Equipment)	<input type="checkbox"/>
Other Permanent Buildings (Barns, Sheds, Etc.)	<input type="checkbox"/>
Direction (North, South, East, and West)	<input type="checkbox"/>
Livestock Operators Only:	Check if Applicable
Permanent Fences	<input type="checkbox"/>
Shade	<input type="checkbox"/>
Water Sources	<input type="checkbox"/>
Feed Storage	<input type="checkbox"/>



AFFIRMATION

§205.400; §205.403(a)(1-2); §205.662(g)(1-2)

I affirm that all statements made in this application and attached OSP(s) are true and correct. No prohibited products have been applied to any of my organically managed fields during the three-year period prior to projected harvest. I understand that the operation may be subject to unannounced inspection and/or sampling for residues at any time as deemed appropriate to ensure compliance with the NOP Rule. I understand that acceptance of this questionnaire in no way implies granting of certification by the certifying agent. I agree to follow the organic standards as required in 7 CFR 205 and 302 KAR 40:010.

I understand that I may withdraw this application in writing at any time. I understand that I may be held liable for the costs of any services provided by the certifying agent up to the time of withdrawal. I understand that my application fee is nonrefundable. I understand that voluntary withdrawal prior to the issuance of a notice of noncompliance or certification denial that I will not be issued a notice of noncompliance or certification denial.

NOTICE OF CONFIDENTIALITY: This information, including any attachments, is intended only for the use of the Kentucky Organic Certification Program, certifying agents, the Kentucky Organic Advisory Board, and required reporting information as required for the Agricultural Marketing Service (AMS) Administrator, National Organic Program. This application may contain information, individual or entity that is of a confidential nature, which is legally privileged and exempt from disclosure under applicable law. Certain information, which is considered public information, may be printed or transferred for marketing and promotional use unless otherwise specified by the signatory.

The Kentucky Department of Agriculture does not discriminate based on race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status in employment of the provisions of services. Reasonable accommodations are provided upon request.

This OSP is accurate and complete as of this date, and updated will be submitted to the KDA at least annually. Refer to the application for the full affirmation and signature page.

Producer Signature: _____ **Date:** _____

Printed Name: _____

OSP Prepared By (if other than producer): _____ **Date:** _____

(Print or Type Name)

MAILING INFORMATION

Deadline: Renewal Applicants – January 1st **New Applicants** – At least 4 months prior to the intended harvest date.

The following documents are attached (if applicable):

- Crop Organic System Plan
- Organic System Plan for Livestock & Poultry
Organic System Plan for Handlers
- Last communication with previous certifier
- Documentation for the previous management of fields owned or rented for less than three years (Prior Land Use Statements)
- Water tests
- Soil and/or plant tissue tests

- Input product labels for products that are not pre-approved by KDA and/or OMRI-listed
- Labels or other marketing materials for my organic products
- Other (specify) _____
- Other (specify) _____
- Other (specify) _____

Mail Application, OSP, Fees, and supporting documents to:
Kentucky Department of Agriculture Organic Program
111 Corporate Dr.
Frankfort, KY 40601
organic@ky.gov



NATURAL RESOURCES & CONSERVATION

§205.200; §205.203

The NOP requires that production practices must maintain or improve the natural resources of the operation, including soil and water quality. This includes minimizing erosion.

1. Please describe all conservation practices that are in use:

2. Describe how you conserve and provide habitat for wildlife (pollinators, birds, beneficial organisms, etc.):

3. If you have a current conservation plan or contract with the USDA NRCS or similar? Describe below: **NA**

4. Describe soil erosion problem(s), their location(s), **and** your efforts to minimize the problem: **No Erosion**

5. Indicate your water uses. **No On-Farm Water Use**
 Irrigation Foliar Washing Crops Greenhouse Cleaning equipment
 Other (*specify*): _____
6. Indicate your water sources. **No On-Farm Water Use**
 On-Site Well Spring Creek/River Pond/Lake Municipal/County
 Other (*specify*): _____
7. List known contaminants in water supplies in your area. **No Known Contaminants**

8. Describe your practices to protect water quality:

9. Describe how you protect riparian areas and sensitive habitats. **No Sensitive Areas**

10. Describe the type of irrigation system currently in use: **No Irrigation**

11. List inputs applied via irrigation. **No Inputs via Irrigation**

12. List inputs used to clean irrigation lines and nozzles. **No Cleaning Inputs**

13. If irrigation system is shared with another producer, how do you prevent contamination of your organic crops?
 No Shared Irrigation



GREENHOUSE PRODUCTION	§205.204	<input type="checkbox"/> No Greenhouse Production
<p>Annual seedlings for organic crops <u>must</u> be certified organic unless they meet the requirements under NOP §205.204(a)(3). Non-organic perennial planting stock <u>must</u> be managed organically for (1) year prior to organic harvest/sale.</p>		
A. Organic Greenhouse Production		
<p>1. Seedlings/Planting Stock are planted (<i>check all that apply</i>): <input type="checkbox"/> On-Farm <input type="checkbox"/> Off-Farm</p> <p>2. On-Farm production is in (<i>check all that apply</i>): <input type="checkbox"/> Greenhouse <input type="checkbox"/> Hoop House <input type="checkbox"/> Ground <input type="checkbox"/> Trays/Containers on ground <input type="checkbox"/> Trays/containers off ground <input type="checkbox"/> Other (<i>specify</i>): _____</p> <p>3. Describe location and date of installation for treated wood in your greenhouse. <input type="checkbox"/> No Treated Wood</p> <p>4. Describe how you manage seedling diseases and/or insect problems.</p> <p>5. Describe your watering system.</p> <p>6. Do you sell any seedlings or planting stock as organic? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
B. Non-Organic Greenhouse Production		§205.272 <input type="checkbox"/> NA
<p>1. List varieties produced as both organic and non-organic.</p> <p>2. Describe how you physically separate and identify organic and non-organic growing areas.</p> <p>3. Describe how you label organic and non-organic seedlings/plants.</p> <p>4. Describe how you prevent contamination and commingling of organic seedlings with prohibited substances. (<i>i.e. in storage, watering systems, ventilation</i>)</p> <p>5. Describe how you clean seedling containers and equipment.</p> <p>6. List all non-organic inputs for greenhouse operation on the master inputs list (soil mix, fertility inputs, foliar sprays, etc)</p>		



FERTILITY MANAGEMENT

§205.203

The NOP requires producers to build and/or maintain soil fertility and plant nutrients, protect natural resources, and prevent soil erosion.

A. General Questions

1. Describe how you monitor the effectiveness of your fertility management program(s).

2. How often do you monitor soil fertility and soil organic matter? Annually As Needed
 Other (*specify*): _____
Please attach copies of recent test results.
3. Describe how you comply with the restrictions for the following inputs:
Fertilizers with high salt content (e.g. Sodium (Chilean) Nitrate or potassium chloride): **None used**

Synthetic Micronutrients (deficiency must be documented): **None used**

Lime and/or Gypsum (must be documented as mined, unprocessed): **None used**
4. If you burn crop residues, describe what is burned and why. **No Crop Residues Burned**
5. If you apply sewage sludge or bio solids to fields, list dates and fields where applied. **None Applied**
6. Indicate the major components of your soil and crop fertility plan.
 On-farm Animal Manure Off-farm Manure Crop Rotation Soil Inoculants Soil Amendments
 Green Manure plow down/cover crops Incorporation of Crop Residues Foliar Fertilizers
 Subsoiling Side Dressing Summer Fallow Inter-Planting Compost (as defined in §205.203(c))
 Biodynamic Preparations Other (*specify*): _____



FERTILITY MANAGEMENT (continued)

§205.203

B. Compost Use

No Compost

You **must** have turning, temperature and time records to qualify as compost as defined in §205.203(c). Stockpiled manure does not qualify as compost, no matter how long it is piled. **List purchased compost on the Master Inputs List**

1. List all compost ingredients:

2. Indicate which of the following compost method(s) is used (check all that apply).
 In-vessel Static aerated pile Windrows Other (specify): _____
3. Does the compost meet the 205.203(c)(2) definition? Yes No
4. Do you keep records on your compost production? Yes No

C. Manure/Poultry Litter Use

No Manure

NOP §205.203(c)(1) states that raw animal manure must be composted unless it is applied to land used for a crop not intended for human consumption; incorporated into the soil not less than 120 days prior to the harvest of a product whose edible portion has direct contact with the soil surface or soil particles; or incorporated into the soil not less than 90 days prior to the harvest of a product whose edible portion does not have direct contact with the soil surface or soil particles.

5. Indicate what form(s) of manure you use (check all that apply).
 Piled Fully Composted Liquid Pelleted Deposited During Grazing Semi-Solid
 Other (specify): _____
6. What is the source for the manure you use? On-Farm Off-Farm Both
7. List all sources for off-farm manure:

*****If manure is from off-farm, a purity statement from the source must be on file indicating it is free of prohibited substances*****

8. If draft animals are used in production, is manure removed from the field(s) they work in? NA Yes No
9. Indicate what type of crop(s) you grow (check all that apply).
 Crops **not used for human consumption** (i.e. feed crops, hay)
 Crops for human consumption, whose **edible portion has contact with the soil** (i.e. root crops, lettuces, tobacco)
 Crops for human consumption, whose **edible portion does not have contact with the soil** (i.e. tomato, blueberries, hemp)

If you grow crops for human consumption and use raw manure, complete the following table. Have manure application and harvest dates available for your inspector.

Field(s)	Crop(s)	Date Manure Applied	Expected Date of Harvest



CROP MANAGEMENT

§205.205; §205.206

The NOP rule requires a crop rotation plan that maximizes soil organic matter content, prevents weed, pest, and disease problems, and manages deficient or excess plant nutrients.

Your crop rotation may include sod, cover crops, green manure crops and catch crops.

A. Crop Rotation Plan Not Applicable (Pasture/Perennial Crop Only)

Describe your multi-year crop rotation plan. Use one line for each field/in-ground production area (i.e. high tunnel). Attach additional sheets as needed.

FIELD #/NAME	CROP ROTATION PLAN
Example: Field 1	Example: Corn/Cover Crop > Soybeans/Cover Crop > Hay 3 years
Example: High Tunnel	Example: Tomatoes > Cucumbers > Brassicas > Fallow

For perennial crops, how do you introduce biological diversity into your operation?
 Alley cropping Intercropping Hedgerows Other (specify): _____



CROP MANAGEMENT (continued)

§205.205; §205.206

B. Weed, Pest & Disease Management

1. Indicate problem weeds.	<input type="checkbox"/> No Problem Weeds
2. Does weed pressure threaten the production of the crops requested for certification?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. List the types of mulch you use. _____	<input type="checkbox"/> No Mulch
4. If you use plastic mulch or other synthetic mulches, is it removed at the end of the season?	<input type="checkbox"/> NA <input type="checkbox"/> Yes <input type="checkbox"/> No
5. If you use newspaper or other recycled paper for mulch, do you use paper with glossy or colored ink?	<input type="checkbox"/> NA <input type="checkbox"/> Yes <input type="checkbox"/> No
6. Describe weed control methods in use:	
7. Describe your problem pests (insect, rodent, large mammals, etc.).	<input type="checkbox"/> No Problem Pests
8. Describe what strategies you use to control pests:	
9. What are your problem crop diseases?	<input type="checkbox"/> No Problem Diseases
10. Describe what disease prevention strategies you use:	
11. Describe how you monitor the effectiveness of your weed, pest and disease management programs:	
12. How often do you monitor for weeds/pests/disease? <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input type="checkbox"/> As needed	



MAINTAINANCE OF ORGANIC INTEGRITY **§205.201(a)(5); §205.202(c); §205.272**

Conventional Production **§205.272** **No Conventional Production**

1. Do you grow the same crop both certified organic and conventional (parallel production)? Yes No

2. Are the conventional crops grown on the same site as the organic? Yes No

*If yes, you **MUST** include conventional fields/crops in the Field History/Plan section **AND** on the Farm Map.*

List conventional crops in the tables below.

Conventional Crop/ Variety	GMO	Conventional Field #/Name	Parallel Organic Crop/Variety	Organic Field #/Name	End Use (Sale, Non-Organic Livestock Feed, Etc.)
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				

3. List prohibited inputs used on conventional crops in the table below. (Fertility, Weed/Pest/Disease, etc.)

Product Name	Who Applies? Self (S) OR Custom (C)	Field #/Name Where Applied	Where is Input Storage? (On-Farm, Off-Farm; Where on Farm?)

Indicate which records you keep for conventional production: None of these

Maps Field Activity Input Records Labor Records Harvest Records Storage Records

Sales Records Shipping Records Other (specify): _____



MAINTAINANCE OF ORGANIC INTEGRITY (continued) §205.201(a)(5); §205.202(c); §205.272

Adjoining Land Use & Buffers §205.201(a)(5); §205.202(c); §205.272

The NOP Rule requires that organic production areas have distinct boundaries and buffer zones to prevent the unintended application of a prohibited substance or contact with a prohibited substance that is applied to adjoining land not under organic management. Adjoining land includes cropland, pastures, residential property, fallow land, etc. The NOP Rule requires that the buffer must be sufficient in size or features (windbreaks, diversion ditches) to prevent the unintended contact of prohibited substances applied to adjacent land areas. Crops within the required buffer must be left unharvested or harvested, stored, and disposed of as a non-certified crop, with records kept of crop disposition.

List specific buffer areas you maintain: (Show all adjoining land uses/buffers on your **FIELD MAP(S)**.)

Attach additional sheets as necessary

Location/Field Number(s)	Type of Buffer (crop, tree line, grass strip, etc.)	Width of Buffer	Adjoining Land Use (conventional crop, pasture, lawn, etc.)	If crops harvested from buffer, list end use (sale, non-organic feed, etc.)

1. If crops are harvested from buffer areas, describe how do you maintain organic integrity of equipment, stored crops, sold crops, etc. No Buffer Harvest

2. Indicate if you provide written notification to the following: None

- Adjoining Landowners
 Highway Departments
 Electric Companies
 Aerial Spray Companies
 Farm Service Agency
 Other (specify): _____

3. Are there any public roads or utility structures bordering or on your organic land? Yes No

If yes, describe.

4. Are there signs posted adjacent to your organic fields indicating their status? NA Yes No

5. Do any fields or portions of fields flood frequently (more than once every ten years)? Yes No

If yes, list field #/name(s) and describe flooding source.

6. Describe how do you monitor for crop contamination:

7. How often do you monitor for crop contamination?

8. Have your crops ever tested positive for GMO's or prohibited substances? NA Yes No



KENTUCKY DEPARTMENT OF AGRICULTURE

Dr. Ryan F. Quarles, Commissioner



MAINTAINANCE OF ORGANIC INTEGRITY (continued) §205.201(a)(5); §205.202(c); §205.272

Equipment §205.272 No Equipment

To prevent commingling and contamination, all equipment used in organic crop production must be free of non-organic crops and prohibited materials. Equipment used for both organic and non-organic farming must be cleaned and flushed prior to use on organic fields or crops. Records of equipment cleaning activities will be inspected.

1. Is your equipment maintained so that fuel, oil, or hydraulic fluid does not leak? Yes No
2. If you use a sprayer, what type? No Sprayer
3. Indicate if it was purchased new or used. New Used
4. If used, describe how it was cleaned prior to use in organic production.

List equipment used for tillage, planting, spray, cultivation, harvest, etc.

Equipment Name	Owned (O), Rented (R), Custom (C)	Organic Use Only? Yes (Y) or No (N)	How is equipment cleaned before use on organic fields?

Operation/Business Name:

Date:



MAINTAINANCE OF ORGANIC INTEGRITY (continued) §205.201(a)(5); §205.202(c); §205.272

Harvest §205.272 No 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 cleaned prior to use and pose no contamination risk.

1. How are your organic crops harvested? Mechanical By hand Custom

**If custom, provide name and contact information for custom harvester.*

2. Indicate what types of containers are used for harvesting.

Gravity Wagons Hay Wagons Truck Boxes Cardboard/Waxed Boxes Plastic Containers

Other (*specify*): _____

3. Are harvest containers:

Owned Rented Used New

4. Describe how you clean rented and/or used harvest containers:

5. Are the containers used for organic crops only?

Yes No

6. Describe any potential contamination you may encounter during harvest of organic crops.

None

7. Describe steps taken to prevent contamination of organic crops during harvest.

8. Have you completed harvest for 2023?

Yes No

**If yes, please indicate how much you harvested of each crop:*

** If no, have you begun 2023 harvest?*

Yes No



Crop Storage				§205.272	<input type="checkbox"/> No Crop Storage
Operators must store organic and non-organic crops in a way that prevents commingling and contamination.					
Describe your storage locations:					
Storage ID	Types of Crops Stored	Type of Storage	Capacity	Organic (O), Transitional (T), Buffer (B), Conventional (C)	
1. Describe how you segregate and identify organic crops from non-organic crops.					<input type="checkbox"/> No Non-Organic Storage
2. Describe how you clean storage units prior to storage of organic crops. <i>List all inputs used on your inputs list.</i>					
3. Describe how you prevent/control insect pests in crop storage areas.					<input type="checkbox"/> No insect problems
4. Describe how you control rodents in crop storage areas.					<input type="checkbox"/> No rodent problems
5. Are organic and non-organic storage areas labeled to indicate status?					<input type="checkbox"/> Yes <input type="checkbox"/> No
* If no, describe how you prevent commingling/contamination of organic products while in storage:					
6. Are you the only one who has access to crops storage areas?					Yes No
*If no, how do you prevent comingling/contamination by other people on your operation?					



MAINTAINANCE OF ORGANIC INTEGRITY (continued)

§205.201(a)(5); §205.202(c); §205.272

F. Post-Harvest Handling

§205.272

No Post-Harvest Handling

NOP §205.201(a)(5) requires that post-harvest handling (cleaning, washing, grading, packing) does not contaminate organic products with non-organic crops or prohibited materials. For on-farm processing, you may need to complete an Organic Processing/Handling Organic System Plan if the practices meet the definition of processing per §205.270.

1. Describe your post-harvest handling procedures and equipment.
(Examples: shelling, drying, roasting, seed cleaning, grinding, baling, bagging, rinsing, washing, packing, etc.)

2. Where is post-harvest handling conducted? **On-Farm** **Off-Farm**
3. Who does the handling/processing? *(check all that apply)*:
 Self Custom Operator Commercial Handler Other *(specify)*: _____
If custom, provide name and contact information for the custom handler/processor:

4. Products end use *(check all that apply)*:
 Used On-Farm Used Off-Farm Sold Other *(specify)*: _____
5. 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:

6. Packaging Material(s): _____ **None**
7. Does packaging present any contamination potential for your organic products? Yes No
If yes, describe:

8. List any additional inputs used on or with processed products *(i.e. wax coatings, sanitizers, etc)*:

9. Describe any materials used for binding/baling/wrapping organic crops: _____
Are these baling/wrapping/binding products free of prohibited substances? Yes No
Are these baling/wrapping/binding products removed before processing/chopping? Yes No
10. Describe the form in which finished products are shipped or sold. **No Sales/Shipping**

G. Transportation

§205.272

No Organic Crop Transportation

1. Who is responsible for arranging transportation of organic products: Self Buyer Other *(specify)*:

2. Describe how organic products are transported:

3. Describe potential contamination or commingling problems you have during transport of organic crops

4. Describe steps taken to protect the integrity of organic products during transport.



MARKETING	§205.311	<input type="checkbox"/> No Marketing
A. DOMESTIC MARKETING & LABELS	<input type="checkbox"/> No Domestic Marketing	
<p>***LABELS MUST BE REVIEWED AND APPROVED PRIOR TO USE***</p> <p>***SUBMIT LABEL TEMPLATE FOR APPROVAL PRIOR TO MASS PRINTING***</p>		
<p>1. Type(s) of marketing used for your organic product(s) (<i>check all that apply</i>):</p> <p><input type="checkbox"/> Farmers Market <input type="checkbox"/> Direct To Retail <input type="checkbox"/> CSA/Subscription Service <input type="checkbox"/> Wholesale <input type="checkbox"/> On-Farm Retail</p> <p><input type="checkbox"/> Bulk Commodities To Processor <input type="checkbox"/> Contract To Buyer <input type="checkbox"/> Other (<i>specify</i>): _____</p> <p>2. Products are packaged for (<i>check all that apply</i>): <input type="checkbox"/> Retail <input type="checkbox"/> Wholesale <input type="checkbox"/> No Packaged Products</p> <p>3. If you use or plan to use labels on your products, attach full color copies of all labels you use. <input type="checkbox"/> No Labels</p> <p>4. Do your labels include the phrase “Certified Organic by KDA” or a similar phrase directly below your business contact information? <input type="checkbox"/> NA <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>5. List all other marketing materials and methods used (<i>i.e. websites, brochures, signs, market displays</i>):</p> <p>6. Attach full color copies of all organic product labels and marketing materials. The use of the USDA logo is voluntary. If used, it <u>MUST</u> be according to NOP regulations <u>and</u> pre-approved by KDA.</p>		

B. INTERNATIONAL MARKETING	<input type="checkbox"/> No International Marketing	
<p>Complete this section if you or your buyer(s) plan to export organic products to other countries and/or if you would like international equivalencies listed on your organic certificate. Attach additional sheets as needed.</p> <p>An additional fee of \$50 per TM-11 or EU Import Certificate issued is required.</p>		
Please list all organic crops you wish to export in the table below:		
	Destination (check all that apply)	
Crop	Canada Europe Taiwan Japan Other (list)	Field #/Name(s)
	<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"/>	
Critical Variances – complete sections for the destinations you checked in the table above.		
CANADA		<input type="checkbox"/> Not Applicable
1. If you use Sodium (Chilean) nitrate to grow organic crops, list crop(s)/field(s) on which it is used.		<input type="checkbox"/> None Used
2. If you use hydroponic or aeroponic methods to grow organic crops, list crops grown with these methods.		<input type="checkbox"/> None
3. Do you plan to label crops to be exported?		<input type="checkbox"/> Yes <input type="checkbox"/> No
a. If yes, do these labels meet the labeling requirements of the destination country?		<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Has KDA reviewed these labels and approved them specifically for export?		<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>(attach color labels for review)</i>		



RECORD KEEPING SYSTEM

§205.103

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

*****PER NOP STANDARDS ALL RECORDS MUST BE AVAILABLE FOR YOUR THE INSPECTOR.*****

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

2. If you use a lot numbering system for organic products, describe below. **No Lot Numbering System**

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

- Field Activity Records (*preparation, planting, input application, etc.*)
- Input Records for Soil Amendments, Seeds, Manure, Foliar Sprays and Pest Control Products (*keep all labels and receipts*)
- Documentation of Attempts to Source Organic Seeds and/or Planting Stock
- Documentation of Organic Seedlings
- Residue Analyses of Inputs (*i.e. manure sourced off-farm*)
- Compost Production Records
- Monitoring Records (*soil tests, tissue tests, water tests, quality tests, observations*)
- Equipment Cleaning Records
- Harvest Records That Show 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): _____
- Other (Specify): _____
- Other (Specify): _____
- Other (Specify): _____

Please have all records available for your inspector to review.