



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

Garden-Greenhouse Organic System Plan

Please complete this form in its entirety if you are new applicant. Please also ensure that you attach the Garden/Greenhouse Organic System Plan Annual Update. Sign this form and attach supporting documentation as specified in Section 7. Any incomplete information may lead to a delay in certification. 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

Operator Name:			Operator Number:		
↑ The Operation Name must be a person and a person means an individual, a corporation, an association, or an organization recognized as a legal entity. This name goes on the certificate.					
Other Name(s):					
↑ Other Name(s) may be another name by which the certificate holder is commonly known in the marketplace or any other name(s) the certificate holder wants added on the certificate. Leave blank if you don't want any other name on the certificate.					
Contact Person's Name:					
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 of application, outcome of application).					

Applicant Initials: _____ Date: _____

<p>2. 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? 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.</p>	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Yes <input type="checkbox"/> No
--	---

SECTION 2: Garden/Greenhouse Management Not Applicable

This section should be completed for all production that takes place in a greenhouse.

<p>1. What material is the covering for the greenhouse (i.e., glass, plastic, etc.)?</p>	
<p>2. Are pots, flats, containers, or greenhouse disinfected? If yes, please list the product(s) used and provide a description of the greenhouse disinfecting process.</p>	<input type="checkbox"/> Not Applicable
<p>3. What growing medium/media (including wetting agents) do you use in the greenhouse? Be sure to list all ingredients in the growing media.</p>	
<p>4. Do you use an alternative heating and/or lighting system in the greenhouse? If yes, please describe how the system is ventilated in order to avoid the contamination of the crops by exhaust.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>5. Are any carbon dioxide enrichment or damping off techniques utilized? If yes, please describe the techniques:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 3: Outdoor Production Area Management Not Applicable

This section should be completed for all production that takes place outdoors.

<p>1. Are outdoor production areas directly adjoining conventional agricultural fields? If yes, what types of buffer zones (crop, tree lines, grass strips, etc.) do you maintain around your organic plots?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
--	--

Applicant Initials: _____ Date: _____

2. What is the width of the buffers?
3. How are the buffers managed (plowed down, let stand, harvested, etc.)?
4. If buffers are in crop and harvested, what is done with this crop and how is commingling avoided?
All necessary buffer zones must be clearly identified on the field maps
5. Do you implement additional safeguards (posted signs along roadways, written notification to government authorities, written notification to aerial spray companies, etc.) other than buffers in order to prevent accidental contamination? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe the safeguards:

SECTION 4: Production Management

A. FERTILITY:
1. Please describe the fertility program you have in place for garden production.
Program Specific Questions:
2. CARTV; COR: If you source manure/compost (including a product containing manure) from off-farm, please list each source of the manure and indicate if the source is a certified organic facility (and by whom certified). Also indicate the type of animal producing manure and the type of livestock management system providing the manure (feed lot, finishing operation, hog confinement, etc.).
B. PEST/DISEASE/WEED CONTROL:
1. What are your most common pest, disease and weed problems?
2. Please provide a brief narrative description of how you control pest, disease and weed problems in your gardens/greenhouses.
3. Do you keep records pertaining to your control program (i.e., monitoring records, dates for use of products, problem issues, etc.?) <input type="checkbox"/> Yes <input type="checkbox"/> No

Applicant Initials: _____ Date: _____

C. WATER:	
1. Is water used anywhere in the operation for organic production? If yes, what is the source of water and how is the water used?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Are irrigation lines used for production? If yes, are soluble fertilizers added to the irrigation water?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, be sure to indicate the products used in the "Inputs" section in the Organic System Plan Annual Update.	
3. Is chlorinated water used for final rinsing of vegetables, fruits and/or herbs? If yes, please indicate normal residual chlorine levels:	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Do you experience any water contamination problems? If yes, please describe the nature of the problems and the measures that are being taken to correct the situation.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Is treated lumber used for any installations involved in organic production/handling? If yes, please describe how/where the treated lumber is used in the operation:	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Yes <input type="checkbox"/> No
6. Is mulch used anywhere in the production of organic vegetables/fruits/herbs? If yes, what type of material is in the mulch (i.e., wood chips, straw, newspaper, plastic, etc.)?	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Yes <input type="checkbox"/> No
7. If mulch is used and obtained off the operation, what is the source of the mulch?	<input type="checkbox"/> Not Applicable
8. Is documentation maintained to verify that off-site mulch is free from prohibited material?	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Yes <input type="checkbox"/> No
9. If you use newspaper or other recycled paper for mulch, do you use paper with glossy or colored inks?	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Yes <input type="checkbox"/> No
10. Please briefly describe the management of the mulch (i.e., when applied, how used, how/if removed, etc.).	
Program Specific Questions:	
CARTV: If water is used for washing produce/greenhouse equipment, attach current water tests.	

Applicant Initials: _____ Date: _____

SECTION 5: Handling

A. EQUIPMENT: *To prevent commingling and contamination, all equipment (handling units, etc.) used in organic vegetable/fruit/herb production must be free of non-organic residues and prohibited materials. Equipment used for both organic and non-organic production (including equipment used to harvest buffer zones) must be cleaned prior to use on organic crops. **Records documenting the cleaning of equipment must be maintained.***

1. Is equipment used only for organic crops (not in buffers or on conventional/transitional plots)? Yes No

2. Is any custom equipment used/hired (planting, harvesting, etc.)? Yes No
If yes, please list custom equipment/services.

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

4. Could any equipment you use have been contaminated by previous uses? Yes No
If yes, describe the issue and the measures taken to ensure that the risk of contamination was addressed (note if measures were documented).

B. HARVEST:

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.?

3. What type(s) of handling unit(s) are used for harvesting?
 cardboard/waxed boxes 5-gallon buckets
 wooden totes other (specify):
 plastic containers

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

C. POST-HARVEST HANDLING:

1. Describe your post-harvest handling procedures and equipment, including any refrigeration, dehydration and/or packaging procedures:

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 and the type of documentation maintained.

3. Check types of packaging material used:

<input type="checkbox"/> bulk	<input type="checkbox"/> metal	<input type="checkbox"/> natural fiber
<input type="checkbox"/> paper	<input type="checkbox"/> foil	<input type="checkbox"/> synthetic fiber
<input type="checkbox"/> cardboard	<input type="checkbox"/> plastic	<input type="checkbox"/> other (specify):
<input type="checkbox"/> wood	<input type="checkbox"/> waxed paper	
<input type="checkbox"/> glass	<input type="checkbox"/> aseptic	

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

5. In what form are finished products shipped?

D. 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 produce in storage

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

STORAGE ID #	ON-SITE OR OFF-SITE (if off-site, please note location)	TYPE OF PRODUCTS STORED (potatoes, strawberries, etc.)	TYPE OF STORAGE (bin, cooler, etc.)	CAPACITY	ORGANIC ONLY (OO), CONVENTIONAL ONLY (CO), 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 crop storage areas? No problems

Please list any products in Section 5 (inputs) of the Organic System Plan Annual Update and attach labels for each product.

Applicant Initials: _____ Date: _____

C. TRANSPORTATION:	
1. Who is responsible for arranging transportation of organic products? <input type="checkbox"/> self <input type="checkbox"/> buyer <input type="checkbox"/> other(specify):	
2. Describe how organic products are transported.	
3. What steps are taken to protect the integrity of organic products during transport? <input type="checkbox"/> dedicated organic only <input type="checkbox"/> use of Off-Farm Transportation Cleaning Affidavits <input type="checkbox"/> inspecting units prior to loading <input type="checkbox"/> letter/contract with transport company stating organic requirements <input type="checkbox"/> cleaning transport units prior to loading <input type="checkbox"/> other (specify):	

SECTION 6: Record Keeping System

Standards require that records disclose all activities and transactions of the operation, be maintained for 5 years, demonstrate compliance with the applicable Standards. 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. All records must be accessible to the inspector.

1. How long do you keep your records?	
2. Do you maintain a Complaint Log? <input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Which of the following records do you keep for organic production?	
<input type="checkbox"/> production area/greenhouse maps <input type="checkbox"/> field/greenhouse activity log(s) <input type="checkbox"/> field/garden history sheets (previous three years) <input type="checkbox"/> copy of Organic System Plan <input type="checkbox"/> compost production records <input type="checkbox"/> equipment cleaning records <input type="checkbox"/> harvest records <input type="checkbox"/> storage records <input type="checkbox"/> clean transport records <input type="checkbox"/> audit control summary/register <input type="checkbox"/> shipping records	<input type="checkbox"/> documentation of attempts to source organic seeds <input type="checkbox"/> documentation of previous land use for rented and/or newly purchased land <input type="checkbox"/> input records for amendments, seeds, soil mixes, foliar sprays, pest control products, etc. (including all labels) <input type="checkbox"/> residue analysis of inputs (e.g., manure sourced off-farm) <input type="checkbox"/> sales records (cash receipts, cash receipt journal, sales journal, etc.) <input type="checkbox"/> monitoring records (tissue tests, water tests, quality tests, observations) <input type="checkbox"/> other (specify):
4. Which of the following records do you keep for conventional production? <input type="checkbox"/> Not Applicable	
<input type="checkbox"/> garden/greenhouse maps <input type="checkbox"/> field/garden history sheets <input type="checkbox"/> input records	<input type="checkbox"/> paid labor records <input type="checkbox"/> storage records <input type="checkbox"/> sales records <input type="checkbox"/> harvest records <input type="checkbox"/> shipping records <input type="checkbox"/> other (specify):
These records must also be available for the inspector	
5. Type of marketing:	
<input type="checkbox"/> farmer's 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"/> bulk commodities to processor <input type="checkbox"/> contract to buyer <input type="checkbox"/> other (specify):
6. Are labels used on any of your products**? <input type="checkbox"/> Yes <input type="checkbox"/> 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. If no lot is used, please describe how product that is sold can be traced back to the field/garden where it was produced.	

Applicant Initials: _____ Date: _____

SECTION 7: Additional Comments

Please provide any additional comments or information pertinent to this Organic System Plan.

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

Submit completed form, including the Organic System Plan Annual Update, fees and supporting documents to your Chapter Administrator or, if not a Chapter member, to TCO Cert.

Applicant Initials: _____ Date: _____