

CAP 138 – A Conservation Plan Supporting Organic Transition

Conservation Activity Plan (CAP) 138 and Organic System Plan Supplements

The CAP 138 is an NRCS Conservation Activity Plan that helps farmers who are interested in transitioning from conventional farming practices to organic production by addressing the natural resource concerns on their operation. To receive financial and technical assistance from NRCS for the completion of a CAP, it must be prepared by NRCS-certified technical service providers (TSPs). CAPs must meet the technical planning requirements established by the agency and are used by NRCS employees to draft a final certified conservation plan, if requested by the producer.

The CAP 138 consists of:

1. NRCS CAP 138 template. (All producers)
 - a. Resource Concern Inventory
 - b. Erosion Control inventory
 - c. Summary Record of Planned NRCS Conservation Practices
2. Highlighted portions (***bold font***) of current National Organic Program Organic System Plan templates. Circle those that will be included.
 - a. Organic System Plan Template – Organic Production (All producers)
 - b. Organic System Plan Template – Crop Production (Crop producers)
 - c. Organic System Plan Template – Livestock Production (Livestock producers)

Organic System Plan Templates

Completing the highlighted portions (blue font sections) of OSP templates can serve as part of a producer's CAP 138 and part of their OSP. The producer and/or their consultant completes the remaining portions of the OSP templates to have a complete OSP. Current NOP regulations do not require the use of a specific OSP template.

Instructions for use:

1. To receive technical assistance in filling out the CAP 138, producers should contact their local NRCS service center. NRCS can help locate a TSP or provide conservation planning services outside of the CAP 138 requirements.
2. TSPs must develop all appropriate OSP templates and the three sections required by the CAP 138. In some cases, more information will be provided by your TSP or NRCS than what is necessary for the CAP 138 or the OSP.
3. The NOP does not require the submission of the three additional CAP 138 sections, or NRCS Implementation Requirements. You are not required to submit these to your certifier. Anything submitted as part of your OSP will undergo a rigorous review and audit.
4. To meet all of the requirements for an OSP, all remaining sections (not part of CAP 138) of the templates must be completed by the producer.



Resource Inventory – Section One

| | | |
|--------------|---------------|------|
| Last Name(s) | First Name(s) | Date |
|--------------|---------------|------|

TSPs or planners will use the National and State resource concerns and planning criteria document to identify resource concerns. See <https://www.nrcs.usda.gov/wps/portal/nrcs/main/national/organic/>

| Resource Concerns | Concern (Yes or No) List by field (1, 2, 3, etc.) | Planned NRCS Conservation Practices to address. Specify which fields will have these practices. |
|--------------------------------|---|---|
| SOIL | | |
| Soil erosion | | |
| Subsidence | | |
| Compaction | | |
| Organic matter depletion | | |
| WATER | | |
| Excess water | | |
| Insufficient water | | |
| Excess nutrients | | |
| Pesticides | | |
| Pathogens/Chemicals | | |
| Salts | | |
| Pollutants | | |
| Sediment | | |
| Temperature | | |
| PLANTS | | |
| Productivity and Health | | |
| Structure and Composition | | |
| Plant pest pressure | | |
| Wildfire | | |
| ANIMALS | | |
| Habitat | | |
| Livestock forage | | |
| Livestock shelter | | |
| Livestock water | | |
| ENERGY | | |
| Equipment and Facilities | | |
| Practices and Field Operations | | |
| AIR | | |
| Emissions | | |
| Objectionable odors | | |



Erosion Control Inventory – Section Two

Cropping Management Inventory Worksheet (Please Complete One Form Per Cropping System)

| | | | | | |
|------------------|--|-----------------------------|---|----------------------------------|------------------|
| Producer: | | Tract No. | | Primary Farming Direction | |
| Planner: | | Field No./s | | Field No./s | (N-S) |
| Crop Rot: | | | | | (E-W) |
| Location: | | Field No./s Terraced | | | (Contour) |
| | | | Field No./s w/Buffers or Filters | Field No./s Irrigated | |

Crop and Operation Management Records/Residue Calculations

| Oper. # (1,2,3) | Operatio n Date (date) | Crop (name) | (List typical field operations from harvest to planting for each crop in the rotation) Operation (name) | Irr. Applied (in/ac.) | Crop Yield (units/ac) | Comments |
|--------------------|------------------------------|----------------|--|-----------------------------|--------------------------|----------|
| | - | - | Start Rotation | | - | |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
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| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |



Erosion Control Inventory – Section Two

| Crop and Operation Management Records/Residue Calculations | | | | | | |
|--|----------------|--------|---|--------------|------------|----------|
| Oper. # | Operation Date | Crop | (List typical field operations from harvest to planting for each crop in the rotation) Operation | Irr. Applied | Crop Yield | Comments |
| (1,2,3) | (date) | (name) | (name) | (in/ac.) | (units/ac) | |
| 15 | | | | | | |
| 16 | | | | | | |
| 17 | | | | | | |
| 18 | | | | | | |
| 19 | | | | | | |
| 20 | | | | | | |

| Erosion Factors for Land Treatment Practices | | | | | | | |
|--|---------------------------------|---------|-------------------|--------------------------------|-------------------|------------------|---|
| Field | Soil Map Unit Component (Water) | % Slope | Slope Length (ft) | Soil Map Unit Component (Wind) | Farming Direction | Field L x W (ft) | Buffer or Barrier (type and where on field) |
| | | | | | | | |
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List of Operations

Drills

Drill or air seeder single disk openers 7-10 in spac.
Drill or air seeder single disk openers, + fert. opnrs 7-10 in spac.
Drill or air seeder tee slot openers 7-10 in spac.
Drill or air seeder, hoe opener in hvy residue
Drill or air seeder, hoe/chisel openers 12-15 in spac.
Drill or air seeder, hoe/chisel openers 6-12 in spac.
Drill or airseeder, dble disk opnr w/ fluted coult 5x10 paired row
Drill or airseeder, double disk
Drill or airseeder, double disk opener, w/ fert openers
Drill or airseeder, double disk, w/ fluted coulters
Drill or airseeder, offset double disk openers
Drill, air seeder, sweep or band opener
Drill, deep furrow 12 to 18 in spacing
Drill, double disk, 7-8" packer C
Drill, heavy, direct seed, dbl disk opnr
Drill, heavy, direct seed, dbl disk opnr w/row cleaners
Drill, range
Drill, semi-deep furrow 12 to 18 in spacing

Planters

Planter, double disk opener on 12 inch high beds
Planter, double disk opener on 15 inch high beds
Planter, double disk opener on 18 inch high beds
Planter, double disk opener on 8 inch high beds
Planter, double disk opnr
Planter, double disk opnr w/fluted coult
Planter, double disk opnr, 18 in rows
Planter, furrow opener in 4 inch deep furrows
Planter, furrow opener in 6 inch deep furrows
Planter, furrow opener in 8 inch deep furrows
Planter, in-row subsoiler
Planter, in-row subsoiler low disturbace
Planter, in-row subsoiler w/ residue mgr.
Planter, narrow slot w/smooth or rippled coult
Planter, ridge till
Planter, runner opener
Planter, small veg seed
Planter, small veg seed on 8 inch high beds
Planter, sprig conventional
Planter, sprig, no-till
Planter, strip till
Planter, sugarcane
Planter, transplanter, vegetable
Planter, transplanter, vegetable on 8 inch high beds
Planter, transplanter, vegetable, no-till
Planter, tree, mechanical transplanter
Planting, broadcast seeder

Field Cultivators

Cultivator, field, spike
Cultivator, field, sweeps, 9"-16"

Chisels and Rippers

Chisel, straight points
Chisel, sweeps, 9-16" sp
Chisel, twisted points
Chisel-disk, straight points
Chisel-disk, twisted points
Chisel-disk-harrow-packer (comb)
Subsoiler, 16-24 inch spacing
Subsoiler, 30-36 inch spacing
Subsoiler-bedder, (ripper/hipper)
Para-plow or Para-till
Subsoiler, in row

Disks

Disk, offset, heavy
Disk, offset, heavy 12 in depth
Disk, offset, heavy 15 in depth
Disk, tandem heavy primary op.
Disk, tandem light finishing
Disk, tandem secondary op.

Plows

Plow, disk
Plow, moldboard
Plow, moldboard 10 inch depth
Plow, moldboard 6-7 inch depth
Plow, moldboard, conservation
Plow, moldboard, up hill
Plow, reversible

Fertilizer Applications

Fert applic. anhyd knife 12 in
Fert applic. coult, high press. inject 12 in
Fert applic. deep plcmt hvy shnk
Fert applic. shank low disturbance, 12 in
Fert applic. surface broadcast
Fert. applic. anhyd knife 30 in
Fert. applic., strip-till 30 in

Ridgers and Dikers

Bedder/Hipper/Lister 5"x30"
Bedder/Hipper/Lister 8"X40"
Land leveling, scraper, leveler, plane
Sand fighter
Furrow Diker, row crop

Row Cultivators

Cultivator, rowcrop, 1 in ridge
Cultivator, rowcrop, 3 in ridge
Cultivator, rowcrop, ridge till, pass 1
Cultivator, rowcrop, ridge till, pass 2

Residue Reduction

Bale residue
Burn, high
Burn, low
Burn, med
Grazing, 25%
Grazing, 50%
Grazing, 75%
Mower, flail or rotary
Windrower or Swather
Stubble busting, chopping, shredding
Stalk chopper, rotary
Stalk chopper, strip rotary

Residues Added

Manure injector, liquid high disturb.30 inch
Manure injector, liquid low disturb.15 inch
Manure injector, liquid low disturb.30 inch
Manure spreader, liquid
Manure spreader, slurry
Manure spreader, solid and semi-solid
Manure, liquid irrigation

Harrows and Weeders

Rodweeder, plain, early
Rodweeder, plain, late
Rotary Hoe
Mulch treader, backward
Mulch treader, forward
Harrow, rotary, spike
Harrow, spike tooth
Harrow, spring tooth
Harrow, tine tooth
Harrow, tine, on beds
Roller-Harrow, center cultivator

Sweeps

Sweep plow, 20-40 in sp
Sweep plow, wide, >40 in sp
Sweep plow, wide, w/treader

Miscellaneous

Rototiller, field
Aerator, field surface, ground driven
Packer, roller
Roller, on beds
Lister, 40 in
Aerial seeding
Knife, windrow dry beans
Strip till bed conditioner
Striptiller w/middlebuster on beds
Sprayer, post emergence



Erosion Control Inventory– Section Two

(Please Complete One Form Per Cropping System)

| | | |
|-----------------------------------|---|------------------------------------|
| Producer: <i>I. B. Farmer</i> | Tract No. <i>1 035</i> | Primary Farming Direction |
| Planner: <i>Ima Savor</i> | Field No./s <i>2, 4 & 7</i> | Field No./s <i>4 & 7</i> (N-S) |
| Crop Rot: <i>Corn/soybeans</i> | | (E-W) |
| Location: <i>Fumundarock K.S.</i> | Field No./s Terraced <i>2</i> | <i>2</i> (Contour) |
| | Field No./s w/Buffers or Filters <i>7</i> | Field No./s Irrigated |

Crop and Operation Management Records/Residue Calculations

| Oper. # (1,2,3) | Operation Date (date) | Crop (name) | (List typical field operations from harvest to planting for each crop in the rotation) Operation (name) | Irr. Applied (in/ac.) | Crop Yield (units/ac) | Comments |
|--------------------|-----------------------------|-----------------|---|-----------------------------|--------------------------|--|
| | - | - | Start Rotation | | - | |
| 1 | 10/15/02 | Corn | Harvest | | 75bu | |
| 2 | 11/15/02 | | Chisel Straight Point | | | |
| | 3/1/03 | | Disk Tandem Secondary | | | |
| 3 | 4/15/03 | | Fert. Applic anhyd knife 30in | | | 100lbs Anhy |
| 4 | 5/1/03 | | Culivator, field sweeps | | | |
| 5 | 5/15/03 | Soybeans | Planter double disk opener | | | |
| 6 | 6/15/03 | | Sprayer post emerge | | | Touchdown 1 lb/ac |
| 7 | 10/15/03 | Soybeans | Harvest | | 35bu | |
| 8 | 4/1/04 | | Fert. Applic surface broadcast | | | 150lbs Urea, 90lbs 18-46-0 |
| 9 | 4/10/04 | | Sprayer post emerge | | | Atrazine 1 . 2lb and Roundup 1 pt |
| 10 | 4/15/04 | Corn | Planter double disk opener | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| 15 | | | | | | |



CAP 138 - Section Three

Summary Record of Planned NRCS Conservation Practices

| | | | |
|-------------|--------------|-------------------------|------|
| LastName(s) | FirstName(s) | Farm/Ranch/BusinessName | Date |
|-------------|--------------|-------------------------|------|

List all existing and planned practices

| Fields | NRCS Practice Code | NRCS Practice Name | Planned Amount | Planned Implementation Year |
|--------|--------------------|--------------------|----------------|-----------------------------|
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Organic System Plan Template - Section Four

*Complete for Conservation Activity Plan for Transition to Organic – CAP 138

Organic Production



| Last Name(s) | First Name(s) | Farm/Ranch/Business Name | Date |
|--------------|---------------|--------------------------|------|
| | | | |

Forms Checklist

7 C.F.R. §§ 205.2 - 205.406

Please note that these forms are suggested templates; contact your certifier for approval of the forms you plan to use. Please provide thorough descriptions that reflect all your current and planned practices. The U.S. Department of Agriculture (USDA) organic regulations require Organic System Plans (OSPs) to be reviewed and updated annually. Whenever you anticipate a change in your operation's practices, procedures or materials, please update and resubmit the sections or pages that reflect that change. This Forms Checklist must be submitted along with your application, OSP, and all other forms indicated below.

*DESCRIPTION OF ORGANIC PRODUCTION

Please provide a brief, general description of your organic operation, including: crops or crop types and cropping systems; livestock raised and animal products; any handling activities related to your crop and livestock production; and type(s) of marketing and sales (contract, wholesale, direct marketing, etc.).

All applicants seeking organic certification, whether for crop and/or livestock production and/or handling, please complete these forms:

| | |
|--|--|
| <input type="checkbox"/> Forms Checklist (this form) | <input type="checkbox"/> Application |
| <input type="checkbox"/> Affidavit | <input type="checkbox"/> Natural Resource Management |
| <input type="checkbox"/> Land Requirements Form + | <input type="checkbox"/> Map + |
| <input type="checkbox"/> Documentation of Prior Land Use | |

| | |
|---|--|
| Submit a Land Requirements Form with a Map and Documentation of prior land use for each farm, ranch or production location. Total number of locations/sets of forms: _____ | |
| <input type="checkbox"/> Fees (no template) | <input type="checkbox"/> Sales Report (no template) |
| Complete the OSP forms (sections) that best describe your organic operation. The Crop and Livestock Production Overviews, respectively, will guide your selection of forms. Check the box by each OSP form that you are submitting with your application for certification. | |
| Crops (as applicable): | Livestock (as applicable) |
| <input type="checkbox"/> Crop Production Overview | All Livestock Producers: |
| <input type="checkbox"/> Seed and Planting Stock | <input type="checkbox"/> Livestock Production Overview |
| <input type="checkbox"/> Soil Management and Crop Rotation | <input type="checkbox"/> Origin of Livestock |
| <input type="checkbox"/> Pest, Disease, and Weed Management | <input type="checkbox"/> Livestock Living Conditions |
| <input type="checkbox"/> Prevention of Commingling and Contamination | <input type="checkbox"/> Livestock Health Care |



Organic System Plan Template - Section Four

***Complete for Conservation Activity Plan for Transition to Organic – CAP 138**

Organic Production

| | |
|---|---|
| <input type="checkbox"/> Materials List | <input type="checkbox"/> Livestock Feed |
| <input type="checkbox"/> Recordkeeping, Labeling, and Audit Trail | <input type="checkbox"/> Livestock Recordkeeping |
| <input type="checkbox"/> Greenhouse Crop/Seedling Production | <input type="checkbox"/> On-Farm Handling of Livestock Production |
| <input type="checkbox"/> Compost and Manure Use/Production | |
| <input type="checkbox"/> Crop Post-Harvest Handling | Ruminant Livestock Producers: |
| <input type="checkbox"/> Wild Crop Harvest | <input type="checkbox"/> Ruminant Livestock and Pasture |
| | (Pasture Management, Ruminant |
| | Feed and Dry Matter Intake) |

| |
|--|
| <p>Supplementary Documentation: Your certifier may request additional information or specific documentation forms. You may attach other documentation relevant to your OSP. Please indicate or list all supplementary documents that are attached.</p> |
| <input type="checkbox"/> Documentation of Prior Land Management |
| <input type="checkbox"/> Field History Forms/Input Material Records |
| <input type="checkbox"/> Organic Seed Non-Availability/Non-GMO Documentation |
| <input type="checkbox"/> Worksheets/Calculation of Dry Matter Intake (Ruminant Livestock) |
| <input type="checkbox"/> Other (lists of all other items submitted as attachments to your Application/OSP |
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Organic System Plan Template - Section Four

*Complete for Conservation Activity Plan for Transition to Organic – CAP 138

Organic Production

| | | |
|--|----------------------|---------------------------|
| Application | | 7 C.F.R. § 205.401 |
| a) *Applicant(s) | | |
| b) *Farm, ranch, or business name | | |
| c) *Mailing address | | |
| d) *Physical address | | |
| e) *City | f) *State | g) *Zip code |
| h) *Primary phone no. | i) *Alt. phone no. | j) *Fax no. (optional) |
| k) *Email address | | |
| l) *County(ies) where farm/ranch is located | | |
| m) *Organizational Structure/Legal Status: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Legal Partnership <input type="checkbox"/> S corporation <input type="checkbox"/> Limited Liability Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Non-Profit Organization <input type="checkbox"/> Government/Public Agency <input type="checkbox"/> Other (specify): | | |
| n) *If a corporation, list the State of incorporation and name, if different than listed above: | | |
| o) *Name of the person(s) authorized to act on the applicant's behalf | | |
| p) *Address | q) *Telephone number | |
| r) List the name(s) of any certifier(s) to which an application has been previously made, and date(s) of application: <input type="checkbox"/> none | | |
| s) Outcome of the application submission(s) | | |
| t) If you have received any notification of noncompliance or denial of certification, please attach these with a description of actions taken to correct non-compliances, including evidence of correction. <input type="checkbox"/> Attached <input type="checkbox"/> Not applicable | | |
| u) This application must be accompanied by a completed OSP form that includes all organic production and handling activities for which you are seeking certification. <input type="checkbox"/> attached | | |

The signature below is from an authorized representative of the operation applying for certification.

Signature of Applicant(s) _____ Date _____

SEND APPLICATION, OSP AND FEES TO: Certifier Name, Address, and Telephone Number

Note: All business information submitted or collected is confidential and exempt from public inspection and copying.



Organic System Plan Template - Section Four

*Complete for Conservation Activity Plan for Transition to Organic – CAP 138

Organic Production

Affirmations

7 C.F.R. §§ 205.400, 205.401

- I/We agree to comply with all applicable organic production and handling regulations as described in the final rule issued by the USDA Agricultural Marketing Service and codified in 7 C.F.R. Part 205.
- I/We agree to establish, implement, and update annually an OSP. I/We affirm that the attached OSP includes and accurately describes all aspects of my/our current organic operation.
- I/We will immediately notify our certifier of any change in my/our certified operation or portion of it that may affect its compliance with the Organic Foods Production Act of 1990 or the USDA organic regulations. I/We will submit an OSP update whenever changes are made, thus ensuring that the application/OSP consistently reflects my/our current organic operation.
- I/We have made/kept a copy of my/our application, OSP, and all applicable attachments and addenda.
- I/We understand that a certifier's acceptance of this form in no way implies granting of certification.
- I/We have reviewed the USDA organic regulations. I have asked the certifier for clarification of any points that were unclear to me so that I now understand them.
- I/We agree to comply with all applicable State and NOP production and handling standards as described in the final rule of the USDA Agricultural Marketing Service and codified in the USDA organic regulations at 7 C.F.R. Part 205.
- I/We will permit onsite inspections with complete access to the production or handling operation, including noncertified production and handling areas, structures and offices, by the certifier. I understand that my operation may be subject to announced and/or unannounced inspections and/or sampling for residues at any time as deemed appropriate to ensure compliance with the USDA organic regulations.
- I/We agree to maintain all records applicable to the organic operation for not less than five (5) years beyond their creation and to allow authorized representatives of the Secretary of the USDA, the applicable State organic program's governing State official, and the certifier access to such records during normal business hours for review and copying to determine compliance.
- I/We agree to immediately notify my/our certifier concerning any application, including drift, of a prohibited substance to any field, production unit, site, facility, livestock, or product that is part of an operation.
- I agree to submit applicable fees charged according to the fee schedule by the certifier.
- I/We affirm that all information in this application/OSP is true and accurate to the best of my/our knowledge.

Signature of Applicant/Authorized Representative

Date



Organic System Plan Template - Section Four

***Complete for Conservation Activity Plan for Transition to Organic – CAP 138
Organic Production**

Submit completed forms, fees and supporting documents to your certifier.

| | |
|---------------------------|-------------------------------------|
| *Land Requirements | 7 C.F.R. §§ 205.103, 205.202 |
|---------------------------|-------------------------------------|

This form describes a farm or production location for organic crop and/or livestock production and allows accompanying documentation to establish its eligibility for organic certification. Submit one copy of this Land Requirements form for each farm location (not for individual fields) that is non-adjacent to your other farmland or production locations, and/or has distinct land use history (different date of last prohibited materials use or different prior land manager, etc.).

- This Land Requirements form describes all the land in my organic operation.
- Additional copies of this form are attached and describe other land within my operation.

| | | |
|--|--------------------------------------|--------------------------------------|
| 2.1 *LAND DESCRIPTION | | |
| Farm Name or Number | Area (acres) to be certified organic | |
| Parcel Location | Field Numbers (for all fields) | |
| City/Town | State | County |
| Legal Description: Section/Township/Range or Assessor's Parcel Number | | |
| 2.2 *LAND MANAGEMENT | | 7 C.F.R. § 205.202(a) and (b) |
| <p>a) When did you begin managing this land? (mm/dd/yy) _____</p> <p>b) What was the date of last use of prohibited materials? _____</p> <p><input type="checkbox"/> Not applicable; no prohibited materials applied.</p> <p>c) What is your estimated harvest date of a certified organic crop from this land? _____</p> <p>d) Describe, in general terms, how this land has been managed for the past three years: crops grown; fallow; pasture, etc.; organic or non-organic management; farming practices used.</p> | | |
| 2.3 *LAND USE HISTORY DOCUMENTATION | | 7 C.F.R. § 205.202 |
| <p>a) Check the type(s) of documentation attached that shows eligibility of this land for organic certification:</p> <p><input type="checkbox"/> current organic certificate in my operation's name; continuing certification</p> <p><input type="checkbox"/> prior land manager affidavit <input type="checkbox"/> field history form</p> <p><input type="checkbox"/> copy of the organic certificate from a previous manager and associated documentation (profile with parcel address or location, maps) to show that this land has been continuously certified with no lapse in organic management up to the date of transfer of management</p> <p><input type="checkbox"/> other documentation that shows all materials used on this land and the date(s) they were used in the last three years (describe):</p> | | |



Organic System Plan Template - Section Four

*Complete for Conservation Activity Plan for Transition to Organic – CAP 138

Organic Production

| | | | | | | | | | | | | | |
|---|---|--|---|--------------------------------------|-----------------------------------|--|--|---|---|--|---|---|---|
| 2.4 *MAPS | 7 C.F.R. § 205.202(c) | | | | | | | | | | | | |
| <p>a) Attach Field Map(s). Provide an accurate map that shows each field included on the farm listed above. Show boundaries and area to be certified. The map should be 8 ½ x 11". This may be a county parcel map, Farm Service Agency map, aerial photograph, or a detailed hand-drawn map, as long as it is clearly readable when photocopied. This map must be current and dated. An updated (revised or new) map must be submitted whenever information on the map changes (field numbers, acres, buffers, adjoining land use, etc.)</p> <p>The map attached includes the following:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input type="checkbox"/> field name(s)/number(s)</td> <td style="width: 50%;"><input type="checkbox"/> area (acres)</td> </tr> <tr> <td><input type="checkbox"/> north arrow</td> <td><input type="checkbox"/> slope(s)</td> </tr> <tr> <td><input type="checkbox"/> adjoining land use(s)</td> <td><input type="checkbox"/> buffers (if applicable)</td> </tr> <tr> <td><input type="checkbox"/> landmarks such as buildings, farm or public roads, railroad tracks</td> <td><input type="checkbox"/> windbreaks, hedgerows or woodlands</td> </tr> </table> <p>Required for ruminant livestock producers:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input type="checkbox"/> location, size and identification of pastures</td> <td style="width: 50%;"><input type="checkbox"/> feeding area(s) (to feed without crowding)</td> </tr> <tr> <td><input type="checkbox"/> location and types of permanent fences</td> <td><input type="checkbox"/> location and source of water and shade</td> </tr> </table> | | <input type="checkbox"/> field name(s)/number(s) | <input type="checkbox"/> area (acres) | <input type="checkbox"/> north arrow | <input type="checkbox"/> slope(s) | <input type="checkbox"/> adjoining land use(s) | <input type="checkbox"/> buffers (if applicable) | <input type="checkbox"/> landmarks such as buildings, farm or public roads, railroad tracks | <input type="checkbox"/> windbreaks, hedgerows or woodlands | <input type="checkbox"/> location, size and identification of pastures | <input type="checkbox"/> feeding area(s) (to feed without crowding) | <input type="checkbox"/> location and types of permanent fences | <input type="checkbox"/> location and source of water and shade |
| <input type="checkbox"/> field name(s)/number(s) | <input type="checkbox"/> area (acres) | | | | | | | | | | | | |
| <input type="checkbox"/> north arrow | <input type="checkbox"/> slope(s) | | | | | | | | | | | | |
| <input type="checkbox"/> adjoining land use(s) | <input type="checkbox"/> buffers (if applicable) | | | | | | | | | | | | |
| <input type="checkbox"/> landmarks such as buildings, farm or public roads, railroad tracks | <input type="checkbox"/> windbreaks, hedgerows or woodlands | | | | | | | | | | | | |
| <input type="checkbox"/> location, size and identification of pastures | <input type="checkbox"/> feeding area(s) (to feed without crowding) | | | | | | | | | | | | |
| <input type="checkbox"/> location and types of permanent fences | <input type="checkbox"/> location and source of water and shade | | | | | | | | | | | | |
| <p>b) Attach a Farm Overview Map that shows the location of this farm and all other farm locations in your operation.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Attached</td> <td style="width: 50%;"><input type="checkbox"/> Not applicable; one farm location only</td> </tr> </table> | | <input type="checkbox"/> Attached | <input type="checkbox"/> Not applicable; one farm location only | | | | | | | | | | |
| <input type="checkbox"/> Attached | <input type="checkbox"/> Not applicable; one farm location only | | | | | | | | | | | | |
| 2.5 *BOUNDARIES, ADJACENT LAND USE AND BUFFER AREAS | 7 C.F.R. § 205.202(c) | | | | | | | | | | | | |
| <p>a) Describe your farm borders and adjacent land use (organic farms, fallow fields, CRP land, wild lands, non-organic crop or livestock production, residential use, etc.)</p> | | | | | | | | | | | | | |
| <p>b) Describe the measures you take (management practices, communications and/or physical barriers) to prevent contamination by prohibited materials that are or may be applied to adjacent or nearby land (neighboring parcels or fields in split operations). <input type="checkbox"/> No areas of concern.</p> | | | | | | | | | | | | | |
| <p>c) Describe buffer areas for each field/pasture that you maintain on your organic land to protect crops from contamination. Please specify whether you grow crops in the buffer area, and whether you plan to sell or represent them as organic. If you need more space, please attach a separate page. <input type="checkbox"/> Buffer description attached.</p> | | | | | | | | | | | | | |



Organic System Plan Template - Section Four

*Complete for Conservation Activity Plan for Transition to Organic – CAP 138

Organic Production

| | |
|-----------------------------|---|
| Natural Resource Management | 7 C.F.R. §§ 205.2, 205.200, 205.203, 205.239, 205.240 |
|-----------------------------|---|

Key regulations related to natural resource management:

§ 205.2 Definitions:

Organic production. A production system that is managed in accordance with the Act and regulations in this part to respond to site-specific conditions by integrating cultural, biological, and mechanical practices that foster cycling of resources, promote ecological balance, and conserve biodiversity.

Natural resources of the operation. The physical, hydrological, and biological features of a production operation, including soil, water, wetlands, woodlands, and wildlife.

§ 205.200: Production practices implemented in accordance with this subpart must maintain or improve the natural resources of the operation, including soil and water quality.

§ 205.203(a): The producer must select and implement tillage and cultivation practices that maintain or improve the physical, chemical, and biological condition of soil and minimize soil erosion.

§ 205.203(c): The producer must manage plant and animal materials to maintain or improve soil organic matter content 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.

§ 205.239(e): The producer of an organic livestock operation must manage manure in a manner that does not contribute to contamination of crops, soil, or water by plant nutrients, heavy metals, or pathogenic organisms and optimizes recycling of nutrients and must manage pastures and other outdoor access areas in a manner that does not put soil or water quality at risk.

§ 205.240(c)(8): The pasture plan shall include a description of the erosion control and protection of natural wetlands and riparian areas practices.

Organic standards specifically address soil (conservation and health) and water (conservation and quality; contamination prevention). As quoted above, the standards also include a general requirement to maintain or improve natural resources (soil, water, wetlands, woodlands and wildlife) by integrating cultural, biological and mechanical practices to foster cycling of resources, promote ecological balance, and conserve biodiversity. Organic production practices must maintain or improve their natural resources.

While natural resource management is a core organic standard, producer strategies will be specific to each site and type of production. Each operation’s practices are adapted to the features of the land and local conditions, especially related to: soil (soil types, slope, risks of erosion, and overall health); water (position in the watershed, presence of water courses and riparian areas, and water usage); and wetlands, woodlands and wildlife (ecosystem type, biological diversity and habitat on and around the farm).

Organic farming practices can conserve soil, increase soil health, protect water and contribute to biological diversity within—and often beyond—its boundaries. On-farm practices may include: soil building to increase organic matter, humus, biological activity and diversity of soil organisms; inclusion of flowering plants, habitat or shelter for pollinators, insects, other arthropods, spiders, bats, raptors and other predators; control of specific non-native invasive species; establishment of grassed waterways or hedgerows to check erosion and foster habitat; watershed protection; habitat restoration; or efforts to promote wildlife migration corridors or conservation.

Update changes: Signature _____

Date _____



Organic System Plan Template - Section Five

*Complete for Conservation Activity Plan for Transition CAP 138

Crop or Livestock Production



| Last Name(s) | First Name(s) | Farm/Ranch/Business Name | Date |
|--------------|---------------|--------------------------|------|
| | | | |

Crop Production

***Crop Production Overview** **7 C.F.R. § 205.2-205.406**

1. *List all crops (or types of crops if your operation is highly diversified) you grow or harvest for which you are seeking organic certification. Include food and feed crops, pasture/forage, and wild crops.

2. *Check the box that describes your operation’s production systems:

- All organic production
- Organic and non-organic production

3. *Do you grow crops in soil?

- No
- Yes; please submit the following Crop OSP forms: Crop Rotation and Soil Management; Pest, Disease and Weed Management; Prevention of Contamination and Commingling; Recordkeeping, Labeling and Audit Trail. Attached (4 forms)

4. *Do you plant seeds, seedlings, or planting stock of any kind?

- No
- Yes; please submit the Seeds and Planting Stock form. Attached

5. *Do you use any off-farm input materials?

- No
- Yes; please submit the Materials List form. Attached

6. *Do you produce seedlings or crops in containers with planting medium, or grow crops in a greenhouse, coldframe or hoophouse?

- No
- Yes; please submit the Greenhouse Crop form. Attached

7. *Do you produce compost or use purchased compost?

- No
- Yes

8. *Do you use manure?

- No
- Yes

9. *If Yes to either question 7 or 8, please submit a Compost and Manure form. Attached



Organic System Plan Template - Section Five

*Complete for Conservation Activity Plan for Transition CAP 138

Crop or Livestock Production

10. Do you harvest any wild-crops for sale as organic?

No

Yes; please submit the Wild-crop Harvest OSP Attached

11. Do you do any post-harvest handling of your crop products?

No; skip to question 13.

Yes; check all that apply, or describe, as appropriate.

wash product with water

cool product

clean product

sort/size product

transport crops

bag or package crops

grade product

store product

dry grain

roast beans

clean seeds

other (describe):

12. If any of the above post-harvest activities are checked, please complete a Crop Post-Harvest Handling OSP to describe the post-harvest handling activities to be certified.

Attached

13. Do you perform complex handling of crop products (change their essential form, e.g., cut, cook, etc.)?

No

Yes; list handling/processing activities below, and complete the appropriate Handler OSP Forms to become certified as an Organic Handler. Attached

Please clarify the use of the Post-Harvest Handling OSP vs. Handler OSP forms with your certifier.

14. *Do you produce livestock or livestock products for which you are seeking organic certification?

No; no organic livestock production

Yes; please complete a Livestock Production Overview and all applicable Livestock OSP forms.

Attached

Update changes: Signature _____

Date _____



Organic System Plan Template - Section Five

*Complete for Conservation Activity Plan for Transition CAP 138

Crop or Livestock Production

***Seed and Planting Stock**

7 C.F.R. § 205.204

*Check all boxes that describe what you use or plan to use:

1. ***Seeds and Annual Planting Stock**

- not applicable; no seeds or annual planting stock used or planned for use
- certified organic seed, purchase
- certified organic seed, saved on farm (requires records)
- certified organic planting stock (e.g., seed potatoes, sweet potato slips, garlic, strawberry crowns)
- non-organic, untreated seed
- non-organic, untreated planting stock for annual crops

If non-organic seed or planting stock is used, please complete question 2 below.

2. ***Seed or Planting Stock Treatments And Inoculants**

- not applicable; none used inoculant coating
- pelletization priming fungicide or insecticide
- disinfection other (describe): _____

Please list specific treatments and inoculants:

3. ***Annual Seedlings**

- not applicable; no annual seedlings grown or purchased
- seedlings or transplants grown on farm. Please complete the Greenhouse OSP.
 - Attached
- purchased certified organic seedlings. List supplier and attach organic certificate.
 - Attached
- other (describe): _____

4. ***Perennial Planting Stock (for crops grown as perennials, e.g., trees, shrubs, vines)**

- not applicable; no perennial planting stock is used
- certified organic perennial planting stock is:
 - purchased
 - produced/propagated on farm
- non-organic stock (describe, include date planted or anticipated planting):
- other (describe): _____



Organic System Plan Template - Section Five

*Complete for Conservation Activity Plan for Transition CAP 138

Crop or Livestock Production

5. *Commercial Availability

not applicable; all seed and planting stock is certified organic

NOTE—If you use seed or planting stock (annual and/or perennial) that is not certified organic, describe (in general terms) how you determine whether an equivalent organic variety is commercially available (appropriate form, quantity and quality), and describe any efforts you are making to source more organic seed/planting stock in the future.

Please have documentation available for inspection that shows the source(s), quantity, variety(ies) and organic status of seed and/or planting stock used, whether purchased or produced on the farm. If non-organic seed or planting stock is used, provide documentation of your search for equivalent varieties of organic seed or planting stock and reasons for commercial non-availability (quantity, quality or form). If you grow any crops or use any inoculants that may be genetically modified (e.g., corn, soybean, canola, papaya, cotton, alfalfa, sugar beets, sugar cane, summer squash—zucchini and yellow crook-necked varieties, rice, or sweet peppers, or alfalfa inoculant) please be prepared to show documentation that the varieties you grow are not genetically modified.

Update changes: Signature _____

Date _____



Organic System Plan Template - Section Five

*Complete for Conservation Activity Plan for Transition CAP 138

Crop or Livestock Production

*Soil Management and Crop Rotation

7 C.F.R. §§ 205.2, 205.203, 205.205

1. *What are the major practice components of your soil-building/crop nutrient management plan?

- | | | |
|--|---|--|
| <input type="checkbox"/> crop rotation | <input type="checkbox"/> incorporation of crop residue | <input type="checkbox"/> green manures |
| <input type="checkbox"/> cover crops | <input type="checkbox"/> compost | <input type="checkbox"/> manure |
| <input type="checkbox"/> mined lime | <input type="checkbox"/> mulch | <input type="checkbox"/> soil inoculants |
| <input type="checkbox"/> biodynamic preparations | <input type="checkbox"/> fertilizer materials or blends | <input type="checkbox"/> other (describe): |

2. *List all materials used or planned for use on your Materials List.

- All materials used or planned for use are listed on my Materials List.
 No materials are used.

3. *Describe your crop rotation plan(s), in general terms, including its main goals (soil organic matter; weed and pest management, nutrient management; erosion; biological diversity). List the sequence and frequency of crops/plant families, cover crops, green manures or sod. If you use more than one basic rotation sequence, please describe each rotation you use. For perennial crops, describe management of ground cover, alley cropping, intercropping or hedgerows. Attach additional pages if necessary.

Rotation plans attached

NOTE—Records documenting crop rotation on each field will be verified at your inspection. Please be prepared to show documentation. Examples:

- Vegetable and small fruit rotation: Brassica family vegetables—fall-planted strawberries (1-2 year harvest, depending on weather and plant condition)—winter cover crop—warm season vegetables—winter cover crop—cut flowers—cover crop; break disease cycles of Phytophthora and Botrytus in strawberries.
- Spring grain—legume green manure—winter grain—oilseed; manage soil moisture, control weeds, cycle nutrients and provide nitrogen for grain crops.
- Apple orchard and vineyard—winter cover crops between rows; grass in apples; legume blend in vineyard, hedgerow of native shrubs along north farm roads; increase organic matter, prevent nutrient leaching, provide habitat for natural enemies of pests and songbirds.



Organic System Plan Template - Section Five

*Complete for Conservation Activity Plan for Transition CAP 138

Crop or Livestock Production

4. *Describe, and indicate, as applicable, the issues/goals you address with your crop rotation and soil management practices.

- | | | |
|--|--|--|
| <input type="checkbox"/> organic matter increase | <input type="checkbox"/> water availability | <input type="checkbox"/> water infiltration/drainage |
| <input type="checkbox"/> soil compaction or crusting | <input type="checkbox"/> soil structure | <input type="checkbox"/> water erosion |
| <input type="checkbox"/> wind erosion | <input type="checkbox"/> deficient nutrients | <input type="checkbox"/> excess nutrients |
| <input type="checkbox"/> salinity | <input type="checkbox"/> pH | <input type="checkbox"/> weed management |
| <input type="checkbox"/> pest management | <input type="checkbox"/> disease management | |
| <input type="checkbox"/> overall farm biodiversity | <input type="checkbox"/> other (describe): | |

5. *Describe, and indicate, as applicable, how you monitor the effectiveness of your rotation and soil management plan?

- | | | |
|---|--|--|
| <input type="checkbox"/> soil observation | <input type="checkbox"/> soil (nutrient) tests | <input type="checkbox"/> soil organic matter content |
| <input type="checkbox"/> crop observation | <input type="checkbox"/> crop yield comparison | <input type="checkbox"/> crop quality tests |
| <input type="checkbox"/> plant tissue tests | <input type="checkbox"/> microbiological tests | <input type="checkbox"/> other: |

6. *When and how often (i.e., daily, weekly, monthly, yearly, as needed) do you do each type of monitoring? What monitoring records do you keep?

Update changes: Signature _____

Date _____



Organic System Plan Template - Section Five

*Complete for Conservation Activity Plan for Transition CAP 138

Crop or Livestock Production

***Pest, Disease and Weed Management
& Monitoring**

7 C.F.R. §§ 205.206, 202.600-602, 205.103

1. *Check the management practices you use to prevent crop pests, weeds, and diseases. Add the name of your significant (recurring or potentially problematic) diseases (fungus, bacteria, virus) and all pest types (insects, mites, birds, rodents, birds, deer, etc.). There is no need to name weeds individually.

| Pest prevention practice | Weeds | Pest | Diseases |
|--|--------------------------|--------------------------|--------------------------|
| Crop rotation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Soil and crop nutrient management | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Cover crops/green manures/smother crops | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Diversified plantings/planting arrangements | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sanitation measures to remove disease vectors, weed seeds, and pest habitat | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Selection of suitable species/growing location | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Disease/pest/weed resistant varieties | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Timing of planting | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Water/irrigation management | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mechanical or physical means (e.g., hoeing, pruning, picking, vacuuming, etc.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Augment pest predators/parasites/beneficials | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Develop habitat for natural enemies | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Construct habitat for predators (e.g., raptor perches, owl or bat boxes, frog ponds, etc.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Nonsynthetic lures/traps/repellants | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mechanical cultivation/tillage or handweeding | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mulching with biodegradable materials | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mowing or livestock grazing | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Flaming, heat, steam, or electrical | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Plastic or synthetic mulch/solarization | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Burning of crop residue (see questions below) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Others (describe): | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



Organic System Plan Template - Section Five

*Complete for Conservation Activity Plan for Transition CAP 138

Crop or Livestock Production

2. ***Please list any pest, disease, or weed problems and practices not addressed in the table above.**

| Problem weed, disease or pest (e.g, insect, mite, nematode, rodent, deer, etc.) | Describe specific preventative practices (or materials) you use to control these pests. |
|---|---|
| | |

3. ***If you use materials to manage pests (including natural botanical, mineral, or allowed synthetics), please list all of these on your Materials List. Listed No pest management materials used. Please describe the conditions under which you would use a material for pest management.**

| |
|--|
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| |

4. ***Describe how and when you monitor the effectiveness of your pest management program, and whether you keep any monitoring records. Please have any records available for inspection.**

5. ***Do you burn crop residues? No Yes; describe the crop, purpose, location and timing of burning.**

Update changes: Signature _____

Date _____



Organic System Plan Template - Section Five

***Complete for Conservation Activity Plan for Transition CAP 138**

Crop or Livestock Production

Prevention of Commingling & Contamination 7 C.F.R. §§ 205.2, 205.201(a)(5), 205.202(c)

Describe the measures you take, including management practices and physical barriers, to minimize risks and prevent commingling or contact between organic and non-organic product, and contamination of organic product with substances prohibited in organic production and handling. Buffers must be “sufficient to prevent contamination.”

***Irrigation Water**

1. ***Do you irrigate?** No; skip to next section, Materials Storage. Yes; describe your irrigation system type and water source(s) (e.g., onsite well, spring, creek, river, pond, or name of irrigation district (municipal/county/regional)):

If Yes, also describe how you assess and manage potential risks for contamination of irrigation water:

2. ***Do you obtain water from irrigation districts/public water sources?** No Yes
3. ***If Yes, are you in contact with your irrigation district to ensure that no algaecides, fungicides or herbicides are entering your irrigation water source?** No Yes
4. ***If you have a split operation, do you chemigate, or fertigate with prohibited substances during non-organic production?** No Yes Not applicable; all organic operation.
5. ***If yes, how do you prevent the contamination of organic products?**

Materials Storage

6. Do you store any prohibited materials on farm? Yes No; skip to question 8.
 7. If Yes, how do you clearly identify and separate allowed and prohibited materials?
-

***Equipment and Containers: Production, Application and Harvest**

8. ***Do you use (own/rent/contract) any equipment (seeders, fertilizer or pesticide applicators, harvest equipment or containers) that is also used for non-organic production?**
 No; all equipment is dedicated to organic.
 Yes; please maintain cleaning records for equipment that is also used for non-organic production. These will be reviewed at inspection.
 9. ***Describe your harvest practices and list the equipment and containers used:**
-



Organic System Plan Template - Section Five

***Complete for Conservation Activity Plan for Transition CAP 138**

Crop or Livestock Production

10. ***Do you use the service of custom applicators (pesticides, fertilizers, other) or harvesters?** No Yes; describe the service and how you monitor the prevention of contamination or commingling:

11. ***If any equipment or container is shared with non-organic products, describe how you prevent commingling and contamination.**
 Not applicable; all equipment and containers are dedicated to organic product.

Transport Not applicable; crops/products are sold before transport

12. Please describe the containers, equipment and vehicles used to transport crops/products harvested from the field, and describe the destination:

13. If any vehicle is shared with non-organic products, describe how you prevent commingling and contamination. Not applicable; all vehicles are dedicated to organic product.

Product Storage

14. Check your crop/product storage practices.
- no crop or product storage
 - store own product onsite (farm or production facility)
 - store product in a facility that is certified organic Please keep a copy of the organic certificate.
 - store product in a facility that is excluded per § 205.101 of the regulations (i.e., product remains in the same package or container and is not otherwise processed)

15. Describe crop(s) and type(s) of storage:

16. Please list all onsite storage areas that you manage, or contracted facilities with stand-alone certification.
 Not applicable; no crops are stored

| Type of storage | Size/ Capacity | Location: onsite or other facility name | Crop(s) stored | Certifier (if contracted) |
|-----------------|----------------|---|----------------|---------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

17. If any storage area is shared with non-organic crops/products, describe how you prevent commingling and contamination. Not applicable; all storage is dedicated organic.



Organic System Plan Template - Section Five

***Complete for Conservation Activity Plan for Transition CAP 138**

Crop or Livestock Production

***Treated Wood**

18. ***Is there any treated wood on the farm?** Yes No; skip question 20.
If Yes, indicate the date of installation _____ (MM/DD/YY)

19. ***Describe how contact between treated wood and soil, crops, and livestock is avoided.**

Update changes: Signature _____

Date _____



Organic System Plan Template - Section Five

*Complete for Conservation Activity Plan for Transition CAP 138

Crop or Livestock Production

***Materials List** **7 C.F.R. §§ 205.203, 202.206, 202.600-606, 202.105**

1. *List all materials (except seed and planting stock) you use or plan to use. Include soil amendments— fertilizers, minerals, micronutrients, compost, manure; inoculants and seed treatments; pest/disease/weed management substances and adjuvants; crop production aids, or any other materials applied to soil, crops, water, or stored products. If you need more space, please attach a list. List attached.

| Product Name or Type (e.g., poultry manure) (be specific) | Manufacturer Or Raw Material Supplier | Use/Type of Product | Restriction or Annotation | Third Party Verification ** |
|---|---|---------------------|--------------------------------|-----------------------------|
| Example: Dipel DF | Valent BioSciences® Corp. | Bt | Preventative pest control used | OMRI listed 2011 |
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** Allowability of Materials may be established by an “EPA ‘For Organic Production’” label, by the brand name listed on the Organic Materials Review Institute (OMRI) or Washington State Department of Agriculture List, or a list maintained or recognized by your certifier. If it does not appear on one of these lists, you must submit for review by your certifier: a label and/or other documentation from the manufacturer that discloses all ingredients.

2. * Materials documentation available Not applicable; no materials used
 Please be prepared to review at your inspection: product labels, ingredient lists, invoices and other relevant documentation of materials purchase and application.

Update changes: Signature _____ Date _____



Organic System Plan Template - Section Five

***Complete for Conservation Activity Plan for Transition CAP 138**

Crop or Livestock Production

Recordkeeping, Audit Trail
and Labeling

7 C.F.R. §§ 205.103, 205.201, 205.205, 205.300- 311

RECORDS KEPT

Please note that if you produce both organic and non-organic crops, then you have a split operation. If you grow the same crops as both organic and non-organic, then you also have a parallel production. If you are a split operation of any type, please be prepared to show all production and sales records at your inspection that allow for tracking and production verification of both organic and non-organic crops (e.g., crop lists and acreages, input application records, equipment use and cleaning, harvest and sales records). Such records are necessary to facilitate production verification audits, and are especially important if the crops are visually indistinguishable, as in a parallel production.

1. What types of records do you keep?

Indicate all that apply. In order to document practices described in your OSP, you will need all records available for inspection. Some records must be documents from other businesses (such as seed and input purchase receipts, suppliers' organic certificates, and soil or tissue test results). Others will be your own records of on-farm activities. You may design your own forms, or use/adapt templates or sample documentation forms available from the NOP, organic certifiers, or other sources, provided they include information needed to document compliant practices.

- Purchase or acquisition records for all inputs (e.g., receipts, delivery tags, custom applicator invoices)
- Input application records that show all materials applied to soil, water and crops (e.g., fertilizer and soil inputs, pest management materials and post-harvest handling), including product name/formulation and manufacturer, application date, rate or quantity, crop and location
- Seed, seedling, and planting stock, inoculant or seed treatments; seed-saving/propagation records; documentation of commercial non-availability of organic seed/non-GMO status of seed
- Copies of organic certificates from suppliers (i.e., organic seedling or transplant producers)
- Planting and/or field activity records that show crop rotation, including cover crops/green manures
- Activity and/or observation records (i.e., field log, notes on calendar or maps)
- Manure use records showing interval between date of application and harvest date of crops grown for human consumption
- Compost production records (e.g., composting system, ingredients, C:N ratio, temperature, turnings)
- Monitoring records (e.g., soil or tissue tests, water tests, pest observation logs)
- Cleaning records (required if application or harvest equipment is not dedicated to organic)
- Harvest records (e.g., records showing location, crop, date harvested and transported from the field)
- Post-harvest activities (i.e., washing and grading product, bagging or boxing, etc.)
- Storage records (e.g., delivery/receiving tags showing facility location, crops, quantities, post-harvest activities and pest control)
- Shipping records (e.g., packing facility tags, delivery receipts, receiving documents, bills of lading)
- Sales records (e.g., invoices, purchase orders, grower statements, inventory lists)
- Others (describe):

2. The USDA organic regulations require that your recordkeeping system be adapted to your business, and fully disclose all activities and transactions of your operation. Please describe any plans you have to change or improve your recordkeeping system.



Organic System Plan Template - Section Five

***Complete for Conservation Activity Plan for Transition CAP 138**

Crop or Livestock Production

-
3. Do you keep production, harvesting and handling records pertaining to organic agricultural products for at least five years after their creation? Yes No

LABELING AND AUDIT TRAIL

4. Under what name(s), label(s) or brand(s) do you market your products?

5. What kinds of labeling do you use? Check all that apply:

- No product labels used
- Retail labels, such as printed boxes or bags, produce stickers, rubber bands or twist ties
- Signage and written materials (Farmers Markets or Farm Stands, Web site, brochure, CSA newsletter, or other promotional materials)
- Non-retail labeling for storage or shipping containers, such as bin or pallet tags.
7 C.F.R. § 205.307(b) states, "Nonretail containers used to ship or store raw or processed agricultural product labeled as containing organic ingredients must display the production lot number of the product if applicable." If lot numbers are used, please complete question 6.

6. Describe your lot numbering system for non-retail packaging.

- Not applicable; no non-retail packaging used

7. If you use a label, please provide copies of all organic product labels used.

- Not applicable; no labeling used
- Current label previously submitted to my certifier
- New label(s) attached for review (labels must be approved before use)

8. Describe how your records can track your organic production from source (farm, field or production location) to final sale. Be prepared to demonstrate your recordkeeping system at inspection.

Update changes: Signature _____

Date _____



Organic System Plan Template - Section Five

*Complete for Conservation Activity Plan for Transition CAP 138

Crop or Livestock Production

***Greenhouse Crop Production**

7 C.F.R. §§ 205.201, 205.201(a)(5), 205.202(c)

Please complete this Greenhouse Crop Production OSP along with your other applicable Crop OSP forms if you produce organic seedlings, transplants, or crops in a greenhouse, hoop house or coldframe.

1. ***Please indicate the scope of your greenhouse operations.**
 - Greenhouse crop production is part of my farming operation and is located on certified organic land. Please show your greenhouse location and size on your farm map.
 - Shown on map
 - This operation consists primarily or exclusively of greenhouse production. Please submit a separate Land Requirements form for your greenhouse operation, with a map showing the production area, location and size of greenhouses, shade or lath houses, outdoor areas, material storage area, irrigation system, soil mixing and seeding equipment, product staging, packing, cooling, and loading areas, as applicable.
 - Land Requirements Form attached

 2. ***Please describe your greenhouse structure type(s). Check all that apply.**
 - Hoop house(s) Cold frame(s)
 - Greenhouse(s) Other (describe):

 3. ***Please describe your greenhouse crops. (Check all that apply.)**
 - Annual transplants or starts Perennials (planting or sale of whole plants as organic)
 - Harvested crops (e.g., fruits, vegetables, cut flowers, herbs) Other (describe):

 4. ***Are greenhouse crops grown in soil?** No Yes

 5. ***Are crops grown in planting medium?** No Yes; include all components of the potting soil or planting medium mixture on your Materials List.

 6. ***(a) Do you produce both organic and non-organic greenhouse crops?**
 - No, organic only Yes

***(b) Is your organic greenhouse adjacent to non-organic greenhouse production areas?**

 - No Yes

 7. ***If Yes to question 6(a) or (b), please address each potential risk listed below by describing the management practice(s) and physical barrier(s) you use to prevent commingling or contamination.**
 - (a) ***Planting Medium (including soil mix materials, wetting agents, and fertilizer materials) storage areas, soil mixing, container/tray filling, and seeding equipment.**
-



Organic System Plan Template - Section Five

***Complete for Conservation Activity Plan for Transition CAP 138**

Crop or Livestock Production

(b) *Production or Growing Areas—separation and identification.

(c) *Plant and Container Identification—labels and tags.

(d) *Irrigation system: Identify your water source. Describe your use of water with respect to fertilizer materials and equipment. If water lines are shared, attach a diagram of piping, pumps, valves and backflow preventers, as applicable.

Diagram attached **Not applicable; separate equipment and water lines dedicated to organic.**

(e) *Ventilation system—prevention of drift of prohibited materials.

(f) *Planting Containers—identification, cleaning, and cleaning materials.

***Please be prepared to show documentation of all systems and practices described above.**

Update changes: Signature _____

Date _____



Organic System Plan Template - Section Five

*Complete for Conservation Activity Plan for Transition CAP 138

Crop or Livestock Production

*Compost and/or Manure Use and/or Production

7 C.F.R. § 205.203

*MANURE

1. *Do you use uncomposted, raw or aged manure? Yes No; skip to question 4.
2. *If yes, check or describe how your use of raw manure complies with the USDA organic standards. Manure is:
 - Applied to land producing a crop not intended for human consumption (e.g., pasture, hay, cover crops, etc.).
 - Incorporated at least 120 days before harvest of a crop whose edible portion may contact the soil surface or soil particles.
 - Incorporated at least 90 days before harvest of a crop whose edible portion does not directly contact the soil surface or soil particles.
 - A pelletized manure product listed or documented to meet NOP requirements of heating at 150° F for one hour or 165° F with <12% moisture content, or other procedure compliant with NOP 5006 Guidance on Processed Animal Manures in Organic Crop Production. Please be prepared to show records of manure use (locations used, crops grown, application and harvest dates).
3. *If you use off-farm manure, describe its source(s) and livestock type and production practices (e.g., from caged layers, dairy barn cleanout and bedding, etc.):

*COMPOST

4. *Do you purchase or produce compost? Yes No; skip to question 11.
5. *Do you purchase compost? No Yes; include all composts on Materials List.
6. *If yes, how do you document compliance?
 - Purchase records of brand name compost on a list of allowed materials (e.g., OMRI or WSDA).
 - Letter from the compost supplier that compost was produced in compliance with the USDA organic regulations.
 - Other (describe):

7. *Do you produce compost?
 - No, no compost produced. Skip to question 10.
 - Yes, compost contains only plant materials (no manure or other animal materials).
 - Yes, compost contains plant and animal materials.



Organic System Plan Template - Section Five

***Complete for Conservation Activity Plan for Transition CAP 138**

Crop or Livestock Production

8. ***If Yes, list all compost ingredients (including feedstocks, minerals, and inoculants, if applicable).**
 List attached

9. ***If you produce compost that contains manure or other animal materials, describe your composting methods including temperatures reached, timelines for production, whether in-vessel, static pile, or windrow, and aeration methods.**

10. ***Do you maintain records for your compost production?** **No** **Yes; attach a sample record.** **Sample record attached**

If compost production that includes manure as an ingredient does not comply with § 205.203(c)(2) of the USDA organic regulations or NOP 5021 Guidance on Compost and Vermicompost in Organic Crop Production, it must be considered raw manure. Please complete the section below.

***SOIL AND WATER QUALITY**

11. ***Describe how you manage manure and compost production to protect crops, soil and water (wells, aquifer, ponds or reservoirs, lakes, streams, etc.) from contamination by plant nutrients, heavy metals or pathogenic organisms (i.e., use of feeding pads; frequent manure removal, application and incorporation; stockpile manure/produce and store compost away from water/drainage areas; manure “applied” by grazing livestock; manure storage/composting on impermeable pads, or covered to prevent leaching, etc.).**

Update changes: Signature _____

Date _____



Organic System Plan Template - Section Five

***Complete for Conservation Activity Plan for Transition CAP 138**

Crop or Livestock Production

Crop Post-Harvest Handling

7 C.F.R. §§ 205.2, 205.270(a), 205.271

Use this Crop Post-Harvest Handling OSP to describe the activities to be included in your crop production certification. This form is intended for use by operations that handle only their own product and whose activities preserve the essential form of the product, such as washing, packing, cooling and storing produce, drying grain, and cleaning seed or preparing raw agricultural product for market or farm use.

Use Handler OSP forms if you handle crops or multiple-ingredient products not produced on your farm, or if your activities include complex handling activities, such as cooking, baking, curing, churning, separating, distilling, extracting, or manufacturing, canning, etc.

Please contact your certifier for clarity about which forms to use.

1. Describe the type(s) of post-harvest handling you do (e.g., grading, dry pack, wet packing line, flume washing of vegetables, grain cleaning, etc.).

2. What type(s) of crops are handled in your post-harvest handling facility?

CLEANING AND SANITATION

3. Describe how you clean your post-harvest handling area, including any food contact surfaces.
(a) List all materials you use or plan to use in the Materials List below. Listed
(b) If you have a Standard Sanitation Operating Procedure (SSOP), you may attach a copy of the portion that covers equipment and organic food contact surfaces.
 Attached

WATER USE

4. Do you use water to clean crops or food contact surfaces? Yes No; skip to question 9.
5. If yes, identify the water source _____ and indicate how it is used:
 to clean facility to clean food contact surfaces
 to wash product other (describe):



Organic System Plan Template - Section Five

***Complete for Conservation Activity Plan for Transition CAP 138**

Crop or Livestock Production

6. Do you add chlorine to wash water, dump tank, flume or other water that has direct food contact? Yes No; skip to question 9

If yes, how do you provide for a potable water rinse after the agricultural crop has been in contact with water with added chlorine? Please describe what rate or concentration you use, your rinse procedures, and any testing or monitoring you do.

7. Do you add any other material(s) to the water? No Yes; list materials you use in the Materials List below. Listed

*FACILITY PEST MANAGEMENT

8. ***List recurrent or potential pest problems, including flying or crawling insects, rodents, birds, etc.**
-

9. ***Describe the strategies you use or plan to use to prevent, manage or minimize pest problems in your handling facilities (wherever washing, packing, grading, cleaning, cooling and/or storage occurs).**
-

10. ***Indicate preventative (non-material) practices:**

- | | |
|--|--|
| <input type="checkbox"/> sanitation measures | <input type="checkbox"/> elimination of pest habitat or breeding areas |
| <input type="checkbox"/> clean up spilled product | <input type="checkbox"/> temperature, humidity, and light control |
| <input type="checkbox"/> eliminate sources of food | <input type="checkbox"/> seal doors and windows |
| <input type="checkbox"/> screen windows and vents | <input type="checkbox"/> crack, crevice, and hole repair |
| <input type="checkbox"/> air curtains | <input type="checkbox"/> positive pressure |
| <input type="checkbox"/> inspect incoming product | <input type="checkbox"/> monitoring <input type="checkbox"/> other (describe): |
-

11. ***Indicate mechanical or physical means of control, lures and repellants:**

- | | | |
|--|---------------------------------------|--|
| <input type="checkbox"/> mechanical traps | <input type="checkbox"/> sticky traps | <input type="checkbox"/> pheromone traps |
| <input type="checkbox"/> electrocuters/bug zappers | <input type="checkbox"/> freezing | <input type="checkbox"/> heat treatment |
| <input type="checkbox"/> other (describe): | | |
-



Organic System Plan Template - Section Five

***Complete for Conservation Activity Plan for Transition CAP 138**

Crop or Livestock Production

12. ***When and how do you monitor for pests in storage areas?**

13. ***What pest management and monitoring records do you keep?**

***MATERIALS**

14. ***List all materials you use or plan to use in your post-harvest handling and facility pest management in the table below. Include cleaners, sanitizers, fumigants, rodenticides (e.g., Vitamin D3 bait), ripeners, sprout inhibitors, growth regulators, oils, coloring agents, waxes, boric acid, diatomaceous earth, gases, and soap products.**

No materials used List of materials attached

| Substance or Product brand name | Manufacturer | Reason for use (specify pest and circumstances) | On National List? Y/N |
|---------------------------------|--------------|---|-----------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Please be prepared to provide written justification at your inspection for the use of any materials that are not on the National List of Allowed Materials, and/or to document compliance with any annotations.

Update changes: Signature _____

Date _____



Organic System Plan Template - Section Five

*Complete for Conservation Activity Plan for Transition CAP 138

Crop or Livestock Production

***Wild Crop Harvest**

7 C.F.R. § 205.207; NOP 5022 Wild Crop Harvesting

***If you harvest wild crops for sale as organic, please submit this form with all applicable Crop OSP sections, e.g., Recordkeeping, Labeling and Audit Trail, Crop Post-Harvest Handling, etc. (see Forms Checklist). OSP sections attached.**

1. *List the wild crops you harvest or plan to harvest.

2. *Please complete a Land Requirements form for each wild crop harvest area, including map(s) and prior land use or materials use documentation.

- **Designate on your map(s) the area to be harvested, boundaries, borders, buffer zones, point and non-point sources of contaminants and prohibited materials, and crops to be harvested.**
- **For land-based wild crop harvest areas, attach documentation that no prohibited materials have been applied to the land within the last three years.**
- **For aquatic-based wild crop harvest areas, attach documentation that no prohibited materials have been applied or contaminated the harvest area within the last three years.**

***Check one:**

- All features listed above are included in the Crop OSP, map, and documentation of prior materials use.**
- Attached is a Land Requirements form + map + documentation of prior materials use specific to the wild crop harvest area.**

3. *Please describe the natural environment of the harvest area (e.g., scrub steppe, oak woodland, etc.).

4. *List any rare, endangered or threatened terrestrial or aquatic plants or animals that occur in the harvest area. Describe methods used to prevent negative impact, and monitoring procedures used to verify lack of impact.

5. *Please describe your wild crop harvest plan for each wild crop.



Organic System Plan Template - Section Five

***Complete for Conservation Activity Plan for Transition CAP 138**

Crop or Livestock Production

- 6. ***How do your harvest practices ensure the health, sustained growth, and long-term viability of the wild crop(s), and protect the environment in which it grows? Describe your system (methods and frequency) of monitoring the health of the wild crop population and the condition of natural resources in the harvest environment, including soil and water quality.**

- 7. ***Approximately what percentage of the wild crop is harvested at each harvest?**

- 8. ***What procedures are followed to prevent contamination from adjoining land use or other sources of contamination?**

- 9. ***Describe your recordkeeping system for wild crop area management, monitoring, harvest and sales. Attach a sample record form that, at a minimum, records all collectors, harvest dates, and quantity of wild harvest crops harvested and sold.**

Sample record attached.

- 10. ***Describe training provided and the procedures employed to ensure that all collectors harvest crops sustainably and in a manner that does not damage the environment.**

***Please be prepared to show documentation of all practices and monitoring described above.**

Update changes: Signature _____

Date _____



Organic System Plan Template - Section Five

*Complete for Conservation Activity Plan for Transition CAP 138

Crop or Livestock Production

Livestock Production



| Last Name(s) | First Name(s) | Farm/Ranch/Business Name | Date |
|--------------|---------------|--------------------------|------|
| | | | |

*Livestock Production Overview 7 C.F.R. §§ 205.105, 205.201, 205.301-311

- *Please indicate or list all livestock and livestock products for which you are seeking certification.**

| | | |
|--|--|---|
| <input type="checkbox"/> Livestock for slaughter | <input type="checkbox"/> Replacement animals | <input type="checkbox"/> Breeding stock |
| <input type="checkbox"/> Meat | <input type="checkbox"/> Eggs | <input type="checkbox"/> Fiber |
| <input type="checkbox"/> Milk | <input type="checkbox"/> Other dairy products (list) | |
| <input type="checkbox"/> Other (specify): _____ | | |
- *Check the box that describes your operation’s livestock production systems:**

| |
|---|
| <input type="checkbox"/> all organic production |
| <input type="checkbox"/> organic and non-organic production |
- *Do you raise non-ruminant livestock, such as poultry or swine?**

| |
|--|
| <input type="checkbox"/> No |
| <input type="checkbox"/> Yes; please submit the following Livestock OSP forms: Origin of Livestock, Livestock Living Conditions, Livestock Health Care, Livestock Feed, Livestock Recordkeeping, Labeling and Audit Trail. <input type="checkbox"/> Attached (5 forms) |
- *Do you raise ruminant livestock?**

| |
|---|
| <input type="checkbox"/> No |
| <input type="checkbox"/> Yes; please submit all of the forms listed in question 3, plus the Ruminant Livestock and Pasture form, and the Crop Production Overview with appropriate forms. (All ruminant producers must manage pasture as a crop.) <input type="checkbox"/> Attached |
- *Do you raise crops?**

| |
|---|
| <input type="checkbox"/> No |
| <input type="checkbox"/> Yes; please submit the Crop Production Overview, and additional forms, as appropriate. (All ruminant producers must manage pasture as a crop.) <input type="checkbox"/> Attached |
- *Describe all handling activities of livestock production for which you are requesting certification.**

| |
|---|
| <input type="checkbox"/> Not applicable; no handling. If you do simple handling activities of your own production (i.e., cool and store milk, wash and pack eggs, etc.), or prepare feed for your own livestock (i.e., silage production, grinding and/or mixing) these may be certified as part of your livestock operation. Please complete and attach an On-Farm Handling of Livestock Production OSP. |
| <input type="checkbox"/> On-Farm Handling of Livestock Production form attached. If your handling operation includes complex processing (i.e., slaughter, cut and wrap, cook or smoke meat, cheesemaking, etc.) and/or includes handling crop or livestock products for other producers, please request the appropriate OSP forms from your certifier to apply for Handler certification. |
| <input type="checkbox"/> OSP for Handling attached (forms agreed upon and provided by certifier) |



Organic System Plan Template - Section Five

***Complete for Conservation Activity Plan for Transition CAP 138**

Crop or Livestock Production

LABELING

7. Do you use labels or plan to label your products?

No

Yes; attach a clear color copy of your proposed label(s) for approval by your certifier before printing.

Label(s) attached

CONTRACTED FACILITIES

8. Do you contract with other business operations to handle or process products?

No

Yes; complete the table below, and attach a copy of the organic certificate for each business/facility showing certification for the services provided.

Certificate(s) attached

| Operation or Facility | Location Address/Contact | Services Provided |
|-----------------------|--------------------------|-------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

Update changes: Signature _____

Date _____



Organic System Plan Template - Section Five

*Complete for Conservation Activity Plan for Transition CAP 138

Crop or Livestock Production

*Origin of Livestock

7 C.F.R. § 205.236

- *List the animals for which you are requesting organic certification. Use the table below or attach a current animal list with the number of animals in each class of livestock (e.g., slaughter stock, egg layers, breeding stock, etc.), source and start date of organic management. List attached**

Please have all animal purchase and/or breeding/birth/hatch records available for inspection, including copies of certificates for animals purchased as organic.

| Type and Class of Livestock (breeder stock, slaughter, milk, fiber, layer, etc.) | Species and Breed | No. of animals | Source: On-farm or Purchase Source and Age | Birth or Hatch Date | Start date of organic management |
|--|-------------------|----------------|--|---------------------|----------------------------------|
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- *Because animal numbers are dynamic, please provide a description of changes in animal numbers you anticipate over the next year. Specifically address cull rates, mortality rates, slaughter, sales, and maturation into another class of livestock (e.g., heifers to milking string each year).**

- *For dairy operations: Please indicate how your farm converted to organic production:**
 - Combined farm and herd conversion with consumption of crops/forage from land in third year of conversion (combined farm-herd conversion)
 - 12 months under continuous organic management
 - 80/20 feed provision (use of which expired June 9, 2007; not an option to begin now)



Organic System Plan Template - Section Five

***Complete for Conservation Activity Plan for Transition CAP 138**

Crop or Livestock Production

4. *Describe your plan for organic livestock replacement/sourcing or conversion plan, as applicable to breeder, slaughter, fiber, and poultry:

- Breed/raise own stock with continuous organic management
- Organic management during last third of gestation
- Purchase poultry by the second day of life
- Purchase certified organic animals
- Other (describe):

5. *Do you plan to purchase, within the next year, any animals for which organic certification is being requested?

- No
- Yes; please indicate the type of livestock and, if known, the source from which they will be purchased and the certifier.

6. *Describe your animal identification system (e.g., ear tags, notching, photos or drawings, branding, tattoos, leg bands, flock purchase date, or other methods).

7. *List the type and number of all other livestock (non-organic or not requested for certification) that you have in your operation. If more space is needed, please attach a list and description.

- List and description attached.
- Not applicable; organic livestock only. Skip remaining questions.

8. *Please describe how non-organic livestock are managed separately from the organic livestock, e.g., separate housing, outdoor access areas, etc.



Organic System Plan Template - Section Five

***Complete for Conservation Activity Plan for Transition CAP 138**

Crop or Livestock Production

9. *If you have any non-organic animals on your farm (including home use or work animals) that are not fed 100% organic feed, and/or that are given medical treatments, feed additives or supplements prohibited in organic production, please complete the table below to describe your practices and materials use. This will facilitate inspection measures and explain/justify the presence of non-organic materials that you currently have on your farm/ranch.

Not applicable; all livestock are organically managed

List of feed/materials attached

| Feed or Material (Product name/formulation and manufacturer) | Type of livestock and reason for use | Location where stored, used or fed |
|---|---|---|
| | | |
| | | |
| | | |

Please have all records related to origin of livestock available for inspection, including reproduction and management records, and purchase records (e.g., number, type and age of livestock).

Update changes: Signature _____

Date _____



Organic System Plan Template - Section Five

*Complete for Conservation Activity Plan for Transition CAP 138

Crop or Livestock Production

***Livestock Living Conditions** **7 C.F.R. §§ 205.239, 205.240**

*LIVESTOCK LIVING CONDITIONS

- 1. *Describe the locations and living conditions for each class of organic livestock, including pastures or range, outdoor and indoor feeding yards, feeding pads, feedlots, housing and/or shelter.**

- 2. *Describe how the housing or shelter you provide for each type/class of livestock is designed to allow for natural maintenance, comfort behaviors (i.e., non-isolation of herd animals, dust baths for poultry) and opportunity to exercise; temperature control, ventilation, and air circulation; and reduction of potential for injury.**

- 3. *Describe how you manage yards, feeding areas and lanes to keep them well-drained and clean, and to prevent runoff of wastes and contamination of water, or drainage across property boundaries.**

- 4. *Describe the locations and sources of shade within outdoor access areas.**

- 5. *Describe the source(s) of clean drinking water, water delivery systems or equipment, and location(s) of drinking water for livestock in housing, outdoor areas and on pasture, as applicable.**

- 6. *If you add anything to livestock water, please list each additive or material, indicate its acceptability for use in organic production (allowed or restricted), the amount or concentration, and frequency of use. Not applicable; no materials used in water**



Organic System Plan Template - Section Five

*Complete for Conservation Activity Plan for Transition CAP 138

Crop or Livestock Production

7. *Please identify all water sources within or adjacent to the property. Describe how you prevent erosion around water sources, damage to natural wetlands and riparian areas, and risks of contamination of water.

8. *List the types of bedding used for each class of livestock. Indicate whether they were produced on-farm or purchased, the source (if purchased), and the certifier (if applicable). Roughages used as bedding must be certified organic.

TREATED LUMBER

9. *For lumber treated with arsenate or other prohibited materials, identify any locations of existing (previously installed) treated lumber and its approximate age. Also list locations where you have used treated lumber in new installations or for replacement purposes, and describe how you prevent contact with soil or livestock (including crops or livestock feed). Not applicable; no treated lumber

OUTDOOR ACCESS AND TEMPORARY CONFINEMENT

10. *Describe outdoor access for each type and class of animal you manage.

| Animal type and class | Avg. no. of hours per day animals are outdoors | Explanation of seasonal variations |
|-----------------------|--|------------------------------------|
| | | |
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Organic System Plan Template - Section Five

*Complete for Conservation Activity Plan for Transition CAP 138

Crop or Livestock Production

11. *Describe the circumstances (specify by each class of livestock you manage) under which you plan to temporarily confine animals (i.e., stage of life, health and safety, risk to soil or water quality, preventative healthcare, sorting or shipping animals). Indicate which animals are confined, and duration and place of confinement.

| Reason for confinement | Circumstances/location of temporary confinement from the outdoors | Approximate length of time: days/hours |
|--|---|--|
| Inclement weather (that could cause hardship to livestock) | | |
| | | |
| Stage of life (describe) | | |
| Animal health, safety or well-being | | |
| Preventative healthcare or treatment of illness or injury (describe specifics) | | |
| Management: sorting, shipping sales, or youth projects | | |

12. *Describe the recordkeeping system you use to track temporary confinement of animals. You must have records available for inspection showing time periods and reasons for any temporary confinement.

Update changes: Signature _____

Date _____



Organic System Plan Template - Section Five

*Complete for Conservation Activity Plan for Transition CAP 138

Crop or Livestock Production

| | |
|-----------------------|--------------------|
| Livestock Health Care | 7 C.F.R. § 205.238 |
|-----------------------|--------------------|

- Indicate and describe the general components of preventative livestock healthcare practices you use or plan to use, and for which class(es) of animals.
 - Choose well-adapted species and breeds, resistant to health problems
 - Use selective breeding
 - Raise own replacement stock (closed herd or flock)
 - Quarantine and observe incoming stock; isolate any sick animals
 - Provide good quality feed rations; adequate nutrition
 - Use nutritional supplements or probiotics
 - Prevent endemic diseases with vaccines or biologics
 - Provide for freedom of movement and opportunity to exercise
 - Provide appropriate shelter, or housing
 - Maintain appropriate, clean, dry bedding
 - Maintain cleanliness and good sanitation; remove/manage manure
 - Perform physical alterations for the animals' welfare
 - Control vectors or intermediate hosts
 - Exclude or manage pests/parasites
 - Protect against injury/predation; monitor animal health
 - Rotate pastures, paddocks, yards, houses, feeding, or watering areas
 - Use grazing management: rotational, management intensive, multi-species grazing, etc.
 - Biological control parasite/parasitoid/predator releases
 - Encourage natural predators and recyclers (poultry, cattle egrets, dung beetles, etc.)
 - Monitor for pests, diseases, and injuries
 - Employ other forms of pest or disease management (specify):

2. What are the traits of your livestock breed(s) that make them suitable to your environment and production system?

3. How do you monitor livestock health (i.e., methods, frequency)?

4. Describe problem pests that may affect your livestock (e.g., flies, internal parasites, external parasites, predators, etc.), monitoring frequency and methods (observe body condition, signs of anemia, fecal analysis, etc.), and prevention/management strategies for each type of pest.

| Pest type/species | Monitoring methods and frequency | Prevention/Management strategies |
|-------------------|----------------------------------|----------------------------------|
| | | |
| | | |
| | | |
| | | |



Organic System Plan Template - Section Five

***Complete for Conservation Activity Plan for Transition CAP 138**

Crop or Livestock Production

5. Have you performed, or had performed, any physical alternations (beak trimming, de-spurring, castration, dehorning, tail docking, branding, ear tagging, etc.) to your livestock? No Yes; list alterations, reasons for alteration, age of animals, and methods to minimize pain and stress.

| Alteration | Animal group and age | Reason/Purpose | Methods |
|------------|----------------------|----------------|---------|
| | | | |
| | | | |
| | | | |
| | | | |

LIVESTOCK HEALTH CARE MATERIALS LIST

6. List the materials you use or plan to use (in inventory or accessible) for organic animals. All materials used or planned for use should be listed in your OSP. Materials must be natural, or on the National List of synthetic materials allowed for use in organic livestock production (7 C.F.R. § 205.603). For annotated or restricted materials, documentation is required to demonstrate circumstances and timing of use and documentation (i.e., parasite monitoring; no use in last third of gestation or lactation). For prohibited materials used to restore an animal to health and resulting in loss of organic status, documentation of how treated animals are identified and segregated. All records must be available for inspection.

| Type of Material (vaccine, biologic, disinfectant, sanitizer, topical medication, teat dip, anesthetic, Homeopathic remedy, parasiticide, etc.) | Product name and manufacturer | Disease or health problem to be prevented or treated/in what type(s) and class(es) of livestock/ location | Records kept: age and timing of use; compliance with any annotation or restriction; disposition of non-organic animals if prohibited materials used |
|---|-------------------------------|---|---|
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Date _____



Organic System Plan Template - Section Five

*Complete for Conservation Activity Plan for Transition CAP 138
Crop or Livestock Production

Livestock Section 4: Feed Ration

7 C.F.R. §§ 205.2, 205.237, 205.240

FEED RATIONS

1. Please provide a general description of feed rations provided to each class of non-ruminant livestock (e.g., poultry for meat, egg layers, piglets, swine for slaughter stock, breeder stock, etc.) using units appropriate to each animal group. Include feed purchased and produced on-farm, as well as pasture/grazed forage. Use a line for each feed ration period for each class of livestock.

If you raise only ruminant livestock, please skip this question, and instead submit a Ruminant Livestock and Pasture form, which includes a feed ration table for ruminant livestock. Attached

Producers of any livestock—ruminant or non-ruminant—please list feed sources and additives and supplements in these questions or forms below.

Feed Rations

| Class of livestock | Daily rations per animal |
|------------------------------------|--|
| Example: Brown Sexlink laying hens | Layer pellets: 60 lb/flock of 200 birds, free choice oyster shell |
| Example: Chicks | Chick mash: 15 lb/day/flock, increasing gradually during the 5-week grow-out period. |
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Crop or Livestock Production

- List all livestock feed sources used or planned for use, whether produced on-farm or purchased from a certified organic source.

Attached: Organic certificates for purchased feed Crop Production OSP forms for feed produced on farm

| Livestock feed type | Source: on-farm or purchased. If purchased, list producer/supplier. | Certifier of purchased feed (attach certificate) |
|---------------------|--|---|
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- List all livestock feed additives and/or supplements used or planned for use with organic livestock.

| Name and formulation of feed additive or supplement | Manufacturer | Type of material/reason for use | On the National List? Y/N | Do you have written certifier approval for use of this material? Y/N If no, submit documentation for review with your OSP* |
|---|--------------|---------------------------------|------------------------------|---|
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*All products must be listed in your OSP and approved for their intended use by your certifier. Listing on a current (online) OMRI products list or WSDA list may be an indication of whether a material is allowed for use in organic production; however, you must have written certifier approval for your stated use before you use it. Please be prepared to submit a label, page 1 of the MSDS, or manufacturer statement for any material.

Please have records available for inspection that identify animals fed or treated with prohibited substances, and the location and management or disposition of those animals.

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Crop or Livestock Production

Livestock Recordkeeping, Labeling and Audit Trail

7 C.F.R. §§ 205.103,
205.201, 205.300-311

Organic livestock producers must maintain records sufficient to preserve and track the identity of all organic animals and animal products produced by the operation. Records must disclose all activities and transactions in a manner that can be readily understood and audited. They must be sufficient to demonstrate compliance, kept for at least five years, and available for inspection.

If you produce both organic and non-organic crops and/or livestock, then you have a split operation. If you raise the same crops or livestock as both organic and non-organic, then you also have a parallel production. If you have a split operation of any type, please be prepared to show all production and sales records at your inspection that allow for tracking and production verification of non-organic crops as well as organic crops (crop lists and acreages, input application records, equipment use and cleaning, harvest and sales records, etc.). Such records are necessary to facilitate production verification audits, and are especially important if the crops are visually indistinguishable, as in a parallel production.

1. Indicate all the records you keep by checking boxes for general categories, and describing your records, as needed. Please be prepared to show all records and audit trail documents you have checked and described below at your inspection.

Origin of Livestock

- Livestock purchase records
- Organic certificates for livestock purchased as organic
- Animal reproduction: breeding, birth and/or hatch records
- Herd conversion/organic management records: living conditions, feeding and health care

Livestock Living Conditions and Natural Resource Management

- Outdoor access/temporary confinement records
- Bedding material source(s) documentation
- Housing maintenance or construction
- Yard/lane maintenance
- Erosion prevention and/or control
- Manure management records
- Activity and observation records (field logs, notes on calendar or maps, etc.)
- Monitoring records (soil/tissue/water tests, pest/parasite monitoring, observation logs)
- Natural resource restoration, invasive species management, native plant/wildlife monitoring

Livestock Feed/Feed Supplements and Additives/Pasture Management and Grazing Practices

- Feed purchase records (receipts, feed tags, labels, delivery/weigh tags, etc.)
- Feed production records (harvest, baling, etc.)
- Feed additive and/or supplement records (labels, purchase receipts, use, etc.)
- Feed storage/inventory records (location or facility, post-harvest activities, pest control, etc.)
- Feed ration descriptions for each type and class of animal
- Feeding records: actual quantities of feed fed to each type and class of animal
- Pasture improvement and/or grazing management records
- Dry matter content analysis of feed

Livestock Health Care Practice Standard

- Health care substance/material purchase records and labels



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- Monitoring records (pest/parasite monitoring or observation log)
- Health care records (vaccinations, biologics, anesthetics, topicals, parasiticides use, etc.)
- Parasiticide use (parasite monitoring, treatment date in relation to gestation and lactation)
- Breeding, gestation, pregnancy checks/birth and lactation records
- Mortality or cull records

Production and Sales/Transfer of Ownership Records

- Live animal sales
- Slaughter records
- Custom processing
- Egg production records
- Milk production records
- Other (describe): _____

Livestock Product Handling and Storage (requires submission of a Livestock Handling OSP)

- On-farm handling records (i.e., feed preparation grinding, equipment cleaning, slaughter)
- Contracted handler certificates
- Processing and/or storage records
- Shipping and/or sales records

2. The USDA organic regulations require that your recordkeeping system be adapted to your business, and fully disclose all activities and transactions of your operation. Please describe any plans you have to change or improve your recordkeeping system.

3. Do you keep production, harvesting and handling records pertaining to organic agricultural products for at least five years after their creation?
 - Yes
 - No

Update changes: Signature _____

Date _____



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Crop or Livestock Production

On-Farm Handling of Livestock Production 7 C.F.R. §§ 205.2, 205.270(a), 205.271

Complete a copy of this section for each distinct handling (processing) location (area/facility) or activity to be certified with your livestock production, such as: preparing feed for your own livestock (making silage/baleage, mixing or grinding feed); milking animals/cleaning milking equipment/cooling and storing milk; washing/packing eggs; or initial fiber processing to prepare product for use or sale. If you do complex handling (slaughter, cheesemaking, etc.) and/or handle crop or livestock products for other producers, please request the appropriate OSP forms from your certifier to apply for Handler certification.

HANDLING LOCATION, ACTIVITIES AND PRODUCTS

1. List the handling activity(ies) and product(s) covered by this OSP section.
2. Identify the location(s) (area(s) or facility(ies)) where handling is done. If you contract for services, list the name and location of the facility used, and attach a copy of their organic certificate. You need not complete the remainder of this form. Organic certificate attached

3. Attach a location map (8.5 x 11”) for your handling area(s), including a description or depiction of product flow to show the sequence of handling steps. Identify all containers, equipment and storage areas.

Map with flow description or depiction attached

4. At this handling location, do you handle or store:

Organic products only?

Distinct organic and non-organic products?

Parallel products (identical organic and non-organic products)?

*PEST MANAGEMENT AND MATERIALS

5. ***List recurrent or potential pest problems in and around your handling areas or facilities (i.e., flying or crawling insects, rodents, birds, etc.).**



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6. *Describe the strategies you use or plan to use to prevent, manage or minimize pest problems in your handling areas or facilities (wherever handling activities, cooling and/or product storage occurs). Include monitoring methods and frequency, preventative, mechanical and physical practices.

7. *Indicate specific practices you use or plan to use in and around your handling area(s) or facility(ies).

(a) Preventative (non-material) pest management:

- sanitation measures
- clean up spilled product
- eliminate sources of food
- screen windows and vents
- crack, crevice, and hole repair
- inspect incoming product
- other (describe): _____
- elimination of pest habitat or breeding areas
- temperature, humidity, and light control
- seal doors and windows
- positive pressure
- air curtains
- monitoring

(b) Mechanical or physical controls, lures, and repellants:

- mechanical traps
- pheromone traps
- heat treatment
- other (describe): _____
- sticky traps
- electrocuters/bug zappers
- freezing

8. *List each material you use or are planning/considering using for pest management.

| Substance: product brand name and formulation | Manufacturer | Reason for use (pest to be controlled and circumstances) | On National List? Y/N |
|--|--------------|---|--------------------------|
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PREVENTING COMMINGLING AND CONTAMINATION

9. Describe any measures taken to prevent organic product contamination by pest management materials, as applicable.



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10. Describe measures you take to prevent commingling of organic and non-organic products, and protect organic products from contact with prohibited substances. Complete the table below for all containers, equipment and storage area(s) used for both organic and non-organic product.

Not applicable; all containers, equipment and storage areas are dedicated to organic.

| Container type, equipment, or feed/product storage area | Measures to prevent commingling and/or contamination | |
|---|--|--|
| | <input type="checkbox"/> Cleaned before organic use | <input type="checkbox"/> Purged before organic run |
| | <input type="checkbox"/> Clear labeling/separation | <input type="checkbox"/> Other (describe): |
| | <input type="checkbox"/> Cleaned before organic use | <input type="checkbox"/> Purged before organic run |
| | <input type="checkbox"/> Clear labeling/separation | <input type="checkbox"/> Other (describe): |
| | <input type="checkbox"/> Cleaned before organic use | <input type="checkbox"/> Purged before organic run |
| | <input type="checkbox"/> Clear labeling/separation | <input type="checkbox"/> Other (describe): |
| | <input type="checkbox"/> Cleaned before organic use | <input type="checkbox"/> Purged before organic run |
| | <input type="checkbox"/> Clear labeling/separation | <input type="checkbox"/> Other (describe): |
| | <input type="checkbox"/> Cleaned before organic use | <input type="checkbox"/> Purged before organic run |
| | <input type="checkbox"/> Clear labeling/separation | <input type="checkbox"/> Other (describe): |

11. Are all packaging materials, storage containers or bins free of synthetic fungicides, preservatives, and fumigants? Yes No

CLEANING AND SANITATION

12. Describe your cleaning and/or sanitation of all containers, equipment, or storage areas with which organic feed or livestock products come into contact.

13. List all materials used for cleaning and/or sanitation. No materials used

List attached

| Substance or product brand name/formulation | Manufacturer | Location and reason for use | On National List? Y/N |
|---|--------------|-----------------------------|-----------------------|
| | | | |
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14. Describe how you ensure that no cleaner or sanitizer residue contacts organic products (e.g., use of non-residual materials, rinse/dry procedures, test for residues). If you do residue testing, specify test type (e.g., pH, Quaternary ammonia), brand, sensitivity range, testing frequency and results you seek.



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15. Do you add any material to the water used in handling livestock feed or products?

Yes No

| Substance or product brand name/formulation | Manufacturer | Reason, frequency and amount used | On National List? Y/N |
|---|--------------|-----------------------------------|-----------------------|
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16. If you add chlorine to water that has direct feed or product contact, do you provide for a potable water rinse after the contact with water with added chlorine? Please describe what rate or concentration you use, your rinse procedures, and any testing or monitoring you do. Not applicable; no chlorine added.

MATERIALS

17. List all other materials (not already listed above) that you use or may use in handling of livestock feed or livestock products, such as silage inoculants or additives. Cleaners, sanitizers, and pest management materials should be listed in the tables above.

| Substance or product brand name/formulation | Manufacturer | Reason for use (inoculant, etc.) | On National List? Y/N |
|---|--------------|----------------------------------|-----------------------|
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18. Compliance with conditions, restrictions or annotations: for each material listed above that is restricted or annotated, describe the conditions for allowed use, and how your use complies. Not applicable; no restricted or annotated materials used.

| Product (from list above) | Condition/Restriction/Annotation | Method of compliance |
|---------------------------|----------------------------------|----------------------|
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19. List the monitoring, application and/or management records you keep for pest management, water additives, and materials use. Please have these available for inspection.

Update changes: Signature _____

Date _____



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Crop or Livestock Production

***Pasture for Ruminant Livestock** **7 C.F.R. §§ 205.201, 205.237, 205.240**

*PASTURE LAND REQUIREMENTS, MAP, AND CROP PRODUCTION OSP

1. *Please verify that you have completed a Land Requirements Form for all livestock pasture and production locations, and that the map attached to this form clearly identifies all of your grazing locations (pastures, paddocks, or range areas), their size (total area), any unique characteristics (i.e., grazing method, stocking rate, class of animal, and typical grazing season dates), including location of water and shade for each distinct grazing location.

- Land Requirements form(s) attached for all locations AND
- Maps include grazing areas and features, OR
- Additional map and/or description attached.

2. *Please include a description of your pasture management within the soil fertility and crop nutrient management and pest management practices in your Crop Production OSP.

- Crop OSP attached

*GRAZING SEASON/PASTURE MANAGEMENT

3. *Please describe your grazing season in general terms: approximate start and end dates; precipitation patterns and climatic conditions that define the grazing season in your region.

4. *Describe the types of pasture you provide to ensure ruminant feeding requirements are met. This may include a description of your pasture resources in terms of predominant species (grasses/forbs, annual/perennial, native/improved), management, and terrain (hilly/flat/floodplain, etc.).

5. *Describe the types of grazing methods to be used. This may include general grazing management practices (i.e., continuous or extensive, rotational or management intensive grazing (MIG), or multi-species grazing) and the factors that influence your decision-making about animal density or stocking rate, frequency of livestock movement, and length of grazing/resting periods on each location.



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6. *Describe your pasture management/monitoring strategies to minimize diseases and parasites.

7. *Describe the location and type(s) of fencing used. Fencing is clearly shown on pasture maps.

8. *Describe the pasture management strategies and cultural practices to be used to ensure that your pastures can provide sufficient quality and quantity of forage throughout the grazing season (i.e., irrigation, fertilization, re-seeding, crop rotation, clipping, growing forage crops, use of residual forage, etc.) to provide at least 30% dry matter intake (DMI) for at least 120 days per year. Include any practices to be used to extend the grazing season.

**9. *Is irrigation available for use on any of your pastures? Yes No
Describe irrigation use and/or limitations:**

Please have records available for inspection that document livestock grazing and dry matter intake, including pasture management, grazing records, feeding records, dry matter content analysis of feed. Indicate and describe all the records you keep in your Livestock OSP, Records Section.



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RUMINANT LIVESTOCK FEED

10. Describe the total feed rations for each class of ruminant livestock you manage (e.g., calves, heifers, slaughter stock, lactating females, breeder stock, etc.). Include pasture/grazed forage, feed produced on-farm, purchased feed. List amounts as fed (not dry matter equivalent) in pounds per animal per day, or free choice (e.g., salt). If you feed different feed rations to balance out different periods in the grazing season, please use one line to list the rations fed in each feed ration period for each class of livestock. You may attach additional pages or an alternate format. Attached

11. (a) Grazing Season Feed Rations for Ruminants

| Class of livestock | Daily rations per animal | Season/Time of year |
|--|---|---------------------|
| Example: early lactation dairy cows | Example: 18 lb corn, 15 lb hay, rotationally grazed pasture | Spring |
| Example: mid-lactation dairy cows (summer) | Example: 18 lb corn, rotationally grazed pasture | Summer |
| Example: mid-lactation dairy cows (fall) | Example: 18 lb corn, 27 lb hay, rotationally grazed pasture | Fall |
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11. (b) Non-Grazing Period Feed Rations for Ruminants

| Class of livestock | Daily rations per animal | Season/Time of year |
|---|---------------------------------------|---------------------|
| <i>Example: late lactation dairy cows</i> | <i>Example: 18 lb corn, 38 lb hay</i> | <i>Winter</i> |
| <i>Example: dry cows</i> | <i>24 lb hay</i> | <i>Winter</i> |
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12. If you finish slaughter stock, include their rations in the table above. Then describe compliance with § 205.239(d): the age of animals at slaughter; the length of finishing period; whether stock have daily access to pasture during the grazing season; and how feeding locations allow for simultaneous feeding of all stock without crowding or competition for food.

Producers should document the amount of each type of feed actually fed to each type and class of animal. Please have these records available for inspection.

Update changes: Signature _____

Date _____