

### **Materials for Trainer**

- Computer with Power Point, LCD projector, screen
- Slide presentation "Basic Documentation" (4 Power Point slides as PPT file)

### **Advance Preparation for Trainer**

- Read the relevant sections of the NOP Standards (<http://www.ams.usda.gov/nop/NOP/standards/FullRegTextOnly.html>)
- Gain familiarity with NCAT's (National Center for Appropriate Technology) *Organic Crops Workbook* (Pages 8-11) (<http://attra.ncat.org/attra-pub/PDF/cropsworkbook.pdf>)
- Review the **completed** Field History Sheets and Farm Plan Information so that you can answer any questions that participants may pose during Exercise 1

### **Materials for Participants**

- Participant's Guide for Module 2
- Relevant sections of the NOP Standards. If you will be covering several modules during this training program we suggest that you distribute a copy of the entire NOP Standards now or during the initial session of the training program. (<http://www.ams.usda.gov/nop/NOP/standards.html>)
- Farm Plan Information section of certification application
- NCAT's *Organic Crops Workbook* (Pages 8-11) (<http://attra.ncat.org/attra-pub/PDF/cropsworkbook.pdf>)
- **Completed** Field History Sheets (hand out **after** the exercise)
- **Completed** Farm Plan Information section of the application (hand out **after** the exercise)

## **Module Delivery (75 Minutes Total)**

### **I. Module Objectives and Content (5 minutes)**

1. Distribute the *Participant's Guide to Module 2*.
2. Distribute the relevant sections of the National Organic Standards to all participants, unless you have already provided them with a complete copy of the Standards.
3. Review and discuss the **application objective**.

After completing this module, you will be able to help producers complete the farm map and field history sheets that are required for organic certification.

4. Review and discuss the **learning objectives**.

After completing this module, you will:

Know the requirements for certification and the paperwork needed relating to the organic farm plan, field histories, and farm maps.

Understand the sections of the rule relating to physical features of the farm and the difference between conventional, transitional, and organic production.

5. Call attention to the **topics** that will be covered in this module.

Information required to complete a field history sheet and farm map for organic certification

How to make a farm map that includes all of the important considerations for organic certification

How to complete the field history section of the farm plan

## II. Materials and Resources (10 minutes)

1. Give the participants five minutes to read the **Relevant Sections of the NOP Standards** that will be covered by this module.

205.103 Record keeping by certified operations

205.201 Organic production and handling system plan

205.202 Land requirements

2. Draw attention to the **Additional Reference Materials** listed in the Guide.

*An Overview of Organic Crop Production* (<http://www.attra.ncat.org/organic.html>)

Organic Field Crops Documentation Forms (<http://www.attra.ncat.org/organic.html>)

3. Draw participants' attention to the list of **Keywords** in the Guide.

**Buffer zone.** An area located between a certified production operation or portion of a production operation and an adjacent land area that is not maintained under organic management. A buffer zone must be sufficient in size or other features (e.g., windbreaks or a diversion ditch) to prevent the possibility of unintended contact by prohibited substances applied to adjacent land areas with an area that is part of a certified operation.

**Commingling.** Physical contact between unpackaged organically produced and nonorganically produced agricultural products during production, processing, transportation, storage or handling, other than during the manufacture of a multiingredient product containing both types of ingredients.

**Field.** An area of land identified as a discrete unit within a production operation.

**Natural resources of the operation.** The physical, hydrological, and biological features of a production operation, including soil, water, wetlands, woodlands, and wildlife.

**Organic system plan.** A plan of management of an organic production or handling operation that has been agreed to by the producer or handler and the certifying agent and that includes written plans concerning all aspects of agricultural production or handling described in the Act and the regulations in subpart C of the NOP.

**Split operation.** An operation that produces or handles both organic and nonorganic agricultural products.

### III. Introductory Comments by Trainer (5 minutes)

1. Set up and begin the slide presentation “Basic Documentation.”
2. Make the following points with each slide as indicated.

#### ***Slide 2: Organic System Plan***

1. Organic certification is based on the farmer reporting all of the management and production practices involved in the farming operation. The organic certifier uses the Organic System Plan to determine whether the farmer has met the requirements for organic certification.
2. The inspector who comes to the farm expects to confirm the Organic System Plan through an onsite visit which includes review of the record keeping system and other documentation.
3. Discrepancies between what is reported and what the inspector finds can lead to a notification of non-compliance from the certifying agency. Non-compliances that are not corrected can result in a denial of certification.
4. Important components of the Organic System Plan are the Farm Map and the Field History Sheets.

#### ***Slide 3: The Farm Map***

1. The Farm Map is a key document in the Organic Farm Plan. The inspector, in particular, will use the Farm Map as he verifies that the farmer has met all of the requirements of the National Organic Standards.
2. The farm map must include field numbers and names, buildings and roads, hydrologic features, field boundaries and adjoining land use, buffer zones and contiguous non-crop areas under the farmer’s ownership.
3. The Farm Map must be **very detailed**. It includes every aspect of the farm, including features like drainage ditches, adjoining land use, and the location of buildings.
4. The farmer must make his own Farm Map, but the Field History Sheet is a standard document in the Organic Farm Plan provided by the certifying agency.

#### ***Slide 4: The Field History Sheet***

1. Ask participants to look at the sample Field History Sheet included in the Participant’s Materials.
2. The farmer must include a separate Field History Sheet for every field on the farm, conventional or organic, with at least three years of record per field.
3. The Field History Sheet is the basic document that the farmer uses to complete the Organic Farm Plan. It must be updated every year.
4. The Field History Sheet documents every product applied to the field and every practice used to manage the field, whether the field is under organic, transitional or conventional management.
5. If a farmer has rented, leased to another grower, or purchased a field within the past three years, the Field History Sheet must include all of the products and practices used by the previous manager of the field.

#### ***Concluding Point:***

1. The farmer **must maintain** up-to-date and detailed records to acquire and maintain certification. Record-keeping is a key to success.

#### IV. Exercise 1: Sweet Briar Farm (30 minutes)

1. Tell participants that the scenarios used in this training are fictitious, but are based upon actual farms.
2. Divide participants into groups of three.
3. Give participants time to read the Sweet Briar Farm Scenario (included in the Participant's Guide).
4. Tell participants that **each group** should examine the Sweet Briar Farm Map and complete the Field History Sheets and "Section 2: Farm Plan Information" of the certification application. The Sweet Briar Farm Scenario provides all of the information needed to complete these items.
5. **Participants should refer to the relevant sections of the NOP Standards and pages 8-11 of NCAT's Organic Crops Workbook to complete this exercise.** Draw their attention to these critical materials in the Participant's Guide.

#### V. Presentations of Results of Exercise 1 (15 minutes)

1. Ask one group to briefly (5 minutes) explain the key features of the Farm Map, Field History Sheets and Farm Plan Information that they created.
2. Then ask if any other group did anything differently. Encourage discussion of any differences that appeared. For example, ask each group to explain the rationale behind their decisions.
3. After the groups have shared their ideas, pass out to each participant the **completed** field history sheets and the **completed** Farm Plan Information portion of the certification application. These are our suggestions. Give participants time to look over these suggestions and encourage discussion about any differences between their responses and ours.

#### VI. Closure Discussion (15 minutes)

1. Discuss each of the following questions for a maximum of 5 minutes. Call upon individual participants (**directed question training technique**) to answer each question. You will probably want to call upon two or three participants for each question. You may want to follow the individual responses to each question with a general question about whether anyone else has something to add.
2. We have provided our answers for your use so that you can make sure that key points are covered in the responses.

Q1. What did you put on the organic farm map that may not be required on maps used by other farm service agencies (such as Natural Resource Conservation Service)?

**Answer:** Make sure the following differences are noted:

Buffer zones

Contiguous non-cropped areas under your management (woodlot, range, wildlife habitat)

Adjoining land use that is conventionally farmed

Field boundaries

Hydrologic features  
Buildings and roadways  
Permanent field numbers or names

Q2. Ask participants to now think of themselves as inspectors. Ask them to point out areas that an inspector may want to pay close attention to when s/he makes a farm visit.

**Answer:** The inspector carefully scrutinizes the following items in order to make sure that there is no contamination of organic production areas by runoff, wind-blown materials, etc. from areas under conventional production, and to make sure that the farming operation presents no potential for contaminating or harming natural areas. (a) Location of wells (b) Buffer areas between conventional and organic fields (c) Drainage patterns to environmentally sensitive areas (d) Confirmation of adjacent land uses (e) Provisions to prevent commingling during harvest, processing and storage.

The National Organic Standards (205.205) requires that the farmer use certain management practices to maintain, conserve, and build organic matter in the soil, address pest issues, and protect against erosion. The inspector will carefully confirm the farmer's cropping system and rotation and examine his documentation of all farm practices (i.e. composting, pest and weed control practices, etc.).

Q3. What types of records must the farmer provide for fields in transition?

**Answer:** If it is a new operation, the grower will have to provide a 36 month record of the field history as part of completing the Organic System Plan, even for transitional fields. After that first initial set of records, the farmer only has to submit the current year's history as an update each year. The certifier will update the grower's files each year so that a three-year period of record is always on file. Certifiers may request soil and water tests and affidavits from prior land owners documenting previous land use.

Field histories include cover crops, inputs applied and field status (organic, transitional, conventional) for at least the previous three years. The certifier will also require that the map show the size of each field with a consistent scale used throughout the map.

Q4. How will that be different from fields already in organic production?

**Answer:** Once a farmer has provided 3 years of field histories for all fields, the farmer must update the Organic System Plan annually. This includes providing a new Field History Sheet for each field, an updated farm map, and records of inputs applied during the crop year. Certifiers may require soil tests.



## Sweet Briar Farm Scenario

Sweet Briar Farm is a 450-acre split production operation on which Rosemary Green produces cabbage and potatoes, both conventionally and organically. The land in production is divided into 50-acre fields with 350 acres under conventional production. Fifty acres in the southeast corner of the farm have been certified organic for the past four years.

Sweet Briar Farm is bordered to the north by a wooded area and to the east by a horse farm. The land on the west and south sides of the farm are under conventional cultivation by other farmers. A road runs along the western and southern sides of the farm. It enters Sweet Briar Farm near the Storage and Processing area, located in the middle of the western boundary edge. There is a large shed for storage and processing and a pole-barn to store mechanical equipment.

The farm is located in a hilly region with a temperate climate. Yearly rainfall is moderate and Rosemary has dug drainage ditches around Conventional Fields 1-5. Elevation is higher on the north end of the farm so drainage moves south towards a wetland, located just above the organically certified fields. Also located on the farm are two wells used for irrigation when rainfall is not adequate. One well is located between Fields 2, 3, 4, and 5 and the other well is located between the Storage and Processing area and Field 6. Rosemary has also planted windbreaks around the perimeter of the cultivated fields.

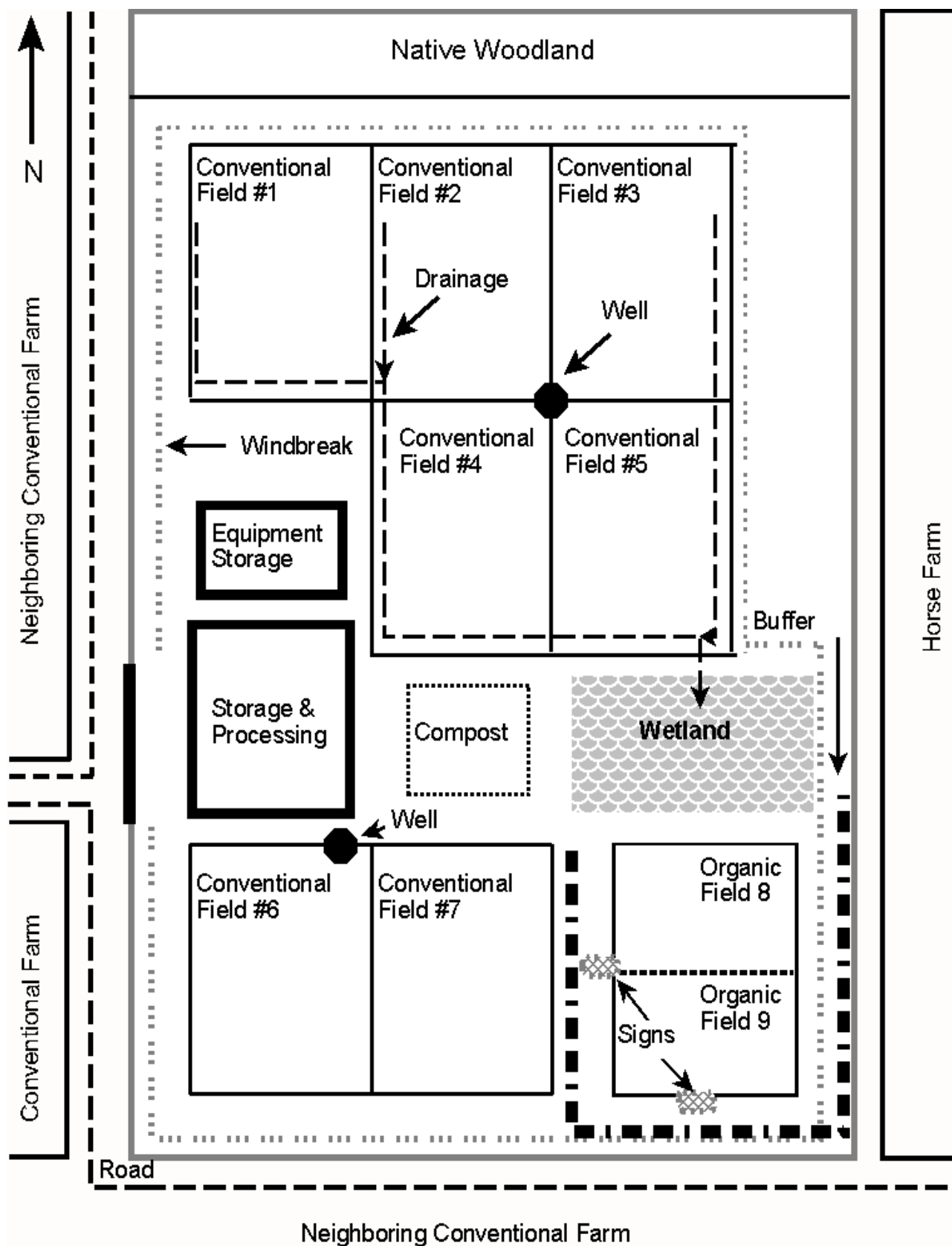
The average yield per acre for the conventionally produced potatoes and cabbage are 21,700 pounds and 27,000 pounds respectively. The farmer largely relies on crop rotation to take care of nematode and insect pests in the potato fields. When she does have an outbreak she uses Aldicarb to control it. To control fungal disease, a major concern with potatoes, and also to help build resistance to insect pests, she relies on maintaining adequate fertilization and soil moisture to support plant vigor, and using varieties that have high levels of tolerance to diseases. Rosemary has problems with diamondback moths on her cabbage and applies *Bacillus thuringiensis* (Bt) to control it. She also applies copper hydroxide to the cabbage to control black rot and other fungal diseases. She applies Scott's 10-3-7 as fertilizer. Rosemary keeps a detailed log of the rates and dates of application of all inputs in her files.

Rosemary has divided the 50 acres devoted to organic production into two 25-acre fields. One is planted with cabbage and one with potatoes. Cabbage yields about 21,500 pounds per acre and potatoes about 20,000 pounds per acre. Each season Rosemary rotates planting potatoes and cabbage in the organic fields. She plants a rye cover crop in the winter and Sunn hemp in the summer. She composts chicken manure and sawdust in an area located between the wetland and the Storage and Processing area. This compost is added to the organic fields to improve soil fertility.

Because of the success of her organic acreage, Rosemary has decided that next year she will begin transitioning Conventional Fields 6 and 7 (at the southern edge of the farm) into organic production.



### Completed Sweet Briar Farm Map







## FIELD HISTORY SHEET

**Instructions:** Fill out this Field History Sheet for all fields (organic, transitional, and conventional). You can use your own form as long as it contains the same information. List all inputs used or planned for use, including compost and/or manure. Inputs that have already been applied must include the rate and date of application unless you are keeping separate input records. Keep copies for your files. This form should accompany your Organic Farm Plan or Organic Farm Plan Update form.

Code: O = Organic; T = In Transition/Conversion to Organic; C = Conventional

Producer Name

| Code | Field No. | ACRES/ha. | Year 2004 |  | Year 2003 |  | Year 2002 |  | Year 2001 |  |
|------|-----------|-----------|-----------|--|-----------|--|-----------|--|-----------|--|
|      |           |           | Crop      | Inputs                                   | Crop      | Inputs                                   | Crop      | Inputs                                   | Crop      | Inputs                                   |
| C    | 1         | 50        | Cabbage   | Bt<br>Copper hydroxide<br>Scott's 10-3-7 | Potato    | Aldicarb<br>Scott's 10-3-7               | Cabbage   | Bt<br>Copper hydroxide<br>Scott's 10-3-7 | Potato    | Aldicarb<br>Scott's 10-3-7               |
| C    | 2         | 50        | Potato    | Aldicarb<br>Scott's 10-3-7               | Cabbage   | Bt<br>Copper hydroxide<br>Scott's 10-3-7 | Potato    | Aldicarb<br>Scott's 10-3-7               | Cabbage   | Bt<br>Copper hydroxide<br>Scott's 10-3-7 |
| C    | 3         | 50        | Cabbage   | Bt<br>Copper hydroxide<br>Scott's 10-3-7 | Potato    | Aldicarb<br>Scott's 10-3-7               | Cabbage   | Bt<br>Copper hydroxide<br>Scott's 10-3-7 | Potato    | Aldicarb<br>Scott's 10-3-7               |
| C    | 4         | 50        | Potato    | Aldicarb<br>Scott's 10-3-7               | Cabbage   | Bt<br>Copper hydroxide<br>Scott's 10-3-7 | Potato    | Aldicarb<br>Scott's 10-3-7               | Cabbage   | Bt<br>Copper hydroxide<br>Scott's 10-3-7 |
| C    | 5         | 50        | Potato    | Aldicarb<br>Scott's 10-3-7               | Cabbage   | Bt<br>Copper hydroxide<br>Scott's 10-3-7 | Potato    | Aldicarb<br>Scott's 10-3-7               | Cabbage   | Bt<br>Copper hydroxide<br>Scott's 10-3-7 |
| C    | 6         | 50        | Cabbage   | Bt<br>Copper hydroxide<br>Scott's 10-3-7 | Potato    | Aldicarb<br>Scott's 10-3-7               | Cabbage   | Bt<br>Copper hydroxide<br>Scott's 10-3-7 | Potato    | Aldicarb<br>Scott's 10-3-7               |



**SECTION 2: Farm Plan Information**

**NOP Rule 205.201(a) and 205.202(a) and (b)**

Please complete the table below and attach updated field history sheets that show all fields [organic (O), in transition (T) or conventional (C)], field numbers, acres, crops planted, projected yields and inputs applied. The acreages listed in this table must equal field histories and maps. Pastures are considered a crop and must be listed on each form. At least 36 months of histories are required for all fields.

| CROPS REQUESTED FOR CERTIFICATION | FIELD NUMBERS | TOTAL ACRES PER CROP | PROJECTED YIELDS |
|-----------------------------------|---------------|----------------------|------------------|
| Cabbage                           | 1 (C)         | 50                   | 27,000           |
|                                   | 3(C)          | 50                   | 27,000           |
|                                   | 6 (C)         | 50                   | 27,000           |
| Potato                            | 9 (O)         | 25                   | 21,500           |
|                                   | 2 (C)         | 50                   | 21,700           |
|                                   | 4 (C)         | 50                   | 21,700           |
|                                   | 5 (C)         | 50                   | 21,700           |
|                                   | 7 (C)         | 50                   | 21,700           |
|                                   | 8 (O)         | 25                   | 20,000           |

**Have you managed all fields for 3 or more years?**  Yes  No  
 If no, you must submit signed statements from the previous manager stating the use and all inputs applied during the previous 3 years on all newly rented or purchased fields.

**Are all fields requested for certification located at the main address listed in Section 1?**  Yes  No

**Complete this information for main farm address and each parcel that is in a separate location from the main farm address.**

| FIELD NUMBERS | PARCEL ADDRESS/<br>LEGAL DESCRIPTION | NUMBER OF ACRES: ORGANIC (O),<br>TRANSITIONAL (T), CONVENTIONAL (C) |   |   | RENTED (R)<br>OR<br>OWNED (O) |
|---------------|--------------------------------------|---|---|---|-------------------------------|
|               |                                      | O   | T | C |                               |
|               |                                      |   |   |   |                               |
|               |                                      |   |   |   |                               |
|               |                                      |   |   |   |                               |
|               |                                      |   |   |   |                               |
|               |                                      |   |   |   |                               |