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

► Complete this form if you manufacture, process, label, or handle organic products; buy, sell, or resell (broker/trade) organic products; or contract with another certified operation to process and package organic products using your brand or label (private label owner or marketer).

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| **NOP §205.105, §205.273, and §205.300-311** require that an operation intending to sell, label, or represent agricultural products as 100% Organic, Organic, or Made with Organic must develop an Organic System Plan (OSP) that includes a description of all products, formulations, ingredients, and labels seeking certification to ensure compliance. Only certified operations may import organic goods, and these must be accompanied by an NOP Import Certificate. |

3.1 GENERAL INFORMATION

1. Describe specific handling activities included in this Organic System Plan (OSP), such as juice production, nut hulling, cooling, cereal manufacturing, animal slaughter, etc.:

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**3.2 ORGANIC PRODUCTS AND INGREDIENTS**

1. Attach a **Master Product List (MPL-01)** that includes all organic products you produce or handle that you wish to certify.

Master Product List is attached.

1. Attach a **Master Ingredient List (MIL-03)** that includes all organic and non-organic ingredients and processing aid, along with their suppliers. This is required if you formulate or process multi-ingredient products, **OR** if you purchase and supply ingredients as part of your service.

*Private label brand owners or Marketers who do not buy or handle ingredients are not required to submit this list.*

Master Ingredient List is attached.  N/A - Only finished products are handled, no ingredients are purchased.

1. Does your company buy or provide the ingredients and materials listed on the **Master Ingredient List (MIL-03)?**

Yes  No  N/A - No ingredients are purchased or provided.

If you answered no, indicate who supplies the ingredients or materials:

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

*If you are a private label brand owner or Marketer and you do not control the product formulas, you do not need to submit this form. Instead provide a spec sheet or ingredient list from your co-packer.*

Product Formulation Sheet is attached.  N/A - Only single-ingredient or finished products.

1. Do you own the product formulations?  Yes  No  Some
2. If you answered **No** or **Some**, indicate who owns or manages the formulations you do not own:

***Note:*** *You must submit to OTCO any updates or changes to your product formulations for review and approval before making the product using a new or different formulation than the one approved in your OSP.*

1. How do you make sure that all organic certificates for your suppliers and ingredients are current? (check all that apply)

Maintain valid certificates onsite and receive updated certificates every year.

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

For imported ingredients each shipment includes a valid NOP import certificate.

Our certified organic co-packermanages and maintains the certificates.

1. How do you verify that only compliant ingredients and products are used? (check all that apply)

Submit ingredients to OTCO for review and approval before use.

Our certified organic co-packer manages ingredients and product compliance*.*

Check the Organic Integrity Database (OID) to confirm compliance.

Other (Explain):

1. Does your company use co-packers or co-manufacturers to produce branded products for you?

No.

Yes - List all co-packers on the MPL and provide their organic certificates listing your branded products.

1. How do you verify that all co-packers’ organic certificates are current for the organic products they co-pack?

N/A -No products are being co-packed.

Current certificates listing specific branded products are kept onsite and updated annually.

Other (Explain):

1. For finished products labeled “organic” that contain non-organic agricultural ingredients (per §205.606) or non-organic non-agriculturalingredients that require organic sourcing (per §205.605), complete a **Commercial Availability** **Form** for each ingredient.

Commercial Availability Form(s) attached  Form H11 attached for non-organic flavors used

N/A -No ingredients requiring commercial availability are being used.

* 1. **LABELING**

Organic labeling guidelines are available on OTCO’s website. All labels must be submitted to OTCO for review and approval *before printing*.

1. What types of products are you labeling?

Retail  Non-retail (bulk or wholesale)

* 1. If you selected non-retail: Do all labels identify the product as organic and include a lot number or other identifier, as required by **§205.307?**  Yes  No (Explain):

1. 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 package or label any products for brands you do not own?  Yes  No

If yes, is the brand owner certified organic?

Yes - The brand owner’s current organic certificate is attached.

No - A **Private Label Agreement Form (PLA)** is attached.

1. Attach all labels with your application (Organic System Plan).

All labels currently in use are attached.  Labels will be submitted for review *before printing*.

* 1. **INTERNATIONAL LABELING AND COMPLIANCE**

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. Does your operation import or export organic ingredients or products, or need Canadian Equivalency?

Yes  No. End here.

1. Which countries do you **import** organic ingredients or products from?

Canada  Japan  European Union  India

Mexico  South Korea  Switzerland  United States (MX Operations only)

Other (Identify):

N/A – Our company does not import any organic ingredients or products.

* 1. How does your operation ensure that the correct import documents are collected for all products from the countries you import from?

Collect and keep a NOP Import Certificate for each shipment on-site.

Our certified organic co-packer manages and maintains the import documents.

* 1. Will import documents (such as phytosanitary certificates APHIS/FDA documentation) be kept showing if any substances were applied to the organic ingredients or products?

Yes  No  N/A Explain:

* 1. If an organic product is found to have been treated with a prohibited substance (such as fumigation or irradiation) will Oregon Tilth be notified?

Yes  No  N/A Explain:      

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

Canada  Japan  European Union  India

Mexico  South Korea  Switzerland  United States (MX operations only)

Other (Identify):

N/A - No exporting and no equivalency required.

N/A - No exporting but Canadian Equivalency is needed to support my US domestic sales.

* 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 sure that 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):