



MEMBER WEBINAR

Harvest to Delivery

September 2021

AGENDA

Topic

Best Practices & Requirements

MyFarm Grain Tracking & Record Keeping

Planning for 2022

Q&A

BEST PRACTICES

CERTIFICATION: HARVEST – STORE – DELIVER

1

Harvest: Conduct & Document Clean-outs with Work Orders

All equipment must be cleaned out prior to harvesting and/or transporting organic crops

2

Storage: Clean-outs, Label, and Track Inventory

Storage bins must be cleaned-out and clearly labeled – and inventory entering in or being removed from storage must be tracked

3

Deliver: Clean-out and Documentation

Delivering of grain – either from storage or the field – requires documentation of appropriate clean-outs, BOLs, and contract settlement sheets

4

Prepare: Upload Documentation to MyFarm

Getting ahead of the game will save everyone time and heartache in the long-run

HARVEST SCENARIOS

Scenario #1

Harvest

Update Work Orders on **MyFarm**

- Harvest date
- Clean-out

Storage

MyFarm

- Site # and Bin #
- Field #
- Crop #
- Quantity
- Clean-Out
- Organic Signage

Deliver

- Contract #
- Site # + Bin #
- Quantity
- BOL /clean truck affidavit (**MyFarm**)
- Contract Settlement

Scenario #2

Harvest

Update Work Order on **MyFarm**

- Harvest date
- Clean-out

Deliver

- Contract #
- Field # / Crop #
- Quantity
- BOL /clean truck affidavit (**MyFarm**)
- Contract Settlement

1. HARVEST – TRACKING ACTIVITIES & RECORDS


Activity	How & What
Data & Tracking	MyFarm Work-Orders <ul style="list-style-type: none">• Date• Clean-out Type• Notes – actual yield/total bushels and buffer strip flush (if conducted)
Documentation	<ul style="list-style-type: none">• No external documentation required unless custom farmed (clean out affidavit)• Pictures of clean-outs, etc. are beneficial (and data stamped)



CLEAN-OUTS ARE REQUIRED AFTER HARVESTING BUFFER STRIPS

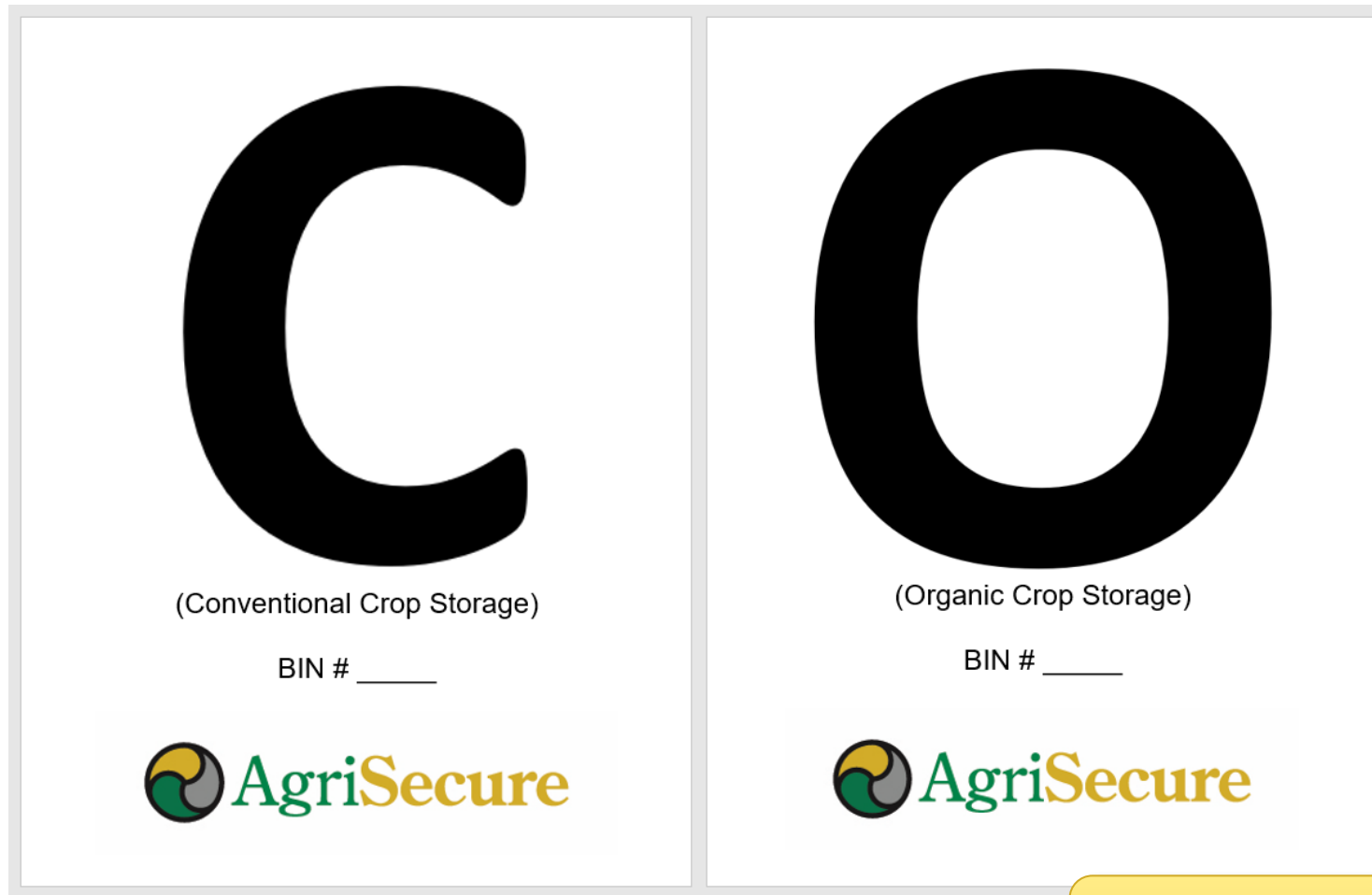
2. STORAGE – TRACKING ACTIVITIES & RECORDS

Activity	How & What
Data	Bin Log – MyFarm Grain Tracking <ul style="list-style-type: none">• Bin Site # and Bin ID #'s• Field ID # and Crop ID#• Quantity
Documentation	<ul style="list-style-type: none">• Storage Clean-out Affidavit (not required if NEW)

 **MyFarm will be used to track delivery into bins, which will automatically trace information from the field to the bin**

3. STORAGE – STORAGE LABELS

Storage bins must be labeled as organic or conventional, signage can be simple but must be clearly present and obvious. *Go to MyFarm Knowledge Center > Certification & Compliance > Storage Labels*



3. DELIVER – TRACKING ACTIVITIES & RECORDS

Activity	How & What
Data Needed	<p>Scenario #1 – going into storage</p> <ul style="list-style-type: none">• Field # + Crop ID #• Bin Site # + Bin ID #• Quantity <p>Scenario #2 – delivered from field</p> <ul style="list-style-type: none">• Contract ID#• Field ID # + Crop ID #• Quantity• Delivery Point
Documentation	<ul style="list-style-type: none">• Bill of Lading + Clean Truck Affidavit (see Knowledge Center)• Contract Settlement (share electronic copy with AE)

 **A Bill of Lading (BOL) template is available, print out blank copies and fill them in as needed**

3. DELIVERY – BILL OF LADING STEPS

- 1 Download & print blank copies of the BOL template (see MyFarm Knowledge Center)
- 2 Complete BOL information on computer or by hand
- 3 Complete signatures section
- 4 Take picture and upload into MyFarm Document Manager
- 5 IF, the BOL is returned with the Settlement Sheet upload to MyFarm Document Manager

TRANSITION CROPS

1

Harvest: Crops and Yields

Tracked in MyFarm field plans, along with last prohibited substance application date

2

Storage: Stored as Conventional Crops

Tracking grain storage is not required, but is encouraged for 'transition' farms to gain familiarity with MyFarm functionality

3

Deliver: Settlement Sheets Only

Track and share settlement sheets; however, BOLs are not required



CERTIFICATION AGENCIES HAVE A RENEWED FOCUS ON TRANSITION CROPS

MyFARM

PROCESS STEPS

Step	Details
1 Production	<ul style="list-style-type: none">• Create field plans (should be complete), update work orders, and update yields• <i>Work with your Account Executive to update yields</i>
2 Storage	<ul style="list-style-type: none">• Create storage sites and bins – and assign a crop for 2021• <i>Storage Sites and Bins must align with OSP.</i>
3 Contracts	<ul style="list-style-type: none">• Enter your existing grain/crop contracts into MyFarm• You can do this yourself!
4 Move Crops	<ul style="list-style-type: none">• At harvest, move crops from field to storage or field to contracts• <i>You can also do this yourself!</i>
5 Keep Up-to-Date	<ul style="list-style-type: none">• Keep tracking deliveries from storage (or the field)• Collect and UPLOAD the required documentation

DELIVERY – BILL OF LADING TEMPLATE

Contract Information		Load Information	
Contract Number		Ship Date	
Load #		Bin Site	
Buyer		Bin Number	
Buyer Address		Crop Plan ID	
Special Requirements		Crop & Quantity Shipped	
		Crop	
		Quantity (Units)	

Received, subject to the classifications and tariffs in effect on the date of issue of this Bill of Lading, the property described above in apparent good order, except as noted (contents and condition of contents of packages unknown), marked, consigned, and destined as indicated above which said carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of the proper under the contract) agrees to carry to its usual place of delivery of said destination, if on its route, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed as to each carrier of all or any of said property over all or any portion of said route to destination and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the bill of lading terms and conditions in the governing classification on the date of shipment.

Shipper hereby certifies that he is familiar with all the Bill of Lading terms and conditions in the governing classification and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns.

Off-Farm Transportation Clean Affidavit

This semi-trailer/container, license number _____ was swept/air blown/flushed/washed (circle all that apply) prior to loading of organic product.

Trucking/Shipping Firm			
Date Loaded		Date Delivered	
Truck No.			

I hereby certify that the above equipment was cleaned thoroughly using the method indicated to keep the integrity of the organically grown/processed product intact.

Shipper Signature:	Seller Signature:
Date:	Date:

Enter in contract information

Find the Field ID # and Crop Plan ID# in MyFarm Field Plans

- From Storage – include Bin Site ID# and Bin ID#
- From Field – include Field ID# and Crop ID#
- Crop must have **ORGANIC** in name (e.g., Organic Corn)

Enter information provided by the shipping company

Complete signatures



WORK ORDERS

Work orders can be completed by entering the “Actual Date”, notes, and clean-out

Compliance Checklist for Activity: Harvesting Grain (Combining Corn)

Field Name: Minburn Farm	Crop Year: 2019	Crop: Organic Corn	Acres: 115
Products:	Planned Date: 10/1/2019	Actual Date: mm/dd/yyyy	
Cost: \$4,025	Cost / Acre: \$35.00	Status: Open	
Note:			

Completed? Detail

- Clean-out - Combines / Harvest Equipment**
The following components were washed, swept or blown out/off with compressed air: Header, feederhouse, grain tank, straw walkers, sieves & chaffers, cylinder & rotor, unloading auger, ledges & frame rails, and rock trap. And, a Purge conducted, if required, and picture taken & cataloged.
- Clean-out - 3rd Party**
Activity conducted by a 3rd party, which provided an affidavit affirming appropriate clean-out procedure conducted prior to entering the field.
- Clean-Out - Not Required**
Equipment came from an organic field and clean-out was not required.

Work Order ID: 51414

← Enter in “Actual Date”

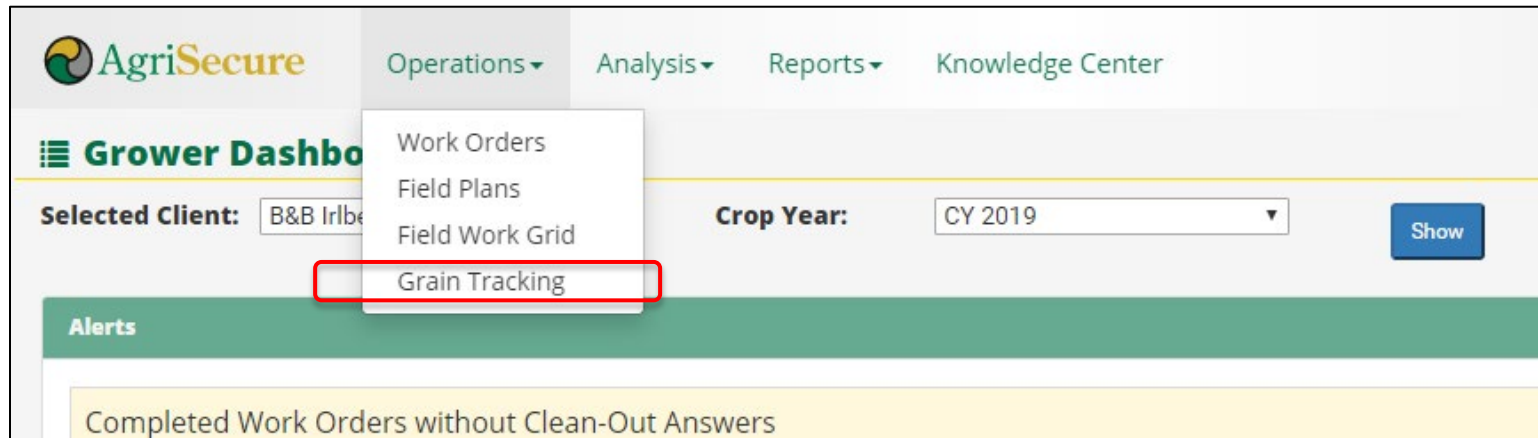
← Include notes – yield, buffer flush, etc.

← Select the appropriate clean-out procedure

← Hit “Complete Work Order”

 **LOGGING ACTIVITIES IS REQUIRED TO MAINTAIN ORGANIC CERTIFICATION!!!**

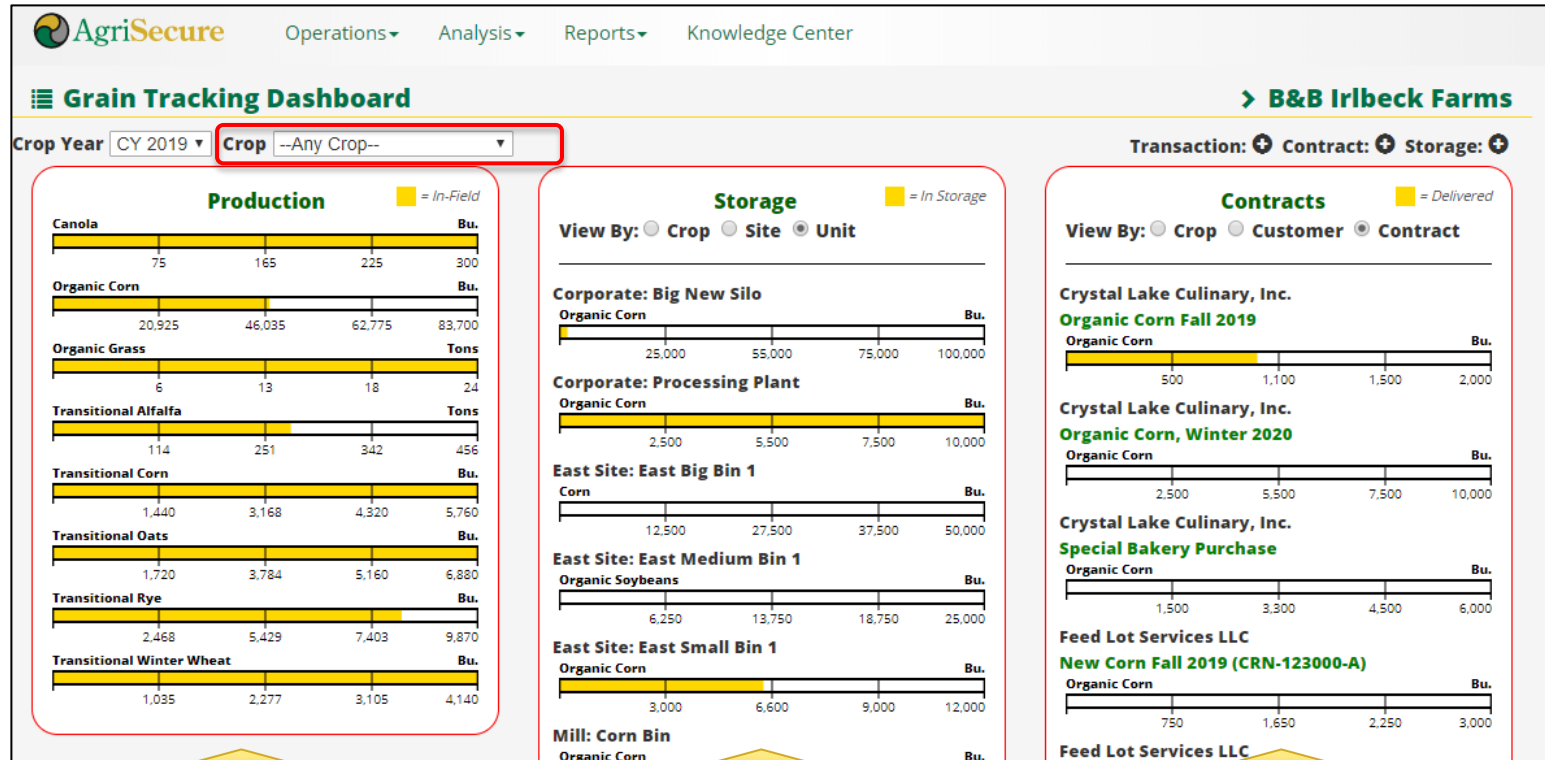
STORAGE & DELIVERY – NAVIGATION



The screenshot displays the AgriSecure Grower Dashboard interface. At the top left is the AgriSecure logo. To its right are navigation tabs: Operations (with a dropdown arrow), Analysis (with a dropdown arrow), Reports (with a dropdown arrow), and Knowledge Center. Below the logo, the text "Grower Dashboard" is visible. The "Selected Client" field shows "B&B Irlbe" and the "Crop Year" dropdown is set to "CY 2019", with a "Show" button to its right. A dropdown menu is open under the "Operations" tab, listing "Work Orders", "Field Plans", "Field Work Grid", and "Grain Tracking". The "Grain Tracking" option is highlighted with a red rectangular box. Below the navigation area, there is an "Alerts" section with a green header and a yellow alert box containing the text "Completed Work Orders without Clean-Out Answers".

 **Navigate to Operations > Grain Tracking**

PRODUCTION – STORAGE – CONTRACTS



Production

- all Crops
- by Field for a crop

Storage

- all Site / Bin for all Crops
- by Crop

Contracts

- all Contracts / Crops
- by Crop

ADDING CONTRACTS

Step 1 – Click Add Contract

Add Contract: +

Click “Add Contract” in the upper-right hand corner

Step 2 – Complete the Form

Add Grain Contract for Customer

Customer Prompting: Existing New

Business Name: *

Address: *

City: *

State: * **Zip: *** **Phone: ***

Contract Title: *

Contract Number:

Crop: * **Price Per Unit: ***

Crop Year: 2020

Delivery Volume: * **Unit: ***

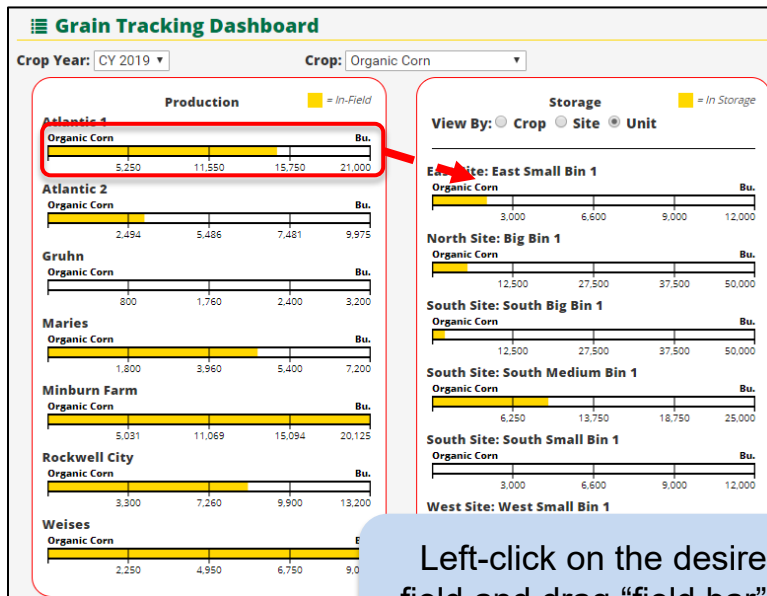
Start Date: * **End Date: ***

Contract Steps:

1. Select “Existing” or “New” Customer
2. Complete the required information
3. Click “Save”

FIELD TO STORAGE – OPTION #1 = PC DRAG & DROP

Step 1 - Drag & Drop



Left-click on the desired field and drag “field bar” to the targeted Bin

Step 2 – Complete the Form

Add Crop Transaction

Transfer From: Transfer To:

Transfer Crop:

From Field:

To Storage:

Volume:

% Moisture:

Transfer Date:

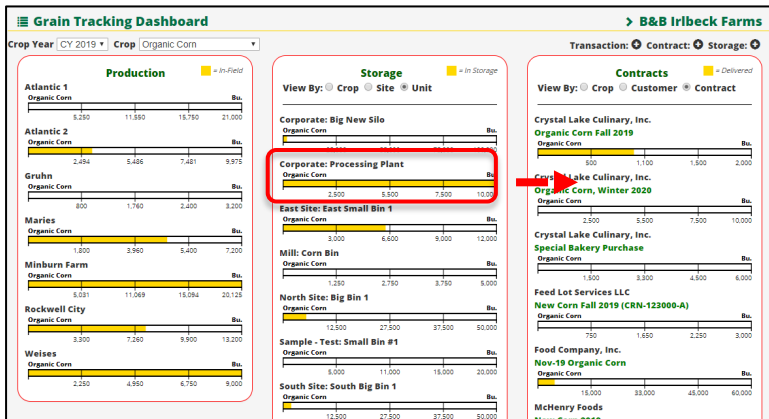
Complete the volume, moisture (if needed) & date information – and SAVE



YOU CAN ALSO GO DIRECTLY FROM THE FIELD TO DELIVERY

STORAGE TO DELIVERY – OPTION #1 = DRAG & DROP

Step 1 - Drag & Drop



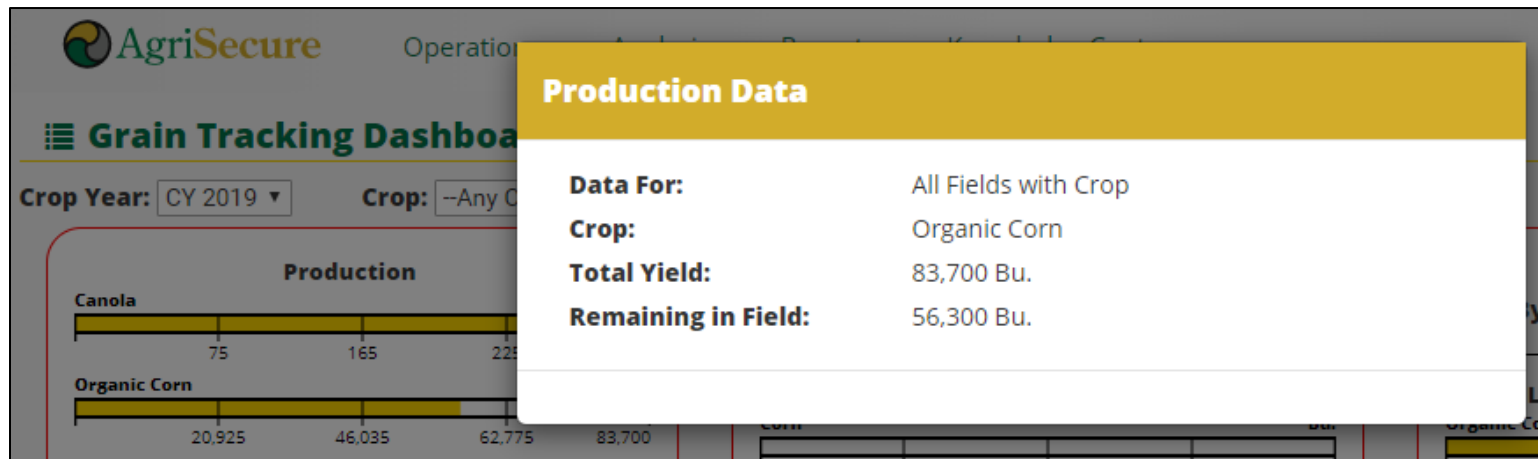
Left-click on the desired field and drag “field bar” to the targeted Contract

Step 2 – Complete the Form

The screenshot shows the 'Add Crop Transaction' form. The 'Transfer From' field is set to 'Production' and the 'Transfer To' field is set to 'Contract'. The 'Transfer Crop' is 'Organic Corn'. The 'From Field' dropdown is set to '--Select Source--'. The 'To Contract' dropdown is set to 'B&B Irlbeck Farms: Organic Corn, Winter 2020'. The 'Volume', '% Moisture', and 'Transfer Date' fields are empty.

Complete the volume, moisture (if needed) & date information – and SAVE

STATISTICS FOR PRODUCTION, STORAGE, OR CONTRACTS



 LEFT CLICK ONCE

TRANSACTION DETAILS

Transaction Details											
Data For: Storage Transactions for Selected Storage Unit											
ID	Transaction For			Related Transaction				Transaction Data			Actions
	Site	Storage	Mode	Type	Parent	Entity	Mode	Crop	Volume	Transferred	
16	South Site	South Medium Bin 1	Deduct	Contract	McHenry Foods	New Corn 2019	Add	Organic Corn	1,500 Bu.	10/2/2019	
Editing Transaction											
Quantity (Bu.)				Moisture %				Transfer Date			
<input type="text" value="1500"/>				<input type="text" value="15"/>				<input type="text" value="10/02/2019"/>			
<input type="button" value="Save"/> <input type="button" value="Cancel"/>											
1	South Site	South Medium Bin 1	Add	Field	B&B Irlbeck Farms	Atlantic 2	Deduct	Organic Corn	5,000 Bu.	10/10/2019	
3	South Site	South Medium Bin 1	Deduct	Contract	Food Company, Inc.	Nov-19 Organic Corn	Add	Organic Corn	1,100 Bu.	11/8/2019	
9	South Site	South Medium Bin 1	Add	Field	B&B Irlbeck Farms	Atlantic 1	Deduct	Organic Corn	5,000 Bu.	11/13/2019	

- Double click on a Storage Bin to get transaction level details
- Adjustments to estimated volumes (e.g., bushels) can be made to each transaction based upon actuals – to provide mass balancing required for certification.

ADDING STORAGE

Step 1 – Click Add Contract

Storage: 

Click “Add Storage” in the upper-right hand corner

Step 2 – Complete the Form

'; 'Unit: *' with an empty text input field; and 'End' with a date input field showing 'mm'. At the bottom right, there are 'Save' and 'Cancel' buttons." data-bbox="433 226 934 833"/>

Add Storage Unit

Choose Site: *
--Select Site--

Site Prompting: Existing New

Choose Storage: *
--Select Storage Unit--

Storage Selection: Existing New

Crop: *
--Any Crop--

Are Contents Organic:

Crop Year: 2020

Unit Capacity *

Begin Receiving: *
mm/dd/yyyy

Unit: *

End
mm

Save Cancel

Contract Steps:

1. Select “Existing” or “New” Site
2. Complete the required information
3. Click “Save”

 **SITES AND BINS MUST BE IN YOUR OSP**

DELIVERY – BILL OF LADING (BOL) ON MYFARM

The screenshot displays the AgriSecure Knowledge Center interface. At the top, the navigation menu includes 'Operations', 'Analysis', 'Reports', and 'Knowledge Center', with 'Knowledge Center' highlighted by a red dashed arrow. Below the navigation, the page title is 'Knowledge Center' and the user is identified as 'B&B Irlbeck Farms'. A sub-header reads: 'Check out each section below to see documents and videos that guide you in your farming practices.'

Two main sections are visible: 'Best Practices' and 'Certification & Compliance'. The 'Certification & Compliance' section contains a list of documents. A red dashed arrow points from a blue callout box 'Navigate to the Knowledge Center' to the 'Knowledge Center' menu item. Another red dashed arrow points from a blue callout box 'Click to download the BOL Template' to the 'MS Word Template - Bill of Lading' document, which is also highlighted with a red dashed box.

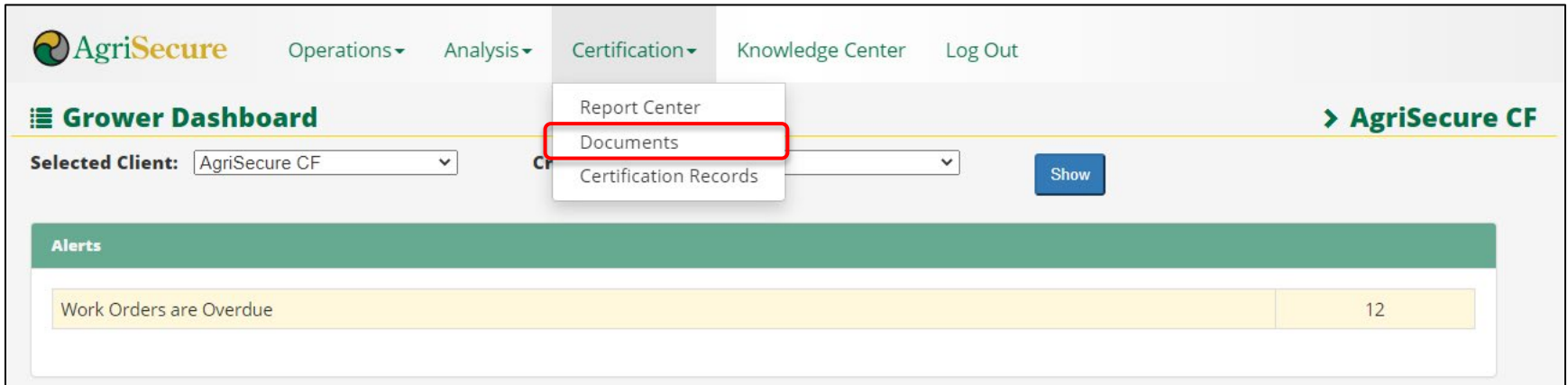
Best Practices	Certification & Compliance
Transition Best Practices	Drift Watch, Fields Signs & Proactive Communication
Cultivation Tips OPL	OMRI Overview
Field Peas Tips OPL	Organic Inputs Certification OPL
Merchandising OPL	Organic Inputs Guide
Organic Crop Insurance Building APH OPL	USDA EQIP Organic Initiative Fact Sheet
Organic Corn Tillage Tips OPL	USDA FSA Certification Cost Share Program
Organic Soybean Rescue OPL	USDA FSA Farm Storage Facility Loans
Organic Soybean Transition Checklist	USDA FSA W-9 Request for Taxpayer Identification Number and Certification
Organic Yellow Field Pea Transition Checklist	USDA Organic Certification Cost Share – Application Download Link
	MS Word Template - Aerial Application Clean-Out Affidavit
	MS Word Template - Bill of Lading
	MS Word Template - Bin Register Form
	MS Word Template - Combine Cleanout Affidavit
	MS Word Template - Non-GMO Affidavit
	MS Word Template - Off-Farm Manure Affidavit

Document Library

MyFarm DOCUMENT MANAGER

MyFarm provides access to an online access to view all certification documents & proof-of-purchase records

> Go to the Certification section and click on “Documents”



The screenshot displays the AgriSecure Grower Dashboard. At the top, there is a navigation bar with the AgriSecure logo and menu items: Operations, Analysis, Certification, Knowledge Center, and Log Out. The Certification menu is expanded, showing three options: Report Center, Documents (highlighted with a red box), and Certification Records. Below the navigation bar, the dashboard shows a 'Selected Client' dropdown set to 'AgriSecure CF', a 'CF' dropdown, and a 'Show' button. An 'Alerts' section is visible below, showing a yellow alert: 'Work Orders are Overdue' with a count of 12.

If you have questions contact your Account Executive or Pete Edlefson at Pete.Edlefson@agriscure.com

DOCUMENTS - NAVIGATION

Select the document “Category” for documents to be viewed and/or added.

The screenshot displays the AgriSecure Document Library interface. At the top, the AgriSecure logo is on the left, and navigation links for Operations, Analysis, Certification, Knowledge Center, and Log Out are on the right. Below the navigation bar, the page title is "Document Library" with a hamburger menu icon on the left and a link to "B&B Irlbeck Farms" on the right. The main content area features two dropdown menus: "Category:" and "Crop Year:". The "Category:" dropdown is open, showing a list of options: "--Select--", "OSP", "Field", "Fieldwork", "Seed", "Fertilizer", "Crop Protection", and "Grain Contract". The "Crop Year:" dropdown is set to "CY 2020". To the right of these filters, there is an "Add a Document:" button with a plus icon, a "Select All" checkbox, and a "Download All Selected" button. At the bottom of the page, there is a footer with the text "0 - AgriSecure LLC | P: 402-478-4344 | Contact Us".

DOCUMENTS – RECORD FUNCTIONS

ALL SEEDS AND CROP INPUTS IN FIELD PLANS WILL BE LISTED FOR THE CROP YEAR

#	ICON	ACTION
1		FILTER FOR THE DESIRED DOCUMENT CATEGORY
2		ADD A NEW DOCUMENT USING THE PLUS BUTTON
3		TAG A DOCUMENT TO OTHER PRODUCTS (E.G., INVOICES WITH MULTIPLE SEEDS)
4		DELETE A DOCUMENT

DOCUMENTS – ADDING RECORDS

All documents require a title, uploading the file, a category, associated product, and document type. If adding from product, the category, product, and document type will be auto-populated.

Add Document

Title

File
 No file chosen

Category

Associated To

Document Type

Crop Year

Document List

Category: Seed

Expand All

Alfalfa

Type
Seed Tag *
Invoice *
Non-GMO Affidavit *

Alfalfa

Uploaded On	Actions
8/24/2020 3:36 PM	
8/24/2020 3:43 PM	
8/24/2020 3:53 PM	

Alfalfa Seed: Syngenta 6422Q (Not Prohibited)

Corn Seed: Seitec 5924 CNV (Not Prohibited)

Missing Required Documents

ACCOUNT EXECUTIVE / AGRISECURE SUPPORT

- 1 Creating Bin Sites & Bins
- 2 Updating Yields (put notes in to harvest Work Orders)
- 3 Providing additional guidance on MyFarm functionality

MyFarm MINUTE VIDEO SERIES

The screenshot displays the YouTube interface for the 'MyFarm Minute Series' channel. The channel name is 'MyFarm Minute Series', and it is owned by 'AgriSecure'. The series is public, contains 6 videos, and has 5 views, updated 3 days ago. The video list includes:

- 1. MyFarm Minute - Shortcut For Your Phone (2:05)
- 2. MyFarm Minute - Work Orders (2:31)
- 3. MyFarm Minute - Utilizing the Field Work Grid for Execution (2:25)
- 4. MyFarm Minute - Reports: Utilizing the Field Plan History (3:33)
- 5. MyFarm Minute - Plans - Utilizing the Farm Production (2:25)
- 6. MyFarm Minute - Fields Plans Part 1 (2:23)

➔ Visit [YouTube.com/AgriSecure](https://www.youtube.com/AgriSecure)

UPDATES

DICAMBA DRIFT UPDATE

A hot button issue where the NOP has yet to provide tangible guidance! WFCFO manages reports of dicamba contamination as follows:

In **regions with known heavy dicamba application**, the producer's OSP must describe practices in place to prevent contamination (205.272 and 205.202), which may include:

- Clear and/or expanded buffers in place on fields near conventional (potential dicamba use fields)
- Neighboring landowner affidavits acknowledging organic status and agreement to communicate use and mitigate any drift, as applicable
- Monitoring practices of fields at higher risk

If a producer **observes or suspects dicamba contamination** in a field they are expected to report to WFCFO, including a map the impacted area and explanation of context and any other relevant parameters WFCFO will take the following steps:

- Sample at inspection in field
- Sample of final harvested product
- Review contamination prevention practices to assess if additional measures could be taken
- Review of OSP and history of contamination
- Potential Notice of Noncompliance dependent on sampling and review results

USDA Organic Certification Cost Share Program (OCCSP)

OCCSP provides cost share assistance to producers who are obtaining or renewing their organic certification. Producers may receive up to **50 percent** of their certification costs paid to a certification agency during the program year, not to exceed **\$500**.

Apply for OCCSP: submit OCCSP applications to FSA county offices

1. Complete the FSA OCCSP application form: the application form is available at [USDA's eForms website](#), by selecting "Browse forms" and entering "OCCSP" in the "title or keywords" field on the search page

2. Additional Documents Needed:

- Copy of your **AgriSecure** or ICS Certification Invoice, which must be paid by September 30, 2021. Contact your Account Executive to if you need a copy
- Completed copy of IRS Form W-9, which can be downloaded at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- Copy of your Organic Certificate

3. Contact you FSA Office: contact your FSA Office prior to visiting to ask additional documentation is required

4. Visit FSA Office: bring the required documentation to the FSA office to submit your OCCSP application and supporting materials

DEADLINE: November 1, 2021

PREPARING FOR NEXT YEAR



**Failing to plan is planning
to fail.**

Alan Lakein



SUCCESS WITH PRICE VOLATILITY

Organic is a business where good management will be rewarded

GET AHEAD, Vs. CATCHING UP

- Proactive planning supports thoughtful decision-making... and will have a positive ROI
- Leverage your strengths and understand where support exists for your weaknesses

MANAGE LONG-TERM COSTS & REVENUE

- Does your rotation lower (or increase) total costs over time?
- Are there opportunities to lower costs (e.g., secure operating line to purchase manure in advance, hire out activities, etc.)?
- What are macro- and regional market trends indicating? Do you have unique local opportunities?

ROTATION, ROTATION, ROTATION

- Understand the profitability of each crop in your rotation & the 3-5-year outlook
- Balance your 1-year rotation to support top-notch execution
- Evaluate the long-term impact of rotation crops... does it help with weed management, build fertility, improve soil health

CROP YEAR 2022

Keys to get the most out of AgriSecure

- Being an active partner
- Get 2021 in order ASAP, and start 2022 planning today (*field history, yield, records & grain tracking*)
- MyFarm – Learn It / Use It
- Get into a routine with your Account Executive

CY22 TIMELINE – GETTING AHEAD OF THE GAME

ACTIVITY	TIMELINE	DETAILS
Complete CY21 SOW	Sep 30	New Acres <i>(maps & history)</i>
Field Plans <i>(initial draft)</i>	Dec 15	Rotations & Plans in MyFarm
Inputs & Seeds <i>(initial draft)</i>	Dec 15	
Certification Application	ASAP	Finalize Field Plans & Supporting Docs
OSP Submitted	Feb 15	
Virtual Inspection*		MyFarm Updates
On-Farm Inspection		
Certificate	June 30	

 **You NEED to be an ACTIVE partner**

THANK YOU!

