



# Organic Management Plan-Beef Cattle Training Manual

Part of the Increasing Organic Beef production on Australian Farms Co-funded by



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Contents

**1.0 FOREWORD ..... 4**

**1.1 Overview ..... 5**

**1.2 Objectives..... 5**

**1.3 Introduction ..... 5**

**1.4 System Documentation ..... 7**

**1.5 Abbreviations: ..... 7**

**2.0 What is organic? ..... 8**

**First let’s identify what is organic? .....8**

**2.1 Why Organic? ..... 9**

**2.2 What are the standards that apply to organic food?..... 11**

**Why do we need to know about the standards and legislation? .....11**

**2.3 What exactly is Organic food? ..... 12**

**2.4 So how do organic farming practices differ? ..... 13**

    As a producer, what are you aiming for? .....13

**2.5 Integrated Pest Management..... 14**

**3.0 Conversion to Organic PRODUCTION USING THE nATIONAL STANDARDS . 18**

    Livestock .....18

**3.1 Livestock Treatments ..... 19**

**3.2 Conversion to Organic under usda/nop ..... 20**

    §205.237 Livestock feed. ....20

**4.0 Organic Risk assessment ..... 21**

    How do I conduct a risk assessment?.....22

**5.0 ORGANIC MANAGEMENT PLAN ..... 24**

**MANAGEMENT COMMITMENT .....27**

**LPA and NDV.....29**

**OPERATIONS.....29**

**PURCHASING & DOCUMENTATION .....37**

**6.0 Preparing for an audit ..... 39**

**References..... 40**

**Appendices..... 41**

## 1.0 FOREWORD

On behalf of the Australian Organic Meats Group we wish to thank all of the producers that are participating in the organic beef expansion project. It has been an exciting journey over the last 24 months. With the support of MLA and the co-ordination from Organic Systems and Solutions, we have delivered a project on time, on budget, and on target. With foresight and team effort, we have enabled the Australian beef industry to be market ready to supply the growing global demand for certified organic beef. As a part of the project, we invested in the broadest benchmarking analysis we could from a small pool of existing organic producers. It has proven that organic beef producers are highly profitable, but the most successful by far will be the organic beef producers that focus both on profitability AND productivity. The price/kg received for organic beef has been consistently above the conventional market for many years, and continues to outperform. As a farmer owned organic beef exporter, the AOM Group is a passionate advocate for ensuring fair returns and correct market signals are shared throughout the supply chain. This has been a key driver of the success of the project and gives us great confidence in assisting producers in their transition to certified organic production.

Kind Regards

*Simone Tully, AOM Group Pty Ltd*

# Organic Beef Management Plan Training Manual

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## 1.1 OVERVIEW

This unit covers the implementation and monitoring of an Organic Management Plan for Beef production. It will define the applicable standards, identify how to manage certification and continued compliance with organic standards and assist develop and maintain organic produce supply chains. It is designed to meet the needs of owners and managers of organic beef farming enterprises.

## 1.2 OBJECTIVES

By the end of this training you will be able to:

- Have a more clear understanding of What is Organic
- Familiarise yourself with the current Organic standards
- Design the organic beef farming system to be described in the Organic Management Plan
- Integrate and finalise Organic Management Plan
- Prepare the enterprise for an organic audit
- Prepare the enterprise for organic certification

## 1.3 INTRODUCTION

Organics is an emerging industry. Global demand is rising with increasing health consciousness, growing concern for the environment and the income growth.

However one of the main consumer concerns is authenticity of organic food. Certification of organic production is one way to show consumers you are serious about providing food that complies with all organic certification requirements.

This program will provide you with the tools to ensure your organic production meets all the requirements of standards, legislation and your consumers. The manual is to be used in conjunction with resources available on the MLA website.

### 1.3.2 Definitions

Some definitions of terms for both the Australian Standard - National Standards Organic & Biodynamic Produce V3.6 and the USDA National Organic Regulations are listed in Appendix 1.

### 1.3.3 Quality Assurance

Quality Assurance (QA) is any systematic process of checking to see whether a product or service being developed is meeting specified requirements. This program is based on Quality Assurance principles.

## 1.4 SYSTEM DOCUMENTATION

These documents support the Organic Management Plan (OMP).

- Procedures Manual - Outlines the Company's policies and procedures.
- LPA – The Vendor Declaration allows movement records, sales and transport information to be recorded in accordance with the National Livestock Identification Scheme.
- Work Instructions - Detailed instructions for staff on how to perform tasks. These may be supplemented with instructions for additional tasks in keeping with the Company's quality policy.
- Recording Forms - Standard forms used throughout the Company.

## 1.5 ABBREVIATIONS:

Throughout this Organic Management Plan and associated Procedures Manual, we use the following abbreviations:

<b>GMO</b>	Genetically modified organism
<b>LPA</b>	Livestock Producer Assurance Scheme
<b>NLIS</b>	National Livestock Identification Scheme
<b>OH&amp;S</b>	Occupational Health and Safety
<b>OMP</b>	Organic Management Plan
<b>Welfare Codes</b>	Model Code of Practice for the Welfare of Animals

## 2.0 WHAT IS ORGANIC?

### First let's identify what is organic?

The industry definition of organic food is:

*Produce that is grown without the use of synthetic/artificial chemicals, pesticides or fertilizers or GMOs, with a focus on environmental sustainability.*

***Organic food is pesticide free.***

The perception is that Organic food is chemical free BUT it is free of ***synthetic*** chemicals.

The organic tag can cover any agricultural produce and value added products. Consumers place high expectations on organic produce. They require produce that:

- Is free from pesticides and synthetic chemicals
- Is produced in a more environmentally sustainable way
- Where animals are treated humanely
- Where products are free from artificial and food additives
- Gives them control over their food choices.

**Checkpoint: How would you explain organic produce to a colleague?**

- 1.
- 2.
- 3.
- 4.



## 2.1 WHY ORGANIC?

Eco-consciousness in our current population is increasing, with many choosing organic foods as part of families' efforts to take better care of themselves and the planet, according to findings from a 'U.S. Families' Organic Attitudes & Beliefs 2014' tracking study conducted through a partnership with KIWI Magazine (Batcha 2014). This report from the Organic Trade Association (OTA) is dedicated to protecting the integrity of the USDA Organic seal to give consumers a choice they want.

In the past two years, 81 percent of U.S. families have purchased organic products with the primary reason being that organic buyers want to make healthier choices for themselves and their families. One-third say they choose organic foods because they are concerned about the effects of pesticides, hormones and antibiotics on their children and often the children are the driving force behind parents' decision to purchase organic foods (Batcha 2014).

This same report identifies that nine in ten parents who buy "kids foods" say they choose organic versions at least sometimes, second only to fruits and vegetables (96 percent) (Batcha 2014). In addition, 86 percent who buy baby food choose organic at least sometimes, with 34 percent saying they always do. Also, research shows that 74 percent of day-care centres now offer organic options for children (Batcha 2014).

Organic production is an emerging industry. Consumers are demanding healthier food. To sum it up, the main reasons for this growth in global demand are:

- health consciousness,
- concern for the environment,
- income growth and
- the increased convenience of organic food.

### Some interesting industry facts

1. The organic farming industry has been one of the best performing industries over the past 5 years. Over the five years to 2014-2015 annualised growth was estimated to reach 11.1% (Tonkin 2014).
2. In Australia the sales of organic foods has increased from \$324.4 million in 2004 to \$613.3.0 million in 2014-2015. Annual growth is estimated at 6.5% in the period 2015-2020 (Tonkin 2014).
3. Improvements in product quality and presentation in recent years has attracted more consumers. However two factors, availability and price, continue to impact on demand. Organic produce tends to be 1.5 to two times the price of conventionally grown produce, but the price premium does vary across products (Tonkin 2014).
4. Large supermarkets stocking organic produce have increased the convenience of purchasing organic products. It is estimated that over 60% or all organic food sales are attributable to supermarket (Brennan 2013).

**Checkpoint: What reasons are consumers giving for buying organic produce?**

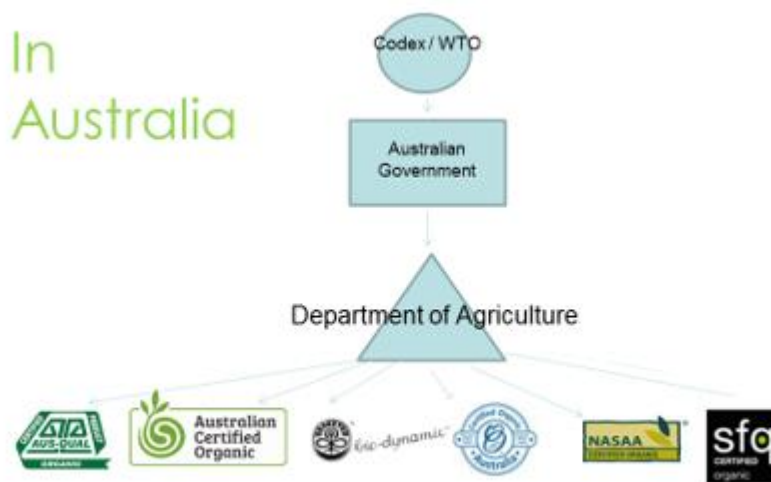
- 1.
- 2.
- 3.
- 4.

## 2.2 WHAT ARE THE STANDARDS THAT APPLY TO ORGANIC FOOD?

The following standards govern food production and organic food production in Australia:

- National Standards Organic & Biodynamic Produce V3.6

The following diagram is an overview of organic certification in Australia.



### Why do we need to know about the standards and legislation?

The National Standard for Organic and Biodynamic Produce (the National Standard) outlines the requirements for marketing produce as certified organic. This is an Australian standard but companies outside Australia may choose to use this certification. This standard is based upon and consistent with various guiding standards worldwide. These include:

- The European Union Organic Regulations
- International Federation of Organic Agriculture Movements (IFOAM)

There are additional standards that are required to sell organic produce in certain countries. Some of the more relevant ones for beef production include:

- USDA NOP – United States Department of Agriculture National Organic Program.
- JAS MAFF – Japanese Ministry of Agriculture, Forestry & Fisheries.
- COR – Canadian Organic Regime.
- Korea
- China

The certification body you choose may offer additional accreditation for these international standards in addition to the Australian Organic Standards. It's important to note that you will need to meet the requirements of both the National Standards (Australia) and the standards of the countries you wish to export to.

Some organic certifiers have their own standards, which outline both the requirements to comply with the National Standards, and other international standards.

## 2.3 WHAT EXACTLY IS ORGANIC FOOD?

Codex Alimentarius – under the auspices of the United Nations Food and Agriculture Organisation uses the following definition:

Organic is a labelling term that denotes products that have been produced in accordance with organic production standards and certified by a duly constituted certification body or authority. Organic agriculture is based on minimising the use of external inputs, avoiding the use of synthetic fertilisers and pesticides. Organic agriculture practices cannot ensure that all products are completely free of residues, due to general environmental pollution. However, methods are used to minimise the pollution of air, soil and water. Organic food handlers, processors and retailers adhere to standards to maintain the integrity of organic agriculture products. The primary goal of

organic agriculture is to optimise health and productivity of interdependent communities of soil life, plants, animals and people.

**Checkpoint: What organic standard do you need to follow?**

- 1.
- 2.
- 3.
- 4.

## 2.4 SO HOW DO ORGANIC FARMING PRACTICES DIFFER?

Organic farming is a process of farming that fosters soil life (aerobic bacteria, micorrhiziae and other beneficial fungi) to improve soil nutrients and soil texture through increased humus levels. It requires the use of crop rotation, green manure crops and fallow/ley processes. Organic farming does not use synthesized chemical inputs such as herbicides, pesticides or fertilisers. These products are often toxic to soil micro-organisms.

The aim of the operator is to comply with the National Standard to achieve optimum quantities of quality produce while enhancing the sustainability of natural agricultural resources.

With organic beef production, cattle cannot be treated with antibiotics or growth promotants. Soil and pasture management is achieved through crop grazing rotations rather than the reliance on external inputs, creating a self-sustainable system.

The National Standards (Australia) allow for treatment of livestock for pest and disease control. Under the various organic standards, there are very specific rules governing what can and can't be used.

### As a producer, what are you aiming for?

1. Compliance with the National Standard and any other country's organic standards you may need to export to
2. Enhancing the sustainability of natural agricultural resources.

3. Management practices that emphasize renewable resources, conservation of energy, soil and water and enhance biodiversity.
4. Creating soils with enhanced biological activity.
5. Provision of organically grown livestock feed.
6. Welfare and management of livestock.

## 2.5 INTEGRATED PEST MANAGEMENT

There are methods of controlling pests which pose a greatly reduced risk to human health and the environment than pesticides. Integrated Pest Management (IPM) uses a variety of methods to evaluate, decide and control pests.

The development of robust farming systems based on healthy living soils allows farmers to optimise the resistance of crops and animals the pest and disease attack. A holistic approach to designing better farming systems that have more built in regulation of disease and organisms, eliminates the need to use pesticides and other 'treat the symptoms' approaches.

Effective use of organic practices recreates natural systems. These support several competing species so that no single species has a consistent advantage. Integrated pest and disease management systems in organic farming use a range of non-chemical techniques (Neeson 2007):

- Crop rotation, cultivation and crop manipulation as well as crop hygiene.
- Increasing the number of plant species that act as a barrier to a pest or that provide an alternative host.
- Natural or biological controls
- Mechanical controls to trap or kill pests
- Modification of the physical environment – sticky traps or lights.
- Use of livestock – for example ducks and geese – to control populations of snails and weeds.
- Monitoring and identifying pests and weeds accurately will allow you to make the appropriate control decisions. This also ensures that

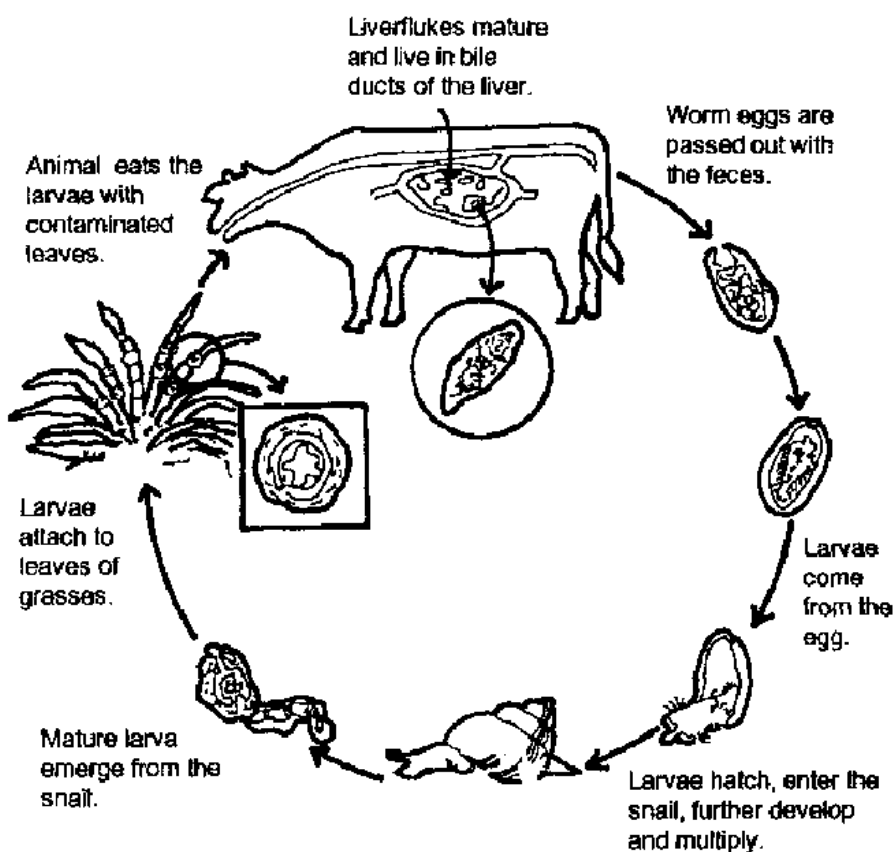
treatments will only be when required and that the correct treatment will be used if necessary.

Your certifier will provide a complete list of allowed inputs.

Internal parasites in stock can be reduced by two methods:

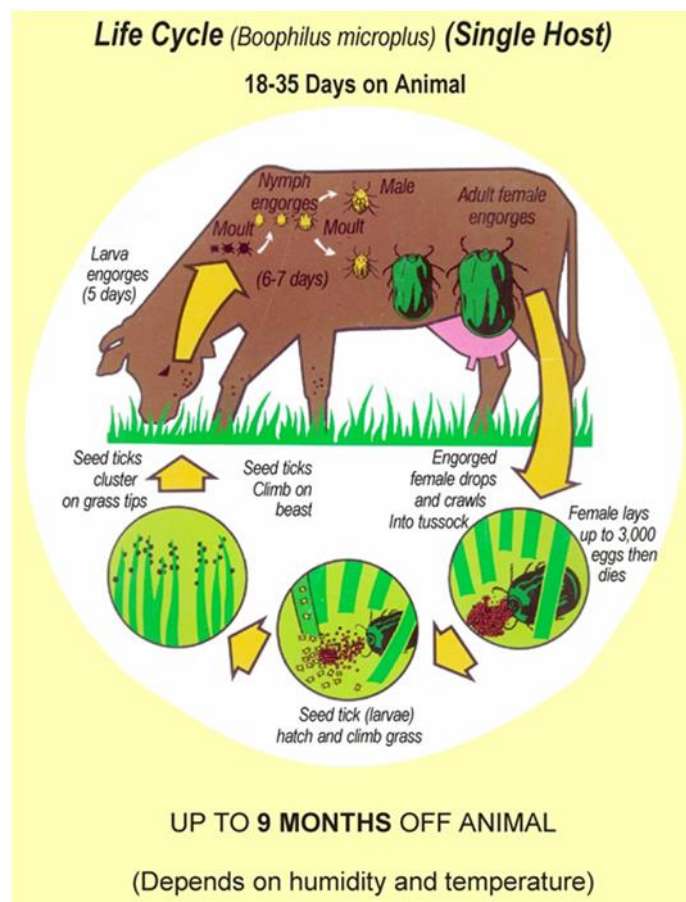
Increasing the animal's resistance to parasites; and removing animals with low resistance from certain pastures. In addition, larvae on pastures can be reduced by measures such as: rotational grazing and using resistant animals to graze the pasture.

Dung beetles and other organisms consume internal parasites from the soil and reduce the number making it to the infective stage and available to be eaten.



By taking a strategic approach you can create a low risk grazing system (Neeson 2007):

- Good livestock management using resistant animals to create lower risk pastures for young stock
- Good pasture
- An understanding of the lifecycle of the parasites
- Development of a long term grazing plan and
- Planned grazing



The cattle tick's life cycle.

For example, you can see from the above cattle tick life cycle diagram, seed ticks need a host animal. If the pasture is not grazed from when the engorged female drops to when the seed ticks cluster, then the seed ticks perish.

Ensure to update your organic management plan to the method of pest controlling that most suits your area. If you are using a crop rotation just mention this in the OMP Pest Control section. Cross check the Pasture plan to ensure that the same information reflect on both documents. If you are



utilizing approved sprays or other approved treatments, please ensure that this is included in your Register Input.

**Checkpoint:**

***(1) How would you be able to demonstrate that you have complied with the requirements of the National Standard?***

- 1.
- 2.
- 3.

***(2) What evidence would be required to show such compliance?***

- 1.
- 2.
- 3.

**Notes:**

## 3.0 CONVERSION TO ORGANIC PRODUCTION USING THE NATIONAL STANDARDS

This program will support you through the conversion process. We will guide you through initial phone calls and email with information on the project and help you to fill out the project application form. We will run an initial risk assessment and we will present you the different certifier options. Once you chose the body of certification that best suits your products we will help you to complete the application process for the certifier.

We will guide you through the development of an Organic Management Plan and audit process. Once this OMP has been developed and reviewed an audit will be undertaken to confirm compliance.

An Auditor will be appointed and an audit date advised.

Your 12 month Pre-Certification period begins on approval of the audit review. After 12 months your operation will move into the Conversion phase and after three years your operation can be called Organic.

Under the National Standards (Australia) the following applies to livestock

### Livestock

3.12.1 Livestock products can only carry the same in-conversion or organic or bio-dynamic labelling status as currently held by the production unit.

3.12.2 Livestock used for organic or bio-dynamic products must be born or hatched on farms that comply with this Standard. Such livestock must remain on organic or bio-dynamic holdings to maintain their organic or bio-dynamic status.

3.12.3 Carcasses of livestock born before a farm is subject to inspection and certification must not be presented or sold as bio-dynamic, organic or in-conversion.

This means that to convert to organic, you don't need to buy in organic cattle. The breeders you have already can have organic calves, provided that the

breeders have been under organic management in the last 3 months of pregnancy with those resultant calves.

These breeders can have organic cattle but can never be sold as organic themselves, even though they are under organic management.

Remember, you can sell cattle as conventional at any time during the conversion period.

### 3.1 LIVESTOCK TREATMENTS

The National Standards (Australia) states:

3.15.6 Where specific disease or health problems occur and no alternative permissible treatment or management practice exists under this Standard, or where treatment is required by law; the following applies:

- a. Therapeutic use of allopathic veterinary drugs or antibiotics is permitted. After such treatment, livestock cannot be sold as organic or bio-dynamic. Their products and/or progeny can be marketed as organic or bio-dynamic after a minimum management period as outlined in Table 1 of 3.12.3.
- b. Livestock treated with substances not listed in this Standard must be **identified and quarantined from other livestock for at least three times the withholding period or three weeks**, whichever is the greater, specified for the treatment under relevant laws.

3.15.7 Use of vaccines is permitted only where the operator can demonstrate that management practices are insufficient to guard against disease and illness.

This section means that animals are allowed to be vaccinated for the control of diseases but you need to ensure your veterinarian provides you a letter recommending the vaccine and explaining what vaccine was used in your livestock. You also need to keep an Input Register where you can clearly see what has been administered to your livestock. It is recommended to have an Organic Input register and a Non-Organic input register. These will be required during your audit. Example Input register:

Date	Stock ID	Product /Mix	Volume/rate per head	Target/Aim	How applied	Area Treated	Quarantine time		WHP	Given by
							Day in	Day Out		

### 3.2 CONVERSION TO ORGANIC UNDER USDA/NOP

Conversion to USDA NOP is the same process for beef cattle – from the last trimester, and the breeder cattle cannot be sold as organic, however the key difference is in the following section:

#### §205.237 Livestock feed.

- (a) *The producer of an organic livestock operation must provide livestock with a **total** feed ration composed of agricultural products, including pasture and forage, that are organically produced and handled by operations certified to the NOP, except as provided in § 205.236(a)(2)(i), except, that, synthetic substances allowed under § 205.603 and non-synthetic substances not prohibited under § 205.604 may be used as feed additives and feed supplements, provided that, all agricultural ingredients included in the ingredients list, for such additives and supplements, shall have been produced and handled organically.*

What this means is that in the USDA NOP regulations, there is a specific list of what can and cannot be feed, and that all feed must be certified USDA NOP. So for example, you need to feed hay to organic weaners, you must feed USDA NOP certified hay, not just organic hay certified under the National Standards (Australia). This is also applicable for Copra Meal and other feed supplements.

This also has implications for feedstuffs such as molasses, which is prohibited under the USDA NOP regulations, unless it is derived from USDA NOP sugar cane.

With all livestock feed – check with your certifier first before purchasing and always make sure it has a current organic certificate!

As mentioned previously, please ensure that you include the supplements in your Input Register. The amount, the period supplied for and the quantity. Please refer to previous example of Input register to have an idea of the information that requires to be recorded.

If you are using these supplements, please ensure that your supplier provides you with an NOP/USDA letter and the Organic certificate for the food. These information may be required by your auditor or your certifier during the audit period.

**Checkpoint: In your own words, summarise these points.**

- 1.
- 2.

**Notes:**

## 4.0 ORGANIC RISK ASSESSMENT

A risk assessment it allows you to address any part of your operation which may impact on your organic integrity. It describes what risks could potentially occur and the impact it could have on your land or end product which in this case is beef.

What are the potential risks to organic integrity?

- Activity on neighbouring property and adjoining lands
- External risks such as creeks or roads
- Wooden yards
- Dip sites

## How do I conduct a risk assessment?

To conduct a risk assessment you will firstly need to write down anything you may think could be a risk.

- For example do you have an old dip site within a paddock livestock could potentially access? This could potentially mean your livestock could be contaminated with harmful prohibited chemicals rendering them ineligible for organics.
- Other potential risks may occur on neighbouring properties such as contamination via spray drift of prohibited substances on to you land causing soil contamination.
- How are pests controlled on your property? Are baits in a designated area where cattle cannot come into contact with them?

By addressing all areas which could potentially be a risk to your organic integrity, you are then able to address the best management practice to reduce these risks. This risk assessment then builds the platform for the Organic Management Plan.

The following step by step procedure will help you to complete the required risk assessment. Look at property maps and LPA risk assessment if available and ask yourself the following questions:

### ***.Are there any possible activities that could impact on the organic status of the properties?***

#### ***1. Is there any risk of contamination from outside sources?***

*For example:*

- Rivers, flood plains that flow through properties – can they bring contamination?
- Neighbouring activities – do any of the neighbouring properties spray / have GMOs eg cotton farms, mines?
- Access to property – any stock routes, public roads?
- Boundary fences – secure? Regular access by neighbour's cattle?
- Any old dip sites? Any old sheep facilities? Other possible sources of chemical contamination from wooden yards, etc?

- Risk of contamination from cattle yards – old wooden yards anywhere?
- Use of “Grasslands”, “Grazon”?
- Livestock feed?
- Treatments

In your Organic Management Plan there is an example risk assessment to complete. This example contains many different situations so think about what is applicable to your operation and delete or add as needed.

It is recommended that when you start your organic certification process you write a letter to your neighbours notifying them of your Organic status. These letters should be copied and saved and kept in your records in case your auditor requires to sight them.

***Checkpoint:***

***(1) What are the key differences between the Australian and US standards in beef production?***

***(2) How do these affect your business?***

***Think about:***

*Why don't use molasses?*

*Are you using supplementary feeding?*

## 5.0 ORGANIC MANAGEMENT PLAN

In Australia certifying bodies require an **Organic Management Plan (OMP)**, **sometimes referred to as an Organic System plan (OSP)**.

The organic management plan (OMP) forms part of the quality system. It describes how you will operate your organic farm and ensure you meet the obligations as required by the relevant legislation. There are multiple steps in developing the plan so let's get started.

Your plan will consist of multiple sections and contain comprehensive information on the structure and operations of your farming venture. In addition there is documentation and records that must be maintained

Please refer to OMP template.

Let's begin by filling in your name and your property name and location details. While this process may seem daunting if you take a step by step approach you will get there. We call it the '*salami technique*' – one slice at a time.

This first section of your OMP is here to ensure that you define the standards and legislation that will rule the organic management of your land. This section will change depending of the certifier that you have decided to sign up with. For example; If you have decided to be accredited with Australia and US standards you are required to list both standards. You are also required to specify the kind of production that you are managing. Example follows:

This Organic Management Plan addresses the production of **Beef Cattle, Crops and Pasture Hay?** in an **Insert Type of management environment: Grazing?**, in accordance with the following organic standards;

**Insert private standard if applicable** ie **-Australian Certified Organic Standard 2013** available electronically from [www.aco.net.au](http://www.aco.net.au))



**THE AUSTRALIAN DEMETER Bio-Dynamic Standard. August 2012**

available electronically from

<http://www.demeter.org.au/Docs/Demeter%202012.pdf>

**NASAA ORGANIC STANDARD** available electronically from

[http://www.nasaa.com.au/data/pdfs/AAAA\\_NASAA\\_Organic\\_Standard\\_06-02-2012.pdf](http://www.nasaa.com.au/data/pdfs/AAAA_NASAA_Organic_Standard_06-02-2012.pdf)

**The 2015 National Standards for Organic & Biodynamic Produce V3.6**

available electronically from [www.oiscc.org](http://www.oiscc.org)

**USA FEDERAL REGULATION PART 205—NATIONAL ORGANIC PROGRAM**

(USDA NOP) available electronically from <http://www.ecfr.gov>

On page 3 of your OMP you will find the introduction and on page 4 you would find the scope, now you are ready to fill these out

An example of what your plan introduction may look like:

---

The scope of this Plan is for the grazing / pastoral activities of "JM Broom."

This includes the property "STRUAN" for the production of **beef cattle and pasture hay** to the requirements of the Australian Certified Organic Standards, version number the National Standards full name and the USDA NOP regulations 205.

The actual area designated as *the properties* is defined for the purposes of certification. For organic purposes each property has a fenced boundary that enables the establishment of an effective buffer zone around the properties and cattle that minimises the risk of contaminants being brought into contact with the property and cattle.

The attached property maps define the property boundaries, and paddock identifications.

The current Quarantine paddocks are as listed on the property map.

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When writing the scope of your Organic management plan you should include the activities that you carry out in your land. Please check that if by any chance you have Crops production, you include the information in the plan. **Checkpoint: Have you identified all of the activities undertaken on your property that you wish to be certified organic?** (*Hint: If you are applying for USDA NOP you may need to make your own hay.*)

## MANAGEMENT COMMITMENT

### *Organisation and Responsibility*

This chart will identify all personnel and include a position description for each employee. This will list for each employee:

- a job description,
- employees responsibilities and
- resources available.

A Management representative must be appointed to act as the person responsible for the maintenance of the OMP and is titled the QA Coordinator. This is a key role and the responsibilities are outlined in the OMP. Quality Assurance (QA) is a program that is intended, by its actions, to maintain a standard level of quality. QA could be described as:

*The maintenance of a desired level of quality in a service or product, especially by means of attention to every stage of the process of delivery or production.*

Or

*Quality assurance is any systematic process of checking to see whether a product or service being developed is meeting specified requirements.*

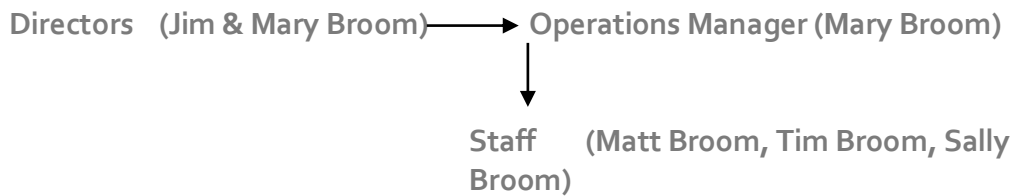
Now you will need to identify the QA Officer who will be responsible for all QA documentation and ensuring that all the records are maintained. Notwithstanding the appointment of the QA Coordinator, everyone within the organisation is responsible and should embrace the concept of minimising risks to organic integrity, animal welfare and the environment.

You will need to develop an organisation diagram to show the responsibilities. For example:

---

To ensure the organisation chart accurately reflects the business of JM Broom and that adequate resources are dedicated to support this Organic Management Plan.

### Organisation Chart



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### Training

You will need to identify the training needs of all personnel performing activities that may affect organic integrity, animal welfare or the environment. See *Appendix 2 – Staff Training Matrix & Appendix 3 – Contractor Declaration*.

This is important to ensure that everyone knows what is required in order to produce organic cattle. For example – when loading cattle to transport for processing, how do you know they are organic? Do all your staff know what to look for to make sure only organic cattle are loaded? Have you training everyone in how to identify organic livestock and have you recorded the training?

Training can be as simple as reading the relevant sections of your OMP or explaining verbally the different livestock identification methods used in your operation.

### Nonconforming Product

This procedure outlines the steps that will be taken to deal with products or processes that do not conform to specified requirements. The purpose of these steps is to ensure that nonconforming product is prevented from unintended use or that appropriate remedial action is taken when non-

conformances impacting on organic status, welfare or the environment are identified and to ensure that the ongoing problems are corrected.

Simply this means is if a mistake is made with a product, what steps can be done to make sure the organic status of the operation is not compromised – this might mean if the wrong feed supplement arrives – that you keep it separate and return it to the supplier as soon as possible.

### *Internal and External Reviews*

It is necessary to regularly review the Organic Management Plan to verify that it complies with established procedures. Organic certification is maintained through external audits conducted by your organic certifier. Every year, before your organic audit, take time to review this system and if all procedures are being followed. Your certifier may require you to submit a review of this system prior to the audit being conducted. This also includes updating property maps to ensure they are current.

### *LPA and NDV*

The legal requirements to adhere to both the LPA and the use of vendor declarations (NVD) are important to the organic integrity and quality of the product. By ensuring that all sections of the NDV are completed for each shipment of cattle, and that full records are kept of any treatments etc, you will meet your legal obligations as a beef producer under the LPA.

## **OPERATIONS**

### *Equipment and Vehicles*

Equipment is a potential organic integrity hazard on each property and is to be properly cleaned and maintained. When equipment is brought onto the property it shall be cleaned before use.

All incoming vehicles, including vehicles used for delivering feed, and those used for the transport of cattle, are a potential biosecurity hazard and must not be allowed to contaminate the property.

Equipment is to be maintained to ensure proper functioning.

To verify that equipment is clean, use the Contractor Declaration on page 49 each time a contractor is used.

*Some individual certifiers require that you use the forms they provide for transport. Check with your certifier first!*

**Checkpoint: (1) Do you use contractors? (2) How will you ensure that contractor's equipment is clean?** For example: Has the contractor's truck been cleaned down between use for non-organic and organic transport?

## Feed

Only purchase feed and feed ingredients from an Approved Supplier. Current Organic Certificates will be held on file for each supplier. Care must be taken to ensure NOP accreditation is current and valid for all livestock feed used on NOP cattle.

On receipt of feed, a sample of the delivery should be visually inspected to check for visible signs of contamination or incorrect specification. The feed is then identified by batch number / delivery date. Feed ordered is to be of appropriate nutritional value for the intended use.

Use the Approved Supplier form on page 57 to keep a record of all suppliers. Also keep a record of the supplier's current organic certificate. Simply ask for your supplier for a copy of their current organic certification. These documents will be required during your audit.

***Checkpoint: (1) Do you have a list of current sources of livestock feed including contact details? (2) How will you ensure all feed used for organic livestock meets the organic standard?***

## Water

Water from surface supplies such as dams, streams, open tanks and "turkey nests" shall be potable and freely available. Water Systems must be designed and operated to minimise spills and leakages.

Ensure that you mark the location of water supply on your farm map. Include the drawing that identifies your dams, streams or "turkey nests" in your Map key code list.

### *Quarantine Paddocks*

It is part of the standard practice for a farm to have an isolation paddock area for injured or sick animals that need to be separated from the rest of the flock or herb. Having a quarantine area allows you to do a detail assessment of the animal and helps you to stop any diseases from spreading. It is necessary to ensure that quarantine paddocks are designated on the property maps and recorded in the Paddock Book Record and Muster Summary. All non – organic cattle upon arrival to the properties will be immediately moved to a designated quarantine paddock upon unloading from transport. See *Appendix – 4 Paddock Preparation Register*.

Remember the Quarantine paddock should remain as livestock product area only – Please make sure that you update this information in your Organic Management Plan and your certifier's forms, if required.

Also remember to include the In and Out of Quarantine movements in your Livestock Movement Records. These documents will be review at the time of your audit.

Please check our Quarantine video to learn more about it

<http://organicsystemsandsolutions.com/organic-beef-quarantine-online-training/>

***Checkpoint: (1) Which paddocks will you designate as your quarantine paddock(s)? (2) Do your property maps have identification shown on each paddock?***

### *Chemicals and Veterinary Medicines / Treatments*

All chemicals and veterinary medicines are to be used and stored in accordance with manufacturer's instructions or professional veterinary advice and Australian Standards 2507-1998 and 1940-2004 (flammable liquids). Only chemicals and veterinary medicines required for use will be purchased



or stored. Only minimal quantities are to be stored on-site and only staff with appropriate training are to handle chemicals and veterinary medicines.

Ensure only products that have been approved by your certifier are used on livestock. To get approval, provide the details of the product to your certifier and ask for permission to use.

Remember the following are prohibited under the 2015 National Standards for Organic & Biodynamic Produce V3.6 (Australia)

*3.15.8 “Caution must be applied when using allopathic veterinary drugs as some medications (especially vaccines) may contain GMO or GMO derived substances. Where such medications are derived from GMO production, the animal(s) and/or their produce will never regain in-conversion, organic or bio-dynamic certification status”.*

Vaccines can be used but must first be approved by your certifier. If needed, use the Vaccine Template letter on page 62 – Appendix 12

*See Appendix 5 – Inputs & Chemical Inventory & Appendix 6 – Stock Treatment Register.*

***Checkpoint: (1) Where do you currently record livestock treatments? (2) How will you ensure a treatment is allowed for use under Organic Standards?***

#### *Pest and Animal Control:*

It is necessary to ensure that organic integrity is addressed in animal welfare and environmental issues associated with control of pest infestation. At the same time it is important to take care, when undertaking animal and pest

control, to ensure that pest control methods are allowed under Organic Standards.

Please refer to the draft wording in the OMP template – do you use any of these methods? Delete those you don't use.

Currently, the use of baiting, such as 10/80 is prohibited under USDA NOP. Therefore, alternate methods of pest control must be used if wanting to supply USDA NOP livestock or place baits on non-certified land. If placing baits on non-certified land you need to ensure that you have clearly marked the location of the baits in the map, include the identifying logo of the baits in your Map key code list. You also need to include the name of the paddocks where they are located in the Paddock Breakdown list. Ensure that no livestock have access to these baits.

Please check with your certifier prior to undergoing pest control to ensure the method is allowed

If you have Crop production or Pasture hay please ensure to check that you have included information regarding pest control for Crops or pasture. Maybe you want to make reference to your Crop Pasture Rotation system in place. If you do compost, you need to include the information on your organic management plan for composting.

You also may want to include some short reference to the general control methods for Weed management plant.

***Checkpoint: (1) What pest problems do you currently have? (2) How will you manage these pests to be compliant with the Organic Standard?***

### *Staff and Visitors:*

Staff should be trained in animal management, organic integrity, and environmental sustainability relevant to their tasks. Work practices should be developed so as to minimise hazards.

Appropriate signs should be posted to indicate areas of restricted access or activities (e.g. non-smoking or non-eating areas).

If staff are absent unexpectedly, the remaining staff shall be able to determine which tasks are urgent and which can be completed as time becomes available.

The entry of Visitors should be controlled and all activities by contractors should be monitored. Use the Contractor Declaration on page 44 each time a contractor is used.

See *Appendix 2 – Staff Training Matrix & Appendix 3 – Contractor Declaration*.

### *Identification of Livestock:*

It is necessary to ensure that a system is in place that allows for the identification and traceability, of all livestock on the properties. All livestock are individually identified and identification will clearly separate organic from non-organic cattle.

Livestock identification is critical to ensuring compliance with Organic Standards and there are many methods that can be used. Consider using a method that can be visually verified so that non-organic cattle are not loaded accidentally instead of organic cattle (and vice versa).

Look at this section of the OMP template and describe how you will identify organic cattle.

Also, develop a method for identifying cattle who have lost organic status. This may be as simple as removing a notch from the ear tag of the animal.

It is important that all staff understand how you will identify organic cattle.

Remember you can run organic cattle with non-organic cattle (after a period of quarantine) eg breeders, but you must be able to identify each.

See *Appendix 7 – Livestock Purchase Diary & Appendix 8 – Livestock Sales Diary*.

***Checkpoint: (1) How do you currently identify livestock? (2) How will you identify organic livestock from non-organic livestock? (3) How will you identify organic livestock that have lost their organic status?***

### *Transport of Livestock*

It is necessary to ensure organic integrity; animal welfare and environmental issues associated with transport of cattle are addressed.

Planning of transport shall be in accordance with the Procedures Manual, in accordance with the Livestock Land Transport Standards. Care will be taken to ensure the best and safest possible route to destination, in a time efficient manner. Abattoirs and other final destinations will be chosen on location to facilitate this requirement.

Also ensure the transport is clean and free of contaminants prior to loading organic cattle. If the truck was dirty from a previous load of non-organic cattle, then there is a risk that the organic cattle may become contaminated.

Remember, if you have to stop and rest cattle on route, you must have organic hay (or USDA NOP hay) available at the stop. The rest area will need to undergo organic compliance verification also.

Remember to also keep copies of your waybills as records of your Transport declarations, these documents will help you during the audit time. Depending on your certifier, you may need to fill out additional forms – check first!

See *Appendix 10 – Transport Declaration & Appendix 11 – Delivery Notification*.

### *Biodiversity*

Visual inspection of pastures is required to ensure appropriate ground cover is maintained. Movement of stock to another paddock will occur based on the decision made by the Manager.

Look at the draft wording of the OMP template – do you conduct other pasture monitoring eg. soil tests. If so include in this section.

## PURCHASING & DOCUMENTATION

### *Selection of Approved Suppliers and Purchasing*

When purchasing goods, every reasonable effort should be made to prevent any misunderstanding by the supplier in relation to the goods and services being purchased. Farms shall only purchase for use, products which are legal and approved by industry regulations.

Suppliers should be selected so that the company can be confident that purchases meet the requirements for organic production. When selecting suppliers, organic status, quality assurance, food safety, animal welfare and environmental issues must all be considered.

Keep a record of all suppliers and ensure that a copy of their current organic certificate is on hand (if applicable).

You must keep Livestock purchasing records and Livestock sales records.

*See Appendix 12 – Approved Suppliers Register.*

### *Document Control*

To maintain quality assurance all aspects of the operation must be documented and controlled. Relevant documents within the system must be controlled to ensure staff operate under current versions.

So if you make any future changes to the OMP Template, you must change the version number to ensure you have the most current copy on hand.

In the future, if you apply major changes to this Organic Management Plan, such as adding paddocks to the current organic management you may be required to fill a form such as “Application to change the scope of Organic Certification” – this may require for you to update the related documentation. Maps, OMP, Paddocks breakdown listing, etc.

### *Records*

These must be maintained to establish methods for the identification, maintenance and storage of all food safety, biosecurity, animal welfare, product identification and environmental records.

Record all the forms you use in this part of the OMP Template – include paddock diaries and any of your current methods, or if you have decided to use the form templates in the Appendixes include them here.

Congratulations you have completed your OMP Template. Now it's time to lodge this with your application forms to your certifier. It is recommended that you check with the certifier if they have updated any of the forms used before sending the documents through. It is also recommended to keep a list of the requested documents to ensure that you are not missing any at the time of submission.

## 6.0 PREPARING FOR AN AUDIT

### *Checklist for Annual Audit Preparation*

#### *Beef Producer*

This checklist is a guide to ensure you have the required documents available for the auditor on arrival for your audit. Please note that some documents may not be applicable to you.

- CURRENT ORGANIC MANAGEMENT PLAN (i.e. if this requires updating please submit update to certifier prior to the audit).
- FARM MAP & MAP KEY LIST / symbols
- LIVESTOCK INVENTORY RECORD
- LIVESTOCK TREATMENT RECORD
- LIVESTOCK MOVEMENT RECORD LIVESTOCK SALES & PURCHASE RECORD
- FARM DIARY
- PEST/ WEED CONTROL RECORD
- TRANSPORTATION RECORDS (Transport declarations and waybills)
- INPUT RECORD
- MATERIAL DATA SHEET FOR SUPPLEMENTS (Livestock or Pasture)
- VET LETTER (for any supplement recommended for your livestock)
- PREVIOUS SOIL TEST RESULTS
- ANY APPROVAL / EXEMPTION LETTER RECEIVED FROM CERTIFIER (i.e. seed derogation).
- CONTRACTOR RECORD
- APPROVED SUPPLIER LIST (ensure that all suppliers have been approved by certifier).
- CHEMICAL MANIFEST
- COMPLAINT REGISTER
- PADDOCK BOOK (Breakdown and activity per paddock)

## REFERENCES

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National Standard for Organic and Bio-Dynamic Produce, Edition 3.6. Last updated 1 February, 2015.

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USDA NOP - Part 205 - National Organic Program, viewed 22/03/2015, [[http://www.ecfr.gov/cgibin/retrieveECFR?gp=&SID=7c61706d12f072c8ac8ff5a96556d9dc&n=pt7.3.205&r=PART&ty=HTML#se7.3.205\\_12](http://www.ecfr.gov/cgibin/retrieveECFR?gp=&SID=7c61706d12f072c8ac8ff5a96556d9dc&n=pt7.3.205&r=PART&ty=HTML#se7.3.205_12)]

Parasite cycle in cattle - <http://imgarcade.com/1/ascaris-worm-life-cycle/>

Tick cycle in cattle - <https://www.daf.qld.gov.au/animal-industries/animal-health-and-diseases/animal-disease-control/cattle-tick/life-cycle>



## APPENDICES

Appendix 1 - Definitions

Appendix 2 – Staff Training Matrix

Appendix 3 – Contractor Declaration

Appendix 4 – Paddock Preparation & Fertiliser

Appendix 5 – Inputs & Chemical Inventory

Appendix 6 – Stock Treatment & Supplements Register

Appendix 7 – Livestock Purchase Diary

Appendix 8 – Livestock Sales Diary

Appendix 9 – Transport Declaration

Appendix 10 – Vet Letter

Appendix 11 - Approved Suppliers List

Appendix 12 – Complaint Register

Livestock inventory

## Appendix 1 – Definitions

The following list of definitions will give you a basic understanding of the terminology used in the Organic Management Plan.

### DEFINITIONS

#### DEFINITIONS BY THE NATIONAL STANDARD FOR ORGANIC AND BIO-DYNAMIC PRODUCE, V3.6

- **Administrative arrangements:** means the documented arrangement between the competent authority and the approved certifying organisations defining the duties and responsibilities, and how the certification system will be administered by both parties.
- **Adventitious contamination:** means contamination that has come from outside, accidental, or occurring in an unusual place.
- **Allopathic veterinary drugs:** means substance(s) used to treat disease that produce a reaction or effects different from those caused by the disease itself.
- **Approved certifying organisation:** means an organisation that has been approved by the Australian competent authority.
- **Biodegradable:** means capable of being decomposed by the action of biological agents, especially bacteria.
- **Biodiversity:** refers to the variety of all forms of life — the different plants, animals and micro-organisms, the genes they contain and the ecosystems of which they are components. It underpins the processes that make life possible such as hydrological cycles and the supply of such human needs as food.
- **Bio-dynamic:** means an agricultural system that introduces specific additional requirements to an organic system. These are based on the application of preparations indicated by Rudolf Steiner and subsequent developments for management derived from practical application, experience and research based on these preparations.
- **Bio-dynamic preparation(s):** means the natural activators developed according to Steiner's original indications.
- **Biological control:** means the control of pests or diseases by natural organisms.
- **Buffer zone:** means a clearly defined and identifiable boundary area bordering an organic or bio-dynamic production unit that is established to limit inadvertent application or contact of prohibited substances from adjacent non-organic/bio-dynamic areas.
- **Certified/certification:** means procedures by which an approved certifying organisation provides written assurance that an operator has been determined to conform to this Standard. Certification is based on the inspection of practices used, verification against records maintained by the operator and sampling of product.
- **Competent authority:** means a government agency having legal jurisdiction.
- **Compost:** means the end result of the conversion of organic materials (e.g. vegetation, manure and waste products permitted under this Standard) into humus colloids.
- **Feed ration:** means a feed allowance for an animal in any given period of a day or longer.
  
- **Feed supplement:** means a component added to correct or overcome a deficiency or to prevent the development of a deficiency.

- **Genetically modified organisms (GMOs):** means materials produced through the modern engineering methods of biotechnology; specifically gene technology, “recombinant DNA (rDNA)” and all other techniques using molecular and/or cell-biology for altering the genetic make-up of living organisms in ways or with results which do not occur in nature or through traditional breeding.
- **Ingredients:** means substances, including additives, used in the preparation of the products specified in this Standard.
- **Inspection:** means the examination of production or processing units to ensure they conform to the requirements of this Standard.
- **Inspector:** means a person deemed by an approved certifying organisation to have the expertise, knowledge and authority to inspect operators for certification purposes.
- **Labelling:** means any words, particulars, trademarks, brand names, names of certifying organisations, pictorial matter or symbols appearing on any packaging, document, notice, label, board or collar accompanying or referring to a product specified in this Standard.
- **Livestock:** means domestic or domesticated aquatic and terrestrial animals, including insects.
- **Marketing:** means holding or displaying for sale, offering for sale, selling, delivering or placing on the market in any form.
- **Mulch:** means the material applied to the surface of soil to protect plants from weed competition and to moderate soil moisture and temperature.
- **Natural:** means existing or formed by nature; not artificial.
- **Operator:** means a person including any delegated person, or organisation who is certified for any stage of the supply chain e.g. primary production, processing, storage, packaging, transportation, retailing, wholesaling, brokering, importing or exporting of products referred to in this Standard.
- **Organic:** means the application of practices that emphasise the:
  - use of renewable resources; and
  - conservation of energy, soil and water; and
  - recognition of livestock welfare needs; and
  - environmental maintenance and enhancement, while producing optimum quantities of produce without the use of artificial fertiliser or synthetic chemicals.
- **Organic management plan:** means a plan developed and documented by operators that identifies how they will maintain the integrity of their operation in accordance with this Standard and includes a map or floor plan of the production or processing unit.
- **Organic management practices:** means organic farming systems and operator practices as described in this Standard.
  
- **Organic produce certificate:** means the official government to government certificate required for all organic export consignments. It does not include any other official health or phytosanitary export certificate.
- **Parallel production:** means the production of a product which complies with this Standard by an operator, who is also producing the same type of product, which does not comply with this Standard.
- **Potable water:** means the same as that defined by the National Health and Medical Research Council under the Australian drinking water guidelines.
- **Preparation:** means the operations of processing, preserving, packaging, storing and handling of product that complies with this Standard.
- **Principle display panel:** means the panel on packaging which identifies the primary or advertised description of the product.

- **Processing aid:** means substances intentionally added to food for use in the processing of raw materials, food or food ingredients in order to fulfil an essential technological purpose during treatment or processing. Their use may result in their unavoidable presence in the final product.
- **Production:** means any primary production involved in producing an agricultural or aquaculture product.
- **Production or processing unit:** means a portion of an enterprise that produces a product or food under specific organic management practices.
- **Prohibited substance/material:** means an input to organic production, processing or handling not permitted in this Standard.
- **Sanitise:** means to adequately treat produce or product-contact surfaces by a process that is effective in destroying or substantially reducing the numbers of undesirable micro-organisms, but without adversely affecting the product or its safety for the consumer.
- **Sheet composting:** means a method of composting in which organic materials (e.g. plant matter, animal manure) are spread over an area of land and subjected to environmental decomposition, rather than being organised into heaps designed for management under specific heat control.
- **Standard:** means the National Standard for Organic and Biodynamic Produce.
- **Synthetic:** means substances formulated or manufactured by a chemical process or by a process that chemically alters compounds extracted from naturally occurring plant, animal or mineral sources.
- **Wetting agents (surfactants):** means substances used to reduce surface tension of liquids sprayed onto plants or livestock.

## ADDITIONAL DEFINITIONS BY THE USDA NATIONAL ORGANIC PROGRAM

- **Agricultural inputs.** All substances or materials used in the production or handling of organic agricultural products.
- **Allowed synthetic.** A substance that is included on the National List of synthetic substances allowed for use in organic production or handling
- **Animal drug.** Any drug as defined in section 201 of the Federal Food, Drug, and Cosmetic Act, as amended (21 U.S.C. 321), that is intended for use in livestock, including any drug intended for use in livestock feed but not including such livestock feed.
- **Area of operation.** The types of operations: crops, livestock, wild-crop harvesting or handling, or any combination thereof that a certifying agent may be accredited to certify under this part.
- **Audit trail.** Documentation that is sufficient to determine the source, transfer of ownership, and transportation of any agricultural product labeled as “100 percent organic,” the organic ingredients of any agricultural product labeled as “organic” or “made with organic (specified ingredients)” or the organic ingredients of any agricultural product containing less than 70 percent organic ingredients identified as organic in an ingredients statement.
- **Biologics.** All viruses, serums, toxins, and analogous products of natural or synthetic origin, such as diagnostics, antitoxins, vaccines, live microorganisms, killed microorganisms, and the antigenic or immunizing components of microorganisms intended for use in the diagnosis, treatment, or prevention of diseases of animals.
- **Breeder stock.** Female livestock whose offspring may be incorporated into an organic operation at the time of their birth.
- **Class of animal.** A group of livestock that shares a similar stage of life or production. The classes of animals are those that are commonly listed on feed labels.

- **Commercially available.** The ability to obtain a production input in an appropriate form, quality, or quantity to fulfill an essential function in a system of organic production or handling, as determined by the certifying agent in the course of reviewing the organic plan.
- **Compost.** The product of a managed process through which microorganisms break down plant and animal materials into more available forms suitable for application to the soil. Compost must be produced through a process that combines plant and animal materials with an initial C:N ratio of between 25:1 and 40:1. Producers using an in-vessel or static aerated pile system must maintain the composting materials at a temperature between 131 °F and 170 °F for 3 days. Producers using a windrow system must maintain the composting materials at a temperature between 131 °F and 170 °F for 15 days, during which time, the materials must be turned a minimum of five times.
- **Control.** Any method that reduces or limits damage by populations of pests, weeds, or diseases to levels that do not significantly reduce productivity.
- **Crop.** Pastures, cover crops, green manure crops, catch crops, or any plant or part of a plant intended to be marketed as an agricultural product, fed to livestock, or used in the field to manage nutrients and soil fertility.
- **Crop residues.** The plant parts remaining in a field after the harvest of a crop, which include stalks, stems, leaves, roots, and weeds.
- **Crop rotation.** The practice of alternating the annual crops grown on a specific field in a planned pattern or sequence in successive crop years so that crops of the same species or family are not grown repeatedly without interruption on the same field. Perennial cropping systems employ means such as alley cropping, intercropping, and hedgerows to introduce biological diversity in lieu of crop rotation.
- **Cultivation.** Digging up or cutting the soil to prepare a seed bed; control weeds; aerate the soil; or work organic matter, crop residues, or fertilizers into the soil.
- **Cultural methods.** Methods used to enhance crop health and prevent weed, pest, or disease problems without the use of substances; examples include the selection of appropriate varieties and planting sites; proper timing and density of plantings; irrigation; and extending a growing season by manipulating the microclimate with green houses, cold frames, or wind breaks.
- **Disease vectors.** Plants or animals that harbor or transmit disease organisms or pathogens which may attack crops or livestock.
- **Drift.** The physical movement of prohibited substances from the intended target site onto an organic operation or portion thereof
- **Detectable residue.** The amount or presence of chemical residue or sample component that can be reliably observed or found in the sample matrix by current approved analytical methodology.
- **Dry lot.** A fenced area that may be covered with concrete, but that has little or no vegetative cover.
- **Dry matter.** The amount of a feedstuff remaining after all the free moisture is evaporated out.
- **Dry matter demand.** The expected dry matter intake for a class of animal.
- **Dry matter intake.** Total pounds of all feed, devoid of all moisture, consumed by a class of animals over a given period of time.
- **Excipients.** Any ingredients that are intentionally added to livestock medications but do not exert therapeutic or diagnostic effects at the intended dosage, although they may act to improve product delivery (e.g., enhancing absorption or controlling release of the drug substance). Examples of such ingredients include fillers, extenders, diluents, wetting agents, solvents, emulsifiers, preservatives, flavors, absorption enhancers, sustained-release matrices, and coloring agents.
- **Excluded methods.** A variety of methods used to genetically modify organisms or influence their growth and development by means that are not possible under natural conditions or

processes and are not considered compatible with organic production. Such methods include cell fusion, microencapsulation and macroencapsulation, and recombinant DNA technology (including gene deletion, gene doubling, introducing a foreign gene, and changing the positions of genes when achieved by recombinant DNA technology). Such methods do not include the use of traditional breeding, conjugation, fermentation, hybridization, in vitro fertilization, or tissue culture.

• **Feed.** Edible materials which are consumed by livestock for their nutritional value. Feed may be concentrates (grains) or roughages (hay, silage, fodder). The term, “feed,” encompasses all agricultural commodities, including pasture ingested by livestock for nutritional purposes.

• **Feed additive.** A substance added to feed in micro quantities to fulfill a specific nutritional need; i.e., essential nutrients in the form of amino acids, vitamins, and minerals.

• **Feedlot.** A dry lot for the controlled feeding of livestock.

• **Feed supplement.** A combination of feed nutrients added to livestock feed to improve the nutrient balance or performance of the total ration and intended to be:

- (1) Diluted with other feeds when fed to livestock;
- (2) Offered free choice with other parts of the ration if separately available; or
- (3) Further diluted and mixed to produce a complete feed.

• **Fertilizer.** A single or blended substance containing one or more recognized plant nutrient(s) which is used primarily for its plant nutrient content and which is designed for use or claimed to have value in promoting plant growth.

• **Forage.** Vegetative material in a fresh, dried, or ensiled state (pasture, hay, or silage), which is fed to livestock.

• **Graze.**

- (1) The consumption of standing or residual forage by livestock.
- (2) To put livestock to feed on standing or residual forage.

• **Grazing season.** The period of time when pasture is available for grazing, due to natural precipitation or irrigation. Grazing season dates may vary because of mid-summer heat/humidity, significant precipitation events, floods, hurricanes, droughts or winter weather events. Grazing season may be extended by the grazing of residual forage as agreed in the operation's organic system plan. Due to weather, season, or climate, the grazing season may or may not be continuous. Grazing season may range from 120 days to 365 days, but not less than 120 days per year.

• **Livestock.** Any cattle, sheep, goats, swine, poultry, or equine animals used for food or in the production of food, fiber, feed, or other agricultural-based consumer products; wild or domesticated game; or other nonplant life, except such term shall not include aquatic animals for the production of food, fiber, feed, or other agricultural-based consumer products.

• **Manure.** Feces, urine, other excrement, and bedding produced by livestock that has not been composted.

• **Mulch.** Any nonsynthetic material, such as wood chips, leaves, or straw, or any synthetic material included on the National List for such use, such as newspaper or plastic that serves to suppress weed growth, moderate soil temperature, or conserve soil moisture

• **Nonagricultural substance.** A substance that is not a product of agriculture, such as a mineral or a bacterial culture, that is used as an ingredient in an agricultural product. For the purposes of this part, a nonagricultural ingredient also includes any substance, such as gums, citric acid, or pectin, that is extracted from, isolated from, or a fraction of an agricultural product so that the identity of the agricultural product is unrecognizable in the extract, isolate, or fraction.

• **Nonsynthetic (natural).** A substance that is derived from mineral, plant, or animal matter and does not undergo a synthetic process as defined in section 6502(21) of the Act (7 U.S.C. 6502(21)). For the purposes of this part, nonsynthetic is used as a synonym for natural as the term is used in the Act.

- **Nontoxic.** Not known to cause any adverse physiological effects in animals, plants, humans, or the environment.
- **Organic matter.** The remains, residues, or waste products of any organism.
- **Organic system plan.** A plan of management of an organic production or handling operation that has been agreed to by the producer or handler and the certifying agent and that includes written plans concerning all aspects of agricultural production or handling described in the Act and the regulations in subpart C of this part.
- **Pesticide.** Any substance which alone, in chemical combination, or in any formulation with one or more substances is defined as a pesticide in section 2(u) of the Federal Insecticide, Fungicide, and Rodenticide Act (7 U.S.C. 136(u) *et seq.*).
- **Records.** Any information in written, visual, or electronic form that documents the activities undertaken by a producer, handler, or certifying agent to comply with the USA Act and regulations in this part.
- **Residual forage.** Forage cut and left to lie, or windrowed and left to lie, in place in the pasture.
- **Residue testing.** An official or validated analytical procedure that detects, identifies, and measures the presence of chemical substances, their metabolites, or degradation products in or on raw or processed agricultural products.
- **Shelter.** Structures such as barns, sheds, or windbreaks; or natural areas such as woods, tree lines, large hedge rows, or geographic land features, that are designed or selected to provide physical protection or housing to all animals.
- **Slaughter stock.** Any animal that is intended to be slaughtered for consumption by humans or other animals.
- **Soil and water quality.** Observable indicators of the physical, chemical, or biological condition of soil and water, including the presence of environmental contaminants.
- **Split operation.** An operation that produces or handles both organic and nonorganic agricultural products.
- **Temporary and Temporarily.** Occurring for a limited time only (e.g., overnight, throughout a storm, during a period of illness, the period of time specified by the Administrator when granting a temporary variance), not permanent or lasting.
- **Tolerance.** The maximum legal level of a pesticide chemical residue in or on a raw or processed agricultural commodity or processed food.
- **Yards/Feeding pad.** An area for feeding, exercising, and outdoor access for livestock during the non-grazing season and a high traffic area where animals may receive supplemental feeding during the grazing season.

**Appendix 2 - Staff Training Matrix**

**ORGANIC MANAGEMENT SYSTEM**

ORGANIC MANAGEMENT SYSTEM

1

**STAFF TRAINING MATRIX**

Name:

Date Started:

Component	OMP ref	Date	Trainer Initials'	Rating	Date	Trainer Initials'	Rating	Date	Trainer Initials'	Rating
Induction	Training manual									
Equipment and Vehicles										
Feed										
Water										
Quarantine Paddocks										
Chemicals and Veterinary Medicines / Treatments										
Pest and Animal Control										
Identification of Livestock										
Transport of Livestock										
Purchasing										
Selection of Approved Suppliers										
Document Control										
Records										

**EXTERNAL TRAINING RECORD**

(All certificates and training records to be entered and copies held in staff member's personal file)

Training	Date Completed

T - Denotes Fully Trained

U - Denotes can perform task only under supervision

**If unsatisfactory, review team member's skills in 3 months |**

Version 1

Issue date:

FORM



EXTERNAL TRAINING RECORD

**Appendix 3 – Contractor Declaration Form**

THIS FORM MUST BE COMPLETED EVERY TIME A CONTRACTOR IS USED IN AN ORGANICALLY CERTIFIED OR IN-CONVERSION AREA CONTRACTOR (THIS SECTION MUST BE COMPLETED BY CONTRACTOR/OPERATOR/OWNER)

CONTRACTOR (THIS SECTION MUST BE COMPLETED BY CONTRACTOR/OPERATOR/OWNER)			
CONTRACTOR DETAILS			
YOUR NAME:		CERTIFICATION NO?	
TRADING NAME:			
<b>POSTAL ADDRESS</b>		<b>BUSINESS ADDRESS</b>	
ADDRESS 1:		ADDRESS 1:	
ADDRESS 2:		ADDRESS 2:	
SUBURB & TOWN		SUBURB & TOWN	
STATE & PC		STATE & PC	
TELEPHONE:		MOBILE:	
FAX:		EMAIL:	
Date Harvesting/Work to commence: _____ Registration of Harvester/Equipment: _____ State of Registration: _____  Brief description of harvester/equipment model, make etc.: _____ _____ Details of any chemical treatment of harvester during off season: _____ _____			
<b>CLEAN DOWN</b> Were all Soil and Crop Contact Surfaces Cleaned to Remove All Visible Traces of farm soil. <input type="checkbox"/> NO <input type="checkbox"/> YES  Details of Clean Down Procedures For Harvester/Equipment: _____ _____ _____ _____ _____			
<b>AUTHORISATION BY STATION MANAGER</b> Crops to be harvested/work to be undertaken (please specify): _____ Total area (ha) _____ Date harvesting/work commenced: _____ Tick the following box if correct: <input type="checkbox"/> I have inspected the harvester/equipment of the above Contractor and believe that it was clean of all visible traces of farm soil, crop residue and other foreign matter prior to commencing contract work.			
<b>AUTHORISED BY:</b>			
	Print Full Name Clearly	Signature	Date

**Appendix 4 – Paddock Preparation & Fertiliser**

## INDIVIDUAL Paddock PREPARATION & FERTILISER RECORD SHEET 1

Grower Name			Certification No _____
Paddock ID			(please complete a separate sheet for each paddock)

ORGANIC FERTILISER				
DATE	SOURCE	FERTILISER TRADE NAME	CERTIFIED (YES/NO)	APPLICATION RATE (Ha. or acre)

CROP & YIELDS					
DATE	VARIETY	SOURCE	SEED RATE	FIELD AREA ROWS/ACRES/HA	HARVEST KG/TONNE/CTNS

**Appendix 5 – Inputs & Chemical Inventory**

Purchase Date	Product	Batch No	Expiry Date	Ltrs/Kgs	Notes

**Appendix 6 - Stock Treatment & Supplements Register**

Date	Product or Mix	Volume/Rate per head	Target/Aim	How Applied	Stock Treated & ID's	Area treated	Quarantine		WHP	Given by
							Date In	Date Out		



**Appendix 8 – Livestock Sale Diary**

Sale Date	Number Sold (head)	Description	Sold To	Waybill No.	Tail Tag No/ Other ID	Comments

**Appendix 9 – Transport Declaration.**

# TRANSPORT DECLARATION

**TRANSPORT**

**CLIENT DETAILS**

Business/ Trading Name		Organic Certification No:	
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**LOADING ADDRESS**

**BUSINESS ADDRESS (If different)**

Address 1		Street Address	
Address 2		Address 2	
Suburb/Town		Suburb/Town	
State	PC	State	PC

**CONTACT DETAILS OF PERSON COMPLETING THIS FORM**

Surname		Given Names	
<input type="checkbox"/> Phone		<input type="checkbox"/> Mobile	
<input type="checkbox"/> Company		<input type="checkbox"/> Email	

**INSPECTION**

Report on vehicle inspection prior to loading

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Was any extra cleaning required prior to loading?       NO       YES

If yes, please explain

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**AUTHORISATION**

I declare the transport was clean prior to loading:			
	Print Full Name Clearly	Signature	Date

**Appendix 10**

**Vet Letter Template**

**Required Vaccination Letter**

<<INSERT VET NAME>>

Date:

To Whom It May Concern,

To ensure that livestock on the property <<**Insert Name Of the property**>> are healthy and free from disease. The following treatments/ vaccinations are required against diseases known to be endemic to our region.

Current treatments/ vaccinations include:

7in1 (prevention of 5 clostridial diseases & 2 strains of Leptospirosis)

5in1 (prevention of 5 clostridial disease)

Pestiguard (prevention of pestivirus)

Vibrio (prevention of vibriosis)

Botulism (prevention)

3 day sickness/ Bovine Ephemeral Fever (prevention)

3 Germ (prevention of Red water/ Tick Fever)

Sincerely,

(Insert Name and Signature)



**Appendix 11 – Approved Suppliers List**

Company Name	Product	Contact	Approved by Certifier?	Comments	Status: Organic / Approved

