



## Maryland Department of Agriculture

### Organic Certification Program

50 Harry S. Truman Parkway, Suite 449

Annapolis, MD 21401

(410) 841-5769 Fax (410) 841-2750

Email: [organic.certification@maryland.gov](mailto:organic.certification@maryland.gov)

## New Organic Certification Application Cover Sheet

### REQUIREMENTS:

Except for operations whose gross agricultural income from organic sales totals \$5,000 or less, production and processing/handling operations that grow and/or process/handle organic foods must be certified by a USDA-accredited certifying agent to the National Organic Program (NOP) Standard. The Maryland Department of Agriculture (MDA) is a USDA-accredited certifying agent for producers located in Maryland.

The National Organic Program requires:

### §205.100 What has to be certified.

- (a) Except for the exempt operations described in § 205.101, each operation or portion of an operation that produces or handles agricultural products 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 this part and must meet all other applicable requirements of this part.
- (c) Any person or responsibly connected person that:
  - (1) Knowingly sells or labels a product as organic, except in accordance with the Act, shall be subject to a civil penalty of not more than the amount specified in § 3.91(b)(1) of this title per violation.
  - (2) Makes a false statement under the Act to the Secretary, a governing State official, or an accredited certifying agent shall be subject to the provisions of section 1001 of title 18, United States Code.

### §205.101 Exemptions and exclusions from certification.

The following operations in paragraphs (a) through (h) of this section are exempt from certification under subpart E of this part and from submitting an organic system plan for acceptance or approval under §205.201 but must comply with the applicable organic production and handling requirements of subpart C of this part, the applicable labeling requirements of subpart D of this part, and any requirements described in paragraphs (a) through (i) of this section.

- (a) A production or handling operation that sells agricultural products as “organic” but whose gross agricultural income from organic sales totals \$5,000 or less annually.

### Information for New Applicants

As a potential certified organic producer, you must understand and comply with National Organic Program (NOP) standards. The standards can be found at [www.https://www.ams.usda.gov/rules-regulations/organic](https://www.ams.usda.gov/rules-regulations/organic).

In addition to the NOP standards, other federal, state, and local laws and regulations apply to protect food safety and public health. The authority of these laws supersedes any organic standards; organic producers must comply with other laws/regulations pertaining to their organic operation. Other applicable laws do not provide exemptions for use of substances prohibited by the NOP standards.

Maryland producers should refer to MDA's website for more information on the various state laws and regulations that may pertain to your organic operation: <http://www.mda.maryland.gov>. Applicable sections may include *License and Permits*, *State Chemist*, *Pesticide Regulation*, *Nutrient Management*, *Feed/Food Quality*, or *Regulatory Information Center*.

## Other Resources:

- **Information on materials meeting NOP standards**
  - **National Organic Program.** Information on the National List of Allowed and Prohibited Materials can be found at <https://www.ams.usda.gov/rules-regulations/organic/national-list>.
  - **Organic Materials Review Institute (OMRI) Generic and Brand Names Product List.** Information is available on the OMRI website at <https://www.omri.org/>. OMRI reviews products for compliance with National List and is intended to be a resource to help with the identification of products in the marketplace. Other materials not reviewed by OMRI may also meet the requirements of the National Organic Program's standards.

**Navigating the NOP - Crops** is a guide created to address frequently asked questions about organic crop production in Maryland. This guide is available on our website.

## Certification Scopes

Operations in Maryland can be certified organic in the following production scopes:

- Crops
- Livestock
- Processor/Handler
- Wild Crops

MDA is accredited to certify operations in Maryland in any of the 4 scopes. However, our certification activities under the Processor/Handler scope are limited to small-scale, on-farm processing/handling activities only for operations that are certified (or applying to be certified) under the Crops and/or Livestock scopes. **MDA does not certify businesses/operations that *only* conduct organic processing/handling activities.**

## New Producer Organic Certification Procedures

The applicant shall complete and submit the application documents outlined below. The application documents will include your Organic System Plan (OSP), which outlines how you will operate your farm in accordance with NOP standards.

Upon submission, the OSP and associated attachments are reviewed for completeness and compliance with NOP standards. If the OSP and other application documents are incomplete or do not meet the NOP standards, the applicant may receive a request to provide additional information or a Notice of Noncompliance in the case that the OSP does not meet NOP standard. Failure to provide the requested information by the applicable deadline will result in the issuance of a Notice of Noncompliance. Failure to respond to and resolve any Noncompliance will result in a Denial of Certification. An applicant may withdraw their application prior to a Denial of Certification.

Completed applications that, upon initial review, appear to be compliant with the NOP standards will receive an onsite inspection by an MDA inspector. The inspection will verify whether the operation is

operating in accordance with its submitted OSP. The OSP and inspection report will be reviewed to verify compliance with NOP Standards and a certification decision will be made by MDA. The applicant is either issued an organic certificate, a Notice of Noncompliance (issued if OSP and/or operation activities are in violation of NOP standards, but the violation is correctable) or a Denial of Certification (issued if OSP and/or operation are in violation of NOP standards and the violation is not correctable). The effective date of the organic certificate will be the date issued.

Certified operations are required to provide an annual OSP update by the anniversary date listed on their organic certificate. After initial certification, failure to submit your OSP update is considered a Noncompliance and, if unresolved, can be cause for suspension or revocation of your organic certification.

If you no longer want to have your operation certified, you are required to submit a written notice to surrender your organic certification. Failure to surrender your certification will result in the issuance of a noncompliance and/or suspension/revocation.

Documents that must be submitted:

1. **Cost-Share Reimbursement Application (Remittance Form).** USDA provides funding to assist with the costs of organic certification. Currently, organic producers in Maryland certified by USDA-accredited certifiers are eligible to receive reimbursement for 75% of certification fees, up to a maximum of \$750 per scope, annually. You will indicate whether or not you would like to receive reimbursement on this form.
2. **Crop and Pasture Organic System Plan and associated appendices.**
3. **Livestock Organic System Plan and associated appendices** (applicable if applying for certification under the livestock scope. All livestock operations must also be certified under the crops scope, as organic livestock must have access to certified organic pasture).
4. **On-Farm Processor/Handler Organic System Plan and associated appendices** (applicable if applying for certification under the processor/handler scope. All processor/handler operations certified by MDA must also be certified under the crops and/or livestock scope, and all handling/processing activities must take place on-farm).
5. **Wild Crops Organic System Plan** (applicable if applying for certification under the wild crops scope).
6. **Field Histories/Land Use Affidavits.** Documentation of when prohibited materials were last applied on land to be certified must be submitted to establish your transition date. All land must undergo a three-year transition period during which no materials prohibited by NOP standards are applied to be eligible for organic certification.
7. **Partnerships and/or Corporations/LLCs.** Names of the officers and the name and address of the registered agent, if applicable, must be submitted. A copy of the articles of incorporation is sufficient.
8. **Maps of all parcels/fields.** A detailed map of the farm which indicates boundaries; denotes pastures, fields and greenhouses with their own site numbers and acreage; indicates farm roads,

public roads, woodlands, wetlands and other distinct land features; indicates buildings, irrigation sources drinking water wells, composting areas, manure storage, fuel tanks and septic systems; animal facilities; non-organically managed fields and their buffer zones; adjacent land use of all neighboring properties showing buffer areas with their width, direction of slopes and any barriers to contamination (ex hedge rows).

9. **Product labels.** If you plan to use retail or wholesale labels that indicate products as organic, they must be submitted to MDA for approval prior to use.
7. **Certification Fee: \$500.00 annually. This annual fee is nonrefundable once the inspection has been conducted. At this time, there is no additional fee for multiple scopes.**

Send completed application documents (not including Remittance Form and Certification Fee) to:

**Maryland Department of Agriculture**

**Organic Certification Program**

**50 Harry S. Truman Parkway, Suite 449**

**Annapolis, MD 21401**

or by email to [organic.certification@maryland.gov](mailto:organic.certification@maryland.gov).

*The Remittance Form and Certification Fees must be mailed to a separate location. Please refer to the Remittance Form for details and applicable mailing address.*

Sign and Label Order Form - All MDA-certified producers are provided with one sign upon initial certification. Additional signs and stick-on labels can be ordered. Fees are specified on the order form. Transitional operations cannot use these signs or labels. Certified producers who do not continue their certification are required to return all signs and unused labels.

### **Producers who qualify for the Exemption**

Producers are exempt from certification who gross \$5,000 or less in organic agricultural sales. The Maryland Department of Agriculture has created a registered exempt program. Producers who qualify and submit the required forms and fees will be listed in the Maryland Organic Directory and on MDA's website.

Producers who wish to register exempt with the Maryland Department of Agriculture should submit:

Registration Application for Exempt Producers

Registration Fee of \$30.00



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## Organic Certification Application Instructions

Follow the instructions below to apply for organic certification with MDA. Submit the required application forms for each certification scope you are requesting certification (all applications must include the crops scope):

- Crops
- Wild Crops
- Livestock
- On-Farm Processor/Handler.

### How to Apply for Organic Certification

- 1) **Develop and Implement an Organic System Plan (OSP).** The OSP is the basis of organic certification. Your OSP describes how your farming practices will meet National Organic Program (NOP) standards.
- 2) **Complete the Organic Certification Application Forms.** The application forms will help guide development of your OSP. Be as detailed as possible. Use the table below to determine which forms apply to your operation.
- 3) **Submit your Organic Certification Application Forms.** Refer to submittal details on page 2.
- 4) **Pay Organic Certification Fees.** Refer to payment details on page 2.

### How to Fill out the Forms

You may complete organic certification application forms:

**Electronically.** Use the fillable Microsoft Word forms (Microsoft Word required).

**By Hand.** Use the printable PDF application packets.

### How to Determine Which Forms to Submit

Crop and Pasture Application (Including Wild Crops)	
If the following applies to your operation...	Complete these forms...
I am requesting organic certification for crop and/or pasture production	<ul style="list-style-type: none"> <li>• Crop and Pasture OSP</li> <li>• Organic Fraud Prevention Plan</li> <li>• Organic Certification Remittance Form</li> <li>• Organic Certification Application Affirmation and Signature</li> </ul>
I will use seeds, seedlings, or planting stock to produce crops	<ul style="list-style-type: none"> <li>• Crop Appendix A Seeds, Seedlings, Planting Stock</li> </ul>
I plan to use organically approved material inputs ( <i>fertilizers, pest management products, cleaners/sanitizers, etc.</i> )	<ul style="list-style-type: none"> <li>• Crop Appendix B Material Inputs List</li> </ul>
I produce organic crops in the ground ( <i>fields, beds, etc.</i> )	<ul style="list-style-type: none"> <li>• Crop Appendix C Field and Crop Information</li> <li>• Field History Sheet – New Fields (<i>if you have managed the land at any time in the past 3 years</i>)</li> <li>• Land Use Affidavit (<i>if someone else has managed the land at any time in the past 3 years</i>)</li> </ul>
I produce crops to harvest/maturity in containers ( <i>nursery stock, hydroponic, etc.</i> )	<ul style="list-style-type: none"> <li>• Crop Appendix D Container Production</li> </ul>
My fields do not require buffers because neighboring land is managed organically	<ul style="list-style-type: none"> <li>• Adjoining Land Use Verification</li> </ul>
I am requesting organic certification of wild crops	<ul style="list-style-type: none"> <li>• Wild Crop OSP</li> </ul>

I plan to export certified organic products to certain foreign markets	• Foreign Market Organic Equivalence Arrangement Verification Request
<b>Livestock Application</b>	
<b>If the following applies to your operation...</b>	<b>Complete these forms...</b>
I am requesting organic certification for livestock production	• Livestock OSP
I raise ruminant livestock.	• Livestock Appendix A DMI Calculation Worksheet • Livestock Appendix C Ruminant Herd List
I plan to use organically approved material inputs ( <i>feed additives/supplements, medicines, sanitizers, pest control products, etc.</i> )	• Livestock Appendix B Material Inputs List
My livestock graze or are custom managed at another certified organic operation	• Livestock Custom Grazing and Management Affidavit
I have or will purchase certified organic livestock from another operation	• Livestock Transaction Record ( <i>complete and keep in your records when transactions occur</i> )
I use a 3 <sup>rd</sup> party to conduct transportation of certified organic livestock	• Animal Transport Affidavit ( <i>complete and keep in your records when transport occurs</i> )
<b>On-Farm Processor/Handler Application</b>	
<b>If the following applies to your operation...</b>	<b>Complete these forms...</b>
I am requesting organic certification for processing or handling agricultural products ( <i>processing/handling activities must occur on-farm and include products produced on-farm</i> )	• On-Farm Processor Handler OSP • Processor Handler Appendix A Products List • Processor Handler Appendix C Ingredients List
I plan to use organically approved materials inputs ( <i>cleaners, sanitizers, facility pest management products, water treatments, etc.</i> )	• Processor Handler Appendix B Material Inputs List
I plan to process multi-ingredient products to be sold, labeled, or represented as organic	• Organic Product Profile Multi-ingredient (one form for each product)

### **How to Submit Your Application**

#### **For forms completed electronically**

Email all completed Microsoft Word documents to [organic.certification@maryland.gov](mailto:organic.certification@maryland.gov).

(You may email the signed Affirmation and Signature page as a scanned attachment or mail it separately).

#### **For forms completed by hand**

1) Scan and submit via email to [organic.certification@maryland.gov](mailto:organic.certification@maryland.gov) or

2) Mail to:

Maryland Department of Agriculture  
Organic Certification Program  
50 Harry S. Truman Pkwy, Suite 449  
Annapolis, MD 21401

### **How to Pay Organic Certification Renewal Fees**

Submit organic certification fees (**\$500**) by check or money order, made out to Maryland Department of Agriculture. MDA will begin reviewing your application once payment is received. Payment is non-refundable after an inspection is conducted.

Mail payments and remittance forms **to the appropriate address listed on the Remittance Form.**



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#### For office use only

Date OSP Rec'd:

Date Check Rec'd/ Check  
#/ Amount:

## Crop and Pasture Organic System Plan

### Section 1: General Information

NOP §§205.201, 205.401

Applicant Name:		Applicant Title:	
Operation Name:		Owner's Name (if different from applicant):	
Mailing Address (including city/state/zip):			
Physical Address (including city/state/zip):			<input type="checkbox"/> Same as Mailing Address
Phone:		Email:	
Website:		Preferred method of contact: <input type="checkbox"/> EMAIL <input type="checkbox"/> PHONE <input type="checkbox"/> MAIL ONLY	
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 <input type="checkbox"/> Other (describe): Partnerships must submit the names of all partners/owners. Corporations/LLCs must submit the names of the officers and the name/address of the registered agent (or a copy of the articles of incorporation).			

Please provide as much detail as possible when completing your organic system plan. Thoughtful and complete responses will reduce requests for additional information and expedite the certification process.

**Please refer to highlighted guidance throughout the forms. If unsure how to proceed, please contact MDA staff.**

**The National Organic Program (NOP) requires all operations seeking certification to develop an Organic System Plan (OSP) that is agreed to by the certified operation and an accredited certifying agent. A certified operation must update this system plan on an annual basis in order to verify continued compliance.**

#### Your OSP must include the following:

- A description of practices and procedures, including the frequency with which they will be performed,
- A list of detailed information regarding each substance to be used in organic production or handling,
- A description of the monitoring practices/procedures and frequency the practices/procedures will be performed,
- A description of the recordkeeping system in place that complies with NOP standards,
- A description of the management practices/physical barriers to prevent commingling of organic and nonorganic products,
- A description of the management practices/physical barriers to prevent contamination of organic products with prohibited substances,
- Any additional information required by the certifying agent needed to evaluate compliance with NOP standards.

**You may update your OSP at any time throughout the year. Changes must be approved by MDA prior to implementation.**

1. Provide a brief description of your business:	
2. List all crops for which you are requesting certification:	
3. Do you have a copy of the current National Organic Program standards or access to a digital version? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>NOP Standards are available online at:</b> <b><a href="http://www.ams.usda.gov/nop">www.ams.usda.gov/nop</a></b>	
4. Year first certified:	
5. List all previous or current organic certification by other agencies, including years certified:	



NOP standards define a **responsibly connected** person as one who is a partner, officer, director, holder, manager, or owner of 10 percent or more of the voting stock of an applicant or a recipient of certification or accreditation.

6. Have you ever been denied organic certification or had your certification suspended or revoked? This includes if you were a person *responsibly connected* (defined above) to the denied/suspended/revoked operation. ☐ Yes ☐ No

a. If Yes, describe the reasons for denial/revocation/suspension and attach documentation of corrective actions:

7. Provide addresses of all fields/parcels for which you are requesting certification:

8. When are you available to contact?

Your availability for inspection, as detailed below, will be used to schedule annual inspections and to determine your availability for unannounced inspections. **Please outline days/times for which you are generally available for both announced and unannounced inspections.** MDA is required to conduct unannounced inspections on at least 5% of certified operations annually.

9. When are you available for inspection?

10. Choose the option that describes your production system:

☐ All organic production ☐ All organic/transitional production ☐ Organic and conventional production

11. Do you intend to certify any livestock or poultry? ☐ Yes ☐ No

*If Yes, submit a Livestock Production Organic System Plan (MDA\_DOC\_004).*

12. Do intend to harvest any wild crops and sell, label, or represent them as organic? ☐ Yes ☐ No

*If Yes, submit a Wild Crop Organic System Plan (MDA\_DOC\_130)*

13. Do you process any products on-farm that will be sold as organic (examples include cut up produce, salad mixes, jams, jellies, breads, animal feed, ground grains, flours, etc.)? ☐ Yes ☐ No

*If Yes, submit an On-Farm Processing/Handling Organic System Plan (MDA\_DOC\_112).*

## Section 2: Farm/Field Information

NOP §§205.202(a) and (b), 205.201(a)

1. Attach maps of all farm parcels, *including transitional/conventional parcels.* ☐ Maps attached

### Maps must include the following:

- Farm boundaries
- Field boundaries (fields, pastures, hoop houses, greenhouses)
- Fields identifiers (number or name)
- Field acreage/square footage
- Buffer zones, including width and slope direction
- Land use of all adjacent properties
- Additional details, as applicable: public roads, farm lanes, woodlands, wetlands, other distinct land features, crop/input storage buildings, irrigation sources, drinking water well, composting areas, fuel tanks, septic systems
- For livestock operations, include areas of livestock shade, areas of water access, manure storage facilities, and animal housing facilities

2. Are all fields currently certified by MDA? ☐ Yes ☐ No

*If No, submit a Land Use Affidavit (MDA\_DOC\_007) or Field History Sheet (MDA\_DOC\_091) to establish the history of fields to be certified.*

### For all fields not currently certified by MDA, your OSP must include verification that the land is eligible for organic certification.

- For fields that have **not** been under your control/management for the previous 3 years, submit a Land Use Affidavit (MDA\_DOC\_007), signed by the previous land manager, stating the land use and all inputs applied during the previous 3 years.
- For fields that have been under your control/management for the previous 3 years, submit a signed Field History Sheet (MDA\_DOC\_091) documenting the land use, crops, and all inputs applied during the previous 3 years.

3. Complete Appendix C: Field Information including information for each field/growing area you manage, *including any transitional/conventional fields.* ☐ Appendix C attached



Certified operations must use organically grown seeds, annual seedlings, and planting stock. **Annual seedlings and seeds used to produce edible sprouts must be certified organic.** Nonorganically produced seeds and planting stock may be substituted only if equivalent organically produced varieties are not commercially available. A list of all seeds, seedlings, and planting stock to be used, including the reason for using any nonorganically produced seeds and planting stock, must be submitted annually on Appendix A.

**Commercial availability** is defined as “the ability to obtain a production input in an appropriate form, quality, or quantity to fulfill an essential function in a system of organic production or handling, as determined by the certifying agent in the course of reviewing an organic plan.”

- If nonorganically produced seed is used, you must provide documentation verifying the unavailability of organic seed, even when a contract buyer provides seeds.
- Contact three or more known organic suppliers and document whether organic seeds or planting stock are available. An Organic Seed and Planting Stock Search Record form to document your search is available on MDA's Organic Certification Program website or on request from staff.
- Producers must document that they are contacting suppliers that offer organic varieties.
- Genetically modified seeds and seeds treated with prohibited substances are not allowed.

1. What type of seeds do you use? *(select all that apply):*

- ☐ No seeds used
- ☐ Certified organic seed, purchased (purchase records maintained; all seeds included on Appendix A)
- ☐ Certified organic seed, saved on farm (production records maintained; all seeds included on Appendix A)
- ☐ Nonorganically produced seed, purchased (commercial availability search documentation maintained; all seeds on Appendix A)
- ☐ Other seed source/type (specify and include on Appendix A):

**Invoices or seed packages from all seed sources must be available during your inspection. Failure to have this information will result in compliance action.**

2. Do you use any seed treatments, inoculants, and/or seed sanitizers? *(select all that apply):*

- ☐ No seed treatments/inoculants used
- ☐ Seed treatment(s) (all treatments listed on Appendix B)
- ☐ Seed inoculant(s) (all inoculants listed on Appendix B)
- ☐ Seed sanitizer(s) (all sanitizers listed on Appendix B)
- ☐ Other (specify and include on Appendix B):

**Annual seedlings MUST be certified organic to produce an organic crop.**

3. What type of annual seedlings do you use? *(select all that apply):*

- ☐ No annual seedlings used
- ☐ Seedlings/transplants grown on-farm (Section 4: Greenhouse Production completed)
- ☐ Certified organic annual seedlings purchased (all varieties/suppliers included on Appendix A)
- ☐ Other annual seedling source/type (specify and include on Appendix A):

**Annual planting stock** includes seed potatoes, onion sets, garlic bulbs, sweet potato slips, and other propagation materials not originating from seed. **Perennial planting stock** produces plants that live for more than two years and include root divisions, woodcuttings, tissue culture plantlets, and nurse plants in containers. Nonorganically produced perennial plants (planting stock) must be managed organically for at least one year prior to harvest of crop or sale of the plant as certified organic planting stock. Organic planting stock must be used if commercially available (commercial availability considerations outlined above).

4. What type of annual planting stock do you use? *(select all that apply):*

- ☐ No annual planting stock used
- ☐ Certified organic annual planting stock produced/propagated on-farm (production records maintained; included on App. A)
- ☐ Certified organic annual planting stock purchased (purchase records maintained; all planting stock included on App. A)
- ☐ Nonorganically produced annual planting stock purchased (commercial availability search documentation maintained; all planting stock included on Appendix A)
- ☐ Other (specify and include on Appendix A):

5. What type of perennial planting stock do you use? *(select all that apply):*

- ☐ No perennial planting stock used
- ☐ Certified organic perennial planting stock produced/propagated on-farm (production records maintained; included on Appendix A; if produced in a greenhouse (or similar) setting, complete Section 4: Greenhouse Crop Production)
- ☐ Certified organic perennial planting stock purchased (purchase records maintained; all planting stock included on App. A)
- ☐ Nonorganic perennial planting stock purchased (commercial availability search documentation maintained; all planting stock included on Appendix A)
- ☐ Other (specify and include on Appendix A):

**Section 4: Greenhouse Crop Production****NOP §§205.201, 205.201(a)(5), 205.202(c)**

Complete the Greenhouse Crop Production section if you produce organic seedlings, transplants, planting stock, and/or harvestable crops in a greenhouse, hoop house, cold frame, or similar structure (this includes transplants/starts for on-farm use).

☐ N/A, I do not produce greenhouse crops/transplants

1. Please describe your greenhouse structure type(s) (*select all that apply*):

☐ Greenhouse(s)    ☐ Hoop house(s)    ☐ Cold frame(s)    ☐ Other (describe):

2. Please describe your greenhouse crops (*select all that apply*):

☐ Annual/perennial transplants or starts for on-farm use    ☐ Annual/perennial transplants or starts for organic sales  
☐ Harvested crops (e.g., greens, herbs, etc.)    ☐ Other (describe):

3. Is treated wood used in any part of your greenhouse structure?

☐ Yes    ☐ No

*If Yes, describe where it is used:*

4. Are greenhouse crops grown directly in soil (in-ground)?

☐ Yes    ☐ No

5. Are greenhouse crops grown in planting media?

☐ Yes, all components of the potting soil or planting media mixture are listed on Appendix B.    ☐ No

6. What equipment do you use in your greenhouse structure and watering system?

7. How do you prevent seedling diseases and/or insect problems? (Include all materials for disease and/or insect management on Appendix B):

8. Do you produce both organic and nonorganic greenhouse crops?

☐ Yes    ☐ No (organic only)

*If Yes, answer (9) through (16) below to describe the management practices and physical barriers used to prevent commingling and contamination of organic crops:*

*If No, move to section 5.*

9. How do you prevent commingling of organic and nonorganic soil mixes during production, mixing, and storage?

10. How do you separate and identify organic and nonorganic production or growing areas?

11. How do you identify organic and nonorganic plants and containers?

12. Where do you store inputs used for nonorganic greenhouse production?

13. How do you prevent drift of prohibited materials through the ventilation system?

14. How do you identify and clean containers used for organic and/or nonorganic production? (List all cleaning materials in Appendix B).

15. Identify your water source. Describe your use of water with respect to fertilizers materials and equipment.

16. 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 are dedicated organic

**Section 4.1: Container Crop Production****NOP §§205.200, 205.201**

1. Does your operation produce organic crops to harvest/maturity in containers (with or without substrate), including but not limited to production in pots/bags/troughs, edible sprouts, hydroponic, aeroponic, aquaponic, etc.?

☐ Yes. Complete Crop Appendix D: Container Production and submit it with this form.

☐ No. Move to section 5.

**A. General Information and Evaluation**

NOP §205.205 requires producers to **manage crop nutrients and soil fertility through crop rotations, cover crops, and applications of plant and animal material**. Additionally, you must **manage plant and animal materials to maintain or improve soil organic matter while minimizing contamination of crops, soil, and water**.

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

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> Crop rotation     | <input type="checkbox"/> Cover crops                 | <input type="checkbox"/> Manure          | <input type="checkbox"/> Crop residue incorp. |
| <input type="checkbox"/> Subsoiling        | <input type="checkbox"/> Fertilizers/soil amendments | <input type="checkbox"/> On-farm manure  | <input type="checkbox"/> Soil inoculants      |
| <input type="checkbox"/> Side-dressing     | <input type="checkbox"/> Foliar fertilizers          | <input type="checkbox"/> Off-farm manure | <input type="checkbox"/> Summer fallow        |
| <input type="checkbox"/> Mined limestone   | <input type="checkbox"/> Biodynamic preparations     | <input type="checkbox"/> Compost         | <input type="checkbox"/> Interplanting        |
| <input type="checkbox"/> Other (describe): |  |  |   |

2. How do you monitor the effectiveness of your fertility management program?

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Soil nutrient tests   | <input type="checkbox"/> Observations of soil      | <input type="checkbox"/> Soil organic matter monitoring |
| <input type="checkbox"/> Plant tissues tests   | <input type="checkbox"/> Observations of crops     | <input type="checkbox"/> Crop quality tests             |
| <input type="checkbox"/> Microbiological tests | <input type="checkbox"/> Comparison of crop yields | <input type="checkbox"/> Other (describe):              |

3. How often do you conduct fertility monitoring? (select all that apply)

- ☐ Weekly   ☐ Monthly   ☐ Annually   ☐ As needed   ☐ Other (describe):

4. Rate the effectiveness of your fertility management program:

- ☐ Excellent   ☐ Satisfactory   ☐ Needs Improvement

5. What changes do you anticipate to your fertility management program?

6. List all fertility inputs used or planned for use on Appendix B, including fertilizers, soil amendments, lime, compost, manure, etc.:

- ☐ All fertility inputs used or planned for use are listed on Appendix B  
☐ No fertility inputs are used

7. If you use or plan to use restricted fertility inputs (e.g., micronutrient fertilizers, sodium nitrate, raw manure to edible food crops, etc.), how do you ensure product use follows applicable restrictions?

☐ N/A, I do not use or plan to use restricted fertility inputs

8. Do you apply manure, compost, compost tea, and/or vermicompost?

☐ Yes   ☐ No

*If Yes, complete Section B: Manure and Compost*

9. Do you use fertilizers with high salt content (sodium nitrate, potassium sulfate, etc.)?

☐ Yes   ☐ No

*If Yes, describe how you prevent salt buildup:*

10. Submit soil nutrient tests for all fields requested for certification with your application. Soil tests must be dated within the past 3 years, and updated soil tests are required to be submitted at least every 3 years.

☐ Soil tests attached

NOP §250.602(h) allows up to **20% of a crop's total nitrogen requirement from sodium nitrate**. Records must be maintained and available for review regarding compliance with this requirement.

**B: Manure and Compost**

☐ N/A – No compost and/or manure produced or applied

1. Describe how you manage manure and/or compost to protect crops, soil, and water from contamination by plant nutrients, heavy metals, or pathogenic organisms (i.e., application timing with crop uptake; application balanced with crop nutrient requirements; soil incorporation; stockpile/storage away from water/drainage areas; manure 'applied' directly by grazing livestock; impermeable manure storage/composting pads; covered manure/compost storage; frequent manure removal, etc.):

2. Do you purchase compost, vermicompost, or compost tea?

☐ Yes, included on Appendix B   ☐ No

NOP §205.203(c)(2) and NOP 5021 require that compost containing animal products (and compost tea made from such compost) must be **composed entirely of allowed feedstock materials**, have an **initial C:N ratio of 25:1 to 40:1** and be managed to ensure **all feedstocks heat to at least 131°F for a specific number of days**, depending on the composting method.

NOP 5021 requires that vermicompost must be **made from allowed feedstock materials**, maintain **aerobic conditions and moisture content of 70-90%** during production, and be produced for a sufficient duration to produce a finished product that does not contribute to contamination of crops, soil, or water by plant nutrients, pathogenic organisms, heavy metals, or residues of prohibited substances.

**Records documenting that compost, compost tea, and/or vermicompost production meets these requirements must be maintained.**

3. Do you produce compost, compost tea, and/or vermicompost? (select all that apply):

☐ Compost ☐ Compost tea ☐ Vermicompost ☐ None of the above

*If you produce any of the above, answer (a) through (c) below, as applicable.*

a. List all compost, compost tea and/or vermicompost feedstocks:

b. If you produce compost and/or compost tea, how do you ensure it meets NOP standards? (select all that apply) ☐ N/A

☐ Establish an initial C:N ratio of between 25:1 and 40:1

☐ Compost pile mixed/managed to ensure that all feedstocks heat to at least 131°F for at least 3 days, documented via temperature and turning logs

☐ Aerated pile system (static or in-vessel) maintains temperature between 131°F and 170°F for 3 days, documented via temperature logs

☐ Windrow system maintain temp. between 131°F and 170°F for 15 days, during which material is turned at least 5 times, documented via temperature and turning logs

☐ Compost does not contain animal materials (including manure, animal by-products, table scraps, etc.)

☐ Compost is applied following raw manure restrictions and is outlined in question 4 below.

☐ Other (describe):

c. If you produce vermicompost, how do you ensure it meets NOP standards? (select all that apply) ☐ N/A

☐ Aerobic conditions and a moisture level of 70-90% are maintained during production

☐ The duration of composting is sufficient to produce a finished product that does not contribute to contamination of crops, soil, or water by plant nutrients, pathogenic organisms, or residues of prohibited substances.

☐ Vermicompost does not contain animal materials (including manure, animal by-products, table scraps, etc.) as a feedstock

☐ Vermicompost is applied following raw manure restrictions and is outlined in question 4 below.

☐ Other (describe):

**NOP §205.203(c)(1) requires animal manure to be fully composted unless it is:**

- Applied to land used for a crop not intended for human consumption;
- Incorporated into the soil not less than *120 days prior to harvest* of a product whose edible portion *has direct contact* with the soil; or
- Incorporated into the soil *90 days prior to harvest* of a product whose edible portion *does not have direct contact* with soil.

**Records documenting the application of non-composted animal manure products must be maintained.**

4. Do you apply raw, aged, or uncomposted animal manure (including compost, compost tea, and/or vermicompost that does not meet compost requirements above)? ☐ Yes, included on Appendix B ☐ No

*If Yes, answer (a) below.*

a. Check how your use of raw manure complies with NOP standards:

☐ Applied to land producing a crop **not** intended for human consumption

☐ Incorporated at least 120 days before harvest of a crop 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

☐ I apply a pelletized and/or processed manure product that is included on Appendix B.

**Section 6: Natural Resources and Biodiversity Conservation****NOP §§205.200, 205.203(a)**

NOP §§205.200 and 205.203(a) require that operations **maintain or improve the natural resources of the operation**, including soil and water quality, and implement tillage and cultivation practices that minimize soil erosion. **Natural resources** are defined as “*the physical, hydrological, and biological features of a production operation, including soil, water, wetlands, woodlands, and wildlife.*”

This section applies to **all parcels engaged in organic crop and livestock production**, including greenhouses, poultry production, and other non-field organic production systems. If necessary, include additional pages and/or maps reflecting natural resource management practices.

1. Check the relevant plans you maintain to assist you in managing on-farm natural resources (select all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Organic System Plan (this document) | <input type="checkbox"/> Nutrient Management Plan (NMP)                            |
| <input type="checkbox"/> NRCS Farm Plan                      | <input type="checkbox"/> Comprehensive Nutrient Management Plan (CNMP)             |
| <input type="checkbox"/> Other (describe):                   | <input type="checkbox"/> Conservation Farm Plan (local soil conservation district) |

**A. Soil Conservation**

1. What soil conservation practices do you implement?

- |  |   |  |   |  |
|--|---|--|---|--|
| <input type="checkbox"/> Permanent cover   | <input type="checkbox"/> Conservation tillage/no-till | <input type="checkbox"/> Strip cropping                  | <input type="checkbox"/> Winter cover crops | <input type="checkbox"/> Undersowing/<br>interplanting |
| <input type="checkbox"/> Contour farming   | <input type="checkbox"/> Permanent waterways          | <input type="checkbox"/> Wildlife habitat<br>maintenance | <input type="checkbox"/> Firebreaks         | <input type="checkbox"/> Tree lines terraces           |
| <input type="checkbox"/> Retention Ponds   | <input type="checkbox"/> Riparian management          | <input type="checkbox"/> Windbreaks                      |   |  |
| <input type="checkbox"/> Other (describe): |   |  |   |  |

2. What soil erosion problems do you experience?

3. Describe your efforts to minimize soil erosion problems listed above:

☐ N/A, no soil erosion problems

4. How often do you conduct soil conservation/erosion monitoring?

- ☐ Weekly   ☐ Monthly   ☐ Annually   ☐ As needed   ☐ Other (describe):

**B. Water Resources/Water Use**

1. What practices are used to maintain or improve your operation's water resources (consider both quality and quantity)?

- |   |  |
|---|--|
| <input type="checkbox"/> Efficient irrigation use (quantity, timing, technology)    | <input type="checkbox"/> Vegetated filter strips for sediments/nutrients               |
| <input type="checkbox"/> Target and track fertilizer use to prevent nutrient runoff | <input type="checkbox"/> Drip irrigation   |
| <input type="checkbox"/> Tensiometer/soil water content monitoring                  | <input type="checkbox"/> Laser leveling/land forming                                   |
| <input type="checkbox"/> Livestock fenced out of waterways                          | <input type="checkbox"/> Manage excess water towards on-site retention or infiltration |
| <input type="checkbox"/> Other (describe):  |  |

2. List any known contaminants in the water supplies in your area:

☐ N/A, none

3. Describe any efforts to minimize water contamination problems listed above:

☐ N/A

4. How do you monitor the effectiveness of your water quality/water resources program?

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Water quality testing | <input type="checkbox"/> Periodic expert evaluation (e.g., NRCS, SCD) | <input type="checkbox"/> Maintain conservation plan   |
| <input type="checkbox"/> Direct observation    | <input type="checkbox"/> Irrigation system maintenance                | <input type="checkbox"/> Nutrient management planning |
| <input type="checkbox"/> Soil testing          | <input type="checkbox"/> Document water use trends                    | <input type="checkbox"/> Other (describe):            |

5. Check all types of water use that apply to your operation:

- ☐ Irrigation   ☐ Livestock   ☐ Foliar sprays   ☐ Washing crops   ☐ Greenhouse   ☐ Other (describe):

6. What is the source of water used during production?

- ☐ On-site wells   ☐ River/creek/pond   ☐ Spring   ☐ Municipal/county   ☐ Irrigation district   ☐ Other (describe):

### C. Woodlands, Wetlands, and Wildlife

1. What practices are used to promote plants, wildlife, and overall biological diversity on your operation, including in non-crop areas such as borders, fallow ag land, and no ag habitats?

- |  |   |
|--|---|
| <input type="checkbox"/> Conserve high conservation value areas                                      | <input type="checkbox"/> Maintain diverse mixtures of plants to provide food/shelter for pollinators/other beneficial organisms |
| <input type="checkbox"/> Conserve wildlife corridors and blocks of habitat that reduce fragmentation | <input type="checkbox"/> Protect rare or endangered plants and animals  |
| <input type="checkbox"/> Conserve/restore wildlife habitats  | <input type="checkbox"/> Preserve/restore wetlands and/or riparian areas  |
| <input type="checkbox"/> Conserve/restore native plant communities                                   | <input type="checkbox"/> Maintain bird or bat boxes   |
| <input type="checkbox"/> Maintain hedgerows as pollinator habitat                                    | <input type="checkbox"/> Establish legal conservation area  |
| <input type="checkbox"/> Maintain windbreaks as wildlife habitat                                     | <input type="checkbox"/> Other (describe):  |

2. Describe any other practices or efforts related to natural resource conservation (soil, water, woodlands, wetlands, or wildlife) implemented or planned to be implemented on your operation:

### Section 7: Pest, Weed and Disease Management and Monitoring

NOP §§205.206, 205.203(e)(3)

NOP §205.206 requires that producers **use management practices to prevent crop pests, weeds, and diseases**. Approved synthetic materials on the National List (NOP §205.601) **may only be used when management practices are insufficient** to prevent control pests, weeds, and diseases.

#### A. General Information

1. Check the management practices you use to *prevent* crop pests, weeds, and diseases.

Preventative Practice	Weeds	Insects & Invertebrates	Diseases	Vertebrate Pests
Crop rotation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soil and crop nutrient management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cover crops/green manures/smother crops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diversified plantings/planting arrangements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trap crops	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>
Selection of suitable species/growing location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resistant varieties or rootstock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timing of planting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water/irrigation management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand removal methods (e.g., hoeing, pruning, picking, vacuuming, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical cultivation (disc, plow, harrow, rototill, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mowing or livestock grazing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mulching with biodegradable materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-PVC plastic or synthetic mulches, or solarization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Release predators/parasites/beneficial organisms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plant beneficial habitat areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Preventative Practice	Weeds	Insects & Invertebrates	Diseases	Vertebrate Pests
Construct predator habitat (owl nests, bat boxes, raptor perches, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construct barriers (fences, raised platforms, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flaming, heat, steam, or electrical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Burning crop residue (answer question 4 below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other physical or mechanical means (describe):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Do you use or plan to use materials to manage pests, weeds, and/or diseases (including botanical, minerals, or allowed synthetics)? ☐ Yes, all materials are listed on Appendix B  
☐ No
3. Describe the conditions that must exist before you will resort to using materials for pest, weed, or disease control?  
☐ When preventative measures/control described above fail ☐ When economic thresholds for pest damage are exceeded  
☐ Other (describe):
4. How do you monitor the effectiveness of your pest, weed, and disease management program?  
☐ Weed counts ☐ Microbiological testing ☐ Crop quality testing  
☐ Observation of weed types ☐ Observation of crop health ☐ Other (describe):  
☐ Comparison of crop yields ☐ Soil testing  
☐ Monitoring records ☐ Observation of soil maintained
5. How often do you conduct pest, weed, and disease monitoring (*select all that apply*):  
☐ Daily ☐ Weekly ☐ Monthly ☐ Annually ☐ As needed ☐ Other (describe):

## B. Weed Management Plan

1. What are your problem weeds?
2. Do you use plastic or other synthetic mulches? ☐ Yes ☐ No  
*If Yes, include product(s) used on Appendix B and answer (a) and (b) below.*
- a. Do you remove plastic/synthetic mulch at the end of each growing season? ☐ Yes ☐ No  
*If No, explain:*
- b. Do you maintain documentation that plastic/synthetic mulch used does not contain polyvinyl chloride (PVC)? ☐ Yes ☐ No
3. Do you use paper as mulch? ☐ Yes ☐ No  
*If Yes, include product(s) used on Appendix B and answer (a) below.*
- a. Does the paper contain glossy or colored inks? ☐ Yes ☐ No
4. Rate the effectiveness of your weed management program:  
☐ Excellent ☐ Satisfactory ☐ Needs improvement
5. What changes do you anticipate to your weed management program?

## C. Pest Management Plan

1. What are your problem pests?



2. Rate the effectiveness of your pest management program: <input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement	
3. What changes do you anticipate to your pest management program?	
<b>D. Disease Management Plan</b>	
1. What are your problem diseases?	
<b>According to NOP §205.203(e)(3), burning may not be used as a means to dispose of crops residues. However, it may be used to suppress diseases or stimulate seed germination. Crop residues are defined as the plant parts remaining in a field after the harvest of a crop, which includes stalks, stems, leaves, roots, and weeds.</b>	
2. Do you burn crop residues? <span style="float: right;"><input type="checkbox"/>Yes    <input type="checkbox"/>No</span> <i>If Yes, answer (a) and (b) below.</i>	
a. What crop residues do you burn, and how often do you burn them?	
b. What diseases are to be suppressed, or which specific seeds are to be germinated?	
3. Rate the effectiveness of your disease management program: <input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement	
4. What changes do you anticipate to your disease management program?	
<b>Section 8: Crop Rotation</b> <span style="float: right;"><b>NOP §205.205</b></span>	
According to NOP §205.205, operations <b>must implement a crop rotation</b> that provides the following functions that are applicable to the operation: <b>maintain or improve soil organic matter content, provide for pest management in annual and perennial crops, manage deficient or excess plant nutrients, and provide erosion control.</b>	
<b>§205.2 Definitions. Crop Rotation:</b> The practice of alternating the annual crops grown on a specific field in a planned pattern or sequence in successive crop years so that crops of the same species or family are not grown repeatedly without interruption on the same field. Perennial cropping systems employ means such as alley cropping, intercropping, and hedgerows to introduce biological diversity in lieu of crop rotation.	
1. For annual crops, describe your crop rotation plan(s), in general terms, including its main goals (soil organic matter, weed and pest management, nutrient management, erosion control, 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:	<input type="checkbox"/> N/A – No annual crops produced <input type="checkbox"/> Rotation plan(s) attached
<b>If you keep your crop rotation outlined in a different format, please include it with your general description above.</b>	
<b>Perennial cropping systems and container production systems</b> must use practices to introduce biological diversity and provide the functions listed above that are applicable to the operation, in lieu of crop rotation. Such practices include but are not limited to alley cropping, intercropping, hedgerows, etc.	
2. For perennial crops, describe or attach a description of your plan to introduce biological diversity in lieu of rotation. Include any management of ground cover, cover cropping, alley cropping, intercropping, hedgerows, other types of diversified plantings, or any rotation plan for short-term perennials:	<input type="checkbox"/> N/A – No perennial crops produced <input type="checkbox"/> Description/plan(s) attached

3. Provide any additional explanation or site-specific information that demonstrates how your planned practices maintain or improve soil organic matter, provide for pest management, manage excess or deficient plant nutrients, and/or control erosion:

☐ N/A – described in 1 and/or 2 above

Section 9: Maintenance of Organic Integrity

NOP §§205.201(a)(5), 205.202(c), 205.206(f), 205.272

A. Adjoining Land Use

NOP §205.202(c) requires that organic production areas **have distinct boundaries and buffer zones** to prevent the unintended application of a prohibited substance to the crop, contact with a prohibited substance applied to adjoining land that is not under organic management, or contamination by products produced by genetic engineering (e.g., GMO seed). Adjoining land includes cropland, pastures, residential property, fallow land, etc.

**Buffers must be sufficient in size or other features (e.g., windbreaks or a diversion ditch) to prevent the possibility of unintended contact by prohibited substances applied to adjacent land areas.** Crops within buffers must be left unharvested or harvested, stored, and sold as a nonorganic crop with appropriate records maintained.

**Notify MDA immediately of any known application or drift of a prohibited material to organic land or crops.**

1. Complete the chart below for all buffers that you maintain.

☐ N/A – No buffers maintained

Include buffers and adjoining land use on field maps.

If any fields adjoin neighboring property that is not under your control and you believe a buffer is not required, (e.g., neighboring ground is managed organically), please submit **MDA\_DOC\_131 Adjoining Land Use Verification** for each parcel in question.

☐ Adjoining Land Use Verification form attached

Location or Field Number	Type of Buffer (cropland, tree line, hedgerow, grass strip, etc.)	Width of Buffer	Adjoining Land Use	If crop is harvested from buffer, describe use (nonorganic sale, nonorganic livestock feed, seed, etc.)

2. Do you harvest buffer crops with the same equipment used for harvesting organic crops?

☐ Yes
☐ No

☐ N/A – no buffer crops harvested

If Yes, answer (a) below.

(a) What practices and procedures do you use to protect organic crops from contact with buffer crops during harvest? (select all that apply):

☐ Clean equipment between organic and buffer harvest
☐ Purge equipment before organic harvest

☐ Other (describe):

3. What additional safeguards do you use to prevent accidental contamination? (select all that apply):

☐ None, no surrounding use of prohibited materials
☐ Written agreement with neighbors (attached)
☐ 3<sup>rd</sup> party residue testing
☐ Ongoing monitoring of neighboring land
☐ Posted 'no-spray' signs
☐ Staggered planting dates with adjoining GMO crops
☐ Other (describe):

Written notification to:

☐ Neighbors
☐ State/county highway departments
☐ Electric companies
☐ Aerial spray companies
☐ Drainage commissions

☐ Farm service office
☐ Other written notification (describe):

4. How do you monitor for potential crop contamination? *(select all that apply)*:

☐ Visual observation
 ☐ Residue analysis
 ☐ GMO testing  
☐ Photographs
 ☐ Wind direction/speed data
 ☐ Other (describe):

5. How often do you conduct crop contamination monitoring? *(select all that apply)*:

☐ Daily
 ☐ Weekly
 ☐ Monthly
 ☐ Annually
 ☐ As needed
 ☐ Other (specify):

**B. Split and Parallel Production**

**Split Production:** Part of your farm business is managed to meet certification requirements for organic production, and you also produce conventional crops.

**Parallel Production:** A crop variety is managed to meet requirements for organic production, and you also produce the same crop variety conventionally.

**Practices and procedures must be in place to prevent contamination and commingling of crops. Records verifying that steps have been taken to prevent contamination of an organic crop and prevent commingling of organic and conventional crops must be maintained.**

1. Does your operation produce conventional (including transitional) crops? ☐ Yes ☐ No  
*If Yes, answer (2) through (9) below.*  
*If No, move to section 9C.*

2. List all crops that are produced conventionally (including transitional crops) on your operation:

3. What procedures and practices are in place to differentiate between and prevent the commingling of conventional (including transitional) and organic crops during harvest, post-harvest handling, storage, transportation, and sale?

4. Do you grow conventional crops that pose a risk of GMO contamination (e.g., GMO corn and organic)? ☐ Yes ☐ No  
*If Yes, describe how you prevent GMO contamination of organic crops:*

5. Do you use any of the same equipment on organic and conventional (including transitional) crops? ☐ Yes ☐ No  
*If Yes, record equipment and cleaning methods in question (6) below.*

To prevent commingling and contamination, all equipment used in organic crop production must be free of nonorganic crops and prohibited materials.

**Equipment used for both organic and nonorganic production must be cleaned and flushed prior to use on organic fields or crops.** Documentation of cleaning activities must be available for inspection. Certified operations are also responsible for ensuring custom harvest equipment is cleaned prior to use on organic operations, as well as maintaining associated records.

6. List all equipment used for **both organic and nonorganic production** and associated cleaning/flushing practices:

Equipment Name	Owned, Rented, Borrowed, or Custom	How is it cleaned and/or flushed before use on organic, including any materials used?



NOP §205.272 requires implementation of **measures necessary to prevent the commingling of organic and nonorganic products and protect organic products from contact with prohibited substances.**

- Packing materials, bins, and storage containers must not contain synthetic fungicides, preservatives, or fumigants
- Reusable bags or containers that contact any substance in a manner that compromises the organic integrity of the product cannot be used unless the bag or container is thoroughly cleaned
- Procedures used to maintain the organic integrity of ingredients or products (cleaning or lining) must be documented

#### A. Harvest

1. How are your crops harvested? ☐ Mechanically ☐ By hand ☐ Other (describe):

2. Are any organic crops custom harvested?

☐ Yes ☐ No

*If Yes, provide the name and contact information for the custom harvester:*

**Records for custom harvests, including custom harvest equipment cleaning records, must be maintained and available for inspection. Failure to maintain these records will result in compliance action.**

3. What containers are used during harvest?

☐ Gravity wagon/boxes ☐ Truck boxes ☐ Cardboard/wax boxes ☐ Wood totes ☐ Plastic containers  
☐ Other (describe):

4. Are the containers:

☐ New ☐ Used for organic crops only ☐ Cleaned prior to use ☐ Lined prior to use  
☐ Other (describe):

5. How do you identify harvest containers as organic?

6. Describe any additional steps taken to protect organic crop from commingling and contamination during harvest:

#### B. Packing and Post-Harvest Handling

Post-harvest handling procedures must be conducted in a way that ensures **no commingling of organic and nonorganic crops and no contamination of organic crops with prohibited substances.** Post-harvest handling includes actions such as **washing, cleaning, sorting, packing, cooling, sanitizing, cleaning grain, and removal of stems, leaves or husks.**

Further processing of raw agricultural ingredients on-farm is not covered in the section and requires submittal of MDA's 'On-Farm Processor and Handler Organic System Plan' forms. 'Further processing' includes cooking, baking, curing, heating, mixing, grinding, churning, separating, extracting, slaughtering, cutting, fermenting, distilling, eviscerating, preserving, dehydrating, freezing, chilling, canning, and jarring.

1. Describe all post-harvest handling procedures (defined above) and associated equipment: ☐ N/A – No post-harvest handling conducted. Move to Section C.

2. Is the post-harvest handling area and equipment used for both organic and nonorganic products?

☐ Yes ☐ No

*If Yes, answer (a) below:*

(a) Describe the steps taken to prevent commingling and contamination:

3. Does packaging present any contamination risk for your organic products?

☐ Yes ☐ No

*If Yes, describe:*

4. Check the types of packaging material used:

<input type="checkbox"/> Bulk	<input type="checkbox"/> Paper	<input type="checkbox"/> Cardboard	<input type="checkbox"/> Wood	<input type="checkbox"/> Glass	<input type="checkbox"/> Metal
<input type="checkbox"/> Foil	<input type="checkbox"/> Plastic	<input type="checkbox"/> Waxed paper	<input type="checkbox"/> Aseptic	<input type="checkbox"/> Natural fiber	<input type="checkbox"/> Synthetic fiber

☐ Other (describe):

5. In what form are finished products shipped and/or sold?

<input type="checkbox"/> Dry bulk	<input type="checkbox"/> Cardboard cases	<input type="checkbox"/> Tote bags	<input type="checkbox"/> Mesh bags	<input type="checkbox"/> Paper bags	<input type="checkbox"/> Metal drums
<input type="checkbox"/> Liquid bulk	<input type="checkbox"/> Cardboard drums	<input type="checkbox"/> Tote boxes	<input type="checkbox"/> Plastic crates	<input type="checkbox"/> Foil bags	

☐ Other (describe):

6. Is your organic crop further processed (defined above) at your farm? ☐ Yes ☐ No

*If Yes, submit an On-Farm Processing/Handling Organic System Plan (MDA\_DOC\_112).*

**C. Crop Storage**

Storage occurs anytime an operation maintains custody of harvested crops prior to sale, processing, or on-farm use (e.g., feeding to livestock). This may include, but is not limited to, storage prior to pickup/delivery of crops/finished processed products (e.g., vegetables stored prior to sale/transport to market), in-field storage of harvested crops (e.g., hay bales), storage in bunkers/silos/grain bins, etc.

1. Do you store organic crops at your farm? ☐ Yes ☐ No

*If Yes, answer (2) through (8) below:*

2. Provide details of your storage area(s) below, including both raw product storage and finished product storage, if applicable:

Storage ID	Type of Crops Stored	Type of Storage	Capacity	Organic (O), Transitional (T), Buffer (B), Conventional (C)

3. Do you use the same storage units or containers for organic and nonorganic crops? ☐ Yes ☐ No

*If Yes, answer (a) through (c) below:*

(a) How do you separate and label organic and nonorganic crops?

(b) How do you identify organic storage areas?

(c) How do you clean storage units or containers prior to storage of organic crops? How do you record the cleaning?

4. How do you maintain current inventories of stored crops?

5. Which of the following management practices do you use to **prevent** pests in the storage locations described in question 2 (*must use at least one*):

<input type="checkbox"/> Remove pest habitat, food sources, and breeding areas	<input type="checkbox"/> Prevent access to the storage areas
<input type="checkbox"/> Manage environmental factors to prevent pest reproduction (e.g., temperature, light, humidity, atmosphere, air circulation)	<input type="checkbox"/> Other (describe):

6. Which of the following practices do you use to **control** pests in the storage areas described in question 2?

☐ N/A, prevention practices are effective and additional controls are not needed at this time

☐ Mechanical or physical controls, including traps, light, and sound

☐ Lures and repellents using non-synthetic or synthetic substances consistent with the National List. All lures and repellents are included on Appendix B.

<p><b>Prevention and control measures described above must be implemented before National List materials may be used.</b> National List materials include carbon dioxide, nitrogen gas, Vitamin D3 bait, boric acid, diatomaceous earth, and soap products.</p>																	
<p>7. Are the <b>prevention</b> and <b>control</b> measures listed above sufficient to control pests in storages areas?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No – additional pest control inputs (non-synthetic and/or synthetic materials consistent with the National List) are included on Appendix B.</p>																	
<p>8. How do you prevent pest control materials from contacting organic crops and/or packaging materials?</p> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> N/A, none used  <input type="checkbox"/> Remove crops and packaging from areas to be treated         </div> <div> <input type="checkbox"/> Wash and rinse organic contract surfaces after treatment  <input type="checkbox"/> Cover equipment used for organic storage during treatment         </div> <div> <input type="checkbox"/> Other (describe):         </div> </div>																	
<b>D. Transportation</b>																	
<p>1. Who is responsible for the transportation of organic products leaving your farm? (select all that apply):</p> <p><input type="checkbox"/> Self    <input type="checkbox"/> Buyer    <input type="checkbox"/> Other (describe):</p>																	
<p>2. Describe how organic products are transported:</p>																	
<p>3. How do you ensure organic crops or products are not contaminated during transport? (select all that apply):</p> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Dedicated organic transport units  <input type="checkbox"/> Use of clean truck affidavits (records maintained)  <input type="checkbox"/> Transport units cleaned prior to organic use (records maintained)         </div> <div> <input type="checkbox"/> Organic products shipped in sealed packages/containers  <input type="checkbox"/> Agreement with transport company stating organic requirements (copy of agreement maintained)  <input type="checkbox"/> Other (describe):         </div> </div>																	
<p><b>Section 11: Sourcing, Marketing and Labeling</b> <span style="float: right;"><b>NOP §§ 205.103, 205.201, 205.272, 205.300-311</b></span></p>																	
<b>A. Sourcing Products</b>																	
<p>1. Do you sell crops/products (organic and nonorganic) that you source from other operations? <span style="float: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</span></p> <p><i>If Yes, complete the table below or attach a comparable list, and answer (2) below:</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d6d8db;"> <th style="width: 30%;">Source Operation Name</th> <th style="width: 30%;">Crops/Products</th> <th style="width: 40%;">Certified Organic? (yes/no) <i>If Yes, attach organic certificate</i></th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>			Source Operation Name	Crops/Products	Certified Organic? (yes/no) <i>If Yes, attach organic certificate</i>												
Source Operation Name	Crops/Products	Certified Organic? (yes/no) <i>If Yes, attach organic certificate</i>															
<p>2. Describe how you ensure that organic products are not commingled with nonorganic products during sourcing and transport: <span style="float: right;"><input type="checkbox"/> N/A, I only source certified organic products</span></p>																	
<b>B. Marketing</b>																	
<p>1. Select all the marketing venues used to sell organic crops produced on your operation or sourced from other operations:</p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> Farmers market    <input type="checkbox"/> Farm stands    <input type="checkbox"/> CSA/subscription service    <input type="checkbox"/> Wholesale  <input type="checkbox"/> On-farm retail    <input type="checkbox"/> U-pick    <input type="checkbox"/> Bulk commodities to processor    <input type="checkbox"/> Restaurants  <input type="checkbox"/> Online retail    <input type="checkbox"/> Direct to retail    <input type="checkbox"/> Contract to buyer    <input type="checkbox"/> Other (describe):         </div> </div>																	



2. For all marketing that is NOT direct to consumer (e.g., bulk commodities to processor, wholesale, contract to buyer, etc.), how do you ensure that all organic products sold are traceable back to your certified operation? (select all that apply):

☐ Include operation name and identification of the product as organic on all sales documentation (invoices, BOLs, etc.)

☐ Use nonretail containers that include the operation name and identification of the product as organic

☐ N/A, all sales are direct to consumer

☐ Other (describe):

3. Describe all direct marketing venues below. Include CSAs, farm stands, farmers markets, u-pick, and online sales below.

(a) Farmers' Markets ☐ N/A, no sales at direct marketing venues. Move to Section C.

☐ N/A, no sales at farmers' markets

Name of Market and/or Organization	Market Address	Day(s)	Do you sell nonorganic products at this market?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

(b) Other direct marketing venues (CSA, farm stand, u-pick, online sales, etc.) ☐ N/A, no sales at any of these

Type of Venue	Address (or website of online sales)	Do you sell nonorganic products at this venue?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

4. How do you differentiate organic and nonorganic products to consumers?

☐ N/A, only sell certified organic products ☐ Newsletter/delivery list (attach sample) ☐ Clear "organic" and "nonorganic" signage or similar (attach photo)

☐ Twist ties/stickers/rubber bands ☐ Separate sales area for organic and nonorganic (describe): ☐ Description on website (attach printout)

☐ Other (describe):

**C. Labeling**

**Packaged retail product labels must state "Certified Organic by MDA" (or similar) below the information identifying the producer or handling operation. Display of the USDA organic seal and/or the MDA organic seal is optional. If both seals are used, the MDA seal must not be displayed more prominently than the USDA seal. All retail labels must be approved by MDA prior to use.**

1. Do you use any retail labels for **packaged** organic products? ☐ Yes ☐ No

*If Yes, answer (2) and (3) below and submit a copy of all labels for review.*

*If No, move to question 4.*

2. Select all of the retail package labels that you use or plan to use for retail sale of organic crops:

☐ Box ☐ Bag or sleeve ☐ Clamshell ☐ Other (describe):

3. Do your retail product label(s) contain the phrase "Certified Organic by MDA" or similar **directly below** your business/farm information? ☐ Yes ☐ No

**Unpackaged retail product labels include PLU labels, twist ties, plants tags, etc. PLU labels include stickers and tags affixed to individual produce items and may include produce bags that remain unpackaged or open in the retail setting. The "Certified Organic by MDA" is optional and can be located anywhere on the label. Display of the USDA organic seal is optional. The MDA organic seal may be used in addition to the USDA seal, but must not be more prominent than the USDA seal. All retail labels must be approved by MDA prior to use.**

4. Do you use any retail labels for **unpackaged** organic products (e.g., products in other than packaged form at the point of retail sale)? ☐ Yes ☐ No

*If Yes, answer (5) below and submit a copy of all labels for review.*

*If No, move to question 6.*

5. Select all of the unpackaged product labels you use for retail sale of organic crops: <input type="checkbox"/> PLU <input type="checkbox"/> Twist tie <input type="checkbox"/> Plant tag <input type="checkbox"/> Other (describe):	
<p><b>Nonretail containers</b> are those used to <b>ship</b> or <b>store</b> organic products, other than containers used for retail sale of the product, including containers used for <b>wholesale</b>. Nonretail containers may include <b>boxes, totes, bulk containers/bags, crates, bins, trailers, silos, grain bins, etc.</b></p> <p>Nonretail containers <b>must 1) clearly identify the product as organic</b> and <b>2) include a production lot number, shipping identification, or other unique information that links the container to audit trail documentation.</b> (Audit trail is defined as documentation that is sufficient to determine the source, transfer of ownership, and transportation or organic products).</p> <p>Audit trail documentation for nonretail containers <b>must identify the last certified operation that handled the organic product.</b></p> <p><b>All labeling of nonretail containers must be approved by MDA prior to use.</b></p>	
6. Do you use any nonretail containers (as defined directly above) to ship or store organic products? <span style="float: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</span> <i>If Yes, answer (7) through (9) below and submit a copy or photo of nonretail containers/labels for review.</i> <i>If No, move to section 12.</i>	
7. Select all of the nonretail containers that you use for shipping and storage of organic crops: <div style="display: flex; flex-wrap: wrap; gap: 10px;"> <div><input type="checkbox"/> Box</div> <div><input type="checkbox"/> Tote</div> <div><input type="checkbox"/> Bulk container</div> <div><input type="checkbox"/> Crate</div> <div><input type="checkbox"/> Trailer</div> <div><input type="checkbox"/> Other (describe):</div> <div><input type="checkbox"/> Bin</div> <div><input type="checkbox"/> Bag</div> <div><input type="checkbox"/> Bulk bag</div> <div><input type="checkbox"/> Silo</div> <div><input type="checkbox"/> Grain bin</div> </div>	
8. How do you display identification of the product as organic on nonretail containers? (select all that apply): <div style="display: flex; flex-wrap: wrap; gap: 10px;"> <div><input type="checkbox"/> "Organic", "Org", etc.</div> <div><input type="checkbox"/> MDA organic seal</div> <div><input type="checkbox"/> "Certified Organic by MDA" statement</div> <div><input type="checkbox"/> Farm name (if all organic farm)</div> <div><input type="checkbox"/> USDA organic seal</div> <div><input type="checkbox"/> Other (describe):</div> </div>	
9. What unique information is displayed on nonretail containers that links the nonretail container to audit trail documentation? <div style="display: flex; flex-wrap: wrap; gap: 10px;"> <div><input type="checkbox"/> Shipping identification</div> <div><input type="checkbox"/> Lot numbers (describe lot numbering system):</div> <div><input type="checkbox"/> Field number/name</div> <div><input type="checkbox"/> Julian date codes</div> <div><input type="checkbox"/> Other (describe):</div> </div>	
<b>Section 12: Recordkeeping</b> <span style="float: right;"><b>NOP §205.103</b></span>	
1. Based on the activities described in your Organic System Plan (OSP), does your operation: <ul style="list-style-type: none"> <li>Maintain all records needed to verify compliance, and</li> <li>Keep these records for at least 5 years, and</li> <li>Make them available during inspections?</li> </ul> <input type="checkbox"/> Yes, my operation meets the recordkeeping requirements outlined above. <input type="checkbox"/> No, my operation does not meet the recordkeeping requirements outlined above but I am still in compliance with NOP recordkeeping requirements because:	
<i>Records needed to verify compliance include, but are not limited to, the following:</i>	
<b>If you do this:</b>	<b>Maintain this type of record (check all records that you maintain or intend to maintain):</b>
Grow crops	<input type="checkbox"/> Planting records (crop, seeding, transplanting, location, date, acreage, etc.) <input type="checkbox"/> Records of crop rotation of practices in lieu of crop rotation (perennials, container crops) <input type="checkbox"/> Documentation of natural resource and biodiversity conservation practices and monitoring <input type="checkbox"/> Documentation of preventative pest management practices <input type="checkbox"/> Production equipment also used for nonorganic: cleaning records or Standard Operating Procedures (SOPs)
Use seed, annual seedlings (transplants), or planting stock	<input type="checkbox"/> Purchase receipts or other records documenting source & treated/untreated status <input type="checkbox"/> Nonorganic seed/planting stock: commercial availability records, non-GMO verification <input type="checkbox"/> Annual seedlings: organic certificates or on-farm production records
Use crop inputs materials (fertilizers, pesticides, etc.)	<input type="checkbox"/> Purchase receipts or other records documenting source <input type="checkbox"/> Application records (material name, date, rate, location) <input type="checkbox"/> Compost/compost tea/vermicompost produced by your operation: production records

Have organic parcels with adjacent nonorganic production	<input type="checkbox"/> Documentation of preventative measures to reduce drift risk <input type="checkbox"/> If growing crops in buffer zones: harvest and sales documentation verifying separation
Responsible for harvest and/or transport	<input type="checkbox"/> Harvest/transport equipment also used for nonorganic: cleaning records or SOPs <input type="checkbox"/> Harvest records or field tags (date, crop, quantity, location) <input type="checkbox"/> Transport or shipping records, if applicable
Store crops	<input type="checkbox"/> Storage records <input type="checkbox"/> Storage at your own facility: facility pest management records
Simple post-harvest handling	<input type="checkbox"/> Records of handling activities, including facility pest management
Use another operation's facility for post-harvest handling	<input type="checkbox"/> Documentation of transactions (e.g., receiving, sales)
Source organic crops from another operation	<input type="checkbox"/> Transaction and shipping/receiving records <input type="checkbox"/> Organic certificates for suppliers
Sell organic crops (even if not represented as organic)	<input type="checkbox"/> Shipping or sales records (e.g., BOLs, delivery receipts, receiving documents, grower statements, Farmers' Market load lists, produce stand inventory lists, etc.)
<p>An <b>audit trail</b> is a set of documents that tracks all activities occurring from <b>harvest through sale</b> of an organic product and is sufficient to trace organic crops back to their production (e.g., in the field, from a supplier). A complete audit trail may include, but is not limited to, harvest, shipping, and sales records described above.</p>	
<p>2. How do your audit trail records link to track organic crops from the source (field/growing location, or supplier) to the final sale? (select all that apply):</p> <p> <input type="checkbox"/> Field numbers or names      <input type="checkbox"/> Farm name, if the operation is all organic with only one field      <input type="checkbox"/> Julian date codes  <input type="checkbox"/> Lot numbers (describe lot numbering system):   <input type="checkbox"/> Other (describe): </p>	
<p>A <b>split operation</b> is an operation that produces or handles <b>both organic and nonorganic (conventional and/or transitional) products</b>.</p>	
<p>3. Select all that apply to your operation:      <input type="checkbox"/> N/A, my operation is not a split operation. Move to section 13.</p> <p> <input type="checkbox"/> Grow both organic and nonorganic crops  <input type="checkbox"/> Grow identical crops organically and nonorganically  <input type="checkbox"/> Sell organic and nonorganic crops/products, including any that your source from other operations  <input type="checkbox"/> Sell identical organic and nonorganic crops/products, including any that you source from other operations </p>	
<p>4. How do your input application records distinguish between materials used on organic and nonorganic crops/products?</p>	
<p>5. How do your harvest, shipping, and sales records distinguish between organic and nonorganic crops/products?</p>	

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## Crop Appendix A: Seeds, Seedlings, and Planting Stock

Complete this form to document **all seeds, seedlings, and/or planting stock used or planned for use in the current crop season**. For organic production, you must use organically produced seed and/or planting stock unless it is not commercially available in an appropriate form, quality, or quantity. **All annual seedlings must be certified organic**. If you produce your own seed, indicate your operation as the supplier. *Maintain records of all seed purchases, including labels, receipts/invoices, and documentation of a commercial availability search such that they are available upon inspection.* Pertinent NOP standards are outlined below.

**§205.204 Seeds and planting stock practice standard:** (a) The producer must use organically grown seeds, annual seedlings, and planting stock: Except, That, (1) Nonorganically produced, untreated seeds and planting stock may be used to produce an organic crop when an equivalent organically produced variety is not commercially available: Except, That, organically produced seed must be used for the production of edible sprouts;

**§205.2 Terms defined.** Commercially available. The ability to obtain a production input in an appropriate form, quality, and quantity to fulfill an essential function in a system or organic production or handling, as determined by the certifying agent in the course of reviewing the organic plan.

**§205.103 Recordkeeping by certified operators.** (b) Such records must: (4) Be sufficient to demonstrate compliance with the Act and the regulations in this part. **A minimum of three organic seed sources must be contacted for each seed/planting stock variety, and such efforts must be documented in your records.**

Operation Name:

Crop Year:

### SEED, SEEDLING, AND PLANTING STOCK INFORMATION

Crop	Variety	Supplier	Organic (✓)	Untreated (✓)	Treated (✓)	GMO (✓)	Treatment Brand and Type (fungicide, inoculant, etc.)	Reason for using nonorganically produced seed or planting stock
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		









## Crop Appendix B: Material Inputs List

**ALL APPLICANTS:** Complete brand name and manufacturer information is required. **ALL INPUTS MUST BE APPROVED BY MDA PRIOR TO USE.** Use of inputs prior to MDA approval may risk certification eligibility of your cropland. For products not already approved by MDA, please submit a label, SDS, and/or current OMRI certificate, as appropriate, for MDA to conduct a review of the input. Additional inputs may be submitted for review/approval at any time by contacting MDA organic staff by phone, email, or mail. Prohibited inputs used for conventional production shall be listed in your Crop OSP, Section 9B. Use additional pages as needed.

**NEW APPLICANTS:** Complete this form to document **all material inputs used or to be used in crop production**, including **fertility products** (fertilizer, manure, compost, etc.), **soil amendments**, **growing media** (potting mixes, other container media, etc.), **disease, pest and weed management products** (including biological controls), **mulches** (both natural and synthetic/plastic mulch), **crop production aids** (adjuvants, wetting agents, etc.), and **post-harvest handling inputs**.

**RENEWING APPLICANTS:** Complete this form to document all **new inputs** as described above to be used in the coming crop season. Products that are already listed in your most recent **MDA-issued approved inputs list** do not need to be included.

Operation Name:

Crop Year:

### CROP MATERIAL INPUT INFORMATION

Complete Product Name	Source/ Manufacturer	Details of Use (what you use it for, how you use it, etc.)	Check if material is rinsed following use? (for cleaners/sanitizers only)	Check if currently in use:
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
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			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>



## Crop Appendix C: Field and Crop Information

**Instructions:** Complete this form to document **all fields and parcels on your operation**, including **organic, transitional, and conventional fields**, and **crops to be produced** this crop year. **Please note that in order for a crop to appear on your certificate, it must be associated with a specific field.** Indicate specific crops/varieties grown, rather than categories or groups i.e., “broccoli” vs. “mixed vegetables” or “wheat” vs. “small grains.” **List all material inputs applied in the previous crop year** (e.g., pest control, disease control, fertilizer, manure, compost, etc.).

**NOTE:** If you own a field that is managed by another operator (for example, fields on property you own that are rented to another farmer and are not part of your certified organic operation), please describe this in the parcel address section. This information is pertinent to our inspectors and review staff.

Operation Name:

Crop Year:

### PARCEL INFORMATION

Field Number/ Name	Parcel Address/Legal Description	Organic Status (organic, transitional, conventional)	Transition Date (if organic or transitional)	Field Size	Area Units (acres, sq. feet, etc.)	Owned or Rented	Planned Crop(s)	Inputs Applied Previous Year (fertilizers, soil amendments, pest management products, etc.)

Field Number/ Name	Parcel Address/Legal Description	Organic Status (organic, transitional, conventional)	Transition Date (if organic or transitional)	Field Size	Area Units (acres, sq. feet, etc.)	Owned or Rented	Planned Crop(s)	Inputs Applied Previous Year (fertilizers, soil amendments, pest management products, etc.)

Field Number/ Name	Parcel Address/Legal Description	Organic Status (organic, transitional, conventional)	Transition Date (if organic or transitional)	Field Size	Area Units (acres, sq. feet, etc.)	Owned or Rented	Planned Crop(s)	Inputs Applied Previous Year (fertilizers, soil amendments, pest management products, etc.)

Field Number/ Name	Parcel Address/Legal Description	Organic Status (organic, transitional, conventional)	Transition Date (if organic or transitional)	Field Size	Area Units (acres, sq. feet, etc.)	Owned or Rented	Planned Crop(s)	Inputs Applied Previous Year (fertilizers, soil amendments, pest management products, etc.)



## Maryland Department of Agriculture

### Organic Certification Program

50 Harry S. Truman Parkway, Suite 449, Annapolis, MD 21401

Phone: (410) 841-5769; Fax: (410) 841-2750

Email: [organic.certification@maryland.gov](mailto:organic.certification@maryland.gov)

### Crop Appendix D: Container Production

This container production addendum must be submitted along with a current Crop and Pasture Organic System Plan. This addendum must be completed by all operations that produce organic crops to harvest/maturity in containers (with or without substrate), including but not limited to production in pots/bags/troughs, edible sprouts, hydroponic, aeroponic, aquaponic, etc. All applicable sections/questions must be completed to be considered for certification.

#### Section 1: General Information

Applicant Name:

Date:

Operation Name:

#### Section 2: Production System Information

1. List all crops requested for certification that are grown to harvest/maturity in containers:

2. Attach photographs of the production system (required). ☐ Photographs attached

Provide a detailed description of the production system to be used below. **Include all of the following information:**

- Photographs of the system
- Type of system (substrate production in pots/bags/troughs or other containers, edible sprout production, hydroponic, aeroponic, aquaponic, etc.)
- The stages and length of the production cycle for **each crop grown**
- If substrate/growing media is **not used**, explain how plants/roots are supported (e.g., net pots, trays, polystyrene sheets, etc.)
- If substrate/growing media is **used**, explain if it contains biological activity and/or organic matter, and whether it provides nutrition to the plant on an ongoing basis throughout the entire production cycle
- If liquid nutrition is used, explain how it is delivered to the plant roots (e.g., indirectly via application to substrate/growing media, or directly such as NFT, flood and drain, deep water culture, raft systems, aeroponics, etc.)
- Whether fish are integrated into the system (aquaponics)

1. Provide a detailed description of the production system (required information listed above):



### Section 3: Production Materials

1. Do you use growing media (including substrate, planting mix, potting soils, etc.)? <i>If Yes, answer (a) through (c) below:</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No
a. Are all components of your growing media (e.g., peat moss, coconut fiber, vermiculite, perlite, sand, compost, microbial inoculants, etc.) listed on Crop Appendix B?		<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Is new growing media used for each production cycle? <i>Spent growing media from nonorganic production may not be reused for organic production.</i> If No, describe the source of reused growing media:		<input type="checkbox"/> Yes <input type="checkbox"/> No
c. How is growing media disposed of at the end of the production cycle? <i>Spent growing media must be managed in a way that does not contribute to contamination or degradation of natural resources (including waterways, soil, etc.).</i> <input type="checkbox"/> Reused/recycled onsite <input type="checkbox"/> Composted onsite <input type="checkbox"/> Other (describe):		
2. How do you manage irrigation water effluent and/or runoff to avoid contamination of the surrounding environment (including waterways, soil, etc.)?		
3. Do you produce organic edible sprouts? <i>If Yes, answer (a) and (c) below:</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No
Certified organic seed is <b>always</b> required for edible sprout production.		
a. Do you always use certified organic seed to produce edible sprouts?		<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Are all sanitizers used on the seed listed on Crop Appendix B?	<input type="checkbox"/> Yes <input type="checkbox"/> N/A, no seed sanitizers used	
c. Describe seed sanitizing and rinsing procedures:	<input type="checkbox"/> N/A, no seed sanitizers used	

### Section 4: Nonorganic Container Production

1. Does your operation also have nonorganic production in containers? <i>If No, this form is complete.</i> <i>If Yes, complete the rest of this section.</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Does organic and nonorganic production take place in different, dedicated growing areas (e.g., separate greenhouses, structures, etc.)? <i>If No, complete Section 5: Alternating Production below.</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No
3. How do you identify organic and nonorganic growing areas?		
4. How do label or distinguish between organic and nonorganic plants from production through shipment/sale?		
5. How do you prevent mixing or commingling of growing media and fertility materials for organic and nonorganic production, during preparation and storage? <input type="checkbox"/> I only use materials approved for organic use (and listed on crop appendix B) for both organic and nonorganic production <input type="checkbox"/> Separate preparation and/or storage areas <input type="checkbox"/> Other (describe):		

6. How do you prevent drift of prohibited materials through shared ventilation systems?

- ☐ N/A, no shared ventilation systems  
☐ I only use materials approved for organic use (and listed on crop appendix B) for both organic and nonorganic production  
☐ Other (describe):

7. How do you prevent contact with prohibited materials applied through shared irrigation systems?

- ☐ N/A, no shared irrigation systems  
☐ I only use materials approved for organic use (and listed on crop appendix B) for both organic and nonorganic production  
☐ Other (describe):

### Section 5: Alternating Production

☐ N/A, not seeking approval for alternating production

Prohibited substances may not be applied to certified organic land. Use of an organic growing area for nonorganic production when organic production is not occurring in the growing area ("alternating production") may be approved if it is verified that prohibited substances do not contact land at the growing location, management practices prevent contact with prohibited substances upon resuming organic production, and recordkeeping is sufficient.

1. Which of the following apply to the organic growing location(s) you wish to use for alternating production?

- ☐ The location(s) have solid, permanent, impermeable flooring (e.g., concrete)  
☐ The location(s) **do not** have solid, permanent, impermeable flooring (e.g., production takes place over soil, landscape fabric, or ground covering, gravel, etc.). **Alternating production is not allowed in these situations.**

2. List all growing locations (e.g., parcel name, greenhouse name/number, building name/number, etc.) you wish to use for alternating production:

3. List all crop types to be produced in alternating production areas:

4. When do you anticipate using these organic growing locations for nonorganic production?

- ☐ Intermittently, based on customer demand  
☐ On a regular schedule. Describe:

5. Describe your standard procedure for cleaning all equipment and surfaces to remove residue of prohibited substances prior to resuming organic production (all cleaning materials must be listed in crop appendix B):

6. How do you maintain records of the beginning/end dates of organic/nonorganic production cycles and implementation of your cleaning procedures before a new organic production cycle?

- ☐ Production records  
☐ Cleaning logs  
☐ Other (describe):

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## Maryland Department of Agriculture

### Organic Certification Program

50 Harry S. Truman Parkway, Suite 449, Annapolis, MD 21401

Phone: (410) 841-5769; Fax: (410) 841-2750

Email: [organic.certification@maryland.gov](mailto:organic.certification@maryland.gov)

## Land Use History Affidavit

**Instructions:** Use this form to verify the 36-month land use history, including input applications, for land that has been under your management for less than 3 years. **The person responsible for farming or otherwise managing the land during the time period specified must complete sections 2 and 3 and sign this form.**

### Section 1: To be completed by organic certification applicant

1. Applicant Name:
2. Operation Name:
3. Date:
4. Date on which applicant began/will begin management of land described below (mm/dd/year):
5. Description of land parcel(s) by field #, section #, town, and county (or other regulatory description e.g., FSA farm/tract #):
6. Total production acreage of parcel(s) described above:

### Section 2: To be completed by the prior land manager

1. Name of prior land manager:
2. Address of prior land manager:
3. Phone number of prior land manager:
4. *I verify that the following is true and accurate to the best of my knowledge:*
  - (a) I owned, farmed, or otherwise managed the land described above from (mm/dd/year) \_\_\_\_\_ to \_\_\_\_\_.
  - (b) I understand that the applicant is seeking organic certification for the land described above.
  - (c) During the time that I owned, farmed, or otherwise managed the land described above, prohibited materials (such as synthetic fertilizers or pesticides, urea, hydrated lime, ground wallboard, treated seed, etc.) listed in the *National List of Allowed and Prohibited Substances* in §205.601-602 of 7 CFR 205, USDA-NOP Final Organic Rule:  
☐ were NOT applied to the land described above  
☐ WERE applied to the land described above (list all prohibited materials applied on page 2)  
☐ MAY HAVE BEEN applied to the land described above (list materials you are unsure about on page 2)
5. Signature of previous land manager (required):

### Section 3: Materials Applied (to be completed by the prior land manager)

List all prohibited materials applied to the land described above (or materials that you are unsure if they are prohibited) below, including date(s) of application.

[illegible]

**Field History Sheet – New Fields**

**Instructions:** Complete this form to verify the 36-month land use history, including all input applications, for a land parcel you wish to certify as organic **that has been under the applicant's management for 3 or more years**. A separate form must be completed for each land parcel. For fields that have not been under your control for 3 or more years, use the Land Use History Affidavit form (MDA\_DOC\_007) to verify land use history prior to your management. **List all material inputs (fertilizers, pesticides, soil amendments, etc.) used during the time period specified below, including rates and date of application.** This form should accompany your OSP for new applicants. Renewing applicants may submit at any time for new fields to be added. **Form must be signed.**

**Applicant Name:**

**Parcel description, including address (or other legal description) and total production acreage:**

Field Name/ Number	Field Size (Include units e.g., acres, sq feet, etc.)	Crop Year (Most recent):		Crop Year:		Crop Year:	
		Crop(s)	Inputs (incl. date and rate of application)	Crop(s)	Inputs (incl. date and rate of application)	Crop(s)	Inputs (incl. date and rate of application)

**Attestation**

*I declare that the parcel of land described above were farmed by me or were otherwise under my control during the time period of (month/year) \_\_\_\_\_ to (month/year) \_\_\_\_\_. I attest that the above information is true and accurate to the best of my knowledge.*

**Printed Name**

**Signature (required)**

**Date**

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### Adjoining Land Use Verification

**Instructions:** Use this form when you believe that no buffers are necessary due to the nature of adjoining land use. The organic certification applicant may request that the owner/land manager of the adjoining land complete and sign this form in lieu of maintaining a buffer zone. This form may also be used to verify that the adjoining land is certified organic by another accredited certifying agent.

**The person responsible for managing the adjoining land must complete and sign Section 2 of this form.**

#### Section 1: To be completed by organic certification applicant

1. Applicant Name:

2. Operation Name:

3. Date:

4. Attachments (required): ☐ Map showing organic field(s) in relation to adjoining land

#### Section 2: To be completed by the adjoining land owner/manager

1. Name:

2. Farm or business name (if applicable):

3. Address (incl. city/state/zip):

4. Phone:

5. *I verify that the following fields/areas under my management listed below have had no materials prohibited by the National List of Allowed and Prohibited Substances (e.g., synthetic fertilizers, herbicides, insecticides) applied in the last year and have no plans to use such materials in the next 3 years. **In the event that I do plan to use any prohibited substances, I will notify the organic certification applicant listed above prior to use.***

Signature of adjoining land owner/manager (required): \_\_\_\_\_

#### Section 3: To be completed by the organic certification applicant and adjoining land owner/manager

MDA Client, Organic Field ID#	Adjoining Land Description (pasture, cropland, residential, etc.)	Distance and Direction of Adjoining Land from Organic Field
Ex: Doe Farm, Field 2	Jane Cattle Company, pasture	25 feet W of Doe Farm field 2



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### Organic Fraud Prevention Plan

This organic fraud prevention plan must be submitted along with your current organic system plan covering crop production, livestock production, and/or on-farm handling/processing as applicable.

#### Section 1: General Information

Applicant Name:

Date:

Operation Name:

#### Section 2: Fraud Prevention Plan

NOP §§205.201(a)(3), 205.270, 205.272

NOP standards require **all certified operations** to implement an **Organic Fraud Prevention Plan appropriate to the certified operation's activities, scope, and complexity**. Fraud prevention plans outline practices and procedures used to support early detection, prevention, and mitigation of organic fraud and are intended to strengthen organic integrity across supply chains.

Your fraud prevention plan must describe your operation's monitoring practices and procedures used to verify organic suppliers in the supply chain, the organic status of agricultural products received, and compliance of inputs with NOP standards, as applicable to your operation, to detect and prevent organic fraud. **Your fraud prevention plan should account for purchased/sourced organic products back to the last certified operation and certified operations that you sell/ship organic products to support supply chain traceability of purchased/produced organic products.**

Not all Organic Fraud Prevention Plans will be alike. According to the best practices described by the NOP, an Organic Fraud Prevention Plan may include the elements identified below. Complete all sections that are applicable to your operation's activities, scope, and complexity. You must review and update your fraud prevention plan as needed to reflect changing circumstances, activities, ingredients, business practices, supply chains, etc.

#### A. Operation Overview and Activities

1. Select all the activities listed below that apply to your operation:

- ☐ Produce crops
- ☐ Material input use in crop production
- ☐ Purchase certified organic agricultural products (crop and/or livestock products) for resale on my operation
- ☐ Produce livestock/livestock products
- ☐ Material input use in livestock production (including livestock feed additives/supplements)
- ☐ Purchase certified organic livestock feed and/or roughage bedding
- ☐ Purchase certified organic livestock
- ☐ Process/handle organic agricultural products – ALL ingredients grown/produced on-farm
- ☐ Process/handle organic agricultural products – some ingredients/processing aids sourced off-farm
- ☐ Import organic products or processing aids
- ☐ Export organic products
- ☐ Other activity not listed above (describe):

#### B. Material Input Control

1. Do you use material inputs for organic production and/or processing/handling activities? (Examples include but are not limited to soil fertility products, soil amendments, pest management products, crop production aids, livestock feed additives/supplements, medicines, herbal remedies, sanitizers, detergents, etc.).

- ☐ Yes - Answer (2) below.
- ☐ No - Move to section F. If No, move to section C.

2. How do you verify that all material inputs used comply with NOP standards? *(select all that apply)*:

- ☐ I only use inputs that have been previously approved by MDA, indicated by inclusion on my MDA-generated Organic Inputs List
- ☐ I only use OMRI-approved material inputs that have current OMRI listings
- ☐ I verify that material inputs used are currently listed for organic use by other reliable organic material review programs including Pennsylvania Certified Organic (PCO), Washington State Department of Agriculture (WSDA), and California Department of Food and Agriculture (CDFA)
- ☐ I follow all restrictions/annotations for materials inputs with restricted use classifications
- ☐ I review and update my material inputs list at a minimum annually and additionally as needed
- ☐ Other (describe):

### C. Supply Chain Map

1. Attach a map of your supply chain, beginning with the certified operations before you in the supply chain and ending with the certified operations that you sell or ship organic products to. You do not need to submit a separate map for each ingredient unless supply chains are significantly different.

- Include steps that happen off-site, such as transportation and storage
- If product moves through different facilities, describe the flow across different facilities
- Indicate when the product changes ownership, including any importing/exporting

☐ Supply chain map attached

☐ Supply chain map not applicable to my operation because I do not source organic products and I do not sell/ship organic products to other certified operations

### D. Product Organic Status Verification

☐ N/A, I do not source any of the organic products outlined below

This section applies to sourced organic products including **crops, livestock, livestock feed, roughage used for livestock bedding, processed product ingredients, and processing aids.**

- You must maintain organic certificates for all suppliers, importers, co-packers, storage facilities, and any other certified operation you work with.
- You must ensure that all certificates are current (issued within the last 15 months) and complete, listing specific products/crops/brands that you source.
- Alternatively, you may verify the organic status of certified operations using **USDA's Organic Integrity Database (OID)**, but you must include records of when you accessed OID. If the operation's listing in OID does not include a detailed product list (products/crops/brands), you must also maintain an operation's complete product list (e.g., organic certificate with product listing, certificate addendum with product listing).

1. How frequently do you review organic certificates/organic status in OID to verify that all suppliers and other organic operations you work with are currently certified for the ingredients/products you source and/or the products they produce for you? *Annual verification is required at a minimum.*

☐ With each shipment ☐ Monthly ☐ Quarterly ☐ Annually ☐ Other (describe):

2. At receiving, how do you monitor and verify that incoming organic products are from approved suppliers and are certified organic? *(select all that apply)*:

☐ Approved organic supplier list verified against bill of lading (BOL) or packaging/container labels

☐ Current organic certificates required with each shipment, supplier verified as approved, certificate verified to list product received

☐ Other (describe):

3. For imported products, please select all documents that you retain *(select all that apply)*:

☐ NOP import certificates ☐ Phytosanitary certificates ☐ Transaction certificates ☐ Emergency action notices

☐ Customs and border protection documents ☐ Bill of lading ☐ Import permit ☐ Other (describe):

☐ N/A – no imported products sourced

4. Do you source any organic products from uncertified entities? ☐ Yes ☐ No  
If Yes, answer (5) below. If No, move to Section E.

5. When sourcing from uncertified entities, what records do you maintain that trace the organic product back to the last certified production/handling operation?

**E. Supplier Organic Status Verification**

☐ N/A, I do not source any of the organic products outlined below

This section applies to all suppliers of sourced organic products including crops, livestock, livestock feed, roughage used for livestock bedding, processed product ingredients, and processing aids.

- Before sourcing from new suppliers or working with any other organic operation, you must review their organic certificate to ensure it is current (dated within the last 15 months) and complete, listing specific products/crops/brands.
- All suppliers of organic products/ingredients must be listed on *Appendix C: Ingredients List*
- Alternatively, you may verify the organic status of certified operation using **USDA's Organic Integrity Database (OID)**, but you must include records of when you accessed OID. If the operation's listing in OID does not include a detailed product list (products/crops/brands), you must also maintain an operation's complete product list (e.g., organic certificate with product listing, certificate addendum with product listing).

1. Do you have a supplier approval program in place to identify, evaluate, and approve organic suppliers and any other certified organic operation you may work with?

☐ Yes

☐ No. If no, explain why not:

2. Who is responsible for supplier verification at your operation?

3. What steps are included in your organic supplier approval program? (*select all that apply*):

☐ Verification that the supplier's current organic certificate was issued in the last 15 months, includes the list of certified products, and identifies the products I source from them.

☐ Verification of the supplier's organic certification status, list of certified products, and identification of the products I source from them using USDA's Organic Integrity Database

☐ Verification that the supplier agrees to meet product specifications for each shipment

☐ Verification that the supplier can meet my quality and quantity needs

☐ Verification that the supplier agrees to provide timely organic certificate updates at least annually, or upon demand as needed

☐ Verification that the supplier will provide immediate notification of any positive residue results linked to product purchased and/or received by my operation

☐ Verification that MDA approves the supplier as part of my OSP (all suppliers to be listed on *Appendix C: Ingredients List*)

☐ Other (describe):

4. How often do you switch suppliers, add new suppliers, make on-off purchases, or do "spot purchasing"?

☐ Daily or weekly

☐ Monthly or quarterly

☐ Annually

☐ Rarely or never

## F. Operation Vulnerability Assessment

A **vulnerability assessment** is used to identify potential weaknesses in your practices and/or supply chain where fraud has a greater chance to occur. Assess the areas below as applicable to your operation. Each area includes examples of criteria you may consider when conducting a vulnerability assessment.

**Product assessment.** Consider qualities that are intrinsic to the product you source, handle, or produce (e.g., packaging, geopolitical, socio-economic, agronomic).

- *High risk examples:* Product has a history of fraud, product is bulk/unpackaged, product comes from an area of political unrest/uncertainty, drastic fluctuations in price, high demand, recent production challenges (e.g., flooding, pest outbreaks), large disparity between organic and nonorganic prices.
- *Low risk examples:* Product packaged in sealed and tamper evident packaging, product is readily available within the organic market, product is produced domestically.

**Supply chain assessment.** Consider the qualities that are inherent to the suppliers you work with.

- *High risk examples:* Low visibility of supply chain, long supply chain (many changes in ownership prior to your possession), backup supplier not established (potential for urgent spot purchases), uncertified operations involved in the supply chain, supplier selling commodity below cost of production.
- *Low risk examples:* Established long-term supplier relationships, written sales contract addressing organic considerations, supplier readily provides information upon request (organic certificates, specification sheets, etc.), supplier is the producer of the organic product, supply chain has complete traceability and visibility back to the farm level.

**Internal company assessment.**

- *High risk examples:* Past food fraud incidents, inadequate or minimal supplier approval program, inadequate or minimal receiving procedures, no formal training for employees involved in organic production/handling, only one knowledgeable employee about the operation's Organic System Plan (unless no other employees), repeated failure of mass balance or traceback exercises during inspections.
- *Low risk examples:* Third party food safety certification (GFSI or similar), established employee training program addressing organic fraud, written employee code of conduct, whistleblower guidelines and protections for employees that find internal fraud, history of successful mass balance or traceback exercises during inspections.

1. Select one of the following statements below:

- ☐ My vulnerability assessment is documented (not required to submit vulnerability assessment unless requested by MDA)
- ☐ My vulnerability assessment is not documented but I can describe my vulnerability assessment at inspection
- ☐ Not applicable to my operation

2. If you choose, use the area below to describe and document your vulnerability assessment.

## G. Identification of Organic Control Points

**Organic Control Points (OCPs):** Similar to Hazard Analysis Critical Control Points (HACCP), **OCPs are steps/points (locations and/or times) in the production system where the integrity of the organic product may be lost and a control can be applied to prevent or reduce to an acceptable level the potential for loss of organic integrity.** An Organic Control Point program identifies OCPs and establishes mitigation measures to control these points.

Review the following examples of risks that may require an Organic Control Point (OCP), **the step when/where the control can be applied**, and *examples of mitigation measures*. Refer to the vulnerability assessment in section F for additional examples of risk that may require OCPs.

**Product vulnerability example.** Product is imported and has a known condition of entry, has a potential for fumigation with prohibited material.

- OCP and mitigation example: **At receiving**, *review the import documentation accompanying the shipment for verification that the product was not treated. Product remains on hold until verification is complete.*

**Supply chain vulnerability example.** Product is in high demand; only one supplier is identified and has a history of shorting orders

- OCP and mitigation example: **Before making another purchase**, *require the existing supplier to sign a contract guaranteeing delivery quantities. Identify new potential back-up suppliers.*

**Internal vulnerability example.** My operation does not have an established procedure for verifying new suppliers. We frequently change suppliers and select suppliers based solely on the lowest price.

- OCP and mitigation example: **Before making another purchase**, *establish a supplier verification program and screen existing suppliers against program requirements. We will not purchase from suppliers that do not pass our supplier verification program requirements.*

1. Based on your vulnerability assessment, have you identified Organic Control Points (OCPs) in your supply chain? OCPs must be established for vulnerabilities where there is the highest risk of fraud or loss of organic status.

- ☐ My organic control points are documented (not required to submit OCPs unless requested by MDA)
- ☐ My organic control points are not documented but I can describe them at inspection
- ☐ Not applicable to my operation

2. For each Organic Control Point, have you developed and implemented mitigation measures to eliminate or reduce the risk for fraud or loss of organic integrity?

- ☐ My mitigation measures are documented (not required to submit mitigation measures unless requested by MDA)
- ☐ My mitigation measures are not documented but I can describe them at inspection
- ☐ Not applicable to my operation

3. If you choose, use the area below to describe and document your operation's OCPs and mitigation measures:

## H. Fraud Reporting

1. Please describe your process for reporting suspected fraud to MDA and/or NOP:

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## MARYLAND DEPARTMENT OF AGRICULTURE

### Organic Certification Program

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## Foreign Market Organic Equivalence Arrangement Verification Request

The United States Department of Agriculture (USDA) has established trade arrangements for organic products with foreign governments known as organic equivalence arrangements. USDA currently has organic equivalence with the following governments: Canada, European Union, Japan, Republic of Korea, Switzerland, Taiwan, and the United Kingdom.

Instructions: Complete this form if you plan to export certified organic products produced on your farm to any of the locations listed above or if you sell certified organic products to any buyer who requires foreign market equivalence verification listed on your organic certificate. For additional information on USDA equivalence arrangements, including labeling requirements, go to [www.ams.usda.gov/services/organic-certification/international-trade](http://www.ams.usda.gov/services/organic-certification/international-trade).

### Section 1: Operation Information

1. Operation Name:

2. Operation Representative:

3. Date:

### Section 2: Product Information

1. Which foreign markets do you plan to export to, either directly or indirectly (e.g., domestic buyer requires export verification)?

☐ Canada

☐ European Union

☐ Japan

☐ Republic of Korea

☐ Switzerland

☐ Taiwan

☐ United Kingdom

2. Please list all products that you plan to export:

### Section 3: Export Market Eligibility

Answer the applicable questions for each foreign market that you plan to export to, either directly or indirectly (e.g., domestic buyer requires export verification).

#### A. Canada

The following products are not covered by the equivalence arrangement but may be sold as NOP certified in Canada (reference to COR is prohibited): **pet food, personal care products, and natural health products.**

1. Do you use sodium nitrate (a.k.a. Chilean nitrate) on your crops?

☐ No, I do not use sodium nitrate on any of my crops.

☐ Yes, I use sodium nitrate on all of my crops. *Prohibited for export to Canada.*

☐ I use sodium nitrate on some crops but not others. Describe:

2. Do you use hydroponic or aeroponic production methods to produce crops?

☐ No, hydroponic/aeroponic methods are not used.

☐ Yes, hydroponic/aeroponic methods are used. *Prohibited for export to Canada.*

☐ I use hydroponic/aeroponic methods on some crop but not others. Describe:



Answer the following if you are certified by MDA for On-Farm Processing/Handling:

3. If you plan to export processed products, do you have documentation that all purchased agricultural ingredients (not produced on your farm) were produced without the use of sodium nitrate and hydroponic/aeroponic methods?

☐ N/A, I do not plan to export any processed products.

☐ N/A, all agricultural ingredients in processed products exported to Canada are produced on my farm.

☐ Yes, I have attached a valid organic certificate (and associated certificate addendum, if applicable) indicating that the purchased crops are certified in accordance with the terms of the U.S.-Canada Organic Equivalency Arrangement.

☐ No, I do not have this documentation. *Processed product prohibited for export to Canada.*

Answer the following if you are certified by MDA for Livestock Production

4. Do all organic non-ruminant livestock meet the livestock stocking rates set forth in the Canadian organic regulations?

☐ N/A, I do not plan to export non-ruminant livestock products.

☐ Yes, all non-ruminant livestock meet the stocking rates set forth in the Canadian organic regulations.

☐ No, non-ruminant livestock do not meet the stocking rates set forth in the Canadian organic regulations. *Prohibited for export to Canada.*

☐ Some non-ruminant livestock meet the Canadian stocking rates, other do not. Describe:

## B. European Union, United Kingdom and Switzerland

**Cosmetics** are not covered by these equivalence arrangements.

**Wine** must meet organic winemaking requirements of the destination market. Contact MDA for details on requirements if you plan to export wine to any of these markets.

1. Does all production or final processing occur in the United States?

☐ Yes, I plan to export only products produced or processed/packaged in the U.S.

☐ No, I plan to export products produced or processed/packaged outside the U.S. *Prohibited for export to the EU, UK, and Switzerland.*

## C. Japan

The following products are not covered by the equivalence arrangement but may be sold as NOP certified in Japan (reference to JAS is prohibited): **alcohol, non-food processed products, and honey** (products containing honey, up to 5%, may be exported under the arrangement).

1. Does all production or final processing occur in the United States?

☐ Yes, I plan to export only products produced or processed/packaged in the U.S.

☐ No, I plan to export products produced or processed/packaged outside the U.S. *Prohibited for export to the Japan.*

## D. Taiwan

**Pure honey** is excluded from the equivalence arrangement. Processed products containing honey may be exported under the arrangement.

1. Does all production or final processing occur in the United States?

☐ Yes, I plan to export only products produced or processed/packaged in the U.S.

☐ No, I plan to export products produced or processed/packaged outside the U.S. *Prohibited for export to the Taiwan.*

## E. Republic of Korea (South Korea)

**Raw/unprocessed food and non-food products** are not covered by the equivalence arrangement.

1. Are the products planned for export considered "processed foods" as defined by Korean Food Code (i.e. transforming raw commodity so that the original form cannot be recognized)?

☐ Yes, I plan to export processed food as defined by Korean Food Code.

☐ No, all of the products I plan to export are raw, unprocessed, or non-food products. *Prohibited for export to Korea.*

☐ Some products I plan to export are raw, unprocessed, or non-food products. Describe:

2. Does final processing occur in the United States?

- ☐ Yes, all final processing occurs in the U.S.
- ☐ No, processing occurs outside the U.S. *Prohibited for export to Korea.*
- ☐ N/A, all of the products I plan to export are raw, unprocessed, or non-food products. *Prohibited for export to Korea.*

#### Section 4: Labeling

All product labels for exported product must meet labeling requirements of the importing country. For details on the requirements for each country, visit [www.ams.usda.gov/services/organic-certification/international-trade](http://www.ams.usda.gov/services/organic-certification/international-trade).

Shipping containers of domestically produced product intended for export to international markets may be labeled in accordance with any shipping container labeling requirements of the foreign country of destination or the container labeling requirements of a foreign contract buyer, **provided, that**, the shipping containers and shipping documents accompanying the products are clearly marked "For Export Only."

All labels must be submitted to MDA for review prior to export.

1. Do you use retail labels for exported product(s)?

- ☐ Yes, retail labels for exported product(s) are included with this form.
- ☐ Yes, retail labels for exported product(s) are the same as those previously approved by MDA for domestic use.
- ☐ Yes, but the importer labels the product(s) and verifies that labels meet the requirement of the destination market.
- ☐ No, I do not use retail labels for exported product(s).
- ☐ N/A, I do not directly export (e.g., domestic buyer requires export verification).

2. Do your wholesale/bulk export labels meet NOP nonretail container labeling requirements (NOP §205.307)?

- ☐ Yes, wholesale/bulk export labels meet NOP nonretail container labeling requirements and samples are included with this form.
- ☐ Yes, wholesale/bulk export labels meet NOP nonretail container labeling requirements and samples are already part of my approved organic system plan.
- ☐ No, wholesale/bulk containers (e.g., shipping containers) and shipping documents accompanying organic product(s) are clearly marked "For Export Only" and evidence of this will be available at inspection.

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### Wild Crop Organic System Plan

Submit a Wild Crop Organic System Plan (OSP) if you intend to harvest wild crops and sell, label, or represent them as organic. This form must be submitted along with a current Crop and Pasture OSP. If your operation **only harvests wild crops and does not produce crops under cultivation**, you do not need to complete sections 3, 4, 5, 7, and 8 of the Crop and Pasture Organic System Plan (sections 1, 2, 6, 9, 10, 11, 12 and Crop Appendix C must be completed).

#### Section 1: General Information NOP §§205.201, 205.401

Applicant Name:	Applicant Title:
-----------------	------------------

Operation Name:

#### Section 2: Wild Crops and Harvest Area Information NOP §205.207

NOP standards require that any wild crop intended to be sold, labeled, or represented as organic must be harvested from a designated area that has had no prohibited substances applied to it for a period of three years preceding the harvest of the wild crop and must be harvested in a manner that ensures the harvesting or gathering will not be destructive to the environment and will sustain the growth and production of the wild crop.

A wild crop is defined as any plant or portion of a plant that is collected or harvested from a site that is not maintained under cultivation or other agricultural management.

1. List the wild crops that you intend to harvest and sell, label, or represent as organic:

2. List all parcels on which you will harvest wild crops on Crop Appendix C: Field and Crop Information.

☐ Appendix C attached

3. Submit a map that shows all wild crop harvest areas, including farm boundaries, field/harvest area boundaries, field/harvest area identifiers, acreage/square footage, and buffer zones (if applicable)

☐ Map(s) attached

4. Describe the natural environment of all wild crop harvest areas (e.g., deciduous hardwood forest, riparian zone, floodplain, etc.):

#### Section 3: Wild Crop Management and Monitoring Practices NOP §205.207

1. Provide a detailed description of all harvest/collection practices and management techniques utilized in the wild crop harvest area, including any equipment utilized:

2. At what time of year do you harvest each wild crop?

3. In addition to you, do any other people harvest/collect wild crops?

☐ Yes ☐ No

*If Yes, answer (a) below:*

(a) How do you ensure all harvesters/collectors are trained in appropriate harvest/collection and management techniques as outlined above?

4. How do you ensure that harvesting practices are not environmentally detrimental to the wild crop habitat?

5. What measures do you take to ensure the health and longevity of the wild crop population within the harvest/collection areas?

6. How do you monitor the health of the wild crop population and how often is monitoring performed?

7. What rare, threatened, or endangered plants and/or animals are found in the wild crop harvest area, and what steps do you take to address potential or actual impacts on these species resulting from your practices:



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

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

### MDA Organic Certification Remittance Form

**Send this form with your check or money order to:**

**Via USPS:** Maryland Department of Agriculture  
P.O. Box 17304, Baltimore, Maryland 21297-1304

**Other Carriers:** Maryland Department of Agriculture (Lockbox Services 17304)  
MAC Y1372-045, 401 Market Street, Philadelphia, PA 19106

PCA 23403 OBJ 6801

Date Recd \_\_\_\_\_

Amount Recd \_\_\_\_\_

Representative Name and Title		Operation Name	
Name of Payee (Must be same as person or business paying certification fees and match the social security or tax identification number listed below )			
Owner Name (If different from representative or payee)			
Date of Application Submission		SSN or Tax ID Number for Payee (required if reimbursement is requested)	

Organic Scopes for Certification:

Crop      Livestock      Processor/Handler      Wild Crops

**Application and Remittance Form Affirmation:**

I affirm that all statements made in this application are true and correct. 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:

1. If I (a) knowingly sell or label a product as organic, except in accordance with the National Organic Program, I shall be subject to a 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.
2. 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 or continuation of certification by the MDA Organic Certification Program.
3. 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.
4. My operation must be inspected annually to continue certification and the inspection must be conducted within 30 days of the first notification from the Maryland Department of Agriculture to schedule the inspection. Notification may be made by letter, phone call or email. Failure to respond to the notification or be available for inspection may result in the issuance of a noncompliance.
5. The USDA National Organic Program requires MDA to conduct unannounced inspections for a minimum of 5% of the MDA certified operations annually. MDA conducts unannounced inspections at their discretion and that I may be subject to an unannounced inspection at any time throughout the year. Failure to be available for an unannounced inspection may result in the issuance of a noncompliance.

\_\_\_\_\_  
Representative Signature

\_\_\_\_\_  
Date

The Organic Certification Cost Share Program (OCCSP) provides for reimbursement of organic certification costs. Producers and handlers certified by USDA accredited certifiers may be eligible to receive reimbursement for 75% of certification fees, up to a maximum of \$750 per scope. Cost share reimbursement is subject to funding by USDA annually.

**Do you wish to receive reimbursement through the Organic Certification Cost Share Program?**

**I do wish to receive reimbursement**

**I do not wish to receive reimbursement**

Reimbursement calculation example: If your certification costs were \$500, you will receive 75% reimbursement, which would be \$375.00. If your certification costs were \$1,500 for Crops scope certification and \$1,500 for Livestock scope certification, then 75% for each scope would be \$1,125, and you would be eligible to receive \$1,500 total, \$750 per scope (the maximum amount per scope).

**Administrative Use Only:**

Date Application Received: \_\_\_\_\_

Amount of reimbursement issued: \$ \_\_\_\_\_

Date Payment Received: \_\_\_\_\_

Check #: \_\_\_\_\_

Check Amount: \$ \_\_\_\_\_

**Action Taken:**

Approved

Denied

By: \_\_\_\_\_

Date of Action: \_\_\_\_\_

Date Payment Processed: \_\_\_\_\_

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# Maryland Department of Agriculture

## Organic Certification Program

50 Harry S. Truman Parkway, Suite 449 Annapolis, MD 21401

Phone: (410) 841-5769; Fax: (410) 841-2750

Email: [organic.certification@maryland.gov](mailto:organic.certification@maryland.gov)

## Organic Certification Application Affirmation and Signature

### Section 1: Application Information

1. Operation Name:

2. I am applying for:      Initial Organic Certification      Continuing Organic Certification

3. I am requesting certification under the following scopes:  
Crops      Livestock      Wild Crops      On-Farm Processing/Handling

4. I have included the following documents with my submission:

Crops/Wild Crops Scope	Livestock Scope	On-Farm Processing/Handling Scope
Crop and Pasture OSP (new)	Livestock OSP (new)	On-Farm Processor Handler OSP (new)
Crop and Pasture OSP (updated)	Livestock OSP (updated)	On-Farm Processor Handler OSP (updated)
Crop and Pasture OSP Annual Update Form	Livestock OSP Annual Update Form	On-Farm Processor OSP Annual Update Form
Crop Appendix A Seeds, Seedlings, Planting Stock	Livestock Appendix A DMI Calculation	Processor/Handler Appendix A Products List
Crop Appendix B Material Inputs	Livestock Appendix B Material Inputs	Processor/Handler Appendix B Material Inputs
Crop Appendix C Field and Crop Information	Livestock Appendix C Ruminant Herd List	Processor/Handler Appendix C Ingredients List
Crop Appendix D Container Production	Organic Product Labels (retail/nonretail)	Organic Product Profiles
Field History Sheet – New Fields	Maps of Pastures (including drinking water and shade locations)	Facility Diagram
Land Use Affidavit	Material Input Product Labels/SDS	Product Flow Chart
Adjoining Land Use Verification	Custom Grazing and Management Affidavit	Pest Management Diagram/SOP
Wild Crop OSP	Livestock Transaction Record	Organic Product Labels (retail/nonretail)
Maps of Parcels/Fields		Water Tests
Soil Tests (required every 3 years)		
Material Input Product Labels/SDS		
Organic Product Labels (retail/nonretail)		
Organic Fraud Prevention Plan		

### Section 2: Affirmation and Signature

I affirm that all statements made in this application are true and correct. 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:

- 1) If I (a) knowingly sell or label a product as organic, except in accordance with the National Organic Program, I shall be subject to a 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.
- 2) 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 or continuation of certification by the MDA Organic Certification Program.
- 3) 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.
- 4) My operation must be inspected annually to continue certification and the inspection must be conducted within 30 days of the first notification from the Maryland Department of Agriculture to schedule the inspection. Notification may be made by letter, phone call or email. Failure to respond to the notification or be available for inspection may result in the issuance of a noncompliance.
- 5) The USDA National Organic Program requires MDA to conduct unannounced inspections for a minimum of 5% of the MDA certified operations annually. MDA conducts unannounced inspections at their discretion, and I may be subject to an unannounced inspection at any time throughout the year. Failure to be available for an unannounced inspection may result in the issuance of a noncompliance.

\_\_\_\_\_  
Representative Name and Title

\_\_\_\_\_  
Representative Signature

\_\_\_\_\_  
Date

No person or operation shall be excluded from participation in or denied the benefits of the National Organic Program due to discrimination because of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status.

**Submit completed certification application and supporting documents to:**

**via Regular Mail:**

Maryland Department of Agriculture  
Organic Certification Program  
50 Harry S. Truman Parkway, Suite 449  
Annapolis, MD 21401

**via Email:**

organic.certification@maryland.gov

**Submit fees and MDA Certified Producers Remittance/Cost Share Form to:**

**via USPS:**

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

**via Other Carriers:**

Maryland Department of Agriculture  
(Lockbox Services 17304)  
MAC Y1372-045  
401 Market Street  
Philadelphia, PA 19106