

## Organic System Plan for Producers

Complete this form if you are applying for organic farm and crop certification. Please write N/A (Not Applicable) for each question that does not apply to your operation. *If you are requesting certification for this operation for the first time, all pages must be filled out.* Please submit a separate OSP for greenhouses, hemp, poultry, or livestock, as required. Remember to sign this form.

**Applications with incomplete sections will be returned, resulting in a return fee and delays in processing.**

C1 Application Information		NOP §205.401, §205.201(a)
Applicant(s)	OnMark Operation #	
Business Name		
Scope of Organic Production Activities (Crop Production, Dairy, Stock, Layers, Pullets, etc.):		
Additional Persons(s) authorized to action on the applicant's behalf, their address(es), and their telephone number(s):		
Mailing Address		
City	State	Zip Code
Physical Address(es) (main farm, <i>if different from mailing</i> )		
Phone Number(s)		FAX Number
E-mail Address	Website or Social media (specify):	
County (or Counties) where farm(s)/ranch(es)/facility(ies) are located		
Legal Status <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> LLC <input type="checkbox"/> Corporation <input type="checkbox"/> Other - specify:		
If a corporation, list the state of incorporation and name:		
Certification: <input type="checkbox"/> New Applicant <input type="checkbox"/> Certified with OnMark (adding additional scope) <input type="checkbox"/> Currently certified by another certifier		
List the name(s) of any certifier of which an application has previously been made, date(s) of application, and outcome of the application submission(s): <span style="float: right;"><input type="checkbox"/> Not Applicable</span>		
Have you received any notifications of noncompliance or denials of certification? <input type="checkbox"/> No <input type="checkbox"/> Not Applicable (e.g. first-time application) <input type="checkbox"/> Yes, Attach a copy of these, a description of actions taken to correct non-compliances, and evidence of correction. <input type="checkbox"/> Attached are the notice, descriptions, and evidence of correction. <i>All issues and conditions for continuing certification will be reviewed as part of your OSP update and on-site inspection.</i>		
Do you have a current copy of the NOP standards and have you reviewed the sections that apply to your operation? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have any timing requests? <input type="checkbox"/> Expedited    Date of Harvest:		



<b>C3 Non-Organic Production</b>	<b>NOP §205.272</b> <input type="checkbox"/> No Non-Organic Production
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Do you grow any of the same crops organically and conventionally (parallel production)?    Yes    No  
 If yes, list crop and number of acres:

Are conventional crops and organic crops grown on the same farm or location?    Yes    No

<b>C4 Field Status and Locations other than on Main/Home Farm Address</b>	<b>NOP §205.202</b>
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Are all fields requested for certification located at the farm address above?    Yes    No  
 If no, explain circumstances below:

Complete the following table for all farm sites. The top line is for the home or main farm location.  
 If you are requesting certification for land not located at the farm address listed above, list each location on an additional line.  
 Attach additional sheets if more space is needed. Include all farms and fields on the Map(s) and Field History sheet(s).

Farms (Field IDs)	Parcel Address/ Legal Description	Total Number of Acres			Own	Rent	Distance from Main Farm
		Organic	Transitional	Conventional			
<i>Example:</i>							
<i>Home Farm</i>	<i>Home Address</i>	<i>150</i>					
<i>JW2</i>	<i>150W 350S, LaGrange</i>		<i>10</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>15 miles</i>
					<input type="checkbox"/>	<input type="checkbox"/>	N/A
					<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	

<b>C5 Farm, Facility &amp; Storage Map</b>
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Attach a map of the entire operation. Include all farms and fields requested for certification.    Map Attached  
 Also include all buildings, facilities, and storage areas.

Label each field with Field #/Name, planned crop(s), north arrow and buffers/neighboring land use.

**C6 Maintenance of Organic Integrity, Adjoining Land Use, & Buffers**      **NOP §205.201(a)(5), §205.202(c), §205.272**

NOP requires that organic production areas have distinct boundaries and buffer zones to prevent unintended contamination of organic land/crops by the application of prohibited substances to neighboring, non-organic land. Crops within required buffer zones are not eligible for organic certification. Indicate buffer zones and neighboring land use on your field maps. Current, written agreements (such as Adjoining Land Use Statements) with neighboring land managers may be accepted in place of buffers.

List all buffer areas:

No buffer areas required (explain):

Location/ Field Names or Numbers	Type of Buffer (crop land, tree lines, hedgerow, wildlife planting, grass strip, etc.)	Width of Buffer	Adjoining Land Use (crop land, pasture, lawn, etc.)	If crop is harvested from buffer, describe end use/disposal (sale, non-organic livestock feed, seed, etc.)

What other practices do you use to prevent accidental contamination?

Do you provide written notification to the following?

Not Applicable

- signs posted along roadways   
 highway departments   
 electric companies   
 aerial spray companies/airports  
 adjoining landowners   
 drainage commissions/irrigation districts   
 farm service office   
 other (*specify*)

Do any fields or portions of fields flood frequently (more than once every ten years)?

Yes     No

If yes, list field numbers:

Are there any organic fields where there is a risk of contaminated overland flow?

Yes     No

If yes, describe how you divert this water:

Do you have a plan to minimize the risk of pollen drift from GMO crops?

Yes     No

If yes, describe:

Have your crops ever tested positive for GMOs? If yes, explain:

Yes     No

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?  daily     weekly     as needed     other (*specify*):



<b>Crop Harvest/Field Activity Summary – Year:</b>	<b>NOP §205.103</b> <input type="checkbox"/> No Harvests
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**Organic Production Harvests**   *\*\* Some sections are not applicable to all operations – for produce use back of sheet or use additional sheets*

Crop Harvests	Volume/ Amount Harvested	Weight/ Unit	Total Harvested	Total Dry Matter (DM) in Tons	Total Acres Harvested	Yield/ Acre	Field #'s/ Names	Planting Date(s)	Harvest Date(s)
Dry Hay 1 <sup>st</sup> Cutting									
Dry Hay 2 <sup>nd</sup> Cutting									
Dry Hay 3 <sup>rd</sup> Cutting									
Dry Hay 4 <sup>th</sup> Cutting									
Balage 1 <sup>st</sup> Cutting									
Balage 2 <sup>nd</sup> Cutting									
Balage 3 <sup>rd</sup> Cutting									
Balage 4 <sup>th</sup> Cutting									
Corn (Silage)									
Corn (ear/shelled)									
Other Grain (specify)									
Total Organic Harvested									
Other – Straw etc. (specify)									
Buffers harvested									
Non-organic crops									

Organic Crops sold Off-farm: (List or attach sheet)	Volume	Weight/ Unit	Total Sold	Dry Matter (DM) in Tons	Date Sold	Buyer/ Lot Number

Organic Crops still On-farm: (List Inventory)	Volume	Weight/ Unit	Total On Hand	Dry Matter (DM) in Tons	Year Produced	Storage Location

<b>Total Organic Crops still On-farm:</b>	<b>= Feed <u>Grown</u> On-Farm in Tons Dry Matter (DM) *</b>
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\* Use this total for inputting on the Annual Dairy Summary, as applicable







**C8 Seeds, Seedlings, and Planting Stock** Year: \_\_\_\_\_ **NOP §205.20**  None Used/Planned

NOP requires the use of certified organic seeds unless not commercially available. If using non-organic seed, you must document your search for organic seed and you must obtain verification that seed is untreated and non-GMO. Synthetic seed treatments are prohibited unless listed on the National List. Genetically engineered/modified (GMO) seeds, seedlings, and planting stock are prohibited.

List the seeds, seedlings, and planting stock used or planned for use in the current year production:

Crop/Variety/Brand/Supplier <i>Example: Corn/ MC535/ Byron Seeds</i>	Organic	UT-Non GMO	Name/ Brand of Inoculant or Coating <i>SP1</i>	Coating or inoculant OMRI listed? <i>Y</i>	Amount Bought/ Date <i>6 bags 4/15/18</i>	Amount Used/ Date <i>6 bags 5/27/18</i>	Planned/ Actual Fields <i>#2 &amp; #3</i>	# of Acres <i>18</i>
	<input type="checkbox"/>	<input type="checkbox"/>						
	<input type="checkbox"/>	<input type="checkbox"/>						
	<input type="checkbox"/>	<input type="checkbox"/>						
	<input type="checkbox"/>	<input type="checkbox"/>						
	<input type="checkbox"/>	<input type="checkbox"/>						
	<input type="checkbox"/>	<input type="checkbox"/>						

Additional sheets may be attached as needed. Produce growers may submit seed order sheets or receipts instead of listing the items above. Have all receipts, tags, packets, labels, and supporting documents available for on-site inspection.

Do you keep seed back for future seed use  Yes  No

Seed Inventory for Future Use:

Crop/Variety/Brand/Supplier	Organic	UT-Non GMO	Name/Brand of Inoculant or Coating	Amount on Hand	Date Purchased/ Produced
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			

Seed and Planting Stock Search – Describe attempts to find organic seeds or planting stock before using untreated, non-GMO varieties (attach additional sheet if necessary):



**C10 Compost Use**

**NOP §205.203, §205.203(c)(2)  No Compost**

Compost is the product of a managed process through which microorganisms break down plant and animal materials into more available forms suitable for application to the soil.

List all compost feedstocks, ingredients and additives:

Does compost or vermicompost contain manure?  Yes  No

**IF NO STOP HERE, PROCEED TO C12 BELOW**

What composting method do you use?  in-vessel  static aerated pile  windrows  other (specify)

What is your initial carbon to nitrogen ratio (C:N)?

Do you monitor temperature?  Yes  No

If using in-vessel or static aerated pile system, do you maintain the composting materials at a temperature of 131° to 170° F for 3 days?  Yes  No  None

If using a windrow (turned pile) system, do you maintain the composting materials at a temperature of 131° to 170° F for 15 days and turn the pile at least five times during that 15-day period  Yes  No  None

Do you produce or use any vermicompost (worm castings) or compost extracts (teas)  Yes  No

If yes, list all vermicompost feedstocks, ingredients and additives:

If manure is used, it is fully composted before addition to the worm composting system?  Yes  No

Do you maintain a compost production record?  Yes  No

**C11 Manure Use/ Restrictions**

**NOP §205.203, §205.203(c)(1)  No Manure**

What forms of manure do you use?  liquid  semi-solid  piled  fully composted  dried  other (specify)

Are any organic crops for human consumption?  Yes  No

If yes, does the edible portion have direct contact with the soil?  Yes (requires >120 day application prior to harvest)  
 No (requires >90 day application prior to harvest)

Are the above application dates documented?  Yes  No

Manure applications and harvest dates will be reviewed at on-site inspection.

What is the source of manure? (check all that apply)  On-farm  Off-farm

If on-farm manure, list manure source, ingredients, or additives:  None

If off-farm manure, list all sources/suppliers of off-farm manure:  None

How do you verify that all manure from non-organic operations is free of prohibited contaminants and additives (such as odor and fly control products or prohibited lime/gypsum products)?

List or attach information about additives to non-organic manure:  Info attached

**C12 Soil and Crop Nutrient Management**

**NOP §205.203, §205.206**

NOP requires active management of soil fertility and crop nutrients, as well as the prevention of soil erosion and contamination of crops, soil, and water. A “restricted” input refers to an approved material on the National List (NOP §205.601 and §205.602) which has specific instructions for its use. If you use a “restricted” material, you must provide evidence of how you address the material’s restrictions. Under NOP §205.201(a)(3), the operator must describe monitoring practices used to verify that the OSP is implemented and effective.

What are your soil types? (list soil types or describe soil texture)

How do you monitor the effectiveness of your fertility management program?

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

Attach copies of most recent test results – Field ID must correlate with Field Map    Copies Attached?     Yes     No

Latest soil test (if applicable): Date: \_\_\_\_\_ Average Organic Material (OM): \_\_\_\_\_ pH: \_\_\_\_\_

What are your known soil nutrient deficiencies?                       No deficiencies

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                       plant tissue testing                       observation of soil
- observation of crop health                       comparison of crop yields                       crop quality testing                       other (specify)

Do you use any of the following restricted fertility inputs?                       None used

Sodium (Chilean) nitrate     Yes     No

Synthetic micronutrients     Yes     No

If yes, how do you document deficiencies?     Soil/tissue testing     Other documented/verifiable method (describe)

Potassium chloride     Yes     No

If yes, how do you minimize chloride accumulation in the soil?

Do you apply the following:     Lime     Gypsum     Other minerals     None used

If yes, do you have documentation to verify it is from a natural, mined source?     Yes     No

Do you burn crop residues?     Yes     No

If yes, describe what materials are burned and the reason:

Do you apply municipal leaf litter, clippings, or other municipal compost materials to fields?     Yes     No

If yes, have you verified that these materials do not contain prohibited substances (such as sewage sludge)?     Yes     No

**C13 Natural Resources & Biodiversity Conservation Management**

**NOP §205.200, §205.203**

**NOP rules require that production practices maintain or improve the natural resources of the operation, including soil and water quality. Practices must minimize erosion.**

**Soil**

**No In-Ground Production**

**What soil conservation practices do you use?**

- terraces     contour farming     strip cropping     under-sowing/interplanting     firebreaks     windbreaks / tree lines
- winter cover crops     conservation tillage     permanent vegetated waterways     retention ponds     riparian management
- long term sod     avoid steep slopes and highly erodible land     other (specify):

**What soil erosion problems do you have (describe issue and fields)?**

**No Erosion Problems**

**Describe how you attempt to minimize erosion problems listed above:**

**Water**

**No Water Use for Crop Production**

**Water Use** (check all that apply):  irrigation     foliar sprays     washing of crops     greenhouse     other (specify)

**Source(s) of water:**  on-site well     river     creek     spring     pond     municipal     irrigation district     other (specify)

**Type of irrigation system:**  none     drip     flood     center pivot     other (specify)

**How do you conserve water?**     scheduled use of water for conservation     tensiometer/monitoring     drip irrigation/micro-spray

plant regionally appropriate crops/varieties     encourage infiltration in fields and pastures     other (specify)

**What input products are applied through the irrigation system?**

**No irrigation inputs**

**What products are used to clean irrigation lines and nozzles?**

**No cleaners for system**

**Is the system shared with another operator?**     Yes     No

If yes, what measures are taken to prevent contamination of your organic crops?

**What practices are used to protect water quality?**     fencing livestock from waterways     leave riparian buffer beside crops

calculate nutrient budgets     prevent nutrient leaching from over-irrigation     increase organic matter for better infiltration

manage inputs to avoid waterway contamination     land forming     other (specify)

**How do you prevent run-off of manure, fertilizers or contaminated waters to surface water and neighboring properties?**

No concerns/flat property

**Describe the location and type of any water contamination problems and explain the cause:**

**None**

**How often do you conduct water quality monitoring?**     weekly     monthly     other (specify)

**Biodiversity**

**What steps do you take to provide wildlife habitat and conserve biodiversity?**

- invasive species monitoring/removal     work with neighbors/others     promote native plants/wildlife
- establish legal conservation areas     timing of farm activity to benefit wildlife     other (specify)

**How do you monitor the effectiveness of your natural resources conservation program?**

soil testing     visual observation     species counts     other (specify)

**How often do you monitor conservation and biodiversity management?**     weekly     monthly     annually     other (specify)

**Do you keep a written record of conservation and biodiversity monitoring activities?**     Yes     No

**For perennial cropping systems, how do you introduce biological diversity into your operation?**

hedgerows     intercropping     alley cropping     other (specify)

**C14 Crop Management**

**NOP §205.205**

NOP rules require crop management practices that address soil organic matter, erosion control, plant nutrients, weeds, pests, and disease. A crop rotation is required to include soil building materials such as sod, cover crops, green manure crops and patch crops. Please use additional sheets as required.

Crop Rotation Plan & Timeframe (use one line for each rotation used)	Field Numbers/Names of Rotation Plan
<i>Example: Corn – Soybeans – Small Grain – Hay (2 years)</i>	<i>Home Farm, Fields 1-10</i>

How do you monitor the maintenance or improvement of soil organic matter?  soil testing  visual observation  other (specify)

**C15 Weed, Pest, & Disease Management**

**NOP §205.206**

See the National List §205.601 for allowed synthetic substances when management practices are not enough to prevent or control weed, pest, and disease problems.

List your problem weeds:

No weed problems

What weed control methods do you use? (check all that apply)

- crop rotation
- field preparation
- delayed seeding
- mowing
- livestock grazing
- approved herbicides
- hand weeding
- mechanical cultivation
- flame weeding
- smother crops
- use of fast emerging varieties
- other (specify)

If you use plastic or other synthetic mulch, is it removed at the end of the growing or harvest season?  Yes  No  N/A

If you use newspaper or other recycled paper for mulch, do you use paper with glossy or colored inks?  Yes  No  N/A

What are your problem pests?

No pest problems

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

- crop rotation
- selection of plant species/varieties
- timing of planting companion
- release of predators/parasites
- lures/traps/repellents/habitat for natural enemies
- Integrated Pest Management (IPM)
- use of allowed/restricted products
- physical removal
- physical barriers
- other (list them here)

List your problem crop diseases:

No disease problems

What disease prevention strategies do you use? (check all that apply):

- crop rotation
- field sanitation
- selection of plant species/varieties
- timing of planting/cultivating
- plant spacing
- soil balancing
- use of approved/restricted materials
- other (list strategies here)

How do you monitor the effectiveness of your pest, weed, & disease management program?

- testing
- visual observation
- comparison of crop yields
- pest/weed counts
- use of consultant or advisor services
- other (specify)

How often do you conduct weed, pest, & disease monitoring?

How effective is your weed, pest, & disease management program:  excellent  satisfactory  needs improvement

What changes do you anticipate on your farm operation to manage weeds, pests and disease?



<b>C17 Storage</b>	<b>NOP §205.272</b> <input type="checkbox"/> <b>No Storage</b>
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Operators must store organic crops in ways that prevent commingling and contamination.

Storage Locations (Must be identified on farm map):

Farm Map Attached:  Yes  No

Storage ID#/Name	Type of Crops Stored	Type of Storage	Capacity/Size	Organic (O), Transitional (T), Buffer (B), Conventional (C)

Do you use the same storage areas for organic, transitional, buffer, and or conventional crops?  Yes  No

If yes, describe how you separate organic crops from non-organic crops:

How do you clean storage units before the storing of organic crops?

How do you prevent/control insect pests and rodents in crop storage areas?  No problems

If products are used in storage areas, list product names/manufacturers on Material Input List and attach labels.

<b>C18 Harvest</b>	<b>NOP §205.272</b> <input type="checkbox"/> <b>No Harvest</b>
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NOP §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 cleaned before use and pose no risk of contamination.

How are your organic crops harvested? (check all that apply)  mechanical  by hand  custom

If custom, provide name and contact information for the harvester:

Describe steps taken, including equipment cleaning, to protect organic crops from commingling (mixing with non-organic materials or products) and contamination during harvest:

What types of containers are used for harvesting?

- gravity wagons/boxes   
  hay wagons   
  truck boxes   
  wooden totes   
  plastic containers  
 other (list other containers):

Are the containers used for organic crops only?  Yes  No

Describe any potential contamination or commingling problems you may have in the harvesting of organic crops:  None

Do you use a lot numbering system for organic products?  Yes  No

If yes, describe:



**C19 Transportation** **NOP §205.272**  **No transporting of organic products**

Who is responsible for arranging transportation of your organic products?  self  buyer  other (describe)

Describe how your 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
- inspection of transport units prior to loading
- cleaning of transport units prior to loading
- use of Clean Transport Statements
- statement/contract with transport company stating organic requirements
- other (describe)

**C20 Post-Harvest Handling** **NOP §205.272**  **No post-harvest handling**

NOP §205.201(a)(5) requires handling procedures that do not mix organic with non-organic crops or prohibited materials. Some handling/processing requires completion of an OSP for Handlers.

Where is handling/processing conducted?  on-farm  off-farm

Who does the handling/processing? (check all that apply):

- self (the producer)
- custom operator on-farm with your supervision and control (ex custom baler).
- off-farm commercial handler (ex. seed cleaner, feed mill). Must be certified organic. Please attach organic certificate
- other (describe):

Describe your post-harvest handling procedures and equipment:

(Examples: threshing, shelling, seed cleaning, drying, grinding, rinsing, washing, bagging, mixing, roasting, pressing, etc.)

Processed products end use (check all that apply):  used on-farm  used off-farm  sold

other (list other use):

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:

Packaging material(s):  None

Does packaging present any contamination potential for your organic products?  Yes  No

If yes, describe:

Include any additional inputs used on/with processed products (i.e. wax coatings, sanitizers, etc) on Material Inputs page.

<b>C21 International Markets</b>	<input type="checkbox"/> <b>No International Marketing</b>
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Complete this section if you plan to export organic products to other countries, and/or if you would like international equivalencies listed on your organic certificate. You may attach additional sheets if necessary.

List all organic crops you plan to export:

Crop	Destination (check all that apply)						Field Name(s)/ Number(s)
	Canada	Switzerland	Europe	Taiwan	Japan	Korea	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Do you plan to label crops to be exported?  Yes  No

If yes, complete the following:

Do these labels meet the labelling requirement of the destination country?  Yes  No

Has OnMark reviewed and approved the labels for export?  Yes  No (attach color labels for review)

<b>C22 Crop Marketing</b>	<b>NOP §205.300, §205.303, §205.311</b>	<input type="checkbox"/> <b>No Marketing of Products</b>
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Type(s) of marketing used for your organic crop product(s):

- farmers market     
  market direct to retail     
  CSA/subscription service     
  wholesale  
 bulk commodities to processor     
  contract to buyer     
  other (specify):

Products are packaged for (check all that apply):  retail  wholesale  no packaged products

Do you use or plan to use labels on your products?  Yes (If yes, attach full color copies of all labels you use.)  No

If yes, do your labels include the phrase "Certified Organic by OnMark" or a similar phrase directly below your business contact information?  Yes  No

List all other marketing materials and methods used (i.e. websites, brochures, signs, market displays):

*Attach full color copies of all organic product labels and marketing materials. The use of the OnMark and/or USDA logo(s) is voluntary and both are available from OnMark in electronic & print form. The use of either seal must be according to NOP regulations and must be pre-approved by OnMark.*

<b>C23 Record Keeping System</b>	<b>NOP §205.103</b>
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The NOP Rule requires that records disclose all activities and transactions of the operation, be maintained for five years, and demonstrate compliance with the NOP Rule. Organic products must be tracked back to the field/location where they were produced/harvested.

Your records must be kept for review by on-site inspector, OnMark, and the NOP for five years.

OnMark require Dairies to complete an Annual Crop Summary and any supplemental information for verification.

Do you keep additional records?  Yes, if so, describe below or attach  No

Do you keep records onsite for review for up to five years?  Yes  No



**By signing below, you are acknowledging the following statements in full:**

- I/We have reviewed the USDA National Organic Program (NOP) regulations in the Code of Federal Regulations (CFR) Part 205 relevant to my/our operation.
- I/We have asked OnMark for clarification of any points that were unclear, such that I/we now understand the regulations as they apply to my/our operation. I/We agree to comply with all applicable organic production and handling regulations.
- I/We affirm that the attached Organic System Plan (OSP) accurately describes all aspects of my/our current organic operation.
- I/We will follow this plan and maintain all appropriate records and documentation.
- I/We will submit updates to the certifying agent whenever substantive changes are made, thus ensuring that the application/OSP consistently reflects the practices of my/our current organic operation.
- I/We have kept a copy of my/our application, OSP, and all applicable attachments and addenda.
- I/We will immediately notify OnMark Certification of any change(s) in my/our certified operation, or portion of it, that may affect its compliance with the National Organic Policy Act or regulations.
- I/We agree to immediately notify OnMark concerning any application, including drift, of a prohibited substance to any field, production unit, site, facility, livestock, or product that is part of my/our operation.
- I/We will permit on-site inspections by OnMark and its designated representatives, with complete access to the production and/or handling operation, including non-certified production and handling areas, structures, and offices.
- I/We understand that the operation may be subject to announced and/or unannounced inspections and/or sampling at any time, as deemed appropriate to ensure compliance with NOP Regulations.
- I/We agree to maintain all records applicable to the organic operation for not less than five years beyond their creation, and to allow authorized representatives of the Secretary of Agriculture, applicable state organic program's governing state official, and certifying agent access to such records during normal business hours for review and copying to determine compliance.
- I/We agree to submit applicable fees charged according to the fee schedule by OnMark.
- I/We understand that a certifying agent's acceptance of this form in no way implies granting of certification.
- I/We affirm that all information in this application/OSP is true and accurate to the best of my/our knowledge.
- I/We grant permission and give consent for use of photographs taken of farm/livestock for press releases and promotional material.

**The signature below is from an authorized representative of the operation applying for certification.**

**Signature of operator(s):** \_\_\_\_\_ **Date** \_\_\_\_\_

**Printed name(s):** \_\_\_\_\_

**Keep a copy of everything you send to OnMark for your records (required to maintain for five years)**

**Mailing Information**

**Submit all applications and payments to:**

**OnMark Certification Services, LLC**  
**60324 Missouri Avenue**  
**Goshen, IN 46528**

**Phone: (574) 971-8479 Fax: (574) 971-5424 Email: [office@onmarkcertification.com](mailto:office@onmarkcertification.com)**