



County of Yolo

Agriculture / Weights & Measures Department

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Organic Production System Plan Questionnaire

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.). Please make a copy of this document for your files.

SECTION 1: General Information

Name		Farm Name	<u>FOR OFFICE USE ONLY</u>
Address		City	Date received
State	Zip code	Phone	Date reviewed
		Email	Reviewer Initials
Legal Status: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Trust or non-profit <input type="checkbox"/> Corporation <input type="checkbox"/> Legal Partnership (federal form 1065) <input type="checkbox"/> Other-specify			Certification number
Year first certified	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
If yes, describe the circumstances:			
Do you understand the current organic standards? <input type="checkbox"/> YES <input type="checkbox"/> NO		Do you have access to the NOP organic standards? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Link to National Organic Standards below: http://www.ecfr.gov/Title07 If unable to access organic standards electronically, contact your certifier.			
Do you plan to export products to foreign markets? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, <input type="checkbox"/> EU <input type="checkbox"/> Japan <input type="checkbox"/> Taiwan <input type="checkbox"/> Switzerland <input type="checkbox"/> Canada <input type="checkbox"/> Other _____			
Note: There are critical variances between US and foreign organic markets. Learn more about each partnership at www.ams.usda.gov/NOPInternationalAgreements			
Do you intend to certify any livestock (slaughter stock, dairy, or layers) this year? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, have you filled out an Organic Livestock Plan Questionnaire? <input type="checkbox"/> YES <input type="checkbox"/> NO If No, Please contact the certifying agent to get an Organic Livestock Plan Questionnaire.			
Do you plan to participate in any processing or handling activities, such as roasting, blending, brewing, brokering or distributing? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, have you filled out a Handler/Processor Organic Plan Questionnaire? <input type="checkbox"/> YES <input type="checkbox"/> NO If No, Please contact the certifying agent to get a Handler/ Processor Organic Plan Questionnaire.			
Please note: <i>All-organic</i> operations that perform simple on-farm post harvest handling of your own product – such as washing, dehydrating, pressing, packing are not required to fill out the organic plan questionnaire for handlers/processors. Complete Section 9 if simple, on-farm post harvest handling applies to you.			

Were there any non-compliances or areas of needed improvement from the last annual inspection?

YES NO Not Applicable

How were these issues resolved?

SECTION 2: Farm Plan Information

**NOP 205.201(a); 205.202(a) and (b);
NOP 205.202**

Please complete the table below and attach updated field history sheets that show all fields, [organic (O), in transition (T) or conventional (C)], field numbers, acres, crops planted, projected yields. The acreages listed in this table must equal field histories and maps. Pastures are considered a crop and must be listed on each form. At least 36 months of histories are required for all fields.

ADJOINING LAND USE: NOP 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. 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	FIELD NUMBERS	TOTAL ACRES PER CROP	FIELD HISTORY			ADJOINING LAND USE	WIDTH OF BUFFER
			2020	2021	2022		

SECTION 2A: Crops Requested for Certification

Please be specific as to the variety of crop planted. If you have this information on a different attachment, add attachment to the organic system plan.

Crop (Common Name) <i>EXAMPLE: PEPPER</i>	Variety <i>EXAMPLE JIMMY NARDELLO</i>	Field Number <i>EXAMPLE FIELD 1A</i>

SECTION 3A: Land Requirements: Organic Registration

NOP 205.202; FAC 46013.1

Every person engaged in this state in the production or handling of raw agricultural products sold as organic shall register with the secretary before the first sale of the product. Each registrant must annually renew the registration unless no longer engaged in the activities requiring the registration.

To be eligible for organic production, fields must be free of prohibited substances (synthetic pesticides, fertilizers, soil amendments) for a 3-year period prior to certification.

To determine if a field is ready for organic production, for each parcel there must be proof of eligibility. Examples of acceptable documents of eligibility include:

- County agriculture department pesticide use queries
- Affidavits
- Current certification from an accredited certifier.

If you are adding a parcel to your certification, please attach the pesticide use query, affidavit, or certification that proves that the parcel(s) are ready for organic production.

All fields requested for certification and are eligible for organic production must be registered as organic with CDFA. <https://organic.cdfa.ca.gov/OrganicReg/>

Please make note of current CDFA registration number assigned to your operation: _____ .

Maintain organic registrations for your records and be prepared to provide current registration to YCOA during annual inspection.

SECTION 3B: Land Requirements

NOP 205.202 (c)

Additional safeguards used to prevent drift and contamination None

Written notification to: Highway Departments Aerial / Ground Spray Companies (i.e., mosquito vector control)
 Adjoining landowners Other (describe): _____

Verbal notification to: Highway Departments Aerial / Ground Spray Companies (i.e. mosquito vector control)
 Adjoining landowners Other (describe): _____

HAVE YOU POSTED ORGANIC SIGNAGE ALONG ROADSIDES THAT ADJOIN ORGANIC FIELDS? YES NO

Describe how you prevent genetically modified organism (GMO) contamination from other nearby sources:

- Time planting to avoid the same period of flowering with local GMO crops
- Harvest crops prior to flowering
- GMO crops agreements with neighbors
- Other (describe) _____

Production practices implemented must maintain or improve the natural resources of the operation by integrating practices that conserve resources and promote biodiversity. Natural resources is defined by the National Organic Program (NOP) as “the physical, hydrological, and biological features of a production operation, including soil, water, wetlands, woodlands, and wildlife.”

Methods to conserve or improve biodiversity and habitat through the production season must be a part of your plan

Please include a map of your parcels that includes biodiversity features, such as hedgerows, woodlands, riparian zones, and other special habitats.

Do you participate in any National Resources Conservation Planning (NRCS), Farm Services Agency (FSA), soil and water conservation district or land trust programs?

YES NO

If yes, please describe programs that you participate in _____

What additional practices will you adopt to improve **soil conservation** on your farm?

- Use No-Till Or Conservation Tillage Contour Farming Wind Breaks
- Cover Crops Mulch Micro Or Drip Irrigation Retention Ponds Avoid Steep Slopes
- Permanent Vegetated Waterways

What additional practices will you adopt to improve **wildlife biodiversity** on your farm?

- Conserve Riparian Or Woodland Habitat Hedgerows Bat Or Raptor Boxes
- Blooming Mixed Crops Insectary Plants for Beneficial Insects Monitor and Control Invasive Species
- Crop Diversity Minimize Wildlife Habitat Loss on Adjacent Land
- Other (Describe) _____

What additional practices will you adopt to improve **water quality** on your farm?

- Micro or Drip Irrigation Calculate Nutrient Budgets Timely application of manures and compost
- Conserving or Restoring Grasslands, Riparian Habitat, or Wetland Areas

How do you monitor farm biodiversity?

- Surveys Farm Logs and Journals Photos Other (Describe) _____

SECTION 4A: Wild Crop Harvest

Wild crop. Any plant or portion of a plant that is collected or harvested from a site that is not maintained under cultivation or other agricultural management. NOP 205.207

Do you plan to harvest wild crops? YES NO

If yes, please fill out information below in addition to "Land Requirements Section 3A"

List all the wild crops that you plan to harvest:

Describe the natural environment of the harvest area:

Describe your wild crop harvest plan:

How do your harvest practices ensure long-term sustainability of the wild crop?

Describe your recordkeeping system used for wild crop harvest:

NOP requires that all producers must **improve or maintain** the physical, chemical, and biological condition of the soil through tillage cultivation practices. Soil fertility and crop nutrients must be managed in a way that does not contribute to the contamination of crop, water, and the immediate environment.

What are your soil types?

What are your soil/nutrient deficiencies?

No deficiencies

Describe your soil fertility plan (crop rotation, cover crops, et al.):

What are the major components of your soil and crop fertility plan?

- crop rotation cover crops compost compost w/ manure soil amendments
 soil inoculants incorporation of crop residues (green waste) Blended fertilizers Manure
 biodynamic preparations Other (describe): _____

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

- soil testing microbiological testing
 tissue testing observation of crop health comparison of crop yields crop quality testing
 Other (describe): _____ **Attach copies of available test results.**

Describe cultivation practices used:

Describe erosion control practices used:

NOP requires that all producers must **implement** a crop rotation plan. Crop rotational plans have different functions, such as erosion control, excess or deficient nutrient management, as well as pest management (insect, weed, and plant pathogen control). Crop rotation includes, but is not limited to sod, cover crops, and catch crops. Implementation of crop rotation ensures that preventative pest management strategies has been put into place and that soil quality is being maintained or improved.

For annual cropping systems, describe your rotational plan.

Crop rotation will be verified at time of inspection. Attach supporting documentation (such as farm map) to verify that a rotational crop system has been implemented.

For perennial cropping systems, which of the following practices are used in lieu of crop rotation?

- Cover Crops Native grasses and Natural Vegetation Windbreaks
- Hedgerows Intercropping Other (describe)

SECTION 6: Seeds and Planting Stock

NOP Rule 205.204

NOP rule requires that producers must use organically grown seeds (including cover crop seeds), seedlings and planting stock unless the variety is not commercially available.

Genetically engineered/modified (GMO) seeds and inoculants are prohibited in organic production. Synthetic seed treatments and inoculants are prohibited unless included on the National List, or approved by OMRI and WSDA.

Please note: perennial planting stock must be managed to NOP standards for one year to be considered organic, and all grafts and rootstock must be organically grown.

List all seeds used or planned for use in the current season, including seeds planted previously on proposed organic fields. Check the appropriate boxes and provide other information as needed. Attach additional sheet if necessary.

No seeds used All seeds are organic Conventional seed used

SEED / SEEDLINGS/ PLANTING STOCK	ORGANIC (✓)	UNTREATED (✓)	TREATED (✓)	Verification of seed, seedlings, and planting stock
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>If using non-organic seeds, seedlings and planting stock you must verify that organic seeds were not available. A seed search record must be maintained to document this search.</p> <p><input type="checkbox"/> SEED SEARCH RECORD</p> <p><input type="checkbox"/> LETTERS FROM SEED SUPPLIERS</p> <p><input type="checkbox"/> NON-GMO STATEMENT</p> <p>If using inoculants and treatments you must maintain the following documents for your records and provide them to your certifier:</p> <p><input type="checkbox"/> ORGANIC CERTIFICATES</p> <p><input type="checkbox"/> INVOICES</p> <p><input type="checkbox"/> TREATMENTS (please list all treatments in Section 7 of the OSP)</p>
	<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"/>	
	<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"/>	

Producers must maintain soil fertility and crop nutrient management in a way that improves or maintains the physical and biological condition of the soil through the implementation of crop rotations, cover crops, and the application of plant and animal materials.

- All fertilizers and soil amendments must be approved as an organic input by CDFA, OMRI, WSDA, or on the national list of allowed substances. For all substances on the national list, the certifier must review 100% of all ingredients.
- All disease, pest, and weed management practices, including, but not limited to crop rotation, timing of planting, variety, development of beneficial insect habitat, non-synthetic lures and traps, mowing, grazing must be implemented **before** the use of purchased pest prevention materials.
- All materials used (including seed treatments) must be documented in the organic systems plan. **Notify your certifier prior to purchasing inputs to ensure compatibility with NOP requirements.**
- Maintain all invoices, OMRI, WSDA certificates, and other pertinent documents for your records

NOT APPLICABLE, NO INPUTS OR MATERIALS USED

Full Product & Manufacturer Name <small>(i.e. "777 organic dust"/ "ABC Organics")</small>	CDFA Registered (√)	WSDA Listed (√)	OMRI Listed (√)	Approved National List (√)	Materials Verification
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Please provide supporting documents to YCOA: <input type="checkbox"/> OMRI CERTIFICATE <input type="checkbox"/> WSDA CERTIFICATE <input type="checkbox"/> PRODUCT LABEL(S) (100 % OF ALL INGREDIENTS VERIFIED BY CERTIFIER) <input type="checkbox"/> CDFA REGISTRATION <input type="checkbox"/> BILL OF LADING <input type="checkbox"/> INVOICES <input type="checkbox"/> OTHER (describe): _____
	<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"/>	
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	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SECTION 8: Preventative Pest Management
(3)

NOP 205.206, 205.203 (e)

All disease, pest, and weed management practices that are preventative in nature should be used by the producer. Examples of preventative practices include but are not limited to: crop rotation, mowing / hoeing, sanitation measures and good soil management.

How effective are your pest management strategies?

Pest prevention strategies used:	Weeds	Insects	Diseases	Vertebrates
Crop Rotation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cover Crop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strip Cropping (or interplanting)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timing of planting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resistant varieties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mowing and/or grazing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical practices (hoeing, discing, plowing, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Irrigation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mulch <input type="checkbox"/> green waste materials <input type="checkbox"/> plastics or synthetic materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Biocontrol	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traps / Lures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construct beneficial insect habitat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construct predator habitat (owl houses, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flaming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sanitation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Burning crop residues. Allowed only to suppress disease and to stimulate seed germination.	N/A	N/A	<input type="checkbox"/>	N/A

Are you the owner of the crop during harvest and transport?

NO, the crop is sold in the field YES

If yes, what equipment is used during harvest? Please include equipment used for transportation and in-field washing, if applicable

Equipment	Owned, rented, borrowed, or custom work?

Is equipment listed above used to harvest conventional crops? NO YES

If yes, how do you clean equipment prior to organic harvest? Cleaning (vacuum, etc) Wash
 Other (describe): _____

Do you harvest identical organic and conventional crops? NO YES

If yes, describe how do you prevent comingling of organic and conventional products?

How are your products transported? Self Buyer Other (describe): _____ Not applicable

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 (describe): _____

Note: All equipment clean-out logs must be maintained by grower and made available at inspection.

Please describe post-harvest handling process (include map of facility):

Check handling activities that apply to you: Not applicable dehydrating pressing shelling
 sorting/sizing packing (or bottling) washing

If packing, what type of packing material is used? bulk paper cardboard wood glass metal
 foil plastic Other (describe): _____

Do you reuse packaging from other sources? NO YES

If yes, what sources? _____

How do you prevent possible contamination of your product with pesticide residues? wash line with plastic
 Other (describe): _____

How is equipment used in the handling process sanitized? None washed with water sanitizers used

If sanitizers are used, specify product, and attach label: _____

How do you ensure that contact surfaces are free from residues? rinse procedure thoroughly dried
 residue testing (attach results) Other (describe): _____

Are crops *processed or handled* by a certified facility after harvest?

NO

YES, but ownership of final product is transferred

How are products labeled when enter the marketplace?

Wholesale Retail

Please attach all labels used in your operations to the organic system plan.

Note that there are regulations that apply to organic labeling and all labels must be approved by YCOA prior to printing

Current regulations covering organic labeling can be found on the National Organic Program website:

<https://www.ecfr.gov/current/title-7/subtitle-B/chapter-I/subchapter-M/part-205/subpart-D>

Producers and handlers of an organic facility must use management practices to prevent pests. If preventative practices are not effective, materials on the national list may be used. If materials on the national list are not effective, a synthetic product may be used provided that the handler and certifier agree on the material used and the measures to be taken to prevent contamination of organic products. Non retail containers used to ship, store, or process products must be identified as organic

Where is your storage facility located?

What types of pests are problems in your facility?

Who is responsible for pest control measures?

What preventative pest control measures do you use?

- Good Sanitation Screens Removal of breeding areas
 Controlled environment (humidity, temperatures) Perimeter inspections
 Repair of holes, cracks Other (describe): _____

What pest control measures do you take?

- Mechanical traps Sticky traps Zappers Light traps Freezing
 Pheromone traps (lures may not come in contact with organic products)
 Other (describe): _____

Describe how you clean your storage area:

Are sanitizers used in the storage area? NO YES

If yes, please list name/brand of sanitizers: _____

What types of storage containers or packages do you use? None, ownership is transferred at harvest

- Totes Bins Cardboard boxes

How do you identify containers in storage? Labeled "organic" USDA seal Certifiers logo

- Lot number None Other (describe): _____

SECTION 11: 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.

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)
- 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, observational)
- equipment cleaning records
- harvest records that show field numbers, date of harvest and harvest amounts (including custom harvest records)
- labor records
- storage records that show storage location, storage identification, field numbers, amounts stored, and 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 (describe): _____

***Please have these records available for the inspector.
Maintain all records for 5 years.***

SECTION 12: Affirmation**NOP 205.400**

- I affirm that all information in this organic systems plan (OSP) is true and accurate to the best of my knowledge.
- I have reviewed the National Organic Standards (NOP) and will ask the certifying agent to clarify any standards that are not understood.
- I agree to implement the OSP, and will notify the certifier of any change in my certified operation that may affect its compliance with the NOP.
- I agree to maintain all records applicable to my organic operation for not less than 5 years beyond their creation and the certifier shall have access to all records maintained.
- I agree to submit applicable fees charged according to the fee schedule by the certifying agent.
- I have made copies of this questionnaire and other supporting documents for my own records.

Signature of Operator _____

Date _____