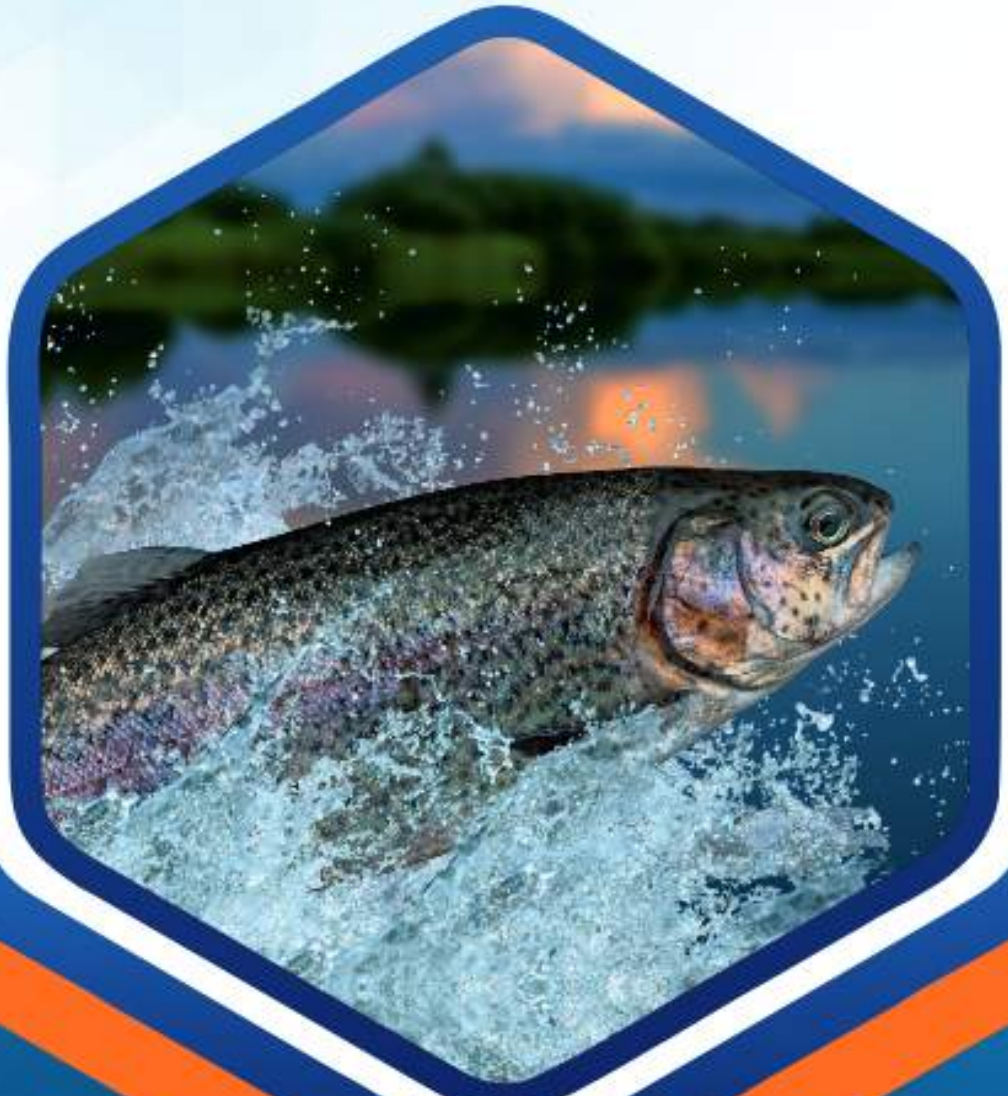
STANDARD OPERATING PROCEDURE

FOR

ORGANIC CERTIFICATION OF FISHERIES IN THE

NORTH-EASTERN REGION



Government of India
Ministry of Fisheries, Animal Husbandry and Dairying
Department of Fisheries

राजीव रंजन सिंह उर्फ ललन सिंह
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सत्यमेव जयते

पंचायती राज मंत्री
और मत्स्यपालन, पशुपालन एवं डेयरी मंत्री
भारत सरकार
Minister of Panchayati Raj and
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Government of India

DO. No. 1238 MIN PR&FAHD/2026



MESSAGE

India's fisheries sector has emerged as a key driver of rural livelihoods, nutritional security, export growth, and the Blue Economy supporting 3 crore people. As we strive towards sustainable and inclusive development, it is imperative that fisheries production systems are aligned with ecological balance, environmental stewardship, and consumer demand for safe and natural food products.

India has also established itself as one of the world's leading seafood exporting nations. Despite rising tariff barriers and shifting global trade patterns, India's marine product exports reached 19.72 lakh metric tonnes, valued at ₹73,890 crore during 2025-26. Organic fisheries present a significant opportunity in this regard by enabling access to premium global markets, enhancing consumer confidence, strengthening product branding, and creating higher value realization across the fisheries value chain.

By promoting responsible resource management, minimizing the use of synthetic inputs, conserving aquatic ecosystems, and ensuring traceability across the value chain, organic fisheries offer an opportunity to enhance the quality, sustainability, and market value of fish and fishery products. At the same time, they contribute to improving the livelihoods of fishers, fish farmers, and associated stakeholders through access to premium domestic and international markets. The government of India has also notified organic fisheries cluster in Sikkim and Meghalaya.

The Standard Operating Procedures (SOP) for Organic Fisheries have been prepared to provide a comprehensive framework for the adoption of organic principles and practices across fisheries and aquaculture systems. The SOP lays down clear guidelines on production practices, input management, environmental safeguards, certification requirements, monitoring mechanisms, and post-harvest handling, thereby ensuring transparency, credibility, and uniformity in implementation.

I am confident that this SOP will serve as a valuable guide for State Governments, fisheries institutions, certification bodies, farmer producer organizations, cooperatives, entrepreneurs, and fish farmers in advancing organic fisheries in the country.

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Foreword

The fisheries sector in India has witnessed remarkable growth over the last decade, emerging as a vital pillar of food security, nutritional well-being, employment generation, and rural prosperity. Through sustained policy support, institutional reforms, and record investments under flagship initiatives such as the Pradhan Mantri Matsya Sampada Yojana (PMMSY), the country's fish production has more than doubled over the past decade, reflecting the enormous potential and resilience of the sector.

The Department of Fisheries, Ministry of Fisheries, Animal Husbandry and Dairying, Government of India, has notified 34 fisheries production and processing clusters across the country under the PMMSY, adopting a cluster-based approach to promote organised fisheries and aquaculture development, achieve economies of scale, strengthen end-to-end value chains.

Organic fisheries offer a unique opportunity to address this need by promoting ecosystem-based practices while creating differentiated products capable of attracting premium prices in domestic and international markets. For the North-Eastern Region, endowed with rich aquatic biodiversity, pristine water resources, and traditional low-input fish farming systems, organic fisheries represent a natural pathway towards sustainable growth and enhanced competitiveness.

The Standard Operating Procedure (SOP) for Organic Certification of Fisheries in the North-Eastern Region has been prepared to establish a structured and transparent framework for the adoption of organic fisheries practices and certification processes. Beyond certification, the SOP seeks to strengthen the entire value chain by promoting quality assurance, traceability, market credibility, branding, and consumer confidence. It provides clear guidance to fish farmers, producer organizations, certification agencies, State Governments, and other stakeholders on standards and procedures necessary for producing certified organic fish products.

The development of a robust organic fisheries ecosystem has the potential to unlock new economic opportunities for fish farmers and entrepreneurs through premium market access, value addition, and exports. At the same time, it will encourage responsible resource management, conservation of aquatic ecosystems, and sustainable utilization of the region's unique fisheries resources. By integrating production, certification, processing, branding, and marketing within a unified framework, organic fisheries can serve as a catalyst for transforming the fisheries value chain in the North-Eastern Region.

I commend the efforts of all institutions, experts, and stakeholders associated with the preparation of this SOP. I am confident that this document will serve as a valuable reference for promoting certified organic fisheries and paving the way for sustainable, market-oriented, and high-value fisheries development in the North-Eastern Region and beyond.

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FOREWORD

The fisheries sector in India has undergone transformation over the past decade, evolving from a production-centric sector to an integrated ecosystem encompassing sustainability, quality assurance, infrastructure, technology, value addition, market access, and exports. This transformation has been supported by sustained policy interventions, institutional reforms, and enhanced public investment, resulting in improved livelihoods for fishers and fish farmers while strengthening India's position as a leading global producer of fish and fishery products.

As the sector enters its next phase of growth, there is a growing need to align production systems with emerging global imperatives relating to sustainability, traceability, food safety, environmental stewardship, and consumer confidence. Markets increasingly reward products that can demonstrate credible production standards and transparent value chains. In this context, organic fisheries offer a unique opportunity to combine ecological sustainability with economic value creation.

Organic fisheries are not merely an alternative production system; they represent a pathway towards developing high-value, differentiated, and export-oriented fisheries value chains. By emphasizing responsible resource management, minimizing external chemical inputs, promoting ecosystem-based production practices, and ensuring traceability from farm to consumer, organic fisheries can contribute to enhancing product quality, strengthening brand value, and accessing premium domestic and international markets.

The North-Eastern Region possesses distinct advantages for the promotion of organic fisheries owing to its rich aquatic biodiversity, relatively pristine natural resources, and traditional low-input production systems. Harnessing these inherent strengths through a structured certification framework can facilitate greater market access, encourage value addition, create livelihood opportunities, and position the region as a hub for sustainable fisheries development.

Recognizing the importance of standardization and credibility in organic certification, the Department of Fisheries has developed the Standard Operating Procedure (SOP) for Organic Fisheries. The SOP provides a comprehensive framework covering production standards, certification requirements, traceability mechanisms, environmental safeguards, monitoring protocols, and post-harvest management practices. It seeks to establish a transparent and uniform system that inspires confidence among producers, certification agencies, regulators, traders, and consumers alike.

More importantly, this SOP should be viewed as a building block in the creation of robust organic fisheries value chains. Its implementation is expected to facilitate integration of producers with certification systems, organized markets, processing infrastructure, branding initiatives, and export opportunities, thereby enhancing value realization across the sector while ensuring long-term ecological sustainability.

I am confident that this document will serve as a useful reference for State Governments, fisheries institutions, certification agencies, Farmer Producer Organizations, cooperatives, entrepreneurs, and fish farmers. Its effective implementation will contribute towards promoting sustainable fisheries development, strengthening traceable value chains, enhancing export competitiveness, and advancing India's vision of a resilient, responsible, and globally competitive fisheries sector.

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1. INTRODUCTION

The fisheries and aquaculture sector plays a critical role in India's economy, providing livelihoods to approximately 3 crore fishers and fish farmers while generating significant employment opportunities across the value chain. An investment of Rs. 39,272 crore in the fisheries sector since 2014-15 till 2025-26, driven through key schemes such as the Blue Revolution, Fisheries and Aquaculture Infrastructure Development Fund (FIDF), Pradhan Mantri Matsya Sampada Yojana (PMMSY), Pradhan Mantri Matsya Kisan Samridhi Sah-Yojana (PMMKSSY), and the Kisan Credit Card (KCC) for fisheries.

The Government of India has adopted cluster approach across India to enhance the fisheries sector. In this context, the Department of Fisheries has notified 34 fisheries processing and production clusters including organic fisheries clusters in Meghalaya and Sikkim, under which the first Organic Fisheries Cluster in Soreng District of Sikkim was notified on 6th January 2025 under the Pradhan Mantri Matsya Sampada Yojana (PMMSY).

This Standard Operating Procedure (hereinafter the SOP) has been prepared to operationalise organic certification for farmed fish, scampi and other aquaculture products, and for cultivated aquatic plants in the Northeast Region. The SOP is administered by the Department of Fisheries, with implementation support from the National Fisheries Development Board (NFDB), the State Fisheries Departments, and the Research institutions of the Indian Council of Agricultural Research (ICAR) in the fisheries sector and other relevant stakeholders.

1.1 Purpose

1.1.1 The SOP identifies the applicable aquaculture farming systems, the accredited certification bodies, and the offices from which assistance may be sought.

1.1.2 The SOP lays down the procedure to be followed by fisheries operators in the Northeast Region (NER) for obtaining said organic certification.

1.1.3 The SOP is intended for use by State Fisheries Departments, fisheries-based Farmer Producer Organisations (FFPOs), individual fish farmers, processors, traders, and exporters operating in the Northeast Region (NER). It is also intended to guide the Department of Fisheries in administering convergence between PMMSY and the certification framework and developing certified stakeholders.



1.2 Scope

1.2.1 The SOP applies to all operators engaged in the following activities in the Northeast Region (NER):

i. Inland aquaculture in ponds, tanks or pens, raceways, and reservoirs, where feed and inputs are controlled by the operator

ii. Cold-water aquaculture, including trout culture, Carp farming and other premium fish species

iii. Paddy-cum-fish culture and other integrated systems

iv. Ornamental fish culture and crab culture

v. Cultivation of aquatic weed or other ornamental plants

vi. Pre-Production handling such as Operation of a hatchery, Farm management and organic feed mill

vii. Production technologies including Recirculatory Aquaculture system, Biofloc, Raceways, Ponds and others

viii. Post-harvest handling such as processing, packaging, storage, and trade of organic fisheries products originating from certified units in the NER complying as per certifying authority

1.2.2 The SOP covers organic fisheries clusters in Sikkim and Meghalaya and may be extended to other states as per issue of notification from Department of Fisheries, MoFAH&D in consultation with states and relevant stakeholders time to time.

1.2.3 The SOP does not apply to marine capture fisheries, deep-sea fisheries

1.3 Definitions

For the purposes of this SOP, the following definitions shall apply:

i. **"Cluster"** means joint farming activities in a contiguous area notified by the Department of Fisheries or the State Fisheries Department for fisheries development.

ii. **"FFPO"** means a fisheries-based Farmer Producer Organisation registered under the Companies Act, 2013, or the Multi-State Co-operative Societies Act, 2002, or a State Co-operative Societies Act

iii. **"GPU"** means a Gram Panchayat Unit

iv. **"ICS"** means the Internal Control System operated by a Grower Group for ensuring compliance of all members with the standards laid down in this SOP

v. **"Operator"** means any person or entity engaged in production, processing, handling, or trade of fisheries products who seeks certification under this SOP

vi. **"OMP"** means the Organic Management Plan prepared by the operator under Clause 9 also may be referred to as Organic System Plan

vii. **"Certification Body"** or "CB" means a body empanelled for the inspection and certification of organic fisheries operators under this SOP

viii. **"Traceability Platform"** means the digital traceability platform operated by certification body for organic fisheries certification

2. REGULATORY AND INSTITUTIONAL FRAMEWORK

The following institutions shall have roles under this SOP:

i. **Department of Fisheries (DoF), GoI:** Policy direction; oversight; convergence with PMMSY and other schemes of the Department.

ii. **National Fisheries Development Board (NFDB):** identifying the gaps, coordinating with states in preparation of roadmap for implementation, Action Plan; Implementation of PMMSY components for organic fisheries clusters; release of Central share to States; cluster-level training.

iii. **State Fisheries Departments:** Identification and notification of clusters; operator registration; ICS facilitation; capacity building; State-level laboratory support. also coordinating with line/allied departments for implementing the scheme in a convergence model.

iv. **ICAR-Directorate of Coldwater Fisheries Research (DCFR), Bhimtal:** Technical support for cold-water species relevant to the NER, including trout, snow trout, and Amur Carp etc.

v. **ICAR-Central Institute of Freshwater Aquaculture (CIFA), Bhubaneswar:** Technical support for freshwater fishes in ponds, canals, Minor irrigated project (MIP), lakes, and derelict water bodies

vi. **ICAR-Central Inland Fisheries Research Institute (CIFRI), Barrackpore:** Technical support for fisheries in River, wetland and reservoir fisheries.

vii. **ICAR-National Bureau of Fish Genetic Resources (NBFGR), Lucknow:** Technical support on indigenous species and genetic resources of the NER.

viii. **Central Institute of Fisheries Education (CIFE), Mumbai:** Training and capacity building of operators, ICS personnel, and CB inspectors.

ix. **Marine Products Export Development Authority (MPEDA):** Technical support for export of organic fisheries products

x. **Agricultural and Processed Food Products Export Development Authority (APEDA):** Technical support for Organic certifications in Fisheries and aquaculture

xi. **Krishi Vigyan Kendras (KVKs):** Training and implementation support

3. CERTIFICATION SYSTEMS IN INDIA

3.1 Primary national certification systems to verify compliance with organic standards for certification:

In India, organic certification is governed by two principal systems:

a) Participatory Guarantee System (PGS-India)

b) National Programme for Organic Production (NPOP): Third Party Certification

i. **Participatory Guarantee System (PGS-India):** PGS-India is a locally focused, group-based certification system implemented by the Ministry of Agriculture and Farmers Welfare. It operates on the principle of peer review, where producers within a defined group/ farmers within a local community evaluate and guarantee each other's compliance with organic standards under the supervision of a regional council.

Key features of PGS-India include:

a. Group certification approach: Farmers or producers are organized into local groups, which collectively manage compliance and certification processes.

b. Low-cost system: As certification relies on peer inspection rather than third-party audits, it significantly reduces certification costs.

c. Domestic market orientation: Certification under PGS-India is not valid for exports and is intended only for local or domestic markets.

d. Limited applicability to aquaculture: While effective for crop production systems, its applicability to aquaculture and Aquatic weed remains limited due to the need for technical oversight and traceability.

PGS-India is therefore most affordable for small and marginal producers operating in local markets who do not intend to export their products.

ii. **National Programme for Organic Production (NPOP):** The NPOP is India's official third-party certification system for organic products, implemented by the Agricultural and Processed Food Products Export Development Authority (APEDA) under the Ministry of Commerce and Industry.

Key features of NPOP include:

a. **Third-party certification:** Certification is carried out by independent accredited certification bodies, ensuring objectivity and credibility.

b. **Export eligibility:** NPOP certification is mandatory for export-oriented organic production and is recognised by international markets such as the European Union and Switzerland, with equivalence arrangements with the United States.

c. **Sectoral coverage:** It includes specific standards for aquaculture and seaweed, making it suitable for fisheries and related sectors.

d. **Traceability system:** NPOP is supported by the TraceNet platform, enabling tracking of certified products and issuance of transaction certificates for each consignment.

e. **Compliance requirements:** Operators must undergo inspection, maintain records, observe a conversion period, and renew certification annually.

3.2 Accredited Certification Bodies

Only certain accredited bodies hold scope for aquaculture and aquatic plants. The operator shall verify the current scope and accreditation status on the APEDA website (Annexure 6) before applying, as these change from time to time.

Certification body	Relevant scope	Base / contact
Meghalaya State Organic Certification Body (MSOCB)	Accredited under APEDA for NPOP third-party organic certification across Northeast and East India. NPOP for farms, groups, processing, wild collection in NER	Upper Shillong, Email-Meghalaya.msocb.org Contact: 91-6033426943
Sikkim State Organic Certification Agency (SSOCA)	Provides PGS-India certification for verifying organic farming practices, mainly for local/domestic markets	Tadong, Gangtok. Email- ssoca2016@gmail.com Contact: 03592-232494;

4. ELIGIBILITY CRITERIA

4.1 The following categories of operators are eligible for certification:

i. Individual fish farmer with a registered farm or water body.

ii. Grower Group of small and marginal farmers operating under an ICS, with a legal entity (Fisheries Farmer Producer Organization (FFPO), Fisheries cooperative, or fisheries registered society).

iii. FFPO engaged in aquaculture production.

iv. Processor or handler of fisheries products.

v. Trader or exporter dealing in organic fisheries products.

4.2 Grower group certification is specifically designed for clusters of small and marginal farmers to reduce cost and simplify compliance through an Internal Control System (ICS). Individual certification may be adopted where the farm size or the operator's preference makes it suitable.

4.3 The operator shall keep the following documents ready before approaching a Certification Body:

i. Proof of ownership or lease of land or water body.

ii. Layout map of the farm or water body, with location coordinates.

iii. Valid Identification documents of the operator (e.g., Aadhaar Card, Voter ID, PAN Card, Passport, Driving Licence, or any other officially recognized ID)

iv. A declaration detailing inputs used over the preceding three years.

v. Baseline water quality test report from a NABL-accredited laboratory or from a laboratory recognised by certification body or the State Fisheries Department.

vi. Soil test report (applicable for pond-based systems)

vii. For Grower Groups: registration certificate of the legal entity, list of member farmers, and a draft Internal Control System (ICS) manual.

viii. A detailed the Organic Management Plan (OMP)/Organic System

4.4 The operator shall keep the Organic Management Plan (OMP)/Organic System Plan (OSP). The OMP/OSP shall contain the following:

I. Details of the operator and the production unit.

ii. Description of the site, including water source, drainage, and surrounding land use.

iii. Species to be cultured.

iv. Source of seed and broodstock.

v. Stocking plan and culture practice.

vi. Feed plan, including source and composition.

vii. Health management plan, including preventive measures and approved treatments.

viii. Pre harvest management procedures

ix. Plan for prevention of contamination from non-organic operations.

x. Product Marketing and Labelling

xi. Record-keeping system.

xii. Conversion timeline.

xiii. Harvesting, post-harvest handling, and transport plan.

4.5 The OMP/OSP shall be reviewed and updated annually by the operator. Any change in species, site, or culture practice shall be intimated to the Certification Body in advance.

5. APPLICATION PROCEDURE

5.1 The operator shall apply to an empanelled Certification Body for organic fisheries certification.

5.2 The application shall include the necessary documents and Organic Management Plan/Organic System Plan referred to in Clause 4.4 and the documents listed in Clause 4.3.

5.3 On receipt of the application, the Certification Body shall enter into a written agreement with the operator setting out the scope of certification, fee structure, inspection schedule, and reporting obligations.

5.4 The operator shall be registered on the Traceability Platform by the Certification Body (Eg. TraceNet 2.0 managed by APEDA). A unique operator identification number shall be generated.

5.5 The State Fisheries Department shall maintain a register of all operators who have applied for in the state or been granted certification under this SOP and shall furnish quarterly progress to the Department of Fisheries, GoI.

6. CONVERSION PERIOD

6.1 The conversion period is the period during which the operator shall comply with the standards laid down in this SOP before the produce can be certified as organic. The conversion period shall be calculated from the date of registration with the Certification Body.

6.2 The standard conversion period for aquaculture shall be twelve (12) months for water bodies in which no synthetic inputs have been used in the preceding twelve months. For water bodies in which synthetic inputs have been used, the conversion period shall extend up to twenty-four (24) months at the discretion of the Certification Body.

6.3 The Certification Body may reduce the conversion period to six (6) months in the following cases, subject to documentary evidence:

i. **Newly established or rehabilitated systems** (e.g., ponds or tanks) where no prohibited substances have been applied and adequate cleaning, flushing, and preparation measures are demonstrated.

ii. **Areas with established history of non-use of prohibited inputs,** supported by valid records for a minimum period as prescribed under organic standards, and verified through inspection and/or official documentation.

iii. **Traditional or low-input production systems,** including indigenous or region-specific practices, where there is reliable evidence of continued non-use of synthetic inputs, supported by records, inspections, or certification/validation by competent authorities.

All such decisions shall be duly justified, documented, and approved by the Certification Body in accordance with NPOP requirements.

6.4 Products obtained during the conversion period shall not be marketed or labelled as "Organic." Such products may be marketed as "in-conversion" or "organic in conversion," subject to compliance with certification and labelling requirements.

7. PRODUCTION STANDARDS

The production standards in this Clause shall be applied by the Certification Body, with technical reference to the protocols and advisories issued by ICAR-DCFR, ICAR-CIFA, ICAR-CIFRI, ICAR-NBFGR, and respective ICAR- KVKs as appropriate to the species and the agro-climatic zone.

7.1 Site selection

7.1.1 The site shall be located at a distance from sources of contamination, including industrial effluent outfalls, sewage outfalls, intensive non-organic aquaculture units, and areas of heavy pesticide use.

7.1.2 A buffer zone of adequate width shall be maintained between the organic unit and non-organic agricultural or aquaculture operations. The width of the buffer zone shall be determined by the Certification Body based on the topography and water flow.

7.1.3 The water source shall meet the parameters prescribed by the certification body in consultation with the relevant ICAR institute. Baseline and periodic testing shall be carried out by a recognised laboratory.

7.2 Species and seed

7.2.1 Indigenous and locally adapted species shall be preferred. For the Northeast Region, the following species are suitable for organic culture:

i. Cold-water species including Rainbow trout, Brown trout, Amur Carp, Snow trout etc.

ii. Warm-water species including Indian Major Carps (Rohu, Catla, Mrigal), Common Carp, Grass Carp, Silver Carp, Crabs, prawns, catfishes & Small indigenous fish species, (SIFS), etc.

iii. Indigenous species of the Northeast Region: Chocolate Mahseer, Golden Mahseer, Pengba, Singhi, Chital, Pabda and other locally important species, with reference to the protocols of ICAR-NBFGR.

iv. Ornamental species sourced from the Northeast Region.

Suitable species may include regionally important cold-water, warm-water, and indigenous fish species, as identified by relevant scientific institutions such as ICAR-NBFGR

7.2.2 Seed shall be sourced from organically certified and accredited hatcheries where available. Where organically certified seed is not available, conventional seed may be used subject to a holding period prescribed by the Certification Body, and subject to the seed not being treated with prohibited substances. According to NPOP guidelines, Fish seed should be produced by using Pituitary gland extracts not using synthetic hormones.

7.2.3 The use of genetically modified organisms, hormonally treated stock, and exotic species not approved for culture in the State is prohibited.

7.3 Stocking and culture

7.3.1 Stocking densities shall be lower than those prescribed for conventional aquaculture. The Certification Body shall prescribe the maximum stocking density based on species and culture system, with reference to the advisories of the relevant ICAR institute.

7.3.2 Polyculture and integrated multi-trophic aquaculture with Small Indigenous Fish Species (SIFS) shall be encouraged

7.4 Feed & Fertiliser (Bio-fertiliser & Organic fertilisers)

7.4.1 Feed shall be of organic origin (sourced from an organic certified feed production unit) to the maximum extent feasible. Feed ingredients shall be free from synthetic amino acids, synthetic preservatives, synthetic colouring agents, antibiotic growth promoters, and genetically modified ingredients.

7.4.2 Where organic feed is not available in sufficient quantity, conventional feed may be used up to a percentage prescribed by certification bodies, with a phased reduction over the certification period.

7.4.3 Use of natural pond productivity through manuring with organic manures shall be encouraged. Manures shall be from organically certified sources or from sources permitted by certification body and ICAR institutes.

7.5 Health management

7.5.1 Health management shall be based on prevention. The following measures shall be adopted:

i. Maintenance of water quality as per Certifying body protocols.

ii.Appropriate stocking density to minimize diseases and stress.

iii. Quarantine and health screening of incoming seed and stock.

iv. Use of probiotics and herbal preparations approved by Certified body and ICAR Institutes.

v. Vaccination, where vaccines are approved and permitted for the species and the disease by the certifying body.

7.5.2 All veterinary treatments shall follow a stepwise approach prioritizing preventive and natural methods. Synthetic antibiotics, chemotherapeutants, and other restricted substances shall be used only as a last resort, under the supervision of a registered veterinarian, and in accordance with applicable organic standards. Whenever such treatments are applied, the treated stock shall be clearly identified, segregated where feasible, and its organic status shall be reviewed. The stock shall either undergo a prescribed conversion period before being eligible for organic sale or be marketed as non-organic, as applicable.

7.5.3 The operator shall maintain a Treatment Register to record all health interventions, including herbal, biological, and veterinary treatments. Each entry shall include the date, stock identification, nature of disease or condition, product used, dosage, duration, prescribing authority (if applicable), and follow-up actions. These records shall be readily available for inspection and shall ensure full traceability of treated stock within the production system.

7.6 Harvesting and post-harvest handling

7.6.1 Harvesting shall be conducted in a manner that minimises stress to the stock. Ice used in post-harvest handling shall be made from potable water meeting the parameters.

7.6.2 Processing, packaging, and storage of organic fisheries products shall be conducted in units certified for organic handling, separately from non-organic products, or with adequate physical and time separation. National Institute of Fisheries Post Harvest Technology and Training (NIFPHATT) and ICAR-Central Institute of Fisheries Technology (ICAR-CIFT) shall provide training support for post-harvest handling and processing.

7.7 Inspection

7.7.1 The Certification Body shall conduct the following inspections:

i. Initial inspection, before grant of certification.

ii. Annual surveillance inspection.

iii. Unannounced inspection, based on risk assessment or on receipt of a complaint.

iv. Pre-harvest inspection, where the Certification Body deems necessary.

7.7.2 The inspector shall verify the OMP/OSP, inspect the site, examine records, draw samples for testing where required, and record findings in an Inspection Report.

7.7.3 Samples may be drawn for testing of water, sediment, feed, and product. Testing shall be conducted at NABL-accredited laboratories or recognised laboratories by the certifying agencies.

7.7.4 The Inspection Report shall be uploaded to the Traceability Platform and shared with Department of Fisheries, GoI and State Fisheries Department.

7.8 Certification and Issue of Certificates

7.8.1 Upon satisfactory completion of inspection and certification review, the Certification Body shall issue a Scope Certificate to the operator through the traceability platform. The Scope Certificate shall specify the operator details, scope of certification, product categories/species, and validity period.

7.8.2 The Scope Certificate shall normally be valid for a period of one year from the date of issue and shall be subject to annual inspection and continued compliance with applicable standards.

7.8.3 For each consignment intended for sale, the Certification Body shall issue a Transaction Certificate through the Traceability Platform after due verification. The Transaction Certificate shall carry a unique verifiable code.

7.9.1 The operator shall maintain the following registers:

i. Stock Register

ii. Feed Register: Both Live feed & commercial

iii. Input Register

iv. Treatment Register

v. Production Register

vi. Sales Register

7.9.2 In the case of a Grower Group, the Internal Control System (ICS) Manager shall maintain ICS-level registers in addition to the registers at Clause 16.1.

7.9.3 All records shall be retained for a minimum period as prescribed under applicable certification requirements, and in any case not less than three years from the date of entry.

8. TRACEABILITY AND ORGANIC LOGOS/ TRADEMARKS IN ORGANIC FISH PRODUCTION

8.1. Traceability and organic logos/trademarks are essential components of organic fish production, ensuring product authenticity, food safety, and consumer confidence. Traceability refers to the ability to track fish and fishery products throughout the entire production chain, from broodstock and seed production to farming, harvesting, processing, transportation, and marketing. A robust traceability system maintains records of feed sources, water quality, health management, stocking density, harvesting details, and certification status.
In organic aquaculture, traceability helps prevent mixing of organic and conventional fish products and ensures compliance with organic production standards. Modern traceability tools such as batch numbering, QR codes, barcodes, electronic databases, and digital record-keeping facilitate transparency and accountability throughout the supply chain.

8.2. Organic logos and trademarks serve as visible indicators that the fish has been produced according to recognized organic standards. Certified organic products may carry authorized logos of accredited certification bodies or national organic programs, which assure consumers of compliance with prescribed standards. These logos enhance market recognition, product differentiation, and premium pricing opportunities.

The use of traceability systems together with certified organic logos strengthens consumer trust, promotes sustainable aquaculture practices, supports market access, and protects producers against fraudulent claims. Thus, traceability and organic labelling play a vital role in the successful development and commercialization of organic fish products.

9. NON-CONFORMITY, SUSPENSION AND WITHDRAWAL

9.1 non-conformities identified during inspection shall be classified as minor, major, or critical, in the manner prescribed by certification bodies.

9.2 Minor non-conformities shall be addressed through corrective action within the timeline prescribed by the Certification Body.

9.3 Major non-conformities may result in suspension or restriction of certification, including withholding of the Scope Certificate or Transaction Certificate, until satisfactory corrective action has been verified by the Certification Body.

9.4 Critical non-conformities, including but not limited to the use of prohibited substances or deliberate misrepresentation of products as organic, shall result in suspension or withdrawal of certification. Such cases shall be reported to the competent authority in accordance with applicable NPOP requirements.

9.5 The operator may appeal against a decision of the Certification Body in accordance with the appeal procedures established by the Certification Body and the applicable accreditation and regulatory framework.

10. GRIEVANCE ADDRESSAL

10.1 A structured grievance redressal mechanism shall be established to address complaints related to certification decisions, non-compliance, misuse of organic claims, and operational issues. The mechanism shall ensure transparency, accountability, and timely resolution.

Grievances may be submitted through the following channels, depending on the certification system:

10.2.1 **Under National Programme for Organic Production (NPOP)**

i. **Certification Body (Primary Level):**

Grievances or complaints shall be submitted directly to the concerned Certification Body through:

a) Official email or grievance portal of the Certification Body

b) Written application submitted to the office of the Certification Body

ii. **TraceNet System:** Where applicable, records and communications related to complaints may be submitted or tracked through the TraceNet platform managed by NPOP.

iii. **Accreditation / Competent Authority (Escalation):** If unresolved, grievances may be escalated to:

a) National Accreditation Body (NAB) under APEDA

b) Through APEDA's official communication channels (email/online grievance systems)

10.2.2 **Under PGS-India**

i. **Local Group Level:** Complaints may be submitted to the Local Group / PGS Group office (written, email or through group meetings keeping the state fisheries department informed).

ii. **PGS-India Portal:** Grievances and related records may be submitted or recorded through the PGS-India online portal (pgsindia-ncof.gov.in).

iii. **Regional Council:** Escalation may be made to the Regional Council responsible for the group.

iv. **National Authority:** Further appeals may be submitted to the National Centre of Organic Farming (NCOF) through official communication channels.

10.4 **Record Keeping and Timelines**

All grievances, actions taken, and decisions shall be documented and retained. Acknowledgement and resolution shall be provided within timelines prescribed by the respective authorities.

11. CONVERGENCE WITH OTHER SCHEMES

11.1 The cost of certification, including ICS implementation, capacity building, infrastructure for organic clusters, and laboratory testing, may be met from the following sources within the Department of Fisheries:

i. **PMMSY:** Beneficiary-oriented components for the NER under the scheme may be considered by the Department of Fisheries, GoI.

ii. **Fisheries and Aquaculture Infrastructure Development Fund (FIDF):** May consider support for cluster-level infrastructure as per the directions from the Department of Fisheries, GoI.

iii. **Pradhan Mantri Matsya Kisan Samridhi Sah-Yojana (PM-MKSSY):** may be considered for traceability and formalisation support as per directions from the Department of Fisheries, GoI.

iv. **Schemes from other line Ministries (Eg. Ministry of Agriculture etc.)**

11.2 The State Fisheries Department in consultation with the Department of Fisheries, GoI. And relevant stakeholders shall prepare a convergence plan for each organic cluster, identifying the funding source for each activity, and shall submit the plan to NFDB for approval.

12. ROLES AND RESPONSIBILITIES

Entity	Responsibility
Department of Fisheries (DoF)	Policy direction; PMMSY convergence, coordination with State Fisheries Departments; monitoring of NER organic fisheries clusters.
NFDB	Implementation of PMMSY components for organic clusters; release of Central share to States; cluster-level training; review of State convergence plans.
State Fisheries Departments	Identification and notification of clusters; operator registration; ICS facilitation; capacity building; laboratory support; quarterly progress reporting to DoF and state fisheries department.
ICAR-DCFR, Bhimtal	Technical reference for cold-water species, including trout, snow trout, and Amur Carp; protocols for hill aquaculture.
ICAR-CIFA, Bhubaneswar	Technical reference for freshwater fishes; advisories on stocking, feed, and health management for fishes (Carp, prawn, crab & catfishes etc.).
ICAR-CIFRI, Barrackpore	Technical reference for inland water and reservoir fisheries.
ICAR-NBFGR, Lucknow	Reference on indigenous species and genetic resources of the NER; protocols for use of indigenous species in organic culture.
ICAR-CIFE, Mumbai	Training of operators, ICS personnel, and CB inspectors; development of training curricula.
CIFNET, Kochi	Training support for post-harvest handling, processing, and packaging.
Certification Body	Operator registration on the Traceability Platform; inspection; certification; issue of Scope and Transaction Certificates.

Entity	Responsibility
FFPO / Grower Group	Legal entity formation; ICS operation; member training; record-keeping; liaison with Certification Body.
Operator	Compliance with this SOP; maintenance of records; permitting inspection; payment of certification fees, subject to subsidy.
MPEDA	Technical support with export-oriented compliance



13. ANNEXURE

Annexure 1: Sample Organic System plan /Organic management Plan

Organic Farm Plan

Please fill out this questionnaire if you are requesting organic farm/crop certification. Use additional sheets if necessary. Sign this form. <u>You must submit farm maps and field history sheets with this form.</u> Attach all other supporting documents (soil, tissue or water tests, rented or recently purchased land histories, etc.) outlined in section 9 of this questionnaire. This form or an update form may be used to update certification, according to certifying agent policies.

SECTION 1: General Information			NOP Rule 205.401
Name	Farm Name		Type of Farm/Crops
Address	City		For office use only
			Date received
State	Zip code	Date	Date reviewed
			Reviewer initials
Phone	Fax Email		Fees received
			Inspector

Legal status: ☐ Sole proprietorship ☐ Trust or non-profit ☐ Corporation ☐ Cooperative
☐ Legal partnership (federal form 1065) ☐ Other (specify)

Year first certified	List previous organic certification by other agencies	List current organic certification by other agencies	Year when complete Organic Farm Plan Questionnaire was last submitted

List all crops or products requested for certification.

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 a copy of current organic standards? ☐ Yes ☐ No Do you have a copy of current OMRI Materials List? ☐ Yes ☐ No

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

Please note that you must have an Organic Livestock Plan Questionnaire on file to certify any livestock. Contact the certifying agent to obtain an Organic Livestock Plan Questionnaire.

Do you have any off-farm or on-farm processing done? (cleaning, bagging, bottling, etc.) ☐ Yes ☐ No
If yes, have you filled out an Organic Handling Plan Questionnaire? ☐ Yes ☐ No

Please note that you must have an Organic Handling Plan Questionnaire on file to certify the processing/handling portion of your operation. Contact the certifying agent with your questions or to obtain an Organic Handling Plan Questionnaire.

Give directions to your farm for the inspector.

When are you available to contact? ☐ Morning ☐ Afternoon ☐ Evening
When are you available for the inspection? ☐ Morning ☐ Afternoon ☐ Evening

SECTION 2: Farm Plan Information

NOP Rule 205.201(a) and 205.202(a) and (b)

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 and inputs applied. 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.

Crops requested for certification	Field numbers	Total acres per crop	Projected yields (volume)

Have you managed all fields for 3 or more years? ☐ Yes ☐ No

If no, you must submit signed statements from the previous manager stating the use and all inputs applied during the previous 3 years on all newly rented or purchased fields.

Are all fields requested for certification located at the main address listed in Section 1? ☐ Yes ☐ No

Complete this information for main farm address and each parcel that is in a separate location from the main farm address.

Field numbers	Parcel address/ legal description	Number of acres: organic (O), transitional (T), conventional (C) O	T	C	Rented (R) or owned (O)

SECTION 3: Seeds and Seed Treatments

NOP Rule 205.204

NOP Rule requires the use of organically grown seeds, unless the variety is not commercially available. If using non-organic seeds, you must have records of your attempts to source organic seed. Synthetic seed treatments are prohibited unless included on the National List. Genetically engineered/modified (GMO) seeds and inoculants are prohibited in organic production. NOP Rule uses the phrase "excluded methods" to refer to GMO products. Please save all seed and inoculant labels, and documentation of commercial unavailability of organic seeds to show the inspector.

List all seeds used or planned for use in the current season. Check the appropriate boxes and provide other information as needed. Attach additional sheets if necessary.

☐ No seeds used ☐ All seeds are organic ☐ Some untreated seed used ☐ No GMO seeds purchased/planted

Seed/variety/brand	Organic (✓)	Untreated (✓)	Treated (✓)	GMO (✓)	Type/brand of treatment Fungicide	Inoculant	What attempts did you make to use organic/untreated seed?

SECTION 4: Source of Seedlings and Perennial Stock — NOP Rule 205.204

Annual seedlings must be produced according to organic standards. Non-organic perennial plants (planting stock) must be managed organically for at least one year prior to harvest of crop or sale of the plant as certified organic planting stock. Organic seedlings and planting stock must be used if commercially available. Contact the certifying agent if you need to use non-organic seedlings because of an emergency. A prohibited treatment may be used if such treatment is a Federal or State phytosanitary requirement.

A. DO YOUR PURCHASE ORGANIC SEEDLINGS? ☐ Yes ☐ No ☐ Not applicable

Who are the suppliers?

If certified, by which agents?

Do you purchase non-organic seedlings? ☐ Yes ☐ No

If yes, state why and describe your attempts to purchase organic seedlings.

B. IF YOU GROW ORGANIC SEEDLINGS ON-FARM: ☐ Not applicable

What type and size is your greenhouse?

Do you raise potted plants or plant crops directly in the ground in the greenhouse?

If treated wood is used in any part of your greenhouse, where is it used?

List all soil mix ingredients, fertility products, foliar sprays, and/or pest and disease inputs used or planned for use in your organic greenhouse operation. *Attach labels or have labels available for inspection, as applicable.*

PRODUCT	BRAND NAME OR SOURCE	STATUS: APPROVED (A) RESTRICTED ® PROHIBITED (P)	IF RESTRICTED, DESCRIBE COMPLIANCE WITH NOP RULE ANNOTATION	CHECK IF GMO (✓

What equipment do you use in your watering system?

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

C. IF YOU GROW BOTH ORGANIC AND NON-ORGANIC PLANTS IN YOUR GREENHOUSE: ☐ Not applicable

What organic and non-organic crops are grown? List varieties if the same organic and non-organic corps are grown (parallel production).

How do you separate and identify organic and non-organic growing areas?

How do you label organic and non-organic seedlings/plants?

List all soil mix ingredients, fertility products, foliar sprays, water system additives, and/or pest and disease inputs used or planned for use in your non-organic greenhouse operation. *Attach labels or have labels available for the inspector, as applicable.*

PRODUCT	BRAND NAME OR SOURCE	STATUS: APPROVED (A) RESTRICTED (R) PROHIBITED (P)	IF RESTRICTED, DESCRIBE COMPLIANCE WITH NOP RULE ANNOTATION	CHECK IF GMO (✓)

How do you prevent commingling of organic and non-organic soil mixes during mixing and storage?

Where do you store inputs used for non-organic production?

How do you prevent drift of prohibited materials through ventilation and/or watering systems?

How do you clean seedling containers and equipment?

D. PLANTING STOCK: (Use additional sheets if necessary) ☐ Not applicable

TYPE	PLANTING STOCK SOURCE	ORGANIC (✓)	NON-ORGANIC (✓)	IF NON-ORGANIC, DATE PLANTED	IF NON-ORGANIC, EXPECTED HARVEST DATE	IF NON-ORGANIC, DESCRIBE ATTEMPTS TO OBTAIN ORGANIC PLANTING STOCK

SECTION 5: Soil and Crop Fertility Management — NOP Rule 205.203 and 205.205

A. GENERAL INFORMATION AND EVALUATION:

What are your general soil types?

What are your soil/nutrient deficiencies? ☐ No deficiencies

How do you monitor the effectiveness of your fertility management program? ☐ soil testing ☐ microbiological testing ☐ tissue testing ☐ observation of soil ☐ observation of crop health ☐ comparison of crop yields ☐ crop quality testing ☐ other (specify)

Attach copies of available test results.

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 ☐ interplanting ☐ incorporation of crop residues ☐ subsoiling ☐ summer fallow ☐ compost ☐ on-farm manure ☐ off-farm manure ☐ soil amendments ☐ side dressing ☐ foliar fertilizers ☐ biodynamic preparations ☐ soil inoculants ☐ other (specify)

List all fertility inputs used or intended for use in the current season on proposed organic and transitional fields. *All inputs used during the current year and previous three years must be listed on the Field History Sheet.* ☐ Not applicable

PRODUCT	BRAND NAME OR SOURCE	STATUS: APPROVED (A) RESTRICTED (R) PROHIBITED (P)	NUMBER OF APPLICATIONS PER YEAR	REASON FOR USE

If you use or plan to use restricted (R) fertility inputs, how do you comply with the "annotation"? ☐ Not applicable

If you use fertilizers with high salt content (sodium nitrate, potassium sulfate, etc.), how do you prevent salt build-up? ☐ Not applicable

Do you burn crop residues? ☐ Yes ☐ No

If yes, please describe what materials are burned and why.

Do you apply sewage sludge to fields? ☐ Yes ☐ No

If yes, list fields where applied.

B. COMPOST USE:

NOP Rule 205.203(c)(2) requires that the composting process include a C:N ration of between 25:1 and 40:1 and maintenance of temperatures between 131°F. and 170°F for a specific number of days, depending on the method of composting. Keep a compost production record to verify compliance.

List all compost ingredients/additives. ☐ Not applicable

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

What is your C:N ratio?

Do you monitor temperature? ☐ Yes ☐ No

If yes, what temperature is maintained.

How long is this temperature maintained?

If compost is windrowed, how many times are materials turned?

C. MANURE USE:

NOP Rule 205.203(c)(1) requires that raw manure be fully composted unless applied to fields with crops not for human consumption or incorporated into the soil 120 days prior to harvest for crops whose edible portions has direct contact with the soil, or 90 days prior to harvest for all other crops for human consumption.

What forms of manure do you use? ☐ none ☐ liquid ☐ semi-solid ☐ piled ☐ fully composted ☐ other (specify)

What types of crops do you grow? Check all boxes that apply.

☐ crops not used for human consumption

☐ crops for human consumption whose edible portion has direct contact with the soil or soil particles

☐ crops for human consumption whose edible portion does not have direct contact with the soil or soil particles

If you grow crops for human consumption and use raw manure, complete the following table. *If composting manure, please fill out Section B above.*

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

What is the source of the manure you use? ☐ on-farm ☐ off-farm ☐ Not applicable

List all sources of off-farm manure.

List all manure ingredients/additives.

If you use manure, what are the potential contaminants (pit additives, feed additives, pesticides, antibiotics, heavy metals, etc.) from these sources? *Attach residue analysis/additive specifications for manure, if available.*

D. NATURAL RESOURCES:

NOP Rule 205.2 defines Organic Production as a production system managed in accordance with the Act and its regulations to respond to site-specific conditions by integrating cultural, biological, and mechanical practices that foster cycling of resources, promote ecological balance, and conserve biodiversity. NOP Rule 205.200 and 205.203(a) requires that production practices maintain or improve natural resources (soil and water quality, wetlands, woodlands and wildlife) of the operation.

–Biodiversity Management: Whole Farm Biodiversity Considerations.

Does your field map include features such as hedgerows, woodlands, wetlands, riparian zones, and special habitats? ☐ Yes ☐ No

List native plants present, and/or wildlife seen moving through farm: *(note priority species)*

What steps do you take to plan/provide for biodiversity conservation? ☐ understand farm's location within watershed ☐ ascertain what native plants and animals existed on the land before it was a farm ☐ learn about regional natural areas and conservation priorities ☐ work with neighbors/others to enhance biodiversity (connectivity, restoration, etc.) ☐ other *(describe/explain)*

How do you manage water for the needs of crops/livestock, native species and riparian ecosystems? ☐ plant regionally appropriate crops ☐ conserve water ☐ manage water for priority species ☐ retain/restore vegetated riparian buffers/wetlands ☐ protect/improve natural hydrology/ecological function of riparian area ☐ other *(describe/explain)*

–Biodiversity Management: Uncultivated Area Biodiversity.

What actions do you take to provide habitat for pollinators, insect predators, birds and bats? ☐ bird/bat/bee boxes ☐ hedgerows/windbreaks ☐ maintain/provide natural roosting/nesting/foraging sites ☐ other *(describe/explain)*

How are you restoring and/or protecting natural areas? ☐ manage for native plants/wildlife specific to the site ☐ preserve/restore wildlife corridors ☐ establish legal conservation areas ☐ native habitats not converted to farmland since certification ☐ other *(describe/explain)*

List problem invasives:

What actions do you take to control invasive plant/animal species, especially those threatening natural areas? ☐ learn about invasives ☐ use weed- and pest-free seed/planting stock/soil amendments/mulches ☐ monitor for new introductions and control immediately ☐ suppress invasives using organic methods ☐ other *(describe/explain)*

–Biodiversity Management: Cropland Area Biodiversity.

How do you conserve and provide habitat for wildlife? ☐ companion planting/intercropping ☐ crop diversity ☐ wildlife-friendly fences ☐ manage fallow fields for wildlife ☐ other *(describe/explain)*

How do you schedule farm practices to benefit wildlife? ☐ avoid nests during breeding season ☐ stagger mowing/tilling practices ☐ plan fields to leave food/cover for wildlife ☐ other *(describe/explain)*

–Biodiversity Management: When Livestock are Involved.

How do you protect riparian areas and sensitive habitats? ☐ fence without impacting wildlife ☐ control sensitive area access ☐ prevent bank erosion ☐ animals fed away from water ☐ other (describe/explain)

What are you doing to improve your pasture or rangeland? ☐ prevent overgrazing ☐ reseed trampled/eroded areas ☐ plant native pasture ☐ active grazing management system ☐ prescribed burning ☐ other *(describe/explain)*

What wildlife-friendly management practices do you use? ☐ guard animals ☐ grazing scheduled when predation pressure low ☐ livestock spend night in protected area ☐ circumstances of livestock death documented ☐ other *(describe/explain)*

List problems with predators or other wildlife:

Have you assessed the farm for biodiversity problems and greatest opportunities, and developed goals an a timeline for biodiversity conservation? ☐ Yes ☐ No *(if yes, describe/explain)*

How do you monitor farm biodiversity? ☐ visually ☐ species counts ☐ other *(describe/explain)*

–Biodiversity Management: Wild Harvest Enterprises.

How do you maintain or improve the sustainability of the harvested species? ☐ harvest from stable populations ☐ minimize disruption of priority species/sensitive habitats ☐ avoid erosion ☐ allow re-establishment ☐ monitor wild crop sustainability ☐ other *(describe/explain)*

–Soil Conservation

What soil conservation practices are used? ☐ terraces ☐ contour farming ☐ strip cropping ☐ winter cover crops ☐ undersowing/interplanting ☐ conservation tillage ☐ permanent waterways ☐ windbreaks ☐ firebreaks ☐ tree lines ☐ retention ponds ☐ riparian management ☐ maintain wildlife habitat ☐ other (specify)

What soil erosion problems do you experience (why and on which fields)? ☐ none

Describe your efforts to minimize soil erosion problems listed above.

Describe how you monitor the effectiveness of your soil conservation program.

How often do you conduct conservation monitoring? ☐ weekly ☐ monthly ☐ annually ☐ as needed ☐ other (specify)

WATER USE: ☐ none

☐ irrigation ☐ livestock ☐ foliar sprays ☐ washing crops ☐ greenhouse ☐ other (specify)

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

Attach current water tests for nitrates and coliform bacteria, per certifying agent policy.

Type of irrigation system: ☐ none

☐ drip ☐ flood ☐ center pivot ☐ other (specify)

What input products are applied through the irrigation system? ☐ none

What products do you use to clean irrigation lines/nozzles? ☐ none

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

If yes, what products do they use?

Is the system flushed and documented between conventional and organic use? ☐ Yes ☐ No

What practices are used to protect water quality?

☐ fencing livestock from waterways ☐ scheduled use of water to conserve its use ☐ tensiometer/monitoring ☐ laser leveling/land forming ☐ drip irrigation ☐ micro-spray ☐ sediment basin ☐ compost/fertilizer stored away from water ☐ other (specify)

List known contaminants in water supplies in your area. *Attach residue analysis and/or salinity test results, if applicable.*

Describe your efforts to minimize water contamination problems listed above. ☐ Not applicable

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

How often do you conduct water quality monitoring? ☐ weekly ☐ monthly ☐ annually ☐ as needed ☐ other (specify)

SECTION 6: Crop Management — NOP Rule 205.205 and 205.206

NOP Rule requires a crop rotation plan that maximizes soil organic matter content, prevents weed, pest, and disease problems, and manages deficient or excess plant nutrients. Your crop rotation may include sod, cover crops, green manure crops, and catch crops. Producers must utilize sanitation measures to remove disease vectors, weed seeds, and habitat for pests. Cultural practices, including selection of plant species and varieties adapted to site-specific conditions, must be used to enhance crop health.

Approved synthetic materials on the National List 205.601 may only be used when management practices are insufficient to prevent or control problems. All weed, pest, and disease inputs must be approved. A "restricted" input has specific annotations for its use. If you use a "restricted" material, you must provide evidence of how you address the materials' annotation.

A. CROP ROTATION PLANS: (Use one line for each rotation used)

CROP ROTATION PLAN	FIELD NUMBERS WHERE PLAN IS FOLLOWED	ANTICIPATED CHANGES

B. WEED MANAGEMENT PLAN: ☐ No weed problems

What are your problem weeds?

What weed control methods do you use? ☐ crop rotation ☐ field preparation ☐ prevention of weed seed set ☐ delayed seeding ☐ monitoring soil temperature ☐ soil sterilization ☐ use of fast emerging varieties ☐ mechanical cultivation ☐ use of hand tools ☐ hand weeding ☐ mowing ☐ livestock grazing ☐ flame weeding ☐ steam weeding ☐ electrical ☐ smother crops ☐ black fallow ☐ non-synthetic mulch ☐ synthetic mulch ☐ corn gluten ☐ soap-based herbicides ☐ other (specify)

Do you keep a record of how often you utilize these weed control methods, i.e., dates and fields when you cultivate or flame weed? ☐ Yes ☐ No

All inputs used or intended for use during the current year and used in the previous three years must be listed on your Field History Sheet.

USE OF RESTRICTED WEED MANAGEMENT STRATEGIES: ☐ none used

If you use plastic or other synthetic mulches, is the mulch removed at the end of the growing or harvest season? ☐ Yes ☐ No

If no, why not?

If you use corn gluten, is the corn genetically modified? ☐ Yes ☐ No

If no, what verification do you have?

If you use soap-based herbicides, list all areas where used.

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

EVALUATION:

Rate the effectiveness of your weed management program: ☐ excellent ☐ satisfactory ☐ needs improvement

What changes do you anticipate?

How do you monitor the effectiveness of your weed management program? ☐ weed counts ☐ observation of weed types ☐ comparison of crop yields ☐ records kept of observations/counts ☐ other (specify)

How often do you conduct weed monitoring? ☐ weekly ☐ monthly ☐ annually ☐ as needed ☐ other (specify)

C. PEST MANAGEMENT PLAN: ☐ No pest problems

What are your problem pests? ☐ insects (list)
☐ rodents ☐ gophers ☐ birds ☐ other animals (specify)

Do you work with a pest control advisor? ☐ Yes ☐ No
If yes, give name and contact information.

What strategies do you use to control pest damage to crops? ☐ none used
☐ crop rotation ☐ selection for plant species/varieties ☐ development of habitat for natural enemies
☐ timing of planting ☐ companion planting ☐ frog ponds ☐ bat houses ☐ bird houses ☐ hand picking
☐ monitoring ☐ trap crops ☐ physical barriers ☐ physical removal ☐ traps ☐ lures ☐ IPM
☐ insect repellents ☐ animal repellents ☐ release of predators/parasites of pest species
☐ use of approved products ☐ use of restricted products ☐ limited use of prohibited products
☐ other (specify)

Do you keep a record of how often you utilize these pest control methods, i.e., dates when you scout or apply inputs to a specific field or crop? ☐ Yes ☐ No

List all pest control products used or intended for use in the current season on organic and transitional fields. *All inputs used or intended for use during the current year and in the previous three years must be listed on your Field History Sheet.* ☐ Not applicable

PEST PROBLEM	CONTROL PRODUCT	STATUS: APPROVED (A) RESTRICTED (R) PROHIBITED (P)	IF RESTRICTED, DESCRIBE COMPLIANCE WITH NOP RULE ANNOTATION	CHECK IF GMO (✓)

EVALUATION:

Rate the effectiveness of your pest management program? ☐ excellent ☐ satisfactory ☐ needs improvement

What changes do you anticipate?

How do you monitor the effectiveness of your pest management program? ☐ insect monitoring with traps
☐ observation of crop health ☐ comparison of crop yields ☐ crop quality testing ☐ monitoring records kept
☐ other (specify)

Attach copies of your test results, if applicable.

How often do you conduct pest monitoring? ☐ weekly ☐ monthly ☐ annually ☐ as needed
☐ other (specify)

D. DISEASE MANAGEMENT PLAN: ☐ No disease problems

What are your problem crop diseases?

What disease prevention strategies do you use? ☐ crop rotation ☐ field sanitation ☐ plant spacing
☐ selection of plant species/varieties ☐ timing of planting/cultivating ☐ vector management ☐ soil balancing
☐ solarization ☐ companion planting ☐ compost/tea use ☐ use of approved materials
☐ use of restricted materials ☐ limited use of prohibited materials ☐ other (specify)

List all disease management inputs used or intended for use on your organic and transitional fields/crops. *All inputs used or intended for use during the current year and used in the previous three years must be listed on your Field History Sheet.*

☐ Not applicable

DISEASE PROBLEM	CONTROL PRODUCT	STATUS: APPROVED (A) RESTRICTED (R) PROHIBITED (P)	IF RESTRICTED, DESCRIBE COMPLIANCE WITH NOP RULE ANNOTATION	CHECK IF GMO (✓)

EVALUATION:

Rate the effectiveness of your disease management program? ☐ excellent ☐ satisfactory ☐ needs improvement

What changes do you anticipate?

How do you monitor the effectiveness of your pest management program? ☐ soil testing
☐ microbiological testing ☐ observation of soil ☐ observation of crop health ☐ comparison of crop yields
☐ crop quality testing ☐ monitoring records kept ☐ other (specify)

Attach copies of your test results, if applicable.

How often do you conduct pest monitoring? ☐ weekly ☐ monthly ☐ annually ☐ as needed
☐ other (specify)

SECTION 7: Maintenance of Organic Integrity — NOP Rule 205.201(a)(5) and 205.202(c)

A. ADJOINING LAND USE:

NOP RULE requires that organic production areas have distinct boundaries and buffer zones to prevent the unintended application of a prohibited substance or contact with a prohibited substance that is applied to adjoining land not under organic management. Adjoining land includes crop land, pastures, residential property, fallow land, etc. 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 within the required buffer must be left unharvested or harvested, stored, and disposed of as nonorganic crop, with records kept of crop disposition. Indicate buffer zones and show all adjoining land uses on your field maps.

List specific buffer areas you maintain. *(Show all adjoining land uses on your field maps.)* ☐ Not applicable

LOCATION OR FIELD NUMBER	TYPE OF BUFFER (CROP LAND, TREELINE, HEDGEROW, WILDLIFE PLANTING, GRASS STRIP)	WIDTH OF BUFFER	ADJOINING LAND USE	IF CROP IS HARVESTED FROM BUFFER, DESCRIBE USE (SALE, NON-ORGANIC LIVESTOCK FEED, SEED, ETC.)

If crops are harvested from the buffer zones with equipment used for harvesting organic crops, what safeguards do you use to protect organic crops from contact with buffer crops during harvest?

What additional safeguards do you use to prevent accidental contamination? ☐ none

Written notification to: ☐ highway departments ☐ electric companies ☐ aerial spray companies/airports ☐ adjoining landowners ☐ drainage commissions ☐ farm service office ☐ other (specify)

Have you posted "No Spray" signs along roadsides that adjoin organic fields? ☐ Yes ☐ No

Do any fields or portions of fields flood frequently? (more than once every ten years) ☐ Yes ☐ No

If yes, list field numbers

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? ☐ weekly ☐ monthly ☐ annually ☐ as needed ☐ other (specify)

Do you grow the same crops organically, as well as in transition, and/or conventionally? ☐ Yes ☐ No

This is called 'parallel production'. If yes, list specific crop varieties in the next table for both organic and transitional/conventional crops.

If you grow any conventional or transitional crops, please fill out the following tables. ☐ Not applicable

Specific crops/varieties	Field numbers	Transitional (T) or conventional ©	Check if GMO (✓)	Total acreage	Planned use of crop (sale, seed, nonorganic livestock feed, etc.)	Same as organic crop? Y or N

Prohibited soil amendments used on conventional crops:

Product name	Who applies? self (S) or custom ©	Field numbers where applied	Where stored? (on-farm or off-farm; where on farm?)

Prohibited herbicides/pesticides used on conventional crops:

Product name	Who applies? self (S) or custom (C)	Field numbers where applied	Where stored? (on-farm or off-farm; where on farm?)

B. EQUIPMENT:

To prevent commingling and contamination, all equipment used in organic crop production must be free of non-organic crops and prohibited materials. Equipment used for both organic and non-organic farming must be cleaned and flushed prior to use on organic fields or crops. Keep records of equipment clean and flush activities.

List equipment used for planting, tillage, spraying, and harvesting. ☐ Not applicable

Equipment name	Owned (O), rented (R), or custom (C)	Check if used on both organic and conventional (✓)	How is equipment cleaned before use on organic fields?
Equipment name continued	**Owned (O), rented (R), or custom (C)**	**Check if used on both organic and conventional (✓)**	**How is equipment cleaned before use on organic fields?**

Is your equipment maintained so that fuel, oil and hydraulic fluid do not leak? ☐ Yes ☐ No ☐ Not applicable

If you use a sprayer:

What type? Did you purchase it new or used? ☐ new ☐ used

Other equipment:

Could any equipment you use have been contaminated by previous uses? ☐ Yes ☐ No

If yes, describe:

C. HARVEST:

NOP Rule 205.272(b)(1) and (2) requires that containers, bins, and packaging materials must not contain synthetic fungicides, preservatives, or fumigants. All reusable containers must be thoroughly cleaned and pose no risk of contamination prior to use.

How are your organic crops harvested? ☐ mechanical ☐ by hand

Are any organic crops custom harvested? ☐ Yes ☐ No

If yes, provide name and address of custom harvester.

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

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

Are containers new or used? ☐ new ☐ used

If used, what did they contain prior to organic use?

Are the containers used for organic crops only? ☐ Yes ☐ No

Describe potential contamination or commingling problems you have with harvest of organic crops. ☐ none

Is your equipment maintained so that fuel, oil and hydraulic fluid do not leak? ☐ Yes ☐ No ☐ Not applicable

If you use a sprayer:

What type? Did you purchase it new or used? ☐ new ☐ used

Other equipment:

Could any equipment you use have been contaminated by previous uses? ☐ Yes ☐ No

If yes, describe:

C. HARVEST:

NOP Rule 205.272(b)(1) and (2) requires that containers, bins, and packaging materials must not contain synthetic fungicides, preservatives, or fumigants. All reusable containers must be thoroughly cleaned and pose no risk of contamination prior to use.

How are your organic crops harvested? ☐ mechanical ☐ by hand

Are any organic crops custom harvested? ☐ Yes ☐ No

If yes, provide name and address of custom harvester.

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

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

Are containers new or used? ☐ new ☐ used

If used, what did they contain prior to organic use?

Are the containers used for organic crops only? ☐ Yes ☐ No

Describe potential contamination or commingling problems you have with harvest of organic crops. ☐ none

D. POST-HARVEST HANDLING: ☐ Not applicable

NOP Rule 205.201(a)(5) requires that post-harvest handling procedures do not contaminate organic products with non-organic crops or prohibited materials. *For on-farm processing, you may need to complete an Organic Handling Plan Questionnaire.*

Describe your post-harvest handling procedures and equipment.

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.

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

If yes, what are they?

Check types of packaging material used: ☐ bulk ☐ paper ☐ cardboard ☐ wood ☐ glass ☐ metal ☐ foil ☐ plastic ☐ waxed paper ☐ aseptic ☐ natural fiber ☐ synthetic fiber ☐ other (specify)

In what form are finished products shipped? ☐ dry bulk ☐ liquid bulk ☐ tote bags ☐ tote boxes ☐ paper bags ☐ foil bags ☐ metal drums ☐ mesh bags ☐ cardboard drums ☐ cardboard cases ☐ plastic crates ☐ other (specify)

E. CROP STORAGE: ☐ No organic crop storage

Operators must keep organic and non-organic crops in separate storage areas and prevent commingling and contamination. Storage records must be maintained.

Describe your storage locations.

STORAGE ID #	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, how do you segregate organic crops from non-organic crops?

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

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

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

What stored crop inputs have you used in the last three years? ☐ none

☐ synthetic fumigants ☐ rodenticides ☐ sprouting inhibitors ☐ ripeners ☐ growth regulators ☐ preservatives ☐ oils ☐ coloring agents ☐ waxes ☐ other (specify)

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

If yes, specify input and retain labels.

F. TRANSPORTATION: ☐ Not applicable

Who is responsible for arranging transportation of organic products? ☐ self ☐ buyer ☐ other (specify)

Describe how 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 ☐ 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 (specify)

SECTION 8: Record Keeping System — NOP Rule 205.103

NOP Rule requires that records disclose all activities and transactions of the operation, be maintained for 5 years, and demonstrate compliance with the NOP Rule. Organic products must be tracked back to the field/location where they were produced/harvested. All records must be accessible to the inspector.

A. RECORDS: *Please have these records available for 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, observations)
- ☐ equipment cleaning records
- ☐ harvest records that show field numbers, date of harvest, and harvest amounts (including custom harvest records)
- ☐ label 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 (please specify)

How long do you keep your records?

Which of the following records do you keep for conventional production? ☐ Not applicable

- ☐ field maps
- ☐ field history sheets
- ☐ input records
- ☐ harvest records
- ☐ other (specify)
- ☐ labor records
- ☐ storage records
- ☐ sales records
- ☐ shipping records

B. MARKETING:

Type of Marketing:

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

Do you use or plan to use the USDA organic seal on product labels or market information? ☐ Yes ☐ No

Do you use or plan to use the seal of the certifying agent on product labels or market information? ☐ Yes ☐ No

Attach copies of all organic product labels.

SECTION 9: Affirmation

I affirm that all statements made in this application 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 Organic Foods Production Act of 1990 and National Organic Program Rules and Regulations. I understand that acceptance of this questionnaire in no way implies granting of certification by the certifying agent. I agree to provide further information as required by the certifying agent.

Signature of Operator_____ Date _____

I have attached the following documents:

- ☐ Maps of all parcels/fields (showing adjoining land use and field identification)
- ☐ Field history sheets
- ☐ Documentation for fields owned or rented for less than three years, if applicable
- ☐ Water test, if applicable
- ☐ Soil and/or plant tissue tests, if applicable
- ☐ Residue analyses, if applicable
- ☐ Input product labels, if applicable
- ☐ Organic product labels, if applicable

☐ I have made copies of this questionnaire and other supporting documents for my own records.

Submit completed form, fees, and supporting documents to:

FIELD HISTORY SHEET

Instructions: Fill out this Field History Sheet for all fields (organic, transitional, and conventional). You can use your own form as long as it contains the same information. List all inputs used or planned for use, including compost and/or manure. Inputs that have already been applied must include the rate and date of application unless you are keeping separate input records. Keep copies for your files. This form should accompany your Organic Farm Plan or Organic Farm Plan Update form.

Code: O = Organic; T = In Transition/Conversion to Organic; C = Conventional

Producer Name

Code	Field No.	Acres/ ha.	Year Crop	Inputs	Year Crop	Inputs	Year Crop	Inputs	Year Crop	Inputs

ANNEXURE 2: SAMPLE ORGANIC FARM PLAN UPDATE TEMPLATE

Organic Farm Plan Update

This form should be filled out by crop producers to update their organic farm system plans. Use additional sheets if necessary. Attach a field history sheet for current year, updated farm maps (if any changes), and other records required by the certifying agent.

SECTION 1: General Information			**NOP Rule 205.406(a)(2) and 205.401(b)**
Name	Farm Name		Type of Farm/Crops
Address	City		**For office Use Only** Date received
St./Prov. / Postal/Zip Code	Country		Date reviewed Reviewer
Phone	Fax		E-mail
Legal Status: ☐ Sole Proprietorship ☐ Trust or non-profit ☐ Corporation ☐ Cooperative ☐ Legal Partnership (federal form 1065) ☐ Other-specify			Organic Certification No.
Year first certified	List previous organic certification by other agencies	List current organic certification by other agencies	Do you understand current organic standards? ☐yes ☐ no
Have you ever been denied Certification? ☐yes ☐ no	If yes, describe the reasons for denial and attach documentation of corrective actions.		
Preferred dates and time for inspection visit: ☐ morning ☐ afternoon ☐ evening			

SECTION 2: Minor Noncompliances	**NOP Rule 205.406(a)(3)**
Did you have any minor noncompliances from last year's certification? ☐yes ☐ no If yes, please complete the following table, listing each minor non-compliance.	
Minor Noncompliance	**Describe how you addressed the minor noncompliance.**

SECTION 3: Organic Plan Update			**NOP Rule 205.406(a)(1)**
A. Current crop plans Please complete the following table for all current year's crops or products requested for certification.			
Crops Requested for Certification	**Field Numbers**	**Total Acres/Hectares**	**Projected Yields**

B. Organic Farm Plan Changes

What year did you last submit a complete Organic Farm Plan Questionnaire?
Have you reviewed your Organic Farm Plan Questionnaire? ☐ yes ☐ no Date of review:

Check the following categories where changes have been made in your Organic Farm Plan and summarize all changes made or planned to be made. Attach additional sheets if necessary. ☐ No changes

Farm Plan Topic	Summary Statement of Changes
☐ General information	
☐ Newly purchased or rented fields*	
☐ Farm maps	
☐ Seeds and seed treatments	
☐ Seedlings and perennial stock	
☐ Soil fertility management	
☐ Compost or manure use	
☐ Conservation practices	
☐ Water quality and use	
☐ Crop rotation	
☐ Weed management plan	
☐ Pest management plan	
☐ Disease management plan	
☐ Adjoining land use and buffers	
☐ Split or parallel operation	
☐ Equipment	
☐ Harvest plan	
☐ Post-harvest handling	
☐ Crop storage	
☐ Crop transportation	
☐ Record keeping system	
☐ Type of marketing/product labels	

If you have newly purchased land or have rented land this year that is being requested for certification, attach a signed statement from the previous owner (if purchased) or current owner (if renting) attesting to previous 3 year history and inputs applied.

C. Inputs

List all seeds used or planned for use in the current crop season. Check the appropriate boxes and provide other information as needed. Attach additional sheets if necessary. *Have all labels and receipts available for the inspector.*

Seed/Variety/Brand	Organic (✓)	Untreated (✓)	Treated (✓)	GMO (✓)	Type/Brand of Treatment Fungicide	Inoculant	Describe your attempts to use organic/untreated seed?

List all fertility inputs, soil mix ingredients, pest and disease control products, water additives, or other inputs used or intended for use in the current season on proposed organic and transitional fields. Use additional sheets if necessary. All inputs used during the current year must be listed on your Field History Sheet.

Have all labels and receipts available for the inspector. ☐ No inputs used

Product	Brand name or source	Status: Approved (A) Restricted (R) Prohibited (P)	If restricted, describe compliance with NOP Rule Annotation	Check if GMO (✓)

D. Monitoring Practices and Procedures Ongoing monitoring is required by the NOP Rule Section 205.201(a)(3).

Fertility Management Program

Rate the effectiveness of your fertility management program: ☐ excellent ☐ satisfactory ☐ needs improvement

Describe any changes you have made or intend to make based on the results of your monitoring program.

Natural Resource Management

Rate the effectiveness of your soil conservation program: ☐ excellent ☐ satisfactory ☐ needs improvement

Describe any changes you have made or intend to make based on the results of your monitoring program.

Rate the effectiveness of your water quality program: ☐ excellent ☐ satisfactory ☐ needs improvement

Describe any changes you have made or intend to make based on the results of your monitoring program.

Weed, Pest, and Disease Management

Rate the effectiveness of your weed management program: ☐ excellent ☐ satisfactory ☐ needs improvement

Describe any changes you have made or intend to make based on the results of your monitoring program.

Rate the effectiveness of your pest management program: ☐ excellent ☐ satisfactory ☐ needs improvement

Describe any changes you have made or intend to make based on the results of your monitoring program.

Rate the effectiveness of your disease management program: ☐ excellent ☐ satisfactory ☐ needs improvement

Describe any changes you have made or intend to make based on the results of your monitoring program.

Other Monitoring: Indicate if you conduct monitoring in the following areas:

Maintenance of Organic Integrity

☐yes ☐no Adjoining land uses, buffers, notification letters, posting signs
☐yes ☐no Input equipment cleaning (sprayers, planters, etc.)
☐yes ☐no Harvest equipment cleaning
☐yes ☐no Crop testing for contaminants (prohibited materials, GMOs)
☐yes ☐no Post harvest handling
☐yes ☐no Crop storage cleaning
☐yes ☐no Transportation of organic crops

Recordkeeping

☐yes ☐no Compost production records
☐yes ☐no Labor records
☐yes ☐no Appropriate Organic Certificates or Transaction Certificates to verify purchase of organic products
☐yes ☐no Complaint log

Section 4 Annual Summary of Organic Crop Yield and Sales — NOP Section 205.103

The following organic crops/products have been sold from _____(date) to _____(date).

Crops/Products	# of Acres	Actual Yield	Amount Sold	Amount Left to Sell	Remaining Crop Storage ID #

Expand table or attach additional sheets as necessary.

Section 5 Affirmation

I affirm that all statements made in this application 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 NOP Rule.

Signature of Operator _____ Date_____

I have attached the following documents:

☐ Updated maps of all parcels/fields (showing adjoining land use and field identification)
☐ Field history sheets for current crops
☐ Documentation for fields owned or rented for less than three years, if applicable
☐ Water test, if applicable
☐ Soil and/or plant tissue tests, if applicable
☐ Residue analyses, if applicable
☐ Input product labels, if applicable
☐ Organic product labels, if applicable

☐ I have made copies of this questionnaire and other supporting documents for my own records.

FIELD HISTORY SHEET

Instructions: Fill out this Field History Sheet for **all** fields (organic, transitional, and conventional). You can use your own form as long as it contains the same information. List all inputs used or planned for use, including compost and/or manure. Inputs that have already been applied must include the rate and date of application unless you are keeping separate input records. Keep copies for your files. This form should accompany your Organic Farm Plan or Organic Farm Plan Update form.

Code: O = Organic; T = In Transition/Conversion to Organic; C = Conventional Producer Name

Code	Field No.	Acres/ ha.	Year Crop	Inputs	Year Crop	Inputs	Year Crop	Inputs	Year Crop	Inputs

ANNEXURE 3: SAMPLE ORGANIC PRODUCTION PLAN TEMPLATE

Organic Livestock Production Plan

Please fill out this questionnaire if you are requesting organic livestock certification. Use additional sheets if necessary. Sign this form. In most instances, you must also complete and submit an Organic Farm Plan. This form or an update form may be used to update certification, according to certifying agent policies.

SECTION 1: General Information			NOP Rule 205.401
Name	Farm Name		Type of Operation
Address	City		For office use only
			Date received
State	Zip code	Date	Date reviewed
			Reviewer initials
Phone	Fax Email		Fees received
			Inspector
Legal status: ☐ Sole proprietorship ☐ Trust or non-profit ☐ Corporation ☐ Cooperative ☐ Legal partnership (federal form 1065) ☐ Other (specify)			
Year first certified	List previous organic certification by other agencies	List current organic certification by other agencies	

1) Is your farm operation:

☐ 100% organic ☐ a split operation (both organic and conventional production)

2) Indicate livestock enterprises requested for certification.

☐ dairy ☐ goats ☐ hogs

☐ beef ☐ poultry for slaughter ☐ other_____

☐ sheep ☐ egg production ☐ other_____

3) Have you ever been denied certification? ☐ Yes ☐ No

a) If yes, describe the circumstances, including the certification agent involved, the reason certification was denied, and ar steps taken:

4) Has your certification ever been revoked or suspended? ☐ Yes ☐ No

a) If yes, please explain.

5) Do you have an updated copy of the NOP regulations? ☐ Yes ☐ No

6) Do you have copies of all other standards (IFOAM, JAS, etc.) for which you are seeking certification? ☐ Yes ☐ No ☐ Not applicable

7) Do you intend to certify any crops, cropland, or pasture acreage this year? ☐ Yes ☐ No
   a) If yes, have you also completed an Organic System Plan for crops? ☐ Yes ☐ No

Please note that you must submit an Organic System Plan for crops to certify any land or crops including pasture. Contact the certifying agent to obtain the necessary application forms.

8) Is any off-farm or on-farm processing done (slaughtering, packaging, bottling, etc.)? ☐ Yes ☐ No
   a) If yes, have you submitted and Organic Handling System Plan? ☐ Yes ☐ No

Please note that you must submit an Organic Handling System Plan to certify the processing/handling portion of your operation. Contact the certifying agent with your questions or to obtain the necessary application forms.

9) Give directions to your farm for the inspector.

10) When are you available to contact? ☐ Morning ☐ Afternoon ☐ Evening

11) When are you available for the inspection? ☐ Morning ☐ Afternoon ☐ Evening

SECTION 2: Prior Non compliances — NOP Rule 205.406(a)(3)

1) Did you have any non-compliances from last year's certification? ☐ Yes ☐ No ☐ Not applicable
   a) If yes, please complete the following table, listing each non-compliance.

NON-COMPLIANCE	DESCRIBE HOW YOU ADDRESSED THE NON-COMPLIANCE

Attach additional sheet if needed.

SECTION 3: Livestock Inventory Descriptions — NOP Rule 205.236

1) Provide the following information for the types and numbers of animals being raised for production this year.

TYPE	ORGANIC	TRANSITIONAL*	CONVENTIONAL**
Dairy cattle			
Dairy goats			
Dairy sheep			
Beef cattle			

TYPE	ORGANIC	TRANSITIONAL*	CONVENTIONAL**
Meat goats			
Meat/wool sheep			
Hogs			
Chickens			
Turkeys			
(Other)			
(Other)			

**Dairy animals can be converted to organic milk production after 12 months, but milk from these animals is not organic during the conversion.*

***Neither conventional nor transitional animals can be used for organic production, except as breeding stock.*

SECTION 4: Origin of Organic Livestock — NOP Rule 205.236

A. Source of Mammalian Livestock

☐ Not applicable

Livestock products that are to be sold or represented as organic must be from livestock under continuous organic management from the last third of gestation. Except:

- *Milk or milk products must be from animals that have been under continuous organic management for at least 1 year prior to production. Exceptions might be made where a whole herd is converted to organic production.*
- *Nonorganic breeder stock may be brought onto an organic operation at any time. However, if offspring from that stock are to be raised as organic, the breeder stock must be brought onto the operation prior to the last third of gestation.*

1) Do you raise organic slaughter animals on-farm? ☐ Yes ☐ No ☐ Not applicable

2) Do you raise organic dairy replacement animals on-farm? ☐ Yes ☐ No ☐ Not applicable

3) Do you raise organic fiber producing animals on-farm? ☐ Yes ☐ No ☐ Not applicable

4) If you purchase any livestock, supply specific information: ☐ Not applicable

TYPE OF LIVESTOCK	IDENTIFICATION NO. /NAME	DATE OF PURCHASE	PROJECTED OR ACTUAL BIRTHING DATE	PURCHASE SOURCE	ORGANIC (O) CONVENTIONAL (C)	CERTIFICATION AGENCY?

Attach additional sheet if needed.

5) If you are a dairy operation, what is your current plan for replacement stock? ☐ Not applicable

☐ purchase organic dairy animals % of total replacements_____

☐ purchase conventional stock and transition them to organic % of total replacements_____

☐ raise own organic replacements % of total replacements_____

☐ other (please explain) % of total replacements_____

B. Source of Poultry

☐ Not applicable

Poultry or poultry products must be from poultry that have been under continuous organic management beginning no later than the second day of life.

1) Do you hatch your own poultry on-farm? ☐ Yes ☐ No

2) If you purchase your young poultry, supply specific information: ☐ Not applicable

Type of poultry	Flock number	Date of purchase	Age at purchase	Projected slaughter or egg production date	Source

Attach additional sheet if needed.

SECTION 5: Livestock Feed and Feed Supplements — NOP Rule 205.237, .238(a)(2), .271, .272

Organic livestock producers must provide livestock with a total feed ration that is organically produced and handled, including pasture and forage. Nonsynthetic materials from any source and synthetic materials included on the National List may be used as feed additives and supplements. Plastic pellets and feed formulas with urea, manure, or slaughter by-products are not allowed. Feed supplements or additives in amounts above those needed for adequate nutrition and health maintenance are not allowed. Save all purchased feed, feed supplement, and feed additive labels and receipts for the inspector.

A. Feed

1) Feed ration table.

LIVESTOCK TYPE (SLAUGHTER, REPLACEMENT DAIRY, YOUNG STOCK)	FEED OR RATION TYPE (HAY, SILAGE, GRAIN MIX, ETC.)	STATUS: ORGANIC (O) TRANSITIONAL (T) CONVENTIONAL (C)	INGREDIENTS
Example: poultry	*Layer ration*	*O*	*Corn, soymeal, oats, hi-calcium limestone, nutri-balance mix*
Example: stocker cattle	*Baled hay*	*O*	*Mostly alfalfa*

Attach additional sheet if needed.

2) Do you raise any feed on your farm? ☐ Yes ☐ No

a) If yes, please list:

3) Describe purchased feed: (Enter purchased supplements and additives in section B.) ☐ Not applicable

TYPE	SOURCES	CERTIFIED BY

Attach additional sheet if needed.

4) How do you verify that the feed ration is sufficient to meet nutritional requirements?

5) What is your plan for meeting livestock nutritional needs if you have a shortage of organic feed?

B. Feed Supplements and Additives

☐ Not applicable

FDA-approved vitamins and trace minerals, including copper sulfate and magnesium sulfate, and electrolytes are allowed feed additives. Nonmilk products or products from BST treated animals are not allowed. Products produced through genetic engineering (GE) or with the use of irradiation or sewage sludge or not allowed.

1) List all feed supplements and additives. ☐ Not applicable

FEED SUPPLEMENT OR ADDITIVE	SOURCE	REASON FOR USE

Attach additional sheet if needed.

2) Do you use conventional supplemental milk replacers? ☐ Yes ☐ No

(Note: Conventional milk replacers without antibiotics are allowed for emergency use only until October 21, 2007, and prohibited thereafter.)

a) If yes, how do you know they do not contain antibiotics and are not made with milk from rBST-treated animals?

C. Feed Storage

1) How do you prevent contamination of stored livestock feed?

2) How do you prevent commingling of organic and conventional stored feed? ☐ Not applicable

3) How do you prevent or control rodents in organic feed storage areas?

☐ traps ☐ glue boards ☐ sanitation ☐ cats ☐ other (please explain)

D. On-farm and Custom Feed Processing

1) Do you process your own feed (mix, grind, roast, extrude, etc.)? ☐ Yes ☐ No

Please note: If you process organic feed for other producers or handlers, you must submit an Organic Handling Plan and become certified as an Organic Handler.

a) If yes, is the equipment also used for nonorganic products? ☐ Yes ☐ No

b) If yes, how is the equipment cleaned prior to processing organic feed to prevent commingling of organic and nonorganic?

☐ swept out ☐ compressed air ☐ vacuumed ☐ purged ☐ other (please explain)

c) If purged, do you maintain records of dates, product, and purged amounts? ☐ Yes ☐ No

2) Is any of your feed custom processed? ☐ Yes ☐ No

a) If yes, is the operator certified organic? ☐ Yes ☐ No

b) If yes, provide the name and contact information of the processor.

SECTION 6: Water — NOP Rule 205.201, .239

1) What are your sources of water for livestock use?

☐ on-site well ☐ municipal ☐ river/creek/pond ☐ spring ☐ other (*specify*):

2) Are there immediate contamination threats to your water source(s), i.e. pesticide or fertilizer run off, industrial pollution, etc.? ☐ Yes ☐ No

a) If yes, please describe the threat and the steps you are taking to mitigate the threat.

3) Water testing is advisable. What is the date of your last water test for coliform bacteria and nitrates? *(Attach copy if available)*

4) If you use additives in the water, list them and state reason for use: ☐ No additives used

5) If livestock have access to a river, creek, or pond how do you control erosion and protect water quality? ☐ No access

SECTION 7: Living Conditions — NOP Rule 205.201, .206(f), .239

Organic livestock operations must establish and maintain livestock living conditions which accommodate the health and natural behavior of animals. Animal environments must include access to shade, shelter, fresh air, outdoors, exercise areas, and direct sunlight suitable to the species, production stage, and climate; clean and dry bedding as appropriate to the system; and facility design which is safe and allows for natural behavior. Manure must be managed such that nutrient recycling is optimized and soil and water degradation is minimized.

1) Describe housing used: *All facilities and outdoor livestock areas should be indicated on attached maps.*

TYPE OF HOUSING AND MAP DESIGNATION	SIZE (LENGTH X WIDTH)	TYPE OF LIVESTOCK HOUSED	NUMBER OF ANIMALS HOUSED

Attach additional sheet if needed.

2) Is bedding used? ☐ Yes ☐ No

   a) If yes, is this bedding typically consumed by the livestock? ☐ Yes ☐ No

   b) If so, do you have verification that bedding is organic? ☐ Yes ☐ No ☐ Not applicable

3) How often is housing cleaned out?

4) Describe sanitation or cleaning products used: ☐ No sanitation products used

5) Are any fumigants or prohibited pest control agents used in the facility? ☐ Yes ☐ No

   a) If yes, what steps do you take to prevent contamination of feed and livestock?

6) What source(s) of light is used in animal housing?

7) Is day length regulated using artificial light? ☐ Yes ☐ No

   a) If yes, please describe:

8) What outdoor areas other than pasture do animals use?

9) How long are animals indoors (hours per day)? _____spring _____summer _____fall _____winter

10) If livestock are routinely denied outdoor access, please describe the circumstances and/or stages of production involved: ☐ Not applicable

11) Describe locations of any treated (with prohibited materials) lumber that may come into contact with livestock:

12) Do you use fencing or other means to limit livestock access to creeks, ponds, or other water bodies? ☐ Yes ☐ No ☐ Not applicable

13) If you raise your own chicks, answer the following: ☐ Not applicable

a) What is the type and size of housing used?

b) What is the approximate square footage per 100 chicks?

c) What bedding material is used?

d) What heating source is employed?

e) Additional relevant details:

SECTION 8: Pasture — NOP Rule 205.239(a)(2)

The National Organic Standard requires ***access to pasture for all ruminants.*** *Pasture must be managed to provide feed value and maintain or improve soil, water, and vegetative resources. Access to pasture for ruminants must be continuous, with temporary confinement only for reasons of inclement weather, risk to soil and water quality, requirements of an animal's stage of production, or conditions that jeopardize the health and safety of animals.*

1) Do you pasture any livestock? ☐ Yes ☐ No

a) If yes, is pasture provided to ruminant stock? ☐ Yes ☐ No ☐ Not applicable

b) If yes, is pasture provided to non-ruminant stock? ☐ Yes ☐ No ☐ Not applicable

2) Please describe all pastures used by all livestock: *All pastures must be indicated on maps and field history forms.*

PASTURE ID	ACREAGE	STOCKING RATE AND LIVESTOCK TYPE	FORAGE MIX	WHAT GRAZING SYSTEM IS USED?	IS THE PASTURE ALSO MECHANICALLY HARVESTED?
				☐ Rotational ☐ Continuous ☐ Moveable pens	☐ Yes ☐ No
				☐ Rotational ☐ Continuous ☐ Moveable pens	☐ Yes ☐ No
				☐ Rotational ☐ Continuous ☐ Moveable pens	☐ Yes ☐ No
				☐ Rotational ☐ Continuous ☐ Moveable pens	☐ Yes ☐ No

Pasture ID	Acreage	Stocking rate and livestock type	Forage mix	What grazing system is used?	Is the pasture also mechanically harvested?
				☐ Rotational ☐ Continuous ☐ Moveable pens	☐ Yes ☐ No
				☐ Rotational ☐ Continuous ☐ Moveable pens	☐ Yes ☐ No
				☐ Rotational ☐ Continuous ☐ Moveable pens	☐ Yes ☐ No

Attach additional sheet if needed.

3) Which months of the year are ruminant livestock pastured? ☐ Not applicable

4) How many days per year, on average, are ruminant livestock under the age of 12 months on pasture? ☐ Not applicable

5) How many days per year, on average, are ruminant livestock over the age of 12 months on pasture? ☐ Not applicable

6) What techniques are used to prevent waste runoff?

☐ rotate pastures ☐ buffer zones ☐ limit number of grazing animals

☐ harrow to spread manure evenly ☐ other (please explain)

7) What techniques are used to prevent erosion?

☐ avoid overgrazing ☐ repair gullies ☐ terraces ☐ other *(please describe)*

8) Do you use fencing or other means to limit pastured livestock access to creeks, ponds, or other water bodies? ☐ Yes ☐ No ☐ Not applicable

9) What techniques are used to prevent overgrazing or decline in the pasture resource?

☐ rotational/management intensive grazing ☐ rotate pastures with crops ☐ pasture renovation

☐ overseeding/reseeding ☐ liming/fertilization ☐ other *(please describe)*

10) How do you ensure buffers are maintained between grazing areas and land not under organic management?

☐ recessed fence line ☐ agreements with adjacent land owners/managers *(obtain documentation for inspectors)*

☐ agreements with road maintenance and utility crews *(obtain documentation for inspectors)*

☐ do-not-spray signs ☐ isolation from conventionally managed land ☐ other *(please describe)*

11) If ruminants are routinely denied access to pasture, please describe the circumstances and/or the stages of production involved. ☐ Not applicable

SECTION 9: Manure Management — NOP Rule 205.239(a)(2)

Manure must be managed so that it does not contribute to contamination of crops, soil, and water. Compost and manure are specifically defined in the NOP Regulations under Section 205.2.

1) What type(s) of manure management do you use?

☐ spread immediately/soon as possible ☐ stockpile outdoors ☐ stockpile indoors ☐ composting

☐ liquid ☐ no centralized accumulation of manure e.g. year-round pasturing ☐ other *(specify)*

2) Do you apply manure or composted manure to your fields? ☐ Yes ☐ No

a) If yes, what is the approximate rate of application?

b) If yes, how many acres of land are available for manure and compost application?

c) If yes, list materials added to manure or manure compost (example: bedding, barn lime, inoculants, etc.)

d) If yes, during what months do you apply manure or manure compost?

3) If you do NOT apply manure to your own land, how do you ensure that nutrients are recycled?

4) Does your manure handling ensure that no contamination of water resources occurs? ☐ Yes ☐ No

SECTION 10: Livestock Health Care Practices — NOP Rule 205.238

Producer must establish and maintain preventive livestock health care practices. When preventive practices and veterinary biologics are inadequate to prevent sickness, a producer may administer those synthetic medications allowed under §205.603 and retain organic status for the treated animal. Producers may not withhold needed treatment from a sick animal even if it compromises its organic status.

A. General Information

1) Identify the general components of your animal health management program including preventive and management practices:

☐ choosing well-adapted species ☐ selective breeding ☐ raise own replacement stock

☐ isolation for purchased/diseased animals ☐ culling ☐ vaccinations ☐ good sanitation

☐ access to outdoors ☐ dry bedding ☐ good ventilation in housing ☐ good quality feed

☐ pasture rotation ☐ nutritional supplements ☐ probiotics ☐ low stress handling

☐ other *(please specify)*

B. List health or disease problems in the last 12 months. Include vaccinations and parasiticides given or planned: ☐ No problems

Note: Synthetic hormones and antibiotics are prohibited in organic production.

HEALTH PROBLEM/DISEASE	ANIMAL ID	PRODUCT(S) USED *(retain labels for inspector)*	APPROVED (A) PROHIBITED (P)

Attach additional sheet if needed.

1) Please provide the name, address, and phone number of your veterinarian:

2) Are your animals tested for specific diseases on a routine basis? ☐ Yes ☐ No

a) If yes, what diseases are they tested for?

b) If yes, how is the testing done? ☐ by yourself ☐ veterinarian ☐ state or federal official ☐ other (please describe)

C. Pest management

(Retain all product labels and other documentation for all purchased pesticides, parasiticides, pest control materials, fumigants, sanitizing, and medications for the inspector.)

1) Indicate all livestock pest problems.

☐ flies ☐ internal parasites ☐ external parasites ☐ predators ☐ other *(please describe)*

2) If flies are a problem, what prevention and control measures do you use? ☐ Not a problem

☐ sanitation/manure removal ☐ sticky tape ☐ bug zappers ☐ commercial fly parasites/predators ☐ walk-through fly traps ☐ allowed/restricted pesticides ☐ good quality feed ☐ other *(please specify)*

3) If internal parasites are a problem, what prevention and control measures do you use? ☐ Not a problem

☐ controlled grazing ☐ multi-species grazing ☐ diatomaceous earth ☐ garlic or herbs

☐ probiotics ☐ allowed/restricted synthetic dewormers ☐ other *(please describe)*

a) How do you monitor livestock for internal parasites?

☐ visual/body condition ☐ fecal analysis ☐ anemia evaluation

☐ no monitoring is done ☐ other *(please describe)*

b) How often is monitoring done?

☐ daily ☐ weekly ☐ no monitoring is done ☐ other *(please describe)*

4) If external parasites are a problem, what prevention and control measures do you use? ☐ Not a problem

☐ facility sanitation ☐ facility fumigation ☐ dust/mud wallows ☐ diatomaceous earth

☐ sulfur dusts ☐ allowed/restricted pesticides ☐ medications ☐ other *(please describe)*

a) How do you monitor livestock for external parasites?

☐ visual inspection of animals ☐ visual inspection of facility ☐ no monitoring is done

☐ other *(please describe)*

b) How often is monitoring done?

☐ daily ☐ weekly ☐ no monitoring is done ☐ other *(please describe)*

5) If predators are a problem, what prevention and control measures do you use? ☐ Not a problem

☐ fencing ☐ bird netting ☐ guard animals ☐ traps ☐ noise makers

☐ corral/lock up animals at night ☐ restrict grazing when predation is frequent ☐ artificial lighting

☐ hunting ☐ other *(please describe)*

a) If predation is a problem, do you take steps to ensure that your control measures do not harm other wildlife? ☐ Yes ☐ No

D. Physical Alterations:

Producers may only use physical alterations that promote the welfare of the livestock. Alterations must be done in a manner that minimizes pain and stress. NOP Rule 205.238(a)(5)

1) List physical alteration practices you use ☐ None used

☐ castration ☐ dehorning ☐ ear notching ☐ tail docking ☐ branding

☐ removal of extra teats ☐ wing clipping ☐ beak trimming ☐ other *(please describe)*

2) Please describe physical alteration practices as listed above:

ALTERATION PRACTICE	METHOD USED AND MEANS FOR REDUCING LIVESTOCK STRESS	REASON FOR ALTERATION PRACTICE

SECTION 11: Pre-Slaughter Management — NOP Rule 205.102, .201, .272

Humane methods of handling must be used for loading, unloading, holding, shipping, and slaughter. ***Slaughter facilities must be certified*** *in order to sell meat as certified organic.*

1) Where are your livestock slaughtered? ☐ Not applicable

☐ no slaughter ☐ on-farm ☐ processing facility ☐ other *(specify)*

2) If poultry is processed on-farm, describe slaughter and processing procedures:

3) If livestock are processed off-farm, give the name of the facility where animals are slaughtered, along with the contact person, address and phone number.

4) Is the facility certified organic? ☐ Yes ☐ No

a) If yes, by what agency? *(retain proof of certification for inspector)*

5) Please describe how animal stress and injury is minimized during loading, transport, unloading, and slaughter:

6) How are organic meat products stored?

☐ distributed immediately/no storage ☐ storage at slaughter plant ☐ storage at farm site

☐ storage at separate facility ☐ other *(please describe)*

7) If products are stored with or near non-organic products, what steps are taken to ensure commingling does not occur?

SECTION 16: Marketing and Labeling — NOP Rule 205.300 through .311

1) How are meat products marketed/sold? ☐ Not applicable

☐ live animal sale ☐ wholesale ☐ retail ☐ other *(specify)*

2) How is milk marketed/sold? ☐ Not applicable

☐ wholesale ☐ retail ☐ processed on-farm ☐ other *(specify)*

3) How are eggs marketed/sold? ☐ Not applicable

☐ wholesale ☐ retail ☐ other *(specify)*

4) How are fiber products marketed/sold? ☐ Not applicable

☐ wholesale ☐ retail ☐ processed on-farm ☐ other *(specify)*

5) Do you use or plan to use the USDA Organic Seal on organic product labels or market information? ☐ Yes ☐ No

6) Do you use or plan to use the seal of the certifying agent on product labels or market information? ☐ Yes ☐ No

Attach all organic product labels.

SECTION 17. Record Keeping — NOP Rule 205.103, .236(c)

Records must disclose all activities and transactions of the operation, be maintained for 5 years, and demonstrate compliance with the NOP Rule. All records must be accessible to the inspector.

A. Records

1) Note which types of records you keep:

ORGANIC RECORDS	DESCRIPTION
	Documentation of purchased animals
	Breeding records
	Purchased feed and/or feed supplements
	Feed labels
	Organic certificates for purchased feed
	Organic certificates for purchased organic animals
	For first time certification of animals: feed records verifying 100% organic feed for one year
	Health records (vaccines, medications, physical alterations, etc.)
	Feed storage
	Milk production
	Meat slaughter records
	Egg collection records
	Egg packing records
	Non-organic livestock, livestock production, and sales records
	Sales
	Shipping and receiving records; bills of lading, etc.
	Other (describe)
	Other (describe)

2) Do you use lot numbers for any products? ☐ Yes ☐ No

   a) If yes, give and example of your lot number and explain what each component means.

3) Are/will records be maintained for at least five years? ☐ Yes ☐ No

SECTION 18: Split Production — NOP Rule 205.201(a)(5)

1) Describe all prohibited substances and practices: ☐ Not applicable

PROHIBITED SUBSTANCE OR PRACTICE	TYPE OF LIVESTOCK	WHERE/WHEN USED

Attach additional sheet if needed.

2) Describe measures taken to prevent the commingling of organic and non-organic livestock and livestock products (animal ID, segregation, audit trail, etc.)

3) Describe measures taken to prevent organic livestock and livestock products from contamination by prohibited substances.

SECTION 19: Affirmation

I affirm that all statements made in this application 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 Organic Foods Production Act of 1990 and National Organic Program Rules and Regulations. I understand that acceptance of this questionnaire in no way implies granting of certification by the certifying agent. I agree to provide further information as required by the certifying agent.

Signature of Operator_____ Date _____

I have attached the following documents:

- ☐ Maps of the operation (including buildings and pasture/grazing areas and showing adjoining land use and identification)
- ☐ Field history sheet (be sure to list pastures on field history sheets provided)
- ☐ Input product labels, if applicable
- ☐ Organic product labels, if applicable
- ☐ Other

☐ I have made copies of this questionnaire and other supporting documents for my own records.

Submit completed form, fees, and supporting documents to:

ANNEXURE 4:
SAMPLE ORGANIC HANDLING PLAN TEMPLATE

Organic Handling Plan

Please fill out this questionnaire if you are requesting organic handling certification. This form or an update short form may be used for continuation of certification, depending on the policies of the certifying agent. Attach an Organic Product Profile sheet for each product requested for certification, and a current schematic product flow chart and facility map for each facility which will handle organic products. Use additional sheets if necessary.

SECTION 1: General Information			NOP Rule 205.201 and 205.401
Applicant/company name			Organic certification number
Owner/manager	Primary contact person		For office use only
Address			Date received Date reviewed Reviewer initials
City	State/province	Postal/zip code / Country	Fees received Inspector

Legal status: ☐ Sole proprietorship ☐ Corporation ☐ Cooperative ☐ Trust or non-profit
☐ Legal partnership (federal form 1065) ☐ Other (specify)

Year company began	Number of employees	Name of person overseeing organic production	Government permits/licenses

Do you have a copy of current organic standards? ☐ Yes ☐ No
Do you have a copy of the current National List? ☐ Yes ☐ No
Do you understand the current organic standards? ☐ Yes ☐ No

What general categories of organic products are manufactured or planned to be manufactured? *Provide a complete list of products requested for certification in Section 2: Product Composition and Labeling.*

List **all** noncompliances from last year's certification and state how the noncompliances have been addressed. ☐ Not applicable

List previous years certified organic and name of certifying agent.	List current organic certification by other agents.

Has certification ever been denied, suspended, or revoked? ☐ Yes ☐ No
If yes, describe the circumstances. *Attach a description of the actions taken to correct noncompliances.*

Preferred time for inspection visit: ☐ Morning ☐ Afternoon
Give directions to the processing facility.

Type of processing/handling operation, e.g. grain cleaning, canning, freezing	Is your operation a: ☐ Primary, or ☐ Contract vendor	Estimated annual total production _____ % organic _____ % nonorganic

IF YOU USE CONTRACT VENDORS, GIVE THE FOLLOWING INFORMATION:

NAME OF CONTRACT VENDOR	ADDRESS	PHONE NO.	CERTIFIED BY

List or attach a list stating the general categories of nonorganic products produced by your company.

SECTION 2: Labeling and Product Composition — **NOP Rule 205.105, 205.270, 205.300-205.305 and 205.307-205.311**

The NOP Rule has 4 categories of products which can use the word "organic". These are "100% organic", "organic", "made with organic (specified ingredients or food group(s))", and products with less than 70% organic ingredients. The % of organic ingredients is calculated by dividing the total net weight or volume (excluding salt and water) of combined organic ingredients by the total weight or volume of all ingredients (excluding salt and water). All ingredients identified as "organic" in the ingredient list must be certified by an accredited certifying agent. Ingredients sourced from non-certified exempt or excluded operations must not be identified or used as organic ingredients.

Products labeled "100% organic" must contain 100% organic ingredients, including processing aids. Products labeled "organic" must contain at least 95% organic ingredients; nonorganic ingredients must not be commercially available in an organic form; and all synthetic ingredients and processing aids must be on the National List. Products labeled "made with organic (specified ingredients or food group(s))" must contain at least 70% organic ingredients. For "100% organic," "organic," and "made with ..." products, both organic and nonorganic ingredients must not be produced using excluded methods, sewage sludge, or ionizing radiation. Products labeled "organic" or "made with..." must not include organic and nonorganic forms of the same ingredient, except that a nonorganic ingredient in a product labeled "made with..." may contain organic and nonorganic forms of the same ingredient, but the ingredient must not be labeled as "organic" on the ingredient statement or be counted in the calculation of the product's organic percentage. Products with less than 70% organic ingredients can only identify the organic ingredients in the information panel. Refer to the National List, Section 205.605 and 205.606, to determine which nonagricultural substances and nonorganically produced agricultural ingredients are allowed in or on products labeled "organic" or "made with...".

The NOP Rule has specific requirements for principal display panel information relating to the use of the term "organic", depending on the % of organic ingredients in the finished product. For all products, the organic ingredients must be identified in the ingredient information panel. Up to three ingredients or food groups can be listed on the principal display panel for products labeled as "made with organic (ingredients or food group(s))". The term "organic" cannot be used to describe a nonorganic ingredient in a product name. Water and salt cannot be identified as "organic". The name of the certifying agent must be identified on the information panel below the name of the handler or distributor, preceded by the statement, "Certified organic by..." or similar phrase. The address and telephone number of the certifying agent may be displayed.

The USDA seal can be used on "100% organic" or "organic" products, but not on products labeled "made with....". A certifying agent's seal, logo or other identifying mark can be used on "100% organic," "organic" or "made with...". Products with less than 70% organic ingredients cannot use either the USDA seal or the certifying agent's name, seal or logo. The certifying agent's seal cannot be displayed more prominently than the USDA seal.

Attach an Organic Product Profile sheet and examples of all labels used for each product requested for certification.

A. PRODUCTS LABELED AS "100% ORGANIC" (All ingredients are certified 100% organic, including processing aids.)

List all products labeled or planned to be labeled as "100 % Organic" and check appropriate boxes. ☐ None

NAME OF PRODUCT	ORGANIC INGREDIENTS IDENTIFIED IN INFORMATION PANEL (✓)	CERTIFYING AGENT NAME IDENTIFIED ON LABEL (✓)	USE USDA SEAL ON LABEL (✓)	USE CERTIFYING AGENT SEAL/LOGO ON LABEL (✓)

B. PRODUCTS LABELED AS "ORGANIC" (at least 95% certified organic ingredients)

List all products labeled or planned to be labeled as "Organic" and check appropriate boxes. ☐ None

NAME OF PRODUCT	ORGANIC INGREDIENTS IDENTIFIED IN INFORMATION PANEL (✓)	CERTIFYING AGENT NAME IDENTIFIED ON LABEL (✓)	USE USDA SEAL ON LABEL (✓)	USE CERTIFYING AGENT SEAL/LOGO ON LABEL (✓)

SECTION 2: Labeling and Product Composition B. PRODUCTS LABELED AS "ORGANIC" (continued)

Are any nonorganic agricultural ingredients used? ☐ Yes ☐ No

If yes, list all organic products which contain nonorganic agricultural ingredients.

If yes, describe your attempts to source organic ingredients.

Are sulfites, nitrates, or nitrites added during the production or handling process? ☐ Yes ☐ No

If yes, list all organic products produced with sulfites, nitrates, or nitrites.

Do any products labeled "organic" show the percentage of organic ingredients on the label? ☐ Yes ☐ No

If yes, list all products so labeled.

Does the size of the percentage statement exceed one-half the size of the largest type size on the panel on which the statement is displayed? ☐ Yes ☐ No

Does the percentage statement appear in its entirety in the same type size, style, and color without highlighting? ☐ Yes ☐ No

Is the percentage rounded down to the nearest whole number? ☐ Yes ☐ No

C. PRODUCTS LABELED AS "MADE WITH ORGANIC (SPECIFIED INGREDIENTS OR FOOD GROUPS(S))" (At least 70% certified organic ingredients; up to 3 ingredients or food groups can be listed)

List all products to be labeled "Made with organic (ingredients or food group(s))" and check appropriate boxes.

☐ None

NAME OF PRODUCT	HOW MANY INGREDIENTS OR FOOD GROUPS ARE LISTED ON THE LABEL?	LIST EACH INGREDIENT OR FOOD GROUP[1] SHOWN ON THE PRINCIPAL DISPLAY PANEL	ORGANIC INGREDIENTS IDENTIFIED IN INFORMATION PANEL (✔)	CERTIFYING AGENT NAME IDENTIFIED ON LABEL (✔)	CERTIFYING AGENT SEAL/LOGO ON LABEL (✔)

Does the "made with organic ingredients" statement on the principal display panel exceed one-half the size of the largest type size on the panel? ☐ Yes ☐ No

Does the "made with organic ingredients" statement on the principal display panel appear in its entirety in the same type size, style, and color without highlighting? ☐ Yes ☐ No

Do any products labeled "made with organic ingredients" show the percentage of organic ingredients in the product? ☐ Yes ☐ No

If yes, does the size of the percentage statement exceed one-half the size of the largest type size on the panel on which the statement is displayed? ☐ Yes ☐ No

Does the percentage statement appear in its entirety in the same type size, style, and color without highlighting? ☐ Yes ☐ No

Is the percentage rounded down to the nearest whole number? ☐ Yes ☐ No

D. PRODUCTS WITH LESS THAN 70% ORGANIC INGREDIENTS (organic ingredients listed only on the information panel)

List all products which contain less than 70% organic ingredients. ☐ None

SECTION 2: Labeling and Product Composition (continued)

E. BY-PRODUCTS

Will any by-products from certified organic products be sold as certified organic? ☐ Yes ☐ No ☐ Not applicable

If yes, list all organic products manufactured from by-products.

Include information on organic by-products as applicable on this Organic Handling Plan.
Attach an Organic Product Profile sheet for each product.

F. WATER

Check ways **water is used in processing:** ☐ None used

☐ ingredient ☐ processing aid ☐ cooking ☐ cooling ☐ product transport ☐ cleaning organic products
☐ cleaning equipment ☐ other (specify)

Source of **water:** ☐ municipal ☐ on-site well ☐ other, specify

Does the **water meet the Safe Drinking Water Act?** ☐ Yes ☐ No

Attach copy of water test, if applicable.

What on-**site water treatment processes are used?** ☐ None

Is steam used in the processing or packaging of organic products? ☐ Yes ☐ No

If yes, describe how steam is used.

If steam has direct contact with organic products, do you use: ☐ No direct contact

☐ steam filters ☐ condensate traps ☐ testing of condensate ☐ testing of finished products
☐ other (specify)

List products used as boiler additives. ☐ No boiler additives used

Attach MSDS and/or label information for boiler additives, if applicable.

Describe how you monitor water quality.

How often do you conduct water quality monitoring? ☐ weekly ☐ monthly ☐ annually ☐ as needed
☐ other (specify)

SECTION 3: Assurance of Organic Integrity — **NOP Rule 205.201(a), 205.270 and 205.272**

NOP Rule requires that handling practices and procedures present no contamination risk to organic products from commingling with nonorganic products or contact with prohibited substances. Packaging materials, bins, and storage containers must not have contained synthetic fungicides, preservatives, or fumigants. Reusable bags or containers must be clean and pose no risk to the integrity of organic products. Procedures used to maintain organic integrity must be documented.

A. PRODUCT FLOW

Attach a complete written description or schematic product flow chart which shows the movement of all organic products, from incoming/receiving through production to outgoing/shipping. Indicate where ingredients are added and/or processing aids are used. All equipment and storage areas must be identified.

B. ORGANIC INTEGRITY

Do you have an organic integrity program in place to address areas of potential commingling and/or contamination? ☐ Yes ☐ No

If yes, list specific control points you have identified in your process and state how you have addressed them to protect organic integrity, or *attach a copy of your organic integrity program.*

If no, do you have plans to implement an organic integrity program? ☐ Yes ☐ No

C. MONITORING

Do you have a Quality Assurance program in place? ☐ Yes ☐ No

If yes, what program do you use? ☐ ISO ☐ HACCP ☐ TQM ☐ other (specify)

Are any outside quality assessment services used (e.g. AIB)? ☐ Yes ☐ No

If yes, name of company

Product testing: (Check all that apply)

☐ ingredients tested prior to purchase ☐ ingredients tested upon receipt ☐ products tested during production
☐ finished products tested ☐ other (specify)

SECTION 3: Assurance of Organic Integrity C. MONITORING (continued)

How do you prevent the use of ingredients produced using excluded methods (genetic engineering), sewage sludge, or ionizing radiation? (Check all that apply)

☐ GE testing ☐ letters from manufacturers ☐ other (specify)

Are ingredient samples retained? ☐ Yes ☐ No

If yes, how long?

Are finished product samples retained? ☐ Yes ☐ No

If yes, how long?

Do you have a product recall system in place? ☐ Yes ☐ No

D. EQUIPMENT

List all equipment used in processing.

EQUIPMENT NAME	CAPACITY	CHECK IF EQUIPMENT IS CLEANED PRIOR TO ORGANIC PRODUCTION (✓)	CHECK IF CLEANING IS DOCUMENTED (✓)	CHECK IF THE EQUIPMENT IS PURGED PRIOR TO ORGANIC PRODUCTION (✓)

If equipment is purged, list and describe purge procedures, quantities purged, and documentation.

E. SANITATION

Attach MSDS and/or label information for cleaning and sanitizing products, if applicable.

Check all cleaning methods used:

☐ sweeping ☐ scraping ☐ vacuuming ☐ compressed air ☐ manual washing ☐ clean in place (CIP)
☐ steam cleaning ☐ sanitizing ☐ other (specify)

Provide information on your cleaning program and products used.

AREA	TYPE OF CLEANING	CLEANING EQUIPMENT USED	PRODUCTS USED	FREQ	CHECK IF CLEANING IS DOCUMENTED (✓)
Receiving area					
Ingredient storage					
Product transfer					
Production area					
Production equipment					
Packaging area					
Finished product storage					
Loading dock					
Building exterior					
Accidental spills					
Other (specify)					

Are all surfaces which contact organic products food grade? ☐ Yes ☐ No

Do you test food contact surfaces or rinsate for cleaner/sanitizer residues? ☐ Yes ☐ No

Where are cleaning/sanitizing materials stored?

SECTION 3: Assurance of Organic Integrity (continued)

F. PACKAGING

Check types of packaging material used: ☐ paper ☐ cardboard ☐ wood ☐ glass ☐ metal ☐ foil ☐ plastic ☐ waxed paper ☐ aseptic ☐ natural fiber ☐ synthetic fiber ☐ other (specify)

Where are packaging materials stored?

Are any fungicides, fumigants, or pest control products used in this storage area? ☐ Yes ☐ No

If yes, describe use and list specific products.

Have any packaging materials been exposed to synthetic fungicides, preservatives, or fumigants? ☐ Yes ☐ No

If yes, describe exposure, including name of products used.

Are packaging materials reused? ☐ Yes ☐ No

If yes, describe how reusable packaging materials are cleaned prior to use.

G. STORAGE

Provide information on your storage areas by completing the following table.

USE	LOCATION	TYPE/CAPACITY	IDENTIFICATION NAME OR NUMBER	IS STORAGE UNIT DEDICATED ORGANIC ? (✓)	COMMENTS ON POTENTIAL FOR CONTAMINATION OR COMMINGLING PROBLEMS
Ingredient storage					
Packaging material storage					
In-process storage					
Finished product storage					
Off-site storage*					
Other (specify)					

***If there is off-site storage, give name, address, phone number, contact person and type of products stored at off-site facility.**

H. TRANSPORTATION OF ORGANIC PRODUCTS

Incoming:

In what forms are incoming products received?

☐ dry bulk ☐ liquid bulk ☐ tote bags ☐ tote boxes ☐ metal drums ☐ cardboard drums ☐ paper bags ☐ foil bags ☐ other (specify)

How are incoming products transported?

Do you arrange incoming product transport? ☐ Yes ☐ No

If you use transport companies, have they been notified of organic handling requirements? ☐ Yes ☐ No

Are transport units used to carry nonorganic products or prohibited substances? ☐ Yes ☐ No

If yes, how do you insure that inbound transport units are cleaned prior to loading organic products?

Is the inspection/cleaning process documented? ☐ Yes ☐ No

Are organic products shipped at the same time as nonorganic in the same transport units? ☐ Yes ☐ No

If yes, check all steps taken to segregate organic products:

☐ use of separate pallets ☐ pallet tags identifying "organic" ☐ organic product shrink wrapped ☐ separate area in transport unit ☐ organic product sealed in impermeable containers ☐ other (specify)

SECTION 3: Assurance of Organic Integrity H. TRANSPORTATION (continued)

In-Process:

How are in-process products transported?

How do you insure that in-process transport units are cleaned prior to loading organic products?

Is the inspection/cleaning process documented? ☐ Yes ☐ No

Outgoing Finished Product:

In what form are finished products shipped?

☐ dry bulk ☐ liquid bulk ☐ tote bags ☐ paper bags ☐ foil bags ☐ metal drums ☐ cardboard drums
☐ mesh bags ☐ cardboard cases ☐ plastic crates ☐ other (specify)

How are outgoing products transported?

Do you arrange outgoing product transport? ☐ Yes ☐ No

If you use transport companies, have they been notified of organic handling requirements? ☐ Yes ☐ No

Are transport units used to carry nonorganic products or prohibited materials? ☐ Yes ☐ No

If yes, how do you insure that outgoing transport units are cleaned prior to loading organic products?

Is the inspection/cleaning process documented? ☐ Yes ☐ No

Are organic products shipped at the same time as nonorganic in the same transport units? ☐ Yes ☐ No

If yes, check steps taken to segregate organic products:

☐ use of separate pallets ☐ pallet tags identifying "organic" ☐ organic product shrink wrapped
☐ separate area in transport unit ☐ organic product sealed in impermeable containers ☐ other (specify)

SECTION 4: Pest Management **NOP Rule 205.271**

NOP Rule requires management practices to prevent pests, such as removal of pest habitat, food sources, and breeding areas, and prevention of access to handling facilities. Environmental factors, such as temperature, light, humidity, atmosphere, and air circulation, may be used to prevent pests. Pests may be controlled using mechanical or physical means, such as traps, light, or sound. Lures and repellents may be used if they do not contain prohibited substances or products produced using excluded methods (genetically engineered). If these measures are not effective, a synthetic substance not on the National List may be used provided the certifying agent approves use of the substance, method of application, and measures taken to prevent contact with ingredients or organic products. Use of pest control products must be documented and included as part of the Organic Handling Plan.

Attach a facility map showing the location of traps and monitors, and submit MSDS and/or label information for substances used for pest control, if applicable.

What type of pest management system do you use?

☐ in-house: name of responsible person
☐ contract pest control service: name, address, phone number

Check all pest problems you generally have:

☐ flying insects ☐ crawling insects ☐ rats ☐ mice ☐ spiders ☐ birds ☐ other (specify)

Check all pest management practices you use:

☐ good sanitation ☐ removal of exterior habitat/food sources ☐ clean up spilled product ☐ exclusion
☐ sealed doors and/or windows ☐ repair of holes, cracks, etc. ☐ screened windows, vents, etc.
☐ physical barriers ☐ sheet metal on sides of building exterior ☐ mowing ☐ air curtains ☐ air showers
☐ positive air pressure in facility ☐ monitoring ☐ incoming ingredient inspection for pests
☐ inspection zones around interior perimeter ☐ ultrasound/light devices ☐ release of beneficials ☐ sticky traps
☐ electrocutors ☐ pheromone traps ☐ mechanical traps ☐ scare eye balloons ☐ freezing treatments
☐ heat treatments ☐ vacuum treatments ☐ carbon dioxide ☐ nitrogen ☐ vitamin baits ☐ pyrethrum
☐ ryania ☐ rotenone ☐ boric acid ☐ disodium octal tetrahydrate ☐ diatomaceous earth
☐ precipitated silica ☐ fumigation ☐ fogging ☐ crack and crevice spray ☐ other (specify)

SECTION 4: Pest Management (continued)

Are records kept of your pest monitoring activities? ☐ Yes ☐ No

Check all aspects of your waste management system that apply:

☐ on-site dumpster ☐ material recycling ☐ daily pick-up of waste ☐ composting ☐ field application of waste
☐ other (specify)

Does your waste management system provide habitat and/or food sources for pests? ☐ Yes ☐ No

If yes, please describe.

Pesticide use information for the last 12 months:

SUBSTANCE	TARGET PEST	LOCATION WHERE USED	METHOD OF APPLICATION	DATE OF LAST APPLICATION

Are records kept of all pesticide applications? ☐ Yes ☐ No

If a pest control substance is used, list all measures taken to prevent contact with organic products, ingredients or packaging materials.

Are any substances used which are prohibited according to the National List? ☐ Yes ☐ No

If yes, did you contact the certifying agent for prior approval before using? ☐ Yes ☐ No

If prohibited pest control products were used, what measures are you taking or planning to take to prevent their use in the future?

Are there any substances intended for use which are not listed above? ☐ Yes ☐ No

If yes, list substances intended for use:

SECTION 5: Record Keeping — 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 from receipt of incoming ingredients to sale of finished products. Organic ingredients must be verified as certified organic. Amounts of organic finished products must balance with certified organic ingredients purchased. All relevant documents must identify products as "organic". All records must be accessible to the inspector.

Which of the following records do you keep for organic processing/handling?

Incoming:

☐ purchase orders ☐ contracts ☐ invoices ☐ receipts ☐ bills of lading ☐ Customs forms ☐ scale tickets
☐ quality test results ☐ Certificates of Analysis ☐ Transaction Certificates
☐ copies of Certificates of Organic Operation ☐ verification of non-GMO ingredients
☐ verification of ingredients produced not using sewage sludge
☐ verification of ingredients produced/handled without ionizing radiation
☐ documentation that organic ingredients are not commercial available, when using nonorganic ingredients in products labeled as "100% organic" and/or "organic"
☐ receiving records ☐ receiving summary log (12 mos.) ☐ other (specify)

In-Process:

☐ ingredient inspection forms ☐ blending reports ☐ production reports ☐ equipment clean-out logs
☐ sanitation logs ☐ packaging reports ☐ QA reports ☐ production summary records (12 mos.)
☐ other (specify)

Storage:

☐ ingredient inventory reports ☐ finished product inventory reports ☐ other (specify)

SECTION 5: Record Keeping (continued)

Outgoing:

☐ shipping log ☐ transport unit inspection/cleaning forms ☐ bills of lading ☐ scale tickets ☐ purchase orders
☐ sales orders ☐ sales invoices ☐ phytosanitary certificates ☐ export declaration forms
☐ Transaction Certificates ☐ copies of Certificates of Organic Operation ☐ shipping summary log
☐ sales summary log ☐ audit control register ☐ complaint log ☐ other (specify)

Describe your lot numbering system.

Can your record keeping system track the finished product back to all ingredients? ☐ Yes ☐ No

Can your record keeping system balance organic ingredients in and organic products out? ☐ Yes ☐ No

How long do you keep your records?

SECTION 6 : Affirmation **NOP Rule 205.100, 205.400 and 205.401**

I affirm that all statements made in this Organic Handling Plan are true and correct. I agree to comply with the Organic Foods Production Act of 1990 and National Organic Program Rules and Regulations. I understand that the facility may be subject to unannounced inspection and/or organic products may be sampled and tested for residues at any time. I agree to provide further information as required by the certifying agent.

Signature of Owner/Manager_____ Date _____

I have attached the following additional documents:

☐ product flow chart ☐ facility map ☐ Organic Product Profiles
☐ pest management map of traps and monitors ☐ water test, if applicable ☐ MSDS, if applicable
☐ organic product labels ☐ labels for minor ingredients
☐ labels for other substances used (boiler additives, cleansers, or pesticides) ☐ other (specify)

☐ I have made copies of this Organic Handling Plan and other supporting documents for my own records.

Submit completed form, fees, and supporting documents to:

Organic Product Profile

Applicant/company name	Date	Name of Product Requested for Certification Percentage of Organic Ingredients[2] %

Check which labeling category this product meets. *Attach samples of labels for all products for which this Organic Product Profile is used.*

☐ "100% organic" ☐ "organic" (≥95% organic ingredients) ☐ "made with organic (ingredients or food group(s)) (≥70% organic ingredients)

Product Composition: Complete the information for all ingredients contained in this product. Although water and salt are not considered when determining the percentage, include information about these ingredients.

Ingredient[3] (include additives)	Check if ingredient is certified organic (✓)	Supplier	Certifying agent	If non-agricultural, check if ingred. is on the National List (✓)	Have you verified that the nonorganic ingredient was not produced using any of the following (✓): Excluded methods[4]	Sewage sludge	Ionizing radiation	Check if you have documentation that the nonorganic agricultural ingredient was not commercially available[5] in organic form (✓)	% of finished product

Does this product include organic and nonorganic forms of the same ingredient?[6] ☐ Yes ☐ No

If yes, list the specific organic and nonorganic forms of the same ingredient.

Processing Aids: Provide complete information about all processing aids used in the manufacture of this product.

Processing aid	Check if processing aid is certified 100% organic[7] (✓)	If nonorganic, check if processing aid is on the National List? (✓)	Supplier	Certifying agent

[1] Calculate the percentage of organic ingredients by dividing the total net weight or volume of combined organic ingredients (excluding water and salt) by the total weight or volume of all ingredients (excluding water and salt).
[2] All products labeled "100% organic" or "organic" and all ingredients identified as "organic" in an ingredient statement must not be produced using: excluded methods; sewage sludge; ionizing radiation; a processing aid not on the National List; or sulfites, nitrates or nitrites added during the production or handling process (except that wine containing added sulfites may be labeled "made with organic grapes").
[3] Excluded methods include cell fusion, microencapsulation and macroencapsulation, and recombinant DNA technology, (gene deletion, gene doubling, introducing a foreign gene, and changing the positions of genes when achieved by recombinant DNA technology).
[4] For products labeled as "100% organic" and "organic", handlers are required to source organic ingredients when commercially available. Commercial availability is determined by three factors: appropriate form, quality, or quantity. This is not required for products labeled as "made with....".
[5] Products labeled "organic" or "made with..." must not include organic and nonorganic forms of the same ingredient, except that a nonorganic ingredient in a product labeled "made with..." may contain organic and nonorganic forms of the same ingredient. This ingredient must not be labeled "organic" on the ingredient statement or be counted in the calculation of the product's organic %.
[6] Required for products labeled as "100% organic".





Government of India
Ministry of Fisheries, Animal Husbandry and Dairying
Department of Fisheries