Organic Labelling Scheme

(With Organic Farming Guidelines)

Version 1.0

The Organic Farming Association of India
(OFAI)

G-8, St Britto's Apartments,
Feira Alta, Mapusa 403 507 Goa.
Website: www.ofai.org
Email: admin@ofai.org
Phone: 0832-2255913; Fax: 0832-2263305

Contents

The Organic Farming Association of India
Organic Labelling System (OLS)

1. INTRODUCTION

1.1 Objectives of the Scheme

The organic labelling system of OFAI has been designed to achieve the following major objectives:

1. The promotion and propagation of organic agriculture in India.
2. Viable management of organic guarantee costs which ensures that both organic growers and consumers in India can afford the process.
3. The development of creative self-motivated and self-disciplined organic farms with special emphasis on farming families and small landholdings.

The labelling system is focused on promoting organic farming and sustaining bio-diverse ecologies in order to evolve agricultural systems that support living soils. It is not aimed at the export of organic products from India, although the OFAI standard complies with – and in certain areas improves upon – the Indian Organic Standard (NSOP) and the 1995 IFOAM Standard (www.ifoam.org/).

OFAI's labelling system is intended to facilitate and enable organic farming families/communities to live according to sustainable living principles. OFAI guarantees that its registered farms are places where organic food and fibre and their products are grown and processed according to the life-giving concept

of organic farming. The OFAI standard is designed essentially to reinforce and endorse the practice of holistic family farming.

In OFAI's OLS, farm appraisals are carried out by organic farmers themselves, in a manner which validates the authentic nature of the organic farm. Farmer groups in each region will provide training and other support for a truly organic programme.

1.2 Definitions

Accreditation for organic certifiers is the process by which an accreditation institution accredits a certifier to certify organic farms, organic processing, and organic imports and exports.

Aquaculture is the managed production of aquatic plants or animals in fresh, brackish or salt water in a limited environment.

Biodiversity is the variety of forms and ecosystem types on earth; this includes genetic diversity within and between species as well as ecosystem diversity between types of ecosystems.

Contamination is the pollution of organic produce, product or land, or contact with any material that would make the said product unsuitable according to the organic standard and includes contamination by GE crops.

Conventional means any material production or processing practice that does not comply with the OFAI criteria for "organic" or "organic in conversion".

Conversion period designates the time between the start of organic management and the granting of permission to an applicant farm to use the OFAI organic assurance label.

CS is the Central Secretariat which is the national administrative office of OFAI.

Farm appraisal is the process by which an applicant farm to the OLS is visited by an OFAI approved appraiser to collect information on the farm operation and the physical validity of that piece of land.

Farm appraiser is a person appointed by the SAC or NAC to visit farms which wish to use or are using the OFAI label and logo for the marketing of their produce, in order to report the actual practice of organic farming and sustainable living on such farms to the SAC and NAC.

Genetic engineering (GE) comprises a set of techniques from molecular biology (such as recombinant DNA) by which genetic material, plants, animals, micro organisms, cells and other biological units are altered in ways or with results that could not be obtained by natural mating, reproduction or natural recombination. Techniques of genetic modification (GM) include, but are not limited to, recombinant DNA, cell fusion, micro and macro injection, encapsulation, gene deletion and doubling. Organisms that result from techniques such as natural hybridization are excluded.

NAC is the National Approval Committee which grants permission for label use based on the recommendation of the SAC; it also works in the capacity of a body for grievance redressal, review and appeal and responds to consumer complaints. The NAC also approves regional standards and updates.

Organic farmer is a man or woman decision-maker on an organic farm.

Organic farming is any system of growing food and fibre that respects Nature, evolves a sustainable relationship with the land and rejects the use of chemical pesticides, chemical fertilizers, hormones and GM technologies in this endeavour.

Organic farm stakeholder is any person who derives his/her livelihood from an organic farm.

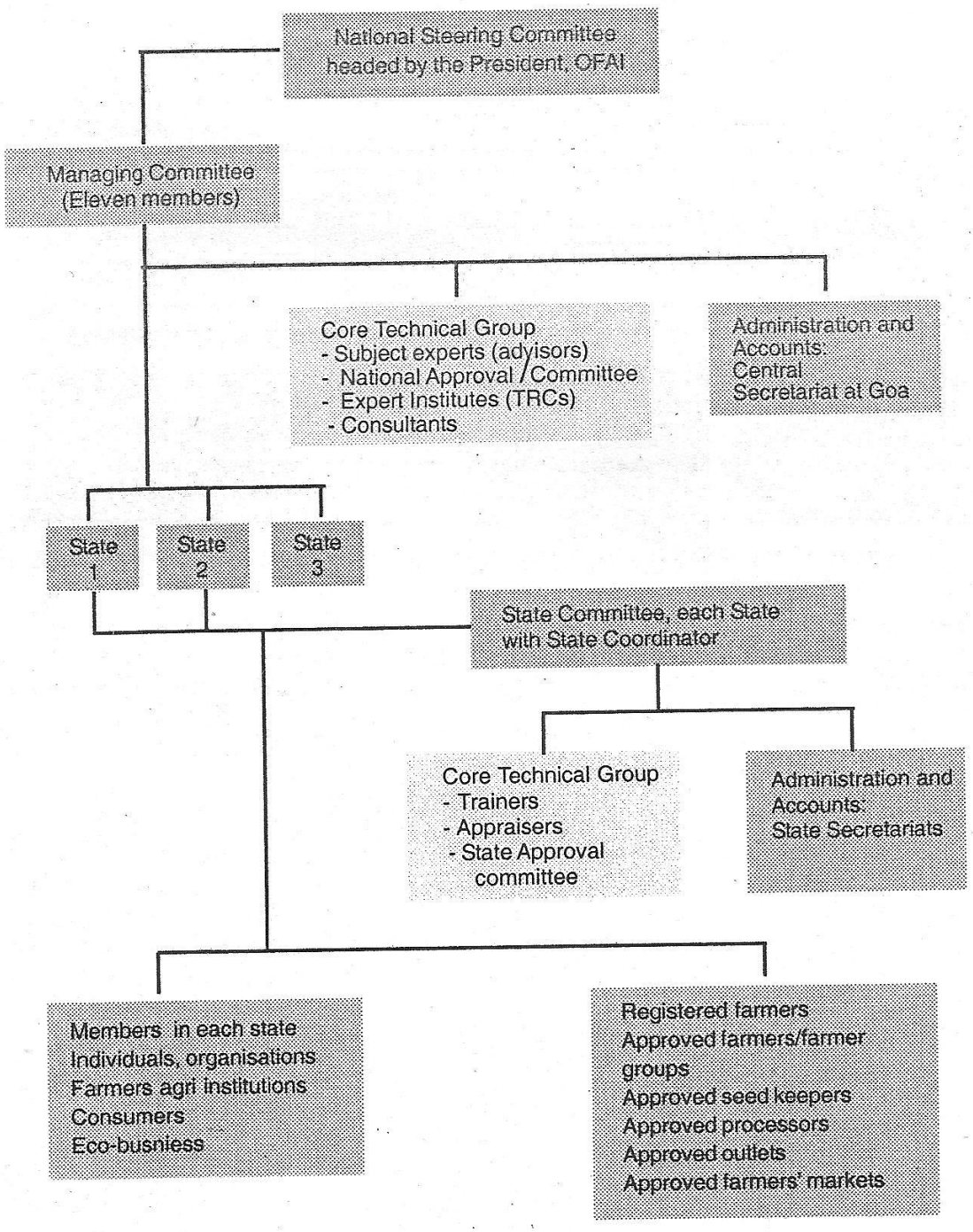
Organic stakeholder is any person who is involved in the consumption, processing and/or sale of organic produce and products.

SAC is the State Approval Committee which reviews farm appraisal reports and recommends farms for label approval or other types of recommendation regarding label use to the NAC.

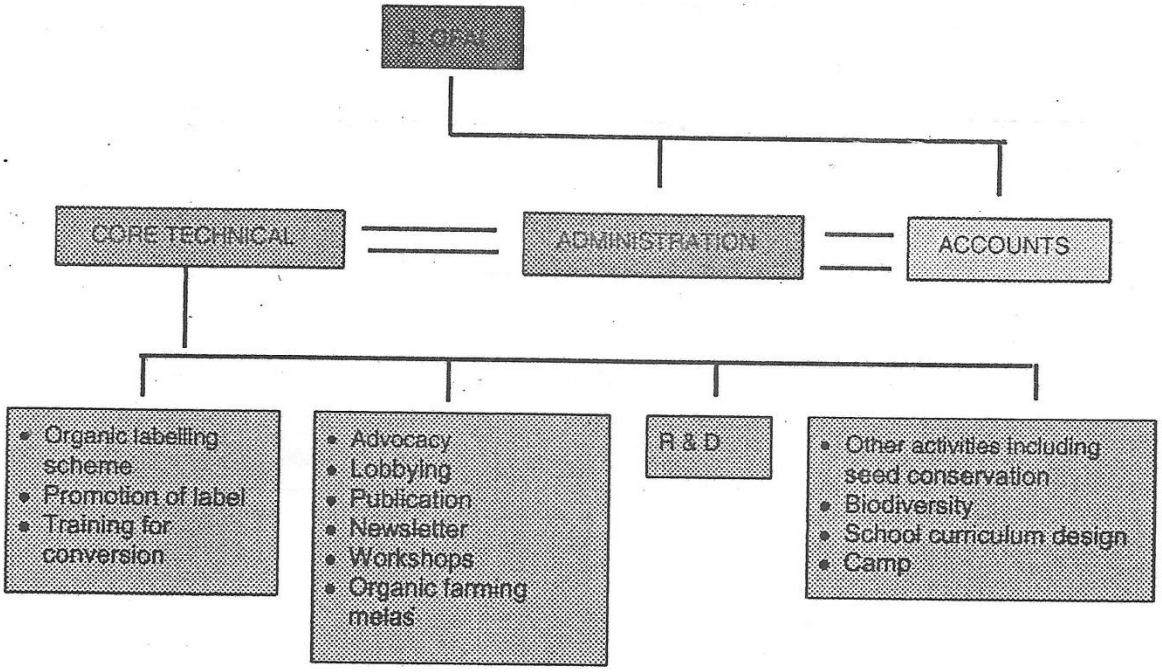
SS is the secretariat in each state that has a state steering committee.

SSC is the state steering committee headed by a coordinator. It guides overall organic farming policies at the state level and implements these through the state secretariat, always in the regional language.

OFAI Organogram



OFAI Function Diagram



1.3 The Organic Labelling Scheme: How to Participate

Step 1: OFAI Membership

First become a member of OFAI as only members can apply for the label. (OFAI is open to all kinds of membership.) An organic farmer/farming family that is interested in getting the label will get in touch with the association either by letter, email or phone and will fill out the First Farm Information Questionnaire (FFIQ) in Form 1 as an organic producer. This will go into the permanent OFAI data-base. On verification, the same profile will be entered into the FAO-GOI-OFAI data-base. OFAI will use many kinds of opportunities to attract members, such as OFAI local group meetings, organic workshops, agricultural fora, etc.

Step 2: OFAI Standards

Upon receipt of the FFIQ by the secretariat, the applicant farmer will receive a copy of the OLS. The farmer will familiarize him/herself with the standards or guidelines document of the organization and successive updates. (The Guidelines can also be downloaded from www.ofai.org/. Steps are being taken to ensure that the document is available also in local languages.)

Step 3: Label Scheme Workshop

A minimum number of interested farmers will be invited to participate at local level workshops (**First Exposure**) where trained OFAI resource persons will familiarize them on the documentation and record-keeping required by the label scheme. Such workshops will be held on organic farms. Those interested in participating will be required to pay a fee for the expenses of the day. Arrangements for resource people will be made by the state or central secretariats.

Step 4: Payment of Registration Fee and Agreement

Once the farmer has completed the workshop and has decided to join the OLS, he will pay a registration fee of Rs.100 (**Registration**) and sign the agreement in Form 2. A unique number will then be issued to the farm. A period of up to (but no more than two months) is taken to prepare documents. The appraisal fee is paid in advance, at the time of submitting the farm map, legal land holding documents and crop plan besides a map with directions on how to reach the farm. Thereafter, the farmer will be informed of the date of the visit for appraisal.

Step 5: Farm Visit and Interview with Farmer

The farm appraiser will spend the time he/she needs to understand the farm layout, its functioning as well as the philosophy of the farmer/farming family (**Appraisal**). All documents as specified during the workshop will be ready for reference in original and a copy of the farm information file will be submitted to the farm appraiser to take with him/her. The farm appraisal form (Form 3) will be countersigned by the farmer after it has been filled in by the appraiser. The appraiser will then submit the farm appraisal report with his/her comments and recommendations written on a separate page to the SAC through the state or central secretariat.

Step 6: Approval at State Level

The State Approval Committee (SAC) will review the appraisers' reports at quarterly or regular meetings depending on regional considerations and transmit its recommendations to the National Approval Committee (NAC) for final approval (**Approval**). After the NAC has recorded its final approval, it will direct the CS to issue the label and a certificate of approval to the applicant. The State will keep a record of labels and be responsible for ensuring that a checking/monitoring system is in place with each registered farm.

The label will be printed by the CS with the approved farm registration number under the logo (**Use of Label**). Farms will have to specify to the SAC the kind of packing they would like to use. Accordingly, the SAC will work out a record keeping system with the farm. Label costs will be met by the farm.

Annual update reports of approved farms will be prepared in Form 4.

1.4 Guidelines for estimating costs of appraisal

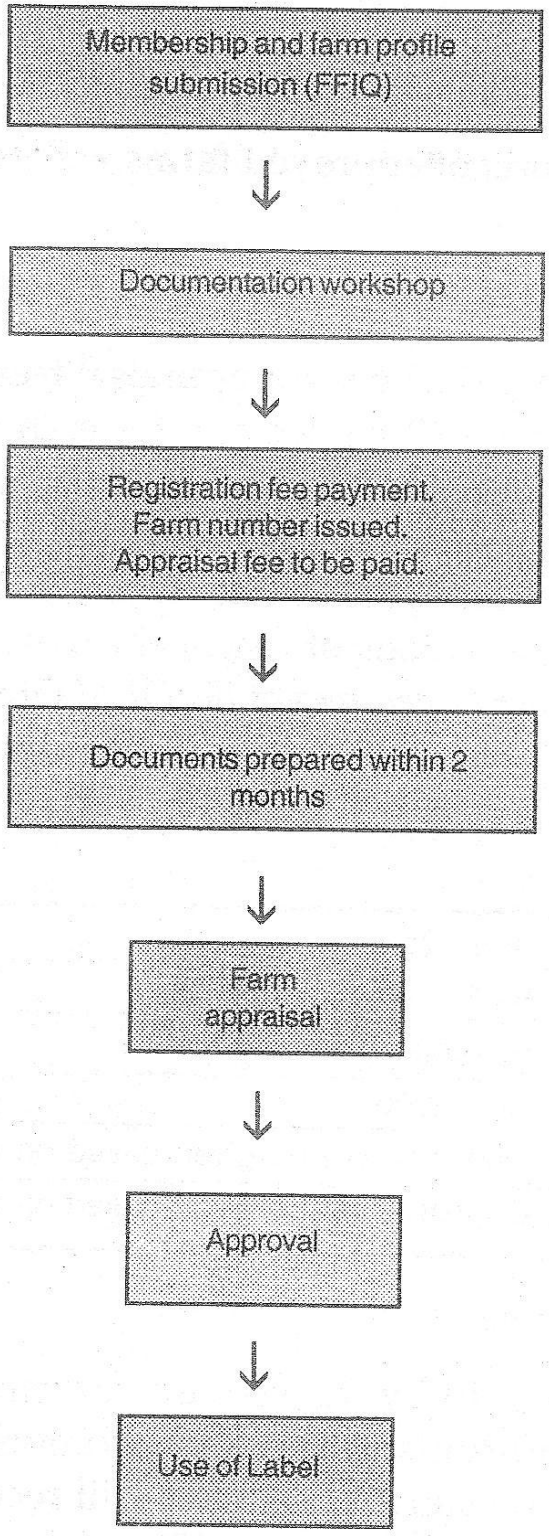
Though the general guidelines for appraisal fees are listed in the table below, these will be decided for each state by each State Steering Committee. (These are approximate figures that can go up or down based on different variables. With experience we will learn to be more specific. The Appraisal Fee will be on the basis of local evaluations of reasonable cost and *under no conditions will a farmer be deprived of the OFAI OLS purely on the grounds of inability to meet appraisal cost*. The costs of processing each case are, as of now, not known but will emerge after a year.)

Area in acres	Audit fee
1-5 acres	Rs.3,500
5.1-10 acres	Rs.5,000
10.1-20 acres	Rs.10,000
21 acres upwards	Quotation will be given based on evaluation cost.
Group certification	Quotation will be given based on evaluation cost

1.5 Appraisal fee use

The appraisal fee paid by the farmer/farming family will go towards the administrative and promotional costs of the OFAI label. The state secretariat will receive 75% and the central secretariat will receive 25% of the appraisal fee.

OFAI - OLS Action Flowchart



2. The OFAI Organic Farming Guidelines

2.1 Definitions and focus of the OFAI organic farming guidelines

Organic farming, in its truest form, is a holistic production management system which promotes ecological biodiversity at every level of the food chain and nurtures biological activity in the soil while giving primary importance to the interrelationship between humans, animals, soil, air and water in order to ensure a healthy ecological equilibrium within the farm.

- In India, organic farming has evolved as a tradition. In fact the tenacity and perseverance of the Indian farmer has ensured the survival of time-tested techniques of soil, water and seed conservation. This family-driven traditional knowledge base plays a vital role in evolving local systems and technologies that are the basis of organic production methods. Using locally available resources and innate skill of working with the living soil, organic farming families will guide the optimization of sustainable and energy-efficient processes which foster biological activity without polluting the environment. On OFAI-recognised farms soil health and human health are intrinsically linked in evolving a life-style which supports the viability of the farm and farming families.
- Respect for women and children as partners in sustainability at all levels of the production system is of vital importance, especially where they already share the day to day responsibilities of running the farm. In addition, providing the nutritional requirements for the family and helping farm children acquire the skills that are necessary for them to become the organic farmers of tomorrow, are roles often left to women. The organic farming community

validates this contribution and upholds the right of women and their partners to fulfill this role with pride and confidence.

- Organic farming respects the natural cycle of seasons and values all life-forms – from microbes to live-stock – that interact in the production system. It tries to ensure that natural behaviour, natural needs and rhythms are not disturbed or distorted but rather, take precedence in the stewardship of wild and domesticated species of animals and plants on the farm. Traditional and natural healthcare systems, based on locally available ingredients will be utilized for the care of live-stock, as far as possible; furthermore, genetic selection and breeding of farm animals should encourage the vigour of indigenous types that are adapted to local conditions.

- In keeping with the principle of respect for all beings, organic farming emphasizes just and equitable treatment for all stakeholder workers within the production system: in return for their contribution to its sustainability, they should benefit from its well-being, both in terms of food security as well as family welfare.

- Organic farming is above all a humane effort to improve the quality of life for all creatures and like a ripple in a pond, seeks to embrace a wide and inclusive community which primarily supports local consumption of fresh, diverse and nutritious foods that are adapted to the bio-diversity of the area. Food and seed sovereignty is its underlying principle and this includes the protection of the rights and interests of the farmer and consumer. It follows therefore that all products and processes of genetic engineering, nanotechnology and related technologies, whether in the selection of source material or processes of production, storage and conservation will be strictly rejected by all those who practice organic farming.

2.2 What will the OFAI organic labelling system assure?

OFAI will set a standard for organic farming practice which upholds the fundamental and sustainable interaction between humans, soil, plants, animals, insects, water, air and microbes on this earth. Therefore the OFAI organic assurance system will assure that the interplay of these factors is to its satisfaction and will place the stewardship of this holistic concept on a particular piece of land in the capable hands of the farm applicant. In other words, it will assure the quality of organic agriculture on this piece of land and the ability of the farmer to understand and implement its practice. It will assist the organic farmer to continuously improve its organic farming practices and record-keeping.

2.3 The OFAI guidelines and parameters

The purpose of the OFAI Guidelines is to establish basic parameters for the management of organic farms that wish to use the OFAI label for their produce.

All states, district, sub-divisions and regionally managed OFAI groups in India will adopt or adapt the *OFAI Guidelines* and adhere to them in spirit and deed. Although these norms will apply specifically to the labelling system, they will also be generally applicable to all members of OFAI as these norms also represent the OFAI vision for planet earth.

OFAI represents considerable regional variation in culture and agricultural practice and these guidelines will form the basis for each state to develop its own standard document to ensure that zonal variations are taken into consideration and each state's standard will be appropriate for local organic farmers. However, all variations and deviations from the OFAI Guidelines will not be permitted to compromise the OFAI standard but only improve upon it. Furthermore, regional changes can only be accepted and framed as state standards on ratification by the NAC.

Where these Guidelines are adopted as standards by any OFAI state level organization, they shall be translated into the regional language within three months of the date of formal adoption.

The parameters are grouped under the following themes:

1. Social and environmental ethics

Organic farmers who are likely to use this term to describe themselves will have a vision of the interrelatedness of life in order to put into practice a holistic approach to the microcosm of an organic farm.

1.1 In all likelihood, they will have a clear understanding of their responsibility to themselves, their family, their land and other organic stakeholders.

1.2 An organic farm grows food with the intent of own consumption first and intent to sell second.

1.3 Organic farming families or units shall strive to evolve sustainable lifestyles and to be an example to the community in which they live.

1.4 Organic farmers and stake holders shall together respect the organic principle in taking care of the earth and her living and non-living resources and thereby build socially and economically equitable relationships.

2. Physical characteristics of an organic piece of land

2.1 An organic piece of land is a farm or field where synthetic and chemical inputs, including inputs produced by genetic engineering, are not permitted and where the natural ecology is protected as much as possible by the use of sustainable agricultural practices.

2.2 Such lands are ideally situated at a reasonable distance from urban and industrial areas with a view to minimize the presence of heavy metal pollutants in the organic food system.

2.3 Such fields should also be located above low lying lands and wastelands and have adequate drainage systems to prevent the entry into them of rainwater and irrigation water flowing out of conventional fields.

2.4 These lands shall be fenced off from non-organic (conventional) fields by the growing of a live fence of

approximately 2m height and 1m width, leaving a distance of 3m between the two.

2.5 In cases where this is not possible, a crop of the same dimension can be grown thickly and harvested at the end of the season only and sold as conventional fodder/ waste. This crop fence shall be of a different species from the organic crop being grown in the field.

2.6 Appropriate bunding and vegetation should be put in place to prevent soil and wind erosion within the farm as well as prevent contamination from conventional fields from entering the organic field at all probable points of entry.

2.7 Ideally, an organic plot shall not be less than one acre. It is preferable that plots of one acre or less be combined with those of other organic farmers to make contiguous organic fields.

3. Conversion cultivation parameters

3.1 The conversion period is defined as the phase of transition between the last harvest of a conventional crop and its products and the first sowing of an organic crop, during which the said fields are said to be under organic management.

3.2 For annual crops, the transition phase shall be a minimum of at least 24 months from the clearing of stubble from the last conventional crop to the planting of the organic crop. In the case of perennial crops, the transition phase shall be at least 36 months. However, exceptions may be made in rare cases depending on the quality of the farm, records available on past land use and environmental factors.

3.3 Conversion should be long enough to improve soil fertility and demonstrate positive signs of natural food chain activity taking place on the land.

3.4 When 12 months of transitional phase is completed the SAC/NAC may grant permission to label produce from the said fields as "produce of organic agriculture in the process of conversion."

3.5 If the transitional phase exceeds that prescribed in 3.2, as per the recommendation of the farm appraiser and SAC, the OFAI standards requirements shall be met for at least 12 months prior to being labelled as organic.

3.6 The start of the conversion period will be calculated from the date of the first farm appraisal or, if the required records are available, 36 months from the last application of unapproved inputs or any prohibited material or practice.

3.7 Conversion to organic status requires the farmer to demonstrate that the OFAI standard has been met for the prescribed minimum period.

4. Parallel production parameters

4.1 Parallel production farms are those in which organic fields and conventional fields exist within the same farm or under the same ownership or lease. Even where there is parallel production, same crops in both organic and conventional are not permitted. *Under no circumstances* are GM crops permitted in parallel cultivation.

4.2 All farms which intend to practice parallel production will have to give a clear conversion plan which will ensure the whole area will be organic by the end of three years. If this is not complied with, the permission to use the OFAI label shall be withdrawn.

4.3 Conventional and organic fields will have to be clearly segregated and record keeping will have to show a continuous separation of the entire process from planting to harvest and storage, including tool use.

4.4 The conventional crop shall always be a different species from the organic crop being grown.

4.5 Split production, that is, simultaneous and indefinite conventional and organic parts of a farm *is not permitted.*

4.6 The parallel production farm will have to demonstrate that its production system does not rely on continuous switching between organic and conventional practices.

5. Management of contamination

5.1 It is the responsibility of the farm to take all necessary and reasonable steps to identify and avoid potential contamination of the organic crop.

5.2 All kinds of measures including barriers, charcoal lined soak pits and buffer zones should be employed to avoid potential contamination and limit contaminants in organic products especially around the perimeter, irrigation in-flows, in household spaces and/or in organic produce storage areas including packing material.

5.3 In case of a reasonable suspicion of contamination, the SAC will ensure that an analysis of the relevant products and possible sources of pollution (soil, water, air, inputs) is undertaken to determine the level of contamination and then will ask the owner to take the necessary steps to detect the source of contamination, considering background contamination and other relevant factors.

5.4 For the use of synthetic coverings, sheets and insect nettings, only products based on polypropylene, polyethylene or other polycarbonates are permitted. These are to be removed from the farm after use and not burned on farmland.

5.5 All equipment from conventional farming systems shall be thoroughly cleaned of potentially contaminating materials before being used on organically managed

ones. Further, in parallel cultivation equipment for organic and conventional areas shall be kept separately and be identifiable.

5.6 Organic farms should preferably be at least three km away from GM crop areas. Where this is not possible, the organic fields shall have a thick impenetrable live fence up to 3m height at least. In these circumstances it is not permitted to grow the same species as the GM crop.

6. Management of biodiversity and wilderness

6.1 Beginning with the boundary fence, but not necessarily limited by it, a live hedge using trees, plants (both flowering and non-flowering), aromatic vines and thorny brush should be planted with a minimum dimension of 2m height and 1m width.

6.2 Where possible, wild areas of the farm such as tree groves and natural fringes which harbour wild birds and indigenous species of plants and animals should be protected rather than cleared.

6.3 A minimum of three trees per acre in rain fed areas and five trees per acre in irrigated areas are a requirement.

6.4 Efforts to attract biodiversity to organic farms shall be made by using farm ponds, check dams, bee boxes, flowering and aromatic plants and bird perches.

6.5 Weeds should be controlled by hand or harrow in a judicious manner ensuring their continued presence and biodiversity.

6.6 Any practices which harm other creatures such as the use of rat poison and dynamiting fish are banned.

7. Crop production and soil management

7.1 Crop diversity

7.1.1 Care of the soil is the basis of the organic growing system; to ensure its proper management a diversity of crops shall be grown.

7.1.2 Crop diversity will be assured by any of the following and includes green manure crops, legumes and other food, fibre and fodder crops, whose roots reach different soil depths. Additionally, intercropping, mixed planting, and crop rotation must be part of the repertoire of any efficient organic farmer to build and maintain soil fertility and tilth.

7.1.3 Preferably crop choice should be a diverse selection of locally adapted food, fibre and fuel crops which are used for both own consumption by the farming family and for sale.

7.1.4 At least two crops are to be used in mixed cropping with a change of choice from season to season or a rotation which involves a green manure or legume crop at least once a year.

7.1.5 The same annual crop cannot be grown continuously and perennial crops shall also demonstrate species diversity.

7.1.6 Perennial crops shall be green manured annually and the farm shall maintain a green cover, where possible, at all times.

7.1.7 Annual crop plans should consider diverse needs of the farm including food, fuel, fodder, bio-mass, protection, medicine and economic returns.

7.2 *Seeds and planting material*

7.2.1 Seeds, rootstock, seedlings and other planting material are to be sourced by preference from an organic farm in the same area, or from other areas where organic assurance is confirmed. In cases where this is absolutely not possible, local, open-pollinated seeds can be sourced if a written declaration by the seed producer is made available.

7.2.2 A commitment to sourcing all organic seed within three years of first farm appraisal is required.

7.2.3 *No GM seeds are permitted* under any circumstances and will be severely penalized by cancellation of label use and public disapproval.

7.2.4 All seeds should preferably be open-pollinated or selected varieties rather than hybrids. High external input and response hybrids are discouraged.

7.2.5 Any seed material sourced from conventional growers shall be limited for seed duplication and then only declared as organic seed after one growing cycle. Such conventional seed shall be washed thoroughly and treated with organic soil conditioners listed in *Annexure 1*.

7.2.6 Conventional perennial plants will be termed "organic" only after 36 months of organic management.

7.3 *Soil fertility and manuring practice*

7.3.1 Farms are required to manage pressure from insects, weeds, diseases and other pests, while maintaining or improving humus levels, fertility, microbial activity and general soil health.

7.3.2 Nutrient resources should be used responsibly to optimize their effect for the benefit of the farm and its

natural environment.

7.3.3 Biodegradable material of microbial, plant or animal origin produced through organic practices (preferably on-farm materials) should form the basis of the fertility management of the farm.

7.3.4 Naturally occurring minerals or other permitted organic inputs introduced from outside the organic farm can only be one component of the fertility programme and will supplement, where necessary, but not replace the existing nutrient recycling practices.

7.3.5 Organic inputs shall be applied in a way that protects soil, water and biodiversity.

7.3.6 Materials used as inputs should fall within the categories listed in *Annexure 1.*

7.3.7 Manures containing human excrement are prohibited for use on crops for human or livestock consumption.

7.3.8 Human soil latrines of a hygienic design can be placed at a reasonable distance from agricultural fields for the eventual planting of ornamental or timber trees. However, these latrines shall be identified and shall comply with these guidelines.

7.3.9 All chemical fertilizer use including DAP and urea is prohibited.

7.3.10 Use of urban and industrial waste is prohibited.

7.3.11 Soil conservation practices such as contour bunding and shallow tillage are recommended.

7.3.12 Farm mechanization, involving especially the use of heavy machinery and tractors that result in soil compression, is discouraged.

7.4 *Water and irrigation practices*

7.4.1 Water conservation practices such as mulching, water harvesting and trenching for recharging of natural sub-soil aquifers shall be followed and irrigation techniques shall provide for maximum percolation to avoid soil erosion in agricultural fields.

7.4.2 7.4.2 Preferences for irrigation in order of preference include direct pumping from

a. River, farm pond or check dam

b. Well and canal water

c. Tube well water

7.4.3 Where sprinkler and drip irrigation techniques are used, care shall be taken to use ultraviolet (UV) resistant treated pipes (HDPE pipe is better than PVC) and to minimize plastic pollution in the fields.

7.5 Pest, disease, weed and growth management

7.5.1 The OFAI standard guidelines recommend that pests, diseases and weeds should be managed by the knowledgeable application of one or more of the following measures:

a. choice of locally adapted species or varieties;

b. appropriate crop plan which is aware of seasonally associated problems;

c. mechanical cultivation with emphasis on inter-cultivation techniques which use cattle drawn implements;

d. protection of natural pest-predator relationship through provision of favourable habitats such as hedges, nesting sites and ecological buffer zones that maintain the original vegetation to house pest

criteria in *Annexure 1* will be used to decide whether the product is acceptable.

7.5.4 The precautionary principle should be exercised in all types of applications

7.5.5 Any input applied for plant pest, disease, weed or growth management shall appear in appendix 2 subject to the limitations of that appendix.

7.5.6 Growth regulators should be used in such a manner that they do not cause undue stress to the plant or soil; overuse of growth regulators to induce unnatural size or engorgement or rank growth is prohibited.

7.5.7 Any formulated input shall have only active ingredients as are listed in *Annexure 1*. All other ingredients shall not be carcinogens, teratogens, mutagens or neurotoxins.

7.5.8 It is prohibited to use seeds which have been treated with chemical pesticides and fungicides or GE (like terminator technology).

7.6 Machinery, tools and energy sources

7.6.1 All types of tools and machines used on farms should be designed to optimise the physical task at hand, in a healthful way.

7.6.2 Preferably, machinery servicing on farm should be done in an area where polluting factors like machinery wash-off do not affect agricultural fields.

7.6.3 Waste from servicing machinery and tools, such as burnt oil and grease, shall be collected without leakage on to the soil and disposed off safely in a container.

7.6.4 Alternative fuels and energy sources are preferred to conventional ones, particularly if they are produced on-farm, such as biogas, solar, wind and bio-diesel.

7.6.5 Soil structure shall not be compromised by long-term machine or tool use but rather shall be helped by such technologies.

7.7 *Harvest management*

7.7.1 Harvested crops should be transported to a drying yard and threshed with care to conserve nutrition and minimise exposure to fungal, bacterial and insect attack.

7.7.2 Where threshing machines are necessary, their placement should be in a harvest yard and not in the fields to avoid compaction of the soil.

7.7.3 It is recommended (but not compulsory) to follow traditional practices of harvest with respect to moon activity as much as possible, in order to ensure the concerns in 7.7.1 are facilitated.

7.7.4 The crop shall not come in contact with any chemicals or household products like disinfectants or detergents.

7.7.5 All crop stubble should be used for fodder, biomass, mulch or fuel, in order of preference.

7.7.6 Threshed, dried, sorted produce should be stored appropriately to minimise food and nutrition losses during storage, particularly to rodents.

7.7.7 Approximate weight of produce shall be recorded prior to being stored.

8 Animal husbandry

Animal husbandry is a necessary and desirable complement of organic agriculture particularly with regard to managing an organic farm as a self-reliant microcosm; not only do our domestic animals contribute to the fertility of our fields but their enduring loyalty and friendship have helped us develop sustainable and healthy ways to live.

8.1 Animal management

8.1.1 Proper and acceptable animal management on an organic farm requires that:

a. the number and variety of animals kept should allow for natural behavior patterns and be appropriate to maintain natural resources and environmental quality,

b. the animals should be provided with sufficient and wholesome organically grown food stuffs and should have adequate area for grazing;

c. animal management practices should reduce stress, promote animal health and welfare, prevent disease and parasitism and avoid, as much as possible, the use of chemical allopathic veterinary drugs;

d. the above practices should promote sustainable land and water use.

8.1.2 In providing for the environment, facilities and stocking density necessary for the behavioral needs of animals, the following features should be considered essential:

a. Sufficient free movement and opportunity to express normal behavior patterns

b. Sufficient fresh air, water, feed, and natural daylight.

c. Access to resting areas, shelter and protection from extreme weather conditions to reduce animal stress.

d. The use of construction materials and production equipment that do not significantly harm human or animal health.

e. Adequate rest periods for work animals to ensure they are not worked more than four hours at one stretch without watering or grazing.

f. Pregnant animals should be given extra care and

enough space to give birth without stress and risk to their young.

8.1.3 Housing conditions should provide:

a. enough water and feed according to the needs of different species,

b. sufficient space to stand naturally, lie down easily, turn around, groom themselves and assume all natural postures without restriction,

c. Simple hygiene such as frequent clearing of dung and old straw with adequate drainage for urine into a collection tank,

d. Where animals require bedding, adequate natural materials are provided,

e. The housing should provide for good ventilation and temperature control: regular whitewashing is recommended as a cheap and clean way to control dust and parasites in animal sheds.

f. Animals can only be kept in cages if the norms in b. are satisfied and if the said animals are allowed to graze or be released into an open air run or yard during daylight hours.

8.1.4 Burning of cow pats for fuel as a regular practice is prohibited. Cowpats can only be burnt for fumigation purposes.

8.2 Animal sourcing and breeding

8.2.1 Animals of an organic farm should preferably be fed organically from birth

8.2.2 They should be of a species and variety that are easily adapted to the terrain and thrive on the types of fodder

available.

8.2.3 OFAI endorses the use and selection of traditional *desi* breeds and discourages pure cross-breds, especially in the case of dairy animals.

8.2.4 When organic livestock cannot be sourced, healthy, conventional animals can be brought in according to the following age limits:

a. 2 day old chicks for meat production

b. 18 week old hens for egg production

c. 2 weeks for any other poultry

d. piglets up to 6 weeks and after weaning

e. calves that have been suckled naturally for 4 months

8.2.5 Breeding systems shall be based on breeds that can reproduce successfully under natural conditions.

8.2.6 Artificial insemination is discouraged.

8.2.7 Embryo transfer techniques and cloning are prohibited.

8.2.8 The use of hormones to induce ovulation and birth is prohibited unless required for medical reasons and under veterinary supervision. Hormone use to increase milk production or drugs to stimulate let-down complex is banned.

8.2.9 Mutilations such as de-beaking and de-horning are prohibited except for the following interventions provided that animal suffering is minimised and proper after care is given:

a. castration

b. nose boring for nose rope

8.2.10 Draught animals should receive an extra feed ration so

that they are able to withstand the extra stress of their labour. Implements and contraptions used for work with animals should be designed to reduce the drudgery and optimize the operation at hand.

8.3 *Animal nutrition and healthcare*

8.3.1 Animals shall be fed organic feed and preferably this feed should come from the farm itself or from another organic farm in the region or the state.

8.3.1 All animals should have daily access to roughage.

8.3.2 Under the following conditions, exceptions may be made to feed non-organic feed of not more than 15% dry matter for a limited time:

a. If organic feed is of inadequate quality or quantity;

b. If the region is in an area where organic farming is still in its early stages;

c. In the case of unforeseen natural or man-made disasters;

d. In extreme climatic or weather conditions.

8.3.3 For the calculation of feeding allowances only, feed produced on the farm during the transition phase or the first year of organic management can be classed as organic; this feed cannot however be sold as organic feed.

8.3.4 The definition of non-organic feed is: sourcing the same individual ingredients that would otherwise be produced on the farm, from a conventional source and does not include a commercially produced composite and processed product.

8.3.5 Commercial feeds, synthetic appetizers, other synthetic substances, all types of excrements, solvent extracted

oilcakes, artificial growth promoters and stimulants are prohibited.

8.3.6 Naturally derived vitamins, supplements and minerals are permitted only in the case of need and appropriateness for normal dietary function.

8.3.7 Young mammals should be suckled on mother's milk and weaned at the appropriate time which takes into consideration the health of mother and baby, or at least not less than four months.

8.3.8 In case of emergency, mother's milk can be substituted by non-organic milk

8.3.9 All practical measures must be taken to ensure the health and well being of the animals through good nutrition and preventative animal healthcare practices.

8.3.10 In case of illness, first recourse should be taken by using natural medicines and treatments, including local traditional veterinary medicines based on plants, ayurvedic, homoeopathic systems or systems based on acupuncture.

8.3.11 In those cases where these interventions are not adequate, the choice to give allopathic veterinary drugs should be taken to alleviate unnecessary suffering, even if the use of such medicine will cause the animal to temporarily lose its organic status.

8.3.12 In those cases where the use of allopathic drugs and antibiotics is unavoidable, the following regulations must be followed:

a. Such medicines should only be used under the supervision of a qualified veterinarian.

b. The animal should be isolated to prevent the urine, dung or other bodily fluids from getting mixed with

organic compost or organic milk; the withholding period will be a minimum of 48 hours or not less than double that required by legislation, which ever is longer.

8.3.13 Vaccinations are allowed within the following limits: (However, no vaccine that is genetically engineered is permitted.)

a. when an endemic disease is known or expected to be a problem in the region of the farm and where this disease cannot be controlled by other management techniques;

b. when a vaccination is legally required.

8.4 Beekeeping

Although wild bees are a normal feature of organic farms, beekeeping in wooden boxes and other contraptions made from natural materials is an activity that is encouraged to enhance agricultural, horticultural and forestry production as well as provide a useful and healthful organic product for all organic stakeholders.

8.4.1 The beekeeping operation on an organic farm should present no risk of contamination as defined by these standards.

8.4.2 Natural bee populations should not be put at risk by introducing other bee hives indiscriminately. The process of honey bee introduction should be careful and gradual and preferably only in cropped areas, to begin with.

8.4.3 The management of hives should concur with the general animal husbandry guidelines indicated in these standards.

8.4.4 The bee population should be restricted to the availability of organic honeydew, nectar and pollen from organic

crops to ensure to the extent possible that the organic crops are sufficient to supply the bees' nutritional needs. This may also mean careful placing of boxes so that the bees will be unlikely to forage beyond organic fields and wild areas into chemically contaminated areas

8.4.5 At the end of the production season, hives should be left with enough reserves of honey and pollen to enable the bees survive the dormancy period. Supplementary feeding will be carried out only between the last honey harvest and the start of the next honey flow and in such cases either organic honey or other organic sugars shall be used.

8.4.6 Bee colonies can be converted to organic production after six months of being placed on an organic farm. For farms undergoing transition general guidelines apply.

8.4.7 Natural preventative medicine should be practised as far as possible, and hive welfare should be primarily achieved by hygiene and hive management. The following substances are permitted for pest and disease control:

a. lactic, formic acid;
b. oxalic, acetic acid;
c. naturally derived sulphur;
d. natural essential oils;
e. *Bacillus thuringiensis;*
f. Steam, direct flame or natural caustic for box disinfection.

8.4.8 Only smoke produced from plant material can be used to calm bees during honey harvest and this should be kept at a minimum.

9 Storage and handling of organic produce

9.1 Organic produce shall be packed in sacks or other containers that have previously not been used for toxic chemicals, pesticides, fungicides or any other substance likely to compromise the organic integrity of such produce.

9.2 Jute sacking is not permitted as most jute in India is treated with lindane which will contaminate organic produce.

9.3 Material for packing organic produce should be re-usable, recyclable and bio-degradable where possible.

9.4 On-farm storage of organic produce shall be in an area where there will be no mixing or co-mingling of organic products with non-organic products; it is preferred to have a separate storeroom for organic produce and products.

9.5 All organic produce and products made therefrom shall be clearly identified (e.g., produce name, date of storage and harvest field) and stored and transported in a way that prevents contact with conventional products through the entire process.

9.6 During shipping such products should be preferably booked with food products only but in any case the use of multiple layers of packing should be the rule and should be marked as "product of organic agriculture".

10 Primary processing on an organic farm

Organic farms are encouraged to add value by converting organic food crops into products that can be used directly by the consumer or organic product processors and which allows the by-products to remain

on the farm for re-cycling and/or further use.

10.1 Such processes of value-addition include: cutting, peeling, drying, boiling, blanching, roasting, de-corticating, germinating, husking, grinding, crushing and pressing.

10.2 Farms involved in primary processing must keep records of volumes before and after processing.

10.3 A processing norm must be established by the farm with the aid of a flow chart before appraisal and thereafter supported by records to show it is being followed.

10.4 Any ingredient used to standardise or improve the physical or nutritional quality of the product shall be of natural origin and where possible from the farm itself or another organic farm.

10.5 All necessary measures shall be taken to prevent organic products from being contaminated by pollutants and contaminants including the cleaning, decontamination, or if necessary, the disinfection of processing area and equipment.

10.6 Processing areas and tools shall not be exposed to non-organic substances

10.7 Such processes should be managed in such a way as not to pollute nor put undue stress on the environment and water resources.

10.8 The process should be carried out in a manner that maintains hygienic and organic parameters and ensures that the nutritional value of the product is not compromised.

10.9 Only such substances as are listed in *Annexure 1* can be used in the processing for the preservation of organic food products.

10.10 Flavour-enhancers, food colouring and other substances not mentioned in *Annexure 1* are not permitted.

11.1 A daily record or cultivation record of the organic farm must be maintained giving details of types of work and area where work is done with relation to a farm map.

11.2 The farm map must indicate areas of agricultural fields, denoting their specific names which will be referred to in all records thereafter by that given name. Boundaries, buildings, pumps and other special features should be marked.

11.3 A list of tools, machinery and livestock shall be maintained and updated as and when necessary.

11.4 A crop plan should be made annually or seasonally with an end of year assessment by the farmer and family.

11.5 A record of harvest volumes, processed volumes and sale volumes shall be maintained and submitted to OFAI every year, in which one column should indicate label use.

12 Production of organic seed and planting material

12.1 Those farms that have undergone training as OFAI seed keepers shall maintain separate records of seed production which indicate source to harvest and storage management. Volumes available for sale can be within this record.

12.2 Seed characteristics must be well documented and germination data as well as seed treatment norms should be available.

13 Management of non-agricultural areas of an organic farm

13.1 All housing and buildings on the farm shall be man-

aged to ensure that polluting substances do not contaminate surrounding fields

13.2 All organic farm stake holders should be aware of concepts of contamination and the effects of plastic and its residues on the environment in general and soil in particular.

13.3 A management norm should be set up by the farm, with the help of OFAI if necessary, to minimize the use of plastic and other not easily bio-degradable wastes (such as fluorescent light bulbs) and manage their disposal outside the farm in an area prescribed by municipal authorities for such waste disposal.

13.4 Those farms which have ancillary non-agricultural operations shall declare the nature of this operation and be obliged to prove that this work does not pollute or contaminate the organic farm; the area of this operation will be clearly segregated and isolated.

13.5 All households living on the farm shall be restrained in their use of chemical household cleaning agents and use such as are bio-degradable; where possible soft soaps and natural cleaners should be used in place of detergents and acids.

13.6 Organic farms shall have toilets which drain into covered soak pits placed well away from agricultural fields to prevent faecal contamination in food crops.

14 Collection of wild harvested products including medicinal plants and honey

14.1 Products harvested from the wild shall only be deemed organic according to these guidelines if they are derived from a sustainable growing environment. Those who harvest or gather wild stock shall not take any products

from these areas at a rate which exceeds the sustainable yield of the particular ecological niche, or threaten the existence of plant, fungal or animal species, including those which are not directly exploited.

14.2 Collectors of such produce shall only harvest from a clearly defined area submitted at the time of appraisal, where prohibited substances have not been applied.

14.3 The collection or harvest area shall be at an appropriate distance from conventional farming, pollution and contamination, including industrial effluents.

14.4 Collection of aquatic species shall only be collected from areas where the water is not contaminated by substances prohibited in these standards

14.5 Products which are classified under this category (14) of the OFAI guidelines will be labelled as "responsibly collected from organic wild areas."

14.6 Collectors of such produce will undergo all necessary training to understand and respect the sustainable stewardship of the wilderness; such persons will be given the title of "OFAI wilderness guardians" and will be required to keep records of volumes harvested and volumes sold.

15 Parameters for organic labelling

15.1 When all these standards are complied with to the satisfaction of the SAC and NAC and permission is given to the said farm to use the OFAI label, the following shall be stated next to the logo: "OFAI is an organic quality assurance system based on checking by organic farmers themselves. It is satisfied that this product has been produced without poisons, agro-chemicals, hormones or GMOs." The logo will have the registration

number of the farm and the logo serial number printed as per the norms of OFAI.

15.2 The name and address of the farm must be on the label.

15.3 In those cases where a processor is also a label user, the name of the processor can also be mentioned on the label.

15.4 The label should identify all ingredients, additives and processes.

15.5 If the percentage of ingredients of organic origin is less than 95% then the ingredients should be listed specifying those of organic origin in order of their weight percentage. The logo is not permitted to be used on such a product; however, it can be labelled "Produced by .....farm, OFAI approved."

15.6 In the case of organic cotton and textiles the same standards are to be followed as with food. However, if the ginning and spinning process is done without the required organic norms the product cannot be labelled as an organic product but as a "product derived from organically grown cotton."

15.7 The colour scheme of the label for conversion products will be different from that used for organic products and shall be clearly labelled as "produce of organic agriculture in the process of conversion."

3. ADMINISTRATIVE ASPECTS

3.1 General comments on the labelling scheme:

The labelling scheme will be a decentralized system where the SACs carry the responsibility to ensure that the OFAI standard is being correctly followed and adhered to. SACs will also develop state specific guidelines which however must be within the OFAI national standard. The state specifics will be worked out and then conveyed to the NAC. Updates of standards will also have to be conveyed to the NAC before being implemented. However the final responsibility rests with NAC.

3.2 Linking with the OLS

1. All applicants desirous of joining the OLS will register themselves with the state or central secretariat as per the convenience of the farmers. They will include with their application the FFIQ fully filled in (Form 1) and the membership ID issued to them by the central secretariat. Where the farmer is not a member, he/she should become a member prior to applying to join the OLS.
2. The list of the applicants will be placed by the SS/CS before the respective SAC to begin the process of farm appraisal and approval.
3. From this point onwards, all administrative work relating to the request/application will be conducted by the SS. The SS will function as the secretariat of the SAC in all OLS matters.

3.3 Farm Appraisers

1. OFAI will require all farm appraisers to be organic farmers with a minimum experience of 3 years in the

field. Exceptions to this rule in the case of outstanding persons associated with the organic farming movement or working in state secretariats will be allowed only with the prior approval of the Managing Committee.

2. Those who wish to become farm appraisers will need basic reading and writing skills in regional and/or English. Working knowledge of farm practices, soil fertility management, biological pest management and a clear understanding of problems relating to contamination from non-organic sources and other relevant subjects will be required. The farm appraisers will undergo training in OFAI labelling guidelines and standards and be able to use them in field conditions. Such persons will have to spare the time to attend further training if required in order to enable them to fulfill the tasks of appraising. Farm appraisers cannot appraise each other as this constitutes a breach of procedure.

The farm appraiser's responsibilities will include:

- Studying the guidelines and OFAI standard as and when necessary;
- Verification on the basis of OFAI standards, of organic and in-conversion farms, primary processing on-farm and trade outlets which have applied for the OFAI label. This verification will cover all physical aspects of areas, workspaces and documentation pertaining to procurement, management, sales etc. and may include sample collection. These samples will be handed over to an OFAI approved testing lab and the results will be given directly to the SAC;
- Submitting all paperwork on the farm visit including the completed farm visit report in the prescribed format within the allocated time frame;

- Being prepared to personally answer any queries from the SAC and NAC regarding the farm visits carried out by them.

3.4 The State Approval Committee (SAC)

1. The function of the SAC is to study the reports of farm appraisers and to communicate its findings and recommendations to the NAC.
2. The members of the SAC will have to be organic farmers with at least 5 years practical experience and be proficient in reading and writing. They must be trained in evaluation, NPOP and the OFAI standard and the procedures of organic principles and certification and will undergo a course for the same.
3. The SAC must have a minimum of three members and a maximum of five members, one of whom is a member of the State Steering committee.
4. The SAC will elect a chairperson annually who will call SAC meetings and manage the work schedule of the SAC.
5. The Chairperson is responsible for the final approval for the labelling scheme, although the decision is made in the approval committee. The Chairperson must have sufficient skills to manage the entire programme of the state OLS. His/her decision will be forwarded through the SS as a matter of procedure only.

3.5 The National Approval Committee (NAC)

1. The NAC will comprise three farmer members at least one of whom is an NSC member. All members must have practical experience in organic farming exceeding five years and be familiar with national organic farming issues. The NAC will decide on unresolved issues of

the SAC and will approve the issue of labels to farmers who have met the OLS standards and take final responsibility for the same.

2. The grievance redressal procedures will be managed by the NAC which will also function as the appellate body in all such matters. Therefore the NAC has the right to witness the proceedings of SACs and reassure itself on any case or cases.

3.6 The role of state and central secretariats in the OLS

1. The administrative staff at the SS/CS will manage all paperwork of the labelling scheme including the safe management of all the official records of the organic farms, the farm visit reports, the OFAI standard and any updates, label use documentation, issue (NAC) and tracking (SAC). It is desirable for the administrative staff to have some experience working with organic farming issues, though they may not be subject experts. They however must appreciate the seriousness of their work and have sufficient skill to handle paperwork and the use of simple computer applications for the management of data in soft version.

   This staff will also help the SAC plan the annual farm appraisals and interact with the farm appraisers to decide on the dates and routes for the farm appraisals to be undertaken (audit sequencing). It will ensure that the farm appraiser is provided in advance with copies of all the document copies required by the farm appraiser to prepare for the farm visit.

4. APPRAISAL PROCEDURES

4.1 Organisational preparation for a farm appraisal

1. As mentioned before, farmers wishing to undergo farm evaluation will undergo a workshop (first exposure) to learn how to keep and maintain records. Once they decide to go for the farm appraisal, they must sign an OFAI-FARMER agreement (Form 2) and pay a registration fee of Rs.100.
2. As soon as the registration has been received, the following types of documents will be prepared by farms which wish to use the OFAI label:
   i) Day book or farm diary which will constitute the soil management and cultivation record.
   ii) Land documents (ownership/lease).
   iii) Harvest, storeroom and shipping record.
   iv) Record of off-farm inputs, if any.
   v) Seed management procedures and seed stock record.
   vi) Tool and machine list and procedure of maintenance.
   vii) Detailed map of all landmarks.
   viii)Seasonal planting map and crop action plan.
3. Within two months, the farm must submit copies of all these records for the first farm visit along with the appraisal fee. Thereafter, in following years, the SAC will inform the farm of the documents required as per case.
4. All the above documents will be kept in a dedicated file by the SS/CS office, as the case requires.
5. Every year the SAC will prepare a note for the farm appraiser which will clarify the specific attention areas

of the farm to be visited.

6. All OFAI farms will be appraised at least once a year and if required by the SAC, even more frequently (particularly if primary processing is being evaluated for label purposes). Form 4 will be used for the purpose.

4.2 Appraiser's preparation for farm appraisal

1. Every farm appraiser will receive a set of guidelines specific to the case with a focus note from the SAC, a general task sheet, the blank farm visit form (Form 3) and in the case of older approved farms, a copy of the previous year's report (Form 4).
2. The complete tour will be discussed so that if possible more than one farm visit can be done on one tour. The farm appraiser must ensure that all documents and blanks have been received. Further, before leaving on the tour, all the farm information must be studied carefully.

4.3 The first farm appraisal

The first farm appraisal is a complete verification of the physical boundaries, buildings and areas of work and living. During preparation, the farm appraiser will have made notes to help him/her clarify areas of doubt; these will be kept in mind as will the SAC focus note. Documents will have to be checked to establish that the farm is managed according to organic principles and there is a clear understanding of contamination (organic vs. not organic). In areas of document keeping that show the farm is having some difficulties, the local OFAI group can assist the farm if required.

The first report will demonstrate that the farm does conform to the OFAI standard or not and the farmer will

confirm acceptance of the report with his/her/her signature. This will be done before departing.

Additional comments from the farm appraiser can be prepared over the next few days before submission of the report.

4.4 General appraisal procedures for farms

1. The farm appraiser must follow certain procedures to ensure a systematic approach and not get distracted from his/her task.
2. The main objective of the evaluation is to ascertain:
   - The farmer/farming family is committed to organic farming as a way of life;
   - Compliance of the on-farm practices and materials in accordance to the OFAI guidelines (during the preparatory workshop the farmer must be provided with a copy of the OFAI standards in regional language for reference);
   - There must be a record of use of external inputs, if used. This includes seed material, compost and soil and pest management materials.
3. The crop plan must be discussed with the farmer in order to understand better the reasoning behind it, not to provide advice. The job of a farm auditor is to report facts and observations and impressions only.
4. In case the farmer has more than one farm, the record of area, crops, harvest, must be maintained and audited.
5. Where farms have both organic and conventional and organic parts, the audit must include both and all crops, practices, Inputs, storage, harvests, documentation, must be recorded and audited. All contamination from water leach, wind drift or by mixing by lack of

separation, improper storage must be checked.

6. In case of parallel production, all conventional farming activities must be verified (it should have been reported in the documentation already), and there must be a clear-cut separation between conventional and organic farming areas, activities, equipment and storage.
7. Farm documentation with regard to cultivation practices and actions taken to ensure prevention of contamination must be carefully checked and reported.
8. Sampling of different steps in the process of producing a crop including the end product can be taken. Photographs should be taken to help the farm auditor present a clear picture of the farm to the SAC.
9. Storage area must be checked for contamination particularly if non organic materials are also stored. Is the organic material clearly identified?
10. On farm processing must be recorded particularly with regard to volumes harvested, processed and sold/ stocked. Materials used during processing which are sourced must be declared and a record must be kept. A general flow chart of the process and the place of process must be checked by the farm auditor to determine possible contamination. The OFAI audit covers only the organic nature of the product process, and not any other parameter like product quality.
11. For farms that are in their annual audit, the farm auditor will be required to collect information regarding the record of labels used, the harvest record and shipping record. Before submitting the report, he/ she should check any irregularities or lack of proper traceability.

4.5 Annual plan for farm appraisals

1. The planning for farm evaluation and assignment to farm appraisers will be done in March every year by the SAC in coordination with the SS. The criteria for deciding the date for evaluation will vary according to the setting in of the monsoon, the growing seasons and the convenience of the farm appraiser. However the visit should be during a period when the crop plan etc. can be seen practically on the field. In the first year, when the evaluation will take longer, the visit can be also done in the off-season and then followed up in the growing season.
2. The farm to be evaluated will be informed 15 days in advance after receipt of the appraisal fee.
3. On the day of the visit all relevant documents must be kept ready and particularly on the first visit the family or managing personnel should be present on the farm. The farmer should be ready to explain all aspects of the farm to the OFAI farm appraiser.

4.6 Completion of appraisal

After completion of the farm visit, the appraiser must submit the filled-in form 3 and supporting documents, pictures, etc. to the SAC, including the record of expenses, if any. This will be done through the SS. Once the report has been received by the SAC/SS, the approval process will commence.

4.7 Annual re-appraisals

In subsequent years, the farmer must be ready for appraisal at the allocated time. A report of the previous years crops with any structural or functional changes made on the farm must be submitted in Form 4 along with the annual appraisal fee.

5. APPROVAL AND DISAPPROVAL PROCEDURES

5.1 Approval procedures

A. At State Approval Committee (SAC) level

1. The approval procedure will include the reading of the appraisal reports and annexures for the SAC to have a clear understanding of the farm situation. All farm visit documentation will be read and discussed before decisions are taken. The committee may decide to interview the appraiser, if necessary. Breaches will be judged on the basis of the severity/penalty table. These will be considered for deciding the conditions for approval.
2. The SAC cannot tamper with the appraiser's report but will set the final conditions for granting approval. The Training and Reference Manual for the SAC contains detailed procedures including acceptable practices and materials, degree of severity of the non-conformity and indicative list of conditions for confirmation.
3. All decisions relating to the approval, approval with conditions, disapproval, removal, will be decided at the SAC.
4. In each state/region, the SAC chairperson will take final responsibility for the approval decision.
5. The Chairperson will not carry out appraisals.
6. SAC members must not have any conflict of interest that may compromise objectivity in approval, and these must be disclosed in writing to the committee before its sitting.

7. Approval is normally given for farms with minor non-conformities, which can be corrected within the stipulated time.
8. Approval is subject to immediate correction and reporting by the farmer for severe non-conformities.
9. There may be situations where the non-conformity is severe and involves mixing of organic and conventional materials, etc. In such cases, the SAC may decide to allow the sale of the material only as conventional.
10. The approval of the farm's organic status will be on the basis of a majority vote in the committee and the committee will share responsibility for the decision.
11. The decision of the SAC will be communicated every month to the NAC which essentially will track the approved farmers' list.

B. At National Approval Committee (NAC) level

1. The recommendations of the State Approval Committee will be communicated quarterly to the National Approval Committee with a brief note on the outstanding features of the farm, both positive and negative (if any). The NAC will track the approved farmers' list.
2. Copies of the appraisal report will be sent to the NAC on request but not in normal circumstances. The NAC will also use the same Training and Reference Manual for its approval procedure as the SAC.
3. The decision of the NAC will be final.
4. On approval, the farmer is intimated with an approval document, signed by the Secretary of the Association, which permits the farmer to label his/her products according to the category specified. This approval is normally valid for one year. Efforts will be made to

ensure that the farmer receives the document close to the harvest time.

5. Where non-conformities are to be corrected and use of label is dependent on correction, the farmer is to be intimated. The onus is on the farmer to send information on correction effected as quickly as possible.
6. The NAC will focus on grievance procedures on issues not solved at the state level. It will function as an appellate authority from decisions taken by the SAC. Any appeals from decisions of the SAC will be lodged with the central secretariat which will place them before the NAC.

5.2 Disapproval procedures

1. The appraisal may reveal practices or materials that are not allowed according to the OFAI guidelines document. In the event of such situations, the farm cannot be approved for organic/other status.
2. The State Approval Committee will formally disapprove of the farm and the OFAI label cannot be used to market the products from such a farm. On receipt of a communication from the SAC rejecting the approval, the farmer may file an appeal with the NAC.
3. However, the disapproval is of different categories and subject to the degree of severity of the violation or breach. The table given below indicates the degree of violation, the penalties, and issues that fall under each category. The State Approval Committee may use the table as a guideline rather than apply it in a rigid manner, unless it is seen that the violation is willful and deliberate. The penalties also range from disapproval to suspension to no-use of label or marketing as organic, etc.

Table: Degree of violation, penalties and issues
Farm and primary processing: degree of penalty chart

No	Degree of severity	Penalty	Issue
A	Most severe	Disapproval	1. Use of prohibited chemicals 2. Storage of prohibited materials 3. Use of GM seed 4. Inadequate separation in organic and conventional
B	Severe	No marketing as organic. Suspension till correction	1. Mixing of qualities of organic and conventional 2. Contamination severe 3. No maps 4. Poor sustainability practices – no soil conservation 5. Use of same equipment for both organic and conventional 6. Use of conventional bags for organic storage 7. Parallel production 8. Use of chemically treated seed 9. No declaration of ingredients in processing 10. No traceability of external inputs in processing/ no proof of organic
C	Slightly severe	Immediate correction	1. Lack of documentation 2. Contamination mild 3. Lack of conservation practices - waste of water 4. No organic Action plan 5. No farm diary

FORM 1

First Farm Information Questionnaire (FFIQ)

The OFAI-OLS FFIQ is a simple document for farm information on all areas relating to area, crop, and practices. It includes aspects of crop production and any simple semi-processing or processing. This form is for individual farmers only. Organisations and companies may use a separate form for the same purpose which can be downloaded from the website of the association.

(to be filled in only by practising organic farmers)

1. Contact Details	
Name of organic farmer	
Male or Female	
Address	
Village/Town/City	
Block/Taluka	
District	
State /UT	
Pin Code	
Telephone (with access code)	
Fax	
Mobile	
Email	
Homepage (if any)	
Years of experience in organic agriculture	
If converted from chemical-based farming and if so, from which year Institutional affiliation (please give name and address of the farmer federation/ group, association or NGO or any other institution if you are a part of it)	

2. Sector of activity/expertise (check √ against the appropriate category/s)

1) Agriculture		6) Sericulture	
2) Horticulture/Plantation		7) Beekeeping	
3) Aquaculture		8) Mixed farming	
4) Animal Husbandry		9) Others (specify)	
5) Homestead agriculture/kitchen gardens			

3. Farm Details

Size of the farm				
Whether rainfed or irrigated				
Please list the crop varieties and animal species that you work with				
Agriculture	Horticulture	Plantation	Animal husbandry	Others (pl specify)
Which of the above crops are mainly for market:				
Whether marketed by self or through agency:				

If so, name of agency:

4. Specific areas of expertise (check √ against the appropriate category/s):

Vermi compost and compost preparations		Vrikshayurveda	
Biofertilizers		Permaculture design and practice	
Panchagavya			
Effective Microorganisms (EM) Soil fertility management		Agnihotra and Rishi Kheti	
Crop production (agronomic practices including rotation, mixed cropping and companion crops etc.)		Other indigenous knowledge systems (if possible please specify them with names)	
Seed treatment		Biodynamic agriculture	
Seed production		Agro-biodiversity conservation	
Irrigation and water management		Agro-ecosystem analysis	
Rain fed agriculture		SRI system of rice culture	
Crop protection using only on-farm inputs		No tillage farming/ conservation agriculture	
Biological pest control (Parasitoids/Predators)		Forage, feed & ethno-veterinary medicine	
Pheromone traps/Light traps		Conversion from conventional to organic agriculture	
Cultivation/conservation and development of traditional varieties/ landraces		Administration of internal monitoring system in group cer	
Agro forestry systems		Local markets	
Effective microorganisms (EM)		Domestic marketing	
Post harvest management		Export marketing	
Processing		Consumer awareness	
		Training of farmers	

5. Farm certification details

Is the farm certified?			
If yes, under group certification or as an individual?			
Please provide the total number of members in the group			
Name of the certification agency			
Was the cost of certification borne by self/group/NGO/ Government?			
Do you receive a price premium on organic as compared to sale price of conventional produce, if yes, what % over the market price			

Please provide details of any other relevant information such as special recognition/ social responsibilities/personal contribution to organic agriculture/and publications etc. (Please add additional pages as required).

Verification statement:

- ❑ I confirm all information given is correct.
- ❑ I am interested in attending a documentation workshop to learn about the OFAI OLS.

Signature with date:

Farmer's name and membership ID number:

FORM 2

Agreement between OFAI and Farmer

- ❑ I and my family confirm that our whole farm can be appraised according to OFAI Organic Labelling Scheme (OLS) and I/we agree to comply with all the requirements.
- ❑ All facilities and documents will be kept ready for the appraisal within 2 months of the date of this agreement.
- ❑ Registration fee of Rs.100 is enclosed.
- ❑ I understand the rules and procedures of the OLS and agree to abide by them.
- ❑ This agreement is between

Name of Farmer:

Address:

&

Name of SSC coordinator:

Name of State:

Organic Farming Association of India

Farmer's signature
Place and date

SSC Coordinator's signature
Place and date

FORM 3
FARM APPRAISAL REPORT

With optional section for primary processing
(To be filled in only by an approved OFAI farm appraiser)

1. Name address and details of farm Farm code	
Name of farm appraiser ID code	
Total area of land cultivated by family	
Total area of this farm	
Area under organic of this farm	
Conventional area of this farm	
Type of crops in parallel production	
2. Checklist of documents for evaluation	
Farm diary (daily record)	
Land documents (ownership/lease)	
Harvest, store, shipping record	
Seed record/other inputs	
Tool and machine list & record	
Map of landmarks and fields and boundaries	
Seasonal planting map	
Annual crop plan	

3. A) Relating to family ideology & commitment to OF principles	
Why have they chosen to do OF?	
Who is the decision maker?	
Does the farm have a supervisor?	
Does the family work on the farm? (list activities)	
Does the family live on the farm?	
How many persons work on the farm?	
Do they reflect an understanding of organic farming?	
Any other comment	
3. B. Relating to history of the farm	
Was the farm converted to organic farming? When?	
What systems were used in conversion?	
If there is parallel farming, what chemicals are used, volumes?	
How are conventional/organic areas segregated physically? Harvest and storage?	
What is the time frame for full conversion?	
4. Relating to topographical lay of land with focus on contamination	
Where is the farm situated geographically? (road map)	
How is the farm demarcated (type of fence, he/height, farm roads etc.	
Remark on drainage system	

List neighbours' crops, are they organic?	
If not, what kinds of chemicals, pesticides are used?	
Are there any farmers in surrounding areas using genetically modified crops?	
If so, what safeguards have been taken?	
5. Relating to crops & management systems	
I) crop information	
Specify crops and area of each (mono crop, mixed, staggered, horticulture, etc.)	
Rain fed area & crops	
Irrigated area &crops	
Source of water	
Type of irrigation system	
How are crops chosen and why?	
What are the crop rotations?	
II) Relating to pest and disease management	
Is there a pest or disease problem on the farm? List them	
Are there local, on-farm solutions? Request list of ingredients	
Are any inputs purchased? Is there a record of source and volume?	
Methods of application, devices	
In parallel production, how does the farm avoid internal contamination?	
6. Relating to source of seed and planting material	
Does the farm produce its own seed?	

Is there a seed stock record?	
Are any seeds purchased? List varieties	
What are the criteria for seed selection?	
Are any purchased seeds chemically treated? Is there an effort being made to source organic seeds?	
Are any GM seeds being used?	
Request tree list and source of planting material. Verify	
Is there a record of tree planting?	
7. Relating to soil fertility management	
What are the types of compost produced and their volumes?	
What are the types and volumes of purchased manures?	
What is the system of application	
How frequent, how much	
Does it seem as if enough organic material is returned to the soil? Are there signs of soil fatigue?	
Is green manuring practiced? Give details of kinds and method	
Are legumes used in crop rotations or otherwise?	
Is there a manuring schedule for trees?	
Remark on soil and moisture conservation systems in evidence on the farm	
Is there evidence of sustainable water use?	

Is there evidence of using land contours to conserve soil and water?	
What are the kinds of tilling practiced on the farm?	
Is the farm policy to feed the soil or plant?	
8. Relating to weed management and inter-cultivation methods	
How does the farmer view weeds?	
What are the kinds of weeds prevalent on the farm? Observe and report.	
What are the weeding techniques used on the farm? (harrowing, hand, self-mulch etc.)	
Are organic wastes burnt on the farm? Why?	
9. Relating to harvest	
What are the harvesting techniques used? List if different from one crop to another.	
Is there a harvest/drying area?	
Is it used for any other activity?	
In parallel production, is there a system of segregation of harvest	
How is threshing/winnowing carried out?	
Is the cleaning of area and harvest process recorded in day record?	
How are the plant residues used?	
10. Relating to animal husbandry practices	
List species and numbers of each	
If there are several breeds within species list On another sheet	
What are the animals used for?	

Is the animal feed/fodder produced on farm? Explain	
Is any feed sourced from outside? Give source	
What kind of animal he/healthcare is practiced on the farm?	
Who manages the animals?	
What kind of housing is made for them?	
Are they in good he/health?	
11. Relating to flora, fauna, biodiversity	
Are there spaces on the farm for wilderness?	
Is there refuge for birds, wild animals and wild species of plants?	
Are medicinal plants grown or found wild on the farm?	
Is the farm subject to wind erosion. List measures taken to prevent this	
Does the farming family reflect an understanding of biodiversity conservation? Examples?	
Does the farm produce a variety of local seeds?	
12. Relating to tools and machinery	
Verify the list of tools and tool shed(map)	
List machines and pumps, numbers, types etc.	
are they maintained well or are there signs of polluting substances leaking on to soil etc.	
Is there a maintenance record?	

Where are machines cleaned on the farm?	
In parallel production is there segregation of tools/devices for organic and conventional?	
Is there sustainable energy use?	
13. Relating to storage of harvest	
Is there a crop harvest record? Verify (fill in details on table)	

Plot id	Area	Crop/crops	Yield in kgs (whole/green)	Processed volumes

In what form are crops stored? (e.g. processed or raw) details	
How are they stored Where are they stored, verify	
Is there a store record?	
Is organic produce clearly identified on packing (date and field) Is there a segregation system for organic and conventional produce	

14. Relating to primary processing and packaging	
What kinds of primary processing are done? Collect samples	
Is there an equipment list?	
Is there a processing record including a cleaning record? (equipment)	
Is the processing area used for other work?	
If so is a cleaning record available in day book?	
What are the other operations done in this area?	
How is the product stored after processing?	
How are end products packed for sale? (this is important for issue of labels) Material used	
Volumes of processed products have to be declared	
Is there a waste management system in place(flow chart)	
15. Relating to processing, packaging storage done off farm	
Are any processes done outside the	
farm boundary? List processes	
Where are these done? Name of processor and other details	
Is the farmer present during the processing/packing	
Visit to processor/storage facility by appraiser Is there a cleaning record?	
In case of storage is separation adequate?	

Request flow chart of cleaning to avoid contamination from non-organic sources and flow chart of process itself	
Is the appraiser satisfied that the organic character of the product is retained?	
16. Regarding sale and shipment	
Is there a record of shipment? (bill book)	
Approximately how much produce is for own use?	
Is there a record of direct sales? Barter for goods and services?	
Does the farm participate in any organic market?	
Does the farm require he/help in marketing?	
Does the farm wish supply production data to OFAI to put on its website for marketing purpose?	
17. Relating to non-organic and sewage waste disposal	
Is there evidence of use of prohibited materials?	
Is there a system of disposal for non-biodegradable waste (plastic, glass, fluorescent tubes, etc)?	
Is there a septic tank for human waste? How far is it from the fields? (measure with tape)	
Where does the household waste water go?	
What kinds of household products are used? Detergents?	
Are any non-agricultural activities done on the farm? List	

Is there any possibility of polluting materials contaminating the fields?	
18. Relating to miscellaneous data	
Does the farm maintain any record of other farm expenditures? Electricity etc.	
Are members of the family involved in social/ environmental issues in local area?	
Is there a clear picture of respect for the eco-system on the farm?	
Has the farm been certified previously?	
Has the farm been de-certified at any time?	
Have any flow charts, drawings or special explanations been submitted by the farm with this report?	
Does any member of the family wish to go for further training for record keeping and label tracking?	
19. Appraiser's Recommendations	
Special observations not covered in report (additional page can be added) Recommendations	
Conditions for approval of previous year and fulfillment	
Conditions for this year	

Farm Appraiser's signature on completion

Date:

I accept the farm visit report.

Farmer's signature with date:

Additional verification for primary processing

❑ The primary processing in-charge has a sound understanding of organic processing
Appraiser's Name
Signature with date
Place

19. Confidential report from Appraiser (on separate page) which must conclude with his/her opinion on whether the farm can be recognized as organic or that it does not meet the test of the OFAI organic farming guidelines.

FORM 4

Farm Annual Appraisal Report

The OFAI-OLS annual report is a simple update questionnaire for collecting updated farm information on all areas relating to area, crop, and practices of a registered organic farm. It includes aspects of crop production and any simple semi-processing or processing.

Crop Production and Simple Processing

A. Farm Address

Farmer's Name -

Address –

Farm ID Code -

Any contact Phone –

1. Report of changes in previous years crop plan if any, with yields of all crops (store room records can be attached), including crops from parallel cultivation.

2. Report of any changes in practices relating to crop and animal management.

3. Report of any changes in inputs/seeds/new perennials/tools and machinery

4. Report of any unusual activities/problems/interventions

5. Report of changes/additions in primary processing as well as volumes processed of each product.

6. Report and record of label usage and any comment regarding the label record keeping (copy of the label record can be attached)

- ❑ The farmer has a sound understanding of organic farming
- ❑ The Farm ID Code is found correct

Signature with date

Appraiser's Name

Place :

Confirmation

- ❑ I confirm all information given is correct.
- ❑ I shall strive to work according to the approved organic action plan (OAP).
- ❑ I shall inform OFAI of any changes or deviations.

Signature with date

Farmer's name :

Verification during appraisal

Any other comments by the appraiser during annual appraisal

Annexure 1:

PERMITTED INPUTS

In general, OFAI farms are expected to produce their own inputs. However, local conditions and variables do exist. The general assumption is that the inputs mentioned in these tables are from a source that has been verified as an OFAI approved source and that the use of any of them is necessary for the farm at that stage.

LIST A

Fertilizers and soil conditioners

Substances description, compositional requirements	**Conditions for use**
1. Plant and animal origin	
Farmyard manure, slurry and urine	
Guano	
Vermi-castings	
Blood meal, bone, bone meal	
Fish and fishmeal	In restricted quantities
Dairy products: whey, curds, milk, ghee	
By-products of organic processing industries	Where no additives have changed the organic nature of the product
Annual and perennial crop residues	
Green manures	
Wood bark, sawdust, wood shavings, wood ash, wood charcoal	
Plant preparations and extracts	
Compost made from the above materials	
2. Mineral origin	
Basic slag	
Calcareous and magnesium amendments	
Limestone, gypsum, chalk, calcium chloride	
Magnesium rock, magnesium sulphate	

Natural phosphates	
Pulverized rock, stone meal	
Sodium chloride	
Sulphur	
3. Microbiological	
Fermented liquid manures/soil conditioners based on lactic acid(e.g. *Panchagavyam*)	
Fermented yeast based soil conditioners	
Other micro-biological preparations based on naturally occurring organisms	
4. Others	
Bio-dynamic preparations	Ingredients of preps should be organic in origin

LIST B
Crop protectants and growth promoters

Substances description, compositional requirements Conditions for use	
1.Plant and animal origin	
Algal preparations	
Beeswax	
Chitin nematodicides	
All types of organic grain or legume flours	
Dairy products	
Natural acids	
All members of the Neem family	
All members of the Annona family	
All members of the Chilli family	
All Allium species (garlic, onion)	
Turmeric	
Plants preparations	With declared ingredients
Plant based repellants and anti-feedants	
Cow dung and urine	Used alone or emulsions with plant extracts
Tobacco tea	Pure nicotine is not permitted
2. Mineral origin	
Clays	
Copper salts	Restricted. To be used on consultation with OFAI SAC
Diatomaceous earth	
Light mineral oils (kerosene or thin machine oil)	2-3% oil emulsion, no more than biyearly and during tree dormancy period
Lime sulfur	
Potassium permanganate	
Quick lime	

Silicates (quartz crystal powder)	
Sulfur	
3. Microorganisms	
Fungal preparations	
Bacterial preparations (e.g. *Bacillus Thuringiensis)*	Preferably from the local soil
Release of parasites, predators (*Trichoderma, Trichogramma*)	
Viral preparations (N.P.V) including bug juice	Specify formulation & conditions for use
Bio-dynamic CPP	
4.Others	
Bio-dynamic preps	
Homoeopathic and ayurvedic preps	
Salty water/soapy water	
5.Traps, barriers and repellents	
Light traps and mechanical traps	Pesticide use is banned in all traps
Pheromone traps for specific problems	(e.g. American bollworm or pink bollworm)
Mulches, nets	
Bird of prey perches	
Aromatic plants and companion plants to deter or trap pests	

LIST C
Organic primary processing preservatives

Bicarbonate of Soda	Plant derivatives used for papad making and jaggery (e.g. bhendi juice)
Calcium carbonate, Calcium chloride	Calcium sulphate or nigari
Milk curds/milk/ghee	Beeswax
Any organic citrus juice	All types of edible organic cold-press oils
Tamarind juice	Sugar (restricted)
honey	Organic jaggery/molasses
Non-iodised sea salt, mineral salt	Stevia
Guar gum	Arrowroot
Quick lime (chuna)	Natural vinegar
Microbial Rennet and natural bacteria used to inoculate milk in organic cheese production	

Annexure 2:

OFAI explanations of NSOP Standards

A. Parallel Production

What is parallel production?

Parallel production can occur in two different situations

a. a farm in which there is cultivation of the same crop variety in both organic unit and the conventional farm unit of the same farmer

b. a farm in which there is harvesting of crops of different years of conversion and organic within the same organic unit

Legality Reference

NSOP, India pg 6 of 66

1.1.2 Where the whole farm is not converted, the accredited certification programme shall ensure that the organic and conventional parts of the farm are separate, distinct and can be inspected.

1.1.4 Simultaneous production of conventional, in conversion and/or organic crops or animal products that cannot be clearly distinguished from each other, is not allowed.

Considerations for Parallel Production

- There is sufficient separation of conventional, conversion and organic products.
- Where there is a situation of different organic and conversion periods, each field has to be individually marked on the map to indicate this clearly.
- The harvested materials also need to be labelled with source and quality.
- The appraisal will also include all conventional parts of the farm.

B. Conversion Period

The Conversion period is the time taken for converting the farm from conventional management systems to an organic management system.

Legality Reference

NSOP, India pg 8 & 9 of 66

2.2. Duration of Conversion Period

General Principles

The establishment of an organic management system and building of soil fertility requires an interim period called the conversion period. The conversion period may not always be of identical duration to improve soil fertility and re-establish the balance of the ecosystem in all cases. It is the period in which all the actions required to reach these goals take.

Recommendations

The duration of the conversion period must be relative to:

- the past use of the land

- the ecological situation

Standards

2.2.1 Plant products produced annually can be certified organic when these National Standards stipulations have been met for a minimum of twelve months before the start of the production cycle. Perennial plants (excluding pastures and meadows) can be certified organic at the first harvest after at least thirty six months of management according to the national standards stipulations. Pastures, meadows and their products can be certified organic after 12 months of organic management.

2.2.2 The conversion period can be extended by the accredited certification programme depending on factors such as past use of the land and environmental conditions.

2.2.3 The accredited certification programme may allow plant products to be sold as "produce of organic agriculture in process of conversion" or a similar description, when these National Standards stipulations have been met for at least twelve months. This must be clearly stated on the label.

Anenxure 3: Appraiser's Training Manual

Contents

1. Mandatory skills for appraising organic farms
   - Studying maps (map-making, area calculations, quick and practical verification of farm area on ground.
   - Soil and moisture conservation – Determining quality of soil and moisture conservation in different slope conditions and soils.
   - Nutrient management – Understanding the basics of organic soil fertility building and maintenance
   - Pest and disease management – Linking plant health to pest and disease, basics of using biological methods, bio-control, plant derivatives
   - Harvest estimation techniques – practical was of estimating and verifying yield
   - Sampling – sampling procedures

2. Organic Farming Standards
   - OFAI (NSOP derived)
   - NSOP, India
   - Private Labelling Standard – Natuurland

3. Other Reading
   - List of banned chemicals – POPS, EU-banned
   - Nutritional status of organic materials and manures – essentially for understanding how much and why of application of manures

4. Actual appraisal events
   - Reading the farm profile (FORM 1), FORM 3, FORM 4, other submitted documents
   - Field observations
   - Record check
   - Check of prevention of contamination steps
   - Degree of severity of breach
   - Completing FORM 3.

5. Checklist

- A written assignment will be given to the appraiser from the regional office of OFAI. The plan for the farms to be appraised will be listed with a detailed plan for travel and appraisal. The appraiser will have to explain in writiing in case the assignment is not completed in the stipulated time.
- Complete record of expenses (with receipts) must be kept and a statement of accounts must be given with travel cost, food, etc., and any advance received. Use the OFAI statement of expenses.
- The time spent in preparation, travel and reporting must be detailed out in the OFAI time map which must be handed in with the reports and the Statement of Expenses.

What to carry on an appraisal

- All necessary material like calculator, compass, scale, pencil, eraser, sharpener, camera, etc).
- All necessary formats for questionnaires and reports. The farmer may not have received the FAQ and the appraiser can use the materials carried.
- Also carry previous year reports.

Audit

- Refer 4.1 appraisal procedures
- On the farm: all fields, stores, equipment used, sprayers must be appraised.
- In the processing unit, all areas – process areas, storage areas, must be appraised.

Documentation

1. *Contracts*

   Each farm or processor must have a signed contract before the appraisal.

2. *First and Annual Questionnaires*

   The farm profile (FFIQ) in FORM 1must be completed and sent before the appraisal of any farm. This is the first questionnaire that allows the OFAI regional office to plan time and cost of the appraisal. Annual

inspection (FORM 4): The annual report is an update to provide information on changes that have been effected after the last appraisal.

3. *Appraisal Reports (FORMS 3 & 4)*

The appraiser completes the farm appraisal report in the prescribed format. These have to be signed by both the farmer and the appraiser.

Submitting the final report

The appraiser must submit the completed FORM 3 (OR 4) and comment on the annual visit after completing the appraisals.

PAYMENT: The appraiser's time map and statement of expenses and the completed reports will qualify for payment to be received based on the time spent and expenses.

6. Difficult appraisals including difficult farmers and difficult situations

From time to time, the appraisers will come across both difficult farmers and difficult situations. Sometimes, when a farmer's explanation for the presence of a bottle of pesticide or fertilizer bags is not accepted by the appraiser, things can begin to go wrong. The appraiser must try to remain calm, and remember that the task at hand is only to record observations and not to sermonize. If first indications of the situation are not pleasant, the appraiser must not get into unnecessary arguments or discussions with the farmer.

The appraiser must try to complete the appraisal in a calm manner. Sometimes, this may not be possible and the appraisal may have to be abandoned.

The appraiser need not feel guilty about this and needs only to report in writing the actual situation or circumstance in which the appraisal was abandoned.

Annexure 4

Approval Committee Training and Reference Manual

Contents

1. Mandatory skills for appraising organic farms
   - Studying maps (map-making, area calculations, quick and practical verification of farm area on ground.
   - Soil and moisture conservation – Determining quality of soil and moisture conservation in different slope conditions and soils.
   - Nutrient management – Understanding the basics of organic soil fertility building and maintenance
   - Pest and disease management – Linking plant health to pest and disease, basics of using biological methods, bio-control, plant derivatives
   - Harvest estimation techniques – practical was of estimating and verifying yield
   - Sampling – sampling procedures

2. Organic Farming Standards
   - OFAI (NSOP derived)
   - NSOP, India
   - Private Labelling Standard – Natuurland

3. Other Reading
   - List of banned chemicals – POPS, EU-banned
   - Nutritional status of organic materials and manures – essentially for understanding how much and why of application of manures

4. Approval procedures
   - Reading the farm profile and recommendations
   - Discussions with the appraiser, where required
   - Evaluating the Farm Appraisal Report in Form 3 or 4
   - Evaluating the breaches of organic practice
   - Degree of severity and list of penalties to be levied

5. Disapproval procedures
   1. Grievance redressal procedures