**QAI PRODUCER ORGANIC COMPLIANCE PLAN (OCP)**

Any production or handling operation seeking organic certification to sell, label or otherwise represent goods with any organic claim must develop an organic compliance plan that is approved by an accredited certifying agent, in this case QAI. This OCP template has been developed to aid in the process of putting together a written plan. Keep your OCP and all associated documents up to date! Make sure to submit updates to QAI as they occur. Note that all changes that could impact the compliance of your operation need to be reported to QAI; this includes change in ownership.

**You will also be asked to complete and attach additional QAI documents to verify product, procedure and material compliances as applicable.**

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| SECTION 1: Crop Production Overview |
| 1. **Farm Name and Address (Physical Location):**

Click here to enter text. |
| 1. **Provide a general overview description of your organic crop production practices and procedures. Include the planting and harvest cycle(s).**

Click here to enter text. |
| 1. **Farm Status:**

[ ]  Organic-only Operation[ ]  A Mixed/split Operation (organic and non-organic production of different crops or organic crops certified to different standards for example EU tomatoes and NOP squash)[ ]  A farm with parallel production (organic and non-organic production of the same crops) |
| 1. **Has all land seeking certification been free of prohibited materials for at least three years immediately preceding harvest of the organic crops?** *You must be able to demonstrate that the land seeking certification has been free from prohibited substances for three years. If you have not managed this land for three years, please obtain relevant statements from previous owner/manager(s).*

[ ]  Yes [ ]  No, please explain:Click here to enter text. |
| 1. **If you run a mixed or parallel production operation, do you understand that QAI may include non-organic units (e.g. other premises, storage units and fields) in its inspection to verify that no cross-contamination is occurring?**

[ ]  Yes [ ]  No [ ]  N/A – I do not run a mixed or parallel operationIf “No” is checked, please explain: Click here to enter text.  |
| 1. **If you are washing or packing products in an on-farm facility or structure, have you completed a QAI Post-Harvest Organic Compliance Plan?** *(A Post-Harvest OCP must be submitted for any cleaning or packing of product done by your entity that does not occur directly in the field.)*

 ~~[ ]~~  Yes ~~[ ]~~  No, all activities happen in the field ~~[ ]~~  N/A, please explain:Click here to enter text. |
| 1. **Does your operation involve other companies in the production of your product(s)? If so, please list these entities in the table below or separate table. Please make sure to include the transaction flows between operations. This information is applicable to entities such as contract seeding and field work contract harvesters, co-packers, custom seed cleaners, custom input applicators, and off-site warehouses.**

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| **Name of Third Party Contracted Entity**  | **Is this entity certified organic? Yes/No**  | **Type of Service Provided** |
| Click here to enter text. | **[ ]  Yes** **[ ]  No** | Click here to enter text. |
| Click here to enter text. | **[ ]  Yes [ ]  No** | Click here to enter text. |
| Click here to enter text. | **[ ]  Yes [ ]  No** | Click here to enter text. |
| Click here to enter text. | **[ ]  Yes [ ]  No** | Click here to enter text. |
| Click here to enter text. | **[ ]  Yes [ ]  No** | Click here to enter text. |

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| 1. **If contracting handling operations are used (e.g., storage, cleaning facilities, etc.), do you maintain current organic certification documentation for each contracted facility?**

Producers that use the services of contract warehouses, packing facilities, storage or other handling facilities must make sure that those facilities are maintaining the organic integrity of the goods they handle. Any such facility should either be certified independently or approved under your certification through the use of a warehouse affidavit.  [ ]  Not applicable, no contracted facilities [ ]  Yes [ ]  No, please explain: Click here to enter text. |
| 1. **Provide a description of how, and how often, you will review your organic compliance plan to ensure that the organic program in place is being implemented effectively.**

Click here to enter text. |

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| SECTION 2: Crop ProtectionPrevention Contamination and Commingling of Organic Crop |
| 1. **What management practices and/or physical measures are in place to prevent and monitor contamination from conventional neighboring land, conventional crops and water runoff?**

[ ]  **N/A Please explain.** (For example, the farm is only surrounded by organic certified land, wild lands, or conservation land.) Click here to enter text. [ ]  Buffer zones/physical barriers between organic and non-organic crops have been established[ ]  Delayed planting to avoid pollen contamination from GMO crops in neighboring farms[ ]  Posting signs [ ]  Drainage diversion Written notification about the organic status of the farm to:[ ]  Local governments (annually)[ ]  Adjoining neighbors (renew with change of ownership/management)[ ]  Utility companies (annually)[ ]  Aerial spray companies/airports (annually)Other entities: Click here to enter text.Monitor crop contamination through:  [ ]  Visual observation  [ ]  Soil and/or water testing [ ]  Crop residue testingOther, please explain:Click here to enter text. |
| 1. **If buffer zones are used as a physical barrier between organic and conventional land, describe the buffer zones maintained to prevent contamination of organic crops from prohibited substances if adjoining land is not under organic management. Check all that apply. Please ensure that all buffer zones are described for each field on your farm maps.**

 [ ]  Not applicable, no need for buffer zones due to nature of adjoining land use  [ ]  Tree line [ ]  Buffer crop [ ]  Native vegetation [ ]  Diversion ditch [ ]  Hedge rows [ ]  Cultivated barrier  [ ]  Other: Click here to enter text. |
| 1. **If buffers are cropped please explain how the crop from these areas is handled (for example, is crop plowed down, or is it harvested and sold as conventional?):**

Click here to enter text. |
| 1. **If crops are harvested from the buffer zones with equipment that is also used for harvesting organic crops, what safeguards do you use to protect organic crops from contact with buffer crops during harvest?**

 [ ]  Not applicable, no crops grown in the buffer zones Please explain:Click here to enter text. |
| 1. **If growing both organic and non-organic crops, what management practices and/or physical measures are in place to prevent contamination or commingling of organic crops during crop production, harvest, and storage? Check all that apply.**

 [ ]  N/A Only produce organic crops  [ ]  Dedicated equipment [ ]  Lot coding [ ]  Dedicated containers  [ ]  Dedicated organic storage [ ]  Documented employee training  [ ]  Sealed packaging [ ]  Documented rinse/purge of equipment prior using on organic fields/crops [ ]  Other, please explain: Click here to enter text. |
| 1. **If you re-use any bags or containers for harvest, storage or transport, what measures are in place to ensure the materials/containers will not compromise the integrity of the organic product?**

The re-use of any bag or container that has been in contact with a substance that may compromise the organic integrity of the product is prohibited unless it has been thoroughly cleaned.  [ ]  No packaging material or containers are re-used. [ ]  Cleaning [ ]  Residue testing [ ]  Documented employee training Other: Click here to enter text. |
| 1. **What measures are in place to prevent commingling, or to prevent contamination of organic crops, products and packaging by non-organic crops/products or prohibited substances such as sanitation or pest control materials during transport?** Check all that apply.

 [ ]  Segregated transport  [ ]  Impermeable packaging [ ]  Clear product identity  [ ]  Inspecting transport units prior to loading [ ]  Documented complete cleanout [ ]  Use of Clean Truck Affidavits [ ]  Documented employee training [ ]  Physical barriers. Please explain: Click here to enter text.**Other:** Click here to enter text. |
| 1. **Is there treated lumber that is in contact with soil on the farm and was installed prior to certification?**

[ ]  Yes [ ]  No [ ]  N/A No lumber is used on the farm.If yes, please complete table below:

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| **Location** | **Date Installed** |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |

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| 1. **Can you verify that new installations or replacement lumber in contact with soil is not treated with prohibited materials?**

[ ]  Yes [ ]  Not applicable, lumber used in my farm in contact with soil has not been treated.  |

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| SECTION 3: Soil Fertility and Crop Nutrient Management.  |
| An organic soil fertility and crop nutrient plan must be designed in keeping with soil management and environmental objectives set out in the organic regulations. There are three general provisions in the organic regulations that farmers must keep in mind when establishing a comprehensive soil and fertility and crop nutrient management plan: a) selection of tillage and cultivation practices that maintain or improve the physical, chemical and biological conditions of soil and minimize erosion; b) manage crop nutrients and soil fertility through the use of crop rotations, cover crops, and the application of plant and animal materials; and c) manage plant and animal materials to maintain or improve soil organic matter in a manner that does not contribute to contamination of crops, soil, or water by plant nutrients, pathogenic organisms, heavy metals, or residues of prohibited substances.  |
| 1. **What are the major components of your soil and crop fertility plan? Check all that apply. Note, you must list each input material applied to organic fields/crops on the Annual Input Record (AIR).**

 [ ]  Green manure /cover crops [ ]  Inter-planting [ ]  Compost [ ]  Tillage and cultivation practices [ ]  Soil inoculants [ ]  Soil amendments  [ ]  Incorporation of volunteer crops [ ]  Summer fallow [ ]  Incorporation of crop residues [ ]  Organic farm manure [ ]  Conventional Farm Manure [ ]  Biodynamic preparations   Other: Click here to enter text.  |
| 1. **Provide a detailed description of your tillage practices and how these practices are selected so that these are appropriate to the types of soils and crops managed at the farm. Describe typical tillage and cultivation practices in the order performed throughout the crop season.**

Click here to enter text. |
| 1. **Describe the crop rotation strategies in place including information of the typical crops and/or cover crops involved in this rotation. Include information about the records that are used to monitor these rotations.**

Click here to enter text. |
| 1. **If fallow periods are part of the soil management practices in place, please describe the type of fallow (for example bare soil or managing a green weed cover) and how the use of this practice contributes to soil preservation and how soil erosion is prevented during these periods.**

Click here to enter text. |
| 1. **How do you monitor the effectiveness of your fertility management program? Check all that apply.**

 **[ ]  Soil testing [ ]  Tissue testing [ ]  Observation of soil [ ]  Crop quality testing**  **[ ]  Observation of crop health [ ]  Comparison of crop yields**  **Other:** Click here to enter text. |

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| **Do you apply composted, vermicomposted, or processed manure or other animal products to the organic land?** The composting process must include a C:N ratio of between 25:1 and 40:1 and maintenance of temperatures between 131ºF and 170ºF for a specific number of days plus turnings, depending on the method of composting. Vermicompost operations should maintain records showing length of process and how sufficient aeration/watering is done to maintain the process. Compost production records to verify compliance need to be maintained. If you purchase compost, please maintain documentation from the vendor verifying compliance. Processed manures must meet specific maximum contamination levels.  [ ]  Yes [ ]  NoIf yes, is your compost/processed manure produced in accordance with the requirements of the organic regulations, as applicable: [ ]  Yes [ ]  No, please explain: Click here to enter text. |  |
| 1. **If you are applying raw animal manure or compost that is not in compliance with the requirements for composting, please complete the following questions.**

Raw manure must be fully composted unless applied to land with crops not for human consumption or incorporated into the soil 120 days prior to harvest for crops whose edible portions have direct contact with the soil, or 90 days prior to harvest for all other crops for human consumption.  [ ]  Not applicable, do not apply raw or partially composted animal manure  (please go to Section D)(a) What types of crops do you grow? Check all boxes that apply.  [ ]  Crops not used for human consumption  [ ]  Crops for human consumption whose edible portion has direct contact with the soil or soil particles  [ ]  Crops for human consumption whose edible portion does not have direct contact with the soil or soil particles(b) Are your un-composted manure handling practices in compliance with the 120 and/or 90 “days prior to harvest” soil incorporation requirements? [ ]  Yes [ ]  No, please explain:Click here to enter text. |  |

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| SECTION 4: Water Source and Use |
| 1. **How is water used in the production of organic crops on your operation?** Check all that apply. *Water should not contaminate crops with prohibited materials.*

 [ ]  Not applicable, water not used (skip to Section E) [ ]  Irrigation [ ]  Foliar sprays [ ]  Rinsing crops in field  [ ]  Washing crops post-harvest [ ]  Greenhouse  Other: Click here to enter text. |
| 1. **Source of water:**

[ ]  On-site well(s) [ ]  River/creek/pond [ ]  Spring [ ]  Municipal/region [ ]  Irrigation district Other: Click here to enter text. |
| 1. **If you irrigate your crops, please answer the following questions**:

*The producer must protect against contamination from prohibited materials applied through the irrigation system.*  [ ]  Not applicable, do not irrigate crops (please go to section 5)(a) Are input products applied through the irrigation system?  [ ]  Yes [ ]  No  If yes, please include these inputs on your Annual Input Record(b) Are products used to clean irrigation lines/nozzles or to lubricate irrigation equipment?  [ ]  Yes [ ]  No  If yes, please include these inputs on your Annual Input Record(c) Is the system shared with a non-organic operator? [ ]  Yes [ ]  No  If yes, and there is a potential that prohibited inputs such as algaecides and herbicides are used in shared irrigation ditches. Are precautions taken, such as system flushing and documentation between non-organic and organic use? [ ]  No [ ]  N/A, no inputs are applied through the irrigation system  [ ]  Yes, please explain what precautions are taken to avoid contamination ­­Click here to enter text.  |

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| SECTION 5: Natural Resources and Biodiversity Conservation |
| Natural Resources and Biodiversity Conservation is the primary objective of organic agriculture. The Organic System Plan should aim to maintain or improve the natural resources of the operation, including soil, water quality and biodiversity on the farm and around the farm. All tillage and cultivation activities must maintain or improve the physical, chemical and biological conditions of the soil and minimize the potential for soil erosion. Good timing with respect to soil moisture, implement depth, frequency, and implement selection all influence how tillage and cultivation activities impact soil quality. The use of water should be minimized and water resources protected. |
| 1. **Operations in the US participating in the USDA Natural Resource Conservation Service (NRCS) activities or the Environmental Quality Incentives Program (EQIP) may attach a copy of current conservation plan and Skip to Section 6.**

[ ]  Yes, this farm is participating in the USDA Natural Resource Conservation Service NRCS or EQIP activities. Attached to this OCP is a copy of this plan.  |
| **Soil Conservation Practices:**  |
| 1. **In addition to crop rotations, the incorporation of plant and/or animal matter into the soil and other soil nutrient management practices described above, describe other soil management practices in place aimed specifically to preserve soil quality**.

Click here to enter text.[ ]  Not applicable, please explain.Click here to enter text.  |
| 1. **How are you improving and/or maintaining natural resources in non-crop, fallow, border and adjacent areas?**

[ ]  Manage for native plants/wildlife specific to the site [ ]  Minimize erosion[ ]  Preserve/restore wildlife corridors [ ]  Manage water for priority species (native reptiles/amphibians)[ ]  Native habitats not converted to farmland since certification[ ] Other: Click here to enter text. |
| 1. **If the farm experiences or has experienced soil erosion problems explain what the suspected cause is/was and on which fields/lands and what strategies are or have been implemented to alleviate or prevent soil erosion?**

Click here to enter text. [ ]  Not applicable, please explain. Click here to enter text. |

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| **Water and Water Quality Conservation Practices:** |
| 1. **What practices are implemented on your farm to minimize the quantity of water used in your farming operation:**

[ ]  Choose crops that are suited for the climate and landscape  [ ]  Use of irrigation systems that minimize the use of water (e.g., drip irrigation) [ ]  Maintain and monitor soil organic matter  [ ]  Conservation and restoration of forest areas, shrublands, woodlands, and other wetland  areas that absorb and hold water for long periods of time.  Other: Click here to enter text. |
| 1. **What practices are used to protect water** **quality**?

Inputs and cultural methods used need to protect water quality.  [ ]  Fencing livestock from waterways  [ ]  Minimize irrigation runoff  [ ]  Minimize ponding by laser leveling/land forming  [ ]  Minimize runoff from compost/manure piles [ ]  Drip irrigation [ ]  None, please explain: Click here to enter text.  Other: Click here to enter text. |
| **Biodiversity Conservation Practices:***Biodiversity, or biological diversity, is the diversity of life existing at three levels: genetic, species, and ecosystem. Therefore, biological diversity (biodiversity) includes variety in all forms of life, from bacteria and fungi to grasses, ferns, trees, insects, and mammals. It encompasses the diversity found at all levels of organization, from genetic differences between individuals and populations (groups of related individuals) to the types of natural communities (groups of interacting species) found in a particular area. Biodiversity also includes the full range of natural processes upon which life depends, such as nutrient cycling, carbon and nitrogen fixation, predation, symbiosis and natural succession. A high conservation value area has a biological, ecological, social or cultural value of outstanding significance or critical importance.*  |
| 1. **What are the major components of the Wildlife Conservation Program in place? Check all that apply.**

[ ]  Identifying high conservation value areas or areas that have outstanding biodiversity  importance, or mitigating/restoring these areas on or around the farm.Please describe conservation practices that are in place to preserve or restore areas that have been identified as having outstanding biodiversity:Click here to enter text.[ ]  Maintaining or improving a diverse mixture of plants to provide food, habitat, or shelter for  pollinators, insects, spiders, and other beneficial organisms such as arthropods, bats, and  raptors.[ ]  Conserving and restoring wildlife and native plant communities specific to the site (including forests shrublands, woodlands, grasslands, riparian habitat, and wetland areas). **Please explain how this is done:** Click here to enter text.[ ]  Documenting rare, threatened, and endangered terrestrial and aquatic plants and animals and  ecologically at risk ecosystems and taking steps to protect them. [ ]  Conserving wildlife corridors and large blocks of habitat that reduce fragmentation. **Please explain how this is done:** Click here to enter text.[ ]  Co-existing with wildlife by:* Encouraging diverse native landscapes that support natural prey
* Designing and using management strategies as much as possible to repel, rather than destroy, intended and unintended species.
* Using wildlife-friendly fencing

**Other:** Click here to enter text.*Records used to track the practices above must be generated as appropriate to allow verification of these practices during inspection.* |

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| SECTION 6: Crop Pest, Weed and Disease Prevention  |
| 1. **Using the Matrix below, indicate your management practices for preventing pests, weeds and diseases.**

Preventative management practices such as crop rotations, nutrient management and use of non-synthetic materials should be used as a first resort to manage insects, diseases and weeds. All weed, pest, and disease inputs must be approved. A "restricted" input has specific annotations for its use. If you use a "restricted" material, you must provide evidence of how you address the materials' annotation. Burning may not be used as a means to dispose of crop residues; however, burning may be used to suppress diseases or stimulate seed germination. **Pest Management Matrix - Check (√) which basic strategies you use for each category of pest.** **Strategy: Used for which type of pests**:  Weeds Insects & invertebrates Diseases & nematodes Vertebrate Pests Crop Rotation [ ]  [ ]  [ ]  [ ] Cover cropping [ ]  [ ]  [ ]  [ ] Strip cropping, interplanting or planting mixed species [ ]  [ ]  [ ]  [ ] Trap crops [ ]  [ ]  [ ]  [ ] Crop nutrient management [ ]  [ ]  [ ]  [ ] Sanitation, cleaning up debris, nesting areas, removal of disease [ ]  [ ]  [ ]  [ ] Vectors, weed seed sources, etc [ ]  [ ]  [ ]  [ ] Growing location [ ]  [ ]  [ ]  [ ] Timing of planting [ ]  [ ]  [ ]  [ ] Resistant varieties or rootstock [ ]  [ ]  [ ]  [ ] Remove pest by hand (hoeing, pruning, picking) [ ]  [ ]  [ ]  [ ] Mechanical cultivation (disc, harrow, rotary hoe, etc) [ ]  [ ]  [ ]  [ ] Mowing or grazing [ ]  [ ]  [ ]  [ ] Irrigation method (drip, overhead, flood, etc) [ ]  [ ]  [ ]  [ ] Mulching with biodegradable materials [ ]  [ ]  [ ]  [ ] Plastic or synthetic mulches (must be removed at end of production) [ ]  [ ]  [ ]  [ ] Solarization [ ]  [ ]  [ ]  [ ] Plant beneficial habitat areas [ ]  [ ]  [ ]  [ ] Construct predator habitat [ ]  [ ]  [ ]  [ ] Release beneficial organisms [ ]  [ ]  [ ]  [ ] **Strategy: Used for which type of pests**:  Weeds Insects & invertebrates Diseases & nematodes Vertebrate pestsConstruct barriers (fences, raised platforms, etc) [ ]  [ ]  [ ]  [ ] Traps [ ]  [ ]  [ ]  [ ] Flame weeding [ ]  [ ]  [ ]  [ ] Other physical or mechanical means [ ]  [ ]  [ ]  [ ] Burning crop residues [ ]  [ ]  [ ]  [ ] Allowed substances (insecticides, fungicides, etc) [ ]  [ ]  [ ]  [ ]  |

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| SECTION 7: Seed and Planting Stock |  |
| *Organically grown* ***seeds and/or planting stock*** *must be used unless not commercially available. (This is applicable to cover crop seed.)* ***Annual seedlings*** *must be organic.* ***Non-organic******planting stock*** *that has been managed organically for one year may be sold as organic planting stock. (Perennials such as such as lavender and other perennial herbs, fruit trees, nut bushes, and sugar cane must come from organic planting stock or non-organic planting stock that has gone through a full year of organic management. Annual crops such as strawberries may be produced from non-organic perennial planting stock if organic planting stock is documented not commercially available.) Records must be maintained of your attempts to source organic seed and/or planting stock, and organic certificates must be maintained for organic seed.* ***Seed must be non GMO, untreated or treated only with allowed substances****.* |  |
| 1. **Do you produce your own organic seed on farm?**

 [ ]  Yes [ ]  No - Please explain: Click here to enter text. |  |
| 1. **Do you purchase seed?**

 [ ]  Yes [ ]  No*Seed purchase receipts, seed tags and organic certificates for all purchased organic seed must be kept and available during the organic inspection.* |  |
| 1. **If you use conventional seed and/or planting stock, seed and planting stock commercial availability records must be submitted. Additionally, submit documentation on an annual basis about efforts that were made to obtain an organic version of the same seed.**

[ ]  I have attached the QAI Seed and Planting Stock Commercial Availability Record or a similar document.[ ]  Not applicable, no conventional seed is used. |  |
| 1. **Do you conduct seed trials on your farm to test organic seeds?** [ ]  Yes [ ]  No
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| 1. **Do you** **produce your own organic planting stock on farm?**

 [ ]  Yes [ ]  No If yes, please include all materials used to produce the organic planting stock on the Annual Input Record. |  |
| 1. **Do you sell organically produced seed produced on-farm?**

 [ ]  Yes [ ]  No  |  |
| 1. **Do you sell organically produced planting stock?**

 [ ]  Yes [ ]  No If yes, do you have verification that planting stock was managed organically for at least one year prior to the harvest and/or sale of the planting stock as certified organic?  [ ]  Yes [ ]  No, please explain: Click here to enter text.  |  |

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| SECTION 8: Recordkeeping and Audit Trail  |
| 1. **Are the records pertaining to your operation maintained on-site and organized in a manner that can be fully audited and available on-site for inspection during regular business hours?**

The appropriate personnel must be available during the inspection to grant access to the required documents (e.g. accounting, management, etc.). QAI recognizes that great diversity exists among organic operations and that a wide variety of record keeping systems may demonstrate compliance with the regulation. In addition to verifying records on-site, sample copies of relevant records may be collected at the inspection to allow QAI to verify compliance with the regulation. [ ]  Yes [ ]  No, please explain: Click here to enter text. |
| 1. **Please describe the record keeping system used to maintain inventory data for harvested products, seeds and inputs (spreadsheets, accounting software, manual, etc.)**

Click here to enter text. |
| 1. **Which of the following records do you keep for organic production?**

*You must be able to account for quantities of all organic products produced, sold or disposed of and in storage. Organic products must be tracked back to the location where they were produced/harvested.*  [ ]  Field activity log(s)  [ ]  Field history sheets (previous three years) that show rotations and/or crops and plantings  [ ]  Documentation of previous land use for leased and/or newly purchased land  [ ]  Input records for soil amendments, seeds, manure, foliar sprays, and pest control products  [ ]  Documentation of attempts to source organic seeds and/or planting stock  [ ]  Equipment cleaning records  [ ]  Monitoring records (soil tests, tissue tests, water tests, quality tests, observations)  [ ]  Harvest records that show field numbers, date of harvest, and harvest amounts (including custom harvest records)  [ ]  Receipts for inputs used for crop production  [ ]  Seed inventories  [ ]  Input inventories  [ ]  Storage records that show storage location, storage identification, field ID, amounts stored, and cleaning activities [ ]  Documentation of organic seedlings [ ]  Organic certification documents (e.g., certificates for organic seed)  [ ]  Shipping records (scale ticket, dump station ticket, bill of lading) [ ]  Sales records (purchase order, contract, invoice, cash receipts, cash receipt journal, sales journal, etc.)  Other: Click here to enter text. |

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| 1. **Describe how your documents are linked together to form a complete audit trail from harvest through storage to sale.**

*Your records must clearly link the production unit with the harvest, storage, shipping and sales of the organic crop. Some system for ensuring audit trail clarity, such as linking lot numbers from one document to the next, is necessary.*   Provide an example of your lot numbering or other system and describe or how it works (Example: **Lot Number** 5219O32, where “5” signifies the year 2005, “219” is the Julian date of Harvest, “O” depicts that the product is Organic, and “32” is the field or bed from which the crop  was harvested): Click here to enter text. |
| 1. **Please describe how personnel training on the regulations is conducted, including the maintenance of written policies and procedures. Check all that apply:**

 [ ]  Soil fertility [ ]  Pest, weed, disease control [ ]  Inputs purchase [ ]  Harvest procedures  [ ]  Storage [ ]  Equipment cleaning [ ]  Shipping  Other: Click here to enter text. |
| 1. **Do you maintain all organic records for a minimum of five years?**

 If your operation is less than five years old, you must have a plan in place to comply with this requirement.  [ ]  Yes [ ]  No, please explain: Click here to enter text. |
| 1. **Do you have a procedure for documenting and addressing complaints relating to compliance with organic standards?**

This is not a requirement of the organic regulations, however it is a requirement of ISO Guideline 17065 and is relevant to other QAI standards and policies. [ ]  Yes [ ]  No, please explain: Click here to enter text. |

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| SECTION 9: Applicant Explanations  |
| Use the space below to explain your responses as needed for clarity.Click here to enter text. |

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| SECTION 10: Organic Compliance Plan Documents/Addendums  |
| **I have submitted to QAI the Following Annexes to the Producer Organic Compliance Plan:*** Farm Map
* Individual Field Maps
* Individual Field Profile (IFP) for each field
* Notarized Land Use History Verification for each *NEW* field requested for certification
* Annual Input Record (AIR)
* Input documentation for any inputs that **have not been** approved by a Materials Review Organization such as OMRI, WSDA, and CDPH, submit input information
* Contact QAI if unsure as to the specific documentation that must be submitted for each type of inputs
* Producer Seed and Planting Stock Commercial Availability Record
* Post-harvest Organic Compliance Plan *(required if cleaning and/or packing crops in an on-farm facility or structure)*
	+ Not Applicable
* Color labels for products that are packed in the field. If labels are not used, a bill of lading or a bulk label may be submitted.
	+ Not Applicable; no labels used.
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