

2024 ORGANIC SYSTEM PLAN (OSP) - MAPLE PRODUCTS

Instructions

- Complete this OSP to request or renew certification of your pure maple products.
- Complete OSPs are required prior to inspection of each requested scope.
- Crops must be managed in full compliance with NOP §205.200.
- After the submitted OSP has been reviewed, an agricultural inspector will contact you to schedule an inspection.
- OSPs submitted and received late may result in a Notice of Noncompliance.
- We cannot certify a producer that buys in sap or syrup, as we no longer certify handlers.

For Office Use Only:

OSP Received On: _____ Entered Into Database On: _____ By (Initials): _____

Assigned To: Reviewer: _____ Primary Review Completed On: _____

Inspector: _____ Inspector's Review Completed On: _____

Inspection Completed On: _____ Director Reviewed On: _____ Initials: _____

Request Form # _____ Documents Received On: _____ Initials: _____ ☐ NA

Database Updated On: _____ Initials: _____ Certificate Mailed On: _____ Initials: _____

Date payment received: _____ Amount: _____ Check #: _____ ☐ Cash

SECTION 1: General Information NOP §205.201, §205.401

Farm Name:		NHDAMF Cert #:
Owner/Manager:	Name of Authorized Person who will be present at the inspection:	
Mailing Address:		
Physical Address: <input type="checkbox"/> Same as mailing		
Best Phone Number:	Email:	Website:
Organizational structure/legal status: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Trust or non-profit <input type="checkbox"/> Cooperative <input type="checkbox"/> Legal Partnership (federal form 1065) <input type="checkbox"/> LLC <input type="checkbox"/> Corporation; list state of incorporation & name _____ <input type="checkbox"/> Other-specify _____		

Check all that apply: ☐ Maple Producer ☐ Organic production ☐ Conventional production

Check all products for which you are seeking certification:

☐ Maple sap (only) ☐ Maple syrup ☐ Maple cream ☐ Maple candy/cakes ☐ Maple sugar

☐ Other maple products; list: _____

Inspectors change: Please provide **detailed directions** from Concord, NH to your sugar house and each sugar bush under consideration for certification. Attach an additional sheet if necessary.

AFFIRMATION:

- I have a copy of the NHDAMF organic regulations and USDA National Organic Program (NOP) regulations, which I have read, understand and agree to follow for certified organic production.
- I completed this OSP to the best of my ability, with accurate and forthcoming information.
- I will immediately notify NHDAMF of any change in my certified operation or portion of it that may affect its compliance with NHDAMF organic Rules and USDA NOP Regulations.
- I understand that the operation may be subject to unannounced inspections and/or sampling for residues at any time.
- I understand that acceptance of this OSP in no way implies granting of certification by the NHDAMF.
- I agree to submit applicable fees charged according to the fee schedule determined by NHDAMF.

My signature confirms that I have read, understand, and agree to the aforementioned statements.

APPLICANT'S SIGNATURE

DATE

ORGANIC CERTIFICATION HISTORY:

Name(s) of any certifying agent(s) other than NHDAMF to which an application has been previously made, and date(s) of application: ☐ **NA**

Outcome of submission(s): _____

Did you receive *Conditions for Continued Certification* (CCC) letter from NHDAMF last year?

☐ **Yes** ☐ **No**

Did you receive a *Notice of Non-compliance* (NNC) letter from NHDAMF last year?

☐ **Yes** ☐ **No**

If yes, describe CCC and/or NNC and the corrective actions you implemented to come into compliance:

Note: Corrective actions along with any supporting documentation will be reviewed during inspection.

SECTION 2: Sugar Bush Overview & Production NOP §205.201, §205.202

Any sugar bush where sap will be collected and used for organic products must be maintained in accordance with **NOP Rule §205.202**

Sugar bush acres owned= _____ Sugar bush acres not owned= _____ Total acres under production= _____

(*"Not owned," refers to a sugar bush that is under a "use agreement" between the property owner and maple producer.*)

Check the box that describes your operation's production system:

☐ All organic

☐ Organic and non-organic production

Do you own each sugar bush for which you are requesting certification?

☐ Yes ☐ No

If No, you must submit a NHDAMF Landowner Statement for each leased/rented/allowed-for-use sugar bush.

☐ Attached

☐ On file at NHDAMF

Are all landowner statements on file and up to date? ☐ Yes ☐ No

Sugar Bush Information Table: State the first year that each sugar bush was used, if necessary an additional page may be attached.

Sugar Bush Location	Sugar Bush #, ID or Name	Map #	Size= Acres	1 st Year	Organic	Transitional	Conventional	(X) Owned	(X) Use Agreement	Owner's Name & Address

Maps:

Sugar bush maps are to be submitted for each parcel that is being certified and must indicate the following:

1. Farm name, year, North arrow
2. Sugar house, sugar bush name(s)/numbers, size/acreage
3. Tap lines, pump stations/collection tanks
4. Locations and dimensions of necessary buffer zones and adjoining land uses
5. Landmarks such as buildings, farm or public roads, railroad tracks. Windbreaks, hedgerows and woodlands.

Are all maps attached to this OSP? (required for first time certification)

☐ Yes ☐ No

Are all maps on file with NHDAMF up to date? (applicable for renewal certifications)

☐ Yes ☐ No

If No, are updated maps attached to this OSP?

☐ Yes ☐ No

Describe reason(s) for any established buffer zones: ☐ NA

Conservation: NOP §205.200, NOP §205.203, NOP §205.205

What conservation practices are used in your sugar bush? ☐ Work with forester ☐ Have a maintenance plan in place ☐ Avoid erosion

☐ Harvest from healthy trees ☐ Allow maple trees to naturally re-establish ☐ Remove invasive plants ☐ Monitor sustainability of maples

☐ Other native trees/shrubs are allowed to naturally re-establish ☐ Other: _____

BIODIVERSITY: §205.200, §205.205, §205.206

Provide an overview of how biodiversity is being achieved on the farm:

Three-Year History of Pesticide and Fertilizer Materials Inputs: NOP §205.203☐ NA

If applicable, you MUST complete the table below:

Year	Name of Pesticide or Fertilizer	Reason for Use	Application Date	Name & Location of Sugar Bush or Production Facility Treated

Pest Management: NOP §205.206, §205.271A. Indicate any disease problems in the sugar bush and how they are being managed: ☐ NAB. Indicate any insect or rodent/animal problems in the sugar bush or sugar house and how they are being managed: ☐ NA**SECTION 3: Tapping and Sap Collection: NOP §205.272**

A. Estimated total number of "organic" taps= _____ Estimated total number of "conventional" taps= _____

Estimated number of "organic" trees tapped= _____ Estimated total number of "conventional" trees tapped= _____

How many days after the last sap run are all spouts removed from trees? _____

B. Three Year Production History:Complete the table below with the total number of taps and production in gallons of organic maple syrup/sap for the past three years:
(If only certifying sap, enter total gallons of sap collected each season)

Year	Number of Taps	Total Production: Gallons of Syrup/Sap Collected

C. In the space below describe your method of tapping and sap collection, include all of the following:

- ☐ Determining which trees to tap ☐ How you determine number of taps per tree ☐ Tubing/buckets used
☐ Spout types/sizes used ☐ Vacuum/gravity system ☐ Types and location of sap collection tank(s)
☐ Transporting sap to sugar house, etc.

Sap Purchase Records:

☐ Not Applicable

A. Do you purchase *organic maple sap* for processing? ☐ Yes ☐ No If yes, list source(s) and verification of organic certification below:

B. Do you purchase *conventional maple sap* for processing? ☐ Yes ☐ No If yes, list sources below:

Note: Producers are required to provide invoices of purchased sap at the time of the inspection.

C. List amount purchased and amount processed, of each sap type, at your sugar house during the previous season and how commingling was prevented. ☐ NA

SECTION 4: Syrup Production: NOP §205.105, §205.270

☐ NA, sap only

A. List all types of filters used for filtering sap and syrup; cloth/fiber/paper/press:

1) Indicate how these filters are stored when not in use:

B. Describe the sap storage tank(s) at your sugar house:

C. If reverse osmosis is used, answer the following questions: ☐ NA

1) How is the membrane cleaned/rinsed prior to use? Include any cleaners being used and how often is it maintained?

2) How often are the cartridges changed?

3) Is propylene glycol used for winter storage of the RO membrane? If so, how do you assure it's adequately rinsed prior to reuse?

D. If using a filter press: ☐ NA (When DE is used, syrup can only be labeled as "Organic;" "100% Organic" is not allowed.)

1) How is diatomaceous earth stored to prevent contamination?

E. Cleaners: NOP §205.271 ☐ NA, none used

In the table below, list only the names of cleaners used to clean all collection and syrup production equipment; include spiles, tubing, buckets, filters, sap collection tanks, filter press, evaporator, canner, bulk containers. Also, include equipment used to produce maple products.

BRAND NAME OF CLEANER	EQUIPMENT BEING CLEANED

How do you prevent the above cleaners from contaminating organic product? _____

F. Sanitizers: NOP §205.605 ☐ NA, none used

Sanitizers are applied to cleaned surfaces to ensure that the surface is free of pathogenic microbes. Some sanitizers are designed to leave a faint anti-bacterial residue on food contact surfaces. Such residues are usually not allowed in contact with organic food. Therefore, procedures in an organic operation must ensure that organic foods do not contact any prohibited sanitizer residues.

In the table below, list the names of sanitizers used on equipment used for the production of syrup and maple products:

Name of Sanitizer	Equipment Where Sanitizer Is Being Used	Steps taken to ensure maple products do not contact any prohibited residues	Residue Testing Required? (*)

(*) If residue testing is required for any of the above sanitizers, explain the specific test being used and how effectiveness is verified?

Note: Cleaners, sanitizers and records of sanitizer use and testing will be verified at the time of inspection.

Describe the cleaning process of all the equipment listed above:

Equipment Storage: tubing, spiles, buckets, consumer/bulk containers, etc., explain how contamination is prevented:

A. Where stored when not in use?

B. Where stored during production?

Containers Used for Finished Syrup:

A. Describe the types and sizes of bulk containers you use for sale and/or storage of syrup:

☐ NA

Maple Products Production:

A. Indicate how *maple cream* is produced, the equipment used/cleaned and packaging:

☐ NA

B. Indicate how *maple sugar* is produced, the equipment used/cleaned and packaging:

☐ NA

C. Indicate how *maple candy* is produced, the equipment used/cleaned and packaging:

☐ NA

SECTION 5: Organic Product Integrity: NOP §205.272

Describe your organic integrity plan that is in place to prevent the potential contamination of maple sap, syrup and maple products. If you have a split operation address the prevention of commingling:

Maple Syrup Purchase Records:

A. Do you purchase organic maple syrup? ☐ Yes ☐ No

If yes, list source(s) and how you verify organic certification: (certificates and invoices will be viewed at the time of inspection)

B. Do you purchase conventional maple syrup? ☐ Yes ☐ No

If yes, list source(s):

C. How is purchased syrup used in your maple operation?

D. List amount of syrup purchased and processed, at your sugar house during the previous season: ☐ NA

SECTION 6: Product Traceability: NOP §205.103

An audit trace back of finished product will be performed during the on-site inspection. Records will have to show how the lot number on a randomly chosen container of syrup can be successfully traced back from the sales records back to the production log.

- 1) Logs must be kept showing the amount of sap collected daily.
- 2) "Production logs" must be kept for each *batch, run, boil or production day, etc.*; showing the amount of sap used and the amount of syrup produced.
- 3) The date of production should be identified with a **code**, which correlates with the amount of production for that specific batch, run, boil or production day, etc., along with the syrup Grade.
- 4) All product packaging, consumer and bulk containers, must have a **lot number** which can be traced back to the code used to identify the batch, run, boil or production day, etc. indicated in #3 above. Records need to indicate the total number and sizes of consumer packaged product and/or number and sizes of bulk packaged syrup.
- 5) Several **lot numbers** may be used to identify different grades of syrup produced from one code number.

Describe your **code** and **lot numbering** system for syrup and explain how a particular lot of syrup can be traced back to date of production. Include your coding system for both retail containers and bulk storage containers:

SECTION 7: Marketing Information:

Provide name & location for all sales outlets of organic product. Attach an extra sheet if necessary.

☐ Sugar House/ Farm Stand:

☐ Summer Farmers Markets:

☐ Winter Farmers Markets:

☐ Direct to retail:

☐ Wholesale:

☐ Bulk commodities to processor:

☐ Contract to buyer:

☐ Food Service Establishment:

SECTION 8: Sales and Recordkeeping NOP §205.103

I have indicated with a check mark below, the Sales records that I maintain for 5 years:

- ☐ Retail sale records showing totals for all organic maple products sold, along with lot numbers
- ☐ Wholesale sales record showing all transactions of organic maple products, along with lot numbers
- ☐ Separate records for production and sales of non-organic maple products

Place a check mark next to records maintained:

- ☐ Receipts for purchased inputs (defoamers, DE, cleaners, sanitizers, sap, syrup, etc.)
- ☐ Pest control records, if applicable
- ☐ Material inputs to sugar bush, if applicable
- ☐ Traceable lot numbers for wholesale and retail containers
- ☐ Production records for the past 5 years
- ☐ Sugar bush maintenance log for all forest activities

SECTION 9: Labels NOP §205.303

Labels currently being used will be verified and must be available at the time of the inspection.

1. Packaged retail product labels must state "Certified Organic by NH Dept. of Agr., Mkts & Food" or similar, and be listed below the name and contact information of the certified producer.

Does your label for packaged agricultural products comply with NOP §205.303(b)(2)? ☐ Yes ☐ No

2. If you use a label, it must be approved before use or printing, per Agr 911.07(c).

- ☐ Current label(s) previously approved by NHDAMF are on file
☐ New label(s) attached for review

3. Will the USDA Organic Seal be used on the label/package? ☐ Yes ☐ No

If Yes, the Seal must comply with §205.311?

4. Will the NHDAMF Certified Organic Logo be used on the label/package? ☐ Yes ☐ No

If Yes, the Logo must comply with Agr 911.07(b)(1,2)(c)

SECTION 10: International Import and Export Activity

This section must be completed.

For more information, please visit - <https://www.ams.usda.gov/services/organic-certification/international-trade>

Import

☐ NA

- 1) From which countries do you, or plan to, import any ingredients for your maple product(s):

☐ Canada ☐ European Union ☐ Japan ☐ Republic of Korea ☐ Taiwan ☐ Switzerland

☐ Other(s): _____

Attach a copy of your procedures (SOP) to verify that imported organic ingredients comply with the USDA organic regulations.

List each product or substance intended to be imported, the source, and indicate the frequency of import:

Export

☐ NA

- 2) To which countries do you, or plan to, export any of your maple product(s):

☐ Canada ☐ European Union ☐ Japan ☐ Republic of Korea ☐ Taiwan ☐ Switzerland

☐ Other(s): _____

Attach a copy of your procedures (SOP) to verify compliance with the terms of the arrangement with each applicable country to include the required documentation with every shipment and product labels.

List all products intended for export, the country, and frequency of export:

SECTION 11: Attachments

I have attached the following documents:

- ☐ Materials Use Table (required)
- ☐ Landowner Statement(s), if applicable ☐ On file with NHDAMF, no changes
- ☐ Maps of all sugar bush locations ☐ On file with NHDAMF, no changes
- ☐ Updated maps
- ☐ A map of my sugar house showing sap/syrup storage, production areas, container storage, etc. ☐ On file with NHDAMF
- ☐ Product label(s) ☐ On file with NHDAMF, no changes

PAYMENT: \$205.400

Certification Fee:	\$100.00	The certification fee is non-refundable. See Agr. 911.05(b)(3).
Inspection Fee*:	\$	Total # of taps = _____ Refer to Table 911-1 below to determine inspection fee and list in the box.
Total Fees Submitted:	\$	Make checks payable to: <u>"TREASURER, STATE OF NH"</u>

*Table 911-1

Production Type	Fee	Fee	Fee	Fee	Fee	Fee
	\$50	\$100	\$200	\$300	\$400	\$500
# Maple Taps	1000 or less	>1000-2000	>2000-3000	>3000-5000	>5000-10,000	>10,000

Mail completed organic system plan, attachments and payment to:

NH Department of Agriculture, Markets & Food

Attn: Division of Regulatory Services

PO Box 2042

Concord, NH 03302-2042

If you have any questions, please call Regulatory Services at (603) 271-3685.