

# Organic Farm Plan

*Please fill out this questionnaire if you are requesting organic farm/crop certification. Use additional sheets if necessary. Sign this form. You must submit farm maps and field history sheets with this form. Attach all other supporting documents (soil, tissue or water tests, rented or recently purchased land histories, etc.) outlined in section 9 of this questionnaire. This form or an update form may be used to update certification, according to certifying agent policies.*

SECTION 1: General Information				NOP Rule 205.401
Name	Farm Name	Type of Farm/Crops		
Address		City		For office use only
State		Zip Code		Date received
Phone		Fax		Date reviewed
Email		Date		Reviewer initials
Legal status: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Trust or non-profit <input type="checkbox"/> Corporation <input type="checkbox"/> Cooperative		<input type="checkbox"/> Legal partnership (federal form 1065) <input type="checkbox"/> Other		Fees received
Year first certified	List previous organic certification by other agencies	List current organic certification by other agencies	Year when complete Organic Farm Plan Questionnaire was last submitted	
List all crops or products requested for certification.				
Have you ever been denied certification? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, describe the circumstances:			
Do you understand the current organic standards? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a copy of current organic standards?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Do you have a copy of current OMRI Materials List?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you intend to certify any livestock (slaughter stock, dairy, or layers) this year?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, have you filled out an Organic Livestock Plan Questionnaire?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Please note that you must have an Organic Livestock Plan Questionnaire on file to certify any livestock. Contact the certifying agent to obtain an Organic Livestock Plan Questionnaire.				
Do you have any off-farm or on-farm processing done? (cleaning, bagging, bottling, etc.)			<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, have you filled out an Organic Handling Plan Questionnaire?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Please note that you must have an Organic Handling Plan Questionnaire on file to certify the processing/handling portion of your operation. Contact the certifying agent with your questions or to obtain an Organic Handling Plan Questionnaire.				
Give directions to your farm for the inspector.				
When are you available to contact?			<input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening	
When are you available for the inspection?			<input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening	









List all compost ingredients/additives.  Not applicable

List all compost ingredients/additives.  In-vessel  Static aerated pile  Windrows  Other

What is your C:N ratio?

Do you monitor temperature?

Yes  No

If yes, what temperature is maintained?

How long is this temperature maintained?

If compost is windrowed, how many times are materials turned?

**C. MANURE USE:**

NOP Rule 205.203(c)(1) requires that raw manure be fully composted unless applied to fields with crops not for human consumption or incorporated into the soil 120 days prior to harvest for crops whose edible portions has direct contact with the soil, or 90 days prior to harvest for all other crops for human consumption.

What forms of manure do you use?  None  Liquid  Semi-solid  Piled  Fully composted  Other

What types of crops do you grow? Check all boxes that apply.  Crops not used 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

If you grow crops for human consumption and use raw manure, complete the following table. If composting manure, please fill out Section B above.

Crop(s)	Field numbers	Date manure is applied	Expected date of harvest

What is the source of the manure you use?  On-farm  Off-farm  Not applicable

List all sources of off-farm manure.

List all manure ingredients/additives.

If you use manure, what are the potential contaminants (pit additives, feed additives, pesticides, antibiotics, heavy metals, etc.) from these sources? Attach residue analysis/additive specifications for manure, if available.

**D. NATURAL RESOURCES:**

NOP Rule 205.2 defines Organic Production as a production system managed in accordance with the Act and its regulations to respond to site-specific conditions by integrating cultural, biological, and mechanical practices that foster cycling of resources, promote ecological balance, and conserve biodiversity. NOP Rule 205.200 and 205.203(a) requires that production practices maintain or improve natural resources (soil and water quality, wetlands, woodlands and wildlife) of the operation.

**-Biodiversity Management: Whole Farm Biodiversity Considerations.**

Does your field map include features such as hedgerows, woodlands, wetlands, riparian zones, and special habitats?

Yes  No

List native plants present, and/or wildlife seen moving through farm: (note priority species)

What steps do you take to plan/provide for biodiversity conservation?  Understand farm's location within watershed

Ascertain what native plants and animals existed on the land before it was a farm

Learn about regional natural areas and conservation priorities

Work with neighbors/others to enhance biodiversity (connectivity, restoration, etc.)  Other

How do you manage water for the needs of crops/livestock, native species and riparian ecosystems?

Plant regionally appropriate crops  Conserve water  Manage water for priority species

- Retain/restore vegetated riparian buffers/wetlands  Protect/improve natural hydrology/ecological function of riparian area  
 Other

**–Biodiversity Management: Uncultivated Area Biodiversity.**

- What actions do you take to provide habitat for pollinators, insect predators, birds and bats?**  Bird/bat/bee boxes  
 Hedgerows/windbreaks  Maintain/provide natural roosting/nesting/foraging sites  Other

- How are you restoring and/or protecting natural areas?**  Manage for native plants/wildlife specific to the site  
 Preserve/restore wildlife corridors  Establish legal conservation areas  
 Native habitats not converted to farmland since certification  Other

**List problem invasives:**

- What actions do you take to control invasive plant/animal species, especially those threatening natural areas?**  
 Learn about invasives  Use weed- and pest-free seed/planting stock/soil amendments/mulches  
 Monitor for new introductions and control immediately  Suppress invasives using organic methods  Other

**–Biodiversity Management: Cropland Area Biodiversity.**

- How do you conserve and provide habitat for wildlife?**  Companion planting/intercropping  Crop diversity  
 Wildlife-friendly fences  Manage fallow fields for wildlife  Other

- How do you schedule farm practices to benefit wildlife?**  Avoid nests during breeding season  
 Stagger mowing/tilling practices  Plan fields to leave food/cover for wildlife  Other

**–Biodiversity Management: When Livestock are Involved.**

- How do you protect riparian areas and sensitive habitats?**  Fence without impacting wildlife  
 Control sensitive area access  Prevent bank erosion  Animals fed away from water  Other

- What are you doing to improve your pasture or rangeland?**  Prevent overgrazing  Reseed trampled/eroded areas  
 Plant native pasture  Active grazing management system  Prescribed burning  Other

- What wildlife-friendly management practices do you use?**  Guard animals  
 Grazing scheduled when predation pressure low  Livestock spend night in protected area  
 Circumstances of livestock death documented  Other

**List problems with predators or other wildlife:**

- Have you assessed the farm for biodiversity problems and greatest opportunities, and developed goals and a timeline for biodiversity conservation?**  Yes  No

*If yes, describe/explain*

- How do you monitor farm biodiversity?**  Visually  Species counts  Other

**–Biodiversity Management: Wild Harvest Enterprises.**

- How do you maintain or improve the sustainability of the harvested species?**  Harvest from stable populations  
 Minimize disruption of priority species/sensitive habitats  Avoid erosion  Allow re-establishment  
 Monitor wild crop sustainability  Other

**–Soil Conservation**

**What soil conservation practices are used?**  Terraces  Contour farming  Strip cropping  Winter cover crops  
 Undersowing/interplanting  Conservation tillage  Permanent waterways  Windbreaks  Firebreaks  Tree lines  
 Retention ponds  Riparian management  Maintain wildlife habitat  Other

**What soil erosion problems do you experience (why and on which fields)?**  None

Describe your efforts to minimize soil erosion problems listed above.

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

**How often do you conduct pest monitoring?**  Weekly  Monthly  Annually  As needed  Other

**WATER USE:**  None

Irrigation  Livestock  Foliar sprays  Washing crops  Greenhouse  Other

**Sources of water**  On-site well(s)  River/creek/pond  Spring  Municipal/county  Irrigation district  Other

*Attach current water tests for nitrates and coliform bacteria, per certifying agent policy.*

**Type of irrigation system:**  Drip  Flood  Center pivot  None  Other

**What input products are applied through the irrigation system?**  None

**What products do you use to clean irrigation lines/nozzles?**  None

**Is the system shared with another operator?**  Yes  No

If yes, what products do they use?

**Is the system flushed and documented between conventional and organic use?**  Yes  No  
 Not Applicable

**What practices are used to protect water quality?**  Fencing livestock from waterways  
 Scheduled use of water to conserve its use  Tensiometer/monitoring  Laser leveling/land forming  Drip irrigation  
 Micro-spray  Sediment basin  Compost/fertilizer stored away from water  Other

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

**Describe your efforts to minimize water contamination problems listed above.**  Not applicable

**Describe how you monitor the effectiveness of your water quality program.**

**How often do you conduct water quality monitoring?**  Weekly  Monthly  Annually  As needed  Other

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. Producers must utilize sanitation measures to remove disease vectors, weed seeds, and habitat for pests. Cultural practices, including selection of plant species and varieties adapted to site-specific conditions, must be used to enhance crop health.

Approved synthetic materials on the National List 205.601 may only be used when management practices are insufficient to prevent or control problems. All weed, pest, and disease inputs must be approved. A "restricted" input has specific annotations for its use. If you use a "restricted" material, you must provide evidence of how you address the materials' annotation.

**A. CROP ROTATION PLANS:** (use one line for each rotation used)

Crop Rotation Plan	Field Numbers Where Plan is Followed	Anticipated Changes

**B. WEED MANAGEMENT PLAN:**

No weed problems

What are your problem weeds?

What weed control methods do you use?  Crop rotation  Field preparation  Prevention of weed seed set

Delayed seeding  Monitoring soil temperature  Soil sterilization  Use of fast emerging varieties

Mechanical cultivation  Use of hand tools  Hand weeding  Mowing  Livestock grazing  Flame weeding

Steam weeding  Electrical  Smother crops  Black fallow  Non-synthetic mulch  Synthetic mulch

Corn gluten  Soap-based herbicides  Other

Do you keep a record of how often you utilize these weed control methods, i.e., dates and fields when you cultivate or flame weed?  Yes  No

All inputs used or intended for use during the current year and used in the previous three years must be listed on your Field History Sheet.

**USE OF RESTRICTED WEED MANAGEMENT STRATEGIES:**

none used

If you use plastic or other synthetic mulches, is the mulch removed at the end of the growing or harvest season?  Yes

No  Not Applicable

If no, why not?

If you use corn gluten, is the corn genetically modified?

Yes  No

Not Applicable

If no, what verification do you have?

If you use soap-based herbicides, list all areas where used.

If you use newspaper or other recycled paper for mulch, do you use paper with glossy or colored inks?  Yes  No

Not Applicable

**EVALUATION:**

Rate the effectiveness of your weed management program  Excellent  Satisfactory  Needs improvement

What changes do you anticipate?

How do you monitor the effectiveness of your weed management program?  Weed counts  Observation of weed types

Comparison of crop yields  Records kept of observations/counts  Other

How often do you conduct weed monitoring?  Weekly  Monthly  Annually  As needed  Other

**C. PEST MANAGEMENT PLAN:**

No pest problem

What are your problem pests?  Insects  Rodents  Gophers  Birds  Other animals

Do you work with a pest control advisor?  Yes  No

If yes, give name and contact information.

- What strategies do you use to control pest damage to crops?**  None Used  Crop Rotation
- Selection for plant species/variety  Development of habitat for natural enemies  Timing of planting
- Companion planting  Frog ponds  Bat houses  Bird houses  Hand picking  Monitoring  Trap crops
- Physical barriers  Physical removal  Traps  Lures  IPM  Insect repellents  Animal repellents
- Release of predators/parasites of pest species  Use of approved products  Use of restricted products
- Limited use of prohibited products  Other

**Do you keep a record of how often you utilize these pest control methods, i.e., dates when you scout or apply inputs to a specific field or crop?**  Yes  No

**List all pest control products used or intended for use in the current season on organic and transitional fields.** *All inputs used or intended for use during the current year and in the previous three years must be listed on your Field History Sheet.*

Not applicable

Pest problem	Control product	Status: Approved (A), Restricted (R), Prohibited (P)	If restricted, describe compliance with NOP rule annotation	GMO

**EVALUATION:**

**Rate the effectiveness of your pest management program**  Excellent  Satisfactory  Needs improvement

**What changes do you anticipate?**

**How do you monitor the effectiveness of your pest management program?**  Insect monitoring with traps

Observation of crop health  Comparison of crop yields  Crop quality testing  Monitoring records kept  Other

*Attach copies of your test results, if applicable.*

**How often do you conduct pest monitoring?**  Weekly  Monthly  Annually  As needed  Other

**D. DISEASE MANAGEMENT PLAN:**

No disease problems

What are your problem crop diseases?

- What disease prevention strategies do you use?**  Crop Rotation  Field sanitation  Plant spacing
- Selection of plant species/varieties  Timing of planting/cultivating  Vector management  Soil balancing
- Solarization  Companion planting  Compost/tea use  Use of approved materials  Use of restricted materials
- Limited use of prohibited materials  Other

**List all disease management inputs used or intended for use on your organic and transitional fields/crops.** *All inputs used or intended for use during the current year and used in the previous three years must be listed on your Field History Sheet.*

Not applicable

Disease problem	Control product	Status: Approved (A), Restricted (R), Prohibited (P)	If restricted, describe compliance with NOP rule annotation	GMO

**EVALUATION:**

**Rate the effectiveness of your disease management program**  Excellent  Satisfactory  Needs improvement

**What changes do you anticipate?**

**How do you monitor the effectiveness of your disease management program?**  Soil testing  Microbiological testing

Observation of soil  Observation of crop health  Comparison of crop yields  Crop quality testing

Monitoring records kept  Other

**How often do you conduct disease monitoring?**  Weekly  Monthly  Annually  As needed  Other

**Do you keep a record of how often you utilize these disease control methods, i.e., dates when you scout or apply inputs to a specific field or crop?**  Yes  No



Product name	Who applies?	Field numbers where applied	Where stored? (On-farm, off-farm; where on farm?)

**Prohibited herbicides/pesticides used on conventional crops:**

Product name	Who applies?	Field numbers where applied	Where stored? (On-farm, off-farm; where on farm?)

**B. 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. Keep records of equipment clean and flush activities.

List equipment used for planting, tillage, spraying, and harvesting.  Not applicable

Equipment name	Owned, rented or custom	Used on both organic and conventional?	How is equipment cleaned before use on organic fields?

Is your equipment maintained so that fuel, oil and hydraulic fluid do not leak?  Yes  No  Not Applicable

If you use a sprayer:

Did you purchase it new or used?  New  Used

What type?

Other equipment:

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

If yes, describe:

**C. HARVEST:**

NOP Rule 205.272(b)(1) and (2) requires that containers, bins, and packaging materials must not contain synthetic fungicides, preservatives, or fumigants. All reusable containers must be thoroughly cleaned and pose no risk of contamination prior to use.

How are your organic crops harvested?  Mechanical  By hand

Are any organic crops custom harvested?

Yes  No

If yes, provide name and address of custom harvester.

Describe steps taken to protect organic crops from commingling and contamination during harvest.

What containers are used for harvesting?  Gravity wagons/boxes  Truck boxes  Cardboard/waxed boxes  
 Wooden totes  Plastic containers  Other

Are containers new or used?  New  Used

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

Are the containers used for organic crops only?

Yes  No

Describe potential contamination or commingling problems you have with harvest or organic crops.  Not applicable

**D. POST-HARVEST HANDLING:**  Not applicable

NOP Rule 205.272(b)(1) and (2) requires that containers, bins, and packaging materials must not contain synthetic fungicides, preservatives, or fumigants. All reusable containers must be thoroughly cleaned and pose no risk of contamination prior to use.

**Describe your post-harvest handling procedures and equipment.**

**Is the processing area and equipment used for both organic and non-organic products?**  Yes  No

If yes, describe steps taken to prevent commingling and contamination.

**Does packaging present any contamination problems for your organic products?**  Yes  No

If yes, what are they?

**Check types of packaging material used:**  Bulk  Paper  Cardboard  Wood  Glass  Metal  Foil  Plastic  
 Waxed paper  Aseptic  Natural fiber  Synthetic fiber  Other

**In what form are finished products shipped?**  Dry bulk  Liquid bulk  Tote bags  Tote boxes  Paper bags  
 Foil bags  Metal drums  Mesh bags  Cardboard drums  Cardboard cases  Plastic crates  Other

**E. CROP STORAGE:**  Not applicable

Operators must keep organic and non-organic crops in separate storage areas and prevent commingling and contamination. Storage records must be maintained.

**Describe your storage locations.**

Storage ID #	Types of crops stored	Type of storage	Capacity/size	O	T	B	C

(O = Organic, T = Transitional, B = Buffer, C = Conventional)

**Do you use the same storage areas for organic, transitional, buffer, and/or conventional crops?**  Yes  No

If yes, how do you segregate organic crops from non-organic crops?

**How do you clean storage units prior to storage of organic crops?**

**How do you prevent/control insect pests in crop storage areas?**  No insect problems

**How do you control rodents in crop storage areas?**  No rodent problems

**What stored crop inputs have you used in the last three years?**  Synthetic fumigants  Rodenticides  
 Sprouting inhibitors  Ripeners  Growth regulators  Preservatives  Oils  Coloring agents  Waxes  None  
 Other

**Are any stored crop inputs used or planned for use on organic crops?**  Yes  No

If yes, specify input and retain labels.

**F. TRANSPORTATION:**  Not applicable

**Who is responsible for arranging transportation of organic products?**  Self  Buyer  Other

Describe how organic products are transported

**What potential contamination or commingling problems do you have with the transport of organic crops?**  None

**What steps are taken to protect the integrity of organic products during transport?**  Dedicated organic only  
 Inspecting transport units prior to loading  Cleaning transport units prior to loading  Use of Clean Truck Affidavits  
 Letter/contract with transport company stating organic requirements  Other

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. All records must be accessible to the inspector.

**A. RECORDS:** *Please have these records available for the inspector.*

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

- Field maps
- Field activity log(s)
- Field history sheets (previous three years)
- Documentation of previous land use for rented and/or newly purchased land
- Input records for soil amendments, seeds, manure, foliar sprays, and pest control products (keep all labels)
- Documentation of attempts to source organic seeds and/or planting stock
- Documentation of organic seedlings
- Residue analyses of inputs (i.e., manure sourced off-farm)
- Compost production records
- Monitoring records (soil tests, tissue tests, water tests, quality tests, observations)
- Equipment cleaning records
- Harvest records that show field numbers, date of harvest, and harvest amounts (including custom harvest records)
- Label 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
- Complaint log
- Other

**How long do you keep your records?**

**Which of the following records do you keep for conventional production?**  Not applicable

- Field maps  Field history sheets  Input records  Harvest records  Labor records  Storage records
- Sales records  Shipping records  Other

**B. MARKETING:**

**Type of Marketing:**  Farmers market  Direct to retail  CSA/subscription service  Wholesale  On-farm retail  
 Bulk commodities to processor  Contract to buyer  Other

**Do you use or plan to use the USDA organic seal on product labels or market information?**

Yes  No

**Do you use or plan to use the seal of the certifying agent on product labels or market information?**

Yes  No

## SECTION 9: Affirmation

I affirm that all statements made in this application 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 Organic Foods Production Act of 1990 and National Organic Program Rules and Regulations. I understand that acceptance of this questionnaire in no way implies granting of certification by the certifying agent. I agree to provide further information as required by the certifying agent.

Signature of Operator \_\_\_\_\_

Date \_\_\_\_\_

I have attached the following documents:

- Maps of all parcels/fields (showing adjoining land use and field identification)
- Field history sheets
- Documentation for fields owned or rented for less than three years, if applicable
- Water test, if applicable
- Soil and/or plant tissue tests, if applicable
- Residue analyses, if applicable
- Documentation of organic seedlings
- Residue analyses of inputs (i.e., manure sourced off-farm)
- Input product labels, if applicable
- Organic product labels, if applicable
- Adjoining land use letter(s)
- Notification letter(s)

**Submit completed form, fees, and supporting documents to:**

- I have made copies of this questionnaire and other supporting documents for my own records.