



OSP GUIDELINE FOR CROP OPERATIONS

At the top right hand corner of each section on the OSP, you will find in reference to the NOP rule. Please use this as a guidance if you have any questions pertaining to each sections requirements.

Choose one:	First time applicant This is an update of an Organic System Plan already submitted to Primus Auditing Ops.	Mark the box if your applying for the first time with Primus Auditing Ops Mark the box if this is your annual re-certification request.
Section 1: General Information (§205.401)		
Question#	Question	Expectation
1a	Organization Name:	The name of the organization that will be inspected at the time of the organic inspection.
1b	dba Name (if applicable):	The name of your organization that you are requesting to be listed on your organic certificate, which must match the name that is listed on your business license. As noted in NOP policy memo 2603, only one operation per organic certificate. Each certified operation must have its own organic certificate.
1c-1g	Address:	The address that will be listed on your organic certificate and is the address where the physical inspection will take place.
1h	Billing information:	The billing address for your operation, if different from physical address. If same as physical address, please check the box.
1i	Legal Representative:	The legal owner of the operation and may be different from the representative completing the organic certification paperwork. (Name, email, and phone number)
1j	Authorized Contacts:	The best contact(s) for the organic certification matters, including scheduling of the organic inspection, filling out the OSP, and responding to Information Requested by PAO. All contacts listed on this section will be copied in any correspondence involving certification.
1k	Organization Legal Status:	The status of your operation such as LLC, Inc., etc. If your classification is not listed under the boxes available, please mark <i>other</i> and specify.
1l	Do you obtain a State registration?	Certain states require an organic registration in addition to certification. All California certified organic operations are required to obtain a food establishment registration with CDFA or CDPH. If yes , list state registration # and attach a copy of your current State certificate. If not required to obtain organic registration, please submit proof of a business license. California operators may refer to the CDFA Commodity Code List & CDPH Commodity Code List below to determine which requirement fits your operation: http://www.cdph.ca.gov/is/docs/New_and_Amend_Organic_Registration.pdf http://www.cdph.ca.gov/pub/forms/forms/CtrIdForms/cdph8593.pdf
1m	Do you have a copy of current NOP organic standards?	Please ensure that you are familiar with the organic standards, and obtain a copy for your records. The link below will take you to the current electronic code of Federal Regulations, part 5 National Organic Program (NOP). https://www.ecfr.gov/current/title-7/part-205 https://www.ecfr.gov/current/title-7/part-205
1n	Write a description of your operation's activities:	Describe a comprehensive overview of the day-to-day functioning of your business or organization. This description should encompass various aspects such as the nature of your products or services, key processes involved, target audience or clientele, organizational structure, distribution channels, technological infrastructure, and any other pertinent details that contribute to the operation's overall functionality
1o	Months of Production:	The months that your operation is in production and/or handling, selling.
1p	Business hours:	The contact hours that your operation is available for organic inspection. Please also indicate here, if applicable, the specific hours or days that organic product is handled or packed.
1q	Inspection language preference:	The language that you prefer the auditor to conduct your organic inspection in.
1r	What language is your documentation?	The language pertaining to your operation paperwork that will be sent to PAO to accompany the organic system plan.
1s	Type of operation:	Select an option from the drop down options of: "Indoor Crop Area", "Outdoor Crop Area" or "Both Indoor and Outdoor Crop Areas".
1t	Does your operation produce or handle:	Select an option from the drop down options of: "Organic & Non-organic Product" or "Organic Only"
1u	Give clear driving directions to the operation requested for organic certification for the inspector, or confirm the GPS will get you to the operation location:	Any specific driving directions for the inspector to find your exact meeting location, and if none, confirm that GPS will advise clearly. Additionally, indicate which portions of the day you are available for contact and inspection.
1v	Does your operation's projected gross agricultural income from organic sales total \$5,000 or less annually?	Indicate whether or not your operation's organic sales alone fall below \$5,000 per year, and if yes , will you sell the product to anyone that will resell and identify the product as "organic"? Per <i>NOP regulations §205.101 Exemptions and exclusions from certification</i> , if you answer yes to the first question, and no to the second, you are exempt from certification and from submitting an organic system plan for acceptance or approval under §205.201, but must comply with the applicable organic production and handling requirements of subpart C of §205.101 and the labeling requirements of §205.310. If this is applicable to your operation, please pause completing the OSP and contact PAO.
1w	Is this a renewal? If so, has anything changed within your Operation System Plan since your last certification?	If so, has anything changed within your Operation System Plan since your last certification? If yes , summarize the changes.
1x	Have you conducted an organic self-audit?	If yes , provide the date(s) conducted. The Checklist to conduct the self-audit can be found in our Primus Auditing Ops webpage under the National Organic Program Documents section.
Section 2: Prior Organic Certification and/or Noncompliance (§205.405(e))		
Question #	Question	Expectation
Note:	This section may not apply to your operation if you are applying for organic certification for the first time.	
2a	Has this organization ever been denied certification, suspended, or revoked?	If you have ever been denied certification, suspended or revoked, mark yes, identify the name of the certifier (including PAO if applicable) and describe the circumstances. If yes , please also submit all notices leading to denied certification, suspension or revocation.
2b	Is this organization currently certified organic with another agency?	Indicate whether or not you are currently certified, and if so, attach your current certificate and identify the certification agency used. If yes , attach a copy of your current organic certificate
2c	For first time auditees, has this organization ever been certified organic?	Indicate whether or not you have ever been certified organic in the past, and if yes , attach your previous certificate. If applicable, also identify the previous certification agency used.
2d	List all non-compliances from your last certification and state how the non-compliances have been addressed.	Indicate whether not you had any non-compliances from your last certification; this includes non-compliances issued to you anytime within the process of submitting your annual OSP or post annual audit. Check the box Non-Compliances if any, state how they were addressed & resolved, and indicate if you have attached the pertaining documents. If you had no Non-Compliances , check the box NA .
Section 3: International Markets (§205.201, §205.273, §205.300 (b)(c))		
Question #	Question	Expectation
Check if applicable	This section is not applicable to my operation	Indicate whether or not you directly import or export organic product from or to any countries outside of the United States. If yes , please do not mark this box, then list the import and/or export countries, and move on to question 3a. If no , please mark this box and move on to question 4a. Important note: If you have marked yes here, you must request the International Markets Addendum form from PAO to fill out.
3a	Select all that apply: Import Directly Import Indirectly Export Directly Export Indirectly	Check all that apply to your operation. If any of these options apply, you must also request the International Markets OSP Addendum form from PAO to fill out. If you have marked no here and are not the final exporter, but still wish to request equivalencies, you must also complete the international Markets Addendum and additionally list the market under section 5 of this OSP.
Section 4: Crops & Fields (Land and Product to be certified) (§205.201, §205.202, §205.400(g), §205.403(a)(2))		
Question #	Question	Expectation
4a	Are the requested areas or sites part of a Producer Group? If yes, complete the questions 4b-4f	<i>Producer groups refer to a group of producers whose farms are mostly uniform, and who are organized under one management and marketing system.</i> If you are part of a producer group, mark yes , and continue to question 4b. If you are not part of a producer group, mark no , and skip to question 4f.

4b	Attach a list of all growers within the group. Is the Producer Group list attached?	If you are part of a producer group, please confirm that you have attached the producer group list to this OSP.
4c	Have any of the sites/areas been certified by any other certification agency?	Indicate whether or not any of the sites/areas affiliated with the producer group have been certified by any other organic certification agency (other than PAO). If yes , list previous organic certification agency.
4d	Are there any minor or non compliances open?	Indicate whether or not you have any minor or non compliances standing with either PAO or the previous organic certification agency. If yes, attach corresponding information and documentation. Is the information attached?
4e	Submit a list of all non compliances issued by the Internal Control System (ICS) to Producer Group members from the last annual visit.	Please ensure that you have attached the list of all non compliances (if any) issued to grower members.
4f	List of all non-organic products and where they are being grown (may submit a supporting document with a list):	Provide a list of non-organic products and a map of were they are being grown. <i>Note: If a supporting document is used you must provide a reference. Example "refer to doc XXX"</i>
Sites		
4g	Complete the following table with the information for each location (sites) managed by the Organization (both non-organic and organic sites)	Provide all the necessary information.
Section 4g column 1	Site ID/Name	The unique identifier or name assigned to a physical location to a piece of land. A clear and specific name or alphanumeric code that uniquely identifies the area.
Section 4g column 2	Site Address	The street name and number. It should accurately reflect the location of the site.
Section 4g column 3	City, State	The city or town where the site is located. The state or province abbreviation or name.
Section 4g column 4	Zip	The postal code or ZIP code
Section 4g column 5	Contact Name and Phone Number	The best contact(s) for the organic certification matters and this particular operation. A Phone number to be reached.
Section 4g column 6	Description of Site activities and responsibilities:	Describe a detailed overview of the specific tasks, functions, and roles associated with a particular site or location within an organization. This description should outline the activities conducted at the site and the responsibilities assigned to individuals or teams working.
Fields		
4h	Complete the table below for all fields.	Complete the table.
Section 4h column 1	Field ID (Name/Code)	The unique identifier or name assigned to a physical location to a piece of land. A clear and specific name or alphanumeric code that uniquely identifies the area. The ID's must match the maps provided.
Section 4h column 2	Parcel Address/Legal Description	The street name and number. It should accurately reflect the location of the site.
Section 4h column 3	Area Type	Select an option from the drop down options of: Organic, Transitional, or Non-organic.
Section 4h column 4	Units (Acre or Hectare)	Clearly indicate whether the land area is being measured in acres or hectare.
Section 4h column 5	Rented or Owned	Select an option from the drop down options of: Rented or Owned Note: Please provide clarification regarding whether your organization possesses ownership of the land or if it operates under a rental agreement with another proprietor for this particular parcel/field.
4i	Do you used these same field IDs in your record-keeping system (field activity log, harvest log, etc.)?	Indicate whether or not you use the same field IDs that you identified in the table above, on your records such as field activity logs, harvest logs etc. If no, explain why, and explain how fields are accurately identified in your record-keeping system.
Crops		
4j	The table below must be completed with the crops to be listed on the certificate	Complete the table.
Section 4j column 1	Crop requested for certification	The commodity that is requested to be listed on your organic certificate. If marketed/labeled by specific varieties, please list them separately.
Section 4j column 2	Field ID where crop is being planted this year	The field ID where the commodity is being planted.
Section 4j column 3	Total planted area for this year	Identify which units you use: acres or hectares, and indicate the total planted area for this year of each commodity.
Section 4j column 4	Projected Yield for this year	Identify which units you use: acres or hectares, and indicate the projected yield for each crop this year.
Section 5: Products - To be listed on Certificate by ID Mark and Market (§205.201(a) & 205.300)		
Question #	Question	Expectation
5a	Types of Marketing, select all that apply: farmers market direct to retail CSA/subscription service wholesale on-farm retail bulk commodities to processor contract to buyer other	Check all marketing types that apply to your operation, if other is checked, please provide an explanation.
5b	Complete a Master Supply Chain and Product List to include all products/ingredients and suppliers. Is this document attached?	Complete Org-052 Master Supply Chain and Product List to include all the products/ingredients and suppliers. You may request this document from PAO personnel of find it in our PAO webpage under NOP section.
5c	Do you require your organic certificate to list all ID Marks? If yes, ensure they are all listed in the second column in 5d.	If yes , ensure they are all listed in the second column in 5d. *If product is received packaged and no re-packing or re-purposing is conducted, the phrase "as previously packed by certified supplier" may be used in the ID Mark column*
Section 5d column 1	Product Requested for Certification	The products that you are requesting for certification. If one product has more than one label, ID mark or market, list them separately (one per line).
Section 5d column 2	ID mark (Labels)	The ID mark identification that appears on the label used, or the label name by market. If you receive & distribute only, do not manipulate product or are not requesting ID marks to be identified in your certificate, list here " As previously packaged by certified supplier ".
Section 5d column 3	Specific Label Type	The correct label type, either retail, non-retail or both. Mark private if you are packing the product in any manner, under a label that is not owned by your operation. If you are using a private label, please contact PAO to obtain the private label agreement form. To ensure that you have marked the correct box for retail or non-retail, please refer to regulations §205.303 & §205.307.
Section 5d column 4	Will Your Operation Be Packing Product with this ID Mark?	All labels must be submitted to PAO and approved prior to use. This box needs to be checked for submission of labels pertaining to any operation that packs or labels product, and for any case that you are requesting an ID mark to be listed in your certificate.
Section 5d column 5	Organic or 100% Organic	Select the category of the commodity if its Organic or 100%.
Section 5d column 6	International Market?	If you are requesting equivalency for the product other than US markets such as EU or Canada, list which markets. Please ensure that you complete and submit an International Markets OSP Addendum to PAO each year, for any ongoing or added equivalencies.
		Complete a Master Supply Chain and Product List to include all product/ingredient suppliers used. Complete a Private Label Agreement for each brand name that you do not own. Complete an International Market Addendum for any additional market requests. Complete a Formulation Sheet for any multi-ingredient products. If you plan on packing product with the labels indicated above, submit the supporting documents (artwork, supplier cert. and private label agreement).
Section 6: Biodiversity & Natural Resources (§205.200, §205.203, §205.202, §205.205, §205.238, §205.240)		
Question#	Question	Expectation
Natural Resources		
6a	What soil conservation practices are used?	Describe your soil conservation practices including but not limited to cultivation practices, fertility management, and methods to improving soil organic matter.
6b	What soil erosion problems do you experience (why and on which fields)?	Indicate what soil erosion problems you experience, why and on which fields. If you do not experience soil erosion, please indicate so.

6c	Describe your efforts to minimize soil erosion problems listed above and how you monitor the effectiveness of your soil conservation program.	Describe what practices you implement in effort to minimize soil erosion.
6d	Describe the natural resources within and/or surrounding your operation: (Including those that may extend beyond your property boundaries, yet which impact/are impacted by your handling operation)	Describe the natural resources within and surrounding the operation, the organization demonstrates its awareness of environmental factors and its commitment to sustainable and responsible management practices.
6e	Are there woodland areas? Describe, if any.	Describe the presence and characteristics of woodland areas within or adjacent to the operational site.
6f	Are there wetlands? Describe, if any.	Describe the presence and characteristics of wetland areas within or adjacent to the operational site.
6g	Are there wildlife/biodiversity? Describe, if any.	Describe the presence and characteristics of wildlife/biodiversity areas within or adjacent to the operational site.
Water Use		
6h	What is your source of water?	List the water source(s) you use, for example: on-site well, river, pond, municipal, county, etc.
6i	What is water used for at your operation?	List what water is used for at your operation, for example: irrigation, washing product, foliar sprays, etc.
6j	What type of irrigation system is used?	List what type of irrigation system(s) is used, for example: drip, flood, center, etc.
6k	Describe the water system cleaning process and what inputs are used?	Describe the water system cleaning process and identify any cleaning or sanitizing inputs used in the cleaning process.
6l	Is the system shared with another operator?	Indicate whether or not you share a water system with any other operators. If yes , identify products that they use through the system, if any.
6m	What practices are used to protect water quality?	Indicate what practices are implemented in order to protect water quality.
6n	Do you have a water testing program in place? Describe.	Describe what the water is being tested for, how often it is tested, where samples are taken from, what the suitable results are, and any corrective actions to take if unsuitable results are received. Attach residue analysis and/or salinity test results, if applicable.
Section 7: Land Requirements (§205.201(a) & §205.202)		
Question#	Question	Expectation
7a	Have you attached for each field (including any new ones) the following documents? Field History and supporting documents: Updated Map:	Confirm by checking the appropriate box, that you have submitted the field history, and supporting documents for all new fields; and updated maps for all fields.
7b	Have you managed all fields for 3 or more years?	Indicate whether or not you have managed all fields for 3 or more years. If you have indicated no here, please submit the supporting evidence to demonstrate that no prohibited inputs have been applied during the previous 3 years. Such supporting evidence includes statements from the previous land management/owner, previous organic certificates and complete records of all inputs applied to the land during the previous 3 years.
7c	Explain what evidence is available to demonstrate that no prohibited substance has been used in the previous 3 years on all newly rented or purchased fields.	Indicate what supporting documents you have provided for all newly rented or purchased fields. Such documents include but are not limited to official pesticide use reports, letters from the county, and letters from the previous land owners.
7d	Are all fields' distinct and defined boundaries easily distinguishable in the ground and accurately reflected in their maps (maps must be updated every year to show current adjoining land use)?	Confirm by checking the appropriate box, that the maps provided clearly define the boundaries. Maps must be updated every year to show current adjoining land use.
7e	Is total field acreage and total crop acreage clearly defined for each field and consistent among maps, Field Histories, Annual Field Information, and this Organic System Plan?	Confirm by checking the appropriate box, that the acreage is consistent among maps, Field Histories, Annual Field Information, and this Organic System Plan.
7f	Have you established buffer zones to prevent the unintended application of a prohibited substance to the crop or contact with a prohibited substance applied to adjoining land that is not under organic management?	Indicate whether or not you have established buffer zones, and if no , explain why these aren't needed. If yes , describe your buffer zones clearly. Please ensure that field maps identify all buffer zones (if applicable).
Section 8: Seeds & Planting Stock (Annual/Perennial) (§205.204 & §205.205)		
Question#	Question	Expectation
Check if applicable	List all seeds planned for use in the current season in the table below and submit supporting documents:	This section is not applicable to my operation
Section 8a column 1	Crop/Variety	The commodities that you are requesting for certification and include the variety. For example: Parsley, curly.
Section 8a column 2	Brand/Supplier	Provide information about the brand or supplier associated with the particular commodity listed.
Section 8a column 3	Choose Type of:	Select one of the following Options; Non-Organic Untreated, Non-Organic: Treated, Certified Organic Planting Stock, Non-Organic: Untreated Planting Stock, Non-Organic: Treated Planting Stock
Section 8a column 4	If NON-ORGANIC but treated: List Type/Brand of Treatment	Indicate the type/brand of treatment.
Section 8a column 5	If NON-ORGANIC: Is it Documented as Non-GMO	Indicate the status of GMO.
Section 8a column 6	If NON-ORGANIC: Have you completed an updated annual seed search form?	If applicable to the use of Non-Organic seeds, the Annual Seed Search form must be completed and can be found in the last pages of the OSP form.
8b	Do you grow organic seedlings on-farm?	Indicate whether or not you grow organic seedlings on-farm, and if not applicable , mark the NA box and skip to question 8f.
8c	If you grow organic seedlings on-farm, describe the steps and procedures carried out:	Indicate the steps and procedures for growing your seedlings on farm.
8d	What equipment do you use in your watering system?	Indicate what equipment you use in the watering system.
8e	How do you prevent seedling diseases and/or insect problems?	Indicate how you prevent seedling diseases and/or insect problems.
8f	Does your operation offer additional services relating to seedlings or planting stock?	To determine if the operation provides any supplementary services beyond simply supplying seedlings or planting stock.
Check if applicable	This section is not applicable to my operation	This portion may not be applicable to you.
Section 8g column 1	Type (crop-variety)	Describe the information about the specific type or variety of crop being referenced.
Section 8g column 2	Planting Stock Source/Supplier	Describe the information regarding the origin or supplier of the planting stock being used for cultivation or planting purposes. If your propagating your own, provide all records pertaining to your propagations procedures.
Section 8g column 3	Type of Seedling: Certified Organic or Non-Organic	Describe the information about the specific type or variety of crop being referenced.
Section 8g column 4	If NON-ORGANIC: Date Planted?	Indicate the date or timeframe in which a particular crop or plant was planted.
Section 8g column 5	If NON-ORGANIC: Expected Harvest Date?	Indicate the a specific date or range of dates when the harvest is expected to occur, based on factors such as the crop variety, planting date, growing conditions, and typical maturation period.
Section 8g column 6	If NON-ORGANIC: Have You Attached a Search Form?	The Seed Search form must be completed if Non-Organic varieties are available. Minimum of 3 searches must be identified.
Section 9: Soil and Crop Fertility Management (§205.203 & §205.205)		
Question#	Question	Expectation
Check if applicable	This section is not applicable to my operation	Mark the box if its not applicable to your operation.
9a	What are your general soil types?	Indicate the general classification of your soil.
9b	What are your main soil chemical, physical or biological limitations?	Indicate the chemical, physical or biological limitations of your soil.
9c	Describe your main practices to improve or maintain your soil's chemical, physical and biological fertility.	Describe your main practices to improve or maintain your soil's chemical, physical, and biological fertility.
9d	How do you monitor the effectiveness of your fertility management program?	Describe how you monitor your fertility management program. If soil tests are implemented, please attach copies with this OSP.
9e	Rate the effectiveness of your fertility management program:	Check the appropriate box, and indicate what changes you anticipate.
On-Farm Composting:		

Check if applicable	This section is not applicable to my operation	If you do not compost, but purchase compost, do not fill in this section but list your purchased compost on the inputs table in section 12.
9f	List all compost ingredients/additives and their proportion by weight or volume.	List all ingredients and additives by weight or volume.
9g	Describe your composting method:	Describe your composting method.
9h	What is your INITIAL C:N ratio?	Indicate your initial C:N ratio. Please take the time to read the NOP rule 205.203 (c)(2) written out at the top of this page and ensure that you comply with the regulations.
9i	Does your compost production record demonstrate it has been maintained between 131 and 170 °F (55 and 77 °C) for at least 15 consecutive days?	Confirm that the temperature has been maintained between 131 and 170 °F for at least 15 consecutive days per NOP requirements.
Manure Use:		
Check if applicable	This section is not applicable to my operation	Mark the box if its not applicable to your operation.
9j	What forms of manure do you use?	Indicate what forms you use by checking the appropriate box. Please take the time to read the NOP rule 205.203 (c)(1) written out above this question and ensure that you comply with the regulations. If you do not use manure, skip to Section 10.
9k	What types of crops do you grow? Check all boxes that apply.	Check the appropriate box or boxes that apply to your operation. If you grow crops for human consumption and use raw manure, submit supporting documentation. (The supporting documentation must include the type of crop, the field ID, date the manure is applied, and the expected date of harvest)
9l	What is the source of the manure you use?	Indicate whether or not you source manure from on-farm or from an off-farm source.
9m	List all sources of off-farm manure	Identify all off-farm manure sources.
9n	List all manure ingredients/additives:	Identify all manure ingredients and additives.
9o	If you use manure, what are the potential contaminants (pit additives, feed additives, pesticides, antibiotics, heavy metals, etc.) from these sources?	Indicate any potential contaminants to the soil, crop or water based on the breakdown of the manure that you use. If applicable, you may also list here how you monitor the potential contaminants. Attach residue analysis/additive specifications for manure, if available.
Section 10: Crop Rotation (§205.205 & §205.205)		
Question #	Question	Expectation
Section 10	Crop Rotation Plans	Complete the table with the planned sequence of crops and indicate if each crop meets one or more of the following objectives: increase organic matter, nutrient management, pest or disease management, erosion control, or other. Be prepared to explain the specifics if requested.
Section 11: Crop Pest, Weed, and Disease Management (§205.206)		
Question #	Question	Expectation
Weed & Disease Management Plan:		
11a	What are your problems with weeds and disease and what control methods do you use?	List any problem weeds and diseases within your operation. Indicate your methods used to control weeds & diseases.
Use of Restricted Weed & Disease Management Strategies:		
11b	What type of restricted weed and disease management strategy do you use?	Indicate whether or not you use any restricted strategies such as plastic, synthetic mulches, soap-based herbicide, newspaper, or other recycled paper with glossy or colored inks for mulch.
11c	If mulch is used, is it removed at the end of the growing or harvest season?	Indicate whether or not the mulch is removed at the end of the growing or harvest season. Please be aware of NOP rule 205.206 (6) that provides they must be removed from the field at the end of the growing or harvest. If mulch is not removed, explain why not.
Pest & Disease Management:		
11d	What are your problems with pests and disease, and what strategies are used to prevent pest and disease damage to crops before applying an approved substance?	List any problem with pests and diseases within your operation. List all strategies used to prevent damage to crops. Please be aware of NOP rule 205.206(e) that provides that When the practices provided for in paragraphs (a) through (d) of this section are insufficient to prevent or control crop pests, weeds, and diseases, a biological or botanical substance or a substance included on the National List of synthetic substances allowed for use in organic crop production may be applied to prevent, suppress, or control pests, weeds, or diseases: Provided, That, the conditions for
11e	Are these preventive practices documented?	Indicate whether or not these preventative practices are documented.
11f	Before applying an approved substance to control pest damage, do you document the preventive practices were insufficient?	Indicate whether or not you document this information by checking the appropriate box. If no , please describe why.
Evaluation:		
11g	How do you monitor the effectiveness of your weed and pest disease management program?	Describe how you monitor your pest and disease management program.
11h	Rate the effectiveness of your weed and pest disease management program.	Check the appropriate box.
11i	What changes do you anticipate?	Indicate any anticipated changes if applicable.
Section 12: Maintenance of Organic Integrity - Inputs (§205.105 & §205.600)		
Question #	Question	Expectation
12a	List any inputs used, including but not limited to cleaners, disinfectants, sanitizers, harvest fungicides or insecticides, waxes, coats, seals, wash water additives, pest control, etc.	List all fertility, pest and disease control, and post-harvest inputs used or intended for use in the current season on proposed organic and transitional fields.
Section 12a column 1	Input Utilized For:	Select one of the options for use; Fertility, Pest, Disease, Post-Harvest, Seed Treatment, Perennial Treatment.
Section 12a column 2	Brand Name (List Specific Formulation)	This involves specifying the unique compositions or ingredients that make up each product associated with the mentioned brand names.
Section 12a column 3	Ingredients (Including any inerts, additives, preservatives, coadjutants, inoculants, etc.)	Active ingredient(s), concentration levels, inert ingredients, and any other relevant details that define the composition of the product.
Section 12a column 4	Compliance Approval By:	Describe if the component was verified for compliance approval by an agency such as OMR, WSDA, CDFA or other.
Section 12a column 5	Label and Compliance Approval Docs Attached	The label and compliance approval records for each component/input.
Section 12a column 6	If Product Has Restrictions (allowed in the National List but with annotations), Describe How You Comply With This NOP Rule Annotation	A detailed description of how the organization complies with NOP rule annotations for products with restrictions, the organization demonstrates its commitment to upholding the integrity and transparency of organic production practices and ensuring compliance with regulatory requirements.
12b	Describe your storage area for inputs.	Description of the storage area(s) used by the operation to store inputs, such as fertilizers, pesticides, seeds, and other materials used in organic production.
12c	Explain what administrative practices and/or barriers are in place to prevent commingling and contamination of approved inputs and not approved inputs.	Describe in detail an explanation of the administrative practices and barriers implemented by the organization to prevent the mixing and contamination of approved inputs (such as organic inputs) with not approved inputs (such as non-organic or prohibited substances) within the operational processes.
Section 13: Maintenance of Organic Integrity - Buffer Areas & Split Production (§205.201(a)(5) & §205.202(c))		
Question #	Question	Expectation
Check if applicable	This section is not applicable to my operation	Mark the box if its not applicable to your operation.
Buffer Areas: Adjoining Land Areas		
13a	Describe how often you conduct a risk assessment of the adjoining land use and list the main contamination risks currently present.	Indicate how often you conduct a risk assessment of the neighboring land to your operation, and identify the main contamination risks currently present.
13b	Describe your main buffer areas in terms of size and other features.	Describe your buffer areas and established buffer zones in terms of size and other descriptive features. <i>Note: Buffer zones must be established in order to prevent the unintended application of a prohibited substance to the crop or contact with a prohibited substance applied to adjoining land that is not under organic management.</i>
13c	Have you validated if these buffer areas are sufficient to prevent contamination?	Indicate whether or not these buffer areas are sufficient to prevent contamination from adjoining land use who may not be under organic management, or other contamination risks present.
13d	Explain why you think your buffer areas are sufficient.	Describe your validation and why you think that your buffer areas are sufficient at preventing contamination to your crops and land under organic management.
13e	Have you shown and updated all adjoining land use and buffer zones in your maps?	Please confirm you have attached current maps to this OSP, clearly identifying the adjoining land and buffer zones.
13f	If crop is harvested from buffer areas, describe use (sale, non-organic livestock feed, seed, etc.)	If you harvest crop from the buffer areas, indicate what is used for. If you do not harvest from buffer zones, please indicate this and skip to question 13h.

13g	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 having contact with buffer crops during harvest?	If you use the same equipment that you use for harvesting organic crops, to harvest the buffer zone crops, please describe how you protect organic crops from coming into contact with buffer zones crops during harvest.
13h	What additional safeguards do you use to prevent accidental contamination?	Check the appropriate boxes that correspond to additional measures implemented to prevent accidental contamination. If your safeguard is not listed, please check the box other and describe the measure taken.
13i	Have you posted "No Spray" signs along roadsides that are adjacent to organic fields?	Indicate whether or not you have implemented "No Spray" signs along roadsides adjacent to organic fields.
13j	Do any fields or portions of fields flood frequently? (More than once every five years)	Please indicate whether or not any fields or portions of fields flood more than once every five years. If yes , list the field numbers and ID's.
Split Production:		
13k	If you grow non-organic commodities, explain what administrative practices and/or physical barriers are in place to prevent contamination of organic crops with prohibited substances (consider buffers, equipment used, storage areas, transportation, etc.)	Indicate whether or not you are a split production, meaning that you also grow non-organic crops. If yes , list what practices and physical barriers are in place to prevent contamination of organic crops with prohibited substances from non-organic crops, equipment, storage areas, or transports.
13l	Do you grow the same variety of crop organically, as well as in transition, and/or non-organically?	Indicate whether or not you grow the same non-organic/transitional crops as you do organic. If yes , explain what practices and physical barriers are implemented in order to prevent commingling of organic and non organic crops once harvested.
Section 14: Maintenance of Organic Integrity - Equipment & Harvest (§205.201(a)(5) & §205.202(c))		
Question #	Question	Expectation
Equipment:		
Check if applicable	This section is not applicable to my operation	Complete the chart by listing each piece of equipment used by your operation. If the equipment is used on both organic and non-organic fields, make sure to describe how the equipment is cleaned before it is used on organic fields. If you do not use any equipment, check the box Not applicable and skip to question 14b.
14a	List equipment used for planting, tillage, spraying, and	Complete the table.
Section 14a column 1	Equipment name/model/code	Provide specific details about the equipment used; such as specific model or series of the equipment, which indicates its make, design, and specifications.
Section 14a column 2	Choose one: Owned, rented, or custom	Select an option; Owned, rented, or custom
Section 14a column 3	Select the product equipment is used for:	Select and option; Organic production, Non-Organic production, Both Organic and Non-Organic
Section 14a column 4	How is equipment cleaned before use on organic fields?	Describe in detail the cleaning procedures and practices implemented to ensure that equipment is free from contaminants and compliant with organic certification standards before being used in organic farming operations.
Harvest:		
Check if applicable	This section is not applicable to my operation	Mark the box if its not applicable to your operation.
14b	How are your organic crops harvested?	Please take the time to read the NOP Rule listed above this question. Indicate whether or not you harvest crops mechanically or by hand and please provide a brief description.
14c	Do you subcontract the harvesting labor company to conduct the harvesting activities?	Indicate whether or not crops are custom harvested. If yes , identify the name and address of the custom harvester.
14d	Explain how the subcontracted labor gets trained for organic protocols:	Provide a detail explanation of the training process implemented to ensure that subcontracted labor is knowledgeable and compliant with organic protocols and practices.
14e	What containers are used for harvesting?	Identify what containers are used for harvesting (such as trays, boxes, bins, etc.)
14f	Are containers new or used?	Indicate whether or not the harvesting containers are new or used. If harvesting containers are re-used by you or another operation, what did they contain or what were they used for prior to organic use?
14g	Are the containers used for organic crops only?	Indicate whether or not harvesting containers are dedicated for organic crops only.
14h	Describe potential contamination or commingling problems you have with harvest of organic crops.	Describe the potential contamination or commingling factors during the harvest of organic crops.
14i	Describe steps taken to protect organic crops from commingling and contamination during harvest.	Describe what steps you take to protect the organic crops during harvest. If you re-use harvesting containers between organic and non-organic commodities, please list here how you thoroughly clean the containers to ensure that they pose no risk to the organic commodities.
Section 15: Post-Harvest Handling, Storage, and Transportation (§205.201(a)(5) & §205.202(c))		
Question #	Question	Expectation
Post-Harvest Handling:		
Check if applicable	This section is not applicable to my operation	Mark the box if its not applicable to your operation.
15a	Describe your post-harvest handling procedures and equipment. Attach a flow chart and a floor plan.	Please take the time to read the NOP Rule listed above this question. Describe your post-harvest handling activities, identify what equipment is used and please attach a flow a chart. Important Note: If your operation handles and/or packs the product off-farm in a separate facility, please contact PAO to request an additional application for a Handler. If your operation does not have any post-harvest handling activities, skip to question 15i.
15b	Is the handling area and equipment used for both organic and non-organic products?	Indicate whether or not handling areas and equipment are shared between organic and non-organic handling. If yes , describe the steps taken to prevent commingling and contamination.
15c	In what form are finished products shipped?	Describe how finished products are shipped, for example in plastic bags, clamshells, metal drums, etc.
15d	What types of packaging material are used:	Identify the packaging materials used such as plastic, cardboard, etc.
15e	What documentation do you have that indicates that any packaging materials, storage containers, or bins are free of containing a synthetic fungicide, preservative, or fumigant?	Verify that materials such as packaging materials, containers or bins, are free of synthetics. Attach the documented evidence such as a letter of guarantee from your packaging supplier.
15f	Do you use water in your post-harvest handling?	Indicate whether or not you use water during the post-harvest activities. If yes , please continue to question 15g. If no , skip to question 15i.
15g	If yes, does it come into direct contact with crop or food contact surfaces?	Indicate whether or not water comes into direct contact with the organic crop or surfaces that the crop directly comes into contact with. If yes , please continue to question 15h, if no , skip to question 15i.
15h	If yes, have you documented that water meets the Safe Drinking Water Act	Indicate whether or not you have documented that the water meets the Safe Drinking Water Act. If water is used from a non-municipal source, attach the water test results to this OSP.
Storage:		
Check if applicable	This section is not applicable to my operation	Mark the box if its not applicable to your operation.
15i	Describe your Post-Harvest storage: Storage Identification Type of Crop Type of Storage Capacity Used for	Describe in detail the information about the storage facilities and practices utilized after the harvest of crops. This includes various aspects such as storage identification, the type of crops stored, the type of storage used, capacity, and the purpose for which it is used.
15j	Do you use the same storage areas for organic, transitional, buffer, and/or nonorganic crops?	Indicate if storage areas are also used for crops in transition, harvested from buffer zones, and non-organic. If yes , describe how you segregate organic crops from non-organic crops.
15k	How do you clean storage units prior to storage of organic	Describe what cleaning procedures are implemented in the storage units, prior to storing organic crops.
15l	How do you prevent/control insect pests and/or rodents in crop storage areas?	Describe how you prevent and/or control insect pests in crop storage areas. If you use any pest control materials, please describe here how you prevent contamination of the organic ingredients, packaging and finished product from the pest control materials.
15m	Are organic ingredients or finished goods ever stored at an offsite warehouse?	Indicate if organic ingredients or finished goods are ever stored at an offsite warehouse. If yes , ensure that the Master Supply Chain and Product List are completed and submitted.
Transportation:		
Check if applicable	This section is not applicable to my operation	Mark the box if its not applicable to your operation.
15n	Who is responsible for arranging transportation of organic products?	Check the applicable boxes to indicate who is responsible for arranging transportation. If other , please specify who is responsible.
15o	Describe how organic products are transported:	Describe how organic products are transported.
15p	What potential contamination or commingling problems do you have with the transport of organic crops?	Identify any potential contamination or commingling problems during the transport of organic crops.
15q	What steps are taken to protect the integrity of organic products during transport?	Indicate what steps are taken to ensure that organic product is not contaminated during transport by checking all boxes that apply, or describe clearly under other .
Use of Chlorine:		

Check if applicable	This section is not applicable to my operation	Mark the box if its not applicable to your operation.
15r	Do you use chlorine or chlorine containing products?	Indicate whether or not you use chlorine or chlorine containing products. If yes , describe its purpose, specific formulation (attach label) and where and how it is used. If yes , continue to question 15s, if no , skip to section 16.
15s	Describe how you verify and document that chlorine use meets the above mentioned NOP requirements.	Describe how you verify and document that the product is used in a manner that meets the NOP requirements that provide that chlorine is allowed for disinfecting and sanitizing food contact surfaces. Residual chlorine levels for wash water in direct crop or food contact and in flush water from cleaning irrigation systems that is applied to crops or fields cannot exceed the maximum residual disinfectant limit under the Safe Drinking Water Act (currently 4ppm) . If you monitor chlorine levels, please attach a label or spec sheet of the test kit used to this OSP.

Section 16: Recordkeeping System (§205.103 & §205.400)

Question #	Question	Expectation
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Traceback/ Supply Chain

16a	Describe how records track products back to the receiving or acquiring date through the sale or transport, and allow the traceability back to the last certified operation (or list the name of attached procedure):	Describe how your recordkeeping system is use to track the final product back to the original purchase or receiving. Indicate any pertaining records that you use to traceback product.
16b	Describe your lot and or numbering system (or list the name of attached procedure):	Describe the lot or numbering system of your operation, and the relation of the lot or numbering used, to the traceability of the product. It may be appropriate to provide a sample lot or traceability number and describe the linking agents.
16c	How do you ensure the lot number is placed on the product packaging?	The lot number or code system equivalent is crucial for traceability and quality control purposes. To ensure it's accurately placed on the product packaging, does your operation have established standard operating procedures (SOPs) that detail the exact location and method of application for the lot number. Is your staff trained to follow these procedures meticulously, and do you conduct regular checks to verify compliance.
16d	Do traceability records identify the organic product with its applicable claim (i.e. 100% organic, organic, made with organic, etc.)?	The traceability records associated with organic products must clearly indicate the specific organic claim associated with each product. The response should describe how the traceability system is structured to accurately link each product to its corresponding organic claim, such as "100% organic," "organic," "made with organic," or any other relevant designation. This may include details about labeling practices, documentation procedures, or database entries that ensure the organic claim is accurately recorded and tracked throughout the supply chain.

Records

16e	Which records do you keep for organic production?	Indicate all records kept for organic production. You may submit a supporting document with a list, specify name of that document here.
16f	Are all records that verify organic compliance maintained for a minimum of 5 years beyond creation?	Please indicate how many years your records are kept on site. Please be aware of the NOP Rule 205.103 that provides that records must be maintained for a minimum of 5 years beyond creation.
16g	Which records do you keep for non-organic production?	Check the box pertaining to the records that you keep on file for non-organic production. If other , list here. If you do not have non-organic production, check the box Not applicable .
16h	Describe the monitoring practices and procedures to be performed by your organization, identified in this Organic System Plan and operation practices.	Describe the detailed methods and protocols used to monitor and oversee organic production activities as outlined in the Organic System Plan (OSP) and operational practices.
16i	How are these monitoring practices and procedures effectively implemented and how frequently are they performed?	A detailed explanation of how the monitoring practices and procedures outlined in the Organic System Plan (OSP) and operational practices are put into action and the frequency at which they are carried out.

Organic Fraud Prevention

16j	Describe your organic fraud prevention program.	<p>Describe a comprehensive overview of the measures and protocols implemented by the organization to prevent and mitigate the risk of organic fraud. Organic fraud prevention programs are designed to safeguard the integrity of organic products and ensure compliance with organic certification standards and regulations. This may include, but is not limited to:</p> <p>Risk Assessment: Description of the process used to assess potential risks of organic fraud within the organization's supply chain, including identifying vulnerable points and areas of concern.</p> <p>Control Measures: Explanation of the control measures and procedures implemented to prevent organic fraud, such as supplier verification, product tracing and tracking, documentation and record-keeping requirements, and physical security measures.</p> <p>Training and Education: Details on training programs and educational initiatives provided to employees and stakeholders to raise awareness of organic fraud risks and promote a culture of compliance and integrity.</p> <p>Monitoring and Auditing: Explanation of the monitoring and auditing processes used to detect and deter organic fraud, including regular inspections, internal audits, and third-party certification audits.</p> <p>Response and Remediation: Description of the protocols and procedures for responding to suspected or detected instances of organic fraud, including investigation processes, corrective actions, and communication with regulatory authorities or certifying bodies.</p> <p>Collaboration and Reporting: Discussion of collaboration efforts with industry partners, regulatory agencies, and certification bodies to share information and report suspected instances of organic fraud, as well as compliance with reporting requirements.</p> <p>Continuous Improvement: Explanation of how the organization evaluates the effectiveness of its organic fraud prevention</p>
16k	Describe the documents you maintain for your organic fraud prevention program.	The documents you maintain for your organic fraud prevention program, this may tie in with the previous question. Describe the documentation maintained by the organization to support its efforts in preventing and mitigating organic fraud. These documents are essential for demonstrating compliance with organic certification standards and regulations, as well as for internal monitoring and auditing purposes.
16l	How do you monitor the effectiveness of the organic fraud prevention program?	<p>Describe how you obtain information on the methods and processes used by your organization/operation to assess the performance and efficacy of its organic fraud prevention efforts. This may include, but is not limited to:</p> <p>Performance Metrics: Description of key performance indicators (KPIs) or metrics used to evaluate the effectiveness of the organic fraud prevention program. This may include metrics related to the frequency and severity of fraud incidents, compliance with organic certification standards, and the success rate of corrective actions implemented.</p> <p>Monitoring Activities: Explanation of the monitoring activities conducted to assess the program's effectiveness, such as regular inspections, internal audits, and third-party certification audits. This may also include ongoing review of documentation, records, and reports related to organic fraud prevention.</p> <p>Data Analysis: Discussion of how data collected from monitoring activities and performance metrics is analyzed to identify trends, patterns, and areas for improvement in the organic fraud prevention program. This may involve conducting root cause analysis to determine the underlying causes of fraud incidents and implementing targeted interventions to address them.</p> <p>Stakeholder Feedback: Explanation of how feedback from internal stakeholders, such as employees and management, as well as external stakeholders, such as suppliers and customers, is solicited and incorporated into the monitoring process to enhance the program's effectiveness.</p> <p>Continuous Improvement: Description of how findings from monitoring activities and data analysis are used to drive continuous improvement in the organic fraud prevention program. This may involve revising policies and procedures, updating training programs, implementing new control measures, and refining monitoring protocols to address identified weaknesses and emerging threats.</p>

Section 17: Traceback and Mass Balance (§205.103, §205.400(g)(8)(9), & §205.403(d)(4)(5))

Please take the time to carefully read through this section of the OSP and ensure that you are prepared to conduct these exercises for the inspector at the time of your organic inspection. Please keep in mind that if you are not prepared with the necessary records for the onsite inspection a re-inspection or denial of your organic certification may occur.

Section 18: Affirmation (§205.406 & §205.403(b))

Please read the affirmation and upon agreeing, sign & date below. Please note that the OSP must contain both the date and the name of the individual completing it. OSPs lacking this information will not be accepted.

Section 19: Field History Affidavit

Question#	Question	Expectation
	Only for NEW Fields Added to Certification Request	Fill out this Field History Sheet for every field that has not yet been certified and is requested for certification. List all inputs used, including compost and/or manure throughout the transition years.
	Farm/Producer Name:	The name or title by which the farm or producer is commonly identified.
	Field name/ID number:	The unique identifier or name assigned to a physical location to a piece of land. A clear and specific name or alphanumeric code that uniquely identifies the area.
	Transition Start Date:	The specific date on which the transition to a new phase, process, or status begins. In agricultural contexts, this term often refers to the commencement of the transition period from conventional to organic farming practices.
	Have you managed this field for 3 or more years?	Indicate if your organization has managed this field for 3 or more years. If no , you must submit signed statements from the previous manager stating the use and all inputs applied during the previous 3 years on all newly rented or purchased fields. Indicate if this information is attached.
	Is this field currently certified?	Indicate whether or not this field is currently certified. If yes , submit a copy of your certification and you do not need to complete the table below.
	Last prohibited substance applied to this field:	Indicate the last prohibited substance applied to this field, include the brand name and active ingredient and the date of last application.
Section 19 column 1	Year	The specific calendar year. Note: Please complete one row per year that make up the 3 year transitional period.
Section 19 column 2	Crop(s)-product planted	Describe/list the specific crops or products that have been planted or cultivated within a particular agricultural land or operational area.
Section 19 column 3	Inputs Used (list all inputs by Brand name and its specific formulation, including all compost, manure, fertilizers, crop production aids, pest control substances, additives, coadjutants, etc.)	List all inputs utilized in the agricultural production process, including specific details such as brand names and formulations. This list typically includes various categories of inputs such as compost, manure, fertilizers, crop production aids, pest control substances, additives, adjuvants, and other

Section 20: Search Record - Commercial Availability of Seed and Planting Stock

Question#	Question	Expectation
Section 20 column 1	What specific characteristic(s) do you need from each crop? (i.e. pest resistance, disease control, climate control)	Describe the specific traits or characteristics desired from each crop cultivated within the agricultural operation. These characteristics may include attributes related to pest resistance, disease control, climate adaptability, yield potential, nutritional content, or other agronomic factors.
Section 20 column 2	Why is the crop specification not met by an equivalent variety?	A detailed explanation of why a specific crop variety does not meet the desired specifications or requirements outlined for the crop in question.
Section 20 column 3	Which organic suppliers have you contacted?	List the names of the organizations or companies including their number or email.
Section 20 column 4	Date supplier contacted:	The date in which you contacted the organization or company.
Section 20 column 5	Method of Contact:	Method; such as telephone call or email exchange.