

Initial Organic Handling Plan Questionnaire - Retail Establishment

Midwest Organic Services Association

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MOSA provides this form in order for the operator to document his/her plan for management in compliance with the National Organic Standards and MOSA certification requirements. Complete all sections of this questionnaire if you are seeking certification as an organic retail handler. Attach a current schematic retail flow chart (or written description of how products move through the store), store map, pest management map, and appropriate supporting documentation as noted within the form. Copy sections or use additional sheets as necessary. Please contact the MOSA office if you have any questions.

SECTION 1: General Information

Applicant/Company Name		Legal Status: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Trust or non-profit <input type="checkbox"/> Corporation <input type="checkbox"/> Legal Partnership (federal form 1065) <input type="checkbox"/> Other (specify)			
Owner/Manager		Supervisor for Organic Handling		For Office Use Only	
Business Address		City		Received	Entered
State	Zip Code	County		Certification	Inspection
Phone	Fax	Email		Other	Initials
Would you like us to add a link to your website from the MOSA website? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide the web address:					
Give a brief description of your retail/handling experience, and reason(s) for choosing organic management practices:					
Year company began	List previous organic certification by other agencies	List current organic certification by other agencies	List other organic certification agencies you intend to certify with this year	Year first certified	
Have you ever received a notice of requirements or non-compliances, or had certification denied, suspended or revoked by another certification agency? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, you must attach copies of all written notifications of requirements, noncompliances, denial, suspension or revocation. You must also attach a description of actions taken to correct the noncompliances/address requirements.</i>					
Do you understand current National Organic Standards (NOS) and requirements for certification as described in the MOSA Program Manual? <input type="checkbox"/> Yes <input type="checkbox"/> No (specify)		What version of the MOSA Program Manual do you have for reference? What version of the National Organic Standards (NOS) do you have for reference? What version of the MOSA Guidance Document do you have for reference? What version of the OMRI Materials lists do you have for reference? (Note dates on front covers. Please dispose of or archive older versions of these.)			
Type of Retail Store (check one): <input type="checkbox"/> Independent Supermarket <input type="checkbox"/> Natural Products Supermarket <input type="checkbox"/> Natural Products Cooperative <input type="checkbox"/> Independent single health/natural products store <input type="checkbox"/> Other (specify)					
List government permits/licenses/inspections in effect for your operation:					<input type="checkbox"/> None applicable

Of all products sold in your store, estimate what percent make an organic claim (ex: "organic", "100% organic, "Made with organic..."): _____ %	Year Store Opened:	Square Footage:	When do you anticipate having your operation ready for inspection?
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Please list retail store departments in this table:

DEPARTMENT	√ IF STORE HAS THIS DEPARTMENT	√ IF REQUESTING CERTIFICATION	DEPARTMENT	√ IF STORE HAS THIS DEPARTMENT	√ IF REQUESTING CERTIFICATION
Fresh Produce			Prepared Foods: Bakery		
Bulk Food areas			Prepared Foods: Deli		
Herbs and Spices			Prepared Foods: Salad Bar		
Meats			Prepared Foods: Coffee Bar		
Grocery			Prepared Foods: Juice Bar		
Dairy			Warehouse		
Health and Beauty			Other (Specify):		

Attach a schematic product flow chart or written description showing how and where products are received, stored, prepared, packaged, and warehoused, and identifying all pieces of equipment, and storage. Also attach a facility map showing location of all departments and storage areas. **Off-site facilities, including some storage facilities, may need to be separately inspected and separately certified (ask MOSA about these needs). For organic prepared foods, Product Profiles must also be attached.**

What department additions or changes do you anticipate in your store? <input type="checkbox"/> None	What is the total square footage of departments for which certification is requested?
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ORGANIC CONTROL POINTS: (OCP'S), similar to Hazard Analysis Critical Control Points (HACCP), are points in the handling system where the integrity of the organic product may be compromised. Factors to consider include physical proximity, inadequate storage, equipment labeling, and employee training. Examples of compromised integrity include commingling with non-organic products, contamination by sanitizers or pesticides, and improper cleaning of equipment prior to running organic products.

Do you have an Organic Control Point program in place to address areas of potential contamination? Yes No

If yes, remaining sections of this form should help you describe Organic Control Points you have identified in your store, and means of protecting organic integrity. *Please submit a copy of your Organic Control Program, if documented and available.*

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

Give directions to your store for the inspector. Include a map if you feel this may be helpful.

When are you available to contact? morning afternoon evening
 When are you available for the inspection? morning afternoon evening

SECTION 2: Employee Training

NOS §§205.201, .272

MOSA requires that organic handlers, supervisors and employees should receive appropriate training in proper organic handling techniques. Attach copies of training program protocols and forms used.

Do you have an organic training program? Yes No

If no, describe means you have in place to ensure compliance with NOS §205.272:

Is your training program written down (ex: employee manual, etc.)? Yes No

If no, describe how training consistency and completeness is ensured:

How is individual employee training documented/verified? Training log Personnel files Resumes Other (specify)

Does your training program include training on the proper handling of organic products? Yes No

How often must training be updated/refreshed?

Please list departments (from the table in Section 1) that have individualized training:

Do your employees understand the NOS, and regulations for labeling products as organic? Yes No

Do your employees understand basic certified organic production methods? Yes No

Are employees empowered to re-label organic food as non-organic in the event that commingling or contamination has occurred? Yes No

Do affidavits or other documents verify that individual employees understand the responsibilities in maintaining organic product integrity? Yes No

How is employee training and skill monitored?

Observation/Supervision Periodic evaluations Training log Testing Other (specify)

SECTION 3: Water Usage

NOS §205.201, .272

Water coming in contact with organic products must meet drinking water standards as established by the Safe Water Drinking Act. MOSA requires an initial coliform bacteria and nitrate water test and may require subsequent tests. Water contacting conventionally-produced raw agricultural products must not contact raw or finished organic products.

Check ways water is used in the retail store: no water usage misting organic product in display areas
 cooling organic product in display areas cooling organic product in preparation cooling organic product in storage
 ingredient in prepared foods cooking organic foods washing organic product
 cleaning equipment cleaning facility other (specify)

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

Is the water potable? Yes No

What is the residual chlorine level in water used in food preparation and/or contacting organic food?

Please specify water treatments used (ex: additives, softening, distillation, reverse osmosis, etc.): No treatments

How often are filters replaced or cleaned? No filters used

List any known contaminants in the water supply in your area: None

Attach water test results if available.

Certified organic handlers must comply with all applicable Federal and State regulations, as well as additional requirements for protection of organic integrity. Good sanitation practices must be used throughout the facility and residues from cleaning materials must not contaminate organic products.

Describe cleaning methods used throughout facility: Attach MSDS and/or label information for any cleansers/sanitizers used.

AREA	CLEANING METHOD(S) AND FREQUENCY	EQUIPMENT USED	CLEANING PRODUCTS USED	PRODUCT STATUS (ALLOWED OR PROHIBITED)	TYPE OF CLEANING DOCUMENTATION
Receiving area					
Cold storage					
Dry storage					
Preparation areas					
Building Exterior					
Accidental spills					
Display areas					
Checkout areas					
Other:					
Other:					

Describe compliance with any annotations/restrictions stated on the National List for materials noted above:

How, and how often, is general sanitation monitored? SOP Cleaning log Supervision Other (specify)

Daily Weekly Other (specify)

Where are cleaning/sanitizing materials stored?

If both organic and non-organic materials are handled using the same equipment (ex: in preparation of foods, raw food display, etc.), describe procedures followed in switching from handling non-organic to organic products:

The NOS require that pest management is primarily handled by preventative methods as noted in NOS §205.271. When these are not effective, non-synthetic or synthetic substances consistent with allowed materials 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 preventative inspection must be a part of this plan.

A. GENERAL INFORMATION

What type(s) of pest management system do you use?

- in-house (give name of responsible person):
- contract pest control service (give name, address, phone no.):

If you use a contract service, does your written contract state your organic status and list pest control products allowed by the store manager? Yes No

Check all pest problems you generally have: flying insects crawling insects spiders birds rats mice
 other (specify)

B. 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 ingredient inspection for pests
 monitoring inspection zones around interior perimeter ultrasound/light devices release of beneficials sticky traps
 electrocutors pheromone traps mechanical traps scare eye balloons freezing treatments heat treatments
 vacuum treatments carbon dioxide nitrogen vitamin baits pyrethrum ryania rotenone boric acid
 disodium octal tetrahydrate diatomaceous earth precipitated silica fumigation fogging crack and crevice spray
 other (specify)

Are your pest prevention methods and structural pest management system effective? Yes No (specify)

Are records kept of your monitoring activities? Yes No

How often do you inspect your pest prevention system? Daily Weekly Monthly Other (specify)

What changes do you anticipate to your pest management system? None

C. PESTICIDE USE INFORMATION FOR THE LAST 12 MONTHS

no pesticides used

SUBSTANCE	TARGET PEST	LOCATION WHERE USED (Include those used outdoors)	METHOD OF APPLICATION	DATE OF LAST APPLICATION

Are any products used which are prohibited by the National List? Yes No

If yes, did you contact MOSA for approval prior to product use?

Indicate type of pesticide application records maintained: None

Describe methods to prevent pesticide contamination of organic ingredients, finished products, or packaging materials:

PESTICIDE USE (Continued)

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

Where are pest control substances stored?

Attach facility map showing location of traps and monitors. Attach MSDS and/or label information, if applicable.

D. WASTE MANAGEMENT PLAN

List components of your waste management system (check all that apply): on-site dumpster material recycling
 water recycling water filtering composting daily pickup of waste other (specify)

SECTION 6: Produce Department Plan

NOS §§205.201., 272, .301 - .311

Name of Department Manager or Employee in Charge:

No organic produce in store

A. ORGANIC PRODUCE SOURCES/RECEIVING

How is source and certification status of organic produce verified?

Is received produce compared to an invoice to check accuracy of shipment? Yes No

If produce is not properly labeled, how is this corrected?

What type of quarantine protocol occurs if product is improperly labeled, damaged or infested?

Is produce inspected and fumigant slips, pads, sulfite slips, and/or other types of liners removed? Yes No (specify)

B. STORAGE

Check available type(s) of storage: Walk-in cooler Square footage_____ Temperature_____
 Dry storage areas Square footage_____ Temperature_____
 Other (specify type and describe):

How are organic and non-organic storage areas separated? signs dedicated areas dividers other (specify)

How is organic produce labeled in storage areas?

Are fumigant slips, pads, sulfite slips, and/or other types of liners used in any produce received? Yes No
If yes, list type(s) of produce:

How do you protect the integrity of organic produce that are stored and displayed in proximity to non-organic products, prohibited materials, and/or other potential contaminants?

C. FRESH PRODUCE PREPARATION AREAS

Do you maintain separate areas and equipment for organic and non-organic produce preparation? Yes No

If no, how do you ensure that organic integrity is maintained? Cleaning of equipment and food preparation surfaces
 Prep all organic produce first, prior to prepping non-organic produce Maintain sanitation schedules Cleaning logs
 Other (specify)

When organic produce is washed, is the water fresh and clean, and is the sink area clean prior to use?
 Yes No (specify)

Are packaging materials clean and free of dyes and chemicals? Yes No (specify)

Are packaging materials recycled for re-use between organic and non-organic produce? Yes No
If yes, how is organic integrity protected?

D. FRESH PRODUCE DISPLAY AREAS

How is continued accuracy of produce labels and/or marketplace information monitored?

Are organic and non-organic produce displayed in distinctly separate areas? Yes No

Is any unwrapped organic produce displayed next to non-organic produce? Yes No

Are specific shelf liners, containers, baskets and other display items dedicated for organic use? Yes No

Are shelf liners washed between use on non-organic and organic display areas? Yes No

Are individual organic produce items labeled "organic"? Yes No

In wet display areas, how do you ensure non-organic produce does not touch or drip on organic produce?

How can the customer easily distinguish between organic and non-organic produce?

How is inadvertent produce commingling by customers prevented?

Describe any other identified Organic Control Points, or changes made or planned to protect organic integrity in the produce department:

SECTION 7: Bulk Foods, Herbs and Spices Department Plan

NOS §§205.201, .272, .301 - .311

Department Mgr. or Employee in Charge: _____

No organic bulk foods, herbs or spices in store

A. ORGANIC PRODUCT SOURCES/RECEIVING

How is source and certification status of organic product verified?

Is received product compared to an invoice to check accuracy of shipment? Yes No

If product is not properly labeled, how is this corrected?

What type of quarantine protocol occurs if product is improperly labeled, damaged or infested?

B. STORAGE

Check available type(s) of storage: Walk-in cooler Square footage _____ Temperature _____
 Dry storage areas Square footage _____ Temperature _____
 Other (specify type and describe):

How are organic and non-organic storage areas separated? signs dedicated areas dividers other (specify)

How is organic product labeled in storage areas?

When organic product is partially used and returned to storage, how is the unused portion sealed and labeled?

C. BULK FOODS, HERBS AND SPICES PREPARATION AREAS:

Do you maintain separate areas and equipment for organic and non-organic bulk food re-packing? Yes No

If no, how do you ensure that organic integrity is maintained? Cleaning of equipment and food preparation surfaces
 Re-pack all organic product first, prior to re-packing non-organic product Maintain sanitation schedules Cleaning logs
 Use only food-grade gloves Other (specify)

Are packaging materials food grade, clean and free of dyes and chemicals? Yes No (specify)

Are packaging materials recycled for re-use between organic and non-organic products? Yes No

If yes, how is organic integrity protected?

D. BULK FOODS, HERBS AND SPICES DISPLAY AREAS:

How can product in bulk containers be tracked back to the source (ex: documentation, lot numbers, code, etc.)?

How is continued accuracy of product labels and/or marketplace information monitored?

Do all organic bulk food bin labels meet the NOS requirements for organic claim statements ("100% organic", "organic", "made with organic...")? Yes No Are all organic ingredients listed on the label's ingredient section? Yes No

How are bulk bins used for organic products cleaned prior to use?

Are organic and non-organic bulk bins displayed in distinctly separate areas? Yes No

How can the customer easily distinguish between organic and non-organic products?

What means prevent customers from spilling non-organic bulk food into or on the cover of an organic bulk food item?

How is inadvertent product commingling by customers prevented?

Describe any other identified Organic Control Points, or changes made or planned to protect organic integrity in this department:

SECTION 8: Meat Department Plan

NOS §§205.201, .272, .301 - .311

Name of Department Manager or Employee in Charge:

No organic meat in store

Do you have a HACCP or other quality control program in place? Yes No

Do you have any off-site processing or storage of organic meat products? Yes No

If yes, please contact the MOSA office and provide details on the facility. Additional forms and fees may apply.

Type of meat products sold: Beef Chicken Turkey Lamb Pork Bison Other (specify)

How are meat products sold? Prepackaged fresh or frozen in self-serve display case
 Ground organic meat products in self-serve display case
 Fresh organic meat cuts behind glass
 Ground organic meat products behind glass
 Other (specify)

Are any organic meat products further processed or ground on the premises? Yes No

If yes, please describe applicable products and processing:

A. ORGANIC PRODUCT SOURCES/RECEIVING

How is source and certification status of organic product verified?

Are received products compared to an invoice to check accuracy of shipment? Yes No

If product is not properly labeled, how is this corrected?

What type of quarantine protocol occurs if product is improperly labeled or damaged?

B. STORAGE

Check available type(s) of storage: Walk-in cooler Square footage_____ Temperature_____

Walk-in freezer Square footage_____ Temperature_____

Other (specify type and describe):

How are organic and non-organic storage areas separated? signs dedicated areas dividers other (specify)

How is organic product labeled in storage areas?

C. MEAT PREPARATION AREAS

Do you maintain separate areas, tubs and equipment for organic and non-organic product preparation? Yes No

If no, how do you ensure that organic integrity is maintained? Cleaning of equipment and food preparation surfaces

Prep all organic product first, prior to prepping non-organic product Maintain sanitation schedules Cleaning logs

Other (specify)

Are packaging materials food grade, clean and free of dyes and chemicals? Yes No (specify)

D. MEAT DISPLAY AREAS

How is continued accuracy of meat labels and/or marketplace information monitored?

Do labels show "certified organic" for organic meat products? Yes No

Are organic and non-organic meat products displayed in distinctly separate areas? Yes No

Is any organic meat stored next to non-organic meat? Yes No

If yes, how is organic integrity protected with respect to touching, dripping, and/or commingling?

Are specific case trays, containers and other display items dedicated for organic use? Yes No

Are trays washed between use for non-organic and organic meat products? Yes No

How can the customer easily distinguish between organic and non-organic products?

How is inadvertent product commingling by customers prevented?

Describe any other identified Organic Control Points, or changes made or planned to protect organic integrity in the meat department:

Department Manager or Employee in Charge:

 No organic prepared foods in store**A. ORGANIC PRODUCT SOURCES/RECEIVING**

How is source and certification status of organic product verified?

Is received product compared to an invoice to check accuracy of shipment? Yes No

If product is not properly labeled, how is this corrected?

What type of quarantine protocol occurs if product is improperly labeled, damaged or infested?

If organic products are taken from other store departments, how is this product transfer documented?

B. STORAGE

Check available type(s) of storage: Walk-in cooler Square footage_____ Temperature_____

Dry storage areas Square footage_____ Temperature_____

Other (specify type and describe):

How are organic and non-organic storage areas separated? signs dedicated areas dividers other (specify)

How is organic product (ingredients and finished) labeled in storage areas?

Are prepared organic food products stored in distinctly separate areas from prepared non-organic food products?

 Yes No**C. PREPARATION AREAS**Do you maintain separate areas and equipment for organic and non-organic food product preparation? Yes NoIf no, how do you ensure that organic integrity is maintained? Cleaning of equipment and food preparation surfaces Prepare all organic product first, prior to preparing non-organic product Maintain sanitation schedules Cleaning logs Other (specify)When organic produce is washed, is the water fresh and clean, and is the sink area clean prior to use? Yes No (specify)On the prep table and shelves, are non-organic ingredients clearly separated from the organic ingredients? Yes NoAre packaging materials food grade, clean and free of dyes and chemicals? Yes No (specify)Are packaging materials recycled for re-use between organic and non-organic products? Yes No

If yes, how is organic integrity protected?

D. NON-ORGANIC INGREDIENT VERIFICATION (For products sold as "Organic" or "Made with Organic Ingredients")

Are all ingredients non-genetically engineered, produced without use of sewage sludge, and non-irradiated?

 Yes No (specify)If yes, do have verification that these prohibited methods are not used? Yes No

Do processing aids meet the NOS requirements (see NOS §205.301(f))?

 No processing aids used Yes No (specify)

How do you ensure that the same ingredients in both organic and non-organic form are not used in the same product?

E. PREPARED FOODS DISPLAY AREAS

How is continued accuracy of product labels and/or marketplace information monitored?

Do all prepared foods labels meet the NOS requirements for organic claim statements ("100% organic", "organic", "made with organic...")? Yes No Are all organic ingredients listed on the label's ingredient section? Yes No

Please attach Product Profiles for all food items prepared in the store.

Are any non-organic products not individually wrapped displayed next to non-organic products? Yes No

Are shelf liners, bowls, serving containers, baskets and other display items cleaned prior to organic use? Yes No

Are dividers used between organic and non-organic display areas? Yes No

Are individual organic product items labeled "organic"? Yes No

How can the customer easily distinguish between organic and non-organic products?

How is inadvertent product commingling by customers prevented?

Describe any other identified Organic Control Points, or changes made or planned to protect organic integrity in the prepared foods department:

SECTION 10: Prepackaged Grocery Foods Department Plan

NOS §§205.201, .272

Department Manager or Employee in Charge: No organic prepackaged grocery foods in store

A. ORGANIC PRODUCT SOURCES/RECEIVING

Is received product compared to an invoice to check accuracy of shipment? Yes No

For new products, are brand name ID, name of certifying agent and seal use checked? Yes No

If product is not properly labeled, how is this corrected?

What type of quarantine protocol occurs if product is improperly labeled, damaged or infested?

B. STORAGE

Check available type(s) of storage: Walk-in cooler Square footage_____ Temperature_____

Walk-in freezer Square footage_____ Temperature_____

Dry storage areas Square footage_____ Temperature_____

Other (specify type and describe):

How are organic and non-organic storage areas separated? signs dedicated areas dividers other (specify)

How is organic product (ingredients and finished) labeled in storage areas?

Are prepackaged organic food products stored in distinctly separate areas from prepackaged non-organic food products?
 Yes No

C. GROCERY DISPLAY AREAS

How is continued accuracy of product labels and/or marketplace information monitored?

How can the customer easily distinguish between organic and non-organic products?

Describe any other identified Organic Control Points, or changes made or planned to protect product organic integrity in this department:

SECTION 11: Audit Trail and Inventory Control System

NOS §§205.103, .201

MOSA requires that audit trail and inventory control procedures must be adequate to trace all ingredients and products from the suppliers through the entire retail system, including storage, preparation and re-packaging, and on through customer, using lot numbers, invoices, inventory sheets 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 certified organic ingredients. All relevant documents must identify products as "organic." Records must be maintained for five years and must demonstrate compliance with the NOS and MOSA certification requirements. Records must be accessible to inspector(s) at initial inspection as well as at additional inspections as described in the MOSA Program Manual.

Check the types of documents which you use to track organic products at this store:

Incoming/Storage:

- purchase orders
- contracts
- invoices
- receipts
- bills of lading
- customs forms
- scale tickets
- receiving records
- transaction certificates
- organic certificate copies
- receiving summary log
- inventory reports
- other (specify)

In preparation:

- ingredient inspection forms
- blending reports
- production reports
- equipment cleanout logs
- sanitation logs
- packaging reports
- QA reports
- production summary records
- other (specify)

Display/Outgoing:

- store map
- sales invoices
- purchase orders
- sales orders
- sales summary log
- Transaction Certificates
- audit control register
- other (specify):

- Can your documentation system track all organic products from receiving through sales? 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?

Describe your product recall system:

Indicate other records you maintain (check all that apply):

- labels and/or full ingredients and source information for all ingredients, processing aids, sanitizers used
- Material Safety Data Sheets
- equipment maintenance records
- labor records
- pest control log
- documentation showing lack of commercial availability
- records of written complaints
- other (specify)

How long do you plan to retain your records?

Please have all records available at your inspection(s) as noted above.

In cases where a buyer requires verification of requirements not covered by the NOS (ex: for sale to international markets requiring an export certificate), MOSA, if duly notified, will provide such verification to the buyer on your behalf.

List all additional requirements you need verified for marketing purposes (use additional sheets as necessary):

SECTION 13: Affirmation

I affirm that all statements made in this application are true and correct. I understand that the facility may be subject to unannounced inspection and/or organic products sampled for residues at any time as deemed appropriate to ensure compliance with the National Organic Standards (NOS) and MOSA certification requirements. I consent to the use of subcontracted inspectors as necessary to assess compliance of my operation. I consent to the use of subcontracted laboratory analysis services to test for residues of prohibited substances. I understand that failure to follow the NOS and MOSA certification requirements or giving false information may result in the denial, suspension or revocation of certification of my operation. I understand that certification of my operation may depend on my ability to supply any and all information requested by MOSA that MOSA needs to evaluate the products and operation requested for certification. I understand that acceptance of this questionnaire in no way implies granting of certification by MOSA. I agree to follow the NOS and MOSA certification requirements as described in the MOSA Program Manual.

Signature of Owner/Manager _____ Date _____

I have attached the following required documents:

- retail flow chart or written description facility map pest management map of traps and monitors
 appropriate MSDS, as applicable product labels/specification sheets, as applicable, for all cleansers/sanitizers, etc

Did you remember to...

...sign this questionnaire?

...include all required fees?

... put your name on all supporting documents?

...sign and include the Associate Licensing Agreement?

...make copies of this organic plan and supporting documents for your records?

Submit completed form, fees, and supporting documents to:

**MOSA
 PO Box 821
 Viroqua, WI 54665**

ELECTRONIC SIGNATURE AUTHORIZATION



Complete and return this form to MOSA so that electronically submitted documents without a handwritten signature will be considered valid. Fill out separate forms for each email address and/or each authorized signatory.

I designate the e-mail address listed below as authorized to send and receive electronic information for my business transactions. I intend that documents e-mailed to and from this address shall have the same validity as documents transmitted on paper.

E-mail address _____
(Print very clearly)

Signature _____ **Date** _____

Name (print) _____

Operation Name _____

Address _____

City _____ **State** _____ **Zip** _____

Phone Number _____ **Fax** _____

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				
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	<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.

