

2020 ORGANIC SYSTEM PLAN (OSP) – CROP PRODUCTION

INSTRUCTIONS:

- »Complete this OSP if you are requesting organic crop certification
- »Complete OSPs are required prior to inspection of each requested scope
- »Crops must be managed in full compliance with NOP §205.240

For Office Use Only:

OSP Received On: _____ Entered Into Database On: _____ By (Initials): _____			
Assigned To: Reviewer (Last name): _____		Primary Review Completed On: _____	
Inspector (Last name) _____		Inspector's Review Completed On: _____	
Inspection Completed On: _____		Director Approved On: _____ Initials: _____	
Request Form # _____	Documents Received On: _____	Initials: _____	<input type="checkbox"/> NA
Database Updated On: _____ Initials: _____		Certificate Mailed On: _____ Initials: _____	
Date payment rec'd: _____		Amount: _____	Check #: _____ Cash: _____

SECTION 1: General Information		
Name of Person Authorized to Act on Behalf of the Company:	Year first certified:	NHDAMF Cert #:
Farm Name:		
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 those crops you grow and harvest for which you are seeking organic certification: <input type="checkbox"/> Seedlings (for sale); types: _____ <input type="checkbox"/> Vegetables <input type="checkbox"/> Herbs <input type="checkbox"/> Mushroom <input type="checkbox"/> Potted Plants; types: _____ <input type="checkbox"/> Small Fruit Type: _____ <input type="checkbox"/> Flowers, cut or edible <input type="checkbox"/> Tree Fruit Type: _____
Inspectors change: Please provide <u>detailed</u> travel directions from Concord to your farm.

Section 2: Affirmation

- ❖ I have a copy of the NHDAMF organic regulations and the USDA National Organic Program (NOP) regulations, with which I have read, understand and agree to follow for organic certification.
- ❖ This Organic System Plan has been completed to the best of my ability, with accurate and forthcoming information.
- ❖ I understand that acceptance of this Organic System Plan in no way implies granting of certification by NHDAMF.
- ❖ 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 the USDA National Organic Program (NOP) Regulations
- ❖ I understand that the operation may be subject to unannounced inspections and/or sampling for residues at any time.
- ❖ I agree to submit applicable fees charged according to the fee schedule by NHDAMF.

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

 _____ _____
Signature of Applicant/Authorized Representative **Date**

Section3: 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:

Outcome of submission(s): _____

If you have received any notices of non-compliance or denial of certification, please attach these with a description of actions taken to correct the non-compliances, including evidence of correction. Attached

Did you receive a Conditions for Continued Certification (CCC) letter from NHDAMF last year? Yes No

Did you receive a Notice of Non-compliance (NNC) from NHDAMF last year? Yes No

If yes, please describe CCC and/or NNC and corrective actions implemented: _____

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

Boundaries, Adjacent Land Use and Buffer Areas §205.202(c)

1. Describe your farm borders and adjacent land use (organic farms, fallow fields, wild lands, non-organic crop or livestock production, residential use, etc.)

2. Describe the measures you take (management practices, communications and/or physical barriers) to prevent contamination by prohibited materials that are or may be applied to adjacent or nearby land. **No areas of concern**

3. Describe buffer areas for each field that you maintain on your organic land to protect crops from contamination.

No buffer required

Section 6: Seed and Planting Stock §205.204

- 1. If non-organic seed is used, is documentation available to verify that;
 - a) It is not a "genetically engineered" variety Yes No
 - b) An organic equivalent variety is not available Yes No
 - c) It is untreated or treated with an allowed substance Yes No

- 2. Invoices of purchased organic annual planting stock will be provided during inspection_____

3. Seeds and Annual Planting Stock; check all that you use or plan to use:

- Not Applicable; no seeds or annual planting stock used or planned for use
- Certified organic seed, purchased
- Certified organic seed, saved on farm (requires records)
- Certified organic planting stock (e.g. seed potatoes, sweet potato slips, garlic, strawberry crowns)
- Non-organic, untreated seed
- Non-organic, untreated planting stock for annual crops
- No GMO seeds purchased or planted
- Certified organic planting stock, saved on farm (requires records)

Based on your seed purchases/use fill in the information below:

Not to include flower seeds

of organic varieties_____# of non-organic varieties_____ % organic varieties_____ NA

4. Seed or Planting Stock Treatments and Inoculants:

- Not Applicable; none used
- Pelletization
- Disinfection
- Inoculant
- Priming
- Other (describe):_____
- Coating
- Fungicide or insecticide

Please list specific treatments and inoculants:

5. Annual Seedlings:

- Not Applicable; no annual seedlings grown or purchased
- Sold as finished certified organic crop ► **Seedling Inspection Required**
- Seedlings or transplants grown on farm; Complete the Greenhouse Crop Production Section (GHCPs) Attached
- Seedlings or transplants grown off farm, at address other than applicant's; Complete the GHCPs Attached
- Purchase certified organic seedlings; List supplier(s) below and attach organic certificate(s) Attached

6. Perennial Planting Stock: (for crops grown as perennials: e.g., trees, shrubs, vines)

- Not Applicable; no perennial planting stock is used
- Certified organic perennial planting stock is: Purchased Produced/propagated on farm
- Non-organic stock (describe below; include date planted or anticipated planting):

Section 7: Greenhouse Crop Production §205.200, §205.201(a)(5), §205.202(c)

❖ Complete this page if you produce organic seedlings or crops in a greenhouse (GH), high tunnel (HT) or cold frame (CF) **NA**

1. Indicate the scope of your GH, HT and/or CF operations:

- GH, HT, or CF production is part of my farming operation and located on certified organic land
- Location(s), ID(s), and size(s) are indicated on farm map of each GH, HT and CF
- This operation consists primarily or exclusively of greenhouse production
- I sell seedlings, potted annual and/or perennial plants (**)
- I produce seedlings, potted annual or perennial plants at an off-farm facility (**)

****NOTE:**

An inspection is required prior to selling plants, including off-farm facilities. GH, HT and CF information must be entered in the Land Requirement Table

Address and detailed directions from Concord, NH to the off-farm production site:

Explain the agreement you have in place with the owner of the off-farm site to prevent contamination of your organic production:

2. Describe structure type(s); include structure ID(s) and size(s):

Greenhouses:

High Tunnels:

Cold Frames:

3. Describe your GH, HT, CF crops; check all that apply:

- Annual seedlings Perennials Cut flowers Herbs Harvested crops (e.g. fruits, vegetables)

4. Are crops grown in the ground? Yes No

5. Are crops grown in containers? Yes No

● **Include planting medium on the Materials List**

Section 8: MUSHROOM PRODUCTION §205.201–§205.406

NA

1. List types of mushrooms being grown: _____
2. Do you have any non-organic mushroom production? Yes No
If "yes," identify all nonorganic mushroom production areas/facilities on map.
3. Is organic mushroom production site indicated on farm map? Yes If No, state location: _____

4. Describe your production steps in mushroom production: _____

5. If growing organic and nonorganic mushrooms, describe the management practices and physical barriers used to prevent commingling: _____

Spawn

1. List all the spawn used, and their sources, for your mushroom production:

MATERIAL	SOURCE Company name and address

2. Verification of certified organic spawn will be available for review during the inspection _____

3. If non-organic spawn is used, documentation will be available for review to verify that it is not a "genetically engineered" variety, it is not treated with any prohibited substances and an equivalent variety was not available _____

Growing Materials

• All growing materials are included on materials list _____

1. List all the materials used, and their sources, for your mushroom production:

MATERIAL	SOURCE Company name and address

2. Is inoculation sealant used? Yes No If Yes, list type and source _____

3. Verification of NOP compliance for materials used will be available for review during the inspection _____

Section 9: SPLIT OPERATIONS: Organic and Non-organic Operations

COMPLETE THIS PORTION ONLY IF YOU GROW ORGANIC AND NON-ORGANIC CROPS

Do you produce both organic and non-organic greenhouse crops? Yes No, organic only

If Yes, describe the management practices and physical barriers used to prevent commingling or contamination for:

Planting Medium (include soil mix materials, wetting agents and fertilizer materials), soil mixing, and seeding equipment	
Ventilation system—prevention of drift of prohibited materials	
Irrigation system: Identify water source, use of water with respect to fertilizer materials and equipment.**	
Production or growing areas—separation and identification	
Plant Containers—cleaning & cleaning materials	
Plant and Container Identification—labels and tags:	

**If water lines are shared, attach a diagram of piping, pumps, valves and backflow preventers, as applicable.

Diagram attached Not Applicable; separate equipment and water lines dedicated to organic.

Section 10: Soil Management and Crop Rotation §205.203, §205.205

1. What are the major practice components of your crop nutrient management plan?

- Manure Green manures Compost Mulch Cover crops Mined lime Biodynamic preparations Incorporation of crop residue
 Fertilizer materials Soil inoculants Other (describe): _____

❖ Proposed crop rotation plans attached. Implemented crop rotation plan will be provided during inspection. _____

❖ Was your soil tested in the last year? Yes No

If yes, please describe any deficiencies indicated by your soil test results: _____

❖ List all materials used or planned for use on the Materials List _____

❖ For perennial crops, describe management of ground cover, alley cropping, intercropping or hedgerows

2. For each of the components checked in #1, describe the issue being addressed and why the practice has been implemented:

3. For each of the components checked in #1, describe the frequency of each practice that has been implemented:

4. Describe, in some detail, how you know your soil management practices are effective:

Section 11: Cropping History §205.203(b)

- ❖ Complete the following tables for each field, greenhouse and hightunnel
- ❖ Groups of crops by family can be listed in one box

Field/Plot ID	Three Years Prior	Two Years Prior	Last Year	Current Year

GREENHOUSE/ HIGH TUNNEL ID	Previous Fall Crop	Winter Crop	Crops Planned For Upcoming Season

Compost

5. Do you purchase compost? Yes No • **Compost is included on Materials List** _____

6. If Yes, list all composts on your Materials Use List. If bulk compost is used, you must attach a current letter from your supplier verifying that compost was produced in compliance with NOP regulations.

7. Do you produce compost?

No; if no compost is produced, skip to "Soil and Water Quality" section

Yes, compost contains *only* plant materials (no manure or other animal materials)

List plant material sources _____

Yes, compost contains *both* plant and animal materials

8. If Yes to *both*, list all compost ingredients; describe your composting method(s) in-vessel, static pile, or windrow, include temperatures reached, timelines for production and aeration methods:

9. Do you maintain records of your compost production? Yes No

10. _____ **Initial here to indicate that you understand that you are required to provide compost records when both plant and animal materials are used.**

Note: If compost production that includes manure as an ingredient does not comply with NOP standards in §205.203(c)(2), or NOP Guidance 5021, *the compost is considered raw manure*. Please complete the section below.

Soil and Water Quality

11. Describe how you manage manure, and compost production to protect crops, soil, and water (wells, aquifer, ponds, reservoirs, lakes, streams, etc.) from contamination by plant nutrients, heavy metals or pathogenic organisms.

(Examples include: use of feeding pads; frequent manure removal, application and incorporation; stockpile manure/produce and store compost away from water/drainage areas; manure "applied" by grazing livestock; manure storage/composting on impermeable pads, or covered to prevent leaching, etc.)

SECTION 14: Prevention of Commingling & Contamination / Crop Post-Harvest Handling §205.201(a)(5), .202(c), .270-.271

- ❖ Describe your management practices and physical barriers implemented to minimize and/or prevent contamination or commingling of organic product with prohibited substances or non-organic product

Treated Lumber

1. Is treated lumber used anywhere on your farm? Yes No

If Yes, explain where it is located and how contact between the treated wood and soil and crops is avoided:

Irrigation Water

2. Do you irrigate? Yes No If No, skip to "Materials Storage"

If Yes, indicate the water source and describe your irrigation system:

Describe how you assess and manage potential risks of contamination of the irrigation water:

Split Operation

3. If you have a split operation, do you use water to apply any prohibited substances in your non-organic production? If so, how do you prevent contamination of your organic crops? NA, organic production only

Materials Storage

4. Do you store any prohibited materials on farm? Yes No

If Yes, how do you clearly identify and separate allowed and prohibited materials:

Farm Equipment

- ❖ Records, such as cleaning logs, verifying that steps have been taken to prevent contamination of an organic crop must be available during your inspection

5. **Farm Equipment Table:** List all equipment used in your production and harvesting

Equipment	(X) Owned	Organic (X) only use	Org/Conv (X) Use	Name of Equipment Owner	Cleaning Log Kept Y/N

6. Do you have custom contracted work done on your organic land such as; planting, material application, harvesting and/or transportation, where off-farm equipment will be used? Yes No

7. Do you operate your own equipment on property that is not certified organic? Yes No

If Yes, for equipment used on organic and conventional crops and for equipment used for custom work, explain the cleaning steps that are in place and how you verify that the equipment was cleaned prior to use on your organic parcels:

Harvesting

8. Describe your harvest practices; include equipment and containers that are used and how contamination is prevented:

Post-Harvest Crop Handling/Cleaning

•All cleaners are included on the Materials List_____

9. Describe the type(s) of post-harvest crop handling you perform:

10. Describe how you clean your post-harvest crop handling area, including any food contact surfaces:

Post-Harvest Pest Control

•Product(s) are listed on Materials List_____

11. Describe the strategies you use, or plan to use, to manage pest problems in your post-harvest handling facility:

12. How do you monitor the effectiveness of your pest control strategies:

Containers

- ❖ Containers, bins, and packaging materials must not contain synthetic fungicides, preservatives, or fumigants; and all reusable containers must be thoroughly cleaned and pose no risk of contamination prior to use for organic crops

13. Describe the types of containers used for harvesting and how they are cleaned:

14. Describe the specific types of packaging used for sales, storage and/or shipping and how they are cleaned:

Product Storage

NA; no crops are stored

15. Describe your crop storage practices:

16. Please list all on-site storage areas that you manage, or contracted facilities with stand-alone certification.

Crop	Type of Storage	Size/Capacity	Location: On-site or Other Facility Name	Certifier (if contracted)

17. If crops are stored with non-organic products, describe how you prevent commingling and contamination: NA, organic only

Transport

Not Applicable; all crops/products are sold before transport

18. Please describe the containers, equipment and vehicles used to transport harvested crops, how contamination is prevented during transportation and describe destination(s):

SECTION 15: Labeling, Audit trail and Marketing §205.103, §205.201, .205, .271, .300-311

Labeling

1. Under what name(s), label(s) or brand(s) do you market your crops?

2. What kind of labeling do you use? Check all that apply

- No product labels used
- Retail labels and signage

If retail labels and signage are used, please explain types used; _____

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

4. If you use a label, please provide copies of all organic product labels used.

- Current label previously approved by NHDAMF on file
- New label(s) attached for review (Labels must be approved before use.)

5. Will the USDA Organic Logo be used? Yes No

6. Will the NHDAMF Certified Organic Logo be used? Yes No

Audit Trace Back §205.103

- ❖ An audit trace back of an agricultural crop, randomly chosen by the inspector, will be performed at the time of your inspection.
- ❖ This trace back will involve reviewing the record trail of the crop from the total sales- storage- harvest- back to site/field ID

Describe your recording keeping practices as they address production, harvesting and handling of your agricultural crop. Utilizing your system, demonstrate how a particular crop can be successfully traced back from sale(s) to production site:

Marketing Information Provide **name & location** for all sales outlets of organic product:

<input type="checkbox"/> Farm retail or farm stand:
<input type="checkbox"/> Summer Farmers Markets:
<input type="checkbox"/> Winter Farmers Markets (include crops sold):
<input type="checkbox"/> Direct to retail:
<input type="checkbox"/> CSA/subscription service (#members/shares):
<input type="checkbox"/> Wholesale:
<input type="checkbox"/> Bulk commodities to processor:
<input type="checkbox"/> Contract to buyer:
<input type="checkbox"/> Food Service Establishment:

Do you buy in any organic product for resale? Yes No

Is it certified organic? Yes No

If yes, provide type of organic product purchased, source and organic verification:

If you buy in non-organic product, describe how organic and non-organic products are segregated and labeled:

Section 16: 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>

If this section does not apply, please initial here: _____

I. Import

N/A

1. From which countries do you or do plan to import any ingredients to be used in your 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 products comply with the USDA organic regulations. Attached _____

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

II. Export

N/A

To which countries do you export or plan to export any products:

Canada European Union Japan Republic of Korea Taiwan Switzerland

Other(s): _____

Attach a copy of your process (SOP) to verify compliance with the terms of the arrangement with each applicable country to include, but not limited to, the required documentation with every shipment and product labels.

Attached _____

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

Section 17: Attachments

Confirm you have attached the following required documents _____

- Field Maps
- Landowner Statement, if applicable
- Organic Certificate Verification: Seedlings
- Crop Rotation Plans
- Compost and/or Materials Verification Letter, if applicable
- New or Revised Labels or Marketing Materials, if used

PAYMENT: \$205.400

Certification Fee:	\$100.00	
Inspection Fee:		Total square feet of production to be certified _____ Refer to Table 911-1 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
Agronomic crops, including hay & pasture; production # acres	50 or less	>50-100	>100-200	>200-300	>300-400	>400
Horticultural crops, including fruits & vegetable; production # acres	10 or less	>10-25	>25-75	>75-100	>100-250	>250
# Sq. Ft. controlled environment production	2000 or less	>2000-4000	>4000-6000	>6000-10,000	>10,000-20,000	>20,000

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 should have any questions, please call Regulatory Services at (603) 271-3685