



Farm Organic System Plan Annual Update **2024**

Please complete this form in its entirety if you are a new applicant or if you are renewing your certification. Sign this form and attach supporting documentation as specified in Section 8. Incomplete information may lead to a delay in certification. Use additional sheets if necessary. Please also complete the Livestock Organic System Plan Annual Update (Appendix L) if applicable to your operation. Mark any sections that do not apply to your operation as "Not Applicable."

Check this box if you would like us to make information regarding your production available upon request only to potential recognized buyers. **IF YOU AGREE, TCO Cert will release your information exclusively for your business opportunity purposes.**

SECTION 1: Programs Requested

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:	
Check ALL the programs for which you are requesting certification and/or verification. Apply for all programs you may need (and answer all applicable questions) so that your inspection specifically covers each program being requested, and the inspector addresses the necessary questions. Certification/verification to any program not requested now cannot be granted at a later date (after the initial inspection) without an additional inspection.	
Certification/Verification Programs: <input type="checkbox"/> Canada Organic Regime (COR) <input type="checkbox"/> In Conversion to COR <input type="checkbox"/> Bio-Suisse** <input type="checkbox"/> CARTV	
Equivalency Programs: <input type="checkbox"/> CAN/US Equivalence Arrangement	
**Requires submission of additional documents. Please contact your chapter or TCO Cert certification coordinator for the appropriate forms	
1. Please list current organic certification by other agencies.	
2. Do you have access to a copy of the current standards (CAN/CGSB-32.310 and CAN/CGSB 32.311), and for all programs for which you are applying?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Do you understand the current organic standards for each program for which you are applying?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. a. Have you reviewed your Farm Organic System Plan (FOSP)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Is your contact information on your Farm Organic System Plan (FOSP) up-to-date and accurate? If <u>no</u> , please provide the updated phone number, email address, etc. here.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Applicant Initials: _____ Date: _____

c. Have you made revisions to your Farm Organic System Plan (FOSP)? <u>If yes</u> , attach the revised pages with the date and your initials and explain the revisions made:	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. a. Do you intend to certify any livestock or livestock products (milk, eggs, animal fiber) this year? <u>If yes</u> , please complete and submit a <i>Livestock Organic System Plan and Annual Update (Appendix L)</i> .	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Do you also intend to certify <u>numerous</u> garden products (vegetables, herbs, berries) or <u>greenhouse grown</u> produce this year? <u>If yes</u> , please complete and submit a <i>Garden-Greenhouse Organic System Plan and Annual Update</i> .	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Do you transform organic products that are either produced on farm or purchased, in any way (other than just washing/cutting/bagging)? <u>If yes</u> , please complete and submit a <i>Processing Organic System Plan</i> and a <i>Processing Organic System Plan Annual Update</i> .	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 2: Description of Measures Taken to Address Noncompliances and Opportunities for Improvement

Please refer to the letter received with your most recent certificate that lists the previous non-compliances and Opportunities for Improvements.

Were there any Noncompliances or Opportunities for Improvement concerning your Farm and Livestock operation(s) from last year's certification?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<u>If yes</u> , please complete the following table, briefly listing each Noncompliance and Opportunity for Improvement and describing the actions taken to address each one. Add rows if necessary.	
Noncompliance, Opportunity for Improvement	Action Taken
1.	
2.	
3.	
4.	

Applicant Initials: _____ Date: _____

Noncompliance, Opportunity for Improvement	Action Taken
5.	

SECTION 3: Farm Plan Management

At least 36 months of histories are required for all fields/garden that were added to your operation since the last inspection and are or will eventually be requested for certification (including fields that are currently transitional).

Please Note:

- Field Management Summaries must include:
 - The plans for the current year. New operators need to submit the past three (3) years as well as the plans for the current year.
 - All fields/garden plots (including newly added fields) whether they are organic (O), in transition (T), or conventional (C)
 - Field/Plot numbers and size of each field/plot (acres, hectares, row length, etc.)
 - Crops planted
 - Any inputs (including manure) that were applied. You must include specific dates of application.
 - Pastures and fallow acres
- In addition, there must be an overview map that shows all fields and garden plots in relation to one another, as well as maps of all fields/production areas which indicate directions, size and shape, buffer zones, and adjoining land use. The acres listed on the Field Management Summaries and maps must correspond.
- If the legal description/address for each field/farm is not located on the Field Management Summaries and/or field maps, please submit a sheet that provides this information. If all fields are connected in an entire farm, one legal description/address is sufficient.

1. Status of operation:

Organic only

Mixed production (org/non-org/different crops)

Parallel production (org/non-org/visually indistinguishable)

2. How long have you farmed your operation?

3. How long have you been certified?

4. Total number of owned acres?

5. Total number of rented acres?

6. Total number of acres rented out?

7. Total organic acres?

8. Total acres in transition?

9. Total conventional acres?

10. Total acres of non-agricultural/non-production land?

Please explain what this consists of (i.e., woodland, CRP, native grassland, marsh, etc.):

Applicant Initials: _____ Date: _____

<p>11. Have you managed all fields requested for certification for 3 or more years? <u>If no</u>, and you <u>have not already submitted a <i>Prior Land Use Affidavit*</i> (PLUA)</u> for these fields, please submit the PLUA with this application.</p> <p><i>*Prior Land Use Affidavit (PLUA)</i> or equivalent document: Completed and signed document from the previous manager stating the (land) use and all inputs applied for the previous three years on all newly rented or purchased fields.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>12. NEW FIELDS ADDED AFTER LAST INSPECTION?</p> <p><u>If yes</u>, please state field numbers.</p> <p>Please attach <i>Prior Land Use Affidavit</i> (see annotation above in question # 11) and detailed maps for the new fields.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>13. Have you taken any fields out of organic production since your last inspection? <u>If yes</u>:</p> <ul style="list-style-type: none"> •Please list these fields (field ID): •Please state the reason for no longer farming the fields as organic: 	<input type="checkbox"/> Yes <input type="checkbox"/> No

14. Please describe your risk management plan to prevent GE contamination, such as physical barriers, border rows, delayed planting, testing of seeds, isolation distances, and equipment and storage sanitation protocols as now requested per par. 4.4.4 CAN/CGSB-32.310-2020.

Please complete the following table to indicate the specific crops and fields/plots/greenhouses that will be requested for certification. Add rows if necessary.

FIELDS/GARDEN CROPS REQUESTED FOR CERTIFICATION	FIELD/PASTURE/GARDEN/ NUMBERS/IDENTIFICATION attach list if easier	TOTAL AREA PER CROP (acres, hectares, m²/ft², row feet)	PROJECTED PRODUCTION AMOUNTS (volume including units of measure)

Applicant Initials: _____ Date: _____

1. What type of documentation do you maintain for seed/seedlings used?

<input type="checkbox"/> Copies of organic certificates and addendum	<input type="checkbox"/> Seed tags	<input type="checkbox"/> BOLs
<input type="checkbox"/> Transaction certificates	<input type="checkbox"/> Non-GE affidavits	<input type="checkbox"/> Scale tickets
<input type="checkbox"/> Bin records	<input type="checkbox"/> GE test results	<input type="checkbox"/> Untreated/treated seed affidavits
<input type="checkbox"/> Receipts	<input type="checkbox"/> Invoices	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Seed search	<input type="checkbox"/> Seed catalogues	

4 A. CROP AND SOIL INPUTS: No inputs used

List all **soil fertility inputs, soil mix ingredients, foliar sprays, pest and disease control products, water additives, or other inputs** used or intended for use on proposed organic and transitional fields. Add rows if necessary. All inputs used or intended for use during the current year and in the previous two years must be listed on your Field Management Summaries.

- **Please submit labels (or full ingredients lists if not indicated on label) for each input prior to use for which you have not previously requested a review and received approval. *This information needs to be submitted with this Organic System Plan Annual Update.***
- **Please note that a guaranteed analysis is not sufficient; ingredients must be listed.**
- **If inputs contain any biological ingredients available in GE varieties, Non-GE Affidavits must be submitted.**
- **If synthetic micronutrients are applied for soil fertilization, documented soil or plant deficiency or the need for a preventative application (by testing or visual symptoms) need to be in place for verification.**
- **If an input is wild sourced (e.g., seaweed), an affidavit must be submitted documenting the source and sustainability of the harvest of wild material.**

Full Product Name	Brand Name or Source (e.g., produced on-farm)	Reason for use of the product	Actually Used (AU) or Planned (P)

1. Is compost used or planned for use? Yes No

If yes:

a. List all compost ingredients/additives: Not Applicable

b. Attach documentation to show that compost ingredients are in accordance with Table 4.2 of the CAN/CGSB-32.311-2020 Permitted Substances List

c. Attach documentation to show that the production of the compost meets the requirements as outlined in Table 4.2 of the CAN/CGSB 32.311-2020 Permitted Substances List

2. If livestock manure is used, what was the source of the manure? Not Applicable

<input type="checkbox"/> On-farm from organic livestock	<input type="checkbox"/> Off-farm from organic livestock
<input type="checkbox"/> On-farm from conventional livestock	<input type="checkbox"/> Off-farm from conventional livestock

3. If manure from conventional livestock was used (either on-farm or off-farm), please provide a full description of the living conditions of the livestock that produced that manure, in order that compliance with par. 5.5.1 CAN/CGSB-32.310-2020 can be determined.	<input type="checkbox"/> Not Applicable																																																								
a. Is a documented search in place for sourcing manure from organic or transitional livestock?	<input type="checkbox"/> Yes <input type="checkbox"/> No																																																								
b. If the manure is sourced from an off-farm non-organic source (e.g., manure from a neighbor), an affidavit needs to be submitted to TCO Cert documenting that the living conditions of the animals meet the requirements as outlined in par. 5.5.1 of the CAN/CGSB 32.310-2020. Manure affidavit attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No																																																								
4. If livestock is used as part of the cropping or pest control program, please provide a full description of the management plan to ensure that livestock is controlled and that manure or manure related contamination does not reach the portion of the crop intended for harvest, as now requested per par. 5.5.2.6 of the CAN/CGSB 32.310-2020.	<input type="checkbox"/> Not Applicable																																																								
4 B. SPLIT AND PARALLEL PRODUCTION: Please be aware that growing crops that are not visually distinguishable is not allowed under the COR standards. Please refer to the exceptions outlined in par. 5.1.4; 5.1.5 (a & b) of the CAN/CGSB 32.310-2020.																																																									
1. Do you grow the same crops (i.e., soybeans, corn, apples, etc.) organically and non-organically (in transition and/or conventionally)? <u>If yes</u> , list specific crop varieties in the following table for both organic and transitional/conventional crops and be sure to indicate if they are visually distinguishable. Add rows if necessary.	<input type="checkbox"/> Yes <input type="checkbox"/> No																																																								
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:15%;">SPECIFIC NON-ORGANIC CROP VARIETY/ BRAND</th> <th style="width:10%;">MARK WITH AN "X" IF GE</th> <th style="width:20%;">FIELD/PLOT NUMBERS/ IDENTIFICATION</th> <th style="width:15%;">SIMILAR ORGANIC CROP VARIETY</th> <th style="width:20%;">VISUALLY DISTINGUISHABLE FROM CONVENTIONAL VARIETY (Y or N)</th> <th style="width:15%;">TOTAL AREA (acres, hectares, m²/ft², row feet, etc.)</th> <th style="width:15%;">PLANNED USE OF CROP (sale, seed, non-organic livestock feed, etc.)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	SPECIFIC NON-ORGANIC CROP VARIETY/ BRAND	MARK WITH AN "X" IF GE	FIELD/PLOT NUMBERS/ IDENTIFICATION	SIMILAR ORGANIC CROP VARIETY	VISUALLY DISTINGUISHABLE FROM CONVENTIONAL VARIETY (Y or N)	TOTAL AREA (acres, hectares, m ² /ft ² , row feet, etc.)	PLANNED USE OF CROP (sale, seed, non-organic livestock feed, etc.)																																																		
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2. If the farm/garden enterprise is a mixed operation, please provide the transition plan to convert the entire enterprise to organic production.	<input type="checkbox"/> Not Applicable																																																								

Applicant Initials: _____ Date: _____

<p>3. If any crops are grown in parallel production will the organic and non-organic products be stored in complete separate locations/areas and/or units and be clearly identifiable as organic or non-organic? <u>If no</u>, please describe how commingling will be avoided.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
CONVENTIONAL PRODUCTION	
<p>4. Do you use any prohibited soil amendments, herbicides and/or pesticides on your conventional fields? <u>If yes</u>, please list the prohibited inputs that are being used.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>5. Please describe where these inputs are stored and how it is ensured that organic products are not contaminated.</p>	
<p>6. Do you grow GE crops and/or use GE technology in the conventional portions of your operation? <u>If yes</u>, please describe where the GEs are used in the operation.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 5: Summary of Organic Crop Inventory and Disposition Since Previous Inspection Affidavit

<p>1. Is your information in section 4 E. ("Crop Storage") of your Farm Organic System Plan (FOSP) up to date? <u>If no, please update it and attach with the updated bin map.</u></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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The following information is from _____ (date: M/D/Y) to _____ (date: M/D/Y).
This information should be from your last inspection until the date that this form is completed.

Please include all crops and inventory that were listed on last year's *Inspection Affidavit (IA)*. Add rows if necessary.

5 A. This information should cover the crops GROWN and HARVESTED LAST YEAR as listed on the BOTTOM PORTION of last year's *Inspection Affidavit (IA)*.

Last Year's Crops/Products	Number of (acres, hectares, m ² /ft ² , row feet)	Actual Amount Produced	Date of Harvest	Amount Disposed	Quantity in Inventory	Storage Location ID Number

Applicant Initials: _____ Date: _____

Last Year's Crops/Products	Number of (acres, hectares, m ² /ft ² , row feet)	Actual Amount Produced	Date of Harvest	Amount Disposed	Quantity in Inventory	Storage Location ID Number

5 B. This information should cover all crops/products in inventory (organic and conventional) FROM the TOP PORTION of last year's Inspection Affidavit (IA).

Crop/Product	Year(s) Produced	Amount Disposed Since Last Inspection	Quantity Still in Inventory	Storage Location ID Number	State: Organic/Transitional or Conventional

SECTION 6: Maintaining Organic Integrity

1. Do you plan to harvest buffers, combining or baling? *Please be sure to maintain buffer harvest and disposal records.	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A
2. Is equipment used only for organic crops (not in buffers or on conventional/transitional fields)? If no, is equipment used for handling of (check all that apply): <input type="checkbox"/> Conventional crops <input type="checkbox"/> Transitional crops <input type="checkbox"/> Buffer crops	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Please describe how equipment that is also used on non-organic land is cleaned. Is the cleaning documented?	<input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No

Applicant Initials: _____ Date: _____

<p>4. Is any custom equipment used/hired (planting, harvesting, etc.)?</p> <p>a. If yes, please list custom equipment/services.</p> <p>b. Are cleanout records for custom equipment maintained?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>5. What measures are taken to prevent contamination and commingling of organic products with non-organic products during transportation (e.g., seals used, transportation dedicated organic, etc.)?</p>	
<p>6. Have you submitted a sample copy of your Bill of Lading (BOL) that accompanies organic products in transport?</p> <p><i>If no, please submit a sample BOL with this completed Farm Organic System Plan Annual Update (FOSPAU).</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>7. Did you have your grain or seed cleaned/dried off-farm?</p> <p>a. <u>If yes</u>, please provide the full name of the off-farm seed cleaning and/or grain dryer facility used.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>b. If applicable, is the following documentation in place for the service provider used?</p> <p>Attestation of Compliance to the COR</p> <p><u>If yes</u>, please attach the current Attestation and Addendum document for the custom service provider or have documents on hand at time of inspection.</p> <p><u>If no</u>, please note the following.</p> <p>If you are planning on using the custom services of a contractual service provider (seed cleaning, storing, drying, etc.) which <i>does not hold an Attestation of Compliance</i> the service provider's facility and activities need to be included in the annual inspection of your operation.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

SECTION 7: Additional Comments

<p>Please provide any additional comments or information pertinent to this Organic System Plan Annual Update including your livestock operation if applicable. Please describe any main changes made or planned this year for your operation (e.g., practices, land use, crops, materials, facilities, custom services used, etc.).</p>
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Applicant Initials: _____ Date: _____

SECTION 8: Affirmation

I affirm that all statements made in this application are true, correct, and complete. No prohibited products have been applied to any of my organically managed fields during the three-year period prior to projected harvest. I understand that the operation may be subject to unannounced inspection and/or sampling for residues at any time as deemed appropriate. I understand that acceptance of this form in no way implies granting of certification by TCO Cert. I agree to abide by TCO Cert policies and the certification standards and/or certification requirements applicable to my operation. I agree to notify TCO Cert in writing of changes in any of the following: farm contact information, applicant contact information, legal status, ownership or control of the operation. I agree to maintain for at least five years all records related to my organic operation. I agree to pay all fees assessed by TCO Cert. I further agree to abide by and fulfill duties and obligations to TCO Cert, as written in the Operator Licensing Agreement. I affirm that I understand the standards/regulations for the specific program(s) that I have requested and that the requested products were grown in accordance to these standards/regulations.

Signature of Operator _____

Date (M/D/Y) _____

Please maintain copies of the Organic System Plan and other supporting documents as part of your record keeping system. Submit completed form, fees and supporting documents to your Chapter Administrator or, if not a Chapter member, to TCO Cert.

I have attached the following required documents (with name on each page):

- *Completed, signed, and dated Operator Licensing Agreement
- Documents from previous certifier (if other than TCO Cert) or dual certification application (if applicable)
- *Maps of all parcels/fields, organic **and** non-organic (showing field identification, organic status, buffers and adjoining land use)
- *Overview map showing **all** fields/garden plots of the holding/enterprise in relation to one another
- Field Management Summary Form (previously Field Histories Form) – organic, non-organic, and in conversion
- *Documentation for fields owned/rented for less than three years (*applicable when producer(s) has not been in control/managing the land requested for certification for at least the last 36 months prior to certification application)
- *Formal conversion or transition plan
- Documentation of soil deficiencies (if applying micronutrients)
- Input product labels and/or list of ingredients, including seed information/non-GE affidavits (required for all off-farm inputs)
- Seed Search document for non-organic seeds/perennial planting stock
- Seed and seed inoculants information/non-GE affidavits
- Seed cleaner documentation
- Labels/sales documentation for farm products to be sold as organic (bulk or retail)
- *Sample of the record-keeping documents

***Note: Documents need to be submitted only for new applicants or for changes in the operation.**

Applicant Initials: _____ Date: _____