



MEMBER WEBINAR

Unannounced Inspections

November 2020



WEBINAR PRESENTERS



Bryce Irlbeck – Co-founder & B&B Irlbeck Farms

A *fifth-generation farmer* & entrepreneur with a passion for rethinking farm production. Bryce honed his organic agronomy skills at Midwestern Bio Ag being mentored by experienced organic farmers.



Steve Sinkula – CEO & Co-Founder

Steve brings 15+ years of experience in driving growth with both multinational and start-up agribusiness firms through focused strategy execution, strategic alliances, and innovative service delivery.

AGENDA

Topics

Harvest to Deliver Training Refresher

NOP Requirements

Being Prepared

MyFarm Web App

Q&A

CERTIFICATION: HARVEST – STORE – DELIVER

1

Harvest: Conduct & Document Clean-outs with Work Orders

All equipment must be cleaned out prior to harvesting and/or transporting organic crops

2

Storage: Clean-outs, Label, and Track Inventory

Storage bins must be cleaned-out and clearly labeled – and inventory entering in or being removed from storage must be tracked

3

Deliver: Clean-out and Documentation

Delivering of grain – either from storage or the field – requires documentation of appropriate clean-outs, BOLs, and contract settlement sheets

4

Prepare: Upload Documentation to MyFarm Doc Library

Getting ahead of the game will save everyone time and heartache in the long-run

HARVEST SCENARIOS

Scenario #1

Harvest

Update Work Orders on **MyFarm**

- Harvest date
- Clean-out

Storage

MyFarm

- Site # and Bin #
- Field #
- Crop #
- Quantity
- Clean-Out
- Organic Signage

Deliver

- Contract #
- Site # + Bin #
- Quantity
- BOL /clean truck affidavit (**MyFarm**)
- Contract Settlement

Scenario #2

Harvest

Update Work Order on **MyFarm**

- Harvest date
- Clean-out

Deliver

- Contract #
- Field # / Crop #
- Quantity
- BOL /clean truck affidavit (**MyFarm**)
- Contract Settlement

HARVEST TO DELIVERY – WEBINAR RESOURCES

- Webinar recording: <http://bit.ly/PreHarvestWebinar>
- "Pre-Harvest Webinar - Harvest to Delivery" presentation downloadable from the "Training & Presentation Materials" section of the [MyFarm Knowledge Center](#) document

The USDA National Organic Program (NOP) requires certifying agencies to conduct unannounced inspections on 5% of certified operations annually.

USDA NOP UNANNOUNCED INSPECTION SUMMARY

From [NOP 2609](#)

- On September 12, 2012 the USDA NOP issued guidelines for certifying agencies regarding the expectations and procedures for unannounced inspections.
- Unannounced inspections are **one of the most effective and useful tools in the USDA organic regulations to ensure compliance** across certified operations, and give consumers additional reasons to trust the organic label.
- Operations selected for unannounced inspections may be **random, risk based, or the result of a complaint or investigation**. The certifying agent should disclose to the operation the reason that the operation was chosen for the unannounced inspection.
- An inspection report must be written by the inspector, sent to the client, reviewed by the certifying agent, and the results communicated the clients.
- **If an operation refuses to allow an inspector access to any part of an operation**, during normal business hours, including non-organic portions of the operation, the operation would be in violation of NOP § 205.403, and the certifying agent should promptly issue a Notice of Noncompliance to the operation.
- A certifying agent should clearly disclose protocols for unannounced inspection to certified operations. Certifying agents may charge an operation for unannounced inspections as long as the fees are clearly disclosed to all certified operations.

ICS PROTOCOL

From ICS Certification Manual, Version 2, September 07, 2018 (# 0-MA155)

- ICS performs additional announced and/or unannounced inspections of its certified operation(s) for all programs. Depending on the reason for the additional and/or unannounced inspection, ICS's plan can either be a full inspection or a defined visit as directed by ICS. Unannounced inspections are selected using the following criteria: Random selection, parallel and split operations, likelihood of contamination, conditions imposed, staff/certification team/inspector recommendation, internal evaluation of organic system plan, complaint received, geographical location and neighbor activity, random sample results, annual or risk basis, change or update of organic system plan, etc. An unannounced inspection should not include prior notification of the inspector's arrival. However, special cases may warrant prior notification to ensure appropriate representatives are present. Inspectors are advised to have adequate identification and an explanatory letter from ICS, to demonstrate they are acting on behalf of ICS. If an operation refuses to allow an inspector access to any part of an operation, during normal business hours, including non-organic portions of the operation, the operation will be in violation of NOP205.403 and ICS will promptly issue a Notice of Noncompliance.
- For the NOP program, ICS annually selects 5% of certified operations for an unannounced inspection. These unannounced inspections are also selected based on the above risks that could affect the organic status of products. These unannounced inspections are also selected based on the above risks that could affect the organic status of products. If any noncompliance(s) are found during the unannounced inspection, ICS issues an operation a Notice of Noncompliance. Operators will be sent a report of the Unannounced Inspection.

STEPS FOR BEING PREPARED (1 OF 2)

1 Keep MyFarm Field Plans & Activity Tracking Up-to-date

- Track Completed Activities & Clean-Outs – field plans are accurate & up-to-date
- Products Records – invoices, seed-tags, non-GMO statements, etc. have been uploaded to the MyFarm Document Library

2 Grain Storage:

- Stored Grain Matches MyFarm & Yields Updated – let your AE know updated yields
- Sales Records – BOLs & Settlement Sheets are accurate and updated in MyFarm
- Bin Labels – Make sure your grain bins are appropriately labeled and the quantities in MyFarm Grain Tracking are accurate

Also make sure your organic crop inputs are segregated from conventional crop inputs as outlined in your OSP

3 Parallel Operations: tracking both conventional and organic production

STEPS FOR BEING PREPARED (2 OF 2)

- 3 Record Keeping Access:** *make sure you can navigate the MyFarm Document Library* to access records including your OSP, invoices, etc. (if not, contact your AE).

Also, upload all appropriate records for the current and previous crop years to the MyFarm Document Library.

- 4 Keep Backup Records:** AgriSecure recommends keeping a backup copy of all paper and electronic records accessible for an inspection.
- 5 Coach Your Team:** Meet with your hired hands about the potential for a required Unannounced Inspection, and to contact you to engage the inspector (vs. doing it themselves or not allowing the inspector on the property).

CHECKLIST

Activity Tracking

- Harvest Dates** (plus all field activities)
Update all harvest dates (and all fieldwork activities) in the MyFarm field plans.
- Cleanout Type & Dates**
Cleanout type and dates must be logged in MyFarm for all harvest/field activities.
- Purge Volumes**
Record purge volumes when used as part of the clean-out process (as purge volumes cannot be sold as organic).
- Field Yield Results**
Update all harvest results in the MyFarm field plans – yields can be recorded as total volume for the field or yield per acre.
- Buffer Strips Yields**
Record yields from buffer strips as it will be a focus for Unannounced Inspections – as it is an area where fraud can occur.
- Supporting Documentation**
All documentation & records from throughout the growing season should be uploaded to the MyFarm Document Library.

Grain Sales & Movement

- Grain to Storage**
Catalog grain moved from the field to storage bins using MyFarm Grain Tracking.
- Grain to Contract**
Catalog grain delivered for contracted sales from the field or storage bins using MyFarm Grain Tracking.
- Settlement Sheets**
Collect and upload electronic copies of all settlement sheets to MyFarm Document Library.
- Bill of Lading (BOL)**
Collect and upload electronic copies of all BOL's – including Clean Truck Affidavits – to MyFarm Document Library.

MyFarm.AgriSecure.com

MyFarm MINUTE VIDEO SERIES

A screenshot of the AgriSecure web application interface. At the top, the AgriSecure logo is on the left, and navigation links for 'Operations', 'Analysis', 'Certification', 'Knowledge Center', and 'Log Out' are on the right. Below this is a 'Document Library' section with a red box around a question mark icon. To the right of this icon is the text '> No Client Selected'. Below the header, there are two dropdown menus: 'Category' with 'OSP' selected and 'Crop Year' with 'CY 2020' selected. To the right of these is an 'Add a Document' button with a plus icon. Below the dropdowns are 'Expand All' and 'Select All' options, and a green 'Download All Selected' button.

Click the “?” button

DASHBOARD > ALERTS

Alerts – The dashboard alerts are a great place to make sure your work orders are up-to-date, or need to be adjusted.

The screenshot shows the AgriSecure dashboard for B&B Irlbeck Farms. The Alerts section is highlighted with a red border. It contains a table with the following data:

Alerts	
Completed Work Orders without Clean-Out Answers	3
Work Orders are Overdue	105

Below the table, a red dashed arrow points to the text "Check for Alerts".

Check for Alerts

FIELD PLANS

Field Plans & Activities – the field plans section shows field-by-field and activity-by-activity records of what has happened on your farm, and how it aligns with your OSP.

AgriSecure Operations Analysis Certification Knowledge Center Log Out

2699 Gray 18 Active Organic Corn
ID Name Acres Status Primary Crop

Work Orders

Work Order: +

ID	Crop	Scenario	Date	Activity	Cost	\$ / Acre	Products	Actions
135562	Organic Corn	Actual	1/1/2020	Organic Paperwork	\$1,190	\$17.50		👁️ ✅ 🗑️
135565	Organic Corn	Actual	1/11/2020	Soild Manure Spreading	\$15,256	\$224.35	Chicken Manure	👁️ ✅ 🗑️
135563	Organic Corn	Actual	2/1/2020	Dry Spreading <500#/acre	\$1,437	\$21.13	SuperCal SO4	👁️ ✅ 🗑️
155660	Organic Corn	Actual	4/25/2020	Field Conditioning	\$1,020	\$15.00		👁️ ✅ 🗑️
155661	Organic Corn	Actual	4/26/2020	Field Conditioning	\$1,020	\$15.00		👁️ ✅ 🗑️
155662	Organic Corn	Actual	4/27/2020	Planting Corn	\$5,744	\$84.47	Seitec 6381	👁️ ✅ 🗑️
155659	Organic Corn	Actual	4/28/2020	Tine Weeder	\$1,020	\$15.00		👁️ ✅ 🗑️
168575	Organic Corn	Actual	5/18/2020	Rotary Hoeing	\$544	\$8.00		👁️ ✅ 🗑️
168576	Organic Corn	Actual	5/21/2020	Rotary Hoeing	\$544	\$8.00		👁️ ✅ 🗑️
168577	Organic Corn	Actual	6/6/2020	Cultivating	\$952	\$14.00		👁️ ✅ 🗑️
168578	Organic Corn	Actual	9/1/2020	Crop Insurance	\$2,040	\$30.00		👁️ ✅ 🗑️
86082	Organic Corn	Budget	10/1/2020	Combining Corn	\$2,390	\$35.00		👁️ ✅ 🗑️
118442	Organic Corn	Budget	10/15/2020	Harvest Charge	\$3,570	\$52.50	Truck Hauling	👁️ ✅ 🗑️
Total:					\$36,716	\$540		

Click the “Checkmark” to update a Work Order

Past due Work Orders will be highlighted in red.

WORK ORDERS

Work orders can be completed by entering the “Actual Date”, notes, and clean-out

Compliance Checklist for Activity: Harvesting Grain (Combining Corn)

Field Name: Minburn Farm

Crop Year: 2019

Crop: Organic Corn

Acres: 115

Planned Date: 10/1/2019

Actual Date: mm/dd/yyyy

Cost: \$4,025

Cost / Acre: \$35.00

Status: Open

Note:

Completed? Detail

- Clean-out - Combines / Harvest Equipment**
The following components were washed, swept or blown out/off with compressed air: Header, feederhouse, grain tank, straw walkers, sieves & chaffers, cylinder & rotor, unloading auger, ledges & frame rails, and rock trap. And, a Purge conducted, if required, and picture taken & cataloged.
- 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.
- Clean-Out - Not Required**
Equipment came from an organic field and clean-out was not required.

Update Work Order Cancel

Work Order ID: 51414

Enter in “Actual Date”

Include notes – buffer yield, purge/flush volumes, etc.

Select the appropriate clean-out procedure

Hit “Complete Work Order”



LOGGING ACTIVITIES IS REQUIRED TO MAINTAIN ORGANIC CERTIFICATION!!!

UPDATING YIELDS

Yields – field level yields are updated from the field plan section.

2699 ID Gray Name 68 Acres Active Status Organic Corn Primary Crop

Field Crop Plans

BACK Crop Year: CY 2020 Crop Plan: +

ID	Primary Crop	Plan Acres	Rent	Actions	Delete
6432	Organic Corn	68	\$300.00 Cash Rent		

Scenario	Crop	Price	Crop Acres	Y/Acre	Yield	Level	Actions
Actual	Organic Corn	\$7.25	68	151.0	10,268 Bu.	Primary	

Editing Crop Data

Crop Acres*

Price*

Yield Mode
 Per Acre Total

Bu. / Acre*

Price Mode
 General Price Price This Field

Note: A bolded price field indicates field specific pricing

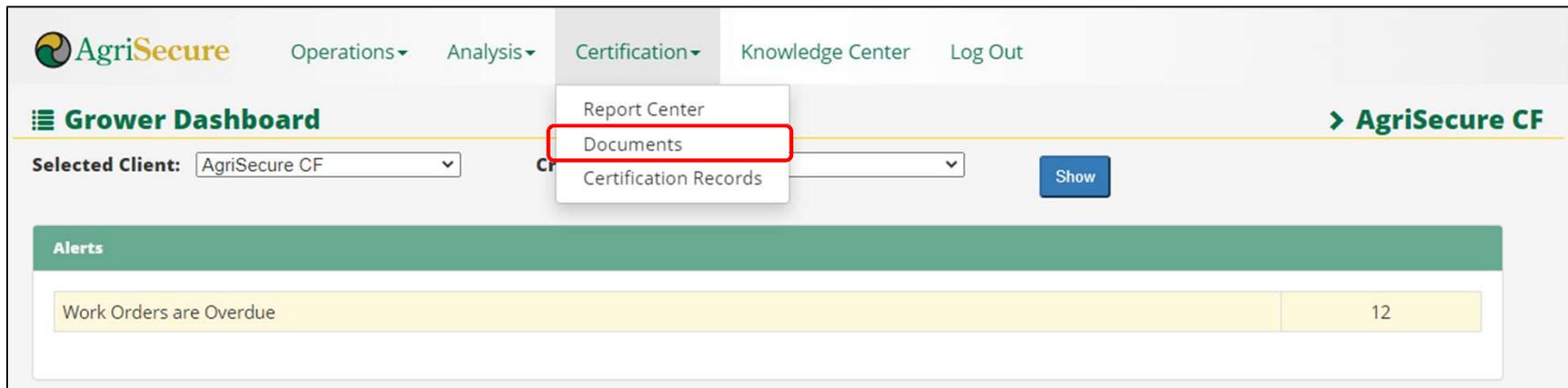
1. Click the Crop Plan Button

2. Select “per acre” or “total”

3. Enter in actual data & click save

CERTIFICATION RECORDS

Certification Records – can be found in the “Documents” section and provides visibility to your ICS OSP plan modules and farming records (e.g., seed tags, crop input labels, invoices, settlement statements, affidavits, etc.). BUT... **only if you have shared them with AgriSecure.**



The screenshot shows the AgriSecure Grower Dashboard. At the top, there is a navigation bar with the AgriSecure logo and menu items: Operations, Analysis, Certification, Knowledge Center, and Log Out. Below this is a 'Grower Dashboard' section with a 'Selected Client' dropdown set to 'AgriSecure CF'. A 'Certification' dropdown menu is open, showing options for 'Report Center', 'Documents' (highlighted with a red box), and 'Certification Records'. A 'Show' button is visible next to the dropdown. Below the dashboard, there is an 'Alerts' section with a yellow alert: 'Work Orders are Overdue' with a count of '12'.

> Go to the Certification section and click on “Documents”

If you have questions contact your Account Executive or Pete Edlefson at Pete.Edlefson@agriseecure.com

DOCUMENTS - NAVIGATION

Select the document “Category” for documents to be viewed and/or added.

The screenshot displays the AgriSecure Document Library interface. At the top, the AgriSecure logo is on the left, and navigation links for Operations, Analysis, Certification, Knowledge Center, and Log Out are on the right. Below the navigation bar, the page title is "Document Library" with a hamburger menu icon on the left and a user profile link "B&B Irlbeck Farms" on the right. The main content area features a "Category:" dropdown menu with a list of options: "--Select--", "OSP", "Field", "Fieldwork", "Seed", "Fertilizer", "Crop Protection", and "Grain Contract". The "OSP" option is currently selected. To the right of the category dropdown is a "Crop Year:" dropdown menu set to "CY 2020". Further right, there is an "Add a Document:" button with a plus icon, a "Select All" checkbox, and a "Download All Selected" button. At the bottom of the page, there is a footer with the text "0 - AgriSecure LLC | P: 402-478-4344 | Contact Us".

DOCUMENT LIBRARY

ALL SEEDS AND CROP INPUTS IN FIELD PLANS WILL BE LISTED FOR THE CROP YEAR

The screenshot shows the AgriSecure Document Library interface. At the top, there are navigation links: Operations, Analysis, Certification, Knowledge Center, and Log Out. The main header includes the AgriSecure logo and the user's location: B&B Irlbeck Farms. Below the header, there are two dropdown menus: 'Category' (set to 'Seed') and 'Crop Year' (set to 'CY 2020'). A plus button for 'Add a Document' is on the right. Below these are 'Expand All' and 'Select All' options, along with a 'Download All Selected' button. The main content area is divided into two sections for 'Alfalfa Seed: F2F6C-418-TR (Not Prohibited)'. The first section is a table with columns: Type, #, Add, Title, File Name, Doc Type, Crop Year, Uploaded On, and Actions. It lists three documents: 'F2F Alfalfa Invoice', 'F2F Affidavit', and 'F2F'. The second section is a summary table for 'Alfalfa Seed: Seitec A502 (Not Prohibited)' with columns: #, ICON, and ACTION. A 'Download Selected' button is located below the first table.

#	ICON	ACTION
1		FILTER FOR THE DESIRED DOCUMENT CATEGORY
2		ADD A NEW DOCUMENT USING THE PLUS BUTTON
3		TAG A DOCUMENT TO OTHER PRODUCTS (E.G., INVOICES WITH MULTIPLE SEEDS)
4		DELETE A DOCUMENT

DOCUMENTS – ADDING RECORDS

All documents require a title, uploading the file, a category, associated product, and document type. If adding from product, the category, product, and document type will be auto-populated.

Add Document

Title

File
 No file chosen

Category

Associated To

Document Type

Crop Year

Document List

Category: Seed

Expand All

Alfalfa

Type
Seed Tag *
Invoice *
Non-GMO Affidavit *

Alfalfa

Uploaded On	Actions
8/24/2020 3:36 PM	
8/24/2020 3:43 PM	
8/24/2020 3:53 PM	

Missing Required Documents

Alfalfa Seed: Syngenta 6422Q (Not Prohibited)

Corn Seed: Seitec 5924 CNV (Not Prohibited)

DOCUMENTS – ASSOCIATE RECORDS TO PRODUCTS

Documents with multiple products can be associated to other products in a category.

1. Upload the document to the first product listed
2. Click the “tag” icon () to get the pop-up menu below
3. Highlight the desired document(s) and use the blue arrows to create (or remove) an association
4. Click Save

Add Reference to a Document

Title	F2F Alfalfa Invoice
File	FBN Alfalfa seed Invoice.pdf
Category	Seed
Associated To	Alfalfa Seed: F2F6C-418-TR (Not Prohibited)
Document Type	Invoice
Crop Year	2020

Change Document Reference Associations

Available To Reference		Current References
Alfalfa Seed: Seitec A502 (Not Prohibited)	>>>	
Alfalfa Seed: Syngenta 6422Q (Not Prohibited)	<<<	
Corn Seed: Seitec 5924 CNV (Not Prohibited)		
Corn Seed: Seitec 6061 Organic (Organic)		
Corn Seed: Seitec 6215 Organic (Organic)		
Corn Seed: Seitec 6381 (Not Prohibited)		
Other Seed: Canola Seed (Not Prohibited)		
Other Seed: Field Peas (Organic)		
Other Seed: Hairy Vetch (Not Prohibited)		
Other Seed: Organic VNS Oats (Organic)		
Other Seed: Puric 0667 Field Peas (Not Prohibited)		

Save Cancel

THANK YOU!