



Last Name(s)	First Name(s)	Farm/Ranch/Business Name	Date

Organic System Plan Template – Organic Production

Forms Checklist

7 C.F.R. §§ 205.2 - 205.406

Please note that these forms are suggested templates; contact your certifier for approval of the forms you plan to use. Please provide thorough descriptions that reflect all your current and planned practices. The U.S. Department of Agriculture (USDA) organic regulations require Organic System Plans (OSPs) to be reviewed and updated annually. Whenever you anticipate a change in your operation’s practices, procedures or materials, please update and resubmit the sections or pages that reflect that change. This Forms Checklist must be submitted along with your application, OSP, and all other forms indicated below.

DESCRIPTION OF ORGANIC PRODUCTION

Please provide a brief, general description of your organic operation, including: crops or crop types and cropping systems; livestock raised and animal products; any handling activities related to your crop and livestock production; and type(s) of marketing and sales (contract, wholesale, direct marketing, etc.).

All applicants seeking organic certification, whether for crop and/or livestock production and/or handling, please complete these forms:

- | | |
|--|--|
| <input type="checkbox"/> Forms Checklist (this form) | <input type="checkbox"/> Application |
| <input type="checkbox"/> Affidavit | <input type="checkbox"/> Natural Resource Management |
| <input type="checkbox"/> Land Requirements Form + | <input type="checkbox"/> Map + |
| <input type="checkbox"/> Documentation of Prior Land Use | |

Submit a Land Requirements Form with a Map and Documentation of prior land use for each farm, ranch or production location. Total number of locations/sets of forms: _____

- | | |
|---|---|
| <input type="checkbox"/> Fees (no template) | <input type="checkbox"/> Sales Report (no template) |
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Complete the OSP forms (sections) that best describe your organic operation. The Crop and Livestock Production Overviews, respectively, will guide your selection of forms. Check the box by each OSP form that you are submitting with your application for certification.

Crops (as applicable):

- Crop Production Overview
- Seed and Planting Stock
- Soil Management and Crop Rotation

Livestock (as applicable):

- All Livestock Producers:
- Livestock Production Overview
 - Origin of Livestock



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a) Applicant(s)		
b) Farm, ranch, or business name		
c) Mailing address		
d) Physical address		
e) City	f) State	g) Zip code
h) Primary phone no.	i) Alt. phone no.	j) Fax no. (optional)
k) Email address		
l) County(ies) where farm/ranch is located		
m) Organizational Structure/Legal Status: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Legal Partnership <input type="checkbox"/> S corporation <input type="checkbox"/> Limited Liability Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Non-Profit Organization <input type="checkbox"/> Government/Public Agency <input type="checkbox"/> Other (specify):		
n) If a corporation, list the State of incorporation and name, if different than listed above:		
o) Name of the person(s) authorized to act on the applicant's behalf		
p) Address	q) Telephone number	
r) List the name(s) of any certifier(s) to which an application has been previously made, and date(s) of application: <input type="checkbox"/> none		
s) Outcome of the application submission(s)		
t) If you have received any notification of noncompliance or denial of certification, please attach these with a description of actions taken to correct noncompliances, including evidence of correction. <input type="checkbox"/> Attached <input type="checkbox"/> Not applicable		
u) This application must be accompanied by a completed OSP form that includes all organic production and handling activities for which you are seeking certification. <input type="checkbox"/> attached		

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

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

SEND APPLICATION, OSP AND FEES TO: Certifier Name, Address, and Telephone Number
 Note: All business information submitted or collected is confidential and exempt from public inspection and copying.



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Affirmations	7 C.F.R. §§ 205.400, 205.401
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- I/We agree to comply with all applicable organic production and handling regulations as described in the final rule issued by the USDA Agricultural Marketing Service and codified in 7 C.F.R. Part 205.
- I/We agree to establish, implement, and update annually an OSP. I/We affirm that the attached OSP includes and accurately describes all aspects of my/our current organic operation.
- I/We will immediately notify our certifier of any change in my/our certified operation or portion of it that may affect its compliance with the Organic Foods Production Act of 1990 or the USDA organic regulations. I/We will submit an OSP update whenever changes are made, thus ensuring that the application/OSP consistently reflects my/our current organic operation.
- I/We have made/kept a copy of my/our application, OSP, and all applicable attachments and addenda.
- I/We understand that a certifier’s acceptance of this form in no way implies granting of certification.
- I/We have reviewed the USDA organic regulations. I have asked the certifier for clarification of any points that were unclear to me so that I now understand them.
- I/We agree to comply with all applicable State and NOP production and handling standards as described in the final rule of the USDA Agricultural Marketing Service and codified in the USDA organic regulations at 7 C.F.R. Part 205.
- I/We will permit onsite inspections with complete access to the production or handling operation, including noncertified production and handling areas, structures and offices, by the certifier. I understand that my operation may be subject to announced and/or unannounced inspections and/or sampling for residues at any time as deemed appropriate to ensure compliance with the USDA organic regulations.
- I/We agree to maintain all records applicable to the organic operation for not less than five (5) years beyond their creation and to allow authorized representatives of the Secretary of the USDA, the applicable State organic program’s governing State official, and the certifier access to such records during normal business hours for review and copying to determine compliance.
- I/We agree to immediately notify my/our certifier concerning any application, including drift, of a prohibited substance to any field, production unit, site, facility, livestock, or product that is part of an operation.
- I agree to submit applicable fees charged according to the fee schedule by the certifier.
- I/We affirm that all information in this application/OSP is true and accurate to the best of my/our knowledge.

Signature of Applicant/Authorized Representative _____ Date _____

Submit completed forms, fees and supporting documents to your certifier.



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Land Requirements	7 C.F.R. §§ 205.103, 205.202
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This form describes a farm or production location for organic crop and/or livestock production and allows accompanying documentation to establish its eligibility for organic certification. Submit one copy of this Land Requirements form for **each** farm location (not for individual fields) that is non-adjacent to your other farmland or production locations, and/or has distinct land use history (different date of last prohibited materials use or different prior land manager, etc.).

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

2.1 LAND DESCRIPTION		
Farm Name or Number	Area (acres) to be certified organic	
Parcel Location	Field Numbers (for <i>all</i> fields)	
City/Town	State	County
Legal Description: Section/Township/Range or Assessor's Parcel Number		
2.2 LAND MANAGEMENT		
7 C.F.R. § 205.202(a) and (b)		
a) When did you begin managing this land? (mm/dd/yy) _____ b) What was the date of last use of prohibited materials? _____ <input type="checkbox"/> Not applicable; no prohibited materials applied. c) What is your estimated harvest date of a certified organic crop from this land? _____ d) Describe, in general terms, how this land has been managed for the past three years: crops grown; fallow; pasture, etc.; organic or non-organic management; farming practices used. _____ _____		
2.3 LAND USE HISTORY DOCUMENTATION		
7 C.F.R. § 205.202		
a) Check the type(s) of documentation attached that shows eligibility of this land for organic certification: <input type="checkbox"/> current organic certificate in my operation's name; continuing certification <input type="checkbox"/> prior land manager affidavit <input type="checkbox"/> field history form <input type="checkbox"/> copy of the organic certificate from a previous manager and associated documentation (profile with parcel address or location, maps) to show that this land has been continuously certified with no lapse in organic management up to the date of transfer of management <input type="checkbox"/> other documentation that shows all materials used on this land and the date(s) they were used in the last three years (describe): _____		



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2.4 MAPS

7 C.F.R. § 205.202(c)

a) Attach Field Map(s). Provide an accurate map that shows each field included on the farm listed above. Show boundaries and area to be certified. The map should be 8 ½ x 11". This may be a county parcel map, Farm Service Agency map, aerial photograph, or a detailed hand-drawn map, as long as it is clearly readable when photocopied. This map must be current and dated. An updated (revised or new) map must be submitted whenever information on the map changes (field numbers, acres, buffers, adjoining land use, etc.)

The map attached includes the following:

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

Required for ruminant livestock producers:

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

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

- Attached
- Not applicable; one farm location only

2.5 BOUNDARIES, ADJACENT LAND USE AND BUFFER AREAS

7 C.F.R. § 205.202(c)

a) Describe your farm borders and adjacent land use (organic farms, fallow fields, CRP land, wild lands, non-organic crop or livestock production, residential use, etc.)

b) Describe the measures you take (management practices, communications and/or physical barriers) to prevent contamination by prohibited materials that are or may be applied to adjacent or nearby land (neighboring parcels or fields in split operations). No areas of concern.

c) Describe buffer areas for each field/pasture that you maintain on your organic land to protect crops from contamination. Please specify whether you grow crops in the buffer area, and whether you plan to sell or represent them as organic. If you need more space, please attach a separate page. Buffer description attached.



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

Key regulations related to natural resource management:

§ 205.2 Definitions:

Organic production. A production system that is managed in accordance with the Act and regulations in this part to respond to site-specific conditions by integrating cultural, biological, and mechanical practices that foster cycling of resources, promote ecological balance, and conserve biodiversity.

Natural resources of the operation. The physical, hydrological, and biological features of a production operation, including soil, water, wetlands, woodlands, and wildlife.

§ 205.200: Production practices implemented in accordance with this subpart must maintain or improve the natural resources of the operation, including soil and water quality.

§ 205.203(a): The producer must select and implement tillage and cultivation practices that maintain or improve the physical, chemical, and biological condition of soil and minimize soil erosion.

§ 205.203(c): The producer must manage plant and animal materials to maintain or improve soil organic matter content in a manner that does not contribute to contamination of crops, soil, or water by plant nutrients, pathogenic organisms, heavy metals, or residues of prohibited substances.

§ 205.239(e): The producer of an organic livestock operation must manage manure in a manner that does not contribute to contamination of crops, soil, or water by plant nutrients, heavy metals, or pathogenic organisms and optimizes recycling of nutrients and must manage pastures and other outdoor access areas in a manner that does not put soil or water quality at risk.

§ 205.240(c)(8): The pasture plan shall include a description of the erosion control and protection of natural wetlands and riparian areas practices.

Organic standards specifically address soil (conservation and health) and water (conservation and quality; contamination prevention). As quoted above, the standards also include a general requirement to maintain or improve natural resources (soil, water, wetlands, woodlands and wildlife) by integrating cultural, biological and mechanical practices to foster cycling of resources, promote ecological balance, and conserve biodiversity. Organic production practices must maintain or improve their natural resources.

While natural resource management is a core organic standard, producer strategies will be specific to each site and type of production. Each operation’s practices are adapted to the features of the land and local conditions, especially related to: soil (soil types, slope, risks of erosion, and overall health); water (position in the watershed, presence of water courses and riparian areas, and water usage); and wetlands, woodlands and wildlife (ecosystem type, biological diversity and habitat on and around the farm).

Organic farming practices can conserve soil, increase soil health, protect water and contribute to biological diversity within—and often beyond—its boundaries. On-farm practices may include: soil building to increase organic matter, humus, biological activity and diversity of soil



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

Update changes: Signature _____ Date _____