



**ORGANIC TRUST CLG**

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**MANAGEMENT/CONVERSION PLAN TEMPLATE**

The Conversion Plan is divided into two parts. **Part 1** comprises the **historical information for the farm** which outlines how the farm has been managed to date. Please answer briefly but fully.

**Part 2** relates to the way in which you intend to manage your farm **whilst converting to organic production** and after organic status is awarded – the answers here need to be more detailed and need to specify the enterprises which you intend to enter into the organic system. **Please address the changes that will have to be made to the holding and the management system in order to meet the requirements of the organic standards.**

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**Part 1: Historical Data/Information**

a) **Physical Characteristics of Holding**

Give a description of the holding and its physical characteristics. Please tick boxes where relevant or put N/A where not applicable.

Soil Type:

- a) Heavy clay soil ( )
- b) Light sandy soil ( )
- c) Good loamy soil ( )
- d) Peaty soil ( )
- e) Other. Please specify \_\_\_\_\_

Drainage:

- a) Poor drainage ( )
- b) Good drainage ( )
- c) Other. Please specify \_\_\_\_\_

Fencing:

- a) The boundary of the holding is fully stock proof ( )
- b) Not fully stock proof yet ( )
- c) Individual fields are fenced Yes ( ) No ( )
- d) Other. Please specify \_\_\_\_\_

Size of holding:

Please give exact size of holding (in ha) and number of land parcels. This should include all areas to which livestock have access and be based on digitised land areas from up-to-date field maps:

- a) Size: ( ) ha
- b) How many land parcels? ( ) number
- c) Area of commonage ( ) ha

Are there any areas of archaeological interest or areas of conservation value, e.g. woodlands, wetlands, archaeological sites etc.

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b) **Current Cropping, Soil Fertility & Weed Control**

Describe the current cropping of the holding:

- a) Permanent grassland ( ) ha *not having been reseeded for 7 or more years*
- b) Re-seeded grassland ( ) ha
- c) Arable production ( ) ha
- d) Field Vegetables ( ) ha
- e) Protected cropping ( ) ha
- f) GLAS wild bird cover ( ) ha
- g) Other crops ( ) ha

List ALL crops currently produced on the holding

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In general terms, describe current soil fertility levels:

- a) Low/poor soil fertility ( )
- b) Medium soil fertility ( )
- c) High/good soil fertility ( )

**Please enclose a copy of your most up-to-date soil fertility analysis.**

**Date taken \_\_\_\_\_ (must be within the past 5 years)**

**How has soil fertility been maintained to date?**

- a) Artificial fertiliser used? ( ) Quantity: ( ) t/acre or ( ) t/ha
- b) Other soil fertility inputs?

Please list products by name: \_\_\_\_\_  
\_\_\_\_\_

Explain how weed control has been handled to date:

- a) Were herbicides/weedkillers used in recent years? ( ) Yes ( ) No

Please list products by name: \_\_\_\_\_  
\_\_\_\_\_

c) **Livestock Enterprises**

Outline what type of livestock enterprise/s are **currently operated** on the holding.

List the types and numbers of conventional livestock which are **currently** on the holding:

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Give details, in full, of **current** stock including breed and system (i.e. sucklers/weanlings/stores/finishers/etc):

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Describe the **current** annual veterinary routine, including names of products and vaccines used:

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Describe the **current** type of animal housing/outdoor shelter in place:

- a) Fully slatted shed ( )
- b) Fully bedded shed ( )
- c) Solid and slatted ( )
- d) Livestock out-wintered ( )

Give the length of overall winter housing period:

Number of months ( ) months

If livestock are out-wintered, is there sufficient shelter and are animals out-wintered in accordance with DAFM regulations (1 LSU/ha)? Yes ( ) No ( )

d) **Conventional Enterprises**

If there are conventionally managed enterprises on the holding which **are to be maintained as non-organic** (i.e. after the holding has entered formal conversion to organic production), these must be specified. An example might be a conventional mushroom enterprise, conventional nursery enterprise, etc. If you have GLAS wild bird cover, indicate below if this area will be converted to organic farming.

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**Note:** there are specific conditions pertaining to the maintenance of conventionally managed enterprises on an organic holding which will be outlined at the time of the physical inspection of the holding by our Authorised Organic Inspector.

## Part 2: Future Management (i.e. management under the proposed organic system)

The Future Management Plan must demonstrate how a **sustainable** organic unit will be achieved.

a) **General**

Give a brief overall outline of the **proposed** organic enterprises for the holding (e.g. Cattle, Beef Finisher, Sheep, Poultry for Meat, Egg Production, Pigs, Arable, Horticulture etc)

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b) **Crop rotation/cropping plan**

Please outline a crop rotation/crop plan for the organic holding, as appropriate. If the holding consists of permanent grassland, simply tick the box. For horticulture and arable production please provide a three year rotation for each field as an attachment.

- |                                    |         |        |  |
|------------------------------------|---------|--------|--|
| a) Permanent grassland             | ( )     |        |  |
| b) Arable production               | ( )     |        |  |
| Three-year rotation plan attached? | Yes ( ) | No ( ) |  |
| c) Horticultural production        | ( )     |        |  |
| Three-year rotation plan attached? | Yes ( ) | No ( ) |  |

c) **Soil Fertility Maintenance**

Explain how soil nutrient levels will be maintained using organic management methods. Refer to the most recent soil analysis for the farm.

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Outline a plan for spreading manure together with a full description of areas given over to crop production.

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Describe the proposed manure management system in detail including a description of installations for storage of livestock manure. Include photographs or drawings where available.

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Do you plan to import farmyard manure, slurry or dairy sludge? If yes, please specify:

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d) **Grazing Policy**

**Please tick one or more of the boxes:**

- Are you farming a single species of livestock? ( )  
Will you be rotational grazing? ( )  
Or will you be set-stocking? ( )  
If you are farming more than one species of livestock, do you intend to operate a clean grazing system? ( )  
Or do you intend to mix graze? ( )

Outline a clean grazing policy which is demonstrated by a system of rotating animals to avoid re-infestation of stock. Fencing and access to water may need to be improved to achieve this. Detail changes/improvements required, as appropriate, to achieve this.

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e) **Weed control**

Describe how weed control will be handled on the organic unit in both cultivated areas and grassland.

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f) **Livestock management system**

a) Outline proposed system (e.g. sucklers to weanlings, sucklers to beef, calf to beef, finishing etc)

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b) Proposed stock types

- a. Cattle ( ) Proposed stock numbers: ( )  
b. Sheep ( ) Proposed stock numbers: ( )  
c. Poultry ( ) Proposed stock numbers: ( )  
d. Pigs ( ) Proposed stock numbers: ( )  
e. Deer ( ) Proposed stock numbers: ( )

c) Explain how winter feed requirements will be met to comply with the requirements of the organic Standards during the conversion period

- a. Own forage only ( )  
b. Own forage and purchased organic concentrates ( )  
c. Any other feed inputs? ( )  
d. Please specify other feed inputs: \_\_\_\_\_  
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- d) Do you envisage selling    hay                    (   )  
    silage                    (   )

Please give details of fields and quantities from which hay/silage will be sold:

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- e) Describe the proposed manure management system in detail including a description of installations for storage of livestock manure.

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g) **Animal Housing Plan**

All applicants who in-winter livestock must supply a sketch map of proposed Animal Housing in combination with the table below. Please use the following details as an **example** of the information required:

**EXAMPLE**

<b>Existing Facilities Available</b>		<b>Dimensions</b>			<b>Total Area</b>		<b>No and Category of Stock to be Housed</b>
<b>Ref No</b>	<b>Describe Building</b>	<b>Length x Width</b>			<b>=</b>	<b>M2</b>	
1	Slatted Shed	18	x	6	=	102.6	15 cows
2	Loose House	5.7	x	4.9	=	27.9	5 stores
3	Loose House	5.8	x	4.1	=	23.8	7 weanlings

**Proposed Housing on your holding**

Existing Facilities Available		Dimensions			Total Area		No and Category of Stock to be Housed
Ref No	Describe Building	Length x Width			=	M2	
1			X		=		
2			X		=		
3			X		=		
4			X		=		
5			X		=		
6			X		=		
7			X		=		
8			X		=		

h) **Animal bedding** arrangements/materials. Specify exact materials and quantity to be used (refer to the Standards for permitted materials: section 4.07 Bedding Materials). Are any of the above housing units in conjunction with each other, e.g. slatted shed 1 with loose shed 2? Please clarify below.

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i) Please enclose an **Animal Health Plan which is signed by a veterinary surgeon** to include vaccines which will be required for specific disease where known farm disease problems exist, etc. All other proposed veterinary treatments must also be specified (it is understood that unforeseen emergencies will arise which cannot be specified here - such situations will be dealt with by the Organic Trust as they arise during the conversion period). It is recommended that the Animal Health Plan template (enclosed) is used for this purpose. As indicated above, please ensure that the Animal Health Plan is signed/stamped by the prescribing veterinary surgeon.

Please list known farm diseases: \_\_\_\_\_

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Animal Health Plan attached?      Yes ( )      No ( )

Each operator must adhere to the organic Standards relating to Mutilations and Operations on Animals (e.g. castration, disbudding, de-horning etc). Derogation request form enclosed for this purpose.

j) **Fencing**

Describe adjustments which are required to fencing to ensure that the farm boundaries are stock-proof. This is important to prevent mixing of organic and neighbouring non-organic livestock which could lead to a non-compliance. The farm boundaries will be inspected on the first inspection. Outline a timescale for such adjustments. Provide sketches or photographs as appropriate.

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k) **Spray Drift**

Please list all boundaries that are adjacent to a neighbouring conventional tillage field.

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Is the boundary adequate to prevent spray drift, e.g. trees, hedging etc? Provide sketches or photographs as appropriate.

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Please outline boundaries where an issue of spray drift could potentially occur.

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Please detail preventative actions.

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l) **Water**

Explain sources of water for (i) irrigation and (ii) watering stock:

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**Please enclose a copy of the most recent water test (if mains supply not being used).**

- m) **Outline management plans** for areas of conservation value, e.g. woodlands, wetlands, archaeological sites etc on the holding.

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*As the Conversion Plan is put into action, you may find it necessary to make changes to it. Any **substantive** alterations should be submitted to the Organic Trust for approval before being implemented.*

**Applicant Checklist**

Soil Analysis enclosed?	( ) Yes	( ) No
Rotation Plan enclosed?	( ) Yes	( ) No
Sketch/Map of Farm Building enclosed?	( ) Yes	( ) No
Animal Health Plan enclosed?	( ) Yes	( ) No
Derogation Form for Mutilations Enclosed?	( ) Yes	( ) No
Water Test Results enclosed	( ) Yes	( ) No

**Please enclose any relevant sketches or photographs which may assist in the illustration of your conversion management plan.**

**Failure to address all questions may result in delay to the start of your conversion period.**



**List of Precautionary Measures**

*An operator must draw up and subsequently maintain a **list of precautionary measures** to be taken in order to reduce the risk of contamination by unauthorised products or substances and the cleaning measures to be taken in storage places and throughout the operator's production chain. To address this requirement, please respond to the following questions:*

**How will the spreading of manure/slurry be managed to avoid run-off causing pollution of the environment?**

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**How will the production and storage of forage avoid contamination of the environment (i.e. are effluent storage facilities in place; are storage facilities compliant with the nitrates directive?)** .....

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**Where organic crops are being grown adjacent to non-organically managed crops, how will the risk of spray drift or contamination be avoided (e.g. hedgerow planting etc)?** .....

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**Where water is being used for irrigation, to wash produce, dairy and food equipment, how will the risk of contaminating crops with prohibited materials be avoided?** .....

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**How will the risk of contamination due to entry by birds and infestation by rodents and/or insects in feed storage areas be avoided?** .....

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**How will products used for cleaning and disinfection be stored so as to avoid contamination?** .....

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**How will the use of equipment and machinery, which is also used in conventional production be managed to avoid contamination of organic crops?** .....

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**Other (Please specify)** .....

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NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_