

BC Certified Organic Program Kootenay Organic Growers Society

Guide to completing the Organic Crop Farm Plan Update

Use this Guide to assist in completing the Organic Crop Farm Plan Update for annual renewals. Numbers in the guide correspond to numbers in the Farm Plan Update form. Provide as much information as possible. The Certification Committee (CC) will decide your certification status, but they will never see your farm. The more information you can provide, the easier it will be for the CC to make their decision.

Section A General Information

1. Name of the person completing the Farm Plan. The person responsible for the management of this farm.
2. It is helpful for office procedures if your farm has a name.
3. Date the form is completed.
4. Include new mailing address, farm location, telephone, and fax numbers and email address.
5. The number from your certificate. If you do not have a certification number, leave this blank.
6. The VO will ask to see your copy of the Standards - ensure it is current.
7. Current Crop Plan - List only those fields and those crops for which you are requesting certification. This information will be used to determine what is written on your certificate for this season.

Crop, variety	Field Number(s)	Acres or area of crop	Projected Yield
Mixed vegetables	5	6 acres	Volume for 80 weekly delivery boxes for 15 weeks
Hay	2,3,6,7,8,9,13,	149	170 tonne
Pasture	4, 12	170	Grazing for 40 cows + calves for 4 months
Apples	1	2	Unknown
Barley	11	160	Unknown

8. Copy the conditions from last year's certification process or renewal.
9. Provide your responses to your conditions. If you have already responded, summarise your previous response.
10. When an operator is running an organic system concurrently with a non-organic system (organic potatoes but non-organic beef, for instance) it is called a "Split Operation." Household amounts of non-organic production are not considered a Split Operation. If you sell your non-organic production, then you are running a Split Operation and must provide additional information. If you don't already have a "Split Operation Form," request one from your certification body.

11. Please ensure that you are providing your CB with all the information about all your new farming activities (organic or non-organic). You may have to complete more forms, but it will save you money on your certification costs.
12. Environmental Farm Plans are free, and they are useful tools for organic farmers to assess the environmental impact of their farming practices. Contact the COABC for more information.

Section B Land Base Information

13. Describe any new properties you have purchased, rented, or leased, whether you are including them in your certification or not.
14. The VO will ask to see your lease agreement.
15. Land Use History - This form asks for the history for each new field identified. The CB needs an indication of what has occurred on those fields for the previous 3 years.

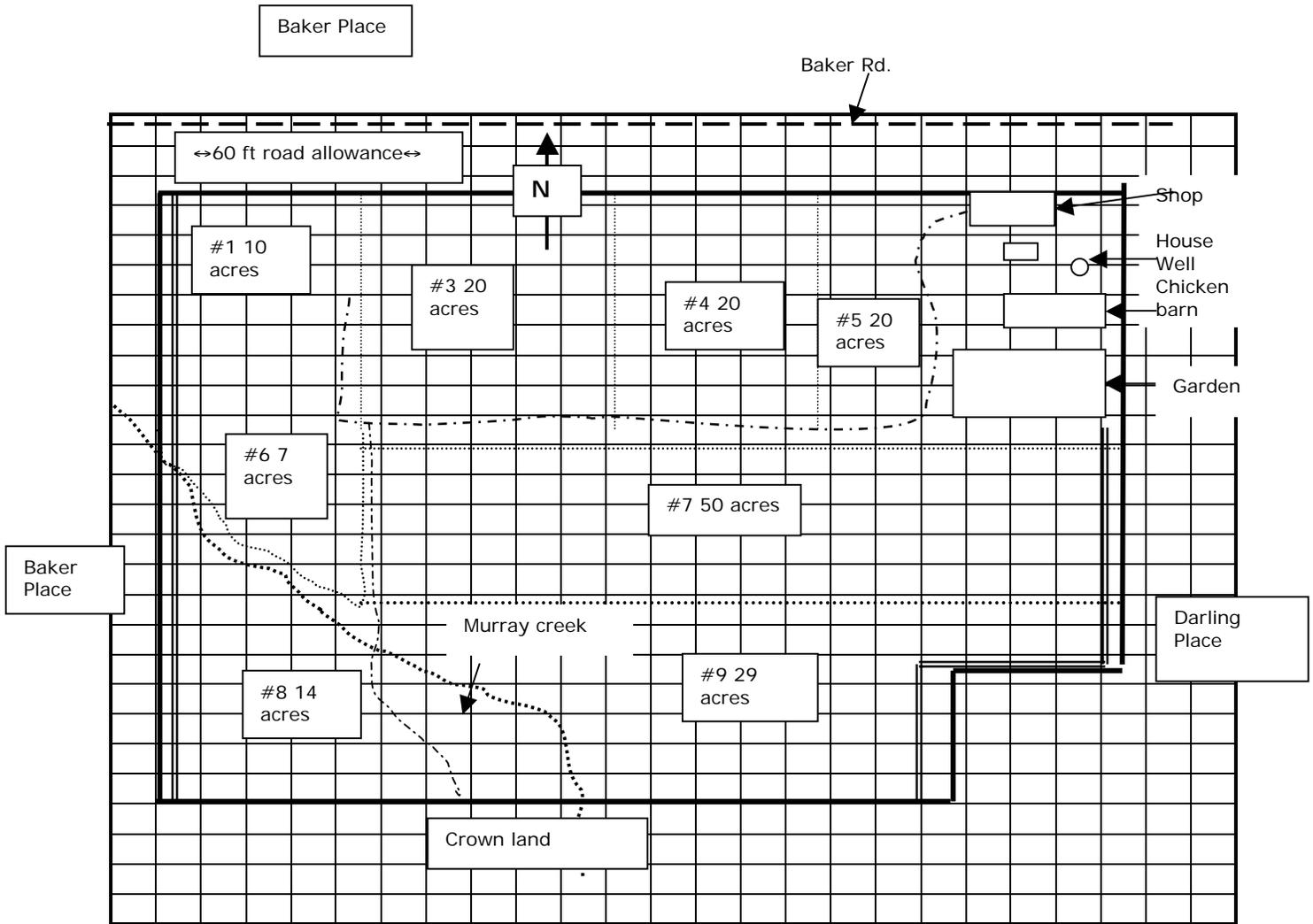
Year	Field(s) #	Previous Use	Materials including fertilisers, pesticides and/or herbicides applied	Date(s) of application
2001	1,3,4,10	Hay and pasture	Roundup, 20-10-0	April/May 2001
2002	1,3,4,10		None	
2003	1,3,4,10		10 tons Manure	November 2003

16. If your property boundaries or fields or buildings or any major feature of your landscape has changed, you must modify or re-do your farm maps.

Spend some time to make proper maps for your CB or you will be asked to re-do them. Maps must be no larger than 8_ X 11 (standard writing paper) and can be orientated either landscape or portrait style. If you cannot cram all the detail on to one page, then make more than one map. Use graph paper to make it easier for yourself. Maps do not have to be to scale - note the buildings in the example below are much larger than they should be. North points toward the top of the page on most maps. Maps should show all relevant features of your farm:

- Fences and roadways, rail lines, buildings, Corrals, Wells
- Fields with Field number and size, Garden areas, fruit tree blocks
- Waterways, lakes and ponds
- Neighbouring land uses and **buffer zones**

Do not use colours on your map (for photocopying). Send your map(s) by mail (do not fax) or you may scan your map(s) and send by email. If you are ambitious, you can draw your map(s) on your computer. Don't forget to include a road map describing how to get to your farm from the nearest community. Map example next page:



Legend:

- Perimeter fence-line
- Public road
- Farm track
- Creek
- Cross-fence
- 25 ft. buffer zone

A separate road map showing direction to get the farm from the nearest large road is needed so the verification officer will be able to find the farm.

17. The VO will want to ensure that you have not purchased any posts treated with prohibited materials during the last year.
18. These materials are prohibited in organic production.
19. If you have a new irrigation system or water source, please provide details.

Section C Protection from Contamination

20. Ensure that all neighbouring land uses have been identified. If they are not provided in your Farm Plan, list them in this update.
21. Accidental contamination may be from flooding, forest fire retardant, farm fuel spills or neighbouring pesticide use.
22. If you have changed the size or style of your buffer zones, or if they are no longer needed for any reason, please let your CB know.
23. This table asks you to specify any changes in your crop plans for buffer zones. You may have an entirely new cropping plan for buffer zones, or you may have decided to stop cropping altogether in buffer zones.
24. Think of the possibilities for surface and ground water contamination that may affect your farm.

Section D Farm Management Plan

25. This table may take some time to complete, but it is a necessary part of your re-certification and will save inspection time (otherwise, the VO will ask you for this information and you will have to find it during your inspection).

Crop, variety	Field #'s	Acres or area of crop	Last year's yield
Apples, Gala, Fuji	1	6	X bins
Barley, Yukon	3,6	220	X tonnes or x bushels
Mixed vegetables	5	6	Volume for 80 weekly delivery boxes for 15 weeks

26. This table asks for all the inputs used on organic crops on your farm since your last Farm Plan or Update, from peat moss to pheromones.

Product	Brand Name	Status from Materials List	Reason for use
Liquid Fertiliser	Natures Stinky Wonder	R	Seedling production
Soil mix	Beautiful Bud	A	Seedling production
BT	Death-in-a-Jar	A	Worm control on brassicas

27. Think about what you did on your farm in the last year, consult last year's Farm Plan or Update, and provide the CB with information about what you did differently.
28. As above - is your crop rotation plan satisfactory? Have you changed it?
29. Again, look to your previous plan to see what you identified as your composting plan. Has it changed?
30. The point of an Organic Farm Plan is to manage your farm so that there is soil improvement over time. How can you tell if there has been improvement (how do you monitor), and how much improvement? Let your CB know if you haven't noticed any improvement.

31. List all seeds used by supplier or source.

Seed source/supplier	Vegetable(V) forage(F), grain (G)	Organic (O)	Non-organic (N)
Jenny's Seeds	V	O	N
Co-op Feed and Seed	F, G		N

32. Many seed catalogues indicate that the seeds carried are GMO-free. Look for this notice in your catalogue.

33. You may check the COABC Brand Names list or with OMRI (www.omri.org) brand names list regarding GMO-free inoculants.

34. You will need to check with your seed source to find out what they use for pelleting. Some seed companies will be providing organically compliant pelleting.

35. Annual seedlings must be grown organically (in an organic certification program).

36. Planting stock means tubers (potato seed) onion sets, garlic seed, strawberry plants, asparagus roots, fruit tree rootstock, other perennial plants, slips, leaf cutting, but not including annual seedlings. Perennial planting stock must be planted for at least on year before plant products harvested can be sold as organic.

Supplier	Planting stock type or variety	Organic (O)	Non-organic (N) + date of planting
Jenny's Seeds	Onion Sets		N - May 16 2004
Big Spud Potato Ranch	Seed potatoes	O	
Walla Walla Farms	Strawberry plants		N - April 12 2004

37. Growers must provide proof of attempting to obtain organic planting stock before using non-organic planting stock.

38. If you have greenhouses, ensure that improvements are noted here.

39. If you used a new weed suppression technique (paper mulch instead of plastic mulch, for instance) indicate this here.

40. You may have decided on a different approach for maintaining and improving your orchard floor.

Section F Harvest, Processing & Marketing

41. If you are using an off-site storage facility, obtain and Independent Storage Information Sheet from your CB.

42. All labels must be submitted to your CB for approval.

43. Buyers may apply labels under specific conditions. Let your CB know what you intend to do about labels.

44. If you wash and pack your own produce on your farm, it is not considered processing. If you wash and pack off-farm, it is considered processing.

45. You may no longer be transporting your own product, or you may have decided to transport your own product.

46. Look to your last Organic Crop Farm Plan or Update to determine how you indicated you marketed your crops. Are you still selling the same way?

47. Many of these records can be combined in a single journal.

48. Complete this form for all Regulated Materials & Practices- it is your responsibility to become aware of Regulated Materials. Consult the COACB Management Standards Materials List.

Regulated practice or material	Where applied and when	Reason for use + how you have dealt with annotations in Materials List
Black plastic mulch	Squash, peppers, cucumbers Summer 2004	Weed control removed in the fall
Spreading raw manure	Field 3	Fertility Applied before sowing fall rye
Calcium Chloride	Apple trees	Prevent bitter-pit only use on trees

49. Operator notes area - if you put notes here include the number from the question to which you are referring.

50. Operator Affirmation

51. Attachments - ensure these are included in your Renewal

52. VO Area

53. VO Affirmation