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| **SECTION 1: General Information** |
| **A. Business Information** |
| Business Name: |  |
| Doing Business As: |  |
| Mailing Address: |  | City: |  |
| State/Province: |  | Zip/Postal Code: |  | Country: |  |
| Phone: |  | Ext: |  | Fax: |  |
| Email: |  | Website: |  |
| Legal Status: [ ]  Sole Proprietorship [ ]  Partnership [ ]  Corporation [ ]  LLC |
| **B. Primary Inspection Address** [ ]  Same as mailing address |
| Address: |  | City: |  |
| State/Province: |  | Zip/Postal Code: |  | Country: |  |
| Phone: |  | Ext: |  | Fax: |  |
| Email: |  | Website: |  |
| **C. Contact Information** |
| **Primary Contact:** Please designate one person in your operation to be OCIA’s Primary Contact. This person should be knowledgeable of your operation, your application, your operation’s activities, applicable organic standards for which the operation is in transition, and have the authority to act on behalf of the company. |
| Name: |  | Title: |  |
| Phone: |  | Ext: |  | Fax: |  |
| Email: |  |
| **Additional Contacts:** Please list all people at your operation authorized to meet with inspectors, modify the Application, or otherwise act on behalf of the company. Attach an additional list if necessary. |
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| Name/Title | Phone | Email |
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| Name/Title | Phone | Email |
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| Name/Title | Phone | Email |
| **D. Directions** |
| 1. Please provide directions to the inspection location(s) and indicate when you are available to contact. |
| **E. Chapter Membership** |
| 1. Are you currently a member of an OCIA recognized chapter? [ ]  YES [ ]  NOIf **YES**, please specify the chapter:  |
| **F. Certification History** |
| 1. Please list previous organic certification applications to other agencies (agency, year(s) of application, outcome of application). [ ]  Not applicable |
| **G. Fees** |
| **Invoice:**[ ]  $600 review and inspection fee enclosed. |
| **H. Affirmation** |
| I affirm that all statements made in this application are true, correct, and complete. I agree to abide by OCIA International Bylaws as applicable to transitional status. I agree to notify OCIA International in writing of changes in any of the following: operation contact information, legal status, ownership or control of the operation, or any change in the operation that may affect the operation’s transitional program status. I agree to pay all fees assessed by OCIA. I affirm that I understand the standards for the NOP program and understand that the transitional program is not organic certification and that no claims (including, but not limited to verbal claims, marketing materials, written claims) or sales as “organic” or “in-transition to organic” or similar can be made under this program. |
| Authorized Representative Signature:  | Date:  |

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| **Important Note:** What is requested in the transitional program differs from what is required when requesting organic certification and when an operation is certified. The required practices and documentation are not the same. Some of the questions in the application will ask about your future plans, meaning what will be done if the operation ends up requesting organic certification. These questions generally refer to management practices that are required when requesting organic certification but not while in transition. Other questions ask about your current practices, to verify whether the land is meeting requirements to be free of prohibited substances. Notes in the application provide important information about the additional requirements under organic certification, and it may be helpful to keep them in mind when making decisions and creating your records. |

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| **SECTION 2: Crop Production Overview** |
| In this section of the document, please disclose the acreage of the operation and the crops grown on transitional fields. In addition to completing the section below, please also supply field histories and maps. A field history form is provided in the audit trail packet with this application.Field histories must include the current year and show all fields under the control of the operation, whether they are in transition (T) or conventional (C), field numbers, size of each field (acres, hectares, etc.), crops planted and any inputs that were applied (must include specific dates and rates of application). Pastures must also be included. Also attach maps of all fields which indicate directions, size and shape. There must also be an overview map that shows all fields in relation to one another. The acres listed in the histories and maps must correspond.* If the legal description/address for each field/farm is not located on the field history sheets and/or field maps, please submit a sheet that provides this information. If all fields are connected in an entire farm, one legal description/address is sufficient.

 When an operation completes transition and requests organic certification, at least 36 months of histories are required for all fields that are or will eventually be requested for certification (including fields that are transitional at that time or conventional). If the operation has not managed all fields for 3 or more years, the operation must submit signed statement(s) from the previous manager(s) stating the use and all inputs/seeds utilized for the previous three years on all newly rented or purchased fields. A completed and signed OCIA Prior Land Use Affidavit (PLUA) or equivalent documentation will address this. For maps, in addition to the information noted above, buffer zones and adjoining land use must also be indicated. |
| 1. Current status of operation:[ ]  All land is in transition[ ]  Some, but not all land, is in transition |
| 2. Number of owned acres?  | 3. Number of rented acres?  | 4. Number of acres rented out?  |
| 5. Total acres in transition?  | 6. Total conventional acres not in transition?  |
| 7. Total acres of non-agricultural/non-production land? Please explain what this consists of (i.e. woodland, CRP, native grassland, marsh, etc.): |
| 8. Please complete the following table to indicate the specific crops and fields that are in transition to the NOP. |
| **Crops Produced** | **Field/Pasture Numbers** | **Total Area Per Crop****(acres, hectares, mu)** | **Transition Year for the field (T1, T2, or T3)** |
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| **SECTION 3: Natural Resource Management Practices** |
| As you describe your natural resource management practices, please note that some of your answers to questions about natural resource management may be relevant to other sections of this OSP as they relate to crop rotation, nutrient and manure management. The following questions are intended to address general, whole-farm goals and approaches to organic natural resource management. |
| 1. Please describe how your farming or ranching practices – crop and/or livestock production practices – maintain or improve natural resources, foster cycling of nutrients, promote ecological balance, and conserve biodiversity. Please list the specific strategies or practices you use that contribute to each general goal listed below, as applicable. |
| A) Conserve soil; Improve soil condition; Prevent soil erosion. |
| B) Prevent water contamination by plant nutrients; Protect water quality. |
| C) Conserve water |
| D) Conserve biodiversity (soil organisms, pollinators, natural enemies of pests, predators, native habitat, vegetation and wildlife). |
| E) Other practices that maintain or improve natural resources (soil, water, wetlands, woodlands and wildlife), foster cycling of nutrients, promote ecological balance, and conserve biodiversity. |

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| **SECTION 4: Prevention of Commingling & Contamination** |
| **A. Irrigation Water** |
| 1. Do you irrigate? [ ]  YES [ ]  NOIf **NO**, please skip to section B (Materials Storage). |
| 2. Describe your irrigation system type and water source(s) (on-site well, spring, creek, river, pond, or name of irrigation district (municipal/county/regional)). |
| 3. Describe how you assess and manage potential risks for contamination of irrigation water. |
| 4. Do you obtain water from irrigation districts/public water sources? [ ]  YES [ ]  NOIf **YES**, are you in contact with your irrigation district to ensure that no algaecides, fungicides or herbicides are entering your irrigation water source? [ ]  YES [ ]  NO |
| 5. If you have conventional (non-transitional) production, do you chemigate, or fertigate with prohibited substances during non-organic production? [ ]  YES [ ]  NO [ ]  Not Applicable; all transitional operation.If **YES**, how do you prevent the contamination of your transitional crops? |
| **B. Materials Storage** |
| 1. Do you store any prohibited materials on farm? [ ]  YES [ ]  NOIf **YES**, how do you clearly identify and separate allowed and prohibited materials? |
| **C. Equipment and Containers: Production, Application and Harvest** |
| 1. Do you use (own/rent/contract) any equipment (seeders, fertilizer or pesticide applicators, harvest equipment or containers) that is also used for non-transitional production?[ ]  YES [ ]  NO. All equipment is dedicated to transitional production.If **YES**, please note that cleaning records for equipment that is also used for non-organic production must be maintained when organic certification is requested in the future. Such documentation will be reviewed at inspection. |
| 2. Describe your harvest practices and list equipment and containers used. |
| 3. Do you use the service of custom applicators (pesticides, fertilizers, other) or harvesters? [ ]  YES [ ]  NOIf **YES**, describe the service and how you will monitor the prevention of contamination or commingling once organic certification is requested. |
| 4. If any equipment or container will be shared with non-organic products, describe how you will prevent commingling and contamination once organic certification is requested. [ ]  Not Applicable; all equipment and containers will be dedicated to organic. |
| 5. Is your equipment maintained so that fuel, oil and hydraulic fluid do not leak? [ ]  YES [ ]  NO |
| 6. If there is non-transitional production on the operation, are any conventional genetically modified (GMO) crops produced? [ ]  YES [ ]  NO [ ]  Not Applicable |
| 7. If GMO crops are produced, describe how you will prevent commingling and contamination of organic crops from GMO crops, once organic certification is requested. [ ]  Not Applicable; no GMO crops produced |
| **D. Transport**  |
| Please note that segregation for transportation and storage of transitional products is not currently necessary since transitional products must be sold as non-organic. For the questions below, please indicate future plans. If transportation and/or storage plans once organic certification is sought is not known, please note that. |
| 1. Please indicate the containers, equipment and vehicles that will be used to transport crops/products harvested from the field, and describe destination. |
| 2. If any vehicle will be shared with non-organic products, describe how you prevent commingling and contamination. [ ]  Not Applicable; all vehicles will be dedicated to organic. |
| **E. Product Storage** |
| 1. Check your planned crop/product storage practices.[ ]  no crop or product storage[ ]  store own product on site (farm or production facility)[ ]  store product in a facility that is certified organic (A current copy of the organic certificate must be maintained).[ ]  store product in a non-certified organic facility (product remains in the same package or container and is not otherwise processed) |
| 2. Please list all on-site storage areas that you manage, or contracted facilities with stand-alone certification.[ ]  Not Applicable; no crops are stored |
| **Storage ID** | **Location: on-site or list address if off-site** | **Type of Storage** | **Size/Capacity** |
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| 3. If any storage area will be shared with non-organic crops/products once organic certification is sought, describe how you will prevent commingling and contamination. [ ]  Not Applicable; all storage will be dedicated organic |
| **F. Treated Wood** |
| 1. Is there any treated wood on the farm? [ ]  YES [ ]  NOIf **YES**, describe how contact between wood and soil, crops and livestock is avoided. |

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| **SECTION 5: Adjoining Land Use** |
| Standards and regulations require 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 crop land, pastures, residential property, fallow land, etc. Buffer areas may change annually, depending on contamination potential from adjoining land uses. When certified organic, crops within the required buffer zone must be left unharvested or harvested, stored, and disposed of as non-certified crop, with records kept of crop disposition. When requesting organic certification, all buffer areas on field maps must be identified. |
| 1. Are you familiar with the uses of the land adjoining your transitional fields and do you watch for potential problems? [ ]  YES [ ]  NO |
| 2. What types of buffer zones (crop, tree lines, grass strips, etc.) do you plan to maintain around your fields? |
| 3. What will be the width of the buffers?       |
| 4. How will buffers be managed?[ ]  plowed down [ ]  let stand [ ]  harvested [ ]  other (specify):  |
| 5. How will you monitor for crop contamination?[ ]  visual observation [ ]  residue analysis [ ]  GMO testing [ ]  photographs[ ]  wind direction/speed data [ ]  other (specify):  |
| 6. How often will you monitor for crop contamination?[ ]  weekly [ ]  monthly [ ]  annually [ ]  as needed [ ]  other (specify):  |
| 7. Is there any potential for unintended contamination from run-off or waterways? [ ]  YES [ ]  NOIf **YES**, please specify in which fields (and mark on your field maps). |
| 8. Which of the following additional safeguards will be used to prevent unintended contamination: [ ]  NoneWritten notification to: [ ]  government/highway departments [ ]  drainage commissions[ ]  electric companies [ ]  Farm Service office [ ]  aerial spray companies / airports[ ]  other (specify):       |
| 9. Have you posted “No Spray” signs along roadsides that adjoin organic fields? [ ]  YES [ ]  NO |
| 10. Do any fields or portions of fields flood frequently (more than once every ten years)? [ ]  YES [ ]  NOIf **YES**, list field numbers. |

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| **SECTION 6: Soil Management and Crop Rotation** |
| 1. What will be the major practice components of your soil-building/crop nutrient management plan?[ ]  crop rotation [ ]  incorporation of crop residue [ ]  green manures[ ]  cover crops [ ]  compost [ ]  manure[ ]  mined lime [ ]  mulch [ ]  soil inoculants[ ]  fertilizer materials or blends [ ]  biodynamic preparations[ ]  other (describe):  |
| 2. What are the main crop rotations that will be used in your operation? |
| 3. What problems will your crop rotation and soil management practices seek to improve?[ ]  increase organic matter [ ]  water availability [ ]  water infiltration/drainage[ ]  soil compaction or crusting [ ]  soil structure [ ]  water erosion[ ]  wind erosion [ ]  deficient nutrients [ ]  excess nutrients[ ]  salinity [ ]  pH [ ]  weed management[ ]  pest management [ ]  disease management [ ]  overall farm biodiversity[ ]  other (describe):  |
| 4. Describe, and indicate, as applicable, how you will monitor the effectiveness of your rotation and soil management plan?[ ]  soil observation [ ]  soil (nutrient) tests [ ]  soil organic matter content[ ]  crop observation [ ]  crop yield comparison [ ]  crop quality tests[ ]  plant tissue tests [ ]  microbial tests[ ]  other (describe):  |
| 5. When and how often (daily, weekly, monthly, yearly, as needed) will you do each type of monitoring? |
| 6. What monitoring records will you keep? |

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| **SECTION 7: Compost and Manure** |
| **A. Manure** |
| If raw or aged manure is used once organic certification is sought, it must be used in accordance NOP standard 205.203.  |
| 1. Do you apply uncomposted animal manure?[ ]  Yes. **Complete 2-7 below.** [ ]  No. **Skip to Section B.** |
| 2. What is the source of the manure?[ ]  On-farm livestock [ ]  Off-farm from organic livestock [ ]  Off-farm from conventional livestock |
| 3. What form(s) of manure do you use?[ ]  liquid [ ]  piled [ ]  semi-solid [ ]  pelleted [ ]  other (specify):  |
| 4. What types of crops do you grow (check all that apply)?[ ]  crops not used for human consumption[ ]  crops for human consumption whose edible portion has direct contact with the soil[ ]  crops for human consumption whose edible portion does not have direct contact with the soilIf you grow crops for human consumption and use raw manure, once organic certification is sought, you must ensure that the dates of manure applications are clearly documented on field histories or in other records.  |
| 5. List all ingredients/additives (hay, straw, woodchips/shavings, pit additives, etc.) for the manure that is used. |
| 6. List all manure sources/suppliers in Section C11.0 (Materials List). If manure is sourced off-farm, attach additive specifications (if applicable), along with a statement from the supplier verifying that no prohibited substances were applied to the manure or around the pile. |
| 7. What precautions do you take to ensure water, soil or crops are not contaminated by manure runoff? |
| **B. Compost** |
| If composted material is used as part of the fertility program, once organic certification is sought it must be produced according to organic standards if it is to be applied as actual “compost” and not as raw manure. See NOP standard 205.203. While in transition, the compost must contain compliant ingredients but does not need to be produced as “compost” under the standards to be applied to fields. |
| 1. Check all that apply and answer the corresponding questions as noted.[ ]  No compost used.[ ]  I produce compost that does not contain manure. **Complete questions 3 and 4.**[ ]  I produce compost that contains manure. **Complete questions 2-4.**[ ]  I purchase compost that does not contain manure. **Complete question 4.**[ ]  I purchase compost that contains manure. **Complete question 4.** |
| 2. Describe your composting methods including temperatures reached, timelines for production, whether in-vessel, static pile, or windrow, and aeration methods. |
| 3. List all compost ingredients/additives. |
| 4. List compost in Section 11 (Materials List). If produced on-farm indicate “on-farm” as the manufacturer. |

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| **SECTION 8: Pest, Disease, and Weed Management** |
| 1. Check the management practices you will use to prevent crop pests, weeds, and diseases in the table below. |
| [ ]  Crop rotation[ ]  Soil and crop nutrient management[ ]  Cover crops/green manures/smother crops[ ]  Diversified plantings/planting arrangements[ ]  Sanitation measures to remove disease vectors, weed seeds, and pest habitat[ ]  Selection of suitable species/growing location[ ]  Disease/pest/weed resistant varieties[ ]  Timing of planting[ ]  Water/Irrigation management[ ]  Mechanical or physical means (hoeing, pruning, picking, vacuuming, etc.)[ ]  Augment pest predators/parasites/beneficials | [ ]  Develop habitat for natural enemies[ ]  Construct habitat for predators (raptor perches, owl or bat boxes, frog ponds, etc.)[ ]  Nonsynthetic lures/traps/repellents[ ]  Mechanical cultivation/tillage or hand weeding[ ]  Mulching with biodegradable materials[ ]  Mowing or livestock grazing[ ]  Flaming, heat, steam or electrical[ ]  Plastic or synthetic mulch/solarization[ ]  Burning crops residue[ ]  Other (describe):  |
| 2. What are your significant (recurring or potentially problematic): |
| Pests |  |
| Weeds |  |
| Diseases |  |
| 3. If you use materials to manage pests (including natural botanical, mineral or allowed synthetics), please list all of these on your Materials List (C 11.0).[ ]  Listed[ ]  No pest management materials used. Please describe the conditions under which you would use a material for pest management below. |
| 4. Describe how and when you will monitor the effectiveness of your pest management program, and whether you keep any monitoring records. Please have all records available for inspection. |
| 5. Do you burn crop residues? [ ]  YES [ ]  NOIf **YES**, describe the crop, purpose, location and timing. |

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| **SECTION 9: Seed and Planting Stock** |
| 1. List all seeds, seedlings, perennial stock, and seed treatments used or planned for use in the current crop season. Check the appropriate boxes and provide other information as needed. Attach additional sheets if necessary. **Ensure that all seed and inoculants labels and receipts, as well as any necessary Non-GMO Affidavits (for seed available in GMO varieties) are available for the inspector. Note that seed treatments/inoculants are only allowed for use if compliant under the NOP.**Note: While organic seeds are not required to be planted during the transition period, when requesting organic certification, organic seed must be used. If seed or planting stock (annual and/or perennial) is used that is not certified organic, the operation must determine whether an equivalent organic variety is commercially available (appropriate form, quantity, and quality), and record efforts to source more organic seed/planting. When in transition, seed must be untreated (or treated with substances allowed by the NOP standards) and non – GMO. |
| **Seed/Variety/Brand** | **Organic** | **Treated or Untreated** | **Source** | **Type/Brand of Treatment** |
|  | [ ]  | [ ]  treated[ ]  untreated | [ ]  on-farm[ ]  off-farm |  |
|  | [ ]  | [ ]  treated[ ]  untreated | [ ]  on-farm[ ]  off-farm |  |
|  | [ ]  | [ ]  treated[ ]  untreated | [ ]  on-farm[ ]  off-farm |  |
|  | [ ]  | [ ]  treated[ ]  untreated | [ ]  on-farm[ ]  off-farm |  |
|  | [ ]  | [ ]  treated[ ]  untreated | [ ]  on-farm[ ]  off-farm |  |
|  | [ ]  | [ ]  treated[ ]  untreated | [ ]  on-farm[ ]  off-farm |  |
|  | [ ]  | [ ]  treated[ ]  untreated | [ ]  on-farm[ ]  off-farm |  |
|  | [ ]  | [ ]  treated[ ]  untreated | [ ]  on-farm[ ]  off-farm |  |
|  | [ ]  | [ ]  treated[ ]  untreated | [ ]  on-farm[ ]  off-farm |  |

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| **SECTION 10: Crop Post Harvest Handling** |
| Use this Crop Post-Harvest Handling section to describe the activities that will be included in your crop production certification. This form is intended for use by operations that handle only their own product and whose activities preserve the essential form of the product, such as washing, packing, cooling and storing produce, drying grain, and seed cleaning or preparing raw agricultural product for marker or farm use.The Handler forms will be used if you handle crops or multiple-ingredient products not produced on your farm, or if your activities include complex handling activities, such as cooking, baking, curing, churning, separating, distilling, extracting, manufacturing, canning, etc. |
| **A. General Information** |
| 1. Indicate which post-harvest handling procedures and equipment are used:  |
| [ ]  On-Farm Cleaning[ ]  Off-Farm Cleaning |
| Name of off-farm cleaner: |  | Certified Organic? [ ]  YES [ ]  NO |
| [ ]  Mobile Cleaner |
| Name of mobile cleaner: |  | Certified Organic? [ ]  YES [ ]  NO |
| 2. If on-farm cleaning, is either the post-harvest area or equipment going to be used for both organic and non-organic products? [ ]  YES [ ]  NOIf **YES**, describe measures to be taken to prevent commingling and contamination and the documentation that is maintained. |
| **B. Cleaning and Sanitation** [ ]  Not Applicable |
| 1. Describe how you will clean your post-harvest handling area including any food contact surfaces. |
| 2. List all cleaning materials you use or plan to use in Section 11 (Materials List). [ ]  Listed |
| 3. If you have a Standard Sanitation Operating Procedure (SSOP), you may attach a copy of the portion that covers equipment and organic food contact surfaces. [ ]  Attached |
| **C. Water Use** [ ]  Not Applicable |
| 1. Do you use water to clean crops or food contact surfaces? [ ]  YES [ ]  NOIf **NO**, skip to section D (Facility Pest Management). |
| 2. Identify water source and indicate how it is used. |
| 3. Do you add chlorine to wash water, dump tank, flume or other water that has direct food contact? [ ]  YES [ ]  NOIf **NO**, please skip to section D (Facility Pest Management). |
| 4. Do you add any other material(s) to the water? [ ]  YES [ ]  NOIf **YES**, list materials in Section 11 (Materials List). |
| **D. Facility Pest Management** [ ]  Not Applicable |
| 1. List recurrent or potential pest problems, including flying or crawling insects, rodents, birds, etc. |
| 2. Describe the strategies you use or plan to use to prevent, manage or minimize pest problems in your handling facilities (wherever washing, packing, grading, cleaning, cooling and/or storage occur). |
| 3. When and how do you monitor for pests in storage and handling areas? |
| 4. What pest management and monitoring records do you keep? |
| **E. Packaging** [ ]  Not Applicable; bulk sales (no packaging) |
| 1. Check types of packaging material will be used:[ ]  metal [ ]  synthetic fiber [ ]  natural fiber[ ]  paper [ ]  foil [ ]  tote sacks (plastic line or unlined)[ ]  cardboard [ ]  plastic [ ]  PVC plastics[ ]  wood [ ]  waxed paper [ ]  glass[ ]  other (describe): Note that once organic certification is sought, any product to be sold as a food product must be packaged in food-grade packaging. Documentation must be maintained to show packaging is food-grade. It is also essential that packaging isn’t treated with substances that may lead to contamination of organic products. |

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| **SECTION 11: Materials List** |
| List all soil fertility inputs, soil mix ingredients, foliar sprays, pest and disease control products, water additives, or other inputs used or intended for use on transitional fields. * Please submit labels (or full ingredients lists if not indicated on label) for each input with the application. This information must be part of the submitted application. Please note that a guaranteed analysis is not sufficient; ingredients must be listed.
* If inputs contain any biological ingredients available in GMO varieties, Non-GMO Affidavits must be submitted.

If synthetic micronutrients are applied for soil fertilization, soil tests documenting any deficiencies must be submitted.* Note: when applying for organic certification in the future, all inputs used or intended for use during the current year and the previous three years must be listed on your Field History sheet.
 |
| **Product** | **Brand Name or Source** | **Reason for Use** | **Actually Used (AU)****or Planned (P)** |
|  |  |  | [ ]  AU [ ]  P |
|  |  |  | [ ]  AU [ ]  P |
|  |  |  | [ ]  AU [ ]  P |
|  |  |  | [ ]  AU [ ]  P |
|  |  |  | [ ]  AU [ ]  P |
|  |  |  | [ ]  AU [ ]  P |
|  |  |  | [ ]  AU [ ]  P |
|  |  |  | [ ]  AU [ ]  P |
| **\*\* BE SURE TO SUBMIT ALL INPUT LABELS TO OCIA WITH YOUR APPLICATION\*\*** |

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| **SECTION 12: Record Keeping** |
| **Important Notes**Once requesting organic certification, if you will produce both organic and non-organic crops, then you will have a split operation. If you will raise the same crops as both organic and non-organic, then you will engage in parallel production. If you are a split operation of any type, once organic certification is sought, you must be prepared to show all production and sales records at your inspection that allow for tracking and production verification of non-organic crops as well as organic crops (crop lists and acreages, input application records, equipment use and cleaning, harvest and sales records, etc.) Such records are necessary to facilitate production verification audits, and are especially important if the crops are visually indistinguishable (parallel production).Please note that once certified as organic, a complaint log must be maintained by all operators certified by OCIA International. This log is a record of any complaints that are received concerning organic products. “Log for Complaints Against the Certified Operator” is a form OCIA has available for this use that explains the complaint process.Additionally, the NOP requires that records about the production, harvesting, and handling pertaining to organic agricultural products be maintained for at least five years. Once requesting organic certification, maintaining all records for five year will be required and verified at inspection.Some certified organic operations utilize labels on products. Once requesting certification, if your operation plans to apply labels, all labels must be compliant with the applicable organic standards. Copies of labels must be provided to the certification agency for review prior to printing. |
| 1. What types of records do you plan to keep? Indicate all that apply. Some records must be documents from other businesses (such as seed and input purchase receipts, supplier’s organic certificates, and soil or tissue test results). Others will be your own records of on-farm activities. You may design your own forms, or use/adapt templates or sample documentation forms available from the NOP, organic certifiers, or other sources, provided they include information needed to document compliant practices.[ ]  Record of purchase or acquisition records for all inputs (e.g. receipts, delivery tags, custom applicator invoices)[ ]  Input application records that show all materials applied to soil, water and crops (fertilizer and soil inputs, pest management materials and post-harvest handling), including product name/formulation and manufacturer, application date, rate or quantity, crop and location[ ]  Seed, seedling, and planting stock, inoculants or seed treatments; seed-saving/propagation records; documentation of commercial non-availability or organic seed/non-GMO status of seed[ ]  Copies of organic certificates from suppliers (i.e. organic seedling or transplant producers)[ ]  Planting and/or field activity records that show crop rotation including cover crops/green manures[ ]  Activity and/or observation records (i.e. field log, notes on calendar or maps)[ ]  Manure use records showing interval between date of application and harvest date of crops grown for human consumption[ ]  Compost production records (composting system, ingredients, C:N ratio, temperature, turnings)[ ]  Monitoring records (soil or tissue tests, water tests, pest observation logs)[ ]  Cleaning records (required if application or harvest equipment is not dedicated to organic)[ ]  Harvest records (records show location, crop, date harvested and transported from the field)[ ]  Post-harvest activities (washing and grading product, bagging or boxing, etc.)[ ]  Storage records (e.g. delivery/receiving tags showing facility location, crops, quantities, post-harvest activities and pest control)[ ]  Shipping records (e.g. packing facility tags, delivery receipts, receiving documents, bills of lading)[ ]  Sales records (e.g. invoices, purchase orders, grower statements, inventory lists)[ ]  Others (describe):  |
| 2. Will you use a lot numbering system? [ ]  YES [ ]  NOIf **YES**, describe your lot numbering system for non-retail packaging. |
| 3. Describe how your records will be able to track your production from source (farm, field or production location) to final sale. Please note that when requesting organic certification, you will need to be able to demonstrate your recordkeeping system at inspection. |