

# Organic Handling Plan

*Please fill out this questionnaire if you are requesting organic handling certification.. 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 which will handle organic products. Use additional sheets if necessary.*

SECTION 1: General Information			NOP Rule 205.201 and 205.401
Applicant/company name		Organic certification number	
Owner/manager		Primary contact person	
Address			
City	State/province	Postal/zip code	Phone Number
Fax Number		Email Address	
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 the current National List? <input type="checkbox"/> Yes <input type="checkbox"/> No			
What general categories 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>			
Preferred time for inspection visit: <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon Fill out <b>Direction Sheet</b> and attach to this application.			
Type of processing/handling operation, e.g. grain cleaning, canning, freezing		Is your operation a: <input type="checkbox"/> Primary, or <input type="checkbox"/> Contract vendor	Estimated annual total production _____ % organic   _____ % nonorganic
IF YOU USE CONTRACT VENDORS, GIVE THE FOLLOWING INFORMATION:			
NAME OF CONTRACT VENDOR	ADDRESS	PHONE NO.	CERTIFIED BY
List or attach a list stating the general categories of 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 (excluding salt and water). All ingredients identified as "organic" in the ingredient list must be certified by an accredited certifying agent. Ingredients sourced from non-certified exempt or excluded operations must not be identified or used as organic 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; 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 ..." products, both organic and nonorganic ingredients must not be produced using excluded methods, sewage sludge, or ionizing radiation. Products labeled "organic" or "made with..." must not include organic and nonorganic forms of the same ingredient, except that a nonorganic ingredient in a product labeled "made with..." may contain organic and nonorganic forms of the same ingredient, but the ingredient must not be labeled as "organic" on the ingredient statement or be counted in the calculation of the product's organic percentage. 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 or on products labeled "organic" or "made with...".

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 the 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...". A certifying agent's seal, logo or other identifying mark can be used on "100% organic," "organic" or "made with...". 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. Use of the USDA or Baystate Organic Certifiers seal is voluntary and not required by the NOP.

***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 100% organic, including processing aids.)  
**List all products labeled or planned to be labeled as "100 % 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 (✓)

**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 (✓)

**SECTION 2: Labeling and Product Composition B. PRODUCTS LABELED AS "ORGANIC" (continued)**

Are any nonorganic agricultural ingredients used?  Yes  No

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

If yes, describe your attempts to source organic ingredients.

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.

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

Is the percentage rounded down to the nearest whole number?  Yes  No

**C. PRODUCTS LABELED AS "MADE WITH ORGANIC (SPECIFIED INGREDIENTS OR FOOD GROUP(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 OR FOOD GROUP <sup>1</sup> SHOWN ON THE PRINCIPAL DISPLAY PANEL	ORGANIC INGREDIENTS IDENTIFIED IN INFORMATION PANEL (✓)	CERTIFYING AGENT NAME IDENTIFIED ON LABEL (✓)	CERTIFYING AGENT SEAL/LOGO ON LABEL (✓)

Does the "made with organic ingredients" statement on the principal display panel exceed one-half the size of the largest type size on the panel?  Yes  No

Does the "made with organic ingredients" statement on the principal display panel appear in its entirety in the same type size, style, and color without highlighting?  Yes  No

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

If yes, 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

Is the percentage rounded down to the nearest whole number?  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

<sup>1</sup> Choose from the following food group listings: beans, fish, fruits, grains, herbs, meats, nuts, oils, poultry, seeds, spices, sweeteners, vegetables, or processed milk products.

**SECTION 2: Labeling and Product Composition** (continued)

**E. BY-PRODUCTS**

Will any by-products from certified organic products be sold as certified organic?  Yes  No  Not applicable  
If yes, list all organic products manufactured from by-products.

*Include information on organic by-products as applicable on this Organic Handling Plan.  
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.*

What on-site water treatment processes are used?  None

Is steam used in the processing or packaging of organic products?  Yes  No

If yes, describe how steam is used.

If steam has direct contact with organic products, do you use:  No direct contact

steam filters  condensate traps  testing of condensate  testing of finished products  
 other (specify)

List products used as boiler additives.  No boiler additives used

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

Describe how you monitor water quality.

How often do you conduct water quality monitoring?  weekly  monthly  annually  as needed  
 other (specify)

**SECTION 3: Assurance of Organic Integrity**

**NOP Rule 205.201(a), 205.270 and 205.272**

NOP Rule requires that handling practices and procedures present no contamination risk to organic products from commingling with nonorganic products or contact 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 INTEGRITY**

Do you have an organic integrity program in place to address areas of potential commingling and/or contamination?  Yes  No

If yes, list specific 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 integrity program.*

If no, when will that plan be implemented?

**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

Do you arrange for any ingredient testing for pesticide residues or GMOs?  Yes  No

If yes, include test results with your application.

**SECTION 3: Assurance of Organic Integrity C. MONITORING** (continued)

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)

Describe the cleaning and sanitizing process you use before processing organic products, include a list of all cleaning and sanitizing products you use on food contact surfaces.

Describe the cleaning and sanitizing process you use before processing non-organic products, include a list of all cleaning and sanitizing products you use on food contact surfaces.

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?

**SECTION 3: Assurance of Organic Integrity** (continued)

**F. PACKAGING**

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

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 list specific 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.

**G. STORAGE**

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

USE	LOCATION	TYPE/CAPACITY	IS STORAGE UNIT DEDICATED ORGANIC ? (✓)	COMMENTS ON POTENTIAL FOR CONTAMINATION OR COMMINGLING PROBLEMS
Ingredient storage - Dry				
Ingredient storage - Frozen				
Ingredient storage - Refrig				
Packaging material 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 ingredients received?

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

Are all incoming organic ingredients packaged so they can't be contaminated in shipping?  Yes  No  N/A

Are bulk shipments of organic ingredients palletized on their own pallets or shipped on their own trucks or in their own bulk containers?  Yes  No  N/A

Do you maintain a receiving record that shows that all organic ingredients were received in good condition and were not damaged or contaminated in shipment?  Yes  No

Do you arrange incoming ingredient transport?  Yes  No

If you use transport companies, have they been notified of organic handling requirements?  Yes  No

Are transport units used to carry nonorganic ingredients or prohibited substances?  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 organic ingredients shipped at the same time as nonorganic in the same transport units?  Yes  No

If yes, check all steps taken to segregate organic products:

- use of separate pallets  pallet tags identifying "organic"  organic product shrink wrapped  
 separate area in transport unit  organic product sealed in impermeable containers  
 other (specify)

**SECTION 3: Assurance of Organic Integrity H. TRANSPORTATION (continued)**

**In-Process:** This section refers to the transport of organic ingredients and products on your production floor or in and out of storage areas.

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  paper bags  foil bags  metal drums  cardboard drums  
 mesh bags  cardboard cases  plastic crates  other (specify)

Are all outgoing products shipped in packaging and packed in cases so that the finished products cannot be contaminated or commingled during shipment?  Yes  No

If you answered yes to this question you may mark all of the other questions in this section (below) as not applicable.

How are outgoing products transported?

Do you arrange outgoing product transport?  Yes  No  N/A

If you use transport companies, have they been notified of organic handling requirement  Yes  No

Are transport units used to carry nonorganic products or prohibited materials?  Yes  No  N/A

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

Is the inspection/cleaning process documented?  Yes  No

Are organic products shipped at the same time as nonorganic in the same transport units?  Yes  No  N/A

If yes, check steps taken to segregate organic products:

- use of separate pallets  pallet tags identifying "organic"  organic product shrink wrapped  
 separate area in transport unit  organic product sealed in impermeable containers  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 (genetically engineered). If these measures are not effective, a synthetic substance not on the National List may be used provided the certifying agent approves use 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.

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  clean up 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)

**SECTION 4: Pest Management** (continued)

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.

**Pesticide use information for the last 12 months:**

SUBSTANCE	TARGET PEST	LOCATION WHERE USED	METHOD OF APPLICATION	DATE OF LAST APPLICATION

Are records kept of all pesticide applications?  Yes    No

Are records kept of your pest monitoring activities?  Yes    No

If a pest control substance is used, list all measures taken to prevent contact with organic products, ingredients or packaging materials.

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

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:

**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 receipt of incoming ingredients to sale of finished products. 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.

**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 that organic ingredients are not commercially available, when using nonorganic ingredients in 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)



I affirm that all statements made in this Organic Handling Plan 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 \_\_\_\_\_

The following documents are required and must be submitted along with the Organic Handler Plan:

- product flow chart
- facility map
- Organic Product Profiles
- pest management map of traps and monitors
- organic product labels
- directions to facility
- Fee Schedule and check for certification fees

I have attached the following additional documents:

- water test, if applicable
- MSDS, if applicable
- labels for minor ingredients
- labels for other substances used (boiler additives, cleansers, or pesticides)
- other (specify)

I have made copies of this Organic Handling Plan and other supporting documents for my own records.

**Submit completed form, fees, and supporting documents to:**

**Baystate Organic Certifiers  
c/o Don Franczyk  
1220 Cedarwood Circle  
N. Dighton, MA 02764**

