



Class OW – Organic Wild-Crop Harvest Certification Application

Please read this application carefully. Applications must be completed in full, returned to Oregon Tilth, and reviewed before an inspection can be scheduled.

FAXED APPLICATIONS WILL NOT BE ACCEPTED

AN ADDITIONAL FEE OF \$25 WILL BE CHARGED FOR ANY APPLICATION WHICH MUST BE RETURNED FOR COMPLETION. PLEASE SUBMIT ALL APPLICABLE FEES WITH THIS APPLICATION.

The purpose of the application form is to provide OTCO with your organic wild crop harvest plan and assess if you qualify for organic certification according to organic standards under the USDA National Organic Program 7 CFR Part 205. As you fill out this form, keep in mind you are creating a legal document. Applications and maps must be of sufficient quality for copying. Please type or print clearly in dark ink. Do not use pencil. An electronic version of the application is available upon request. All information on this application is considered proprietary and confidential. No information will be supplied to any third party without prior permission of the operator, with the exception of accreditation agents, or compiled data for statistical summaries which may be distributed. Your farm/company name, address and marketable crops will be listed on the www.tilth.org website and in the annual Oregon Tilth Directory.

Date: _____

Certification # _____

Farm/Company Name: _____ **Principle Responsible Person(s):** _____

Contact Person (if different from principle person): _____

Person/Company responsible for fees and expenses: _____

Mailing Address: _____

County: _____

Country: _____

Location Address: _____

County: _____

Country: _____

Phone Number(s): 1) _____

Fax Number: _____

Phone Number(s): 2) _____

email address: _____

Name and address of Farm/Company Owner (if different from principle person):

Site Township: _____ **Range:** _____ **Section:** _____ **Lot Number:** _____

Tax Lot Number(s) _____

Acreage Owned _____ **Acreage Leased** _____ **Total Acres Farmed** _____ **Acreage To Be Certified** _____

FEES: *Please refer to the OTCO Fee Schedule to determine the certification fee due for your operation. Applications will not be processed without payment or an approved financial agreement.*

New Applicant: Enter your projected total gross sales (in US dollars) of organic product during the coming year.

Renewing certification: Enter your total gross sales (in US dollars) of organic product during the previous year.

Total Gross Sales: \$ _____

Have you reviewed the current OTCO Program Manuals? YES NO

CERTIFICATION HISTORY (if new OTCO applicant)

Have you previously applied for organic certification? YES NO

If so, were you successful in achieving organic certification? YES NO

If you were previously certified, please indicate by whom and for how long: _____

If you did not achieve organic certification, you must include a copy of the notification of noncompliance or notice of denial of certification and a description of the actions taken, with supporting documentation, to correct the noncompliances noted.

Have you ever been decertified? YES NO If so, by whom and when? _____

COMPLIANCE UPDATE (if renewing certification)

Were there any conditions of certification issued to your operation in the previous 12 months: ☐ yes ☐ no

If yes, please provide an update on the correction of each minor noncompliance previously identified as conditions of certification. If the conditions have already been resolved with OTCO, simply confirm the corrective actions are still effective.

Please identify any additional Classes of OTCO certification sought or held by your operation:

___ Class OLP ___ Class OP ___ Class OM ___ Class OA

___ Class O ___ Class OH ___ Class OR ___ Class T

RECORD KEEPING SYSTEM: In order to maintain certification, OTCO operators are required to keep detailed records. ALL records must be organized and available for review at inspection time.

Who is responsible for the record keeping system and where are records kept?

Please check types of records kept:

___ harvest records by date, quantity, crop, site/location

___ sales invoices (by quantity, date, crop, crop status [OW, T, Conv.])

___ transitional crop harvest

___ buffer crop harvest

___ Farmer's Market take in/return log

___ equipment clean-out log

___ lot numbers

___ complaint log

___ others: _____

Do you handle financial records? [] yes [] no

If no, please identify the person who handles financial records (e.g. accountant):

Name: _____

Address: _____

Phone: _____

If you have more than one category of production (organic, transitional, and/or conventional) please describe how your record keeping procedures track your separation of product.

Equipment: Please list all major equipment that is used for organic wild-crop harvest. Specify procedures used to prevent contamination of organic wild crops for any equipment which is also used for non organic production and/or harvest.

Equipment List	Source (owned, borrow, rent, custom hire, etc.)	Cleaning Procedure (for equipment also used in non-organic production/harvest)

Water: Please list each water source, use (irrigation, wash water, etc.), and testing information as appropriate.

Source	Use	Tested? (yes or no)	If tested, for what?	Test Results & date

Contamination Sources: Please answer the following questions in order to help Oregon Tilth identify potential sources of contamination:

Are you adjacent to any commercial farming on which prohibited substances are used?

Yes No Unknown

Are you adjacent to commercially forested land on which prohibited substances are used?

Yes No Unknown

Are you adjacent to any commercial nursery on which prohibited substances are used?

Yes No Unknown

Are any nearby lands treated with prohibited substances using aircraft?

Yes No Unknown

Is your land adjacent to a county or state road?

Yes No Unknown

If so, have you requested “no spray” from the appropriate agencies?

Yes No Unknown

Have all neighbors been advised of your organic status?

Yes No Unknown

Is there any indication of contamination of surface or ground water from nearby commercial operations/ industries of any kind? Yes No Unknown

Please describe your methods for monitoring and evaluating the effectiveness of contamination avoidance:

Testing: Please attach copies of results of any soil fertility, plant nutrient, water quality or pesticide residue tests (if available).

Harvest Area History Report

The Harvest Area History Report is required for *all new areas* entering the OTCO certification program. If you have managed the area for less than five years contact the previous owners or managers about their management practices and obtain a signed statement which describes the history of the area's use. Please describe the history dating back as far as possible (some contaminants are very persistent).

Agricultural Use: _____

Other Use: _____

If the harvest area described in this application has not been free of prohibited materials for at least three years, please describe how the area will transition into an organic wild harvest area.

Timeline for transition: _____

Protection from contamination: _____

From what sources did you gather information on organic wild harvesting? _____

For All Leased Acreage:

Size (acres)	Site Identification	Beginning Lease Date	Lease Expires

Attach additional pages as necessary

Harvest Area Five Year History: **LIST BY SITE AS IDENTIFIED ON SITE MAP**

Year	Site ID	Crops Grown	Fertilizers Used	Date of Application	Insecticides, Herbicides, Fungicides, Rodenticides Used	Date of Application

Use additional sheets as necessary, using this format.

Site Information: All site names or numbers must be consistent from year to year and on maps. Please list **ALL Major Plant Species** *(including species to be harvested and non-economic species)* which occur within the harvest area. Minor species may be summarized.

Examples: *herbacious groundcovers or grasslands.*

Site I.D.	Acreage of entire harvest area	Crop (and variety if marketed by variety)	Approximate crop density (plants per acre)	Status (OW, T, Non-crop)	Estimated Yield

Attach additional pages if necessary, using this format

Has each site been surveyed for the presence of endangered species? Yes No Unknown

If so, what are the results and how are any endangered species protected during harvest activities?

Site Map: Show your site with wild crop locations and the surrounding land. Layout **MUST INCLUDE** neighboring land uses, buffer zones, site identification (name or number), indication of north, the location of buildings and other useful landmarks (e.g. streams, distinctive features, roads, etc.) **The map must be legible and in ink. Please do not use color coding or large pieces of paper.** Attach extra pages if necessary.

Directions: Please give **specific** directions to the harvest area from the nearest city or highway. Keep in mind that the inspector may not be familiar with your area.

Management Practices: Please describe any management practices you use or plan to use in the harvest area.

Fertility program including frequency of practices: _____

Weed management program including frequency of practices: _____

Pest management program including frequency of practices: _____

Sustainable Wild Harvest Monitoring System:

Wild Harvest Plant Population:

Please describe measures taken to prevent or avoid depletion of the population of the plant species being harvested.

System for monitoring plant species populations and evaluating sustainability of wild harvest practices:

Environmental Disturbances:

Please describe measures taken to prevent or avoid soil erosion or other environmental disturbances.

System for monitoring environmental disturbances and evaluating environmental impact of wild harvest practices:

Maintaining Biological Diversity:

Please describe measures taken to prevent or avoid adverse impacts on biological diversity.

System for monitoring biological diversity (including insects, diseases, non-crop plant species, birds and other animals) and evaluating the maintenance of biological diversity in the harvest area ecosystem:

Post-Harvest Handling & Storage

For **all** harvested crops, describe any handling equipment, and all temporary and permanent containers used for storage (i.e. for harvesting, transport and final packaging):

Crop	Field Container	Describe Handling (sorting, washing, drying, etc.)	Storage Facilities	Final Packaging

Do you use the same storage areas for organic, transitional and conventional crops? yes ☐ no ☐

If yes, how do you segregate organic crops from non-organic crops? _____

If yes, how do you clean storage units prior to storage of organic crops? _____

Parallel Production

To prevent contamination by non-organic products, organic standards have rules for operators who are harvesting non-organic crops in addition to organic crops. The operator must demonstrate the ability to keep crops separate in all stages. Storage areas should remain organic and not be switched back and forth. Specific records must be kept to document all crops, harvest, storage and sales.

Which category best describes your current operations?

☐ 100% Organic ☐ predominantly organic ☐ in transition ☐ predominantly conventional

If you harvest non-organic, do you plan to fully convert to 100% organic? yes no ☐ ☐

What is your plan and time frame for conversion to organic production? _____

Please list all conventional and transitional crops:

Conventional Crops/Varieties	Total Acreage	Transitional Crops/Varieties	Total Acreage

Marketing: Please enter the percentage of gross sales that you expect to earn from the following markets.
(Total should be 100%)

_____ Wholesale	_____ Direct Marketing	_____ Other
_____ Processor	_____ Farmer's Market	
_____ Broker	_____ Membership / Community Farm	

International Markets: Do you believe your farm product may be sold or contribute to products eventually sold: *(Please check the appropriate box)*

- ☐ in the European Union
- ☐ in Japan
- ☐ under the IFOAM trademark

Additional Information: Please provide any additional information that you feel is pertinent to the certification of your operation.

Membership: The Oregon Tilth Certified Organic Program is not a membership based program – it provides certification services to both members and non-members of Oregon Tilth. A certified operator may choose to be a voting member of Oregon Tilth for no additional charge, but membership is not required for certification. Please choose one of the options below indicating your interest in Oregon Tilth membership.

_____ I wish to become a voting member of Oregon Tilth, Inc.

_____ I wish to maintain my status as a voting member of Oregon Tilth, Inc.

_____ I do not wish to be a voting member of Oregon Tilth, Inc.

Certification Service: Oregon Tilth Certified Organic is committed to providing quality certification service. Visit our website at www.tilth.org for program updates. Please comment below on the areas where OTCO is succeeding in providing quality service as well as points you feel may still need improvement. Comments may also be submitted via email to organic@tilth.org

AFFIRMATIONS

The undersigned agrees to the following:

- ✓ *I/We swear that all certification applications are an accurate account and full representation of all materials and methods used in the production or handling of certified organic products included in this or supplemental applications.*
- ✓ *I/We shall maintain copies of all applications as legal records.*
- ✓ *I/We understand and accept that any willful misrepresentation on any of the forms submitted to Oregon Tilth will require revocation of the relevant organic certification initiated by this application. Under these circumstances, I/we agree to return the original certificate to Oregon Tilth on request.*
- ✓ *I/We further understand and accept that any willful misrepresentation may give cause to Oregon Tilth to seek damages for any loss they may sustain as a result of any willful misrepresentations made.*
- ✓ *I/We agree to maintain records as required by Oregon Tilth.*
- ✓ *I/We have read the OTCO Program Manuals, and agree to report any significant changes pertaining to the information herein and to continue to manage any crop which is designated organic in accordance with the standards and procedures.*
- ✓ *I/We agree that all forms submitted in the future in connection with certification by Oregon Tilth shall be submitted subject to these same affirmations, and I/we hereby so affirm.*
- ✓ *I/We affirm that the undersigned is a duly appointed agent of the applicant and as such is empowered to make appropriate decisions relevant to this application and to act as the contact person for the organization, unless otherwise specified.*

Upon signing this application, the operator / owner agrees that Oregon Tilth will have access to all facilities and records that provide information about the operation, and constitute compliance with organic standards. This application must be signed in order for OTCO to proceed with the certification process.

Signature(s)

Date

Name(s)

Date