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| **ORGANIC TRUST CLG** |
| **2024 Record Book** |

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| C:\Users\admin\Desktop\Documents\My Documents\5 Organic Trust\Organic Trust Logo\Untitled.jpg | Organic Trust CLG | | |
| Office A1, Town Centre House, Naas Town Centre, Naas, Co Kildare.  Tel/Fax 00 353 45 882377 Email: inf[o@organictrust.ie](mailto:organic@iol.ie) Website: [www.organictrust.ie](http://www.organictrust.ie) | | |
| Record Book For The Period | | | |
| 01.01.2024 – 31.12.2024  Livestock, Plants & Plant Products | | | |
| Applicant Name: | |  |  |
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| Symbol No: | |  |  |
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| Conversion No: | |  |  |
| Applicants must ensure that they maintain the Record Book for their own files.  Records must be retained by the applicant for a period of not less than 3 years. | | | |
| This Record book must be maintained by the applicant, kept up-to-date and available for inspection at all times. Receipts, delivery dockets, invoices, approved derogation forms, copies of supplier’s organic licences or certificates etc should be retained either in the back pocket of the record book, in a folder which is kept with this record book or in an easily accessible filing system. | | | |
| We recommend that you keep the record book in a convenient location so that it will be easy to fill in as events occur, thus reducing the work involved in completing your annual return. | | | |
| If you choose a different layout or a different method of keeping records (such as a computerised record system), please ensure that all the required information contained in this Record Book is recorded under the appropriate headings and is available in the event of an unannounced spot check, in addition to the regular scheduled inspection.  Throughout this record book there are helpful references to the applicable sections of the Organic Food and Farming Standards in Ireland | | | |
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Reg. No. 193345 – Organic Trust CLG ∙ A Voluntary Organisation ∙ Company Limited by Guarantee

EU, DAFM & DEFRA Approved Organic Certification Body – IE-ORG-03 GB-ORG-09

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| **Section 1**  **Livestock Movements** |

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| Opening Livestock Numbers on 1st January 2024 | | | | | | |
| Complete livestock opening numbers or the applicant can attach relevant details.  Opening livestock numbers must correspond to closing livestock numbers in the previous record book. | | | | | | |
| Category | | Organic | ASBP | ACBP | Non-Organic | Total |
| **Cattle** | Dairy Cows |  |  |  |  |  |
| Beef Cows |  |  |  |  |  |
| Cattle 0-12 months |  |  |  |  |  |
| Cattle 12-24 months |  |  |  |  |  |
| 2+ Year Olds |  |  |  |  |  |
| Breeding Bulls |  |  |  |  |  |
| Total |  |  |  |  |  |
| **Pigs** | Sows |  |  |  |  |  |
| Suckling Piglets |  |  |  |  |  |
| Weaned pigs <18kg |  |  |  |  |  |
| Growers 18-35kg |  |  |  |  |  |
| Fattening pigs >35kg |  |  |  |  |  |
| Gilts |  |  |  |  |  |
| Boars |  |  |  |  |  |
| Total |  |  |  |  |  |
| **Sheep** | Dairy Ewes |  |  |  |  |  |
| Breeding Ewes  (including breeding lambs) |  |  |  |  |  |
| Lambs 0-12 months |  |  |  |  |  |
| Rams |  |  |  |  |  |
| Total |  |  |  |  |  |
| **Goats** | Breeding Females |  |  |  |  |  |
| Other Goats |  |  |  |  |  |
| Total |  |  |  |  |  |
| **Poultry** | Laying Hens |  |  |  |  |  |
| Broilers |  |  |  |  |  |
| Turkeys |  |  |  |  |  |
| Others Poultry |  |  |  |  |  |
| Total |  |  |  |  |  |
| **Deer** | Red |  |  |  |  |  |
| Sika/Fallow |  |  |  |  |  |
| Total |  |  |  |  |  |
|  | Horses |  |  |  |  |  |

ASBP-Animals with Symbol for Breeding and Production

ACBP-Animals undergoing Conversion for Breeding and Production

**Note:** Records of all livestock movements between opening and closing period **must** be accurately filled into the livestock movement pages. Examples are illustrated on each page.

Opening livestock numbers plus births and purchases minus deaths and sales **must** reconcile with closing livestock numbers.

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| Livestock Births | | | | | | |
| Complete births page (see example)  or  The applicant can supply this information by attaching printouts from their own recording system and or DAFM’s online Animal Identification & Movement system, or attach photocopied pages from their herd or flock register etc. However, the operator must ensure that all the details required on this page are supplied on the attached printouts or photocopied documents. | | | | | | |
| Date of Birth | Species Or Type  (Cattle/Sheep/Pigs etc) | Number of Births | Tag No (s)  (If relevant) | Breed  (If relevant) | Sex  (M/F) | Comment |
| *Example* | *Cattle* | *1* | *2225568-7-0070* | *LM* | *M* |  |
| *21/02/2024* |
| *Example* | *Sheep* | *22* | *0373 to 0394* | *-* | *M & F* |  |
| *April 2024* |
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| Livestock Deaths  Complete livestock deaths page (see example)  or  The applicant can supply this information by attaching printouts from their own recording system and or DAFM’s online Animal Identification & Movement system, or attach photocopied pages from their herd or flock register, or photocopies of knackery collection dockets etc. However, the operator must ensure that all the details required on this page are supplied on the attached printouts or photocopied documents. | | | | | | |
| Date of Death | Species Or Type  (Cattle/Sheep/Pigs etc) | Tag No  (If relevant) | Breed | Date of Birth | Sex (M/F) | Cause of Death |
| *Example* | *Cattle* | *2225568-7-0070* | *LM* | *21/02/2023* | *M* | *Blackleg* |
| *23/08/2024* |
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| Livestock Bought-In | | | | | | | | | | | |
| Complete livestock bought-in page (see example)  Or  The applicant can supply this information by attaching printouts from their own recording system and or DAFM’s online Animal Identification & Movement system, or attach photocopied pages from their herd or flock register, or photocopies of movement permits, mart sales documents etc. However, the operator must ensure that all the details required on this page are supplied on the attached printouts or photocopied documents. | | | | | | | | | | | |
| Date  Bought -In | Species  Or  Type | Tag No | Breed | Date of Birth | Sex  (M/F) | In-Calf Heifer\*  ⊠ | Supplier’s Name, Address  &  If The Bought-In Livestock Are From an In-Conversion or Organic Source The Supplier’s Licence Number | Status &  Date Organic Status to be Achieved  O-Organic  C-Conversion  NO-Non-Organic | Proof of Status  (Supplier’s Certificate)  ⊠ | Livestock Sales Declaration Form\*\*  (Veterinary History)  Received?  (Only Relevant To In-Conversion or Organic Livestock)  ⊠ | Date Derogation Issued By OT\*\*\*  (Only relevant for non-organic livestock) |
| *Example 1* | *Cattle* | *2214356-9-0072* | *CH* | *18/01/2022* | *F* | □ | *J Blogs, Endoftheroad, Co Cork* | *NO.* | □ | □ | *14/03/2024* |
| *22/03/2024* |
| *Example 2* | *Cattle* | *1234356-2-0136* | *LM* | *21/03/2022* | *M* | □ | *Joe Farmer, Othersideoftheroad, Co Cork. OT License No.- 3254* | *C*  *15/05/2024* | ⊠ | ⊠ | *-* |
| *02/05/2024* |
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\* Non-organic in-calf nulliparous (maiden) heifers must be no more than 6 months in-calf on date of entry to the in-conversion or organic unit for the calf to qualify for organic status for the organic meat market.

\*\*Livestock Sale Declaration Form must be received with bought-in animals or batch of animals. Refer to Section 3.21. Livestock Sales Declaration Form is available in the Appendix of this Record Book.

\*\*\* Prior to buying-in non-organic stock, the operator must complete the appropriate Derogation Request Form and forward to the Organic Trust for authorisation. Refer to the Appendix in this Record Book for Derogation Request Forms.

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| Livestock Bought-In | | | | | | | | | | | |
| Complete livestock bought-in page (see example)  Or  The applicant can supply this information by attaching printouts from their own recording system and or DAFM’s online Animal Identification & Movement system, or attach photocopied pages from their herd or flock register, or photocopies of movement permits, mart sales documents etc. However, the operator must ensure that all the details required on this page are supplied on the attached printouts or photocopied documents. | | | | | | | | | | | |
| Date  Bought -In | Species  Or  Type | Tag No | Breed | Date of Birth | Sex  (M/F) | In-Calf Heifer\*  ⊠ | Supplier’s Name, Address  &  If The Bought-In Livestock Are From an In-Conversion or Organic Source The Supplier’s Licence Number | Status &  Date Organic Status to be Achieved  O-Organic  C-Conversion  NO-Non-Organic | Proof of Status  (Supplier’s Certificate)  ⊠ | Livestock Sales Declaration Form\*\*  (Veterinary History)  Received?  (Only Relevant To In-Conversion or Organic Livestock)  ⊠ | Date Derogation Issued By OT\*\*\*  (Only relevant for non-organic livestock) |
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\* Non-organic in-calf nulliparous (maiden) heifers must be no more than 6 months in-calf on date of entry to the in-conversion or organic unit for the calf to qualify for organic status for the organic meat market.

\*\*Livestock Sale Declaration Form must be received with bought-in animals or batch of animals. Refer to Section 3.21. Livestock Sales Declaration Form is available in the Appendix of this Record Book.

\*\*\* Prior to buying-in non-organic stock, the operator must complete the appropriate Derogation Request Form and forward to the Organic Trust for authorisation. Refer to the Appendix in this Record Book for Derogation Request Forms.

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| Livestock Sold | | | | | | | | | |
| Complete livestock sold page (see example)  Or  The applicant can supply this information by attaching printouts from their own recording system and or DAFM’s online Animal Identification & Movement system, or attach photocopied pages from their herd or flock register, or photocopies of movement permits, sales dockets etc. However, the operator must ensure that all the details required on this page are supplied on the attached printouts or photocopied documents. | | | | | | | | | |
| Date  Sold | Species  Or  Type | Tag No | Breed | Date of Birth | Sex  (M/F) | Destination  (name, address) | Sale Status  O-Organic  C-Conversion  NO-Non-Organic | Have You Supplied a  Livestock Sales Declaration Form\*  To the Purchaser?  ⊠ | Slaughter Weight  (if relevant) |
| *Example* | *Cattle* | *2225568-7-0070* | *LM* | *02/03/2023* | *M* | *Organic Meat Processors Ltd* | *O* | ⊠ | *315 kg* |
| *23/05/2024* |
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\*Livestock Sale Declaration Form must be supplied to the purchaser. – please maintain a copy of same for inspection purposes. Refer to Section 3.21. Livestock Sales Declaration Form is available in the Appendix of this Record Book.

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| Livestock Sold | | | | | | | | | |
| Complete livestock sold page (see example)  Or  The applicant can supply this information by attaching printouts from their own recording system and or DAFM’s online Animal Identification & Movement system, or attach photocopied pages from their herd or flock register, or photocopies of movement permits, sales dockets etc. However, the operator must ensure that all the details required on this page are supplied on the attached printouts or photocopied documents. | | | | | | | | | |
| Date  Sold | Species  Or  Type | Tag No | Breed | Date of Birth | Sex  (M/F) | Destination  (name, address) | Sale Status  O-Organic  C-Conversion  NO-Non-Organic | Have You Supplied a  Livestock Sales Declaration Form\*  To the Purchaser?  ⊠ | Slaughter Weight  (if relevant) |
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\*Livestock Sale Declaration Form must be supplied to the purchaser. – please maintain a copy of same for inspection purposes. Refer to Section 3.21. Livestock Sales Declaration Form is available in the Appendix of this Record Book.

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| Closing Livestock Numbers on 31st December 2024 | | | | | | |
| Complete livestock closing numbers or the applicant can attach relevant details.  Closing livestock numbers must correspond to opening livestock numbers in the next record book. | | | | | | |
| Category | | Organic | ASBP | ACBP | Non-Organic | Total |
| **Cattle** | Dairy Cows |  |  |  |  |  |
| Beef Cows |  |  |  |  |  |
| Cattle 0-12 months |  |  |  |  |  |
| Cattle 12-24 months |  |  |  |  |  |
| 2+ Year Olds |  |  |  |  |  |
| Breeding Bulls |  |  |  |  |  |
| Total |  |  |  |  |  |
| **Pigs** | Sows |  |  |  |  |  |
| Suckling Piglets |  |  |  |  |  |
| Weaned pigs <18kg |  |  |  |  |  |
| Growers 18-35kg |  |  |  |  |  |
| Fattening pigs >35kg |  |  |  |  |  |
| Gilts |  |  |  |  |  |
| Boars |  |  |  |  |  |
| Total |  |  |  |  |  |
| **Sheep** | Dairy Ewes |  |  |  |  |  |
| Breeding Ewes  (including breeding lambs) |  |  |  |  |  |
| Lambs 0-12 months |  |  |  |  |  |
| Rams |  |  |  |  |  |
| Total |  |  |  |  |  |
| **Goats** | Breeding Females |  |  |  |  |  |
| Other Goats |  |  |  |  |  |
| Total |  |  |  |  |  |
| **Poultry** | Laying Hens |  |  |  |  |  |
| Broilers |  |  |  |  |  |
| Turkeys |  |  |  |  |  |
| Others Poultry |  |  |  |  |  |
| Total |  |  |  |  |  |
| **Deer** | Red |  |  |  |  |  |
| Sika/Fallow |  |  |  |  |  |
| Total |  |  |  |  |  |
|  | Horses |  |  |  |  |  |

ASBP-Animals with Symbol for Breeding and Production

ACBP-Animals undergoing Conversion for Breeding and Production

**Note:** Records of all livestock movements between opening and closing period **must** be accurately filled into the livestock movement pages. Examples are illustrated on each page.

Opening livestock numbers plus births and purchases minus deaths and sales **must** reconcile with closing livestock numbers.

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| **Section 2**  **Livestock Mutilations and Operations,**  **and**  **Veterinary Treatments** |

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| Mutilations & Operations | | | | | | | | | | |
| All mutilations and operations on animals must be recorded on this page (see example)  Please Note: Derogation required for all Mutilations (no exceptions) | | | | | | | | | | |
| Species  Or  Type | Tag  Number(s) | | Number of Animals Mutilated | Status  O-Organic  C-Conversion  NO-Non-Organic | Type of Mutilation  Castration, Disbudding, Dehorning, Tail Docking, Cutting of teeth, etc | Method of Mutilation | Date  DAFM Permission  Received  (permission required for **all** mutilations) | Mutilation Carried Out By Whom | Anaesthetic  And/Or  Analgesics  Used?  🗹 | Date Mutilation Carried Out |
| *Example* | *2225568-* | *4-0070*  *5-0071*  *6-0072*  *7-0073* | *4* | *O* | *Disbudding* | *Heated Disbudding Iron* | *10/01/2024* | *Myself* | 🗹 | *04/03/2024* |
| *Cattle* |
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| Mutilations & Operations | | | | | | | | | |
| All mutilations and operations on animals must be recorded on this page (see example)  Please Note: Derogation required for all Mutilations (no exceptions) | | | | | | | | | |
| Species  Or  Type | Tag  Number(s) | Number of Animals Mutilated | Status  O-Organic  C-Conversion  NO-Non-Organic | Type of Mutilation  Castration, Disbudding, Dehorning, Tail Docking, Cutting of teeth, etc | Method of Mutilation | Date  DAFM Permission  Received  (permission required for **all** mutilations) | Mutilation Carried Out By Whom | Anaesthetic  And/Or  Analgesics  Used?  🗹 | Date Mutilation Carried Out |
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| Veterinary Treatments | | | | | | | | | | | | | | |
| All veterinary treatments must be recorded on this page (see example)  Organophosphate or organophosphate-based compounds are prohibited. | | | | | | | | | | | | | | |
| Species  Or  Type | Tag  Number(s) | Number of Animals Treated | Status  O-Organic  C-Conversion  NO-Non-Organic | Reason for Treatment | Product used | Active Ingredient | Method of Administration  &  Administrated By Whom | Dose | Statutory Withdrawal Period | Organic Withdrawal Period\* | Treatment Start Date | Treatment Finish Date | Date Organic Status Regained | Attach Prescription and or vet’s letter |
| *Example 1* | *2214356-9-0072* | *1* | *O* | *Rumen Fluke* | *Zanil* | *Oxyclozanide* | *Oral Drench*  *Myself* | *90mls* | *28 days* | *56 days* | *22/04/2024* | *22/04/2024* | *17/06/2024* | *See attached letter* |
| *Cattle* |
| *Example 2* | *0373 to 0394* | *22* | *O* | *Blowfly* | *Clik 5%*  *Pour-on* | *Dicyclanil* | *Pour-On*  *Myself* | *20mls* | *40 days* | *80 days* | *15/06/2024* | *15/06/2024* | *03/09/2024* | *See attached letter* |
| *Sheep* |
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**\*Organic Withdrawal Period** – Please refer to the Section 3.12.

(i.e. The withdrawal period between the last administration of an allopathic veterinary medicinal product to an animal under normal conditions of use, and the production of organically produced foodstuffs from such animals, is to be **twice the legal withdrawal period** or, in a case in which this period is not specified, 48 hours. Unless the medicinal product used indicates a withdrawal period for the species concerned, the specified withdrawal period shall not be less than:- 14 days for eggs; 14 days for milk; 56 days for meat from poultry and mammals including fat & offal.

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| Veterinary Treatments | | | | | | | | | | | | | | |
| All veterinary treatments must be recorded on this page (see example)  Organophosphate or organophosphate-based compounds are prohibited. | | | | | | | | | | | | | | |
| Species  Or  Type | Tag  Number(s) | Number of Animals Treated | Status  O-Organic  C-Conversion  NO-Non-Organic | Reason for Treatment | Product used | Active Ingredient | Method of Administration  &  Administrated By Whom | Dose | Statutory Withdrawal Period | Organic Withdrawal Period\* | Treatment Start Date | Treatment Finish Date | Date Organic Status Regained | Attach Prescription and or vet’s letter |
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**\*Organic Withdrawal Period** – Please refer to the Section 3.12.

(i.e. The withdrawal period between the last administration of an allopathic veterinary medicinal product to an animal under normal conditions of use, and the production of organically produced foodstuffs from such animals, is to be **twice the legal withdrawal period** or, in a case in which this period is not specified, 48 hours. Unless the medicinal product used indicates a withdrawal period for the species concerned, the specified withdrawal period shall not be less than:- 14 days for eggs; 14 days for milk; 56 days for meat from poultry and mammals including fat & offal.

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| Bought-In Veterinary Products | | | | | | |
| Record all veterinary products bought-in or attach invoices (see example)  Organophosphate or organophosphate-based compounds are prohibited.  All allopathic veterinary medicinal products and antibiotic must be stored in a secure supervised location or cabinet. | | | | | | |
| Date  Bought-In | Product Name | Supplier’s  Name | Quantity | Expiry Date | Closing Quantity Carried Forward To Next Year | Own File  Reference No |
| *Example* | *Zanil* | *J Blogs Agri-stores* | *5 litres* | *June 2026* | *4.010 litres* | *Inv-167* |
| *21/04/2024* |
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| **Section 3**  **Bought-In Farm Inputs** |

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| Bought-In Livestock Feed | | | | | | | | | | | | |
| Record all bought-in livestock feedstuffs, fodder, mineral supplements (see examples)  Or  The applicant can supply this information by attaching printouts from their own recording system, or attach photocopies of invoices, delivery sales dockets & feed labels etc. However, the operator must ensure that all the details required on this page are supplied on the attached printouts or photocopied documents. | | | | | | | | | | | | |
| Date  Bought-In | Product or Ingredient Name | Quantity | Dry  Matter  % | Supplier’s Name | Batch  No  (if applicable) | Species Or Type  Of  Livestock Fed | Status\*  O-Organic  C-Conversion  NO-Non-Organic  % of each  (if applicable) | Proof of Status  (Supplier’s Certificate and/or Product Label)  ⊠ | Justification for Use  (Only For Non-Organic Feedstuffs, feed additives & processing aids) | GMO Declaration  (Only For Non-Organic Feedstuffs, feed additives & processing aids)  ⊠ | Closing Quantity Carried Forward To Next Year | Own File  Reference No |
| *Example 1* | *Organic Beef Nuts* | *100kg* | *88%* | *J Blogs Agri-stores* | *22-12345* | *Cattle*  *12-24 months*  *Finishers* | *O* | ⊠ | N/A | □ | *50kg* | *JBlogs Inv-1235* |
| *02/02/2024* |
| *Example 2* | *Barley*  *Wheat*  *Peas* | *4.6 tonnes*  *6.2 tonnes*  *0.2 tonnes* | *87%*  *87%*  *87%* | *J Blogs Agri-stores* | *22-12346*  *22-12347*  *22-12348* | *Turkeys* | *O*  *O*  *NO* | ⊠ | Organic Peas Unavailable | ⊠ | *None* | *JBlogs Inv-1333* |
| *08/07/2024* |
| *Example 3* | *Molasses Mineral Lick* | *1 X Bucket* | *N/A* | *J Blogs Agri-stores* | *N/A* | *Cows* | *NO* | □ | See Health Plan | ⊠ | *None* | *JBlogs Inv-1521* |
| *12/08/2024* |
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\*The feeding of non-organic feed to herbivores such as cattle, sheep, horses, goats and deer is not permitted

For species other than herbivores such as pigs & poultry, please refer to Section 3.16 (pigs) & 3.17 (poultry) for details.

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| Bought-In Livestock Feed | | | | | | | | | | | | |
| Record all bought-in livestock feedstuffs, fodder, mineral supplements (see examples)  Or  The applicant can supply this information by attaching printouts from their own recording system, or attach photocopies of invoices, delivery sales dockets & feed labels etc. However, the operator must ensure that all the details required on this page are supplied on the attached printouts or photocopied documents. | | | | | | | | | | | | |
| Date  Bought-In | Product or Ingredient Name | Quantity | Dry  Matter  % | Supplier’s Name | Batch  No  (if applicable) | Species Or Type  Of  Livestock Fed | Status\*  O-Organic  C-Conversion  NO-Non-Organic  % of each  (if applicable) | Proof of Status  (Supplier’s Certificate and/or Product Label)  ⊠ | Justification for Use  (Only For Non-Organic Feedstuffs, feed additives & processing aids) | GMO Declaration  (Only For Non-Organic Feedstuffs, feed additives & processing aids)  ⊠ | Closing Quantity Carried Forward To Next Year | Own File  Reference No |
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\*The feeding of non-organic feed to herbivores such as cattle, sheep, horses, goats and deer is not permitted

For species other than herbivores such as pigs & poultry, please refer to Section 3.16 (pigs) & 3.17 (poultry) for details.

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| Bought-In Fertilisers, Supplementary Nutrients, Manures, Composts And Other Soil Conditioners | | | | | | | | | | | | | | |
| Record all bought-in fertilisers, supplementary nutrients, manures, composts and other soil conditioners (see example) | | | | | | | | | | | | | | |
| Date  Bought-In | Product Name  and Type | Quantity | Supplier’s  Name | Status  O-Organic  C-Conversion  CP-Certified Product  NO-Non-Organic | Proof of Status  (Supplier’s Certificate and/or Product Licence)  ⊠ | Justification for Use | GMO Declaration  For  Plant Wastes  ⊠ | Composting Period\*  (only relevant for plant wastes and animal wastes from non-organic sources) | Nitrogen Content  (only relevant to livestock manures) | Date of Application | Application Rate | Plot or Parcel Number(s) | Closing Quantity Carried Forward To Next Year | Own File  Reference No |
| *Example* | *Poultry Manure* | *30 tonnes* | *J Blogs* | *O* | ⊠ | *See attached soil analyses* | □ | *N/A* | *13.7 kg N/ton* | *21/08/2024*  *22/08/2024* | *2 ton/Ha* | *1-5* | *None* | *Inv-2071* |
| *20/04/24* |
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\*Refer to Section 2.09 – Composting Periods for bought in plant wastes or animal manures from non-organic sources

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| Other Bought-In Farm Inputs | | | | | | |
| Record other bought-in farm inputs e.g. bedding material, disinfectants, packaging material etc. | | | | | | |
| Date  Bought-In | Product Name  and Type | Quantity | Status  O-Organic  C-Conversion  NO-Non-Organic | Supplier’s  Name | Closing Quantity carried forward to next year | Own File  Reference No |
| *Example* | *Straw* | *20 4X4 Bales* | *NO* | *J Blogs* | *14 Bales* | *JBlogs Inv-789* |
| *20/10/2024* |
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| **Section 4**  **Manure Management, Crop Inputs,**  **Cropping Details, Crop Sales** |

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| Manure Management & Application - Own Manures and Soil Conditioners | | | | |
| Record application details of own manures and soil conditioners (see example) | | | | |
| Date of Application | Manure Type | Quantity | Application Rate | Plot or Parcel Number |
| *Example* | *FYM* | *Approx 30 ton* | *2 ton/Ha* | *1-5* |
| *21/08/2024* |  |  |  |  |
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| Manure Management & Application - Livestock Manures Exported | | | | | |
| Record all livestock manures exported (see example) | | | | | |
| Date Exported | Manure Type | Quantity | Destination\* | Nitrogen Content  (refer to Section 2.10) | Certification Documents of the Operator Receiving the Manure  ⊠ |
| *Example* | *Poultry Manure* | *60 tonnes* | *J Blogs* | *13.7 kg N/ton* | ⊠ |
| *10/05/2024* |
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\*Organic-production holdings may establish written cooperation agreements exclusively with other holding and enterprises which comply with the organic production rules, with intention of spreading surplus manure from organic production. This will normally only apply to poultry producers with limited land to apply the poultry manure or to organic producers exporting manures to small scale intensive horticultural/glasshouse units. Organic production holdings must ensure that their livestock slurry/manure is exclusively exported to organically certified holdings only.

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| Bought-In Seeds and Plants | | | | | | | | | |
| Record all bought-in seeds and plants (see example)  Or  The applicant can supply this information by attaching photocopies of invoices etc. However, the operator must ensure that all the details required on this page are supplied on the attached photocopied documents. | | | | | | | | | |
| Date  Bought-In | Plant or Seed  Type or Species | Variety | Status\*  O-Organic  C-Conversion  NO-Non-Organic  % of each  (if applicable) | Quantity | Supplier’s  Name | Proof of Status  (Supplier’s Certificate and/or Product Label and/or Purchase Invoice)  ⊠ | Date Derogation Approved By OT\*\*  (Only relevant for non-organic seeds or plants or seed mixtures containing a % of non-organic seed) | Closing Quantity Carried Forward To Next Year | Own File  Reference No |
| *Example* | *Grass seed mixture* | *See attached label* | *65% - O*  *35%- NO* | *2 X 13kg* | *J Blogs Agri-Stores* | ⊠ | *15/04/2024* | *None* | *JBlogs Inv-1235* |
| *20/05/2024* |
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\*Operators must make every effort to use organically certified seed

\*\*Authorisation to use **untreated** non-organic seed may only be granted in specific cases (Section 2.08). Authorisation must be sought from the Organic Trust in advance of sowing by supplying a completed Plant Reproductive Material Derogation Request Form. Refer to the Appendix in this Record Book for the Plant Reproductive Material Derogation Request Form.

**Note:** Grass seed mixtures which contain a mixture of organic & non-organic **untreated** seed, must obtain authorisation to use the non-organic percentage of such seeds.

**Untreated** seed is seed not treated with plant protection products, other than those authorised for treatment of seed in accordance with the Organic Standards.

**Treated** seed is **not** permitted i.e. organic land or land undergoing conversion will lose organic or in-conversion status if treated seed is used.

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| Bought-In Seeds and Plants | | | | | | | | | |
| Record all bought-in seeds and plants (see example)  Or  The applicant can supply this information by attaching photocopies of invoices etc. However, the operator must ensure that all the details required on this page are supplied on the attached photocopied documents. | | | | | | | | | |
| Date  Bought-In | Plant or Seed  Type or Species | Variety | Status\*  O-Organic  C-Conversion  NO-Non-Organic  % of each  (if applicable) | Quantity | Supplier’s  Name | Proof of Status  (Supplier’s Certificate and/or Product Label and/or Purchase Invoice)  ⊠ | Date Derogation Approved By OT\*\*  (Only relevant for non-organic seeds or plants or seed mixtures containing a % of non-organic seed) | Closing Quantity Carried Forward To Next Year | Own File  Reference No |
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**Note:** Grass seed mixtures which contain a mixture of organic & non-organic **untreated** seed, must obtain authorisation to use the non-organic percentage of such seeds.

**Untreated** seed is seed not treated with plant protection products, other than those authorised for treatment of seed in accordance with the Organic Standards.

**Treated** seed is **not** permitted i.e. organic land or land undergoing conversion will lose organic or in-conversion status if treated seed is used.

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| Bought-In Pest & Disease Control Products | | | | | | | | | | | | |
| Record all bought-in pest and disease control products such as copper, ferric phosphate, rodenticides etc. | | | | | | | | | | | | |
| Date  Bought-In | Product Name  and Type | Quantity | Supplier’s  Name | Certified Product  ☑ | Justification For Use | GMO Declaration For Plant Wastes  ⊠ | Date of Application | Application Rate | Method of Application | Plot or Parcel Number | Closing Quantity Carried Forward to Next Year | Own File  Reference No |
| *Example* | *Ferramol*  *Pellets* | *0.75kg* | *J Blogs Agri-store* | ⊠ | *Slug*  *Problem* | □ | *22/04/2024* | *0.75 kg/100m²* | *By hand* | *Tunnel 1* | *None* | *Inv-1489* |
| *21/04/2024* |
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| Cropping Details | | | | | | | | | |
| Record cropping details including conventional production areas (see examples)  Or  The applicant can attach photocopies of their own records. | | | | | | | | | |
| Plot or Parcel Number | Size (Ha) | Crops Grown Under Glass  ⊠ | Status  O-Organic  C-Conversion  NO-Non-organic | Current Year’s  Crop Type(s) | Sown/Planted  Date  (if relevant) | Harvest  Date  (if relevant) | Crop Yield  Or  Expected Yield  (if relevant) | Last Year’s Crop | Next Year’s Planned Crop |
| *Example 1* | *0.01* | ⊠ | *O* | *Lettuce*  *Tomatoes*  *Green Manure* | *February*  *June*  *September* | *May-June*  *July-August*  *-* | *450Heads*  *400kg*  *-* | *Lettuce*  *Tomatoes*  *Green Manure* | *Lettuce*  *Cucumbers*  *Green Manure* |
| *Tunnel 1* |
| *Example 2* | *5.46* | □ | *O* | *Silage* | *-* | *July* | *80 round bales of silage* | *Silage* | *Grass* |
| *Plot3* |
| *Example 3* | *4.30* | □ | *C* | *Grass* | *-* | *-* | *N/A*  *Grazing* | *Grass* | *Silage* |
| *Plot4* |
|  |  |  |  |  |  |  |  |  |  |
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| Cropping Details | | | | | | | | | |
| Record cropping details including conventional production areas (see examples)  Or  The applicant can attach photocopies of their own records. | | | | | | | | | |
| Plot or Parcel Number | Size (Ha) | Crops Grown Under Glass  ⊠ | Status  O-Organic  C-Conversion  NO-Non-organic | Current Year’s  Crop Type(s) | Sown/Planted  Date  (if relevant) | Harvest  Date  (if relevant) | Crop Yield  Or  Expected Yield  (if relevant) | Last Year’s Crop | Next Year’s Planned Crop |
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| Crop Sales | | | | | |
| Record crops sales (see example)  Or  The applicant can supply this information by attaching printouts from their own recording system and or attach photocopies of invoices, dockets etc. However, the operator must ensure that all the details required on this page are supplied on the attached printouts or photocopied documents. | | | | | |
| Month | Crop Name or Type | Quantity | Sale Status  O-Organic  C-Conversion  NO-Non-Organic | Where Sold | Batch No  Or  Reference No |
| *Example* | *Oats* | *22.30 tonnes* | *C* | *J Blogs* | *Invoice 052* |
| *September* |
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| **Section 5**  **Brought-In Machinery and Complaints** |

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| List of Brought-In Machinery (proposed for use on the holding – refer to Section 2.15) | | |
| Each operator is required to draw up a list of brought-in machinery proposed for use – this listing should then identify those machines which are deemed to represent a potential contamination risk, such as sprayers and seeders. | | |
| Machine Description | Machines which are deemed to represent a potential contamination risk\*  ⊠ | Machines which are **not** deemed to represent a potential contamination risk  ⊠ |
| *Example* | ⊠ | □ |
| *Grass Seeder* |
| *Example* | □ | ⊠ |
| *Silage – Round Baler* |
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\* Machines which are deemed to represent a potential contamination risk, the operator is required to inspect the machinery and ensure it is free from all debris and has been cleaned prior to use. The operator should maintain a documentary record that such inspection and cleaning was carried out prior to use of the specific machinery on the operator’s organic unit. Refer to next page.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Brought-In Machinery Inspection and Cleaning Record | | | | |
| For every machine used on the farm which is deemed to represent a potential contamination risk, the operator is required to maintain a documentary record (as set out below) verifying that such machinery was inspected and cleaned in accordance with the standards prior to use. | | | | |
| Date | Machine Description | Checked  ⊠ | Corrective Action Taken | Signature |
| *Example* | *Grass Seeder* | ⊠ | *Cleaned Down* | Joe Farmer |
| *21/04/2024* |
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| Complaints Record | | | | |
| Each operator is required to retain a record of all complaints received. Operators are invited to use this table for this purpose – if a separate complaints record is retained, the following table need not be completed. | | | | |
| Date Complaint Received | Name and Address of Person Who Made the Complaint | Exact Details of Complaint | Corrective Action Taken & Date | Any Other Details Deemed Relevant |
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| **Appendix - Forms** |

**Livestock Sales Declaration Form/Organic Meat Processor Livestock Intake Form**

ALL LIVESTOCK SOLD MUST BE ACCOMPANIED BY A LIVESTOCK SALES DECLARATION FORM

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sellers/Vendor Details | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Name |  | | | | | Phone No |  | | | | |  |
|  |  | | | | | | | | | |  | |
| Address |  | | | | | Herd Identifier |  | | | | |  |
|  |  | | | | |  | (This is the 7 digit number which prefixes the animal’s Tag No) | | | | |  |
|  |  | | | | | | | | | |  | |
| Name of Organic Certification Body | |  | | Conversion/Organic Licence No |  | | | Current Licence attached? | Yes: | No: | |  |
|  | | |  | | | | | | | |  | |
| Date Organic Status Awarded/Due | |  | | Date from which animals born on your holding are eligible for Organic Status\* | | |  | | | | |  |
|  | | (if within the past 3 years) | |  | | | (e.g. calves born on this holding from 15.05.2010) | | | | |  |

**\*The applicant must declare if this date was amended by the Organic Certification Body subsequent to the issuing of the current licence – if the date was amended, the revised date must appear in the above section**

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| Mart Details  (if being sold at an organic mart) | | |  | | |  | | | | | | | | | | | | |  | | |  | | | | | | | |  |
| Name of Mart | | |  | | | | | | | | | | | | | Date of Mart | | |  | | | | | | | |  |
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| Livestock Details |  | | | | | |  | | |  | | |  | | |  | |  | | |  | | |  | | |  | | |  |
| Are all animals (Please Tick ☑): | | | | | | Weaned | | |  | | | De-Horned | | |  | | Castrated | | |  | | | BVD Negative | | |  | | |  |
|  | | | | | |  | | |  | | |  | | |  | |  | | |  | | |  | | |  | | |  |
| Tag No of Animal Sold | | Species  (i.e. Cattle, Sheep etc) | | Breed | Date of Birth | | | Sex  (M/F) | Born on this Holding?  ☑ | | Not born on this holding | | | | | | | | Specify Veterinary Inputs for each animal for the past 12 months and date(s) of treatment | | | | | | | Have the withdrawal periods for veterinary inputs as specified in the Organic Standards been fully adhered to? | | | | |
| Please provide the name of the organic producer who supplied the animal plus the date of purchase and attach a copy of the relevant organic licence for this producer to this form | | | | | | Number of movements since DOB | |
|  | |  | |  |  | | |  |  | |  | | | | | |  | |  | | | | | | | Yes: | | No: | | |
|  | |  | |  |  | | |  |  | |  | | | | | |  | |  | | | | | | | Yes: | | No: | | |
| **The status of all animals sold is subsequently audited by the OCB. If animals have been sold as ‘organic’ which are ineligible to be labelled as ‘organic’ or ineligible for the organic meat market, the suppliers will be subject to the Penalties Procedures outlined in the Standards. Similarly, if the withdrawal periods following use of veterinary inputs have not been observed and residues are found in the meat supplied, serious penalties could ensue. Such issues could ultimately result in the removal of the symbol from all animals on the supplying farm/s and could also be subject to the imposition of further penalties which could include, but are not limited to, serious financial penalties for providing false/erroneous information.** | | | | | | | | | | | | | |  |  | | | | |  | | | | |  | | | |  | |
| **Signed:** |  | | | | | | | | **Date:** | |  | | | |  | |
|  | **Organic Producer** | | | | | | | |  | |  | | | |  | |

**2024 Livestock Sales Declaration Form/Organic Meat Processor Livestock Intake Form (page 2)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Livestock Details |  | | | |  | | |  | |  | | |  | |  | |  | |  | | |  | | |  |
| Are all animals (Please Tick ☑): | | | | Weaned | | |  | | De-Horned | | |  | | Castrated | |  | | BVD Negative | | |  | | |  |
|  | | | |  | | |  | |  | | |  | |  | |  | |  | | |  | | |  |
| Tag No of Animal Sold | | Species  (i.e. Cattle, Sheep etc) | Breed | Date of Birth | | Sex  (M/F) | Born on this Holding?  ☑ | | Not born on this holding | | | | | | | Specify Veterinary Inputs for each animal for the past 12 months and date(s) of treatment | | | | | Have the withdrawal periods for veterinary inputs as specified in the Organic Standards been fully adhered to? | | | | |
| Please provide the name of the organic producer who supplied the animal plus the date of purchase and attach a copy of the relevant organic licence for this producer to this form | | | | | Number of movements since DOB | |
|  | |  |  |  | |  |  | |  | | | | |  | |  | | | | | Yes: | | No: | | |
|  | |  |  |  | |  |  | |  | | | | |  | |  | | | | | Yes: | | No: | | |
|  | |  |  |  | |  |  | |  | | | | |  | |  | | | | | Yes: | | No: | | |
|  | |  |  |  | |  |  | |  | | | | |  | |  | | | | | Yes: | | No: | | |
|  | |  |  |  | |  |  | |  | | | | |  | |  | | | | | Yes: | | No: | | |
|  | |  |  |  | |  |  | |  | | | | |  | |  | | | | | Yes: | | No: | | |
| **The status of all animals sold is subsequently audited by the OCB. If animals have been sold as ‘organic’ which are ineligible to be labelled as ‘organic’ or ineligible for the organic meat market, the suppliers will be subject to the Penalties Procedures outlined in the Standards. Similarly, if the withdrawal periods following use of veterinary inputs have not been observed and residues are found in the meat supplied, serious penalties could ensue. Such issues could ultimately result in the removal of the symbol from all animals on the supplying farm/s and could also be subject to the imposition of further penalties which could include, but are not limited to, serious financial penalties for providing false/erroneous information.** | | | | | | | | | | |  |  | | | | |  | | |  | | | |  | |
| **Signed:** |  | | | | | | **Date:** | |  | | | |  | |
|  | **Organic Producer** | | | | | |  | |  | | | |  | |

**LSDF - Issue 12 – 01.01.2022**

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| **Grazing Agreement** | | | | | |
| **Non-Organic Livestock Grazing In-Conversion or Symbol Land**  **(only applies to non-organic animals brought-in for grazing purposes)** | | | | | |
| This template must be completed and details retained in the Record Book if non-organic livestock are used to graze the symbol or in-conversion land during the current calendar year | | | | | |
| Non organic animals may graze on an organic holding for a limited period of a maximum of 180 days each year, provided that they have been raised in an environmentally friendly way on land supported under Articles 70, 71, 72 and 73 of Regulation 2021/2115, and that they are not present at the same time as organic animals on that parcel, in accordance with the conditions outlined in paragraph 3.03.14 of the organic standards. All animal farm-to farm movement must comply with ERAD movement requirements as stated in the Explanatory Handbook for Cross Compliance Requirements <https://assets.gov.ie/68365/924f1679973f421da054dd4029785404.pdf>  Producers will be required in the first instance to source organic animals for grazing purposes. Where these are unavailable, the operator will be required to justify the grazing of non-organic animals.  The grazing of non-organic livestock on organic or in-conversion pasture is subject to the following conditions:   1. The grazing is for pasture management or disease control purposes; 2. The period does not exceed 180 days per calendar year; 3. Such animals come from farming systems as defined in standard 3.03.13; 4. Organic animals are not present on the same parcel at the same time; 5. Withdrawal periods for medications must be observed as specified in section 3.12 of these standards; 6. Such animals must be treated as specified in these standards whilst they remain on the land; 7. Such animals and their by-products may not be sold as organic; 8. Animals grazing organic/in-conversion land may not be fed any feedstuffs possibly containing genetically modified organisms or derivatives thereof whilst grazing this land; 9. A grazing agreement is drawn up between the organic producer and the **owner** of the livestock stipulating the specific conditions pertaining to such grazing; 10. Non-organic stock may not be purchased for the purpose of a grazing agreement; 11. Non-organic stock grazing on an organic holding must not be of the same species as the organic livestock enterprise on that holding. | | | | | |
| **Grazing Agreement** | | | | | |
| Owner of the non-organic livestock: | |  | | |  |
|  | |  | | |  |
| Species of non-organic livestock:  (Cattle/Sheep/Pigs etc) | |  | | |  |
|  | |  | | |  |
| Number of livestock involved: | |  | | |  |
|  | |  | | |  |
| Date animals entered the organic holding: | |  | | |  |
|  | |  | | |  |
| Date animals left the organic holding: | |  | | |  |
|  | | | | | |
| I undertake to adhere to the conditions specified above in relation to the non-organic livestock grazing the symbol or in-conversion land; | | | | | |
|  | | | | | |
| Signed |  | | Date |  |  |
|  | Organic Trust Applicant | |  |  |  |
| Signed |  | | Date |  |  |
|  | Owner of non-organic livestock | |  |  |  |

**Grazing Agreement - Issue 08 - 23.11.2023**

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| **organictrust** | | | | | **Organic Trust CLG** | | | | | | | | | | | | IMG_0835 | | | |
| Office A1, Town Centre House, Naas Town Centre, Naas, Co Kildare.  Tel/Fax 00 353 45 882377 Email: inf[o@organictrust.ie](mailto:organic@iol.ie) Website: [www.organictrust.ie](http://www.organictrust.ie)  Plant Reproductive Material Derogation Request Form  (*for untreated non-organic seed, seed potatoes, and other plant reproductive material)* | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| This form should be completed and forwarded to the Organic Trust for **approval prior to sowing**  of any non-organic untreated seed or seed mixtures which contain a % of non-organic seed or other plant reproductive material – please ensure you sign the form. | | | | | | | | | | | | | | | | | | | | |
|  | | | |  | | | | | |  | | | | |  | | | | |  |
| Name: | | | | |  |  | | --- | --- | |  |  | | | | | | | | Conversion/Organic No: | | | | |  |  | | --- | --- | |  |  | | | | | |  |
|  | | | | Organic Trust Producer | | | | | | |  | | | | | | | | | |
|  | | | |  | | | | | |  | | | | |  | | | | |  |
| **Reason for derogation request (Tick🗹)?**  (Please refer to the Organic Seed Database at **https://ie.organicxseeds.com** (ROI) & <https://nir.organicxseeds.com/> (NI) for availability) | | | | | | | | | | | | | | | | | | | | |
|  | | **a.** | Where no variety of the species that the operator wants to obtain is registered in the database referred to in Article 26(1) or the systems referred to in Article 26(2); | | | | | | | | | | | | | | | | | |
|  | | **b.** | Where no operator who markets plant reproductive material, is able to deliver the relevant organic or in-conversion plant reproductive material or plant reproductive material authorised in accordance with point 1.8.6 in time for sowing or planting in situations where the user has ordered the plant reproductive material in reasonable time to allow the preparation and supply of organic or in-conversion plant reproductive material or of plant reproductive material authorised in accordance with point 1.8.6; | | | | | | | | | | | | | | | | | |
|  | | **c.** | Where the variety that the operator wants to obtain is not registered as organic or in-conversion plant reproductive material or as plant reproductive material authorised in accordance with point 1.8.6 in the database referred to in Article 26(1) or the systems referred to Article 26(2) and the operator is able to demonstrate that none of the registered alternatives of the same species are appropriate in particular to the agronomic and pedo-climatic conditions and necessary technological properties for the production to be obtained; | | | | | | | | | | | | | | | | | |
|  | | **d.** | Where it is justified for use in research, test in small-scale field trials, for variety conservation purposes of for product innovation and agreed by the competent authorities of the Member State concerned. | | | | | | | | | | | | | | | | | |
|  | | **e.** | Grown for seed (plant reproductive material), per Annex II, 1.8.6 | | | | | | | | | | | | | | | | | |
| If reason is **c**, please indicate how you can demonstrate that none of the registered alternatives of the same species are appropriate for your production and the reasons why they are inappropriate: | | | | | | | | |  | | | | | | | | |  | | |
|  | | | | | | | | |
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| **Non-organic untreated seed and/or other plant reproductive material may not be sown until the requisite derogation approval has been obtained prior to planting. The species, variety and quantity must be provided.**  **I confirm that application for a derogation is being made in accordance with the requirements of section 2.08 of the standards** | | | | | | | | | | | | | | | | | | | | |
|  | | | |  | | | | | | |  | | |  | | | | | |  |
| Sign: | | | |  | | | | | | | Date: | | |  | | | | | |  |
|  | | | | Organic Trust Producer | | | | | | |  | | | | | | | | | |
|  | | | |  | | | | | | |  | | | | | | | | | |
| Single varieties of seeds and other plant reproductive material, please complete section on page 2) | | | | | | | | | | | | | | | | | | | | |
| Seed Mixtures Only  *Derogation sought to use untreated seed mixture (i.e. seed mixture that may contain a % of certified organic seed and or a % of non-organic untreated seed - e.g. grass seed mixture (please attch seed label)* | | | | | | | | | | | | | | | | | | | | |
|  | | | | | |  | | | |  | | | | |  | | | |  | |
| Seed Mixture Name: | | | | | | |  | | | | | Total Quantity: | | |  | | | |  | |
|  | | | | | | |  | | | | |  | | |  | | | |  | |
| Supplier: | | | | | | |  | | | | | % Non-Organic: | | |  | | | |  | |
|  |  | | | | | | |  | | | | |  | | |  | | |  | |
|  | Seed Mixture Composition or attach details | | | | | | | Variety | | | | | Composition  (% or kg) | | | Status  O-Organic  NO-Non-Organic | | |  | |
| Species | | | | | | |
|  |  | | | | | | |  | | | | |  | | |  | | |  | |
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| Single Varieties  Derogation sought to use a single variety of untreated non-organic seed, seed potatoes and other plant reproductive material | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | |  | | | | | | | | | |  | | | |  | | |  | |
|  | Species | | Variety | | Quantity  (wgt/no of seed) | | | | Supplier | | | Reason for Derogation Request  (a/b/c/d1/d2/d3) | | | If reason is **c,** please indicate how you can demonstrate that none of the registered alternatives of the same species are appropriate for your production and the reasons why they are inappropriate: | | | | | | | |  | |
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| Office Use Only | | | | | | | | | | | | | | | | | | | | | | | | |
| Seed database searched and non-availability of organic seed substantiated: | | | | | | | | | | | | | | | | | | Yes |  | | No |  |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| Approved By: | |  | | | | | | | | | Approval Date: | | | | | |  | | | | | | |  |
|  | | Organic Trust Official | | | | | | | | |  | | | | | |  | | | | | | |  |
|  | |  | | | | | | | | | Expiry Date: | | | | | | ***Valid for one season only*** | | | | | | |  |
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| Not Approved By: | |  | | | | | | | | | Reason: | |  | | | | | | | | | | |  |
|  | | Organic Trust Official | | | | | | | | | | | |  | | | | | | | | | | |
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| Producer Notified: | | | | Yes | | |  | No | |  | Date: | | | | | |  | | | | | | |  |
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| Copy on Seed Derogations File: | | | | Yes | | |  | No | |  | Original on applicant/s file | | | | | | | Yes |  | | No |  | |  |
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| **Plant Reproductive Material Derogation Request Form – Issue 14 - 01.01.2024** | | | | | | | | | | | | | | | | | | | | | | | | |

**A close-up of a document

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Description automatically generated with medium confidence**

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|  | **Logo  Description automatically generated** |  |
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