**Oregon Tilth Certified Organic**

PO Box 368 • Corvallis OR 97339 • Phone (503) 378-0690 Fax (541) 753-4924

Email: organic@tilth.org Website: www.tilth.org

**Organic System Plan – Personal Care Supplement (Class OPC)**

**NSF/ANSI 305 Contains Organic Ingredients.**

* **All operators requesting certification to NSF/ANSI 305 in ADDITION to their USDA NOP certification should fill out this form.**
* **Operators applying for certification under NSF/ANSI 305 certification must enclose US $1,000 in addition to the per product/label amount as determined by the OTCO fee schedule.**
* **Send completed forms: Oregon Tilth PO Box 368, Corvallis, OR 97339**

**Phone (503) 378-0690 Fax (541) 753-4924 email:** [**organic@tilth.org**](mailto:organic@tilth.org)

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| Company Name: |  | Date: |  |
| Certificate Number: |  | | |

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| **General Information** | |
| 1) Have you reviewed the NSF/ANSI 305 standards? | Yes  No |
| 2) Is the facility where products for which certification pursuant to NSF/ANSI 305 standards is being requested the same as the one identified in the NOP Organic System Plan (OSP)? | Yes  No |
| 3) Are all associated copackers listed the same as those listed in the NOP OSP? | Yes  No |
| If no, attach a list identifying all copackers used for NSF/ANSI 305 certified products. | List attached. |
| 4) Are the sanitation practices described in your NOP OSP the same as the practices employed in association with production lines and equipment used for NSF/ANSI 305 certified products? | Yes  No |
| If no, attach a description of sanitation practices used for NSF/ANSI 305 certified products. | Description attached. |
| 5) Are storage and distribution practices employed for NSF/ANSI 305 certified products the same as those in the NOP OSP? | Yes  No |
| If no, attach a description of practices used for NSF/ANSI 305 certified products. | Description attached. |
| 6) Are pest management practices employed for during the manufacture of NSF/ANSI 305 certified products the same as those identified in the USDA NOP OSP? | Yes  No |
| If no, attach a description of any changes in the pest management practices. | Modifications attached. |
| 7) Are records maintained for one year after the expiration date of the product produced? | Yes  No |
| 8) Are record-keeping practices and tracking of products and ingredients functioning as described in the NOP OSP? | Yes  No |
| If no, attach a description of any changes to record keeping practices. | Description attached. |
| 9) Is there a unique flow chart for products to be certified under NSF/ANSI 305 that is separate from the flow chart created for USDA-NOP certified products? | Yes  No |
| If yes, attach a copy of the unique flow chart. | Flow chart attached. |
| 10) Is the type of packaging used for products under the NSF/ANSI 305 standard the same as the packaging included in the USDA-NOP OSP? | Yes  No |
| If no, provide a list of the packaging used for NSF/ANSI 305 certified products. | List attached. |
| 11) Do you maintain records of all complaints received from parties (other than your organic certifier) related to organic certified products and their manufacturing processes? | Yes  No |
| If yes, do you document how the complaints were resolved? | Yes  No |

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| Verification and Plan | |
| 1) Describe the monitoring system (or procedure) used to ensure that ingredient sourcing and supporting documentation consistently remains in compliance with the NSF/ANSI 305 Standard:  Note: The explanation should include a description of how ingredient certification documents and non-organic ingredient declarations/questionnaires are monitored to ensure compliance with the NSF/ANSI 305 Standards. | |
| 2) Describe how products and product areas are managed to ensure proper identification and segregation of ingredients and finished products in order to comply with the various organic standards in place (i.e. USDA NOP, NSF/ANSI 305): | |
| a) Receiving: |  |
| b) Processing/Handling |  |
| c) Storage |  |
| d) Shipping |  |

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| **NSF/ANSI 305 Contains Organic Ingredients**  Note: Refer to the NSF/ANSI 305 Standard and Annexes to access standards and references. | | | |
| 1) Should OTCO review all products included in your current Organic Handling Plan (OHP) for compliance under NSF/ANSI 305 Standards?  A. If you mark yes, the per label/product fees that are calculated using the OTCO Fee Schedule will be modified as appropriate.) | | | Yes  No |
| B. If you mark yes, indicate below all product name(s) to be considered for review under NSF/ANSI 305 Standards.  Note: A separate formulation or label is required for each product that differs from any that has already submitted for an OSP under the USDA-NOP Standard. | | |  |
| **Product Name** | **Product Formulation Sheet** | | **Label** |
|  | Attached  On file | | Attached  On file |
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| 2) Attach documentation for each organic ingredient used in products to be certified under NSF/ANSI 305 Standards. This documentation should come in the form of a current, valid organic certificate. | | | Certificate(s) attached. |
| 3) Attach documentation confirming the organic percentage of each organic ingredient from. | | | Documentation attached. |
| 4) Has it been confirmed that all non-organic ingredients in use are allowed under the NSF/ANSI 305 Standard? | | | Yes  No  NA |
| 5) Indicate whether non-organic ingredient documentation has been attached:  a) NSF/ANSI 305 Non-organic Ingredient Declaration  b) NSF/ANSI 305 Ingredient Questionaire  c) an ingredient composition analysis, including percentage of ingredients  d) a manufacturing process flow chart that includes all catalysts, reagents, etc.  e) any reference to NSF/ANSI 305 indicating allowance of ingredient | | Yes  No  NA  Yes  No  NA  Yes  No  NA  Yes  No  NA  Yes  No  NA | |
| 6) It has been confirmed that all processing aids are allowed under NSF/ANSI 305. | | | Yes  No  NA |
| 7) Do products destined for export to the EU bare the EU organic logo? | | | Yes  No  NA |

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| **Labeling (OPC)** | |
| NSF/ANSI 305 Section 7 and Annex B describes the labeling requirements for “Contains Organic …” products in retail and non-retail packaging. Note: Attach copies of all labels used (whether retail or non-retail) for verification and approval. | |
| 1) Are products sold, labeled or marked as retail, non-retail or both? | Retail  Nonretail (bulk)  Both |
| 2) Are all labels (each SKU) attached to this application? (Required) | Yes  No |
| 3) If your products bare a “Contains Organic…” statement on the principle display panel, is that statement less than one half (½) the size of the primary product descriptor on the same panel? | Yes  No  NA |
| 1. If including a “Contains Organic…” statement, does the statement only include three or fewer organic ingredients or categories of ingredients? (Required) | Yes  No  NA |
| 4) For each retail product label, is the statement, “Certified to NSF/ANSI 305 by Oregon Tilth,” located directly below or above the handler/distributor identification statement? (Required) | Yes  No  Comments: |
| 5) For each product label, are organic ingredients or ingredients that include organic ingredients, identified by using the term “organic” or with some other sort of identifier? (Required) | Yes  No  Comments: |
| 6) Are all ingredients listed using appropriate INCI nomenclature? (Required) | Yes  No |
| 7) Do the operation produce private label products for other companies?  Note: a private label agreement may be required if the product being produced for another company has a label baring the statement, “Oregon Tilth certified organic,” but the company is not certified by OTCO. | Yes  No  NA Comments: |
| 8) Do you use or plan to use the NSF “Contains Organic Ingredients” seal on product labels or market information? | Yes  No |
| 9). Do you use or plan to use the Oregon Tilth seal on product labels or marketing information? | Yes  No |
| 10). Do you have a system in place to ensure that all labels are submitted to OTCO for review and approval *prior to printing*? | Yes  No  Comments: |
| 11) If the percent of organic ingredients is identified on the label, is the percentage rounded down to the nearest whole number? (Required) | Yes  No  Comments: |
| 12) Is the word “organic” included in the brand name? | Yes  No |
| 13) For each non-retail label, are each of the following included:  A. Production Lot Number  B. The statement, “Certified to NSF/ANSI 305 by Oregon Tilth.” | NA  Yes  No  Yes  No |

AFFIRMATIONS:

Being a duly appointed and legally authorized by the applicant/operator, with my signature affixed below, I verify and affirm the following:

All of the information and representations made herein are true and correct.

It is understood that any willful misrepresentation made on any of the forms submitted to Oregon Tilth will result in the nullification of the application and revocation of any dependent organic certifications. In the event of a nullification/revocation, all associated organic certificates issued by Oregon Tilth shall be returned to Oregon Tilth immediately upon request.

The information contained in the OTCO Program Manuals has been thoroughly reviewed and is understood.

It is agreed that the operation shall report any significant changes pertaining to the information it has provided herein and on any other form/request related to the NSF/ANSI 305 Standard for personal care products.

I am, in fact, a duly appointed and legally authorized agent of the applicant/operator, empowered to make appropriate decisions and to provide relevant information with regards to this application. Furthermore, I have authorization to act as the contact person for the organization.

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| **Important Information Regarding Electronic Signatures:** Oregon Tilth recognizes and permits the use of electronic signatures in the conduct of its business. By checking the box below, you willingly consent to the use of electronic signatures in the conduct of your business with Oregon Tilth.  **AGREE** |

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| Name | Title | Date |
|  | |  |
| Signature | | Date |