

**INSTRUCTIONS FOR
PREVIOUS LAND OWNER/MANAGER AFFIDAVIT
FORM NO. ROR-621**

INTRODUCTION

- This is a voluntary form for applicants to document that the property listed in Section A qualifies for organic certification by the Texas Department of Agriculture (TDA) Organic Certification Program according to National Organic Program (NOP) regulations.

WHEN SHOULD THIS FORM BE COMPLETED?

- 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. If an applicant chooses not to complete this form, some other form of documentation must be made available to show compliance with the NOP regulations.
- If this property was certified organic by the TDA during the previous certification year, submit a copy of the organic certificate along with this form.

SECTION A

1. VERIFICATION INFORMATION

- Account Name or Applicant's Business Name – Enter account name. Applicants should enter the same Business Name as provided in the Organic Certification Application Form ROR-600. Applicant Business Name should be the D.B.A when applicable.
- Account Number – Currently licensed operations should enter their account number. New applicants who do not have a License Number should leave this area blank to be filled in by Program Staff
- Enter the legal description of each property that organic certification is requested. This information can be copied from deeds, property tax records, lease agreement contracts, or other acceptable documents. Attach additional sheets as necessary.
- Please complete a separate form for each organic field, except, where multiple fields were managed by the same land owner/manager and are part of the same property's legal description.

SECTION B

1. VERIFICATION INFORMATION FOR PREVIOUS LAND OWNER/MANAGER

- Previous Land Owner/Manager Name – Please print the full name of the previous landowner or manager of the property.
- Previous Land Owner/Manager Address – Enter the mailing address of the previous landowner or manager of the property.
- Previous Land Owner/Manager phone numbers(s) – Enter the phone number(s) of the previous landowner or manager of the property.

SECTION C

1. VERIFICATION OF LAND QUALIFICATIONS

- How long did you manage this property? – The previous land owner/manager should state how long the property was under his or her management
- From start date – List the start date – if the exact date is unknown, provide the approximate month and year
- To end date - List the end date – if the exact date is unknown, provide the approximate month and year
- Mark the correct answer of yes or no in the adjacent boxes for the following three questions.

NOTE: Subpart G of the NOP Regulations may be found at www.ams.usda.gov/NOP or by requesting a copy from the TDA Organic Certification Program.

SECTION D

1. LISTING OF MATERIALS APPLIED IN THE PAST 36 MONTHS

- Not Applicable – mark this box if no materials were applied to this property in the last 36 months (or time period) while under the management of the previous land owner/manager.
 - The previous land owner/manager should list *all* materials applied to the property in the past 36 months (or time period) of ownership/management. This list should include fertilizers (including compost and manure), herbicides, pesticides, fungicides, and any treated seeds as well as all other input materials. The previous land manager must verify the information by signing the designated area of Section F of this form.
 - Field/Unit Number – The previous land owner/manager may list the field/unit numbers to correlate with his or her farm records but some documentation must be provided to show the correlation between the old numbering system and the new numbering system. Otherwise, list the field/unit number as it is listed in Section E of the Producer Supporting Documentation Form (ROR-607) or Section E of the Change of Producer Supporting Documentation (ROR-618).
 - Acreage/Unit size – State the size of the field (i.e. 40 acres, 500 sq. ft.)
 - Date material was applied – State the date the material was applied – if the exact date is unknown, provide the approximate month and year.
 - Material Name – Please provide the brand name or generic name and product manufacturer's name of the material applied.
 - Material Type – Fertilizer, Pesticide, Herbicide, Fungicide, Soil Amendment, etc.
 - Rate or Amount Applied – State the amount of material that was applied to the land. (2 tons spread, 20 gallons per acre)
 - Crop Grown – State what agricultural crop was being grown at the time of application. If the field was in pasture or native grasses, state this. Only state fallow if the field was clean tilled with little to no crop residue or vegetation at the time of application.
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SECTION E

1. SIGNATURE

- The previous land owner/manager should print and sign his or her name and date the form. Signing here indicates that the information provided by the previous land owner/manager is correct and accurate to the best of his or her knowledge regarding the time period for the property indicated on this form while under his or her ownership/management.
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