



Application Organic Certification



Please complete the following application and mail, along with the application fee, applicable Organic System Plan(s) and/or updates, and supporting documents to: Idaho State Department of Agriculture, Organics Program, P.O. Box 7249, Boise, ID 83707. You may also submit the documents electronically to: organics@isda.idaho.gov.

1. Contact Information

Farm/Business Name as you want it listed on the certificate:				
Primary Contact:			Secondary Contact:	
Mailing Address:	City:	State:	Zip:	County:
Physical Address (Location of Fields/Facility):	City:	State:	Zip:	County:
Telephone Number:		Alternate Telephone Number:		
Email:		Alternate Email:		
Website Address (if applicable):		Preferred Method of Contact: <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> US Mail		

2. Please select the box(es) below for the scope(s) requested for certification.

- Crops
 Livestock
 Handler/Processor
 Wild Crops

3. Please select the box(es) below regarding the international import or export of organic product.

- Import
 Export
 Not Applicable

4. Will you have new fields or facilities that have not previously been inspected by the ISDA Organic Program?

- Yes
 No

5. Please provide your gross organic sales from the previous calendar year (January 1 – December 31).

\$ _____

6. Application fees are based on your annual gross organic sales. Please check one of the following fee categories based on the previous calendar year's gross organic sales that were provided in #5 above. Submit payment of the TOTAL FEE with this Application.

***NOTE: If you are a new applicant, your application fee should be based on your projected gross organic sales for this year.**

Sales	Base Fee	Graduated Fee	Total Fee	Sales	Base Fee	Graduated Fee	Total Fee
<input type="checkbox"/> \$0 – 5,000	\$200	\$35	\$235	<input type="checkbox"/> \$50,001 – 75,000	\$200	\$490	\$690
<input type="checkbox"/> \$5,001 – 10,000	\$200	\$65	\$265	<input type="checkbox"/> \$75,001 – 100,000	\$200	\$650	\$850
<input type="checkbox"/> \$10,001 – 15,000	\$200	\$100	\$300	<input type="checkbox"/> \$100,001 – 150,000	\$200	\$975	\$1,175
<input type="checkbox"/> \$15,001 – 20,000	\$200	\$130	\$330	<input type="checkbox"/> \$150,001 – 200,000	\$200	\$1,300	\$1,500
<input type="checkbox"/> \$20,001 – 25,000	\$200	\$165	\$365	<input type="checkbox"/> \$200,001 – 280,000	\$200	\$1,820	\$2,020
<input type="checkbox"/> \$25,001 – 30,000	\$200	\$195	\$395	<input type="checkbox"/> \$280,001 – 375,000	\$200	\$2,440	\$2,640
<input type="checkbox"/> \$30,001 – 35,000	\$200	\$230	\$430	<input type="checkbox"/> \$375,001 – 500,000	\$200	\$3,250	\$3,450
<input type="checkbox"/> \$35,001 – 50,000	\$200	\$325	\$525	<input type="checkbox"/> \$500,001 and up	\$200	0.75% up to \$6,500	\$ _____*

* If gross organic sales are greater than \$500,001.00, calculate and enter the total fee [base fee + (organic sales x 0.0075)].

The maximum total fee is \$6,700.00.

**Disclaimer: Fees may be subject to change due to negotiated rulemaking that occurs periodically.



Application Organic Certification Organic Operator Agreement

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

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

Signature of authorized representative	Date
Print Name	Title