



- IMPORTANT -

Organic Certification Application Instructions

New Applicants

If you are not currently certified by OEFFA, please complete all sections to create your initial Organic System Plan.

- Include information for all processing and handling planned for the next year.
- Do your best to complete all questions and tables within the application.
- This year's forms will be used as a "baseline" for future years.
- Most items that do not change will not be re-submitted each year.

Certified Operations

If you are renewing your certification with OEFFA, we use a "modular" format to reduce paperwork and keep your OSP current. Please do the following:

- Review the copy of your current OSP sent to you for reference with these blank forms.
- Complete the required sections of each OSP. These are identified in the lower right corner by: **THIS PAGE IS REQUIRED FOR RENEWAL.**
- If any information has changed in the non-required sections, update your OSP by completing the entire blank section in this packet.

Contact us if you have any questions or comments about this application.

Feedback is welcomed and appreciated!

Submit all application materials and payment to:

OEFFA Certification
41 Crosswell Road
Columbus, OH 43214

Phone: (614) 262-2022 Fax: (614) 421-2011 E-mail: organic@oeffa.org



OEFFA Organic System Plan for Handlers

Complete this form if you are requesting organic handling (processing) certification or re-certification. If a question does not apply to your operation, please mark or write "N/A." Attach additional sheets as necessary. Operations currently certified by OEFFA must complete pages 1-8 and update other sections if management practices have changed. First time applicants must complete all pages. You must sign this form.

General Information	NOP §205.401
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Operation/Business Name <i>(to appear on your organic certificate)</i>		Date
Owner	Manager	Primary contact person
Phone	Fax	E-mail
Name(s) of others who can discuss this OSP		Name of person overseeing organic production
Legal status of your business <i>(Each certified operation must be a single legal entity.)</i>		
<input type="checkbox"/> Individual/Sole Proprietorship <input type="checkbox"/> Cooperative <input type="checkbox"/> Other (specify) _____ <input type="checkbox"/> Corporation/LLC <input type="checkbox"/> Trust or non-profit <input type="checkbox"/> Public Entity <input type="checkbox"/> Association <input type="checkbox"/> Legal Partnership (federal form 1065)		
Do you have a current copy of the NOP standards? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> N/A Certified Since: _____ OEFFA Certification Number <i>(from certificate)</i> : _____	I am requesting verification for export to other countries: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, complete or update the International Markets section</i>
List the type(s) of products and services requested for certification:		
What percentage of total annual production and handling is organic?:		2017 gross income from organic products and services (US\$):
<u>Check all that apply:</u> <input type="checkbox"/> Currently certified by OEFFA <i>(renewing certification)</i> <input type="checkbox"/> Currently certified by other certifier(s) <i>Please list:</i> <input type="checkbox"/> Previously certified by OEFFA or other certifier(s) <i>Please list:</i> <input type="checkbox"/> New Applicant (see below)		Have you ever been denied certification, or had your certification suspended (including partial suspensions) or revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe the circumstances and see the note below:
<i>If you are new to OEFFA and have been certified by another agency, or if your certification has ever been denied, suspended, or revoked, please <u>attach a copy of your last letter from that certifier</u> and describe how you have resolved any outstanding issues.</i>		
Is all processing and handling (including labeling) for all products requested for certification in this OSP performed at the primary facility address? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, explain:</i>		
<u>FOR RENEWING APPLICANTS: REVIEW YOUR PREVIOUS YEAR'S CERTIFICATION DECISION LETTER</u>		
Did you have any noncompliances? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> New Applicant <input type="checkbox"/> Have not received 2017 Certification Decision letter If yes, please describe what you have done to fix each noncompliance <i>(attach a copy of the letter or use additional sheets if needed)</i> :		
<i>OEFFA will follow-up on these issues and all "Conditions for Continuing Certification" during our review of your OSP update and the on-site inspection.</i>		

A. CLEANERS & SANITIZERS

AREA/ ACTIVITY	TYPE OF CLEANING	EQUIPMENT USED	NAME & MANUFACTURER OF CLEANING PRODUCT (on product contact surfaces only)	FREQUENCY	RINSE AFTER? (yes or no)	IS CLEANING DOCUMENTED? (yes or no)
Receiving area						
Ingredient storage						
Production area						
Production equipment						
Utensils/Dishes						
Packaging area						
Finished product storage						
Accidental spills						
Other: _____						
Other: _____						
Other: _____						

B. PESTICIDES (For the last 12 months & next 12 months)

N/A (No pesticides used or planned)

NAME & MANUFACTURER OF PESTICIDE PRODUCT	TARGET PEST	LOCATION WHERE USED	METHOD OF APPLICATION	DATE OF LAST APPLICATION

C. OTHER INPUTS

List all other inputs used in your operation in the table below. Include water treatments, boiler additives, atmosphere modifiers, flotation agents, and any other input that is not included on a Product List or Product Profile Sheet (an ingredient or processing aid) or on the cleaner and pesticide lists, above. No other inputs used

INPUT/PRODUCT NAME	MANUFACTURER AND/OR BRAND NAME	REASON FOR USE	IF RESTRICTED, DESCRIBE COMPLIANCE WITH NOP RULE ANNOTATION

Attach a label and MSDS for all inputs on this page not previously included in your OSP and approved by OEFFA (including a change in supplier).

Product Lists, Product Profiles, & Labels

- 1) Provide a complete, current list of products you are requesting for (new or renewed) organic certification on page 4 (for multiple ingredient products) or page 6 (for single ingredient products).
- 2) Provide product profile sheets (page 5), labels, and supporting documentation as per the instructions below:

New Products Requested for Certification:

- For each multiple ingredient product, complete a Product Profile Sheet (page 5).
- Attach a color label proof or preprinted packaging which displays any proposed organic claims. All labels must be approved before use.
- For all organic ingredients and processing aids, attach organic certificates with source ingredients highlighted.
- For all nonorganic ingredients, attach signed forms showing that all ingredients are non-GMO, non-irradiated, and produced without sewage sludge (ex: Non-Organic Ingredient Form).
- Attach other required documentation if relevant (ex: Organic Ingredient Search Record for Handlers, Natural Flavor Statement, supplier label for sub-ingredient verification, etc.)

Renewal Products (listed on your current OEFFA certificate):

- Only provide product profiles, labels, and the ingredient back-up documents listed above for revised recipes, new suppliers, or proposed label revisions.

- 3) Provide a complete list of all non-organic products produced and/or handled by your operation in a format of your own choosing. Indicate any products that are not certified but have the word “organic” in the ingredient list.
- 4) If available, attach a current list of approved organic vendors in a format of your own choosing. Indicate which ingredient(s) each supplies.

CUSTOM HANDLING

If you are applying for certification of custom handling services (i.e. individual batches are made to customer specifications from a list of approved ingredients), do the following:

- Include the product name (e.g. *custom livestock feed mixes*) on the appropriate Single- or Multiple-Ingredient Product List.
- For multi-ingredient custom products, list all agricultural inputs used on an Organic Product Profile Sheet.
- List all nonagricultural inputs used in custom products on the Material Inputs List (pg. 2). Alternatively, you may attach a complete list in a format of your own choosing if it contains all of the information requested on page 2.
- Attach a color label template to be used on finished custom organic products, if applicable.

Pages 4, 5, 6 are separate Excel documents

Page 4 - Multiple Ingredient Product List - THIS PAGE IS REQUIRED FOR RENEWAL

Page 5 - Organic Product Profile Sheet

Page 6 - Single Ingredient Product List - THIS PAGE IS REQUIRED FOR RENEWAL

New Applicants:

Please complete all sections/pages, sign the OSP below, and follow the mailing instructions.

Certified (renewing) Operations:

Review your current OSP (a copy was sent to you with this blank form), indicate areas where management practices have changed by checking the boxes below, and complete those **entire section(s)** in the following pages.

List the date you reviewed your OSP here: _____ NO CHANGES

- | | |
|---|---|
| <input type="checkbox"/> Product Profile Sheet(s) (page 5) | <input type="checkbox"/> Pest Management (page 14) |
| <input type="checkbox"/> Product Labels | <input type="checkbox"/> Sanitation (page 15) |
| <input type="checkbox"/> Operation information (page 9) | <input type="checkbox"/> Storage (page 15) |
| <input type="checkbox"/> Material Inputs (page 10) | <input type="checkbox"/> Transportation of Organic Products (page 16) |
| <input type="checkbox"/> Facility & Process Layout (page 11) | <input type="checkbox"/> Waste Management (page 17) |
| <input type="checkbox"/> Equipment (page 12) | <input type="checkbox"/> Packaging, Labeling, & Marketing (page 17) |
| <input type="checkbox"/> Assurance of Organic Integrity (page 13) | <input type="checkbox"/> International Markets (page 18) |
| <input type="checkbox"/> Quality Assurance (page 13) | <input type="checkbox"/> Recordkeeping (page 19) |

Affirmation

NOP §205.400; §205.403(a)(1-2); §205.662(g)(1-2)

I affirm that all statements made in this application are true and correct to the best of my knowledge. I agree to comply with the Act and applicable organic production and handling regulations of this part (Section 7, Part 205 – National Organic Program). I also agree to abide by OEFFA Certification Policies & Procedures. I will submit my updated Organic System Plan (this application) annually with applicable fees and supply all additional information requested within the required timeframe. I will notify OEFFA Certification in writing if any of the information pertaining to my organic operation changes. I understand that my operation may be subject to unannounced inspection and/or sampling for residues at any time, as deemed appropriate by OEFFA Certification and as required by the National Organic Program, to determine continued compliance with the Act. I understand that OEFFA Certification may share information concerning the certification of my operation with the USDA National Organic Program and/or other USDA Accredited Certifying Agents, as necessary. I will maintain all records applicable to my organic operation for at least 5 years beyond their creation and allow OEFFA Certification and the USDA National Organic Program access to these records during normal business hours. I have reviewed the information pertaining to Violations of the Act at §205.662(g)(1)-(2). I understand that acceptance of this Organic System Plan in no way implies granting of certification by OEFFA.

Signature of Operator _____ **Date** _____

Printed Name _____

Mailing Information

I have attached the following documents:

- updated sections of my OSP for Handlers
- pest management map of traps and monitors (may be combined with facility map – see page 11)
- product labels for each new or changed product requested for certification (in full color)
- organic product profiles for each new or changed multi-ingredient product (page 5)
- list of all non-organic products produced by this operation (see page 3)
- water test
- Standard Operating Procedure(s) (SOPs) pertaining to organic products
- Organic Control Point (OCP) program
- boiler treatment product labels and MSDS
- sanitation product labels and MSDS
- pest control product labels and MSDS
- processing aid labels and MSDS

**Submit completed forms, fees, and supporting documents to:
OEFFA Certification
41 Crowell Road
Columbus, OH 43214-3062**

Keep a copy of everything you send to OEFFA for your records.

Please Note: *An incomplete application will delay the certification process. Please double check that you have completed this form.*

If you have any questions about how to complete this form, please contact us:
Phone: (614) 262-2022 Fax: (614) 421-2011 E-mail: organic@oeffa.org
Or write to the address above.

Operation Information

NOP §205.401

Mailing Address			Facility Address (if different from mailing address)		
City	State	Zip Code	City	State	Zip Code
County			County		

What is the best way to contact you to schedule an inspection?: Phone/Voicemail Mail E-mail

Please provide directions to your facility for the inspector:

Year company began	# of employees	Do you have an employee training program for organic product handling? <input type="checkbox"/> yes <input type="checkbox"/> no
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Indicate all types of organic handling performed by your operation

(as you would like them to appear on your organic certificate):

- Packaging Repackaging (product pre-packaged by others) Co-packing
- Cheesemaking Slaughtering/Butchering Coffee Roasting Personal Care Product Production
- Maple Syrup Processing
- Seed Handling (includes cleaning, coating, mixing, etc.) Livestock Feed Handling (includes grinding, mixing, bagging, etc.)
- Brokering/Trading (If this is the only type of handling you do, see "Which Forms Do I Need?" under Organic Certification Process & Procedures in the OEFFA Certification Policies & Procedures book, or contact us. If you store products before they are sold, please complete the entire OSP.)
- Other (describe) _____
- Other (describe) _____

List other permits/ inspections for this facility:

(include facility, establishment, or license number, if applicable)

CONTRACT VENDORS

Complete this section if you contract with any vendors who process or handle product for you and then return product to you to further process or distribute.

Do you contract out any handling step(s)? *(this includes labeling):* yes no

If YES, complete the table below:

CONTRACT VENDOR	PROCESSING OR HANDLING STEP(S) PERFORMED FOR YOU	CONTACT INFORMATION	ORGANIC CERTIFICATION AGENCY
<i>EXAMPLE: Someone, Inc.</i>	<i>Co-packing and labeling products</i>	<i>Address and Phone #</i>	<i>OEFFA</i>

Review the definitions for product composition under §205.301 to determine whether your product is “100% organic,” “organic,” or “made with organic ingredients.” Salt and water are not considered in percentage calculations. No genetically engineered ingredients or processing aids are allowed.

A. INGREDIENTS:

DEFINITION: Any substance used in the preparation of an agricultural product that is still present in the final commercial product as consumed.

Are any nonorganic ingredients used? yes no

If YES: Are any nonorganic ingredients restricted or prohibited materials? yes no

Check if any nonorganic ingredients have been processed with or exposed to the following:

irradiation genetic engineering sewage sludge synthetic solvents

Do any ingredients used in your products have sub-ingredients? yes no

If YES: Attach a label and/or spec sheet listing the sub-ingredients.

How do you verify the organic status of ingredients?

B. PROCESSING AIDS:

DEFINITION: (1) Substance that is added to a food during the processing of such food but is removed in some manner from the food before it is packaged in its finished form;

(2) a substance that is added to a food during processing, is converted into constituents normally present in the food, and does not significantly increase the amount of the constituents naturally found in the food; and

(3) a substance that is added to a food for its technical or functional effect in the processing but is present in the finished food at insignificant levels and does not have any technical or functional effect in that food.

List all processing aids used in the production of certified organic products (attach labels & MSDS): NONE

How/why are they used? _____

Are any of these processing aids nonorganic? yes no

If YES: Are any nonorganic processing aids restricted or prohibited materials? yes no

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

irradiation genetic engineering sewage sludge synthetic solvents

C. UNCERTIFIED VENDORS:

Do you purchase any organic ingredients or processing aids from uncertified vendors? yes no

IF YES: Attach a description of your procedure to link purchased inputs back to the last certified entity in your supply chain.

D. IMPORT:

Do you import any organic ingredients or processing aids? yes no

IF YES: Attach SOPs or attach a sample of each type of import document maintained and all relevant verifications.

E. WATER:

NONE

How is water used in processing? (check all that apply):

ingredient processing aid cooking cooling product transport cleaning organic products
 cleaning equipment other (list) _____

Source of water: municipal on-site well other (specify)

Is the water potable (safe for drinking)? yes no

List any known water contaminants: _____

Describe on-site water treatment processes: None used

Is culinary steam used in the processing of organic products? yes no

If steam has direct contact with organic products, do you use:

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

Attach copy of water test, if available.

Facility maps, product flow charts, production logs, etc. may be used as documentation to show your production system is compliant with NOP rules.

A. PRODUCT FLOW CHART (Required – attach additional pages as necessary):

Provide a product flow chart for each process conducted at your operation. Draw and/or explain how product moves through each step of your process. Show where and how inputs are received, stored, processed into final products, packaged, and warehoused. Identify all pieces of equipment, storage areas, and where ingredients are added or processing aids are used.

Diagram Attached

B. FACILITY MAP (Required – attach additional pages as necessary):

Provide a map of your facility showing all production and non-production areas and label all areas related to your organic operation. Include pest control locations on this map or on a separate document/diagram.

Map Attached

List all equipment used in processing:

NAME	CAPACITY	USED WITH ORGANIC PRODUCT ONLY? YES (Y) OR NO (N)	CLEANED PRIOR TO ORGANIC PRODUCTION RUNS? YES (Y) OR NO (N)	PURGED* BEFORE ORGANIC PRODUCTION RUNS? YES (Y) OR NO (N)	IS THIS CLEANING AND/OR PURGING* DOCUMENTED? YES (Y), NO (N), OR N/A

*If, as part of your cleanout procedure(s), equipment is purged with organic product that is not marketed as organic, list and describe purge procedures, quantities purged, end use or disposal of purged product, and documentation:

Assurance of Organic Integrity**NOP §205.271; §205.272**

NOP rules require management practices to prevent contamination of organic products and commingling (mixing) with nonorganic products. Procedures used to maintain organic integrity must be documented.

ORGANIC CONTROL POINTS (OCP): Similar to Hazard Analysis Critical Control Points (HACCP), OCP are places or times in the production system where the integrity of the organic product may be lost. Examples are mixing with nonorganic ingredients or products, contamination by sanitizers or pesticides, improper clean-out of equipment prior to running organic products, and use of noncompliant ingredients or processing aids.

Do you have an Organic Control Point program in place to address areas of potential contamination and commingling?

yes no

If yes, list Organic Control Points you have identified in your process or attach a copy of your Organic Control Point program.

If no,

...describe how you prevent contamination of organic products and commingling (mixing) with nonorganic products:

...do you have plans to implement an Organic Control Point program? yes no

Quality Assurance**NOP §205.201(a)(5)**

Do you have a Quality Assurance (QA) program in place? yes no

If yes, what program do you use? HACCP TQM other (*describe*) _____

Are any outside quality assessment services used? yes no

If yes, name of company: _____

Product testing: (*check all applicable categories and describe the nature of testing*)

ingredients prior to purchase ingredients upon receipt during production finished product

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

What type of pest management system do you use? in-house (name of responsible person) _____

contract Pest Control Operator (name, address, phone #) _____

Check all pest problems you generally have: flying insects crawling insects spiders birds rats mice

other (list) _____

Check all pest management practices you use:

1) PEST PREVENTION:

- good sanitation removal of exterior habitat/food sources cleanup of spilled product mowing
- exclusion sealed doors and/or windows repair holes, cracks, etc. screened windows, vents, etc.
- physical barriers sheet metal on sides of building exterior air curtains air showers monitoring
- positive air pressure in facility ingredient inspection for pests locate light fixtures away vents/windows/ doors
- inspection zones around interior perimeter ultrasound/light devices release of beneficials
- other (list) _____

2) PHYSICAL & MECHANICAL PEST CONTROL (IF PREVENTION FAILS):

- sticky traps electrocutors mechanical traps scare eye balloons freezing treatments heat treatments
- vacuum treatments pheromone traps raptor perches
- other (list) _____

3) PEST ELIMINATION (IF PREVENTION & CONTROL FAIL):

- carbon dioxide vitamin baits pyrethrum boric acid diatomaceous earth
- other (list - **must be approved by OEFFA before use**): _____

Include all pest management products on the Material Inputs List.

Can any pest control products come into contact with any organic ingredients, finished organic products, or packaging materials? yes no If yes, describe your protocols to prevent contamination: _____

If pesticides are used, where are they stored? _____

Is your structural pest management system effective? yes no

Are pest control records maintained on-site? yes no

Attach facility map showing location of traps and monitors – this may also be included on your facility map.

Sanitation**NOP §205.105; §205.605***NOP rules require that residues from cleaning materials do not contaminate organic products.***Check all cleaning methods used:**

- sweeping scraping vacuuming compressed air manual washing clean in place (CIP)
 steam cleaning sanitizing other (*describe*) _____

Are all surfaces that contact organic products food grade? yes no

Do you test food contact surfaces for cleaner/sanitizer residues? yes no

Where are cleaning/sanitizing materials stored? _____

Do you use chlorine materials as disinfectants/sanitizers? yes no

If yes, does the cleaner directly contact organic products? yes no

Do you use quaternary ammonium materials as disinfectants/sanitizers? yes no

If yes, describe how you ensure no residues contact organic products:

What is the last substance/solution to contact surfaces before organic product contact?

Storage**NOP § 205.201(a)(5); §205.272**

NOP rules require that commingling or contamination of organic products do not occur during storage. Organic products should be clearly identified in storage.

USE	LOCATION	TYPE & CAPACITY	DEDICATED ORGANIC? YES (Y) NO (N)	LABELING/ SIGNAGE
Ingredient storage				
Packaging material storage				
In-process storage				
Finished product storage				
Off-site storage				

If there is off-site storage, give name, address, phone number, and contact person:

Describe off-site storage (type of facility, products stored there, etc.):

Is the off-site storage facility managed by your operation? yes no

If no, attach an off-site storage affidavit or other documentation that demonstrates off-site storage compliance.

Integrity of organic products must be maintained during transport.

A. INCOMING:

N/A

In what forms are incoming ingredients and products received? dry bulk liquid bulk tote bags tote boxes
 metal drums cardboard drums paper bags foil bags other (*describe*) _____

How are incoming products transported? _____

Do you arrange incoming product transportation? yes no

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

Is this documented? yes no

Are transport units used to carry any prohibited materials? 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

Check steps taken to segregate organic products: dedicated organic only use of pallets pallet tags

organic product shrink-wrapped separate area in transport unit other (*describe*) _____

Is a receiving log in place? yes no

B. IN-PROCESS:

N/A

How are in-process ingredients and products moved around your facilities? _____

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

Is this documented? yes no

Are production logs in place? yes no

C. OUTGOING FINISHED PRODUCT:

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 (*describe*) _____

How are outgoing products transported? _____

Do you arrange outgoing product transportation? yes no

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

Is this documented? yes no

Are transport units used to carry any prohibited materials? 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

Check steps taken to segregate organic products: dedicated organic only use of pallets pallet tags

organic product shrink-wrapped separate area in transport unit other (*describe*) _____

Are shipping logs in place? yes no

Will any waste products from certified organic ingredients or products be sold as organic? yes no

If yes, be sure to include them on your product list(s) and attach labels and/or product profiles, as applicable.

Check all aspects of your waste management system that apply: on-site dumpster material recycling

- water recycling water filtering smokestack filters composting daily pickup of waste sediment ponds
 field application of waste constructed wetlands other (describe) _____

Packaging, Labeling, and Marketing

NOP §205.272(b); §205.300-309

NOP rules require packaging materials that will not contaminate organic products with prohibited substances. Organic product labels must meet NOP and other applicable government labeling requirements.

A. PACKAGING:

Check types of packaging material used:

- bulk paper cardboard wood glass metal foil plastic waxed paper aseptic
 natural fiber synthetic fiber other (describe) _____

- Are all packaging materials food grade? yes no
 Are all packaging materials free of prohibited materials? yes no
 Are packaging materials recyclable? yes no; Returnable? yes no
 Are any inputs used at the time of packaging? yes no *If yes, list these inputs on page 2 in section C*

B. LABELING:

Have all labels been approved by the appropriate regulatory authorities? (e.g. State Dept of Agriculture, etc.) yes no

RETAIL LABELS N/A – Wholesale only

In your ingredient statement, is each organic ingredient identified as organic? yes no

Do your product label(s) contain the phrase “Certified Organic by OEFFA” or a similar phrase directly below your business information? yes no

WHOLESALE LABELS N/A – Retail only

Do non-retail containers display a lot number? yes no

The use of the OEFFA and/or USDA logo(s) is voluntary and both are available from OEFFA in electronic & print form. The use of either seal must be according to NOP regulations and must be pre-approved by OEFFA.

Attach full color samples of all current or proposed organic product labels.

C. OTHER MARKETING MATERIALS:

List all other marketing materials and methods used (e.g. websites, brochures, signs, trade show or retail displays):

Attach examples, as applicable.

International Markets

Complete this section if you plan to export organic products to other countries and/or if you would like international equivalencies listed on your organic certificate. You may attach additional sheets describing your procedures if necessary. For more information, review the "International Trade & Marketing" policy in the OEFFA Certification Policy & Procedures manual. N/A – No International Marketing

List all organic products you wish to export in the table below:

Product Name	Destination (check all that apply)						Type (check all that apply)			
	Canada	Switzerland	EU	Taiwan	Japan	Korea	Other (list)	Single ingredient	Multi-ingredient	All ingredients produced by me

A. CANADA Not Applicable

Do you have documentation that all crops used in products for export to Canada were produced without the use of Sodium (Chilean) nitrate? Yes No N/A (no crop-derived agricultural products or ingredients)

Do you have documentation that all crops used in products for export to Canada were produced without the use of hydroponic or aeroponic methods? Yes No N/A (no crop-derived agricultural products or ingredients)

Do you have documentation that all products/ingredients derived from non-ruminant organic livestock (poultry, hogs, rabbits, etc.) used in products for export to Canada were raised according to the livestock stocking rates in the Canadian Standard (CAN/CGSB 32.310-2006)? Yes No N/A (no non-ruminant livestock derived products or ingredients)

B. EUROPE and/or KOREA Not Applicable

Do you have documentation that all organic apples and pears used in products for export to Europe and/or Korea were produced without the use of antibiotics (streptomycin or tetracycline)? Yes No N/A (no products with apples and/or pears)

There are additional restrictions on wine exports to Europe. Contact OEFFA for details.

C. TAIWAN Not Applicable

Do you have documentation that all products/ingredients derived from organic livestock used in products for export to Taiwan were produced without the use of systemic pain killers, analgesics, and prohibited substances? Yes No N/A (no products or ingredients derived from livestock)

D. SWITZERLAND Not Applicable

Is organic wine for export to Switzerland produced and labeled to Switzerland's regulations? Yes No N/A (no wine products)

Do you plan to label products to be exported? Yes No

If YES:

Do these labels meet the labeling requirements of the destination country? Yes No

Has OEFFA reviewed these labels and approved them specifically for export? Yes No (attach labels for review)

This product will be exported as: wholesale retail

Do required documents accompany exported organic products (i.e. attestations, import/export/transaction certificates, certificates of inspection, etc.)? Yes No

Describe export documentation or attach SOP(s):

NOP standards require that records disclose all activities and transactions of the operation and demonstrate compliance with the NOP regulations. Records must be kept for at least 5 years after their creation. All records must be accessible to the inspector, OEFFA, and the NOP. Audit control records should track finished organic products back to all ingredients and sources. Ingredients represented as certified organic must have supporting documentation.

Indicate the types of documents which you use to track organic products at this operation:

Incoming:

- purchase orders
- contracts
- receiving records
- receipts
- bills of lading
- customs forms
- scale tickets
- quality test results
- certificates of analysis
- transaction certificates
- copies of organic certificates
- invoices
- receiving summary log
- nonorganic ingredient compliance affidavit
- other (*describe*)

In process:

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

Storage:

- ingredient inventory reports
- finished product inventory reports
- other (*describe*)

Outgoing:

- shipping log
- transport unit inspection forms
- bills of lading
- scale tickets
- purchase orders
- sales orders
- sales invoices
- audit control register
- export declaration forms
- transaction certificates
- organic certificates
- shipping summary log
- sales summary log
- other (*describe*)

Describe your lot numbering system(s) (for retail and wholesale, as applicable):

Describe how your recordkeeping system tracks all ingredients through to finished products:

Your inspector will conduct a traceability audit.

Do you conduct and document organic ingredient and finished product inventories? yes no

If no, describe how you track the amounts of organic ingredients and products moving through your operation:

Can your recordkeeping system balance organic ingredients in with organic finished product out? yes no

Your inspector will conduct a mass balance audit.

Do you keep, or plan to keep, all records for at least 5 years? yes no