

OneCert Organic System Plan (OSP) - Crops

GENERAL INFORMATION	
Name of Operation (farmer/farm):	This column is for inspector use only. Inspector please make notes on IR for each "n" checked below
Directions to the farm:	

Recordkeeping Guidance Key:

✍ = Reminder to keep records

📄 = Reminder to put information on your 'Input List'

🌱 = Reminder to put information on your 'Seed List'

🗺 = Reminder to show this info on your 'Map'

Section 1- FARM PLAN INFORMATION		NOP § 205.201, 205.202, 205.205, 205.206, 205.400, 205.401		Is the OSP accurate?
<p>Your farm is a unique combination of soil, water, climate and biodiversity. How and what you produce on it will also be unique. By answering the following questions and creating a farm map, we will get a better understanding of your farm practices and future plans.</p>				Yes See note <input type="checkbox"/> <input type="checkbox"/>
1. a) How do you access the USDA National Organic Program (NOP) Standards? Check one:	<input type="checkbox"/> Online <input type="checkbox"/> Printout <input type="checkbox"/> Need a copy*	*Request from OneCert		
b) Is your operation located in California, Georgia, or Oklahoma?	Yes No <input type="checkbox"/> <input type="checkbox"/>			<input type="checkbox"/> <input type="checkbox"/>
If yes, have you registered as an organic operation with your state organic agency?	Yes No <input type="checkbox"/> <input type="checkbox"/>			
2. a) Do you raise transplants from seeds or bulbs on your farm?	Yes No <input type="checkbox"/> <input type="checkbox"/>	<div style="border: 1px solid black; padding: 5px; margin: 5px 0; border-radius: 5px; width: fit-content;"> Put all seeds and bulbs on 'Appendix C: Seed List' </div>		<input type="checkbox"/> <input type="checkbox"/>
b) Do you use a greenhouse or hoop house on your farm?	Yes* No <input type="checkbox"/> <input type="checkbox"/>	*If yes, you MUST fill out the 'OneCert OSP Addendum: Greenhouses and Hoop Houses'		<input type="checkbox"/> <input type="checkbox"/>
SOILS				
3. Describe the general soil types and terrain on your farm:				<input type="checkbox"/> <input type="checkbox"/>

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<p>4. How do you manage your land to minimize soil erosion? Check all that apply:</p> <p> <input type="checkbox"/> Riparian buffers <input type="checkbox"/> Terracing <input type="checkbox"/> Conservation tillage <input type="checkbox"/> Crop rotation <input type="checkbox"/> Contour farming <input type="checkbox"/> Winter cover crops <input type="checkbox"/> Other (specify): </p>	<input type="checkbox"/> <input type="checkbox"/>
<p>5. Are there any areas on your farm that are more susceptible to erosion? Yes No</p> <p style="text-align: right;"> <input type="checkbox"/> <input type="checkbox"/> </p> <p>If yes, please describe why and which field(s) are susceptible:</p>	<input type="checkbox"/> <input type="checkbox"/>
WATER	
<p>6. a) How do you use water on your crops? Check all that apply:</p> <p> <input type="checkbox"/> None- <i>If none, go to question #7</i> <input type="checkbox"/> Irrigation <input type="checkbox"/> Foliar sprays <input type="checkbox"/> Washing crops <input type="checkbox"/> Greenhouse <input type="checkbox"/> Other (specify): </p> <p>b) What is the source of the water? Check all that apply:</p> <p> <input type="checkbox"/> On-site well(s) <input type="checkbox"/> River/Creek/Pond <input type="checkbox"/> Municipal <input type="checkbox"/> Lagoon <input type="checkbox"/> Irrigation canal <input type="checkbox"/> Other (specify): </p> <p>c) Do you monitor water quality? Yes No</p> <p style="text-align: right;"> <input type="checkbox"/> <input type="checkbox"/> </p> <p>If yes, how and how often:</p>	<input type="checkbox"/> <input type="checkbox"/>
CROPS & LAND	
<p>7. To give us a better understanding of your operation, please list any limiting or challenging factors that influence your decisions for managing your farm operation: (e.g. climate, soil conditions, nutrient deficiencies, distance to market, etc.)</p>	<input type="checkbox"/> <input type="checkbox"/>
<p>8. How do you manage your land to conserve biodiversity and promote ecological balance? (e.g. providing wildlife habitat, alley cropping, maintaining hedgerows, natural areas and grassed waterways, etc.)</p>	<input type="checkbox"/> <input type="checkbox"/>

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9. Crop rotation is required by the NOP. Rotations are necessary for nutrient management, pest control and to promote biological diversity in both annual and perennial organic cropping systems. An annual crop cannot be planted/grown repeatedly in the same location. An organic crop rotation can include sod, cover crops, green manure and/or catch crops. For crop rotation practice standard and definition see §205.205 and §205.2.

a) Annual crops

Describe your annual crop rotation(s) and identify the cover and nurse crops used:
(e.g. seven year rotation: corn/vetch(cover crop) – soybeans – corn – oats(nurse crop)alfalfa – alfalfa(3 years))

b) Perennial crops

Please describe the methods used to promote biological plant diversity:
(e.g. alley cropping, intercropping, hedgerows, or other conservation methods)

Reminder: If conditions require you to deviate significantly from your planned rotation(s) please notify OneCert of the change.

10. a) Do any of your organic fields border areas that could possibly cause contamination to your organic crops? **If none, go to question #11**

Yes No

If yes, check all that apply:

- Conventional fields managed by a neighbor✘
- Conventional fields managed by me✘
- County or State maintained roads✘
- Other (specify):

✘ Show this info on your MAP

b) If any of your fields border a County or State maintained road, is the roadside sprayed?

Yes No

c) If you answered 'yes' to (a) or (b) what types of buffer do you use?

Check all that apply:

- Tree line
- Grass strip
- Harvested buffer crop
- Plow down buffer crop (A crop is maintained on a designated field edge and plowed into the field.)
- Other (specify):

Keep records to show how and when you dispose of buffers

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<p>11. a) Do you grow or handle both organic and nonorganic crops? (e.g. crops from buffer harvest, conventional crops, or crops in transition to organic) Yes No* <input type="checkbox"/> <input type="checkbox"/></p> <p style="text-align: center;">If yes, this means that you are a 'Split Operation'.</p> <p style="text-align: center;">*If no, go to question #13</p> <p>b) Do you grow the <u>same crops</u> organically, as well as in transition and/or conventionally? (e.g. organic and nonorganic corn) Yes No <input type="checkbox"/> <input type="checkbox"/></p> <p style="text-align: center;">If yes, this means that you have 'Parallel Production'.</p>	<input type="checkbox"/> <input type="checkbox"/>
<p>12. a) If yes to question #11, what is the type of your nonorganic crop? check all that apply: <input type="checkbox"/> Crop managed conventionally <input type="checkbox"/> Crop in transition to organic <input type="checkbox"/> Buffer harvest</p> <p>b) Organic crops must not come into contact with nonorganic crops. Please describe how commingling is prevented for all stages of production below: (e.g. Dedicated equipment or clean out practices, organic signage, separate storage, lot numbers, harvest dates, etc.)</p> <ul style="list-style-type: none"> • Planting/In the field: • During harvest: • In storage: <p>c) Do you use conventional fertilizers, pesticides or other prohibited inputs on any of your fields? Yes No <input type="checkbox"/> <input type="checkbox"/></p> <p>If yes, describe how you prevent your organic crops from coming into contact with conventional inputs that are prohibited for organic use:</p>	<input type="checkbox"/> <input type="checkbox"/>

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<p>13. a) How do you monitor for crop contamination?</p> <p style="margin-left: 20px;"> <input type="checkbox"/> Visual observation <input type="checkbox"/> GMO testing <input type="checkbox"/> Residue sampling <input type="checkbox"/> Other (specify): </p> <p>b) How <i>often</i> do you monitor for crop contamination?</p> <p style="margin-left: 20px;"> <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input type="checkbox"/> As needed <input type="checkbox"/> Other (specify): </p>	<input type="checkbox"/> <input type="checkbox"/>
<p>14. What additional safeguards do you use to prevent accidental contamination? Check all that apply.</p> <p><input type="checkbox"/> Post 'No Spray' or 'Organic' signs</p> <p>I have written to or contacted:</p> <p style="margin-left: 20px;"> <input type="checkbox"/> Neighbor <input type="checkbox"/> Electric companies <input type="checkbox"/> Custom applicator <input type="checkbox"/> Highway department <input type="checkbox"/> Farm service office <input type="checkbox"/> Other (specify): <input type="checkbox"/> Sensitive crop registry <input type="checkbox"/> Local aerial sprayer </p>	<input type="checkbox"/> <input type="checkbox"/>
<p>15. Organic producers must not use lumber treated with arsenate or other prohibited materials for new installations or replacement purposes in contact with soil or livestock.</p> <p>What type of lumber or posts do you plan on using for new installations or replacement purposes?</p>	<input type="checkbox"/> <input type="checkbox"/>
<p>Note: You must submit 'Appendix A: Farm Map', 'Appendix C: Annual Field Plan (Field History form for new applicants) and 'Appendix C: Seed List'. Be sure to read the instructions on each Appendix. Include all storage, buffer information and adjoining land use as well as crops managed as organic but not requested for certification.</p>	

Section 2- FERTILITY MANAGEMENT NOP § 205.201, 205.203, 205.205

<p>Soil fertility must be managed by crop rotations. Approved off-farm or on-farm inputs may also be used. The use of prohibited substances can result in your land being removed from organic production for 36 months. Misapplication of inputs can be wasteful, contaminate crops or pollute natural resources.</p> <p>In this section, you will describe how you monitor your soil's fertility and manage nutrient additions to grow healthy crops and prevent unintended nutrient losses and pollution.</p>	<p>This section for inspector use ONLY.</p> <p>Is the OSP accurate?</p> <p style="margin-left: 20px;"> Yes See Note </p>
<p>16. Do you use burning as a means of crop residue disposal? (This is prohibited by the NOP.)</p>	<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p>
<p>17. What are your soil/nutrient deficiencies? (if any)</p>	<input type="checkbox"/> <input type="checkbox"/>

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<p>18. a) How do you monitor soil quality, organic matter, and fertility? Check all that apply:</p> <div style="display: flex; flex-wrap: wrap; gap: 10px;"> <div style="width: 30%;"><input type="checkbox"/> Soil testing</div> <div style="width: 30%;"><input type="checkbox"/> Observation of plant health</div> <div style="width: 30%;"><input type="checkbox"/> Tissue testing</div> <div style="width: 30%;"><input type="checkbox"/> Crop consultant</div> <div style="width: 30%;"><input type="checkbox"/> Microbiological testing</div> <div style="width: 30%;"><input type="checkbox"/> Other (specify):</div> <div style="width: 30%;"><input type="checkbox"/> Crop quality testing</div> <div style="width: 30%;"><input type="checkbox"/> Crop yields</div> </div> <p>b) How <i>often</i> do you monitor soil quality, organic matter, and fertility?</p> <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input type="checkbox"/> As needed <input type="checkbox"/> Other (specify):	<input type="checkbox"/> <input type="checkbox"/>
<p>19. What are major components of your soil/crop fertility plan? Check all that apply:</p> <div style="display: flex; flex-wrap: wrap; gap: 10px;"> <div style="width: 45%;"><input type="checkbox"/> Crop rotation</div> <div style="width: 45%;"><input type="checkbox"/> Green manure/Cover crops</div> <div style="width: 45%;"><input type="checkbox"/> Interplanting</div> <div style="width: 45%;"><input type="checkbox"/> Incorporation of crop residues</div> <div style="width: 45%;"><input type="checkbox"/> Subsoiling</div> <div style="width: 45%;"><input type="checkbox"/> Manure</div> <div style="width: 45%;"><input type="checkbox"/> Summer fallow</div> <div style="width: 45%;"><input type="checkbox"/> Soil amendments</div> <div style="width: 45%;"><input type="checkbox"/> Compost</div> <div style="width: 45%;"><input type="checkbox"/> Other (specify):</div> </div>	<input type="checkbox"/> <input type="checkbox"/>
<p>20. Do you use any soil fertility products or soil amendments? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><small>(e.g. fish emulsion, lime, boron, etc.)</small></p> <p>If yes, do any inputs contain:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0; border-radius: 5px;"> <p> Go to 'Appendix B: Input List' and make sure all products and information is listed</p> </div> <p>Manure (If raw, 90/120 day harvest restrictions may apply NOP §205.203 (c)(1).) Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Synthetic Micronutrients (Prior to each use of synthetic micronutrients OneCert must receive an Input Request and current soil test documenting the deficiency) Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Chilean/Sodium Nitrate (Not allowed for USCOEA products) Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<input type="checkbox"/> <input type="checkbox"/>
<p>21. Misuse of fertility inputs can be a source of pollution to land and water. How do you apply or plan to apply these fertility inputs to avoid contamination of soil and water? (e.g. seasonal dates, calculating rates, till-in, etc.)</p> <p>Explain here:</p>	<input type="checkbox"/> <input type="checkbox"/>
<p>MANURE NOP § 205.201(c)(1)</p>	
<p>22. a) Do you use manure on any of your organic fields? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> *No <input type="checkbox"/></p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0; border-radius: 5px;"> <p> Go to 'Appendix B: Input List' and make sure manure is listed. You must have a 'no additive' statement on file with OneCert.</p> <p> Keep records of when, where, and amount of manure you use</p> <p style="text-align: center;">*If no, go to Question #23</p> </div>	<input type="checkbox"/> <input type="checkbox"/>

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b) What is the source and type of manure used? Check all that apply:

Type of Manure	Source of Manure			
	On-Farm	Off-Farm		
Raw	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Liquid	<input type="checkbox"/>	<input type="checkbox"/>		
Compost Tea	<input type="checkbox"/>	<input type="checkbox"/>		
Dehydrated/Pelletized	<input type="checkbox"/>	<input type="checkbox"/>		
Grazing Animals	<input type="checkbox"/>	<input type="checkbox"/>		

c) If raw manure is used, select the types of organic crops where it is applied:

Type(s) of Crop	If approved for your OSP:
<input type="checkbox"/> Crops not intended for human consumption (e.g. cattle feed)	→ You are allowed to apply manure at any time
<input type="checkbox"/> Crops for human consumption whose edible portion has direct contact with the soil (e.g. potatoes, carrots, etc.)	→ Manure must be incorporated into the soil not less than 120 days prior to harvest
<input type="checkbox"/> Crops for human consumption whose edible portion does not have direct contact with the soil (e.g. corn, sunflowers, etc.)	→ Manure must be incorporated into soil not less than 90 days prior to harvest

COMPOST NOP § 205.2, 205.201(c)(2)

23. a) What is the source of compost used on your organic farm?

Produced on farm
 Purchased
 Compost is not used

Go to 'Appendix B: Input List' and make sure compost information is listed

b) Does the compost contain manure? Yes No

If yes, is the compost managed in compliance with NOP §205.203? Yes No

If yes, management records must be kept for compliance with §205.203(C:N ratio, temperatures, pile turnings, etc.)

If no, compost must be applied as raw manure and dates and amounts of manure used must be recorded.

Note: All Fertility Inputs must be listed on 'Appendix B: Inputs List'. You will need to submit an 'Input Request Form' for any inputs you wish to use on your operation.

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Section 3- PEST MANAGEMENT	NOP § 205.206
<p>In this section you will describe the common crop pests on your farm. You will then establish pest management strategies and the specific order in which you will use them. You must establish pest management strategies and follow the hierarchy set by the NOP. If your established pest management strategies are ineffective and documentation is present showing such, the next option to manage pests may be the use of OneCert approved inputs.</p>	<p>This section for inspector use ONLY.</p> <p>Is the OSP accurate?</p> <p style="text-align: right;">See Note</p> <p>Yes No</p>
<p>24. List the significant pests, weeds, and diseases that you encounter on your farm:</p> <p>Pests:</p> <p>Weeds:</p> <p>Diseases:</p>	<div style="display: flex; justify-content: space-around; width: 100%;"> <input style="width: 30px; height: 20px;" type="checkbox"/> <input style="width: 30px; height: 20px;" type="checkbox"/> </div>
<p>25. The NOP establishes the following steps in hierarchy to follow when managing crop pests, weeds, and diseases:</p> <p>1st Step: What management practices listed in §205.206(a) do you use to prevent crop pests, weeds, and diseases? Check all that apply:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Crop rotation and nutrient management practices for the soil and crops <input type="checkbox"/> Sanitation measures to remove disease vectors, weed seeds, and habitat for pest organisms (removing diseased plants, removing immature weeds, etc.) <input type="checkbox"/> Cultural practices that enhance crop health (selecting suitable plant varieties for your conditions, etc.) <input type="checkbox"/> Other (specify): 	<div style="display: flex; justify-content: space-around; width: 100%;"> <input style="width: 30px; height: 20px;" type="checkbox"/> <input style="width: 30px; height: 20px;" type="checkbox"/> </div>
<p>2nd Step: What mechanical or physical methods listed in §205.206(b) do you use to prevent crop pests, weeds, and diseases? Check all that apply:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Develop habitat for natural enemies of pests <input type="checkbox"/> Mulching with fully biodegradable materials <input type="checkbox"/> Mowing <input type="checkbox"/> Livestock grazing <input type="checkbox"/> Flame, heat, or electrical means <input type="checkbox"/> Hand weeding and mechanical cultivation <input type="checkbox"/> Introduce predators or parasites of the pest species* <input type="checkbox"/> Nonsynthetic controls such as lures, traps, and repellents* <input type="checkbox"/> Plastic or other synthetic mulches*: <u>Provided</u>, that they are removed from the field at the end of the growing or harvest season. <input type="checkbox"/> Other (specify): <p style="font-size: small; margin-top: 10px;">*Must be list on Inputs List</p>	<div style="display: flex; justify-content: space-around; width: 100%;"> <input style="width: 30px; height: 20px;" type="checkbox"/> <input style="width: 30px; height: 20px;" type="checkbox"/> </div>

Activities of steps 1 and 2 must be documented in your records

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<p>3rd Step: After you have utilized methods from the 1st and 2nd steps above, and you still have pest, weed, and disease problems, you may use pest management input substances that have been approved by OneCert prior to purchase and use.</p> <p>Do you currently use or plan to use any biological, botanical or mineral inputs as a method to control disease, weeds, and pests?</p> <p style="text-align: center;">Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<input type="checkbox"/> <input type="checkbox"/>
<p>26. a) How do you monitor the effectiveness of your pest, weed, & disease management program?</p> <p style="margin-left: 20px;"> <input type="checkbox"/> Visual observation <input type="checkbox"/> Pest/weed counts <input type="checkbox"/> Tissue testing <input type="checkbox"/> Physical examination of crops/pests <input type="checkbox"/> Other (specify): </p> <p>b) How <i>often</i> do you monitor for pest, weed, & disease management?</p> <p style="margin-left: 20px;"> <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input type="checkbox"/> As needed <input type="checkbox"/> Other (specify): </p>	<input type="checkbox"/> <input type="checkbox"/>
<p>Note: All Pest Management Inputs must be listed on 'Appendix B: Inputs List'. You will need to submit an 'Input Request Form' for any inputs you wish to use on your operation.</p>	

<p>Section 4- EQUIPMENT AND POST HARVEST ACTIVITY NOP § 205.105, 205.201, 205.271, 205.272</p>
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<p>A variety of equipment is used throughout the growing, harvesting and storing cycle. Equipment with nonorganic or chemical residue can be a source of contamination to your organic land and crops. Listing all your equipment and identifying which ones must be cleaned and how, will help protect your valuable land and products.</p> <p>In some cases, crops are further processed on the farm before traveling to market. How these crops are handled and labeled will also be addressed in this section.</p>	<p>This section for inspector use ONLY.</p> <p>Is the OSP accurate?</p> <p style="text-align: center;">Yes See Note</p>
<p>27. a) Do you store any crops? Yes No</p> <p style="margin-left: 100px;"> <input type="checkbox"/> <input type="checkbox"/> </p> <p>b) Do you use any inputs in your organic storage facility? Yes No</p> <p style="margin-left: 100px;"> <input type="checkbox"/> <input type="checkbox"/> </p> <p style="margin-left: 20px;">(Diatomaceous earth (DE), pest sprays, etc.)</p>	<input type="checkbox"/> <input type="checkbox"/>
<p>28. a) Do you wash crops after harvest? Yes No</p> <p style="margin-left: 100px;"> <input type="checkbox"/> <input type="checkbox"/> </p> <p>b) If yes, do you use any sanitizer or other product in addition to water? Yes* No</p> <p style="margin-left: 100px;"> <input type="checkbox"/> <input type="checkbox"/> </p> <p>*Must be listed on Inputs List</p>	<input type="checkbox"/> <input type="checkbox"/>

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29.	<p>a) After harvest, is your organic crop further processed on your farm? (e.g. preservative added to hay, products heated, pickled, or made into a new product, etc.)</p> <p style="text-align: right;">Yes* No</p> <p style="text-align: right;"><input type="checkbox"/> <input type="checkbox"/></p> <p>b) If yes, please explain the processing here:</p> <p style="text-align: center;">*You MUST contact OneCert to determine if you need to submit a Handling Organic System Plan.</p>	<p><input type="checkbox"/> <input type="checkbox"/></p>	
<p>Note: You must submit 'Appendix E: Equipment List' and list all equipment that is used on your operation including all owned, rented and custom equipment services used for planting, tilling, storing, harvesting, processing, handling, and spraying or spreading inputs. Be sure to include all storage locations on 'Appendix E: Equipment List.' and 'Appendix A: Farm Map.'</p>			
30.	<p>a) How are your organic crops sold?</p> <p><input type="checkbox"/> Bulk commodities <input type="checkbox"/> Contract Buyer <input type="checkbox"/> Wholesale <input type="checkbox"/> Farmer's market</p> <p><input type="checkbox"/> On-farm retail <input type="checkbox"/> CSA/Subscription <input type="checkbox"/> Other (specify):</p> <p>b) Which forms of organic marketing/labeling are used by your operation? (if any)</p> <p><input type="checkbox"/> Labels <input type="checkbox"/> Stickers <input type="checkbox"/> Tags <input type="checkbox"/> Boxes <input type="checkbox"/> Clamshells <input type="checkbox"/> Bags <input type="checkbox"/> Signage</p> <p><input type="checkbox"/> Website <input type="checkbox"/> Facebook <input type="checkbox"/> Brochures <input type="checkbox"/> Other (specify):</p> <p>c) How do you ensure labels and other marketing material are in compliance with §205.300-205.311?</p>	<p><input type="checkbox"/> <input type="checkbox"/></p>	
31.	<p>Do you use labels or other documents to identify organic crop products transported to a processing unit?</p> <p style="text-align: right;">Yes No</p> <p style="text-align: right;"><input type="checkbox"/> <input type="checkbox"/></p> <p>If yes, do these labels or documents include the following:</p> <ul style="list-style-type: none"> • Commodity name or name of product • Organic Production Method • Name and/or code number of control body or authority to which the operator is subject • Lot number 	<p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p>	
32.	<p>a) Are the transportation materials/containers sealed properly to prevent tampering?</p> <p style="text-align: right;">Yes No</p> <p style="text-align: right;"><input type="checkbox"/> <input type="checkbox"/></p> <p>b) If yes, please describe here:</p>	<p><input type="checkbox"/> <input type="checkbox"/></p>	

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Note: Any use of the term “organic,” use of the USDA organic seal, or use of OneCert’s name or seal must be evaluated for compliance to §205.300-205.311. All labels/stickers/tags/boxes used for organic products must be reviewed by OneCert prior to use. Please submit all labels to OneCert for evaluation.

Section 5 – RECORDKEEPING

NOP § 205.103, 205.201, 205.400, 205.401

Tending the soil and crops is very important, but recording these activities in a way that works for your operation is equally important. You must provide documentation that your actions are in compliance with the organic standards. Put simply, documentation of your activities is the key to showing us that you are doing what you said you would do in your Organic System Plan (OSP).

This section for
inspector use
ONLY.

Records MUST be:

- Maintained for at least five (5) years
- Available at the time of inspection
- Easy for the inspector to understand
- Detailed enough to document activities and trace transactions for any crop back to the field and seed from where it came

Is the OSP
accurate?

Yes See
 Note

33. a) How long will you keep records pertaining to your operation?
(NOP requires a minimum of 5 years.)

b) Where do you store records related to your operation? (At farm, at home, on calendar, electronic records, etc.) ****NOP requires all records be available at annual inspection.**

34. Please describe method(s) used to check the effectiveness of your recordkeeping processes to determine that they are in compliance with the NOP requirements.

(self-audit, review non-compliances, spreadsheets, updating OSP etc.)

FARM PLAN AND POST HARVEST ACTIVITIES

Must be able to trace product from sale to seed

For an audit, you must be able to track any organic product sold, back to the field where the seed was planted. You must also be able to track sales of both organic and nonorganic products so the inspector can verify that only organic products are sold as organic. How you keep these records is your choice. The recorded information must be readily understood and auditable.

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<p>For any organic product, records should document:</p> <ol style="list-style-type: none"> 1) How much of the product was sold 2) Who bought it 3) How it was transported 4) Where it was stored prior to sale 5) What field it was harvested from 6) When it was harvested 7) Cultivation and planting activities that happened to that field, and 8) What seed was planted in the field <p style="margin-top: 20px;">If you would like more details, please request OneCert document: <i>'Recordkeeping 101'</i>.</p>	<input type="checkbox"/> <input type="checkbox"/>
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<p>35. Indicate the audit trail records you keep by checking the boxes below:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complaint log -template can be provided by OneCert <input type="checkbox"/> Recorded dates of planting <input type="checkbox"/> Recorded dates of cultivation practices (weeding, grazing, tilling, etc.) <input type="checkbox"/> Recorded dates of harvest and estimated yields <input type="checkbox"/> Buffer harvest records – if buffer crops are used <input type="checkbox"/> Equipment cleaning records – if equipment is not dedicated organic <input type="checkbox"/> Storage records of 'in and out' balance <input type="checkbox"/> Shipping records (scale ticket, dump station ticket, bill of lading) <input type="checkbox"/> Clean transport documentation - if transportation is not dedicated organic <input type="checkbox"/> Use of lot numbers <input type="checkbox"/> Parallel production records (all productions record for organic and nonorganic crops must be made available at inspection) <input type="checkbox"/> Evidence of ALL* sales <p style="margin-left: 40px; margin-top: 5px;">*Each farmer must maintain sales documentation for all crop products grown. Sales documentation must be available at time of inspection. (e.g. purchase orders, contracts, invoices, receipts, report of commodities, settlement sheets, or sales journals)</p>	<input type="checkbox"/> <input type="checkbox"/>
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FERTILITY AND PEST MANAGEMENT INPUTS

Substances must be listed on OneCert *'Input List'*

<p>36. Indicate the fertility and pest records you keep by checking the boxes below:</p> <ul style="list-style-type: none"> <input type="checkbox"/> I do not use any sanitary, fertility or pest inputs <input type="checkbox"/> Record of the dates of input used (calendar or field activity template) <input type="checkbox"/> Records of the type of inputs used <input type="checkbox"/> Records of how much (the rate) of the input was used (e.g. ton/acre) <input type="checkbox"/> Records of who applied the input and under what conditions <input type="checkbox"/> Input invoices or receipts <input type="checkbox"/> Input labels <input type="checkbox"/> OneCert <i>'Input Evaluation'</i> forms <input type="checkbox"/> Soil tests that document a micronutrient deficiency – if soluble boron, or certain forms of zinc, copper, iron, manganese, molybdenum, selenium or cobalt are used <input type="checkbox"/> Compost maintenance records- if you produce your own compost <input type="checkbox"/> 'No additive to manure' statement – if you purchase manure 	<input type="checkbox"/> <input type="checkbox"/>
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OneCert Organic System Plan (OSP) - Crops

SEEDS/PLANTING STOCK/ANNUAL SEEDLINGS

Prove that you purchased organic seeds

All seeds with Treatments, Inoculants or Coatings should be reviewed prior to being used.

All seeds- including bulbs and transplants- used must be listed on your *OneCert Seed List*

37. Indicate the seed records you keep by checking the boxes below:

- Seed receipts, invoices, packets, tags, and bags
- Seed treatment/inoculant tags, bags, and receipts
- Recorded dates of seeding (e.g. calendar, field activity log, etc.)
- Organic Seed Search and Seed Documentation form
(must be on file with OneCert when sourcing non-organic seed)
- Non-GMO/Untreated statement – if non-organic seed is used

<input type="checkbox"/>	<input type="checkbox"/>
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For use at time of inspection:

Operator Signature:

Date:

Inspector Signature:

Date: