

## **Contents of this application packet:**

*Note: ALL of the forms that you need to continue certification are available on-line at: <http://www.agr.mt.gov/organic/AppsFormsInstr.asp>. You are encouraged to complete your forms electronically and submit them via email.*

### **Policy Manual**

**Instructions:** Read, review and retain. The policy manual is available on-line. We will send a copy to you (only) upon request.

**Explanation:** The Policy Manual specifies your rights and responsibilities as a certified organic operation, including the department's policies, procedures and standards used in organic certification. It is your responsibility to read and understand the information in the Policy Manual.

### **Organic Producer fee schedule**

**Instructions:** Read, review and retain

**Explanation:** Lists fees charged for producer certification.

### **Forms Checklist**

**Instructions:** Complete and return this form. Follow instructions on the form.

**Explanation:** The Form Checklist is designed to help you determine which forms to complete and to indicate to the department all of the forms that make up your complete organic system plan.

### **Organic Producer Application form**

**Instructions:** Complete and return this form if applying for producer (crops, wild crops or livestock) certification. Follow instructions on the form.

**Explanation:** The NOP defines a producer as: "A person who engages in the business of growing or producing food, fiber, feed, and other agricultural-based consumer products." If your operation(s) fit this definition, please complete a producer application.

### **Organic Producer Sales Report form**

**Instructions:** Complete and return this form to report your gross sales of organic products during the previous calendar year (2010). Report only those sales made from the effective date of your certification (listed on your certificate) through December 31, 2010. The sales report, along with your assessment fee is due with your application to continue certification. Follow instructions on the form. **NOTE: This form MUST be submitted with your application. If no sales were made, please indicate "No sales to report" on the form and submit with your application.**

**Explanation:** The department collects assessment fees from certified producers and handlers to fund the certification program. Producer assessment fees are 1% of gross sales of organic products. Assessment fees provide approximately 60% of the program funding.

□ **Organic System Plan (OSP) forms**

**Instructions:** OSP forms are specific to the type of operation that you are certifying. There are OSP forms for:

**Field Crops-** Extensive (field scale) production of grain, oilseed and/or pulse crops. May include hay and pasture crops.

**Diverse Crops-** Intensive (smaller scale) production of vegetable, fruit, herb and ornamental crops.

**Tree/Perennial Fruit Crops-** Production of orchard and vineyard crops.

**Pasture and Hay Crops-** Production (including grazing) of native and/or introduced perennial forage crops.

**Mushrooms-** Specialty production of mushrooms.

OSP forms are available on-line. We will send copies to you (only) upon request. If you have only minor changes to your Organic System Plan (OSP), you may simply indicate those changes on your existing form, sign and date the bottom of each page with changes and submit only those pages with new information. If you have significant changes to any page of the OSP, you may submit only the page(s) with changes, rather than the entire form. Again, be sure to sign and date the bottom of each page. **For most producers, it will be unnecessary to complete and submit an entire new OSP form.** However, please be sure to review the entire OSP, make all necessary changes and submit all pages that have changes along with your application to continue certification.

**Explanation:** An Organic System Plan is: “A plan of management of an organic production or handling operation that has been agreed to by the producer or handler and the certifying agent and that includes written plans concerning all aspects of agricultural production or handling ...” This plan is the description of your operation, which will be used to determine your eligibility for certification and compliance with organic standards. Failure to complete [any part of] the form will delay processing your application.

□ **Land Requirements form**

**Instructions:** The Land Requirements form is available on-line. We will send a copy to you (only) upon request.

**Explanation:** The Land Requirements form allows you to submit information for each distinct farm, ranch or production **location** that makes up your operation. Differing locations often have distinct management history (cropping system, use of inputs, etc.) or current management practices. This information is required to determine eligibility for certification and compliance with organic standards. Failure to complete [any part of] the form will delay processing your application.

□ **Farm / Ranch Overview Map**

**Instructions:** Please submit a single map showing your entire operation on a **single 8<sup>1</sup>/<sub>2</sub> x 11 inch page**. The Overview Map should indicate the relative location of all farms, ranches and production locations, as well as public roads, towns or other landmarks. Once this map has been submitted, operations continuing certification do not need to submit a new map, *unless* information on the map has changed.

**Explanation:** There is no “form” for the Overview Map. The Overview Map may be hand-drawn, or you may submit a copy of your county plat map, FSA map or other form- as long as it includes ALL LOCATIONS in your operation. This Overview is very helpful to the department and to the inspector in understanding the scale and scope of your operation.

□ **Field Maps**

**Instructions:** Please submit maps of all fields (or pastures / plots) in your operation. All maps must be **8<sup>1</sup>/<sub>2</sub> x 11 inches in size and all information must be legible when copied**. The field maps must show all features of each field, including **field number or name, acres or area, adjoining land use(s) and buffers**. You may have more than one field per page, but, all fields must be clearly shown. Operations continuing certification do not need to submit new field maps, *unless* information on the maps has changed. **Annual maps are not required if the only change is the current crop.**

**Explanation:** There is no “form” for Field Maps. They may be hand-drawn, computer-generated or you may submit a copy of your FSA map or other form- as long as it is legible and includes the required information (field number, acres, adjoining land use and buffers) for each field. Field Maps are necessary to fully describe your operation and to verify your compliance with organic standards.

□ **Organic Livestock Addendum (if applicable)**

**Instructions:** Complete and return an Organic Livestock Addendum if you are seeking certification for any livestock. **Complete all sections of the form, mark the section as “Not Applicable” if it does not apply to your operation. Do NOT leave any sections blank.** Follow instructions on the form.

**Explanation:** The Organic Livestock Addendum provides detailed information on your livestock operation and livestock production practices. This information is required to determine eligibility for certification and compliance with organic standards. Failure to complete [any part of] the form will delay processing your application.

❑ **Organic Greenhouse Addendum (if applicable)**

**Instructions:** The Organic Greenhouse Addendum is available on-line. We will send a copy to you (only) upon request.

**Explanation:** The Organic Greenhouse Addendum provides detailed information on your production practices. This information is required to determine eligibility for certification and compliance with organic standards. Failure to complete [any part of] the form will delay processing your application.

❑ **Organic Wild-Crop Addendum (if applicable)**

**Instructions:** The Organic Wild-Crop Addendum is available on-line. We will send a copy to you (only) upon request.

**Explanation:** The Organic Wild-Crop Addendum provides detailed information on your wild-crop-gathering practices. This information is required to determine eligibility for certification and compliance with organic standards. Failure to complete [any part of] the form will delay processing your application.

❑ **Compost and Manure Addendum (if applicable)**

**Instructions:** The Compost and Manure Addendum is available on-line. We will send a copy to you (only) upon request.

**Explanation:** The Compost and Manure Addendum provides detailed information on the materials and application methods used. This information is required to determine eligibility for certification and compliance with organic standards. Failure to complete [any part of] the form will delay processing your application.

❑ **Organic Post-Harvest Addendum (if applicable)**

**Instructions:** The Organic Post-Harvest Addendum is available on-line. We will send a copy to you (only) upon request.

**Explanation:** The Organic Post-Harvest Addendum provides detailed information on your post-harvest handling practices. This information is required to determine eligibility for certification and compliance with organic standards. Failure to complete [any part of] the form will delay processing your application.

❑ **Field History form**

**Instructions:** The Field History form is available on-line. We will send a copy to you (only) upon request.

**Explanation:** The Field History form provides detailed information on your cropping history and crop production inputs used. This information is required to determine eligibility for certification and compliance with organic standards.

❑ **Previous Land Manager Affidavit**

**Instructions:** The Previous Land Manager Affidavit is available on-line. We will send a copy to you (only) upon request.

**Explanation:** The Previous Land Manager Affidavit documents independent verification of the cropping history and crop production inputs used on “new” land proposed for organic certification. This information is required to determine eligibility for certification and compliance with organic standards.

❑ **Organic Seed Non-Availability Affidavit**

**Instructions:** Complete and return an Organic Seed Non-Availability Affidavit if you used or plan to use any non-organic seeds or planting stock. List all non-organic seed/planting stock varieties used or planned. Also list at least three suppliers contacted in your search for organic seed/planting stock. Finally, describe your plan(s) to obtain organic seed/planting stock in the future.

**Explanation:** The Organic Seed Non-Availability Affidavit provides documentation of your efforts to obtain organic seed/planting stock and of its non-availability. This information is used to determine your eligibility for an exemption from the requirement to use organic seeds and planting stock.

❑ **Organic Seed Resources List**

**Instructions:** **The seed resource list is available on-line. We will send a copy to you (only) upon request.** Use this list as a reference to assist you in your search for organic seed.

**Explanation:** The Organic Seed Resources List includes all known suppliers of organic seeds. In order to grant an exemption from the required use of organic seed, the department must verify that you have contacted likely suppliers of organic seed.

❑ **Record of Complaints to an Organic Operation**

**Instructions:** The Record of Complaints to an Organic Operation is available on-line. We will send a copy to you (only) upon request.

**Explanation:** The department provides this form to assist operators in establishing a system for recording complaints that is compliant with ISO Guide 65. The inspector will verify your record of complaints during your annual inspection.