



IOWA DEPARTMENT OF AGRICULTURE AND LAND STEWARDSHIP

January 2013

Dear New Organic Producer:

Thank you for considering the Iowa Department of Agriculture and Land Stewardship (IDALS) as your organic certifier. We look forward to working with you. Enclosed you will find the 2013 Organic Certification Application packet. Please review this application packet carefully.

Completing Your Application

The Organic System Plan is divided into nine sections. Most questions require a narrative response, which will require a significant amount of time to complete for your first year. Please review the application instructions to ensure that all necessary documents are completed and returned with the application. After initial review of your application, you will be notified if additional documents are needed to complete your file. The tracking down of needed documents takes staff time and delays the processing of the application. Your timely responses are appreciated.

Deadline and Late Fee

The application deadline is **March 15, 2013, which means your application must be postmarked by that date.** This deadline is much later than most of the other certifiers. The application fee is \$125 by this date. **The late application fee for applications submitted between March 16th and May 1st is \$225.** Applications will not be accepted if postmarked after May 1st.

The \$300 inspection fee will be billed to you at a later date. There will also be a certification fee to be paid when you receive your certificate.

Regulations

The application packet includes a complete set of current organic regulations. Please review all regulations. The NOP regulations may also be viewed at www.ams.usda.gov/nop. Please check this site annually for updates and rule changes.

Documenting the Sale of Grain Crops

When you are ready to sell your organic crops, such as corn, soybeans, hay and small grains, you will need to document the sale by using Application for Transaction Certificates (ATCs) and Bill of Lading forms. These forms will be given to you by the inspector when he or she visits. Submit the ATCs **with scale tickets** so we can issue a Transaction Certificate (TC) to your buyer. The original Bill of Lading is to be sent with the truck, and you will need to keep the yellow copies for your records. You will also need to complete the Organic Product Movement sheets to keep track of your sales.

Resources

Additional information follows:

- The 24th Annual Upper Midwest Organic Farming Conference will be held February 22-23, 2013 in LaCrosse, Wisconsin. Organic University gets underway on Thursday, February 21st during which in-depth organic production classes are available. The conference and

trade show runs from Friday morning through Saturday afternoon. For more information, call 715-778-5775 or visit www.mosesorganic.org/conference.

- The Iowa State University Organic Agriculture web site <http://extension.agron.iastate.edu/organicag> is updated regularly by Dr. Kathleen Delate. It includes information on upcoming events related to organic farming and other helpful resources.
- Organic production information is also available from ATTRA (Appropriate Technology Transfer for Rural Areas). ATTRA can be found at <http://attra.ncat.org/>.

Finally, if you have questions regarding the completion of application forms, use of inputs or any organic production requirements, **you can contact our office at 515-281-7656. Our fax number is 515-281-6178. You are also welcome to send us your questions via email. Contact us at: mary.nieland@iowaagriculture.gov. However, your application materials must be mailed because we need original signatures.**

We look forward to providing you with certification services in 2013 and hope you have a productive and profitable season.

Sincerely,

Maury Wills
Organic Program Administrator