

Farm Name _____

2.2 Do you own or have legal control of the land used in your organic production?

Yes No

If no, please attach Care and Control Agreement(s) for leased or rented land to this application.

2.3 Provide the civic address of all properties that are used for organic production for the current certification year including owned, leased, rented or borrowed land with corresponding field history number; use an additional sheet if required. Please note that all locations will be included on your organic certificate.

Field Identification number	Civic address, including street/road/highway number and name, town, province and postal code.

2.4 Provide the following information regarding the scale of your farming operation. Include all organic, transitional and conventional lands owned, leased and/or rented. Please note that the total acres/hectares of Column A must equal the combined total of Column B and C.

Column A : Production	Column B Owned Land	Column C: Leased or Rented Land
Organic # A # Ha	# A # Ha	# A # Ha
Transition # A To Organic # Ha	# A # Ha	# A # Ha
Conventional # A Production # Ha	# A # Ha	# A # Ha
Not #A Cropped* #Ha	# A # Ha	# A # Ha
Total Acreage # A /Hectares # Ha	# A # Ha	# A # Ha

**Not cropped includes forest, bush, swamp, gravel pits*

Farm Name _____

2.5 Describe your conversion plan for any land that you will be transitioning to organic. Include field # and acreage referenced to farm map, to what use and anticipated year of conversion to organic. . N/A

Field #	Field Area (ac/ha)	Field Use	Anticipated Year of Conversion

Farm Name _____

2.6 List all crops grown that are to be certified as organic for the current certification year referring to reference number used on farm maps and field history.

Field # and Acreage	Crop	Variety
Field #1/ 0.3 ac	Apples	Gala

2.7 List all crops grown on this farm that are conventional. N/A

Field # and Acreage	Crop	Variety

3.0 ORGANIC CERTIFICATION HISTORY

3.1a Are you applying for pre-certification for your operation? Yes No N/A
 Has your operation been granted pre-certification within the last calendar year?

Yes No N/A

If yes, indicate which Certification Body granted your pre-certification and include pre-certification confirmation documentation with this form.

ACO Other _____

3.1b List the past three years of certification history of your operation including the results of your certification (approved, approved with conditions, denied):

Certification Body	Year	Certification Approved	Potential Non-Compliance	Certification Approved with Conditions	Certification Denied

Farm Name: _____

Farm Name _____

3.2 Has organic certification ever been denied or withdrawn? Yes No
If yes, please state reason and attach a copy of notification of denial or withdrawal.

3.3 Were there any non-compliances identified in your previous certification year?
Yes No
If yes, list the non-compliance and the corrective action taken.

Non-compliance	Corrective Action(s)

4.0 FARM DESCRIPTION

For each separate farming unit (owned, rented or leased) in your operation, provide the following information. Please use the provided template or your own, to draw each map. Use extra pages as required. When numbering your fields, please use a different series of numbers for each farm you have.

4.1 Directions Map

Create a detailed map and written directions that will be provided to your inspector, to your home farm and as well as other rented or leased land. ACO Direction Map provided.

4.2 Production (Farm & Field) Map

The production map is essential for organic certification. This map should be drawn to scale and should include all the fields you manage and include reference numbers used on field histories, farm buildings; all wells, springs, ponds and watercourses; adjacent land use, roads, pipelines, railroads, commercial power lines and other potential sources of contamination. ACO Production Map (Farm & Field) provided.

On the production map(s) indicate the buffer zones and/or strips, run-off diversions, grassed water-runs, shelter belts, hedgerows and other provisions to define the boundaries of your fields and to prevent contamination of your fields and crops from adjacent non-organic farms.

4.3 Building and Yard Map

For each separate farm, accurately sketch the farm yard indicating the names and locations of all buildings, silos, bins, wells, sewage facilities including composting sites, greenhouses, garden or herb plots, etc. Assign a number to each storage bin or structure. ACO Building and Yard form provided.

Farm Name _____

5.0 FIELD HISTORY

5.1 Please complete Table 1, Field History, for all fields and plots owned, rented or leased. All fields must include a field number and acreage. If using more than one variety in a field, list the acreage for each variety in the field. For each field, indicate in the space provided the crop grown, fertility used, pesticide used and any other substance used:

- a) during the previous three years
- b) to be used in the current year
- c) indicate the last month and year that a prohibited substance was used.

5.2 Provide a list and describe all substances (pesticides, fungicides, herbicides, fertilizers, other amendments) to be used in organic crop production for the current year.

Have a label for each substance available for inspector review.

Substance/Brand Name if applicable	Purpose	Composition	Source

6.0 SEEDS AND PLANTING STOCK

N/A

6.1 For crops to be seeded this year, identify in the table below the sources of organic seeds. Indicate the method by which any seeds have been treated; include substances used, mechanical and thermal treatments. ***Save all seed treatment and inoculants labels for review by the inspector.***

Seed Search Document must be completed for any seeds that were not commercially available organically, complete ACO Seed Search Document

Crop/Variety	Supplier	Certified By	Seed Treatment Substance	Inoculants Used

Farm Name _____

6.2 Planting Stock (Seedling, Transplants)

N/A

For crops to be established from planting stock (seedlings, transplants) provide the following information:

Crop & Variety	Supplier	Supplier Certified By	Organic Status Organic/Non-Organic	Treatment Substance

6.3 Note that non-organic perennial planting stock may be used provided that these plants have been maintained under the standard for at least one year and any crop harvested during the first year is not considered as organic.

6.4a What do you use as potting soil for transplants? _____

6.4b Does potting soil contain restricted substances? Yes No N/A

If yes, list restricted substances.

7.0 FERTILITY AND NUTRIENT MANAGEMENT

7.1 Crop Rotation

N/A

Provide a list of your typical crop rotation sequences (e.g. legume- green manure- flax- wheat, etc.) on your farm. _____

What is the average crop rotation length in years? _____

7.2 Soil Fertility Management Plan

Farm Name _____

Indicate the main components of your soil management plan. crop rotation green manure plough down cover crops inter-planting incorporation of crop residues compost on-farm manure off-farm manure soil amendments other specify _____

7.3 How do you monitor the effectiveness of your soil fertility management plan?

soil testing microbiological testing tissue testing observations of soil observations of crop health comparison of crop yields other _____

7.4 What management practices do you use to maintain or improve soil and water quality to prevent soil erosion and/or water contamination?

Describe _____

7.5 List and describe the off-farm soil amendments used for fertility and nutrient management or intended for use in the current fields N/A

Soil Condition/ Deficiency	Soil Amendment	Amendment Composition	Amendment Source	Application Rate/Frequency

8.0 COMPOST MANAGEMENT

N/A

Please note that compost requirements are now included in the PSL page 4.

8.1 What is your source of compost?

compost produced on farm compost obtained from off-farm sources.

8.2 What materials do you use in your on farm compost?

animal manures plants and plants by-products soils and minerals animal, animal products and by-products including fishery

What composting method do you use? in-vessel static aeration windrows

Describe your composting monitoring procedure and results for:

C/N Ratio: _____

Temperature: _____

Number of turnings: _____

8.3 For off-farm compost please have available for verification by your inspector copy of the commercial compost producers' laboratory analysis of the compost or a guarantee that the product meets compost quality guidelines.

9.0 ANIMAL MANURE MANAGEMENT

N/A

9.1 What is your source of manure? on-farm manure off-farm manure

9.2 What is your source of off-farm manure? organic non-organic

9.3 What type of manure do you use? liquid manure semi-solid (slurries) solid manure raw manure fully composted compost tea

9.4.1 Do you apply raw manure to crops for human consumption? Yes No

If yes, describe the process and time frame for application for:

a) crops for human consumption whose edible portion has direct contact with the soil:

b) crops for human consumption whose edible portion does not have direct contact with the soil:

9.4.2 If manure is used on food not for human consumption, indicate timing of application and process.

9.5 Are manure storage facilities constructed and managed to prevent contamination of crop production and water by direct discharge or runoff? Describe measures used to prevent contamination.

9.6 What time of year do you apply your manure to ensure that the soil is sufficiently warm and moist?

9.7 Do you have an environmental farm plan? Yes No
Are you working on suggested improvements? Yes No

10.0 WEED, PEST AND DISEASE CONTROL

10.1 Weed Management:

N/A

a) List all problem weeds: _____

b) Check off weed control practices used: crop rotation field preparation delayed seeding use of fast emerging varieties mechanical cultivation use of hand tools hand weeding mowing livestock grazing flame weeding smother crops black fallow non-synthetic mulch synthetic mulch soap based herbicides other, please specify _____

Use Field History Table 1 to indicate usage of the above including dates and fields.

10.2 Pest Management:

N/A

a) List problem insects, rodents, birds: _____

b) Check off the pest management practices used: crop rotation selection of plant species or variety timing of planting companion planting frog ponds or bird houses hand picking trap crops physical barriers physical removal traps lures insect repellants animal repellants use of approved products other, please specify _____

List and describe all pest control products used or intended to use in the current season on Table 1, Field History.

10.3 Disease Control Management

N/A

a) List problem diseases: _____

b) Check off the disease management practices used: crop rotation selection of plant species/variety timing of planting/cultivation plant spacing companion planting compost/tea use use of approved materials other, please specify _____

Use Table 1, Field History, to list and describe disease management substances intended for organic and transitional fields.

11.0 WATER MANAGEMENT

a) Indicate the water use on your farm: domestic livestock irrigation
 greenhouse crop processing equipment washing other, specify _____

b) Source of water: on-site drilled well(s) on-site dug well river/creek/pond spring
 municipal/county other _____

c) List any inputs that are added to the water.

12.0 SANITATION PRACTICES

To prevent commingling and contamination, all equipment used in organic production must be free of non-organic and prohibited materials. Equipment used for both organic and non-organic farming must be cleaned and flushed prior to use on organic fields and crops. **Please maintain labels of all products used for verification by inspector.**

12.1 Is equipment used for organic only multi use

12.2 Indicate the procedures used to clean equipment: compressed air pressure washer brooms/brushes flushing vacuum other, please specify

12.3 List what cleaning agents (detergents, soaps, etc used in equipment sanitation.

12.4 How is wastewater and material disposed of?

13.0 MAINTENANCE OF ORGANIC INTEGRITY

13.1 For adjoining land that is non-organic what safeguards do you have to prevent unintended contamination? none written notice to adjoining land owners verbal notice to adjoining landowners buffer zones other (specify)

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

Farm Name _____

13.3 If you harvest both organic and non-organic crops, how do you prevent commingling and contamination during harvest?

13.4 What do you do with crops harvested from the buffer zone? _____

14.0 POST HARVEST HANDLING AND STORAGE N/A

14.1 Do you use the same storage area for organic, transitional and non-organic crops?

Yes No

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

Are storage areas or units labeled as organic? Yes No

14.2 Are off farm storage areas used? Yes No N/A

If yes, where are the storage facilities located and describe how the organic products are segregated from any non-organic products

Address of Off-farm storage	How segregated

15.0 TRANSPORTATION N/A

15.1 What steps are taken to maintain the organic integrity of the products during transportation? dedicated organic only cleaning transport units prior to loading letter or contract with transport company stating organic requirements other

15.2 Describe how you transport your crop from the storage facility to the buyer or market. _____

15.3 Describe your cleaning procedures, products and timetable for cleaning transport equipment and vehicles. _____

16.0 AUDIT TRAIL

You must have the following records available for verification by the inspector at the time of inspection.

Farm Name _____

- documentation of organic seed, seedlings, plant stock and input sources
- tags/labels and invoices for all purchased seeds, seedlings and plant stock
- ingredient labels for all purchased inputs, fertility, inoculants, pest, disease, compost, etc
- on and off-farm compost production records
- previous land use document
- monitoring records for soil, water, tissue, compost, manure
- clean equipment, storage and transportation documentation
- harvest records for organic, transitional and non-organic crops
- storage/running bin inventory records for organic, transitional and non-organic crops and/or products
- sales records for organic and non-organic crops and/or products
- complaint log

Please forward the following documentation along with this application:

- directions map
- production (Farm & Field) map
- building and yard map
- organic seed search document
- three year field histories with input data, field activity records
- care and control for rented/leased land
- organic plan
- pre-certification attestation from Certification Body if applicable

17.0 ACO APPLICANT CONTRACT AND OFFICIAL MARK CONSENT CONTRACT

Please read and sign the ACO Applicant Contract and ACO Official Mark Consent Contract and return with completed application form to the ACO office.

I, _____, hereby certify that the above information is accurate and complete.

Signature of Applicant _____ Date _____

ACO Office Use:

Date Application Received _____