



# Application for Organic Certification

Please complete the following application and mail along with the application fee, Organic System Plan(s) (OSPs), and supporting documents to: Idaho State Department of Agriculture, Organics Program, PO Box 790, Boise, ID 83701. You may also submit the documents electronically to [brandon.lamb@agri.idaho.gov](mailto:brandon.lamb@agri.idaho.gov), or fax to 208-334-2170.

**1. Contact Information**

Farm/Business Name:				
Applicant/Contact:				
Mailing Address:	City:	State:	Zip:	County:
Physical Address:	City:	State:	Zip:	County:
Telephone Number:	Fax Number:			
Email:				

**2. Base Fee (Please check one of the following that best describes your operation based on annual gross organic sales)**

<input type="checkbox"/> Annual gross organic sales less than \$15,000.....	\$125
<input type="checkbox"/> Annual gross organic sales more than \$15,000.....	\$200

**3. Graduated Fee (Please check one of the following that best describes your operation based on 2010 annual gross organic sales)**

<input type="checkbox"/> \$0 – 2,000.....	\$10.00	<input type="checkbox"/> 35,001 – 50,000.....	250.00
<input type="checkbox"/> 2,001 – 5,000.....	25.00	<input type="checkbox"/> 50,001 – 75,000.....	375.00
<input type="checkbox"/> 5,001 – 10,000.....	50.00	<input type="checkbox"/> 75,001 – 100,000.....	500.00
<input type="checkbox"/> 10,001 – 15,000.....	75.00	<input type="checkbox"/> 100,001 – 150,000.....	750.00
<input type="checkbox"/> 15,001 – 20,000.....	100.00	<input type="checkbox"/> 150,001 – 200,000.....	1000.00
<input type="checkbox"/> 20,001 – 25,000.....	125.00	<input type="checkbox"/> 200,001 – 280,000.....	1400.00
<input type="checkbox"/> 25,001 – 30,000.....	150.00	<input type="checkbox"/> 280,001 – 375,000.....	1875.00
<input type="checkbox"/> 30,001 – 35,000.....	175.00	<input type="checkbox"/> 375,001 – 500,000.....	2500.00
		<input type="checkbox"/> 500,001 and up.....	0.5% up to \$5,000

**4. Total Fee (Add fee from section 2 and 3; please note all fees are **NON-REFUNDABLE**)**

Amount from section 2: \$	Amount from section 3: \$	Total: \$
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**5. Products Requested for Certification (Please list products requesting organic certification)**

<input type="checkbox"/> Crops <input type="checkbox"/> Livestock <input type="checkbox"/> Handler/Processor
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**6. National Organic Cost Share Program (Payments to eligible producers and handlers will be limited to 75% of costs up to \$750 per scope of certification. Individual producers and handlers will be reimbursed for certification costs incurred during the federal fiscal year October 1, 2011 through September 30, 2012)**

<input type="checkbox"/> Yes, I would like to participate in the National Organic Cost Share Program. (Please submit a W9 with this application)
<input type="checkbox"/> No, I am not interested in participating in the National Organic Cost Share Program.

**7. For continuation of certification please complete the following table to indicate any changes in your Organic System Plan (OSP) pursuant to §205.406(a) which states “To continue certification, a certified operation must annually pay the certification fees and submit the following information, as applicable, to the certifying agent:” An updated organic production or handling system plan (If you have any additions, deletions, modifications to, or deviations from, your operation’s 2011 OSP, please attach all applicable updated sections)**

Please list all updated attached sections of the OSP:
<input type="checkbox"/> Not applicable; no updates at this time or first time applicant.

8. Organic Operator Agreement (The person signing the Agreement must be authorized to represent the business.)

I, \_\_\_\_\_, as an authorized representative of [Business Name] \_\_\_\_\_ depose and say that I will:

1. Fully comply with all applicable organic production and handling regulations in accordance with Title 7 CFR Part 205, National Organic Program.
2. Establish, implement, and update annually an organic production or handling system plan that will be submitted to ISDA Organic Program.
3. Assume responsibility to submit the application as indicated by the renewal date on the organic certificate.
4. Submit to ISDA Organic Program the applicable fees.
5. Permit on-site inspections by ISDA Organic Program with complete access to the production or handling operation, including noncertified production and handling areas, structures, and offices. These inspections may be announced or unannounced at the discretion of ISDA Organic Program or as required by the Administrator of the National Organic.
6. Allow authorized representatives of ISDA Organic Program, or the Secretary of Agriculture access to all records applicable to the organic operation during normal business hours. The records may be reviewed and copied to determine compliance with the National Organic Program Rule.
7. Maintain all records applicable to the organic operation for not less than five (5) years beyond their creation.
8. Supply ISDA Organic Program with all information required to verify compliance with the National Organic Program Rule.
9. Immediately notify ISDA Organic Program about any application, including through drift, of a prohibited substance to any field, production unit, site, facility, livestock, or part of an operation.
10. Immediately notify ISDA Organic Program of any change in our certified operation or portion of it that may affect its compliance with the National Organic Program Rule, including changes to managers, responsible parties, contact information and email address.
11. Hold the ISDA harmless for any failure by ISDA to carry out the provisions of the Act.
12. Affirm that all statements made in this application regarding organic annual gross sales are true and correct.
13. Understand that acceptance of this questionnaire in no way implies that ISDA has or will grant certification.

Signature of authorized representative	Date
Print name	Title