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|  | **CERTIFICATION SYSTEM FORM** | CODE  **FM\_CERT\_OSP-P** |
| **NOP PRODUCER**  **ORGANIC SYSTEM PLAN** | Version 2.0  Previous: 28/08/2023  Effective: 12/03/2024 |

Producer Organic System Plan Questionnaire (OSP)

***Please fill out this questionnaire if you are requesting organic farm/crop certification. Use additional sheets if necessary. Sign this form. You must submit farm maps and field history sheets with this form. Attach all other supporting documents (soil, tissue or water tests, rented or recently purchased land histories, etc.) outlined in section 9 of this questionnaire. An additional OSP is required for livestock production and on-farm processing and handling (OHP) if practiced.***

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| SECTION 1: General Information NOP Rule 205.401 | | | | | | |
| Name & position of authorised representative | | | Operation Name:  Trading as: | | | NCO Reg # |
| ABN |
| Postal Address | | | City | | | Physical address where different from postal address |
| State | Post code | | | Country | |
| Phone | Fax  Email | | | | |
| Legal status:  Sole proprietorship  Trust or non-profit Corporation Cooperative Legal share farm agreement  Legal partnership Other (specify) | | | | | | |
| Year first certified | List previous organic certification by other agencies | | List current organic certification by  other agencies | | Year when complete Organic Farm Plan Questionnaire was last submitted | |
| List all crops or 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 understand the current NOP organic standards? Yes No | | Do you have a copy of current organic standards? Yes No | | | | |
| Do you intend to certify any livestock (apiary, slaughter stock, dairy, or layers) this year? Yes No  If yes, attach a completed Organic Livestock System Plan Questionnaire? Yes No  Please note that you must have an Organic Livestock System Plan Questionnaire on file to certify any livestock. | | | | | | |
| Do you conduct any on or off-farm processing or handling? (cleaning, bagging, bottling, drying etc.) Yes No  If yes, attach a completed Organic Handling System Plan Questionnaire Yes No  Please note that you must have an Organic Handling System Plan Questionnaire on file to certify the processing/handling portion of your operation. | | | | | | |
| Provide clear directions to the farm for the inspector.  When are you available to contact? Morning Afternoon Evening  When are you available for the inspection? Morning Afternoon Evening | | | | | | |

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| SECTION 2: Farm Plan Information NOP Rule 205.201(a) and 205.202(a) and (b) | | | | | | | | |
| Crops Requested for Certification: Please complete the table below. The acreages listed in this table must equal paddock/block histories and maps. Pastures are considered a crop and must be listed on each form. | | | | | | | | |
| **Crops requested for certification** (include livestock feed) | | **Block/paddockd number/names** | **Total hectares per crop** | | | **Projected yields (volume)** | | |
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| **Have you managed all blocks/paddocks for 3 or more years?**  Yes No  If no, you must submit signed statements from the previous manager stating the use and all inputs applied during the previous 3 years on all newly rented or purchased fields.  **Are all blocks requested for certification located at the main address listed in Section 1?**  Yes No  **Maps:** Refer to the NCO Map & Site Diagram Checklist and attach the required maps covering all blocks to be certified. Applications cannot be processed without adequate maps.  **Complete this information for main farm address and each parcel that is in a separate location from the main farm address.** | | | | | | | | |
| **block/paddock name/ numbers** | **block address/**  **legal description** | | | **Number of hectares: organic (O), in conversion (ic), conventional (Conv)**  **O ic Conv** | | | | **leased (l) or**  **Owned (O)** |
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| SECTION 3: Seeds and Seed Treatments NOP Rule 205.204 | | | | | | | |
| 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 National List & NASAA Standard. Genetically engineered/modified (GMO) seed and inoculants are prohibited in organic production. NOP Rule uses the phrase "excluded methods" to refer to GMO products. Retain all seed and innoculant labels, and documentation of commercial unavailability of organic seeds to show the inspector. | | | | | | | |
| **List all seeds used or planned for use in the current season.** Check the appropriate boxes and provide other information as needed. Attach additional sheets if necessary. No seed used  All seeds are organic  Some untreated seed used No GMO seeds purchased/planted…...Legume innoculant verified non GMO | | | | | | | |
| **Seed/variety/brand** | **Organic (✔)** | **Untreated (✔)** | **Treated (✔)** | **GMO (✔)** | **Type/brand of treatment**  **Fungicide Innoculant** | | **What attempts did you make to use organic/untreated seed?** |
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| SECTION 4: Source of Seedlings and Perennial Stock NOP Rule 205.204 | | | | |
| 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. (3) Nonorganically produced annual seedlings may be used to produce an organic crop when a temporary variance has been granted in accordance with [§ 205.290(a)(2)](https://www.ecfr.gov/current/title-7/section-205.290#p-205.290(a)(2)); A prohibited treatment may only be used if such treatment is a Federal or State phytosanitary requirement. | | | | |
| **A. DO YOUR PURCHASE ORGANIC SEEDLINGS?** Yes No Not applicable  **Who are the suppliers?**  **If certified, by which agents?**  **Do you purchase non-organic seedlings?** Yes No  If yes, state why and describe your attempts to purchase organic seedlings. | | | | |
| **B. IF YOU GROW ORGANIC SEEDLINGS ON-FARM:**  Not applicable  **What type and size is your greenhouse?**    **Do you raise potted plants or plant crops directly in the ground in the greenhouse?**  **If treated wood is used in any part of your greenhouse, where is it used & what type?**  **List all soil mix ingredients, fertility products, foliar sprays, and/or pest and disease inputs used or planned for use in your organic greenhouse operation.**  *Attach labels or have labels available for inspection, as applicable.* | | | | |
| **Product** | **Brand name or source** | **Status: approved (A)**  **restricted ® prohibited (P)** | **If restricted, describe compliance with NOP rule annotation** | **Tick if GMO (✔)** |
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| **What equipment do you use for your watering system?**  **How do you prevent seedling diseases and/or insect problems?** | | | | |

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| **C. IF YOU GROW BOTH ORGANIC AND NON-ORGANIC PLANTS IN YOUR GREENHOUSE:**  Not applicable  **What organic and non-organic crops are grown?** List varieties if the same organic and non-organic corps are grown (parallel production).  **How do you separate and identify organic and non-organic growing areas?**  **How do you label organic and non-organic seedlings/plants?**  **List all soil mix ingredients, fertility products, foliar sprays, water system additives, and/or pest and disease inputs used or planned for use in your non-organic greenhouse operation.** *Attach labels or have labels available for the inspector, as applicable.* | | | | | | | | | | |
| Product | | Brand name or source | | | **Status: approved (A) restricted ®**  **prohibited (P)** | | | **If restricted, describe compliance with NOP Rule annotation** | | **Tick if GMO (✔)** |
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| **How do you prevent commingling of organic and non-organic soil mixes during mixing and storage?**  **Where do you store inputs used for non-organic production?**  **How do you prevent drift of prohibited materials through ventilation and/or watering systems?**  **How do you clean seedling containers and equipment?** | | | | | | | | | | |
| **D. PLANTING STOCK:** (Use additional sheets if necessary) Not applicable | | | | | | | | | | |
| Plant Type & Variety | **Planting stock source** | | **Organic (✔)** | **Non-organic (✔)** | | **If non-organic, date planted** | **If non-organic, expected harvest date** | | **If non-organic, describe attempts to obtain organic planting stock** | |
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| SECTION 5: Soil and Crop Fertility Management NOP Rule 205.203 and 205.205 | | | | | | | |
| A. GENERAL INFORMATION AND EVALUATION: **What are your general soil types?**  **What are your soil/nutrient deficiencies?** No deficiencies    **How do you monitor the effectiveness of your 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 copies of available test results.*  **How often do you conduct fertility monitoring?**  weekly  monthly  annually  as needed  other (specify)  **Rate the effectiveness of your fertility management program.**  excellent  satisfactory  needs improvement  What changes do you anticipate? | | | | | | | |
| What are the major components of your soil and crop fertility plan? crop rotation green manure plowdown/cover crops  interplanting  incorporation of crop residues  subsoiling  summer fallow  compost  on-farm manure  off-farm manure soil amendments  side dressing foliar fertilizers  biodynamic preparations  soil inoculants  other (specify)  **List all fertility materials used or intended for use in the current season on proposed organic and transitional fields.**  *All inputs used during the current year and previous three years must be listed on the Paddock/Block History Sheet.*  Not applicable | | | | | | | |
| 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 you use or plan to use restricted (R) fertility inputs, how do you comply with the "annotation"?  Not applicable If you use fertilizers with high salt content (potassium sulphate, etc.), how do you prevent salt build-up? Not applicable  **Do you burn crop residues?** Yes No  If yes, please describe what materials are burned and why.    **Do you apply sewage sludge to fields?** Yes No  If yes, list fields where applied. | | | | | | | |
| **B. COMPOST USE:**  NOP Rule 205.203(c)(2) requires that the composting process include a C:N ration of 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/additives.** Not applicable  **What composting method do you use?** in-vessel static aerated pile windrows other (specify) What is your C:N ratio? **Do you monitor 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?** | | | | | | | |
| **C. MANURE USE:**  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 do you use?**   none  liquid  semi-solid piled  fully composted  other (specify) What types of crops do you grow? 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 grow crops for human consumption and use raw manure, complete the following table.** *If composting manure, please fill out Section B above.* | | | | | | | |
| **Crop(s)** | | **Block/Paddock Id numbers** | | | **Date manure is applied** | | **Expected date of harvest** |
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| What is the source of the manure you use?  on-farm  off-farm Not applicableList all sources of off-farm manure.List all manure ingredients/additives.If you use manure, 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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| **D. NATURAL RESOURCES:**  NOP Rule 205.200 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.  **Biodiversity Management:**  **Does your field map include features such as hedgerows, woodlands, wetlands, riparian zones, and special habitats? If not, please explain.**  Yes No  **List native plants present, and/or wildlife seen moving through farm:** *(note priority species)*  **What steps do you take to plan/provide for biodiversity conservation?** understand farm’s location within watershed ascertainwhatnative 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 (connectivity, restoration, etc.) other *(describe/explain)*  **How do you manage water for the needs of crops/livestock, native species and riparian ecosystems?**  plant regionally appropriate crops  conserve water manage water for priority species retain/restore  vegetated riparian buffers/wetlands protect/improve natural hydrology/ecological function of riparian area  other *(describe/explain)*  **Biodiversity Management: Uncultivated Area Biodiversity.** What actions do you take to provide habitat for pollinators, insect predators, birds and bats? bird/bat/bee boxeshedgerows/windbreaks maintain/provide natural roosting/nesting/foraging sites other *(describe/explain)*How are you restoring and/or protecting natural areas? manage for native plants/wildlife specific to the sitepreserve/restore wildlife corridors establish legal conservation areas native habitats not converted tofarmland since certification  other *(describe/explain)*   **List problem invasive species:**  **What actions do you take to control invasive plant/animal species, especially those threatening natural areas?**  learn about invasives use weed- and pest-free seed/planting stock/soil amendments/mulches  monitor for new introductions and control immediately suppress invasives using organic methods other *(describe/explain)*  **–Biodiversity Management: Cropland Area Biodiversity.**  **How do you conserve and provide habitat for wildlife?** companion planting/intercropping cropdiversity  wildlife-friendly fences manage fallow fields for wildlife other *(describe/explain)* How do you schedule farm practices to benefit wildlife? avoid nests during breeding season staggermowing/tilling practices plan fields to leave food/cover for wildlife other *(describe/explain)* **–Biodiversity Management: When Livestock are Involved.** How do you protect riparian areas and sensitive habitats? fence without impacting wildlife control sensitive area access prevent bank erosion animals fed away from water other (describe/explain) **What are you doing to improve pasture or rangeland?** prevent overgrazing reseed trampled/eroded areas  plant native pasture active grazing management system prescribed burning other *(describe/explain)*  **What wildlife-friendly management practices do you use?** guard animals grazing scheduled when predation  pressure low livestock spend night in protected area circumstances of livestock death documented  other *(describe/explain)*  **List problems with predators or other wildlife:**    **Have you assessed the farm for biodiversity problems and greatest opportunities, and developed goals an a timeline for biodiversity conservation?** Yes No(If yes, describe/explain) How do you monitor farm biodiversity? photo point species counts other *(describe/explain)* **–Biodiversity Management: Wild Harvest Enterprises.**  **How do you maintain or improve the sustainability of the harvested species?**  harvest from stable populations  minimize disruption of priority species/sensitive habitats  avoid erosion allow re-establishment monitor wild crop sustainability other *(describe/explain)*    **–Soil Conservation**  **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 do you experience (why and on which fields)? none **Describe your efforts to minimize soil erosion problems listed above.**  **Describe how you monitor the effectiveness of your soil conservation program.**  **How often do you conduct conservation monitoring?**  weekly  monthly  annually  as needed  other (specify) | | | | | | | | | | | | | | | | | | | | | | |
| **WATER USE:** none  irrigation  livestock  foliar sprays  washing crops  greenhouse  other (specify)  **Source of water:** on-site bore(s)  river/creek/pond  spring  regional council  irrigation district  other (specify)  *Attach current water tests for nitrates and coliform bacteria, per certifying agent policy.*  **Type of irrigation system:**  non drip flood  centre pivot other (specify)  **What input products are applied through the irrigation system?** none  **What products do you use to clean irrigation lines/nozzles?** none  **Is the system shared with another operator?** Yes No  If yes, what products do they use?  **Is the system flushed and documented between conventional and organic use?** Yes No What practices are used to protect water quality? fencing livestock from waterways scheduled use of water to conserve its use  tensiometer/monitoring  laser levelling/land forming  drip irrigation  micro-spray sediment basin compost/fertilizer stored away from water other (specify)  **List known contaminants 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.**  Not applicable  **Describe how you monitor the effectiveness of your water quality program.**  **How often do you conduct water quality monitoring?** weekly  monthly  annually  as needed  other (specify) | | | | | | | | | | | | | | | | | | | | | | |
| SECTION 6: Crop Management NOP Rule 205.205 and 205.206 | | | | | | | | | | | | | | | | | | | | | | |
| NOP Rule requires a crop rotation plan that maximizes soil organic 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 materials' annotation. Please note that all NOP approved synthetic materials used must also comply with the NASAA Organic Standard. | | | | | | | | | | | | | | | | | | | | | | |
| **A. CROP ROTATION PLANS:** (Use one line for each rotation used) | | | | | | | | | | | | | | | | | | | | | | |
| Crop rotation plan | | | | | | | | **Paddock/Block numbers where plan is followed** | | | | | | | | | **Anticipated Variation** | | | | | |
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| **B. WEED MANAGEMENT PLAN:** No weed problems What are your problem weeds? **What weed control methods do you use?** crop rotation  field preparation prevention of weed seed set  delayed seeding  monitoring soil temperature  soil sterilization  use of fast emerging varieties  mechanical cultivation  use of hand tools  hand weeding  mowing  livestock grazing  flame weeding  steam weeding  electrical  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.* | | | | | | | | | | | | | | | | | | | | | | |
| USE OF RESTRICTED WEED MANAGEMENT STRATEGIES: none usedIf you use plastic or other synthetic mulches, is the mulch removed at the end of the growing or harvest season? Yes No  If no, why not?  **If you use corn gluten, is the corn genetically modified?**  Yes No  If no, what verification do you have?  **If you use soap-based herbicides, list all areas where used.**  **If you use newspaper or other recycled paper for mulch, do you use paper with glossy or colored inks?**  Yes No | | | | | | | | | | | | | | | | | | | | | | |
| **EVALUATION:**  **Rate the effectiveness of your weed management program:** excellent  satisfactory needs improvement What changes do you anticipate? **How do you monitor the effectiveness of your weed management program?** weed counts  observation of weed types  comparison of crop yields  records kept of observations/counts  other (specify)  **How often do you conduct weed monitoring?**  **w**eekly  monthly annually  as needed  other (specify) | | | | | | | | | | | | | | | | | | | | | | |
| **C. PEST MANAGEMENT PLAN:** No pest problems  **What are your 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 do you use to control pest damage to crops?** none used  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 you keep a record of how often you utilize these pest control methods, i.e., dates when you scout or apply 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 transitional 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.*  Not applicable | | | | | | | | | | | | | | | | | | | | | | |
| Pest problem | **Control product** | | | | | | **Status: approved (A)**  **restricted (R)**  **Prohibited (P)** | | | | | | | **If restricted, describe compliance with NOP rule annotation** | | | | | | | **Check if GMO (✔)** | |
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| **EVALUATION:**  **Rate the effectiveness of your pest management program?** excellent  satisfactory  needs improvement What changes do you anticipate? **How do you monitor the effectiveness of your pest management program?** insect monitoring with traps  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 you conduct pest monitoring?** weekly  monthly  annually  as needed  other (specify) | | | | | | | | | | | | | | | | | | | | | | |
| **D. DISEASE MANAGEMENT PLAN:** No disease problems What are your 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  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 your organic and transitional fields/crops.** *All inputs used or intended for use during the current year and used in the previous three years must be listed on your Field History Sheet.*  Not applicable | | | | | | | | | | | | | | | | | | | | | | |
| Disease problem | | | **Control product** | | | | | | **Status: approved (A)**  **restricted (R)**  **prohibited (P)** | | | | | | **If restricted, describe compliance with NOP rule annotation** | | | | | | | **Check if GMO (✔)** |
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| **EVALUATION:**  **Rate the effectiveness of your disease management program?** excellent satisfactory needs improvement What changes do you anticipate? **How do you monitor the effectiveness of your pest 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 you conduct pest monitoring?** weekly monthly annually as needed  other (specify) | | | | | | | | | | | | | | | | | | | | | | |
| SECTION 7: Maintenance of Organic Integrity NOP Rule 205.201(a)(5) and 205.202(c) | | | | | | | | | | | | | | | | | | | | | | |
| A. 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 adjoining 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 adjoining land uses on your field maps. | | | | | | | | | | | | | | | | | | | | | | |
| **List specific buffer areas you maintain.**  *(Show all adjoining land uses on your field maps.)*  Not applicable | | | | | | | | | | | | | | | | | | | | | | |
| Location orBlock number | | | | **Type of buffer**  **(crop land, treeline, windbreak, wildlife 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 do you use to protect organic crops from contact with buffer crops during harvest?  **What additional safeguards do you use to prevent accidental contamination?** none  Written notification to:  highway departments  electric companies  aerial spray companies/airports  adjoining landowners  drainage commissions  department of agriculture/local council  other (specify)  **Have you 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 field numbers  **How do you monitor for crop contamination?**  visual observation  residue analysis  GMO testing  photographs  wind direction/speed data  other (specify)  **How often do you conduct crop contamination monitoring?**  weekly  monthly  annually  as needed  other (specify)  Do you grow the same crops organically, as well as in conversion, and/or conventionally? Yes No  This is called 'parallel production'. If yes, list specific crop varieties in the next table for both organic and conversion/conventional crops. | | | | | | | | | | | | | | | | | | | | | | |
| **If you grow any conventional in conversion crops, please fill out the following tables.** Not applicable | | | | | | | | | | | | | | | | | | | | | | |
| **Specific crops/varieties** | | **block/paddock id numbers** | | | | **In Conversion (IC) or**  **conventional ©** | | | | | | **tick if GMO (✔)** | | | | **Total acreage** | | **Planned use of crop (sale, seed, nonorganic livestock feed, etc.)** | | **Same as**  **Organic crop? Y or N** | | |
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| Prohibited soil amendments used on conventional crops: | | | | | | | | | | | | | | | | | | | | | | |
| Product name | | | | | **Who applies? self (S) or contract ©** | | | | | | **block/paddock numbers where applied** | | | | | | | **Where stored? (on-farm or off-farm; where on farm?)** | | | | |
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| Prohibited herbicides/pesticides used on conventional crops: | | | | | | | | | | | | | | | | | | | | | | |
| Product name | | | | | **Who applies? self (S) or contract (C)** | | | | | | **paddock/block numbers where applied** | | | | | | | **Where stored? (on-farm or off-farm; where on farm?)** | | | | |
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| B. 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 clean and flush activities.  List equipment used for planting, tillage, spraying, and harvesting.  Not applicable | | | | | | | |
| Equipment name | | **Owned (O), rented (R), or contract (C)** | **tick if used on both organic and conventional (✔)** | | | **How is equipment cleaned before use on organic land? (attach your procedure)** | |
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| **Is your equipment maintained so that fuel, oil and hydraulic fluid do not leak?** Yes No  Not applicable  If you use a sprayer:  What type? Did you purchase it new or used?  new  used  Other equipment:  Could any equipment you use have been contaminated by previous uses?  Yes No  If yes, describe:  **If equipment cleaning involves purging, what is the procedure including documentation of purge activities**? | | | | | | | |
| **C. HARVEST:**  NOP Rule 205.272(b)(1) and (2) requires that containers, bins, and packaging 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 your organic crops harvested?** mechanical  by hand  **Are any organic crops contract harvested?** Yes No  If yes, provide name and address of custom harvester.  …What steps do you take to ensure that equipment is not contaminated?  Describe 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?**  new  used  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 you have with harvest of organic crops.** none | | | | | | | |
| **D. POST-HARVEST HANDLING:** Not applicable  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 an Organic Handling Plan Questionnaire.*  Describe your 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 packaging present any contamination problems for your organic products? Yes No If yes, what are they?  **Check 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) | | | | | | | |
| **E. CROP (including feed) STORAGE:**  No organic crop/feed storage  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 crops 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 do you prevent/control insect pests in crop storage areas?** No insect problems    **How do you control rodents in crop storage areas?** No rodent problems  **What stored crop inputs have you used in the last three years?** none  synthetic fumigants  rodenticides  sprouting inhibitors  ripeners  growth regulators  preservatives  oils  colouring agents  waxes  other (specify)  **Are any stored crop inputs used or planned for use on organic crops?** Yes No  If yes, specify input and retain labels. | | | | | | | |
| **F. TRANSPORTATION:**  Not applicable  **Who is responsible for arranging transportation of organic products?**  self  buyer  other (specify)  Describe how organic products are transported.  **What potential contamination or commingling problems do you have with the transport of organic crops?**  none What steps are taken to protect the integrity of 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 your transportation documentation (ie documents that accompany the organic product in transport)**  **Attached** Yes No (provide reason if no) | | | | | | | |

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| SECTION 8: Record Keeping System NOP Rule 205.103 |
| 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. |
| A. RECORDS: *Please have these records available for the inspector.*Which of the following records do you keep for organic production? field maps  field activity log(s)  field history sheets (previous three years)  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 (keep all labels)  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 (i.e., manure sourced 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 (including custom harvest records)  label records  storage records that show storage location, storage identification, field numbers, amounts stored, & cleaning activities  clean transport records  sales records (purchase order, contract, invoice, cash receipts, cash receipt journal, sales journal, etc.)  shipping records (scale ticket, dump station ticket, bill of lading)  Transaction Certificates  audit control summary  complaint log  other (please specify)  **How long do you keep your records?** |
| B. BATCH NUMBERING AND TRACEABILITY: **Do you use a batch numbering system to identify harvested crops?** Yes No  If Yes, given an example and describe or show how it works:  **Where is the batch number found (list both containers and records)?**  **How do your records track back or link the production unit (paddock, bed, etc) with the harvest, shipping and sales?** Do you produce crops in buffer areas that you do not sell as organic because they may have contacted prohibited substances from neighbouring land? Yes No **If yes, describe how your records document that they are not sold as organic.** Do your harvest and sales records allow calculation of production (for example boxes or kgs of crop per hectare)? Yes No |

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| C. MARKETING & LABELLING: Do you import any product and /or ingredients as part of your organic production process?  Yes  No If yes, list them and how they are used.Type of Marketing: farmers market  direct to retail  subscription or box service  wholesale  on-farm retail bulk commodities to processor  contract to buyer  other (specify):  export (specify market):  **Labelling**  **Do you use or plan to use the USDA organic seal on product labels or market information?** Yes No  **Do you use or plan to use the seal of the certifying agent on product labels or market information?** Yes No  *Attach copies of all organic product labels (must be approved by NCO prior to use)* |

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| SECTION 9: Wild-Crop Harvesting NOP Rule 205.207(a)and (b) |
| A wild crop must be harvested from a designated area that has had no prohibited substance applied to it for 3 years immediately preceding the harvest of the wild crop. The wild crop must be harvested in a manner that ensures that such harvesting or gathering will not be destructive to the environment and will sustain the growth and production of the wild crop.  Not Applicable |
| 1. IF YOU COLLECT OR HARVEST ANY PLANT OR PORTION OF A PLANT THAT IS NOT MAINTAINED UNDER CULTIVATION OR OTHER AGRICULTURAL MANAGEMENT:   Has the land on which the wild crop grows been free from prohibited substances, as set forth in 205.105, for a period of three years? Yes No  If yes, what verification do you have (be specific – documentation must be available for verification)? Note that for public and/or private lands, written verification hat prohibited materials have not been applied for the last 3 years minimum prior to harvest must be supplied).   1. Describe efforts undertaken to ensure that harvesting will not be destructive to the environment including the monitoring system used: 2. How do you ensure that the practices used will sustain the growth and production of the crop (ie long term viability in the wild). What are the written procedures you and your collectors must follow? 3. List all endangered/rare/threatened species that occur in the harvest area and details of the source(s) for your knowledge on this criterion. 4. Describe the harvest plan including dates, records used, collectors and determination of quantity allowed for harvest: 5. Describe procedures to prevent contamination from adjoining land use or other sources. |

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| SECTION 10: Organic Fraud Prevention Plan NOP Rule 205.201 (a)(3) |
| This section of the form is to describe the monitoring practices and procedures you use to verify suppliers in your supply chain to detect and prevent organic fraud, and to verify that your plan is effectively implemented.  Your Fraud Prevention Plan must be updated as needed to reflect changing circumstances, business practices, supply chains, etc. |
| SUPPLY CHAIN MAP Attach a map of your supply chain, beginning with the certified operations before you in your supply chain and ending with certified operations that you sell or ship organic products to.   * Include steps that happen off-site, such as transportation and storage. * If product moves through different facilities, describe the flow across different facilities. * Indicate when the product changes ownership, including any importing or exporting.   Supply chain map attached ☐ |
| PROCESS TO VERIFY THE ORGANIC STATUS OF PRODUCT YOU ACQUIRE AND USE You must obtain and keep records of organic certificates for all suppliers, importers, storage facilities, and any other certified organic operation you work with.  Ensure that all certificates are current and complete. For USDA NOP certified operations, refer to the [Organic Integrity Database (usda.gov)](https://organic.ams.usda.gov/integrity/) for their certification status.  Attach or describe your monitoring system e.g. how frequently you review organic certificates (annual verification is required at a minimum):  or Monitoring System attached ☐  or Not Applicable, we do not take possession of product ☐  When receiving, how do you monitor and verify that incoming organic products are from approved suppliers and are organic?  ☐ Current organic certificate required with each shipment, supplier verified as approved  ☐ Packaging/container labels  ☐ Other (describe): |
| PROCESS TO VERIFY SUPPLIERS AND MINIMISE SUPPLIER RISK TO ORGANIC INTEGRITY Before sourcing from new suppliers or working with any other organic operation, you must review their organic certificate to ensure it is current and complete.  You must have a supplier approval program in place to identify, evaluate, and approve new organic suppliers and any other certified organic operation you may work with.  Provide a brief description (noting this will need to be demonstrated in full at inspection), of your current or planned supplier approval program:  or select what is included in your current supplier approval program:  ☐ Verification that the supplier’s current organic certificate includes the list of certified products and identifies the products we source from them.  ☐ Verification that the supplier agrees to provide timely organic certificate updates at least annually, or as needed.  ☐ Verification that the supplier agrees to on-site inspections by a representative of my operation.  ☐ Verification that the supplier can provide product residue sampling results as required and provide written notification of any positive residue results linked to product received by my operation.  or Not Applicable, we do not take possession of product ☐ |
| PRODUCT RISK ASSESSMENT TO IDENTIFY WEAKNESS **Product assessment**  Operators must consider qualities that are fundamental to the product e.g., packaging, geopolitical, socio-economic.  **High risk examples**: product has a history of fraud, product is bulk/unpackaged, product comes from an area of political unrest/uncertainty, drastic increases or fluctuations in price, high demand, recent production challenges e.g., flooding, pests, large fluctuations in volume, or large disparity between organic and non-organic pricing.  **Low risk examples:** established long term supplier relationships, written sales contract addressing organic considerations, supplier readily provides information upon request, supplier is the producer of the organic product, end handler has complete traceability and visibility back to the farm level.  ☐ Our product risk assessment is documented to describe any weaknesses.  ☐ Our product risk assessment is not documented, however this can be described at inspection.  ☐ Not applicable to our operation, we do not take possession of product |
| CRITICAL CONTROL POINTS IN THE SUPPLY CHAIN **Critical control point** is described as a step at which control can be applied and is essential to prevent or eliminate a hazard or reduce it to an acceptable level.  Based on your product risk assessment, have you identified critical control points in your supply chain?  ☐ Our critical control points are documented.  ☐ Our critical control points are not documented, however this can be described at inspection.  ☐ Not applicable to our operation.  For each critical control point, has your operation developed and implemented mitigation measures to eliminate or reduce the risk of fraud or loss of organic status?  ☐ Our mitigation measures are documented.  ☐ Our mitigation measures are not documented, however this can be described at inspection.  ☐ Not applicable to our operation. |

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| SECTION 11: Declaration |
| I affirm that all statements made in this application are true and correct. No prohibited products have been applied to any of my organically managed fields during the three-year period prior to projected harvest. I understand that the operation may be subject to unannounced inspection and/or sampling for residues at any time as deemed appropriate to ensure compliance with the Organic Foods Production Act of 1990 and National Organic Program Rules and Regulations. I understand that acceptance of this questionnaire in no way implies granting of certification by NASAA Certified Organic (NCO). I agree to provide further information as required by NASAA Certified Organic. Signature of Operator Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  I have attached the following documents:  Maps of all parcels/fields (showing adjoining land use and field identification)  Paddock/block history sheets  Documentation for fields owned or rented for less than three years, if applicable  Water test, if applicable  Soil and/or plant tissue tests, if applicable  Residue analyses, if applicable  Input materials product labels, if applicable  Organic product labels, if applicable  Supply chain map  Organic status monitoring system  I have made copies of this questionnaire and other supporting documents for my own records, and will refer to it when changes are made in order to provide annual updates to NCO.  **Submit completed form, fees, and supporting documents to:**  **NASAA Certified Organic P/L**  **PO Box 768**  **Stirling SA 5152**  **Australia** |

PADDOCK/BLOCK HISTORY SHEET

Instructions: Fill out this Block History Sheet for all fields (organic, in conversion, and conventional). You can use your own form as long as it contains the same information. 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 your Organic Farm System Plan or Organic Farm System Plan Update form.

Code: O = Organic; IC = In Conversion to Organic; C = Conventional Producer Name NCO Reg #

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| **Code** | **Field**  **No.** | **Hectares.** | **Year**  **Crop I n puts** | | **Year**  **Crop Inputs** | | **Year**  **Crop Inputs** | | **Year**  **Crop Inputs** | |
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