CSI Organic Production System Plan – General Information

PLEASE ANSWER EACH QUESTION. IF A SECTION DOES NOT APPLY TO YOUR OPERATION, PLEASE INDICATE "Not Applicable". ***DO NOT LEAVE ANY PART OF THE SYSTEM PLAN BLANK.***

Use additional sheets if necessary.

SECTION 1: GENERAL INFORMATION		
Applicant (Legal Name):		**Date:**
Owner/Manager:	Primary Contact Person:	
Address:		
City:	Province:	Postal Code:
Telephone:	Fax:	E-mail:
Mailing Address (if different than above):		
Other Production Site Address(es) (includes location of other fields, storage, buildings, etc.):		
Legal Status: ☐ Sole proprietorship ☐ Corporation ☐ Partnership ☐ Other (specify)		
Seeking certification to the following rules: ☐ COR ☐ NOP Equivalency ☐ EU Equivalency ☐ JAS Equivalency ☐ Other		
Seeking certification for the following type (s) of products: *You will need to complete the modules for each relevant production type* ☐ Crop Production ☐ Livestock Production ☐ Mushroom Production ☐ Maple Production ☐ Crops Grown in Structures or Containers ☐ Sprouts, Shoots and Microgreens ☐ Apiculture ☐ Wild Crops ☐ Insects ☐ Aquaculture ☐ On-Farm Handled or Processed Products ☐ Other		

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Do you have access to the applicable standards? ☐ **Yes**		
Do you understand the requirements for the certification you are seeking? ☐ **Yes**		
Do you maintain a complaint file? ☐ **Yes**		
Year first certified organic:	Number of Employees:	Government Permits/Licenses:
List previous organic certification by other agencies:	List current organic certification by other agencies:	

IF YOU WERE CERTIFIED ORGANIC LAST YEAR BY ANOTHER CERTIFICATION BODY, PLEASE ATTACH A COPY OF YOUR LAST INSPECTION REPORT AND CERTIFICATE (INCLUDING THE FIELD LIST) TO THIS APPLICATION. ANY OUTSTANDING NON-COMPLIANCES MUST BE ADDRESSED AND CLOSED BEFORE CSI IS ABLE TO CERTIFY YOUR OPERATION.

Directions to farm:

Provide a brief description of your farming operations:

Criteria for Determining Current Eligibility for Certification

List all non-compliances from last year's certification and your corrective actions: ☐ **Not applicable**

Non-compliances	Corrective Action

If your operation has been previously certified by another certification body, has this certification ever been suspended or cancelled?

☐ **Yes** ☐ **No**

If "Yes", please specify the date (M/D/Y) when the certification was suspended or cancelled: _____

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SECTION 2: FARM PLAN INFORMATION

A. ACTIVITIES SUBCONTRACTED TO A THIRD-PARTY

☐ **Not applicable**

Please describe any activity that you subcontract for.

Certified Subcontractors
If the subcontractor is certified organic simply obtain a copy of the certificate and complete the chart below.

Non-certified Subcontractors
If a CSI certified producer has their own product processed or handled by a contracted operation, additional fees will apply (in addition to all other applicable farm fees) plus the cost of inspection of the subcontractor. This exception to the requirement for full farm or processor status of the contracted party is designed to allow a reasonable fee for farm clients to have their own produce, e.g., seed, livestock, milk, or apples, processed at a seed cleaning facility, slaughterhouse, cider press, etc.

Custom work performed on behalf of the producer must be listed but **will not be** subject to an inspection **nor is there a need** to complete the relevant System Plan.

Note: It is the responsibility of the CSI client **to submit** a Processor System Plan to CSI on behalf of the subcontractor for review and to have processing procedures in place at the contracted facility to preserve organic integrity. It is also the responsibility of the CSI client to have direct supervision of the production, processing, or handling of their organic product to ensure the contractor is adhering to the documented organic handling procedures. Full control of the operations by the CSI client is expected.

Activity	Subcontractor name	Certified organic?		If yes, date of Issuance of organic certificate	For Non-Certified Subcontractors	
					CSI applicant agrees to pay for the inspection?	Subcontractor agrees to the inspection?
		Yes	No		Yes	Yes
		☐	☐		☐	☐
		☐	☐		☐	☐
		☐	☐		☐	☐

B. CROP PRODUCTION

If your operation includes field crop production, please ensure you complete the CSI Organic Farm Crop System Plan (ORG_FAR_04).

☐ **Attached**

C. LIVESTOCK and/or INSECT PRODUCTION

If your operation includes organic livestock and/or insect production, please ensure you complete the CSI Organic Livestock System Plan (ORG_LIV_04).

☐ **Attached**

D. MUSHROOM PRODUCTION

If your operation includes organic mushroom production, please ensure you complete the CSI Organic Mushroom Production System Plan (ORG_FAR_13).

☐ **Attached**

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E. MAPLE PRODUCTION

If your operation includes organic maple production, please ensure you complete the CSI Organic Maple Production System Plan (ORG_FAR_16).

☐ **Attached**

F. CROPS GROWN in STRUCTURES or CONTAINERS and/or SPROUTS, SHOOTS and MICROGREENS

If your operation includes organic crops grown in structures or containers, sprouts shoots and microgreens, please ensure you complete the CSI Organic Container Crops Production System Plan (ORG_FAR_12).

☐ **Attached**

G. APICULTURE

If your operation includes organic apiculture, please ensure you complete the CSI Organic Apiculture System Plan (ORG_FAR_14).

☐ **Attached**

H. WILD CROPS

If your operation includes organic wild crops, please ensure you complete the CSI Organic Wild Crops System Plan (ORG_FAR_18).

☐ **Attached**

I. AQUACULTURE

If your operation includes organic aquaculture, please ensure you complete the appropriate CSI Organic Aquaculture system plan(s).

☐ **Attached**

ORG_AQU_01_Aquaculture Crop Production System Plan

ORG_AQU_02_Aquaculture Livestock Production System Plan

ORG_AQU_03_Aquaculture Wild Crop Production System Plan

ORG_AQU_04_Aquaponics Production System Plan

J. ON-FARM PRODUCT HANDLING

If your operation includes simple on-farm handling (e.g., seed cleaning, vegetable packaging, etc.), please ensure you complete the CSI On-Farm Product Handling Questionnaire (ORG_FAR_11).

☐ **Attached**

K. ON-FARM PROCESSING

If your operation includes complex on-farm processing that substantially alters the product harvested from your farm (e.g., milk to cheese, apples to apple sauce, etc.), please ensure you complete the CSI Processor System Plan (ORG_PRO_04).

☐ **Attached**

SECTION 3: MARKETING, LABELLING, AND TRANSPORTATION

A. TYPE OF MARKETING:

☐ bulk commodities to processor ☐ contract to buyer ☐ CSA/subscription service ☐ direct to retail
☐ farmers market ☐ wholesale ☐ on-farm retail
☐ other _____

In what form are finished products shipped? _____

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Do you use CSI's seal or the seal of an organic standard on your marketing material (ads, brochures, etc.)? ☐ **Yes** ☐ **No**

If yes, which standards? ☐ COR ☐ NOP ☐ EU ☐ JAS

B. PRODUCT LABELLING

The certification status of product shipped from the farm is indicated by:

- ☐ labels attached to product ☐ Transaction Certificates
- ☐ Bills of Lading (BOLs)
- ☐ certificates issued by the organic certification body

Do you use the CSI seal on organic product labels, BOLs or invoices? ☐ **Yes** ☐ **No**

Do you use the seal of the organic standard on organic product labels, BOLs or invoices? ☐ **Yes** ☐ **No**

If yes, which standards? ☐ COR ☐ NOP ☐ EU ☐ JAS

(Attach copies of all organic product labels.)

Who is in charge of labelling?

C. OFF-FARM TRANSPORTATION: ☐ **Not applicable**

Who is responsible for arranging transportation of organic products:

- ☐ self ☐ buyer
- ☐ other_____

Describe how organic products are transported:

Organic integrity is maintained during transportation by which of the following:

- ☐ dedicated organic only
- ☐ cleaning transport units prior to loading
- ☐ inspecting transport units prior to loading
- ☐ letter/contract with transport company stating organic requirements
- ☐ use of Clean Truck Affidavits
- ☐ other _____

You may use the CSI Organic Clean Transport Affidavit (ORG_04_Clean Transport) to record your verification of your transport vehicles in maintaining organic integrity.

SECTION 4: RECORD KEEPING SYSTEM

Organic products must be traceable back to the field/location where they were produced or harvested, including written records of all inputs and production activities. Records must be maintained for a minimum of five years, or according to the requirements of the relevant scheme.

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Do you keep your records a minimum of five years? ☐ **Yes** ☐ **No**

Describe how your records are maintained:

The following information must accompany the organic product; a) the name and address of the person or organization for the production, preparation, or distribution of the product; b) the name of the product; c) the organic status of the product; and d) information that ensures traceability, for example, the lot number.

Describe your lot numbering system (information that ensures traceability):

What document (s) are included with your organic products when sold and/or transported off the farm:

SECTION 5: ACTIVITIES NOT INCLUDED IN THE SCOPE OF ORGANIC CERTIFICATION

☐ **Not applicable**

Indicate all other food/feed/seed related activities conducted by the applicant that are not included in the scope of the organic certification:

☐ Crop Production ☐ Livestock Production (indicate livestock type)

☐ Mushroom Production ☐ Maple Production

☐ Crops Grown in Structures or Containers ☐ Sprouts, Shoots and Microgreens

☐ Apiculture ☐ Wild Crops ☐ Insects ☐ Aquaculture

☐ Processing and/or Packaging Products ☐ Livestock Feed ☐ Other

For each activity listed above, you must provide a map of the land, fields, equipment and/or premises where the non-organic production/processing takes place. The map must show all buildings including storage locations.

List all addresses where non-organic activities are taking place:

Provide a complete list of phytosanitary products in use not included in the scope of organic certification (a list may be attached to your Organic System Plan):

Note: Operators are required to maintain a record of application dates and locations for phytosanitary products.

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SECTION 6: AFFIRMATION

I affirm that all statements made in this application are true and correct. No prohibited products have been applied or used in the production of my organic products. I understand that the operation may be subject to unannounced inspection and/or sampling for residues at any time. I agree to follow the relevant scheme and all provisions stated in the CSI Organic Inspection and Certification Service Contract.

Please submit a copy of your completed system plan and all attachments to:

Seeds Canada dba Centre for Systems Integration
85 Albert Street, Suite 1100
Ottawa, Ontario
K1P 6A4

1-800-516-3300
Email: info@seeds-canada.ca

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