



# OSP Ruminant and Swine

**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 dairy stock or livestock slaughter stock. Poultry producers must use the OSP Poultry form. A separate OSP Crops form must be filled out if you are growing your own feed, pasture, or other organic crops for sale. Use additional sheets if necessary. If you are a new applicant, attach a completed General Information form. Do not leave any applicable sections blank, write "none" or "not applicable".

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

Business Name: \_\_\_\_\_

1.1 Is this farm:

- Organic only
- Organic and nonorganic (i.e. split or parallel production)

a) If organic and non-organic, describe crops and/or livestock that are managed conventionally including the type and number of all other livestock (non-organic or not requested for certification) that you have in your operation:

1.2 Does this operation engage in any processing of organic livestock or livestock products? (e.g. slaughtering, feed processing)?

- No (Skip to Section 2)  
 Yes (Complete chart below)

a) Additional forms may be required depending on the type of processing or handling activity you conduct. Complete the below table to determine what additional forms are required.

	<b>Type of Activity</b>	<b>Applicable OSP Form / Section</b>
	I/We milk animals, cool, store and sell milk.	Must complete Section 9 of this form
	I/We sell live animals for slaughter or through auction facility	Must complete Section 10 of this form
	I/We process feed for our own animals	Must complete Section 12 of this form
	I/We process, package or otherwise handle organic products such as: <ul style="list-style-type: none"> <li>● Bottle or pasteurize milk</li> <li>● Process cheese</li> <li>● Slaughter animals on-farm</li> <li>● Feed processing for sale/distribution</li> </ul>	Must complete OSP Handler and be certified under the handling scope
	I/We do other processing/handling activities that are not covered above. Describe:	May need to complete OSP Handler

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2.1 Livestock Requested for Certification: Complete the following table for all livestock requested for certification

Production Group/Class	Type(s) or Breed(s)	# of Animals	Product(s) <i>(examples: Milk, Meat, Fiber, Live animal sales)</i>

2.2 When did you begin organic management or when do you plan to begin organic management (including 100% organic feed and organic health management)?

#### DAIRY ANIMALS:

2.3 Is this a dairy operation?

- No (Skip to Section 3)  
 Yes (Answer questions a-c below)

a) Are you transitioning a dairy herd?

- Yes. Provide date when one-year transition will be complete:  
 No

b) For new clients: what is your estimated first organic milk ship date?

c) Provide milk company name and contact information:

- N/A, no milk contract

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All organic livestock must be from certified organic sources unless breeding stock was purchased prior to the last third of the gestation period. Dairy herds are permitted a one-time whole herd conversion over a 12-month period – see §205.236(a)(2).

3.1 Do you raise replacement animals on farm?

- Yes  
 No  
 N/A

3.2 Do you purchase any livestock?

- No (Skip to question 3.4)  
 Yes and all documentation listed below is kept as part of my recordkeeping system

*Note: Ensure that you have ALL of the documentation below for ALL purchased animals available at inspection:*

- *Purchase source*
- *Invoice/receipt showing purchase*
- *Organic certificate for seller showing livestock certification*
- *Type of livestock*
- *Identification (tag number, name, etc.)*
- *Date of purchase*
- *Birth Date*
- *Documentation that all animals have been under continuous organic management since the last third of gestation (e.g. herd list, statement from seller).*

3.3 If you buy animals through auction facilities?

- No (Skip to Section 4)  
 Yes (Answer question a below)

a) If yes, provide the name, address and phone number of the auction facility you are purchasing animals from and attach organic certificate:

- Organic certificate attached



4.3 How have you determined the dry matter demand figure reported above?

I use a known reference to estimate the dry matter demand.

Specify reference used:

I utilize a nutritionist to determine dry matter demand.

I use rations fed during the non-grazing season (no pasture fed) to determine dry matter demand.

Other (specify):

4.4 Does the dry matter demand of your livestock production groups vary seasonally?

No

Yes

a) If yes, explain:

4.5 How will you calculate dry matter intake for each type/class of ruminant livestock?

Using the tables and worksheets provided by PCO (subtraction method)

Using other calculation method (explain) and published reference material (list source):

### Ruminant Feed Rations Plan

4.6 Submit total feed rations for each class of ruminant livestock you manage, including all feed produced on-farm and purchased from off-farm sources, on the PCO Feed Ration Record / DMI Calculation Worksheet. Multiple feed ration records are required to cover all feed rations fed throughout the year for each class of animal, including grazing and non-grazing season rations.

Feed Ration Record / DMI Calculation Worksheets attached

4.7 Describe how you document the amount of each type of feed actually fed to each type and class of animal, including changes that are made throughout the year in response to seasonal grazing changes (*NOTE: Feed as actually fed records are required to be kept for each type and class of animal. Feed as fed records will be verified at inspection*):

4.8 What is your plan for emergency feed supplies?

a) Grazing season emergency grazing and pasture plan:

b) Non-grazing season emergency feed plan:

**SWINE**

N/A, I do not manage swine (skip to Feed Supplement questions in this section)

4.9 Describe the total feed ration provided to your organic swine for each stage of life, including feed type and lbs/animal/day:

4.10 What is your plan for emergency feed supplies?

**Feed/Bedding Storage**

**4.11 Feed and Bedding Storage:**

Describe all of your feed storage (including wrapped bales) and bedding storage (if using roughages like hay or straw) locations in the table below. Organic certificates must be available for the inspector to verify.

Type of Crop/Feed Stored	Type of Storage <i>(include Storage ID# used)</i>	Size/Capacity

**Feed Supplements for All Livestock**

Feed supplements and additives are anything you add to livestock feed for a specific nutritional need or to improve nutrient balance of the total ration. All agricultural ingredients in feed supplements and additives, such as molasses, must be organic. All feed supplements and additives used must be reviewed and approved by PCO prior to use.

**4.12 List all feed supplements and additives, including vitamins, minerals, silage inoculants, etc. on your Materials Used Form.**

Included on Materials Used Form.



*Water used for organic livestock must be potable and readily accessible. Water tests for coliform bacteria, nitrates and/or known contaminants may be required.*

5.1 How do you provide clean water to your livestock?

- On-site well
- River/Creek/Pond
- Spring
- Municipal / County/District Irrigation
- Other (specify):

5.2 List all water additives on the Materials Used Form.

- Included on Materials Used Form.
- No additives used

5.3 If livestock have access to a river, creek, or pond, how do you prevent bank erosion?

- N/A, no access

*Livestock living conditions must provide reasonable freedom of movement, lack of crowding, proper sanitation, fresh air, sunshine, appropriate shelter and adequate bedding. Pasture is required for ruminants.*

6.1 Do you board livestock elsewhere / off-farm?

*Note: Off-Farm Boarding Supplement must be completed prior to moving livestock*

- No (Skip to question 6.2)  
 Yes and Off-Farm Boarding Supplement attached

6.2 What type of housing do you use on-farm? (i.e. Describe housing for all groups/ages of livestock.)

6.3 Describe how the housing or shelter you provide for each type/class of livestock is designed to allow for natural maintenance, comfort behaviors (non-isolation of herd animals) and opportunity to exercise; temperature control, ventilation, and air circulation; and reduction of potential injury.

6.4 How long are animals indoors (hours per day)?

Spring

Fall

Summer

Winter

6.5 How often is housing cleaned out?

6.6 Do you use sanitation or cleaning products when cleaning the houses?

No

Yes. Sanitation products used are listed on the Materials Used Form

6.7 Describe how you manage yards, feeding areas and lanes to keep them well-drained and clean, and to prevent runoff of wastes and contamination of water, or drainage across property boundaries.

6.8 Describe the locations and sources of shade within outdoor access areas.

6.9 Describe how you provide daily outdoor access to all animals during the non-grazing season?

6.10 Do all ruminant animals have access to pasture, including calves over 6 months old?

- Yes
- No

a) If no, explain:

### Temporary Confinement

This is defined at §205.2 as “occurring for a limited time only (e.g., overnight, throughout a storm, during a period of illness, the period of time specified by the Administrator when granting a temporary variance), not permanent or lasting.”

6.11 Complete this table to indicate if animals are confined for the allowed reasons (identified in the first column) and provide additional details regarding temporary confinement.

Allowed Reasons for Temporary Confinement	Type/Class of Livestock	Duration of Confinement	Specific Reason
<input type="checkbox"/> Inclement weather			
<input type="checkbox"/> Animals stage of life (does not include lactation)			
<input type="checkbox"/> Health, safety, or well-being of the animal			
<input type="checkbox"/> Risk to Soil and Water			
<input type="checkbox"/> Healthcare (does not include lactation nor various stages of life)			
<input type="checkbox"/> Sorting and Shipping of Livestock			
<input type="checkbox"/> Breeding (only for the act of breeding itself)			
<input type="checkbox"/> 4-H (1 week before demonstration, through event and 1 day after)			
<input type="checkbox"/> Lactation (may only deny pasture for 1 week after lactation for dry off)			
<input type="checkbox"/> Birthing/Parturition (3 weeks prior, during and 1 week after)			
<input type="checkbox"/> Dairy Calves (up to 6 months provided that confinement allows for lying, standing, stretching and free movement. May not be individually housed after 6 months)			
<input type="checkbox"/> Milking (short daily periods only. Cannot be used to deny pasture or prevent required DMI from pasture.)			

6.12 How do you document periods of temporary confinement from the outdoors? (Documentation must be available at inspection)

- Calendar
- Journal or Log
- Other (specify):

*A proactive health management program is required to prevent health problems and potential use of prohibited materials. If prohibited treatments are used, the treated animals and/or their products must not be sold as organic. Records must be kept of all treatments, their approval by PCO, and whether administered by you or a veterinarian.*

Include ALL HEALTHCARE TREATMENTS on the Materials Used Form, including any emergency treatments, prohibited treatments, parasiticides, vaccinations, etc. used by you or a veterinarian. \*Failure to do so could jeopardize your certification\*

- All healthcare materials, including substances used for parasite and fly control, are listed on Materials Used Form.

#### GENERAL INFORMATION:

7.1 Identify the general components of your animal health management program:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Selective breeding                       | <input type="checkbox"/> Access to outdoors      | <input type="checkbox"/> Probiotics       |
| <input type="checkbox"/> Raise own replacement stock              | <input type="checkbox"/> Dry bedding             | <input type="checkbox"/> Homeopathy       |
| <input type="checkbox"/> Isolation for purchased/diseased animals | <input type="checkbox"/> Good quality feed       | <input type="checkbox"/> Other (specify): |
| <input type="checkbox"/> Culling                                  | <input type="checkbox"/> Pasture rotation        |   |
| <input type="checkbox"/> Good ventilation in housing              | <input type="checkbox"/> Vaccinations            |   |
| <input type="checkbox"/> Good sanitation                          | <input type="checkbox"/> Nutritional supplements |   |

7.2 How do you document that injectable nutritive supplements are used “by or on the order of a licensed veterinarian”?

- |  |   |
|--|---|
| <input type="checkbox"/> N/A, no injectable nutritive supplements used | <input type="checkbox"/> Written record of a conversation with vet        |
| <input type="checkbox"/> Letter from vet                               | <input type="checkbox"/> Sticker on the bottle indicating vet involvement |
| <input type="checkbox"/> Prescription from vet                         | <input type="checkbox"/> Other (specify):                                 |

7.3 Describe how you monitor the effectiveness of your health care management (i.e. what specifically do you look for in your animals to tell you they are in good health or poor health):

7.4 How often do you conduct health care monitoring?

- Daily
- Weekly
- Annually

- As needed
- Other (specify):

7.5 What measures do you take to prevent heat stress in the animals?



**PARASITE CONTROL:**

7.6 Describe how you prevent or control internal and external parasites on your operation including whether you use parasiticides. (If parasiticides are used, describe how/when.)

Not a problem

**FLY CONTROL:**

7.7 Describe how you prevent or control flies on your operation:

Not a problem

**PREDATOR CONTROL:**

7.8 Describe how you handle predator problems. List the predator and the prevention/management strategies you use to control the predator:

Not a problem

**PHYSICAL ALTERATIONS:**

7.9 Physical Alterations: Describe any physical alterations you perform on your animals. Include ear tagging, branding, ear notching, castration, dehorning or any other physical alterations.

N/A, no physical alterations performed (skip to Section 8)

Physical Alteration	Animal's Age	Method

a) How do your practices minimize the pain and stress associated with physical alterations?

- Minimize handling time
- Animals returned to group promptly (minimize separation)
- Use of painkillers (List on Materials Used Form)
- Use of squeeze chutes
- Use of handling techniques that minimize stress
- Use of clean equipment/tools/supplies
- Other (specify):

**MANURE MANAGEMENT**

*A producer of an organic livestock operation must manage manure in a manner that does not contribute to contamination of crops, soil or water by plant nutrients, heavy metals, or pathogenic organisms and optimizes recycling of nutrients.*

8.1 Do you have an approved nutrient management plan?

- Yes  
 No

a) If no, how is manure disposed of?

8.2 What forms of manure do you use?

- Not used (skip to Pasture Management section)  
 Liquid  
 Semi-solid/piled  
 Fully composted (Answer question a below)

a) If manure from your livestock is composted, describe your composting method(s) (i.e. is it incorporated, spread on bare or covered ground, water source setbacks, application rates, etc.):

8.3 List ingredients/additives used on manure (examples: bedding, barn lime, inoculants, preservatives):

N/A, no ingredients/additives added

8.4 During what months do you apply manure/compost to your fields?

8.5 How do you manage/reduce runoff from manure applications to prevent contamination? Including how it is incorporated, if it is spread on bare or covered ground, water source setbacks in place, application rates, etc.

8.6 Acres of land available for manure application

8.7 How often do you conduct monitoring of your manure management plan (e.g. verifying application of manure not contributing to soil and/or water contamination)?

- Weekly
- Monthly
- Annually

- As needed
- Other (specify):

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**PASTURE MANAGEMENT**

Swine operation with no pasture, skip to section 9

*A Pasture Management Plan must include the following: types of pasture; type of grazing methods and other management practices that ensure sufficient quality and quantity of pasture is available for all ruminants to graze throughout the grazing season; soil fertility, seeding systems, and erosion control of pastures.*

Answer the following questions about your pasture management plan. If you have an NRCS or other pasture plan which addresses all of the questions below, you may submit that instead.

External Pasture Plan attached

8.8 Ensure that your pasture maps include the location, size, individual identification and the locations of permanent fences, shade and water. You may provide a satellite image of each parcel to show the locations and sources of shade and water.

Maps for all pastures include this information.

8.9 Describe the types of pasture you provide to ensure ruminant feeding requirements are met. This may include a description of your pasture records in terms of predominant species (grasses/forbs, annual/perennial, native/improved), management, and terrain (hilly, flat, floodplain, etc.).

8.10 Describe the types of grazing methods to be used. This may include general grazing management practices (e.g. continuous or extensive, rotational or management intensive grazing (MIG), or multi-species grazing) and the factors that influence your decision-making about animal density or stocking rate, frequency of livestock movement, and length of grazing / resting periods on each location.

8.11 Describe your pasture management/monitoring strategies to minimize diseases and parasites:

8.12 Describe your pasture soil fertility, seeding, and erosion control system:

8.13 What types of fencing do you use?

- Permanent
- Temporary

8.14 How do you ensure that enough pasture of sufficient quality is available to supply at least 30% of animals' dry matter intake requirements during the grazing season? Check all that apply.

- |  |  |
|--|--|
| <input type="checkbox"/> Rotational grazing  | <input type="checkbox"/> Mowing, clipping or weed control, as needed to promote palatable species growth |
| <input type="checkbox"/> Periodic pasture reseeding  | <input type="checkbox"/> Other (specify):  |
| <input type="checkbox"/> Maintaining additional pastures for supplemental grazing          |  |
| <input type="checkbox"/> Irrigation (if available, must be used to promote pasture growth) |  |

8.15 If you finish slaughter stock, describe the age of the animals at slaughter; the length of the finishing period; whether slaughter stock have daily access to pasture during the grazing season and how feeding locations allow for simultaneous feeding of all stock without crowding or competition for food. Be sure to include feed rations on the PCO Feed Ration Record / DMI Calculation Worksheets.

Milk handling procedures must meet regulatory requirements for sanitation.

We are NOT a dairy operation (Skip to Section 10)

9.1 What type of milk handling system do you use:

- Pipeline
- Automated
- Step saver
- Hand milking

- Parlor
- Tie stalls
- Stanchions

Other (specify):

9.2 How are you licensed?

- Grade A
- Grade B

9.3 Do you have a raw milk permit?

- Yes
- No

9.4 Do you:

- Pasteurize
- Bottle milk

N/A, do not pasteurize or bottle

\*If you pasteurize or bottle milk you must complete a Processor Handler Organic System Plan.

9.5 Describe the steps of your cleaning cycle for milking equipment and bulk tank (water temperature, cleaners/sanitizers used, number of rinses, pre-milking rinses, etc.):

*\*List detergent, acid cleaner and sanitizer used, and products used to clean animals, such as teat dips and udder washes on enclosed Materials Used Form.*



9.6 Do you do a final water rinse?

- Yes
- No

a) If no, explain why not:

9.7. How is wastewater from cleaning and sanitizing of milking equipment disposed of?

- Municipal sewage
- Manure pit/lagoon
- On-farm septic
- Field drain
- Other (specify):

**SLAUGHTER**

N/A, I do not slaughter livestock on-site or at a slaughter facility (Skip to Auction questions in this section)

*Meat to be sold or labeled as organic must be slaughtered at a certified organic facility. If you slaughter your livestock on farm, an Organic System Plan Processor/ Handler and a Slaughter Facility OSP Supplement is required. Contact PCO to request these forms.*

10.1 Do you sell live animals as organic to a slaughter facility?

No

Yes

a) If yes, provide the name, address and phone number of the slaughter facility you are selling live animals to:

10.2 Are you selling meat products as organic? (see Section 15 - Marketing for questions related to labeling of meat products)

Yes

No

10.3 Do you slaughter animals on-farm?

Yes (Complete an Organic System Plan Processor/ Handler and a Slaughter Facility OSP Supplement)

No

10.4 Do you have your animals slaughtered at a certified organic slaughter facility?

No

Yes

a) If yes, provide the name, address, phone number and certifier of the facility where your animals are slaughtered:

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10.5 How are organic meat products stored by your operation after slaughter?

10.6 Where are organic meat products being sold?

**AUCTION**

N/A, I do not sell animals through an auction facilities (Skip to Section 11)

*Auction facilities are required to be certified.*

10.7 Do you sell live animals as organic through a certified organic auction facility?

- No
- Yes

b) If yes, provide the name, address and phone number of the auction facility you are selling live animals to:

Transport (movement of product(s) on a transportation vehicle e.g. moving organic grain or organic livestock from certified organic farms to a certified handling or slaughter facility) and transloading (moving products between transportation vehicles) do not require certification. Any other transportation adjacent activities including, but not limited to: combining, splitting, labeling/relabeling, loading/unloading unpackaged products into or from storage facility, etc. are considered handling and require certification, unless covered by exemptions 205.101(e) or (f). Certified organic operations responsible for organic products that are transported must: maintain sufficient records (for audit trail and traceability); demonstrate prevention of commingling; fully describe transportation practices in OSP; and have transportation records available at inspection.

Transporters/haulers must be certified if they engage in the following activities:

- buying/selling organic livestock
- combining lots of organic livestock
- treating organic livestock
- loading or unloading organic livestock at uncertified locations

11.1 Are organic animals transported to or from your operation?

- No (Skip to Section 12)  
 Yes

11.2 Do you use a third party transportation company to haul/transport organic animals?

- No (Skip to question 11.3)  
 Yes (Answer questions a-c below)

a) Provide the name(s) persons/companies used to transport/haul livestock:

b) Is the third party transporter/hauler certified organic?

- Yes. Organic certificate attached.  
 No

c) Describe any activities that livestock transporters/haulers you use engage in regarding your livestock beyond transportation (e.g. brokering or facilitating trade, applying animal identification, etc.):

- N/A (transportation only)

11.3 Do animals require feed or water during transport (check all that apply)? This includes feed and water provided by third party transporters.

No feed provided. Provide estimated time in transit and describe why feed is unnecessary:

Feed provided. How do you ensure animals are provided with certified organic feed during transport?

No water provided. Provide estimated time in transit and describe why water is unnecessary:

Water provided. If water is provided, describe any additives used?

11.4 Are organic and non-organic animals transported/shipped from your operation by you or a third party at the same time?

No, all vehicles are dedicated to organic (Skip to Section 12)

Yes (Answer questions a & b below)

a) If you transport/ship organic and non-organic animals yourself, describe the practices you use to prevent commingling and contamination during transport:

N/A, use third party transporters

b) If you use third party transporters to transport/ship organic and non-organic animals how do you ensure they prevent commingling and contamination during transport:

N/A, transport myself

12.1 Do you store any prohibited materials on-farm (e.g. livestock medical treatments) or non-organic crops (e.g. feed) on-farm?

No

Yes

a) If yes, what procedures do you use to clearly identify and separate prohibited materials and non-organic crops to prevent commingling and contamination with organic crops/products and allowed input materials?

12.2 Identify any locations of existing (previously installed) treated lumber and its approximate age. Also list locations where you have used treated lumber in new installations or for replacement purposes, and describe how you prevent contact with soil or livestock (including crops or livestock feed):

N/A, no treated lumber

**EQUIPMENT**

12.3 Do you process organic feed (mix, grind, roast, extrude, etc.) on-farm?

- No (Skip to Section 12)
- Yes (Answer following questions)

a) Is the equipment also used to process conventional products?

- No
- Yes

i) If yes, how is equipment cleaned prior to processing organic feed to prevent commingling and contamination?

*Note: Equipment cleanout records must be kept and made available during inspection.*



§205.271 requires that operations use management practices to prevent pests (question 13.4). 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 13.5) 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 livestock or livestock products are produced, and/or stored, including but not limited to feed storage areas, inside milk house, inside barn, or outside barn (if animals have potential access).

13.1 Check which facilities you use for your organic livestock:

- |  |   |
|--|---|
| <input type="checkbox"/> N/A I have no buildings/facilities that are used for any portion of my organic operation (skip to section 16) | <input type="checkbox"/> Livestock housing (e.g. barn)  |
| <input type="checkbox"/> Feed storage area (bin, silo, barn, shed, etc.)   | <input type="checkbox"/> Outdoor access areas (if animals would have potential access to the pest control material) |
| <input type="checkbox"/> Milk house/parlor   |   |

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

- Map Attached

13.3 Who is responsible for pest control in your facility?

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

13.4 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   |   |

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

- N/A, the preventative practices used in 13.4 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

13.6 If the measures listed in 13.4 and 13.5 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.)

- N/A, measures listed in 13.4 and 13.5 are sufficient to prevent and control pests
- Carbon dioxide
- Nitrogen gas
- Vitamin D3 bait
- Boric acid
- Diatomaceous earth
- Soap products
- Other non-synthetic input materials
- 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.*

13.7 How do you prevent pest control materials from contacting organic products?

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

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

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

13.9 Describe monitoring, including frequency, used to determine effectiveness of management practices above:



Records sufficient to preserve the identity of all organically managed animals must be kept.

14.1 Describe your animal identification system for all livestock (e.g. organic, previously transitioned, in transition):

- Collars
- Ear tags
- Tattoos
- Leg bands

- Electronic implants/RFID
- Branding
- Names
- Other (specify):

a) If branding, include a picture or drawing of your brand

Picture or drawing attached

b) If names are used with no numbers, describe your system for providing a physical description to accompany the name:

c) If using ear tags or collars, how do you manage animals that have tags/collars come off?

d) If you have previously transitioned animals and also have animals born organic (last third of gestation), how does your animal ID system distinguish transitioned animals from organic animals?

14.2 Do you assign numbers and/or letters as part of your animal ID system?

- No
- Yes

a) If yes, give an example and explain the components of your ID number:

14.3 If animals were to be treated with prohibited or restricted materials, how would you plan to identify and/or segregate those animals?

*Certified operations must maintain records concerning the production, management and handling of agricultural products intended to be sold, labeled or represented as organic. These records must fully disclose activities and transactions of your operation through all organic production and handling steps. Records will be verified at your inspection. As applicable, inspectors may examine non-organic recordkeeping to verify organic production.*

*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: A successful recordkeeping audit trail will use dates, lot numbers, field names, herd lists, etc. to link incoming livestock or products/inputs from initial purchasing by your operation, through all production steps (birth or acquisition of animals), and to final sale or distribution. Records used in an audit trail include and are not limited to purchase invoices, birth records, healthcare records, feed storage records, labels, sales invoices, organic certificates, bills of lading, hauling records.*

*An operation's recordkeeping system, as required by §205.103, must be sufficient to support the required audits conducted during the on-site inspection.*

*Operations should review §205.103 of the organic regulations for specific recordkeeping requirements. If you have questions about what is required, contact PCO.*

15.1 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?

15.2 Do your audit trail records identify all steps of livestock handling, management, and feeding to verify continuous organic management since the last third of gestation?

- Yes  
 No

15.3 Does your audit trail documentation identify agricultural products (crops, livestock) on these records as “100% Organic” or “Organic”?

- Yes
- No

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

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

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

- Yes
- No

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

- Yes
- No

### Records Kept

Indicate which types of records you maintain. Check all that apply.

#### 15.8 Feed and Feed Supplements

- Organic certificates for purchased feed
- Harvest and storage records for feed grown on farm
- Purchase records (e.g. receipts, shipping and bedding documents)
- Records of feed and supplements fed
- Feed labels
- Other (specify):

#### 15.9 Ruminant producers only

- Grazing/rotation records
- Feed amounts as actually fed
- Dry matter intake from pasture
- Other (specify):

**15.10 Animal Origin and Health**

- |   |   |
|---|---|
| <input type="checkbox"/> Birth Records  | <input type="checkbox"/> Treatment records  |
| <input type="checkbox"/> Documentation of purchased animals (e.g. shipping records, organic certificates, receipts, etc.) | <input type="checkbox"/> Vaccination records  |
| <input type="checkbox"/> Herd List  | <input type="checkbox"/> Health care and veterinary product purchases (receipts/invoices) |
|   | <input type="checkbox"/> Other (specify):   |

**15.11 Production and Sales**

- |   |   |
|---|---|
| <input type="checkbox"/> Production records (quantity of animals or product produced) | <input type="checkbox"/> Sales records    |
| <input type="checkbox"/> Product transport or shipping records                        | <input type="checkbox"/> Other (specify): |

**15.12 Handling and Storage**

- |   |   |
|---|---|
| <input type="checkbox"/> Organic certificates                                     | <input type="checkbox"/> Other (specify): |
| <input type="checkbox"/> Exempt Handler Affidavits Handling or processing records |   |
| <input type="checkbox"/> Import Certificates                                      |   |

15.13 Describe how you ensure these documents are readily available for review upon request by PCO and/or available at inspection:

15.14 How long do you keep your records? (Must be at least 5 years):



## 16.1 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):        |

## 16.2 Do you use any retail labels (i.e. used on packages for the final consumer such as meat products)?

- No  
 Yes

## a) If yes, attach a color copy of the labels.

- Labels attached. Retail label must include:
- 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 (*NOTE: If your labels list another operation as the distributor, their organic certifier may be listed. If they are not certified, a Private Label Agreement may be needed.*)

## 16.3 Do you use or plan to use any nonretail labels (i.e. used on packages for shipping or storing, including wholesale)?

- No  
 Yes

## 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

## 16.4 Do you use or plan to use any marketing materials for your organic products?

- No  
 Yes

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

16.5 Do you intend to use the USDA logo on the label or marketing materials?

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

16.6 Do you use or plan to use the PCO logo on the label or marketing materials?

- Yes
- No

§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 should consider the following:

- purchases, transportation and sales of organic feed and bedding.
  - Are your feed suppliers certified organic for handling of those products?
- livestock operations must verify the source and eligibility of all livestock and that records ensure traceability of the acquisition/transfer of ownership and transportation of all animals.
  - Are all livestock brokers and/or haulers, auction and slaughter facilities in your supply chain certified organic?

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

- No (Skip to 17.2)  
 Yes (Answer the 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 17.2)  
 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)

17.2 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")*

17.3 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 monitoring my practices and verification tools to assess the effectiveness of my mitigation measures
- Other (specify):

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

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

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

- Residue test results
- GMO test results
- Mock recall

- Internal audits
- Other (specify):

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

- Weekly
- Monthly
- Annually

- As needed
- Other (specify):

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

[Empty box for additional comments]

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