



Georgia Crop Improvement Association Organic Certification Program

GREENHOUSE Organic System Plan

*To be completed by greenhouse operations that only grow product in potted soil and artificial mix.
In-ground greenhouse producers must complete the CROP Organic System Plan.*

NAME (s)		OPERATION NAME		
ADDRESS		CITY	STATE	ZIP
PHONE	EMAIL	PRIMARY FORM OF CONTACT <input type="checkbox"/> EMAIL <input type="checkbox"/> PHONE		

Thank you for your interest in organic certification. Please provide as much detail as possible when completing certification paperwork. Your thoughtful and complete answers will reduce further requests for information, and therefore expedite the certification process.

Tips and guidance are highlighted throughout our forms.

The National Organic Program (NOP) requires all operations seeking certification to develop an organic system plan 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.

Your organic system plan must include the following:

- A description of practices and procedures – including the frequency with which they will be performed,
- A list and detailed information regarding each substance to be used in organic handling,
- A description of the monitoring practices and frequency the practices will be performed,
- A description of the recordkeeping system that complies with the rule,
- A description of the practices in place to prevent commingling of organic and non-organic products,
- A description of the practices in place to prevent contamination of organic products with prohibited substances,
- Any additional information required by the certifying agent in order to evaluate compliance.

This is a plan – You may change or update it throughout the year.

Changes must be approved by GCIAOCP prior to implementation.

Plan updates may be submitted by email, mail or fax.

Section 1: GENERAL INFORMATION

NOP §205.201, .401

1. 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
2. Provide a brief description of your business:

GREENHOUSE ORGANIC SYSTEM PLAN

3. List all crops or products requested for certification:

4. Are greenhouse products produced for sale, for on-farm use, or both? Sale only On-farm only Both

5. Have you ever been denied certification or had your certification suspended or revoked? Yes No
If "Yes," describe the circumstances:

6. List *previous or current* organic certification by other certification agencies:

7. Describe the corrective action you took in response to any noncompliance notices or conditions for continued certification you received last year:

8. Year first certified:

9. Year when complete GREENHOUSE 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. Give directions to your farm for the inspector:

13. When are you available to contact? Morning Afternoon Evening

14. When are you available for the inspection? Morning Afternoon Evening

15. Are all greenhouses requested for certification located at the main address? Yes No
If "No," please explain and include matching facilities maps:

16. Complete this table for all organic greenhouse facilities: *Facilities listed below must be identified on attached maps.*

GREENHOUSE ID (number or name, MATCHING maps)	GREENHOUSE TYPE	SQUARE FOOTAGE	GENERAL DESCRIPTION OF PRODUCTION

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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 & Planting Stock Search Record** 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.

- A. 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 compliance action.

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

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 compliance action.

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

B. 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 three or more known organic suppliers and document whether organic seeds or planting stock are available. An *Organic Seed & Planting Stock Search Record* 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 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.

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

C. 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,” how do you prevent seedling diseases and/or insect problems?

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Section 3: WATER

NOP § 205.200

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
 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):
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? Organic only Yes No
8. How do you prevent drift of prohibited materials through ventilation and/or watering systems?
9. What practices are used to protect water quality?
 scheduled use of water to conserve its use tensiometer/monitoring microspray
 laser leveling/land forming drip irrigation other (specify):
10. List known contaminants in water supplies in your area:

Attach residue analysis and/or salinity test results, if applicable.

11. Describe your efforts to minimize water contamination problems listed above. N/A

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12. How do you monitor the effectiveness of your water quality program? N/A

13. How often do you conduct water quality monitoring? weekly monthly annually
 as needed other (specify):

Section 4: MAINTENANCE OF ORGANIC INTEGRITY	NOP §205.272
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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. Do you have any non-organic greenhouse production? Yes No
If "No," skip to Section 5: HARVEST, PACKING, STORAGE & TRANSPORTATION. If "Yes," complete the following table for all non-organic greenhouse facilities. All facilities listed below must be identified on attached maps.

GREENHOUSE ID (number or name, MATCHING maps)	GREENHOUSE TYPE	SQUARE FOOTAGE	GENERAL DESCRIPTION OF PRODUCTION	IS THIS FACILITY ALSO USED FOR ORGANIC?
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

2. Describe measures taken to prevent organic greenhouse production from contamination by prohibited substances:

3. Describe measures taken to prevent commingling of organic and non-organic greenhouse production and plants:

4. What portion of your total production is: Organic: _____% _____ sq. ft.
 Conventional: _____% _____ sq. ft.

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5. How do you separate and identify organic and non-organic growing areas?
6. How do you label organic and non-organic seedlings/plants?
7. How do you prevent commingling of organic and non-organic soil mixes during mixing and storage?
8. Where do you store inputs used for non-organic production?
9. How do you prevent drift of prohibited materials through ventilation and/or watering systems?
10. Do you use new seedling containers for organic production? Yes No
If "No," how do you clean containers?
11. List any prohibited herbicides, and/or pesticides used on conventional crops below. N/A

PRODUCT NAME	WHO APPLIES? SELF (S) OR CUSTOM (C)	GREENHOUSES WHERE APPLIED	WHERE STORED? (OFF-FARM OR WHERE ON FARM?)

Have all labels and documentation of applications readily available at your annual inspection.

Section 5: 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 or ingredients or products (cleaning or lining) must be documented.**

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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 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.

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

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Provide information regarding the input materials you plan to use. **Any materials used prior to notification and agreement with GCIAOCP will result in compliance action.** Updating your input materials can be as simple as a fax, email or letter.

- **Direct Food Contact** – A *post harvest material* is a substance that is used on a raw organic crop prior to packaging or processing of the crop. These direct food contact materials include sanitizers, floatation agents, waxes, and sprouting inhibitors. In order to use a direct contact material with an organic crop, the material must be an approved natural product or must be listed in the National Organic Program (National List §205.601, .605, .606).
- **Processing Aids** – A *processing aid* is 1) added during processing, but removed from product before it is packaged in its finished form; 2) a substance that is added during processing, converted into constituents normally present in, and does not significantly increase the amount of the constituents naturally found in the food; or 3) a substance that is added for its technical or functional effect in the processing, but is present in the finished food at insignificant levels.
 - In order to use a processing aid in or on a product labeled “100% Organic,” the processing aid must be certified organic.
 - In order to use a processing aid in or on a product labeled as “Organic,” the material must be listed in the National Organic Program on the National List §205.605, .606.

4. List **all** materials used in direct contact with organic products. None Used (go to #5.)

GENERIC AND BRAND NAME OF MATERIAL	PURPOSE OF MATERIAL	ORGANIC PRODUCTS THE MATERIAL IS USED WITH	DOCUMENTATION* SUBMITTED
1.			<input type="checkbox"/>
2.			<input type="checkbox"/>
3.			<input type="checkbox"/>
4.			<input type="checkbox"/>
5.			<input type="checkbox"/>
6.			<input type="checkbox"/>
7.			<input type="checkbox"/>

****Documentation on all materials used during organic handling must be submitted and approved prior to use.***

Acceptable documentation includes a complete disclosure of all ingredients and verification of compliance with any annotations within the National Organic Program for the particular material. This information must be obtained from the manufacturer or distributor of the input material and may be in the form of Organic Materials Review Institute (OMRI) Registration, a WSDA Material Registration, labels or other technical data sheets.

5. Does your operation use a material, not listed above, in direct contact with **non-organic** products? Yes No
 If “Yes,” describe how you ensure prohibited materials are not used during organic processing and attach a list of the materials used with non-organic products at your facility.

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

If "Yes," what are they?

7. Check types of packaging material used: bulk paper cardboard wood
 glass metal foil plastic waxed paper aseptic natural fiber
 synthetic fiber other (specify):

8. 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 D. Transportation.

2. How are partial pallets/boxes/drums of organic products handled and how does your company ensure they are protected from commingling with non-organic products during packing or processing? *Include details on storage of partial containers.*

3. Are processed and packed organic products stored before shipping? Yes No

If "Yes," complete the table below with the details regarding storage of processed and packed products.

PROCESSED ORGANIC PRODUCT	LOCATION AND NAME OF STORAGE AREA	TYPE AND CAPACITY OF STORAGE	ORGANIC ONLY
<i>Example: Cheese Rounds</i>	<i>Curing Shed</i>	<i>100 ft. of shelving</i>	<input checked="" type="checkbox"/>
1.			<input type="checkbox"/>
2.			<input type="checkbox"/>
3.			<input type="checkbox"/>
4.			<input type="checkbox"/>
5.			<input type="checkbox"/>

4. Indicate how often you take inventory of finished products:
 Monthly Quarterly Annually Other: _____

5. Are organic crops stored in Controlled Atmosphere (C.A.)? Yes No

6. 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.*

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7. How do you clean storage units prior to storage of organic crops?
8. How do you prevent and control insect pests in crop storage areas?
9. 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.

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 6: PEST MANAGEMENT
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 6: PEST MANAGEMENT

NOP §205.271

National Organic Program outlines a step approach to pest control. Certified facilities must implement pest management that focuses on good sanitation and preventative practices before use of an approved pest control material. Environmental factors, mechanical or physical controls that use nonsynthetic substances may also be used.

If preventative measures are not effective, a synthetic substance not on the National List may be used, provided the GCIAOCP office approves use of the substance, method of application, and measures taken to prevent contact with ingredients or organic products.

Use of pest control products must be documented and included as part of the organic system plan.

1. What type of pest management system does your facility use?
 In-house. Name of responsible person: _____
 Contract pest control service. Business name, address, phone: _____

You must notify all outside pest control services that you process organic products. A pest control plan suitable for organic production must be in place and records must be made available by your pest control service regarding all activities.

2. Check all pest problems at your facility:
 No pest problems Flying insects Birds Rodents
 Crawling insects Other (specify):
3. Describe your system for monitoring pest populations, including frequency and monitoring documentation maintained.

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4. Check all pest management practices at your facility:

Preventative

- Good sanitation and clean up
- Removal of exterior habitat/food sources
- Clean up spilled product
- Sealed doors and/or windows
- Physical barriers
- Screened windows/vents
- Monitoring
- Incoming ingredient inspections
- Other (specify): _____

Mechanical

- Mechanical traps
- Ultrasound/light devices
- Release of beneficials
- Sticky traps
- Electrocutors
- Freezing treatments
- Heat treatments
- Other (specify): _____

Materials on National List

- Pheromone traps
- Vitamin baits
- Diatomaceous earth
- Pyrethrum
- Rotenone
- Boric acid

Materials not on National List

- Crack and crevice spray*
- Fumigation*
- Fogging*
- Other (specify): _____

You must implement preventative pest control practices before the use of an input material.

Records about all practices must be available during your inspection.

****The use, frequency and method of application of synthetic substances must be approved by GCIAOCP.***

5. If you noted use of any pest control materials that are not on the National List, explain why this material must be used and include details about why preventative and allowed methods are not proving effective. None used.

6. Submit details on all pest control materials used at your facility: None used.

GENERIC AND BRAND NAME OF SUBSTANCE	WHERE IS THIS SUBSTANCE USED?	FREQUENCY OF USE	METHOD OF APPLICATION	WHAT DOCUMENT IS THE USE RECORDED ON?
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

7. Explain how organic products and packaging are protected from exposure to the prohibited materials listed above.

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Section 7: PRODUCT COMPOSITION & INGREDIENT VERIFICATION

NOP Sub Part D

National Organic Program requires certified operations to have a system in place to verify compliance of all incoming organic crops, products and ingredients. Records regarding all inputs must be available for review at an inspection.

You must have current verification that demonstrates all incoming organic crops, products and ingredients were certified by a USDA accredited certification agency. Organic certification documents must:

- Be issued by a USDA accredited agency
• Reference the National Organic Program
• List the organic product
• Be available during each inspection

1. Indicate how often you will obtain updated certification paperwork from each of your suppliers:

- With each shipment of organic ingredients and products
Monthly
Quarterly
Annually
Other:

You must have current verification that all nonorganic processing aids or ingredients have not been produced with genetically modified organisms (GMOs), sewage sludge and have not been irradiated.

This information must be obtained from the manufacturer or distributor of the input material and may be in the form of Organic Materials Review Institute (OMRI) Registration, a WSDA Material Registration, GMO residue testing, letter from manufactures and/or affidavit.

2. Indicate how often you will obtain updated verification that ALL nonorganic processing aids or ingredients were not produced with GMOs, sewage sludge, or irradiation:

- Not applicable, all organic ingredients and processing aids
With each shipment of nonorganic ingredients or processing aids
Other:
Monthly
Quarterly
Annually

You must have current verification on hand that prior to using any nonorganic agricultural ingredient you have done a complete search for an organic form of the ingredient. This record may be in the form of a call log to suppliers, details of internet searches and/or copies of correspondence from suppliers.

3. Indicate how often you will conduct a search for an organic alternative before sourcing a nonorganic form of an ingredient:

- Not applicable, all organic ingredients and processing aids
With each shipment of nonorganic ingredients or processing aids
Other:
Monthly
Quarterly
Annually

Use of a nonorganic processing aid or ingredient will result in restrictions on how the product can be labeled. Only those nonorganic ingredients or processing aids that are specifically listed as allowed within the National Organic Program (§205.605, .606) are allowed for products labeled "Organic."

You must have verification that salt added to your products does not contain prohibited flow or anti-caking agents.

4. Indicate how often you will obtain updated verification that the salt in your product complies.

- Not applicable, no salt used.
With each shipment of salt.
Other:
Monthly
Quarterly
Annually

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Section 8: CLEANING & SANITATION

NOP §205.103, .270, .272

The NOP requires that handling practices and procedures present no contamination risk to organic products from commingling with non-organic products or contact with prohibited substances. Procedures used to maintain the organic integrity of ingredients or products must be documented.

1. Check all cleaning methods used prior to processing or handling organic products:
- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Compressed air | <input type="checkbox"/> Soap and water | <input type="checkbox"/> Sweeping | <input type="checkbox"/> Manual washing |
| <input type="checkbox"/> Steam cleaning | <input type="checkbox"/> Scraping | <input type="checkbox"/> Clean in place (CIP) | <input type="checkbox"/> Sanitizing |
| <input type="checkbox"/> Vacuuming | <input type="checkbox"/> Purging of equipment | <input type="checkbox"/> Other (specify): | |
2. List all equipment used in organic processing or packaging and provide information on cleaning and/or sanitation materials that come into contact with the equipment. None Used

Clearly describe what intervening steps you take to ensure no residues from cleansers or sanitizers remain on equipment. These steps may include, but are not limited to, use of non-residual materials, potable water rinses, evaporation, residue testing. Please attach additional sheets if necessary.

Note that any material that is included on the National List may be used in direct contact with organic products without an intervening step. Examples include citric acid and peracetic acid.

EQUIPMENT/SURFACE	CLEANSERS/SANITIZERS USED	CLEANSED/ SANITIZED PRIOR TO ORGANIC	HOW DO YOU ENSURE NO RESIDUES REMAIN?	NAME OF DOCUMENT CLEANING IS RECORDED ON
<i>Chilling Tank</i>	<i>Peracetic Acid</i>	<input checked="" type="checkbox"/>	<i>Potable water rinse</i>	<i>Clean out log</i>
<i>Batch Mixer</i>	<i>Quaternary ammonium</i>	<input type="checkbox"/>	<i>Residual test strips</i>	<i>Production log</i>
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
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		<input type="checkbox"/>		
		<input type="checkbox"/>		

All equipment and food contact surface cleaning must be documented and records available at inspection. If materials are used at your facility that are known to leave residues even after a potable water rinse (i.e., quaternary ammonium), you must take additional steps to prevent contamination of organic products and have documentation of your preventative steps available during inspections.

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Section 9: 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. Does your company provide seed to a certified organic farm or grower? Yes No
If "Yes," have all records and documentation been provided in full to the grower? Yes No

All labels, receipts, delivery tickets, evidence of commercial unavailability, treatments, and non-GMO documentation must be on hand at the time of inspection to verify compliance with the National Organic Program.

Failure to have documentation at the grower's inspection will result in compliance action.

4. Do you use or plan to use the USDA organic seal on product labels or market information? Yes No
5. Do you use or plan to use the GCIACOP organic seal on product labels or market information? Yes No

Attach copies of all organic product labels.

Section 10: 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 catalogs, 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:
 facilities maps
 label records Transaction Certificates equipment cleaning records
 complaint log audit control summary clean transport records
 documentation of organic seeds documentation of organic seedlings
 input records for seeds, foliar sprays, and pest control products (keep all labels)
 documentation of attempts to source organic seeds and/or planting stock
 monitoring records (tissue tests, water tests, quality tests, observations)
 harvest records that show greenhouse numbers, date of harvest, and harvest amounts
 storage records that show storage location/identification, greenhouse IDs, amounts stored, and cleaning activities
 sales records (purchase order, contract, invoice, cash receipts, cash receipt journal, sales journal, etc.)

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shipping records (scale ticket, dump station ticket, bill of lading)

other (specify):

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

facilities maps

labor records

harvest records

storage records

input records

sales records

shipping records

other (specify):

3. How long do you keep your records? (*Reference Section 10: RECORDKEEPING, above*) _____

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

5. Can your material application records track all inputs 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 compliance action.**

Section 11: AFFIRMATION

I affirm that all statements made in this application are true and correct. 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/facilities

Water test, if applicable

Plant tissue tests, if applicable

Input product labels, if applicable

Organic product labels, if applicable

I have made copies of this system plan and other supporting documents for my own records.

Submit completed form, fees and supporting documents to:

Georgia Crop Improvement Association Organic Certification Program (GCIAOCP)

2425 South Milledge Avenue

Athens, GA 30605

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

www.georgiacrop.com