



Pacific Agricultural Certification Society

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Split Operation Form

This form is to be used to provide information about the non-organic aspects of a split operation (organic and non-organic production). This includes non-organic crops, livestock or poultry for your own consumption or enjoyment, or bees for pollinating organic crops and NOT for organic apiculture products.

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 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.

Name:	Farm Name:	Date (dd /mm/yyyy)
For Office Use Only:		
Reviewed by:		Date:

Crop and Field Information. Complete the following table by crop (or type of animal), for all non-organic production for the current or approaching season (hay and pasture as well as crops or livestock for your own consumption).

1.	Crop or Type of Animal	Field ID(s) (or n/a)	GMO? <input type="checkbox"/> Y <input type="checkbox"/> N	Acres/ha	Parallel Production? <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 <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 <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 <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 <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 <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 <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N

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

Input list - Complete the following table for: prohibited soil & fertility amendments/herbicides/pesticides, feeds, or any other production related input you have used in the last 12 months. If this is your first year in a certification program, list the products you anticipate using during the next 12 months. Period covered: to **not applicable, I do not use inputs.**

2.	Product	Brand Name	Field ID	Storage Location	Applied by Self (s) or Custom (c)

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

3.	Do you store prohibited materials in the same location as allowed materials? <input type="checkbox"/> yes <input type="checkbox"/> no If yes , explain how you segregate them and identify the materials prohibited in the organic units:
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4. Are you growing the same variety of crop in both the non-organic and organic sections of your farm (parallel production)?
yes no
If yes, how do you manage to maintain adequate distinction between organic and non-organic produce?

Equipment Cleanout Procedures: Complete the following table if you use the same equipment on both organic and non-organic sections of your farm.

5.	Equipment used on both organic and non organic production	Cleaning procedure between non-organic and organic crop	Cleaning log kept?
			<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 <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 <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N

If more space is required, add a separate page. **an extra page is attached.**

6. I understand that my CB may require the Verification Officer to inspect spray records and inventories and crop and sales records from my non-organic operation. yes no – explain:

7. How do you separate and identify organic and non-organic growing areas?
 Buffer zones are marked with flags.
 Organic and non-organic portions are physically distant.
 Physical boundaries (fences, hedges, roads, ditches) separate crops.
 Separate greenhouses.
 Other (specify):

8. Do you grow organic and non-organic crops in the same greenhouse? **not applicable**
yes no
If yes:
Describe how you separate organic and non-organic portions of your greenhouse.
How do you prevent drift of prohibited materials through ventilation and/or watering systems?

9. Do you have separate storage areas for organic and non-organic produce? yes no
If no, explain how you prevent commingling/contamination of the organic produce in storage (check all that apply)
 Storage area is sectioned and clearly marked.
 Storage bins and boxes are clearly marked.
 No prohibited materials (including rodenticides) are used in storage areas.
 Other (specify):

10. Do you use the same washing facilities for organic and non-organic produce? yes no
If yes, how do you avoid contamination of the organic crops?
How do you avoid commingling of organic and non-organic produce throughout the washing area?

11. Do you have separate packing facilities for non-organic produce? yes no
If no, how do you prevent commingling of organic and non-organic produce?
 Packing at different times with cleanout procedure documented.
 Separate harvest containers which are clearly marked.
 Other (specify):

Livestock or Products of Livestock - If you produce **organic or non-organic (or both)** livestock or products of livestock, answer the following questions. **not applicable - Skip to NOTES.**

12.	<p>How do you identify your organic animals from the non-organic animals?</p> <p><input type="checkbox"/> I have only organic animals <input type="checkbox"/> I have only non-organic animals</p> <p><input type="checkbox"/> Organic animals are a different species from the non-organic animals.</p> <p><input type="checkbox"/> Ear tags</p> <p><input type="checkbox"/> Branding</p> <p><input type="checkbox"/> Characteristics are physically distinct between herds/flocks</p> <p><input type="checkbox"/> Physically separated on the enterprise with no mingling.</p> <p><input type="checkbox"/> Other (specify):</p>	
13.	<p>How do you separate and identify organic feed from the non-organic feed?</p> <p><input type="checkbox"/> not applicable – I use only organic feed – Skip to NOTES.</p> <p><input type="checkbox"/> Marked feed bins.</p> <p><input type="checkbox"/> Separate storage locations.</p> <p><input type="checkbox"/> Different type of feed.</p> <p><input type="checkbox"/> Other (specify):</p> <p>Do you store the same type of feed (i.e. whole barley) in both organic and non-organic forms on your farm? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>Do you ensure that your non-organic feed contains no GMO content or other prohibited substances that could contaminate your organic units? <input type="checkbox"/> yes <input type="checkbox"/> no – explain:</p>	
14.	<p>Can your records reconcile the amount of organic feed purchased to the quantity of organic animals that consume it?</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no – explain:</p>	
VO only	<input type="checkbox"/> These answers reflect my observations at the farm.	<input type="checkbox"/> See Report for details

NOTES:	
<p>Use this area to add any information that may provide assistance to the Certification Committee Member who will review your application:</p>	

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:

- That I have read, understood, and agree to comply with the CB Constitution, Bylaws and Production Standards.
- To provide any further information as required by the CB.
- 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.

COR applicant. I am applying for ISO compliant certification for interprovincial/international trade.

I am applying for certification of my products for sales only within my own province/territory (this includes Low Risk enterprises).

Signed: _____ Print Name: _____ Date: _____