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| Organic System Plan (OSP) Instructions |
| *Use the QCS Organic System Plan (OSP) as a template to describe the practices and procedures implemented by your operation. QCS will review your OSP to ensure your operation complies with the organic production and handling requirements for which you are seeking certification. Follow the instructions below to provide a detailed and clear description of your operation’s activities and systems used to maintain organic integrity and demonstrate compliance.*   * Carefully review the requirements for each standard for which you are seeking organic certification:   + [USDA Organic Regulations at 7 C.F.R. Part 205](https://www.ecfr.gov/current/title-7/subtitle-B/chapter-I/subchapter-M/part-205/subpart-B/section-205.101) (National Organic Program)   + [European Union (EU) rules on organic production and labeling of organic products](https://agriculture.ec.europa.eu/farming/organic-farming/legislation_en) * Review the QCS Organic Certification Manual to understand the process to obtain and maintain certification. * Thoroughly and accurately complete all applicable sections of the Organic System Plan (OSP). Forms referenced in the OSP that need to be completed by third parties can be downloaded from the [QCS Document Library](https://qcsinfo.org/library/). * Maintain a copy of the completed Organic System Plan (OSP) including all updates for your own records to ensure that the submitted and current plan is consistent with activities and procedures implemented on your operation. * Notify QCS of all changes that may affect compliance and wait for written approval prior to implementation, including use of new lands, products, inputs, or facilities. Facilities and products must be approved by QCS and listed on the Organic Certificate Addendum (Product Verification Form) before they are represented as organic. |
| |  |  | | --- | --- | | **Step One** | Complete OSP 1: General Application and OSP 2: QCS Organic Certification and Mark Licensing Contract | |  |  | | **Step Two** | Complete the scope specific OSP Modules for each type of organic production and handling activity (to be) performed by your operation:   |  |  | | --- | --- | | **Type(s) of Operation** | **Organic System Plan (OSP) Modules** | | Crop Producer or Producer Group | Organic Grower Plan (OGP) | | Livestock Producer or Producer Group | Organic Livestock Plan (OLP) | | Apiculture Producer or Producer Group | Organic Apiculture Plan (OAP) | | Wild-Crop Harvesting or Producer Group | Organic Wild Crop Plan (OWP) | | Aquaculture Producer | Organic Aquaculture Plan (OQP) | | Processing (including packaging and labeling) | Organic Handler/Processor Plan (OHP) | | Handling operation that does not process organic products | Simple Organic Handler Plan (SOHP) | | |  |  | | **Step Three** | If your organic products will be exported by your operation or through the chain of commerce, complete the relevant export modules for each scope of your operation as indicated in OSP 1: General Application | |  |  | | **Step Four** | Complete the remaining applicable OSP Modules:   |  |  | | --- | --- | | **Organic System Plan (OSP) Modules** | **Applicable to** | | OSP 3: Recordkeeping | All operations | | OSP 4: Labeling & Marketing Materials | All operations | | OSP 5: Packaging, Storage & Transport | All operations that physically handle organic products. | | OSP 6: Facility Pest Management | All operations that physically handle organic products, including farms with post-harvest cleaning, packing or storage areas or other types of post-harvest handling. | | OSP 7: Attachments | All operations | | OSP 8: Livestock Transport and Slaughter | Any USDA organic operation that transports or slaughters livestock, or oversees organic livestock transport to/from their operation | | OSP 9: Organic Fraud Prevention Plan | All USDA organic operations | | OSP 10: Export Production Capacity | Exporters | | |  |  | | **Step Five** | If your operation is a producer group, complete the Organic Producer Group Plan (OPGP) Application | |  |  | | **Step Six** | Assemble all attachments referenced in the OSP. | |  |  | | **Step Seven** | Complete the relevant Fee Payment Form and remit payment at the time of application. | |  |  | | **Submission** | Submit all completed OSP modules and attachments along with the Fee Payment Form to QCS by e-mail to [**apply@qcsinfo.org**](mailto:apply@qcsinfo.org) or by mail to the address listed above. | |