

OCIA International Certification 101





OCIA International

- Incorporated in 1988
- Not-for-profit organization
- Member-run organization
 - Annual Meetings
- World Headquarters – Lincoln, NE
- Regional Offices – Canada, Mexico, Japan



OCIA Membership

- Chapter Members
 - Chapters are made up of at least 5 members
 - Hold chapter meetings, farm tours, workshops, etc...
 - 19 in US / 1 in Canada / 1 in Guatemala
- Direct Associates
 - Farmers, processors, handlers not wanting to join a chapter
- Community Grower Groups (CGG)
 - Organic sales less than \$5,000 annually



Organic Agriculture

- Whole-system farming approach that promotes an ecological balance and conserves biodiversity
- Healthy soil is the foundation of organic farms
- Pests and weeds are controlled by
 - Crop rotations
 - Soil improvements
 - Birds and predator insects
 - Row covers
 - Labor





Organic Certification

- No prohibited materials applied to land for 36 months
- Provides verification that the operation is following organic standards
- Allows the use of organic labeling (more on this later)
- Involves annual paperwork, record keeping, and inspection
- Exemption – producers whose sales of organic products is less than \$5,000 a year and are in compliance with all organic standards, may use the term organic, but not the logo



What's Prohibited?

- Always check with your certifier first. We also recommend checking the OMRI website www.omri.org
- **Products List:** A list of brand name products that are acceptable for use (with or without restrictions)
- **Generic Materials List:** A list of generic ingredients that are acceptable or unacceptable in inputs used for organic production.
- When doing a “Keyword Search” online, you can use specific brand names or general terms, such as ‘weed control’ or ‘pest control.’



Monitoring Organic Standards

- USDA's National Organic Program (NOP)
 - Oversees the National Organic Standards (aka NOP Final Rule/Regulation)
 - Manages the National List of Allowed and Prohibited Substances
- National Organic Standards Board (NOSB)
 - Makes recommendations about materials and practices used in organic production
- Organic Certification Agencies
 - USDA accredits to act on its behalf
- Organic Inspectors



Annual Steps to Certification

- Contact a certification agency
Website: www.ocia.org Email: marketing@ocia.org
- Submit an application and organic system plan (OSP)
- Have an inspection
- Respond to agency questions
- Receive a decision
 - Our average turn around time is 30-60 days after we receive all paperwork needed to review
- Apply for a cost-share rebate



Timeframe & Tips

- Submit certification application 3-6 months before you wish to harvest and sell organic products
- Inspections are scheduled while the crop is growing
- Don't leave any areas of your application blank
 - Write "not applicable" on sections that don't apply





OCIA Paperwork

- Certification Application (3 pages)
 - Tells us basic contact information and what you are applying for
- Operator's Licensing Agreement (3 pages)
- Crop, Livestock, or Handling OSP (modules)
 - Begin with the Activities Checklist
- Farm Map with Field History
- Record Keeping Documents





Certification Application

EN-QS-F-186 Rev. C, 2015.10.08

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G. Programs Requested

Program	Crop Production (including wild crop collection)	Maple Syrup Production	Livestock	Apiary	Handling
OCIA International Standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OCIA Shade Grown Coffee	<input type="checkbox"/>				<input type="checkbox"/>
National Organic Program (NOP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Japan Agricultural Standard (JAS)*	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
RTPD (Peru)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EC (EU)***	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Bio Suisse*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
US-Canada Equivalence Arrangement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
USDA-MAFF (JAS Equivalency)**	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
US-EU Equivalence Arrangement**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
US-Korea Equivalency Arrangement**		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
US-Switzerland Equivalency Arrangement**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
US-Taiwan Export Arrangement**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Requires the submission of additional documents. Please contact your OCIA Regional Office for the appropriate forms.

**Only available if operation is located in the United States.

***U.S.-based broker/trader cannot receive EC (EU). Can only be requested by other U.S. operators if sending product to a third country for further processing prior to the EU and isn't covered by equivalency arrangements).

H. Affirmation

I affirm that all statements made in this application are true, correct, and complete. I understand that the operation may be subject to unannounced inspection and/or sampling for residues at any time as deemed appropriate. I understand that acceptance of this form in no way implies granting of certification by OCIA. I agree to abide by OCIA International Bylaws and the certification standards and/or certification requirements applicable to my operation. I agree to notify OCIA International in writing of changes in any of the following: operation contact information, legal status, ownership or control of the operation, or any change in the operation that may affect its compliance. I agree to pay all fees assessed by OCIA. I affirm that I understand





Activities Checklist – Crop Production

C 1.0

EN-QS-F-181-1 Rev. D, 2015.08.31

Page 1 of 1

Operator #: Operation Name: Date:

Instructions:

- 1) Read each statement in Column A and determine if the statement describes your operation.
- 2) If a statement describes your operation, check the box and complete the corresponding module(s) in Column B.
- 3) If a statement does not describe your operation, leave the checkbox blank and do not complete or submit the corresponding module(s).

Column A	Column B
<input type="checkbox"/> I/We are requesting certification for crops and/or wild crops.	C2.0 – Crop Production Overview C3.0 – Natural Resource Management Practices C4.0 – Prevention of Commingling and Contamination C5.0 – Adjoining Land Use C8.0 – Pest, Disease and Weed Management C12.0 – Recordkeeping, Audit Trail and Labeling C19.0 – Annual Summary of Organic Production and Sales – Crop Production
<input type="checkbox"/> I/We manage crops that are not wild harvested.	C6.0 – Soil Management and Crop Rotation
<input type="checkbox"/> I/We use compost and/or manure.	C7.0 – Compost and Manure
<input type="checkbox"/> I/We plant seeds, seedlings, or planting stock.	C9.0 – Seed and Planting Stock
<input type="checkbox"/> I/We use seed/grain cleaners or perform other post-harvest handling such as cleaning, bagging, washing, packaging, etc.	C10.0 – Crop Post Harvest Handling
<input type="checkbox"/> I/We use crop production fertilizers or pest/disease control products created on farm or purchased off farm.	C11.0 – Materials List
<input type="checkbox"/> I/We harvest wild crops.	C13.0 – Wild Crop Harvest C13.1 – Collection Sites





PRIOR LAND USE AFFIDAVIT

This declaration is required for all applicants who have farmed their land for less than 3 years prior to applying for certification. Use it whenever you purchase or rent land from another landowner. It is essential that the field histories be filled out completely. Remember to update your farm map to include this land.

Field Numbers must correspond with number on map. List all inputs or soil/crop treatments (fertilizers, insecticides, herbicides, seed treatment, soil builders, etc.) used. Include the rate applied per acre. **Please note if crop is a genetically modified strain.** If the land was left idle and not farmed, note that.



Field No.	No. of Acres	Year _____				Year _____				Year _____				Year _____			
		Month	Crop	Input	Rate applied per acre	Month	Crop	Input	Rate applied per acre	Month	Crop	Input	Rate applied per acre	Month	Crop	Input	Rate applied per acre

I, (land seller or owner) _____, declare that I farmed the above parcel(s) of land situated on _____ from _____ (date) to _____ (date) and

that the above information regarding inputs or soil/crop treatment(s) to the land is correct to the best of my knowledge at time of transfer on _____ (date) to _____ (buyer or renter).

Land Seller/Owner Name

Land Seller/Owner Signature

Address

Date (Month/Day/Year)



FIELD HISTORY FORM

(FIELD NUMBERS MUST CORRESPOND WITH NUMBERS ON FSA OR OTHER MAPS)

*LIST ALL FERTILIZERS, INSECTICIDES, HERBICIDES, SEED TREATMENT, AND SOIL BUILDERS USED OR PLANNED AND INCLUDE THE RATE APPLIED PER ACRE

Field Number	Number of Acres	Crop Year			Crop Year			Crop Year			Crop Year		
		Crop	Soil/Crop Treatment		Crop	Soil/Crop Treatment		Crop	Soil/Crop Treatment		Crop	Soil/Crop Treatment	
			Type & Rate	Date Used		Type & Rate	Date Used		Type & Rate	Date Used		Type & Rate	Date Used
1	156												
2	156												
3	156												
4	156												





FARM EQUIPMENT CLEAN-OUT RECORD

Please list all equipment that is used for organic, conventional, and transitional crops. Explain how you clean it when going from conventional to organic or from transitional to organic. **Remember that buffer strips are considered conventional even though they are produced following your organic system plan.** Fill in the dates that you cleaned the equipment. (This is a lot easier to do if your field activity log is filled out in detail.)

Year _____ Producer Name _____

Equipment	How Cleaned (Broom, Air gun, etc.)	Date(s) Cleaned
Combine		
Truck		
Auger		
Air Seeder		
Drill		





ORGANIC SEED SEARCH and/or PURCHASE RECORD

Name of Operator and Operation: XXXXXXXXXX

(Make additional copies of this sheet, as needed.)

Seed Needed (for EC: species and variety)	Amount Needed (for EC: weight or volume)	Area to be Seeded (for EC: unit of measure, acre, etc.)	Distributor Contacted	Date of Contact	Contact Method (Phone, letter, fax, etc.)	Response/ Name/Variety Purchased*	Amount Purchased (weight or volume)	Date of Purchase	Proof Not Treated or Treated with Approved Material** (Yes or No)	Proof Non GMO*** (Yes or No)
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Transition Program

- For NOP Crops only at this time
- Provides peace of mind knowing you're on the right track
- \$600 Flat Fee per year (includes inspection and file review)
- Receive a letter stating your Year of Transition



Livestock

- Organic management and input rules (including feed and supplements) are required to consider the following livestock organic:
 - Ruminants: last third of gestation
 - Swine: last third of gestation
 - Poultry: day 2 of life
 - Dairy: 1 year prior to sale of organic milk
- Annie Berical, Reviewer / 208-898-4130
- Pastures (like cropland) have a 36-month transition period



Livestock Records & Reminders

- Must track each animal's birth, vaccinations, health issues, treatments, and events
- Must give ruminant animals access to certified organic pasture during the entire grazing season (livestock is added in year 2 of certification)
- Must have free access to the outdoors year-round
- Vaccination and other preventative measures are common; antibiotics and growth hormones are prohibited





Activities Checklist – Livestock

L 1.0

EN-QS-F-183-1 Rev. C, 2015.08.18

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Operator #: Operation Name: Date:

Instructions:

- 1) Read each statement in Column A and determine if the statement describes your operation.
- 2) If a statement describes your operation, check the box and complete the corresponding module(s) in Column B.
- 3) If a statement does not describe your operation, leave the checkbox black and do not complete or submit the corresponding module(s).

Column A		Column B
<input type="checkbox"/>	I/We manage a livestock producing operation.	L2.0 – Livestock Plan Management L3.0 – Livestock Origin and Identification System L4.0 – Livestock Feed L5.0 – Health Care Practice L6.0 – Living Conditions L7.0 – Transportation and Slaughter L9.0 – Recordkeeping System L10.0 – Livestock Annexes L11.0 – Annual Summary of Organic Production and Sales- Livestock
<input type="checkbox"/>	I/We manage conventional livestock and/or livestock in transition.	L2.1 – Mixed Livestock Production
<input type="checkbox"/>	I/We manage a ruminant livestock producing operation.	L4.1 – NOP Pasture Management Plan
<input type="checkbox"/>	I/We manage livestock and we are requesting dairy products, eggs, or animal fibers such as wool for certification.	L8.0 – Dairy, Egg and Animal Fiber Production



Processing

- Each facility where organic products are processed or handled, from butchering to processing, must be certified for organic production
- Ensures the integrity of the organic product
- **“Processing”** is defined as: cooking, baking, curing, heating, drying, mixing, grinding, churning, separating, distilling, extracting, slaughtering, cutting, fermenting, eviscerating, preserving, dehydrating, freezing, chilling, packaging, canning, jarring or enclosing food in a container



Processing Records Must Include

- Certificates for organic ingredients
- Recipes detailing the percentage of every ingredient
- Product flow chart
- Tracking system of product
 - Storage
 - Sales
 - Cleaning and pest control
 - Transportation





Activities Checklist – Handling

H 1.0

EN-QS-F-185-1 Rev. C, 2015.08.26

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Operator #: Operation Name: Date:

Instructions:

- 1) Read each statement in Column A and determine if the statement describes your operation.
- 2) If a statement describes your operation, check the box and complete the corresponding module(s) in Column B.
- 3) If a statement does not describe your operation, leave the checkbox blank and do not complete or submit the corresponding module(s).

Column A	Column B
<input type="checkbox"/> I/We manage a processing, brokering, warehouse, handling, or repacking operation.	H2.0 – Product/Service List H14.0 – Annual Summary of Organic Production and Sales-Handling
<input type="checkbox"/> I/We manage a processing, warehouse, handling, or repacking operation.	H4.0 – Water H5.0 – Pest Management H5.1 – Pest Control Substances H7.0 – Sanitation H8.0 – Storage H10.0 – Transportation H11.0 – Recordkeeping System
<input type="checkbox"/> I/We manage a processing, handling, or repacking operation.	H6.0 – Assurance of Organic Integrity H9.0 – Packaging and Labeling
<input type="checkbox"/> I/We process organic products or repack organic products using processing aids or packaging aids.	H3.0 - Ingredients
<input type="checkbox"/> I/We manage a brokering/trading operation.	H12.0 - Brokering
<input type="checkbox"/> I/We are requesting certification to the EU program	H13.0 – EU - Handling



Purpose of an Inspection

- To verify what is written in the OSP is actually occurring
- To be the eyes and ears of the certification agency
- To watch for areas where risk to organic integrity occurs
- To observe, verify, and report



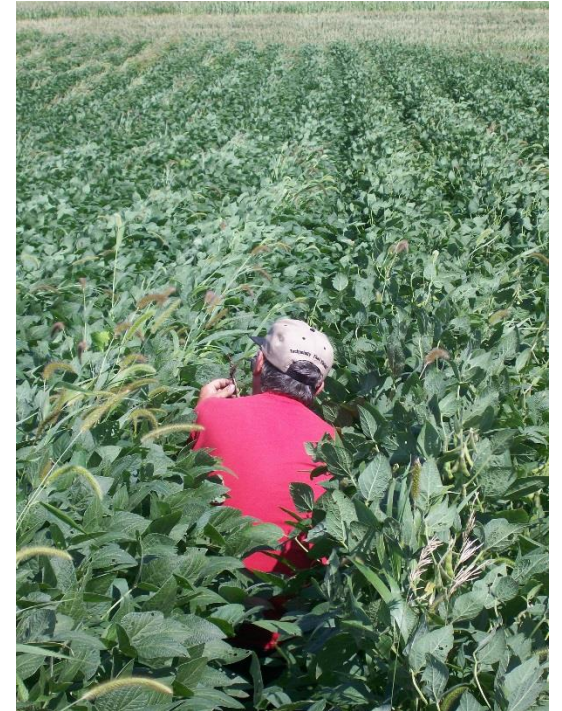
Inspectors are NOT on-site to

- Consult with the operator
 - Cannot help solve individual problems
 - Cannot help complete OSP
- Make a certification decision
 - Only provides a report to certification agency



The Inspector will Look at

- All fields of the operation (including transitional and conventional)
- All equipment and storage
- Records maintained by the operation (audit trail)
- Traceability audit
- Inventory balance



What to Expect at Inspection

- Conduct opening meeting
- Ask questions about the operation
- Go through paperwork
- Visit fields and equipment
- Conduct exit interview
- Forward report to certification agency



Labeling

- Organic labels are very closely regulated and must be approved by your certification agency
- **100% Organic**
 - Final product contains only agricultural products, excluding water and salt, that are 100% certified organic
 - Any agricultural processing aids must be organic
 - May use USDA organic seal and/or certifier's seal
 - Must name the certifier



Labeling

- **Organic**

- Final product contains at least 95% organic ingredients
- Remaining ingredients are on the National List of Approved Substances
- May use USDA organic seal and/or certifier's seal
- Must name the certifier

- **Made with Organic Ingredients**

- Final product contains at least 70% organic ingredients
- All non-agricultural ingredients must follow the National List
- Cannot use the USDA organic seal
- May use the certifier's seal & Must name the certifier



Cost of Certification

- Annual Cost for a Chapter Member
 - \$325 Certification Fee
 - \$350 Inspection Estimate
 - \$35 International Member Fee
 - \$30-\$150 Chapter Dues (varies by chapter)
 - Acreage Fee (depends on crop or livestock)
- Currently have a \$200 coupon for new members





Approved by AGMM

1.5 Chapter Member ACREAGE-BASED User Fees

Flat fee per certified acres (or other units), according to the following table:

1	Small Grains and Small Grain Seeds - including barley, buckwheat, dry peas, durum, millet, milo, mustard, oats, rye, sorghum, spelt, and wheat	\$ 1.50 per acre
2	Large Grains and Large Grain Seeds - including corn, dry beans, flax, lentils, rice, soybeans, sunflowers, and other oilseeds	\$ 2.95 per acre
3	Forage/Hay Crops - including alfalfa and alfalfa mixtures, chop, clover and clover mixtures, grass, hay, vetch, and other silages	\$ 0.55 per acre
4	Forage Seed Production - including alfalfa, clover, grass, and radish	\$ 1.60 per acre
5	Hay - On portion of hay fed to the operator's own livestock	\$ 0.05 per acre
6	Other Land - including cover crops, fallow or idle acres, green manures, plowdown, and prevented planting	\$ 0.05 per acre
7	Pasture - fenced areas primarily used for grazing	\$ 0.01 per acre
8	Permanent Non-Crop land - including biodiversity acres, bush, CRP, ecological acres, shrubs, yards, and lawns	0.00 per acre
9		
10	Vegetables - < 10 acres - including asparagus, beets, broccoli, carrots, onions, peppers, potatoes, pumpkins, spinach, squash, tomatoes, turnips	\$ 25.00 flat fee
11	> 10 acres - above vegetable crops grown primarily for contract delivery and/or mechanically harvested	\$ 2.50 per acre
12	Greenhouse - >3000 sq. ft. including mushrooms/fungus/sprouts,	\$ 40.00 per house
13	<3000 sq. ft.	\$ 25.00 per house
14		
15	Fruits and Nuts - including apples, berries, citrus, grapes, other fruits, and tree nuts	\$ 11.00 per acre
16	Specialty Crops - aloe, bamboo, cotton, cut flowers, hemp, herbs & spices, kudzu, mushrooms & fungus, seaweed, sugar cane, tobacco, trees	\$ 3.15 per acre
17	Coffee etc - including Coffee, Tea, and Cocoa	\$ 2.65 per acre
18		
19	Large Animals-Breeding - Livestock (incl. slaughter eligible) beef and bison cow/calf units, culled cows, and weaned females for breeding	\$ 0.50 per head
20	Large Animals-Feeder/Slaughter - Livestock including cattle, weaned calves, and bison intended for market	\$ 3.00 per head
21	Small Animals - including goats, hogs and pigs, llamas, rabbits, sheep and lambs	\$ 0.50 per head
22	Large Animals producing milk and dairy products -	\$ 7.50 per head
23	Small Animals producing milk and dairy products -	\$ 1.25 per head
24	Poultry for slaughter and eggs - including chickens, ducks, geese, quail, and turkeys	\$ 0.05 per head
25	Bee Hives -	\$ 2.00 per hive
26		



Cost of Certification

- Annual Cost for a Direct Associate
 - \$880+ Certification Fee (Depends on organic sales)
 - \$600 Inspection Estimate
 - \$95 OCIA Membership Fee (Optional)
 - Voting privileges & 10% discount on OCIA trainings
- Currently have a \$200 coupon for new members



National Organic Certification Cost Share Program (OCCSP)



- \$11.5 million allocated for each fiscal year, through 2018
- Reimburse 75% (up to \$750 per category of certification)
- Costs eligible for reimbursement
 - Application fees
 - Inspection costs
 - Equivalency agreement fees
 - Travel for inspectors
 - User fees
 - Sales assessments & postage





Steps for Reimbursement

- Visit the USDA's eForms Site for the application. Select "Browse Forms" then enter "OCCSP"

<https://forms.sc.egov.usda.gov/eForms/welcomeAction.do?Home>

- Submit Cost Share Applications to FSA County Offices or Participating State Agencies





OCIA Research & Education

- Mission Statement
 - To support organic research; facilitate connections between farmers, researchers, consumers, and decision makers; and educate producers and communities regarding organic farming and foods
- Micro Grants
- Scholarships
- Farmer of the Year Awards
- Partnerships with Universities
- Mentorship Program



OCIA Research & Education

- Micro Grants
 - Organic research, education, or other ideas supporting/promoting organic agriculture
 - Must be of benefit to OCIA certified members
 - Awards range from \$500 - \$3,000
- Scholarships
 - Organic research projects conducted by graduate student
 - Awards range from \$500 - \$1,000



OCIA Research & Education

- Mentorship Program
 - Pairs those interested in learning about organic farming with an OCIA certified farmer in their area
 - Mentees contact the mentor by phone or email
 - Mentors visit farm at least twice during the year
 - Mentors submit travel reimbursement





2018 Annual Meeting

- Holiday Inn Country Club Plaza, Kansas City, MO
 - Jan 30th & 31st, 2018
- Full- Day of Workshops and Organic Lunch, \$50 per person
 - Speakers
 - Mini Trade Show
 - Award Ceremony



OCIA International Certification 101

Jackie Keller, Chapter Administrator
Eastern Kansas OCIA Chapter #2

Email: kellerjackie99@gmail.com Website: www.ocia.org

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