



OREGON TILTH CERTIFIED ORGANIC

260 SW Madison, Ste 106 • Corvallis OR 97333 • Phone (503) 378-0690 Fax (541) 753-4924
 Email: organic@tilth.org Web Site: www.tilth.org

Organic System Plan – Handling (Class OP, OH, OM)

To apply for certification please send a completed Organic System Plan, contract* and certification fees to:

(*contracts are only required for new applicants)

Oregon Tilth, 260 SW Madison, Ste 106, Corvallis, OR 97333

- **As you fill out this form, keep in mind you are creating a legal document.** No information will be supplied to any third party without prior permission of the operator, with the exception of accreditation agents or government authorities. Compiled data for statistical summaries may be distributed.
- **Please submit a payment for all applicable certification fees with this Organic System Plan.** Please refer to the *OTCO Fee Schedule* to determine the certification fee due for your operation. Organic System Plans will not be processed without payment or an approved financial agreement.
- **If you are not currently certified, please submit a complete Contract and Trademark Use Agreement with your Organic System Plan.** Blank contracts are available for download from our website (www.tilth.org) or please contact the Oregon Tilth office and one will be sent to you..
- **All Organic System Plans must be submitted complete.** An additional fee of \$25 will be charged for any application that must be returned for completion. Emailed or faxed applications are acceptable, however will not be processed until payment is received. Please see the checklist at the end of the Organic System Plan that details what is needed for a complete OSP.
- **OTCO recommends beginning the application process with sufficient time** before certification is required to allow for the necessary inspection and review process. While in some cases certification can be provided in a very short time frame, allowing up to twelve weeks is recommended.

Fees:	
Renewing Operators:	
Please enter your gross sales of organic product for the previous year:	\$
Please attach a completed OTCO Worksheet to Determine Certification Fees. This worksheet will automatically calculate your certification fee based on your organic sales under various categories	<input type="checkbox"/> Attached
New Operators:	
Operators with no previous organic sales will need to pay \$1275 with this application. This includes the \$1000 minimum certification fee, \$200 deposit for inspection, \$75 new applicant fee. In addition if any international certifications are requested an additional \$295 will need to be submitted.	
Operators with previous years sales (organic sales within previous 12 months), but new to OTCO certification will need to complete and attach a Worksheet to Determine Certification Fees. The fee will be based on previous years gross sales of organic products. In addition a \$75 new applicant fee will apply	<input type="checkbox"/> Attached

The Oregon Tilth Certified Organic Fee Schedule and Worksheet to Determine Certification Fee can be downloaded from the Oregon Tilth website, www.tilth.org or one can be requested by contacting the Oregon Tilth office.

FOR OFFICE USE ONLY:				
Received:		Cleared Accounting:		Fee Estimate:



SECTION 1: General Information

[NOP 205.201, 205.2 AND 205.401] The National Organic Program (NOP) requires all operations seeking certification to develop an Organic System Plan that is agreed to by the certified producer or handler and an accredited certifying agent. A certified operation must update the *OSP whenever changes occur or, at minimum*, annually in order to remain in continued compliance. A Person is defined as: an individual, partnership, corporation, association, cooperative, or other entity.

Primary Business Information			
Please select the appropriate legal description of the applicant below and provide the corresponding information as requested.			
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership			
Legal Business Name:			
DBA (if any):			
Mailing Address: (Street, City, State or Province and zip code)			
Website:			
Proprietor / Partner Name:			
Phone Number(s):	Primary:		Office:
	Mobile:		Fax:
*please be sure to include any applicable extension numbers			
Email Address:			
Partner Name (if applicable):			
Phone Number(s):	Primary:		Office:
	Mobile:		Fax:
*please be sure to include any applicable extension numbers			
Email Address:			
<input type="checkbox"/> Limited Liability Corporation (LLC) <input type="checkbox"/> Corporation <input type="checkbox"/> Trust / Other Organization			
Legal Business Name:			
DBA (if any):			
Mailing Address: (Street, City, State or Province and zip code)			
Website:			
CEO, COO, Executive Director, Managing Director, or Registered Agent:			
Phone Number(s):	Primary:		Office:
	Mobile:		Fax:
*please be sure to include any applicable extension numbers			
Email Address:			
<i>Corporations/Trusts/Organizations: Please attach a listing of all officers/shareholders, office/shareholder contact information, and/or articles of incorporation</i>			



Primary Contact						
The person listed below has knowledge of organic operations and by being listed here will have access to any information contained in the Organic System Plan or OTCO files. The primary contact responsible for certification identified below will be the individual to receive all correspondence and act as the legally authorized representative.						
Primary Contact Responsible for Certification:						
1	Name:					
	Company:					
	Title:					
	Mailing Address:					
	Phone Number(s):		Primary:		Office:	
			Mobile:		Fax:	
			*please be sure to include any applicable extension numbers			
Email Address:						
Additional Contacts:						
Additional contacts may be named in order for OTCO to interact with them about this file (i.e. request copies of documents, certification status etc). These contacts may be consultants, managers, administrative assistants etc. Additional contacts can be authorized to make changes to this plan and act on behalf of the company by checking the "Authorize" box. If the contact should only be communicated with, but has no authority to make changes or act for this company do not check the box "Authorize"						
2	Name:					
	Company:					
	Title:					
	Mailing Address:					
	Phone Number(s):		Primary:		Office:	
			Mobile:		Fax:	
			*please be sure to include any applicable extension numbers			
Email Address:						
The person named above is authorized to act on behalf of this company:				<input type="checkbox"/> Authorize		
3	Name:					
	Company:					
	Title:					
	Mailing Address:					
	Phone Number(s):		Primary:		Office:	
			Mobile:		Fax:	
			*please be sure to include any applicable extension numbers			
Email Address:						
The person named above is authorized to act on behalf of this company:				<input type="checkbox"/> Authorize		



Production Partnership (if applicable) – this is an OTCO Fee Schedule Arrangement

A production partnership involves a collaborative effort among two or more **OTCO certified** independent companies marketing their products in common. An operation may have either farm/livestock or handling/processing production partners that are contracted to provide products, predominately to the primary operation, which contribute to, or are, a finished organic product sold by the primary operation. This production partnership arrangement allows the primary operation (Production Partner) to cover the production partner's certification fees. *(Please see OTCO fee schedule for more information on the definition of Production Partnership)*

****Note this only applies if you qualify for a Production Partnership as per OTCO fee schedule and the Primary Production Partner is paying your certification fees.**

	Production Partner:		
	Contact Person:		
	Title:		
	Mailing Address:		
	Phone Number(s):	Primary:	
		Mobile:	
		Office:	
Fax:			
Email Address:			

AUTHORIZATION REQUIRED: I, the legally authorized representative, authorize the above listed person(s) to act on behalf of the company in establishing or maintaining organic certification.

Name:	Date:
Signature:	

Site (Facility/Farm) Address(s) Requested for Certification:

1.	Site Address: (Street, City, State or Province and zip code)	
2.	Site Address: (Street, City, State or Province and zip code)	
3.	Site Address: (Street, City, State or Province and zip code)	
4.	Site Address: (Street, City, State or Province and zip code)	
5.	Site Address: (Street, City, State or Province and zip code)	
6.	Site Address: (Street, City, State or Province and zip code)	
7.	Site Address: (Street, City, State or Province and zip code)	



Background Information:	
a) Please indicate all OTCO classes of certification that you are applying for:	
<input type="checkbox"/> Class O (crops) <input type="checkbox"/> Class OLP (Livestock) <input type="checkbox"/> Handling (Class OH, OP, OM) <input type="checkbox"/> Class OW (Wildharvest) <input type="checkbox"/> Class OR (Restaurant or Retail)	
Please identify the company name this application or certification is under (if different than identified on page 2):	
b) Please check all certification services requested:	
<input type="checkbox"/> USDA NOP (Organic) <input type="checkbox"/> USDA-MAFF (Japan) <input type="checkbox"/> Canada Equivalency (for operations outside of Canada) <input type="checkbox"/> EU* <input type="checkbox"/> Canada**(for operations located in Canada)	
* EU evaluation requires submission of EU Supplement and appropriate fees. Forms are available for download at www.tilth.org or by contacting the Oregon Tilth office.	
**Canadian evaluation requires submission of Canadian Supplement and appropriate fees. Forms are available for download at www.tilth.org or by contacting the Oregon Tilth office.	
c) Have you reviewed the NOP Standards and any other applicable international standards or arrangements? (EU, COR, Canada Equivalency)	<input type="checkbox"/> Yes <input type="checkbox"/> No
d) Have you reviewed the OTCO Procedures Manual?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a) Are both organic and non-organic products produced or managed by your company?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b) What percentage of total business does organic represent?	<input type="checkbox"/> Less than 1% <input type="checkbox"/> 1-10% <input type="checkbox"/> 10-50% <input type="checkbox"/> 50-99% <input type="checkbox"/> 100%
e) Which, if any, other regulatory agencies inspect this facility/farm? Please list.	
f) Have you ever had a negatively scoring report from any other regulatory agency, including FDA, OSHA or state health dept.?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please describe by submitting documentation regarding the issue. <input type="checkbox"/> Attached	
g) Certification year applying for:	



Certification History	
Has this operation ever:	
a) Been certified organic?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes:	
Please include a copy of the most recent certificate	<input type="checkbox"/> Attached
With which agencies were you certified?	
Please define the scope of this certification with previous agent <input type="checkbox"/> Farming <input type="checkbox"/> Livestock <input type="checkbox"/> Wildharvest <input type="checkbox"/> Handling <input type="checkbox"/> International (EU, COR etc)	
What were the dates of maintaining certification?	
Are you still currently certified?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be maintaining this certification?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any outstanding noncompliances with the agencies mentioned above?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b) Been denied organic certification?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c) Had your certification suspended or revoked?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d) Withdrawn from certification with outstanding points of non-compliance or conditions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e) Withdrawn your application for certification with outstanding points of non-compliance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes was chosen on b, c, d, e above, please attach a copy of all relevant letter(s) and a description of any/all corrective actions:	<input type="checkbox"/> Attached
Renewing Operations Only	
f) List your current certification number issued by OTCO	
g) Were there any points of noncompliance issued after last year's inspection?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please confirm that corrective actions are still in effect:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Comment:
h) Were there any reminders for continuous improvement noted in your Notification of Certification Decision following last year's inspection?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please confirm that reminders have been acknowledged:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Comment:



Instructions for completing this form:

OTCO has established this one master application template to cover very diverse operation types. OTCO currently has 3 different classes of certification all under “handling” as defined by the USDA National Organic Program. We have established these different classes of certification in order to group different types of handling operations and obtain the required information for certification for each. Below is a description of the different classes of certification and examples of types of operations that fit into each.

Class OP – Organic Processing: Covers the production of processed organic foods and/or feed by processors and co-packers. Cooking, mixing, blending, drying, extracting, slaughtering, freezing or otherwise enclosing food in a container are all types of processing covered by this class.

Class OH - Organic Handlers: Covers businesses participating in the distribution chain for organic foods such as packers, wholesalers and distributors. Operations which take physical possession of a product and do basic repacking of single products (without processing). Note: if you are blending ingredients a class OP will be necessary.

Class OM - Organic Marketers: Covers the formulation and marketing of organic products, which are processed or co-packed at other facilities. Marketing operations do not take physical possession of product and are typically operations that either have products produced for them at certified co-packers or are distributors, which buy and sell non-retail products.

The remaining sections of this application form will outline each class of certification requested to fill out the section. Refer to the header of each section for the list of applicable certification classes. If the section is not applicable to your operation or your class (as above), then please indicate that by checking the box in the heading, indicating it is not applicable.

Definitions and Forms: The following forms are tools for you to use, and will be referenced in the Product Formulation Sheet (Form PFS-02) and the Master Product and Ingredient Lists (From MPL-01 and MIL-03). Below is a description of these forms. Please note that they are not required if the manufacturer of the ingredient is able to supply the same verification information by another method (i.e. signed statement, your own ingredient affidavit etc.)

Organic Certificate: The most current organic certificates are required to be attached to this application form for all organic ingredients used. The organic certificates should be issued by a USDA accredited certification agent and should confirm compliance with 7 CFR Part 205, the regulations of the NOP.

Non-Organic Ingredient Declaration: This form is used for non-organic agricultural ingredients and provides confirmation that the ingredient is produced in compliance with §205.105 (e- g), which prohibits the use of excluded methods (GMO’s), ionizing radiation and sewage sludge. This confirmation is required for any non-organic ingredient or processing aids and should be signed by the manufacturer of the ingredient.

Natural Flavor Questionnaire: This form is used for non-synthetic flavors used in products labeled as “Organic” or “Made with Organic...” It confirms not only that the ingredient meets the annotation for Natural Flavors in §205.605 (a) of the National List, but also that it has not been produced using excluded methods, ionizing radiation and sewage sludge. This form should be signed by the manufacturer of the flavor.

Commercial Availability Documentation: This form is for non-organic agricultural ingredients used in an “Organic” product. It is designed to help you provide the information necessary in order to deem an agricultural input unavailable in an organic form.



SECTION 2: Organic System Plan

NOP Rule 205.201(a) - Unless exempt or excluded, a producer or handler intending to sell, label, or represent agricultural products as organic must develop an Organic System Plan (OSP) that is agreed to by the producer or handler and Oregon Tilth. The OSP must be submitted and reviewed by OTCO for compliance with organic regulations. An on-site inspection will verify that the information provided in the OSP accurately reflects the practices used or to be used. The OSP must be updated whenever changes occur or annually (at minimum) to include any deviations from, or changes to the previous year's OSP, and any additions or deletions intended to be undertaken in the coming year.

Section 2.A. Products (OP, OH, OM)			
This section is applicable to all classes of certification: OP, OH, OM. Please complete a <i>Master Product List Supplement (Form MPL-01)</i> listing each product you wish to have included under this certification. In addition, a <i>Master Ingredient List Supplement (Form MIL - 03)</i> and individual <i>Product Formulation Sheets (Form PFS-02)</i> must be completed as applicable. If you are applying as a class OM Marketer and you do not own the formulations of the processed product, you will only need to complete the Master Product List Supplement.			
Required product information			
1) Master Product List Supplement Attached (Form MPL-01)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2) Product Formulation Sheet Supplement(s) attached (Form PFS-02)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
a) Do you own the formulations for the products that are being requested for certification?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
b) If no, please indicate who owns the formulations.			
3) Master Ingredient List Supplement attached (Form MIL-03)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
a) For ingredients listed in the Master Ingredient List Supplement, does your company source and procure these ingredients?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
b) If no, please indicate who sources these ingredients.			
4) Labels for all finished retail items proposed under certification attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
5) Samples of nonretail labels of organic products under certification attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
6) Certificates for all organic ingredient suppliers attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Product Description			
7) Explain in general the types of processing and handling done to products for which you are requesting organic certification. (example: coffee roasting, IQF, blending spices, brewing)			
8) Describe your practice to verify and monitor organic ingredient certificates to ensure that they remain current, valid and in good standing; and are on file for all purchases:			
9) Describe your practice to verify that Non-organic Ingredient/Flavor Questionnaires remain current, valid and on file for all purchases used in organic products:			
10) Describe your practice to maintain and update your Commercial Availability Documentation for any non-organic agricultural ingredients you may be using appearing on 205.606:			



Section 2.B. Co-packers (OP, OH, OM)		<input type="checkbox"/> If you do not use any co-packers for organic products please check here and skip this section.	
NOP RULE 205.100 requires that each production or handling operation that produces or handles crops, livestock products or other agricultural products intended to be represented as “organic”, “made with organic” or used as ingredients in products for certification must be certified according to the Act.			
1) Do you use co-packers to produce finished products for you?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please complete the OTCO Master Products Listing (form MPL) listing all products your are seeking certification for, the brand name, name of co-packer and certifier of the co-packer.			<input type="checkbox"/> Attached
2) Does your company co-pack for others?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
a) If yes, for products co-packed by your company for others, do you own the formulations?		<input type="checkbox"/> Yes	<input type="checkbox"/> No Comments:
b) If yes, for products co-packed by your company for others, do you source the ingredients?		<input type="checkbox"/> Yes	<input type="checkbox"/> No Comments:
c) If yes, are the companies you co-pack for certified?		<input type="checkbox"/> Yes	<input type="checkbox"/> No Comments:

Note: If the companies you co-pack for are not certified organic and the label will state “certified organic by Oregon Tilth”, a Private Label Agreement will be required to be submitted for approval.

Section 2.C. Sanitation (OP, OH)		<input type="checkbox"/> If you do not physically handle products (applying as a marketer) please check here and skip this section	
NOP RULE 205.272 requires that a handler of an organic handling operation must implement measures necessary to prevent commingling of organic and non-organic products and protect organic products from contact with prohibited substances. In addition NOP RULE 205.103 requires that records be maintained to demonstrate compliance with the act.			
1) Sanitation is handled:		<input type="checkbox"/> In-house	<input type="checkbox"/> Outside company
a) If contracted with an outside company, please list the company name		Company Name:	
b) Are they aware that organic products are processed/handled?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
c) Are they aware of organic requirements?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
2) How is cleaning and sanitation documented?		<input type="checkbox"/> Pre-op checklist	<input type="checkbox"/> Sanitation log Other:
3) Describe what measures are in place to assure residues of cleaners or sanitizers not on the National List (§205.605) are absent from equipment prior to organic processing?			
4) What measures are in place to assure non-organic food matter does not remain on processing equipment and containers prior to organic processing?		<input type="checkbox"/> Thorough clean down and rinse <input type="checkbox"/> Purge <input type="checkbox"/> ATP swabbing <input type="checkbox"/> Pressurized air <input type="checkbox"/> Sweeping <input type="checkbox"/> Vacuuming Other:	
5) If equipment is purged, how much material is flushed/purged through the system. <i>Note: purge material cannot be sold as organic and cannot be used as ingredients in organic products</i>		Amount:	
a) What material is used for the purge?		Material:	
b) Where does purge material go?		<input type="checkbox"/> Sold as non-organic <input type="checkbox"/> Waste stream	



c) Are purges documented?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please list all cleaning and sanitizing materials used on <u>equipment, utensils, and containers.</u>			
Equipment identification (i.e. scoops, mixers etc)	Active Ingredient (Generic Material)	Brand or Trade Name	Frequency
Please list any sanitizers directly applied to organic ingredients and/or products (i.e. carcass washes, flume water, spray bars etc.) Composition/specification sheets must be submitted for each material directly applied to organic ingredients and/or products.			<input type="checkbox"/> Composition sheets attached
Product or Ingredient Used On	Application Method	Active Ingredient (Generic Material)	Brand or Trade Name
6) Describe any rinse procedures/practices of the organic products when direct food contact sanitizers are used:			
7) Describe your practice to verify that the sanitation program provided here is implemented on a day-to-day basis.			<input type="checkbox"/> SOP attached

Section 2.D. Water (OP, OH)	<input type="checkbox"/> If you do not use water as an ingredient during processing or for cleaning practices please check here and skip this section.
NOP RULE 205.272 requires that an organic handling operation must implement measures necessary to prevent commingling of organic and nonorganic products and protect organic products from contact with prohibited substances.	
1) What is your source of water?	<input type="checkbox"/> Well <input type="checkbox"/> Municipal system Other:
2) Water tests are conducted by:	<input type="checkbox"/> Municipal system <input type="checkbox"/> In-house <input type="checkbox"/> Third party Other:
3) Is water additionally treated or filtered at this facility?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a) If yes, please describe what means or treatments are used.	<input type="checkbox"/> Chlorination <input type="checkbox"/> Filtration <input type="checkbox"/> Softening <input type="checkbox"/> Reverse osmosis <input type="checkbox"/> UV Other:
4) Water is used as:	<input type="checkbox"/> An ingredient <input type="checkbox"/> Processing aid <input type="checkbox"/> Cleaning <input type="checkbox"/> Cooking <input type="checkbox"/> Cooling <input type="checkbox"/> Product transport Other:
5) Does water comply with Safe Water Drinking Act standards or other applicable federal or state water regulations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6) Describe how you monitor your water to ensure that it continually complies with applicable regulations.	



Section 2.E. Processing (OP)		<input type="checkbox"/> If you do not process or manufacture products please check here and skip this section	
1) Provide a PROCESSING FLOW CHART for each production type included in the application. This should be a simple block diagram of all the processing steps and unit operations to which each product will be subjected. If different products are processed in the same or a very similar fashion, they may be combined into one flow chart, but note the differences when the processes are not identical. <i>*Please identify organic critical control points or areas where contamination is most likely to occur and how contamination will be prevented in these areas. If a product purge is part of your organic plan, please indicate all purge points on this diagram.</i>		Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	
2) Provide a FLOOR PLAN OR DIAGRAM illustrating the facilities and equipment that are to be used in organic processing, packaging or storage (i.e. elevators, grinders, sinks, equipment, storage areas)		Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Steam			
1) Is steam used in processing?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
a) If yes, is there direct contact of steam with organic ingredients or products (including direct steam injection into water baths, blanchers, peelers, etc.)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
b) If yes, is there direct contact of steam with packaging used for sterilization?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If there is direct contact of steam with organic ingredients, products or packaging please <u>provide</u> composition/specification sheets for each boiler additive and list each additive below.			
Additive Brand Name	Active Ingredient (Generic Material)	Composition Sheet Attached	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
2) Are volatile boiler compounds used in steam that directly contacts organic products or ingredients?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
a) If yes, please describe what measures are implemented in order to prevent contamination or contact of the volatile compound with organic products:		<input type="checkbox"/> Filters <input type="checkbox"/> Shut off <input type="checkbox"/> Condensate traps Other (describe):	
3) Are cooling systems used?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
a) Are additives used in this cooling system?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
b) If yes, please indicate any additives used in this cooling system and whether or not they come in direct contact with organic ingredients or products. If direct contact with organic ingredients or products you must attach composition/specification sheets on the materials.			<input type="checkbox"/> Composition sheets attached
Additive Brand Name	Active Ingredient (Generic Material)	Direct Contact	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	



Section 2.F. Packaging (OP, OH)		<input type="checkbox"/> If you do not physically receive or ship organic products from your facility please check here and skip this section.
NOP RULE 205.272(b)(1) and (2) requires that containers, bins, and packaging materials must not contain synthetic fungicides, preservatives, fumigants, or other prohibited materials. All reusable containers must be thoroughly cleaned and pose no risk of contamination prior to use.		
1) What types of packaging materials are used for finished products? (indicate all that apply)	<input type="checkbox"/> Boxes <input type="checkbox"/> Polyfilm/bags <input type="checkbox"/> Totes <input type="checkbox"/> Glass <input type="checkbox"/> Wax cartons <input type="checkbox"/> Paper <input type="checkbox"/> Aseptic <input type="checkbox"/> Foil Other:	
2) What types of packaging materials come into direct contact with organic products?: (indicate all that apply)	<input type="checkbox"/> Boxes <input type="checkbox"/> Polyfilm/bags <input type="checkbox"/> Totes <input type="checkbox"/> Glass <input type="checkbox"/> Wax cartons <input type="checkbox"/> Paper <input type="checkbox"/> Aseptic <input type="checkbox"/> Foil Other:	
3) Are all packaging materials food grade?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4) Packaging materials are stored: (indicate all that apply)	<input type="checkbox"/> On-site <input type="checkbox"/> Third party storage <input type="checkbox"/> Outside <input type="checkbox"/> Production area <input type="checkbox"/> Warehouse Other:	
5) Have packaging materials been treated with any synthetic preservatives, fungicides or fumigants?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6) Do you reuse any bag or container that has previously been in contact with any prohibited substances?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
a) If yes, describe your system to prevent contact of these substances with organic products:		
7) Do you use any packaging aids or oxygen displacers (i.e CO2, nitrogen gas, moisture absorbers)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
a) If yes, describe the products used:		



Section 2.G. Receiving and Shipping (OP, OH, OM)		<input type="checkbox"/> If you do not physically receive or ship organic products from your facility please check here and skip this section.	
NOP RULE 205.272 requires that an organic handling operation must implement measures necessary to prevent commingling of organic and nonorganic products and protect organic products from contact with prohibited substances. In addition this section requires that any packaging material, storage containers or bins used must not contain any synthetic fungicide, preservative or fumigant and that any reuse of packaging material or containers must not compromise the organic integrity of any organically produced product.			
1) Ingredients			
a) Ingredients arrive <u>in</u> : (indicate all that apply)	<input type="checkbox"/> Bags	<input type="checkbox"/> Drums	<input type="checkbox"/> Totes
	<input type="checkbox"/> Pails	<input type="checkbox"/> Trailers	<input type="checkbox"/> Tankers
	Other:		
b) Ingredients arrive <u>by</u> : (indicate all that apply)	<input type="checkbox"/> Common carrier	<input type="checkbox"/> Rail company	
	<input type="checkbox"/> Bulk trailer	<input type="checkbox"/> Courier	<input type="checkbox"/> Farmer direct
	Other:		
c) Do you maintain a receiving log?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
d) How are organic ingredients distinguished from non-organic ingredients (indicate all that apply)?	<input type="checkbox"/> Organic ID tags	<input type="checkbox"/> Segregated Storage	
	<input type="checkbox"/> Barcoding	Other:	
e) What documentation/procedure's are used to ensure incoming ingredients do not come in contact with prohibited substances?	<input type="checkbox"/> Clean truck affidavits	<input type="checkbox"/> Inspection	
	<input type="checkbox"/> Receiving checklist	<input type="checkbox"/> Quarantine	
	Other:		
2) Finished Goods			
a) Finished goods are shipped from the facility <u>in</u> : (indicate all that apply)	<input type="checkbox"/> Bags	<input type="checkbox"/> Drums	<input type="checkbox"/> Totes
	<input type="checkbox"/> Pails	<input type="checkbox"/> Trailers	<input type="checkbox"/> Tankers
	Other:		
b) Finished goods are shipped <u>by</u> : (indicate all that apply)	<input type="checkbox"/> Common carrier	<input type="checkbox"/> Rail company	
	<input type="checkbox"/> Bulk trailer	<input type="checkbox"/> Courier	<input type="checkbox"/> Farmer direct
	Other:		
d) How are finished goods distinguished from non-organic finished goods (indicate all that apply)?	<input type="checkbox"/> Organic ID tags	<input type="checkbox"/> Segregated Storage	
	<input type="checkbox"/> Barcoding	Other:	
e) What documentation/procedure is used to ensure outgoing finished goods do not come in contact with prohibited substances?	<input type="checkbox"/> Clean truck affidavits	<input type="checkbox"/> Truck inspection	
	<input type="checkbox"/> Loading checklist		
	Other:		



Section 2.H. Storage & Distribution (OP, OH, OM)	<input type="checkbox"/> If you do not physically store organic products on-site or use storage facilities please check here and skip this section.
NOP RULE 205.272 requires that a handler of an organic handling operation must implement measures necessary to prevent commingling of organic and nonorganic products and protect organic products from contact with prohibited substances.	
1) Ingredients	
a) Ingredients are stored: (indicate all that apply)	<input type="checkbox"/> On-site <input type="checkbox"/> Off-site (see Section 2.J. below) Other:
i) If stored on-site please identify where: (indicate all that apply)	<input type="checkbox"/> Outside <input type="checkbox"/> In warehouse <input type="checkbox"/> Cold storage Other:
b) Describe how organic ingredients are distinguished from non-organic ingredients and protected from prohibited substances:	
c) Describe how any work in process is identified as organic and protected from prohibited substances:	
2) Finished Goods	
a) Finished goods are stored: (indicate all that apply)	<input type="checkbox"/> On-site <input type="checkbox"/> Off-site (see Section 2.J. below) Other:
i) If stored on-site please identify where: (indicate all that apply)	<input type="checkbox"/> Outside <input type="checkbox"/> In warehouse <input type="checkbox"/> Cold storage Other:
b) Describe how organic finished goods are distinguished from non-organic finished goods and protected from contact with prohibited substances.	
3) Describe how you verify that the storage practices identified here are effectively implemented on a day-to-day basis and that organic integrity is always preserved while products are being stored.	
4) Are finished products brought to a distribution center or warehouse while they are still under your ownership/title?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a) If yes, please list which products are sent there:	<input type="checkbox"/> All
Product Name/ Product Line Name	Distribution Center/Warehouse Name
b) Do they provide shipping, inventory and sales records?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA



Section 2.J. Independent Storage and Distribution (OP,OH,OM)		<input type="checkbox"/> If you do not use a storage facility or distribution center please check here and skip this section.	
If ingredients or <u>finished goods</u> are stored off-site please note that OTCO will need to determine if the facility is certified and will require a copy of the certificate. If the facility is not certified please submit a completed Independent Storage Information Sheet (ISIS Form). Note that ISIS Forms will only be needed for facilities where product is stored while it is still under your ownership. If the product is sold, and then enters Independent distributors or storage facilities you will not need to complete this listing.			
Storage/Distribution facility name	Certified organic?	Certificate Attached	ISIS Attached
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
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	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes



Section 2.K. Pest Management (OP, OH)	<input type="checkbox"/> If you do not physically handle products (applying as a marketer) please check here and skip this section			
NOP RULE 205.271 requires that an organic handling operation must use a strategic Integrated Pest Management approach to pest management by using preventative practices, exclusion, sanitation and mechanical devices before resorting to chemical controls. Chemicals listed on the National List must be explored first prior to using non-listed materials.				
1) Pest management is handled:			<input type="checkbox"/> In-house	<input type="checkbox"/> Outside company
a) If contracted with an outside company, please list the company name			Company Name:	
b) Are they aware that organic products are processed/handled?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
c) Are they aware of organic requirements?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
2) In general, describe the immediate surroundings of the facility:				
3) What specific preventative pest management measures are used on the <i>exterior perimeter</i> of the building?			<input type="checkbox"/> Weed control <input type="checkbox"/> Gravel/barrier <input type="checkbox"/> Removal of food source <input type="checkbox"/> Mowing <input type="checkbox"/> Mulching Other:	
4) What management practices and/or devices do you use to prevent pests?			<input type="checkbox"/> Sanitation <input type="checkbox"/> Building maintenance <input type="checkbox"/> Mechanical traps <input type="checkbox"/> Glueboards <input type="checkbox"/> Light <input type="checkbox"/> Exclusion <input type="checkbox"/> Pheromone traps <input type="checkbox"/> Electrocutors Other:	
5) What materials that have been or are currently being used are consistent with the National List?			<input type="checkbox"/> Diatomaceous earth <input type="checkbox"/> Boric acid <input type="checkbox"/> Vitamin D3 <input type="checkbox"/> Non-synthetic oils <input type="checkbox"/> Enzymes <input type="checkbox"/> Sticky traps/barriers <input type="checkbox"/> Pheromone traps Other:	
6) Check all pest problems you generally have:			<input type="checkbox"/> Flying insects <input type="checkbox"/> Crawling insects <input type="checkbox"/> Spiders <input type="checkbox"/> Birds <input type="checkbox"/> Rats <input type="checkbox"/> Mice Other:	
7) Describe your system for monitoring pest populations:				
8) Describe the measures that are taken to prevent contact of organically produced goods, equipment or packaging with pest management materials				
a) How is this documented?				
Please list all current pest management materials that will be used in this facility: (any new materials not listed below and used during the certification year must be first approved by OTCO)				
Active Ingredient (Generic Material)	Brand or Trade Name	Target Pest	Where used	Method of Application
9) Describe the methods used to verify that the pest management program described here is implemented on a day-to-day basis.				<input type="checkbox"/> SOP attached



Section 2.L. Labeling (OP, OH, OM)	
NOP RULE 205.303 - .311 describes the labeling requirements for products labeled as “100% Organic”, “Organic”, “Made with Organic”, livestock feed and labels affixed to nonretail containers. <u>Please be sure to attach copies of all retail labels used or packed in and samples of nonretail labels for verification and approval.</u>	
1) Are products sold, labeled or represented as retail or nonretail or both?	<input type="checkbox"/> Retail <input type="checkbox"/> Nonretail (bulk)
2) Are all labels attached to this application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3) Are your products labeled as “100% Organic”, “Organic” or “Made with”, or are they less than 70% Organic content (indicate all that apply)	<input type="checkbox"/> 100% Organic <input type="checkbox"/> Organic <input type="checkbox"/> Made with organic <input type="checkbox"/> Less than 70% Organic
4) If you are producing livestock feed products, please confirm that your label meets the requirement in 205.306 (b)	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
4) For each retail labeled product is the statement “Certified Organic by Oregon Tilth” or similar phrase directly below or above the handler/distributor identification on the label?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
5) For each product’s label are organic ingredients identified as such in the ingredient list by using the term organic or with some sort of identifier?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
6) Do you private label for other companies? <i>Note: a private label agreement may be required if the company you are manufacturing for is not certified by OTCO and the label states Oregon Tilth certified organic.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
7). Do you use or plan to use the USDA organic seal on product labels or market information?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8). Do you use or plan to use the Oregon Tilth seal on product labels or marketing information?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9). Do you have a system in place to ensure that all labels are submitted to OTCO for review and approval prior to printing?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:

Section 2.M. Documentation and Record Keeping (OP, OH, OM)	
NOP Rule 205.103 requires that records disclose all activities and transactions of the operation, must be maintained for 5 years, and demonstrate compliance with the NOP Rule. Organic products must be tracked back to all ingredients received. All records must be accessible to the inspector.	
1) Please provide an example of your Lot Code and an explanation of its components. <i>Additional sheets can be attached as necessary.</i>	<input type="checkbox"/> Attached
Example:	Explanation:
2) Provide an AUDIT TRAIL FLOW CHART linking documents in your record system to the next in the chain. <i>Describe your audit system from receiving through processing and final sales. Your audit trail must be able to link each document to those preceding and following it in the record system. If coding systems are used, please indicate the documents on which those codes occur.</i>	<input type="checkbox"/> Attached
Description:	
3) Will all records pertaining to organic production be maintained for no less than 5 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4) Are records capable of tracking ingredients from supplier through processing and sales?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5) Is there a procedure for maintaining and responding to complaints directly related to organic compliance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a) How are these complaints and their corrective actions documented?	
7) How are waste, spoilage and/or damaged product losses documented?	
8) Describe your practice to verify that the record keeping system described here is implemented on a day-to-day basis.	<input type="checkbox"/> SOP attached



SECTION 3: International Programs

International Markets (OP, OH, OM)		
<p>Oregon Tilth provides several services for international market verifications. If you are shipping or selling organic products to international markets it is very important that you have the appropriate certification or verifications that each country requires in advance, and that you understand the organic regulations in that country. For ingredient suppliers, there may be buyers that will require your product/ingredients be certified or verified to certain international requirements. Please be sure to know of any of these requirements in advance of your inspection. Contact OTCO or visit our website for additional information.</p>		
European Union		
1) Will you be marketing your products to the European Union or selling to buyers who will be using your product as an ingredient in a product to be sold to the European Union? <i>Note: **Any human food or livestock feed products marketed to the EU or sold as EU compliant must be evaluated as equivalent to the EU regulations. Products outside of the scope of the EU include fiber, body care products, nutritional supplements and cosmetics.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
a) If yes, you must attach the Handling <i>International Supplement Form</i> .	<input type="checkbox"/> Attached	
b) Labels must be submitted for all products, including any labels used for products marketed to EU. Please confirm all labels used for products marketed in EU are attached.	<input type="checkbox"/> Attached	
Japan		
1) Will you be marketing your products to Japan or selling to buyers who will be using your product as an ingredient in a product to be sold to Japan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
a) If yes, have you attached certificates or affirmation showing compliance with the USDA/MAFF export arrangement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Attached
b) Labels must be submitted for all products, including any labels used for products marketed in Japan. Please confirm all labels used for products marketed to Japan are attached	<input type="checkbox"/> Attached	
2) Please indicate products which you are seeking USDA-MAFF compliance for Japan		
Product Name	Product Name	Product Name
Canada		
1) Does your operation reside in Canada?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
a) If yes, you must attach the <i>Handling International Supplement Form</i>	<input type="checkbox"/> Attached	
2) Does your operation reside outside of Canada?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
a) If yes, do you ship any organic products to Canada or sell to buyers who will be using your product as an ingredient in a product sold in Canada? <i>Note: if yes, OTCO will require verification that the organic ingredients were produced in compliance with the US-Canada Equivalency arrangement.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Statements attached
3. If yes to 2a above list items exported to Canada below		
Product Name	Product Name	Product Name
4) If products are shipped to Canada, does documentation accompanying the product declare the product is certified in compliance with the terms of the US-Canada Organic Equivalency Arrangement	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5) Labels must be submitted for all products, including any labels used for products marketed to Canada. Please confirm all labels used for products marketed in Canada are attached.	<input type="checkbox"/> Attached	



SECTION 4: Oregon Tilth Programs

MEMBERSHIP
<p>The Oregon Tilth Certified Organic Program is not a membership-based program – it provides certification services to both members and non-members of Oregon Tilth. A certified operator may choose to be a member of Oregon Tilth for no additional charge, but membership is not required for certification. The benefits of Oregon Tilth membership include the following:</p> <ul style="list-style-type: none"> • A subscription to the In Good Tilth (IGT) magazine • Free classified ads in the newsletter • Discounts to Oregon Tilth events
<p>Please choose one of the options below indicating your interest in Oregon Tilth membership:</p> <p><input type="checkbox"/> I wish to be a member of Oregon Tilth, Inc.</p> <p><input type="checkbox"/> I do not wish to be a member of Oregon Tilth, Inc.</p>
In Good Tilth (IGT) Magazine
<p>I would like to receive my free In Good Tilth subscription:</p> <p><input type="checkbox"/> Electronically-through my email</p> <p><input type="checkbox"/> Mail</p> <p><input type="checkbox"/> I do not wish to have a subscription at this time</p>
OREGON TILTH DIRECTORY
<p>The Oregon Tilth Directory is a complete listing of OTCO producers, processors, handlers, restaurants, and retailers posted on our website. In addition, it serves as a sourcebook of valuable resources and services ranging from produce distributors, restaurants and farmers' markets to farm & garden suppliers, agricultural organizations and education centers. If you choose to be listed in the Oregon Tilth Directory, your company name, address, website, and products certified will be listed on the Oregon Tilth website.</p> <p><input type="checkbox"/> I wish to be listed in the Oregon Tilth Directory (please note that if you are certified under the OTCO EU program it is required that your current certification status will be listed on our website directory).</p> <p style="font-size: small;">*Please note that OTCO will summarize your products (based on types of products identified in this application form). No brands will be listed.</p> <p><input type="checkbox"/> I do not wish to be listed in the Oregon Tilth directory</p>
<p>I market my products/Services via the following venues or mechanisms:</p> <p><input type="checkbox"/> Direct to consumers <input type="checkbox"/> Wholesale <input type="checkbox"/> Co-packing services <input type="checkbox"/> Retail <input type="checkbox"/> Other:</p>
CERTIFICATION SERVICES
<p>Oregon Tilth Certified Organic is committed to providing quality certification service. Visit our website at www.tilth.org for program updates. Please comment below on the areas where OTCO is succeeding in providing quality service as well as points you feel may still need improvement. Comments may also be submitted via email to organic@tilth.org</p>
<p>Comments:</p>

ORGANIC SYSTEM PLAN COMPLETE? * An additional fee of \$25 will be charged for returned applications.				
<p>Please remember to submit the following to Oregon Tilth:</p> <p><input type="checkbox"/> Completed Organic System Plan</p> <p><input type="checkbox"/> Signed Affirmation Page (end of this form)</p> <p><input type="checkbox"/> Completed Contract & Trade Use Agreement (new applicants only)</p> <p><input type="checkbox"/> Certification Fees and Inspection Deposit (Renewing operators must submit the fee worksheet)</p> <p><input type="checkbox"/> Other Attachments (see below)</p>				
<input type="checkbox"/> Master Products List (Form MPL-01)	<input type="checkbox"/> Product Formulation Sheets (Form PFS-02)	<input type="checkbox"/> Master Ingredient List (Form MIS-03)	<input type="checkbox"/> International Supplements and affirmations	<input type="checkbox"/> Certificates
<input type="checkbox"/> Floor Plan	<input type="checkbox"/> Flow Chart	<input type="checkbox"/> Audit Trail Flow Chart	<input type="checkbox"/> Labels	<input type="checkbox"/> Nonorganic ingredient documentation



SECTION 5: Affirmations

The undersigned agrees to the following:

- ✓ I/We affirm that all certification applications are an accurate account and full representation of all materials and methods used in the production or handling of certified organic products included in this or supplemental applications.
- ✓ I/We shall maintain copies of all applications as legal records.
- ✓ I/We understand and accept that any willful misrepresentation on any of the forms submitted to Oregon Tilth will require revocation of the relevant organic certification initiated by this application. Under these circumstances, I/we agree to return the original certificate to Oregon Tilth on request.
- ✓ I/We further understand and accept that any willful misrepresentation may give cause to Oregon Tilth to seek damages for any loss they may sustain as a result of any willful misrepresentations made.
- ✓ I/We agree to maintain records as required by Oregon Tilth.
- ✓ I/We have read the OTCO Program Manuals, and agree to report any significant changes pertaining to the information herein and to continue to manage any crop that is designated organic in accordance with the standards and procedures.
- ✓ I/We consent to Oregon Tilth’s decision to subcontract work related to certification (e.g. testing or inspection) to an external body or person and hereby understand Oregon Tilth shall take full responsibility for such subcontracted work, including confidentiality, and maintain its responsibility for granting, maintaining, suspending or revoking certification.
- ✓ I/We agree that all forms submitted in the future in connection with certification by Oregon Tilth shall be submitted subject to these same affirmations, and I/we hereby so affirm.
- ✓ I/We affirm that the undersigned is a duly appointed agent of the applicant and as such is empowered to make appropriate decisions relevant to this application and to act as the contact person for the organization, unless otherwise specified.
- ✓ I affirm I am 18 years of age or older.

The signee(s) agree that Oregon Tilth will have access to all facilities and records that provide information about the operation, and constitute compliance with organic standards. This application must be signed in order for OTCO to proceed with the certification process.

Signature(s)

Date

Name(s)

Date

Signature(s)

Date

Name(s)

Date