



## OSP Wild Crops

### 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 wild crops. 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.

Wild Crop (as defined in 7 CFR 205.2): Any portion of a plant that is collected or harvested from a site that is not maintained under cultivation or other agricultural management.

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

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

### Collection Area Information

Area Name	Location Information (e.g. street address, GPS coordinates, map reference - township, range, section)	Owned or Leased?

1.1 Is this operation:

- Organic only (Skip to Section 2)
- Organic and nonorganic (i.e. split or parallel harvesting) (Answer questions a & b below)

a) Describe wild crops that are harvested from area(s) that are not being requested for organic certification:

b) What procedures do you use to clearly identify and separate non-organic products and production inputs from organic products and allowed input materials to prevent commingling and contamination?

2.1 Is the collection area owned by you?

- Yes
- No

a) If no, explain:

2.2 Have you managed all collection areas for three years or more?

- Yes
- No

a) If no, check the type of documentation attached that shows the eligibility of this land for organic certification:

- Prior Land Use Statement (signed by the previous owner/manager or other knowledgeable person stating the crops harvested and all inputs applied during the previous 3 years)
- Field and Crop Form completed by previous land manager (with previous 3 year history)

Copy of the organic certificate from a previous owner/manager and documentation showing that this land has been continuously certified with no lapse in organic management up to the date of transfer of management

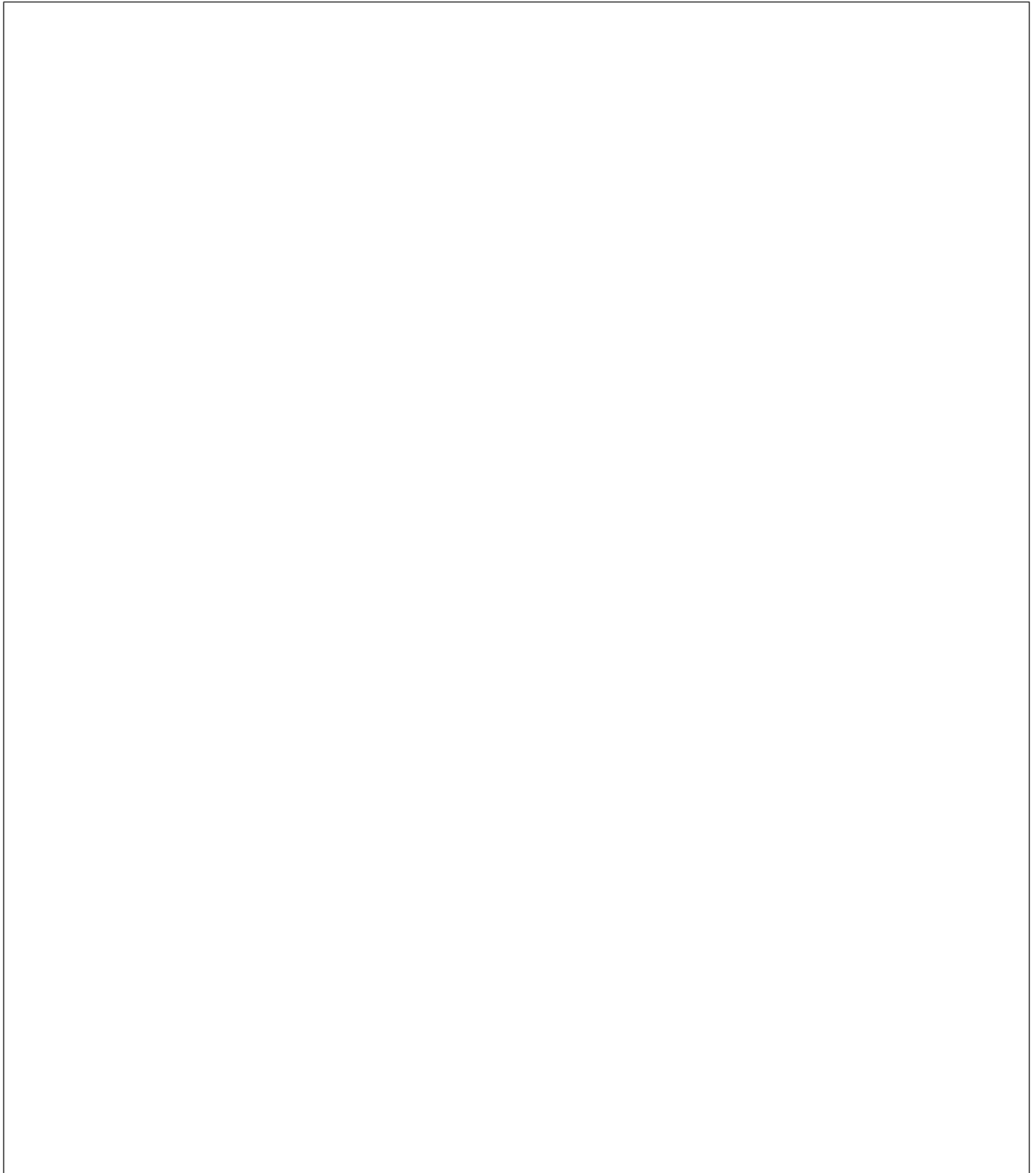
b) If yes, does your Field and Crop Form accurately reflect crops harvested from the collection areas, including inputs for the last 3 years?

- Yes
- No

2.3 Describe the type of natural environment for each harvest area (e.g. Deciduous Forest, Coniferous Forest, Grasslands):

Harvest Area	Description

2.4 Describe your production system (e.g. crop origin) in as much detail as necessary to provide the inspector with a sufficient understanding of it:

A large, empty rectangular box with a thin black border, intended for the user to describe their production system in detail.

**CONSERVATION PRACTICES USED**

3.1 How do you maintain or improve the sustainability of the harvested species?

- |   |   |
|---|---|
| <input type="checkbox"/> Harvest from stable populations                            | <input type="checkbox"/> Allow re-establishment |
| <input type="checkbox"/> Minimize disruption of priority species/sensitive habitats | <input type="checkbox"/> Other (specify):       |
| <input type="checkbox"/> Avoid erosion  |   |

3.2 Describe how you monitor the health of the wild crop population and how often monitoring is performed:

3.3 Are there any rare, threatened, or endangered terrestrial or aquatic plants or animals that occur in the harvest area?

- No (Skip to question 3.4)
- Yes (Answer questions a & b below)

a) List all such organisms:

b) Describe methods used to prevent any negative impacts to these plants and/or animals, and describe how you monitor to verify lack of impact:

3.4 Do you have additional people acting as collectors of the wild crop?

- No
- Yes

a) If yes, describe how you ensure that all additional collectors are informed of your harvesting practices and monitoring procedures:

**PROTECTION OF THE COLLECTION AREA**

3.5 Are there any potential sources of contamination in or near the collection areas?

- No
- Yes

a) If yes, please explain and indicate how contamination is prevented:

3.6 Describe how the boundaries of organic collection areas are marked or otherwise indicated to collectors (i.e. tree lines, streams, signs):

3.7 Do you maintain buffer zones around the collection areas?

- No
- Yes

a) If yes, what type? (Buffer zones must be identified on the collection areas maps.)



3.8 Explain any additional measures you use to prevent accidental contamination:

[Empty response box for explaining additional measures to prevent accidental contamination.]

4.1 Do you use water?

- No (Skip to Section 5)
- Yes

a) If yes, for what purpose?

4.2 What are your sources of water?

- On-site well(s)
- River/creek/pond
- Spring
- Municipal/county
- Irrigation district
- Other (specify):

4.3 If you use additives in the water, include them on the Materials Used Form and attach copies of labels.

- N/A, no additives used

**HARVEST**

5.1 Provide a specific description of how you harvest each crop. Describe your harvest methods and any equipment used, include equipment cleanout and documentation procedures (if equipment is used on non-organic wild crops):

5.2 Describe how you monitor the wild crop population to ensure long-term viability of the species:

5.3 How do you ensure that harvesting practices are not environmentally detrimental to the wild crop habitat?

5.4 Describe the steps you take to protect organic products from commingling and/or contamination during harvest:

[Empty response box for describing steps to protect organic products from commingling and/or contamination during harvest.]

**POST HARVEST HANDLING**

**General**

5.5 Do you do any post-harvest handling of wild crops harvested on your farm (e.g. washing, cleaning, sorting, packing, cooling, separation from foreign objects or plant parts, removal of stems leaves or husks, storage, or other activities that preserve the essential form of the product)?

- No
- Yes

a) If yes, describe the wild crops, type(s) of post-harvest handling, and location(s) where this activity is done:  
*Note: If the post-harvest handling activities described above impact other parts of your Organic System Plan (e.g. equipment cleanout, water use, facility pest management, prevention of commingling and contamination, and/or labeling), be sure to update these sections to not only include practices related to crop production but also all post-harvest handling activities.*

5.6 Do you further process any wild crops harvested on your farm (e.g. chopping, peeling, cutting, waxing, coating, drying, combining with other ingredients, cooking, baking, fermenting, or other actions that change the essential form of the product)?

- No
- Yes

a) If yes, describe the wild crops, types of processing activities, and location(s) where this activity is done:  
*Note: You may need to complete an OSP Processor/Handler form. Contact PCO to confirm applicability.*

5.7 Do you process or sell organic products that you receive from other farms or suppliers?

- No
- Yes

a) If yes, describe the products you receive from other operations and the types of activities you do:  
*Note: You may need to complete an OSP Processor/Handler form. Contact PCO to confirm applicability.*

**Storage**

5.7 Check your wild crop storage practices:

- No wild crop storage (Skip to Packaging questions in this section)
- Store wild crops on-site
- Store wild crops off-site at a location that is certified organic (must have organic certificate available at inspection)
- Store wild crops off-site at a location that is leased or rented and where you are responsible for all management (must have lease or rental agreement available at inspection)
- Store wild crops off-site at an operation that is exempt (i.e. wild crops must be in sealed, tamper evident packaging and remain in the same package or container while in the control of the exempt storage operation and is not otherwise processed)

a) If wild crops are stored off-site at an exempt operation, an Exempt Handler Affidavit is required.

- Exempt Handler Affidavit attached

5.8 Wild Crop Storage: Complete this table for all wild crops stored on-farm or off-site.

Wild Crop(s) Stored	Type of Storage	Size/Capacity	Location: on-site or other facility name	Certifier (if applicable)



5.9 If both organic and non-organic wild crops are harvested and stored, describe the methods used to prevent commingling and contamination:

N/A, all storage is dedicated organic

**Packaging**

N/A, no packaging of organic wild crops (Skip to Transportation questions in this section)

5.10 Describe your methods to dry/cool, wash and pack crops. Include packaging materials and post-harvest treatments:

**Transportation**

N/A, no transportation of wild crops (Skip to Section 6)

*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 wild crops
- combining lots of organic wild crops
- treating organic wild crops
- loading or unloading organic wild crops at uncertified locations

5.11 Describe how organic wild crops are transported and who is responsible:

5.12 Do you use a third-party transportation company to haul/transport organic wild crops?

- No (Skip to 5.13)  
 Yes (Answer questions a-c below)

a) Provide the name(s) of persons/companies used to transport/haul organic wild crops:

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

- Yes. Organic certificate attached  
 No

5.13 What steps are taken to protect the integrity of the organic wild crops during transport?

- Use of dedicated organic transportation vehicles
- Documented cleaning of vehicles prior to loading
- Other (specify):

6.1 How do you market your organic products? Check all that apply:

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

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

- No  
 Yes

a) If yes, attach a color copy of the 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

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

- No  
 Yes

a) If yes, attach a color copy of the 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

6.4 Do you use or plan to use any marketing materials for your organic wild crops?

- No  
 Yes

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

6.5 Do your labels identify PCO as the certifying agent?

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

a) If no, explain:

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

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

6.7 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

§205.271 requires that operations use management practices to prevent pests (question 7.4). 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 7.5) 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 wild crops or wild crop products are produced and/or stored.

7.1 Check which facilities you use for your organic wild crops:

- N/A I have no buildings/facilities that are used for any portion of my organic operation (Skip to section 8)
- Wild crop storage area (bin, barn, shed, etc.)
- Wild crop handling area (wash stations, packing shed, etc.)

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

- Map Attached

7.3 Who is responsible for pest control in your facility?

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

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

- Remove pest habitat, food sources, and breeding areas
- Prevent access to handling facilities
- Manage environmental factors to prevent pest reproduction (temperature, light, humidity, atmosphere, air circulation)
- Other (specify):

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

- N/A, the preventative practices used in 7.4 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

7.6 If the measures listed in 7.4 and 7.5 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 7.4 and 7.5 are sufficient to prevent and control pests | <input type="checkbox"/> Diatomaceous earth                  |
| <input type="checkbox"/> Carbon dioxide  | <input type="checkbox"/> Soap products                       |
| <input type="checkbox"/> Nitrogen gas  | <input type="checkbox"/> Other non-synthetic input materials |
| <input type="checkbox"/> Vitamin D3 bait   | <input type="checkbox"/> Other synthetic input materials*    |
| <input type="checkbox"/> Boric acid  |  |

*\*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.*

7.7 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):                        |

7.8 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 |   |

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



*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, etc. to link incoming products/inputs from initial purchasing by your operation, through all production steps (harvesting), and to final sale or distribution. Records used in an audit trail include and are not limited to purchase invoices, harvest records, labels, sales invoices, organic certificates, bills of lading, and 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.*

8.1 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?

8.2 Does your audit trail documentation identify agricultural products on these records as "100% Organic" or "Organic"?

Yes

No

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

Yes

No

N/A, nonretail labels not used

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

Yes

No

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

Yes

No

8.6 Which of the following records do you keep for organic production?

- |   |   |
|---|---|
| <input type="checkbox"/> Collection area maps   | <input type="checkbox"/> Clean transport records  |
| <input type="checkbox"/> Collection area activity log(s)  | <input type="checkbox"/> Sales records (purchase order, contract, invoice, cash receipt journal, sales journal, etc.) |
| <input type="checkbox"/> Collection area history records (previous three years)   | <input type="checkbox"/> Shipping records (scale ticket, dump station ticket, bill of lading, etc.)                   |
| <input type="checkbox"/> Documentation of previous land use for rented and/or newly purchased land                          | <input type="checkbox"/> Transaction certificates   |
| <input type="checkbox"/> Equipment cleaning records   | <input type="checkbox"/> Other (specify):   |
| <input type="checkbox"/> Harvest records showing collection areas, date of harvest, harvest amounts                         |   |
| <input type="checkbox"/> Labor records  |   |
| <input type="checkbox"/> Storage records showing storage identification, field numbers, amounts stored, cleaning activities |   |

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

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

§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 post harvest inputs (e.g. cleaners, sanitizers, pest control materials, etc)

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

- No (Skip to 9.2)  
 Yes (Answer the questions a & b below)

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

- |   |  |
|---|--|
| <input type="checkbox"/> Storage/Warehousing*       | <input type="checkbox"/> Logistics brokering (e.g. freight forwarding) |
| <input type="checkbox"/> Brokering*                 | <input type="checkbox"/> Transporting                                  |
| <input type="checkbox"/> Wholesaling*               | <input type="checkbox"/> Other (specify)*:                             |
| <input type="checkbox"/> Distributing*              |  |
| <input type="checkbox"/> Licensed customs brokering |  |
| <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 9.2)  
 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).

9.2 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 (wild crops, inputs) or animals do not have organic certification  
(Note: These are often referred to as “critical organic control points)

9.3 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):

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

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

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

- Residue test results
- GMO test results
- Mock recall

- Internal audits
- Other (specify):

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

- Weekly
- Monthly
- Annually

- As needed
- Other (specify):

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

