

**INSTRUCTIONS FOR
PRODUCER ORGANIC SYSTEM PLAN
FORM NO. ROR-607**

INTRODUCTION

This form and the required supporting documents are intended to serve as the “organic system plan” required by 7CFR Part 205, National Organic Standards. The organic system plan is a detailed description of how an operation will achieve, document, and sustain compliance with organic standards.

Complete this form and include all supporting documentation listed in Section C. In addition, the ROR-600 Organic Certification application or ROR-601 Fee Payment Submission Form (for current operations only) and prescribed application fee must be submitted.

For new applications: Payments are only accepted by mail. Mail all necessary documents to the Texas Department of Agriculture, Organic Certification Program, P.O. Box 12076, Austin, Texas 78711. You may also email documents (except for payment) to organic@texasagriculture.gov. Please keep file size below 8 MB per email.

For renewing operations: Payments are only accepted by mail. Mail all documents to the Texas Department of Agriculture, Organic Certification Program, P.O. Box 12077, Austin, Texas 78711. You may also email documents (except for payment) to organic@texasagriculture.gov. Please keep file size below 8 MB per email.

For assistance in completing this application, call toll-free 1-800-835-5832. For the hearing impaired: 1-800-735-2988 (voice) or 1-800-735-2989 (TDD/TT).

New Applications: Issuance of certification will require an on-site inspection to verify compliance to the applicable organic standards. Incomplete or inaccurate applications and/or supporting documentation may result in denial of application or certification. **A copy of all applications and supporting documentation should be duplicated and maintained on file.**

SECTION A

VERIFICATION INFORMATION

Indicate if this plan is for a new application, annual update, or a change to your Organic System Plan (OSP). Enter all business information requested.

SECTION B and C

GENERAL INFORMATION AND DOCUMENTATION CHECKLIST

Use this checklist to ensure that all required information is included in your application. Check off the box next to each item completed.

- ROR-600, Application for Organic Certification (Applicable for new applications only)
- ROR-601, Fee Payment Submission Form (Renewing operations only)
- City or County Map designating general directions and locations of farms or fields – A preprinted to scale map showing the location(s) of your operation and surrounding roads/communities. Maps should preferably be 8 ½" x 11" black and white copies.
- Additional documentation to verify farm history. (Choose at least one.)

- Aerial maps and base records for the previous three years for each field to be certified. These records, if available, can be obtained from your county Farm Service Agency (FSA) office. Base records can be used to establish previous cropping history.
- Form ROR-621 Previous Landowner/Manager Affidavit for Organic Land Certification. This form should be completed when organic certification is requested for property that has had more than one landowner/manager during the 36 months prior to the certification request.
- Supporting affidavits or statements regarding three-year production and input history. Affidavits from the previous owner or manager may be used to establish land use or material use history.
- Check off sections D-Z as you complete them to track your progress and ensure the form is completed.
- Soil Fertility Test Results - For each field or in-ground production area to be certified, it is recommended you provide current soil fertility analysis results. Contiguous units of similar soil types may be sampled as one unit. Test results obtained within the last 9 months are considered current. Include a minimum of:
 - Nitrogen (N)
 - Phosphorus (P)
 - Potassium (K)
 - pH
 - Organic matter
 - Salinity or total soluble salts (E.C.) analysis.
- Water Quality Test Results - If irrigation water is used, it is recommended you provide current basic water quality analysis results for each on-farm water source. Test results obtained within the last 9 months are considered current. For irrigation water include a minimum of:
 - pH
 - Total soluble salts (E.C.)
 - Absorption ratio (SAR)
 - Total dissolved solids
 - Chlorides
 - Carbonates
 - Bicarbonates
 - Calcium
 - Sodium
 - Potassium
 - Magnesium
 - Sulfates
 - If water is used to wash produce or for sprout production the water test should show suitability for use as drinking water.
- Copies of Organic Certificates for certified organic seed – Organic Certificates are needed to verify the organic claim of the propagation material.
- A description of the monitoring practices and procedures to be performed and maintained, including the frequency with which they will be performed, to verify that your organic system plan is being effectively implemented.

- A flow chart or diagram which details the records that can be used to complete a traceback of harvested product back to original planting information (weigh tickets, gin tickets, harvest records, materials applied, seed/planting stock used, field information).
 - Hemp Producers- you must submit a copy of current TDA Hemp license and lot permits.
 - All applicable manure or compost testing results.
 - Copies of Organic Certificates for off farm certified organic processors used.
 - All applicable input labels: this includes seed tags/labels, non-GMO, untreated seeds evidence, material composition. Legible labels are needed for all planned input materials.
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GENERAL FARM MAP

Show the following on your maps:

- Map Scale – how many square feet or acres does each square represent?
 - Each field and/or greenhouse/indoor production area.
 - Number each field unit and/or greenhouse-indoor production area on the map, showing subsections or beds if applicable. Include USDA-FSA farm and field numbers if available.
 - Buildings, irrigation sources (if applicable), roads, easements, fences or other necessary markings to define distinct boundaries.
 - **All required buffer zones** and their prescribed distances and descriptions.
 - Note adjacent land use bordering organic production areas.
 - Indicate “North” direction on map.
 - Map Example #1: [Organic Production Bordering Conventional Production](#)
 - Map Example #2: [Field Map of Organic Crop Circle](#)
 - Map Example #3: [Large-scale Organic Production Farm](#)
 - Map Example #4: [Organic Produce Farm](#)
 - Map Example #5: [Organic Greenhouse](#)
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SECTION D

GENERAL INFORMATION

Complete this section to indicate general information regarding your operation.

- Split operation information
 - Types of production
 - Land changes
 - On-farm and off-farm processing
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SECTION E

INTERNATIONAL MARKETS

Complete this section to indicate any export/import activities your crops may be subject to.

SECTION F

LISTING OF FIELDS, GREENHOUSES/INDOOR PRODUCTION AREAS

If more lines are needed for field listings please follow these instructions: Locate the last line in the table, then right click on the row number found on the far left of the spreadsheet. Options will appear, and you will choose “Insert.” One additional row will be added each time this is done.

List the following information for each field under the appropriate column:

- Unit/Field No. – List the field number, greenhouse, or indoor production area as they are indicated in the General Map (Section C).
 - USDA – FSA No. - Show USDA-FSA farm/field number if available.
 - County – Name of the county where the field is located.
 - Unit/Field Type – Use the term that best describes the type of certification for the field or production unit, this includes Organic, Transition, Organic Greenhouse/Indoor Production, or Transition Greenhouse Production.
 - Organic – Field that has had no use of prohibited materials for at least 3 years.
 - Transitional – Field on which prohibited materials have been used, but is now managed organically. Crops harvested at least 12 months after last prohibited material use may be sold as Transitional.
 - Organic Greenhouse/Indoor Prod. – Greenhouse in-ground production where prohibited materials have not been used for at least 3 years. Or Greenhouse or Indoor container production. If soil is used in the potting medium for container production, it must be documented free of prohibited materials for a minimum of 3 years.
 - Transitional Greenhouse/Indoor Prod. - Greenhouse in-ground production where prohibited materials have been used, but is now managed organically. Crops harvested at least 12 months after last prohibited material use may be sold as Transitional. Container production and soil free production systems (sprouts, hydroponics) are not certified as Transitional.
 - Size - the estimated size in square feet (if less than ¼ acre) or in acres.
 - Transition Expiration Date – Only for Transitional fields or Transitional Greenhouse/Indoor Production. The Transitional expiration date is 3 years after the last date of prohibited materials used (use the most recent application of a prohibited material for that field as listed in Section F).
Example: A prohibited fertilizer was used on 3/1/18; the transition expiration date would be 3/2/21. **Leave this space blank for Organic fields or production areas.**
 - Is this field irrigated? – If irrigation is used on the field list Yes, otherwise list No.
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SECTION G

GREENHOUSE-INDOOR UNIT INFORMATION

If you do not do any greenhouse or indoor production, mark Question #11 as No, and proceed to Section H. Otherwise, note which units listed in **Section F** the following information pertains to, making additional copies if necessary.

If more lines are needed for greenhouse table under Question #11, please follow these instructions: Locate the last line in the table, then right click on the row number found on the far left of the spreadsheet. Options will appear, and you will choose "Insert." One additional row will be added each time this is done.

PRODUCTION TYPES

Complete this section as it pertains to the greenhouse/indoor unit and answer all questions. These questions must not be left blank.

BUILDING TYPE

Indicate the structure type for the greenhouse/indoor unit.

AREA SIZE

Indicate the dimensions for the greenhouse/indoor unit.

BUILDING CONSTRUCTION

Indicate the types of materials used for the greenhouses/indoor unit's construction. Indicate whether any cooling systems, fans, heaters, air exchange systems, or irrigation systems serve multiple units or just the greenhouse/indoor unit described on this page. Answer the drainage and prohibited materials questions as they pertain to your operation. Describe how pests and diseases are managed in all greenhouse/indoor unit production areas.

SECTION H

FIELD CROP/GREENHOUSE PLAN FOR THE ONE-YEAR CERTIFICATION PERIOD

TABLE H(1): ORGANIC CROP PLAN

Fill in table for all crops you plan to grow during the certification year for which you are applying.

Unit/Field No. - List each field or production unit listed in **Section F**. Use additional lines if multiple crops are grown in the same field.

Estimated Acres/Sq. Ft. - Fill in the area of crop to be grown, and indicate whether it is in Acres (A., ac., Ac.) or Square Feet (SF, sf). Please be sure you are as accurate as possible in reporting the area.

Crop Name - List the name and variety of the crop(s) you plan to grow in this field.

Crop Use -

- Designate as Harvest Crop (H) any crop that you plan on selling or that will be harvested for use as a livestock feed source.
- Designate as Forage Crop (F) any crop that is being grown for the sole purpose of livestock forage. If hay is to be harvested the field needs to be listed as a harvestable crop.
- Designate as Cover Crop (C) any crop that is grown to provide some benefit such as building organic matter or fertility, or providing erosion control for the field and is not sold.

Estimated Planting Date/Harvest Date – indicate the dates you plan to plant and harvest your crop(s).

FIELD CROP/GREENHOUSE PLAN FOR THE ONE-YEAR CERTIFICATION PERIOD

TABLE H(2): TRANSITION CROP PLAN

Fill in table for all crops you plan to grow during the certification year for which you are applying.

Unit/Field No. - List each field or production unit listed in **Section F**. Use additional lines if multiple crops are grown in the same field.

Estimated Acres/Sq. Ft. - Fill in the area of crop to be grown, and indicate whether it is in Acres (A., ac., Ac.) or Square Feet (SF, sf). Please be sure you are as accurate as possible in reporting the area.

Crop Name - List the name and variety of the crop(s) you plan to grow in this field.

Crop Use -

- Designate as Harvest Crop (H) any crop that you plan on selling or that will be harvested for use as a livestock feed source.
- Designate as Forage Crop (F) any crop that is being grown for the sole purpose of livestock forage. If hay is to be harvested the field needs to be listed as a harvestable crop.
- Designate as Cover Crop (C) any crop that is grown to provide some benefit such as building organic matter or fertility, or providing erosion control for the field and is not sold.

FIELD CROP/GREENHOUSE PLAN FOR THE ONE-YEAR CERTIFICATION PERIOD

TABLE H(3): NON-ORGANIC CROPS (PARALLEL PRODUCTION)

If you have conventional fields of the same crop please complete the table as it relates to your full production operation:

Unit/Field No. - List each field or production unit that is in parallel production with your organic crops. For example, if you grow organic corn and conventional corn, you will indicate that crop in this table.

Estimated Acres/Sq. Ft. - Fill in the area of crop to be grown, and indicate whether it is in Acres (A., ac., Ac.) or Square Feet (SF, sf). Please be sure you are as accurate as possible in reporting the area.

Crop Name - List the name and variety of the crop(s) you plan to grow in this field.

Plant or Utilize Seed or Planting Stock that Is GMO – Indicate if GMO seeds or planting stock are used.

Planned Use of Crop (sale, seed, livestock feed, etc) – Indicate the use of the crop here.

SECTION I

BUFFER ZONE INFORMATION

Fill in the table describing the buffer zones that surround the field.

- Not Applicable – Buffer zones are not needed if all neighboring land is either Organic (under your management or a neighboring certified operation) or if it is land under your management that has no agricultural use and no prohibited materials used on it. Supporting documentation verifying this may be needed.
- Location or Field No. – Complete for each field listed in **Section F** using multiple lines for the same field if the buffer varies on each side. Designate each side by its facing direction (N,S,E,W).
- Type of buffer zones – Indicate what features comprise the specific buffer area.
- Width of buffer zones – Indicate in feet the width of the specific buffer area.
- Adjoining land use – Indicate the status of the adjoining area (CRP, Conventional, Forest, Highway, etc.).
- If crop is harvested from buffer zones – Indicate the use of the non-organic crops harvested from the buffer zones.
- In the area below, indicate how you will prevent cross contamination if the same equipment is used for the organic crop and buffer crop.
- Answer all questions pertaining to the buffer zones. These questions must not be left blank.

SECTION J

SOIL FERTILITY MANAGEMENT

Select your soil type and soil conditions. Indicate all types of materials or practices you plan on using during the certification year to provide balanced nutrients for your crops based on the indicated current status.

Describe your plan to improve or maintain organic matter in your soil. Indicate what monitoring records are kept. Indicate if you have applied sewage sludge (biosolids) to fields.

All fertility inputs must be listed in the Materials Listing in Section V.

SECTION K

MANURE AND COMPOST

MANURE USE

Complete this section as it pertains to the manure planned for use on your land attaching any needed documentation. If the manure is used on crops for human consumption you must list the input in the Materials Listing in Section V, along with dates of application and harvest.

COMPOST USE

Complete this section as it pertains to the compost planned for use on your land, attaching any needed documentation. All compost inputs must be listed in the Materials Listing in Section V.

SECTION L

NATURAL RESOURCES, BIODIVERSITY, SOIL AND WATER QUALITY

Complete this section as it pertains to your plan for soil and water conservation plan, biodiversity, and maintenance of natural resources. Attach any needed documentation.

SECTION M

PEST, DISEASE, AND WEED MANAGEMENT PLANS

Complete the following three sections as they pertain to your operation for this year. Make sure to attach any requested documentation.

PEST MANAGEMENT Check what specific pest control practices you use. Indicate what monitoring practices are implemented to determine the effectiveness of your practices. Indicate how often monitoring is done, and what records are kept. All pest control products must be listed in Materials Listing in Section V, and include all product labels.

WEED MANAGEMENT

Check what specific weed control practices you use. Indicate what monitoring practices are implemented to determine the effectiveness of your practices. Indicate how often monitoring is done, and what records are kept. All weed control products must be listed in Materials Listing in Section V, and include all product labels.

DISEASE MANAGEMENT

Check what specific disease control practices you use. Indicate what monitoring practices are implemented to determine the effectiveness of your practices. Indicate how often monitoring is done, and what records are kept. All disease control products must be listed in Materials Listing in Section V, and include all product labels.

SECTION N

CROP ROTATION

Complete this section as it pertains to your crop rotation practices, soil deficiencies, and tillage practices.

SECTION O

3-YEAR CROP ROTATION PLAN

Complete this table with your crop rotation and timeframe.

NOP Definition of Crop Rotation: The practice of alternating the annual crops grown on a specific field in a planned pattern or sequence in successive crop years so that crops of the same species or family are not grown repeatedly without interruption on the same field. Perennial cropping systems employ means such as alley cropping, intercropping, and hedgerows to introduce biological diversity in lieu of crop rotation.

CONTINUED EFFORTS TO ENSURE COMPLIANCE WITH §205.205 ON CROP ROTATIONS: If your operation produces annual or perennial crops and you do not utilize a crop rotation as required in §§205.203(b) and 205.205 of the NOP Regulations, your operation will be subject to receiving a notice of noncompliance and incurring additional fees. Crop stubble may be used as part of your operation's actions to reduce erosion, it is not part of a crop rotation, nor does crop stubble qualify as a cover crop.

SECTION P

EQUIPMENT

In the table, list all equipment used during the production and harvesting of organic crops:

- Equipment Name/Type – Indicate the type of equipment used;
- Owned / Rented / Custom – Indicate the source of the equipment;
- Used on both Organic and Non- Organic – Indicate whether or not this equipment is to be used on only organic crops or both organic and non-organic crops;

How is equipment cleaned – Detail the cleaning procedures of the equipment before use on organic crops.

Complete all questions as they pertain to this equipment.

SECTION Q

HARVEST

Complete these questions as they pertain to the harvest of your organic crop. List custom harvester name and address. Check types of harvest containers, and how they are identified for organic use.

SECTION R

POST HARVEST

If you do post-harvest handling such as washing or packing please complete this section as it pertains to those activities and detail all of your post-harvest activities, and packaging.

SECTION S

CROP STORAGE

If you store your organic crops, please complete this section as it pertains to your storage activities. Describe the storage locations and complete the table:

- Type of crop stored – List the types of crop/s stored at this location;
- Location or Name of Storage – Indicate location and name of storage;
- Type of storage – Indicate what type of structure is used (ex: silo, bin, warehouse, etc.);
- Capacity – Indicate the capacity of the storage area (gal, bu., etc);
- Organic or Non-Organic – Indicate the types of crops stored here.

Complete the following questions detailing your storage facilities and planned activities.

SECTION T

TRANSPORTATION

If your organic crops are transported, complete this section detailing the transportation procedures and answer all questions.

SECTION U

RECORD KEEPING HISTORY

Answer this section for farm records kept during the three years before applying for certification.

RECORD KEEPING PLAN

Check the boxes corresponding to the types of records that you plan to maintain in regard to your organic operation. This plan will be evaluated, and documents verified by the inspector to determine if your records adequately audit your organic system plan (OSP) and enable one to track crops or products back to the field or production unit where they were grown.

SECTION V

MATERIALS LISTING

Complete this table with all inputs used by your operation. Provide information on how/where/when material is used. List all materials used.

- Material- List brand name or source/manufacturer if the input is generic.
- Type of Material- What type of material was used. Place each material in the appropriate category according to its use.
- Fertility –
 - Foliar Applied Fertilizers- Materials used to supply nutrients to plants through the leaves.
 - Soil Applied Fertilizers – Materials used to supply plant nutrients that are incorporated in or top dressed on the soil.
 - Soil Amendments – Materials used to improve the quality of the soil, such as microbial amendments, humates, sand, magnesium sulfate.
- Insecticides/Pest Control – Materials used in the control, reduction, and/or elimination of insects.
- Disease Control
 - Fungicides - Materials used in the control, reduction, and/or elimination of fungal diseases and conditions.
- Weed Control
 - Herbicides - Materials used in the control, reduction, and/or elimination of weeds.
- Production Aid
 - Growth Regulators – Materials applied to change specific areas of plant growth such as:

flowering; root growth; prevention or promotion of stem elongation; color enhancement of fruit; prevention of leafing and/or leaf fall.

- Post-Harvest – Materials such as floating agents, or ripeners.
- Approval – Indicate if material is OMRI, WSDA, EPA reviewed, or CDFA listed. Indicate if the product is an allowed, or a non-synthetic material that is not listed as prohibited in §205.602.
 - Allowed Synthetic: a substance that is included on the National List §205.601 of synthetic substances allowed for use in organic production or handling)
 - Nonsynthetic (natural). A substance that is derived from mineral, plant, or animal matter and does not undergo a synthetic process as defined in section 6502(21) of the Act (7 U.S.C. 6502(21)). For the purposes of this part, nonsynthetic is used as a synonym for natural as the term is used in the Act.
- Material Usage – • Provide information on how/where/when the material is used (field, containers, livestock, etc). Indicate expected application and harvest dates if using raw, uncomposted, or composted manure that does not meet the organic standard [205.203(c)(2)]. Provide copies of front and back labels for materials not registered or listed by the WSDA, CDFA, or OMRI.
- List the specific dates used. If you are unable to determine the exact date of application, use the last day of the month when the material was used. If any prohibited material was used, the latest date will determine the Transition Expiration Dates in **Section F**.
- If more lines are needed for field listings please follow these instructions: Locate the last line in the table, then right click on the row number found on the far left of the spreadsheet. Options will appear, and you will choose “Insert.” One additional row will be added each time this is done.

SECTION W

PROPAGATION MATERIALS

Complete this section with all types of propagation materials you plan on using during the certification year.

SECTION X

SEED AND PLANTING STOCK INTENT AND SURPLUS

Complete this table with all types of propagation materials you plan on using during the certification year.

Complete this table for all organic and nonorganic seed used or planned for use. If more lines are needed for field listings please follow these instructions: Locate the last line in the table, then right click on the row number found on the far left of the spreadsheet. Options will appear, and you will choose “Insert.” One additional row will be added each time this is done.

- Seed or Planting Stock Kind and Variety – State what seed or planting stock kind and variety will be used.
- Source – State the source of the seed or planting stock.
- Type of propagation material – Propagation materials include seeds, seedlings, cuttings, bulbs, budding, crowns, grafts, rhizomes, rootstock, shoots, slips, sprigs, transplants, tubers, trees, etc.
- Saved or Stored Seed – Indicate Yes or No regarding if the seed is stored or saved between seasons.

- Organic or Nonorganic – State whether or not the seed or planting stock is certified organic or nonorganic. If the seed is certified organic, please attach a copy of the organic certificate verifying this qualification. Please note: Although untreated, non-GMO seed or planting stock is allowed for use it should not be listed as certified organic seed.
- Untreated and Non-GMO – If the seed or planting stock is indicated as untreated and non-GMO, attach corresponding affidavits from the seed dealer or company.
- Treated Seed and Planting Stock – List any seed treatments used. If seed treatment is not approved by OMRI, WSDA, or EPA provide complete list of seed treatment ingredients.

SECTION Y

NON-ORGANIC SEED AND PLANTING STOCK SEARCH

Complete this table for all non-organic seed or planting stock in use.

- NOP 5029 requires a minimum of 3 contacts in your search for EACH variety of organic seed/planting stock, with companies that offer organic seed and planting stock. The kind and variety listed in this section must match the nonorganic seed/planting stock listed in Section V.
- Reason for exemption request – Describe the reason for your exemption request. If your request is due to quantity, please state the quantity you were searching for. If your request is due to form, or quality, please explain why you are requesting an exemption for this particular seed or planting stock kind and variety.
- List the names and contact information of seed and/or planting stock suppliers contacted regarding the availability of the non-organic seed and/or planting stock listed in Section X of this form. Certified organic seed does not need to be listed in this section. Please note: Although untreated, non-GMO seed or planting stock is allowed for use it should not be listed as certified organic seed.
- If more lines are needed for field listings please follow these instructions: Locate the last line in the table, then right click on the row number found on the far left of the spreadsheet. Options will appear, and you will choose “Insert.” One additional row will be added each time this is done.

SECTION Z

AFFIRMATION

After reading the affirmation statement, sign and print your name, and date the form. Your signature here indicates that you have read the statement and that you are aware of your responsibilities regarding the issuance of the requested license.

