



Pacific Agricultural Certification Society

PO Box 20094, Vernon, BC V1T 9L4 phone 250-558-7927 fax 250-558-7947
 admin@pacscertifiedorganic.ca Website: www.pacscertifiedorganic.ca

Organic Plan: Wild Crops

This form is to be used for initial and renewal applications for certification of wild crop harvesting. If wild crops are one production unit combined with other organic crops or livestock, other Organic Plans must be requested from the PACS office.

Note: If shipping or planning to ship products outside of your home province/territory, be sure to indicate the destinations in question #8. Products being shipped into Quebec or the USA must meet the labelling requirements of those jurisdictions.

Form instructions: This form can be completed on a computer, (save the form onto your hard drive before filling it in; to fill in, place cursor in grey boxes) or printed and completed with a black ink pen. Do *not* use pencil. **If you run out of room, attach another file or sheet of paper.** Keep a copy of this form for your records. Sections marked "VO" are for the verification officer only.

Enterprise Name:		Certification Number:	Date (dd/mm/yyyy)
Head office mailing address, including municipality:		Location address(es), including municipality:	
Provide directions to company location (<i>attach separate sheet if information cannot fit in this space</i>):			
Contact Person(s) - title(s) and name(s):			For Office Use Only:
Phone:	Fax:	Email address:	
			Reviewed by:
			Date reviewed:

A. CERTIFICATION INFORMATION	
1.	List current organic certification by <u>other</u> agencies. <input type="checkbox"/> not applicable Are you planning to keep concurrent certifications? <input type="checkbox"/> yes <input type="checkbox"/> no
2.	Have you ever previously applied for, or been granted organic certification? <input type="checkbox"/> yes <input type="checkbox"/> no If yes , please list certification agency, year of application and outcome of the application.
3.	Have you ever been denied certification or had your certification suspended or revoked? <input type="checkbox"/> no <input type="checkbox"/> yes – indicate certification agency and year: Describe corrective measures taken:
4.	Have you reviewed the 2015 revisions of the National Standards and Permitted Substances List (CAN/CGSB-32.310 and 311) while filling in this Plan? <input type="checkbox"/> yes <input type="checkbox"/> no NOTE: These documents can be found on the PACS website at: www.pacscertifiedorganic.ca .
5.	Do you train your staff about the requirements of the Canadian Organic Standards? <input type="checkbox"/> not applicable – have no staff. <input type="checkbox"/> yes <input type="checkbox"/> no - explain how and when you plan to rectify this situation.
6.	Do you raise or harvest any conventional (non-organic) crops or livestock (including for your own use)? <input type="checkbox"/> no <input type="checkbox"/> yes – Request, complete and submit a Split Operation Form. <input type="checkbox"/> Split Operation Form attached.
7.	Will you wish to use the Canadian organic legend (logo) on qualifying product labels? <input type="checkbox"/> yes <input type="checkbox"/> no
8.	Where do you sell your products? (Check all that apply.) <input type="checkbox"/> Farmer's Market <input type="checkbox"/> Direct to retail <input type="checkbox"/> CSA/subscription service <input type="checkbox"/> Wholesale <input type="checkbox"/> Farm gate sales <input type="checkbox"/> Bulk to processor/wholesaler <input type="checkbox"/> Contract to buyer <input type="checkbox"/> Other (specify): <input type="checkbox"/> home province/territory only <input type="checkbox"/> other regions of Canada <input type="checkbox"/> in Quebec <input type="checkbox"/> In the USA <input type="checkbox"/> Internationally

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9. **Certification Review from last year of certification** *Not previously certified – Skip to next section.*
 List any conditions that remain **unresolved** below. Attach an extra sheet if you need more room. *The VO will verify last year's PACS Certification Review Report with you and will update PACS regarding compliance.* **none unresolved**

Unresolved non-compliances from last year	Actions taken to address them

If more space is required, attach a separate page. **An extra page is attached.**

B. ORGANIC MANAGEMENT PLAN

10. **Identify** the wild species you are collecting and wish to have certified: **NOTES:** *Applications for wild crops must be received 15 months before the day on which the products are expected to be marketed (OPR Schedule 1). The standard must be fully applied for at least 12 months before the harvest of wild crops is considered organic.*

Wild Crop Name	Size of Harvest Area	Percentage Un-harvested	Projected Yield

If additional space is required, add a separate page. **An extra page is attached.**

11. What is the size of the collection area?
 Indicate whether you: own lease rent other (specify):

If this is an initial application, request the Field Identification Sheet and Land Use History Sheets from the PACS office. If you control more than one site, identify the names of the sites in addition to the names of the fields.
 not applicable – renewal application Field Identification and Land Use History Sheets attached.

If Crown Land comprises part of the land base, request, complete and submit a Crown Land History Sheet as well.
 Crown Land History Sheet attached.

12. A wild production area must be clearly defined and have documentation to prove that it has been free of substances prohibited by **CAN/CGSB-32.310 clause 1.4** for at least three years.
 How are the boundaries of your production area(s) defined?
 Have you been in control of the collection area for 3 years or more? yes no
 Do you have the required 3 years of documentation regarding substances applied to the area? yes no
If no, signed documents from the person who was in control of the collection area must be submitted to verify the use of and substances applied to the land during the 3 year period.
 Documents attached Documents to follow on:

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13.	<p>CAN/CGSB-32.310 clause 7.6.3 states that wild products harvested under this standard can only be deemed organic if the harvest area is a relatively undisturbed, stable, natural setting.</p> <p>Comment on any evidence that exists confirming (or refuting) this requirement. (Mention if the area was affected by such things as a forest fire, clear-cut (or selective) logging or is subject to flooding in the spring.)</p>																									
14.	<p>CAN/CGSB-32.310 clause 7.6.4 states that harvest sites must be situated more than one kilometre (0.62 mi) from potential sources of environmental contamination, such as golf courses, dumps, sanitary landfill sites and industrial complexes.</p> <p>You must submit a detailed sketch or map and detailed written descriptions of your production area. Please mark the cardinal directions on the map and identify all boundaries and access points clearly. The description must include:</p> <ol style="list-style-type: none"> <u>Ecological zones</u> within the production area (i.e. <i>meadow area, stream-side zone</i> etc.) The <u>uses of all adjacent properties</u> and the distances to each site of concern identified in the list above. Any <u>buffer zones</u> required to protect your production areas from contamination. <p><input type="checkbox"/> map(s) and description attached</p>																									
15.	<p>Do you require buffer zones on any of the borders of your collection area(s)? <input type="checkbox"/>no <input type="checkbox"/>yes</p> <p>If yes, do you harvest any crops from the buffer zones? <input type="checkbox"/>no <input type="checkbox"/>yes</p> <p>If yes, how do you identify and segregate the buffer harvest from the organic harvest?</p> <p>What do you do with the harvested crops from the buffer zones?</p> <p>Are the same collection containers used in the buffer areas as are used in the organic areas? <input type="checkbox"/>no <input type="checkbox"/>yes</p> <p>If yes, how is the integrity of the organic crop protected?</p>																									
16.	Describe the qualifications, training and experience you have which enables you to identify the plants you are harvesting and sell them for appropriate uses.																									
17.	Do you raise or harvest any of these same varieties from non-organic (conventional) production areas? <input type="checkbox"/> no <input type="checkbox"/> yes																									
18.	<p>If any of the products to be certified is not produced by your enterprise, provide the following information: <input type="checkbox"/> not applicable</p> <p>Name of the enterprise producing the product: _____ Phone #: _____</p> <p>Contact name at that enterprise: _____ Product(s) involved: _____</p>																									
19.	<p>Do you maintain Field Notes as part of your recordkeeping system? (Including such details as: Site ID, date of visit, weather conditions, plant health observations, botanical names of plants collected, plant parts collected, signs of disturbance, etc.)</p> <p><input type="checkbox"/>yes <input type="checkbox"/>no – explain: _____</p>																									
20.	<p>Indicate the procedures you use to monitor potential site or crop contamination:</p> <p><input type="checkbox"/>visual observation <input type="checkbox"/>residue analysis <input type="checkbox"/>photographs <input type="checkbox"/>wind direction/speed data</p> <p><input type="checkbox"/>other (specify): _____</p> <p>How often do you conduct your monitoring procedures?</p> <p>Have you taken any additional steps to prevent accidental contamination? <input type="checkbox"/>no <input type="checkbox"/>yes – indicate which from this list.</p> <p><input type="checkbox"/>posted signs along boundaries</p> <p><input type="checkbox"/>obtained Neighbour Declarations</p> <p><input type="checkbox"/>written notifications to: <input type="checkbox"/>Ministry of Highways <input type="checkbox"/>utility companies <input type="checkbox"/>drainage commissions</p> <p> <input type="checkbox"/>municipalities <input type="checkbox"/>airport <input type="checkbox"/>aerial spray companies</p> <p> <input type="checkbox"/>adjacent landowners <input type="checkbox"/>Farm Service Office <input type="checkbox"/>Regional District</p> <p><input type="checkbox"/>other (specify): _____</p>																									
21.	<p>List the equipment used for wild crop harvesting and handling: <input type="checkbox"/> none</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 25%;">Equipment Name</th> <th style="width: 15%;">Owned, Rented or Custom</th> <th style="width: 15%;">Used on Organic and Non-organic?</th> <th style="width: 25%;">Cleaning Procedures Prior to Organic Use</th> <th style="width: 20%;">Cleaning Documented?</th> </tr> </thead> <tbody> <tr> <td> </td> <td style="text-align: center;"><input type="checkbox"/>O <input type="checkbox"/>R <input type="checkbox"/>C</td> <td style="text-align: center;"><input type="checkbox"/>yes <input type="checkbox"/>no</td> <td> </td> <td style="text-align: center;"><input type="checkbox"/>yes <input type="checkbox"/>no</td> </tr> <tr> <td> </td> <td style="text-align: center;"><input type="checkbox"/>O <input type="checkbox"/>R <input type="checkbox"/>C</td> <td style="text-align: center;"><input type="checkbox"/>yes <input type="checkbox"/>no</td> <td> </td> <td style="text-align: center;"><input type="checkbox"/>yes <input type="checkbox"/>no</td> </tr> <tr> <td> </td> <td style="text-align: center;"><input type="checkbox"/>O <input type="checkbox"/>R <input type="checkbox"/>C</td> <td style="text-align: center;"><input type="checkbox"/>yes <input type="checkbox"/>no</td> <td> </td> <td style="text-align: center;"><input type="checkbox"/>yes <input type="checkbox"/>no</td> </tr> <tr> <td> </td> <td style="text-align: center;"><input type="checkbox"/>O <input type="checkbox"/>R <input type="checkbox"/>C</td> <td style="text-align: center;"><input type="checkbox"/>yes <input type="checkbox"/>no</td> <td> </td> <td style="text-align: center;"><input type="checkbox"/>yes <input type="checkbox"/>no</td> </tr> </tbody> </table> <p>If more space is required, attach a separate page. <input type="checkbox"/> An extra page is attached.</p>	Equipment Name	Owned, Rented or Custom	Used on Organic and Non-organic?	Cleaning Procedures Prior to Organic Use	Cleaning Documented?		<input type="checkbox"/> O <input type="checkbox"/> R <input type="checkbox"/> C	<input type="checkbox"/> yes <input type="checkbox"/> no		<input type="checkbox"/> yes <input type="checkbox"/> no		<input type="checkbox"/> O <input type="checkbox"/> R <input type="checkbox"/> C	<input type="checkbox"/> yes <input type="checkbox"/> no		<input type="checkbox"/> yes <input type="checkbox"/> no		<input type="checkbox"/> O <input type="checkbox"/> R <input type="checkbox"/> C	<input type="checkbox"/> yes <input type="checkbox"/> no		<input type="checkbox"/> yes <input type="checkbox"/> no		<input type="checkbox"/> O <input type="checkbox"/> R <input type="checkbox"/> C	<input type="checkbox"/> yes <input type="checkbox"/> no		<input type="checkbox"/> yes <input type="checkbox"/> no
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22.	<p>Describe your harvest methods.</p> <p>What is your harvest season? From: to: .</p> <p>What containers are used for harvesting? <input type="checkbox"/>gravity wagons/boxes <input type="checkbox"/>truck boxes <input type="checkbox"/>cardboard/waxed boxes <input type="checkbox"/>wooden totes <input type="checkbox"/>plastic containers <input type="checkbox"/>PVC plastics <input type="checkbox"/>other (specify):</p> <p>Are containers new or used? <input type="checkbox"/>new <input type="checkbox"/>used – <i>what did they contain prior to organic use?</i></p> <p>Are the containers used for organic crops only? <input type="checkbox"/>yes <input type="checkbox"/>no – <i>explain:</i></p> <p>Describe potential contamination or commingling problems that you have with harvest of organic crops. <input type="checkbox"/><i>none</i></p>						
23.	<p>In the table below, explain how your harvest methods fulfil the following requirements:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 5px 0;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="width: 33%; text-align: center; padding: 5px;">Protect the species NOT being collected</th> <th style="width: 33%; text-align: center; padding: 5px;">Promote growth or re-growth of species being harvested</th> <th style="width: 33%; text-align: center; padding: 5px;">Prevent disturbance of the environment in the production area</th> </tr> </thead> <tbody> <tr style="height: 100px;"> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>If more space is required, attach an additional page. <input type="checkbox"/><i>An extra page is attached.</i></p>	Protect the species NOT being collected	Promote growth or re-growth of species being harvested	Prevent disturbance of the environment in the production area			
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24.	<p>What instructions are given to the collectors regarding protection of the collection area and organic handling requirements? <i>(Attach a copy of the instructions, if written.)</i></p> <p>Do collectors follow these instructions? <input type="checkbox"/>yes <input type="checkbox"/>no – explain consequences:</p> <p>Is this documented? <input type="checkbox"/>no <input type="checkbox"/>yes – <i>attach a sample</i> <input type="checkbox"/><i>sample attached</i></p> <p>Attach a copy of any contract held between your enterprise and the hired collectors (company). <input type="checkbox"/><i>copy attached</i></p>						

C. POST HARVEST HANDLING	<p style="text-align: right;"><input type="checkbox"/><i>not applicable</i></p> <p>The Canadian Organic Standards require that post-harvest handling procedures do not contaminate organic products with non-organic crops or prohibited materials. Depending upon the complexity of the processing conducted on-farm, we <i>may</i> require that you complete an Organic Plan for <i>Food Preparation and Packaging</i>.</p>
25.	<p>Describe your post-harvest handling procedures and equipment:</p> <p>Is the post-harvest area or equipment used for both organic and non-organic products? <input type="checkbox"/>no <input type="checkbox"/>yes If yes, describe the measures taken to prevent commingling and contamination of the organic products.</p> <p>Are these measures documented? <input type="checkbox"/>yes <input type="checkbox"/>no</p>
26.	<p>Do you wash any of the wild crops that you harvest? <input type="checkbox"/>no <input type="checkbox"/>yes</p> <p>If yes has the wash water been tested and proven to meet Canadian Drinking Water Guidelines? <input type="checkbox"/>yes – date of last test: Result of last test: <input type="checkbox"/>no – explain:</p>
27.	<p>Do you produce any multi-ingredient products within your facilities? <input type="checkbox"/>no <input type="checkbox"/>yes</p> <p>Do you do any processing of any kind for anyone else? <input type="checkbox"/>no <input type="checkbox"/>yes</p> <p>If yes to either of the above questions, contact the PACS office and request the organic plan for <i>Food Preparation and Packaging</i>. <input type="checkbox"/><i>completed FPP plan attached</i></p>

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28.	<p>Identify the type(s) of packaging used: (e.g. boxes, bags, clamshells)</p> <p>Indicate the types of packaging materials used:</p> <p> <input type="checkbox"/>paper <input type="checkbox"/>cardboard <input type="checkbox"/>wood <input type="checkbox"/>glass <input type="checkbox"/>metal <input type="checkbox"/>foil <input type="checkbox"/>plastic <input type="checkbox"/>waxed paper <input type="checkbox"/>natural fibre <input type="checkbox"/>synthetic fibre <input type="checkbox"/>aseptic <input type="checkbox"/>PVC plastic <input type="checkbox"/>other (specify): </p> <p>Are the containers food-grade quality? <input type="checkbox"/>yes <input type="checkbox"/>no – explain:</p> <p>List any materials (pest control products, cleaning products, preservatives etc.) that your packaging materials have been exposed to as a result of manufacturing, storage etc.</p>																									
29.	<p>Describe the packaging sizes and any labelling:</p> <p>Attach sample labels for your wild crops.</p> <p><input type="checkbox"/>sample labels (or sample proofs) are attached <input type="checkbox"/>labels are not attached – explain:</p>																									
30.	<p>Describe where harvested, unprocessed crops and packaged products are stored and how the area(s) are identified (name, warehouse # etc):</p> <p>Are the storage areas under your control? <input type="checkbox"/>yes <input type="checkbox"/>no – Have the storage facility complete and submit an <i>Independent Storage Information Sheet</i>. <input type="checkbox"/>Form is attached <input type="checkbox"/>Form to follow on:</p> <p>Do you use the same storage areas for organic and non-organic products? <input type="checkbox"/>yes <input type="checkbox"/>no</p> <p>If yes, how do you segregate organic products from non-organic product?</p> <p>If no, how are organic storage areas distinguished from non-organic storage areas? <input type="checkbox"/>not applicable – all organic</p>																									
31.	<p>Have you used any inputs on <u>stored crops</u> in the last three years? <input type="checkbox"/>no <input type="checkbox"/>yes</p> <p>If yes, indicate each type you have used:</p> <p> <input type="checkbox"/>synthetic fumigants <input type="checkbox"/>rodenticides <input type="checkbox"/>sprouting inhibitors <input type="checkbox"/>ripeners <input type="checkbox"/>growth regulators <input type="checkbox"/>preservatives <input type="checkbox"/>oils <input type="checkbox"/>colouring agents <input type="checkbox"/>waxes <input type="checkbox"/>other (specify): </p> <p>For each input checked, provide the following information:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 15%;">Storage ID</th> <th style="width: 20%;">Brand Name</th> <th style="width: 20%;">Active Ingredients</th> <th style="width: 20%;">On Organic List? (If yes, give name.)</th> <th style="width: 25%;">Reason for Use</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td><input type="checkbox"/>N <input type="checkbox"/>Y -</td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td><input type="checkbox"/>N <input type="checkbox"/>Y -</td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td><input type="checkbox"/>N <input type="checkbox"/>Y -</td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td><input type="checkbox"/>N <input type="checkbox"/>Y -</td> <td> </td> </tr> </tbody> </table> <p>If more space is required, attach a separate page. <input type="checkbox"/>An extra page is attached.</p>	Storage ID	Brand Name	Active Ingredients	On Organic List? (If yes, give name.)	Reason for Use				<input type="checkbox"/> N <input type="checkbox"/> Y -					<input type="checkbox"/> N <input type="checkbox"/> Y -					<input type="checkbox"/> N <input type="checkbox"/> Y -					<input type="checkbox"/> N <input type="checkbox"/> Y -	
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32.	<p>Indicate all cleaning methods used on equipment, facility, storage areas and any other areas:</p> <p> <input type="checkbox"/>sweeping <input type="checkbox"/>scraping <input type="checkbox"/>vacuuming <input type="checkbox"/>compressed air <input type="checkbox"/>manual washing <input type="checkbox"/>clean in place (CIP) <input type="checkbox"/>sanitizing <input type="checkbox"/>steam cleaning <input type="checkbox"/>Other (specify): </p> <p>Is cleaning documented/logged? <input type="checkbox"/>yes <input type="checkbox"/>no</p> <p>Do you test food contact surfaces for cleaner/sanitizer residues? <input type="checkbox"/>yes <input type="checkbox"/>no</p> <p>Where are cleaning materials stored?</p>																									

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33.	Complete the following table for all cleaning products used in the processing and storage area(s):				
	Brand Name	Active Ingredients	Documentation Attached	Where Used	Frequency
			<input type="checkbox"/> Prod Label / spec sheet <input type="checkbox"/> MSDS <input type="checkbox"/> Ingredients list <input type="checkbox"/> PACS Sanitation Dec		
			<input type="checkbox"/> Prod Label / spec sheet <input type="checkbox"/> MSDS <input type="checkbox"/> Ingredients list <input type="checkbox"/> PACS Sanitation Dec		
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If additional space is required, attach a separate page. <input type="checkbox"/> An extra page is attached.					
34.	Check all pest problems you have experienced in your facilities (including storage areas): <input type="checkbox"/> flying insects <input type="checkbox"/> crawling insects <input type="checkbox"/> rats <input type="checkbox"/> mice <input type="checkbox"/> spiders <input type="checkbox"/> birds <input type="checkbox"/> other (<i>specify</i>): Describe the structural pest management plan for these facilities:				
35.	Do you keep records of your pest monitoring/management activities? <input type="checkbox"/> yes <input type="checkbox"/> no – <i>explain</i> :				
36.	List all pest management materials used. Include bait stations outside of facility.				
	Brand or Trade Name	Active Ingredients	Locations Where Used and Pest Targeted	Frequency	
If additional space is required, attach an extra sheet. <input type="checkbox"/> An extra page is attached.					

D. TRANSPORTATION and RECORDKEEPING	
37.	Who is responsible for arranging transportation of organic products? <input type="checkbox"/> self <input type="checkbox"/> buyer <input type="checkbox"/> other (specify): Describe how organic products are transported. What potential contamination or commingling problems do you have with the transport of organic crops? <input type="checkbox"/> <i>none</i>

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38.	<p>How is organic integrity (prevention of commingling, contamination) kept during transport? Select as many as are appropriate.</p> <p><input type="checkbox"/> All transport vehicles are dedicated to organic (skip to next question).</p> <p><input type="checkbox"/> Transport company notified of organic handling requirements.</p> <p><input type="checkbox"/> Agreement with transport company to handle organic goods according to requirements.</p> <p><input type="checkbox"/> Clean truck affidavits are sent with outgoing products.</p> <p><input type="checkbox"/> Transports inspected before being loaded and rejected if not clean.</p> <p><input type="checkbox"/> All shipping containers (i.e. cases, pallets, shipping containers etc.) are clearly identified as organic.</p> <p><input type="checkbox"/> Tamper-proof shipping methods.</p> <p><input type="checkbox"/> Products are in impermeable packaging.</p> <p><input type="checkbox"/> Organic products segregated during transport.</p> <p><input type="checkbox"/> Transport Standard Operating Procedures (SOP) attached.</p> <p><input type="checkbox"/> More information and/or other methods used:</p>												
39.	<p>Which of the following records do you keep for organic production? Check all that apply.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> Input records for materials used</td> <td style="width: 50%; border: none;"><input type="checkbox"/> Monitoring records/analyses (water tests, quality tests)</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Equipment cleaning records</td> <td style="border: none;"><input type="checkbox"/> Harvest records showing harvest date and amounts</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Storage records showing location ID, lot #'s, amounts</td> <td style="border: none;"><input type="checkbox"/> Product sales</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Cleaning, sanitation, clean-down logs</td> <td style="border: none;"><input type="checkbox"/> Clean transport records</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Shipping records</td> <td style="border: none;"><input type="checkbox"/> Transaction certificates</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Audit control summary</td> <td style="border: none;"><input type="checkbox"/> Other (specify):</td> </tr> </table> <p>How long do you keep your records?</p>	<input type="checkbox"/> Input records for materials used	<input type="checkbox"/> Monitoring records/analyses (water tests, quality tests)	<input type="checkbox"/> Equipment cleaning records	<input type="checkbox"/> Harvest records showing harvest date and amounts	<input type="checkbox"/> Storage records showing location ID, lot #'s, amounts	<input type="checkbox"/> Product sales	<input type="checkbox"/> Cleaning, sanitation, clean-down logs	<input type="checkbox"/> Clean transport records	<input type="checkbox"/> Shipping records	<input type="checkbox"/> Transaction certificates	<input type="checkbox"/> Audit control summary	<input type="checkbox"/> Other (specify):
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40.	<p>Which of the following records do you keep for non-organic production? Check all that apply.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> Input records</td> <td style="width: 50%; border: none;"><input type="checkbox"/> Storage records</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Sales records</td> <td style="border: none;"><input type="checkbox"/> Paid employee records</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Shipping records</td> <td style="border: none;"><input type="checkbox"/> Harvest records</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Other (specify):</td> <td></td> </tr> </table>	<input type="checkbox"/> Input records	<input type="checkbox"/> Storage records	<input type="checkbox"/> Sales records	<input type="checkbox"/> Paid employee records	<input type="checkbox"/> Shipping records	<input type="checkbox"/> Harvest records	<input type="checkbox"/> Other (specify):					
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<input type="checkbox"/> Other (specify):													

E. NOTES	
41.	<p>You will be required to submit an application that updates this plan each year. Keep a copy of this Organic Plan as a reference for future updates. This application is part of your records and must be kept with those records.</p> <p><input type="checkbox"/> A copy of this completed plan is kept in company records.</p>
42.	<p>Use this area to add information that may provide assistance to the Certification Committee who will review this Organic Plan.</p>

F. ATTACHMENTS that I am including with this document:	
<input type="checkbox"/> Facility maps/diagrams	<input type="checkbox"/> Harvest records
<input type="checkbox"/> water tests	<input type="checkbox"/> Monitoring records
<input type="checkbox"/> Input records:	<input type="checkbox"/> MSDS sheets (cleaning / pest control materials)
<input type="checkbox"/> Residue analyses	<input type="checkbox"/> Product Specification Sheets
<input type="checkbox"/> Storage Records	<input type="checkbox"/> PACS Sanitation Declaration
<input type="checkbox"/> Product Labels	<input type="checkbox"/> Other (specify):

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G. ORGANIC OPERATOR AFFIRMATION

I affirm that all statements made in this application are true and correct.

I understand that:

- The applicable transition period of my enterprise does not commence until all documents constituting a complete application have been duly submitted to the PACS office for review, upon which time my enterprise and all its functions are operating under certification body supervision.
- Acceptance of this document in no way implies granting of certification by the Certification Body (CB).
- My operation may be subject to unannounced inspection and/or sampling for residues at any time as deemed appropriate to ensure compliance with the Canadian Organic Standards and Permitted Substances Lists.
- Any wilful misrepresentation will result in de-certification.
- Production methods may not alternate between organic and non-organic methods.
- This completed document is confidential information according to the policies of the BC Certified Organic Program. Membership and certification status, however, is public information.

I agree:

- To allow the Verification Officer and/or members of the Certification Committee and the COABC Accreditation Board auditors access to all areas of my enterprise and to my records, including but not limited to: inputs, production, processing, handling, sales and products purchased for resale, from both organic and non-organic production.

I am applying as a [choose all that apply]:

- COR applicant*** - ISO-compliant certification for interprovincial/international trade (permits use of the COR logo).
- PACS Compliant applicant*** - certification of agricultural products for sales only within my own province/territory (excluding BC) or certification for Natural Health Products or Cannabis (within Canada).
- BCCOP applicant*** - certification of my products for sales only within British Columbia (BC Certified Organic Program – permits use of the BCCOP logo).
- BCCOP applicant*** certification of my products to the BCCOP Low Risk Program. I understand that the eligibility requirements for participation in the Low Risk Program include the following criteria:
 - a) Enterprise must not be exporting organic product out of BC
 - b) Enterprise must not practice parallel production
 - c) Enterprise must not have outstanding conditions
 - d) Enterprise must have received a valid organic certificate in all of the previous three years
 - e) The enterprise must be assessed for risk, and receive a low-risk ranking from the certification committee

Signed: _____ Print Name: _____ Date: _____