



Iowa Organic Certification Program

Notes for completing the Organic Livestock Farm System Plan

1. Instructions

- ◆ Your Organic Livestock Farm System Plan is a **PLAN**. It is not a record keeping book, and it is different from an application for organic certification.
- ◆ Use the Table of Contents as an overall guide.
 - ◆ **Complete all forms in ink** or type the information. The Microsoft Word version of these forms that can be filled out with a computer are available from Steve Pedersen (515/281-7608), and it will be posted on the internet in the future.
- ◆ Give detailed answers. You will not need to rewrite these answers in future years, as long as you do not make changes in your production plan, so take the time now to do a good job. Often bad answers are given to the following questions: Page 3-2 Questions 6,7,8, and 9 and Page 8-1 Question 1. Please give good answers.
- ◆ If you need help knowing how to answer a question, look up the NOP section listed after the question.
- ◆ If an entire section of the application does not apply to your operation, such as greenhouse information, write "Not Applicable" across the sections and return them with your completed application.
- ◆ Include good maps. They can be hand drawn or aerial photos. Aerial photos can be printed from the internet at: <http://programs.iowadnr.gov/ims/website/basic/viewer.htm> or <http://ortho.gis.iastate.edu/search.html>
- ◆ If you make changes in your seed purchasing plan after you submit your application, it can be updated during the inspection.
- ◆ Make sure there is a label for EVERYTHING used on your farm included in this Organic Livestock Farm System Plan. Include labels for non-approved organic products that are used in your organic livestock operation (i.e. antibiotics) and an explanation of when these products will be used. Everything the inspector finds on your farm for your organic operation should be in this Plan.
- ◆ Make sure all items in listed in the Table of Contents are submitted.
- ◆ Attach labels by which you plan to market your product, if packaged products will be sold.
- ◆ When everything is completed, make a photocopy of all pages (except for the regulations), put the tabs in the appropriate locations, and send the materials with \$75 application fee and \$250 inspection fee by March 15th to:

**Iowa Department of Agriculture and Land Stewardship
Organic Agriculture Program
502 E. 9th Street
Des Moines, IA 50319**

Later applications will be accepted with an application fee of \$200.00 and \$250.00 inspection fee (\$450.00 total), if post marked on or before May 31. Your application will not be processed without the application fee. New crop applications post marked after May 31 will not be accepted.

- ◆ Next year, you will only be required to submit the bold highlighted items on the table of contents and other parts of your plan that you change.
- ◆ Keep your Organic Program Regulations for future reference. Subsequent application packets sent to you will only include newly adopted amendments which should be maintained with your copy of the regulations. Don't send us a copy of the regulations in your plan.

2. Prepare for the on-site inspection (*crop inspections usually occur between April 15th and October 15th*) by gathering:

- ◆ If you have been previously certified, have affidavits for the movement of the previous year's crop, including organic, buffer crops, transitional crops and conventional crops
- ◆ Equipment Clean-out Log
- ◆ Input labels
- ◆ Compost Logs (*if applicable*)
- ◆ Verification of Untreated/Non-GMO seeds and Planting Stock
- ◆ Field activity Logs
- ◆ Water or soil tests results
- ◆ Herd or flock health records (*if applicable*)
- ◆ Verification of the organic status of any livestock purchased
- ◆ Verification of organic status of any grains purchased for feed (*if applicable*)
- ◆ Dairy producers should have copies of their six most recent somatic cell counts and bacteria counts.
- ◆ Set aside ample time for the inspection. Plan to accompany/transport the inspector to locations of all fields or livestock for which you are seeking certification. The inspector may also want to see buildings and equipment used in the production of your organic crops or livestock. If you do on-farm processing, the inspector will visit that area as well.

3. After the inspection

- ◆ The inspector will write a detailed report of the on-site inspection of your operation.
- ◆ Members of the IDALS staff will review your completed application and inspection report and determine your eligibility for organic certification.
- ◆ You may be required to make changes or provide additional information as identified prior to being approved for certification. Please submit requested material in a timely manner to facilitate a timely response to your certification needs.
- ◆ If certification is granted, your certificate will be issued and you will be asked to pay certification fees. You will also be allowed to promote your crop(s) and/or livestock bearing the seal of the Iowa Organic Agriculture Program.
- ◆ You will receive a copy of your annual inspection report and notification of any changes that are required to be made in your operation prior to certification renewal in the next year with your Iowa Organic Certificate.