



# Kentucky Department of Agriculture Organic Certification Application

Please fill out this application completely and return along with the appropriate Organic System Plan or Plans (OSP) and attachments. Use additional sheets if necessary.

**Is this a NEW or RENEWAL Application? Make your selection below.**

- NEW:** Application and OSP(s) should be submitted at least four months before harvest of your first “organic” crop. New applications submitted after March 1 may be delayed due to volume of renewals.
- RENEWAL:** Application and OSP(s) are due by March 1 each year

For Office Use Only	
Received:	
Entered:	Initials:
Check #:	Amount:

**Contact:** [organic@ky.gov](mailto:organic@ky.gov)

**Phone:** (502) 573-0282

**Fax:** (502) 573-2543

SECTION 1: CONTACT INFORMATION		
Operator/Applicant Name: <i>(Navigate the form with the down arrow key.)</i>	Primary Contact (if different):	KDA Organic Certification Number:
Farm/Business Name:		County:
Mailing Address:	City:	KY Zip code:
Physical Address:	City:	KY Zip code:
Primary Phone:	Secondary Phone:	
E-mail:	Fax:	
Does this business operate as a: <input type="checkbox"/> Corporation <input type="checkbox"/> S-Corp <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Individual		
Please list best address to use for GPS locating if not listed above. Please give specific directions to the principal farm/business location your inspector will be visiting.		

**SECTION 2: CERTIFICATION**

Select from the lists below all the categories you wish to certify as organic.

Crops	Livestock	Processing/Handling
<input type="checkbox"/> Fruit <input type="checkbox"/> Hay <input type="checkbox"/> Tobacco <input type="checkbox"/> Vegetables <input type="checkbox"/> Pasture <input type="checkbox"/> Other <input type="checkbox"/> Herbs <input type="checkbox"/> Row Crops <input type="checkbox"/> Industrial <input type="checkbox"/> Wild Harvest <input type="checkbox"/> Small Grains   Hemp <i>Categories in this box require completion of a Crop Organic System Plan (OSP).</i>	<input type="checkbox"/> Dairy <input type="checkbox"/> Beef <input type="checkbox"/> Swine <input type="checkbox"/> Poultry <input type="checkbox"/> Goat <input type="checkbox"/> Eggs <input type="checkbox"/> Sheep <input type="checkbox"/> Other <i>Categories in this box require a Livestock OSP in addition to Crop.</i>	<input type="checkbox"/> Other Organic Products Brief Description:  <i>This Category requires a Processing/Handling OSP.</i>
<input type="checkbox"/> This application includes <b>new or previously uncertified</b> fields, greenhouses, facilities, or other production areas.		
<input type="checkbox"/> This application includes <b>new or previously uncertified</b> products for which I am seeking certification.		
List previous organic certification by other agencies:	List current organic certification by other agencies:	
Have you ever been denied certification? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a copy of the current USDA – NOP Organic Standards as required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Were there any non-compliances or conditions for continued certification from last year? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If YES, please explain:		

**SECTION 3: ORGANIC SYSTEM PLAN FORMS AND ATTACHMENTS**

The USDA organic standards require farms/businesses seeking certification to develop an Organic System Plan (OSP). Based on your selections on the previous page in SECTION 2: CERTIFICATION you will need to submit one or more Organic System Plans. Please indicate below which Organic System Plan(s) you are submitting with this application as required.

- Crops** – Fruits, Vegetables, Herbs, Wild Harvest, Hay, Pasture, Row Crops, Small Grains, Land, Industrial Hemp
  - Complete the Crop Organic System Plan
  - Submit a Farm Map, identifying all fields, buffers, water sources and adjoining land use
  - New applications must submit 3 years of Field History or a Previous Land Use Declaration form. Renewals require field history from the previous year.
- Livestock** – Dairy Cattle, Beef Cattle, Swine, Goats, Sheep, Poultry, Eggs
  - Complete the Livestock Organic System Plan in addition to the Crop OSP and its attachments
- Processing/Handling** – Cooking, Roasting, Blending, Repackaging, or Other Processing of Organic Ingredients.
  - Submit the Processing/Handling OSP.
  - Submit associated documents as instructed on the OSP.

**SECTION 4: IMPORT/EXPORT**

Requirements may be reviewed at: <https://www.ams.usda.gov/services/organic-certification/international-trade>

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

If yes, please answer the questions below.

**IMPORTS**

Please list the materials/products you plan to import from outside the U.S.

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	Country of Origin	Does this product need a label review?

Have you reviewed the applicable export requirements?  YES  NO

Will you need a European Import Certificate?  YES  NO

Will you need a TM-11 export certificate (Japan & Taiwan)?  YES  NO

Are you aware of the additional required fee of \$50 per TM-11 or EU Import Certificate issued?  YES  NO

## SECTION 5: COST SHARE

There are changes for the 2017 the National Organic Certification Cost Share Program which rebates up to 75% of the costs associated with certification back to certified operations.

Beginning March 20, 2017 organic producers and handlers have the option to apply through their local USDA Farm Service Agency (FSA) to participate in the cost share program.

KDA will also continue to administer the cost share funds as we have in previous years.

As a producer may only apply either to **KDA** or **FSA** please indicate where you wish to apply for these funds.

**Yes**, I wish to apply for the cost share through **KDA**.

**NO**, I will apply for cost share through **FSA**. I understand it is my responsibility to apply through FSA and meet their application requirements.

**NO**, I do not wish to participate in the cost share.

*Application continues on next page.*

**SECTION 5: AFFIRMATION**

I affirm that all statements made in this application and attached OSP(s) 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 NOP Rule. I understand that acceptance of this questionnaire in no way implies granting of certification by the certifying agent. I agree to follow the organic standards as required in 7 CFR 205 and 302 KAR 40:010.

I understand that I may withdraw this application in writing at any time. I understand that I may be held liable for the costs of any services provided by the certifying agent up to the time of withdrawal. I understand that my application fee is nonrefundable. I understand that voluntary withdrawal prior to the issuance of a notice of noncompliance or certification denial that I will not be issued a notice of noncompliance or certification denial.

**NOTICE OF CONFIDENTIALITY:** This information, including any attachments, is intended only for the use of the Kentucky Organic Certification Program, certifying agents, the Kentucky Organic Advisory Board, and required reporting information as required for the Agricultural Marketing Service (AMS) Administrator, National Organic Program. This application may contain information, individual or entity that is of a confidential nature, which is legally privileged and exempt from disclosure under applicable law. Certain information which is considered public information may be printed or transferred for marketing and promotional use unless otherwise specified by the signatory.

The Kentucky Department of Agriculture does not discriminate on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status in employment of the provisions of services. Reasonable accommodations are provided upon request.

Signature of Operator  \_\_\_\_\_

Date: \_\_\_\_\_

Name Printed: \_\_\_\_\_

# Organic Certification Fee Estimate

Kentucky Department of Agriculture

**RENEWAL DEADLINE March 1**

**All Fees are due with your application.**

## **BASE FEE**

The first scope of certification requires a \$250 fee; subsequent scopes are \$125 each.

<b><u>One Scope \$250</u></b>	<b><u>Three Scopes \$500</u></b>
<b><u>Two Scopes \$375</u></b>	<b><u>Four Scopes \$625</u></b>

## **Scopes of Organic Certification:**

- Crop
- Livestock{requires Crop certification}
- Wild Crop
- Handling/Processing\*\*

### Examples:

*Organic Vegetable Producer: \$250 for Organic Crop Certification*

*Organic Dairy Operation: \$250 for Organic Crop Certification + \$125 for Organic Livestock Certification, Total= \$375*

*Organic Coffee Roaster: \$250 for Organic Handling/Processing Certification + additional fee based on gross receipts of organic products if applicable*

## **Additional Fees Where Applicable**

### **\*\*Organic Processing/Handling**

First time Processing/Handling applicants pay only the single scope fee of \$250-if it is the only scope they are certifying-or \$125 if a second or higher scope for the operation. No additional fee is assessed for new Handling/Processing Applicants.

Renewal Handlers and Processors pay an additional fee based on gross organic receipts of the organic handling/processing activities for the prior calendar year. There is no additional fee required if gross organic handling/processing receipts are \$100,000 or less for the prior year.

The rate of the additional fee \$100 per each \$100,000 increment of gross sales exceeding \$100,000 for the prior calendar year. **The additional fee is only assessed on gross receipts for organic products/services not any conventional handling/processing activities.**

<b><u>Gross Receipts of Organic Products</u></b>	<b><u>Additional Fee</u></b>
<b>\$100,001-\$200,000</b>	<b>\$100</b>
<b>\$200,001-\$300,000</b>	<b>\$200</b>
<b>\$300,001-\$400,000</b>	<b>\$300</b>
<b>Etc.</b>	<b>Etc.</b>

### Examples:

*Organic Coffee Roaster gross receipts of organic products \$95,000; no additional fee.*

*Organic Coffee Roaster gross receipts of organic products \$100,045; \$100 additional fee.*

**Export Documentation**

In the event an applicant is exporting to either Japan, Taiwan, or European Union member, which requires the use of a Export Certificate (TM-11) or European Import Certificate, there will be an additional fee at a rate of \$50 for each document issued. Payment is due at the time the documentation is requested.

There will be no additional charge for the issuance of a Canadian equivalency attestation statement.

**Fee Calculation Worksheet**

<b>Base Fee Total Based on Number of Certification Scopes</b>	
<b><u>One Scope: \$250</u></b>	<b><u>Three Scopes: \$500</u></b>
<b><u>Two Scopes: \$375</u></b>	<b><u>Four Scopes: \$625</u></b>

Enter Base Fee required in Box 1.

Box 1 \$ \_\_\_\_\_

If applicable **Renewal Handler/Processor applicants** enter Additional Fee due In Box 2.

Box 2 \$ \_\_\_\_\_

If applicable enter additional fees due for **TM-11 or Export Certificate requests** in Box 3

Box 3 \$ \_\_\_\_\_

Add Boxes 1 thru 3, this is your **Estimated Total Fees due at time of application**

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Total \$ \_\_\_\_\_

Please feel free to contact the KDA Organic Certification Program if there is any question concerning the fee due at the time of application.

**Make checks payable to: Kentucky State Treasurer**

**Mail Application, OSP(s), Attachments and Payment to:**

KDA Organic Program  
111 Corporate Drive  
Frankfort, KY 40601

**Questions?**

Email: [organic@ky.gov](mailto:organic@ky.gov)  
Phone: (502) 573-0282  
Fax: (502) 573-2543