

NATIONAL ORGANIC PROGRAM APPLICATION & ORGANIC SYSTEM PLAN - PROCESSING/HANDLING

SECTION 1. GENERAL INFORMATION:		
Name of Operation:		
Address:		
City:	State:	Zip Code:
Mailing Address (if different):		
City:	State:	Zip Code:
Primary Contact Information:		
Name:	Title:	
Telephone:	Fax:	
E-mail:		
Other Contact:		
Name:	Title:	
Telephone:	Fax:	
E-mail:		
Registration and Certification:		
<p>Has this operation ever applied for registration with, been registered, inspected or certified by another certifying agency?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, applied for registration or was registered. Provide a copy of registration documents/name of certifying agency.</p> <p><input type="checkbox"/> Yes, was inspected and/or certified. Provide a copy of the most recent inspection report, all nonconformities issued and the corrective actions taken.</p>		
<p>State Organic Registration: Is this operation registered for organic farming in any state organic program?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes; list state and registration number(s) _____</p>		

Type of Operation

- 1. ____ Processor ____ Handler
- 2. ____ Organic Only ____ Parallel Production

If parallel production, indicate the percentage of organic and non-organic production:

_____ % Organic _____ % Non-organic

3a. List all products processes/handled as organic and indicate if the product is 100% organic or organic

_____	--	_____	_____	--	_____
_____	--	_____	_____	--	_____
_____	--	_____	_____	--	_____
_____	--	_____	_____	--	_____
_____	--	_____	_____	--	_____
_____	--	_____	_____	--	_____

3b. List all products processed/handled as non-organic:

_____	_____	_____
_____	_____	_____
_____	_____	_____

A review of the OSP will be performed to ensure that your operation falls within the scope of the USDA NOP requirements.

Throughout the OSP where you are requested to describe your methods, if your operation has formal procedures you may reference the procedure number in that section and attach a copy of the procedure.

Upon completion of providing the information requested, please add any other information that you feel would aid in the evaluation of your operation in meeting the NOP requirements.

Additional Notes:

To the best of my knowledge, all information provided in this Organic System Plan accurately describes this organic farming operation.

Print Name: _____ Signature: _____ Date: _____

Note: This section for PrimusLabs.com use only

Registration No.: PLc Certification Type: New Recertification

Date application package and OSP received: _____

a. Products labeled as Organic

1. Retail Product Labeling - list each retail product, its label name and attach a label for each product

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Use additional sheets if necessary.

2. Non-retail Product Labeling - list each product, describe how the shipping container or boxes will be identified or labelled and attach each label if used.

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Use additional sheets if necessary.

3. Lot traceability - describe your system include an example

4. Other ingredients (excluding water and salt) used in organic processing or in the final product:

a. If non-organic agricultural ingredients are used, attach a list of those products with the non-organic agricultural ingredients used in each.

Not Used Yes, see attached list

b. If non-agricultural materials are used, attach a list of those products with the non-agricultural materials used in each.

Not Used Yes, see attached list

c. If volatile synthetic solvents or other synthetic processing materials are used, attach a list of those products with the synthetic materials that are used with each, and indicate if these materials are used in the organic or non-organic ingredients.

Not Used Yes, see attached list

d. The processing/handling operation shall make available to the inspector all documentation for verification that the ingredients and processing materials used are non-GMO, have not been irradiated or utilized sewage sludge in any manner.

Not Used Yes, see attached list

2a. Describe any filtration or other water treatment systems in use.

2b. Attach copies of the most current water test results available.

N/A Not Tested Yes, see attached

3. If steam is utilized in processing, describe its use in detail including whether or not it directly contacts organic product.

4. List all boiler additives used, if any, and attach available manufacturer's information (labels, MSDS, etc.)

_____	_____
_____	_____
_____	_____

5. If steam is used, is the condensate tested? If yes, attach a copy of the most current test results.

N/A Not Tested Yes, see attached

a. General

1. Describe your facility's quality assurance program or attach your QA/QC manual

2. Describe your product flow process (or attach your process flow chart) including critical control points

3. Describe your product recall system

c. Sanitation

1. Describe your sanitation program

2. List the cleaners and sanitizers used and attach the label information or MSDS for each material

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d. Seed Treatment (for seed facilities only)

1. List the products used for treating seeds and attach the label information or MSDS for each product

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2. Describe the steps taken to prevent contamination of organic product with treated seed or seed treatment materials

e. Packaging

1. Describe the packaging materials or containers used

2. Are the packaging materials or containers re-used? If yes, what was the previous use?

____ No ____ Yes

3. If packaging materials or containers are re-used, describe the cleaning procedure utilized prior to re-use

4. Do the packaging materials or containers utilize solder in their construction?

No Yes

If yes, attach the manufacturer's documentation which describes the composition of the solder used

f. Storage

1. Describe the storage facilities used

2. If this is a parallel production operation, do the organic and non-organic products utilize the same storage facility?

N/A, organic only No, separate storage facilities Yes, same storage facility used

3. If the same storage facility is used, describe the steps taken to prevent commingling of organic and non-organic products

g. Transportation

1. Describe the steps taken to prevent the contamination of the organic by non-organic materials and prohibited substances during transport either to or from your facility.

a. Recordkeeping

1) Describe your recordkeeping system

2) Provide a list of the logs that are kept with regard to the operation and a copy of each of those logs

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

Use additional sheets if necessary