

2020 RENEWAL ORGANIC SYSTEM PLAN (OSP) for MAPLE PRODUCTS

- Complete this Organic System Plan (OSP) to continue certification of your organic maple production.
- Please check **No Changes** for those sections where no changes have been made from your previous OSP. If changes have been made, please answer the applicable questions.
- A completed *LANDOWNER STATEMENT* form(s) is required if land included in this OSP is not owned by the applicant or if ownership of the parcel has changed.

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 Approved On: _____	Initials: _____
Request Form # _____	Documents Received On: _____	Initials: _____ <input type="checkbox"/> NA
Database Updated On: _____	Initials: _____	Certificate Mailed On: _____ Initials: _____
Date payment received: _____	Amount: _____	Check #: _____ <input type="checkbox"/> Cash

SECTION 1: General Information NOP §205.201, §205.401

Farm Name: _____		First Year Certified: _____	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: <input type="checkbox"/> Maple Producer <input type="checkbox"/> Maple Packer <input type="checkbox"/> Organic production <input type="checkbox"/> Conventional production Check all products for which you are seeking certification: <input type="checkbox"/> Maple sap (only) <input type="checkbox"/> Maple syrup <input type="checkbox"/> Maple cream <input type="checkbox"/> Maple candy/cakes <input type="checkbox"/> Maple sugar <input type="checkbox"/> Other maple products; list: _____
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Inspectors change; please **provide detailed directions** from Concord, NH to your sugar house and each sugar bush under consideration for certification, attach 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

Sugar bush acres owned= _____ Sugar bush acres leased= _____ Total acres under production= _____

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

☐ All organic

☐ Organic and non-organic production

Do you own all the 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 -- ☐ And are up-to-date

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 Information Table: State the first year that each sugar bush was used, if necessary an additional page may be attached. ☐ No changes

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

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

☐ No changes

☐ Farm name ☐ Year ☐ Acres ☐ Sugar bush names(s)/number(s) ☐ Tap lines ☐ Pump stations/collection tanks ☐ Buffers

☐ Slope(s) ☐ North arrow ☐ Adjoining land use(s) ☐ Landmarks such as buildings, farm or public roads, railroad tracks

Maps should be 8 ½" x 11". This may be a county parcel map, Farm Service Agency map, aerial photograph, or a detailed hand-drawn map, as long as it is clearly readable when photocopied. This map must be current and dated. An updated (revised or new) map must be submitted whenever information on the map changes (field numbers, acres, buffers, adjoining land use, etc.)

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

☐ Yes ☐ No

All maps on file with NHDAMF are up to date?

☐ Yes ☐ No

If No, I have attached updated maps to this OSP?

☐ Yes ☐ No

Describe reason for any established buffer zones: _____

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

☐ No changes

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: _____

Three-Year History of Pesticide and Fertilizer Material Inputs: NOP §205.203

☐ NA

If applicable, complete the table below: (Cannot be answered as "No changes")

Year	Name/Brand of Pesticide or Fertilizer	Name of Company or Manufacturer	Reason for Use	Date Applied	Name & Location of Sugar Bush or Production Facility Treated

Pest Management: NOP §205.206, §205.271☐ No changes

A. Indicate any disease problems in the sugar bush and how they are being managed: ☐ NA

B. 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☐ No changes

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

How do you determine the number of taps per tree? _____

Spout Types/Sizes Used: _____

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: (Cannot be answered as "No changes")

Complete the table below with the total number of taps and production in gallons of organic maple syrup for the past three years:

Year	Number of Taps	Total Production in Gallons

C. Describe your method of tapping and sap collection, include; determining which trees to tap, tubing/buckets used, vacuum system, location of sap tank(s), etc.

☐ No changes**Sap Purchase Records:**☐ Not Applicable☐ No changes

D. Do you purchase *organic maple sap* for processing? ☐ Yes ☐ No If yes, list sources and verification of organic certification:

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

- F. List amount purchased and amount processed, of each sap type, at your sugar house during the previous season and how commingling is prevented.

SECTION 4: Production: NOP §205.105, §205.270

☐ No changes

- A. List type and brand of organic defoamer(s)* used in syrup production: _____

1) Indicate the certifying agent of the organic defoamer(s) used: _____

- B. List all types of filter cloths/papers used for filtering sap and syrup:

1) And indicate how these filters are cleaned and stored when not in use:

- C. Describe your sap collection tanks/buckets, transportation of sap to sugar house, storage tank at sugar house:

- D. If reverse osmosis is used, answer the following questions:

☐ NA

1) How is the membrane cleaned/rinsed prior to use?

2) What is used to clean the membrane and how often is it maintained?

3) How often are the cartridges changed?

- E. If using a filter press, indicate the brand of food grade diatomaceous earth** being used:

☐ NA

Note: * The brand and certifying agent of the defoamer will be verified at the time of the inspection.

** When DE is used, syrup can only be labeled as "Organic," "100% Organic" is not allowed.

Cleaners/Sanitizers: NOP §205.271

- F. In the table below, list the names of cleaners/sanitizers used to clean all production and collection equipment; include spiles, tubing, buckets, filters, sap collection tanks, filter press, evaporator, canner, bulk containers:

BRAND NAME OF CLEANER/ SANITIZER	EQUIPMENT BEING CLEANED	NOP COMPLIANCE VERIFICATION	RESIDUE TESTING REQUIRED?	DAMF Check

G. Describe cleaning process of all the equipment listed above: _____

Equipment Storage: Include; tubing, spiles, buckets, consumer jugs, bulk containers, etc. and how contamination is prevented:

☐ No changes

A. During production (if applicable):

B. When not in use:

CONTAINERS:

☐ No changes

A. Describe the types and sizes of containers you use for packaging organic syrup for retail sales: _____

B. Describe the types and sizes of containers you use for packaging conventional syrup for retail sales, if applicable: _____

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

Maple Products Production:

☐ No changes

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

B. Indicate how <i>maple sugar</i> is produced, the equipment used/cleaned and packaging:	<input type="checkbox"/> NA
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C. Indicate how <i>maple candy</i> is produced, the equipment used/cleaned and packaging:	<input type="checkbox"/> NA
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SECTION 5: Organic Product Integrity NOP §205.272	<input type="checkbox"/> No changes
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A. The following is a description of my organic integrity plan that I have in place to prevent the potential contamination of maple sap, syrup and maple products, if a split operation I have also addressed the prevention of commingling:	
<div style="margin-top: 100px;"> <input type="checkbox"/> I have attached a map of my sugar house showing sap storage, production areas, syrup storage, container storage, etc. <input type="checkbox"/> A map of my sugar house is on file with NHDAMF. </div>	

Maple Syrup Purchase Records:	<input type="checkbox"/> No changes
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A. Do you purchase organic maple syrup? If yes, list source(s) and how you verified organic certification:	<input type="checkbox"/> Yes <input type="checkbox"/> No
B. Do you purchase conventional maple syrup? If yes, list source(s):	<input type="checkbox"/> Yes <input type="checkbox"/> No
C. Do you repackage any of the organic and/or conventional maple syrup from the above sources?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
D. List amount purchased and processed, of each syrup type, at your sugar house during the previous season:	<input type="checkbox"/> NA

SECTION 6: Product Traceability NOP §205.103☐ No changes

- A. 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 record, 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.

B. Describe your **code** and **lot numbering** system and explain how a particular lot of syrup can be traced back to date of production:

☐ No changes**SECTION 7: Marketing Information: Provide name & location for all sales outlets of organic product:**☐ No changes☐ 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 NOP §205.103, §205.303

I have indicated the **Sales** records that I maintain below: (check those which apply)

- ☐ 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

Labels: (check those which apply)

- ☐ I have attached current labels to this OSP which have been previously approved by NHDAMF
- ☐ I have attached current labels to this OSP but they need to be approved by NHDAMF prior to being used on products
- ☐ My labels are currently on file with NHDAMF, have been deemed compliant and have not changed

SECTION 9: Recordkeeping NOP §205.103

I have kept the following information up-to-date and will have it available for review at the time of my inspection:

Check 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 and sales records for the past 5 years
- ☐ Sugar bush maintenance log for all forest activities

International Import and Export Activity: (This is a required section and must be answered)

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

Import Activity

☐ **Not Applicable**

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 Activity

☐ **Not Applicable**

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:

1) I have attached the following documents or they were submitted last year and are on file:

- ☐ Landowner Statement(s), if applicable
- ☐ Maps of all sugar bush locations
- ☐ Map of sugar house showing production area and storage
- ☐ Product label(s)

2) Closing affirmations:

- I have made a copy of this application for my records
- I understand I am required to have the copy of my OSP at the time of my inspection
- I understand that I must have all required documents and records available at the time of my inspection
- I understand that I must allow enough time for each sugar bush location to be visited during my inspection

My signature confirms that I have read and agree to comply with the aforementioned statements:

Applicant's Signature

Date

FEES*: NOP \$205.400		
Number of Taps=	(*) = Inspection Fee:	\$
	Certification Fee:	\$100.00
	TOTAL Fees Submitted:	\$

(*) Refers to Table 911-1 Inspection Fees below:

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

Make check payable to "Treasurer, State of NH" and mail completed Organic System Plan & Attachments to:

**NH Department of Agriculture, Markets & Food
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