



618 Main St • PO Box 3429 • Humboldt, SK • S0K 2A0
 Ph: (306) 800-5210 • Fax: (306) 800-5211
 Email: info@tcocert.ca • www.tcocert.ca

Wild Harvest Organic System Plan

Please complete this form in its entirety if you are new applicant or if you are renewing your certification. Sign this form, and attach collection area maps and history sheets and all other supporting documents (soil, tissue or water tests, rented or recently purchased land histories, etc.) outlined in Section 9 with name on each page. Use additional sheets if necessary. Mark any sections that do not apply to your operation as "Not Applicable." Contact your Chapter Administrator or the Humboldt office, if you have any questions regarding the completion of this form. **This form is confidential when completed.**

Program-specific questions must be completed if certification to that program is being requested, otherwise leave blank

SECTION 1: General Information

<input type="checkbox"/> Operator Name:			Operator Number:		
<input type="checkbox"/> Operation Name:					
↑ Check off the name(s) to be shown on the Certificate					
Contact Person's Name (if different from applicant):					
Secondary Contact Person's Name (if applicable):					
PHYSICAL INSPECTION LOCATION INFORMATION			OPERATION'S CONTACT INFORMATION		
Address:			<input type="checkbox"/> Same information as inspection location		
Mailing Address:					
City:	Province:	Postal Code:	City:	Province:	Postal Code:
Phone 1:		Phone 2:	Phone 1:		Phone 2:
Cell:		Fax:	Cell:		Fax:
E-mail Address:			E-mail Address:		
Web Site:			Web Site:		
Please provide directions to the inspection location(s) and indicate when you are available to contact:					
1. Please list previous organic certification applications to other agencies (name, year(s) of application, outcome of application).					
2. Please list current organic certification by other agencies.					
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"/> Not Applicable <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, provide a copy of each notice of denial, Notice of Noncompliance, proposal for suspension or revocation, or suspension, cancellation or revocation and attach documentation of the corrective actions taken in response.					

Applicant Initials: _____ Date: _____

Check ALL 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.

Certification Programs:

Canada Organic Regime (COR) | CAN/US Equivalence Arrangement Quebec Standards (CARTV)

Verification Programs:

Bio Suisse**

****Requires the submission of additional documents.** Please contact the TCO Cert office for the appropriate forms.

4. Do you have a copy of the current standards for **all** programs for which you are applying? Yes No

5. Do you understand the current organic standards for each program for which you are applying? Yes No

6. Do you process (other than just washing/bagging) any organic products for yourself that will be sold as organic? Yes No

Do you perform organic processing of any kind for anyone else? Yes No
If yes to either question, you must submit a TCO Cert Processing Organic System Plan and be inspected for processing.

7. Do you actively produce and manage any regular field crops (i.e., soybeans, wheat, etc.) that are requested for certification? Yes No

If yes, you must complete and submit a TCO Cert *Farm Organic System Plan* and be inspected for farm/crops.

Program Specific Questions:

CARTV: Please provide information on the last 5 years of certification that has been received from agencies other than TCO Cert. This information must include a copy of the agency's certification letter, copies of any other letters received from the agency (noncompliance, denial, etc.), and a copy of the certificate or other documentation that verifies the products that were certified.

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

Failure to address noncompliances could result in loss of certification. Please refer to the letter received with your most recent certificate that lists the previous Noncompliances.

Were there any Noncompliances or Opportunities for Improvement) 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: Collection Area Information

A. COLLECTION AREA PROFILE:

At least 36 months of histories are required for all collection areas that are or will eventually be requested for certification (including collection areas that are currently transitional or conventional).

- Collection area histories must include the current year and show all areas, whether they are organic (O), in transition (T) or conventional (C), identification numbers, size of each area (acres, hectares, etc.), products growing in area and any inputs that may have been applied (must include specific dates and rates of application). Also attach maps of all collection areas which indicate directions, size and shape, buffer zones and adjoining land/area use. There must also be an overview map that shows all collection areas in relation to one another. The sizes listed in the histories and maps must correspond.
- If the legal description/address for each area is not located on the history sheets and/or maps, please submit a sheet that provides this information. If all collection areas are connected in an entire unit, one legal description/address is sufficient.

1. Status of operation:

- Organic only
 Mixed collection (org/non-org-different products)
 Parallel collection organic and non-organic are visually indistinguishable.

2. How long have you managed your operation?

3. How long have you been certified?

4. Total area owned?

5. Total area rented?

6. Total organic area?

7. Total area in transition?

8. Total conventional area?

9. Have you managed all collection areas 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 areas. A completed and signed *Prior Land Use Affidavit (PLUA)* will address this.

Please complete the following table to indicate the specific products and collection areas that will be requested for certification. Attach additional sheets if necessary.

PRODUCTS REQUESTED FOR CERTIFICATION	PRODUCTION AREA IDENTIFICATION <small>Attach list if easier</small>	TOTAL COLLECTION AREA PER PRODUCT	PROJECTED COLLECTION AMOUNTS (VOLUME) <small>Including unit of measure</small>

Program Specific Questions:

10. **CARTV:** Are all non-organic collection areas currently being transitioned to organic production? Yes No Not Applicable

If no, please describe your plan for converting all areas to organic production within the next five years.

11. If the farm enterprise is a mixed operation, please provide the transition plan to convert the entire farm enterprise to organic production.

Applicant Initials: _____ Date: _____

SECTION 4: Collection Area

1. Please describe how the boundaries of organic and non-organic collection areas are marked or otherwise indicated to collectors (tree lines, streams, signs, etc.).			
2. What measures are taken to ensure that the collection area is not adversely affected by collection and that growth of the wild crop and the surrounding environment can be sustained?			
3. How do harvesting or gathering methods affect the yield of the ecosystem? <input type="checkbox"/> exceed sustainable yields <input type="checkbox"/> maintain sustainable yields <input type="checkbox"/> have negligible effect on sustainable yields <input type="checkbox"/> other (specify):			
4. Are any conventional farms, industrial complexes, or other sources of contamination close to the collection area? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe and indicate distance from collection area.			
5. Is there a history of chemical use in the collection area? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain.			
Program Specific Questions			
6. CARTV: Are the collection areas at least 1 km from any non-organic agricultural production areas and/or sources of pollution/contamination? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, has a soil analysis that includes trace elements been conducted? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please submit results.			
WILD SEA VEGETABLES & WILD RICE: <input type="checkbox"/> Not Applicable			
1. Please indicate distance of collection areas from any of the following as applicable: Nuclear facilities: _____ Industrial discharge areas: _____ Sewage discharge areas: _____			
2. Please describe the monitoring plan for water and sediment in the collection areas.			
3. Are water or sediments of the collection area harmful to human health? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what measures are being taken?			
4. Please describe natural water and sediment quality.			
If you manage sediments, please indicate what inputs are used: <input type="checkbox"/> None used			
PRODUCT	BRAND NAME/SOURCE	REASON FOR USE	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

Applicant Initials: _____ Date: _____

Program Specific Questions:

5. **CARTV:** Have you performed a water quality test in collection areas in the last year?

Yes No

If yes, please attach a copy of the test.

SECTION 5: Maintenance of Organic Integrity

A. ADJOINING LAND/AREA 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/areas not under organic management. Adjoining land/areas includes cropland, pastures, residential property, seaside factories, etc. Buffer areas may change annually, depending on the contamination potential from adjoining area uses. If products within the required buffer zone are harvested, records must be maintained demonstrating storage and disposition as non-organic product.*

Buffer Zones Not Applicable

1. What type of buffer zones (crop, tree lines, grass strips, etc.) do you maintain around your organic collection areas?

2. What is the width of the buffers?

3. How are buffers managed (left alone, harvested, etc.)?

4. If buffers are harvested, what is done with collected harvest and how is commingling avoided?

All necessary buffer zones must be clearly identified on the field maps

5. Are Adjoining Land Use Affidavits maintained instead of buffers around any collection areas? Yes No

If yes, please list which areas.

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

7. What additional safeguards do you use to prevent accidental contamination? None

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

8. Have you posted signs along roadsides that adjoin organic collection areas? Yes No

9. Do any collection areas or portions of collection areas flood frequently (more than once every 10 years)? Yes No

If yes, please list field numbers:

B. SPLIT OR PARALLEL COLLECTION:

1. Do you collect the same types of products organically and non-organically (in transition or conventionally)? Yes No

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

Specific Non-Organic Product	Collection Area Identification	Transitional (T) or Conventional (C)	Similar Organic Product	Visually Distinguishable from Conventional Product	Total Area (acres, hectares, mu, etc.)	Planned Use of Product (sale, seed, etc.)
				<input type="checkbox"/> Yes <input type="checkbox"/> No		
				<input type="checkbox"/> Yes <input type="checkbox"/> No		
				<input type="checkbox"/> Yes <input type="checkbox"/> No		
				<input type="checkbox"/> Yes <input type="checkbox"/> No		
				<input type="checkbox"/> Yes <input type="checkbox"/> No		

Applicant Initials: _____ Date: _____

<p>2. If the enterprise is a mixed operation, please provide a full description of the separation between the organic and non-organic portions of the farm. Please include:</p> <ul style="list-style-type: none"> • Distance between multiple areas, including if parallel collection occurs at the same time as organic collection • Barriers between adjoining areas • Management of multiple areas • Shared equipment between organic and non-organic collection areas • Shared storage with non-organic products, including whether non-organic product will be stored in completely separate areas/units from organic product • Storage of prohibited inputs and cleaning of storage facilities 	
<p>Conventional Collection <input type="checkbox"/> Not Applicable</p>	
<p>4. Do you use any prohibited soil amendments, herbicides and/or pesticides on your conventional collection areas? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>If yes, please list the prohibited inputs that are being used.</p>	
<p>5. Please describe where these inputs are stored and how it is ensured that organic products are not contaminated.</p>	
<p>C. EQUIPMENT: <i>To prevent commingling and contamination, all equipment used in organic product collection must be free of non-organic crop residues and prohibited materials. Equipment used for both organic and non-organic collection (including equipment used to harvest buffer zones) must be cleaned prior to use in organic collection. Records documenting the cleaning of equipment must be maintained.</i></p>	
<p>1. Is equipment used only for organic collection (not in buffers or on conventional/transitional areas)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>2. Is your equipment maintained so that fuel, oil and hydraulic fluid do not leak? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>3. Are clean-out logs kept for all equipment (including custom equipment) that is used for both organic and non-organic collection? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p><input type="checkbox"/> Equipment only used on organic product (not used in buffers/non-organic areas)</p>	
<p>4. Could any equipment you use have been contaminated by previous uses? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>If yes, describe the issue and the measures taken to ensure that the risk of contamination was addressed (note if measures were documented).</p>	
<p>D. HARVEST: <i>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.</i></p>	
<p>1. Describe your harvesting methods and the steps taken to protect organic products from commingling and contamination during harvest.</p>	
<p>2. What kind of harvest records are kept to document harvest dates, amounts, etc.?</p>	
<p>3. What types of containers are used for harvesting?</p>	
<p>4. Are the containers new or used? <input type="checkbox"/> New <input type="checkbox"/> Used</p> <p>If used, what did they contain prior to organic use?</p>	
<p>5. Are the containers used for organic crops only? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, are they cleaned, and the cleaning documented, prior to organic use? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>E. POST-HARVEST HANDLING: <i>Standards require that post-harvest handling procedures do not contaminate organic products with non-organic crops or prohibited materials.</i> <input type="checkbox"/> Not Applicable</p>	
<p>1. Please describe your post-harvest handling procedures and equipment.</p>	

Applicant Initials: _____ Date: _____

2. 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.

3. Are these measures documented? Yes No

F. PACKAGING:

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

2. Is packaging food-grade and documented as such? Yes No

3. In what form are finished products shipped?

4. Has packaging been treated with any substance that could lead to contamination problems for your organic products? Yes No
 If yes, what are they?

G. PRODUCT STORAGE: *Operators must keep organic and non-organic products in separate storage areas and prevent commingling and contamination. Storage records must be maintained and kept current.* No organic product storage

Identify all storage locations (including any rented space not under your control). Please attach additional sheets as necessary.

Storage ID	On-Site or Off-Site (if off-site, please note location)	Stored Products (specific product in storage)	Type of Storage (bin, cooler, etc.)	Capacity	Organic Only (OO) or Not Dedicated (ND)

1. Do you use the same storage areas for organic and non-organic products? Yes No

If yes, how do you segregate organic products from non-organic products in storage?

2. Are storage units clearly labeled for organic use? Yes No

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

4. How do you prevent/control insect and/or rodent pests in storage areas (please list any products used)? No problems

H. TRANSPORTATION: No problems

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

2. Describe how organic products are transported.

Applicant Initials: _____ Date: _____

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

- | | |
|---|---|
| <input type="checkbox"/> dedicated organic only | <input type="checkbox"/> inspecting transport units prior to loading |
| <input type="checkbox"/> cleaning transport units prior to loading | <input type="checkbox"/> use of Off-Farm Transportation Cleaning Affidavits |
| <input type="checkbox"/> letters/contract with transport company stating organic requirements | <input type="checkbox"/> other (specify): |

SECTION 6: Collector Infrastructure & Organization* Not Applicable

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. Who is the overall collection manager?

2. What instructions are given to the collectors in regards to the collection area and organic standards? **Please attach a copy of these instructions, if written.**

3. Please describe how collectors are forced to follow instructions and the measures taken against those that do not follow the instructions they have been given.

4. How are the measures taken against hired collectors that do not follow instructions documented?

5. Do you maintain contracts with collectors and supervisors, and subordinate supervisors with a single overall manager? Yes No

If yes, please attach a copy as an example.

6. Do you maintain a complete and current list of all collectors and their supervisors? Yes No

SECTION 7: Record Keeping System

*Standards require that records disclose all activities and transactions of the operation, be maintained for 5 years, and demonstrate compliance with the applicable Standards/regulations. Organic products must be tracked back to the field/location where they were produced/harvested. In addition, please reference the **Wild Plants Harvesting Certification Policy** for further information on required audit trail records for wild harvest operations. All records must be accessible to the inspector.*

1. How long do you keep your records?

2. Do you maintain a Complaint Log? Yes No

Applicant Initials: _____ Date: _____

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

<input type="checkbox"/> field/collection area maps	<input type="checkbox"/> Transaction Certificates
<input type="checkbox"/> collection area activity log(s)	<input type="checkbox"/> copy of Organic System Plan
<input type="checkbox"/> collection area history sheets (previous three years)	<input type="checkbox"/> harvest records that show field/collection area numbers, harvest date, harvest amounts, and names of collectors
<input type="checkbox"/> documentation of previous land use for rented and/or newly purchased land	<input type="checkbox"/> clean transport records
<input type="checkbox"/> equipment cleaning records	<input type="checkbox"/> storage records that show storage location, storage identification, field numbers, amounts stored, and cleaning activities
<input type="checkbox"/> sales records (purchase order, contract, invoice, cash receipts, cash receipt journal, sales journal, etc.)	<input type="checkbox"/> monitoring records (soil tests, tissue tests, water tests, quality tests, observations)
<input type="checkbox"/> shipping records (scale ticket, dump station ticket, bill of lading)	<input type="checkbox"/> paid labor records
<input type="checkbox"/> audit control summary/register	<input type="checkbox"/> complaint log
	<input type="checkbox"/> other (specify):

4. Which of the following records do you keep for conventional production? Not Applicable

<input type="checkbox"/> field/collection area maps	<input type="checkbox"/> paid labor records	<input type="checkbox"/> harvest records
<input type="checkbox"/> collection area 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 for the inspector.

5. Type of marketing:

<input type="checkbox"/> farmers market	<input type="checkbox"/> direct to retail	<input type="checkbox"/> CSA/subscription service	<input type="checkbox"/> wholesale
<input type="checkbox"/> on-farm retail	<input type="checkbox"/> contract to buyer	<input type="checkbox"/> bulk commodities to processor	<input type="checkbox"/> other (specify):

6. Are labels used on any of your products? Yes No
If yes, please submit samples for each type of label that is used

7. Please provide a sample of the lot number used in your operation and describe what each component means.

SECTION 8: Annual Summary of Organic Collection and Sales

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

This information should be from your last inspection until the date that this form is completed. Attach additional sheets if necessary.

Crops/Products	Total Size	Actual Yield	Amount Sold	Amount Left to Sell	Remaining Crop Storage ID

Applicant Initials: _____ Date: _____

SECTION 9: 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/collection areas 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, or any change in the operation that may affect its compliance. I agree to pay all fees assessed by TCO Cert. 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)

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

- *Maps of all parcels/collection areas (showing adjoining land use and field identification)
- *History sheets for current collection areas
- Documentation for collection areas owned or 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)
- Water test (CARTV program only – applicable when water is used to wash/rinse products requested for certification)
- Soil and/or plant tissue tests
- Input product labels and/or list of ingredients (including seed information/non-GMO affidavits) (*required for all off-farm inputs)
- Organic product labels (*applicable when packaging organic product)
- *Completed, signed and dated Operator Licensing Agreement
- Documentation from previous (if other than TCO Cert) or dual certification application (*if applicable)
- Audit trail documents
- Other (specify):

***Note: Documents need to be submitted only for new applicants for changes.**

Maintain copies of the Organic System Plan and other supporting documents as part of your record keeping system.

Applicant Initials: _____ Date: _____