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

► Complete this form to describe handling, transport, and sales practices for livestock and/or livestock product(s) you produce.

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| **NOP §205.272** The producer must implement measures necessary to prevent the commingling of organic and nonorganic products and protect organic products from contact with prohibited substances.**NOP §205.303-307** Non-retail containers used to ship or store organic products must clearly identify the organic status of the product, and the non-retail container must display the production lot number, 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 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. |

Species of animals described by this form:

[ ]  Dairy Cattle [ ]  Beef Cattle [ ]  Swine [ ]  Sheep [ ]  Goats

[ ]  Laying Hens [ ]  Broilers [ ]  Other Poultry:

[ ]  Other:

1. **LIVESTOCK SALES, LIVESTOCK PRODUCT SALES, AND LABELING**

1) Do you sell live animals? **[ ]** No (skip to question 4) [ ]  Yes

2) Do you sell live animals as organic? **[ ]** No[ ]  Yes

 a) If Yes, describe how your records document the organic status and slaughter eligibility of each animal at the point of sale:

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1. Are organic animals sold through auctions or brokers? [ ]  No; N/A (skip to question 4)

[ ]  Yes

* 1. If yes, Is any treatment or physical alteration performed on organic animals at the auction yard? [ ]  No

[ ]  Yes (describe):

* 1. List all auction yards and/or brokers used for the sale of organic livestock and attach copies of their organic certificates:

*Note: Each auction yard facility or broker used for the sale of organic livestock must be certified organic.*

|  |  |  |
| --- | --- | --- |
| **Auction Yard (Facility Name); Broker Name** | **Address / Phone** | **Organic Certificate attached** |
|       |       | [ ]  |
|       |       | [ ]  |
|       |       | [ ]  |

4) Do you sell livestock products as organic? **[ ]** No [ ]  Yes
a) If yes, identify the livestock products sold as organic by your operation and describe how you ensure your records document the organic status of each livestock product sold:

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5) Do you label your product(s) for retail sale? **[ ]** No (skip to question 7) [ ]  Yes, **Attach a color copy of ALL retail labels.** *Copies must be no larger than 8.5”x11”. Photographs, print proofs, and actual labels are all acceptable.
Note: Organic Labeling guidelines are availbe on the OTCO website. All labels must be sumitted to OTCO for review and approval prior to printing or use on the product.*

6) How do you verify that labels used for organic products are in compliance with regulatory standards?

|  |
| --- |
| [ ]  N/A. No packaging or retail labels. |
| [ ]  Submit to OTCO for review and approval prior to printing |
| **[ ]** Other (explain)  |

7) Do you use any non-retail (bulk) containers to ship or store organic livestock products?

**[ ]** No

[ ]  Yes

1. If yes, how is the organic status of the product(s) identified (e.g, marked “organic”, affix USDA seal, lot numbers, Oregon Tilth Logo, etc)? Describe and attach an example of the non-retail (bulk) shipping and/or storage label(s).

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

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1. Do you plan to pack your own organic product using organic labels owned by other companies?

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| --- | --- |
| [ ]  Yes1. If yes, is the other company certified organic?
 | [ ]  No (skip to section 8.2) |
| [ ]  No: attach a Private Label Agreement (PLA) form. [ ]  Attached |  |
| [ ]  Yes: attach a valid organic certificate [ ]  Attached |  |

1. Complete the following table identifying all organic products that you currently or will pack for others. Attach additional sheets as necessary.

[ ]  N/A, No organic products are packed for others.

|  |  |  |
| --- | --- | --- |
| **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” |

[ ]  Additional sheets attached.

10) Attach a completed Product Formulation Sheet form (PFS-02) for each multi-ingredient product.

|  |  |  |
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| [ ]  All relevant Product Formulation Sheets attached | [ ]  N/A. Single ingredient products only | [ ]  No products at this time |

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

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| --- |
| [ ]  Maintain a file on-site of valid organic certificates listing specific branded products; file updated annually or more often. |
| [ ]  Other (explain):  |

**8.2 INTERNATIONAL LABELING AND EXPORT COMPLIANCE**

Export labeling guides and Equivalency Arrangment requirements are available on OTCO’s website. All labels must be submitted to OTCO for review *prior to printing* [ ]  N/A. No export. (Skip this section.)

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

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| [ ]  Canada | [ ]  Japan | [ ]  South Korea | [ ]  India | [ ]  European Union | [ ]  Switzerland | [ ]  Mexico |
| [ ]  Other (explain)  |

2) How does your operation verify that the labels used for exported products are in compliance with current regulations?

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| --- |
| [ ]  Labels are submitted to OTCO for review and approval *prior to printing.* |
| [ ]  Other (explain)  |

3) How does your operation ensure that the appropriate **export documentation** accompanies products exported to foreign countries?

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| [ ]  Documentation for each shipment is sent with OTCO assistance. |
| [ ]  Other (explain)  |

4) How does your operation ensure that the relevant provisions of applicable Organic Trade Agreements are met for exported products?

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| --- |
| [ ]  Documentation regarding products/labels intended for export are sent to OTCO for review and approval *prior to export.* |
| [ ]  Other (explain)  |

**8.3 RESELLING/SOURCING/BROKERING**

1) Do you ever obtain (e.g., buy, source, trade, broker, etc.) and/or sell any livestock or livestock products produced at or on behalf of other operations?

[ ]  No (skip to section 8.4) [ ]  Yes

a) Describe the types of products sourced from other operations and subsequently sold by your operation. Include information on how they are labeled at the point of sale. *NOTE: separate Handling certification may be required; contact your OTCO client services team for guidance.*

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**8.4 LIVE ANIMAL TRANSPORT**

1. Are organic animals transported to or from your operation while under your ownership?  *Transport includes movement to and from pastures, veterinarian visits, auction yards, slaughter facilities, etc.*

[ ]  Yes [ ]  No (skip to question 8 below)

* 1. If yes, describe the types of transportation records maintained and include all information that is recorded on the transport records (such as but not limited to date, origin/desination, animal IDs, organic status, slaughter status, travel times, etc)

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|       |

1. When transporting animals, with the exception of transport for veterinary care, all animals must be fit for transport. Check the boxes below where your operation meets or will meet the described requirements of fitness for transport:

**[ ]** Calves must have a dry navel cord and be able to stand and walk without human assistance[ ]  Non-ambulatory animals are not transported for sale or slaughter

1. Who is responsible for livestock transport? *(Check all that apply)*

**[ ]** Operator (Self)[ ]  Employee(s) [ ]  Buyer

**[ ]** Contract Transporter (ensure question 8 below is completed & signed by the contract transporter)

**[ ]** Other (describe):

1. Adequate and season-appropriate ventilation is required for all livestock trailers, shipping containers, and any other mode of transportation used to protect animals against cold and stress. Bedding may be provided on trailer floors and holding pens as needed to keep livestock clean, dry, and comfortable during transportation and prior to slaughter. Indicate where your operation meets or will meet the described requirements of transport conditions *(select all that apply)*:

**[ ]** Transport type and size are appropriate for the species being transported

**[ ]** Adequate and season-appropriate ventilation is provided and animals are protected against cold and heat stresses

[ ]  Trailer floors and holding pens are managed to keep livestock clean and dry during transport and prior to slaughter

**[ ]** Bedding is provided during transport; provide organic certificates for edible roughages [ ]  Attached

[ ]  Transport times are not detrimental to livestock welfare and comply with all legal transport requirements (i.e., Federal Twenty-Eight Hour law)

1. How are organic animals identified from the farm to the final delivery location for all parties involved, including any contractors? *Organic animals must be clearly identified as organic and the identity must be traceable during transport.*

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1. Are animals ever kept on land that is not part of your organic certification (*Ex.*: temporary holding pens used for long trips)?

[ ]  No [ ]  Yes (describe):

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1. Describe the plan in place to address animal welfare problems that may occur during transport. *An emergency plan must be in place to address potential animal welfare problems during transport, including but not limited to: unanticipated excessive heat or cold, travel that extends beyond planned distance or time, emergency temporary holding, etc.*

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1. Do you contract transport of your animals? [ ]  No

[ ]  Yes: complete a) and b) below, or attach a separate statement providing this information. [ ]  Statement Attached

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| --- |
| * 1. Name and contact information of transport company:
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|

|  |  |
| --- | --- |
| **Name:** | **Contact Phone:** |
| **Address:** |  **Email:** |

 |
| * 1. A representative of the contracted transport company must sign the affirmation below confirming they have reviewed your plan for transport of animals.
 |
| I have reviewed this plan for transport of organic livestock. We will operate in accordance with this Producer’s plan. I will maintain records as requested and provide copies to the producer. Any deviations that occur during general operation or emergency situations will be communicated to the Operator promptly. |

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| **Representative Name:** | **Signature:** |

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