



Pacific Agricultural Certification Society

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Greenhouses, Sprouts & Microgreens: *Renewal Plan*

Organic greenhouse sprouts, shoots or microgreens producers should use this form in years following submission of an INITIAL Organic Plan. If greenhouses comprise only part of your production, other pertinent renewal plans must also be submitted to the PACS office.

If your operation includes crops grown to maturity in containers within greenhouses, or the production of sprouts, shoots or microgreens, complete this form. If ground crop production is used, complete a Crop Renewal Plan.

Please review the **2015 versions** of the **Canadian Organic Standards and Permitted Substances List (CAN/CGSB-32.310 and 311)** while filling in this Renewal Plan. **NOTE:** These documents are on the PACS website: www.pacscertifiedorganic.ca.

Please refer to your most recent PACS Certification Review Report when completing this form.

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 can be printed and completed with a black ink pen. Do not use Google docs. **If you run out of room, attach another file or sheet of paper.** Keep a copy of this form for your records.

Enterprise Name		PACS Client #: 16-	Date (dd/mm/yyyy):	Office only: Date: Reviewed by:
Primary Contact Information <input type="checkbox"/> No change		Additional Contact(s) (if applicable) <input type="checkbox"/> No change		
Name:		Name:		
Position:		Position:		
Tel:		Email/ phone (if different): <input type="checkbox"/> Copy on all correspondence?		
Email:		Name:		
Webpage:		Position:		
Mailing address, including municipality: <input type="checkbox"/> No change		Email/ phone (if different): <input type="checkbox"/> Copy on all correspondence?		
Inspection Site Location(s): <input type="checkbox"/> No change		<input type="checkbox"/> Same as mailing address <input type="checkbox"/> Different (please specify): <input type="checkbox"/> Multiple Locations (<i>list inspection sites below</i>)		
Multiple Inspection Site Addresses (if applicable):				
Provide directions to farm location (<i>if not found using address. Attach separate sheet if information cannot fit in this space</i>):				
Are you <u>currently</u> a member of the Low Risk Program ? <input type="checkbox"/> yes <input type="checkbox"/> no	Is the farm or any of the land base listed above: <input type="checkbox"/> Currently for sale <input type="checkbox"/> To be put up for sale this year <input type="checkbox"/> Leased/under the management of someone else PACS must be notified of changes at the time of sale and/or change of management. Organic certification does not carry over to a new owner without notifying and making an application to the PACS office.			
Additional Plans Completed: <input type="checkbox"/> None (greenhouse/microgreens only) <input type="checkbox"/> Crop <input type="checkbox"/> Livestock (<input type="checkbox"/> Dairy <input type="checkbox"/> Meat ruminant <input type="checkbox"/> Poultry <input type="checkbox"/> Rabbit <input type="checkbox"/> Swine) <input type="checkbox"/> Preparation				
Income Category: (See http://www.pacscertifiedorganic.ca/pacs_certified_organic_to_register_renewals.html for income category breakdown. Note: This field is required and will be verified by the VO during your next inspection. See the PACS website for more details and information.				
My products will be sold, or used as ingredients* in a product that will be sold in the following jurisdictions: <input type="checkbox"/> My own regional area only (will not cross any provincial/territorial border – includes Low Risk enterprises) <input type="checkbox"/> Canada <input type="checkbox"/> USA <input type="checkbox"/> EU <input type="checkbox"/> International destinations:				
*Ingredients such as grapes used to make wine that is sold out of province, or grain sold to a distributor with final sales outside of province/territory.				
Please note the primary contact name, email, phone, & physical address provided above will be posted to our website and COABC's website unless otherwise specified. You give consent to PACS to send forms, certification documents, periodic newsletters and other notifications electronically (via email): <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not have email				
Please complete and return to the PACS office with a cheque, email transfer or money order as per your Renewal Fees invoice provided.				
A. CERTIFICATION INFORMATION				

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1. Do you have organic certification with any other **certification bodies**? no yes Details: _____
 List current certification by other **agencies**: (i.e. Biodynamic, Canada GAP, Food Safe): _____ not applicable

2. List all crops and products in production this annual cycle: (Feel free to include your own attachment) An extra page is attached
 List each separate source of **seeds** or **annual or perennial rooting stock** purchased in the past 12 months:
NOTE: Sprouts, shoots and microgreens must be grown from ORGANIC seeds.

Organic crop or product	Sprouts, shoots or micro-greens	Projected yield	Seed source/supplier	Organic Seed			Non-Organic Seed			
				Organic	Certifier	Certification	Un-treated	Non GMO	Treated	Documented search of 3 organic sources
	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/> COR <input type="checkbox"/> NOP <input type="checkbox"/> EU <input type="checkbox"/> Other -	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> y <input type="checkbox"/> n
	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/> COR <input type="checkbox"/> NOP <input type="checkbox"/> EU <input type="checkbox"/> Other -	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> y <input type="checkbox"/> n
	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/> COR <input type="checkbox"/> NOP <input type="checkbox"/> EU <input type="checkbox"/> Other -	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> y <input type="checkbox"/> n
	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/> COR <input type="checkbox"/> NOP <input type="checkbox"/> EU <input type="checkbox"/> Other -	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> y <input type="checkbox"/> n
	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/> COR <input type="checkbox"/> NOP <input type="checkbox"/> EU <input type="checkbox"/> Other -	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> y <input type="checkbox"/> n
	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/> COR <input type="checkbox"/> NOP <input type="checkbox"/> EU <input type="checkbox"/> Other -	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> y <input type="checkbox"/> n
	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/> COR <input type="checkbox"/> NOP <input type="checkbox"/> EU <input type="checkbox"/> Other -	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> y <input type="checkbox"/> n
	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/> COR <input type="checkbox"/> NOP <input type="checkbox"/> EU <input type="checkbox"/> Other -	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> y <input type="checkbox"/> n

If more space is required, attach a separate page. An extra page is attached.
 For each **non-organic** seed or planting stock purchased, you must have a documented search of 3 potential organic sources and evidence that they have not been treated with anything other than substances listed in Table 4.3 of **CAN/CGSB-32.311**. You must provide this documentation to the VO at the time of inspection. I understand

3. In this annual cycle, will you sell any organic products which are **not** produced by your enterprise? (via CSA box program, on-farm retail, distribution) no yes- please provide details: _____

4. Are you growing non-organic crops? no yes Please provide details: _____
If yes, are there any changes in the non-organic crops from last year? no yes Please provide details: _____

B. ORGANIC PLAN UPDATE

5. Have there been any changes to your greenhouse(s) or crops? no yes n/a - skip to next section
 For **NEW** Greenhouse production being added your organic program this year, identify the crops grown in each greenhouse

Greenhouse ID	Area (ft ²)	Grow seedlings/transplants?			Grow sprouts, shoots, or micro-greens?			Crops grown to maturity in greenhouse		
		Use on farm	For sale	n/a	In soil	in water	n/a	Identify crops	Staked?	None
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> no <input type="checkbox"/> yes	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> no <input type="checkbox"/> yes	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> no <input type="checkbox"/> yes	<input type="checkbox"/>

Does your organic production of staked / containerized crops **meet** the following criteria?

Soil volume is at least 60 litres/m ² (15.4 gal./10.8 ft ²) based on the total growing area (used for this crop).	<input type="checkbox"/> yes <input type="checkbox"/> no - details
Compost is included in the fertility program.	<input type="checkbox"/> yes <input type="checkbox"/> no - details
At the start of production, at least 10% of the total soil volume consisted of compost.	<input type="checkbox"/> yes <input type="checkbox"/> no - details

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6. During the past 12 months, have there been any changes at your operation relative to:

Item	Answer	If yes, explanation
Production/harvest/storage/management contracted to another operation or third party	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a	Independent Storage Statement attached? <input type="checkbox"/> yes <input type="checkbox"/> no Third party service provider form attached? <input type="checkbox"/> yes <input type="checkbox"/> no
Greenhouse crops in parallel production	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a	How are the non-organic crops visually distinguishable from the organic crops?
Physical segregation of organic and non-organic production areas	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a	
Growing systems	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a	
Soil media, including mineral fraction and organic fraction	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a	
Soil regeneration and recycling procedures	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a	
Fertigation system or inputs	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a	
Water source, quantity and quality	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a	Have current water tests available for the VO to review
Water monitoring program and/or treatment	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a	
Supplemental lighting	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a	
Supplemental heating	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a	
Carbon dioxide enrichment	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a	

7. List any **NEW** inputs that have not been reviewed by PACS. **No Changes to Inputs**
Include potting mixes, planting media, nutrients, growth regulators, transplant inputs, fertilizers, pest & control substances, manure (composted, raw, purchased), mulches. See Permitted Substances List for details. Note: Your most recent PACS Certification Review Report will have a complete list of products reviewed.

Input	Brand Name/Manufacturer	Crop(s) Applied to	Condition or reason for use	Input is on PSL Tables 4.2 / 4.3
<i>Example: Sulphur</i>	<i>Kumulus</i>	<i>Apples</i>	<i>mildew</i>	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
				<input type="checkbox"/> yes <input type="checkbox"/> no
				<input type="checkbox"/> yes <input type="checkbox"/> no
				<input type="checkbox"/> yes <input type="checkbox"/> no
				<input type="checkbox"/> yes <input type="checkbox"/> no
				<input type="checkbox"/> yes <input type="checkbox"/> no
				<input type="checkbox"/> yes <input type="checkbox"/> no
				<input type="checkbox"/> yes <input type="checkbox"/> no

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

8. List any **NEW** cleaning substances used for sanitation of **seeds** or **harvested products** **not applicable**

Cleaning Product Name	Ingredients	Ingredients/Substance(s) listed in PSL Table 4.3?	Used on
		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> seeds <input type="checkbox"/> harvested crop
		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> seeds <input type="checkbox"/> harvested crop
		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> seeds <input type="checkbox"/> harvested crop
		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> seeds <input type="checkbox"/> harvested crop

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

9. List any **NEW** cleaning substances used to clean and disinfect the **equipment** and/or the **greenhouse structures**. **none**
 steam heat sterilization
 cleaning/sanitizing products – **List the cleaning and sanitizing products used in the table below (include pots and flats)**

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Product	Brand name or source	Applied to	Rinsed afterwards?
			<input type="checkbox"/> yes <input type="checkbox"/> no
			<input type="checkbox"/> yes <input type="checkbox"/> no
			<input type="checkbox"/> yes <input type="checkbox"/> no

If more space is required, attach a separate page. **An extra sheet is attached.**
 Information regarding cleaning and sanitation changes not captured above:

C. FACILITY, PREPARATION, TRANSPORTATION and RECORDKEEPING UPDATES		
10.	During the past 12 months, have there been any changes at your operation relative to:	
	Item	Answer
	Input and seed storage areas	<input type="checkbox"/> yes <input type="checkbox"/> no
	Crop preparation areas	<input type="checkbox"/> yes <input type="checkbox"/> no
	Produce harvesting	<input type="checkbox"/> yes <input type="checkbox"/> no
	Storage areas for harvested crops	<input type="checkbox"/> yes <input type="checkbox"/> no
	Separation of organic and non-organic crops	<input type="checkbox"/> yes <input type="checkbox"/> no
	Temporary packaging (including cleaning of harvest bins, if applicable)	<input type="checkbox"/> yes <input type="checkbox"/> no
	Facility cleaning & sanitation	<input type="checkbox"/> yes <input type="checkbox"/> no
	Facility pest management	<input type="checkbox"/> yes <input type="checkbox"/> no
	Type of packaging used	<input type="checkbox"/> yes <input type="checkbox"/> no
	Product transportation	<input type="checkbox"/> yes <input type="checkbox"/> no
	Recordkeeping (including the <i>types</i> of documents or <i>modifications</i> to documents)	<input type="checkbox"/> yes <input type="checkbox"/> no

If there have been changes to either the facility or the product flow, attach a new facility diagram and/or flow diagram.

Capture this on new facility diagram and/or flow diagram.

If yes, provide full details of all traps and baits used and a map of the placement of all devices.

D. LABELLING & SALES		
11.	Have there been any changes to product labels? <input type="checkbox"/> n/a – no labels used – skip to #13	<input type="checkbox"/> no <input type="checkbox"/> yes If yes: <input type="checkbox"/> New labels are attached for approval <input type="checkbox"/> I have Label Approvals from PACS for new labels <input type="checkbox"/> Other- explain
12.	Have there been changes to whoever applies labels to your products?	<input type="checkbox"/> yes <input type="checkbox"/> no Labels are applied by: <input type="checkbox"/> My enterprise only <input type="checkbox"/> Other- explain
13.	Through what channels are your products currently sold? (check all that apply):	
	<input type="checkbox"/> Wholesaler <input type="checkbox"/> CSA <input type="checkbox"/> Farm gate <input type="checkbox"/> Packing house	<input type="checkbox"/> Processor <input type="checkbox"/> Broker <input type="checkbox"/> Box delivery scheme <input type="checkbox"/> Other (<i>specify</i>):
		<input type="checkbox"/> Farmers' Market <input type="checkbox"/> Restaurants <input type="checkbox"/> Direct to a retailer
14.	If you sell directly to a retailer, respond to the following: <input type="checkbox"/> not applicable	
	My products are in final packaging when they arrive at the retailer's facility <input type="checkbox"/> yes <input type="checkbox"/> no Details:	
	My products are in temporary/intermediary packaging when they arrive at the retailer's facility. <input type="checkbox"/> yes <input type="checkbox"/> no Details:	
	Organic labelling cannot be applied to a product repacked by a retailer/third party who does not hold organic certification. Organic labelling is not applied by the retailer: <input type="checkbox"/> true <input type="checkbox"/> false – explain	

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E. RECORDKEEPING

15. Do you retain **all** records (inputs, production, preparation, sales and handling) for the minimum 5 years required under **CAN/CGSB-32-310** clause 4.4.5? yes no – **explain**:

Documents I maintain at my operation:

- Harvest Records (planting & harvest dates, sales records)
- Input records (application logs, purchase receipts, ingredients, Safety Data Sheets)
- Lease agreements
- Pest Control records
- Soil test
- Storage Records
- Transportation log
- Water tests and monitoring records

I understand that I must have the above indicated documents available for my inspection where applicable

Attachments I am including with this renewal application:

- Greenhouse/facility diagram(s)
- Field Identification and Land Use History Sheet form
- Independent Storage Statement
- Manure Declaration
- Mulch Declaration
- Neighbour or Land-Owner Declaration form
- New Labels
- Private Label Agreement/Co-packing/Co-production agreements
- Split operation form
- Third Party Service Provider Agreement
- Water test(s) (**mandatory** for Sprouts, Shoots and Microgreens operations)
- Other (**specify**):

F. ADDITIONAL INFORMATION

If there is any information you wish to share or that may provide assistance to the Certification Committee's review of your renewal application, please add the information here:

Remember to let the PACS office know whenever you make changes to your organic products. Remember to let the PACS office know whenever you make changes to your organic products. This includes changes in facility, management, recipes, ingredients, suppliers, labels and storage facilities. You may not market a product as organic until it has been evaluated by PACS and listed on your organic certificate.

You are required to update your organic plan each year. Keep a copy of this Renewal Plan as a reference for updating in the future. This application is part of your organic records and must be kept with your other farm records.

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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 only one of the following]:

COR applicant - ISO-compliant certification for interprovincial/international trade.

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 its home province / territory
- b) Enterprise must not practice parallel production
- c) Enterprise must not have outstanding conditions on its certification
- 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

See website for details: (<http://www.pacscertifiedorganic.ca/docs/PACS%20Risk%20Assessment%20Program%20Policy%20and%20Checklist%20v10b%204Dec14.pdf>)

Signed: _____

Print Name: _____

Date: _____