# YOLOYolo County Department of Agriculture Weights and Measures

##### Humberto Izquierdo

Commissioner/Sealer

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 | | | For office Use Only |
| Address | | | | | City | | Date received |
| State | Zip code | | | | Phone | | Date reviewed |
| Email | | Reviewer Initials |
| Legal Status:  Sole Proprietorship  Trust or non-profit  Corporation  Legal Partnership (federal form 1065)  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?  YES  NO |
| If yes, describe the circumstances: | | | | | | | |
| Do you understand the current organic standards?  YES  NO | | | Do you have access to the NOP organic standards?  YES  NO  Link to National Organic Standards below:  **http://www.ecfr.gov/Title07**  If unable to access organic standards electronically, contact your certifier. | | | | |
| Do you intend to certify any livestock (slaughter stock, dairy, or layers) this year?  YES  NO  If yes, have you filled out an Organic Livestock Plan Questionnaire?  YES  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?  YES  NO  If yes, have you filled out a Handler/Processor Organic Plan Questionnaire?  YES  NO  If No, Please contact the certifying agent to get a Handler/ Processor Organic Plan Questionnaire.  **Please note: *All*-*organic*** 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/processers. 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? | | | | | | | |
| **Organic Export**  Do you plan to export products to foreign markets?  Yes  No  If yes, which countries  EU  European Union recognizes one labeling claim: “Organic”. Ingredients from organic apples and pears must be produced without antibiotics. Bulk products must be accompanied by a lot number, import certificate required. Labeling must be approved by certifier  Japan  Japan recognizes one claim: “Organic”. Wholesale containers must contain identity of product, certifier, and lot number. Labeling must be approved by certifier. Japanese organic logo is required, and a JAS certified importer must apply the seal, unless the organic operation has a JAS-labeling contract with a JAS certified importer.    Taiwan  All processed products must have attestation statement: “Organic products were processed using zero prohibited substances”    Republic of Korea  All processed products must contain at least 95% organic ingredients. Apple and Pear products cannot be produced using antibiotics. Labeling must be approved by certifier. NAQS import certificate required.      Switzerland  Switzerland recognizes one claim: “Organic”. Wholesale containers must contain identity of product, certifier, the term “organic”, and lot numbers or other traceability information. Labeling must be approved by certifier.  Canada  All agricultural ingredients in processed products must have been produced without the use of sodium nitrate. Labeling must be approved by certifier. Canada does not permit a “100% Organic” claim; the U.S. “Made with” claim for products containing 70-95% organic ingredients is treated as a percentage claim.    Mexico  Operations will need be certified to the Mexico organic standard- this applies if you are handling and processing in Mexico, or exporting processed products into Mexico  **Contact your certifier if your company plans to export. United States has developed equivalency arrangements with some of the countries listed below. Learn more about each partnership** | | | | | | | |
| **Organic Imports**  The U.S. has established trade partnerships with the following international countries.  Do you plan to import organic products into the United States?  Yes  No  If yes, which countries do you plan to import products from. please check box below  NOP Import Certificates are now required for all organic products entering the United States. This NOP Import Certificate should accompany the imported goods during shipment and be retained by the purchasing operation for their annual inspection  European Union    Please attach NOP Import Certificate and organic certificate completed by an EU-authorized certification body to the organic systems plan    Republic of Korea  Please attach NOP Import Certificate and an organic certificate completed by a Ministry of Agriculture, Food and Rural Affairs (MAFRA)-accredited certification body.  The NOP Import Certificate must state, “Certified in compliance with the terms of the US-Korea Organic Equivalency Arrangement.”    Japan    Please attach NOP Import Certificate and organic certificate completed by a JAS-authorized certifier  Taiwan    Switzerland    Please attach an NOP Import Certificate and an organic certificate completed by a Swiss-authorized certification body    Canada    Please attach documentation, such as an affidavit or organic certificate that states, “Certified  in compliance with the terms of the US-Canada Organic Equivalency Arrangement.”  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Products from countries not listed specifically must be certified to USDA standards, and be accompanied by an import certificate**    . | | | | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SECTION 2: Farm Plan Information NOP 205.201(a); 205.202(a) and (b);  NOP 205.202 | | | | | | | | |
| *For all organic parcels, please complete the table below and attach updated field history sheets that show all fields, including 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.*  *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  **2021** **2022** **2023** | | | |
|  |  |  | |  |  | |  |
|  |  |  | |  |  | |  |
|  |  |  | |  |  | |  |
|  |  |  | |  |  | |  |
|  |  |  | |  |  | |  |
|  |  |  | |  |  | |  |
| 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)  *EXAMPLE: pEPPER* | | | Variety  *eXAMPLE jIMMY nARDELLO* | | | Field Number  *EXAMPLE fIELD 1a* | | |
|  | | |  | | |  | | |
|  | | |  | | |  | | |
|  | | |  | | |  | | |
|  | | |  | | |  | | |
|  | | |  | | |  | | |
|  | | |  | | |  | | |
|  | | |  | | |  | | |
|  | | |  | | |  | | |
|  | | |  | | |  | | |
|  | | |  | | |  | | |
|  | | |  | | |  | | |
|  | | |  | | |  | | |
|  | | |  | | |  | | |
|  | | |  | | |  | | |
| 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/**](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)** |
| *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.*   |  |  |  | | --- | --- | --- | | Field Numbers | Adjoining land use | width of buffer | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  |   **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) |

|  |
| --- |
| SECTION 4: Biodiversity and Natural Resources **NOP 205.200** |
| **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)  **Describe biodiversity monitoring procedures and frequency :** |

|  |
| --- |
| 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:** |

|  |
| --- |
| SECTION 5: Soil Management NOP 205.203 |
| 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:** |

|  |
| --- |
| SECTION 5A: Crop Rotation NOP 205.205 & 205.206 |
| 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 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** |
| **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.**  Seed Search record  Letters from Seed suppliers  non-GMO statement  **If using inoculants and treatments you must maintain the following documents for your records and provide them to your certifier:**  organic certificates  invoices  Treatments (please list all treatments in Section 7 of the OSP) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | SECTION 7: Materials List for Production Agriculture  NOP Rule 205.201 (a) (2), 205.103 | | | | | | | | |
| **Date Updated** | Materials must appear on the current Organic Materials Review Institutes Material List (OMRI), the Washington State Department of Agriculture (WSDA), or other third-party material reviewer list; and reviewed and approved by YCOA  **\*\* IMPORTANT: All materials must be approved by YCOA prior to use\*\***  Provide information for ***ALL*** materials (compost, fertility inputs, soil mix ingredients, inoculants, pest management materials, water additives, etc) used or intended for use in the current season on organic and transitional fields in the table below.  Not applicable, no inputs or materials used | | | | | | | | |
| **Full Product Name** | | **Manufacturer (and supplier, if different)** | **CDFA**  **Registered**  **( √ )** | | **WSDA**  **Listed**  **( √ )** | **OMRI**  **Listed**  **( √ )** | | **Approved National List**  **( √ )** | **Reasons for Use** |
|  | |  |  | |  |  | |  |  |
|  | |  |  | |  |  | |  |  |
|  | |  |  | |  |  | |  |  |
|  | |  |  | |  |  | |  |  |
|  | |  |  | |  |  | |  |  |
|  | |  |  | |  |  | |  |  |
|  | |  |  | |  |  | |  |  |
|  | |  |  | |  |  | |  |  |
|  | |  |  | |  |  | |  |  |
|  | |  |  | |  |  | |  |  |
|  | |  |  | |  |  | |  |  |
|  | |  |  | |  |  | |  |  |
|  | |  |  | |  |  | |  |  |
|  | |  |  | |  |  | |  |  |
| **For office Use Only** | |
| Date Received | | Date Reviewed/ Initials | | Date Approved | | | Date Entered into Materials Spreadsheet | | |
| Additional Notes: | | | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SECTION 8: Preventative Pest Management NOP 205.206, 205.203 (e) (3) | | | | |
| 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 |  |  |  |  |
| Cover Crop |  |  |  |  |
| Strip Cropping (or interplanting) |  |  |  |  |
| Timing of planting |  |  |  |  |
| Resistant varieties |  |  |  |  |
| Mowing and/or grazing |  |  |  |  |
| Mechanical practices (hoeing, discing, plowing, etc.) |  |  |  |  |
| Irrigation |  |  |  |  |
| Mulch  green waste materials  plastics or synthetic materials |  |  |  |  |
| Biocontrol |  |  |  |  |
| Traps / Lures |  |  |  |  |
| Construct beneficial insect habitat |  |  |  |  |
| Construct predator habitat (owl houses, etc) |  |  |  |  |
| Flaming |  |  |  |  |
| Sanitation |  |  |  |  |
| Burning crop residues. Allowed only to suppress disease and to stimulate seed germination. | N/A | N/A |  | N/A |

|  |
| --- |
|  |
| SECTION 9: Transport NOP 205.272 |
| **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.** |

|  |
| --- |
| SECTION 10: Post-Harvest Handling and Labeling NOP 205.201; 205.272 205.303 |
| **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 |

|  |
| --- |
| SECTION 10A: Storage NOP 205.271; 205.307 |
| **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. Nonretail containers used to ship, store, or process products must be identified as organic |
| **Do you have a storage facility?**  NO  YES  **Where is your storage facility located?**  **Is the storage facility under your management?**  **If applicable, attach map of storage facility**  **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):  **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:** |

|  |
| --- |
| 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 |