



Hong Kong Organic Resource Centre Certification Ltd.

Crop Production Certification Application Form

Please fill out this form if your farm is applying for organic crop production certification or renewal. Use additional sheets if necessary. Attach current farm map(s) detailing all fields with field numbers, field size, crops planted, buildings, buffer zones and land use of adjoining areas. Other attachment includes field history sheets and test reports (if available).

Part 1 : General Information

Applicant/Corporation/Organization Name		ORC-Cert Organic Cert No.(if available)	
If application is made in the name of a corporation, please provide the following information:			
Name of authorized person:		Position of authorized person in the corporation/organization:	
Farm Name			
Correspondence Address		Farm Address	
Tel		Tel	
Fax		Fax	
E-mail		E-mail	
Website		Website	
Farm Type : <input type="checkbox"/> Production <input type="checkbox"/> Education <input type="checkbox"/> Leisure <input type="checkbox"/> Technical Research <input type="checkbox"/> Other (Specify : _____)			
Legal Status : <input type="checkbox"/> Sole Proprietorship (e.g. Farmer) <input type="checkbox"/> Limited <input type="checkbox"/> Partnership <input type="checkbox"/> Government <input type="checkbox"/> Incorporation Registered Under Legislation <input type="checkbox"/> Other : _____			
Have you ever applied for organic certification from other agencies or are you currently applying for organic certification from other agencies? <input type="checkbox"/> Yes (Please provide the following information) <input type="checkbox"/> No			
Name of certification agency :		Name of certification agency :	
Year of application :		Year of application :	
Result :		Result :	
Have your certification ever been denied, suspended or revoked, or have you received a notice of noncompliance in the past from other certifying agencies? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have any certification agencies issued a conditional certification to you in the past 1 year? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Please provide information on the most recent certification decision by other certifying agencies and above issues and the corrective actions taken in response.			
Do you have a copy of current ORC-Cert Organic Production, Aquaculture, Processing and Input Manufacturing Standards? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you understand the current ORC-Cert Organic Production Aquaculture, Processing and Input Manufacturing Standards? <input type="checkbox"/> Yes <input type="checkbox"/> No	
When are you available to contact? <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening		When are you available for the inspection? Date : <input type="checkbox"/> Mon to Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun Time : <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening	
List the type of crops requested for certification :			

<input type="checkbox"/> Vegetables	<input type="checkbox"/> Fruit (Annual)	<input type="checkbox"/> Fruit (Perennial)	<input type="checkbox"/> Rice	<input type="checkbox"/> Other : _____
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Official Use Only
Date of receipt of application : _____
Application No. : _____

Part 2 : Farm Plan Information

Please complete the following table for your farm operation. Attach additional sheets if necessary. The acreages listed in the table must be equal to that listed in the fields history sheets and farm map. Please provide information of all fields including the organic (O), conversion (C), organic but not certified (ONC) and conventional (T) fields. Crop species currently planted or planned to be planted for the coming crop season must be detailed. If you own or by any means run other organic or conventional farms, please provide information in the following table.

Parcel Address	Field Number	Status & Area(Please specify units : acre or m ²)				Rented/ Owned	Crop species produced (If conventional or organic but not certified, please list the planned use of crops)		Projected Yields	Check if GMO (✓)	Requested for Cert? (Y/N)
		O	C	ONC	T		Currently Planted	Planned to be Planted			
										<input type="checkbox"/>	
										<input type="checkbox"/>	
										<input type="checkbox"/>	
										<input type="checkbox"/>	
										<input type="checkbox"/>	
										<input type="checkbox"/>	
										<input type="checkbox"/>	
										<input type="checkbox"/>	
										<input type="checkbox"/>	

Part 3 : Seeds, Seedlings and Vegetative Propagation Materials

According to Standards, untreated seeds or vegetative propagation materials (e.g. rhizome, bulb and tuber) may be allowed when those organic are commercially unavailable. Any use of seeds and planting materials produced by genetic engineering is prohibited. The source and quantity of treated seeds and vegetative propagation materials must be clearly documented in every usage and the purchase receipts must be kept. The source of annual seedling must be cultivated according to Standards. Products that are grown from non-organic, perennial seedlings may be sold as organic only if they have been cultivated according to Standards for at least 12 months.

A. List all planting materials used or planned for use in the current crop season. Please specify the type of planting materials: Annual Seedlings (A), Perennial Seedlings (P) and Seeds or Vegetative Propagation Materials (SV).

Name/species/brand/source of seeds, seedlings and vegetative propagation materials	Organic (✓)	Untreated (✓)	Treated (✓)	GMO (✓)	Type of treatment (or Brand of treating materials)		If use non-organic seeds or vegetative propagation materials, list out your reasons for use and show your attempts to source organic seeds or vegetative propagation materials
					Fungicide	Inoculant	
<input type="checkbox"/> Cert Body : _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Cert Body : _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Cert Body : _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Cert Body : _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Cert Body : _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Cert Body : _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Cert Body : _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

B. Do you use perennial seedlings? Yes (Complete the table below) No (Go to Part 4)

Date planted	Crop and species	Source of seedling	Expected harvest date

Part 4 : Fertility Management

Standards encourage the return of organic matters, nutrients and other resources to the soil in order to enhance or at least maintain its fertility and biological activity.

A. General Information

1. Soil types : _____

2. Nutrients in deficiency : (Attach copies of test results if available) _____

3. What are the major components in your fertility management program?

Crop rotation Intercropping Fallow Subsoiling Plowing Cultivation Strip cropping Mulching

Conservation tillage Green manuring/Cover crops Incorporation of crop residues Soil testing Soil amendments*

Foliar fertilizers* Base fertilizer* Top dressing* Compost Side dressing* Biodynamic preparations

On-farm manure Off-farm manure Other : _____

4. If you use materials with asterisk (*) above, complete the table below. Have all labels and receipts available for the inspector.

Product	Brand name or source	Category				Application method	Reason for use
		I	II	III	Not listed in 7.2.1		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

5. Have you used fertilizers with high salt content (e.g. sulfate)? No Yes , describe your plan on preventing salt buildup in the soil : _____

B. Manure Use

Do you use animal manure? Yes (Complete the following items) No (Go to Part C)

1. Forms of manure you used :

Liquid Semi-solid Piled Pelleted Other : _____

2. Please provide information on the on-farm or off-farm manure you used : (Attach copies of test result if available)

Source and animal type : _____

Potential contaminants : _____

3. If you use uncomposted manure, complete the following table :

Crop species	Field number	Date manure is applied	Anticipated date of harvest

C. Compost Use

Do you use compost? Yes (Complete the following items) No (Go to Part D)

1. Are additives such as microorganisms used during composting process?

Yes, specify the source : _____ No Not applicable

2. Please provide information on the items listed : (Attach copies of test result or product label if available)

Source : _____

Ingredients (including all additives or microorganisms) : _____

Potential contaminants : _____

D. Soil Erosion

1. Have you experienced soil erosion? No Yes (List out the place, type and reason of erosion occurred : _____)

2. Measures taken to prevent soil erosion :

Terraces Contour farming Waterways Conservation tillage Windbreaks Firebreaks Mulching

Cover crops Tree lines Retention ponds Other : _____

E. Effectiveness of Fertility Management Program

1. Rate the effectiveness of your fertility management program : Excellent Satisfactory Needs improvement

2. What changes do you anticipate after the implementation of the program : _____

3. How do you monitor the effectiveness of your fertility management program?

No monitoring Soil testing Microbiological testing Tissue testing Observation of soil Observation of crop growth

Comparison of crop yields Crop quality Other : _____

Part 5 : Pest, Disease and Weed Management

Standards encourage that organic operation should use preventive farm management program to minimize crop loss.

A. Pest, Disease and Weed Management

1. List the main problem pests, disease and weed in your farm : _____

2. What strategies do you use to control pest, disease and weed in your farm :

Crop rotation Intercropping Cultivation Fallow Plowing Green manuring

Appropriate fertilizing and irrigating management Conservation of habitat for natural enemies Hand picking Traps

Physical barriers Mechanical methods Solarization/light Selection of varieties with resistance to pests and diseases

Grow crops with pest control value Mulching Release of natural enemies Other : _____

3. If you use materials containing plastic such as mulches and insect nets, are these materials made with **polyethylene (PE)**, **polypropylene (PP)** or **polycarbonates (PC)**? Yes No Not applicable (Go to Q5)

4. Are all plastic materials completely **removed after use**? Yes No (Specify your reason : _____)

5. Do you use steam sterilization, burning weeds or burning crop residues for pest, disease and weed control?

Yes (Answer Q6) No (Go to Q7)

6. When you use the methods mentioned in Q5, have you kept records in order to ensure the frequency of such application? Yes No

7. Do you use any pest, disease and weed controlling materials?

Yes (Complete the table below and make all labels and receipts available for the inspector.) No (Go to Part 6)

Product	Brand name or source	Category				Application method
		I	II	III	Not listed in 7.2.2	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Part 6 : Irrigation

Standards encourage the effective choice and utilization of water resources to avoid water contamination.

A. Water Source

Well River/creek/reservoir Pond Municipal Other : _____

B. Irrigation System

1. System type : By hand Center pivot Flood Drip Other : _____

2. Do you apply input products through the irrigation system? Yes, specify the inputs : _____ No

3. Do you use products to clean irrigation lines/nozzles? Yes, specify the products : _____ No

4. How do you conserve irrigation water?

No Scheduling Drip irrigation Tensiometer Land forming Micro-spray Other : _____

5. Known contaminants and their source in your irrigation water : (Attach residue analysis and salinity test results if available)

Part 7 : Maintenance of Organic Integrity

A. Adjoining Land Use

Standards require that producers should protect crops grown in organic production area from external contamination.

1. List all buffer areas you maintain : _____ No need to maintain buffer zone (Go to Q5)

Field no	Width (m)	Buffer type (cropland · hedges · barrier plants · drains · fallow)	Barrier height (m)	Adjoining land use

2. Are the plants grown in buffer zones easily distinguishable from the organic products grown in the farm?

Yes No No crops grown in buffer zones (Go to Q5)

3. Describe the harvesting / storage method, storage area, labeling and handling methods (e.g. sale or incorporated into soil) for buffer crops : _____

4. What additional measures do you use to prevent contamination? No Yes, specify : _____

5. Have you posted signs such as "Organic Farming. Please Don't Spray Chemicals" along roadsides? Yes No

6. Do any fields flood frequently (more than once every ten years)? No Yes, specify the fields affected : _____

B. Split Production

Split production is the mode used in a farm where only part of it is certified as organic while the reminder can be conventional, in conversion or organic but not certified. When managing split production, producers must clearly separate the certified organic crops from all other types of crops throughout the entire production, harvest, storage, transport, processing and packaging process.

1. Which category best describes your current operation?
 Organic/Organic in conversion (Go to Part C) Predominantly organic Predominantly in conversion
 Predominantly conventional Predominantly organic but not certified
2. If your farm has conventional operations, do you plan to fully convert to organic? Yes (Answer Q3) No (Go to Q4)
3. What is your plan and time frame for conversion to organic production? NA (Go to Q4)

4. List all the materials used in conventional production or organic production but not certified and their category (I, II, III or not listed) :

Product name	Type/Category	Supplier	Field no.	Storage areas

C. Use of Greenhouse

1. Do you grow both organic and non-organic seedlings/crops in your green house? Yes No (Go to Part D)
2. How do you separate organic and non-organic growing areas? _____

3. How do you prevent co-mingling of organic and non-organic soil during mixing and storage? _____

4. How do you label organic and non-organic seedlings/crops? _____

5. Do you use inputs in your irrigation system? Yes , specify : _____ No
6. How do you prevent drift of prohibited materials through ventilation and/or watering systems? _____

7. How do you clean seedling containers and equipment? _____

8. Where do you store inputs used for non-organic production? _____

D. Use of Machinery and Equipment

Producers shall ensure that the use of machinery and equipment will not cause negative impacts to the quality of products and the environment.

List equipment or machinery used for planting, spraying and harvesting.

Equipment name	Ownership		Use		Methods to clean the equipment or machinery before use on organic production
	Owned	Rented	Organic	Conventional/ Organic but not certified	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

- Is there any leakage of fuel, oil and hydraulic for the equipment you use?
 Yes (Specify your planning to improve : _____) No
- Do you use heavy machinery? Yes (Answer Q3) No (Go to Part E)
- Has the use of heavy machinery damaged the soil structure? Yes No

E. Harvest

- How are your organic crops harvested? Mechanical By hand
- What containers are used for harvesting? Plastic container Bamboo container Cardboard/waxed boxes Other : _____
- Do you clean the containers prior to use? Yes , specify cleaning materials and water source : _____ No
- Are the containers used for organic crops only? Yes No
- If you undergo split production, describe your methods to protect organics crops from commingling and contamination during harvest and transport :
 Not Applicable (Go to Part F) _____

F. Post-Harvest Handling

- Describe your post-harvest handling methods, procedures, equipments and materials used :
 Handling methods (e.g. packaging and washing) : _____
 Procedures : _____
 Equipments : _____
 Materials (List type and source) : _____
 Source of cleaning water :
 No cleaning by water Well water River/creek/reservoir Pond Municipal Other : _____
- Is either the post-harvest area or equipment used for organic products only? Yes No
- Do you store or apply other materials in the post harvest area? Yes , specify the material type and name : _____ No
- If undergo split production, describe your methods to protect organics crops from commingling and contamination during handling and packaging :
 Not Applicable (Go to Q5) _____
- Types of packaging material used :
 No packaging (Go to Part G) Paper Wood Plastic Waxed paper Aseptic Other : _____
- Have any packaging materials been treated by fungicide, fumigants or pest control products? No
 Yes, provide details on the products used : _____

7. List the storage areas for packaging materials : _____

G. Storage

1. Do you store crop harvested in your farm?

Yes (Answer the following questions) No (Go to Part H)

2. Do you store crops harvested outside your farm?

Yes (Answer the following questions, provide details of storage area including address and contacts , inspection must be allowed) No

3. Describe your storage locations :

Storage area	Crops stored	Type of crops					Type of storage (e.g. temperature and humidity control)	Capacity
		Org	Conversion	Org but not certified	Buffer zone	Conventional		
		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						

4. Do you use the same storage areas for organic and non-organic crops? Yes No

If yes, how do you segregate organic crops from non-organic crops : _____

5. How do you clean storage units prior to storage of organic crops? _____

6. Pest control measures used:

Removal of habitat, food source and breeding ground Sealed doors and windows Repair of holes and cracks Screened windows
 Physical barriers Air curtains Ultrasound device Mechanical traps Electrocutors Sticky traps
 Use of materials in Appendix 7.2.2 Other : _____

7. What materials have you used which are not listed in Appendix 7.2.2 & 72.3 (e.g. pesticides, rodenticides, ripeners, sprouting inhibitors and preservatives) in storage areas or for post-harvest handling in the past 18 months?

Yes , specify material name and type : _____ No

8. Are any post-harvest handling materials planned for use on organic crops (e.g. ripeners)?

Yes, list all materials and if available, provide product label : _____ No

H. Transportation

1. Mode of transportation : Self (Go to Q3) Employ conveyer Arranged by buyer Other : _____

2. If you employ conveyer, have they been notified of organic handling requirements? Yes No

3. Are transport units used to carry organic products and non-organic products at the same time? Yes No

4. How do you protect organic products from contamination and commingling?

Dedicated organic only Inspecting transport units prior to loading Cleaning transport units prior to loading Clear labeling
 Separate area in transport unit Proper packaging Letter or contract with transport company stating organic requirements
 Other : _____

Part 8 : Record Keeping System

1. Which of the following records do you keep for organic production?

- Farm maps
- Farm activity logs include cleaning of equipment and machinery, harvesting, post-harvest handling and packaging
- Field history sheets
- Documentation of previous land use / Prior land use affidavit
- Farm input records that show purchasing, source and application of soil amendments, seeds, animal manure and foliar fertilizer. Include product label and receipt
- Documentation of attempts to source organic seeds or vegetative propagation materials
- Documentation of organic seeds and planting materials
- Residue analysis reports of inputs
- Test reports (soil, irrigation water, compost etc)
- Records of burning weeds and crop residues, and steam sterilization
- Crop or materials storage records
- Sales and transport records
- Buffer crop usage records
- Split production records
- Other : _____

2. Which of the following records do you keep for conventional production?

- Farm maps
- Field history sheets
- Farm activity logs include harvesting, post-harvest handling and packaging
- Farm input records that show purchasing and application of soil amendments, seeds, animal manure and foliar fertilizer. Include product label.
- Crop or materials storage records
- Sales and transport records
- Other : _____

3. Type of marketing :

- Farmers market Direct to retail Self retailer shop CSA/subscription service Wholesale On-farm retail
- Bulk commodities to processor Other : _____

4. Do you plan to use the seal of ORC-Cert or label on product or packaging? Yes (Attach copies of all organic product labels) No

Part 9 : Shortened Conversion Request

Producers may apply for a shortened conversion period if there is adequate documentation to prove that farmland has been managed using organic methods in compliance with Standards. If you intend to apply, complete this part and attach a written request.

Do you intend to apply for a shortened conversion period? Yes No

Part 10 : Subcontracted Operation

1. Do you use any subcontracted operation(s)? Yes (Go to Q2) No (Go to Part 11)
2. Please specify the subcontracted operation(s):

Name of Sub-contractor: _____

Nature of operation: _____

3. Is the subcontracted operation(s) certified organic? Yes (Go to Q4) No Not applicable

4. Please provide the organic certification information, such as certifying agent, accreditation scheme, validity period:

Name of Certifying agent: _____

Accreditation scheme: _____

Validity period: _____

(Attached the valid certificate together with this application) _____

Part 11 : Declaration

I hereby declare that :

- All the information supplied in this application is correct, accurate and complete.
- I understand that if I cannot provide necessary information or do not follow the procedure, HKORC-Cert may refuse my application and all the paid fees are not refundable.
- I fully understand the ORC-Cert Organic Production, Aquaculture, Processing and Input Manufacturing Standard and agree to follow.
- I understand that starting from the date of receipt of application, my production units are regulated by the policies of HKORC-Cert.
- I understand that the operation will be subject to unannounced inspection and sampling at any time.
- I understand the acceptance of this application in no way implies granting of certification by HKORC-Cert.
- I understand that I need to provide any information required for evaluation of the production to be certified by HKORC-Cert.
- I understand that I need to provide HKORC-Cert the access all facilities including non-organic production units and related units if applicable.
- I understand that I need to take appropriate action required by HKORC-Cert in case of suspension or termination.
- I understand that I can only make organic claims regarding certification which are consistent with the scope of the certification that HKORC-Cert has been granted.
- I understand that I have to give notification to HKORC-Cert in a timely manner, of significant changes such as modification to the products, the manufacturing process, extension of acreage or changes to management, or ownership.
- I understand that I have to provide access to all appropriate facilities including any non-organic production in the unit, or related (by ownership or management) units in proximity, to both certification and accreditation personnel.
- I understand that the I have the right to object the third-party independent laboratories selected by HKORC-Cert mentioned on HKORC-Cert official website and select my own preferred laboratory(s) whilst the laboratory(s) selected must be accredited by the Hong Kong Laboratory Accreditation Scheme (HOKLAS) and all extra cost shall be borne by my side.

Signature of Applicant/Authorized Person : _____ Date : _____

(Add company chop if application is made in the name of a corporation)

Attachment :

 Farm maps Field history sheets` Documentation of previous land use / Prior land use affidavit Farm input records that show purchasing, source and application of soil amendments, seeds, animal manure and foliar fertilizer. Include product label and receipt

- Test reports (soil, irrigation water, compost etc)
- Documents issued by other certification agencies mentioned in Part 1
- Inspection report of last year and the records of corrective actions concerned (if applicable)
- All working procedures that would adversely affect the organic quality of the product (if applicable)

Make copies of this application form and all attachments for your records in your organic production management system.

Submit completed form, fees and supporting documents to

“Unit 819, 8/F, Tower B, New Mandarin Plaza, No.14 Science Museum Road, Tsim Sha Tsui East, Kowloon”.