

## ORGANIC FARM PLAN

Please describe management techniques and materials used to produce your organic farm products. If needed, attach a separate piece of paper, with the corresponding section number. If a section/question does not apply to your farm, please check the "NOT APPLICABLE" box. Next year's renewal forms will rely on information submitted.

### SECTION 1: SEEDS and ANNUAL PLANTING STOCK

NOT APPLICABLE- No seeds used. Please go to Section 2.

**NOP 205.204 Certified organic seed must be used unless not commercially available in the quantity/quality needed. You must document attempts to source organic seed. Synthetic seed treatments are prohibited unless included on the National List. GMO seeds and GMO inoculants are prohibited. Please see the Practice Manual for more information.**

1.1. What percentage of your seed varieties are organic? Calculate by number of seed varieties, not by weight.

	Percent organic vegetable seeds (including potatoes, herbs etc.)
	Percent organic field crop seeds
	Percent organic flower seeds
	Percent organic cover crop seeds

1.2. Please identify your seed/annual planting stock sources:

1.3. Describe your efforts to obtain certified organic seeds and planting stock:

1.4. Do you use treated (coated) seeds (fungicides/inoculants/pelleted)?  Yes  No. If treated seeds are used, please state types/brands of treatment and the source of the seeds. If not already approved MCS will need to determine if these materials are permitted.

### SECTION 2: SEEDLINGS, PLANTING STOCK and PERENNIALS

NOT APPLICABLE- No seedlings used. Please go to question 2.8.

**NOP 205.204 Annual seedlings used on certified organic farms must be produced according to the organic standards. All purchased seedlings must be Certified Organic.**

2.1. Do you grow seedlings and/or planting stocks on your own farm?  Yes  No

2.2. Briefly describe greenhouses or other structures where seedlings are grown:

2.3. Do you use a commercial soil mix product?  Yes  No If YES, identify the source/brand.

***Note: Your soil mix must be approved by MCS before you use it.***

Name: \_\_\_\_\_

2.4. How do you clean seedling containers and equipment?

2.5. Do you make your own soil/seedling mix?  Yes  No. If YES, please complete this table:

<u>Ingredients</u>	<u>% of whole mix by volume</u>	<u>Source</u>
<i>Example: Peat</i>	<i>25%</i>	<i>Agway brand (peat--nothing added)</i>

***Please list all inputs used on your seedlings on the Material List.***

2.6. Do you grow any plants conventionally in your greenhouse?

Yes  No If YES, please explain the conventional practice and describe efforts to avoid commingling and contamination:

2.7. Do you purchase annual seedlings?  Yes  No

If YES, what is the source of the seedlings and who certifies them?

**PERENNIAL PLANTS. NOP 205.204 (a) (4) Non-organic planting stock used to produce a perennial crop may be sold, labeled, or represented as organic only after the planting stock has been maintained under a system of organic management for a period of no less than 1 year.**

***If you intend to sell perennial plants, or crops harvested from perennial plants (examples are rosemary sprigs, peony roots, rhubarb crowns, raspberries canes, nursery stock), as organic, we must verify that the plants are certified organic or have been under organic management for 12 months prior to sale.***

NOT APPLICABLE, please go to Section 3.

2.8. List all conventional perennials (trees, shrubs, herbs, flowers, etc) that you have bought and the date you started organic management for each. Please attach a separate list if needed.

Conventional Perennials Purchased	Date organic management started:

Name: \_\_\_\_\_

**SECTION 3: SOIL and CROP FERTILITY MANAGEMENT**

**NOP 205.203 Soils and crops must be managed to build soil fertility, manage plant nutrients, protect natural resources, and prevent soil erosion. Crop rotation is required. All fertility inputs used must be approved materials. Plant and animal materials (manure, compost and crop residues) must be managed so that they do not contribute to contamination of crops, soil or water.**

3.1. What management techniques do you use to manage your soil and maintain or improve soil fertility?

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Crop rotation                         | <input type="checkbox"/> Subsoiling              | <input type="checkbox"/> Side dressing          |
| <input type="checkbox"/> Cover crops                           | <input type="checkbox"/> Strip cropping          | <input type="checkbox"/> Interplanting          |
| <input type="checkbox"/> Adding lime/gypsum                    | <input type="checkbox"/> Adding manure           | <input type="checkbox"/> Summer fallow          |
| <input type="checkbox"/> Adding fertilizer materials or blends | <input type="checkbox"/> Adding compost          | <input type="checkbox"/> Adding soil inoculants |
| <input type="checkbox"/> Incorporation of crop residue         | <input type="checkbox"/> Mulching                | <input type="checkbox"/> Other: _____           |
|  | <input type="checkbox"/> Biodynamic preparations |   |
|  | <input type="checkbox"/> Green manures           |   |

3.2. Please describe your crop rotation plan in general terms, including the sequence and frequency of crops/plant families, cover crops, green manures or sod:

3.3. Which issues do you address with your crop rotation and soil management practices?

- |  |  |
|--|--|
| <input type="checkbox"/> Organic matter increase     | <input type="checkbox"/> pH                          |
| <input type="checkbox"/> Soil compaction or crusting | <input type="checkbox"/> Disease management          |
| <input type="checkbox"/> Wind erosion                | <input type="checkbox"/> Water infiltration/drainage |
| <input type="checkbox"/> Salinity                    | <input type="checkbox"/> Water induced erosion       |
| <input type="checkbox"/> Pest management             | <input type="checkbox"/> Excess nutrients            |
| <input type="checkbox"/> Water availability          | <input type="checkbox"/> Weed management             |
| <input type="checkbox"/> Soil structure              | <input type="checkbox"/> Overall farm biodiversity   |
| <input type="checkbox"/> Deficient nutrients         | <input type="checkbox"/> Other: _____                |

3.4. How do you monitor soil fertility and quality?

- Soil observation
- Crop observation
- Weed observation
- Crop yield comparison
- Soil organic matter content
- Soil (nutrient) tests (please attach a copy of last results)
- Microbiological tests (please attach a copy of last results)
- Plant tissue tests (please attach a copy of last results)
- Crop quality tests
- Other \_\_\_\_\_

3.5. Do you burn crop wastes?  Yes  No If YES, describe what materials are burned and why?

Name: \_\_\_\_\_

3.6. Have you ever applied sewage sludge or compost made from sewage sludge?  Yes  No. If YES, when was the last time this material was applied and to what field?

3.7. a) Do you use irrigation?  Yes  No If NO, continue to Section 4.

b) What are your method(s) for irrigation?

c) What are the source(s) of irrigation water on your farm?

d) Are you aware of any prohibited materials that may be in your irrigation water?

Yes  No If YES, please explain:

e) Do you apply fertilizers, pesticides, or other materials through your irrigation system?

#### **SECTION 4: MANURE and COMPOST**

**NOP 205.203. Raw manure must be composted unless applied to crops not for human consumption or incorporated into the soil 120 days prior to harvest for crops whose edible portions have direct contact with the soil, or 90 days prior to harvest for all other crops for human consumption. Please refer to the Practice Manual for details on the composting process. A record must be kept to verify compliance.**

4.1. Do you use un-composted manure?  Yes  No If NO, go to question 4.8.

4.2. What forms of manure do you use?

Liquid or semi-liquid  Solid & Fresh  Aged Pile  Pelleted  Bagged dehydrated

4.3. What is the manure source?

Own Farm

Commercial product, please list product name and manufacturer:

Other farm(s), please list farm name and address:

4.4. Where is manure stored before it is spread?

4.5. What precautions do you take to prevent contamination of adjacent water bodies?

4.6. How do you use manure? Check all that apply.

Applied to land with crops not intended for human consumption (hay, cover crops etc)

Incorporated at least 120 days prior to harvest (edible parts of crops in contact with soil)

Incorporated at least 90 days prior to harvest (edible parts of crops not in contact with soil)

Other: \_\_\_\_\_

Name: \_\_\_\_\_

4.7. List all manure ingredients and additives:

4.8. Do you buy compost?  Yes  No

If YES, please identify the compost source(s), brand name(s) and manufacturer(s):

**NOTE: Please make sure that MCS has approved the compost source before using the compost.**

4.9. Do you make your own compost and apply it to crops for human consumption?  Yes  No  
If NO, go to section V.

4.10. Are manure or animal by-products used as ingredients in your compost?  Yes  No

4.11. Do you meet the manure waiting period after compost application?  Yes  No

4.12. List all feedstocks and other materials added to your compost and the source.

Feedstock	Source
Example: <i>leaves</i>	<i>Own yard</i>

**If you answered NO to Question 4.10 or YES to Question 4.11 you may go to Section 5.**

4.13. Which compost method do you use?

- Static Pile
- Turned Pile
- Windrow

- Container
- Other: \_\_\_\_\_

If in doubt about your method, please describe what you do:

4.14. a) Do you monitor temperature?  Yes  No

b) What is the maximum temperature reached? \_\_\_\_\_

c) How long is the temperature maintained above 131°F? \_\_\_\_\_ days

d) How many times do you mix or turn your compost? \_\_\_\_\_

4.15. Do you make and use compost tea from your compost?  Yes  No

If YES, please describe how it is made and the materials added:

Name: \_\_\_\_\_

**SECTION 5: PEST, WEED and DISEASE MANAGEMENT**

**NOP 205.206 requires that the producer implement management practices to prevent crop pests, weeds, and diseases. These practices may include crop rotation, sanitation, cultural practices, and physical methods.**

5.1. a) List 3 or more major crop diseases you might expect on your farm (fungal, bacterial, viral).

b) What disease prevention strategies do you use?

- |   |   |
|---|---|
| <input type="checkbox"/> Crop rotation                    | <input type="checkbox"/> Soil balancing   |
| <input type="checkbox"/> Selection of resistant varieties | <input type="checkbox"/> Use of accepted products: Please add products used to the material list. |
| <input type="checkbox"/> Field sanitation                 | <input type="checkbox"/> Early removal of diseased plant  |
| <input type="checkbox"/> Timing of planting/cultivation   | <input type="checkbox"/> Other: _____   |
| <input type="checkbox"/> Plant spacing                    |   |

5.2. a) List 3 or more major weeds you might expect on your farm.

b) What weed control methods do you use?

- |  |   |
|--|---|
| <input type="checkbox"/> Crop rotation               | <input type="checkbox"/> Corn gluten (from an organic source)                                     |
| <input type="checkbox"/> Mechanical cultivation      | <input type="checkbox"/> Flame weeding  |
| <input type="checkbox"/> Livestock grazing           | <input type="checkbox"/> Mowing   |
| <input type="checkbox"/> Hand weeding                | <input type="checkbox"/> Smother crops  |
| <input type="checkbox"/> Prevention of weed seed set | <input type="checkbox"/> Use of accepted products: Please add products used to the material list. |
| <input type="checkbox"/> Mulch                       | <input type="checkbox"/> Other: _____   |
| <input type="checkbox"/> Soil sterilization          |   |

c) If you use plastic or other synthetic mulches, is the mulch removed at the end of the growing season?  Yes  No  N/A

d) If you use newspapers or other recycled paper for mulch, do you remove glossy paper or paper with colored inks?  Yes  No  N/A

5.3. a) List 3 or more major insects or other invertebrate pests you might expect to be on your farm?

b) What strategies will you use to control pest damage to crops?

- |  |   |
|--|---|
| <input type="checkbox"/> Crop rotation                 | <input type="checkbox"/> Monitoring   |
| <input type="checkbox"/> Companion planting            | <input type="checkbox"/> Fencing  |
| <input type="checkbox"/> Release of beneficial insects | <input type="checkbox"/> Traps  |
| <input type="checkbox"/> Resistant varieties           | <input type="checkbox"/> Crop covers (e.g., remay)  |
| <input type="checkbox"/> Hand picking                  | <input type="checkbox"/> Use of accepted products: Please add products used to the material list. |
| <input type="checkbox"/> Beneficial habitat            | <input type="checkbox"/> Other: _____   |
| <input type="checkbox"/> Time of planting              |   |

Name: \_\_\_\_\_

5.4. a) List major wildlife or vertebrate pests (rodents, deer, birds etc) that may impact your farm?

b) What strategies do you use to control pest damage to crops?

- |  |   |
|--|---|
| <input type="checkbox"/> Fencing   | <input type="checkbox"/> Repellants                   |
| <input type="checkbox"/> Netting   | <input type="checkbox"/> Scare tactics—Explain: _____ |
| <input type="checkbox"/> Traps   | <input type="checkbox"/> Other: _____                 |
| <input type="checkbox"/> Construct predator habitat (owl nests, perches, bat houses, etc.          |   |
| <input type="checkbox"/> Conserve/plant trees at edges of fields                                   |   |
| <input type="checkbox"/> Provide habitat corridors for beneficial predators to have access to prey |   |

## **SECTION 6. MAINTAINING ORGANIC INTEGRITY**

**NOP 205.272 Handling practices and procedures must maintain the organic integrity of ingredients or products. Packaging materials, bins and storage containers must not contain a synthetic fungicide, preservative, or fumigants.**

### **6.1. Commingling**

a) Is any conventional agricultural production occurring on your farm?  Yes  No

If NO, continue to question 6.2.

b) Please list the crops and identify fields where they are grown:

c) What prohibited materials or methods are being used on conventional crops?

d) What procedures will/do you use to prevent the commingling of conventional and organic or transitional crops? (Include how you identify and separate allowed and prohibited materials.)

### **6.2. Sale of conventional products**

If you sell both organic and conventional products how do you let customers know the difference?

### **6.3. Contamination**

a) Identify all potential point and non-point sources of chemical and biological contamination that **could** affect your land, crops, or animals.

Check all that apply:

- |   |  |
|---|--|
| <input type="checkbox"/> Agricultural chemical drift & runoff | <input type="checkbox"/> Flooding                            |
| <input type="checkbox"/> Powerline management                 | <input type="checkbox"/> Treated lumber                      |
| <input type="checkbox"/> Frontage on roads                    | <input type="checkbox"/> Transgenic or GE crops              |
| <input type="checkbox"/> Industrial area                      | <input type="checkbox"/> Contaminated feed stock for compost |
| <input type="checkbox"/> Waste storage                        | <input type="checkbox"/> No sources of contamination evident |
| <input type="checkbox"/> Irrigation water                     | <input type="checkbox"/> Other: _____                        |

Name: \_\_\_\_\_

b) If you identified any potential sources, please describe nature of contamination below. Identify source(s). If possible, provide the name and address of potential source.

c) Describe distances, buffer width, type of buffer, and efforts undertaken to reduce the risk of contamination (buffers must be identified on your field maps):

d) If keeping buffers, please describe how the boundaries of organic and buffer zones collection areas are marked or otherwise indicated (tree lines, streams, signs etc.)?

e) Do you harvest buffer zones?  Yes  No If YES, please explain what is done with the buffer crops and how you prevent commingling with organic products.

#### 6.4. Equipment

The organic standards require that we consider potential commingling risks from farm equipment. Please check all equipment use scenarios that apply to your farm:

- Purchasing second hand equipment
- Sharing equipment with non-certified farmers
- Using your own equipment on non-certified fields/crops
- Hiring equipment used on non-certified fields/crops
- Hire custom applicators. If yes, who?

***You are expected to clean or purge equipment that has been used on non-organic land or crops. You must have standard procedures and keep and records of these events for your inspector to verify. Please make sure to list all cleaning materials used on your materials list.***

#### 6.5. Harvest

a) Do you contract the harvesting and/or processing of your crops to others?  Yes  No  
If YES, please explain:

b) What type(s) of containers are organic crops harvested into? (Check all that apply)

- Bulk trucks
- Cardboard boxes
- Waxed boxes
- Plastic bins or crates
- Plastic buckets
- Wooden containers
- Other: \_\_\_\_\_



Name: \_\_\_\_\_

c) Check all that apply—my harvest containers are:

- New  Cleaned before use (include any materials on input list)
- Used for organic crops only  Other: \_\_\_\_\_

### 6.6. Post Harvest Handling

a) How do you prepare crop products for storage and/or market?

b) If you wash crop products, outline the process and identify any materials used (i.e disinfectants, sanitizers).

c) What is your water source for washing produce? Is the water tested?

d) If you package produce describe how and where these activities take place. If produce is taken off the farm for packaging, provide the name and location of the facility.

e) What kind of packaging do you use? (Check all that apply).

- New
- Previously used for organic products
- Previously used for conventional products

If reusing non-organic packaging what steps do you take to prevent possible contamination with prohibited materials?

f) Do you store crops for extended periods?  Yes  No If YES, where are they stored?

g) If you clean storage areas, containers or harvest bins, what is your method? Include any products used on your material list.

h) Do you need to control pests (rodents, insects) in your storage or handling areas?  Yes  No.

If YES, please describe how you manage them; check all that apply.

- Keep buildings and grounds clean, secure and unattractive to pests
- Mechanical traps, sounds, lights
- Lures and repellants. Please include on your material list.
- Materials like bait stations. Please include on your material list.
- Other. Please describe: \_\_\_\_\_

Name: \_\_\_\_\_

i) Do you or will you soon have a food safety plan (e.g. HACCP plan)?  Yes  No

If YES, please enclose a copy.

Are you GAP certified?  Yes  No

### 6.7. Labels

How are your crop products labeled for sale? **Enclose examples.** *Please refrain from printing labels until they are approved by MCS.*

*MOFGA Certification Services only reviews labels for compliance with organic labeling standards defined in USDA-NOP 7 CFR part 205. The use of certain ingredients or certain marketing claims, such as health or origin, may be subject to other Federal or State regulations. It is the responsibility of the certified operation to apply all applicable laws and regulations in the formulation and labeling of products.*

## **SECTION 7: RECORDS**

**NOP 205.103 Records must disclose all activities and transactions of the operation, be kept for five years and demonstrate compliance with the NOP rule. All records must be available at the time of inspection.**

7.1. During your inspection, an inspector will examine all records related to your farm operation in order to verify compliance with organic standards. Which of the following records do you keep:

Field activity records

Purchase receipts

Input records

Harvest records

Planting records

Shipping records

Lot Numbers

Seed search records

Crop rotation records

Manure application records

Compost production records

Equipment cleaning records

Sales records

Monitoring records such as soil tests, water tests, observation

Storage/Inventory Records

Documentation of bought-in organic produce for re-sale

Verification that non-organic seeds like corn, potatoes, soybeans are non-GMO

Other: \_\_\_\_\_

7.2 How long do you keep your records? \_\_\_\_\_

7.3 What monitoring practices do you use in your operation, and how frequently do you use them? (For example: soil tests, water tests, microbial tests, soil observations, etc.) How do you verify that your organic system plan is effectively implemented?

Name: \_\_\_\_\_

**SECTION 9: NATURAL RESOURCES**

**NOP 205.200 Organic producers must implement practices that maintain or improve the natural resources of their operation including soil and water quality.**

9.1. What conservation practices are used on your farm?

- |   |   |
|---|---|
| <input type="checkbox"/> Conservation tillage               | <input type="checkbox"/> Strip cropping                             |
| <input type="checkbox"/> Undersowing/interplanting          | <input type="checkbox"/> Riparian management                        |
| <input type="checkbox"/> Contour farming                    | <input type="checkbox"/> Windbreaks                                 |
| <input type="checkbox"/> Winter cover crops                 | <input type="checkbox"/> Pollinator or songbird habitat enhancement |
| <input type="checkbox"/> Minimize erosion                   | <input type="checkbox"/> Other: _____                               |
| <input type="checkbox"/> Preserve/restore wildlife corridor |   |

9.2. Are you part of any programs that assist you in managing on-farm natural resources?

- |  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> NRCS                        | <input type="checkbox"/> Land trust   |
| <input type="checkbox"/> Farm Services Agency        | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Soil and water conservation |                                       |