Yolo County Department of Agriculture Weights and Measures

**John Young**

Commissioner/Sealer

**Organic Handler/Processor System Plan**

*This form should be filled out by operations that participate in complex handling or processing activities, such as brokering, distributing, and making multi-ingredient products. Also considered to be a processing practice: slaughtering, smoking, fermenting, grinding, crushing, canning, freezing, dehydrating, and packaging products. Use additional sheets if necessary.*

|  |
| --- |
| **Section 1: General Information NOP Rule 205.406(a)(2) and 205.401(b)** |
| **Name**       | Business Name       | **Type of Products**       |
| **Address**       | **City**        | For office Use OnlyDate received  |
| **State**       | **Postal/Zip Code**      | **Country**      | Date reviewed Reviewer  |
| **Phone**       | **Fax**       | **E-mail**       |
| **Legal Status:** [ ]  Sole Proprietorship [ ]  Trust or non-profit  [ ]  Corporation [ ]  Cooperative [ ]  Legal Partnership (federal form 1065) [ ]  Other            | **Organic Certification Number**      |
| **Year firstcertified**       | **List previous organic certification by other agencies:**       | **List current organic certification by other agencies:**       | **Have you ever been denied certification?** [ ]  Yes [ ]  No |
| **If Yes, describe** **circumstances:**      |
| **Do you plan to export products to foreign markets?** [ ]  **Yes** [ ]  NoIf yes, [ ]  EU [ ]  Japan [ ]  Taiwan [ ]  Switzerland [ ]  Canada  [ ]  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Note: There are critical variances between US and foreign organic markets**.Learn more about each partnership at [www.ams.usda.gov/NOPInternationalAgreements](http://www.ams.usda.gov/NOPInternationalAgreements) |
| **Do you plan to import organic products to the United States?** [ ]  **Yes** [ ]  NoIf yes, [ ]  EU [ ]  Japan [ ]  Taiwan [ ]  Switzerland [ ]  Canada  [ ]  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Please attach NOP Import Certificates to the organic systems plan , if applicable** |
| **Do you understand current NOPorganic standards?** [ ]  Yes [ ]  No  | **Do you have access to the National Organic Program (NOP)?**[ ]  Yes [ ]  NoLink to the NOP standards: [**http://www.ams.usda.gov/rules-regulations/organic**](http://www.ams.usda.gov/rules-regulations/organic)**If unable to access organic standards electronically, contact your certifier** |
| The California State Organic Program (SOP) is composed of two distinct agencies that are responsible for the registration of organic operations. Operations that handle and/or process multi-ingredient foods, dry grains, coffee, beverages, vitamins, cosmetics, pet food, processed fruits, vegetables, nuts and meat within California must register with California Department of Public Health (CDPH). Operations handling non-processed products (seeds, hay, grain, eggs, planting stock) should register with California Department of Food and Agriculture (CDFA).**Has your facility been registered with California Department of Health?** [ ]  Yes [ ]  No [ ]  Not Applicable**Has your facility been registered with California Department of Food and Agriculture?** [ ]  Yes [ ]  No [ ]  Not Applicable**If Yes, provide registration number:**                     . Please provide a copy of your registration to your certifier during inspection.**If No, go to California Department of Health to register:** [www.cdph.ca.gov/pubsforms/forms/CtrldForms/cdph8593.pdf](http://www.cdph.ca.gov/pubsforms/forms/CtrldForms/cdph8593.pdf)**If No,** **go to California Department of Food and Agriculture to register:** [www.organic.cdfa.ca.gov/OrganicReg/](file:///%5C%5Cyolo-store4%5Cdeptshar%5CAGR%5COrganic%20database%5CFORMS%20HANDLER%20%26%20PROCESSORS%5CHandler%20%26%20Processor%20systems%20plan%5CWEBSITE%20VERSION%20Handler-Processor%20System%20Plan%20Yolo%20ORG-113%5Cwww.organic.cdfa.ca.gov%5COrganicReg%5C) |
| **Were there any non-compliances or areas of needed improvement from the last annual inspection?** [ ]  Yes [ ]  No [ ]  Not Applicable**How were these issues resolved?**      |
| **Section 2: Operation Overview NOP 205.201 (a)(1)** |
| Please describe your business practices and procedures, including frequency with which they will be performed. If applicable, attach business plan.**Is your facility**[ ]  Organic only[ ]  Split operation, both organic and conventional products handled/processed**If your operation is a split operation, do you handle/ process identical products?** [ ]  Yes [ ]  No **If yes,** **identify products:**     **Provide a map for each processing, handling, and storage area.** [ ]  Attached**Describe production line process. Attach flow chart for each production type.** [ ]  Attached      |

|  |
| --- |
| **Section 3: Comingling and Contamination Prevention NOP 205.272** |
| **List all equipment, including transportation methods, used in your handling/ processing operation:**     **Do you maintain equipment cleaning logs?** [ ]  Yes [ ]  No**What measures are taken to prevent sanitizers and other nonorganic residues from remaining on contact surfaces and processing equipment?**[ ]  Not Applicable [ ]  Residue testing [ ]  Rinse with water [ ]  Air dry ( alcohol based cleaners)[ ]  Vacuum [ ]  Other                **If a split operation, how do you identify organic products, and prevent unintentional comingling with conventional products?** [ ]  Use of pallets [ ]  “Organic “ markings [ ]  Separate storage area[ ]  Shrink wrap packaging [ ]  Other               **Do you have a plan in place to address areas of potential comingling and contamination?** [ ]  Yes [ ]  No**If yes, describe or attach plan.** **[ ]**  Attached     **What type of packaging is used for your product?**  [ ]  Bags [ ]  Cans [ ]  Boxes [ ]  Other                **How do you label storage containers?** [ ]  ”Organic” [ ]  Certifiers logo[ ]  Lot number [ ]  Not applicable**Describe your lot numbering system.** **[ ]** Not Applicable     **How is your lot number connected to outgoing shipments?**      |

###

|  |
| --- |
| Section 4: Non Agricultural Inputs NOP 205.201(a) (2); 205.272; 205.605 |
| List all nonorganic materials that may come into contact with organic products. Include: wash water additives, no-rinse sanitizers, acids, gases, vitamin derivatives and processing aids such as de-foamers, etc.Contact your certifier before purchasing inputs. Maintain all labels and receipts. Only materials on the national list of allowed substances can be used in organic processing/handling operations. If applicable, all materials used must comply with annotations. **The use of genetically modified organisms (GMO’s), sewage sludge, and ionizing radiation is prohibited.**  [ ]  **No inputs used** |
| Brand name(Perasan ‘A’) | **Generic Name****(Peraceatic acid)** | **Manufacturer** **(Enviro Tech Services, Inc)** | **Purpose****(conveyor belts)** | **Annotations****(none)** |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
| **Is water used in processing?** [ ]  Yes [ ]  No**If yes, describe how water is used:**     **Source of water:** [ ]  Municipal [ ]  On-site well [ ]  Other           **Is watered tested?** [ ]  Yes [ ]  No **If yes, attach results****How often is water tested?** [ ]  Weekly [ ]  Monthly [ ]  Annually [ ]  Other           **Are any on-site water treatment processes used?** [ ]  Yes [ ]  No**If yes, are treatments used documented in Section 4 of the OSP?** [ ]  Yes [ ]  No**Does water meet the requirements of the Safe Drinking water Act?** [ ]  Yes [ ]  No |

|  |
| --- |
| **Section 5: Ingredients (Agricultural) NOP 205.201 (a) (2); 205.605; 205.606** |
| Organic handlers / processors must list each substance used as a production input. Each substance must be listed in the national list of allowed substances. **If certified organic ingredients are used to make products, the certificate from the certifying agent must be attached to the OSP.** |
| **Ingredient****(i.e. dried basil)** | **Source/Supplier****(i.e. natural harvest)** | **Certified Organic****(Yes/No)** | **Certifier****(i.e. QAI)** | **Additional Compliance****(European Union, Canadian Equivalency)** |
|       |       | [ ]  Yes [ ]  No |       |       |
|       |       | [ ]  Yes [ ]  No |       |       |
|       |       | [ ]  Yes [ ]  No |       |       |
|       |       | [ ]  Yes [ ]  No |       |       |
|       |       | [ ]  Yes [ ]  No |       |       |
|       |       | [ ]  Yes [ ]  No |       |       |
|       |       | [ ]  Yes [ ]  No |       |       |
|       |       | [ ]  Yes [ ]  No |       |       |
|       |       | [ ]  Yes [ ]  No |       |       |
|       |       | [ ]  Yes [ ]  No |       |       |
| **Section 6: Organic Ingredient Search NOP 205.270 (b) (1)** |
| Nonorganic ingredients are allowed when they are not available commercially; however, the nonorganic ingredient must be listed on the national list of allowed substances ( NOP 205.605; 205.606).**For nonorganic ingredients listed above, please document and describe your search that verifies the commercial unavailability of the product.** [ ]  Not Applicable     **Describe and attach all records that document your search.** [ ]  Attached      |

|  |
| --- |
| **Section 7: Pest Prevention and Management NOP 205.271; 205.307; 205.605** |
| **Producers and handlers of an organic facility must use management practices to prevent pests.** If preventative practices are not effective, materials on the national list may be used. If materials on the national list are not effective, a synthetic product may be used provided that the handler and certifier agree on the material used and the measures to be taken to prevent contamination of organic products. |
| **What types of pests are problems in your facility?**     **Who is responsible for pest control measures?**     **What *preventative* pest control measures do you use?**[ ]  Good Sanitation [ ]  Screens [ ]  Removal of breeding areas [ ]  Controlled environment (humidity, temperatures)[ ]  Perimeter inspections [ ]  Repair of holes, cracks [ ]  Other           **What pest control measures do you take?**[ ]  Mechanical traps [ ]  Sticky traps [ ]  Zappers [ ]  Light traps [ ]  Freezing[ ]  Pheromone traps (lures may not come in contact with organic products) [ ]  Other            |
| **Pest Control Materials** |
| **Materials** | **Brand Name** | **Manufacturer** | **Location** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| **Were preventative practices effective?** [ ]  Yes [ ]  No**Were materials used on the National List effective?** [ ]  Yes [ ]  No**Were materials not listed on the National List used?** [ ]  Yes [ ]  No**If yes, justify the use of non-listed materials:**      |

|  |
| --- |
| **Section 8A: Labeling and Product Composition – “100% Organic” NOP 205.301(a); 205.303(a) (b)** |
| Products sold or labeled as “100% organic” must contain by weight or fluid volume, 100% organically produced ingredients (excluding water and salt). There are specific labeling requirements for products that are labeled 100% organic. Products must have the term “organic” to identify ingredients in multi-ingredient products. The USDA seal and/or the logo of the certifying agent may be displayed on the product label, as well as the statement “Certified organic by\*\*\*\*\*” beneath the distributor.  **A product profile must be submitted for each product. All labels must be approved by certifier prior to their use. Attach all product profiles and labels to OSP.**[ ]  Not Applicable |
| **List all products to be identified and labeled as “100% organic”:**     **If applicable, have processing aids been documented in the section 4 of the OSP?** [ ]  Yes [ ]  No**Has a product profile been completed for each product?** [ ]  Yes [ ]  No**If No, please obtain a product profile from your certifier.****Has your label been submitted to your certifier for approval?** [ ]  Yes [ ]  No |
| **Section 8B: Labeling and Product Composition - “Organic” NOP 205.301(b); 205.303 (a) (b)** |
| Products sold or labeled as “organic” must contain by weight or fluid volume, **not less than 95%** organically produced ingredients (excluding water and salt). The remaining 5% of the product must be ingredients listed on the National List or be ingredients that are not commercially available as “organic”. There are specific labeling requirements for products that are labeled “organic”. Products must have the percentage of organic ingredients in the product on the display panel, as well as the term “organic” to identify ingredients in multi-ingredient products. The USDA seal and/or the logo of the certifying agent may be displayed on the product label, as well as the statement “Certified organic by\*\*\*\*\*” beneath the distributor.  **A product profile must be submitted for each product. All labels must be approved by certifier prior to their use. Attach all product profiles and labels to OSP.**[ ]  Not Applicable |
| **List all products to be identified and labeled as “organic”:**     **If applicable, have processing aids been documented in the Section 4 of the OSP?** [ ]  Yes [ ]  No**Has a product profile been completed for each product?** [ ]  Yes [ ]  No**If No, please obtain a product profile from your certifier.****Has your label been submitted to your certifier for approval?** [ ]  Yes [ ]  No |

|  |
| --- |
| **Section 8C: Labeling and Product Composition - “Made with Organic” NOP 205.301 (c) ;205.304** |
| Products sold or labeled as “made with organic” must contain by weight or fluid volume, **not less than 70%** organically produced ingredients (excluding water and salt). The remaining 30% of the product must be made with ingredients produced by acceptable methods. There are specific labeling requirements for products that are labeled “made with organic”. Products must have the statement “made with organic” on the display panel, the percentage of organic ingredients in the product, and the term “organic” to identify ingredients in the ingredient statement. The logo of the certifying agent must be displayed on the product label, as well as the statement “Certified organic by\*\*\*\*\*” beneath the distributor.**A product profile must be submitted for each product. All labels must be approved by certifier prior to their use. Attach all product profiles and labels to OSP.*****The USDA seal may not be used on the label.***[ ]  Not Applicable |
| **List all products to be identified and labeled as “ Made with organic”:**     **If applicable, have processing aids been documented in the Section 4 of the OSP?** [ ]  Yes [ ]  No**Has a product profile been completed for each product?** [ ]  Yes [ ]  No**If No, please obtain a product profile from your certifier.****Has your label been submitted to your certifier for approval?** [ ]  Yes [ ]  No |
| **Section 8D: Labeling and Product Composition – “Less than 70%” NOP 205.301 (d); 205.305**  |
| Products sold or labeled with **less than 70%** organically produced ingredients by weight or fluid volume (excluding water and salt) also have particular labeling requirements. All organic ingredients must be produced organically. Products must have the percentage of organic ingredients in the product, and the term “organic” to identify ingredients in the ingredient statement. **The USDA seal and certifier’s logo and statement may not be used on the label.**[ ]  Not Applicable |
| **List all multi-ingredient products:**     **If applicable, have processing aids been documented in the Section 5 of the OSP?** [ ]  Yes [ ]  No**Has a product profile been completed for each product?** [ ]  Yes [ ]  No**If No, please obtain a product profile from your certifier.****Has your label been submitted to your certifier for approval?** [ ]  Yes [ ]  No |

|  |
| --- |
| **Section 8E: Labeling and Product Composition – Livestock Feed NOP 205.301 (e) (2); 205.306** **(“100% organic” & “organic”)** |
| Products sold or labeled as “100% organic” must contain by weight or fluid volume, 100% organically produced ingredients (excluding water and salt). Products sold as “organic” must be produced in accordance with NOP 205.237. **The use of hormones, plastic pellets, urea, manure or slaughter by-products in feed formulas is prohibited.** Livestock feed labeling requirements include: “Organic or 100% Organic” statement, the USDA seal, the certifier’s logo, “organic” identifier on ingredient statement, and “Certified organic by\*\*\*\*\*” statement beneath distribution information.[ ]  Not Applicable |
| **List all products to be identified and labeled as “100% organic”:**     **If applicable, have processing aids been documented in the section 5 of the OSP?** [ ]  Yes [ ]  No**Has a product profile been completed for each product?** [ ]  Yes [ ]  No**If No, please obtain a product profile from your certifier.****Has your label been submitted to your certifier for approval?** [ ]  Yes [ ]  No |
| **Section 9: Annual Summary of Organic Product Yield and Sales NOP 205.103** |
| A certified operation must maintain records that fully disclose activities and transactions in sufficient detail as to readily be understood and audited. **For the 2018 production year, list gross sales for all organic handling/processing** :       |
|

|  |
| --- |
| **The following organic products have been sold from**            **(date) to**            **(date).** |
| **Products** | **Actual Amount Produced** | **Amount Sold** | **Buyer** | **Amount Left to Sell** | **Remaining Product****Storage ID #** |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |

**How are your products marketed?** [ ]  Retail [ ]  Direct Market [ ]  Internet[ ]  Wholesale [ ]  Other           **Do other distributers and brokers handle your product?** [ ]  Yes [ ]  No**If yes, list other handlers and attach their certificate to the OSP:**      |

|  |
| --- |
| **Section 10: Record Keeping System 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. All records must be accessible to the inspector.***  |
| [ ]  input records for pest control products (keep all labels)[ ]  input records for sanitizers and cleaners (keep all labels)[ ]  input records for ingredients and processing aids (keep all labels)[ ]  residue analyses of inputs (i.e., chlorine, sanitizers)[ ]  monitoring records (soil tests, tissue tests, water tests, quality tests, observational)[ ]  equipment cleaning records[ ]  storage records that show storage location, storage identification, field numbers, amounts stored, and cleaning activities [ ]  clean transport records[ ]  sales records (purchase order, contract, invoice, cash receipts, cash receipt journal, sales journal, etc.)[ ]  Department of Public Health organic registration[ ]  organic certificates (producers and handlers)[ ]  audit control summary[ ]  complaint log[ ]  other (please specify)                ***Maintain all records for 5 years*** |

|  |
| --- |
| Section 11: Affirmation NOP 205.400 |
| [ ]  I affirm that all information in this organic systems plan (OSP) is true and accurate to the best of my knowledge[ ]  I have reviewed the National Organic Standards (NOP) and will ask the certifying agent to clarify any standards that are not understood[ ]  I agree to implement the OSP, and will notify the certifier of any change in my certified operation that may affect its compliance with the NOP[ ]  I agree to maintain all records applicable to my organic operation for not less than 5 years beyond their creation and the certifier shall have access to all records maintained[ ]  I agree to submit applicable fees charged according to the fee schedule by the certifying agent[ ]  I have made copies of this questionnaire and other supporting documents for my own records. Signature of Operator                      Date                 |