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| **GROWER GROUP ICS ORGANIC MANAGEMENT/SYSTEM PLAN** |

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| **STATEMENT OF COMMITTMENT** |
| I have read the following Standards (indicate those relevant to your operation) and I understand the purpose of the Standard/s and what is required in order to comply with them.   |  |  | | --- | --- | | **CERTIFICATION PROGRAM/S** | | | NASAA ORGANIC STANDARD (NOS) |  | | | NCO International Grower Group Certification Guidelines |  | | | JAPANESE AGRICULTURAL STANDARD (JAS) |  | | | USDA NATIONAL ORGANIC PROGRAM (NOP) |  | | | IFOAM (IS) |  | | | EU INTERNATIONAL ADDITIONAL REQUIREMENTS |  | | | Other (Specify) |  | |   Furthermore, we will conduct our activities and operations in accordance with the requirements of these Standard/s and will notify NCO immediately of any activity that could impact on the integrity of product certified to these Standards.  The following Organic Management Plan information is current and accurately reflects our Grower Group Internal Control System and practice. |
| **Name of ICS Manager:**  **Signature:**  **Date:** |

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| **OMP UPDATE AND CONTACT INFORMATION** | |
| Are there any changes to the OMP or OHP?  If so state:   1. Date of Change 2. which section the change has been made in: | Yes No |
| Please state any Addendum OMP/OHP’s |  |
| Are there any changes to your certification?   1. Date of Change 2. What has been changed? | Yes No |

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| **Section 1: General Information NOP Rule 205.401**  **NOS 2.3 – 2.5**  **GGCC 1.2, 3.4**  **JAS Standard 1605, TC 1830, JAS Inspection Method Notification 1971** | | | | | |
| Name of Controlling Entity: | | | Trading As: | | NCO Reg # |
| Name of Authorised Representative: | | | Position: | | Registered Business Number: |
| Name of Grower Group: | | | Postal Address: | | Grower Group Reg # |
|  | | | Physical Address 1 (ICS Office): | |  |
| Name of ICS Representative: | | | Position: | | Phone:  Email: |
| What is you preferred method of communication? | | | | | |
| Legal Group Constitution: (please tick)  Trust or non-profit  Corporation  Cooperative  Legal share farm agreement  Other (specify) | | | | | |
| Year first certified: | **Year when complete Organic Management/System Plan was last submitted:** | | | | |
| List current organic certification by other agencies (dates & name) |  | | | | |
| List previous organic certification by other agencies (dates & name) |  | | | | |
| List all crops and products requested for certification (be specific): | | | | | |
| Have you ever been denied certification?  Yes  No | If yes, describe the circumstances including the certifier name: | | | | |
| Do you intend to certify any livestock (including bees) this year?  Yes  No | If yes, please ensure that an approved Organic Livestock System Plan is also completed. | | | | |
| Do you conduct any processing? Eg: cleaning, drying, bagging etc.  Yes  No | If yes, please ensure an Organic Handling Plan is also completed. | | | | |
| **Section 1.2: Physical Locations of ALL components of the Grower Group**  **JAS Ministerial Ordinance No 62, Article 14** | | | | | |
| Name of component (eg: ICS office, village, processing site, collection depots) | | Location (address) | | | Total Hectares (if applicable) |
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| Have all group members requested for certification been managed organically by the group for 3 or more years?  Yes  No  If no, the group must submit signed statements from the previous manager attesting to the previous ownership, activities and inputs used. | | | | | |
| **Section 1.3: Maps NOS 2.4, GGCC7.3.5** | | | | | |
| Please supply map(s) covering the extent of this application. The maps must be detailed enough to locate each individual grower. Refer to the NCO Map Checklist to ensure that all items are included. | | | | | |
| List the maps supplied:  *Add more rows if required.* | Map Number and Village Name | | | | |
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| **Section 1.4: Standards GGCC 3.1** | | | | | |
| Do you have a current copy of the Standard?  *Tick which are applicable* | | | | * NASAA + Grower Group Certification Criteria (NOS & GGCC) * NOP * EU International Additional Requirements * JAS * IFOAM (IS) | |
| Do you understand the current standards?  Yes  No | | | | | |
| Have you supplied an abridged copy of the Standards to group members? *Please attach a translated copy.*  Yes  No | | | | | |
| **Section 1.5: Exports NOS 2.13** | | | | | |
| Which markets do you wish to export organic product to? | | | | | |

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| **Section 2: Internal Control System (ICS) Structure and Function NOP Rule 205.201**  **GGCC 6.7**  **NOS 2.4, 2.5, 9.1**  **JAS TC 1830 II**  **IS 4.2** |
| A grower Group is a system, where a number of growers with small landholdings can be certified by NCO as a Group. The Grower Group must be closely management by the NCO licensee. It must have a clear Internal Control System. When NCO inspects annually, it inspects management and effectiveness of the Internal Control System to manage organic operation of the whole group. The elements below are key aspects of the sort of Internal Control System which are required. These must be in place and operating effectively before certification will be granted. |
| **Section 2.1: Organisational Chart GGCC 6.1.1** |
| Please supply an organisation chart.  The chart should include the group management structure, all key management and ICS personnel including inspectors and extension staff. Position held, the lines of authority and to which site each position is based should be clearly noted.   * Attached |
| **Section 2.2 Internal Control System Manual GGCC 6.1.1** |
| The Group is required to create an Internal Control Manual. This manual includes all procedures used to manage the group and also includes all templates used.  Copy attached:  Yes  No |
| **Section 2.3: Personnel Job Descriptions and Employment Contracts GGCC 7.1.2** |
| Please attach the position description for the significant ICS personnel (Manager, Internal Inspectors, Training and Extension Staff etc).   * Attached |
| Please attach the employment contract specifying that the member will not receive any comeback should they detect and report a non-compliance.   * Attached |
| **Section 2.4 Group Member Data GGCC 7** |
| You must complete and submit a Grower Group Data Form.  NCO has supplied a template with your application pack but you may choose to do your own.  The form must include the following information:   * Name of grower * Grower ID (number) * Crops grown for each grower * Number of hectares for each grower * If the same grower also has any hectares not included in certification * An estimate of yield * The Harvest yield in the previous year * The date the grower entered the group * The conversion date (3 years since the last prohibited input) * Date of last inspection * Name of internal inspector * Date of last external inspection * Any on-farm processing * Any compliance issues * And if the grower employs any workers * Attached |
| What percentage of the total producers of the area are involved in the Grower Group? |
| **Section 2.5 Contract Between the Group Management and Group Member GGCC 5.4** |
| Has a written contract/agreement between the group management entity and every group member been signed?   * Yes *Attach a translated copy of this contract/agreement AND an untranslated copy signed by one of the growers.* * No |
| Does the agreement cover the following:   * Confirm the Grower’s understanding and compliance with the relevant Standards? * Agreement to permit internal inspection by the group management (ICS)? * Agreement to permit inspection by NCO? * Agreement to report changes to the ICS before or when they happen? |
| **Section 2.6 Standards Compliance GGCC 3.1** |
| Describe how the group ensures that each grower complies with the organic Standards. |
| How does the ICS deal with instances where a Group member is not complying with the organic Standards? Include both minor and major non-compliances. |
| **Section 2.7 Internal Inspections GGCC 8** |
| Group management must conduct annual Internal Inspections of ALL group members at least once per year.  Describe how you plan to achieve this?  *The internal inspection procedure, checklist and plan should be included in your Internal Control Manual.* |
| **Section 2.8 Internal Inspector Conflict of Interest GGCC 6.5** |
| Describe the group’s process for managing actual or potential conflicts of interest.  *The conflict of interest procedure should be included in your Internal Control Manual.* |
| **Section 2.9 Training and Education GGCC 6.5**  **JAS TC1830 III, V** |
| Describe any training conducted by the group. Include training for growers and for ICS staff.  *The training procedure should be included in your Internal Control Manual.* |
| **Section 2.10 Inclusion of New Members to the Group GGCC 4** |
| Describe your procedure for admitting new members to the group.  *The new member procedure should be included in your Internal Control Manual.* |
| **Section 2.11 ICS Records for each Group Member GGCC 7** |
| List the records that are kept for each member of the group. (These should include at a minimum, inspection checklists, signed agreements, maps, inputs used, collection records, payment details, non-compliances, any conflicts of interest)  *Copies of the record templates should be included in your Internal Control Manual.* |
| **2.12 ICS Group Organic Management GGCC 10** |
| Describe how the group manages the risk to maintaining the organic integrity.  ***A risk management procedure should be included in your Internal Control Manual.*** |
| Where areas of higher risk are identified, what extra procedures does the group employ to manage that risk? |
| Have you included in the risk management procedure, notification to NCO in the case of non-compliances found at an internal inspection?  Yes  No |
| **2.13 Social Justice NOS 8.0**  **IS 8.0** |
| Describe the procedures have been put in place to ensure members of the grower group and staff are treated in a fair and equitable manner? |

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| **Section 3: Handling: Processing, Storage and Handling Facilities NOP Rule 205.270-272**  **GGCC 7.2.5, 7.2.10**  **NOS 5.15, 4.16**  **JAS TC1831** | | | | | | | | | | | |
| **Section 3.1 Processing and Handling Activities** | | | | | | | | | | | |
| Attach a flow chart describing the flow of products from the individual group members through to the main processing plant. ***The main processing plant will complete a separate processing OHP.***  Show initial simple processing (eg cherry to parchment process) as well as lines of transportation through each step in the processing chain. Include name of facility and operation conducted. If the operation is owned by another operator or is not certified this must be stated. Include storage and warehousing.   * Attach flow chart   List all the processing facilities shown in the Processing flow chart by name and location in the following table. State the process / activity that occur at that site. | | | | | | | | | | | |
| Facility Name | Location | | | Process/Activity | | Facility Owner | | Dedicated Organic (yes or no) | | | Name of Certifier |
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| **Section 3.2 Transport NOS 4.17**  **IS 5.7, 6.7, 7.1** | | | | | | | | | | | |
| Detail all transport routes and product transported in the table below. | | | | | | | | | | | |
| Crop/Product | | | Transporter entity name & type (road truck, rail etc) | | | Route (from – to) | | | Dedicated organic transport (yes or no) | | |
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| **Section 3.3 Storage NOS 4.8**  **IS 7.3 – 7.5** | | | | | | | | | | | |
| List all storages included in the organic product flow (start from village storages, through intermediate, processing facility and export stores) | | | | | | | | | | | |
| Storage name & type of structure (metal silo, warehouse, cold storage) | | Product | | | Location/site | | Store owner | | | Dedicated organic (yes or not) | |
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| **Section 4: Seeds and Seed Treatments NOP Rule 205.204**  **NOS 4.2** | | | | | |
| N/A Go to Section 5 | | | | | |
| The NOP Rule requires the use of organically grown seeds, unless the variety is not commercially available. If using non-organic seed, you must have records of attempts to source organic seed. Synthetic seed treatments are prohibited unless included on the NOP Nation List & NASAA Standard. Genetically engineered/modified (GMO) seed and inoculants are prohibited in organic production. NOP Rules uses the phrase “’excluded methods’ to refer to GMO products. Retain all seed and inoculant labels, and documentation of commercial unavailability or organic seeds to show the inspector. | | | | | |
| List all seeds used or planned for use in the current season. Tick the appropriate boxes and provide other information as needed in the table. Attach additional sheets if necessary.  No seed used  All seeds are organic  Some untreated seed used  No GMO seeds purchased/planted  Legume inoculant verified non-GMO | | | | | |
| Seed/Variety/Brand | Organic (✓) | Untreated (✓) | Treated (✓) | GMO (✓) | Type/Brand of Treatment (eg: fungicide/inoculant |
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| What attempts did you make to source organic or untreated seed? | | | | | |

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| **Section 5: Source of Seedlings and Perennial Stock NOP Rule 205.204**  **NOS 4.3** | | | | | | | | | | |
| N/A Go to Section 6 | | | | | | | | | | |
| Annual seedlings must be produced according to organic standards. Non-organic perennial plants (planting stock) must be managed organically for at least one year prior to harvest of crop or sale of the plant as certified organic planting stock. Organic seedlings and planting stock must be used if commercially available. Contact the certifying agent if you need to use non-organic seedlings because of an emergency. A prohibited treatment may only be used if such treatment is a Federal or State phytosanitary requirement. | | | | | | | | | | |
| **5.1 Seedling Supply** | | | | | | | | | | |
| Does the Group purchase organic seedlings?  Yes  No  N/A | | | | | | | | | | |
| List the suppliers and the name of their certification body. | | | | | | | | | | |
| Does the Group purchase non-organic seedlings?  Yes  No  N/A  If yes, state why and describe you attempts to purchase organic seedlings. | | | | | | | | | | |
| **5:2 Seedling Production** | | | | | | | | | | |
| Does the Group grow organic seedlings?  Yes  No  N/A  If yes, that type and size are the greenhouses/shade houses?  Does the group raise potted plants or plant crops directly in the ground in the greenhouse/shade house?  If treated wood is used in any part of the green/shade house, where is it used and what type is it? | | | | | | | | | | |
| List all soil mix ingredients, fertility products, foliar sprays, and/or pest and disease inputs used or planned for use in the organic green/shade house operation. *Attach labels or have labels available for inspection, as applicable*. | | | | | | | | | | |
| Product | | Brand Name or Source | | Status:  Approved (A)  Restricted (R)  Prohibited (P) | | If Restricted, describe compliance with NOP rule annotation | | | | Tick if GMO (✓) |
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| What equipment does the group use for the watering system? | | | | | | | | | | |
| How does the group prevent seedling diseases and/or insect problems? | | | | | | | | | | |
| **5.3 Planting Stock** | | | | | | | | | | |
| Complete the following table with all planting stock used? *Add extra lines as applicable.* | | | | | | | | | | |
| Plant Type & Variety | Planting Stock Source | | Organic (✓) | | Non-organic (✓) | | If non-organic, date planted | If non-organic, expected harvest date | | |
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| **5.4 Parallel Production** | | | | | | | | | | |
| Does the Group grow both Organic and Non-organic plants in the Greenhouse/shade house?  Yes  No  N/A  If yes, list the crops that are grown both as organic and non-organic. Include varieties.  How are organic and non-organic growing areas separated?  How are organic and non-organic seedlings/plants labelled?  List all soil mix ingredients, fertility products, foliar sprays, water system additives, and/or pest and disease inputs used or planned for use in the non-organic greenhouse/shade house operation. *Attach labels or have labels available for the inspector, as applicable.* | | | | | | | | | | |
| Product | | Brand Name or Source | | Status:  Approved (A)  Restricted (R)  Prohibited (P) | | If Restricted, describe compliance with NOP rule annotation | | | Tick if GMO (✓) | |
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| How is commingling of organic and non-organic soil mixes prevented during mixing and storage?  Where are inputs used for non-organic production stored?  How is drift of prohibited material through ventilation and/or watering systems prevented?  How are seedling containers and equipment cleaned? | | | | | | | | | | |

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| **Section 6: Soil & Crop Fertility Management NOP Rule 205.203 & 205.205**  **NOS 3.6 – 3.9** | | | | | | | |
| **Section 6.1 General information and Evaluation** | | | | | | | |
| What are the general soil types in the group areas?  What are the soil nutrient deficiencies?  How do you monitor the effectiveness of the fertility management program?  Soil testing  Microbiological testing  Tissue testing  Observation of soil  Observation of crop health  Comparison of crop yields  Crop quality testing  Other (specify)  Attach any copies of test results.  How often is fertility monitoring conducted?  Weekly  Monthly  Annually  As needed  Other (specify)  Rate the effectiveness of your fertility management program.  Excellent  Satisfactory  Needs Improvement (specify how)  What are the major components of your soil and crop fertility plan?  Crop rotation  Green manure / cover crops  Interplanting  Incorporation of crop residues  Summer fallow  Compost  On-farm manure  Off-farm manure  Soil amendments  Foliar fertilizers  Biodynamic preparations  Soil inoculants  Other (specify)  List all the fertility materials used or intended for use in the current season on proposed organic and transitional fields.  *All inputs used during the current and previous three years must be listed on the Paddock/Block History Sheet.* | | | | | | | |
| Product | Brand Name or Source | | Status:  Approved (A)  Restricted (R)  Prohibited (P) | Number of Applications per Year | | | Reason for Use |
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| If the Group uses or plans to use restricted (R) fertility inputs, how do you comply with the Restriction?  If the Group uses fertilizers with high salt content (eg: potassium sulphate) how do you prevent salt build-up?  Are crop residues burned?  Yes  No  If yes, please describe what materials are burned and why?  Is sewage sludge or other human faeces and urine applied to fields?  Yes  No  If yes, list the fields where applied. | | | | | | | |
| **Section 6.2 Compost Use NOS 4.4, 4.9** | | | | | | | |
| NOP Rule 205.203 (c)(2) requires that the composting process include a C:N ratio between 25:1 and 40:1 and maintenance of temperatures between 131oF and 170oF for a specific number of days, depending on the method of composting. Keep a compost production record to verify compliance. | | | | | | | |
| List all compost ingredients and/or additives.  What composting method is used?  In-vessel  Static aerated pile  Windrows  Other (specify)  What is the C:N ratio?  Does the Group monitor compost temperature?  Yes  No  If yes, what temperature is maintained?  How long is this temperature maintained?  If compost is windrowed, how many times are materials turned? | | | | | | | |
| **Section 6.3 Manure Use NOP Rule 205.203(c)(1)**  **NOS 4.5 – 4.6** | | | | | | | |
| NOP Rule 205.203(c)(1) requires that raw manure be fully composted unless applied to fields with crops not for human consumption or incorporated into the soil 120 days prior to harvest for crops whose edible portions has direct contact with the soil, or 90 days prior to harvest for all other crops for human consumption. | | | | | | | |
| What forms of manure are used?  None  Liquid  Semi-solid  Piled  Fully composted  Other (specify)  What type of crops are grown. Check all boxes that apply.  Crops not used for human consumption  Crops for human consumption whose edible portion has direct contact with the soil or soil particles  Crops for human consumption whose edible portion does not have direct contact with the soil or soil particles.  If you crops for human consumption and use raw manure, complete the following table. *If composting manure, please fill out section 6.2 above.* | | | | | | | |
| Crops(s) | | Block/Paddock ID Numbers | | | Date Manure is Applied | Expected Date of Harvest | |
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| Where is the manure sources from?  On-farm  Off-farm  List all sources of off-farm manure.  List all manure ingredients, additives.  If manure is used, what are the potential contaminants (pit additives, feed additives, pesticides, antibiotics, heavy metals, etc) from these sources? *Attach residue analysis/additive specifications for manure if available?* | | | | | | | |

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| **7.0 Natural Resources: NOP Rule 205.200 and 203**  **NOS 3.4**  **IS 7.16** |
| NOP Rule 205.2 defines Organic Production as a production system managed in accordance with the *Act* and its regulations to respond to site-specific conditions by integrating cultural, biological, and mechanical practices that foster cycling of resources, promote ecological balance, and conserve biodiversity. NOP Rule 205.200 and 205.203 (a) requires that production practices maintain or improve natural resources (soil and water quality, wetlands, woodlands and wildlife) of the operation. |
| **7.1 Biodiversity Management: Whole Farm Biodiversity Considerations** |
| Does the field map include features such as hedgerows, woodlands, wetlands, riparian zones, and special habitats?  Yes  No  If no, please explain why not.  List native plants present, and/or wildlife seen moving through the area under certification.  What steps are taken to plan/provide for biodiversity conservation?  Understand farm’s location within watershed  List what native plants and animals existed on the land before it was a farm  Learn about regional natural areas and conservation priorities  Work with neighbours/others to enhance biodiversity  Other (please describe)  How is water managed for the needs of crops/livestock, native species and riparian ecosystems?  Plant regionally appropriate crops  Conserve water  Manage water for priority species  Retain/restore vegetate riparian buffers/wetlands  Protect/improve natural hydrology/ecological function of riparian area  Other (please describe) |
| **7.2 Biodiversity Management: Biodiversity of Uncultivated Area** |
| What actions are taken to provide habitat for pollinators, insect predators, birds and bats?  Bird/bat/bee boxes  Hedgerows/windbreaks  Maintain/provide natural roosting/nesting/foraging sites  Other (please describe)  How are natural areas protected and/or restored?  Manage for native plants/wildlife specific to the site  Preserve/restore wildlife corridors  Establish legal conservation areas  Native habitats have not been converted to farmland  Other (please describe)  List problem invasive species:  What actions are taken to control invasive plant/animal species, especially those threatening the natural area?  Learn about invasive species  Use weed and pest free seed/planting stock/soil amendments/mulches  Monitor new invasive species and control immediately  Suppress invasive species using organic methods  Other (please describe) |
| **7.3 Biodiversity Management: Biodiversity of Farming Area** |
| How is wildlife habitat conserved?  Companion planting / intercropping  crop diversity  Wildlife-friendly fences  Manage fallow fields for wildlife  Other (please describe)  How are farm practices scheduled to benefit / protect wildlife?  Avoid nests during breeding season  Stagger mowing/tilling practices  Plan fields to leave food/cover for wildlife  Other (please describe)  How are riparian areas (wetlands, rivers, streams etc) and sensitive habitats protected from livestock?  Fence without impacting wildlife  Control sensitive area access  Prevent bank erosion  Provide livestock watering points away from the riparian areas  Other (please describe)  What activities are conducted to improve livestock pasture or rangeland?  Prevent overgrazing  Reseed  Trampled/eroded areas  Plant native pasture  Active grazing management system  Prescribed burning  Other (please describe)  What wildlife-friendly management practices are used?  Guardian animals  Grazing scheduled when predation pressure is low  Livestock spend the night in a protected area  Other (please describe)  List problem predators or other wildlife:  Have you assessed the certification area for biodiversity problems and greatest opportunities, and developed goals and a timeline for biodiversity conservation?  Yes  No  If yes, please describe. |
| **7.4 Biodiversity Management: Wild Harvest Enterprises** |
| How is the sustainability of the harvested species maintained or protected?  Minimize disruption of priority species / sensitive habitats  Harvest from stable populations  Avoid Erosion  Allow Re-establishment  Monitor wild crop susceptibility  Other (please describe) |
| **7.5 Soil Conservation Practices NOS 3.6** |
| What soil conservation practices are used?  Terraces  Contour farming  Strip cropping  Winter cover crops  Under sowing/interplanting  Conservation tillage  Permanent waterways  Windbreaks  Firebreaks  Tree lines  Retention ponds  Riparian management  Maintain wildlife habitat  Other (specify)  What soil erosion problems are experienced (why and on which fields)?  Describe efforts to minimise soil erosion?  Describe how you monitor the effectiveness of the soil conservation program.  How often is conservation monitoring conducted?  Weekly  Monthly  Annually  As needed  Other (specify) |
| **7.6 Water Use NOS 3.9** |
| What is water used for?  Irrigation  Livestock  Foliar sprays  Washing crops  Greenhouse  Other (specify)  What is the water source?  On-site bore(s)  River/creek/pond  On-site spring  Regional council  Irrigation district  Other (specify)  *Attach current water tests for nitrates and coliform bacteria.*  What input products are applied through the irrigation system?  What products are used to clean irrigation lines/nozzles?  Is the system shared with another operator?  If yes, what products do they use?  Is the system flushed and documented between conventional and organic use?  What practices are used to protect water quality?  Fencing livestock out of waterways  Scheduled use of water to conserve its use  Tensiometer/monitoring  Laser levelling/land forming  Drip irrigation  Micro-spray  Sediment basin  Compost/fertiliser stored away from water  Other (specify)  List known contaminant in water supplies in your area.  *Attach residue analysis and/or salinity test results, if applicable.*  Describe your efforts to minimize water contamination problems listed above.  Describe how the effectiveness of your water quality program is monitored?  How often is water quality monitoring conducted?  Weekly  Monthly  Annually  As needed  Other (specify) |

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| **8.0 Crop Management NOP Rule 205.205 and 205.206** | | | | | | |
| NOP Rule requires a crop rotation plan that maximizes soil matter content, prevents weed, pest, and disease problems, and manages deficient or excess plant nutrients. Your crop rotation may include sod, cover crops, green manure crops, and catch crops. Producers must utilize sanitation measures to remove disease vectors, weed seeds and habitat for pests. Cultural practices, including selection of plant species and varieties adapted to site-specific conditions, must be used to enhance crop health.  Approved synthetic materials on the National List 205.601 may only be used when management practices are insufficient to prevent or control problems, All weed, pest and disease inputs must be approved. A ‘restricted’ input has specific annotations for its use. If you use a ‘restricted’ material, you must provide evidence of how you address the material’s annotation. Please note that all NOP approved synthetic materials used must also comply with the NASAA Organic Standard and Jas Technical Criteria. | | | | | | |
| **8.1 Crop Rotation Plans NOS 3.8.1** | | | | | | |
| Crop Rotation Plan | | Paddock/Block Numbers where the plan is followed | | | Anticipated Variation | |
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| **8.2 Weed Management Plan NOS 4.14** | | | | | | |
| What are your problem weeds?  What weed control methods are used?  Crop rotation  Field preparation  Prevention of weed seed set  Delayed seeding  Monitoring soil temperature  Soil sterilisation  Use of fast emerging varieties  Mechanical cultivation  Use of hand tools  Hand weeding  Mowing  Livestock grazing  Flame weeding  Steam weeding  Smother crops  Black fallow  Non-synthetic mulch  Synthetic mulch  Corn gluten  Soap-based herbicides  Other (specify)  Do you keep a record of how often you utilize these weed control methods, i.e; dates and fields when you cultivate or flame weed?  Yes  No  *All inputs used or intended for use during the current year and used in the previous three years must be listed on your Paddock/Block History Sheet at the end of this form.*  Does the group use plastic or other synthetic mulches?  Yes  No  If yes, is the mulch removed at the end of the growing or harvest season?  Yes  No  How have you verified that the mulch has not been genetically modified (eg: use of corn products)?  If soap-based herbicides are used, list all areas where they are used.  If you use newspaper or other recycled paper for mulch, do you use paper with glossy or colour inks?  Yes  No  How do you rate the effectiveness of the groups weed management program:  Excellent  Satisfactory  Needs Improvement  What changes do you anticipate?  How do you monitor the effectiveness of the group’s weed management program?  Weed counts  Observation of weed types  Comparison of crop yields  Records kept of observations/counts  Other (specify)  How often is weed monitoring conducted?  Weekly  Monthly  Annually  As needed  Other (specify) | | | | | | |
| **8.3 Pest Management Plan NOS 4.14** | | | | | | |
| What are the group’s problem pests?  Insects (list)  Rodents  Gophers  Birds  Other Animals (specify)  Do you work with a pest control advisor?  Yes  No  *If yes, give name and contact information.*  What strategies does the group use to control pest damage to crops?  Crop rotation  Selection for plant species/varieties  Development of habitat for natural enemies  Timing of planting  Companion planting  Frog ponds  Bat houses  Bird houses  Hand picking  Monitoring  Trap crops  Physical barriers  Physical removal  Traps  Lures  IPM  Insect repellents  Animal repellents  Release of predators/parasites of pest species  Use of approved products  Use of restricted products  Limited use of prohibited products  Other (specify)  Do group members keep a record of how often you utilize these pest control methods, i.e., dates of check or application of inputs to a specific field or crop?  Yes  No  List all pest control products used or intended for use in the current season on organic and in-conversion fields. *All inputs used or intended for use during the current year and in the previous three years must be listed on your Field History Sheet.* | | | | | | |
| Product | Brand Name or Source | | Status:  Approved (A)  Restricted (R)  Prohibited (P) | Number of Applications per Year | | Reason for Use |
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| Rate the effectiveness of the group’s pest management program?  Excellent  Satisfactory  Needs Improvement  What changes do you anticipate?  How do you monitor the effectiveness of the groups’ pest management program?  Observation of crop health  Comparison of crop yields  Crop quality testing  Insect monitoring with traps  Monitoring records kept  Other (specify)  *Attach copies of your test results, if applicable*  How often do group members conduct pest monitoring?  Weekly  Monthly  Annually  As needed  Other (specify) | | | | | | |
| **8.4 Disease Management Plan NOS 4.14** | | | | | | |
| What are the groups’ problem crop diseases?  What disease prevention strategies do you use?  Crop rotation  Field sanitation  Plant spacing  Selection of plant/species varieties  Timing of planting/cultivating  Vector management  Soil balancing  Solarisation  Companion planting  Compost/tea  Use of approved materials  Use of restricted materials  Limited use of prohibited materials  Other (specify)  List all disease management inputs used or intended for use on organic and in-conversion fields/crops.  *All inputs used or intended for use during the current year and in the previous three years must be listed on your Field History Sheet.* | | | | | | |
| **Disease Problem** | **Control Product** | | Status:  Approved (A)  Restricted (R)  Prohibited (P) | If restricted, describe compliance with NOP Rule annotation | | **Tick if GMO (✓)** |
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| Rate the effectiveness of the group’s disease management program?  Excellent  Satisfactory  Needs Improvement  What changes do you anticipate?  How do you monitor the effectiveness of the groups’ disease management program?  Soil testing  Microbiological testing  Observation of soil  Observation of crop health  Comparison of crop yields  Crop quality testing  Monitoring records kept  Other (specify)  *Attach copies of your test results, if applicable.*  How often do group members conduct disease monitoring?  Weekly  Monthly  Annually  As needed  Other (specify) | | | | | | |

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| **9.0 Maintenance of Organic Integrity NOP Rule 205.201(a)(5) and 205.202(c)**  **NOS 3.1** | | | | | | | | | | | | | | | | |
| **9.1 Adjoining Land Use** | | | | | | | | | | | | | | | | |
| NOP RULE requires that organic production areas have distinct boundaries and buffer zones to prevent the unintended application of a prohibited substance or contact with a prohibited substance that is applied to adjoining land not under organic management. Adjoining land includes crop land, pastures, residential property, fallow land, etc. Buffer areas may change annually depending on contamination potential from adjoin land uses. The width of the minimum buffer is dependent on certifying agent policy. The NOP Rule requires that the buffer must be sufficient in size or other features (windbreaks, diversion ditches) to prevent the unintended contact by prohibited substances applied to adjacent land areas. Crops within the required buffer must be left unharvested or harvested, stored and disposed of as nonorganic crop, with records kept of crop disposition. Indicate buffer zones and show all adjoin land uses on your field maps**.** | | | | | | | | | | | | | | | | |
| List specific buffer areas you maintain | | | | | | | | | | | | | | | | |
| Location or Block Number | | Type of Buffer (crop land, tree line, windbreak, biodiversity planting, grass strip) | | | | | Width of Buffer | | | | | Adjoining Land Use | | | | If crop is harvested from buffer, describe use (sale, non-organic livestock feed, seed etc) |
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| If crops are harvested from the buffer zones with equipment used for harvesting organic crops, what safeguards are used to protect organic crops from contact with buffer crops during harvest?  What additional safeguards are used to prevent accidental contamination?  None  Written notification to service providers (eg: highway department, electricity, adjoining landowners etc)  Other (specify  Has the group posted ‘No spray/Organic’ signs along roadsides that adjoin organic fields?  Yes  No  Do any fields or portions of fields flood frequently (more than once every ten years)?  Yes  No  If yes, list the field numbers.  How is contamination monitored?  Visual observation  Residue analysis  GMO testing  Photographs  Wind direction/speed data  Other (Specify)  How often is crop contamination monitoring conducted?  Weekly  Monthly  Annually  As needed  Other (specify)  Are the same crops grown organically as well as in-conversion or conventional by any group members?  Yes  No  This is called ‘parallel production’. If yes, list the crop varieties in the table for both organic and in-conversion or conventional crops. | | | | | | | | | | | | | | | | |
| **Crop & variety** | **Block/paddock number** | | | | Organic (O),  In-Conversion (IC)  Conventional (C) | | | Tick if GMO  (✓) | | Total Acreage | | | Planned use of crop (sale, seed, nonorganic, livestock feed, etc) | | | |
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| What prohibited soil amendments and/or pesticides and herbicides are applied to the conventional crops? | | | | | | | | | | | | | | | | |
| **Product Name** | | | | Who applies it? | | | | | Block/paddock number applied to | | | | | Where is it stored? | | |
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| **9.2 Equipment** | | | | | | | | | | | | | | | | |
| To prevent commingling and contamination, all equipment used in organic crop production must be free of non-organic crops and prohibited materials. Equipment used for both organic and non-organic farming must be cleaned and flushed prior to use on organic fields or crops. Keep records of equipment cleaning and flush activities.  List equipment used for planting, tillage, spraying and harvesting? | | | | | | | | | | | | | | | | |
| Equipment Named | | | | Owned, Rented or Contract | | | | | Used on both organic, in-conversion and conventional? | | | | | How is equipment cleaned before use on organic land? | | |
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| Is equipment maintained so that fuel, oil and hydraulic fluid do not leak?  Yes  No  Not applicable  Is spray equipment used?  Yes  No  If yes, what type?  Was it purchased new or used?  Other equipment:  Could any equipment used have been contaminated by previous uses?  Yes  No  If yes, describe:  If equipment cleaning involves purging, what is the procedure of the purge activities? | | | | | | | | | | | | | | | | |
| **9.3 Harvest NOS 4.15** | | | | | | | | | | | | | | | | |
| NOP Rule 205.272(b)(1) and (2) requires that containers, bins and packing materials must not contain synthetic fungicides, preservatives or fumigants. All reusable containers must be thoroughly cleaned and pose no risk of contamination prior to use.  How are organic crops harvested?  Mechanical  By Hand  Are any organic crops contract harvested?  Yes  No  If yes, provide the name and address of the contract harvester.  What steps are taken to ensure that equipment is not contaminated?  Describe the steps taken to protect organic crops from commingling (mixing) and contamination during harvest.  What containers are used for harvesting?  Gravity wagons/boxes  Truck boxes  Cardboard/waxed boxes  Wooden totes  Plastic containers  Other (specify)  Are containers new or used?  Yes  No  If used, what did they contain prior to organic use?  Are the containers used for organic crops only?  Yes  No  Describe potential contamination or commingling problems with harvest of organic crops. | | | | | | | | | | | | | | | | |
| **9.4 Post-Harvest Handling NOS 4.15 – 4.16** | | | | | | | | | | | | | | | | |
| NOP Rule 205.201(a)(5) requires that post-harvest handling procedures do not contaminate organic products with non-organic crops or prohibited materials. For on-farm processing, you may need to complete and Organic Handling Plan Questionnaire.  Describe post-harvest handling procedures and equipment.  Is the processing area and equipment used for both organic and non-organic products?  Yes  No  If yes, describe steps taken to prevent commingling and contamination.  Does packing present any contamination problems for organic products?  Yes  No  If yes, what are they?  Indicate types of packaging material used:  Bulk  Paper  Cardboard  Wood  Glass  Metal  Foil  Plastic  Waxed paper  Aseptic  Natural fibre  Synthetic fibre  Other (specify)  In what form are finished products shipped?  Dry bulk  Liquid bulk  Tote bags  Tote boxes  Paper bags  Foil bags  Metal drums  Mesh bags  Cardboard drums  Cardboard cases  Plastic crates  Other (specify) | | | | | | | | | | | | | | | | |
| **9.5 Crop Storage NOS 4.18** | | | | | | | | | | | | | | | | |
| Operators must keep organic and non-organic crops in separate storage areas and prevent commingling and contamination. Storage records must be maintained.  Describe your storage locations. | | | | | | | | | | | | | | | | |
| Storage ID# | | | Type of crop stored | | | Type of storage | | | | | Capacity/size | | | | Organic (O),  In-conversion (IC), Buffer (B), Conventional (C) | |
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| Do you use the same storage areas for organic, in conversion, buffer and/or conventional crops?  Yes  No  If yes, how do you segregate organic crops from non-organic crops?  How do you clean storage units prior to storage of organic crops?  How are insect pests prevented/controlled in crop storage areas?  What pest control inputs have been used in the last three years in storage areas?  Are any stored crop inputs used or planned for use on organic crops?  Yes  No  If yes, specify the input and retain the labels. | | | | | | | | | | | | | | | | |
| **9.6 Transportation NOS 4.17** | | | | | | | | | | | | | | | | |
| Who is responsible for arranging transportation of organic products?  Describe how organic products are transported.  What potential contamination or commingling problems occur or might occur with transport of organic crops?  What steps are taken to protect the integrity or organic products during transport?  Dedicated organic only  Inspecting transport units prior to loading  Cleaning transport units prior to loading  Use of Clean Truck Affidavits  Letter/contract with transport company stating organic requirements  Other (Specify)  Attach copies of group transportation documentation (ie: documents that accompany the organic product in transport) | | | | | | | | | | | | | | | | |

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| **Section 10: Record Keeping NOP Rule 205.103**  **NOS 2.5**  **GGCC 7** |
| NOP Rule requires that records disclose all activities and transactions of the operation, be maintained for 5 years, and demonstrate compliance with the NOP Rule. Organic products must be tracked back to the field/location where they were produced/harvested. All records must be accessible to the inspector. |
| **10.2 Records** |
| Which of the following records do you keep for the ICS and growers?  Field maps  Field activity log(s)  Field history sheet(s)  Documentation of previous land use for rented and/or newly purchased land  Input records for soil amendments, seeds, manure, foliar sprays, and pest control products  Recipes for production of input materials prepared on-farm  Documentation of attempts to source organic seeds and/or planting stock  Documentation of organic seedlings  Residue analyses of inputs (eg: manure sources off-farm)  Compost production records  Monitoring records (soil tests, tissue tests, water tests, quality tests, observations)  Equipment cleaning records  Harvest records that show field numbers, date of harvest and harvest amounts  Label records  Storage records that show storage location, amounts stored and cleaning activities  Clean transport records  Complaint Log  Audit Control Summary  Transaction Certificates  Sales records (purchase order, contract, invoice, cash receipts, cash receipt journal, sales journal etc)  Shipping records (scales ticket, dump station ticket, bill of lading)  Other (specify)  How long are group records retained? |
| **10.2 Batch Numbering and Traceability** |
| Do you use a batch numbering system to identify harvested crops?  Yes  No  If yes, give an example and describe or show how it works.  Where is the batch number found (list both containers and records).  How do you track back or link the production unit (filed/block etc) with the harvest, shipping and sales records?  Are crops produced in buffer areas that are not sold as organic because they may have contacted prohibited substances from neighbouring land?  Yes  No  If yes, describe what records document that they are not sold as organic.  Do harvest and sales records allow calculation of production (eg: boxes or kg of crop per hectare)?  Yes  No |
| **10.3 Marketing and Labelling NOS 2.13, 2.18**  **JAS TC’s ART 4, 5**  **IS 8.1** |
| Type of Marketing:  Farmers market  Direct to retail  Subscription or box service  Wholesale  On-farm retail  Bulk to processor  Contract to buyer  Other (specify)  Does the group export?  Yes  No  If yes specify to which market.  Do you use or plan to use the NASAA label on product labels or market information?  Yes  No  Labels must be approved by NCO prior to use. |

**FIELD/BLOCK HISTORY SHEET**

Fill out this Sheet for all fields (organic, in-conversion, and conventional). List all input materials used or planned for use, including compost and/or manure. Inputs that have already been applied must include the rate and date of application unless you are keeping separate input records. Keep copies for your files. This form should accompany the Organic Farm System Plan.

Code: O = Organic, IC = In-conversion, C = Conventional

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| Code | Field No. | HA/s | Year | | Year | | Year | | Year | |
| Crop | Inputs | Crop | Inputs | Crop | Inputs | Crop | Inputs |
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