



## **IMPORTANT – NEW FORMS – NEW INSTRUCTIONS!**

### **Organic Certification Application Instructions for OEFFA-Certified Operations**

#### **Thank you for certifying with OEFFA!**

OEFFA has made changes to the renewal paperwork for operations that are currently certified with OEFFA to reduce the paperwork and simplify the renewal process.

**Thank you for reviewing the following instructions closely.**

#### **Renewal Report (blue paper)**

- The Renewal Report contains information from your most recent Organic System Plans (OSP). It is important that you review this carefully.
- Please fully review this report to ensure that the information is correct and complete all blank sections of the tables, as applicable.
- If any of the pre-filled information needs to be updated or removed, check the appropriate box. For any updates, please provide a brief explanation of the changes.
- If you have new inputs and/or products that are not listed on the Renewal Report, include them in your OSP for this year (included in your packet – see below).
- Please complete, sign, and return this form as part of your renewal application materials.

#### **Organic System Plan (OSP) for Renewing Operations**

- Review the current copy of your OSP that you have on file. If you do not have a current copy of your OSP, or need specific sections, contact us and we can provide you with a copy.
- Complete the required sections of each OSP. These are identified in the lower right corner by: **THIS PAGE IS REQUIRED FOR RENEWAL.**
- Some sections are only required to be completed for NEW items. Please see the instructions for these sections if you are adding new inputs and/or products to your management plan. If you are not adding new inputs or products, you do not need to completely fill out these sections:
  - Material Input List
  - Product Lists – Single Ingredient Product List, Multiple Ingredient Product List, and Product Profile Sheets

**\*\*Please note: A fee may be charged for incomplete OSPs\*\***

Please fill out your application in black ink. The OSP is a plan that can be updated at your inspection or by contacting us at any time. Please make a copy for your records before submitting.

Contact us if you have any questions or comments about these forms, the standards, or the certification process. **We are here to help!**

**Submit all application materials and payment to:**

OEFFA Certification  
41 Croswell Road  
Columbus, OH 43214

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



## OEFFA Organic System Plan for Handlers RENEWAL APPLICANTS

Complete this form if you are requesting organic handling (processing) re-certification. If a question does not apply to your operation, please mark or write "N/A." Attach additional sheets as necessary. Please complete all required sections. You must sign this form.

General Information		NOP §205.401
Operation/Business Name (to appear on your organic certificate)		Date
Owner/Operator	Manager	Primary contact person
What is the best way to contact you in writing? (check one): <input type="checkbox"/> Mail <input type="checkbox"/> Email		
Name(s) of others who can discuss this OSP		Name of person overseeing organic production
Do you have a current copy of the NOP standards? <input type="checkbox"/> Yes <input type="checkbox"/> No	Certified Since: _____ OEFFA Operation Number (from certificate): _____	<b>I am requesting verification for export to other countries:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, complete or update the International Markets section
<b>List type(s) of products and services requested for certification:</b>		
What percentage of total annual production and handling is organic?:	2021 gross sales from organic products and services (US\$):	
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:		
<b>Is all processing and handling (including labeling) for all products requested for certification in this OSP performed at the primary facility address?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain:		
<b>PLEASE REVIEW YOUR PREVIOUS YEAR'S CERTIFICATION DECISION LETTER</b>		
<b>Did you have any noncompliances?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Have not received 2021 Certification Decision letter		
If yes, please describe what you have done to fix each noncompliance (attach a copy of the letter or use additional sheets if needed):		
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.		

**\*\*IMPORTANT: Only NEW inputs that are not already listed on your Renewal Report need to be listed in this section. \*\***

**A. CLEANERS & SANITIZERS**

List all \*NEW\* cleaning and sanitizer products that come into direct contact with organic contact surfaces and/or organic products. Please think about each facility area (receiving, ingredient and finished product storage, production, utensils/dishes, packaging, and work surfaces) when completing this table.

No \*NEW\* cleaners or sanitizers used or planned

NAME OF PRODUCT	MANUFACTURER	AREA OF FACILITY	TYPE OF EQUIPMENT CLEANED	FREQUENCY	RINSE AFTER? (yes or no)
<i>Example: Chlorine</i>	<i>ABC Cleaning</i>	<i>Production Area</i>	<i>Bottling line</i>	<i>Daily</i>	<i>Yes</i>

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

No \*NEW\* 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 \*NEW\* inputs used in your operation in the table below. Include water treatments, boiler additives, atmosphere modifiers, flotation agents, ion exchange (describe process including resins, membranes, and recharging materials), and any other input that is not included on a Product List or Product Profile Sheet (an ingredient or processing aid), Renewal Report, or on the cleaner and pesticide lists, above.

No other \*NEW\* inputs used or planned

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 list of **\*NEW\*** products you are requesting for 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) Please fill out the attached Organic Supplier and Ingredient List (page 7) for all organic ingredients sourced. Include organic certificates for new ingredients, new suppliers, and/or current suppliers whose organic certificate is older than three years. New or changed non-organic ingredients may also be added to this list with the appropriate documentation (i.e. *Non-organic Ingredient Statement*) attached.
- 5) If you are a Broker, Trader, and/or Importer – Products that your entity takes ownership of or physically possess must be listed on the appropriate product list, although brands are not required. Labels are also required to be on file when your entity owns a product, applies the label themselves, or if OEFFA is on the “Certified Organic By” statement.

### **NEW CUSTOM HANDLING**

If you are applying for certification of a **NEW** 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.
- Complete the Organic Supplier and Ingredient 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.



OHIO ECOLOGICAL FOOD AND FARM ASSOCIATION  
**MULTIPLE INGREDIENT PRODUCT LIST**

Operation Name

Date

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Approved By	
Date	

List all **NEW or CHANGED** products with more than one ingredient on this form. Attach color copies of labels & preprinted packaging (ex: coffee bag) in the same order as they are listed here. All labels must be approved before use.

You must also complete an "Organic Product Profile Sheet" for each new or changed multi-ingredient product.

Product is Packaged for:	Finished Product will be labeled as Check one.
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Product Name <i>(as requested to appear on certificate)</i>	Brand Name(s)	Final Handler or Distributor of this Product & Certifier (if relevant) <i>Attach copy of certificate.</i>	Processing Aids <i>List all processing aids used during production of this product. Refer to the material input details section of the OSP. - Include manufacturer &amp;/or brand name. - Attach a copy of the MSDS, organic certificate, &amp;/or spec. sheet.</i>	Amount Produced Annually <i>(actual or projected)</i>	Lot Number Used?	Product is Packaged for:			Finished Product will be labeled as Check one.		
						Wholesale	Retail	Export	100% Organic	Organic (95-99.99%)	"Made With Organic [Specific Ingredients]" (70-94.99%)
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**OHIO ECOLOGICAL FOOD AND FARM ASSOCIATION  
ORGANIC PRODUCT PROFILE SHEET**

Fill out this form for each **NEW or CHANGED** product that has more than one ingredient. List all ingredients in this product, except for water and salt, which are added at the end. Convert units so that they are the same for all ingredients.

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Date	

Operation Name		Date	
Brand Name(s)		Product Name (as requested to appear on certificate)	

Which one of these methods was used to calculate composition percentages?  
 Net Weight (solid ingredients only)   
 Fluid Volume (liquid ingredients only)   
 Combined Weight (both solid & liquid ingredients)  
*For more information on calculating the percentage of ingredients, including formulas, see § 205.302.*

Ingredients <i>(For ingredients with sub-ingredients, exclude salt and water from quantity)</i>	Quantity [A]	Units	% Organic Content of Ingredient* [B] <i>(N/A for feed products)</i>	Ingredient's Organic Contribution to Product [C] <i>(A x B)</i>
<i>Example: Apple Puree</i>	<i>40</i>	<i>pounds</i>	<i>95%</i>	<i>(40 x 0.95) = 38</i>

<b>LABELING CATEGORIES</b>	Subtotal of non-salt and non-water contents [D]	Organic Contribution [G]: <i>(Total Column C)</i>
<i>100% Organic</i>	<i>(Include salt source below.) Quantity of Salt [E]</i>	Total Organic %: <i>(G÷D)</i> <input style="width: 50px; height: 20px;" type="text"/> <i>Round down to nearest whole number.</i>
<i>95 - 99.99% = Organic</i>	Quantity of Water [F]	
<i>70 - 94.99% = Made With Organic</i>	Total Ingredient Quantity: <i>(D+E+F)</i>	
<i>&lt; 70% = Ingredients listed as organic in information panel only</i>		
<b>Salt Supplier/Manufacturer &amp; Product Name:</b> _____		

\*For % organic content of ingredient, assume the lowest percentage for the labeling category found on the ingredient's organic certificate, unless exact documentation of higher content has been provided by your supplier's certifier. [Exceptions: Assume 100% organic content for raw agricultural commodities. Assume 100% organic content for calculation purposes for single ingredient processed products certified at the "organic" level that are not significantly different than the raw state, as described in NOP guidance 5037.] If the ingredient is not organic, use 0%.

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**SINGLE INGREDIENT PRODUCT LIST** Operation name

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Date

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Date	

List all **NEW or CHANGED** single ingredient products on this form. Attach color copies of labels & preprinted packaging (ex: coffee bag) in the same order as they are listed here. All labels must be approved before use.

Product Name & Brand Name(s) <small>(as requested to appear on certificate)</small>	Ingredient	Processing Aids <small>List all processing aids used during production of this product. Refer to the material input detail section of the OSP. - Include manufacturer &amp;/or brand name. - Attach a copy of the MSDS, organic certificate, &amp;/or spec. sheet.</small>	Final Handler or Distributor of this Product & Certifier <small>(if relevant) Attach copy of certificate.</small>	Amount Produced Annually <small>(actual or projected)</small>	Lot Number Used?	Product is Packaged for:			Finished Product will be labeled as <small>Check one.</small>		
						Wholesale	Retail	Export	100% Organic	Organic (95-99.99%)	"Made With Organic [specific ingredients]" (70-94.99%)
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





Organic Supplier and Ingredient List

For Office Use Only

Operation Name

Approved By

Date

Date

*Please list each ingredient that is sourced from a different supplier on a separate line and include all ingredients for organic products. Organic Certificates should be current within 3 years in your OSP and 18 months from the purchase date for on-site inspections.*

Ingredient Sourced	Supplier <i>If supplier is not certified organic, also include certified operation they source from.</i>	Organic Certifying Agent of Supplier/ Manufacturer	Distributor* (if different than the supplier) <i>*If uncertified, please see the UNCERTIFIED ENTITIES IN THE SUPPLY CHAIN policy for additional requirements</i>	For ingredients going into an exported product <i>Type of equivalency verification requested?</i>	For imported ingredients <i>Are you this first certified entity to receive this product? (Yes, No, N/A)</i>

## 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

Who is exporting the product?  self  buyer other: \_\_\_\_\_

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):

***Certified (renewing) Operations:***

Refer to the *Organic Certification Application Instructions for OEFFA-Certified Operations* form for complete instructions.

- Review and complete the Renewal Report, which is included with this packet.
- Review your current OSP.
- Indicate areas where management practices have changed by checking the boxes below and briefly explain the change.
- Sign the Affirmation and follow the mailing instructions.

List the date you reviewed your OSP here: \_\_\_\_\_

NO CHANGES

Product Profile Sheet(s) \_\_\_\_\_

Product Labels \_\_\_\_\_

Operation information \_\_\_\_\_

Material Inputs Details \_\_\_\_\_

Facility & Process Layout \_\_\_\_\_

Equipment \_\_\_\_\_

Assurance of Organic Integrity \_\_\_\_\_

Quality Assurance \_\_\_\_\_

Pest Management \_\_\_\_\_

Sanitation \_\_\_\_\_

Storage \_\_\_\_\_

Transportation of Organic Products \_\_\_\_\_

Waste Management \_\_\_\_\_

Packaging, Labeling, & Marketing \_\_\_\_\_

Recordkeeping \_\_\_\_\_

Describe any changes to your operation that may not be captured in the OSP or renewal forms:

**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 Update 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 will defend, indemnify and hold harmless OEFFA Certification, its Trustees, and personnel, from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of certification services, except for injuries and damages caused by the sole negligence of OEFFA Certification. I understand that acceptance of an Organic System Plan in no way implies granting of certification by OEFFA Certification.

Signature of Operator \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

**Mailing Information****I have attached the following documents:***\*If sending hard copies of additional documents, please send single sided\**

- completed Renewal Report (required)
- pest management map of traps and monitors (may be combined with facility map)
- 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
- list of all non-organic products produced by this operation
- 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 Croswell Road****Columbus, OH 43214-3062****Fax: (614) 421-2011 E-mail: [organic@oeffa.org](mailto:organic@oeffa.org)**Keep a copy of everything you send to OEFFA for your records.

**Please Note:** *An incomplete application will delay the certification process and may result in an additional fee. Please double check that you have completed this form and the Renewal Report.*

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](mailto:organic@oeffa.org)

Or write to the address above.