



Crop: Mentor-Producer Certification Checklist

Producer present: _____ Mentor: _____

Farm name: _____ Date of visit: _____

List crops, livestock, and products intended for certification:

- 1. Collaborate with the producer(s) to complete the following table (S.W.O.T. analysis). Objective: Evaluate the operation's current position for success relative to organic certification.

STRENGTHS	WEAKNESSES
OPPORTUNITIES	THREATS

- 2. It is recommended that the accompanying guidelines document is reviewed with the producer during the visit. This will ensure that the following checklist topics were addressed. Spend more time with the critical issues as identified in the SWOT analysis.



Written and designed by staff at the Northeast Organic Farming Association of Vermont. This product was developed with support from U.S. Department of Agriculture's Agricultural Marketing Service, National Organic Program.

3. The following checklist is to be completed by the mentor following the visit.

Objective: Explore and troubleshoot areas of high risk/concern. Identify areas for additional support and follow-up.

	Y	N	N/A
7 CFR §205.202 – Land requirements			
Does the land and/or greenhouses intended for use with certified crop production qualify for organic production?			
Are adequate buffers/boundaries in place for any adjacent land use that may pose a risk of contamination?			
§205.203 – Soil fertility and crop nutrient management practice			
Does the producer understand the allowances for materials application for plant, animal materials and other crop nutrient and soil amendments?			
Does the producer plan to apply raw animal manure to crops for human consumption? If so, do they understand the restrictions?			
Does the producer plan to apply compost to crops for human consumption? If so, do they understand the documentation requirements?			
Does the producer plan to use crop rotations or cover crops?			
Is the producer using soil tests, foliar/forage tests or other methods of monitoring fertility and crop nutrients?			
§205.205 – Crop rotation			
Is the producer actively using crop rotations in their crop nutrient management?			
Are cover crops or green manure crops part of the producer’s crop rotation?			
§205.204 – Seeds and planting stock			
Is the producer purchasing seeds?			
If yes, does the producer understand the requirement to source organic seeds?			
Is the producer purchasing planting stock?			
If yes, does the producer understand the requirement to source organic planting stock?			
Does the producer have a method of documenting attempts to find organic seed?			
§205.206 – Crop pest, weed, and disease management			
Does the producer have management practices in place to prevent crop pests, weeds and diseases?			
Does the producer understand the restrictions on management practices?			
Does the producer understand restrictions on applied substances?			
§205.270 – Post harvest handling			
Is the producer washing crops post-harvest? If yes, do they test wash water routinely?			
Are any post-harvest sanitizers, inoculants, etc. being used on the farm?			
§205.272 – Commingling and contamination			
Is the producer growing/selling any conventional crops or crops from buffer areas? If so, is there any risk of commingling?			
Is the producer hiring any custom operators or leasing equipment for their production? If so, is there any risk of contamination of organic crops?			



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§205.303 – Marketing and labeling			
Does the producer plan to market crop products in packages? If so, do they understand their certifier's requirements for labelling?			
§205.103 – Recordkeeping by certified operations			
Does the producer have a record keeping system that is "readily auditable" (accessible, organized, complete) as required?			

Comments/Areas for additional support and follow-up:



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