

1. Have you ever previously applied for organic certification by TCO Cert or another Certification Body? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, proceed to Section 2. If yes, please list the name of the Certification Body, year(s) of application, outcome of application:	
2. Are you currently certified and transferring to TCO Cert from another Certification Body? <input type="checkbox"/> Yes <input type="checkbox"/> No If transferring to TCO Cert from another Certification Body, a Letter of Good Standing from the Sending CB is required.	
3. If you are transferring to TCO Cert from another certification agency, have you ever been denied certification, received a Notice of Noncompliance, had your certification proposed for suspension or revocation, or had your certification suspended, cancelled or revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide a copy of each Notice of Denial, Notice of Noncompliance, Notice of Suspension, and/or Notice of Cancellation, and attach documentation of the corrective actions taken in response.	

SECTION 2: Soil and Crop Fertility Management

Soil management including crop rotation, must actively build soil fertility, manage plant nutrients, protect natural resources, and prevent soil erosion. All fertility inputs must be verified for compliance to the standards prior to use. The operator must monitor fertility practices and procedures to verify that the organic plan is effectively implemented. Plant and animal materials (manure, compost, and non-composted plant materials) must be managed so that they do not contribute to contamination of crops, soil, and water by plant nutrients, pathogenic organisms, heavy metals, or residues of prohibited substances.

A. GENERAL INFORMATION:

1. What are the major components of your soil and crop fertility plan? <table style="width: 100%; margin-top: 5px;"> <tr> <td><input type="checkbox"/> crop rotation</td> <td><input type="checkbox"/> inter-planting</td> <td><input type="checkbox"/> green manure plow-down/cover crops</td> </tr> <tr> <td><input type="checkbox"/> summer fallow</td> <td><input type="checkbox"/> sub-soiling</td> <td><input type="checkbox"/> incorporation or crop residues</td> </tr> <tr> <td><input type="checkbox"/> compost</td> <td><input type="checkbox"/> on-farm manure</td> <td><input type="checkbox"/> off-farm manure</td> </tr> <tr> <td><input type="checkbox"/> soil amendments</td> <td><input type="checkbox"/> side dressing</td> <td><input type="checkbox"/> foliar fertilizers</td> </tr> <tr> <td><input type="checkbox"/> biodynamic preparations</td> <td><input type="checkbox"/> soil inoculants</td> <td><input type="checkbox"/> Other (specify):</td> </tr> </table>	<input type="checkbox"/> crop rotation	<input type="checkbox"/> inter-planting	<input type="checkbox"/> green manure plow-down/cover crops	<input type="checkbox"/> summer fallow	<input type="checkbox"/> sub-soiling	<input type="checkbox"/> incorporation or crop residues	<input type="checkbox"/> compost	<input type="checkbox"/> on-farm manure	<input type="checkbox"/> off-farm manure	<input type="checkbox"/> soil amendments	<input type="checkbox"/> side dressing	<input type="checkbox"/> foliar fertilizers	<input type="checkbox"/> biodynamic preparations	<input type="checkbox"/> soil inoculants	<input type="checkbox"/> Other (specify):
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<input type="checkbox"/> biodynamic preparations	<input type="checkbox"/> soil inoculants	<input type="checkbox"/> Other (specify):													
2. What are your soil nutrient deficiencies?															
3. How do you monitor the effectiveness of your fertility management program? <table style="width: 100%; margin-top: 5px;"> <tr> <td><input type="checkbox"/> soil testing</td> <td><input type="checkbox"/> microbiological testing</td> <td><input type="checkbox"/> companion crops yields</td> </tr> <tr> <td><input type="checkbox"/> tissue testing</td> <td><input type="checkbox"/> observation of soil</td> <td><input type="checkbox"/> other (specify):</td> </tr> <tr> <td><input type="checkbox"/> crop quality testing</td> <td><input type="checkbox"/> observation of crop health</td> <td></td> </tr> </table> <p>Attach copies of available test results.</p>	<input type="checkbox"/> soil testing	<input type="checkbox"/> microbiological testing	<input type="checkbox"/> companion crops yields	<input type="checkbox"/> tissue testing	<input type="checkbox"/> observation of soil	<input type="checkbox"/> other (specify):	<input type="checkbox"/> crop quality testing	<input type="checkbox"/> observation of crop health							
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<input type="checkbox"/> crop quality testing	<input type="checkbox"/> observation of crop health														
4. If you use fertilizers with high salt content (sodium nitrate, potassium sulfate, etc.), how do you prevent salt buildup? <input type="checkbox"/> Not Applicable															
5. Do you burn crop residues? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe what materials are burned and why.															

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6. If off-farm inputs are used, please describe the attempts that were made to improve soil fertility, weed control and/or pest control through natural means (rotation, on-farm inputs, etc.) first.

B. COMPOST USE: *If composted material is used as part of the fertility program, it must be produced according to organic standards if it is to be applied as actual "compost" and nor as raw manure.* Not Applicable

1. Please provide a list of ingredients in the compost.

2. Do you monitor compost temperature? Yes No

a. If yes, what temperature is maintained?

b. How many days is this temperature maintained?

3. Has the compost been tested for acceptable limits of human pathogens? Yes No

Describe the results:

C. MANURE USE: *If raw or aged manure is used, it must be used in accordance to the applicable organic program. Each organic program has different requirements concerning the use of raw manure.* Not Applicable

1. What forms of manure do you use?

none fully composted semi-solid Other (specify):

piled liquid pelleted

2. What type of crops do you grow (check all that apply)?

Crops are not used for human consumption.

Crops are for human consumption whose edible portion has direct contact with the soil.

Crops are for human consumption whose edible portion does not have direct contact with the soil.

NOTE: If you grow crops for human consumption and use **raw manure**, you **must** ensure that the dates of manure applications are clearly documented on field histories or in other records.

3. List all ingredients/additives (hay, straw, woodchips/shavings, pit additives, etc.) added to the manure being used. For off-farm manure, attach additive specifications (if applicable), along with a statement from the supplier verifying that no prohibited substances (i.e. herbicides, odor suppressants, etc.) were applied to the manure or around the pile.

4. Describe the operation the manure is sourced from:

Is it a fully caged system where animals are not able to turn 360 degrees or kept permanently in the dark? Yes No

An Off-Farm Manure Use Affidavit, or equivalent, must be obtained and signed prior to use.

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5. What precautions do you take to ensure water, soil or crops are not contaminated by manure runoff?

D. NATURAL RESOURCES: *Standards require that production practices must maintain or improve the natural resources of the operation, including soil and water quality. Practices must minimize erosion. Irrigation water should not contaminate organic crops with prohibited materials. Methods to conserve water usage should be part of the irrigation plan.*

SOIL CONSERVATION

1. Do you have any soil erosion problems? Yes No
 If yes, please indicate fields and nature of the problem(s).

2. What conservation practices are used? None

<input type="checkbox"/> Terraces	<input type="checkbox"/> Permanent waterways	<input type="checkbox"/> Riparian management
<input type="checkbox"/> Contour farming	<input type="checkbox"/> Windbreaks	<input type="checkbox"/> Undersowing/interplanting
<input type="checkbox"/> Strip cropping	<input type="checkbox"/> Firebreaks	<input type="checkbox"/> Maintain wildlife habitat
<input type="checkbox"/> Conservation tillage	<input type="checkbox"/> Tree lines	<input type="checkbox"/> Wildlife habitat conservation
<input type="checkbox"/> Winter cover crops	<input type="checkbox"/> Retention ponds	<input type="checkbox"/> Other (specify):

WATER USE

3. In what ways is water used in your operation? Not Applicable

<input type="checkbox"/> Irrigation	<input type="checkbox"/> Livestock	<input type="checkbox"/> Foliar sprays
<input type="checkbox"/> Washing crops	<input type="checkbox"/> Greenhouse	<input type="checkbox"/> Other (specify):

4. Source of water:

<input type="checkbox"/> On-site well(s)	<input type="checkbox"/> River/creek/pond	<input type="checkbox"/> Irrigation district
<input type="checkbox"/> Spring	<input type="checkbox"/> Municipal/county	<input type="checkbox"/> Other (specify):

5. Type or irrigation system: None

<input type="checkbox"/> Drip irrigation	<input type="checkbox"/> Center pivot
<input type="checkbox"/> Micro-spray	<input type="checkbox"/> Underground
<input type="checkbox"/> Flood	<input type="checkbox"/> Other (specify):

6. What input products are applied through the irrigation system, either to organic or non-organic fields? None

7. What products do you use to clean irrigation lines/nozzles? None

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8. Is the system shared with another operator? Yes No
 If yes, what products do they use?

9. Is the system flushed and the flushes documented between conventional and organic use if prohibited materials are used? Not Applicable
 Yes No

WATER QUALITY

10. What practices are used to protect water resources?
 Fencing livestock from waterways Scheduled use of water to conserve its use
 Tensiometer/monitoring Other (specify):
 Laser leveling/land forming

11. What water contamination problems do your experience (why and where)? None

12. Describe your efforts to minimize water contamination problems listed above.

SECTION 3: Crop Management

Standards require 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. Cultural practices, such as the selection of plant species and varieties adapted to site-specific conditions should be used to enhance crop health.

- All weed, pest and disease control inputs used or intended for use during the current year and used in the previous three years must be listed on your Field History Sheets.
- Name of the product and date of last use of a prohibited substance must be in field histories.

A. Field List	
Please list all fields stating Field Number and correlating Legal Land Description or Parcel Identification number. These should correlate with the submitted map.	
Field Number or Name	Legal Land Description or Parcel Identification Number

Updated by: _____ on _____
 (Initials) (Date)

Field Number or Name	Legal Land Description or Parcel Identification Number

B. CROP ROTATION:

1. What are the main crop rotations that are used in your operation? (For example: corn, soybeans, alfalfa 2 years, repeat)
Please describe all general rotations used:

C. WEED MANAGEMENT PLAN:

1. What are your problem weeds?

2. What weed control methods do you use?

- | | | |
|--|--|--|
| <input type="checkbox"/> Crop rotation | <input type="checkbox"/> Mowing | <input type="checkbox"/> Smother crops – appropriate species |
| <input type="checkbox"/> Field preparation | <input type="checkbox"/> Livestock grazing | <input type="checkbox"/> Corn gluten |
| <input type="checkbox"/> Delayed seeding | <input type="checkbox"/> Flame weeding | <input type="checkbox"/> Soap-based herbicide |
| <input type="checkbox"/> Monitoring soil temperature | <input type="checkbox"/> Steam weeding | <input type="checkbox"/> Use of fast emerging varieties or other |
| <input type="checkbox"/> Soil sterilization | <input type="checkbox"/> Electrical | <input type="checkbox"/> Sprayer application of herbicide |
| <input type="checkbox"/> Mechanical cultivation | <input type="checkbox"/> Black fallow | <input type="checkbox"/> Prevention of weed seed set |
| <input type="checkbox"/> Use of hand tools | <input type="checkbox"/> Non-synthetic mulch | <input type="checkbox"/> Other (specify): |
| <input type="checkbox"/> Hand weeding | <input type="checkbox"/> Synthetic mulch | |

3. Do you keep a record of how often you utilize these weed control methods, including dates and fields? Yes No

4. If you use plastic or other synthetic mulches, is the mulch removed at the end of the growing harvest season? Not Applicable
 Yes No
If no, what is the reason?

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5. If you use newspaper or other recycled paper for mulch, do you use paper with glossy or colored inks? Not Applicable
 Yes No

D. PEST MANAGEMENT PLAN:

1. What are your problem insect pests?

2. What strategies do you use to control pest damage to crops? None

<input type="checkbox"/> Crop rotation	<input type="checkbox"/> Physical barriers	<input type="checkbox"/> Limited use of prohibited products
<input type="checkbox"/> Timing of planting	<input type="checkbox"/> Physical removal	<input type="checkbox"/> Selection of appropriate plant species/varieties
<input type="checkbox"/> Companion planting	<input type="checkbox"/> Traps	<input type="checkbox"/> Development of habitat for natural enemies
<input type="checkbox"/> Frog ponds	<input type="checkbox"/> Lures	<input type="checkbox"/> Release of predators/parasites of pest species
<input type="checkbox"/> Bat houses	<input type="checkbox"/> Insect repellents	<input type="checkbox"/> Integrated Pest Management
<input type="checkbox"/> Bird houses	<input type="checkbox"/> Use of allowed products	<input type="checkbox"/> Use of restricted products
<input type="checkbox"/> Hand picking	<input type="checkbox"/> Animal repellents	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Trap crops	<input type="checkbox"/> Monitoring	

3. Do you keep a record of how often you use these pest control methods, ie., dates when you scout fields or apply inputs to a specific field or crop? Yes No

E. DISEASE MANAGEMENT PLAN:

1. What are your problem crop diseases?

2. What disease prevention strategies do you use? None

<input type="checkbox"/> Field Sanitation	<input type="checkbox"/> Solarization	<input type="checkbox"/> Limited use of prohibited products
<input type="checkbox"/> Crop rotation	<input type="checkbox"/> Companion planting	<input type="checkbox"/> Selection of appropriate plant species/varieties
<input type="checkbox"/> Plant spacing	<input type="checkbox"/> Compost/tea use	<input type="checkbox"/> Sprayer application of fungicide
<input type="checkbox"/> Vector management	<input type="checkbox"/> Use of allowed materials	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Soil balancing	<input type="checkbox"/> Use of restricted materials	

3. Were any of the weed/pest/disease control inputs applied to your land part of a disease control program imposed by a local or governmental agency and/or used for scientific tests approved by a proper authority? Yes No
 If yes, please identify which ones and explain:

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SECTION 4: Maintenance of Organic Integrity

A. ADJOINING LAND USE: *Standards and regulations require that organic harvest 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 cropland, pastures, residential property, fallow land, etc. Buffer areas may change annually, depending on the contamination potential from adjoining land uses. If crops within the required buffer zone are harvested, records must be maintained demonstrating storage and disposition as non-organic crop.*
Please be sure to identify all buffer areas on all field maps.

1. Are you familiar with the uses of the land adjoining your organic fields and do you watch for potential problems? Yes No

2. What types of buffer zones (crop, tree lines, grass strips, etc.) do you maintain around your organic fields?

3. What is the width of the buffers?

4. How are buffers managed (plowed down, let stand, harvested, etc.)?

5. If buffers are in crop and harvested, what is done with this crop and how is commingling avoided?

6. Do you conduct any GMO testing for your seed and/or product(s) to be sold? Yes No

7. Is there any potential for unintended contamination from run-off or waterways? Yes No
 If yes, please specify in which fields (and mark on your field maps):

8. Which of the following additional safeguards are used to prevent unintended contamination? None
 Written notification to: Government/highway departments Drainage commissions
 Electric companies Farm Service office
 Aerial spray companies/airports Other (specify):

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

10. Do any fields or portions of fields flood frequently (more than once every 10 years)? Yes No
 If yes, please list field numbers:

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B. EQUIPMENT: *To prevent commingling and contamination, all equipment used in organic crop production must be free of non-organic crop residues and prohibited materials. Equipment used for both organic and non-organic farming (including equipment used to harvest buffer zones) must be cleaned prior to use on organic fields or crops. Records documenting the cleaning of equipment must be maintained.*

1. Are clean-out logs kept for all equipment (including custom equipment) that is used for both organic and non-organic crop production?
 Yes No Equipment is only used on organic fields/crops (not used in buffers/non-organic fields)

2. Is your equipment maintained so that fuel, oil and hydraulic fluid do not leak? Yes No

3. Could any equipment you use have been contaminated by previous uses? Yes No
 If yes, describe:

4. If used equipment was purchased, was a thorough clean-down performed and documented? Yes No

C. HARVEST: *Standards require 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.*

1. Describe your harvesting methods and the steps taken to protect organic crops from commingling and contamination during harvest.

2. What kind of harvest records are kept to document harvest dates, amounts, etc.? Please describe.

3. What types of handling units are used for harvesting?
 Gravity wagons/boxes PVC plastics Other (specify):
 Truck boxes Wooden totes
 Cardboard/waxed boxes Plastic containers

4. Are the handling units indicated above new or used? New Used
 If they are used, what did they contain prior to organic use?

5. Are the containers used for organic crops only? Yes No
 If no, are they cleaned, and the cleaning documented prior to organic use? Yes No

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D. POST-HARVEST HANDLING: *Standards require that post-harvest handling procedures do not commingle organic products with non-organic crops and prevent contact with prohibited materials.*

Not Applicable

1. Indicate which post-harvest handling procedures and equipment are used:

On-Farm Cleaning

Off-Farm Cleaning - Name of off-farm cleaner:

Does the cleaner have certification and/or attestation documentation? Yes No

If yes, attach current documentation.

Mobile Cleaner

Name of mobile cleaner:

2. If on-farm cleaning, is either the post-harvest area or equipment used for both organic and non-organic products? Yes No

If yes, describe measures taken to prevent commingling and contamination and the documentation that is maintained:

3. Please describe all equipment sanitation and maintenance practices used:

4. Is documentation of the sanitation and maintenance maintained? Yes No

5. Please describe what forms of documentation are maintained:

6. Check types of packaging material used:

None (bulk sales, no packaging)

Metal

Natural fiber

Paper

Foil

Synthetic fiber

Cardboard

Plastic

Tote sacks (plastic lined or unlined)

Wood

PVC plastics

Other (specify):

Glass

Waxed paper

7. If the product is to be sold as a food product (i.e. food-grade soybeans), is packaging documented as food-grade? Yes No

8. In what form are finished products shipped?

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1. Do you use the same storage units (bins, granary, gravity boxes, etc.) for organic, in conversion, buffer harvests and non-organic crops? Yes No

If yes, is it stored in bulk? Yes No

How do you segregate crops to avoid commingling in storage?

2. Are storage units clearly labeled? Yes No

3. If you have non-organic bins, are your bins labeled for organic use (i.e. split/parallel operations, buffer harvest)? Not Applicable
 Yes No

If no, please explain:

4. How do you ensure storage units are free from non-organic residues/prohibited material prior to storage of organic crops?

5. How are units cleaned and what material are used?

6. How do you prevent/control insect and/or rodent pests in crop storage areas? No pest problems

If products/inputs are used, list on the Farm Organic System Plan Annual Updated and attach labels for each product.

F. TRANSPORTATION

1. Describe how organic products are transported (truck, rail; bulk, covered with tarp, closed totes, sealed container, etc.):

2. What steps are taken to protect the integrity of organic products during transport?

Dedicated organic only Inspecting transport units prior to loading Use of Off-Farm Transportation Cleaning Affidavits

Cleaning transport units prior to loading Letter/contract with transport company stating organic requirements Other (specify):

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3. Are transport units cleaned prior to the organic load?

Yes No

Describe how the transport units are cleaned and what materials are used:

SECTION 5: Record Keeping System

The Canadian Organic Standards require that records disclose all activities and transactions of the operation, be maintained for 5 years, demonstrate compliance with the applicable Standards and be available for review. Certification standards also require that records be sufficient to allow for organic products to be tracked from sale to the field/location where they were produced/harvested.

1. How long do you keep your records?

2. Do you maintain a Complaint Log?

Yes No

3. Which of the following records do you keep for organic production?

Field maps

Field history for previous three years

Field activity log(s)

Copy of Organic System Plan

Documentation of organic seedlings

Compost production records

Documentation of attempts to source organic seeds and/or planting stock

Documentation of previous land use for rented and/or newly purchased land

Sales records (purchase order, contract, invoice, cash receipts, cash receipt journal, sales journal, etc.)

Input records for soil amendments, seeds, manure, foliar sprays and pest control products (including all labels)

Storage records that show storage location, storage identification, field numbers, amounts stored, and cleaning activities

Harvest records that show field numbers, date of harvest and harvest amounts (including custom harvest records)

Equipment cleaning records

Clean transport records

Monitoring records (soil tests, tissue tests, water tests, quality tests, observations)

Shipping records (scale ticket, dump station ticket, bill of lading)

Audit control summary/register

Transaction Certificates

Other (specify):

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4. Which of the following records do you keep for conventional production?	<input type="checkbox"/> Not Applicable									
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Field maps</td> <td style="width: 33%;"><input type="checkbox"/> Paid labour records</td> <td style="width: 33%;"><input type="checkbox"/> Harvest records</td> </tr> <tr> <td><input type="checkbox"/> Field history sheets</td> <td><input type="checkbox"/> Storage records</td> <td><input type="checkbox"/> Shipping records</td> </tr> <tr> <td><input type="checkbox"/> Input records</td> <td><input type="checkbox"/> Sales records</td> <td><input type="checkbox"/> Other (specify):</td> </tr> </table>	<input type="checkbox"/> Field maps	<input type="checkbox"/> Paid labour records	<input type="checkbox"/> Harvest records	<input type="checkbox"/> Field history sheets	<input type="checkbox"/> Storage records	<input type="checkbox"/> Shipping records	<input type="checkbox"/> Input records	<input type="checkbox"/> Sales records	<input type="checkbox"/> Other (specify):	
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<input type="checkbox"/> Field history sheets	<input type="checkbox"/> Storage records	<input type="checkbox"/> Shipping records								
<input type="checkbox"/> Input records	<input type="checkbox"/> Sales records	<input type="checkbox"/> Other (specify):								
These records must also be available at the time of inspection										
5. Do labels and/or sales documents accompany any organic products?	<input type="checkbox"/> Yes <input type="checkbox"/> No									
<i>If yes, please submit samples for each type of label or Bill of Lading that is used and/or sales documentation.</i>										
6. Describe your lot numbering system – please provide a sample and describe what each component means:										

SECTION 6: Additional Comments

Please provide any additional comments or information pertinent to this Organic System Plan.
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SECTION 7: Affirmation

I affirm that all statements made in this application are true, correct, and complete. 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. I understand that acceptance of this form in no way implies granting of certification by TCO Cert. I agree to abide by TCO Cert Bylaws and the certification standards and/or certification requirements applicable to my operation. I agree to notify TCO Cert in writing of changes in any of the following: farm contact information, applicant contact information, legal status, ownership or control of the operation. I agree to maintain for at least five years all records related to my organic operation. I agree to pay all fees assessed by TCO Cert. I further agree to abide by and fulfill duties and obligations to TCO Cert, as written in the Operator Licensing Agreement. I affirm that I understand the standards/regulations for the specific program(s) that I have requested and that the requested products were grown in accordance to these standards/regulations.	
Signature of Operator	Date (M/D/Y)

Please maintain copies of this Organic System Plan and other supporting documents as part of your record keeping system.
 Submit completed form, including the Farm Organic System Plan Annual Update, fees and supporting documents to your Chapter Administrator or a TCO Cert Certification Coordinator (Direct Associates).

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(Initials) (Date)