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

► Complete this form if you label organic products, or contract with another certified operation to process and package organic products using your brand or label.

|  |
| --- |
| **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 crops or crop products?

*Note: Labels must be applied to all bulk (non-retail) containers to ship or store organic products.*   No, not applicable.

Yes: How is the organic status of the product inside the non-retail container identified?

The container is marked “organic.”

The container is labeled with the USDA seal.

The lot number has an organic designation such as ORG or MWO.

Other (explain):

Attach an example of the non-retail shipping or storage label.  Example of non-retail label(s) are attached.

1. How does the lot number or other unique identifier on the non-retail container(s) link to the origin of the organic product in your records?

|  |
| --- |
|  |

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

Yes: Attach a color copy of EVERY retail label you use.  All retail labels are attached

No labels are currently in use, but they will be submitted to OTCO for review and approval before printing or using on organic products.

**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.*

1. **LABELS**
2. How do you make sure that only compliant labels are used for organic products?

N/A - No labels used. Explain:

Labels are submitted to OTCO for review and approval *before* *printing*.

Other (Explain):

1. Do you pack your own organic crops into packages that use another company’s organic brand or label?

Yes  No, not applicable (**skip to section 8.4**)

If you answered yes, is that company certified organic?

Yes – Attach their valid organic certificate.  Attached

No – Attach a completed Private Label Agreement (PLA) form.  Attached

1. How do you make sure that each brand owner you pack your crops for has a current organic certificate?

Keep valid certificates onsite that list the branded products and receive updated certificates every year.

Check the Organic Integrity Database (OID) to confirm certificates are valid.

Other (explain):

1. Complete the following table with all the products you will pack for other companies.

If you need more space, you can attach extra pages.

|  |  |  |
| --- | --- | --- |
| **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 |

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

Attached  Not applicable (only single ingredient products)  No products at this time

1. **INTERNATIONAL LABELING AND EXPORT COMPLIANCE**

N/A - No exporting activities (**skip this section**)

Export labeling guides and Equivalency Arrangement requirements are available on our website.

**IMPORTANT:** All labels must be submitted to OTCO for review and approval before printing. OTCO is NOT responsible for any costs if labels are printed before review and later found to be noncompliant.

1. Which countries do you **export** organic ingredients or products to?

Canada  Japan  South Korea  India

European Union  Switzerland  Mexico  United States (MX operations only)

Other (Explain):

1. How does your operation make sure that only compliant **labels** are used for exported products?

Labels are submitted to OTCO for review and approval *before printing.*

Other (Explain):

1. How does your operation make surethat the correct **export documents** accompany products sent to other countries?

Documentation for each shipment is kept on-site.

A transaction certificate is requested from OTCO when required by the destination country.

Other (Explain):

1. How does your operation ensure that exported products comply with the equivalency arrangement for the destination country?

Products are submitted to OTCO for review and approval under the equivalency arrangement *before export.*

Other (Explain):