



**PRODUCER INITIAL
APPLICATION & CONTRACT
FOR ORGANIC CERTIFICATION**

Note: Farms with gross agricultural income from organic sales of less than \$5,000 US are exempt in the USA.

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Received: / / Reg. #
Retainer Fee: \$ _____

This application is designed for certification to the National Standard of Canada (NSC) (Can/CGSB 32.310 & 32.311), the EEC Organic Regulation #834/07 & 889/08, the Quebec Organic Reference Standards and the USDA National Organic Program (NOP). [If you wish to be certified to the USDA NOP only, request and complete Doc # 5.2.1-NOP.] This document is both an application and contract for certification service and a record of your **initial** organic production system plan as required by Pro-Cert, the EEC and the NOP. Changes in your production plan will be recorded in an annual extension application and contract. If application is being made for the certification of (i) **Livestock**, complete **Appendix A** (ii) **On-farm Processing**, complete **Appendix B**, (iii) **Greenhouses for seedling production only** complete **Appendix C**, (v) **Wild Crop Harvesting**, complete **Appendix D**, (vi) **Apiculture**, complete **Appendix E**. **Before completion**, make extra copies of the maps (Figs 3.1 to 3.4) and the tables at the end of this document. Save the original copies as “Masters” for future duplication. **After completion, make a photocopy of the entire Application and Contract and insert it in your Producer Records Manual.**

Please indicate which standard/regulation you wish to be certified to:

- | | |
|---|--|
| <input type="checkbox"/> EEC Reg. 834/07 & 889/08 | <input type="checkbox"/> National Standard of Canada (NSC) (Can/CGSB 32.310 & 311) |
| <input type="checkbox"/> Japan Agricultural Standard | <input type="checkbox"/> USDA National Organic Program (NOP) Regulation |
| <input type="checkbox"/> Quebec Organic Reference Standards | <input type="checkbox"/> USDA NOP Only |
| <input type="checkbox"/> Bio-Suisse | <input type="checkbox"/> Other: (Specify): _____ |

1.0 APPLICANT INFORMATION [NSC .310, 4; NOP 205.401(b)]

Name: _____ **Year:** _____
Mailing Address: _____ **Postal Code / Zip:** _____
Town/City _____ **Province/State** _____
Farm Location(s): _____
Phone No: (_____) _____ **Fax No:** (_____) _____
Email: _____ **Cell Phone:** _____
If a corporation, the authorized representative is _____, Address: _____
 _____ Phone No: (_____) _____

1.1 Nature of Farming Operation

Generally describe the nature of the organic (and non-organic) food and fibre production activities on your farm.

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Pro-Cert Organic Systems Ltd.
 Via: Eastern Branch Office
 2311 Elm Tree Road Cambray, ON K0M 1E0 Canada

Provide the following information regarding the scale and nature of the farming operation:

Cultivated Land:

Organic _____ ac
 Transitional _____ ac
 Conventional _____ ac
 Total _____ ac

Pasture Land:

Organic _____ ac
 Transitional _____ ac
 Conventional _____ ac
 Total _____ ac

Ecological Reserve _____ ac

Total Land Area Operated _____ ac.

1.2 Farm Conversion/Transition Plan (NSC .310, 4.2.1, 5.1.5)

If the farm is not 100% organic, describe your 5 year conversion/transition plan using the following format:

Legal Description	Field #	Field Area (ac)	Anticipated Year of Conversion
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

1.3 Crop Product List

List all crops grown or to be grown on this farm which are to be certified as organic:

Crop	Variety/Type	Crop	Variety/Type
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

1.4 Livestock List

List all livestock to be produced on this farm which are to be certified as organic. Request and complete **Appendix A – Organic Livestock/Herds/Flocks** (Document # 5.2.1A)

Livestock & Type	Livestock & Type
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

1.5 On-Farm Processing (Handling)

If on-farm processing of your own product occurs, request and complete **Appendix B – On-Farm Processing** (Doc # 5.2.1B). If you process other producers’ products request and complete **Processor Certification Application & Contract** (Doc # 6.2.1) and enter into a separate contract with Pro-Cert.

1.6 Greenhouse Production

If you produce seedlings in a greenhouse for annual crops which are to be certified organic; request and complete **Appendix C – Greenhouse Management** (Doc # 5.2.1C).

1.7 Wild Crop Harvesting [NSC .310, 7.6; NOP 205.207]

If this application is for wild crop harvesting complete sections 1.0, 2.0, 3.0, 4.0 and 15.0, 16.0 and 17.0 and request and complete **Appendix D – Wild Crop Harvesting** (Doc # 5.2.1D).

1.8 Apiculture

If this application is for Apiculture related products complete sections 1.0, 2.0, 3.0, 4.0, 15.0, 16.0 and 17.0 and request and complete **Appendix E – Apiculture** (Doc # 5.2.1E)

2.0 ORGANIC CERTIFICATION HISTORY [NSC .310, 4.4; NOP 205.401(c)]

Describe the organic certification application and results for your farm under the following headings:

Certification Body Applied to	Certification Application Year	Application Results
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Has organic certification ever been denied or withdrawn? Yes No

If **Yes**, state the reason and attach a copy of the notification of denial or withdrawal:

Were there any non-compliances identified in these certifications Yes No

If **Yes**, list the non-compliances and the corrective actions taken:

Non-compliance	Corrective Action(s)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Attach copies of the Organic Certificate of Conformity, letter of transmittal and inspection report for the **most recent** certification event.

3.0 FARM DESCRIPTION [NSC .310, 4; NOP 205.202]

For each geographically separate farming unit in your operation, provide the following information:

3.1 Farm Map(s) (See **Fig. 3.1** attached)

Using a copy of your County Map(s) indicate the locations of all the production units (fields) on your farm(s). Assign a number to each field on the map. Indicate the location of the yard site(s). Include **all** land owned or operated.

3.2 Yard Map(s) (See Fig. 3.2 attached)

For each separate farm, accurately sketch the farm yard indicating the name and location of all buildings, silos, bins, wells, sewage ponds, greenhouses, garden or herbal plots, etc. Assign a number to each produce storage bin or structure.

3.3 Production Unit (Field/Plot/Greenhouse) Map(s) (See Fig 3.3 attached)

In the space provided, accurately sketch each production unit (field/plot/greenhouse) indicating the location of boundaries, sloughs, fences, shelterbelts, water runs, drainage and slopes.

3.4 Boundaries & Buffer Zones [NSC .310, 5.1.6 – 5.1.8; NOP 205.202(c)]

On the production unit (field) maps in **Figure 3.3** indicate the buffer zones, run-off diversions, grassed water-runs and other provisions to define the boundaries of your fields and to prevent contamination of your fields and crops from adjacent non-organic farming practices.

Indicate the nature of the isolation/contamination prevention measures used on your farm:

- buffer strips which are harvested as non-organic;
- buffer strips which are permanently seeded to grass;
- water runs permanently seeded to grass;
- shelterbelts;
- hedgerows;
- other (specify) _____

If crops are harvested from the buffer zones with equipment used for harvesting organic crops, what safeguards do you use to protect organic crops from contact with buffer crops?

What additional safeguards do you use to prevent accidental contamination? None Written notification to:

highway departments electric companies aerial spray companies/airports adjoining landowners

drainage commissions farm service office irrigation district other (specify) _____

Have you posted signs along roadsides that adjoin organic fields? Yes No

Do any fields or portions of fields flood frequently (more than once every ten years)? Yes No. If **Yes**, list field numbers: _____

Indicate how you monitor for crop contamination: visual observation residue analysis GMO testing

photographs wind direction/speed data other (specify) _____

How often do you conduct crop contamination monitoring? weekly monthly annually as needed

other (specify) _____ Are the results of such monitoring recorded? Yes No

4.0 PRODUCTION UNIT HISTORY [NSC .310, 4.4.1; NOP 205.202(b)]

Complete **Table 4.1.a** (attached) for all fields and plots owned, rented or otherwise operated. List organic units first and non-organic units last.

For each field, indicate in the space provided:

- (a) the crop grown or to be grown
- (b) the fertilizer used or to be used
- (c) the pesticide used or to be used
- (d) other substances used or to be used
 - (i) during the **three previous** years and
 - (ii) to be used in the **current year**
 - (iii) the last year in which a prohibited substance was used.

Also, initiate the Long Term Field Management History (**Table 4.1.d**) in your Producer Record Manual.

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List and describe the **on-farm** and **off-farm** substances to be used in organic crop production in the current year:

Substance	Purpose	Composition	Source
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Attach a copy of the label and/or MSDS for each substance.

Was the land to be certified managed in compliance with the NSC, EEC and/or the NOP standards during the previous three years?

Yes No. If **No**, explain non-compliances: _____

5.0 SEED, SEEDLING AND TREATMENT [NSC .310, 5.3; NOP 205.204]

5.1 Seed Sources

For the crops to be seeded this year provide the following seed information:

Crop & Variety	Supplier	Supplier Certifier	Organic Status (Organic, Non-Organic)	Seed Treatment Substance	Inoculant Substance
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

- under seed treatment include substances used and mechanical (scarification) or thermal treatment
- **Attach** copies of labels and/or MSDS for all seed treatments and inoculants used.

If Organic Seed is not being used has an Application for Organic Seed Rule Exemption (Doc #5.3.4.1), been completed and submitted for Pro-Cert approval, for each crop not commercially available in organic form? Yes No

5.2 Seedling Sources

For the crops to be established from seedlings on your farm, provide the following information:

Crop & Variety	Supplier	Supplier Certification	Organic Status (Organic, Non-Organic)	Treatment Substance
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

5.3 Perennial Planting Stock Sources

For crops where plant tissue other than annual seedling (eg. rhizomes, shorts, cuttings, roots or tubers) are used in propagation provide the following information:

Crop & Variety	Supplier	Supplier Certification	Organic Status (Organic, Non-Organic)	Treatment Substance
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

5.4 Genetic Engineering/Modification [NSC .310, 1.8.1a; NOP 205.2 & 205.105(e)]

Are the seeds, seedlings and perennial stock described above propagated without the use of prohibited genetic engineering/modification methods (“excluded methods” as defined in NOP) Yes No. If No, explain: _____

6.0 CROPPING MANAGEMENT PRACTICES [NSC .310, 5; NOP 205.205, 205.206]

6.1 Crop Rotation Plan

List the **typical** crop sequences on your farm:

Eg. Legume green manure - flax - wheat - pulse crop - wheat (undersown to clover)

What is the average crop rotation length? _____ years. If legumes are not included in your rotation, describe your plan for future inclusion: _____

6.2 Weed Management

List problem weeds: _____

- Indicate your weed control practices: crop rotation field preparation prevention of weed set
 delayed seeding monitoring of soil temperature soil sterilization use of fast emerging varieties
 mechanical cultivation use of hand tools hand weeding mowing livestock grazing flame weeding
 steam weeding electrical smother crops black fallow non-synthetic mulch synthetic mulch
 corn gluten soap-based herbicides other (specify) _____

Your Chronological Log (Doc # 5.2.1-CL) should indicate usage of the above including dates and fields. If applicable, list and describe the nature of the mulches used:

Mulch Material	Source	Organic Status Verification
_____	_____	_____
_____	_____	_____
_____	_____	_____

6.3 Disease Management

List problem diseases: _____

- Indicate the disease management practices you use: crop rotation field sanitation selection of plant species/varieties timing of planting/cultivating plant spacing vector management soil balancing
 solarization companion planting compost/tea use use of approved materials other (specify) _____

List and describe disease management substances intended for use on your organic and transitional fields/crops. All inputs used in the previous three years or intended for use during the current year **must** be listed in Table 4.1.a attached:

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Disease	Substance	Composition	Source	Application	
				Rate (eg lb/ac)	Frequency
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Attach a copy of the label and/or MSDS for each substance.

6.4 Pest Management

List problem insects: _____

List other problem Pests (eg. rodents, birds): _____

Indicate the pest management practices you use: crop rotation selection of plant species/varieties development of habitat for natural enemies timing of planting companion planting frog ponds bat houses bird houses hand picking monitoring trap crops physical barriers physical removal traps lures IPM insect repellents animal repellents release of predators/parasites of pest species use of approved products other (specify) _____

Do you keep a record of how often you utilize these pest control methods, i.e., dates when you scout or apply inputs to a specific field or crop Yes No

List and describe all pest control products used or intended for use in the current season on organic and transitional fields. All inputs used or intended for use during the current year and in the previous three years **must** be listed in Table 4.1.a attached.

Pest	Substance	Composition	Source	Application	
				Rate (eg lb/ac)	Frequency
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Attach a copy of the label and/or MSDS for each substance.

6.5 Crop Monitoring

Indicate how you monitor the effectiveness of your weed, disease and pest management program: microbial testing tissue testing observation of crop health and conditions comparison of crop yields crop quality testing other (specify) _____

Attach copies of any test results.

How often do you conduct weed, disease and pest monitoring? weekly monthly annually as needed other (specify) _____

Results of monitoring must be recorded in Chronological Log.

6.6 Harvest Practices

Indicate the nature of your crop harvesting practices: Hand Mechanical U-Pick Other (specify): _____

Indicate the nature of annual crop residue management:

- Above-ground portion collected for animal feed, bedding
- All residues soil incorporated prior to or during seeding of next crop
- Minimum tillage or disturbance of residues and soil

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Burning: Describe specific crops and reasons for burning residues (Note: burning of residues is prohibited) _____

Other (Specify): _____

If custom harvesters are used, describe sanitation procedures for machines, trucks, etc. _____

Describe practices to prevent co-mingling of organic and non-organic produce including crops on buffer zones: _____

6.7 Post Harvest Handling/Storage

Provide a detailed sketch of your grain/produce handling and storage system on the yard map (Figure 3.4 attached). Indicate all Equipment, buildings, augers, loaders etc.

For bulk storage provide the following information (use separate page if necessary):

Bin/Structure Number	Location	Type (Steel, Wood)	Floor (Wood, Concrete, Hopper)	Capacity (bus)	Organic Status (O vs NO)
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

For organic produce storage, indicate the types of containers used:

- gravity wagons/boxes truck boxes cardboard/waxed boxes wooden totes plastic containers
 other (specify): _____

Are containers new or used? new used If used, what precautions are taken to ensure previous use was organic? _____

Describe potential contamination or commingling problems you have with harvest of organic crops. _____

If the produce/grain handling and storage system is used for both organic and non-organic purposes, describe the precautions taken to prevent commingling of organic and non-organic produce: _____

- Indicate the form in which produce leaves the farm: dry bulk liquid bulk tote bags tote boxes
 paper bags foil bags metal drums mesh bags cardboard cases plastic crates
 other (specify) _____

Do you artificially dry or aerate any of the organic crops grown? ___ Yes ___ No If Yes, describe the procedure used and where the process is conducted: _____

Drying Temperature: _____

For packaged goods indicate the type of packaging material used.

- paper cardboard wood glass metal foil plastic waxed paper natural fibre
 synthetic fibre other (specify) _____

What stored crop inputs have you used in the last three years? None synthetic fumigants rodenticides
 sprouting inhibitors ripeners growth regulators preservatives oils coloring agents waxes
 other (specify): _____

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Are any stored crop inputs used or planned for use on organic crops Yes No if Yes, specify (retain labels for review): _____

6.8 Produce Transportation

Who is responsible for arranging transportation of organic products: self buyer other (specify): _____

Describe how organic products are transported _____

What potential contamination or commingling problems do you have with the transport of organic crops? _____

What steps are taken to protect the integrity of organic products during transport? dedicated organic only
 inspecting transport units prior to loading cleaning transport units prior to loading use of Sanitation Affidavits
 letter/contract with transport company stating organic requirements other (specify) _____

Record all inspection and sanitation events in your chronological log.

6.9 On-Farm Processing (Handling)

If organic produce is processed and/or packaged on the farm, provide the following information on Nature of processing:
 cleaning – removal of weeds, soil, crop residues etc. sorting, culling damaged specimens packaging, bagging
 other (specify) _____

If this activity is significant see instructions under 1.4 above.

7.0 SOIL MANAGEMENT & MONITORING [NSC .310, 5.4, 5.5; NOP 205.200, .203 and .205]

7.1 Soil & Climate Description

Soil Type(s): _____

Soil Texture: sand loam clay loam clay peat Range: _____ to _____

Climatic Zone: _____

Annual Precipitation: _____ inches

7.2 General Soil Management Plan

Indicate the main components of your soil management plan: crop rotation green manure plow-down
 cover crops interplanting incorporation of crop residues subsoiling compost on-farm manure
 off-farm manure soil amendments biodynamic preparations soil inoculants other (specify)

7.3 Soil Tillage Practices

Describe the tillage and cultivation practices used on your farm.

Spring _____

Summer _____

Fall _____

Winter _____

7.4 Natural Resource Management

Indicate the procedures used to maintain or improve soil and surface and ground water quality on your farm.

terraces contour farming strip cropping undersowing/interplanting winter cover crops
 minimum tillage grassed waterways shelterbelts firebreaks tree lines retention ponds
 riparian management ecological reserves fencing livestock from waterways. other (specify):

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Are the practices effective in minimizing the contamination of surface and ground water with agricultural materials such as sediments, nitrates, bacteria? Yes No. If **No**, describe your plan to minimize future surface and ground water contamination: _____

Are the above practices effective in preventing soil erosion on your farm? Yes No. If **No**, describe your plan to minimize/eliminate your soil erosion problem(s): _____

7.5 Soil Fertility Management [NSC .310, 5.4; NOP 205.203]

Indicate your soil fertility and plant nutrition monitoring methods: soil testing microbial testing
 tissue testing observation of soil condition observation of crop condition comparison of crop yields crop quality testing (eg. protein) other (specify) _____
 Attach copies of the results of relevant tests.

Indicate the essential plant nutrients which have been identified as deficient on your farm: Nitrogen Potassium
 Phosphorus Sulfur Calcium Magnesium Boron Iron Manganese Copper Zinc
 Molybdenum Chlorine Cobalt Sodium
 How were the above noted deficiencies identified?: _____

List and describe the **off-farm** soil amendments used or intended for use in the current fields. All inputs used or intended for use during the current year and used in the previous three years must be listed in Table 4.1.a attached:

Soil Problem Deficiency	Soil Amendment	Amendment Composition	Amendment Source	Application Rate (e.g. lb/ac)	Frequency
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Attach a copy of the label and/or MSDS for each substance.
Attach copies of the diagnostic tests (e.g. soil or plant tissue analyses) which specify the need for, rate of application and frequency of application of the soil amendments listed.

7.6 Compost Management [NSC .311, 4.2; NOP 205.203]

If compost is used as a soil amendment describe the composition:

Raw Ingredients: _____

Additive/Inoculants: _____

What composting method do you use? in-vessel static aerated pile windrows other(specify) _____

Describe your monitoring procedure and results for:

C/N Ratio: _____

Temperature Regime: _____

If windrows are used, indicate the frequency of turning: _____

7.7 Animal Manure Management [NSC .310, 5.5; NOP 205.203(c) (1)]

What forms of animal manure do you use? none raw liquid semi-solid piled fully composted
 pelleted other (specify) _____

What type of crops do you grow on manured land?

- crops not used for human consumption;
- crops for human consumption whose edible portion has direct contact with the soil;
- crops for human consumption whose edible portion does not have direct contact with the soil;

For crops in which the edible portion does not have direct contact with the soil, do you apply raw manure at least 90 days prior to harvest? Yes No. What is the average interval? _____ days.

For crops in which the edible portion has direct contact with the soil (this includes crops which are swathed prior to harvest), do you apply raw manure at least 120 days prior to harvest? Yes No.

What is the average interval? _____ days.

Is the raw manure incorporated immediately after application Yes No. If **No**, why not? _____

Land area available for spreading = _____ acres. The average rate of Nitrogen (N) Application per acre per year is _____ lb N/ac/yr. Show your calculations: _____

7.8 Soil Quality Monitoring Program [NSC .310, 5.4; NOP 205.203]

Describe the nature of your soil quality monitoring program. _____

Indicate the methods you use to monitor soil quality: soil inspection crop inspection soil testing
 plant tissue testing crop quality testing (eg. protein) comparable crop yields. other (specify) _____

Indicate the soil factors which you monitor: organic matter cation exchange capacity reaction (pH) salinity
 nutrient supplying power microbial spectrum and density. other (specify) _____

Indicate the frequency of your soil monitoring procedures: weekly monthly annually as needed
 other (specify) _____ Attach copies of soil quality monitoring results

8.0 WATER MANAGEMENT AND MONITORING [NSC .310, 6.4.5; NOP 205.203]

Indicate the type(s) of water use on your farm: domestic livestock irrigation greenhouse
 crop processing equipment washing other (specify) _____

8.1 Livestock Water (if applicable) [NSC .310, 6.4.5; NOP 205.203]

Indicate source(s): on-site wells(s) river/creek/pond spring municipality/county other (specify) _____

Attach recent domestic and/or livestock water quality test results.

How often is water tested? _____

What treatments are applied to the livestock water source? _____

Are animals and animal manure prevented from contaminating surface and ground water Yes No. If **No**, describe the procedures to be implemented to resolve the contamination problem: _____

8.2 Irrigation Water (if applicable) [NOP 205.203]

Indicate source(s):
 on-site well(s) river/creek/pond spring municipal/county other (specify) _____
_____ attach recent irrigation water quality test results.

What type of irrigation is used? flood sprinkler drip other (specify) _____

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What practices are used to maximize water use efficiency (conserve water): scheduled use of water
 tensiometer/monitoring laser leveling/land forming drip irrigation other (specify) _____

What practices are used to protect surface and ground water from irrigation damage? _____

What inputs are applied through the irrigation system? _____

What products do you use to clean irrigation lines/nozzles? _____

Is the system shared with another operator? Yes No. If **Yes**, what products do they use? _____

Is the system flushed and documented between conventional and organic use? Yes No. If **No**, indicate reason(s): _____

List known contaminants in water supplies in your area:

Attach residue analysis and/or salinity test results if available.

Describe your efforts to minimize water contamination problems listed above. _____

8.3 Water Quality Monitoring Program

Describe how you monitor the effectiveness of your water quality program. _____

How often do you conduct water quality monitoring? weekly monthly annually as needed other (specify) _____

Describe the nature of your domestic, livestock and irrigation water quality monitoring program:

Indicate the water factor which you monitor: pH (reaction) conductivity total dissolved solids (TDS)
 Na Ca Mg SAR Cl NO₃ SO₄ bacteria other (specify) _____

Indicate the frequency of your water quality monitoring program(s):

1. Livestock water:
 weekly monthly annually as needed other (specify) _____

2. Irrigation water:
 weekly monthly annually as needed other (specify) _____

Attach copies of recent water quality analyses for livestock and irrigation water quality if applicable.

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9.0 SANITATION PRACTICES [NSC .310, 5.6; NOP 205.201(a)2, .272]

9.1 Equipment Sanitation

Indicate procedures used to clean equipment: compressed air pressure washer brooms/brushes
 flushing (e.g. irrigation) vacuum other (specify) _____

List and describe the agents used in equipment sanitation: _____

Attach copies of labels and/or MSDS for all sanitation agents used.

How is waste water and material disposed of: _____

9.2 Facility Sanitation [NSC .310, 8.3.5, 8.3.6, 8.4.3; NOP 205.201(a)2;]

Indicate procedures used to sanitize buildings, bins, containers and other facilities: vacuum compressed air
 pressure washer brooms flushing (irrigation) other (specify) _____

Attach copies of labels and/or MSDS for all sanitation agents used.

How frequently are facilities cleaned: daily weekly monthly yearly as required other (specify)

All activities **must** be recorded in the Chronological Log.

10.0 FACILITY PEST MANAGEMENT [NSC .310, 8.2; NOP 205.271]

The pest management practices used in organic produce storage and handling buildings and facilities involve the following:

- removal of pest habitat, food sources and breeding areas
- prevention of access to handling facilities
- management of environmental factors, such as temperature, light, humidity, atmosphere and air circulation to prevent pest reproduction
- mechanical or physical controls including but not limited to traps, light or sound
- lures and repellents using nonsynthetic or synthetic substances consistent with the National List
- mechanical traps
- sound emitters
- lures (specify) _____
- repellent (specify) _____
- poison stations (specify) _____
- predators (specify) _____
- other (specify) _____

How often are the pest management devices monitored: daily weekly monthly yearly as required
 other (specify) _____

Monitoring events **must** be recorded in Chronological Log.

List the substances used or to be use in organic facility pest management:

Substance	Purpose	Composition	Source	Application	
				Rate (eg lb/ac)	Frequency
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Attach copies of labels and/or MSDS for all pest control substances used.

11.0 RECORD KEEPING SYSTEM [NSC .310, 4.4; NOP 205.103]

The following documents are used and maintained for at least five years to preserve the products history and identity of all organic products grown on the farm. These records are kept in the **“Producer Records Manual”** available from Pro-Cert and must be updated on a regular basis:

- Farm Map (Figure 3.1 attached)
- Yard Map (Figure 3.2 attached)
- Production Unit (Field) Map (Figure 3.3 attached)
- Field Management History (Table 4.1.a attached)
- Long Term Field Management History (Table 4.1.d attached)
- Storage/Bin Records (Doc # 5.4.3.1)
- Production & Storage Summary (Doc # 5.4.3.2)
- Produce Transportation & Marketing Record (Doc # 5.4.3.3)
- Transportation Sanitation Affidavit (Doc # 7.4.3 a)
- Plant Sanitation Affidavit (Doc # 7.4.3 b)
- Prior Land Use Affidavit (if applicable) (Doc # 5678.6.2.2)
- Labels for all soil amendments, pesticide and pest control substances, sanitation agents and inputs used on the farm
- Independent Laboratory test results:
 - a. soil quality, fertility, etc.
 - b. plant tissue analysis
 - c. livestock water quality
 - d. irrigation water quality
 - e. pesticide residue analysis
 - i. soils
 - ii. crops
 - f. transgenic DNA analysis
 - g. manure analysis
 - h. compost analysis
 - i. run-off water quality
- Other (specify) _____
- Other (specify) _____
- Chronological Log (Doc # 5.2.1-CL) of all activities including but not limited to:
 - a. searches for organic seed, seedlings and planting stock sources
 - b. seeding and planting;
 - c. tillage operations;
 - d. monitoring activities:
 - i. disease problems;
 - ii. weed problems;
 - iii. insect infestation problems;
 - iv. crop nutrient problems;
 - v. run-off events;
 - f. equipment sanitation events;
 - g. facility sanitation events;
 - h. harvesting activities;
 - i. storage activities;
 - j. grain movement/shipping activities;
 - k. pest management activities;
- Documentation of organic seed, seedlings and input sources
- Compost Management Data
 - a. C:N ratio data
 - b. Temperature data log
- Labor Records
- Sales Records

12.0 PRODUCTION AND MARKETING RECORDS [NSC .310, 4.4; NOP 205.103]

The following documents must be maintained in the **Produce Marketing Section** of your **Producer Records Manual**. They should be up-to-date and complete for your inspection. They constitute your Produce Identity Preservation System.

12.1 Storage/Bin Record (Doc # 5.4.3.1)

Maintain a separate **Storage/Bin Record** for each bin/container/structure used on the farm. These documents must be kept current with all incoming and outgoing produce/grain transactions from that bin/container/structure.

12.2 Produce Storage Summary (Doc # 5.4.3.2)

Complete the attached **Produce Storage Summary** for **all** produce (organic and non-organic) stored on the farm after harvest is complete. This summary must include produce from the current year’s harvest, and inventory carried over from previous years. **A completed copy must be submitted to Pro-Cert by November 30 of each year to avoid a late fee of \$50 and \$25/month.**

12.3 Produce Transportation & Marketing Record (Doc #5.4.3.3)

Initiate use of a new document at the beginning of each crop year. This document records all sales transactions during that crop year including organic, transitional and non-organic, also including produce from previous crop years. This document becomes the basis for a **Verification of Organic Status (VOS)** by Pro-Cert.

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12.4 Transportation Sanitation Affidavit (Doc #PC 7.4.3a)

Document to be completed by custom produce transport operators at the time of inspection of trailer/container and prior to loading.

12.5 Plant Sanitation Affidavit (Doc #PC 7.4.3b)

Document to be completed by custom seed cleaning operators operating an uncertified facility. To be completed prior to seed handling. All grain handled in an uncertified facility may only be used for seed purposes and must be clearly identified as such on the Storage Bin Record and Produce Storage Summary above. **Seed handled in a non-certified seed cleaning plant cannot be sold as Certified Organic.** If the custom seed cleaner is certified collect a copy of the certificate.

13.0 COMPLAINTS & CORRECTIVE ACTIONS [ISO Guide 65]

Describe any complaints regarding the quality of organic produce or products received in the last year.

Describe the corrective action(s) taken: _____

Have records available for review at the time of inspection.

14.0 WASTE MANAGEMENT PRACTICES [NSC .310, 5.2.1; NOP 205.201 (a)5]

Describe your procedures for waste material disposal

a. Equipment/Facility Wash Water: _____

b. Lead/Acid Batteries: _____

c. Used Oil: _____

d. Used Anti-Freeze: _____

e. Combustible Waste: _____

f. Other (specify): _____

15.0 RELEASE OF INFORMATION

I hereby authorize Pro-Cert to release the following information upon request:

- Crop specific organic inventory date to prospective buyers;
- My name and contact information to fellow organic producers;
- My name and contact information to agencies conducting research and/or surveys on organic agriculture.

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16.0 CERTIFICATION FEE CALCULATION (See Fee Schedule Doc. #5.1.1.3 EBO)

The **Retainer Fee** which must accompany the Application and Contract is equivalent to 50% of the Total Fee payable as calculated below.

A. Canadian, USA, EEC & Quebec Programs

1.0 Certification Fees:

1.1	Basic Fee Initial:		\$ _____
	Cultivated Land Fee:	(_____ ac x \$_____/ac)	\$ _____
	Pasture Land Fee:	(_____ ac x \$_____/ac)	\$ _____
1.2	Livestock Additional Basic Fee (If Applicable):		\$ _____
	Animal Unit Fee:	(_____ AU x \$_____/AU)	\$ _____
1.3	On-Farm Processing Fee (If Applicable):		\$ _____
1.4	Greenhouse Fee (If Applicable):	(_____ ft ² x \$_____/1,000 ft ²)	\$ _____
1.5	Wild Crop Fee (If Applicable):		\$ _____
1.6	Apiary Fee (If Applicable):		\$ _____

Sub Total: \$ _____

2.0. Accreditation Surcharge: (10% of \$ _____) \$ _____
(Sub-Total)

B. JAS Program (If Applicable)

Option _____ \$ _____

C. Other Programs (If Applicable)

Bio Suisse (Data Collection Only) \$ _____

Total Fee: \$ _____

Retainer Fee = _____ x 50% \$ _____
(Total Fee)

The **Remainder Fee** which is due upon receipt of an invoice is equivalent to the remaining 50% of the Total Fee plus pro-rated travel Costs, any other Costs and GST/HST. An invoice will be forwarded after inspection and must be paid before evaluation and the certification decision. Unannounced inspection and audit Costs (if applicable) will be invoiced according to the Fee Schedule (Doc #5.1.1.3 EBO).

17.0 CONTRACT FOR CERTIFICATION SERVICES

(a) It is hereby agreed that _____ (hereinafter called the Applicant) retains **Pro-Cert Organic Systems Ltd. (Pro-Cert)** for evaluation of conformity to the **National Standard of Canada (Can/CGSB 32.310 & 32.311)**, the **EEC Organic Regulation # 834/07 & 889/08**, the **Quebec Organic Reference Standards** and the **USDA National Organic Program (NOP)** and others for the fees outlined in the current Pro-Cert Fee Schedule. A retainer fee of \$ _____ is enclosed, the balance (remainder fee) will be paid upon receipt of an invoice but prior to application evaluation by Pro-Cert.

(b) It is further agreed that the Applicant will pay upon receipt of an invoice from Pro-Cert such additional Costs incurred by Pro-Cert for surveillance during the certification period including but not limited to: (i) unannounced inspections, (ii) supplemental product inventory audits, (iii) additional forensic sample analyses and, (iv) surveillance actions. The rates and fees quoted in the current Pro-Cert Fee Schedule for producers are applicable.

(c) The Applicant hereby agrees to inform Pro-Cert of any planned changes in its operating procedures and/or scope including but not limited to: (i) the type of produce grown on the operation, (ii) any processing conducted on the operation which could affect the organic conformity of the product **prior to implementing such changes**. Pro-Cert will determine if additional inspections are required. The applicant will not release product resulting from such changes without Pro-Cert approval.

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(d) Pro-Cert, its employees and inspectors hereby agree to treat all information provided by the Applicant as obtained via inspection or research as confidential. Pro-Cert will obtain written permission from the applicant before disclosing confidential information. Pro-Cert is authorized to respond to legitimate inquiries as to the organic certification status of the applicant as may be received from time to time.

(e) The Applicant acknowledges that significant changes in procedures or scope of operation require an Application for Amendment of Certification and re-evaluation, the intensity of which is to be determined by Pro-Cert. Further, that failure to notify Pro-Cert can result in suspension or loss of certification status.

(f) The Applicant hereby affirms and verifies that the description of the organic production unit and the procedures contained in this application are accurate and complete and he, she or it: (i) has read the applicable portion of the standards or regulations; (ii) will operate the farm in accordance with the standards or regulation during the certification period; (iii) will maintain accurate and current records of all organic (and non-organic) produce and products managed by the Applicant; (iv) will not misrepresent the certification status of the farm and its end products; (v) will not use its product certification in such a manner as to bring Pro-Cert into disrepute and not make any statement regarding its product certification which Pro-Cert may consider misleading or unauthorized; (vi) will use certification only to indicate that products are certified as being in conformity with specified standards; (vii) will endeavour to ensure that no certificate or report or any part thereof be used in a misleading manner.

(g) The Applicant hereby authorizes Pro-Cert to obtain and review any and all documents or information relevant to the evaluation including but not limited to: previous certification inspection reports and documents.

(h) The applicant hereby authorizes and provides Pro-Cert, the Standards Council of Canada (SCC), The Canada Organic Office (COO), the AMS Administrator, the applicable State Official, and CAEQ representative access to premises, product, facilities, inventories, records and documents during normal business hours for the purpose of certification, audit, verification of compliance or analysis and copying and examination whether such access is arranged or unannounced.

(i) The Certificate of Conformity when issued and current entitles the applicant to display one of the Pro-Cert trademarks of organic conformity on produce and product labels and to use the same in advertising material provided that Pro-Cert first reviews the working of the said labels and materials. This license terminates with temporary or permanent withdrawal of the Certificate of Conformity and/or upon lapse of the same. The Pro-Cert certification marks **may** appear on product labels while one of the following phrases **must** appear: (i) "Certified Organic by Pro-Cert Organic Systems", (ii) "Certified Organic by Pro-Cert."

(j) The Applicant hereby acknowledges that Pro-Cert has the right to suspend or revoke organic certification status when non-conformity with aforementioned standards and regulations is confirmed and that he, she or it agrees to terminate all reference to certification in the event of such action and further that Pro-Cert has the right to advertise such action as it sees fit. In the case of suspension, at the date of notification of the suspension and during all the following period the applicant will make no misleading claims as to the status of certification, and cease to use the certification mark on the products concerned by the suspension. In addition, Pro-Cert may require that no certified product be put up for sale and that non-conforming product be subject to a corrective action, including product recall and label correction.

(k) The Applicant or Representative hereby also acknowledges that there are penalties for misrepresentation of product as organic and for the making of false statements to Pro-Cert.

(l) The applicant hereby agrees to use of the English language in this and all other related documents.

Name(s) of Applicant

Signature(s) of Applicant(s) or Representative

Date

<p>For Office Use Only: Pro-Cert Organic Systems Ltd. Eastern Branch Office</p> <p>_____ Signature & Title</p> <p>_____ Date</p>

18.0 ATTACHMENTS

I have attached the following documents in support of my application for organic certification and verification of my organic crop production plan:

Mandatory Attachments:

- Retaining Fee
- Label and/or MSDS for all substances listed in Section 4.0
- Organic Certificate(s) for all purchased organic seed varieties
- Label and/or MSDS for all seed treatments and inoculants
- Label and/or MSDS for all disease control substances listed in Section 6.3
- Label and/or MSDS for all pest control substances listed in Section 6.4
- Label and/or MSDS for all soil amendments listed in Section 7.5
- Label and/or MSDS for sanitation agents listed in Section 9.0
- Label and/or MSDS for all pest control substances listed in Section 10.0
- Figure 3.1 Farm Map(s)
- Figure 3.2 Yard Map(s)
- Figure 3.3 Production Unit (Field) Map(s)
- Table 4.1.a Field Management History & Plan

Optional Attachments:

- Notice(s) of Non-Compliance, Suspension, Revocation or Denial¹
- Previous Certificate, Letter of Transmittal and Inspection Report¹
- Crop Monitoring test results
- Soil Fertility test results
- Plant/Soil diagnostic test results (ie. Soil or plant tissue analyses)
- Irrigation and/or livestock water quality analysis
- Produce Transportation & Marketing Record (Doc #5.4.3.3)
- Figure 3.4 Produce Handling Map²
- Appendix A – Organic Livestock/Herds/Flocks (Doc # 5.2.1 A)
- Appendix B – On-Farm Processing (Doc # 5.2.1 B)
- Appendix C – Greenhouse Management (Doc # 5.2.1 C)
- Appendix D – Wild Crop Harvesting (Doc # 5.2.1 D)
- Appendix E – Apiculture (Doc # 5.2.1 E)

Record Keeping Reminder:

- I have made copies of this Application & Contract and other supporting documents for my own records.

¹ If certified by another agency in the previous year

² Only to be submitted when complex grain handling systems are in use.

Return Application/Contract and Attachments with Retaining Fee to:

Pro-Cert Organic Systems Ltd.

Eastern Branch Office

2311 Elm Tree Road Cambray, ON Canada K0M 1E0

Phone: (705) 374-5602 Fax: (705) 374-5604

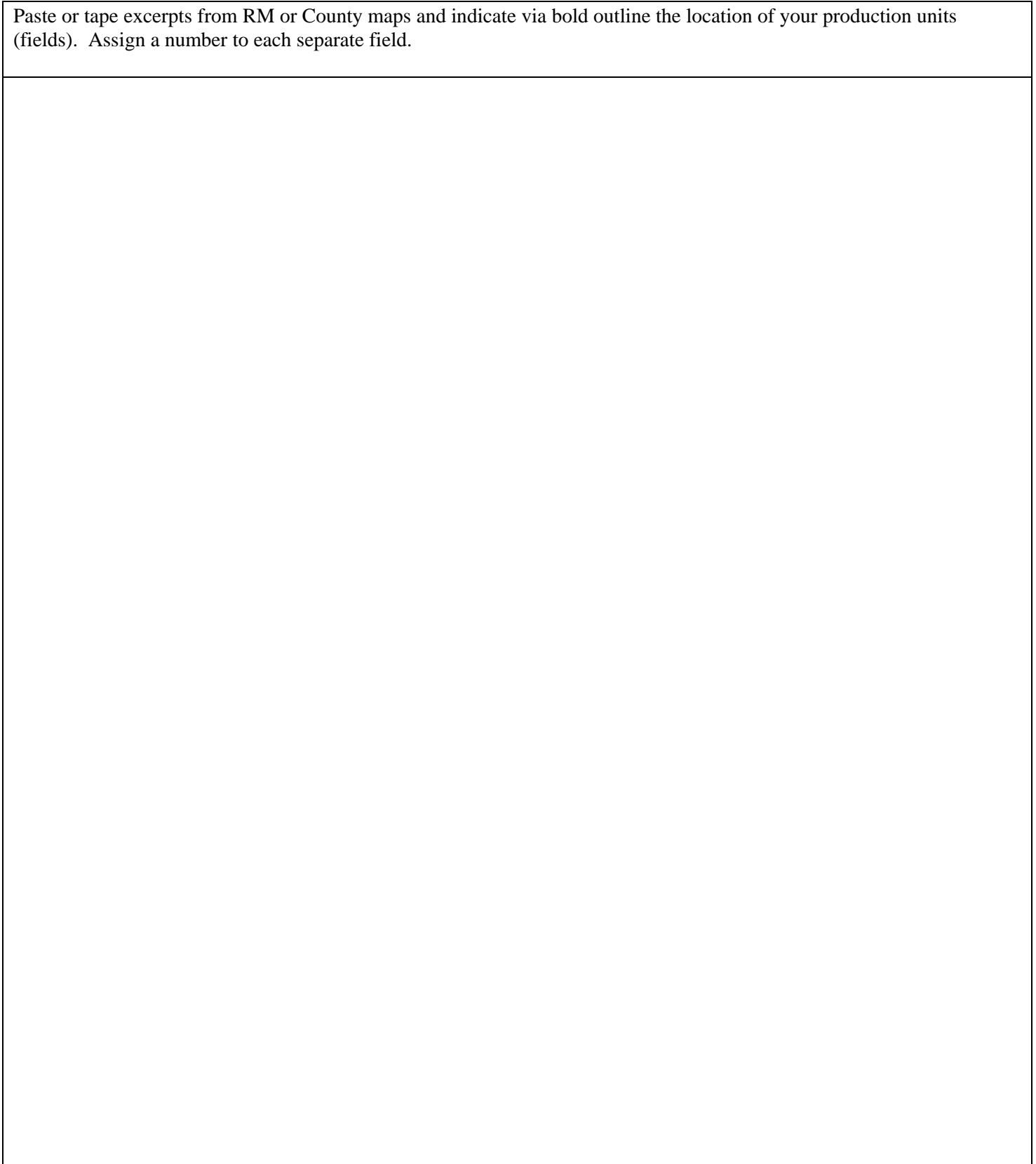
Email: infoebo@pro-cert.org

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Figure 3.1 Farm Map(s)

RM or County Name _____ No. _____

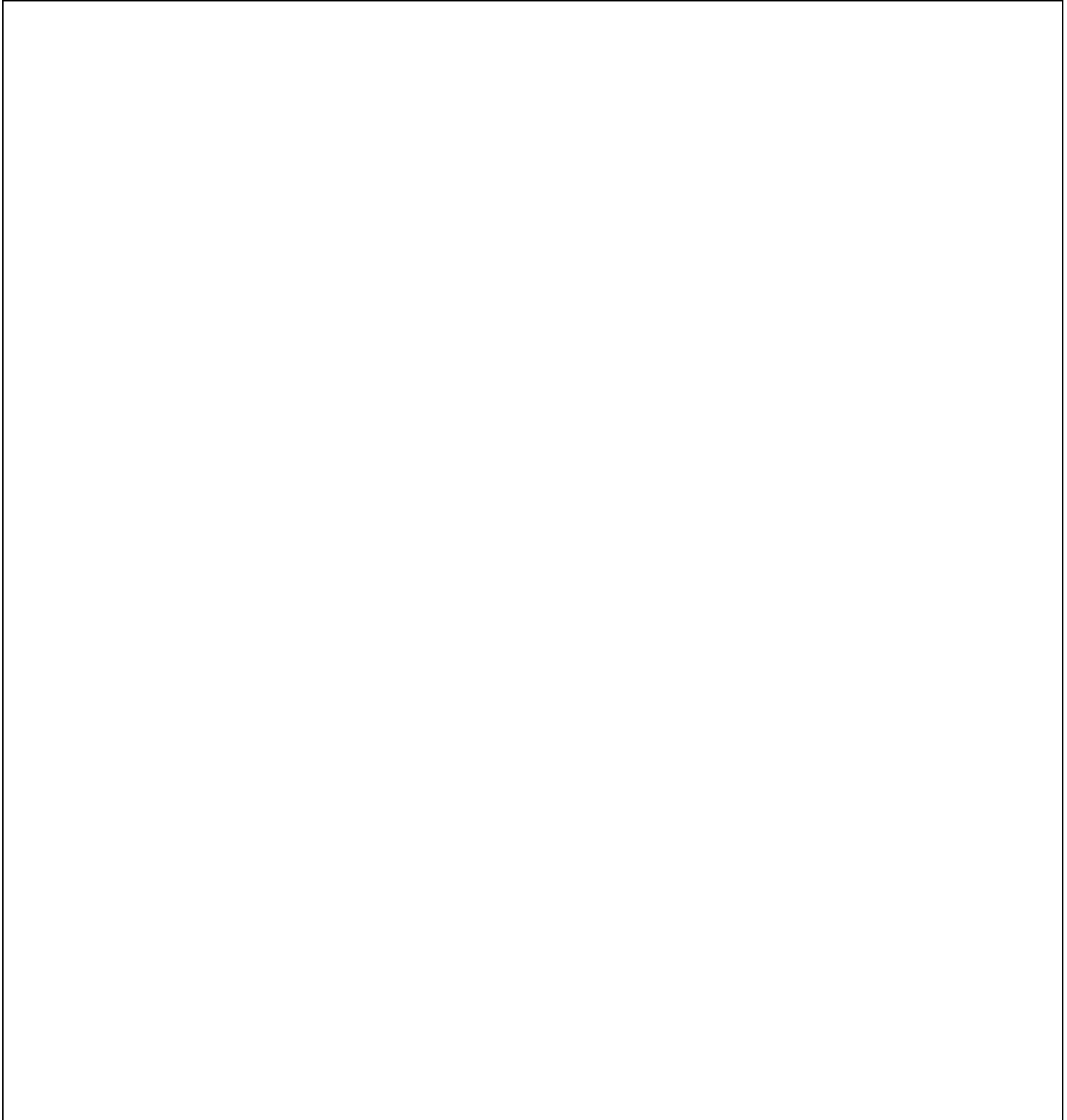
Paste or tape excerpts from RM or County maps and indicate via bold outline the location of your production units (fields). Assign a number to each separate field.



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Figure 3.2 Yard Map(s)

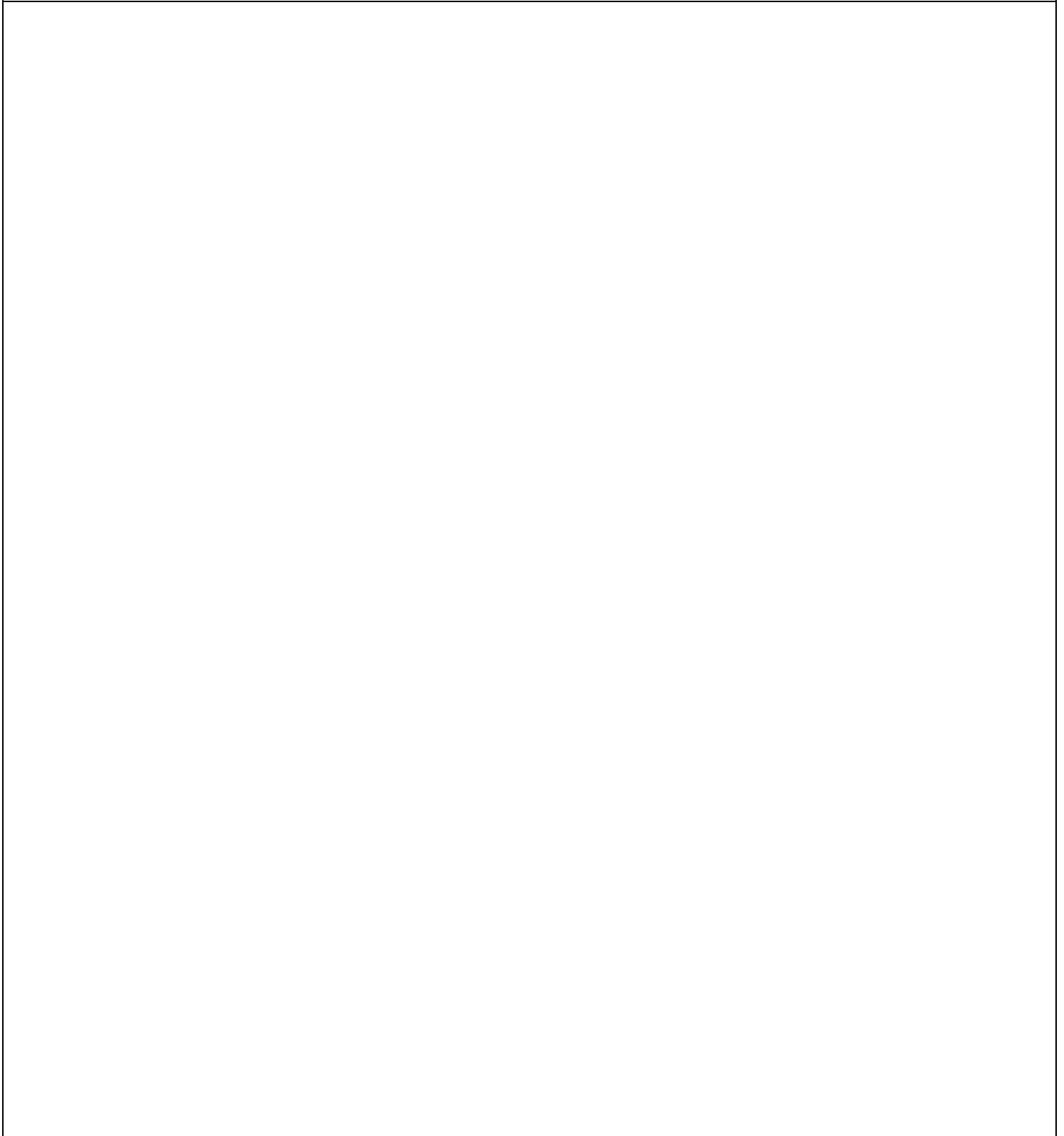
Make an accurate sketch of the yard site, including the location and name of all structures and plots. Assign numbers to all produce storage bins and structures. Complete one map per yard.



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Figure 3.3 Production Unit (Field) Maps – One map per unit

For each of your fields provide an accurate sketch indicating the location of boundaries, sloughs, fences, shelterbelts, water runs, drainage and slopes. Also indicate **buffer zones** where applicable. You may use photo based maps if available.



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Figure 3.4 Produce Handling Diagram (Complex Systems Only)

When using a **complex** grain handling system (eg. pits, legs, drags, distributors, etc) make an accurate sketch of the produce handling and storage system, include all equipment, buildings, augers, loaders, bins, containers, storage vessels used.

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**Table 4.1.a Field Management History & Current Plan
Initial Applicants – Crop Year 20_____**

Field No.	Legal Description (W___)	Field Area (ac)	Last Month and Year of Unpermitted Substance Use	Item	Cropping & Substance Use History			
					Three Years Previous 20_____	Two Years Previous 20_____	One Year Previous 20_____	Current Year's Plans: 20_____
			Month:	Crop & Variety				
			Year:	Fertilizer				
				Pesticide*				
				Other**				
			Month:	Crop & Variety				
			Year:	Fertilizer				
				Pesticide*				
				Other**				
			Month:	Crop & Variety				
			Year:	Fertilizer				
				Pesticide*				
				Other**				
			Month:	Crop & Variety				
			Year:	Fertilizer				
				Pesticide*				
				Other**				
			Month:	Crop & Variety				
			Year:	Fertilizer				
				Pesticide*				
				Other**				
			Month:	Crop & Variety				
			Year:	Fertilizer				
				Pesticide*				
				Other**				

* Pesticide includes: Herbicide, Insecticide, Fungicide, Rodenticide etc.

** Other: All other Soil/Crop amendments and applications.

*** Long term Field Management History is maintained in Table 4.1.d of your Producer Records Manual.

