

ORGANIC SYSTEM PLAN – WILD CROP**Checklist**

- WC101 General Information
- WC102 Collection Area Information
- WC103 Plant Information
- WC104 Maintenance of Organic Integrity
- WC105 Record Keeping System
- WC106 Affirmation

OSP Forms – GENERAL INFORMATION**COP WC101**

This form describes overall structure about planning, maintenance, record keeping, handling and organic integrity in Wild crop certification.

SECTION 1: GENERAL INFORMATION

Company Name:

Date:

Applicant Name:

E-mail:

Address:

City:

State:

Zip Code:

Primary Contact Person:

Phone Number:

List names, job titles, and phone numbers of all persons authorized to discuss certification matters with us

Legal Status: Sole Proprietor Partnership Business Corporation
 Non-profit Corporation Trust or association Other (specify):

Year first certified Organic:

List of previous organic certification:

List of current organic certification:

Has certification ever been denied, suspended or revoked? Yes No

If yes describe the circumstances:

List all non-compliance issues from last year's certification and state how they have been addressed

 Not applicable

Do you have a current copy of NPOP organic guidelines? Yes No

Preferred time for inspection Morning Afternoon

Give directions to farm / collection areas

Do you do any organic product processing (Cleaning, bagging, bottling etc.?) Yes No

If yes you may need to complete an organic Processor Handling Plan and submit it with your organic Wild Crop Plan Questionnaire. Please contact ISCOP to request an Organic Processor Handling Plan questionnaire.

OSP Forms – COLLECTION AREA INFORMATION

COP WC102

SECTION 2: Collection and Description of Wild Crops

Instruction: Please complete the table below and attach updated History sheets and Maps that shows all wild collection areas labelled with the collection area ID as listed below. Maps must have clear defined boundaries and buffer zones indicated.

Collection area ID	Landowner/Manager & Parcel Address/ Legal Description	Description of Wild crop harvested	Total Acres	Organic Acres	Rented / Owned	Evidence of permission to harvest
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No

1. Do you harvest any non-organic wild crops? Yes No

If yes, list crops, describe areas and identify on attach maps

2. How are the boundaries of the organic collection areas marked or otherwise indicated to the collectors?

- Tree lines Body of water Posted signs Fences
- others, please specify

3. Is the wild harvesting collected from a self-sustaining growing environment? Yes No

If no please explain

4. How does the wild collection method affect the ecosystem?

5. Are there conventional farms, industry, sewage discharge or other sources of contamination close to the collection area? Yes No

If yes please describe and indicate distance from collection area

6. Is there a resource management plan for the wild plant to be harvested or for the site where it is produced? Yes No

If no describe resource monitoring options?

What measure are taken to prevent resource depletion?

How do you avoid environmental destruction and ensure sustainability?

OSP Forms – PLANT INFORMATION

COP WC103

SECTION 3: PRODUCTION SYSTEM

Complete the following table for each wild plant species to be harvested and sold, labelled or represented as organic

(Use additional sheets if necessary)

Plant Name	Botanical Name	Part of Plant Harvested	Anticipated Harvest Dated	Projected Annual Quantity

OSP Forms – MAINTENANCE OF ORGANIC INTEGRITY

COP WC104

SECTION 4: Maintenance of Organic Integrity

A. PRODUCTION

1. How often do you monitor for wild crop contamination?

2. How do you monitor for wild crop contamination?

GMO testing Photographs Visual observation Residue analysis

Wild direction/speed data other specify

Attach copies of available test results and submit to ISCOP with this questionnaire

3. Do any harvest areas flood frequently (more than once every ten years)? Yes No
If yes, list area identifications

4. What additional safeguards are used to protect organic integrity? Not applicable
Written notification to:

Adjoining landowners Ariel Spray Companies/airports Drainage Commission Electric companies
 Highway departments Railroads others (specify)

B. Equipment Not applicable GO TO C

All equipment used in organic wild crop collection must be free of non-organic crops and prohibited materials to prevent commingling and contamination. Equipment used for both organic and non-organic wild harvest must be cleaned/ purged prior to use for organic collection. Any documentation of cleanout should be available at inspection.

List equipment used for wild crop handling / harvesting in the following table. Please add a separate sheet if the list is more than 5

Equipment Name	Used on Organic & Conventional	Status			Documented Cleaning? If Yes, please attach clean-down log sample	Describe cleaning before use on organic sites
		Rented	Owned	Custom		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Is equipment maintained so that fuel, oil and hydraulic fluid do not leak? Yes No

If crops are harvested from the buffer zone with equipment used for harvesting organic wild crops, what safeguards do you use to protect organic crops from contact with buffer crops? Not applicable

C. INPUTS

Not applicable GO TO D

Are any inputs used or planned for use on organic wild crops or wild crop harvest? Yes No
 If Yes, please complete the table below and attach labels

Product	Location	Source	Intended for use on which crop	Check if GMO	Reason for Use

D. HARVEST

Not applicable GO TO E

1. NPOP requires that containers, bins and packing materials must not contain synthetic fungicides, preservatives or fumigants. All reusable containers must be thoroughly cleaned and pose no risk of contamination prior to use.

List or attach list identifying collectors and supervisors

2. How are your organic crops harvested? Yes No
 If yes provide name and address of custom harvester

3. Who is responsible for cleaning the custom harvest equipment?

4. Describe the steps taken protect organic crops from commingling and contamination during harvest

5. What containers are used to moving products from harvest to storage?

- Cardboard/waxed boxes Gravity wagons / boxes Plastic containers
- Truck boxes Wooden Totes Others specify

6. Are containers new or used? Yes No. If used, what did they contain prior to organic use?

7. Are the containers used for organic crops only? Yes No

8. Describe potential contamination or commingling problems you have with harvest of organic crops None

E. POST HARVEST HANDLING

Not applicable GO TO F

1. If you process your product, you may need to complete an organic Processor Handling Plan questionnaire

2. Describe your post-harvest handling procedures and equipment?

3. Is your processing area and equipment used for both organic and non-organic products ? Yes No
 If yes describe steps taken to prevent commingling and contamination

F. STORAGE

Provide information on your storage areas by completing the following table Not applicable GO TO G

Storage ID	Location	Capacity	Type of crop Stored	Check if storage is dedicated organic	Comments on potential for contamination or commingling problems

1. If there is off-site storage, given names, address, phone number, contact person and type of products stored at the off-site facility

2. Are any stored crop inputs used or planned for use on organic wild crops? Yes No

If yes, specify input

Retain labels and submit to ISCOP with this questionnaire

3. Is the processing area and equipment used for both organic and non-organic products? Yes No

If yes describe steps taken to prevent commingling and contamination

G. PACKAGING Not applicable GO TO H

1. Check type of packing material used

- Aseptic Bulk Cardboard Foil Glass
- Metal Natural Fibre Paper Plastic Synthetic fibre
- Waxed paper Wood Other (specify):

2. Are all packing material food grade? Yes No

3. Where are packing materials stored?

4. Are any fungicides fumigants, or pest control products used in this storage area? Yes No

If yes, describe use and products

5. Have any packing materials been exposed to synthetic fungicides, preservatives, or fumigants? Yes No
If yes, describe exposure including name of product used

6. Are packing materials reused? Yes No
If "Yes," describe how reusable packing materials are cleaned prior to use

7. Are reusable packing materials used for both organic and non-organic products?
If yes list specific non-organic products packed

H. TRANSPORTATION

Not applicable GO TO Section 6

1. How are your organic wild crops transported?

2. Do you arrange outgoing product transportation? Yes No

3. In what form are finished products transportation?

- | | | | |
|--|--|--------------------------------------|---|
| <input type="checkbox"/> Cardboard cases | <input type="checkbox"/> Cardboard drums | <input type="checkbox"/> Dry bulk | <input type="checkbox"/> Foil bags |
| <input type="checkbox"/> Mesh bags | <input type="checkbox"/> Metal drums | <input type="checkbox"/> Paper bags | <input type="checkbox"/> plastic crates |
| <input type="checkbox"/> Tote bags | <input type="checkbox"/> Tote boxes | <input type="checkbox"/> Liquid bulk | <input type="checkbox"/> Other specify? |

4. How do you insure the organic integrity of shipped wild crops?

- Inspection of transport units prior to loading
- Cleaning transport units prior to loading
- Use dedicated organic transport only
- Use Clean transport affidavits
- Contract with transport company stating organic requirements
- Others specify?

5. Are organic products shipped at the same time as non-organic in the same transport units? Yes No
Check steps taken to segregate organic products

- Organic product shrink wrapped
- Pallets tags identifying "Organic"
- Separate area in transport unit
- Use of pallets
- Others Specify?

OSP Forms – RECORD KEEPING SYSTEM

COP WC105

SECTION 5: Record Keeping System

Instruction: NPOP rule requires that records disclose all activities and transactions of the operation, be maintained for 5 years and demonstrate compliance with the NPOP rule. Organic products must be tracked back to the field location where they are produced / harvested. All records must be accessible to the inspector.

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

- Organic complaint file
- Maps
- Activity (logs)
- History sheets (previous 3 years)
- Documentation of previous land use for rented and or newly purchased land
- Input records for soil amendments, manure, foliar spray and pest control products (keep all labels)
- Residue analysis of inputs (i.e. manure sourced from off-farm)
- Compost production records
- Monitoring records (soil tests, tissue tests, water tests, quality tests, observational)
- Equipment cleaning records
- Harvest records show collection area ID's, date of harvest and harvest amounts (including custom harvest records)
- Labour records
- Storage records that show storage location, storage identification, collection area ID's, amounts stored and cleaning activities
- Clean transport records
- Sales records (purchase order, contract, invoice, cash receipts, cash receipt journal, sales journal etc.)
- Shipping records (scale ticket, dump station ticket, bill of lading)
- Transaction certificates
- Audit control summary
- Others (please specify)

Please have these records available for the inspector

2. How long do you keep your records?

3. Which of the following records do you keep for conventional production?

Not applicable

- maps
- history sheets
- harvest records
- input records
- labour records
- sales records
- shipping records
- storage records
- other please specify

4. Type of marketing

- Bulk commodities to processor
- Contract to buyer
- CSA/Subscription service
- Direct to retail
- Farmer market
- On site retail
- Wholesale
- other specify

5. Do you use or plan to use the NPOP organic seal on product labels and market information? Yes No

6. Do you use or plan to use the ISCOP seal on product labels and market information? Yes No

Attach copies of all organic product labels and submit to ISCOP with this questionnaire

OSP Forms – AFFIRMATION

COP WC106

I affirm that all statements made in this questionnaire are true and correct. No prohibited products have been applied to any of my organically managed production during the three period prior to projected harvest. I understand that the operation may be subject to unannounced inspection and /or sampling for residues at any times as deemed appropriate to ensure compliance with the NPOP standards. I understand that acceptance of this questionnaire in no way implies granting of certification by ISCOP. I agree to follow the NPOP standards

Applicant Signature _____

Date _____

I have attached the following documents

- Documentation for collection areas owned or rented for less than three years if applicable
- History sheets and maps of all parcels / collection areas (showing adjoining land use and collection area identification)
- Input product labels, if applicable
- Annual organic producer agreement
- Organic product labels if applicable
- Producer's storage site map
- Residue analysis, if applicable
- Storage History record
- Soil and/or plant tissue tests, if applicable
- Water test if applicable
- Others (please specify)

I have made copies of this questionnaire and other supporting documents for my own records Yes No