



Organic Systems Handling Plan

Please fill out this questionnaire if you are requesting organic handling certification. This form or an update short form may be used for continuation of certification, depending on the policies of the certifying agent. Attach an Organic Product Profile sheet for each product requested for certification and a current schematic product flow chart and facility map for each facility that will handle organic products. Use additional sheets if necessary.

SECTION 1: General Information				NOP Rule 205.401
Applicant/company name			Organic certification number	
Owner/manager		Primary contact person		For office use only
				Date received
Address				Date reviewed
				Reviewer initials
City	State/province	Postal/zip code	Country	Fees received
				Inspector
Legal status: <input type="checkbox"/> Sole proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> Cooperative <input type="checkbox"/> Trust or non-profit <input type="checkbox"/> Legal partnership (federal form 1065) <input type="checkbox"/> Other (specify)				
Year company began	Number of employees	Name of person overseeing organic production		Government permits/licenses
Do you have a copy of current organic standards? <input type="checkbox"/> Yes <input type="checkbox"/> No			Do you understand the current organic standards? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have a copy of current OMRI Materials List? <input type="checkbox"/> Yes <input type="checkbox"/> No				
What type(s) of organic products are manufactured or planned to be manufactured? <i>Provide a complete list of products requested for certification in Section 2: Product Composition and Labeling.</i>				
List all noncompliances from last year's certification and state how the noncompliances have been addressed. <input type="checkbox"/> Not applicable				
List previous years certified organic and name of certifying agent.			List current organic certification by other agents.	
Has certification ever been denied, suspended, or revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, describe the circumstances. <i>Attach a description of the actions taken to correct noncompliances.</i>				
Preferred time for inspection visit: <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon Give directions to the processing facility.				
Type of processing/handling		<input type="checkbox"/> Primary <input type="checkbox"/> Contract vendor		Estimated annual total production ____ % organic ____ % nonorganic
CONTRACT VENDOR	ADDRESS	PHONE NO.	CERTIFIED BY	
List or attach a list of all nonorganic products produced by your company.				

The NOP Rule has 4 categories of products, which can use the word "organic". These are "100% organic", "organic", "made with organic (specified ingredients or food group(s))", and products with less than 70% organic ingredients. The % of organic ingredients is calculated by dividing the total net weight or volume (excluding salt and water) of combined organic ingredients by the total weight or volume of all ingredients.

Products labeled "100% organic" must contain 100% organic ingredients, including processing aids. Products labeled "organic" must contain at least 95% organic ingredients; nonorganic ingredients must not be commercially available in an organic form; must not include organic and nonorganic forms of the same ingredient; and all synthetic ingredients and processing aids must be on the National List. Products labeled "made with organic (specified ingredients or food group(s))" must contain at least 70% organic ingredients. For "100% organic," "organic," and "made with organic..." products, both organic and nonorganic ingredients must not be produced using excluded methods, sewage sludge, or ionizing radiation. Products with less than 70% organic ingredients can only identify the organic ingredients in the information panel. Refer to the National List, Section 205.605 and 205.606, to determine which nonagricultural substances and nonorganically produced agricultural ingredients are allowed in products labeled "organic" or "made with organic (ingredients or food group(s))."

The NOP Rule has specific requirements for principal display panel information relating to the use of the term "organic", depending on the % of organic ingredients in the finished product. For all products, the organic ingredients must be identified in the ingredient information panel. Up to three ingredients or food groups can be listed on the principal display panel for products labeled as "made with organic (ingredients or food group(s))". The term "organic" cannot be used to describe a nonorganic ingredient in a product name. Water and salt cannot be identified as "organic". The name of the certifying agent must be identified on the information panel below than name of the handler or distributor, preceded by the statement, "Certified organic by..." or similar phrase. The address and telephone number of the certifying agent may be displayed.

The USDA seal can be used on "100% organic" or "organic" products, but not on products labeled "made with organic...". A certifying agent's seal, logo or other identifying mark can be used on "100% organic," "organic" or "made with organic...". Products with less than 70% organic ingredients cannot use either the USDA seal or the certifying agent's name, seal or logo. The certifying agent's seal cannot be displayed more prominently than the USDA seal.

Attach an Organic Product Profile sheet and examples of all labels used for each product requested for certification.

A. PRODUCTS LABELED AS "100% ORGANIC" (All ingredients are certified organic, including processing aids.)

List all products labeled or planned to be labeled as "100 % Organic" and check appropriate boxes. None

LABEL INFORMATION NAME OF PRODUCT	ORGANIC INGREDIENTS IDENTIFIED IN INFORMATION PANEL (✓)	CERTIFYING AGENT NAME IDENTIFIED ON LABEL (✓)	USE USDA SEAL ON LABEL (✓)	USE CERTIFYING AGENT SEAL/LOGO ON LABEL (✓)

Are processing aids used? Yes No

If yes, list all organic products manufactured using processing aids and give name of processing aid used.

Are all processing aids certified organic? Yes No

B. PRODUCTS LABELED AS "ORGANIC" (at least 95% certified organic ingredients)

List all products labeled or planned to be labeled as "Organic" and check appropriate boxes.

None

NAME OF PRODUCT	ORGANIC INGREDIENTS IDENTIFIED IN INFORMATION PANEL (✓)	CERTIFYING AGENT NAME IDENTIFIED ON LABEL (✓)	USE USDA SEAL ON LABEL (✓)	USE CERTIFYING AGENT SEAL/LOGO ON LABEL (✓)

Are any nonorganic agricultural ingredients used?

Yes No

If yes, list all organic products that contain nonorganic agricultural ingredients.

If yes, describe your attempts to source organic ingredients.

Are any nonagricultural ingredients used?

Yes No

If yes, list all organic products that contain non-agricultural ingredients.

Are any ingredients produced using excluded methods, i.e., genetic engineering?

Yes No

If yes, list all organic products containing ingredients produced using excluded methods.

Are any ingredients produced using sewage sludge?

Yes No

If yes, list all organic products containing ingredients produced using sewage sludge.

Are any ingredients produced using ionizing radiation?

Yes No

If yes, list all organic products containing ingredients produced using ionizing radiation.

Are processing aids used?

Yes No

If yes, list all organic products manufactured using processing aids.

Are sulfites, nitrates, or nitrites added during the production or handling process?

Yes No

If yes, list all organic products produced with sulfites, nitrates, or nitrites.

Are any organic products produced using organic and nonorganic forms of the same ingredients?

Yes No

If yes, list all organic products using organic and nonorganic forms of the same ingredients.

Do any products labeled "organic" show the percentage of organic ingredients on the label?

Yes No

If yes, list all products so labeled.

Does the size of the percentage statement exceed one-half the size of the largest type size on the panel on which the statement is displayed?

Yes No

Does the percentage statement appear in its entirety in the same type size, style, and color without highlighting?

Yes No

C. PRODUCTS LABELED AS "MADE WITH ORGANIC (SPECIFIED INGREDIENTS OR FOOD GROUPS(S))" (At least 70% certified organic ingredients; up to 3 ingredients or food groups can be listed)

List all products to be labeled "Made with organic (ingredients or food group(s))" and check appropriate boxes.

None

NAME OF PRODUCT	HOW MANY INGREDIENTS OR FOOD GROUPS ARE LISTED ON THE LABEL?	LIST EACH INGREDIENT AND/OR FOOD GROUP LISTED ON THE PRINCIPAL DISPLAY PANEL	ORGANIC INGREDIENTS IDENTIFIED IN INFORMATION PANEL (✓)	CERTIFYING AGENT NAME IDENTIFIED ON LABEL (✓)	CERTIFYING AGENT SEAL/LOGO ON LABEL (✓)

Are any nonorganic agricultural ingredients used? Yes No

If yes, list all products which contain nonorganic agricultural ingredients.

Are any non-agricultural ingredients used? Yes No

If yes, list all products which contain non-agricultural ingredients.

Are any processing aids used? Yes No

If yes, list all products manufactured using processing aids.

Are any mechanical processing aids used? Yes No

If yes, list all products manufactured using mechanical processing aids.

Are any ingredients produced using excluded methods, i.e., genetic engineering? Yes No

If yes, list all products containing ingredients produced using excluded methods.

Are any ingredients produced using sewage sludge? Yes No

If yes, list all products containing ingredients produced using sewage sludge.

Are any ingredients produced using ionizing radiation? Yes No

If yes, list all products containing ingredients produced using ionizing radiation.

Do any products labeled "made with organic ingredients" show the percentage of organic ingredients in the product? Yes No

If yes, list all products so labeled.

Does the size of the percentage statement exceed one-half the size of the largest type size on the panel on which the statement is displayed? Yes No

Does the percentage statement appear in its entirety in the same type size, style, and color without highlighting? Yes No

D. PRODUCTS WITH LESS THAN 70% ORGANIC INGREDIENTS (organic ingredients listed only on the information panel)

List all products which contain less than 70% organic ingredients.

None

E. WASTE PRODUCTS

Will any wastes from certified organic products be sold as certified organic?

Yes No

If yes, list all organic products manufactured from waste materials.

Attach an Organic Product Profile sheet for each product.

F. WATER

Check ways water is used in processing:

None used

- ingredient processing aid cooking cooling product transport cleaning organic products
 cleaning equipment other (specify)

Source of water: municipal on-site well other, specify

Does the water meet the Safe Drinking Water Act?

Yes No

Attach copy of water test, if applicable.

List any known water contaminants.

None

What on-site water treatment processes are used?

None

Is steam used in the processing of organic products?

Yes No

If yes, describe how steam is used in the manufacturing process.

If steam has direct contact with organic products, do you use:

No direct contact

- steam fillers condensate traps testing of condensate testing of finished products
 other (specify)

List products used as boiler additives.

No boiler additives used

Attach MSDA and/or label information for boiler additives, if applicable.

Do you use water conservation strategies?

Yes No

If yes, describe your water conservation program.

Describe how you monitor water quality.

How often do you conduct water quality monitoring? weekly monthly annually as needed

other (specify)

NOP Rule requires that handling procedures, processes, storage, and equipment present no contamination risk to organic products from commingling with nonorganic products or contamination with prohibited substances. Packaging materials, bins, and storage containers must not have contained synthetic fungicides, preservatives, or fumigants. Reusable bags or containers must be clean and pose no risk to the integrity of organic products. Procedures used to maintain organic integrity must be documented.

A. PRODUCT FLOW

Attach a complete written description or schematic product flow chart which shows the movement of all organic products, from incoming/receiving through production to outgoing/shipping. Indicate where ingredients are added and/or processing aids are used. All equipment and storage areas must be identified.

B. ORGANIC CONTROL POINTS

Similar to Hazard Analysis Critical Control Points (HACCP), Organic Control Points (OCPs) are points in a production or handling system where the integrity of the organic product may be compromised. Examples are improper cleaning of a piece of equipment prior to running organic product, resulting in commingling with nonorganic products left in the equipment, or use of a prohibited pesticide when organic product is present, resulting in contamination by a prohibited substance.

Do you have an Organic Control Point program in place to address areas of potential commingling and/or contamination?

Yes No

If yes, list Organic Control Points you have identified in your process and state how you have addressed them to protect organic integrity, or *attach a copy of your Organic Control Point program.*

If no, do you have plans to implement an Organic Control Point program?

Yes No

C. MONITORING

Do you have a Quality Assurance program in place?

Yes No

If yes, what program do you use? ISO HACCP TQM other (specify)

Are any outside quality assessment services used (e.g. AIB)? Yes No

If yes, name of company

Product testing: (Check all that apply)

ingredients tested prior to purchase ingredients tested upon receipt products tested during production

finished products tested other (specify)

How do you prevent the use of ingredients produced using excluded methods (genetic engineering), sewage sludge, or ionizing radiation? (Check all that apply)

GE testing letters from manufacturers other (specify)

Are ingredient samples retained?

Yes No

If yes, how long?

Are finished product samples retained?

Yes No

If yes, how long?

Do you have a product recall system in place?

Yes No

D. EQUIPMENT

LIST ALL EQUIPMENT USED IN PROCESSING.

EQUIPMENT NAME	CAPACITY	CHECK IF EQUIPMENT IS CLEANED PRIOR TO ORGANIC PRODUCTION? (✓)	CHECK IF CLEANING IS DOCUMENTED? (✓)	CHECK IF THE EQUIPMENT IS PURGED PRIOR TO ORGANIC PRODUCTION? (✓)

If equipment is purged, list and describe purge procedures, quantities purged, and documentation.

E. SANITATION

Attach MSDS and/or label information for cleaning and sanitizing products, if applicable.

Check all cleaning methods used:

- sweeping
 scraping
 vacuuming
 compressed air
 manual washing
 clean in place (CIP)
 steam cleaning
 sanitizing
 other (specify)

Provide information on your cleaning program and products used.

AREA	TYPE OF CLEANING	CLEANING EQUIPMENT USED	PRODUCTS USED	FREQ	CHECK IF CLEANING IS DOCUMENTED (✓)
Receiving area					
Ingredient storage					
Product transfer					
Production area					
Production equipment					
Packaging area					
Finished product storage					
Loading dock					
Building exterior					
Accidental spills					
Other (specify)					

Are all surfaces which contact organic products food grade?

Yes No

Do you test food contact surfaces or rinsate for cleaner/sanitizer residues?

Yes No

Where are cleaning/sanitizing materials stored?

F. PACKAGING

Check types of packaging material used: bulk paper cardboard wood glass metal foil plastic
 waxed paper aseptic natural fiber synthetic fiber other (specify)

Are all packaging materials food grade? Yes No

Where are packaging materials stored?

Are any fungicides, fumigants, or pest control products used in this storage area? Yes No
 If yes, describe use and products.

Have any packaging materials been exposed to synthetic fungicides, preservatives, or fumigants? Yes No
 If yes, describe exposure, including name of products used.

Are packaging materials reused? Yes No
 If yes, describe how reusable packaging materials are cleaned prior to use?

Are reusable packaging materials used for both organic and nonorganic products? Yes No
 If yes, list specific nonorganic products packaged.

G. STORAGE

Provide information on your storage areas by completing the following table.

Use	Location	Type/capacity	Identification name or number	Is storage unit dedicated organic ? (✓)	Comments on potential for contamination or commingling problems
Ingredient storage					
Packaging material storage					
In-process storage					
Finished product storage					
Off-site storage*					
Other (specify)					

***If there is off-site storage, give name, address, phone number, contact person and type of products stored at off-site facility.**

H. TRANSPORTATION OF ORGANIC PRODUCTS

Incoming:

In what forms are incoming products received?

- dry bulk liquid bulk tote bags tote boxes metal drums cardboard drums paper bags foil bags
 other (specify)

How are incoming products transported?

Do you arrange incoming product transportation?

Yes No

If yes, how do you insure that inbound transport units are cleaned prior to loading organic products?

Is the inspection/cleaning process documented?

Yes No

Are transport units used to carry any prohibited substances?

Yes No

Have transport companies been notified of organic handling requirements?

Yes No

Are organic products shipped at the same time as nonorganic in the same transport units?

Yes No

Check all steps take to segregate organic products:

- dedicated organic only transport units use of pallets pallet tags identifying "organic"
 organic product shrink wrapped separate area in transport unit other (specify)

In-Process:

How are in-process products transported?

How do you insure that in-process transport units are cleaned prior to loading organic products?

Is the inspection/cleaning process documented?

Yes No

Outgoing Finished Product:

In what form are finished products shipped?

- dry bulk liquid bulk tote bags tote boxes paper bags foil bags metal drums mesh bags
 cardboard drums cardboard cases plastic crates other (specify)

How are outgoing products transported?

Do you arrange outgoing product transportation?

Yes No

How do you insure that outgoing transport units are clean prior to loading organic products?

Is the inspection/cleaning process documented?

Yes No

Are transport units used to carry any prohibited materials?

Yes No

Have transport companies been notified of organic handling requirements?

Yes No

Are organic products shipped at the same time as nonorganic in the same transport units?

Yes No

Check steps taken to segregate organic products:

- dedicated organic only transport units use of pallets pallet tags identifying "organic"
 organic product shrink wrapped separate area in transport unit other (specify)

SECTION 4: PEST MANAGEMENT**NOP RULE 205.271**

NOP Rule requires management practices to prevent pests, such as removal of pest habitat, food sources, and breeding areas, and prevention of access to handling facilities. Environmental factors, such as temperature, light, humidity, atmosphere, and air circulation, may be used to prevent pests. Pests may be controlled using mechanical or physical means, such as traps, light, or sound. Lures and repellents may be used if they do not contain prohibited substances or products produced using excluded methods (genetic engineered). If these measures are not effective, a prohibited synthetic substance not on the National List may be used provided the certifying agent approves of the substance, method of application, and measures taken to prevent contact with ingredients or organic products. Use of pest control products must be documented and included as part of the Organic Handling Plan in accordance with NOP rule 205.271(e).

Attach a facility map showing the location of traps and monitors, and MSDS and/or label information for substances used for pest control, if applicable.

What type of pest management system do you use?

- in-house: name of responsible person
- contract: pest control service: name, address, phone number

Check all pest problems you generally have:

- flying insects crawling insects rats mice spiders birds other (specify)

Check all pest management practices you use:

- good sanitation removal of exterior habitat/food sources cleanup of spilled product exclusion
- sealed doors and/or windows repair of holes, cracks, etc. screened windows, vents, etc. physical barriers
- sheet metal on sides of building exterior mowing air curtains air showers positive air pressure in facility
- monitoring incoming ingredient inspection for pests inspection zones around interior perimeter
- ultrasound/light devices release of beneficials sticky traps electrocutors pheromone traps mechanical traps
- scare eye balloons freezing treatments heat treatments vacuum treatments carbon dioxide nitrogen
- vitamin baits pyrethrum ryania rotenone boric acid disodium octal tetrahydrate diatomaceous earth
- precipitated silica fumigation fogging crack and crevice spray other (specify)

Are records kept of your monitoring activities? Yes No**Check all aspects of your waste management system that apply:**

- on-site dumpster material recycling daily pick-up of waste composting field application of waste
- other (specify)

Does your waste management system provide habitat and/or food sources for pests? Yes No

If yes, please describe.

Are records kept of your monitoring activities? Yes No**Check all aspects of your waste management system that apply:**

- on-site dumpster material recycling daily pick-up of waste composting field application of waste
- other (specify)

Does your waste management system provide habitat and/or food sources for pests? Yes No

If yes, please describe.

SECTION 4: Pest Management (continued) Pesticide use information for the last 12 months:

Substance	Target pest	Location where used	Method of application	Date of last application

Are any substances used which are prohibited according to the National List? Yes No

If yes, did you contact the certifying agent for prior approval before using?

 Yes No**Are records kept of all pesticide applications?** Yes No**If prohibited pest control substances were used, list all measures taken to prevent contact with organic products or ingredients.****If prohibited pest control products were used, what measures are you taking or planning to take to prevent their use in the future?****Are there any substances intended for use which are not listed above?** Yes No

If yes, list substances intended for use:

Do you have a current health certificate or permit? Yes No

If yes, attach a copy.

When was your last health agency inspection: _____

Attach a copy of your last inspection.

Who is your contact for the health agency with jurisdiction over your operation: _____

SECTION 5: Record Keeping**NOP Rule 205.103**

NOP Rule requires that records disclose all activities and transactions of the operation, be maintained for 5 years, and demonstrate compliance with the NOP Rule. Organic products must be tracked from sale of finished product to incoming ingredients. Organic ingredients must be verified as certified organic. Amounts of organic finished products must balance with certified organic ingredients purchased. All relevant documents must identify products as "organic". All records must be accessible to the inspector.

Can your record keeping system track the finished product back to all ingredients?

Yes No

Can your record keeping system balance organic ingredients in and organic products out?

Yes No

How long do you keep your records?

Which of the following records do you keep for organic processing/handling?

Incoming:

- purchase orders contracts invoices receipts bills of lading Customs forms scale tickets
- quality test results Certificates of Analysis Transaction Certificates
- copies of Certificates of Organic Operation
- verification of non-GMO ingredients
- verification of ingredients produced not using sewage sludge
- verification of ingredients produced/handled without ionizing radiation
- documentation of commercial availability of organic ingredients when using nonorganic ingredients for products labeled as "100% organic" and/or "organic"
- receiving records receiving summary log (12 mos.) other (specify)

In-Process:

- ingredient inspection forms blending reports production reports equipment clean-out logs
- sanitation logs packaging reports QA reports production summary records (12 mos.)
- other (specify)

Storage:

- ingredient inventory reports finished product inventory reports other (specify)

Outgoing:

- shipping log transport unit inspection/cleaning forms bills of lading scale tickets purchase orders
- sales orders sales invoices phytosanitary certificates export declaration forms Transaction Certificates
- copies of Certificates of Organic Operation shipping summary log sales summary log audit control register
- complaint log other (specify)

Describe your lot numbering system.

SECTION 6: AFFIRMATION**NOP RULE 205.100, 205.400 AND 205.401**

I affirm that all statements made in this application are true and correct. I agree to comply with the Organic Foods Production Act of 1990 and National Organic Program Rules and Regulations. I understand that the facility may be subject to unannounced inspection and/or organic products may be sampled and tested for residues at any time. I agree to provide further information as required by the certifying agent.

Signature of Owner/Manager _____ Date _____

I have attached the following additional documents:

- | | | |
|--|---|---|
| <input type="checkbox"/> product flow chart | <input type="checkbox"/> facility map | <input type="checkbox"/> Organic Product Profiles |
| <input type="checkbox"/> pest management map of traps and monitors | <input type="checkbox"/> water test, if applicable | <input type="checkbox"/> MSDS, if applicable |
| <input type="checkbox"/> organic product labels | <input type="checkbox"/> labels for minor ingredients | |
| <input type="checkbox"/> labels for other substances used (boiler additives, cleansers, or pesticides) | <input type="checkbox"/> other (specify) | |

I have made copies of this questionnaire and other supporting documents for my own records.

Submit completed form, fees, and supporting documents to: