



2018 Crop/Farm Organic System Plan*

Please fill out this Organic System Plan completely if you are requesting organic crop certification, crops include pasture land for livestock. 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 (labels, rented or recently purchased land histories, etc.). *If completing this form electronically, navigate the fields using the down arrow key or the mouse.*

This form is to be submitted along with an application for new or renewal applications. **RENEWAL DEADLINE March 1**

SECTION 1: General Information		
Name:		KDA Organic Certification Number: (if renewal)
Total Acres in your Farm Operation:		
Total Organic Acres:	Total Transitional Acres:	Total Conventional Acres:
Have you managed all fields for 3 or more years? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, you must submit signed statements from the previous owner/manager stating the use and all inputs applied for the previous three years on all newly acquired fields. KDA has a "previous Land Use Declaration" form you may use. The form can be found on our website or you may contact us for a copy.		

New Crop Organic System Plan (OSP) Forms for 2018

This complete Crop/Farm Organic System Plan (OSP) will contain the following Sections, along with other necessary attachments. Renewal applicants will only be required to submit updates and may reuse portions of the previous year's forms is still accurate.

- Section 1 Page 1 General Information
- Section 2 Page 2 Farm Plan Information
- Section 3 Page 4 Seeds and Seed Sources
- Section 4 Page 6 Source of Seedlings and Planting Stock
- Section 5 Page 7 Soil and Crop Fertility Management
- Section 6 Page 9 Crop Management
- Section 7 Page 11 Maintenance of Organic Integrity
- Section 8 Page 16 Record Keeping System
- Section 9 Page 17 Materials and Inputs
- Section 10 Page 19 Field History
- Section 11 Page 24 Field Map
- Section 12 Page 24 Import/Export Products
- Section 13 Page 26 Completion Checklist

WARNING: If this form is not completed in its entirety it will be returned to you and delay your initial review and inspection.

*** Submit this OSP along with the Organic Certification Application**

Section 2 (continuation page)						
Field Number(s)	Crop(s)	Organic (O) Transitional (T) Conventional (C)	Acres	New (N) Previously Certified (PC)	Address or Farm Location	Rented (R) or Owned (O)
Example - 1a	Peas, Sweet Corn, Greens	O	3.5	PC	123 My Road, Anywhere, KY	O
Greenhouse						
High Tunnel						

SECTION 4: Source of Seedlings and Planting Stock **NOP Rule 205.204**

Annual seedlings (including live onion slips and annual strawberry plugs) must be certified organic. Non-organic planting stock for an annual crop (bulbs, root cuttings) may be used to produce an organic crop when an equivalent organically produced variety is not commercially available.

Organic seedlings must be used. Organic planting stock must be used if commercially available.

A. SEEDLINGS

1. Are all purchased annual seedlings certified organic? Yes No Not Applicable

2. List purchased annual seedlings:

3. Do you have an organic certificate for these seedlings? Yes No Not Applicable

4. Do you grow your own seedlings? Yes No If Yes, Fill out the SOIL MIX table below.

5. Do you grow conventional seedlings? Yes No

6. Is treated wood used in any part of your greenhouse? Yes No Not Applicable

If Yes, where?

B. SOIL MIX INGREDIENTS: List all soil mix ingredients used to grow seedlings. Fertility products, foliar sprays, pest and disease inputs must be listed in Section 9: Materials and Inputs. Attach labels if not OMRI, WSDA or PCO listed. ALL labels must be available for inspection.

Not Applicable

PRODUCT	BRAND NAME

How do you prevent seedling diseases and/or insect problems?

C. PLANTING STOCK: List all planting stock used (bulbs, root cuttings, perennial plants) Not Applicable

1. If non-organic planting stock is used, describe attempts to obtain organic planting stock **here:**

TYPE AND VARIETY	PLANTING STOCK SOURCE	CERTIFIED ORGANIC (<input type="checkbox"/>)
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

SECTION 5: Soil and Crop Fertility Management
205.205

NOP Rule 205.203 and

NOP Rule requires active management to build soil fertility, manage plant nutrients, protect natural resources, and prevent soil erosion.

A. SOIL AND CROP FERTILITY PLAN: What are the major components of your soil and crop fertility plan in addition to crop rotation? (check all that apply)

- green manure (plants) plow down/cover crops
- incorporation of crop residues
- on-farm generated animal manure
- biodynamic preparations
- soil inoculants
- interplanting
- summer fallow
- off-farm manure
- foliar fertilizers
- subsoiling
- compost
- soil amendments
- side dressing
- Other (specify): _____

B. MONITORING FERTILITY: How do you monitor the effectiveness of your fertility managements program? (check all that apply)

- soil testing
- observation of soil
- other (specify): _____
- microbiological testing
- observation of crop health
- tissue testing
- comparison of crop yields
- crop quality testing

How often do you soil test? _____

Attach copies of available test

results.

C. GENERAL QUESTIONS:

1. Do you burn crop residues? NOP Rule 205.203(e)(3) Yes No

If yes, please describe what is burned and why: _____

2. Do you apply sewage sludge or bio solids to fields? Yes No

If yes, list dates and fields where applied: _____

D. COMPOST USE: WARNING – Stockpiled manure does not qualify as compost, no matter the length of time left piled. Must have turning, temperature and time records to qualify as compost.

1. Do you use compost? Yes No

2. Does your compost include ANY animal product, bedding or manure? Yes No
(Examples of animal products: egg shells, feathers, food waste)

3. List compost ingredients/additives: _____

4. What composting method do you use? tumbler forced aeration pile turned pile

5. Do you monitor temperature? Yes No

6. Does the compost meet the 205.203(c)(2) definition? _____

E. MANURE USE: NOP Rule 205.203(c)(1) requires that raw manure must 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 portion has contact with the soil (melons, rootcrops, etc.), or 90 days prior to harvest for all other crops for human consumption (sweet corn, okra, etc.).

1. What forms of manure do you use? none liquid semi-solid piled pelleted
 deposited during grazing fully composted other (specify): _____

2. What is the source of the manure you use? on-farm off-farm

List all sources of off-farm manure: _____

3. Are draft animals used in production? Yes No If yes, is manure removed? Yes No

4. What type(s) of crops do you grow? (check all that apply)

crops not used for human consumption

crops for human consumption whose edible portion has contact with the soil

crops for human consumption whose edible portion does not have contact with the soil

If you grow crops for human consumption and use raw manure, complete the following table.

CROP(S)	FIELD NUMBERS	DATE MANURE APPLIED	EXPECTED HARVEST DATE

F. NATURAL RESOURCES:

NOP Rule 205.200 and 205.203(a) requires that production practices must maintain or improve the natural resources of the operation, including soil and water quality.

1. What conservation practices are used?

terraces contour farming strip cropping under sowing/interplanting

windbreaks firebreaks winter cover crops conservation tillage

tree lines retention ponds permanent waterways riparian management

maintain wildlife habitat other (specify): _____

2. What soil erosion problems do you experience (why and on which fields)?

3. Describe your efforts to minimize soil erosion problems listed above.

4. Indicate your water uses. Not applicable

irrigation livestock foliar sprays washing crops greenhouse

other (specify): _____

5. Indicate your water sources.

on-site well spring creek/river pond/lake municipal/county

other (specify): _____

6. Select type of irrigation system. Not applicable

drip flood center pivot other (specify): _____

7. Are input products applied through the irrigation system? Yes No

If Yes, list inputs: _____

8. What practices are used to protect water quality?

fencing livestock from waterways scheduled use of water to conserve drip irrigation

tensiometer/monitoring laser leveling/land forming micro-spray

other (specify): _____

9. List known contaminants in water supplies in your area.

10. Describe how you monitor the effectiveness of your water quality program.

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.

A. CROP ROTATION PLAN: Complete the table below

FIELD NUMBER(S)	PREVIOUS CROP	CURRENT CROP	NEXT CROP

B. WEED MANAGEMENT PLAN:

1. What weed control methods do you use?
- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Crop rotation | <input type="checkbox"/> field preparation | <input type="checkbox"/> delayed seeding | <input type="checkbox"/> prevent weed seed set |
| <input type="checkbox"/> soil sterilization | <input type="checkbox"/> mechanical cultivation | <input type="checkbox"/> use of hand tools | <input type="checkbox"/> monitoring soil temperature |
| <input type="checkbox"/> hand weeding | <input type="checkbox"/> mowing | <input type="checkbox"/> livestock grazing | <input type="checkbox"/> use of fast emerging varieties |
| <input type="checkbox"/> flame weeding | <input type="checkbox"/> steam weeding | <input type="checkbox"/> electrical | <input type="checkbox"/> soap based herbicides |
| <input type="checkbox"/> black fallow | <input type="checkbox"/> corn gluten | <input type="checkbox"/> synthetic mulch | <input type="checkbox"/> non-synthetic mulch |
| <input type="checkbox"/> smother crops | <input type="checkbox"/> other (specify): _____ | | |

2. Does weed pressure threaten the production of the crops requested for certification? Yes No

3. Do you keep a record of when and where you utilize these weed control methods, i.e., dates and fields where practice took place? Yes No

4. If you use plastic mulch or other synthetic mulches, is the mulch removed at the end of the growing or harvest season? Not applicable Yes No
 If NO, why not? _____

5. If you use corn gluten, is the corn genetically modified? Not applicable Yes No
 If NO, what verification do you have? _____

6. If you use newspaper or other recycled paper for mulch, do you use paper with glossy or colored ink? Not applicable Yes No

C. PEST MANAGEMENT PLAN:

1. What strategies do you use to control pest damage to crops?

<input type="checkbox"/> crop rotation	<input type="checkbox"/> timing of planting	<input type="checkbox"/> companion planting	<input type="checkbox"/> selection of plant species/varieties
<input type="checkbox"/> hand picking	<input type="checkbox"/> frog ponds	<input type="checkbox"/> bat houses	<input type="checkbox"/> develop habitat for natural enemies
<input type="checkbox"/> bird houses	<input type="checkbox"/> pest monitoring	<input type="checkbox"/> trap crops	<input type="checkbox"/> release of predators/parasites of pests
<input type="checkbox"/> traps	<input type="checkbox"/> lures	<input type="checkbox"/> physical barriers	<input type="checkbox"/> physical removal
<input type="checkbox"/> insect repellents	<input type="checkbox"/> animal repellents	<input type="checkbox"/> IPM	<input type="checkbox"/> use of approved products
<input type="checkbox"/> use of restricted products		<input type="checkbox"/> limited use of prohibited products	
<input type="checkbox"/> other (specify):			

2. Do you keep a record of when and where you utilize these pest control methods? Yes No

ALL pest control inputs/products are required to be listed in SECTION 9: Inputs and Materials Used

D. DISEASE MANAGEMENT PLAN:

1. What are your problem crop diseases? _____

2. What disease prevention strategies do you use? Not applicable

<input type="checkbox"/> crop rotation	<input type="checkbox"/> field sanitation	<input type="checkbox"/> plant spacing	<input type="checkbox"/> selection of plant species/varieties
<input type="checkbox"/> soil balancing	<input type="checkbox"/> solarization	<input type="checkbox"/> vector management	<input type="checkbox"/> timing of planting/cultivating
<input type="checkbox"/> compost tea	<input type="checkbox"/> companion planting	<input type="checkbox"/> use of approved materials	<input type="checkbox"/> use of restricted materials
<input type="checkbox"/> limited use of prohibited materials		<input type="checkbox"/> other (specify): _____	

ALL disease control inputs/products are required to be listed in SECTION 9: Inputs and Materials Used

**SECTION 7: Maintenance of Organic Integrity
205.202(c)**

NOP RULE 205.201(a)(5) and

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. The NOP Rule requires that the buffer must be sufficient in size or 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 a non-certified crop, with records kept of crop disposition.

YOU MUST INDICATE BUFFER ZONES AND SHOW ALL ADJOINING LAND USES ON YOUR FIELD MAPS.

List specific buffer areas you maintain: (Show all adjoining land uses/buffers on your field maps.)

Attach additional sheets as necessary applicable

Not

LOCATION/FIELD NUMBERS	TYPE OF BUFFER (CROP, TREELINE, GRASS STRIP)	WIDTH OF BUFFER	ADJOINING LAND USE	IF CROP IS HARVESTED FROM BUFFER, DESCRIBE USE (SALE, NON-ORGANIC LIVESTOCK FEED, MOW, ETC.)

1. Do you harvest crops from buffer zones? Yes No
If Yes, what safeguards are taken to protect organic crops from contact with buffer crops?

2. What additional safeguards do you use to prevent accidental contamination? None
Written notification to: adjoining landowners highway departments electric companies
 aerial spray companies farm service agency other (specify):

3. Have you posted signs along roadsides that adjoin organic fields? Yes No Not applicable

4. Do any fields or portions of fields flood frequently (more than once every ten years)? Yes No
If Yes, list field numbers: _____

5. How do you monitor for crop contamination?
 visual observation residue analysis photographs GMO testing
 wind direction/speed date other (specify):

B. PARALLEL PRODUCTION

1. Do you grow the **SAME** crop organically, as well as in transition, and/or conventionally (parallel production)?
 Yes No Not applicable

2. If Yes, complete the remaining tables on this page.

CONVENTIONAL CROP/VARIETY	TRANSITIONAL OR CONVENTIONAL (T) or (C)	CHECK IF GMO (✓)	FIELD NUMBER	SIMILAR/SAME ORGANIC CROP/VARIETY	FIELD NUMBER	PLANNED USE OF CROP (SALE, NON-ORGANIC LIVESTOCK FEED, ETC)

PROHIBITED SOIL AMENDMENTS USED ON CONVENTIONAL CROPS (SYNTHETIC FERTILIZERS, ETC.):

PRODUCT NAME	WHO APPLIES? SELF (S) CUSTOM(C)	FIELD NOS. WHERE APPLIED	WHERE STORED? (ON-FARM OR OFF-FARM; WHERE ON FARM?)

PROHIBITED HERBICIDES/PESTICIDES USED ON CONVENTIONAL CROPS:

PRODUCT NAME	WHO APPLIES? SELF (S) CUSTOM(C)	FIELD NOS. WHERE APPLIED	WHERE STORED? (ON-FARM OR OFF-FARM; WHERE ON FARM?)

C. 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. Records of equipment cleaning activities will be inspected.

1. Is your equipment maintained so that fuel, oil, or hydraulic fluid does not leak? Yes No N/A
2. Do you use any equipment that is also used for production of conventional or transitional crops? This includes borrowed or rented equipment.
 Yes No Not applicable **If Yes, complete the table below.**

Equipment used for BOTH organic and conventional/transitional crops: (tillage, planting, spraying, harvesting, etc.)

EQUIPMENT NAME	OWNED (O), RENTED (R) or CUSTOM (C)	HOW IS EQUIPMENT CLEANED BEFORE USE ON ORGANIC FIELDS?

D. HARVEST:

NOP Rule 205.272(b)(1) and (2) require 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.

1. How are your organic crops harvested? mechanical by hand
2. Are any organic crops custom harvested? Yes No
 If Yes, provide name and address of custom harvester:

3. Describe steps taken to protect organic crops from commingling and contamination during harvest.

4. What containers are used for harvesting?
 cardboard/waxed boxes plastic containers wooden totes truck boxes
 gravity wagons other (specify): _____

5. Are containers new or used? new used
 If used, what did they contain prior to organic use and how were they cleaned?

6. Are the containers used for organic crops only? Yes No

E. POST-HARVEST HANDLING: Not applicable

NOP Rule 205.201(a)(5) requires that post-harvest handling procedures (cleaning, washing, grading, packing) do not contaminate organic products with non-organic crops or prohibited materials. For on-farm processing, you may need to complete an Organic Processing/Handling Organic System Plan if the actions occurring meet the definition of processing per NOP 205.270.

1. Describe your post-harvest handling procedures and equipment:

2. Is the post-harvest area and equipment used for both organic and non-organic products?
 Yes No If Yes, describe steps taken to prevent commingling and contamination.

3. Does post-harvest handling, storage or packaging present any contamination or commingling problems for your organic products? Yes No If Yes, what are they?

4. List types of packaging material used:

5. In what form are finished products shipped or sold?

F. CROP STORAGE:

Operators must keep organic and non-organic crops in separate storage areas and prevent commingling and contamination. Storage records must be maintained. Not applicable, no organic crop storage

1. Complete the table below to describe your storage locations.

STORAGE ID	TYPE OF CROPS STORED	TYPE OF STORAGE	CAPACITY	ORGANIC (O), TRANSITIONAL (T), BUFFER (B), CONVENTIONAL (C)

2. Do you use the same storage areas for organic, transitional, buffer, and /or conventional crops?
 Yes No If yes, how do you segregate and identify organic crops from non-organic crops?

3. How do you clean storage units prior to storage of organic crops?

4. How do you prevent/control insect pests in crop storage areas? No insect problems

5. How do you control rodents in crop storage areas? No rodent problems

6. What stored crop inputs have you used in the last three years? None
- | | | | |
|--|--|---|-----------------------------------|
| <input type="checkbox"/> synthetic fumigants | <input type="checkbox"/> rodenticides | <input type="checkbox"/> sprouting inhibitors | <input type="checkbox"/> ripeners |
| <input type="checkbox"/> growth regulators | <input type="checkbox"/> preservatives | <input type="checkbox"/> coloring agents | <input type="checkbox"/> oils |
| <input type="checkbox"/> waxes | <input type="checkbox"/> other (specify) _____ | | |

7. Are any stored crop inputs used or planned for use on organic crops? Yes No

If yes, list all inputs here and attach labels:

G. TRANSPORTATION

Not applicable

1. Who is responsible for arranging transportation of organic products:
 self buyer other (specify): _____

2. Describe how organic products are transported:

3. What potential contamination or commingling problems do you have with the transport of organic crops?
 None

4. What steps are taken to protect the integrity of organic products during transport?
- | | |
|--|--|
| <input type="checkbox"/> dedicated organic only | <input type="checkbox"/> inspecting transport units prior to loading |
| <input type="checkbox"/> use of Clean Truck Affidavits | <input type="checkbox"/> clean transport units prior to loading |
| <input type="checkbox"/> letter/contract with transport company stating organic requirements | |
| <input type="checkbox"/> other (specify): | |

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.

- 1. Please have these records pertaining to organic and parallel production available for the inspector.
 - field maps from farm service agency, hand drawn or other sources
 - field activity log(s)
 - field history sheets (new applicants and uncertified fields 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)
 - documentation of attempts to source organic seeds and/or planting stock
 - documentation of organic seedlings
 - compost production records
 - monitoring records (soil tests, water tests, observational)
 - equipment cleaning records
 - harvest records that show field numbers, date of harvest and harvest amounts (including custom harvest 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

- 2. Which of the following records do you keep for conventional production? Not applicable

<input type="checkbox"/> field maps	<input type="checkbox"/> labor records	<input type="checkbox"/> field history sheets	<input type="checkbox"/> storage records
<input type="checkbox"/> input records	<input type="checkbox"/> sales records	<input type="checkbox"/> harvest records	<input type="checkbox"/> shipping records
<input type="checkbox"/> other (specify): _____			

- 3. Select your type(s) of marketing:

<input type="checkbox"/> farmers market	<input type="checkbox"/> direct to retail	<input type="checkbox"/> CSA/Subscription	<input type="checkbox"/> wholesale
<input type="checkbox"/> on-farm retail	<input type="checkbox"/> contract to buyer	<input type="checkbox"/> bulk commodities to processor	
<input type="checkbox"/> other (specify): _____			

- 4. **LABELS:** Do you use or plan to use product labels or market information?
 - Yes No

Attach copies of all organic product labels. Number of labels attached: _____

All labels must be approved BEFORE use and must conform to the NOP Rule CFR 7 205 Subpart D.

SECTION 11: Field Map

You may attach an aerial photo map with the required features labeled on it. Otherwise, use this space to draw a map of your farm identifying each field number, greenhouse and high tunnel. Show adjoining land use and buffers. For livestock operations, also identify permanent fences, shade and water sources.

Map Attached

SECTION 12: IMPORT/ EXPORT PRODUCTS

I will be importing or exporting products from or to countries outside of the US. YES NO

If yes, please answer the questions below.

IMPORTS

Please list the specific materials you will be importing to US and identify their country of origin.

Material to Be Imported	Country of Origin	Is an import certificate attached?

EXPORTS

Please list the products you plan to export outside of the US

Product to Be Exported	Destination Country	Does this product need a label review?

- Have you reviewed the applicable export requirements? YES NO
- Will you need a TM-11 export certificate (Japan & Taiwan)? YES NO
- Will you need a European Import Certificate? YES NO
- Are you aware of the additional required fee of \$50 per TM-11 issued? YES NO

SECTION 13: Completion Checklist

IMPORTANT - Include this completed Crop/Farm Organic System Plan (OSP) with your Organic Certification Application and attach the necessary documents from the list below.

- Check for appropriate application fee (see fee schedule on application)
- Field Maps (if not drawn on Section 11)
- Previous Land Use documentation for field(s) owned or rented for less than three years, if applicable
- Organic product labels, if applicable
- Input product labels, if applicable (only if not OMRI, WSDA or PCO listed)
- Soil and/or plant tissue tests, if applicable
- Residue analyses, if applicable

This OSP is accurate as of this date and updates will be submitted to the KDA at least annually. Refer to the application for the full affirmation and signature page.

OSP Prepared by: _____

Print or Type Name

DEADLINE - March 1 for Renewals

New Applicants must submit application and OSP(s) at least 4 months prior to intended harvest date.

Mail Application, this OSP and other required documents to:

Kentucky Department of Agriculture
Organic Certification Program
111 Corporate Drive
Frankfort, KY 40601