|  |  |  |  |
| --- | --- | --- | --- |
| **Operation Name:** |  | **Date:** |  |

► All labels, marketing materials, and container markings must be approved by Oregon Tilth prior to printing or use on product or in stream of commerce. All exported products must meet applicable requirements for destination country.

► Include all of your own organic products and any organic products that you broker or resell for other operations.

|  |
| --- |
| **NOP §205.303-307** describes the requirements for product composition, labeling, and marketing information when products are sold, labeled, or represented as “100% Organic”, “Organic”, or “Made with Organic”.Nonretail containers used to ship or store organic products must include a label that clearly identifies the organic status of the product , the production lot number of the product, shipping identification, or other unique information that links the containers to audit trail documentation. Non-retail audit trail documentation must identify the last certified operation that handled the agricultural product.For packaged products of which your operation is the final handler of the product, the label must state “Certified Organic by Oregon Tilth” or similar phrase directly below your operation’s name and contact information. The USDA Organic Seal and/or the Oregon Tilth logo may be used, provided that USDA Seal is displayed more prominently. |

## NON-RETAIL SHIPPING OR STORAGE CONTAINER IDENTIFICATION

1. Do you use wholesale or bulk (non-retail) containers to ship or store organic agricultural crops or crop products? *Note: affixed labels are required to be used on bulk (non-retail) containers used to ship or store organic products.*  [ ]  No, not applicable

[ ]  Yes: how is the organic status of the product(s) inside identified? (*i.e*., marked “organic,” affix USDA seal, lot numbers,
 Oregon Tilth logo, etc., describe and attach an example of the non-retail shipping or storage label:

|  |
| --- |
|  |

 [ ]  Example of non-retail label(s) attached.

1. Explain how the lot number, or other unique identifier, used on the non-retail container(s) provides a link in your recordkeeping system back to the origin (e.g., certified field, etc):

|  |
| --- |
|  |

1. **RETAIL PACKAGE LABELS**
2. Do you use retail labels? [ ]  No, not applicable

|  |
| --- |
| [ ]  Yes: attach a color copy of EVERY retail label you use. NOTE: samples must be no larger than 8.5 x 11” (photographs, illustrations, or print proofs are acceptable). *Visit the Oregon Tilth website at* [*www.tilth.org*](http://www.tilth.org) *for retail labeling requirements.* |
| [ ]  Attached |
| [ ]  No labels currently in use but will submit to OTCO for review and approval prior to printing or using on product/in stream of commerce.  |
|  |  |

1. **LABELS**

1) How do you verify that only compliant labels are used for organic products?

[ ]  Submit to OTCO for review and approval prior to printing or use on product/in stream of commerce

[ ]  Other (explain):

2) Do you plan to pack your own organic crops into organic labels owned by other companies? [ ]  No, not applicable (skip to 8.4)

|  |  |
| --- | --- |
| [ ]  Yes: is the other company certified organic? |  |
| [ ]  No: attach a completed Private Label Agreement (PLA) Form | [ ]  Attached |
| [ ]  Yes: attach a valid organic certificate  | [ ]  Attached |

1. How do you verify that all brand owners that you co-pack for have current organic certificates?

|  |  |
| --- | --- |
| [ ]  Maintain onsite valid certificates listingspecific branded products, updated annually | Other (explain):       |

3) Complete the following table identifying all products that you will be packing for others. Attach additional sheets as necessary.

|  |  |  |
| --- | --- | --- |
| **Name of Product** | **Brand or Company Name You are Packing For** | **Label Organic Claim** |
|       |       | [ ]  100% Organic[ ]  Organic |
|       |       | [ ]  100% Organic[ ]  Organic |
|       |       | [ ]  100% Organic[ ]  Organic |
|       |       | [ ]  100% Organic[ ]  Organic |
|       |       | [ ]  100% Organic[ ]  Organic |
|       |       | [ ]  100% Organic[ ]  Organic |
|       |       | [ ]  100% Organic[ ]  Organic |
|       |       | [ ]  100% Organic[ ]  Organic |

4) Attach **Product Formulation Sheet Form (PFS-02)** for each multi-ingredient product.

[ ]  Attached [ ]  Not applicable (single ingredient product(s)) [ ]  No products at this time

5) How do you verify that all brand owners that you co-pack for have current organic certificates?

[ ]  Maintain onsite valid certificates listing specific branded products, updated annually

[ ]  Other (Explain):

|  |
| --- |
|       |
|       |

1. **INTERNATIONAL LABELING AND EXPORT COMPLIANCE**

*Export labeling guides and Equivalency Arrangement requirements are available on our website. All labels should be submitted to OTCO for review prior to printing.*

[ ]  N/A, no import/export (**skip this section**)

1. To which of the following countries does your operation export organic products?

[ ]  Canada [ ]  Japan [ ]  South Korea [ ]  India [ ]  European Union [ ]  Switzerland [ ]  Mexico

[ ]  Other (Explain):

1. How does your operation verify that only compliant **labels** are used for products exported to the above checked countries?

[ ]  Submit to OTCO for review and approval prior to printing

[ ]  Other (Explain):

1. How does your operation ensure that the appropriate **export documentation** accompanies products sent to the above checked countries?

[ ]  Sent with OTCO assistance, per shipment

[ ]  Other (Explain):

1. How does your operation ensure that the relevant **Organic Trade Arrangements** are met for products sent to the above checked countries?

[ ]  Submit products/labels to OTCO for review and approval prior to exporting

[ ]  Other (Explain):