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](http://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](http://www.ocia.org)   Email: [marketing@ocia.org](mailto: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
### G. Programs Requested

<table>
<thead>
<tr>
<th>Program</th>
<th>Crop Production</th>
<th>Maple Syrup Production</th>
<th>Livestock</th>
<th>Apiary</th>
<th>Handling</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCIA International Standards</td>
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<td>OCIA Shade Grown Coffee</td>
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<td>National Organic Program (NOP)</td>
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<tr>
<td>Japan Agricultural Standard (JAS)*</td>
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<td>RTPO (Peru)</td>
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<td>EC (EU)***</td>
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<tr>
<td>Bio Suisse*</td>
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<tr>
<td>US-Canada Equivalence Arrangement</td>
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<tr>
<td>USDA MAFF (JAS Equivalency)***</td>
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<tr>
<td>US-EU Equivalence Arrangement***</td>
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<tr>
<td>US-Korea Equivalency Arrangement***</td>
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<tr>
<td>US-Switzerland Equivalency Arrangement**</td>
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<tr>
<td>US-Taiwan Export Arrangement**</td>
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</tbody>
</table>

*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. Attestation

I attest that all data contained in this application was true, correct, and complete. I understand that the operation may be subject to unannounced inspection and sampling, at any time as deemed appropriate. I understand that acceptance of this form is no way implies granting of certification by OCIA. I agree to abide by OCIA’s International Rules and the certification standards and/or certification requirements applicable to my operation. I agree to notify OCIA of any change in any of the following: contact information, legal status, ownership, control of the operation, or any change in the operation that may affect the compliance. I agree to pay all fees assessed by OCIA. I affirm that I understand
<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
</tr>
</thead>
<tbody>
<tr>
<td>IAWs are requesting certification for crops and/or wild crops.</td>
<td>C2.0 — Crop Production Overview</td>
</tr>
<tr>
<td>IAWs manage crops that are not wild harvested.</td>
<td>C6.0 — Soil Management and Crop Rotation</td>
</tr>
<tr>
<td>IAWs use compost and/or manure.</td>
<td>C7.0 — Compost and Manure</td>
</tr>
<tr>
<td>IAWs plant seeds, seedlings, or planting stock.</td>
<td>C9.0 — Seed and Planting Stock</td>
</tr>
<tr>
<td>IAWs use seed/grain cleaners or perform other post harvest handling such as cleaning, bagging, washing, packaging, etc.</td>
<td>C10.0 — Crop Post Harvest Handling</td>
</tr>
<tr>
<td>IAWs use crop production fertilizers or pest/disease control products created on farm or purchased off farm.</td>
<td>C11.0 — Materials List</td>
</tr>
<tr>
<td>IAWs harvest wild crops.</td>
<td>C13.0 — Wild Crop Harvest</td>
</tr>
<tr>
<td></td>
<td>C13.1 — Collection Sites</td>
</tr>
</tbody>
</table>
**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.

<table>
<thead>
<tr>
<th>Year</th>
<th>Year</th>
<th>Year</th>
<th>Year</th>
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</thead>
<tbody>
<tr>
<td>Field No.</td>
<td>No. of Acres</td>
<td>Month</td>
<td>Crop</td>
</tr>
</tbody>
</table>

1. (Said seller or owner) ____________________________ declare that I/we performed the above parcel(s) as stated on ____________________________ from ________(date) to ________(date) and ____________________________.

I hereby certify that the information regarding inputs or soil/crop treatment(s) to the land is correct to the best of my knowledge at the 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*

<table>
<thead>
<tr>
<th>Field Number</th>
<th>Number of Acres</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>156</td>
</tr>
<tr>
<td>2</td>
<td>156</td>
</tr>
<tr>
<td>3</td>
<td>156</td>
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<tr>
<td>4</td>
<td>156</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Crop Year</th>
<th>Crop Year</th>
<th>Crop Year</th>
<th>Crop Year</th>
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<tbody>
<tr>
<td></td>
<td>Soil/Crop Treatment</td>
<td>Soil/Crop Treatment</td>
<td>Soil/Crop Treatment</td>
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<tr>
<td></td>
<td>Type &amp; Rate</td>
<td>Date Used</td>
<td>Type &amp; Rate</td>
</tr>
</tbody>
</table>

**Note:**
- Fill in the table with the relevant information.
- Ensure that the field numbers correspond with the documents or maps.
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.)

<table>
<thead>
<tr>
<th>Year</th>
<th>Producer Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Equipment</th>
<th>How Cleaned (Broom, Air gun, etc.)</th>
<th>Date(s) Cleaned</th>
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</thead>
<tbody>
<tr>
<td>Combine</td>
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<tr>
<td>Truck</td>
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<tr>
<td>Auger</td>
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<tr>
<td>Air Seeder</td>
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<tr>
<td>Drill</td>
<td></td>
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<tr>
<td>Seed Needed</td>
<td>Amount Needed</td>
<td>Area to be Seeded</td>
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</tbody>
</table>
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

**L1.0**

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Page 1 of 1

Oper. #:   
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).

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image.png" alt="Image of cows with a baby" /> We manage a livestock producing operation</td>
<td>L1.0 - Livestock Plan Management</td>
</tr>
<tr>
<td></td>
<td>L3.0 - Livestock Origin and Identification System</td>
</tr>
<tr>
<td></td>
<td>L4.0 - Livestock Feed</td>
</tr>
<tr>
<td></td>
<td>L5.0 - Health Care Practice</td>
</tr>
<tr>
<td></td>
<td>L6.0 - Livestock Housing</td>
</tr>
<tr>
<td></td>
<td>L7.0 - Transportation and Slaughter</td>
</tr>
<tr>
<td></td>
<td>L8.0 - Recording System</td>
</tr>
<tr>
<td></td>
<td>L9.0 - Livestock Amenity</td>
</tr>
<tr>
<td></td>
<td>L10.0 - Annual Summary of Organic Production and Sales - Livestock</td>
</tr>
<tr>
<td><img src="image.png" alt="Image of cows with a baby" /> We manage conventional livestock and/or livestock in transition</td>
<td>L2.1 - Mixed Livestock Production</td>
</tr>
<tr>
<td><img src="image.png" alt="Image of cows with a baby" /> We manage a ruminant livestock producing operation</td>
<td>L4.1 - NOP Pasture Management Plan</td>
</tr>
<tr>
<td><img src="image.png" alt="Image of cows with a baby" /> We manage livestock and we are requesting dairy products, eggs, or animal fibers such as wool for certification</td>
<td>L8.0 - Dairy, Egg and Animal Fiber Production</td>
</tr>
</tbody>
</table>
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-OS-F-185-I Rev. C, 2015.08.26**

**Page 1 of 1**

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
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</thead>
</table>
| [ ] I/we manage a processing, brokering, warehouse, handling, or repacking operation. | H2.0 – Product/Service List  
H4.0 – Water  
H5.0 – Pest Management  
H6.1 – Pest Control Substances  
H7.0 – Sanitation  
H8.0 – Storage  
H10.0 – Transportation  
H11.0 – Recordkeeping System |
| [ ] I/we manage a processing, warehouse, handling, or repacking operation. | H4.0 – Water  
H5.0 – Pest Management  
H6.1 – Pest Control Substances  
H7.0 – Sanitation  
H8.0 – Storage  
H10.0 – Transportation  
H11.0 – Recordkeeping System |
| [ ] I/we manage a processing, handling, or repacking operation. | H6.0 – Assurance of Organic Integrity  
H9.0 – Packaging and Labeling |
| [ ] I/we process organic products or reprocess organic products using processing aids or packaging aids. | H3.0 – Ingredients |
| [ ] I/we manage a brokering/trading operation. | H12.0 – Brokering |
| [ ] I/we are requesting certification to the EU program | H3.0 – EU - Handling |

**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).
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
<table>
<thead>
<tr>
<th>Item</th>
<th>Fee per unit</th>
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<tbody>
<tr>
<td>Small Grains and Small Grain Seeds - including barley, buckwheat, dry peas, durum, millet, milo, mustard, oats, rye, sorghum, spelt, and wheat</td>
<td>$1.50 per acre</td>
</tr>
<tr>
<td>Large Grains and Large Grain Seeds - including corn, dry beans, flax, lentils, rice, soybeans, sunflowers, and other oilseeds</td>
<td>$2.95 per acre</td>
</tr>
<tr>
<td>Forage/Nay Crops - including alfalfa and alfalfa mixtures, clover and clover mixtures, grass, hay, vetch, and other silages</td>
<td>$0.55 per acre</td>
</tr>
<tr>
<td>Forage Seed Production - including alfalfa, clover, grass, and radish</td>
<td>$1.60 per acre</td>
</tr>
<tr>
<td>Hay - On portion of hay fed to the operator’s own livestock</td>
<td>$0.05 per acre</td>
</tr>
<tr>
<td>Other Land - including cover crops, fallow or idle acres, green manures, blowdown, and prevented planting</td>
<td>$0.05 per acre</td>
</tr>
<tr>
<td>Pasture - fenced areas primarily used for grazing</td>
<td>$0.01 per acre</td>
</tr>
<tr>
<td>Permanent Non-Crop Land - including biodiversity acres, bush, CRP, ecological acres, shrubs, yards, and lawns</td>
<td>$0.00 per acre</td>
</tr>
<tr>
<td>Vegetables - &lt; 10 acres - including asparagus, beets, broccoli, carrots, onions, peppers, potatoes, pumpkins, spinach, squash, tomatoes, turnips</td>
<td>$25.00 flat fee</td>
</tr>
<tr>
<td>&gt; 10 acres - above vegetable crops grown primarily for contract delivery and/or mechanically harvested</td>
<td>$2.50 per acre</td>
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<tr>
<td>Greenhouse - &gt; 3000 sq. ft. including mushrooms/fungus/sprouts</td>
<td>$40.00 per house</td>
</tr>
<tr>
<td>&lt; 3000 sq. ft.</td>
<td>$25.00 per house</td>
</tr>
<tr>
<td>Fruits and Nuts - including apples, berries, citrus, grapes, other fruits, and tree nuts</td>
<td>$11.00 per acre</td>
</tr>
<tr>
<td>Specialty Crops - rice, bamboo, coffee, cut flowers, hemp, herbs &amp; spices, kudzu, mushrooms &amp; fungi, seaweed, sugar cane, tobacco, trees</td>
<td>$3.50 per acre</td>
</tr>
<tr>
<td>Coffee etc. - including Coffee, Tea, and Cocoa</td>
<td>$2.65 per acre</td>
</tr>
<tr>
<td>Large Animals - Breeding - livestock (incl. slaughter eligible) beef and bison cow/calf units, calved cows, and weaned females for breeding</td>
<td>$0.50 per head</td>
</tr>
<tr>
<td>Large Animals - Feeder/Slaughter - livestock including cattle, weaned calves, and bison intended for market</td>
<td>$3.00 per head</td>
</tr>
<tr>
<td>Small Animals - including goats, hogs and pigs, llamas, rabbits, shee and lambs, and bison intended for market</td>
<td>$0.50 per head</td>
</tr>
<tr>
<td>Large Animals producing milk and dairy products -</td>
<td>$7.50 per head</td>
</tr>
<tr>
<td>Small Animals producing milk and dairy products -</td>
<td>$1.25 per head</td>
</tr>
<tr>
<td>Poultry for slaughter and eggs - including chickens, ducks, geese, quail, and turkeys</td>
<td>$0.05 per head</td>
</tr>
<tr>
<td>Bee hives</td>
<td>$2.00 per head</td>
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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