



Nevada Department of Agriculture
Organic Certification Program
 405 South 21st Street
 Sparks NV 89431
 Phone: 775-353-3773
 Fax: 775-353-3638



Notification of Change to Organic System Plan (OSP)

Certified organic operations must notify the Nevada Department of Agriculture of all proposed major changes to the Organic System Plan. Major changes requiring notification of NDA include:

- A) Withdrawal or addition of acreage, or changes to the types of crops grown, other than projected in the Organic System Plan;
- B) Withdrawal or addition of products, or changes to the labels of products already approved under current OSP;
- C) Changes in products requiring a change in the certificate.
- D) Changes in the ownership of a certified business.

Please indicate the change(s) you are making to your OSP:

Withdraw acreage from organic production. *Attach detailed description* of field or area you are withdrawing from certification. Use field numbers or other description as it appears on your current OSP. Describe why the area is being removed from the OSP.

Add acreage to my OSP. Attach "Field History" form for each field you wish to add to your OSP.

Withdraw organic product from OSP. *Attach detailed description* of products you are withdrawing from certification and why.

Add crops / products to my OSP. *Attach detailed description* of crops / products you plan to add to your OSP. If crops, detail where crops will be grown including field number and map. *If processed product, include organic product profile sheet and label.*

Changes made to adjacent field(s) including type of crops being grown, buffer zones, general use of land, management, etc.

Change ownership of business. *Attach detailed information* regarding this change.

Addition of equipment to processed product line.

Other. *Attach detailed description* of the change to be made.

Signature

Date submitted

NDA Organic Certification # _____

*Mail or fax this information to NDA to the address/fax shown above,
 Attention: Organic Certification Program*

Keep a copy of this completed form for your records.

**NEVADA DEPARTMENT OF AGRICULTURE
 ORGANIC CERTIFICATION PROGRAM**

**ORGANIC SYSTEM PLAN (OSP) CHANGE REQUEST
FOR
NEW FIELDS/LAND**

NDOA Use Only: Date Received: _____ Date Approved: _____
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NDOA CERTIFIED FARM NAME: _____

NDOA CERTIFICATION NUMBER: _____

DATE SUBMITTED: _____

HISTORY OF THE LAND/GREENHOUSE TO BE ADDED TO EXISTING OSP (NOP 205.202)

A. Site Information (in acres or square feet):

Total site area _____ How much area in production now? _____

Total area to be certified organic _____ Total area to remain in conventional production _____

Do you own all of the land you intend to certify? Yes No

The land is leased rented own part, lease or rent part Other _____

Have you managed all areas to be certified for 3 or more years? Yes No

If no, you must submit signed statements from the previous manager(s) stating the use and all inputs applied during the previous three years on all newly rented/leased or purchased fields.

Are all fields requested for addition to your OSP located at the same location? Yes No

Complete the following information for each parcel for you are requesting to add to your organic system plan.

Parcel address or legal description	Number of Acres (O)organic or (C) conventional	Rented (R) or owned (O)

B. Maps and Land History.

You must submit the following with this application:

Y Location of Land to be Certified

You must attach a map that is accurate enough to locate the land to be certified from the nearest town. Label roads, highway, intersection, buildings, etc. Include mileage from nearest town or other commonly recognizable landmark. Maps may be from any source and may be hand-drawn, printed or computer generated. If multiple sites are to be added and they are non-contiguous, you must include a complete map for each site.

Y Land History

In this application you will be asked to present a history of the land to be added to your organic system plan, listing materials that have been applied to that land, what crops have been grown, etc. If you have recently purchased land for which you have not been responsible for three years prior to this application, or if your are leasing or renting land for which you have not been responsible for three years prior to this application, signed statements from the previous manager

3a. General Information for Each Field Unit.

Provide the following information for each field you plan to add to your organic system plan. For certification of greenhouse units, use greenhouse unit information forms. Copy this form if necessary for multiple fields. Producers using raised bed production systems do not need to fill out a separate form for each bed provided all beds are treated essentially the same.

Field Unit Number: _____ (as indicated on farm map)

Field Unit Production System:

- row crops (i.e., vegetables) broadcast/solid planted crops (i.e., wheat, alfalfa, vetch)
- perennial crops (i.e., fruit trees, berries) raised beds (i.e., herbs vegetables)
- garden plots (i.e., herbs, vegetables) other (describe) _____

Irrigation System (if applicable):

Total area irrigated: _____ Total area non-irrigated: _____

Type of irrigation source (check all that apply)

- shallow well deep well river/canal pond community source irrigation district

Type of irrigation systems

- sprinkler (low volume, energy efficient systems, i.e., LEPA, micro sprinkler) sprinkler (conventional)
- drip irrigation furrow (surge units/controlled flow) furrow (open-ended)
- flood garden hose/sprinkler Other _____

Buffer Zone Information: Distance from this field to land to or on which prohibited materials are or may be applied.

Buffer Zones	Buffer zone distances	Are crops grown in designated buffer zone area?	List any crops grown in designated buffer zone area.
Side One (North)	<input type="checkbox"/> 25 Ft. or less <input type="checkbox"/> 25 - 50 ft. or more <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
Side Two (South)	<input type="checkbox"/> 25 Ft. or less <input type="checkbox"/> 25 - 50 ft. or more <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
Side Three (East)	<input type="checkbox"/> 25 Ft. or less <input type="checkbox"/> 25 - 50 ft. or more <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
Side Four (West)	<input type="checkbox"/> 25 Ft. or less <input type="checkbox"/> 25 - 50 ft. or more <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
Side (Other)	<input type="checkbox"/> 25 Ft. or less <input type="checkbox"/> 25 - 50 ft. or more <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
Side (Other)	<input type="checkbox"/> 25 Ft. or less <input type="checkbox"/> 25 - 50 ft. or more <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	

Is this field adjacent to rights-of-way, irrigation canal systems, etc. that are maintained by public agency(s) or irrigation districts?
 Yes No

If "Yes", please list the agency(s) _____

3b. Greenhouse Production Area History.

Greenhouse Number or Name: _____ (as indicated on farm map)

Is this greenhouse used to produce both organic and conventional products? Yes No

Greenhouse-production system:

- in-ground (soil) raised beds soil filled benches lined benches containers/pots
- plastic/paper bags suspended containers/pots plastic covered floor hydroponics
- other (describe) _____

Greenhouse production building type:

- individual greenhouse unit gutter-connected greenhouse units partitioned greenhouse units
- enclosed building enclosed individual room other (describe) _____

Greenhouse- production area size (in feet)

length _____ width _____ number of sections _____ total square feet _____

Check type of greenhouse production construction:

Covering

- glass plastic/fiberglass polyethylene wire screen shade cloth
- wood or plastic lathe wallboard/paneling/wood covering none
- other (describe) _____

Framing

- wood metal plastic other (describe) _____

Flooring

- soil gravel wood concrete other (describe) _____

Cooling system (i.e., water evaporative pads, air-cell, etc.)

- controls only unit to be certified controls multiple units other _____

Fans, heaters, air exchange systems

- controls only unit to be certified controls multiple units other _____

Irrigation watering systems

- supplies only unit to be certified supplies multiple units other _____

Do drainage, gutters, and /or water collection systems prevent contamination from run-off from other areas, buildings or additional greenhouses? Yes No

Are any prohibited materials applied within 50-feet of the greenhouse? Yes No

Mail or fax this completed form and all required attachments to:

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