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Handler: Organic System Plan

Your organic management plan includes this form and required additional information as indicated throughout the form. Any alternative forms of providing organic plan information should be indicated in related section(s) of this form. Pay particular attention to italicized directions which require additional action or documentation. Contact MOSA with questions.

SECTION 1 General Information						For Office Use Only					
Applicant/Company Name				Date		Received		Initials			
Owner/Manager						Office #		Fees Rec'd			
Other names associated with account				Business (mailing) Address							
Primary Organic Contact				City		State		Zip		County	
Authorized Person(s) for signatures				Facility Address (if different than Business Address)							
Email address(es)		Website		City		State		Zip		County	
Is this an on-farm processing, contract feed mill or contract meat processor facility that will be included on a MOSA producer's certificate? <input type="checkbox"/> No <input type="checkbox"/> Yes. Provide producer's name:											
Other Facilities If organic processing will occur at any additional facilities, provide facility locations and describe their role. Depending upon the additional facilities' products and services provided, additional information and fees may be required. <input type="checkbox"/> None											
MOSA will often communicate by email. Indicate what items you can receive by email. <input type="checkbox"/> Annual update forms <input type="checkbox"/> General communications <input type="checkbox"/> Certification letters <input type="checkbox"/> Newsletters <input type="checkbox"/> Organic certificate <input type="checkbox"/> Financial communications						Phone Information			Do not publish		
						Phone			<input type="checkbox"/>		
						Fax			<input type="checkbox"/>		
						Other			<input type="checkbox"/>		
Indicate if you want to receive optional OMRI materials by postal mail: <input type="checkbox"/> Generic Materials List <input type="checkbox"/> Products List <input type="checkbox"/> both For those who prefer electronic access, the OMRI Brand Name Products List is available at www.omri.org.											
Identify all programs for which you are requesting certification and/or verification: <input type="checkbox"/> USDA National Organic Program organic certification <input type="checkbox"/> EC/EU verification (additional form required) <input type="checkbox"/> US Export Arrangement with: <input type="checkbox"/> Japan, specify product(s) _____ <input type="checkbox"/> Taiwan, specify product(s) _____ <input type="checkbox"/> Canadian Equivalence Arrangement. Requested for (specify product(s)): _____ <input type="checkbox"/> Other (specify): _____											
Do you understand the requirements for the program(s) requested? <input type="checkbox"/> Yes <input type="checkbox"/> No. Explain: Do you understand MOSA's fee structure for such certification or verification? <input type="checkbox"/> Yes <input type="checkbox"/> No. Explain: How do you verify that ingredients and other inputs used meet international or other additional verification requirements? <input type="checkbox"/> Certificates showing international compliance <input type="checkbox"/> Full composition information <input type="checkbox"/> Other:											
<i>Provide applicable international compliance verification for all ingredients/inputs used in the products to be exported. For EU verification, request the EC 834/2007 & 889/2008 Addendum Organic System Plan from MOSA and submit with the rest of your paperwork. For "other" requested additional verification, attach a list or explanation of the requirements you need verified.</i>											

Give directions to your operation for the inspector. Include a map if needed.

When do you anticipate having your operation ready for inspection?

When are you available to contact? Morning Afternoon Evening

When are you available for the inspection? Morning Afternoon Evening

Note any special needs regarding timing of various aspects of the certification process.

Legal Status Indicate your type of business entity among the options that follow, and provide applicable contact names.

Individual/Sole Proprietorship General Partnership (IRS form 1065)

Business Name (DBA):

Name of Proprietor/Partner:

Partner Name (if applicable):

Limited Liability Corporation (LLC) Corporation Trust or non-profit

President or Executive Director: _____ Vice President: _____

Secretary: _____ Treasurer: _____

Name and contact information of Registered Agent: _____

Other Business Type (specify):

Other Business Information

Describe formal recognition documentation for your business entity, such as business name filing documents with the County Clerk for DBAs, a partnership agreement for General Partnerships, or formal incorporation recognition by your Secretary of State.

B. CERTIFICATION HISTORY & REGULATORY COMPLIANCE

NOS §205.401

What year did your company begin?

Are you currently certified by another agency? No Yes. Which agency?

Do you intend to certify with another agency this year? No Yes. Which agency?

Have you ever been inspected or certified by another agency? No Yes. Which agency?

Attach a copy of your last certification letter from that agency.

When available, provide a copy of prior noncompliance notifications or certification denials, and describe and provide evidence of actions taken to correct the noncompliance issues.

What government permits/licenses/inspections are in effect for your operation? None required

Certified organic handlers must comply with all applicable Federal, State, and local regulations.

C. CURRENT YEAR REQUIREMENTS/CHANGES

NOS §205.406(a)

Operators must annually submit a summary statement detailing organic plan changes, and an update on the correction of minor noncompliances previously identified by MOSA. Changes must be detailed in applicable sections of this form or supported by other documentation.

New certification applicant (Skip to section D. Certification Request Overview.)

Summarize any deviations from or changes to your organic plan since the last time this form was submitted.

What is the date(s) listed on last year's Certification Determination Letter(s)?

Did your Certification Determination Letter outline conditions/requirements for continued certification? No

Yes *List all conditions and actions taken. Attach additional sheets as necessary.*

REQUIREMENT/CONDITION	HOW CONDITION WAS/WILL BE ADDRESSED

D. CERTIFICATION REQUEST OVERVIEW

Give a brief description of your process/handling experience, and reason(s) for choosing organic management practices.

In general, what types of organic products are produced and/or organic services are provided by your company?

Estimated annual total production and/or services provided.

About how much of that total is organic (%)?

List below or attach a list of all products and/or services requested for organic certification.

What additions or changes do you anticipate in your product and/or service line? None

E. CONTRACT HANDLERS *Contract handlers who receive organic product packaged or otherwise enclosed in a container, and do not repackage or otherwise process the product do not need to be certified. Contract handlers who provide other types of handling/processing services to your company do need to be certified.*

List contract handlers used for organic processing/handling services.

No contract handlers

CONTRACT HANDLER	ADDRESS	PHONE NUMBER	CERTIFIED BY	PROCESS/HANDLING SERVICE PROVIDED

SECTION 2 Organic Product Composition

NOS §§205.105, .301, .302

The NOS require that all raw or processed agricultural products sold, labeled or represented as "100 percent organic," "organic" or "made with organic (specified ingredients or food group(s))," and all organic ingredients in multi-ingredient agricultural products with less than 70% organically-produced ingredients must be handled in compliance with all applicable organic standards. For processed products labeled as "organic" on the principal display panel, you need to show efforts to obtain certified organic ingredients whenever possible. Non-organic ingredients and processing aids used must be allowed on the National List and must not comprise more than 5% of the total of the finished product (excluding water and salt). Products making "100% organic," "organic" or "made with..." claims may not contain ingredients or processing aids subject to ionizing radiation or genetically engineered organisms and their derivatives, nor ingredients produced using sewage sludge. NOS §205.301 outlines other label-claim-specific product composition requirements.

A. INGREDIENTS Reference the definition of Ingredient in NOS §205.2.

What is your procedure for sourcing organic agricultural ingredients?

How do you verify certification of organic ingredients?

Do any non-organic ingredients used have annotations/restrictions for their use on the National List? No
 Yes. Describe compliance. If uncertain how to meet these requirements, please contact MOSA.

Are any non-organic ingredients designated on the National List as prohibited materials? Yes No

Check if any non-organic ingredients have been produced, processed with or exposed to the following:

Ionizing radiation Genetic engineering Sewage sludge None of these. Do you have verification? Yes No

Attach completed Organic Product Profiles for all organic products requested for certification. Ingredient labels and/or specification sheets, as applicable, must also be provided for all ingredients.

B. PROCESSING AIDS Reference the definition of Processing Aid in NOS §205.2.

No processing aids used (skip to part C).

Describe how and why processing aids are used:

Do any processing aids used have annotations/restrictions for their use on the National List? No
 Yes. Describe compliance:

Are any processing aids NOT on the National List? No Yes. Explain:

Check if any processing aids have been produced, processed with or exposed to the following:

Ionizing radiation Sewage sludge Genetic engineering None of these. Do you have verification? Yes No

Processing aids must be noted on the Organic Product Profile submitted for each product requested for certification. Attach processing aid labels and/or specification sheets, as applicable.

C. CONTACT SUBSTANCES Contact substances are defined by the FDA as "any substance intended for use as a component of materials used in manufacturing, packing, packaging, transporting, or holding food if such use is not intended to have a technical effect in such food."

Are any contact substances used during organic or non-organic processing? No Yes

Note contact substances on the Handler Materials Inventory.

Any contact substances must have documentation to show that they meet the FDA definition. How is this documentation provided to MOSA? Not applicable

D. WATER *Water used in processing/handling must meet potable water standards. For products that use culinary steam, boiler additives must not contaminate the organic products.*

How is water used in processing? Not used Ingredient Processing aid Cooking Cooling
 Product transport Organic product cleaning Equipment cleaning Other:

Source(s) of water: Municipal On-site well Other:

List any known water contaminants:

What on-site water treatment processes are used? None used Softening Filtration (specify type):
 Chlorination (specify where used): Other:

Do you use water conservation strategies? Yes No

How, and how often, do you monitor water quality?

Attach available water test results.

Is culinary steam used in the processing of organic products? No Yes.

Which of the following are used to ensure boiler additives are not a contamination threat?

Steam filters Condensate traps Testing of condensate Testing of finished products Other:

Products used as boiler additives must be listed on the Handler Materials Inventory. Attach product information.

SECTION 3 Organic Manufacturing and Handling Practices

NOS §§205.201, .272

Procedures, processes, storage and equipment must prevent risk of commingling organic and non-organic products, and prevent contamination from prohibited substances present in the facility. Procedures used to maintain organic integrity must be documented.

Organic Control Points (OCPs) are areas in the production system where organic integrity may be compromised. Your organic system plan must determine where contamination is most likely to occur and show how contamination will be prevented in these areas. This section of the questionnaire will help you to identify and describe management of Organic Control Points.

If you have a formal OCP plan beyond information in this form, submit that plan.

A. PRODUCT FLOW

Provide a written description showing how and where ingredients/products are received, stored, processed, packaged, and warehoused, and identifying all equipment used, storage areas, and where ingredients are added or processing aids used. A schematic product flow chart may be attached to provide that information.

B. EQUIPMENT *To prevent commingling and contamination, all equipment used in organic production or handling must be free of non-organic product and prohibited materials. Equipment used for both organic and non-organic processing or handling must be cleaned and/or flushed prior to use on organic products. Keep records of cleaning and flushing activities.*

Describe cleaning methods for equipment used in processing (including sweeping, scraping, vacuuming, compressed air, manual washing, clean in place (CIP), steam cleaning, sanitizing) used prior to organic production runs (or attach SSOPs if desired).

Products used for equipment cleaning and sanitization must be listed on the Handler Materials Inventory. Attach product information for each product listed.

Describe purge procedures, quantities purged, and purging documentation. No equipment purging

Are all surfaces that contact organic products food grade? Yes No. Explain:

Attach facility map(s) showing equipment locations and areas used for organic processing, packaging, or storage.

C. GENERAL SANITATION Good sanitation practices must be used throughout the facility. Residues from cleaning materials must not contaminate organic products.

How is sanitation handled? In-house By outside contractor Name of contractor:

Describe general facility sanitation methods used prior to organic production runs (or attach SSOPs if applicable).

Are any cleansers/sanitizers listed as restricted or prohibited by the National List? Yes No

What measures are in place to ensure that the residues of cleanser/sanitizers and/or non-organic food matter do not remain on processing equipment and/or containers when organic processing occurs?

pH testing of rinsate Residue testing on food contact surfaces Other:

If testing is done, describe the type of test(s) and sensitivity level(s) of testing materials: No testing

How, and how often, is general sanitation monitored?

Where are cleaning/sanitizing materials stored?

What methods are used to maintain employee hygiene?

List all cleansers and sanitizers used in the processing facility on the Handler Materials Inventory and attach product information for each product listed.

D. TRANSPORTATION OF ORGANIC PRODUCTS

1. INCOMING TRANSPORT

In what forms are incoming products received? Dry bulk Liquid bulk Tote bags Tote boxes Metal drums
 Cardboard drums Paper bags Foil bags Pails Other:

How are incoming products transported? Tanker Trailer Common carrier Rail Self Other:

Who arranges incoming product transportation?

How do you ensure that incoming transport units were cleaned prior to loading organic products?

Is this inspection/cleaning process documented? Yes No

Are incoming 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 non-organic in the same transport units? Yes No

What steps are taken to segregate organic products? Dedicated Organic only Pallets Pallet tags

Organic product shrink-wrapped Separate area in transport unit Other:

2. IN-PROCESS TRANSPORT

How are in-process products transported?

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

Is this inspection/cleaning process documented? Yes No**3. OUTGOING FINISHED PRODUCT TRANSPORT**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:How are outgoing products transported? Tanker Trailer Common carrier Rail Self Other:

Who arranges outgoing product transportation?

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

Is this inspection/cleaning process documented? Yes NoAre outgoing transport units used to carry any prohibited materials? Yes NoHave transport companies been notified of organic handling requirements? Yes NoAre organic products shipped at the same time as non-organic in the same transport units? Yes NoWhat steps are taken to segregate organic products? Dedicated organic only Pallets Pallet tags Organic product shrink-wrapped Separate area in transport unit Other:**E. STORAGE INFORMATION****Describe storage areas.** *Storage areas must be indicated on facility map(s).*

STORAGE USE	LOCATION AND NAME OR NUMBER ON MAP	TYPE/CAPACITY	DEDICATED ORGANIC? Y/N	HOW IS CONTAMINATION OF ORGANIC INGREDIENTS, PRODUCT, OR PACKAGING PREVENTED IN THIS AREA?
Ingredient				
Packaging Material				
In-process				
Finished Product				
*Off-site				
Other (specify):				

List products stored off-site, and contact information for off-site storage location. No off-site storage

**Off-site storage facilities must be certified organic, or must be excluded from a certification mandate, as described in NOS §205.101(b). Contact MOSA to determine if storage qualifies for exclusion. The Excluded Handler Form must be completed for any such facilities.*

F. WASTE MANAGEMENT PLANWill any waste products from certified organic ingredients be sold as certified organic? No Yes. Complete an Organic Product Profile for each product.List components of your waste management system: On-site dumpster Material recycling Water recycling Water filtering Smokestack filters Composting Daily pickup of waste Sediment ponds Field application of waste Other:Do you have records on your waste volume? Yes No

G. ADDITIONAL PLANS TO ENSURE ORGANIC INTEGRITY

1. EDUCATION AND TRAINING *All personnel should receive appropriate training to maintain food safety and organic integrity.*

How many persons are employed at your organic production facility(s)?

Describe procedures ensuring personnel have appropriate training in organic handling practices and general food handling/protection.

Is this training documented? Yes No

2. QUALITY ASSURANCE

Do you have a QA program in place? No Yes. **What program do you use?** HACCP TQM other:

Are any outside quality assessment services used? No Yes. Name of assessment company:

Indicate type(s) of product testing used. Ingredients prior to purchase Finished product Product during production
 Ingredients upon receipt Other:

How do you ensure ingredients have not been produced using genetic engineering, sewage sludge, or ionizing radiation?

GE/GMO testing Verification letters from producers Other:

Are ingredient samples retained? No Yes. **How long?**

Are finished product samples retained? No Yes. **How long?**

Indicate any other means to monitor product quality and/or the effectiveness of your organic management plan:

Describe product recall system, or attach product recall plan:

Do you anticipate any changes to your quality assurance system? No Yes. **Describe:**

Specify any type(s) of environmental testing conducted. None

3. ADDITIONAL PRECAUTIONS

Are any other means (not described above) taken to ensure that organic integrity is maintained?

No Yes. **List OCPs and organic integrity protection methods:**

SECTION 4 Pest Management

NOS §§205.201, .271, .272

The NOS require that pest management is primarily handled by preventive methods as noted in NOS §205.271. When these are not effective, non-synthetic or synthetic substances allowed for organic processing and handling may be used. If prevention and allowed materials are not effective, any substance may be used for pest management, provided it is used in compliance with legal restrictions, and provided the operator and MOSA agree on the substance used, methods of application, and measures taken to maintain organic integrity. Substances must be applied in a manner that prevents contamination of ingredients or finished products to be sold, labeled or represented as organic. All treatments used must be justified. A pest management plan must be in place for each facility operated, and a program of regular preventive monitoring must be a part of this plan.

A. GENERAL INFORMATION**Type(s) of pest management used** In-house Name(s): Contract pest control service Name:

Address:

Phone:

What pest problems do you generally have? Flying insects Crawling insects Spiders Birds Rats Mice Other:**B. PEST MANAGEMENT PRACTICES****check all pest management practices used:**

- Good sanitation Removal of exterior habitat/food sources Cleanup of spilled product Sealed doors and/or windows
- Exclusion Repair of holes, cracks, etc. Screened windows, vents, etc. Sheet metal on sides of building exterior
- Physical barriers Mowing Air curtains Air showers Positive air pressure in facility Monitoring
- Ingredient inspection for pests Inspection zones around interior perimeter Ultrasound/light devices Sticky traps
- Beneficials/natural predators Electrocutors Pheromone traps Mechanical traps Scare eye balloons
- Nitrogen Freezing treatments Heat treatments Vacuum treatments Carbon dioxide Vitamin baits
- Pyrethrum Ryania Rotenone Boric acid Disodium octal tetrahydrate Diatomaceous earth
- precipitated silica fumigation fogging crack and crevice spray other:

Are your pest prevention methods and structural pest management system effective to prevent or control pests? Yes No. Explain:**Are records kept of your monitoring activities?** Yes No**How often do you inspect your pest prevention system?****What changes do you anticipate to your pest management system?***Attach facility map showing location of traps and monitors.***C. PESTICIDE USE INFORMATION** no pesticides used (*Skip to Section 5: Audit Trail and Inventory Control System*)**Are any products used which are prohibited by the National List?** No Yes. **Did you contact MOSA for approval prior to product use?** Yes No**Indicate type of pesticide application records maintained.** None**Describe methods to prevent pesticide contamination of organic ingredients, finished products, or packaging materials:**

Describe measures to reduce or prevent pest control product use in the future:

Where are pest control substances stored?

List all pest control substances including baits, sprays, pesticides, or fumigants on the Handler Materials Inventory. Attach product composition and/or label information, if applicable.

SECTION 5 Audit Trail and Inventory Control System

NOS §§205.103, .201

Audit trail and inventory control procedures must be adequate to trace all ingredients and products from the supplier(s) through the entire production system, including packaging and storage, and on through distribution, sales and transport, using lot numbers, date codes, or a similar product tracking system. Organic handlers must retain valid proof of certification for all organic ingredients. Amounts of organic finished products must balance with purchased certified organic and other allowed ingredients (loss to shrinkage or spoilage should be documented). All relevant documents should identify products as "organic."

Provide an Audit Trail Flow Chart or written description showing how all documents in your record system work together to enable traceability from receiving to shipping. Identify all records used, by name or by record type, for tracking products at receiving, in-process, in storage, and in shipping:

Describe your lot numbering system:

Documents in your audit trail must be able to link to those preceding and following them in the record system. If lot numbers and/or other identification codes on documents change as products move through your operation, documents must remain auditable so product is traceable.

Describe how lot numbers and/or other specific identification used on documents enable traceability.

It is required for MOSA's ISO Guide 65 accreditation (for EU Verification only) that you maintain a complaint file or log in the event that you receive a complaint about your organic product or the management of your organic operation. A form is provided in the application packet.

If applicable, how do you intend to keep such records? Complaint log Other:

What other records do you maintain?

- Labels and/or full ingredients and source information for all ingredients, processing aids, sanitizers used
- Input labels/composition list Equipment maintenance records Labor records Pest control log
- Documentation showing lack of commercial availability Residue analyses (specify):
- Other:

Can your record keeping system track the *finished product in the marketplace* back to all ingredients? Yes No
Can your record keeping system balance organic product in and organic product out? Yes No
Can your record keeping system verify prevention of contact with prohibited substances? Yes No
If you answered no to any of the above, what changes will you make to ensure these areas can be tracked / verified?

The National Organic Standards require that you keep a copy of all certification documents for a minimum of 5 years.
How do you intend to maintain these records? Hard copy Electronically Both

Please have all records as noted above available for inspections. Submit sample records needed to show traceability.

SECTION 6 Packaging and Labeling

NOS §§205.201, .272, .303 - .311

The NOS require that packaging materials be free of prohibited substances and must not contaminate the organic product. Organic product labels must meet State and Federal labeling requirements as well as requirements specifically outlined in NOS §205.303-.311. All labels making an organic claim must be approved prior to use. Production lot numbers are required on non-retail containers, used to ship or store organic products. For products labeled as "100% organic," "organic," "made with organic (specified ingredients or food group(s))," or livestock feed products, the certified handler or product distributor must be identified on the information panel, followed below by "Certified Organic by Midwest Organic Services Association," or a similar phrase. Organic ingredients must be identified as organic in ingredient listings on products labeled "100% organic," "organic" or "made with organic (specified ingredients or food group(s))." See the NOS for complete labeling requirements/options and contact MOSA as needed for clarification.

A. PACKAGING

What types of packaging material are used? Bulk Paper Cardboard Wood Glass Metal Foil
 Plastic Waxed paper Aseptic Natural fiber Synthetic fiber Other:

Are all packaging materials food grade? Yes No

Where are packaging materials stored?

Have any packaging materials been exposed to fungicides, preservatives, fumigants or pest control products (in storage, contained in material, or otherwise)? No Yes. Describe exposure, including name of products used:

Are packaging materials reused? No Yes. Describe how these are cleaned prior to use:

What changes do you anticipate in your packaging? No changes

B. LABELING

Do you expect to create labels for organic products? No Yes. Describe type(s) and estimated timeframe for development:

Submit samples if available.

PRIVATE LABELING Private label arrangement authorization is required if MOSA is listed as the certifier on the label and the company on the label is not MOSA-certified. Private label arrangement authorization requires an administrative fee and submission of the Private Label Arrangement Organic System Plan. See the private label policy in the MOSA Program Manual for details.

Do you plan any private labeling? No Yes. What company/companies will be displayed on the label(s)?

What certifier(s) will be displayed on the label(s)?

*All labels making an organic claim must be submitted to MOSA and approved **prior** to use.*

SECTION 7 Sales of Organic Products and/or Services

NOS §§205.103, .400(e)

The NOS require that records fully disclose all activities and transactions of the certified operation in sufficient detail as to be readily understood and audited, and that records are sufficient to demonstrate compliance with the organic regulations. The NOS also requires that persons seeking to maintain certification must submit the applicable fees charged by the certifying agent. MOSA's fee structure varies with organic sales and/or processing fees billed to organic customers. Records must be able to show gross organic sales volume, including sales of service and cost of certified organic inputs.

Did you have any income from organic products sales and/or services in the previous year?

No. **Explain why:**

Yes. **Provide gross income from sale of organic products and/or services, in dollars:**

Provide amount you paid for organic ingredients for the above sales, in dollars:

Provide the time period for these figures: From _____ (date) to _____ (date)

Have proper fees been paid on sales for the previous certification year? Yes No. **Explain:**

Attach summary records showing gross income from sale of organic products and/or services and (if applicable) costs of organic ingredients used in those sales.

SECTION 8 Additional Information

The following information is also being submitted:

- | | |
|--|---|
| <input type="checkbox"/> Prior certification letters/noncompliance information | <input type="checkbox"/> Labels/specification sheets, as applicable, for inputs |
| <input type="checkbox"/> EC 834/07 & 889/08 Addendum Organic System Plan | <input type="checkbox"/> Excluded Handler Organic System Plan |
| <input type="checkbox"/> Other Additional Verification request information | <input type="checkbox"/> Product recall plan |
| <input type="checkbox"/> Organic Product Profiles | <input type="checkbox"/> Pest management map of traps and monitors |
| <input type="checkbox"/> Handler Materials Inventory | <input type="checkbox"/> Sample records to show traceability |
| <input type="checkbox"/> Written Organic Control Points | <input type="checkbox"/> Sample retail labels |
| <input type="checkbox"/> Water test results | <input type="checkbox"/> Sample non-retail or in-process labels |
| <input type="checkbox"/> Product flow chart or written description | <input type="checkbox"/> Private Label Questionnaire, as applicable |
| <input type="checkbox"/> Facility map | <input type="checkbox"/> Organic income summary records |
| <input type="checkbox"/> Ingredients and source information for inputs | <input type="checkbox"/> Other: |

SECTION 9 Affirmation

I affirm that all statements made in my Organic System Plan are true and correct. I understand that my operation may be subject to unannounced inspection and/or organic products sampled for residues at any time as deemed necessary to ensure compliance with the National Organic Standards. I consent to the use of subcontracted inspectors and laboratory analysis services as necessary, and hereby agree to a release of information from suppliers or service providers, should such be necessary to verify compliance.

I understand that failure to follow the National Organic Program or MOSA certification requirements or giving false information may result in denial, suspension or revocation of the certification of my operation. I understand that certification of my operation may depend on my ability to supply information that MOSA needs to evaluate my request for certification. I understand that acceptance of my Organic System Plan in no way implies granting of certification. I agree to follow the National Organic Standards and MOSA certification requirements.

If I am submitting this form electronically, I understand that an electronic signature has the same legal effect and can be enforced in the same way as a written signature. By typing my name below I am electronically signing this form.

Signature _____ **Date** _____

Print Name _____

Make copies of all Organic System Plans and supporting documents and submit with fees by mail to MOSA, PO BOX 821, VIROQUA, WI 54665 or electronically to mosa@mosaorganic.org

ORGANIC PRODUCT PROFILE



Complete a Product Profile sheet for each individual organic product for which certification is requested. Attach or be prepared with documents to show acceptability of ingredients, such as organic certificates, source and composition verification, or compliance statements. Use additional sheets as necessary. Contact MOSA with any questions.

Applicant/MOSA Associate name _____ Date _____

Finished product name as you would like it to appear on certificate _____

Company name(s) to be noted on label None _____

Product Composition: Complete the table below for **all** inputs used in the production of this product, including processing aids, microorganisms or additives which may not appear on the label as an ingredient. The last two columns below will be used to verify organic content required for labeling claims or other marketplace representation of the product. Provide percentages and attach or be prepared with supporting documentation. Note: *Unless actual organic content is available for ingredients, those certified to the "organic" labeling category will be assumed to be 95% organic, and those certified to the "made with organic..." labeling category will be assumed to be 70% organic.*

Ingredient name (as shown on certificate or other records)	Organic status / Substance type (Check one. NOS §205.2 for definitions)	Supplier(s)	Supplier(s) certification agency	% in product at formulation	Organic % of ingredient
	<input type="checkbox"/> Organic agricultural <input type="checkbox"/> Non-organic agricultural <input type="checkbox"/> Non-agricultural synthetic <input type="checkbox"/> Non-agricultural non-synthetic				
	<input type="checkbox"/> Organic agricultural <input type="checkbox"/> Non-organic agricultural <input type="checkbox"/> Non-agricultural synthetic <input type="checkbox"/> Non-agricultural non-synthetic				
	<input type="checkbox"/> Organic agricultural <input type="checkbox"/> Non-organic agricultural <input type="checkbox"/> Non-agricultural synthetic <input type="checkbox"/> Non-agricultural non-synthetic				
	<input type="checkbox"/> Organic agricultural <input type="checkbox"/> Non-organic agricultural <input type="checkbox"/> Non-agricultural synthetic <input type="checkbox"/> Non-agricultural non-synthetic				
	<input type="checkbox"/> Organic agricultural <input type="checkbox"/> Non-organic agricultural <input type="checkbox"/> Non-agricultural synthetic <input type="checkbox"/> Non-agricultural non-synthetic				
	<input type="checkbox"/> Organic agricultural <input type="checkbox"/> Non-organic agricultural <input type="checkbox"/> Non-agricultural synthetic <input type="checkbox"/> Non-agricultural non-synthetic				

Ingredient name (as shown on certificate or other records)	Organic status / Substance type (Check one. NOS §205.2 for definitions)	Supplier(s)	Supplier(s) certification agency	% in product at formulation	Organic % of ingredient
	<input type="checkbox"/> Organic agricultural <input type="checkbox"/> Non-organic agricultural <input type="checkbox"/> Non-agricultural synthetic <input type="checkbox"/> Non-agricultural non-synthetic				
	<input type="checkbox"/> Organic agricultural <input type="checkbox"/> Non-organic agricultural <input type="checkbox"/> Non-agricultural synthetic <input type="checkbox"/> Non-agricultural non-synthetic				
	<input type="checkbox"/> Organic agricultural <input type="checkbox"/> Non-organic agricultural <input type="checkbox"/> Non-agricultural synthetic <input type="checkbox"/> Non-agricultural non-synthetic				
	<input type="checkbox"/> Organic agricultural <input type="checkbox"/> Non-organic agricultural <input type="checkbox"/> Non-agricultural synthetic <input type="checkbox"/> Non-agricultural non-synthetic				

Do any ingredients appear by a different name on the finished product label? No Yes. Explain:

Are any of the organic ingredients from a supplier that is excluded from a certification mandate? (such as retailer, broker or distributor. NOS §205.101(b)) No Yes. List ingredients and their excluded suppliers:

What method was used to calculate composition percentages? (NOS § 205.302)

- Net weight, per NOS § 205.302(a)(1)
 Fluid volume, per NOS § 205.302(a)(2)
 Combined weight, per NOS § 205.302(a)(3)

If water and/or salt are used as ingredients, indicate % in the finished product: _____ % water _____ % salt

Total percentage of organically produced ingredients: _____

Did you round this number down to the nearest whole number? (NOS § 205.302(b)) Yes No

How will this finished organic product be labeled/represented in the marketplace? (Check one.)

- 100% organic (Note: all ingredients except for water and salt must be verified to be 100% organic.)
 Organic
 Made with organic (specified ingredients or food group(s))
 Livestock feed product
 Other (specify):

Will there be a statement on the label listing percentage of organic ingredients? No Yes, _____%

Do you intend to use the USDA organic seal or MOSA seal on labels or market information?

- No seals USDA organic seal MOSA seal other (specify):

Note: All labels must be approved before use. Attach a copy of all labels used for this product.

Projected annual total volume of finished product _____, beginning date _____ and ending date _____.

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Effective Date: 12.18.09

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INSTRUCTIONS FOR USING THE INGREDIENTS MONITORING SPREADSHEET

Note that there are 4 worksheets in this file.

ORGANIC INGREDIENTS

The first sheet is for keeping track of your organic ingredients.

Here is where you will list all organic ingredients and the supplier(s) of those ingredients.

List each ingredient and its supplier separately.

For each ingredient, enter the name of the agency that certified it.

For each ingredient, enter the date that your copy of the supplier's organic certificate was last revised.

If the organic certificate is more than a year old, enter "Yes" in the "Updated Certificate Needed?" column.

This lets you know that you need to obtain a current certificate for this ingredient.

NON-ORGANIC INGREDIENTS

The second sheet is for keeping track of your non-organic ingredients.

Here is where you will list all non-organic ingredients and the supplier(s) of those ingredients.

List each ingredient and its supplier separately.

Each non-organic ingredient will require specific types of verifications.

(Needed verifications will vary based on the type of non-organic ingredient. Refer to the National List and to your OMRI Generic Materials Listing for more information on specific verifications required.)

For each ingredient, enter the date of the compliance verification document.

If the verification is more than 2 years old, enter "Yes" in the "Updated Verification Needed?" column.

This lets you know that you need to obtain a current verification for this ingredient.

ORGANIC INGREDIENTS EXAMPLE*

This is an example of how to complete the organic ingredients sheet.

NON-ORGANIC INGREDIENTS EXAMPLE*

This is an example of how to complete the non-organic ingredients sheet.

* Needed updates in the examples are based on the "today's date" shown in the example.

This form is also available electronically. Contact MOSA about submitting information via email.

