



Georgia Crop Improvement Association Organic Certification Program

CROPS

Organic System Plan

PLEASE NOTE: All documents submitted must be typed. Hand written documents will not be accepted.

MANAGER NAME		OPERATION NAME		
OWNER NAME		WEBSITE ADDRESS		
ADDRESS		CITY	STATE	ZIP
MANAGER PHONE: OWNER PHONE:	MANAGER EMAIL: OWNER EMAIL:		PRIMARY FORM OF CONTACT EMAIL PHONE	

Organizational Structure / Legal Status:

Sole proprietorship Legal partnership S-Corporation Limited Liability Corporation Trust
Government / Public Non-Profit (specify) _____ Other (specify) _____

The National Organic Program (NOP) requires all operations seeking certification to develop an organic system plan (OSP) that is agreed to by the certified operation and an accredited certifying agent. A certified operation must update this system plan on an annual basis in order to verify continued compliance. The OSP must be updated anytime a new product is added; new inputs are planned for use; any changes of name, operator, ownership; when new land is acquired; changes in storage locations, custom operations, label changes, suppliers, shipping/receiving, equipment, pest management, etc. Submit any changes to GCAOCP office in order that we may advise and/or provide the appropriate form(s) for update.

Your organic system plan must include the following:

- Description of practices and procedures – including the frequency with which they will be performed,
- List and detailed information regarding each substance to be used in organic handling,
- Description of the monitoring practices and frequency the practices will be performed,
- Description of the recordkeeping system that complies with the rule,
- Description of the practices in place to prevent commingling of organic and non-organic products,
- Description of the practices in place to prevent contamination of organic products with prohibited substances,
- If a Standard Operating Procedure (SOP) is utilized, attach the SOP & identify any materials that may be used.
- Any additional information required by the certifying agent in order to evaluate compliance.

This is a plan – You must change or update it throughout the year. Changes must be approved by GCAOCP prior to implementation. Plan updates may be submitted by email, mail or fax.

Section 1: GENERAL INFORMATION

NOP §205.201, .401

- Are you a new applicant for certification or are you renewing your existing certification?
 New – Applying for a new certification **Certification Renewal** – Renewing an existing certification
- Provide a brief description of your business:

- List all crops or products requested for certification:

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- 4A. Have you ever been denied certification or had your certification suspended or revoked? Yes No
- 4B. Have you ever surrendered an organic certificate? Yes No
If "Yes" to either, please attach a detailed explanation, including the date and certifier.
5. Do you intend to export product? And if so, to what country(s)? Yes No * If YES, inspector see below.
 Please describe:
- NOTE: Review import & export requirements at www.ams.usda.gov/services/organic-certification/international-trade
6. List *previous or current* organic certification by other certification agencies; if applicable, provide evidence of surrender.
7. Describe corrective action in response to any noncompliance notices or conditions for continued certification received:
- 7A. List any websites that advertise or sell your products:
8. Year first certified:
9. Year when complete Crop Organic System Plan was last submitted:
10. Do you have a copy of the National Organic Program Standards? Yes No
11. Do you have a copy of the current OMRI Materials List? Yes No

**The NOP Standards are available online at:
www.ams.usda.gov/nop**

12. Do you intend to certify any livestock (slaughter stock, dairy, or layers) this year? Yes No
If "Yes," have you filled out a Livestock/Poultry Organic System Plan? Yes No

**Please note that you must have a Livestock/Poultry Organic System Plan on file to certify any livestock.
 Contact GCIAOCP to obtain a Livestock/Poultry Organic System Plan.**

13. Do you have any off-farm or on-farm processing done (cleaning, bagging, bottling, etc.)? Yes No
If "Yes," have you filled out a Processor/Handler Organic System Plan? Yes No

Please note that you must have documentation on file to certify the processing/handling portion of your operation.

14. Give directions to your farm for the inspector, including physical address if different from mailing address:

15. Do you grow organic & conventional crops? Yes No - organic only
16. When are you available to contact? Morning Afternoon Evening
16. When are you available for the inspection? Morning Afternoon Evening

**Please complete the information below and attach a current field history sheet for each field.
 At least 36 months of history are required for all fields.**

16. Have you managed all fields for 3 or more years? Yes No
If "No," you MUST submit a Previous Land Use Verification form.
17. Are all fields requested for certification located at the main address? Yes No

* Inspector: when organic imports/exports are noted, refer to NOP guidance documents 21101 and 2403; memo 5-25-13 and PM 13 for instructions to determine acceptability.

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18. Complete this information for main farm address and each parcel that is in a separate location:						
FSA #	Field ID	Parcel Address	Number of Acres			Rented or Owned
			Organic	Transitional	Conventional	

Section 2: SEEDS, ANNUAL TRANSPLANTS & SEEDLINGS

NOP § 205.204

NOP §205.204 requires that producers use organically grown seed, annual seedlings and planting stock (even when these are provided from a contract buyer). **Annual seedlings must be certified organic to produce an organic crop.** Non-organically produced seeds and planting stock may be used only if organic forms are not commercially available.

Commercial availability is defined as “the ability to obtain a production input in an appropriate form, quality, or quantity to fulfill an essential function in a system of organic production or handling, as determined by the certifying agent in the course of reviewing the organic plan.”

- If non-organic seeds are used, you must provide documentation verifying the unavailability of organic seed, **even when a contract buyer provides seeds.**
- Contact three or more known organic suppliers and document whether organic seeds or planting stock are available. An Organic Seed and Planting Stock Search Record form is available at www.georgiacrop.com to document this search.
- Organic producers should ensure that they are contacting suppliers that offer organic varieties.
- Genetically modified seeds and seeds treated with prohibited substances are not allowed.

N/A NO SEEDS ARE USED IN MY FARMING OPERATION.
SKIP TO ANNUAL AND PERENNIAL PLANTING STOCK.

SEEDS

1. Are any organic crops custom seeded or planted by an outside business? Yes No
If “Yes,” please provide the name and contact information for the custom operation:

2. Check all sources of seed used on your farming operation: save my own seeds
 seed companies provided through contract other (specify):

***Information (invoices or seed packages) from all seeds sources must be available during your inspection.
Failure to have this information will result in a compliance action.***

3. Have you completed and attached the Seed and Planting Stock Source Verification Form for all seed use? Yes
You MUST submit this information for this application to be complete.

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If you are using non-organic seeds, you must provide documentation that non-organic seeds are not genetically modified or treated with a prohibited material.

Failure to have documentation will result in a compliance action.

N/A NO PLANTING STOCK IS USED IN MY FARMING OPERATION.

A. ANNUAL AND PERENNIAL PLANTING STOCK

SKIP TO ANNUAL SEEDLINGS.

Annual planting stock includes seed potatoes, onion sets, garlic bulbs, sweet potato slips and other propagation material not originating from seed. Perennial planting stock produces plants that live for more than two years and include root divisions, woodcuttings, tissue culture plantlets and nursery plants in containers. Non-organic perennial plants (planting stock) must be managed organically for at least one year prior to harvest of crop or sale of the plant as certified organic planting stock. Organic planting stock must be used if commercially available.

Non-organically produced annual planting stock may be used only if organic forms are not commercially available.

Commercial availability is defined as “the ability to obtain a production input in an appropriate form, quality, or quantity to fulfill an essential function in a system of organic production or handling, as determined by the certifying agent in the course of reviewing the organic plan.”

- If non-organic annual planting stock is used, you must provide documentation verifying the unavailability of organic planting stock.
- Contact five or more known organic suppliers and document whether organic seeds or planting stock are available. An Organic Seed & Planting Stock Search Record form is available at www.georgiacrop.com to document this search.
- Organic producers should ensure that they are contacting suppliers that offer organic varieties.
- Genetically modified planting stock and planting stock treated with prohibited substances are not allowed.

1. Check all sources of transplants used on your farming operation: grow my own
 nurseries provided through contract other (specify):

***Information (invoices) from all sources must be available during your inspection.
Failure to have this information will result in a compliance action.***

2. Have you completed and attached the Seed and Planting Stock Source Verification form for all annual and perennial transplants? Yes

You MUST submit this information for this application to be complete.

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N/A NO ANNUAL SEEDLINGS ARE USED IN MY FARMING OPERATION.

B. ANNUAL SEEDLINGS

SKIP TO SECTION 3

Annual Seedlings MUST be certified organic to produce an organic crop.

1. Do you purchase annual seedlings? Yes No
If "Yes," complete the table below for your suppliers.

Supplier Name	City, State	Organic Certifier

2. Do you grow organic seedlings on your farm? Yes No
If "Yes," complete a through f below.

- a. What type and size is your greenhouse?
- b. Do you plant crops directly in the ground in the greenhouse? Yes No
- c. If treated wood is used in any part of your greenhouse, where is it used? Not used
- d. **Please complete the Materials Input Inventory form** for all soil mix ingredients, fertility products, foliar sprays, water system additives, and/or pest and disease inputs used or planned for use in your greenhouse operation. **Attach labels or have labels available for the inspector, as applicable.**
- e. What equipment do you use in your greenhouse and watering system?
- f. How do you prevent seedling diseases and/or insect problems?

3. Do you grow both organic and non-organic plants in your greenhouse? Yes No
If "Yes," complete a through h below.

- a. What organic and non-organic crops are grown?
List varieties if the same organic and non-organic crops are grown (parallel production).
- b. How do you separate and identify organic and non-organic growing areas?
- c. How do you label organic and non-organic seedlings/plants?
- d. **Please complete the Materials Input Inventory form** for all soil mix ingredients, fertility products, foliar sprays, water system additives, and/or pest and disease inputs used or planned for use in your greenhouse operation. **Attach labels or have labels available for the inspector, as applicable.**

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e. How do you prevent commingling of organic and non-organic soil mixes during mixing and storage?

f. Where do you store inputs used for non-organic production?

g. How do you prevent drift of prohibited materials through ventilation and/or watering systems?

h. Do you use new seedling containers?

Yes No

If "No," how do you clean containers?

Section 3: SOIL FERTILITY & CROP NUTRIENT MANAGEMENT

NOP §205.203, .205

NOP §205.205 requires producers to manage crop nutrients and soil fertility through crop rotations, cover crops, and applications of plant and animal material. Additionally, you must manage plant and animal materials to maintain or improve soil organic matter while minimizing contamination of crops, soil and water.

A. GENERAL INFORMATION AND EVALUATION

1. What are your general soil types?

2. What are your soil/nutrient deficiencies?

no deficiencies

3. How do you monitor the effectiveness of your fertility management program?

soil testing

microbiological testing plant tissue testing observation of soil observation of crop health
 comparison of crop yields crop quality testing other (specify):

Attach copies of available test results.

4. How often do you conduct fertility monitoring?

weekly

monthly

annually

as needed other (specify):

5. Rate the effectiveness of your fertility management program:

excellent

satisfactory

needs improvement

6. What changes do you anticipate to your fertility management program?

7. Check all of the tillage practices listed below that you implement on your farming operation:

no-till minimum till shallow till permanent cover contour farming or tilling
 moisture monitoring prior to tillage other (specify):

8. Check all of the tillage equipment your operation uses: N/A (no-till)

chisel plow moldboard plow spader disk rotovator weed badger rototiller
 cultivator harrow grape hoe other (specify):

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9. What are the major components of your soil and crop fertility plan?
 crop rotation green manure plowdown/cover crops interplanting incorporation of crop residues
 subsoiling summer fallow compost on-farm manure off-farm manure
 soil amendments side dressing foliar fertilizers biodynamic preparations soil inoculants
 other (specify):
10. List all fertility inputs used or intended for use in the current season on proposed organic and transitional fields on the **Materials Input Inventory** form.
All inputs used during the current year and previous three years must be listed on the Field History Sheet. N/A
11. If you use fertilizers with high salt content (sodium nitrate, potassium sulfate, etc.), how do you prevent salt build-up?
 N/A

NOP §205.602(g) allows up to 20% of a crop's total nitrogen requirement from sodium nitrate. Records must be maintained and available for review regarding compliance with this requirement. International organic standards do not allow the use of sodium nitrate.

12. Do you burn crop residues? Yes No
If "Yes," please describe what materials are burned and why:
13. Do you apply sewage sludge to fields? Yes No
If "Yes," list fields where applied:

B. COMPOST USE

NOP §205.203(c)(2) requires that the composting process include a C:N ratio between 25:1 and 40:1, and maintenance of temperatures between 131°F and 170°F for a specific number of days, depending on the method of composting.

Keep a compost production record to verify compliance.

1. List all compost ingredients/additives: N/A
2. What composting method do you use? in-vessel static aerated pile
 windrows other (specify):
3. What is your C:N ratio?

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4. Do you monitor temperature? Yes No
If "Yes," what temperature is maintained?
How long is this temperature maintained?

5. If compost is windrowed, how many times are materials turned? N/A

C. MANURE USE

NOP §205.203(c)(1) requires that raw manure be fully composted unless it is:

- Applied to land used for a crop not intended for human consumption;
- Incorporated into the soil **120 days prior to the harvest** of a product whose edible portion has **direct contact** with soil; or
- Incorporated into the soil **90 days prior to the harvest** of a product whose edible portion **does not have direct contact** with soil,

You must maintain records verifying application dates of non-composted animal manure products.

1. What forms of manure do you use? none liquid semi-solid piled
 fully composted other (specify):

2. 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

3. If you grow crops for human consumption and use raw manure, complete the following table.
If composting manure, be sure the compost section above is filled out completely.

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

4. What is the source of the manure you use? on-farm off-farm N/A
List all sources of off-farm manure:

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5. List all manure ingredients/additives:
6. 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.*

Section 4: NATURAL RESOURCES: Soil, Water, Woodlands, Wetlands & Wildlife

NOP § 205.200

A. NATURAL RESOURCES

NOP §205.200 and .203(a) require that production practices maintain or improve the natural resources of the operation, including soil and water quality. Practices must minimize erosion.

Depending on certifying agent policy, water tests may be required for nitrate and coliform bacteria if water is used for washing/processing organic products or for organic livestock. Irrigation water should not contaminate organic crops with prohibited materials. Methods to conserve water usage should be part of the irrigation plan.

1. Check the relevant plans you maintain to assist you in managing on-farm natural resources:
 Organic Farm System Plan (this document) Farm Plan or Resource Management Plan
 NRCS Farm Plan Conservation District Farm Plan
 Other (specify):
2. 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 (specify):
3. What soil erosion problems do you experience (why and on which fields)? none
4. Describe your efforts to minimize soil erosion problems listed above: N/A
5. How often do you conduct conservation monitoring? weekly monthly annually
 as needed other (specify):

B. WATER USE

If you conduct water testing attach most current water tests for nitrates and coliform bacteria.

1. Check all types of water use that apply to you: none irrigation livestock
 foliar sprays washing crops greenhouse other (specify):
2. What is the source of water used during production?
 on-site well(s) river/creek/pond spring municipal/county irrigation district
 other (specify):

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3. What type of irrigation system is used?
 none drip flood center pivot other (specify):
4. What input products are applied through the irrigation system? none
5. What products do you use to clean irrigation lines/nozzles? none
6. Is the system shared with another operator? Yes No
If "Yes," what products do they use?
7. Is the system flushed and documented between conventional and organic use? Yes No
8. What practices are used to protect water quality?
 scheduled use of water to conserve its use fencing livestock from waterways
 laser leveling/land forming drip irrigation tensiometer/monitoring microspray
 other (specify):
9. List known contaminants in water supplies in your area:

Attach residue analysis and/or salinity test results, if applicable.
10. Describe your efforts to minimize water contamination problems listed above. N/A
11. How do you monitor the effectiveness of your water quality program? N/A
12. How often do you conduct water quality monitoring? weekly monthly annually
as needed other (specify):

C. Woodlands, Wetlands & Wildlife

Describe your efforts to enhance biological diversity:

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Section 5: CROP MANAGEMENT

NOP § 205.205, .206

NOP §205.205, .206 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 for how you address the material's annotation.

A. CROP ROTATION PLANS

1. What is your crop rotation plan?

You may submit this in any format, but your application will be INCOMPLETE without this information.

B. WEED MANAGEMENT PLANS

1. What are your problem weeds? no problem weeds

2. What weed control methods do you use? crop rotation field preparation delayed seeding
 prevention of weed seed set monitoring soil temperature soil sterilization mechanical cultivation
 use of fast emerging varieties use of hand tools hand weeding mowing livestock grazing
 flame weeding steam weeding electrical smother crops black fallow synthetic mulch
 non-synthetic mulch corn gluten soap-based herbicides other (specify):

3. 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

4. If you use plastic or other synthetic mulches, is the mulch removed at the end of the growing or harvest season?
If "No," why not? Yes No N/A

5. If you use corn gluten, is the corn genetically modified? Yes No N/A
If "No," what verification do you have?

6. If you use soap-based herbicides, list all areas where used. N/A

7. If you use newspaper or other recycled paper for mulch, do you use paper with glossy or colored inks?
 Yes No N/A

8. Rate the effectiveness of your weed management program:
 excellent satisfactory needs improvement

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9. What changes do you anticipate?
10. How do you monitor the effectiveness of your weed management program? observation of weed types
 weed counts comparison of crop yields records kept of observations/counts
 other (specify):
11. How often do you conduct weed monitoring? weekly monthly annually
 as needed other (specify):

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

C. PEST MANAGEMENT PLAN

1. What are your problem pests? No pest problems rodents gophers birds
 nematodes slugs mites insects (specify):
 other animals (specify):
2. Do you work with a pest control advisor? Yes No
If "Yes," give name and contact information:
3. What strategies do you use to control pest damage to crops? none used
 crop rotation selection for plant species/varieties 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 (specify):
4. 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
5. Rate the effectiveness of your pest management program:
 excellent satisfactory needs improvement
6. What changes do you anticipate?
7. How do you monitor the effectiveness of your pest management program? soil testing
 microbiological testing observation of soil observation of crop health comparison of crop yields
 crop quality testing monitoring records kept other (specify):
Attach copies of your test results, if applicable.
8. How often do you conduct pest monitoring? weekly monthly annually
 as needed other (specify):

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

D. DISEASE CONTROL

1. Describe your plan to monitor diseases on your farming operation, including the frequency of your monitoring practices and the specific diseases you may need to manage:

2. Check the disease prevention strategies you plan to use on your farming operation:

<input type="checkbox"/> crop rotation	<input type="checkbox"/> companion planting	<input type="checkbox"/> timing of planting/cultivating
<input type="checkbox"/> resistant varieties	<input type="checkbox"/> soil balancing	<input type="checkbox"/> vector management
<input type="checkbox"/> compost/tea use	<input type="checkbox"/> plant spacing	<input type="checkbox"/> field sanitation
<input type="checkbox"/> other (specify):		

3. Rate the effectiveness of your disease management program:

<input type="checkbox"/> excellent	<input type="checkbox"/> satisfactory	<input type="checkbox"/> needs improvement
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4. What changes do you anticipate?

5. How do you monitor the effectiveness of your disease management program?

<input type="checkbox"/> microbiological testing	<input type="checkbox"/> observation of soil	<input type="checkbox"/> observation of crop health	<input type="checkbox"/> soil testing	<input type="checkbox"/> comparison of crop yields
<input type="checkbox"/> crop quality testing	<input type="checkbox"/> monitoring records kept	<input type="checkbox"/> other (specify):		

Attach copies of your test results, if applicable.

6. How often do you conduct pest monitoring?

<input type="checkbox"/> as needed	<input type="checkbox"/> other (specify):	<input type="checkbox"/> weekly	<input type="checkbox"/> monthly	<input type="checkbox"/> annually
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7. If disease prevention strategies are not effective, do you plan to use disease control materials? Yes No

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

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E. PREVENTATIVE, CULTURAL AND MECHANICAL PRACTICES

The National Organic Program requires that producers implement management practices to prevent weeds, pests and diseases in your crops grown. When these preventative practices are insufficient, a producer may use nonsynthetic substances or synthetic substances approved under National Organic Standard 205.601.

These materials MUST be documented on the Materials Input Inventory List accompanying this system plan!

Use the table below to document the weed, pest and disease problems in your crops. Include the specific problem; indicate the type of problem it is, the preventative plan and any cultural and mechanical practices used for control. *Attach additional sheets as necessary.*

Weed, Pest or Disease	Weed	Pest	Disease	Preventative Practice	Cultural and Mechanical Practices used for Control

Section 6: MAINTENANCE OF ORGANIC INTEGRITY

A. SPLIT AND PARALLEL PRODUCTION

NOP § 205.272

Split Production: Part of your farm business (the entity for which you seek certification) is managed to meet certification requirements for organic production, and you also produce conventional crops.

Parallel Production: A crop variety is managed to meet requirements for organic production, and you also produce the same crop variety conventionally.

Procedures must be in place to prevent contamination and commingling of crops. Records verifying that steps have been taken to prevent contamination of an organic crop and prevent commingling of organic and conventional crops must be available during your inspection.

1. Does your farm business (the entity for which you seek certification) produce conventional crops? Yes No
If "No," skip to Section 6, B. Adjoining Land Use
If "Yes,"
 - a. Do you use the same equipment on organic and conventional crops? Yes No
 - b. Is the equipment cleaned before use on organic crops and do you document these steps? Yes No
2. What procedures will you use to prevent the commingling of conventional and organic crops?

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2. If crops are harvested from the buffer zones with equipment used for harvesting organic crops, what safeguards do you use to protect organic crops from contact with buffer crops during harvest?

3. What additional safeguards do you use to prevent accidental contamination? none
 Written notification to: highway departments electric companies aerial spray companies/airports
 adjoining landowners drainage commissions farm service office other (specify):

4. Have you posted "NO SPRAY" signs along roadsides that adjoin organic fields? Yes No

5. Do any fields or portions of fields flood frequently (more than once every ten years)? Yes No
 If "Yes," list field numbers:

6. How do you monitor for crop contamination? visual observation residue analysis
 GMO testing photographs wind direction/speed data other (specify):

7. How often do you conduct crop contamination monitoring? weekly monthly annually
 as needed other (specify):

C. EQUIPMENT NOP § 205.201(A)(5)

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. Documentation of cleaning activities must be provided at time of inspection.

Please list all equipment and power tools used for planting, tillage, spraying, weed management, harvesting and packing:

Equipment Name	Owned, Rented, or Custom	Used on Organic	Used on Conventional	Cleaning Procedure

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

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Section 7: HARVEST, PACKING, STORAGE & TRANSPORTATION

NOP §205.272

NOP §205.272 requires that handling practices and procedures present no contamination risk to organic products from commingling with non-organic products or contact with prohibited substances.

- Packing materials, bins, and storage containers must not contain synthetic fungicides, preservatives, or fumigants.
- Reusable bags or containers that have been in contact with any substance in such a manner as to compromise the organic integrity cannot be used unless the bag or container has been thoroughly cleaned.
- Procedures used to maintain the organic integrity of ingredients or products (cleaning or lining) must be documented.

A. HARVEST

1. How are your organic crops harvested? mechanically by hand
2. Are any organic crops custom harvested by an outside business? Yes No
If "Yes," please provide the name and contact information for the custom harvester:

Records regarding harvest, including the cleaning of the harvest equipment by an outside business must be available during your inspection. Failure to have this information will result in a compliance action.

3. Describe steps taken to protect organic crops from commingling and contamination during harvest:
4. What containers are used for harvesting? gravity wagons/boxes truck boxes
 cardboard/wax boxes wooden totes plastic containers
 other (specify):
5. Are the containers: new used for organic crops only cleaned prior to use
 lined prior to use other (specify):
6. How do you identify harvest containers as organic?

B. PACKING – POST HARVEST HANDLING

NOP §205.201(a)(5) requires that post-harvest handling procedures do not contaminate organic products with non-organic crops or prohibited materials. For on-farm processing you must complete the Processor/Handler Organic System Plan.

1. Describe your post-harvest handling procedures and equipment:
2. 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:
3. Is your organic crop processed at your farm (made into essential oil, canned, pickled, etc.)? Yes No
If "Yes," you need to complete the Processor/Handler Organic System Plan

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4. Does packaging present any contamination problems for your organic products? Yes No
If "Yes," what are they?
5. Check types of packaging material used: bulk paper cardboard wood
 glass metal foil plastic waxed paper aseptic natural fiber
 synthetic fiber other (specify):
6. 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 (specify):

C. CROP STORAGE

1. Do you store your organic crops at your farm? Yes No
*If "No," skip to Section 7, D. **Transportation***
2. Please provide details on your storage area by completing the following table:

Storage ID	Type of Crops Stored	Type of Storage	Capacity	Organic (O), Transitional (T), Buffer (B) or Conventional (C)

3. Are organic crops stored in Controlled Atmosphere (C.A.)? Yes No
4. Describe how you ensure organic crops are not contaminated with prohibited materials or commingled with non-organic crops during storage. *Include details on both raw product storage and finished product storage if applicable.*
5. How do you clean storage units prior to storage of organic crops?
6. How do you prevent and control insect pests in crop storage areas?
7. How do you prevent and control rodents in crop storage areas?

All pest control products used in storage areas must be listed on the Materials Input Inventory List.

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D. TRANSPORTATION

1. Are you responsible for the transportation of organic crops or finished products leaving your farm? Yes No
If "No," provide the name of the responsible party and skip to Section 8: MARKETING
2. How are organic crops transported?
3. How do you ensure organic crops or products are not contaminated during transport?
 Equipment is used for organic crops only. Organic products are shipped in sealed packages or containers.
 Equipment is cleaned prior to organic use other (specify):
4. What type of cleaning documentation is maintained? clean out records
 clean truck/equipment affidavits other (specify):

Section 8: MARKETING

1. Check all marketing venues used to sell organic crops produced on your farming operation:
 farmers market direct to retail CSA/subscription service wholesale
 on-farm retail contract to buyer bulk commodities to processor
 other (specify):
2. List all wholesalers, packing sheds and/or processors that handle your organic products:
3. Do you use or plan to use the USDA organic seal on product labels or market information? Yes No
4. Do you use or plan to use the GCIAOCP organic seal on product labels or market information? Yes No

Attach copies of all organic product labels.

CROPS ORGANIC SYSTEM PLAN

Section 9: RECORDKEEPING

NOP §205.103

NOP §205.103 requires records related to an organic crop production, harvest and sales be maintained for **FIVE YEARS**. Records **MUST** be available for review at your annual inspection. They must fully disclose all activities and transactions of your operation and be easily audited.

These records may include, but are not limited to:

- Seed invoices, delivery tickets, and catalogues, and commercial unavailability documentation
- Material application records and receipts
- Sales records (receipt books, invoices, deposit statements, sales reports, purchase orders, etc.)
- Production records (equipment cleaning records, bin tickets, load receipts, hauling records, bill of ladings, and scale records, etc.)

1. Check all records that your operation maintains or plans to maintain for organic production:

- | | | |
|--|---|---|
| <input type="checkbox"/> field maps | <input type="checkbox"/> field activity log(s) | <input type="checkbox"/> compost production records |
| <input type="checkbox"/> label records | <input type="checkbox"/> Transaction Certificates | <input type="checkbox"/> equipment cleaning records |
| <input type="checkbox"/> complaint log | <input type="checkbox"/> audit control summary | <input type="checkbox"/> clean transport records |
| <input type="checkbox"/> field history sheets (previous three years) | | <input type="checkbox"/> documentation of organic seedlings |
| <input type="checkbox"/> documentation of previous land use for rented and/or newly purchased land | | |
| <input type="checkbox"/> input records for soil amendments, seeds, manure, foliar sprays, and pest control products (keep all labels) | | |
| <input type="checkbox"/> documentation of attempts to source organic seeds and/or planting stock | | |
| <input type="checkbox"/> residue analyses of inputs (i.e., manure source off-farm) | | |
| <input type="checkbox"/> monitoring records (soil tests, tissue tests, water tests, quality tests, observations) | | |
| <input type="checkbox"/> harvest records that show field numbers, date of harvest, and harvest amounts (including custom harvest records) | | |
| <input type="checkbox"/> storage records that show storage location/identification, field numbers, amounts stored, and cleaning activities | | |
| <input type="checkbox"/> sales records (purchase order, contract, invoice, cash receipts, cash receipt journal, sales journal, etc.) | | |
| <input type="checkbox"/> shipping records (scale ticket, dump station ticket, bill of lading) | | |
| <input type="checkbox"/> other (specify): | | |

2. Which of the following records do you keep for conventional production?

N/A

- | | | |
|--|---|---|
| <input type="checkbox"/> field maps | <input type="checkbox"/> labor records | <input type="checkbox"/> field history sheets |
| <input type="checkbox"/> storage records | <input type="checkbox"/> input records | <input type="checkbox"/> sales records |
| <input type="checkbox"/> harvest records | <input type="checkbox"/> shipping records | <input type="checkbox"/> other (specify): |

3. How long do you keep your records? (*Reference Section 9: RECORDKEEPING, above*) _____

4. Does your company conduct internal audits (SQF, GAP, etc.)? Yes No

5. Can your material application records track all inputs (including fertilizers) applied to organic sites? Yes No

6. Can your recordkeeping system balance crops harvested with crops sold? Yes No

All records regarding organic production and transactions must be made available during every announced inspection. Failure to have records available will result in a compliance action.

I/We have reviewed the USDA Agricultural Marketing Service (AMS) National Organic Program (NOP) regulations in the Code of Federal Regulations (CFR) Part 205 relevant to my operation. I/We have asked the certifying agent for clarification of any points that were unclear, such that I/We now understand the regulations as they apply to my/our operation. I/We agree to comply with applicable organic production and handling regulations.

I/We affirm that the attached Organic System Plan (OSP) accurately describes all aspects of my/our current organic operation. I/We will follow this plan and maintain all appropriate records and documentation.

I/We will immediately submit updates to the certifying agent whenever substantive changes are made, thus ensuring that the Application/OSP consistently reflects the practices of my/our current organic operation.

I/We have kept a copy of the Application/OSP and all applicable attachments and addenda.

I/We will immediately notify the certifying agent of any change in my/our certified operation, or portion of it, that may affect its compliance with the Act or regulations.

I/We agree to immediately notify the certifying agent concerning any application, including drift, of a prohibited substance to any field, production unit, site facility, livestock, or product that is part of the operation.

I/We will permit onsite inspections by the certifying agent and its designated representatives, with complete access to the production and/or handling operation, including non-certified production and handling areas, structures and offices.

I/We understand that the operation may be subject to announced and/or unannounced inspections and/or sampling at any time as deemed appropriate to ensure compliance with NOP regulations.

I/We agree to maintain all records applicable to the organic operation for not less than five years beyond their creation and to allow authorized representatives of the Secretary, applicable State organic program's governing State official, and certifying agent access to such records during normal business hours for review and copying to determine compliance.

I/We agree to submit all applicable fees charged according to the fee schedule supplied by the certifying agent.

I/We understand that a certifying agent's acceptance of this form in no way implies granting of organic certification.

I/We affirm that all information in this Application/OSP is true and accurate to the best of my/our knowledge.

I have attached the following documents:

- Maps of all parcels/fields (showing adjoining land use and field identification) **(REQUIRED)**
- Field history sheets **(REQUIRED)**
- Documentation for fields owned or rented for less than three years, including water tests **(REQUIRED)**
- Soil and/or plant tissue tests, if applicable: residue analyses
- Input product labels, if applicable **(REQUIRED)**
- Organic product labels, if applicable **(REQUIRED)**
- Organic Seed & Planting Stock Search Record **(REQUIRED)**
- Sales Information Request Form **(REQUIRED)**
- Standard Operating Procedures (SOP) if applicable **(Required)**
- Seed & Planting Stock Source Verification Form **(Required)**
- Crops Material Input Inventory **(REQUIRED)**
- Organic Product Summary **(REQUIRED)**
- Organic Fraud Prevention Plan **(REQUIRED)**

Signature of Operator: _____ Date: _____

Submit completed form, fees and supporting documents to:
Georgia Crop Improvement Association Organic Certification Program
2425 South Milledge Avenue Athens, GA 30605

(706) 542-2351 Fax: (706) 542-9397

www.georgiacrop.com