



Organic System Plan (OSP) for Crop Certification

Form Name: Crop OSP

Update: New Applicants or significant changes

Instructions: If you are requesting organic crop certification to the National Organic Program (NOP), complete this Organic System Plan (OSP) in its entirety and submit it to the KDA office. Include all other supporting documents as applicable.

Operation Name:	Date:
SECTION 1: Land Information §205.201(a), §205.202(a) and (b)	
<p>Land management documentation along with map(s) for all requested parcels/fields for the full 36 months prior to the anticipated harvest of organic crops must be submitted and verified.</p> <p>Maps must include field/parcel identification, clear borders and boundaries, adjoining land use information, and location of buffers (as applicable).</p> <p>Locations of all land and facilities requested for certification must be clearly described in the OSP, as well as any nonorganic land that is a part of your production system.</p>	
<p>1.1 Organic Land: Submit all applicable land management documentation such as the Current Year Farm Plan (CYFP), Harvest Sales Summary (HSS), Yield History (YH), or Prior Land Use Declaration (PLUD) (or equivalent), and maps for all land requested for certification.</p>	
<p>1.2 Nonorganic Land: Declare on your Current Year Farm Plan (CYFP), all land not requested for organic certification, such as conventional crop land, harvested buffers, uncertified fallow land or pasture, or fields in transition to organic.</p> <p><input type="checkbox"/> Not applicable, no nonorganic land</p>	
<p>1.3 Off-Farm Land and Facility Locations: List the physical address or GPS coordinates for all fields/parcels and facilities that are not adjacent to the main operation address. This includes greenhouses, storage facilities, handling facilities, etc., that are being managed as part of this OSP. Attach separate lists, if necessary.</p> <p><input type="checkbox"/> Not applicable, no off-farm land or facility locations</p>	
OFF-FARM LAND AND FACILITY LOCATIONS	PHYSICAL ADDRESS AND/OR GPS COORDINATES
<p>1.4 Attachments: List all attachments included with this section.</p> <p><input type="checkbox"/> Current Year Farm Plan (CYFP)</p> <p><input type="checkbox"/> Field History (FH)</p> <p><input type="checkbox"/> Harvest Sales Summary (HSS)</p> <p><input type="checkbox"/> Prior Land Use Declaration (PLUD)</p> <p><input type="checkbox"/> Map(s)</p> <p><input type="checkbox"/> Off-Farm Land and Facility Locations</p> <p><input type="checkbox"/> Other, (specify):</p>	



SECTION 2: Seeds, Seedlings, and Planting Stock

§205.103, §205.204

All seeds, seedlings, and planting stock that have been used or are planned for use during the current year and/or the previous three years (for requested land under this operation’s management) are to be noted on the Seeds, Seedlings, and Planting Stock (SSPS) form (or equivalent). Be sure to maintain all supporting documentation, including proof of purchase and tags for seeds. Additional documentation is required for nonorganic seeds such as treatment and non-GMO verification, as applicable. **These documents must be made readily available for verification at inspection.**

The NOP Standards require the use of organically grown seeds, seedlings, and planting stock. Annual seedlings and seeds used to produce certified microgreens must be organic.

If seeds and planting stock are not commercially available as organic in the form (variety), quantity, and/or quality that is needed, then untreated, nonorganic seeds and planting stock may be purchased only after an organic seed/planting stock search has been performed and documented. At least three companies who sell organic seed/planting stock must be contacted when conducting an organic seed/planting stock search. The KDA Organic Seed and Planting Stock Search (OSS) form (or equivalent) may be used.

If nonorganic seed/planting stock is purchased, sufficient documentation showing the seed/planting stock was untreated or treated with an approved organic material, and non-GMO will be necessary, as applicable. KDA does not request non-GMO documentation for crops not registered as GMO per current APHIS status.

If a seed dealer, contracted buyer, or other party is providing seed or conducting a seed search on your behalf, it is the operation’s responsibility to ensure the seed search and supporting documentation meets the regulatory requirements.

All seed treatments, coatings, and inoculants must be declared on the Materials Input Listing (MIL) and reviewed and approved before use.

Not applicable, no seeds, seedlings, or planting stock used

2.1 Describe the efforts and/or strategies you implement to source organic seed and/or planting stock.

2.2 Indicate what records are maintained to demonstrate compliance of seeds, seedlings, and planting stock:

- | | |
|---|--|
| <input type="checkbox"/> Tags, bags, and/or labels Receipts/Invoices | <input type="checkbox"/> Treatment Verification/Label |
| <input type="checkbox"/> Organic Seed Search/Commercial Availability Search | <input type="checkbox"/> Untreated statement/affidavit |
| <input type="checkbox"/> Non-GMO statement/affidavit | <input type="checkbox"/> Other (<i>specify</i>): |

SECTION 3: Soil and Crop Fertility Management

§205.203, §205.205

GENERAL INFORMATION AND EVALUATION: The NOP Standards require active management to build soil fertility, manage plant nutrients, protect natural resources, and prevent soil erosion. Producers must monitor fertility practices and procedures to ensure the organic plan is effectively implemented. Plant and animal materials, such as manure, compost, and uncomposted plant materials, must be managed so they do not contribute to the contamination of crops, soil, and water by plant nutrients, pathogenic organisms, heavy metals, or prohibited substance residues.

All fertility inputs must be declared on the MIL, to verify acceptability prior to use. Records must be kept that demonstrate compliance with all applicable National List annotations/restrictions for use. Purchase documentation, ingredient information, manufacturer information, and labels must be maintained for all inputs used or proposed for use and be made available for review and at inspection.

3.1 How do you monitor the effectiveness of your soil/crop nutrient management program?

(check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Soil testing | <input type="checkbox"/> Microbiological testing |
| <input type="checkbox"/> Tissue testing | <input type="checkbox"/> Comparison of crop yields |
| <input type="checkbox"/> Soil observation | <input type="checkbox"/> Crop quality testing |
| <input type="checkbox"/> Crop health observation | <input type="checkbox"/> Other (<i>specify</i>): |



3.2 How often do you conduct fertility monitoring?	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input type="checkbox"/> As needed <input type="checkbox"/> Other (<i>specify</i>):		
3.3 Indicate all major components of your soil and crop fertility plan. <i>(check all that apply)</i>	<input type="checkbox"/> On-farm manure <input type="checkbox"/> Off-farm manure <input type="checkbox"/> Compost <input type="checkbox"/> Cover Crops <input type="checkbox"/> Crop Rotations	<input type="checkbox"/> Subsoiling <input type="checkbox"/> Soil inoculants <input type="checkbox"/> Soil amendments <input type="checkbox"/> Foliar fertilizer <input type="checkbox"/> Side dressing	<input type="checkbox"/> Interplanting <input type="checkbox"/> Fallow periods <input type="checkbox"/> Biodynamic preparations <input type="checkbox"/> Green manure plow downs <input type="checkbox"/> Other (<i>specify</i>):
3.4 Are crop or soil fertility inputs/products used or intended for use? <i>If yes, all products must be declared on the MIL and reviewed and approved by KDA.</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.5 Are restricted crop or soil fertility inputs/products used or intended for use (such as synthetic micronutrients, those with high salt content, or those containing heavy metals)? <i>If yes, records must be maintained that demonstrate compliance with all applicable National List annotations/restrictions for use.</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.6 If soil and crop fertility inputs are used, indicate the records kept that demonstrate compliance and allow for review for use. <i>(check all that apply)</i> <input type="checkbox"/> Not applicable, no soil/crop fertility inputs used	<input type="checkbox"/> Invoices <input type="checkbox"/> Soil tests <input type="checkbox"/> OMRI, WSDA, PCO certificates <input type="checkbox"/> Inventory logs <input type="checkbox"/> Tissue tests <input type="checkbox"/> Product labels <input type="checkbox"/> Agronomist recommendations <input type="checkbox"/> Custom Blend Sheets <input type="checkbox"/> MSDS sheets <input type="checkbox"/> Application records <input type="checkbox"/> Naturally mined / untreated documents		
3.7 Do you burn crop residues? <i>Disposal of crop residues by burning may only be done to suppress the spread of disease or to stimulate germination.</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, describe what crop residues are burned and why.</i>	
3.8 Do you apply sewage sludge/human waste to land? <i>Sewage sludge/human waste use is prohibited in organic production. Crops from land that has had an application within 36-months of harvest, are not eligible for certification.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, describe the fields/parcels where applied and how contamination of organic land and crops is prevented.</i>		
<p>COMPOST USE: Composting of plant and animal materials must be produced through a process that establishes an initial C:N ratio between 25:1 and 40:1. In addition, a temperature between 131°F and 170°F be maintained for 3 days using an in-vessel or static aerated pile system. If a windrow composting system is utilized, the temperature to maintain is between 131°F and 170°F for 15 days and the windrows must be turned at least 5 times during this period.</p> <input type="checkbox"/> Not applicable, no compost or compose tea used.			



3.9 Indicate all types of compost products used:

- Off-farm produced compost
- Off-farm produced compost tea
- Off-farm produced vermicompost

Note: If purchased, off-farm produced compost is used (packaged or bulk), applicable documentation attesting to its ingredients and production method must be submitted to KDA for review. The product must be declared on the MIL and reviewed for approval prior to its use.

- On-farm produced compost
- On-farm produced compost tea
- On-farm produced vermicompost

Note: If compost is produced on-farm, a Compost Production Record (CPR) (or equivalent) must be maintained and submitted to KDA for review. The records must attest to the production method, production process, and ingredients used. The product must be declared on the MIL and reviewed for approval prior to its use.

MANURE USE: *If off-farm manure sources are used, a purity statement / treatment statement must be available for each supplier. All manure sources must be declared on the MIL.*

- Not applicable, no manure.

3.10 Indicate the forms of manure used:

- Liquid Piled Semi-solid Fully composted other (specify):

(check all that apply)

3.11 Are any inputs added to manure, such as (but not limited to), pit additives, fertility products, microbials, pest control products, deodorizers, etc.?

- Yes No

If yes, all products must be declared on the MIL and product information must be submitted for review and approval.

3.12 Indicate which months manure is spread.

Manure application records must be kept and include the date(s) of application, location (field ID), and rates.

- Jan. Feb. Mar. Apr. May.
 Jun. Jul. Aug. Sept. Oct.
 Nov Dec.

3.13. Describe the practices you use to prevent manure runoff and the potential contamination of soil and water.

PRE-HARVEST INTERVAL (PHI): §205.203(c)(1) requires that raw manure be fully composted unless applied to fields where crops are not grown for human consumption. Raw manure must be incorporated into the soil 120 days prior to harvest for crops whose edible portions have direct contact with the soil or 90 days prior to harvest for all other crops for human consumption. It is a requirement of the regulation that certified operations maintain adequate records demonstrating compliance with the PHI requirement and have them readily available for verification.

3.14 Indicate ALL the types of crops grown.

- Crops not for human consumption
- Crops for human consumption whose edible portion has direct contact with the soil or soil particles
- Crops for human consumption whose edible portion does not have direct contact with the soil or soil particles

3.14 Describe the records you use and maintain that demonstrate compliance with the PHI requirement (90 or 120 day rule).



SECTION 4: Natural Resources Management

§205.200

The NOP Standards require that production practices maintain or improve the natural resources of the operation, including soil, water, and biodiversity. Practices must minimize erosion and conserve and protect water.

SOIL CONSERVATION

4.1 Indicate ALL soil conservation practices used.
(check all that apply)

- | | | |
|---|--|--|
| <input type="checkbox"/> Terraces | <input type="checkbox"/> Permanent waterways | <input type="checkbox"/> Conservation tillage |
| <input type="checkbox"/> Contour farming | <input type="checkbox"/> Windbreaks | <input type="checkbox"/> Riparian management |
| <input type="checkbox"/> Strip cropping | <input type="checkbox"/> Firebreaks | <input type="checkbox"/> Maintain wildlife habitat |
| <input type="checkbox"/> Winter cover crops | <input type="checkbox"/> Tree lines | <input type="checkbox"/> Other <i>(specify)</i> : |
| <input type="checkbox"/> Interplanting | <input type="checkbox"/> Retention Ponds | |

4.2 Do you experience soil erosion problems?

If yes, describe which fields/parcels are affected and what measures are taken to mitigate this issue.

Yes No

4.3 Describe how you monitor the effectiveness of your soil conservation program.

4.4 How often do you conduct conservation monitoring?

Weekly Monthly Yearly

WATER CONSERVATION

4.5 Indicate how water systems are used.
(check all that apply)

- Irrigation Foliar Sprays Livestock Greenhouse Washing crops
 Other *(specify)*:

4.6 Indicate source(s) of water used:
(check all that apply)

- On-site well River / Creek / Pond Spring Municipal / County
 Other *(specify)*:

4.7 Indicate the type of irrigation system(s) used: *(check all that apply)*

Not applicable, do not use irrigation systems

- Drip Flood Center pivot Ditch / canal
 Other *(specify)*:

4.8 What practices are used to conserve water?
(check all that apply)

- Scheduled water use Drip irrigation Water collection systems
 Water use monitoring Other *(specify)*:

WATER QUALITY

4.9 Indicate all natural water sources present at your operation.
(check all that apply)

Not applicable, do not have natural water resources

- | | | |
|---|----------------------------------|------------------------------------|
| <input type="checkbox"/> Creek / Stream | <input type="checkbox"/> Pond | <input type="checkbox"/> River |
| <input type="checkbox"/> Watershed | <input type="checkbox"/> Wetland | <input type="checkbox"/> Reservoir |
| <input type="checkbox"/> Other <i>(specify)</i> : | | |

4.10 Indicate practices used to protect water resources. *(check all that apply)*

- Fencing livestock from waterways Nutrient management plan Participate in watershed / wetland programs
 Leveling / Land forming Other *(specify)*:



4.11 Describe how you monitor the effectiveness of your water resource management.

4.12 How often do you conduct water resource monitoring? Daily Weekly Monthly Annually Other (specify):

BIOLOGICAL DIVERSITY

4.13 Indicate how your operation provides biological diversity. (check all that apply)

<input type="checkbox"/> Animal diversity	<input type="checkbox"/> Fencing livestock out of sensitive areas	<input type="checkbox"/> Avoiding nests / not mowing during breeding season
<input type="checkbox"/> Crop diversity	<input type="checkbox"/> Wildlife habitat / Food plots	<input type="checkbox"/> Encouraging / reintroducing native species.
<input type="checkbox"/> Bird / Bat / Bee Boxes	<input type="checkbox"/> Companion planting / intercropping	<input type="checkbox"/> Pollinator or inspect predator habitats
<input type="checkbox"/> Maintaining wetlands	<input type="checkbox"/> Hedgerows / Windbreaks	<input type="checkbox"/> Wild or unmanaged fence lines
<input type="checkbox"/> Other (specify):		

SECTION 5: Crop Management **§205.103, §205.201, §205.205**

The NOP Standards require a crop rotation plan that maximizes soil organic matter content, prevents weed, pest, and disease problems, and manages deficient or excess plant nutrients. Crop rotations must include, but are not limited to; sod, cover crops, green manure crops, and catch crops. Cultural practices, including the selection of plant species and varieties adapted to site-specific conditions, must be used to enhance crop and soil health.

The Standard also states that crops of the same species or family may not be grown repeatedly without interruption on the same field. Perennial cropping systems may include alley cropping, intercropping, and hedgerows to enhance biological diversity.

All crops planned for production must be declared on the Field History (FH) form (when applicable) and the Current Year Farm Plan (CYFP).

5. CROP MANAGEMENT & ROTATION

5.1 Complete the table below listing all crop rotations planned for use. Use one line for each rotation and include practices like cover cropping or plow downs, as well as indicating the duration of time spent in sod or fallow.

Example 1: Corn – Cover crop – Oats for grain – Hay/Fall seeded (3 years)

Example 2: Tomatoes – Cucumbers – Brassicas – Fallow

Rotation 1:
Rotation 2:
Rotation 3:
Rotation 4:
Rotation 5:
Rotation 6:

SECTION 6: Crop Weed/Pest/Disease Management **§205.103, §205.206**

Producers must use management practices to prevent crop pests, weeds, and diseases including but not limited to crop rotation, soil and crop nutrient management, sanitation measures, and cultural practices that enhance crop health. Producers must monitor weed/pest/disease control practices and procedures to verify that the OSP is effectively implemented.

Approved synthetic materials on the National List for organic crop production may only be used when management practices are demonstrated to be insufficient to prevent or control problems. All weed/pest/disease control inputs must be declared on the MIL, verified for organic acceptability prior to



use, and producers must demonstrate compliance with all applicable National List annotations/restrictions for use. Purchase documentation, ingredient information, manufacturer information, and labels must be maintained for all inputs used or proposed for use and be made available for review and at inspection.

CROP WEED MANAGEMENT

6.1 Are weeds a problem at your operation?
If yes, explain below:

Yes No

6.2 Indicate weed control practices used. (check all that apply)

- | | | | | |
|---|--|---|---|--------------------------------------|
| <input type="checkbox"/> Mulch | <input type="checkbox"/> Crop rotation | <input type="checkbox"/> Prevention of weed seed set | <input type="checkbox"/> Livestock grazing | <input type="checkbox"/> Mowing |
| <input type="checkbox"/> Delayed seeding | <input type="checkbox"/> Hand weeding | <input type="checkbox"/> Use of fast emerging varieties | <input type="checkbox"/> Mechanical cultivation | <input type="checkbox"/> Fallow |
| <input type="checkbox"/> Other (specify): | <input type="checkbox"/> Flame weeding | <input type="checkbox"/> Monitoring soil temp | <input type="checkbox"/> Electrical weeding | <input type="checkbox"/> Cover crops |

6.3 Are weed control inputs/products used or intended for use?
If yes, weed control products must be declared on the MIL and reviewed and approved by KDA prior to use..

Yes No

6.4 Are plastic (petroleum-based) mulch and/or covers used?
If yes, removal must be documented at the end of the growing or harvest season. Plastic mulches and covers must be verified to be polyvinyl chloride (PVC) free.

Yes No

6.5 Is newspaper or other recycled paper used for mulch?
If yes, removal must be documented at the end of the growing or harvest season. These products must be verified to not contain glossy or colored inks.

Yes No

6.6 Is biodegradable biobased mulch film (as defined in §205.2) used for mulch?
If yes, removal must be documented at the end of the growing or harvest season. These products must be verified to be produced without organisms or feedstocks derived from excluded methods.

Yes No

6.7 Describe how/where the synthetic mulch is disposed?
Note: Synthetic materials must be disposed of in a way that does not contribute to the contamination of soil or water or negatively impact natural resources.

Yes No

6.8 How often do you conduct weed monitoring?

- Daily Weekly Monthly Yearly As needed

6.9 Describe how you track and maintain weed monitoring and control activities. Include the type of information being documented (i.e., field location, type of weed populations, or any other observations).

CROP PEST MANAGEMENT

6.10 Are pests a problem at your operation?
If yes, describe the pest problems.

Yes No



6.11 Indicate crop pest control practices used.

(check all that apply)

- | | | | | |
|---|---|--|--|-------------------------------------|
| <input type="checkbox"/> Timing of planting | <input type="checkbox"/> Crop rotation | <input type="checkbox"/> Selection for specific plant varieties | <input type="checkbox"/> Livestock grazing | <input type="checkbox"/> Traps |
| <input type="checkbox"/> Companion crops | <input type="checkbox"/> Physical removal | <input type="checkbox"/> Bat / Bird houses | <input type="checkbox"/> Physical barriers | <input type="checkbox"/> Lures |
| <input type="checkbox"/> Other (specify): | <input type="checkbox"/> predator / parasite products | <input type="checkbox"/> Development of natural predator habitat | <input type="checkbox"/> IPM plan | <input type="checkbox"/> Repellants |

6.12 Are pest control inputs/products used or intended for use?

If yes, pest control products must be declared on the MIL and reviewed and approved by KDA prior to use..

- Yes No

6.13 How often do you conduct pest monitoring?

- Daily Weekly Monthly Yearly As needed

6.14 Describe how you track and maintain pest monitoring and control activities. Include the type of information being documented (i.e., field location, insect or pest types, crop damage observations, etc).

CROP DISEASE MANAGEMENT

6.15 Are crop diseases a problem at your operation?

If yes, describe the crop disease problems.

- Yes No

6.16 Indicate crop disease control practices used.

(check all that apply)

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Timing of planting | <input type="checkbox"/> Crop rotation | <input type="checkbox"/> Selection for specific plant varieties | <input type="checkbox"/> Plant spacing |
| <input type="checkbox"/> Companion crops | <input type="checkbox"/> Plant nutrition | <input type="checkbox"/> Soil balance / management | <input type="checkbox"/> Solarization |
| <input type="checkbox"/> Other (specify): | | | |

6.17 Are crop disease control inputs/products used or intended for use?

If yes, crop disease products must be declared on the MIL and reviewed and approved by KDA prior to use..

- Yes No

6.18 How often do you conduct disease monitoring?

- Daily Weekly Monthly Yearly As needed

6.19 Describe how you track and maintain pest monitoring and control activities. Include the type of information being documented (i.e., field location, disease types, crop damage observations, etc).



SECTION 7: Maintenance of Organic Integrity

§205.103, §205.201, §205.272

ADJOINING LAND USE: The NOP Standards require that organic production areas have barriers and/or buffer zones which prevent contamination from prohibited substances. In lieu of an established buffer, an attestation, such as the KDA Verification of Adjoining Land Use (VALU) form (or equivalent), may be obtained from adjoining land managers that state prohibited inputs are not used. If these attestations are used, they must be kept current and submitted to KDA for approval. If adjoining land is certified organic by another operation, records must be maintained and made available for verification (such as a current organic certificate for the operation) demonstrating the adjoining land is certified.

A buffer must be sufficient in size and other features to prevent contamination by prohibited substances applied to adjacent land areas. The sufficiency of a buffer is verified at inspection.

Crops within a buffer, if harvested, are considered a nonorganic crop. Records must be kept documenting buffer crop disposition and the clean-out/purge activities (if also used for organic crops) of harvest equipment and storage.

7.1 Complete the table below to describe the buffer areas you maintain.
(all buffers and adjoining land use must be indicated on field maps)

Not Applicable, No buffer zones

LOCATION OR FIELD NUMBER	TYPE OF BUFFER (crop land, treeline, hedgerow, grass)	WIDTH OF BUFFER	ADJOINING LAND USE (CROPLAND, PASTURE, FALLOW, RESIDENTIAL)	Is Buffer Harvested?
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

TREATED WOOD

7.2 Is there any treated wood present in existing structures or installations at your operation?
(wood/lumber treated with prohibited products such as arsenate)
 If yes, describe:

Yes No

7.3 Is treated wood planned for use in new or replacement structures and installations?
 If yes, describe the barriers and/or buffers that prevent soil and crop contact:

Yes No

NOTIFICATION, CONTAMINATION AVOIDANCE, AND MONITORING

7.5 Describe your plan of action if prohibited input application occurs. Must address both direct and indirect (drift) incidents.
 Note: Any prohibited applications must be reported to KDA immediately.

7.6 List known contaminants in water supplies in your area.
 Submit residue analysis and/or salinity test results, if applicable

None



<p>7.7 Do any fields or portions of fields flood more than once every ten years? <i>If yes, list field/parcel IDs and describe what measures are taken to prevent contamination</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>7.8 Describe how you track and maintain contamination monitoring. <i>Include types of activities being performed (i.e., visual observation, GMO testing, buffer maintenance, etc.)</i></p>	
<p>7.9 How often do you conduct crop contamination monitoring?</p>	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Yearly <input type="checkbox"/> As needed
<p>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 production (including buffer harvests) must be cleaned and flushed (as applicable) prior to use on organic fields or crops. It is the responsibility of the certified operation to maintain equipment clean out/ records that can demonstrate compliance with the NOP Standards. Note if you flush/purge harvesting equipment, adequate records must be maintained with applicable information.</p> <p>When custom services are hired for activities where there is risk of contamination, such as planting, harvesting, and material application, it is your responsibility to maintain auditable documentation that can verify any clean out procedures and activities performed on hired equipment. Records must demonstrate that the custom equipment is appropriately cleaned/flushed before use or dedicated to organic production. You may use KDA’s Clean Equipment Log form (or equivalent) to document these activities.</p> <p><i>Note: All soaps, detergents, and sanitizers used to clean containers where there is organic product contact, must be declared on the MIL. Materials with use restrictions (such as a rinse requirement) must be followed and use documented (when applicable).</i></p> <p><input type="checkbox"/> Section Not Applicable, no equipment used.</p>	
<p>7.10 Are you monitoring and maintaining equipment so that fuel, oil, lubricants, and hydraulic fluid do not leak and contaminate land and water?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>7.11 Describe how you track and maintain equipment cleaning activities. Include what type of information is being documented (i.e., date, equipment piece, clean out procedure, etc.)</p>	
<p>7.12 Are custom applicators / service providers used? <i>If yes, please provide name, type of service, and contact information.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No



7.13 EQUIPMENT LIST: List all equipment used (including custom hired equipment) for planting, material application (including irrigation systems), harvesting, post-harvest handling, etc. If you have extensive equipment, provide additional page(s) with the applicable information.

EQUIPMENT NAME	EQUIPMENT STATUS	USED FOR ORGANIC & CONVENTIONAL?	HOW IS EQUIPMENT CLEANED BEFORE USE IN ORGANIC PRODUCTION?
	<input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No	



SECTION 8: Harvest, Post-Harvest Handling, Storage, and Transport

§205.103, §205.201, §205.272

HARVEST: 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.

All soaps, detergents, and sanitizers used to clean containers where there is organic product contact must be declared on the MIL. If materials with restrictions (such as a rinse requirement) are used, records must be kept that demonstrate how the restriction is met and when the material is used.

Not applicable, no harvest activities

8.1 How are organic crops harvested?

Harvest equipment must be listed in the Equipment section of this OSP.

Mechanical By Hand

8.2 Indicate the types of containers used for harvesting.

(Check all that apply)

Gravity Wagons Truck beds / box Wagons Trailers Cardboard boxes Waxed boxes Wooden totes Bins
 Other *(specify)*:

8.3 Are containers new or reused?

If reused, describe how you prevent potential contamination of organic crops.

New Reused

8.4 Describe how you track and maintain harvest activities. Include what type of information is being documented (i.e., field location, crop type, quantity, etc.)

POST-HARVEST HANDLING: Post-harvest handling procedures and activities must not contaminate organic agricultural products with non-organic products or prohibited materials. If facilities are used, the location(s) must be marked on the operation's maps and described in the OSP. Any equipment used for post-harvest handling activities must be listed on your equipment list. If washing raw, organic agricultural commodities, a current safe water test is required for operations that use non-municipal water sources. All processing aids and equipment cleaning/sanitizing materials used in post-harvest handling must be declared on the MIL. If products are restricted for use, the operation must demonstrate that the restrictions are being met.

Not applicable, no post-harvest handling

8.5 Select all post-harvest handling activities conducted at your operation

Washing Seed cleaning Roasting Bagging Packaging Drying Shelling Rolling Cracking Grinding
 Labeling Other *(specify)*:

8.6 Is the processing area used for both organic and non-organic products?

If yes, describe steps taken to prevent commingling and contamination and include a facility map, if applicable.

Yes No

8.7 Are you packaging products?

If yes, what packaging materials are being used?

Yes No



<p>8.8 Are you shipping products? <i>If yes, what form of shipments are being used?</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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CROP STORAGE: Operators must prevent commingling and contamination of organic crops with nonorganic crops and prohibited materials while in storage. Storage facilities used for both organic and nonorganic crops must provide physical separation and be clearly marked in a way that is readily understood. Maps must include crop storage facilities.
If crop management products, such as inoculants or preservatives, are used or planned for use, they must be declared on the MIL and approved for use.

Not applicable, no organic crop storage

8.9 List your storage facilities (cribs, silos, mows, bins, piles, bunkers, sheds) in the table below.
Maps must include crop storage facilities. All off-farm storage locations must be included in Section 2 of this OSP.

STORAGE ID #	TYPE OF CROPS STORED	TYPE OF STORAGE	CAPACITY/ SIZE	LABEL
				<input type="checkbox"/> Organic <input type="checkbox"/> Conventional
				<input type="checkbox"/> Organic <input type="checkbox"/> Conventional
				<input type="checkbox"/> Organic <input type="checkbox"/> Conventional
				<input type="checkbox"/> Organic <input type="checkbox"/> Conventional
				<input type="checkbox"/> Organic <input type="checkbox"/> Conventional
				<input type="checkbox"/> Organic <input type="checkbox"/> Conventional

<p>8.10 Are storage facilities / units shared with nonorganic crops? <i>If yes, describe how you prevent commingling of organic crops with nonorganic crops. Include your storage labeling practices and cleaning procedures. Include any storage inputs on your MIL.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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8.11 Describe how you track and maintain crop storage activities. *Include what information is being documented (i.e., storage ID, crop type, lot #, quantity, etc.)*

TRANSPORTATION: It is the responsibility of the certified operation to maintain the organic integrity of organic crops and products during transport. It is especially important if transportation units are used for both organic and nonorganic products. You may use KDA's Clean Transport Affirmation (CTA) form (or equivalent) to document transport clean-out activities.

Not applicable, no crop/product transport



8.12 Who is responsible for transportation of organic crops and/or products? *(check all that apply)*

Self Buyer Hired Other *(specify)*:

8.13 What type of transportation units are used to transport organic crops and products? *(check all that apply)*

Trucks Wagons Trailers Carts/ Railcars Other *(specify)*:

8.14 Indicate what steps are taken to protect the integrity of organic products during transport. *(check all that apply)*

Dedicated organic transport Transport unit inspection Transport unit cleaning Hired transport CTA's Other *(specify)*:

8.14 Indicate what crop transport records are kept. *(check all that apply)*

CTAs (or equivalent) Transport inspection receipts Bill of ladings Letter / contract with hired transport company Scale tickets
 Other *(specify)*:

SECTION 9: Facility Pest Management

§205.271

Certified organic operations who have organic production and storage facilities must manage facility pests in accordance with §205.271. The NOP Standard notes preventative, control, and material management of pests, in addition to measures to be taken if results are not sufficient. Complete this section to describe the facility pest control practices and materials used in your facilities where organic products are produced and/or stored, including, but not limited to storage areas/units, processing areas, packing sheds, coolers, and greenhouses. Records must be maintained that document the use of facility pest control materials and the measures taken to prevent contamination of organic crops and products.

All facility pest control materials used in organic processing and production areas must be declared on the MIL. Certified operations that use or plan to use synthetic substances not on the National List for facility pest control must gain approval from KDA prior to use. It is a requirement to attempt pest control through use of cultural and mechanical methods and synthetic pest control materials on the National List prior to using synthetic pest control materials not included on the National List.

** Complete a Facility Pest Management Agreement (FPMA) for any synthetic pest control substance not on the National List proposed for use.*

Not applicable, no facilities

9.1 Who is responsible for pest management?

In house / self Contract pest control service *(provide company & contact information below)*

9.2 Indicate the type of pest problems that arise at your facility. *(Check all that apply)*

Flying insects Crawling insects Spiders Birds Mice/Rats Other *(specify)*:

9.3 Indicate the facility pest management practices that are utilized. *(All pest control products must be declared on the MIL)*

<input type="checkbox"/> Good sanitation	<input type="checkbox"/> On-farm animals	<input type="checkbox"/> Removal of exterior habitat / food sources
<input type="checkbox"/> Pheromone traps	<input type="checkbox"/> Clean up spilled feed /product	<input type="checkbox"/> Sticky traps
<input type="checkbox"/> Mechanical traps	<input type="checkbox"/> Repair of holes, cracks, etc.	<input type="checkbox"/> Use of nonsynthetic substances listed on the national list
<input type="checkbox"/> Mowing	<input type="checkbox"/> Screened widows / vents	<input type="checkbox"/> Use synthetic substances NOT listed on the National List *FPMA Required
<input type="checkbox"/> Physical barriers	<input type="checkbox"/> Electricity / Electrocutors	<input type="checkbox"/> Use of synthetic substances listed on the National List
<input type="checkbox"/> Monitoring devices	<input type="checkbox"/> Ultrasound / light devices	<input type="checkbox"/> Release of beneficials
<input type="checkbox"/> Other <i>(specify)</i> :		



9.4 Indicate the locations where pest control products are being utilized or are planned for use. (Check all that apply)

- Not applicable - Do not use or plan to use pest control materials
 Exterior only Interior only Exterior & Interior Other locations (*specify*):

9.5 How often do you monitor for facility pests?

- Daily Weekly Monthly Annually As needed

9.6 How do you monitor the effectiveness of your facility pest management?

- Rodent / pest count logs Monitoring for pest damage Monitoring pest damage Other (*specify*):

SECTION 10: Labeling and Marketing

§205.303, §205.304, §205.311

All labels (which may include packaging materials) and/or marketing tools making an organic claim need to be submitted, reviewed, and approved by KDA prior to use.

Retail labels for raw or processed products sold, labeled, or represented as “100% organic”, “organic”, or “made with organic” (specified ingredients or food group(s), must adhere to the NOP requirements in §205.303, and §205.304.

Nonretail labels for containers used only for shipping or storage of agricultural products must include a production lot number or other unique identifier that links the container to audit trail documentation.

10.1 Indicate how you market or plan to market your organic crops and products? (Check all that apply)

- Bulk commodities to processor / handler Wholesale contract to buyer Direct retail (including Farmer’s markets)
 Not Marketed, used for on-farm livestock feed CSA / Subscription Not marketed, sold conventional.
 Other (*specify*):

10.2 Indicate the types of labels used or proposed for use that make an organic claim? (Check all that apply)

- None Retail Non-retail Other (*specify*):

10.3 What type(s) of organic marketing tools are used? (Check all that apply)

- None Retail display Brochure / Pamphlet Website Social Media Other (*specify*):

10.4 Do you use or plan to use the USDA organic seal on product labels or marketing information?

- Yes No

10.5 Do you use or plan to use the “certified organic by KDA” statement on product labels or marketing tools?

- Yes No

10.6 Attach full color copies of all new organic product labels and marketing materials.

- All labels attached Not applicable, no labels attached

SECTION 11: Record Keeping System

§205.103

The NOP Standards require that records are adapted to the business of the certified operation, disclose all activities and transactions of the operation, be maintained for no less than 5 years, and demonstrate compliance with the regulations. Organic crops and products must be readily traceable to the field/location where they were produced/harvested. All records must be accessible to the inspector and certifying agent for inspection and copying during normal business hours.



11.1 Describe your lot numbering system which allows for the tracing of crops from seed to sale:

Not applicable, no lot numbering system

11.2 Do you plan to keep, or keep all records for at least 5 years?

It is a requirement of the NOP program that all certification documentation is maintained for a minimum of 5 years.

Yes No

11.3 Indicate the sales records you maintain.

Purchase orders / invoices Settlement sheets Sales log Cash receipts Other (*specify*):

11.4 Indicate all records you keep for nonorganic production.

Not applicable, no nonorganic production

Storage Inputs Sales Harvest Field maps Field history Field activities Shipping

Other (*specify*):