

Due By
FEBRUARY 1ST

2021 ORGANIC SYSTEM PLAN (OSP) for MAPLE PRODUCTS

- Please fill out this OSP to request certification of your pure maple products.
- Submit maps indicating location of each sugar bush, sap collection tank/pump stations, main lines, and the maple production facility/ sugar house— aerial maps preferred.
- 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.
- 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.

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: _____	<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: (Required)	
Mailing Address:			
Physical Address: <input type="checkbox"/> Same as mailing			
Best Phone Number:	Email:	Website:	

Organizational structure/legal status:

Sole Proprietorship
 Trust or non-profit
 Cooperative
 Legal Partnership (federal form 1065)
 LLC
 Corporation; list state of incorporation & name _____ Other-specify _____

Check all that apply:
 Maple Producer
 Maple Packer
 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; you must 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 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 -- 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.

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

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

- 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 1/2" 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 are on file with NHDAMF and are up to date? Yes No
 If necessary, 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

- 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 Materials Inputs: NOP §205.203

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	DAMF Check

Pest Management: NOP §205.206, §205.271

- 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

- 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:

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

Sap Purchase Records:

Not Applicable

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

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

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

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

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

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

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

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

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

D. 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?

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

1) Indicate the brand of food grade diatomaceous earth being used: _____

2) How is it stored to prevent contamination? _____

Cleaners/Sanitizers: NOP §205.271

3) In the table below, list the names of cleaners/sanitizers used to clean all collection and production 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

4) Describe cleaning process of all the equipment listed in the table:

Note: Cleaners and sanitizers will be verified at the time of inspection.

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 containers you use for packaging organic syrup for retail sales:

B. If applicable, describe the types and sizes of containers you use for packaging conventional syrup for retail sales:

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

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

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:

Maple Syrup Purchase Records:

A. Do you purchase organic maple syrup? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> 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: <input type="checkbox"/> NA

SECTION 6: Product Traceability NOP §205.103

- 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:

SECTION 7: Marketing Information: Provide name & location for all sales outlets of organic product:

<input type="checkbox"/> Sugar House/ Farm Stand:
<input type="checkbox"/> Summer Farmers Markets:
<input type="checkbox"/> Winter Farmers Markets:
<input type="checkbox"/> Direct to retail:
<input type="checkbox"/> Wholesale:
<input type="checkbox"/> Bulk commodities to processor:
<input type="checkbox"/> Contract to buyer:
<input type="checkbox"/> Food Service Establishment:

SECTION 8: Sales NOP §205.103, §205.303

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

I have also checked below, the status of my labels for this year:

- 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
- I understand that labels currently being used will be verified and must be available at the time of the inspection

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:

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

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:

- 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

2) By checking the boxes below, I confirm that I have read and agree to comply with the aforementioned statements:

- 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

_____ 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