



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

Tips and guidance are highlighted throughout our forms.

- 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 must change or update it throughout the year. Changes must be approved by Agricultural Audits prior to implementation. Plan updates may be submitted by email, mail or fax.

NOP §205.201, .401

1. Are you a new Jump Start applicant? YES NO
2. Provide a brief description of your business:
3. List all crops or products produced:

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4. Year when Crop Organic System Plan was last submitted:
5. Do you have a copy of the National Organic Program Standards? Yes No
6. Do you have a copy of the current OMRI Materials List? Yes No
7. Give directions to your farm for the inspector:
8. When are you available to contact? Morning Afternoon Evening
9. When are you available for the inspection? Morning Afternoon Evening
10. Are all fields requested for Jump Start located at the main address? Yes No

11. Complete this information for main farm address and each parcel that is in a separate location:

Field ID	Parcel Address	Number of Acres			Rented or Owned
		Organic	Transitional	Conventional	

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Section 2: 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. Are you aware of any soil/nutrient deficiencies on the farm? If so, please describe. no deficiencies

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

microbiological testing	plant tissue testing	observation of soil	observation of crop health
comparison of crop yields	crop quality testing	soil testing	<i>(Attach copies of available test results)</i>

 other (specify):

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 N/A

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

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
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 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
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 cultivator harrow grape hoe other (specify):

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
soil amendments	side dressing	foliar fertilizers	biodynamic preparations

 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?

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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?
<i>If "Yes," please describe what materials are burned and why:</i> | Yes | No |
| 13. Do you apply sewage sludge to fields?
<i>If "Yes," list fields where applied:</i> | N/A | Yes No |

B. MANURE USE

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 3: NATURAL RESOURCES: Soil, Water, Woodlands, Wetlands &

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:
- | | |
|---|--|
| <input type="checkbox"/> Organic Farm System Plan (this document) | <input type="checkbox"/> Farm Plan or Resource Management Plan |
| <input type="checkbox"/> NRCS Farm Plan | <input type="checkbox"/> Conservation District Farm Plan |
| <input type="checkbox"/> 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 other (specify):

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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:

foliar sprays	washing crops	greenhouse	irrigation other (specify):
		none	livestock
2. What is the source of water used during production?

on-site well(s)	river/creek/pond	spring	municipal/county
other (specify):			irrigation district
3. What type of irrigation system is used?

none	drip	flood	center pivot	other (specify):
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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	microspray
laser leveling/land forming	drip irrigation	tensiometer/monitoring
		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 4: 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 Jump Start and conventional crops? ☐ Yes ☐ No
 - b. Is the equipment cleaned before use on Jump Start crops and do you document these steps? ☐ Yes ☐ No
2. What procedures will you use to prevent the commingling of conventional and organic crops?

3. List information for all conventionally grown crops in parallel production:

Crop Variety	Acres	Field ID

4. What portion of your total production is:

Organic:	_____%	_____ acres
Conventional:	_____%	_____ acres

5. List any prohibited soil amendment, herbicides, and/or pesticides used on conventional crops below. ☐ N/A

Product Name	Who Applies? Self (S) or Custom (C)	Field Numbers Where Applied	Where Stored? (Off-farm or where on farm?)

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B. ADJOINING LAND USE

NOP § 205.201(A)(5) AND .202(c)

NOP requires that organic production areas have distinct boundaries and buffer zones to prevent the unintended application of a prohibited substance or contact with a prohibited substance that is applied to adjoining land not under organic management. Adjoining land includes crop land, pastures, residential property, fallow land, etc. Buffer areas may change annually depending on contamination potential from adjoining land uses.

The width of the minimum buffer is dependent on site-specific conditions. It is the responsibility of the operator to determine adequate buffer zones. The NOP requires that the buffer must be sufficient in size or other features (windbreaks, diversion ditches) to prevent the unintended contact by prohibited substances applied to adjacent land areas.

Indicate buffer zones and show all adjoining land uses on your field maps.

1. List specific buffer areas you maintain. *Show all adjoining land uses on your field maps.* ☐ N/A

Location or Field Number	Type of Buffer (crop land, treeline, hedgerow, wildlife planting, grass strip)	Width of Buffer	Adjoining Land Use	If crop is harvested from buffer, describe use (sale, non-organic livestock feed, seed, etc.)

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 Jump Start 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 used for planting, tillage, spraying, weed management, harvesting and packing (attach list if necessary):

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

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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 catalogs, and commercial unavailability documentation
- Material application records and receipts

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

- | | | |
|---|---|---|
| <input type="checkbox"/> field maps | <input type="checkbox"/> Transaction Certificates | <input type="checkbox"/> compost production records |
| <input type="checkbox"/> field activity log(s) | <input type="checkbox"/> audit control summary | <input type="checkbox"/> equipment cleaning records |
| <input type="checkbox"/> field history sheets (previous three years) | | <input type="checkbox"/> clean transport records |
| <input type="checkbox"/> documentation of previous land use for rented and/or newly purchased land | | <input type="checkbox"/> documentation of organic seedlings |
| <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"/> 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. Can your material application records track all inputs (including fertilizers) applied to organic sites? ☐ 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.***

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Section 10: 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/fields (showing adjoining land use and field identification)
- ☐ Field History Record
- ☐ Water test, if applicable
- ☐ Soil and/or plant tissue tests, if applicable
- ☐ Residue analyses, if applicable
- ☐ Material Inputs Inventory Form
- ☐ Equipment list

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

Submit completed form, fees and supporting documents to:

Agricultural Audits, LLC
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