<table>
<thead>
<tr>
<th>Step/Task</th>
<th>PERFORMANCE STANDARDS (Observable &amp; Measurable Criteria)</th>
<th>TOOLS, EQUIPMENT, SUPPLIES &amp; MATERIALS (Needed)</th>
<th>REQUIRED KNOWLEDGE AND SKILLS (Math, Science, &amp; Language)</th>
<th>SAFETY (Concerns)</th>
<th>WORKER BEHAVIORS (Important to Worker Success)</th>
<th>DECISIONS (Identify Decisions that Must be Made by the Worker)</th>
<th>CUES (Identify the Data Needed for Making Correct Decisions)</th>
<th>ERRORS (Indicate What May Result if Incorrect Decisions are Made)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Determine if you want to be certified as an organic farm.</td>
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<td></td>
<td>1. Do I want to be certified as an organic farm?</td>
<td>1. Do I want to be certified as an organic farm? Are there advantages? Which certification agency do I contact (small farm or large acreage)?</td>
<td>1. May make an uninformed decision, may pursue a certification that isn’t right for the business</td>
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<tr>
<td>2. Contact an approved organic certification agency to start the process</td>
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<td></td>
<td>2. What agency do I contact?</td>
<td>2. What agency do I contact? Where do I find out who the certifying agencies are?</td>
<td>2. Won’t be able to initiate the certification process, may contact an agency that’s not authorized</td>
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<tr>
<td>3. Set up a site visit with the certification agency.</td>
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<td></td>
<td>3. Who do I contact to set up the site visit?</td>
<td>3. Who do I contact to set up the site visit? When is a good time of year to do this?</td>
<td>3. Won’t be able to initiate the certification process, may contact an agency that’s not authorized</td>
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<tr>
<td>4. Provide documentation to certification agency as required.idx</td>
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<td></td>
<td></td>
<td></td>
<td>4. What documentation is required? How must it be presented?</td>
<td>4. What documentation is required? How must it be presented?</td>
<td>4. Won’t get certified by certifying agency</td>
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<tr>
<td>5. Walk with certifying agency on a site visit to survey the farm</td>
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<td></td>
<td>5. What do we show the agency?</td>
<td>5. What documentation must we show the agency?</td>
<td>5. Won’t get certified by certifying agency</td>
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<tr>
<td>6. Review certification plan (compliance requirements) provided by agency following site visit</td>
<td></td>
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<td></td>
<td></td>
<td>6. What documentation is required by the agency following the site visit?</td>
<td>6. What documentation is required by the agency following the site visit?</td>
<td>6. Won’t know what’s required to obtain certification</td>
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<tr>
<td>8. Participate in unannounced farm visits by certifying agency</td>
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<td></td>
<td>8. When is a good time of year to do this?</td>
<td>8. When is a good time of year to do this?</td>
<td>8. May lose certification</td>
</tr>
</tbody>
</table>

**Analyst:** John Mower

**Expert Workers:**
- OSU extension publications
- Al Welch
- Certifying agency websites