

Transforming Organic Agriculture



Organic Certification 101

March 7, 2019

Key Activities

- The OSP – Approval & Execution
- Clean-outs
- Recordkeeping

Andre Barnaud

- Certified organic inspector since 2013
- Have performed over 300 organic farm inspections
- Have worked with 5 different certifiers
- Licensed attorney in Nebraska



Certification: OSP Approval Steps for Year 1

1

Complete “ICS Certification Assessment” Form

AgriSecure will draft and submit the form to ICS , but each client must review & approve the responses, and provide their signature via DocuSign.

ICS emails “Module 1a” to AgriSecure

2

Complete “ICS Module 1a” Form & Pay 1st Year Fee

AgriSecure will draft and submit the form to ICS , but each client must provide their signature via DocuSign, and call ICS to pay the 1st year fee

ICS emails Certification Agreement to AgriSecure

3

Sign “ICS Certification Agreement” Contract

ICS requires each farming entity to sign an agreement regarding ICS services & terms of relationship. AgriSecure will collect a signature via DocuSign and submit.

ICS emails OSP Modules Forms to AgriSecure

4

Complete “ICS Organic System Plan (OSP)” Modules

AgriSecure will work to developed the detailed OSP for each client, and submit to ICS for review. AgriSecure will also respond to any ICS modification request.

ICS approves the OSP

5

Execute Crop Production per the OSP and Recordkeeping

Clients must execute the crop production plans as outlined by the OSP, track field work, and share all required records with AgriSecure. Changes to the OSP must be approved prior to conducting an activity.

OSP Approval – Existing Organic Farms

Step	Activity	Comments
1	Renewal Packet: AOUS, checklist + OSP Updates	<ul style="list-style-type: none"> • Renewal packet sent by ICS in mid-Jan • Complete AOUS, producer checklist, standard updates, and applicable OSP sections, as applicable. • Deadline: May 1
2	Module 1r	<ul style="list-style-type: none"> • General information • Deadline: May 1
3	Invoice	Must be paid within 30 days of receipt, or make arrangements to pay ICS quarterly.
4	1 st Review Letter	<ul style="list-style-type: none"> • Sent by ICS to operator • Must review and respond
5	Inspection	<ul style="list-style-type: none"> • ICS notifies operator to schedule inspection • Inspector will schedule and perform inspection
6	Post-Inspection	Follow-up as required with ICS and pay remaining fees

OSP Overview

A “snapshot” of your entire operation & field level plans for the crop year

- Fields & field histories
- Seeds & Inputs
- Activities
- Grain from harvest to delivery
- SOPs for managing shared equipment appropriately

Executing the OSP

- Only activities & inputs included in the OSP may be conducted in fields, but...
- Not all activities must take place (e.g., if a crop input is not required)
- Changes must be approved by the Certifying Agency prior to being conducted
- Activities must be logged and records kept in an orderly manner

Tracking Activities & Records

Activity	How
Field Activities	MyFarm
Clean-Outs	MyFarm
Proof-of-Purchase	Share electronic copies with AgriSecure, <u>retain paper and/or electronic copies</u> <ul style="list-style-type: none">• Invoices• Seed tags• Crop input labels (electronic versions)• OMRI certificates (as needed)• Affidavits for manure/litter• Affidavits for custom farming
Supplemental Forms	<ul style="list-style-type: none">• Seed search• Bill of Lading

Tracking Field Activities & Clean-Outs in MyFarm

Activities (or work orders) can be completed by entering the “Actual Date”, and notes can also be cataloged regarding changes or updates.

Compliance Checklist for Activity: Planting (Drilling)

Field Name: Voss

Crop Year: 2019 Crop: Organic Corn Acres: 79.5

Products: P-845 Barley Planned Date: 8/30/2018 Actual Date: mm/dd/yyyy

Cost: \$3,875.62 Cost / Acre: \$48.75 Status: Open

Note:

Detail **Completed?**

Clean-out - Planting Equipment
1. Boxes and units blown out with compressed air, 2. Seed tubes detached and blown out with compressed air, 3. Visually inspected for remaining seeds from previous planting.
 Yes
 No
 N/A

Clean-out - 3rd Party
Activity conducted by a 3rd party, which provided an affidavit affirming appropriate clean-out procedure conducted prior to entering the field.
 Yes
 No
 N/A

Complete Work Order Cancel

Work Order ID: 53323

Enter in “Actual Date”

Include notes, as needed

Select the appropriate clean-out procedure

Hit “Complete Work Order”

 **LOGGING ACTIVITIES IS REQUIRED TO MAINTAIN ORGANIC CERTIFICATION!!!**

Providing Records to AgriSecure

Retaining all records related to organic acres is required – and AgriSecure can only provide an efficient process if you are involved.

Three easy ways to share your records:

1. Email electronic versions (preferably as attachments) to certification@agrisecure.com – include the Farm Entity name & type of record in the subject line
2. Email electronic versions to your Account Executive
3. Keep an organized file of paper copies and share during a face-to-face meeting

AgriSecure will provide access to an online folder where you can view all certification documents & proof-of-purchase records online, and accessible via MyFarm. Watch for an email inviting you to access your files.

Organic Certification from a Certifier's Perspective

- Not adversarial
- Auditor, not investigator
- Review process is instructive
- Prospective guidance (inputs, practices, etc.)



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Questions?

Reach out to your Account Executive today!