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Farm Organic System Plan

Please complete this form in its entirety if you are new applicant. Please also ensure that you attach the Farm 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.

SECTION 1: General Information

Operation 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 the name the holder commonly does business under. This name may be added on the certificate but must clearly be referred to as "doing business as" or "DBA." Leave blank if you don't have any.					
Contact Person's Name:					
Secondary Contact Person's Name (if applicable):					
PHYSICAL INSPECTION LOCATION INFORMATION			CONTACT INFORMATION		
			<input type="checkbox"/> Same information as inspection location		
Address:			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:					

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

B. COMPOST USE: <i>If composted material is used as part of the fertility program, it must be produced according to the COR standards if it is to be applied as actual "compost" and not as raw manure.</i>	<input type="checkbox"/> Not Applicable
1. Please provide a list of ingredients in the compost.	
2. Do you monitor compost temperature? <input type="checkbox"/> Yes <input type="checkbox"/> 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 and heavy metals? <input type="checkbox"/> Yes <input type="checkbox"/> No Describe the results:	
C. MANURE USE: <i>If raw or aged manure is used, it must be used in accordance with the COR standards.</i>	<input type="checkbox"/> Not Applicable
1. What forms of manure to you use? <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input type="checkbox"/> none <input type="checkbox"/> fully composted <input type="checkbox"/> semi-solid <input type="checkbox"/> Other (specify): </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input type="checkbox"/> piled <input type="checkbox"/> liquid <input type="checkbox"/> pelleted </div>	
2. What type of crops do you grow (check all that apply)? <input type="checkbox"/> Crops are not used for human consumption. <input type="checkbox"/> Crops are for human consumption whose edible portion has direct contact with the soil. <input type="checkbox"/> Crops are for human consumption whose edible portion does <u>not</u> 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: <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div> Is it a fully caged system where animals are not able to turn 360 degrees or kept permanently in the dark? An Off-Farm Manure Use Affidavit, or equivalent, must be obtained and signed prior to use. </div> <div style="text-align: right;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> </div>	
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

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

8. Is the system shared with another operator?

☐ Yes ☐ No
☐ Not Applicable

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?

☐ Yes ☐ No
☐ Not Applicable

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 you experience (why and where)?

☐ None

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

☐ Not Applicable

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

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. 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:

B. 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? ☐ Yes ☐ No
☐ Not Applicable

If no, what is the reason?

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

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

C. 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, i.e., dates when you scout fields or apply inputs to a specific field or crop? ☐ Yes ☐ No**D. 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 issues, fields, and inputs:

*** Please submit a letter from your Rural Municipality or other authority that outlines the mandating of the weed/pest/disease program.**

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

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. Are your buffers a minimum of 8 meters/28 feet as required by the COR standards? ☐ Yes ☐ No

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

5. 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).

6. Which of the following additional safeguards are used to prevent unintended contamination? ☐ None

Written notification
to:

- ☐ Government/highway departments
- ☐ Electric companies
- ☐ Aerial spray companies/airports
- ☐ "No Spray" signs along roadsides that adjoin organic fields
- ☐ Drainage commissions
- ☐ Farm Service office
- ☐ Other (specify):

7. Do any fields or portions of fields flood frequently (more than once every 10 years)? ☐ Yes ☐ No

If yes, please list field numbers:

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, nor to handle non-organic seed)

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

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

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

- ☐ Grain Cleaning
☐ Grain Drying
☐ Other, please specify:

Off-Farm Custom Services: Please specify the name of the Custom Service Provider.

- ☐ Grain Cleaning:
☐ Grain Drying:
☐ Grain Storage:
☐ Other:

Does the Custom Service Provider maintain Attestation of Compliance to the COR documentation?

☐ Yes ☐ No

If yes, please attach current documentation.

If you are planning on using the custom services of a contractual service provider (seed cleaning, storing, drying, etc.) which **does not hold an Attestation of Compliance** the service provider's facility and activities **need to be included in the annual inspection of your operation.**

Mobile On-Farm Custom Services: Please specify the name of the Custom Service Provider.

- ☐ Grain Cleaner:
☐ Grain Dryer:

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. Check types of packaging material used:

- | | | |
|--|---------------------------------------|--|
| <input type="checkbox"/> None (bulk sales, no packaging) | <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"/> Tote sacks (plastic lined or unlined) |
| <input type="checkbox"/> Wood | <input type="checkbox"/> PVC plastics | <input type="checkbox"/> Other (specify): |
| <input type="checkbox"/> Glass | <input type="checkbox"/> Waxed paper | |

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

*** Please submit food grade documentation for containers and plastics.**

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

7. In what form are finished products shipped?

8. Has packaging been treated with any substance that could lead to contamination problems for your organic products? ☐ Yes ☐ No

If yes, please list substances:

E. CROP STORAGE: Operators must keep organic and non-organic crops in separate storage units and prevent commingling and contamination. Storage records must be maintained and kept current. Identify all storage units (including any space rented, not under your ownership). If needed, insert lines (for the fillable form) or attach additional sheets. ☐ No organic crop storage

STORAGE ID #	ON-SITE OR OFF-SITE (If off-site, note location)	TYPE OF STORAGE (bin, pole building, wagon, stack yard, barn, totes, etc.)	CAPACITY	ORGANIC ONLY (OO), CONVENTIONAL (CO), or NOT DEDICATED (ND)

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

If yes,

i. is it stored in bulk?

☐ Yes ☐ No

ii. How do you segregate crops to avoid commingling in storage?

2. Are storage units clearly labeled? ☐ Yes ☐ No

3. If you are storing any GE products, are your bins used for organic products clearly identified and labeled as organic? ☐ Yes ☐ No ☐ Not Applicable

If no, please explain:

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

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

b. Storage unit cleaning recorded?

☐ Yes ☐ No

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

b. What documentation is used to accompany your organic products during transport?

☐ BOL

☐ Invoice

☐ Other:

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):

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. If complaints are made against your operation do you record the complaints in a Complaint Log?

☐ Yes ☐ No
☐ No complaints were made

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)

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

<input type="checkbox"/> Audit control summary/register <input type="checkbox"/> Transaction Certificates		
<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"/> 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):
These records must also be available at the time of inspection		
5. Are labels/tags used for any of your organic products?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Please submit a sample of each type of label/tags used and a completed TCO Cert Label Approval Request form for review and approval prior to use.		
6. If a lot numbering system is used, 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.

SECTION 7: Affirmation

I affirm that all statements made in this application are true, correct, and complete.	
Signature of Operator	Date (M/D/Y)
<p>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).</p>	
<p>I have attached the following required documents (with name on each page):</p> <ul style="list-style-type: none"> <input type="checkbox"/> *Completed, signed, and dated Operator Licensing Agreement <input type="checkbox"/> *Documents from previous certifier (if other than TCO Cert) <input type="checkbox"/> *Maps of all parcels/fields, organic and non-organic (showing field identification, organic status, buffers and adjoining land use) <input type="checkbox"/> *Overview map showing all fields/garden plots of the holding/enterprise in relation to one another <input type="checkbox"/> Documentation of soil deficiencies (if applying micronutrients) <input type="checkbox"/> Labels and Label Approval Request forms used for products to be sold as organic (bulk or retail) <input type="checkbox"/> *Sample of the record-keeping documents <input type="checkbox"/> * A List of Fields document (updated if necessary) <p>*Note: Documents need to be submitted only for new applicants or for changes in the operation.</p>	

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