



Food Quality Assurance Program
Maryland Department of Agriculture
P.O. Box 17304
Baltimore, Maryland 21297-1304
PHONE: 410-841-5769

PCA 23403 OBJ 6801

Date Recd _____

Amount Recd _____

Annual Fee: \$500 Non Refundable after Inspection is Conducted

MDA Certified Producers and Handlers Remittance Form

**Please separate this form from the rest of the packet and send with your check or money order to:
Maryland Department of Agriculture, P.O. Box 17304, Baltimore, Maryland 21297-1304.**

If sending through any mail carrier other than USPS please use the following address:
First Data/Remitco, Attn: Maryland Department of Agriculture, Lockbox (17304)
7175 Columbia Gateway Drive, Columbia, MD 21046-2534

The Agricultural Management Assistance Program authorized under the Federal Crop Insurance Act provides for reimbursement of organic certification costs. Producers and Handlers certified by USDA accredited certifiers are eligible to receive reimbursement for 75% of certification fees, up to a maximum of \$750. To apply for reimbursement, complete this application and submit to the address listed above.

MDA cannot issue reimbursement without a social security number for individuals or a tax id (fid or ein) for businesses.

APPLICANT NAME		FARM NAME	
WOULD YOU LIKE TO RECEIVE COST SHARE REIMBURSEMENT? YES <input type="checkbox"/> NO <input type="checkbox"/> If you answered yes, please complete the following:			
NAME OF PAYEE – Must be same as person or business paying certification fees and match the social security or tax identification number listed below			
CONTACT PERSON OR BUSINESS NAME (IF DIFFERENT THAN PAYEE)			
MAILING ADDRESS			
CITY		STATE	ZIP CODE
PRIMARY PHONE NUMBER		SOCIAL SECURITY OR TAX IDENTIFICATION NUMBER FOR PAYEE	
LOCATION ADDRESS , IF DIFFERENT THAN MAILING		DATE OF CERTIFICATION COSTS	

Calculate your reimbursement:

Example: If your certification costs were \$500, you will receive 75% reimbursement, which would be \$375.00. If your certification costs were \$1,500, 75% would equal \$1,125 you will receive \$750.00, as that is the maximum you may be reimbursed.

Certification fees paid	= \$ _____	X 75% (0.75) = \$ _____	(Maximum \$750.00)
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Signature of Applicant(s) _____ **Date** _____

To apply for reimbursement, complete this application, and if certified by MDA, include with your organic certification application and fee. If not certified by MDA, submit with a copy of the receipt for your certification fees from your accredited certifier and provide the number of certified acres, if applicable. Acres certified _____

Administrative Use Only:

Date Application Received: _____

Amount of reimbursement issued: \$ _____

Date Check/Receipt Received: _____

Check # _____

Check Amount: \$ _____

Action Taken:

Approved _____

Denied: _____

By: _____

Date: _____

Date Payment Processed: _____



For office use only
Date Application received
Date Check recd, ck no, amt

MARYLAND DEPARTMENT OF AGRICULTURE
Food Quality Assurance Program
50 Harry S Truman Pky
Annapolis MD 21401
Telephone: (410) 841-5769
Fax: (410) 841-2750

Email: organic.certification@maryland.gov Website: www.mda.maryland.gov

Organic Crop and Pasture Certification Application

SCOPE: Crop

For New Applicants and Continuing Applicants every 5 years

This form must be completed fully and signed in order to process your organic certification. Use additional sheets if necessary. Farm maps and field history sheets must be submitted with this form along with all other supporting documents (soil tests, rented or recently purchased land histories, etc). The application fee of \$500 should be sent along with the remittance form to the PO Box listed on the remittance form. The application fee is nonrefundable once the inspection is conducted.

SECTION 1: General Information		NOP Rule 205.401 and 205.406 (a)(2)	
Applicant Name & Title		Farm Name	
Certification Check Number and Date:		Owner's Name (if different from Applicant)	
Mailing Address		Name on Check:	
State		City	
Zip code		Date	
Phone		Fax	
Email		Website	
Legal status: <input type="checkbox"/> Sole proprietorship <input type="checkbox"/> Trust or non-profit <input type="checkbox"/> Corporation <input type="checkbox"/> Cooperative <input type="checkbox"/> Legal partnership (federal form 1065) <input type="checkbox"/> Other (specify) _____ Partnerships must submit the names of all partners\owners. Corporations and LLC's must submit names of the officers and the name and address of registered agent.			
List previous organic certification by other agencies	List current organic certification by other agencies	Year when complete Organic Farm Plan was last submitted	
Do you understand the current organic standards? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a copy of the current organic standards? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Give directions to all locations of fields for which you are requesting certification.			
When are you available to contact? <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening When are you available for the inspection? <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening			
Do you intend to certify any livestock (slaughter stock, dairy, or layers) this year? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, have you filled out an Organic Livestock Plan application? <input type="checkbox"/> Yes <input type="checkbox"/> No Please note that you must have an Organic Livestock Plan on file to certify any livestock.			
Do you have any off-farm or on-farm processing done? (cleaning, bagging, bottling, etc.) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, have you filled out an Organic Handling Plan Questionnaire? <input type="checkbox"/> Yes <input type="checkbox"/> No Please note that you must have an Organic Handling Plan on file to certify the processing/handling portion of your operation.			

Do you have a Nutrient Management Plan? ☐ Yes ☐ No
 Do you have a Soil Conservation Plan? ☐ Yes ☐ No

Requested product listing for MDA Organic Operations Directory:

SECTION 2: Farm Plan Information

NOP Rule 205.201(a) and 205.202(a) and (b)

Attach a clear, detailed map of the farm. If farm is not a contiguous parcel, submit separate maps. Include a directional orientation (North arrow), map scale, legend, and elevation.

Identify and label on map:

Farm and production area boundaries, denoting pastures, fields and greenhouses with their own site numbers and size.

Farm roads, public roads, woodlands, wetlands and other distinct land features.

Buildings, irrigation sources, drinking water wells, composting areas and manure storage, fuel tanks, septic systems.

Other animal facilities

Any fields not organically managed and their buffer zones and width.

Adjacent land use of all neighboring properties showing buffer areas with their width and direction of slopes

Please complete the table below and attach updated field history sheets that show all fields [organic (O), in transition (T) or conventional (C)], field numbers, acres, crops planted, projected yields, inputs applied and date of application. The acreages listed in this table must equal field histories and maps. Pastures are considered a crop and must be listed on each form. At least 36 months of histories are required for all fields for new applicants.

Crops requested for certification	Field numbers	Total acres per crop	Projected yields (volume)	Date of Transition
Grains				
Corn				
Wheat				
Oats				
Barley				
Sorghum				
Spelt				
Rye				
Other Grains				
Beans				
Soybeans				
Dry Beans				
Other Beans				
Hay, Silage & Pasture				
Alfalfa or Alfalfa Mix				
Grass hay and haylage				
Other hay or silage				
Pasture				
Herbs, Greenhouse, Nursery				
Herbs				

Crops requested for certification	Field numbers	Total acres per crop	Projected yields (volume)	Date of Transition
Cut Flowers				
Mushrooms				
Greenhouse (own use)				
Greenhouse Transplants (for sale)				
Nursery				
Vegetables				
Potatoes				
Tomatoes				
Lettuce				
Carrots				
Mixed Vegetables ≤ 5 acres				
Mixed Vegetables ≥ 5 acres				
Other Vegetables				
Fruit & Nuts				
Tree Nuts				
Apples				
Grapes				
Other Fruits				
Other Land				
Cover crops (Full Year)				
Fallow/Idle Land				
Other Certified land				
TOTAL UNITS				

Are all fields currently certified by MDA? ☐ Yes ☐ No If no, you must submit a land use affidavit or a field history sheet to establish the history of inputs on the fields you want certified.

Have you managed all fields for 3 or more years?

☐ Yes ☐ No

If no, you must submit a Land Use Affidavit stating the use and all inputs applied during the previous 3 years or the last application of a prohibited substance on all newly rented or purchased fields signed by the person responsible for the management of the land during this period. If yes, you must submit a complete field history sheet stating the use of the land and all inputs applied during the previous 3 years or the last application of a prohibited substance. Complete the following chart including information for each parcel you are managing.

Field numbers	Parcel address/ legal description	Number of acres: organic (O), transitional (T), conventional (C) O T C			Rented (R) or Owned (O)

Crops requested for certification	Field numbers	Total acres per crop	Projected yields (volume)	Date of Transition

SECTION 3: Seeds and Seed Treatments

NOP Rule 205.204

The NOP Rule requires the use of organically grown seeds, unless the variety is not commercially available. If using non-organic seeds, you must have records of your attempts to source organic seed. If your operation produces sprouts for human consumption, organic standards require certified organic seed. Synthetic seed treatments are prohibited. Genetically engineered/modified (GMO) seeds and inoculants are prohibited in organic production. As seeds are considered an input, MDA must have a complete list of all seeds you are using or plan to use on Attachment A, as an attached list as long as it contains all information requested on Attachment A or if all seeds are organic you may submit a receipt as your list as long the receipt indicates they are organic. *Have all labels, receipts and documentation of search for organic seed available for the inspector. If you produce your own seed, maintain records of the seed production.*

Check the appropriate boxes

☐ No seeds used ☐ All seeds are organic ☐ Some untreated seed used ☐ No GMO seeds purchased/planted

Please check all sources of seed used on your farming operation

☐ Save my own seed ☐ Provided through contract ☐ Seed Companies ☐ Other

SECTION 4: Source of Seedlings and Planting Stock

NOP Rule 205.204

Annual seedlings must be organic. Planting stock (any plant or plant tissue other than annual seedlings used in plant production or propagation) must be produced according to organic standards if commercially available. Non-organic perennial plants must be managed organically for at least one year prior to harvest of crop or sale of the plant as certified organic planting stock. Contact MDA if you need to use non-organic seedlings or planting stock because of an emergency. A prohibited treatment may be used if such treatment is a Federal or State phytosanitary requirement. List all annual seedlings and planting stock you are using or plan to use on Attachment A or a list in another format as long as it contains all information requested on Attachment A. If all annuals and planting stock are organic, you may submit a receipt as your list as long as the receipt indicates they are organic.

A. DO YOU PURCHASE ORGANIC ANNUAL SEEDLINGS?

☐ Yes ☐ No ☐ Not applicable

If yes, include all information on Attachment A.

B. DO YOU PURCHASE ORGANIC PLANTING STOCK?

☐ Yes ☐ No ☐ Not applicable

If yes, include all information on Attachment A.

IF YOU GROW ORGANIC SEEDLINGS OR PRODUCE PLANTING STOCK ON-FARM:

☐ Not applicable

What type and size is your greenhouse?

Do you raise potted plants or plant crops directly in the ground in the greenhouse?

If treated wood is used in any part of your greenhouse, where is it used?

If you grow organic seedlings or produce planting stock in other than a greenhouse, describe your process.

List all soil mix ingredients, fertility products, foliar sprays, and/or pest and disease inputs used or planned for use in your organic greenhouse operation or other seedling production on Attachment B. A complete list must be submitted and approved prior to use. *Attach labels as applicable.*

What equipment do you use in your watering system?

How do you prevent seedling diseases and/or insect problems?

C. IF YOU GROW BOTH ORGANIC AND NON-ORGANIC PLANTS IN YOUR GREENHOUSE:

☐ Not applicable

What organic and non-organic crops are grown? List varieties if the same organic and non-organic crops are grown (parallel production).

How do you separate and identify organic and non-organic growing areas?

How do you label organic and non-organic seedlings/plants?

List the complete name for all soil mix ingredients, fertility products, foliar sprays, water system additives, and/or pest and disease inputs used or planned for use in your non-organic greenhouse operation or other seedling/planting stock production process on Attachment B or a list in another format as long as it includes all the information requested on Attachment B. If prohibited and used for non organic, indicate conventional production under the describe compliance with NOP Rule Annotation column. Attach labels or have labels as applicable.

How do you prevent commingling of organic and non-organic soil mixes during mixing and storage?

Where do you store inputs used for non-organic production?

How do you prevent drift of prohibited materials through ventilation and/or watering systems?

How do you clean seedling containers and equipment?

SECTION 5: Soil and Crop Fertility Management

NOP Rule 205.203 and 205.205

What are the major components of your soil and crop fertility plan?

- ☐ crop rotation ☐ green manure plowdown/cover crops ☐ interplanting ☐ incorporation of crop residues
☐ subsoiling ☐ summer fallow ☐ compost ☐ on-farm manure ☐ off-farm manure ☐ soil amendments
☐ side dressing ☐ foliar fertilizers ☐ biodynamic preparations ☐ soil inoculants ☐ other (specify)

List all fertility inputs used or intended for use in the current season on proposed organic and transitional fields on Attachment B or a list in another format as long as it includes all the information requested on Attachment B. If not currently certified by MDA, all inputs used during the current year and previous three years must also be listed on the Field History Sheet.

☐ Not applicable

If you use or plan to use restricted (R) fertility inputs, how do you meet the NOP requirements for the use of restricted (R) fertility inputs? ☐ Not applicable

If you use fertilizers with high salt content (sodium nitrate, potassium sulfate, etc.), how do you prevent salt build-up?

☐ Not applicable

Do you burn crop residues?

☐ Yes ☐ No

If yes, please describe what materials are burned and why.

Do you apply sewage sludge to fields?

☐ Yes ☐ No

If yes, list fields where applied.

D. NATURAL RESOURCES:

NOP Rule 205.200 and 205.203(a) requires that production practices maintain or improve the natural resources of the operation, including soil and water quality. Practices must minimize erosion. Water tests may be required for nitrate and coliform bacteria if water is used for washing/processing organic products or for organic livestock. Irrigation water should not contaminate organic crops with prohibited materials. Methods to conserve water usage should be part of the irrigation plan.

What soil conservation practices are used? ☐ terraces ☐ contour farming ☐ strip cropping ☐ winter cover crops
☐ undersowing/interplanting ☐ conservation tillage ☐ permanent waterways ☐ windbreaks ☐ firebreaks

☐ tree lines ☐ retention ponds ☐ riparian management ☐ maintain wildlife habitat ☐ other (specify)

What soil erosion problems do you experience (why and on which fields)? ☐ none

Describe your efforts to minimize soil erosion problems listed above.

Describe how you monitor the effectiveness of your soil conservation program.

How often do you conduct conservation monitoring? ☐ weekly ☐ monthly ☐ annually ☐ as needed
☐ other (specify)

WATER USE: ☐ none

☐ irrigation ☐ livestock ☐ foliar sprays ☐ washing crops ☐ greenhouse ☐ other (specify)

Source of water: ☐ on-site well(s) ☐ river/creek/pond ☐ spring ☐ municipal/county ☐ irrigation district
☐ other (specify)

Type of irrigation system: ☐ none

☐ drip ☐ flood ☐ center pivot ☐ other (specify)

What input products are applied through the irrigation system? ☐ none

What products do you use to clean irrigation lines/nozzles? ☐ none

Is the system shared with another operator? ☐ Yes ☐ No

If yes, what products do they use?

Is the system flushed and documented between conventional and organic use? ☐ Yes ☐ No

What practices are used to protect water quality?

☐ fencing livestock from waterways ☐ scheduled use of water to conserve its use ☐ tensiometer/monitoring
☐ laser leveling/land forming ☐ drip irrigation ☐ micro-spray ☐ other (specify)

List known contaminants in water supplies in your area. *Attach residue analysis and/or salinity test results, if applicable.*

Describe your efforts to minimize water contamination problems listed above. ☐ Not applicable

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

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

SECTION 6: Crop Management

NOP Rule 205.205 and 205.206

NOP Rule requires a crop rotation plan that maximizes soil organic matter content, prevents weed, pest, and disease problems, and manages deficient or excess plant nutrients. Your crop rotation may include sod, cover crops, green manure crops, and catch crops. Producers must utilize sanitation measures to remove disease vectors, weed seeds, and habitat for pests. Cultural practices, including selection of plant species and varieties adapted to site-specific conditions, must be used to enhance crop health.

Approved synthetic materials on the National List 205.601 may only be used when management practices are insufficient to prevent or control problems. All weed, pest, and disease inputs must be approved. A "restricted" input has specific annotations for its use. If you use a "restricted" material, you must provide evidence of how you address the materials' annotation.

A. CROP ROTATION PLANS: (Use one line for each rotation used)

CROP ROTATION PLAN	FIELD NUMBERS WHERE PLAN IS FOLLOWED	ANTICIPATED CHANGES

B. WEED MANAGEMENT PLAN:
☐ No weed problems

What are your problem weeds?

What weed control methods do you use? ☐ crop rotation ☐ field preparation ☐ prevention of weed seed set
☐ delayed seeding ☐ monitoring soil temperature ☐ soil sterilization ☐ use of fast emerging varieties
☐ mechanical cultivation ☐ use of hand tools ☐ hand weeding ☐ mowing ☐ livestock grazing
☐ flame weeding ☐ steam weeding ☐ electrical ☐ smother crops ☐ black fallow ☐ non-synthetic mulch
☐ synthetic mulch ☐ corn gluten ☐ soap-based herbicides ☐ other (specify)

Do you keep a record of how often you utilize these weed control methods, i.e., dates and fields when you cultivate or flame weed? ☐ Yes ☐ No

List all weed management inputs used or intended for use in the current season on proposed organic and transitional fields on Attachment B or a list in another format as long as it includes all the information requested on Attachment B. If not currently certified by MDA, all inputs used during the current year and previous three years must also be listed on the Field History Sheet.

USE OF RESTRICTED WEED MANAGEMENT STRATEGIES:
☐ none used

If you use plastic or other synthetic mulches, is the mulch removed at the end of the growing or harvest season?

☐ Yes ☐ No If no, why not?

Do you use corn gluten?

☐ Yes ☐ No

Is the corn genetically modified?

☐ Yes ☐ No

If no, what verification do you have?

If you use soap-based herbicides, list all areas where used.

If you use newspaper or other recycled paper for mulch, do you use paper with glossy or colored inks? ☐ Yes ☐ No

EVALUATION:

Rate the effectiveness of your weed management program: ☐ excellent ☐ satisfactory ☐ needs improvement

What changes do you anticipate?

How do you monitor the effectiveness of your weed management program? ☐ weed counts

☐ observation of weed types ☐ comparison of crop yields ☐ records kept of observations/counts

☐ other (specify)

How often do you conduct weed monitoring? ☐ weekly ☐ monthly ☐ annually ☐ as needed ☐ other (specify)

C. PEST MANAGEMENT PLAN:
☐ No pest problems

What are your problem pests? ☐ insects (list)

☐ rodents ☐ gophers ☐ birds ☐ other animals (specify)

Do you work with a pest control advisor?

☐ Yes ☐ No

If yes, give name and contact information.

What strategies do you use to control pest damage to crops?☐ none used

- ☐ crop rotation ☐ selection for plant species/varieties ☐ development of habitat for natural enemies
☐ timing of planting ☐ companion planting ☐ frog ponds ☐ bat houses ☐ bird houses ☐ hand picking
☐ monitoring ☐ trap crops ☐ physical barriers ☐ physical removal ☐ traps ☐ lures ☐ IPM
☐ insect repellents ☐ animal repellents ☐ release of predators/parasites of pest species
☐ use of approved products ☐ use of restricted products ☐ limited use of prohibited products
☐ other (specify)

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

List all pest control inputs used or intended for use in the current season on proposed organic and transitional fields on Attachment B or a list in another format as long as it includes all the information requested on Attachment B. If not currently certified by MDA, all inputs used during the current year and previous three years must also be listed on the Field History Sheet. ☐ Not applicable

EVALUATION:

Rate the effectiveness of your pest management program? ☐ excellent ☐ satisfactory ☐ needs improvement

What changes do you anticipate?

How do you monitor the effectiveness of your pest management program? ☐ insect monitoring with traps

- ☐ observation of crop health ☐ comparison of crop yields ☐ crop quality testing ☐ monitoring records kept
☐ other (specify)

Attach copies of your test results, if applicable.

How often do you conduct pest monitoring? ☐ weekly ☐ monthly ☐ annually ☐ as needed

☐ other (specify)

D. DISEASE MANAGEMENT PLAN:☐ No disease problems

What are your problem crop diseases?

- What disease prevention strategies do you use?** ☐ crop rotation ☐ field sanitation ☐ plant spacing
☐ selection of plant species/varieties ☐ timing of planting/cultivating ☐ vector management ☐ soil balancing
☐ solarization ☐ companion planting ☐ compost/tea use ☐ use of approved materials
☐ use of restricted materials ☐ limited use of prohibited materials ☐ other (specify)

D. DISEASE MANAGEMENT PLAN: (continued)

List all disease management inputs used or intended for use in the current season on proposed organic and transitional fields on Attachment B or a list in another format as long as it includes all the information requested on Attachment B. If not currently certified by MDA, all inputs used during the current year and previous three years must also be listed on the Field History Sheet. ☐ Not applicable

EVALUATION:

Rate the effectiveness of your disease management program? ☐ excellent ☐ satisfactory ☐ needs improvement

What changes do you anticipate?

How do you monitor the effectiveness of your disease management program? ☐ soil testing

- ☐ microbiological testing ☐ observation of soil ☐ observation of crop health ☐ comparison of crop yields
☐ crop quality testing ☐ monitoring records kept ☐ other (specify)

Attach copies of your test results, if applicable.

How often do you conduct pest monitoring? ☐ weekly ☐ monthly ☐ annually ☐ as needed

☐ other (specify)

SECTION 7: Maintenance of Organic Integrity**NOP Rule 205.201(a)(5) and 205.202(c)****A. ADJOINING LAND USE:**

NOP RULE requires that organic production areas have distinct boundaries and buffer zones to prevent the unintended application of a prohibited substance or contact with a prohibited substance that is applied to adjoining land not under organic management. Adjoining land includes crop land, pastures, residential property, fallow land, etc. Buffer areas may change annually, depending on contamination potential from adjoining land uses. The width of the minimum buffer is dependent on certifying agent policy. The NOP Rule requires that the buffer must be sufficient in size or other features (windbreaks, diversion ditches) to prevent the unintended

contact by prohibited substances applied to adjacent land areas. Crops within the required buffer must be left unharvested or harvested, stored, and disposed of as a nonorganic crop, with records kept of crop disposition. Indicate buffer zones and show all adjoining land uses on your field maps.

List specific buffer areas you maintain. (Show all adjoining land uses and buffer areas on your field maps.) ☐ Not applicable

LOCATION OR FIELD NUMBER	TYPE OF BUFFER (CROP LAND, TREELINE, HEDGEROW, WILDLIFE PLANTING, GRASS STRIP)	WIDTH OF BUFFER	ADJOINING LAND USE	IF CROP IS HARVESTED FROM BUFFER, DESCRIBE USE (SALE, NON-ORGANIC LIVESTOCK FEED, SEED, ETC.)

A. ADJOINING LAND USE:

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

What additional safeguards do you use to prevent accidental contamination? ☐ none

Written notification to: ☐ highway departments ☐ electric companies ☐ aerial spray companies/airports
☐ adjoining landowners ☐ drainage commissions ☐ farm service office ☐ other (specify)

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

Do any fields or portions of fields flood frequently? (more than once every ten years) ☐ Yes ☐ No

If yes, list field numbers

How do you monitor for crop contamination? ☐ visual observation ☐ residue analysis ☐ GMO testing

☐ photographs ☐ wind direction/speed data ☐ other (specify)

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

☐ other (specify)

Do you grow the same crops organically, as well as in transition, and/or conventionally? ☐ Yes ☐ No

This is called 'parallel production'. If yes, list specific crop varieties in the next table for both organic and transitional/conventional crops.

If you grow any conventional or transitional crops, please fill out the following tables. ☐ Not applicable

SPECIFIC CROPS/VARIETIES	FIELD NUMBERS	TRANSITIONAL (T) OR CONVENTIONAL (C)	CHECK IF GMO (✓)	TOTAL ACREAGE	PLANNED USE OF CROP (SALE, SEED, NONORGANIC LIVESTOCK FEED, ETC.)	SAME AS ORGANIC CROP? Y OR N

All soil amendments used on conventional crops must be listed on Attachment B. For compliance with rule column, indicate conventional crop.

All herbicides/pesticides used on conventional crops must be listed on Attachment B. For compliance with the rule column indicate conventional crop.

C. EQUIPMENT:

To prevent commingling and contamination, all equipment used in organic crop production must be free of non-organic crops and prohibited materials. Equipment used for both organic and non-organic farming must be cleaned and flushed prior to use on organic fields or crops. Keep records of equipment clean and flush activities.

List equipment used for planting, tillage, spraying, and harvesting. ☐ Not applicable

EQUIPMENT NAME	OWNED (O), RENTED (R), OR CUSTOM (C)	CHECK IF USED ON BOTH ORGANIC AND CONVENTIONAL (✓)	HOW IS EQUIPMENT CLEANED BEFORE USE ON ORGANIC FIELDS?

Is your equipment maintained so that fuel, oil and hydraulic fluid do not leak? ☐ Yes ☐ No ☐ Not applicable

If you use a sprayer:

What type?

Did you purchase it new or used? ☐ new ☐ used

Other equipment:

Could any equipment you use have been contaminated by previous uses?

☐ Yes ☐ No

If yes, describe:

D. HARVEST:

NOP Rule 205.272(b)(1) and (2) requires that containers, bins, and packaging materials must not contain synthetic fungicides, preservatives, or fumigants. All reusable containers must be thoroughly cleaned and pose no risk of contamination prior to use.

How are your organic crops harvested? ☐ mechanical ☐ by hand

Are any organic crops custom harvested?

☐ Yes ☐ No

If yes, provide name and address of custom harvester.

Describe steps taken to protect organic crops from commingling and contamination during harvest.

What containers are used for harvesting? ☐ gravity wagons/boxes ☐ truck boxes ☐ cardboard/waxed boxes
☐ wooden totes ☐ plastic containers ☐ other (specify)

Are containers new or used? ☐ new ☐ used

If used, what did they contain prior to organic use?

Are the containers used for organic crops only?

☐ Yes ☐ No

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

☐ none

E. POST-HARVEST HANDLING:

☐ Not applicable

NOP Rule 205.201(a)(5) requires that post-harvest handling procedures do not contaminate organic products with non-organic crops or prohibited materials. *For on-farm processing, you may need to complete an Organic Handling Plan.*

Describe your post-harvest handling procedures and equipment.

Is the processing area and equipment used for both organic and non-organic products?

☐ Yes ☐ No

If yes, describe steps taken to prevent commingling and contamination.

Does packaging present any contamination problems for your organic products?

☐ Yes ☐ No

If yes, what are they?

Check types of packaging material used: ☐ bulk ☐ paper ☐ cardboard ☐ wood ☐ glass ☐ metal

☐ foil ☐ plastic ☐ waxed paper ☐ aseptic ☐ natural fiber ☐ synthetic fiber ☐ other (specify)

In what form are finished products shipped? ☐ dry bulk ☐ liquid bulk ☐ tote bags ☐ tote boxes ☐ paper bags

☐ foil bags ☐ metal drums ☐ mesh bags ☐ cardboard drums ☐ cardboard cases ☐ plastic crates

☐ other (specify)

F. CROP STORAGE:

☐ No organic crop storage

Operators must keep organic and non-organic crops in separate storage areas and prevent commingling and contamination. Storage records must be maintained.

Describe your storage locations.

STORAGE ID #	TYPE OF CROPS STORED	TYPE OF STORAGE	CAPACITY/SIZE	ORGANIC (O), TRANSITIONAL (T), BUFFER (B), CONVENTIONAL (C)

Do you use the same storage areas for organic, transitional, buffer, and/or conventional crops?

☐ Yes ☐ No

If yes, how do you segregate organic crops from non-organic crops?

How do you clean storage units prior to storage of organic crops?

How do you prevent/control insect pests in crop storage areas?

☐ No insect problems

How do you control rodents in crop storage areas?

☐ No rodent problems

What stored crop inputs have you used in the last three years?

☐ none

☐ synthetic fumigants ☐ rodenticides ☐ sprouting inhibitors ☐ ripeners ☐ growth regulators

☐ preservatives ☐ oils ☐ coloring agents ☐ waxes ☐ other (specify)

Are any stored crop inputs used or planned for use on organic crops?

☐ Yes ☐ No

If yes, specify input and retain labels.

G. TRANSPORTATION:

☐ Not applicable

Who is responsible for arranging transportation of organic products?

☐ self ☐ buyer ☐ other (specify)

Describe how organic products are transported.

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

☐ none

What steps are taken to protect the integrity of organic products during transport?

- ☐ dedicated organic only ☐ inspecting transport units prior to loading ☐ cleaning transport units prior to loading
☐ use of Clean Truck Affidavits ☐ letter/contract with transport company stating organic requirements

SECTION 8: Record Keeping System

NOP Rule 205.103

The NOP Rule requires that records disclose all activities and transactions of the operation, be maintained for 5 years, and demonstrate compliance with the NOP Rule. Organic products must be tracked back to the field/location where they were produced/harvested. All records must be accessible to the inspector.

A. RECORDS: *Please have these records available for the inspector.*

Which of the following records do you keep for organic production?

- ☐ field maps
☐ field activity log(s)
☐ field history sheets (previous three years)
☐ documentation of previous land use for rented and/or newly purchased land
☐ input records for soil amendments, seeds, manure, foliar sprays, and pest control products (keep all labels)
☐ documentation of attempts to source organic seeds and/or planting stock
☐ documentation of organic seedlings
☐ compost production records
☐ monitoring records (soil tests, tissue tests, water tests, quality tests, observations)
☐ equipment cleaning records
☐ harvest records that show field numbers, date of harvest, and harvest amounts (including custom harvest records)
☐ label records
☐ storage records that show storage location, storage identification, field numbers, amounts stored, and cleaning activities
☐ clean transport records
☐ sales records (purchase order, contract, invoice, cash receipts, cash receipt journal, sales journal, etc.)
☐ shipping records (scale ticket, dump station ticket, bill of lading)
☐ Transaction Certificates
☐ audit control summary
☐ complaint log
☐ other (please specify)

How long do you keep your records?

Which of the following records do you keep for conventional production?

☐ Not applicable

- | | | |
|---|--|---|
| <input type="checkbox"/> field maps | <input type="checkbox"/> labor records | <input type="checkbox"/> other (specify) |
| <input type="checkbox"/> field history sheets | <input type="checkbox"/> storage records | <input type="checkbox"/> harvest records |
| <input type="checkbox"/> input records | <input type="checkbox"/> sales records | <input type="checkbox"/> shipping records |

B. MARKETING:

Type of Marketing:

- ☐ farmers market ☐ direct to retail ☐ CSA/subscription service ☐ wholesale ☐ on-farm retail
☐ bulk commodities to processor ☐ contract to buyer ☐ other (specify)

SECTION 9: LABELING

NOP Rule 205.300 to 205.311

All labels for organic products must meet the requirements of the NOP and be submitted to MDA prior to use for approval.
Do you use labels on your organic product? ☐ Yes ☐ No If yes, attach copies of all labels you plan to use.

SECTION 10: Affirmation

I AFFIRM THAT ALL STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND CORRECT. NO PROHIBITED MATERIALS HAVE BEEN APPLIED TO ANY OF MY ORGANICALLY MANAGED FIELDS DURING THE THREE-YEAR PERIOD PRIOR TO PROJECTED HARVEST OR IF TRANSITIONAL I HAVE PROVIDED THE MOST RECENT DATE A PROHIBITED MATERIAL WAS APPLIED. I UNDERSTAND THAT THE OPERATION MAY BE SUBJECT TO UNANNOUNCED INSPECTION AND/OR SAMPLING FOR RESIDUES AT ANY TIME AS DEEMED APPROPRIATE TO ENSURE COMPLIANCE WITH THE ORGANIC FOODS PRODUCTION ACT OF 1990, THE NATIONAL ORGANIC PROGRAM RULE AND OTHER APPLICABLE STANDARDS OR REQUIREMENTS. I AGREE TO PAY ALL COSTS AND FEES ASSOCIATED WITH THIS PROGRAM. I UNDERSTAND THAT I MUST NOTIFY THE MDA ORGANIC CERTIFICATION PROGRAM IF I INTEND TO MAKE MODIFICATIONS TO PRODUCTS, PROCESSES OR SYSTEMS WHICH COULD AFFECT THE COMPLIANCE OF THE PRODUCT WITH THE REQUIREMENTS OF THE APPLICABLE STANDARDS OR REGULATIONS AND CANNOT SELL OR DISTRIBUTE THE AFFECTED PRODUCTS UNTIL APPROVAL IS RECEIVED FROM THE MDA ORGANIC CERTIFICATION PROGRAM.

I UNDERSTAND IF I (A) KNOWINGLY SELL OR LABEL A PRODUCT AS ORGANIC, EXCEPT IN ACCORDANCE WITH THE ACT, I SHALL BE SUBJECT TO CIVIL PENALTY OF NOT MORE THAN \$10,000 PER VIOLATION; (B) MAKE A FALSE STATEMENT UNDER THE ACT TO THE SECRETARY, A GOVERNING STATE OFFICIAL, OR AN ACCREDITED CERTIFYING AGENT, I SHALL BE SUBJECT TO THE PROVISIONS OF SECTION 1001 OF TITLE 18, UNITED STATES CODE.

I UNDERSTAND THAT EXCEPT FOR OPERATIONS EXEMPT OR EXCLUDED IN THE NOP §205.101, EACH PRODUCTION OR HANDLING OPERATION OR SPECIFIED PORTION OF A PRODUCTION OR HANDLING OPERATION THAT PRODUCES OR HANDLES CROPS, LIVESTOCK, LIVESTOCK PRODUCTS, OR OTHER AGRICULTURAL PRODUCTS THAT ARE INTENDED TO BE SOLD, LABELED, OR REPRESENTED AS "100 PERCENT ORGANIC," "ORGANIC," OR "MADE WITH ORGANIC (SPECIFIED INGREDIENTS OR FOOD GROUP(S))" MUST BE CERTIFIED ACCORDING TO THE PROVISIONS OF SUBPART E OF THE NOP AND MUST MEET ALL OTHER APPLICABLE REQUIREMENT OF THIS PART AND SUBMISSION OF THIS PLAN IN NO WAY IMPLIES GRANTING OF CERTIFICATION BY THE MDA ORGANIC CERTIFICATION PROGRAM CERTIFYING AGENT.

I understand that I am required to surrender my certificate and can no longer sell or label products as certified by the MDA if: I withdraw from the program; my certification is not continued for failure to submit an annual update or fees; or any other reason in accordance with the NOP.

Signature of Applicant _____ Date _____

Signature of Applicant _____ Date _____

I have attached the following documents:

- ☐ Partnerships and/or corporations\LLC's names of the officers and the name and address of registered agent, if applicable
- ☐ Maps of all parcels/fields (showing adjoining land use and field identification)
- ☐ Field history sheets or Land use affidavits
- ☐ Soil and/or plant tissue residue tests.
- ☐ Soil analysis – required every three years to monitor soil improvement.
- ☐ Input product labels and /or MSDS sheets (including seed information/non-GMO affidavits)
- ☐ Organic product labels, if applicable. Approval required.
- ☐ I have made copies of this questionnaire and other supporting documents for my own records.

Submit completed certification application and supporting documents to:

Maryland Department of Agriculture
Organic Certification Program
50 Harry S. Truman Parkway
Annapolis, MD 21401

Submit fees and MDA Certified Producers and Handlers Remittance Form to:

Application fee: \$500 Non Refundable after inspection

Via USPS:

Maryland Department of Agriculture
P.O. Box 17304
Baltimore, Maryland 21297-1304

Other Carriers:

First Data/Remitco
Attn: Maryland Department of Agriculture
400 White Clay Center Drive
Newark, Delaware 19711

FIELD HISTORY SHEET – NEW FIELDS

Legal Description of Property (address, parcel, acreage):

Instructions: Fill out this Field History Sheet for all fields (organic, transitional, and conventional). A separate form must be completed for each location. You can use your own form as long as it contains the same information. List all inputs used, including compost and/or manure and other inputs approved for use in organic production. Inputs that have already been applied must include the rate and date of application. Keep copies for your files. This form should accompany your Organic Farm Plan (Application). This form can be used instead of the land use affidavit form if you managed the fields.

Code: O = Organic; T = In Transition/Conversion to Organic; C = Conventional

Applicant Name

Code	Field No.	Acres\sq ft.	Year			Year			Year		
			Crop	Inputs	Date & Application Rate Inputs	Crop	Inputs	Date & Application Rate Inputs	Crop	Inputs	Date & Application Rate Inputs

I, _____, declare that the parcel(s) of land described above were farmed by me or were under my control (Name of person responsible for management of the land during the specified time period) during the crop years of _____ to _____.
I submit that the above is true and accurate on this date of ____

Name (printed):

Signature:

APPENDIX A – Inputs - Seeds, Annuals and Planting Stock

Certification Number

Name

A PRODUCER MUST USE ORGANICALLY GROWN SEEDS, ANNUAL SEEDLINGS AND PLANTING STOCK EXCEPT: UNTREATED SEEDS AND PLANTING STOCK MAY BE USED WHEN AN EQUIVALENT ORGANICALLY PRODUCED VARIETY IS NOT COMMERCIALLY AVAILABLE. LIST ALL SEEDS, ANNUALS AND/OR PLANTING STOCK (RHIZOMES, SHOOTS, LEAF OR STEM CUTTINGS, ROOTS, TUBERS, PERENNIAL PLANTS, ETC.) USED OR PLANNED FOR USE IN THE CURRENT CROP SEASON, INCLUDING ANY USED IN NON ORGANIC FIELDS IF YOU ARE PLANTING THE SAME CROP ORGANICALLY. IF A GMO OR TREATED SEED, ANNUAL OR PLANTING STOCK IS USED IN A NON ORGANIC FIELD, INDICATE CONVENTIONAL CROP UNDER REASON FOR USING NON ORGANIC. FOR ORGANIC PRODUCTION, YOU MUST USE ORGANIC SEEDS AND/OR PLANTING STOCK UNLESS IT IS NOT COMMERCIALLY AVAILABLE WITH THE CHARACTERISTICS YOU REQUIRE. YOU MUST DOCUMENT YOUR SEARCH FOR ORGANIC SEED AND PLANTING STOCK. ANNUALS MUST BE ORGANIC. IF YOU PRODUCE YOUR OWN SEED, PLANTING STOCK OR ANNUALS, INDICATE UNDER SOURCE BELOW AND KEEP RECORDS OF YOUR PRODUCTION. NON ORGANIC PERENNIALS MAY BE USED BUT THE CROP WILL NOT BE CONSIDERED ORGANIC UNTIL MANAGED ORGANICALLY FOR ONE YEAR. CHECK THE APPROPRIATE BOXES AND PROVIDE OTHER INFORMATION AS NEEDED. ATTACH ADDITIONAL SHEETS IF NECESSARY. *HAVE ALL LABELS, RECEIPTS AND DOCUMENTATION OF*

SEARCH FOR ORGANIC SEED AND/OR PLANTING STOCK AVAILABLE FOR THE INSPECTOR.

[illegible]

APPENDIX B – Inputs – Fertility Products; Soil Amendments; Potting Soil Mixes; Disease, Pest and Weed Management

All inputs used in your operation must be listed on this form or a list in a different format that includes all required information. All inputs must be approved by MDA prior to use. If you are using a restricted or prohibited input on a conventional field, put conventional field and the identification number in the NOP compliance column. After MDA has reviewed your inputs, you will receive an approval/disapproval letter. You must include the complete name of the product for MDA to review. If the product is not OMRI approved, you must submit a label or MSDS for MDA to begin the review process.

[illegible][illegible]