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Farm Organic System Plan Annual Update

Please complete this form in its entirety if you are a new applicant or if you are renewing your certification. Sign this form and attach supporting documentation as specified in Section 8. Incomplete information may lead to a delay in certification. Use additional sheets if necessary. Please complete the Livestock Organic System Plan Annual Update (Appendix L) and/or the Garden Greenhouse Organic System Plan Annual Update (Appendix G) if applicable to your operation. Mark any sections that do not apply to your operation as "Not Applicable."

Check this box if you would like us to make information regarding your production available **upon request only** to potential recognized buyers. **IF YOU AGREE, TCO Cert will release your information exclusively for your business opportunity purposes.**

SECTION 1: Programs Requested

<input type="checkbox"/>	Operator Name:	Operator Number:
<input type="checkbox"/>	Operation Name:	
<p>↑ Check off the name to be shown on the Certificate. Please pick only one. The Operation Name should be a legal entity name, otherwise, it cannot be shown on the Certificate.</p>		
Secondary Contact Person's Name (if applicable):		
<p>Check ALL the programs for which you are requesting certification and/or verification. Apply for all programs you may need (and answer all applicable questions) so that your inspection specifically covers each program being requested, and the inspector addresses the necessary questions. Certification/verification to any program not requested now cannot be granted at a later date (after the initial inspection) without an additional inspection.</p>		
Certification/Verification Programs:		
<input type="checkbox"/> Canada Organic Regime (COR)		
<input type="checkbox"/> In Conversion to COR		
<input type="checkbox"/> Bio-Suisse**		
<input type="checkbox"/> CARTV		
Equivalency Programs:		
<input type="checkbox"/> CAN/US Equivalence Arrangement		
<p>**Requires submission of additional documents. Please contact your chapter or TCO Cert certification coordinator for the appropriate forms</p>		
1. Please list current organic certification by other agencies.		
2. Do you have a copy of the current standards (CAN/CGSB-32.310 – 2015), and for all programs for which you are applying?		<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Do you understand the current organic standards for each program for which you are applying?		<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Do you intend to certify any garden/greenhouse products (garden vegetables, herbs, berries) this year? If yes, you must complete and submit a <i>Garden-Greenhouse Organic System Plan (Appendix G)</i> and be inspected for garden-greenhouse.		<input type="checkbox"/> Yes <input type="checkbox"/> No

5. Do you intend to certify any livestock or livestock products (milk, eggs, animal fiber) this year? If yes, you must complete a <i>Livestock Organic System Plan Annual Update (Appendix L)</i> and be inspected for livestock.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Do you perform processing of any kind (other than just washing/bagging) for organic products that are either produced on farm or purchased? If yes, you must submit a <i>Processing Organic System Plan Annual Update</i> and be inspected for processing.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Do you perform organic processing of any kind for products not produced on-farm? If yes to either question, you must submit a <i>Processing Organic System Plan</i> and be inspected for processing.	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Do you harvest any wild plants that are requested for certification? If yes, you must submit a <i>Wild Harvesting Organic System Plan</i> and be inspected for wild harvesting.	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 2: Description of Measures Taken to Address Noncompliances and Opportunities for Improvement

Please refer to the letter received with your most recent certificate that lists the previous non-compliances and Opportunities for Improvements.

Were there any Noncompliances or Opportunities for Improvement concerning your Farm, Livestock, and/or Garden-Greenhouse operation(s) from last year's certification?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please complete the following table, briefly listing each Noncompliance and Opportunity for Improvement and describing the actions taken to address each one. Attach additional sheets if necessary.	
Noncompliance, Opportunity for Improvement	Action Taken
1.	
2.	
3.	
4.	
5.	

Applicant Initials: _____ Date: _____

SECTION 3: Farm Plan Management

At least 36 months of histories are required for all fields/gardens/greenhouses that were added to your operation since the last inspection and are or will eventually be requested for certification (including fields that are currently transitional).

Please Note:

- Field Management Summaries (formerly Field Histories) must include:
 - The past two (2) years as well as the plans for the current year
 - All fields/garden plots (including newly added fields) whether they are organic (O), in transition (T), or conventional (C)
 - Field/Plot numbers and size of each field/plot (acres, hectares, row length, etc.)
 - Crops planted
 - Any inputs (including manure) that were applied. You must include specific dates of application.
 - Pastures and fallow acres
- In addition, there must be an overview map that shows all fields and garden plots, and greenhouses in relation to one another, as well as maps of all fields/production areas which indicate directions, size and shape, buffer zones, and adjoining land use. The acres listed on the Field Management Summaries and maps must correspond.
- If the legal description/address for each field/farm is not located on the Field Management Summaries and/or field maps, please submit a sheet that provides this information. If all fields are connected in an entire farm, one legal description/address is sufficient.

If greenhouses are used: Attach maps that indicate the location of the greenhouses in relation to other buildings, fields/garden plots, and property boundaries. Only attach new or revised maps.

1. Status of operation:

- Organic only
- Mixed production (org/non-org/different crops)
- Parallel production (org/non-org/visually indistinguishable)

2. How long have you farmed your operation?

3. How long have you been certified?

4. Total number of owned acres?

5. Total number of rented acres?

6. Total number of acres rented out?

7. Total organic acres?

8. Total acres in transition?

9. Total conventional acres?

10. Total acres of non-agricultural/non-production land?

Please explain what this consists of (i.e. woodland, CRP, native grassland, marsh, etc.):

11. Have you managed all fields requested for certification 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 for the previous three years on all newly rented or purchased fields. A completed and signed TCO Cert Prior Land Use Affidavit (PLUA) Form or equivalent documentation will address this.

Applicant Initials: _____ Date: _____

SECTION 4: Seeds, Seedlings, Perennial Stock, Seed Treatments, and Inputs

Standards require the use of organically grown seeds, and/or planting stock. Synthetic seed treatments are prohibited unless specifically approved by the certification program you are requesting. Annual seedlings must be produced according to organic standards. Non-organic perennial plants (planting stock) must be managed organically for 12 months prior to harvest of crop or sale of the plant as certified organic planting stock. Contact TCO Cert if you need to use non-organic seedlings because of an emergency.

If using non-organic seed and/or planting stock, you must have records of your attempts to source organic seed and/or planting stock. **Please be aware that this includes seed for cover crops.**

If non-organic seedlings are used, you must maintain records to verify when the organic management of these seedlings began.

List **all** seeds, seedlings, perennial stock, and seed treatments 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. **Ensure that all seed and inoculant labels and receipts, documented seed searches, Untreated/Treated Seed Affidavits and Non GE Affidavits (if applicable) for any conventional seed, seedlings, or planting stock used are either submitted to TCO Cert or available for the Inspector to review.**

No seeds/seedlings/planting stock used

Seed/Variety	Source/Supplier	Organic	Untreated	Treated	Where planted? Field/Plot/Greenhouse Identification	Type/Brand of Treatment: Fungicide/Pesticide/ Inoculant
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Applicant Initials: _____ Date: _____

1. What type of documentation do you maintain for seed/seedlings used?

- | | | |
|--|--|--|
| <input type="checkbox"/> Copies of organic certificates & product list | <input type="checkbox"/> Seed tags | <input type="checkbox"/> BOLs |
| <input type="checkbox"/> Transaction certificates | <input type="checkbox"/> Non-GE affidavits | <input type="checkbox"/> Scale tickets |
| <input type="checkbox"/> Bin records | <input type="checkbox"/> GE test results | <input type="checkbox"/> Untreated/treated seed affidavits |
| <input type="checkbox"/> Receipts | <input type="checkbox"/> Invoices | <input type="checkbox"/> Other (specify): |
| <input type="checkbox"/> Seed search | <input type="checkbox"/> Seed catalogues | |

4 A. CROP AND SOIL INPUTS:

No inputs used

List all **soil fertility inputs, soil mix ingredients, foliar sprays, pest and disease control products, water additives, or other inputs** used or intended for use on proposed organic and transitional fields. Use additional sheets if necessary. All inputs used or intended for use during the current year and in the previous two years must be listed on your Field Management Summaries.

- **Please submit labels (or full ingredients lists if not indicated on label) for each input prior to use for which you have not previously requested a review and received approval. *This information needs to be submitted with this Organic System Plan Annual Update.***
- **Please note that a guaranteed analysis is not sufficient; ingredients must be listed.**
- **If inputs contain any biological ingredients available in GE varieties, Non-GE Affidavits must be submitted.**
- **If synthetic micronutrients are applied for soil fertilization, documented soil or plant deficiency or the need for a preventative application (by testing or visual symptoms) need to be in place for verification.**
- **If an input is wild sourced (eg. seaweed), an affidavit must be submitted documenting the source and sustainability of the harvest of wild material.**

Full Product Name	Brand Name or Source (e.g. produced on-farm)	Reason for use of the product	Actually Used (AU) or Planned (P)
			<input type="checkbox"/> AU <input type="checkbox"/> P
			<input type="checkbox"/> AU <input type="checkbox"/> P
			<input type="checkbox"/> AU <input type="checkbox"/> P
			<input type="checkbox"/> AU <input type="checkbox"/> P
			<input type="checkbox"/> AU <input type="checkbox"/> P

1. Is compost used or planned for use?

Yes No

If yes:

Not Applicable

- List all compost ingredients/additives:
- Attach documentation to show that compost ingredients are in accordance with Table 4.2 of the CAN/CGSB-32.311 – 2015 Permitted Substances List
- Attach documentation to show that the production of the compost meets the requirements as outlined in Table 4.2 of the CAN/CGSB 32.311 – 2015 Permitted Substances List

Applicant Initials: _____ Date: _____

2. If livestock manure is used, what was the source of the manure?

- On-farm from organic livestock Off-farm from organic livestock Not Applicable
 On-farm from conventional livestock Off-farm from conventional livestock

3. If manure from conventional livestock was used (either on-farm or off-farm), please provide a full description of the living conditions of the livestock that produced that manure, in order that compliance with par. 5.5.1 CAN/CGSB-32.310 – 2015 can be determined. Not Applicable

a. Is a documented search in place for sourcing manure from organic or transitional livestock? Yes No

b. If the manure is sourced from an off-farm non-organic source (eg. manure from a neighbor), an affidavit needs to be submitted to TCO Cert documenting that the living conditions of the animals meet the requirements as outlined in par. 5.5.1 of the CAN/CGSB 32.310 – 2015.

Manure affidavit attached? Yes No

4. If livestock is used as part of the cropping or pest control program, please provide a full description of the management plan to ensure that livestock is controlled, and that manure or manure related contamination does not reach the portion of the crop intended for harvest, as now requested per par. 5.5.2.6 of the CAN/CGSB 32.310 – 2015. Not Applicable

4 B. SPLIT AND PARALLEL PRODUCTION: Please be aware that growing crops that are not visually distinguishable is not allowed under certain organic standards. Please refer to the exceptions outlined in par. 5.1.2 (a & b) of the CAN/CGSB 32.310 – 2015. Not Applicable

1. Do you grow the same crops (i.e. soybeans, corn, apples, etc.) organically and non-organically (in transition and/or conventionally)? Yes No

If yes, list specific crop varieties in the following table for both organic and transitional/conventional crops and be sure to indicate if they are visually distinguishable. Use additional sheets if necessary.

SPECIFIC NON-ORGANIC CROP VARIETY/BRAND	CHECK IF GE	FIELD/PLOT NUMBERS/GREENHOUSE IDENTIFICATION	SIMILAR ORGANIC CROP VARIETY	VISUALLY DISTINGUISHABLE FROM CONVENTIONAL VARIETY	TOTAL AREA (acres, hectares, m ² /ft ² , row feet, etc.)	PLANNED USE OF CROP (sale, seed, non-organic livestock feed, etc.)
	<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No		

Applicant Initials: _____ Date: _____

2. If the farm/garden greenhouse enterprise is a mixed operation, please provide the transition plan to convert the entire enterprise to organic production.	<input type="checkbox"/> Not Applicable
3. If the crops in parallel production are not visually distinguishable, are the fields/garden/greenhouse involved in parallel production located at the same site (meaning part of the same farm unit and not located in a different area)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Will the non-organic crops grown in parallel production be stored in an area/unit that is completely separate from areas/units used to store the organic crop grown in parallel production? If yes, please describe where the crops will be stored and how commingling will be avoided.	<input type="checkbox"/> Yes <input type="checkbox"/> No
CONVENTIONAL PRODUCTION	<input type="checkbox"/> Not Applicable
5. Do you use any prohibited soil amendments, herbicides and/or pesticides on your conventional fields? If yes, please list the prohibited inputs that are being used.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Please describe where these inputs are stored and how it is ensured that organic products are not contaminated.	
7. Do you grow GE crops and/or use GE technology in the conventional portions of your operation? If yes, please describe where the GE products are used in the operation.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Applicant Initials: _____ Date: _____

SECTION 5: Summary of Organic Crop Inventory and Disposition Since Previous Inspection Affidavit

The following information is from _____ to _____
Date (M/D/Y) Date (M/D/Y)

This information should be from your last inspection until the date that this form is completed.

Use the information provided on last year's *Inspection Affidavit* that you received at your inspection.

Attach additional sheets if necessary.

5 A. This information should cover the crops grown and harvested last year.

Last Year's Crops/Products	Number of (acres, hectares, m ² /ft ² , row feet)	Actual Amount Produced	Date of Harvest	Amount Disposed	Amount in Inventory and Storage Identification

5 B. This information should cover all crops/products in inventory (organic and conventional) from top portion of last year's *Inspection Affidavit*.

Crop/Product	Year(s) Produced	Quantity in Inventory	Amount Disposed Since Last Inspection	Storage Location	State: Organic/Transitional or Conventional (If organic, list certification/verification program of product)

Applicant Initials: _____ Date: _____

SECTION 6: Equipment

<p>1. Is equipment used only for organic crops (not in buffers or on conventional/transitional fields)? If no, is equipment used for handling of (check all that apply):</p> <p><input type="checkbox"/> Conventional crops <input type="checkbox"/> Transitional crops <input type="checkbox"/> Buffer crops</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>2. Is any custom equipment used/hired (planting, harvesting, etc.)? If yes, please list custom equipment/services.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>3. Please describe how equipment is cleaned. Is cleaning documented?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>4. What measures are taken to prevent contamination and commingling of organic products with non-organic products during transportation (eg. seals used, transportation dedicated organic, etc.)?</p>	
<p>5. Please provide a sample copy of the Bill of Lading/Invoice or other document accompanying shipments.</p>	
<p>6. Did you have your grain or seed cleaned off-farm? a. If yes, please provide the full name of the off-farm seed cleaning facility used.</p> <p>b. Which of the following documentation is in place for the seed cleaning operation? <input type="checkbox"/> Memorandum of Understanding & Questionnaire <input type="checkbox"/> Attestation of Compliance <input type="checkbox"/> Organic Certificate and Addendum</p> <p>c. Is documentation for the seed cleaning facility attached?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable <input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 7: Additional Comments

Please provide any additional comments or information pertinent to this Organic System Plan Annual Update. Please describe any main changes made or planned this year for your operation (eg. practices, land use, crops, materials, equipment used, etc.).

Please include changes made to Livestock or Greenhouse or Garden Plots (including water source/irrigation, pest/disease control, heating/ventilation/cooling, lighting, disinfection, storage containers) where applicable.

Applicant Initials: _____ Date: _____

SECTION 8: 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 policies 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 the Organic System Plan and other supporting documents as part of your record keeping system.

Submit completed form, fees and supporting documents to your Chapter Administrator or, if not a Chapter member, to TCO Cert.

I have attached the following required documents (with name on each page):

- *Completed, signed and dated Operator Licensing Agreement
- Documents from previous certifier (if other than TCO Cert) or dual certification application (if applicable)
- *Maps of all parcels/fields, organic **and** non-organic (showing field identification, organic status, buffers and adjoining land use)
- *Overview map showing **all** fields/garden plots/greenhouses of the holding/enterprise in relation to one another
- Field Management Summary Form (previously Field Histories Form) – organic and in conversion
- *Documentation for fields owned/rented for less than three years (*applicable when producer(s) has not been in control/managing the land requested for certification for at least the last 36 months prior to certification application)
- *Formal conversion or transition plan
- Documentation of soil deficiencies (if applying micronutrients)
- Input product labels and/or list of ingredients, including seed information/non-GE affidavits (required for all off-farm inputs)
- Seed Search document for non-organic seeds/perennial planting stock
- Seed and seed inoculants information/non-GE affidavits
- Seed cleaner documentation
- Labels/sales documentation for farm products to be sold as organic (bulk or retail)
- *Sample of the record-keeping documents

***Note: Documents need to be submitted only for new applicants or for changes in the operation.**

Applicant Initials: _____ Date: _____