

**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 B. In addition, an Organic Certification application and prescribed application fee must be submitted. Mail all documents to the Texas Department of Agriculture, Organic Certification Program, P.O. Box 12076, Austin, Texas 78711. 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).

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

1. VERIFICATION INFORMATION

Indicate if this plan is for a new application, annual update, or a change to your Organic System Plan (OSP). If this is a change to your OSP - only complete the sections you wish to update. Enter all business information requested.

SECTION B

1. 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 (Only applicable for new applications 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 Land Owner/Manager Affidavit for Organic Land Certification. This form should be completed when organic certification is requested for property that has had more than one land owner/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 C-O 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:
 - Total soluble salts (E.C.)
 - pH
 - 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.
 - Form ROR-622 Organic Seed and Planting Stock Disclosure - This form is needed when non-organic propagation materials are to be used.
 - All applicable input labels - Legible labels are needed for all planned input materials.
-

SECTION C

1. 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.
-

SECTION D

1. LISTING OF FIELDS, GREENHOUSES/INDOOR PRODUCTION AREAS

Make copies of this blank page before filling it out if you are certifying more than eight fields.

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 – Check off the box that best describes the type of certification for the field or production unit..
 - 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 Grnh/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 Grnh/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 Grnh/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 3/1/09; the transition expiration date would be 3/2/12. Leave this space blank for Organic fields or production areas.
 - Is this field irrigated? – If irrigation is used on the field check yes, otherwise check no.
-

SECTION E

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

List the crop year to which this information applies.

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 D**. 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).

SECTION F

1. PRECEDING THREE-YEAR MATERIAL USE INFORMATION

Complete for each field and/or greenhouse-indoor production area to be certified (as listed in **Section D**). Fill in the field number at the top of each section. List all materials used on this particular field during each of the last three years. If no materials have been used in the previous three years, check the “Not Applicable” box at the top of the table.

- Material Category- What type of material was used. Place each material in the appropriate category according to its use.
 - Insecticides – Materials used in the control, reduction, and/or elimination of insects.
 - Fungicides - Materials used in the control, reduction, and/or elimination of fungal diseases and conditions.
 - Herbicides - Materials used in the control, reduction, and/or elimination of weeds.
 - 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.
 - 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.
 - Other – Any type of material not listed here that was used on the land.
 - Material Name – The brand name of the material used. Include the product name and if it is not distinctive, include the name of the company.
 - Last Used – List the specific date 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 D**.
 - Copy these pages as needed to provide a complete record of materials used. Please be sure that your farm name, and Unit/field Number are on each page.
 - Are any other fields treated in an identical manner? - If you have multiple fields with the same information, list additional field numbers here to use this information for the identically treated fields (separate pages for these fields are not required).
-

SECTION G

1. 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 D** 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 H

1. GREENHOUSE-INDOOR UNIT INFORMATION

If you do not do any greenhouse or indoor production, mark Not Applicable and proceed to Section I. Otherwise, note which units listed in **Section D** the following information pertains to, making additional copies if necessary.

2. PRODUCTION SYSTEM

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

3. BUILDING TYPE

Indicate the structure type for the greenhouse/indoor unit.

4. AREA SIZE

Indicate the dimensions for the greenhouse/indoor unit.

5. 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. If the preceding information is identical for other greenhouses/indoor units, list their identification(s). Describe how pests and diseases are managed in all greenhouse/indoor unit production areas.

SECTION I

1. RECORD KEEPING HISTORY

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

2. RECORD KEEPING PLAN

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

SECTION J

1. SOIL AND CROP FERTILITY MANAGEMENT

Select you 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. Fill in the table with all fertility inputs used or intended for use and answer all related questions:

- Product – List the full name of the product. Ex: AcmePro 2-3-2 instead of AcmePro;
- Brand name of source – List the brand or name of the company that manufactures the product;
- Status – List if the product is Allowed, Restricted, or Prohibited;
- Number of applications per year – List the frequency and field location of application;

- Reason for use – List the reason for use of this product. The use of some products requires limited use or a documented deficiency in the soil. Justify the use of these products.

2. COMPOST USE

Complete this section as it pertains to the compost planned for use on your land, attaching any needed documentation.

3. 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 fill in the table detailing its use.

SECTION K

1. SOIL AND WATER CONSERVATION PLAN

Complete this section as it pertains to your plan for soil and water conservation plan, attaching any needed documentation.

SECTION L

1. PROPAGATION MATERIALS

Check off all types of propagation materials you plan on using during the certification year.

2. ANNUALS

If you use propagation materials for annuals, complete this section as it pertains to your operation during the certification year.

3. PERENNIAL PLANT STOCK

If you use propagation materials for perennials, complete this section as it pertains to your operation during the certification year.

SECTION M

1. 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.

2. PEST MANAGEMENT Check what pest issues you have and the practices you plan to use to manage them. Complete the table listing all products intended for use on the fields for pest management:

- Pest Problem – Indicate the type of pest and affected crop;
- Control Product – Indicate the name of the product used to manage this pest. A copy of product labels may be necessary;

- Status – Indicate the approved, restricted, or prohibited status of this product;
- If restricted – Indicate what measures are taken so that use of this product is in accordance with the NOP regulation.
- Complete the next three questions detailing your pest management program.

3. DISEASE MANAGEMENT

Indicate what disease concerns you may have in your crops.

Check the strategies you plan to use to prevent and control disease.

Complete this table listing all products intended for use on the fields for disease management:

- Disease Problem – Indicate the type of disease and affected crop;
- Control Product – Indicate the name of the product used to manage this disease. A copy of product labels may be necessary;
- Status – Indicate the approved, restricted, or prohibited status of this product;
- If restricted – Indicate what measures are taken so that use of this product is in accordance with the NOP regulation.

Complete the next three questions detailing your disease management program.

4. WEED MANAGEMENT

Indicate what weed concerns you may have in your crops and check what methods you plan to use to control weeds.

Outline your weed management program.

SECTION N

1. MAINTENANCE OF ORGANIC INTEGRITY – PARALLEL PRODUCTION

If you have conventional or transitional fields of the same crop please indicate and, if applicable, complete the table as it relates to your full production operation:

- Specific crops – List the types of conventional or transitional crops you produce;
- Field Numbers – List their field numbers;
- T or C – Indicate if this crop is “T” for transitional or “C” for conventional;
- GMO Use – Indicate if genetically modified organisms are used in the production of this crop;
- Total acreage – Indicate the acreage of this field;
- Crop same as organic crop – If the crop in this field is the same as an organic harvest crop please indicate;
- Planned use of crop – Indicate how you plan to use this crop (ex: for sale, use in non-organic livestock feed, seed, etc.).

2. 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.

3. HARVEST

Complete these questions as they pertain to the harvest of your organic crop and detail your plan to prevent comingling and contamination.

4. 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 equipment.

5. 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:

- Storage ID# - List each storage location indicating its identification;
- Type of crop stored – List the types of crop/s stored at this location;
- Type of storage – Indicate what type of structure is used (ex: silo, bin, warehouse, etc.);
- Aeration – Indicate if the crop in this storage location is aerated;
- 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.

6. TRANSPORTATION

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

SECTION O

1. 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.
