



**Organic System Plan (OSP) – NOP
Unit Description – EC 834/2007**
Information and documents requested



According to the **§ 205.406 (a) in the USDA NOP standard**, a certified operation shall annually, as applicable, sent to the certifying agent an updated **organic production or handling system plan (OSP)**.

According to the **art.64 in the regulation EC 889/2008**, a certified operation shall update, as applicable, any change in the **unit description** or measures defined in **art.63 in the regulation EC 889/2008**.

According to § 205.406 (a) (3) in the USDA NOP, an update on the correction of minor non-compliances previously identified must be sent to the certifying agent.

**Any change of your OSP or Unit Description must be notified to Ecocert.
Yet if during inspection changes are noticed, this will lead to a notice of non-compliance.**

An OSP/Unit description shall include all information and documents that are necessary for the verification of the possible conformity of your organic operations before the inspection.

You will find below a non-exhaustive list of information and documents to be included in the Organic System Plan / Unit description according to your activity(ies):

1. Description of practices and procedures
2. List of all substances used.
3. Description of monitoring practices & procedures
4. Recordkeeping system
5. Management practices to prevent commingling and contamination
6. Other information deemed necessary.

The implementation of the procedures described within the OSP/Unit Description will be verified during the inspection.

Please find below the details about information and documents to provide to Ecocert.

1. Description of practices and procedures

- Practices to protect and promote biodiversity
- Procedures for notifying neighbors and road departments to prevent contamination of organic crops
- Tillage practices
- Cultivation practices
- Crop rotation practices
- Pest management practices
- Procedures for obtaining organic seeds
- Wild crop management practices
- Livestock health care practices
- Harvest and transportation practices including equipment cleanout to prevent contamination
- Storage practices
- Processing methods including equipment cleanout to prevent contamination
- Labeling procedures
- Procedures for obtaining organic ingredients

2. List of all substances used

A list of each substance to be used as a production or handling input must be included:

- Its composition
- Source
- Location where it will be used
- Commercial availability
- Compost
- Manure
- Fertilizer/Soil amendments
- Crop production aids
- Pest control inputs
- Livestock feed
- Livestock feed additives and supplements
- Livestock health care products
- Post-harvest materials
- Processing aids
- Ingredients

3. Description of monitoring practices & procedures

- Soil testing (e.g. testing for organic matter content)
- Monitoring soil moisture or monitoring water quality
- Product quality testing
- Monitoring crop or pasture quality
- Use of body conditioning scores for monitoring herd health
- Pest monitoring

4. Recordkeeping system

Organic operations must maintain a transparent and traceable recordkeeping system.

a) *The farm map:*

- It must be accurate
- Borders/ boundaries are clearly marked by fence signs roads, etc.
- Shape and size accurate
- Must clearly identify adjoining land use
- Uncultivated (e.g. woods)
- Conventional (identify crop)
- Buffer zones: If necessary should be on the map, indicated by size of buffer zone and whether there are any mitigating factors (e.g. row of trees)

b) *Records for verification of land use history:*

- Evidences of non-application of prohibited inputs
- Evidences permitting to verify the history of the land/fields

c) *Records for verification of adjoining land use:*

- Neighbor Notification Letter (used to establish the integrity of fields bordering low-risk conventional land.)

d) Records for organic crop production:

- Seeds & Transplants (including cover & pasture)
- Receipts of seeds & transplants delivered to farm
- Invoices for seeds & transplant purchases
- Phone logs of attempts to obtain organic seed & transplants
- Seed catalogs
- Letters from seed suppliers re: availability of organic seed
- Organic certificates for seeds purchased

For seed savers:

- harvest records showing production of organic seed
- Seed treatment records
- Verification from supplier that non-organic seed is not genetically modified. (Only for seeds that have commercially available GMO seeds . . . e.g. corn, soybeans, sugar beets)

e) Records for organic crop production and harvest/storage:

- Farm activity log
- Invoices for contracted services (e.g. seeding mowing, spreading manure)
- Records of cultivation practices, weeding and planting dates
- Compost production records
- Yield records (e.g. pounds harvested, weight tickets, boxes harvested)
- Receipts from processor or warehouse for delivery of organic product
- Custom harvest records

f) Clean transport affidavit:

- Attestation from transport companies
- Recording of cleaning activities

g) Records for organic crop production- Sales Records:

- Deposit records, ledgers, receipts
- Purchase orders
- Invoices
- Sales summaries from wholesalers or processors

h) Records for organic livestock production

Feed records:

- Organic verification for all purchased feed, including grain, hay, or silage (copy of organic certification)
- Grain invoices
- Records of purchased feed supplements, and animal health care products
- Feeding records
- Harvest & storage records for feed grown on farm, labels & purchase records

Origin of Livestock Records:

- Breeding, birthing and weaning records (e.g. calendar, chart, notebook)
- Invoices, receiving records, and organic certification for all purchased animals

Animal health care records:

- Loss/cull records
- Medication records
- Vaccinations

Livestock Living Conditions & Pasture Records:

- Animal Identification records
- Grazing records
- Records of inclement weather
- Temporary confinement records (with description of what allowable condition existed)
- Pasture rotation records

Production Records:

- Date & weight at slaughter
- Milk production records
- Egg production records

i) Organic handler & processor records:

Receiving Records: (records that verify product received as organic and amount)

- Organic certificate for each product/ingredient received
- Clean truck affidavit for bulk product (verify truck was clean prior to hauling)
- Invoices, PO's, bill of lading, scale ticket
- Handler organic certificates and contracts
- Certificates of Analysis or Product Specification Sheets
- Raw Product inventory reports and records
- Weight tickets, receipts, tags

Storage & Production Records: (describe handling and processing activities)

- Non-organic ingredient records
- Recipes & product formulation
- Ingredient usage reports & production logs
- Quality control records
- Reconditioning, shrinkage, & dumping records
- Container, storage and processing area records Purchased inputs, including ingredients, sanitizers, food contact substances, packaging, pest management materials
- Inventory reports/Packaging reports
- **Labels of certified products**

Shipping Records - verify type & amount of organic product shipped

- Pallet/tote tickets & sale tickets
- Certificate of analysis
- Purchase orders & sale journals
- Finished product inventory report & records
- Shipping logs & bills of lading
- Export records & transaction certificates
- Sales, accounts payable, accounts receivable, and cash disbursement journals
- Broker's contracts and statements
- Phytosanitary certificates

5. Management practices to prevent commingling and contamination

- Buffer zones to prevent contamination
- Establishment of a physical barrier (e.g. row of trees) to prevent drift of prohibited substances.

a) Management practices should show verification of adjoining land:

- adjoining land use:
- Natural areas and non-cultivated areas – no buffer required
- How pesticides are applied in adjoining land can determine the size of buffer?
- Backpack sprayer
- Boom sprayer
- Airblast or speed sprayer
- Aerial application
- Type of materials applied
- Mosquito control often uses fogging sprays that are designed to drift
- Procedures for notification of neighbors and road departments
- Procedures for identifying organic products during harvest, post-harvest handling, shipping, processing and distribution

6. Other information deemed necessary:

This may include:

- Name(s) of previous certifying agent(s) and years applied.
- Results of previous applications for certification. (Copies of denial of certification, non-compliances, and/or other adverse action notices).
- A description of actions taken to correct non-compliances, plus evidence of corrective action.
- Any other information deemed necessary to verify the compliance of your organic operations.

Any change of your OSP or Unit Description must be notified to Ecocert.

Each new label or change on a label must be sent to Ecocert for approval before being used on products.

CONTACT & INFORMATION

You will find more information on **ECOCERT** homepage: www.ecocert.com (guidelines, certification, certified inputs, other activities,...)

The **United States Department of Agriculture** (USDA) for information about NOP certification: www.ams.usda.gov

The **European community website**: http://ec.europa.eu/agriculture/organic/splash_en will give you all important information about the EC organic production (EC regulations, European Logo and its use, database about organic seeds suppliers,...)

The **Organic Europe** homepage will provide statistics, reports about organic agriculture, information on each EC country and many useful addresses. <http://www.organic-europe.net/>

If you need further information, we stay at your disposal for technical questions.