



OSP Mushrooms

Important:

- In order for this form to properly import into the PCO certification system, please save a copy of this form to your desktop and fill out via Acrobat Reader.
- Please DO NOT fill out this form using Preview (Mac) or in your internet browser (e.g. Internet Explorer, Firefox, Safari) as this will cause your data to be lost.
- When sending to PCO, please DO NOT “Print to PDF” as this renders an unreadable form. Please simply “save” the PDF document and send this document to PCO.

Instructions: Use this form if you are requesting organic certification of mushrooms. A separate “Organic System Plan – Crops” must be filled out if you are growing other organic crops for sale. Use additional sheets if necessary. If you are a new applicant, attach a completed OSP General Information form.

SECTION 1 - General Information	§205.201
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Primary Contact First Name: M.I: Last Name:

Business Name:

1.1 Does your operation have a related organic handling operation (i.e. “sister” company) that is certified or requesting certification as a separate entity by PCO?

- No
- Yes

a) If yes, provide name of certified organic handling operation:

1.2 Is this farm:

- Organic only (Skip to question 1.3)
- Organic and nonorganic (i.e. split or parallel production) (Answer questions a-c below)

a) Describe crops that are grown conventionally:

b) Are organic and nonorganic mushrooms grown in separate production facilities?

No (Skip to question 1.3)

Yes (Answer question c below)

c) If yes, describe how you prevent commingling and contamination of organic products and practices with non-organic products and practices throughout mushroom production (including spawn, substrate, input materials, etc):

1.3 All areas used to grow mushrooms must be included on your Field and Crop Form.

Field and Crop Form attached

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2.1 All areas used to grow mushrooms must be included on your Field and Crop Form.

Field and Crop Form attached

2.2 PRODUCT FLOW: Describe product flow in as much detail as necessary to provide the inspector with a sufficient understanding of your production system:

Product Flow chart attached.

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3.1 What is your source of spawn?

- Produced in-house
 Purchased

a) If you produce your own spawn, describe the process used and list all inputs:

b) If you purchase spawn, list name, address and phone number of suppliers:

3.2 Is purchased spawn certified organic?

- N/A, spawn produced in-house
- Yes, organic certificate attached (Skip to Section 4)
- No (Answer questions a & b below)
- Depends on species (Answer question c below)

a) Submit documentation from the manufacturer stating that the spawn (including any supplements/additives) has been produced and handled without the use of genetic modification, ionizing radiation, sewage sludge, and synthetic materials not consistent with the National List.

Documentation attached

b) Submit documentation from 3 sources indicating that organic spawn is not available.

Documentation attached

c) Describe your spawn sourcing for each mushroom species you produce, including if organic or nonorganic:

Note: If nonorganic - you must document a commercial availability search and submit documentation showing spawn was produced and handled without the use of genetic modification, ionizing radiation, sewage sludge, and synthetic materials not consistent with the National List.

4.1 What is your source of substrate?

- Produced in-house. List mushroom species:
 Purchased. List mushroom species:

a) If you purchase substrate, the name and manufacturer must be listed on your Materials Used Form.
 Materials Used Form attached

b) If you produce your own substrate describe your substrate for each species of mushrooms:

- Include all substrate ingredients/materials and list the manufacturer names and contact information.
- Attach copies of labels for any chemicals or other materials added to the substrate.

Agaricus:

- N/A, no agaricus

Other mushroom species:

N/A, agaricus only

4.2 How do you store your substrate materials?

a) Agaricus:

N/A, no agaricus

b) Other mushroom species:

N/A, agaricus only

4.3 Describe the procedure you use to prepare substrate for inoculation:

- For agaricus, describe Phase 1 and Phase 2 composting.
- For other mushrooms, describe pasteurization/sterilization procedure.

a) Agaricus:

N/A, no agaricus

b) Other mushroom species:

N/A, agaricus only

5.1 Explain the crop cycle from spawning to harvest:

a) Agaricus:

N/A, no agaricus

b) Other mushroom species:

N/A, agaricus only

5.2 List any log or spawn coatings used to prevent moisture loss:

- a) Agaricus:
 N/A, no agaricus

- b) Other mushroom species:
 N/A, agaricus only

5.3 How often are rooms emptied of mushroom substrate and cleaned?

- a) Agaricus:
 N/A, no agaricus

- b) Other mushroom species:
 N/A, agaricus only

6.1 Describe your facilities (if any) for storing crops after harvest. Include size and capacity:

a) Agaricus:

N/A, no agaricus

b) Other mushroom species:

N/A, agaricus only

6.2 If both organic and non-organic crops are harvested and stored, describe methods used to prevent the risk of commingling:

N/A only organic mushrooms harvested and stored

a) Agaricus:

N/A, no agaricus

b) Other mushroom species:

N/A, agaricus only

6.3 Do you use any off-farm storage?

- No
- Yes

a) If yes, describe off-farm storage and methods of segregation. Include locations and distance from the farm:

7.1 What are your sources of water?

- On-site well
- River/creek/pond

- Spring Municipal/county
- Other (specify):

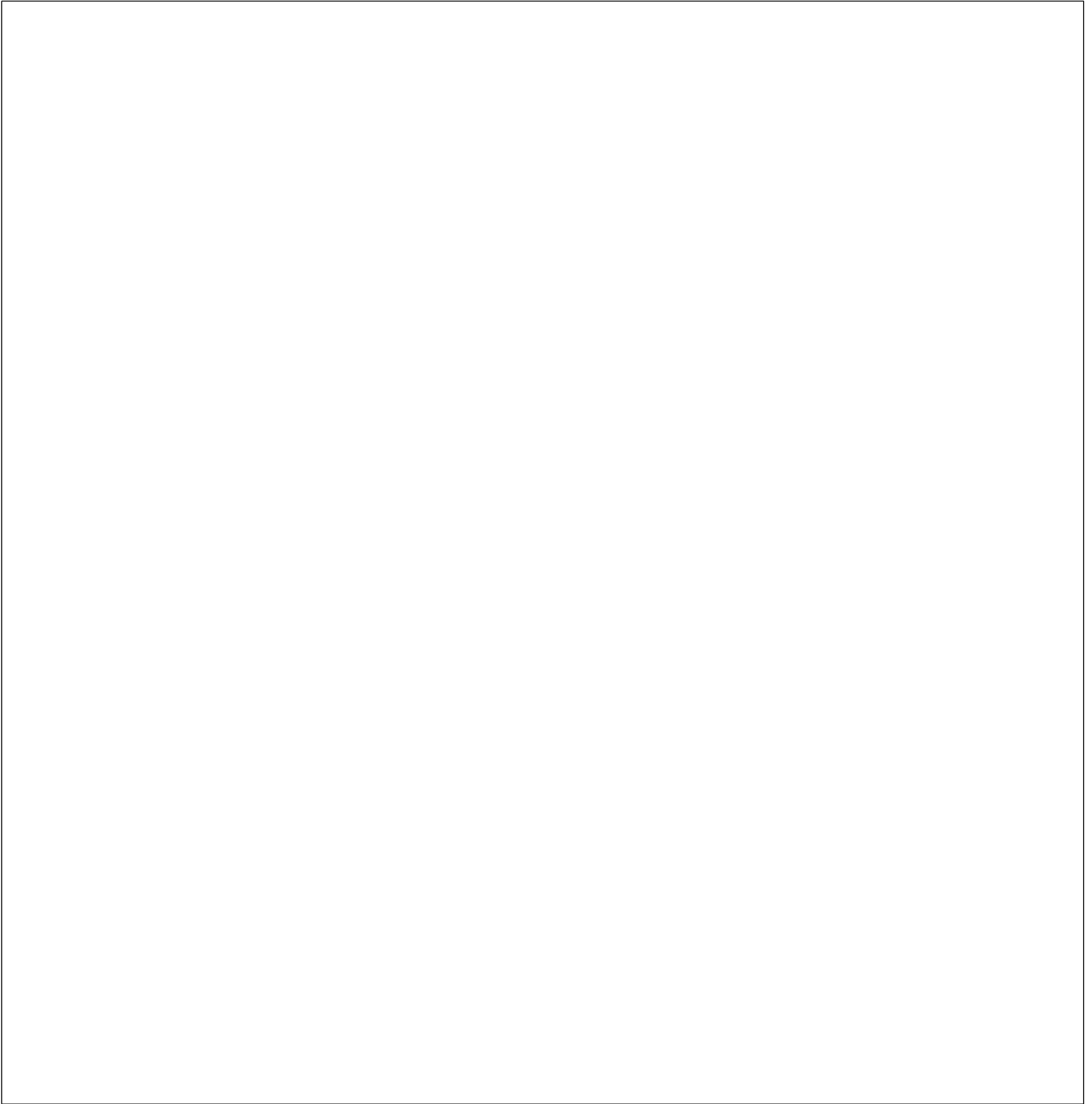
7.2 If you use additives in the water, list them and attach copies of labels:

- No additives used
- Additive labels attached

7.3 If you add any chemicals to water used to soak shiitake or other logs, list them and attach copies of labels:

- No Chemicals Used
- Chemical Labels Attached

7.4 Describe your irrigation system:

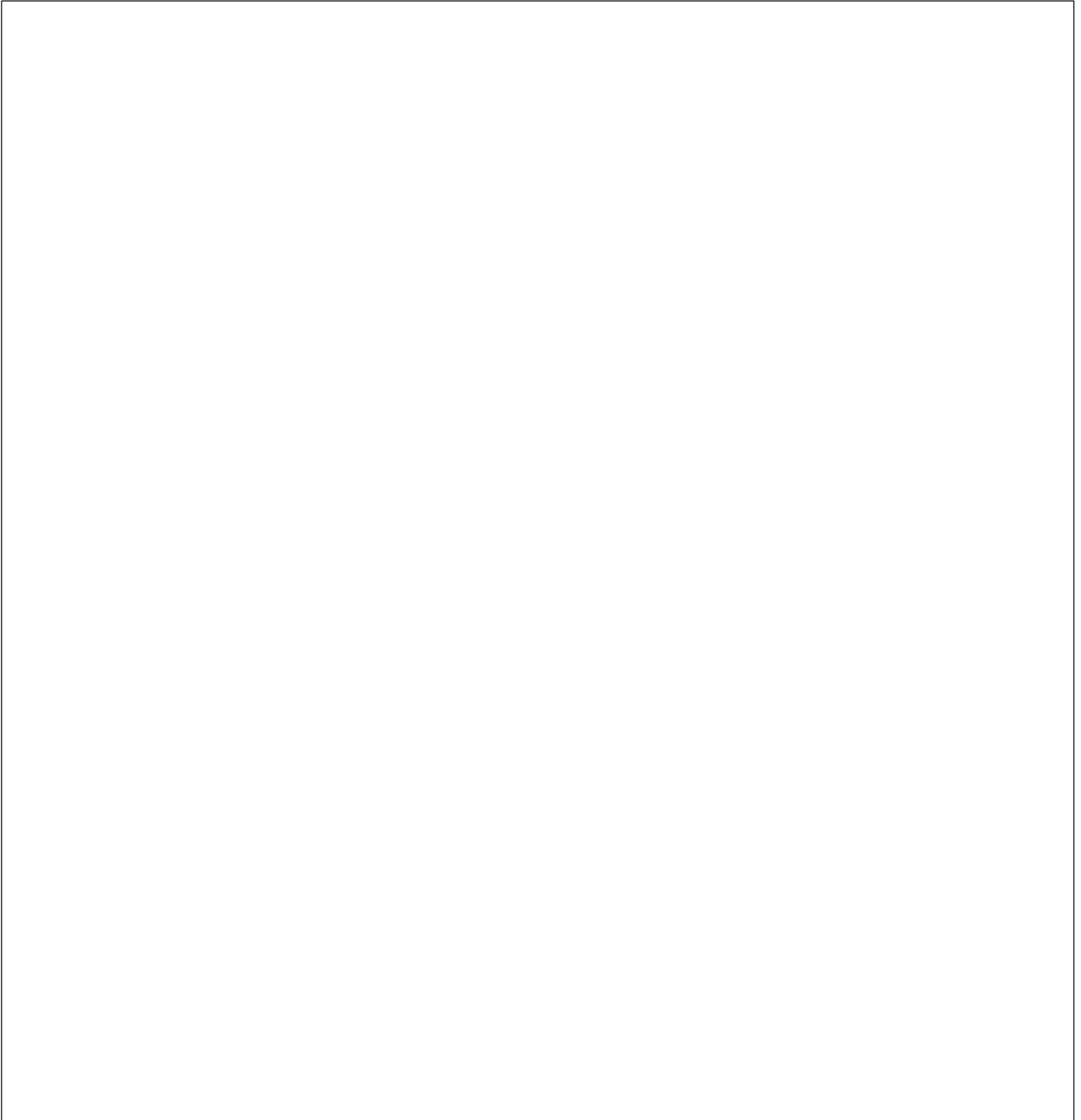


7.5 Is there any inherent or potential contamination from:

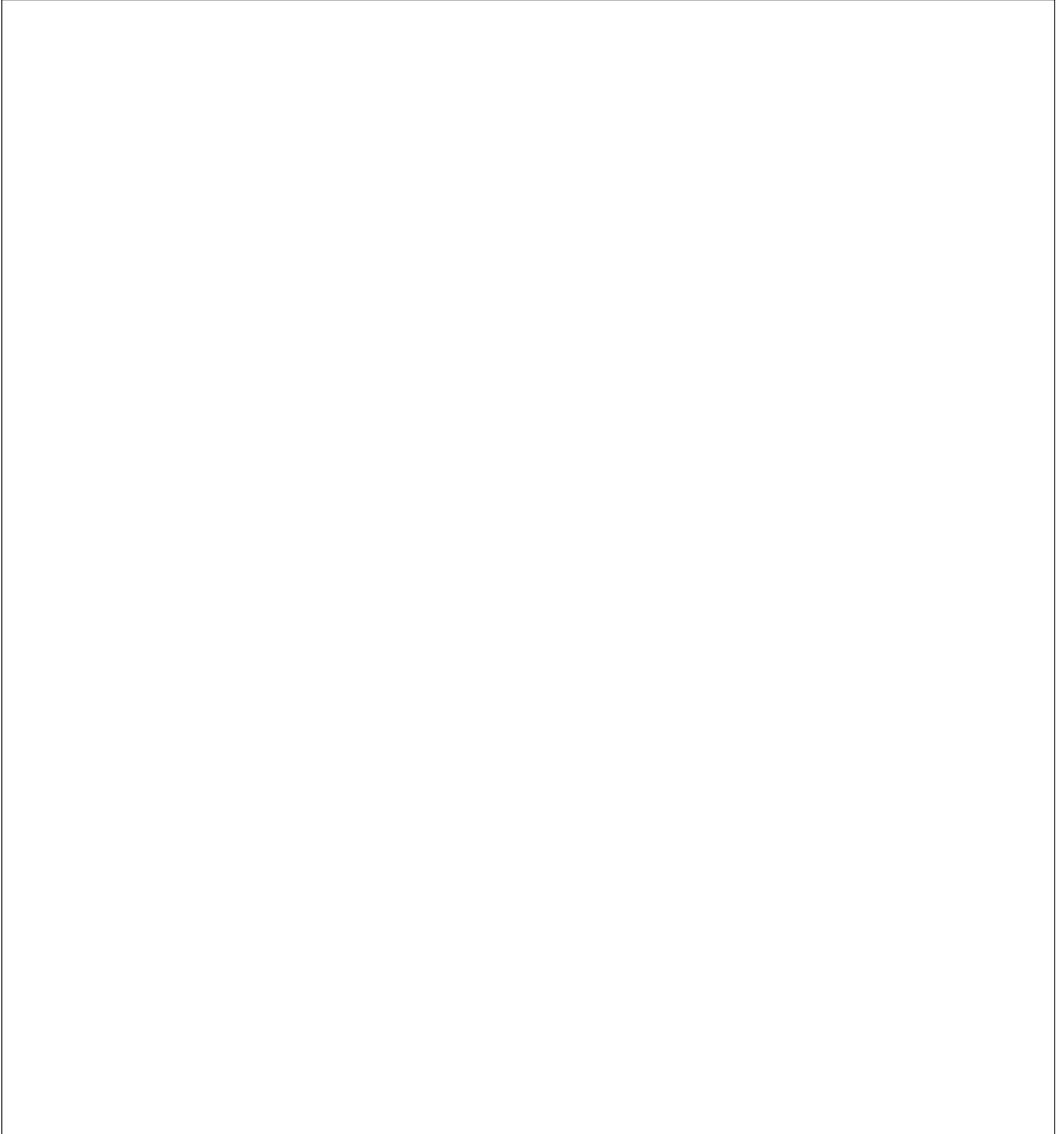
N/A, no inherent or potential contaminants
Pesticide residues
Bacteria
Petroleum
Salinity

Heavy metals
Nitrates
Other (specify):

8.1 PESTS: Describe any problems with mushroom pests and methods of control:



8.2 DISEASES: Describe any significant problems with diseases and methods of control:



8.3 HARVEST: Describe harvest methods and include equipment used:

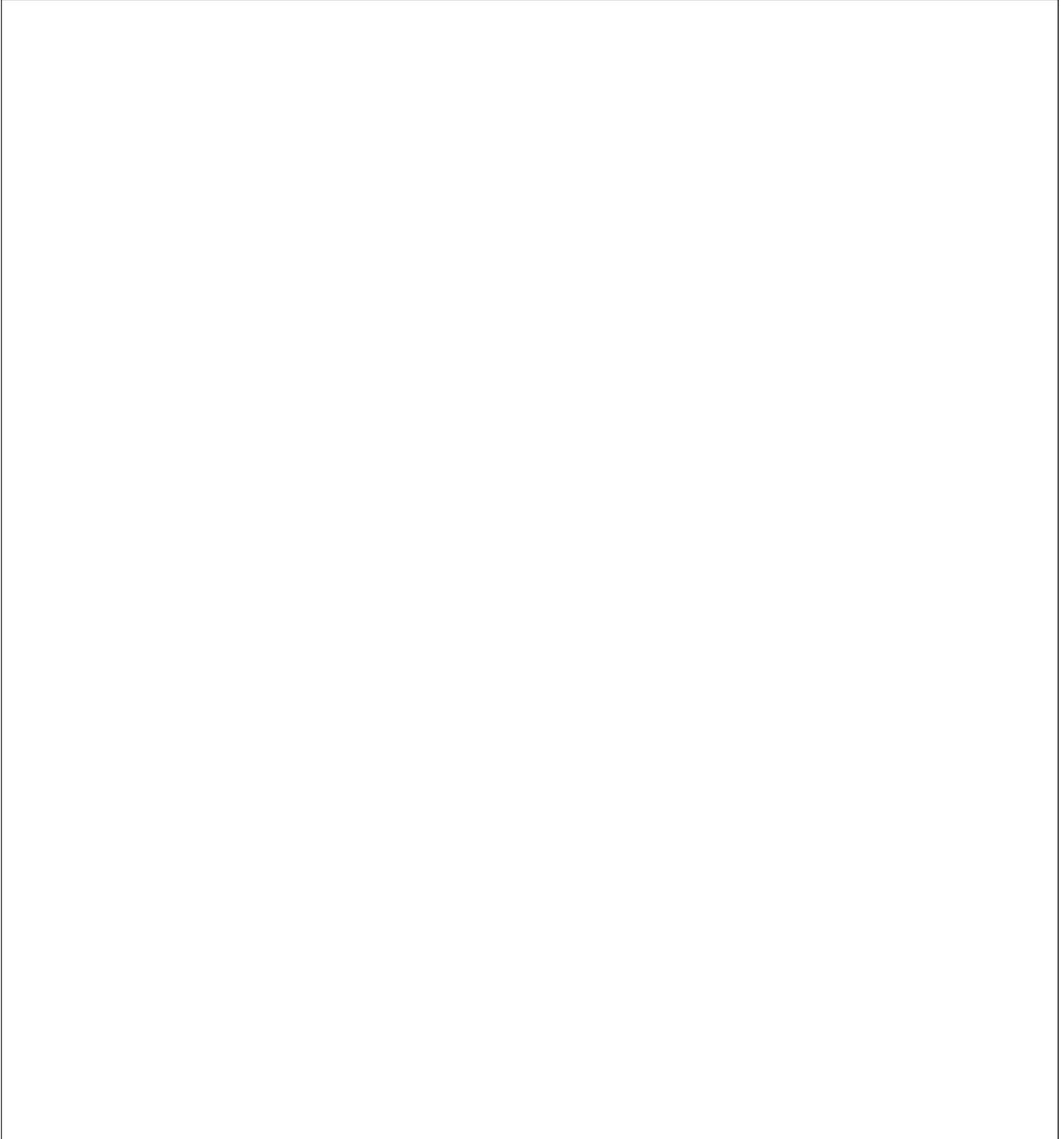
[Empty box for describing harvest methods and equipment used]

8.4 CLEANING/SANITATION PRACTICES: Describe your cleaning/sanitation for all production sites and any equipment/surface that come into contact with organic product. Be sure to indicate whether the equipment/surfaces are rinsed after cleaner or sanitizer use:

Note: Include all cleaners/sanitizers on your Materials Used Form.

8.5 QUALITY CONTROL: Describe your methods for grading and quality control:

8.6 HANDLING & PACKING: Describe your methods to dry/cool, wash, and pack crops. Include packing materials and post-harvest treatment:



§205.271 requires that operations use management practices to prevent pests (question 9.4). If pest pressure persists, mechanical and physical controls or lures/repellents using nonsynthetics or synthetics on the National List of Allowed and Prohibited Substances (question 9.5) must be used. If there is continued pest pressure an operation may elevate to using a non-synthetic or synthetic on the National List of Allowed and Prohibited Substances such as carbon dioxide, nitrogen gas, vitamin D3 bait, boric acid, diatomaceous earth, or soap products. As a last resort, and with prior approval from PCO, an operation may use a synthetic that is not on the National List. A Synthetic Facility Pest Management Agreement form must be completed if using a synthetic substance that is not on the National List.

Complete this section to describe pest control practices and materials used in any facility where organic mushrooms are produced and/or stored.

9.1 Check which facilities you use for your organic crops:

- | | |
|---|--|
| <input type="checkbox"/> N/A, I have no buildings/facilities that are used for any portion of my organic operation (skip to section 10) | <input type="checkbox"/> Greenhouse (inside or outside) |
| <input type="checkbox"/> Mushroom double | <input type="checkbox"/> Mushroom storage |
| | <input type="checkbox"/> Mushroom handling area (wash stations, packing shed, etc) |

9.2 Attach facility map showing location of pest traps and monitoring devices.

- Map attached

9.3 Who is responsible for pest control in your facility?

- In-house
 Contracted pest control service (name):

9.4 Which of the following management practices do you use to prevent pests? (Must use at least one)

- | | |
|--|---|
| <input type="checkbox"/> Remove pest habitat, food sources, and breeding areas | <input type="checkbox"/> Other (specify): |
| <input type="checkbox"/> Manage environmental factors to prevent pest reproduction (temperature, light, humidity, atmosphere, air circulation) | |
| <input type="checkbox"/> Prevent access to handling facilities | |

9.5 Which of the following practices do you use to control pests in organic production and storage areas?

- N/A, the preventative practices used in 9.4 above are sufficient to control pests
 Mechanical or physical controls, including traps, light, or sound
 Lures and repellents using nonsynthetic or synthetic substances consistent with the National List. List lures and repellents that you apply in organic production and storage areas on your Materials Used Form.
 Materials Used Form Attached

9.6 If the measures listed in 9.4 and 9.5 above are not sufficient to prevent or control pests, do you use any of the following:
(Note: List all pest control input materials that you apply in organic production and storage areas on your Materials Used Form.)

- | | |
|--|--|
| <input type="checkbox"/> N/A, measures listed in 9.4 and 9.5 are sufficient to prevent and control pests | <input type="checkbox"/> Boric acid |
| <input type="checkbox"/> Carbon dioxide | <input type="checkbox"/> Diatomaceous earth |
| <input type="checkbox"/> Nitrogen gas | <input type="checkbox"/> Soap products |
| <input type="checkbox"/> Vitamin D3 bait | <input type="checkbox"/> Other non-synthetic input materials |
| | <input type="checkbox"/> Other synthetic input materials* |

**Note: A Synthetic Facility Pest Management Agreement form may need to be completed in order to use certain synthetic input materials. This form must be submitted to PCO PRIOR to the use of those input materials. Check with PCO to determine if this form is required.*

9.7 How do you prevent pest control materials from contacting organic products, ingredients, and packaging materials?

- | | |
|--|--|
| <input type="checkbox"/> N/A, no pest control input materials used | <input type="checkbox"/> Cover equipment used for food handling |
| <input type="checkbox"/> Remove product and packaging from areas to be treated | <input type="checkbox"/> Purge equipment with nonorganic product |
| <input type="checkbox"/> Wash and rinse food contact surfaces after treatment | <input type="checkbox"/> Other (specify): |

9.8 Where do you record pest control material use and measures taken to protect organic products or packaging?

- | | |
|---|---|
| <input type="checkbox"/> N/A, no pest control input materials used | <input type="checkbox"/> Purge log |
| <input type="checkbox"/> Pesticide Use Log | <input type="checkbox"/> Other (specify): |
| <input type="checkbox"/> Log describing removal/reentry of products and packaging | |

9.9 Describe monitoring (including frequency) used to determine the effectiveness of management practices above:

A successful recordkeeping audit trail will use dates, lot numbers, field names etc to link incoming products/inputs through all production steps (seeding, planting, harvest) and to final sale or distribution. Records used in an audit trail include and are not limited to purchase invoices, seeding/planting records, input records, field records, harvest records, storage records, labels, sales invoices, organic certificates, bills of lading, and other transport documents. If you have questions about what is required, contact PCO.

Additionally, §205.403 requires that two types of audits are conducted at each inspection:

- *Mass-balance: to verify that the quantities of organic product and ingredients produced or purchased account for organic product and ingredients used, stored, sold, and transported (i.e. inputs account for outputs)*
- *Traceback: to verify the organic product and ingredients are traceable by the operation from the time of purchase or acquisition through production to the sale or transport, as well as verification back to the last certified operation.*

An operations recordkeeping system as required by §205.103 supports the required audits conducted during the on-site inspection.

10.1 How do you ensure that you maintain audit trail documentation that is sufficient to determine the source, transfer of ownership, and transportation of organic products?

10.2 Does your audit trail documentation identify agricultural products on these records as “100% Organic” or “Organic”?

- Yes
- No

10.3. Does your audit trail documentation contain information that links to your nonretail labels?

- Yes
- No
- N/A, nonretail labels not used

10.4 Do you maintain recordkeeping to document amounts of organic products purchased or produced by your operation?

- Yes
- No

10.5 Do you maintain recordkeeping to document the amount of organic products used, stored, sold, transported, or distributed by your operation?

- Yes
- No

10.6 Which of the following documents do you maintain? *Note: Records must be kept to track all activities, transactions, as well as demonstrate the organic integrity of land and crops.*

- | | |
|---|--|
| <input type="checkbox"/> Spawn purchase orders/invoices (documented attempts to source organic spawn) | <input type="checkbox"/> Equipment Clean-out Logs |
| <input type="checkbox"/> Substrate records | <input type="checkbox"/> Clean Truck Affidavits |
| <input type="checkbox"/> Lease Agreements for rented facilities | <input type="checkbox"/> Cull Reports |
| <input type="checkbox"/> Applied Amendments Records | <input type="checkbox"/> Sales Invoices |
| <input type="checkbox"/> Spray Record | <input type="checkbox"/> Shipping records (e.g. Bills of Lading) |
| <input type="checkbox"/> Invoices for Contracted Services | <input type="checkbox"/> Transaction Certificates |
| <input type="checkbox"/> Receipts for Inputs (fertilizers, pest controls, etc.) | <input type="checkbox"/> Import Certificates |
| <input type="checkbox"/> Harvest & Storage Records for Certified Crops | <input type="checkbox"/> Organic Certificates |
| | <input type="checkbox"/> Exempt Handler Affidavits |
| | <input type="checkbox"/> Other (specify): |

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10.7 Describe how do you ensure that the above kept records are readily available upon request by PCO and/or available at inspection:

10.8 How long do you maintain audit trail records? (Must be at least 5 years)

11.1 How do you market your organic products?

- | | |
|---|---|
| <input type="checkbox"/> Farmers market | <input type="checkbox"/> Wholesale |
| <input type="checkbox"/> Direct to retail | <input type="checkbox"/> Wholesale to processor |
| <input type="checkbox"/> On-farm retail | <input type="checkbox"/> Contract to buyer |
| <input type="checkbox"/> CSA/subscription service | <input type="checkbox"/> Other (specify): |

11.2 Do you use or plan to use any retail labels?

- Yes
 No

a) If yes, attach a color copy of all label(s).

Labels attached. Retail label must:

- Identify the ingredients as organic in the ingredient statement
- Identify PCO as the certifier directly below the contact info of the operation using the phrase "Certified Organic by PCO" or a similar phrase

11.3 Do you use or plan to use any nonretail labels?

- Yes
 No

a) If yes, attach a color copy of all label(s).

Labels attached. Nonretail label must include:

- Identification of the product as organic
 - Nonretail containers used to ship organic products that are labeled for retail sale with organic identification visible on the retail label do not require additional identification of the product as organic on the nonretail label
- Production lot number, shipping identification or other unique information that links the nonretail container to the audit trail documentation

11.4 Do you use or plan to use any marketing materials on organic products?

- Yes
 No

a) If yes, describe the types of marketing materials (e.g. website, social media, farm market signs, brochures, etc) you use:

11.5 Do your labels identify PCO as the certifying agent?

- Yes
- No
- N/A, no labels used

a) If no, explain (i.e. identify if a different certifier is listed on the label):

11.6 Do you use or plan to use the USDA organic seal on product labels or marketing materials?

- Yes
- No
- N/A, no labels used

11.7 Do you use or plan to use the PCO organic logo on product labels or marketing materials?

- Yes
- No
- N/A, no labels or marketing materials used

§205.201(a)(3) requires that the Organic System Plan (OSP) of a certified operation include a description of the monitoring practices and procedures to verify suppliers in the supply chain and organic status of agricultural products received, **and to prevent organic fraud, as appropriate to the certified operation's activities, scope, and complexity.**

Fraud prevention plans must describe practices that verify the organic status of suppliers and organic products, including how an operation verifies organic status back to the last certified operation in the supply chain. This supports the record keeping and audit trail requirements at §205.103(b)(2) and allows certifiers to verify compliance during on-site inspections and supply chain traceability audits.

Consider your operation's sourcing and selling of organic products and develop a plan that pertains to your operations' activities, including scope and complexity.

Producers may consider the following:

- Purchases, transportation, and sales of organic or allowed spawn, substrate, or other input materials.
 - Are your spawn or substrate suppliers certified organic for handling of those products (if applicable)?

12.1 Do you work with any exempt handlers (i.e. uncertified handlers - cold storage facilities, seed dealers)?

- No (Skip to 12.2)
 Yes (Answer questions a & b below)

a) Check the types of activities they provide for your operation (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Storage/Warehousing* | <input type="checkbox"/> Licensed customs brokering |
| <input type="checkbox"/> Brokering* | <input type="checkbox"/> Logistics brokering (e.g. freight forwarding) |
| <input type="checkbox"/> Wholesaling* | <input type="checkbox"/> Transporting |
| <input type="checkbox"/> Distributing* | <input type="checkbox"/> Other (specify)*: |
| <input type="checkbox"/> Trading* | |

b) * The asterisk (*) indicates activities that require a completed Exempt Handler Affidavit (EHA). If the operation you work with conducts any of these activities identified with an asterisk (*), they must complete the EHA.

Exempt Handler Affidavit(s) attached (Skip to 12.2)

N/A, activities above do not contain an asterisk. (Answer question c below.)

c) Does the exempt handler provide you with documentation showing full traceability** back to the last certified operation for each shipment?

- Yes
- No, explain:

****Note:** Full traceability includes the following as applicable:

- Identification of product as organic on nonretail containers
- Current organic certificate of the last certified organic operation
- Documents generated by the last certified operation to the exempt handler proving purchase, delivery, and/or transfer
- Purchase invoices, receipts, bills of lading, or other audit trail documentation
 - Other audit trail documentation must designate the product as organic, include a description of the product, date of transaction and amount transferred, and list the last certified operation and/or lot numbers applied by the last certified operation (must match lot numbers on exempt handler audit trail documentation).

12.2 Describe the areas in your supply chain where:

- Fraud is most likely to occur; and
- Where you are most likely to notice if purchased products (crops, inputs) or animals do not have organic certification
(Note: These are often referred to as "critical organic control points")

12.3 How do you prevent fraud and ensure your supply chain is compliant? Check all that apply:

- I participate in an existing Fraud Prevention Plan or Program (e.g. GFSI Food Fraud Vulnerability Assessment, OTA Organic Fraud Prevention Solutions)
- I create a map or inventory of my supply chain that identifies suppliers
- I identify critical organic control points in my supply chain where organic fraud or loss of organic status are most likely to occur
- I conduct an assessment to identify weaknesses in my procedures to ensure my suppliers and products I purchase are organic
- I include practices for verifying the organic status of any product I acquire and/or use prior to use
- I include a process to verify suppliers and minimize supplier risk to organic integrity prior to using a supplier
- I initiate mitigation measures to correct vulnerabilities and minimize risks (as identified in my assessment)
- I regularly monitor my practices and verification tools to assess the effectiveness of my mitigation measures
- Other (specify):

12.4 Describe the practices you use to verify the organic status of suppliers:

12.5 Describe the practices you use to verify the organic status of products acquired/used:

12.6 How do you monitor the effectiveness of your fraud prevention plan?

- Residue test results
- GMO test results
- Mock recall

- Internal audits
- Other (specify):

12.7 How often do you monitor the effectiveness of your fraud prevention plan?

- Weekly
- Monthly
- Annually

- As needed
- Other (specify):

12.8 Describe your process for reporting suspected organic fraud to PCO and/or the NOP:

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