

**FS-5120**  
**Oklahoma Dept. of Agriculture, Food, & Forestry**  
**Food Safety Division**  
**Poultry, Egg, & Organic Section**  
**P.O. Box 528804**  
**Oklahoma City, OK 73152**  
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<b>OFFICIAL USE ONLY</b>
<b>Receipt#</b>
<b>Amount:</b>
<b>Date:</b>
<b>Rev. Code 470</b>

### Organic Process/Handling Re-Certification Short Form

*Please fill out this questionnaire if you are requesting organic process/handling re-certification. Attach Organic Product Profile sheets for all products requested for certification and a current schematic product flow chart, facility map, pest management map, water test, and appropriate MSDS if required. Use additional sheets if necessary.*

**Must be in compliance with National Organic Standards 7CFR Part 205 National Organic Program, Final Rule**

Applicant/Company Name		Organic Certification Number				
Owner		Manager		Primary contact person		
Address			City	St/Prov	Postal code	Country
Phone		Fax		E-mail		
Preferred dates and times for inspection visit: <input type="checkbox"/> morning <input type="checkbox"/> afternoon <input type="checkbox"/> evening						
Year company began	Number of employees	Name of person overseeing organic production		Do you understand current organic standards? <input type="checkbox"/> yes <input type="checkbox"/> no		
Do you have an employee training program for organic product permits/processing/ handling? <input type="checkbox"/> yes <input type="checkbox"/> no		Government permits/ inspections		Year first certified		
List previous organic certification by other agencies			List current organic certification by other agencies			
What year did you last submit a complete Organic Process/Handling Plan Questionnaire?						
List all conditions from last year's certification and state how the conditions have been addressed:						
Have you ever been denied certification? <input type="checkbox"/> yes <input type="checkbox"/> no		If yes, describe the circumstances:				
Type of processing/handling: <input type="checkbox"/> Primary <input type="checkbox"/> Contract vendor						
If you are the primary processor, list your contract vendors: <input type="checkbox"/> No contract vendor						
CONTRACT VENDOR	ADDRESS		PHONE NO.	CERTIFIED BY		

<b>Estimated annual total production:</b> _____ % organic _____ % conventional			
<b>List or attach a list of all products (organic and conventional) produced by your company:</b>			

**List of Organic Products Requested for Certification and Projected Annual Production:**

<i>Organic Product</i>	<i>Projected Production</i>	<i>Organic Product</i>	<i>Projected Production</i>

**Audit Control Summary of Certified Organic Products Sold from \_\_\_\_\_ to \_\_\_\_\_ :**  
**(or attach copy of most recent Audit Control Summary sheet)**

<i>Organic Products</i>	<i>Actual Production</i>	<i>Production Sold</i>	<i>Production Left to Sell</i>

**Sanitation**

*Organic standards require that good sanitation practices are used throughout the facility and that residues from cleaning materials do not contaminate organic products.*

**Check all cleaning methods used:**

- sweeping  scraping  vacuuming  compressed air  manual washing  
 clean in place (CIP)  steam cleaning  sanitizing  other \_\_\_\_\_

**Provide information on your cleaning program and products used:**

AREA	TYPE OF CLEANING	EQUIPMENT USED	PRODUCTS USED	FREQ	DOCUMENTATION
Receiving area					
Ingredient storage					
Product transfer					
Production area					
Production equipment					
Packaging area					
Finished prod. storage					
Loading dock					
Building exterior					
Accidental spills					

**Are all surfaces which contact organic products food grade?**  yes  no

**Do you test food contact surfaces or rinsate for cleanser/sanitizer residues?**  yes  no

**Where are cleaning/sanitizing materials stored?** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Attach MSDS and/or label information for cleansers and sanitizers, if applicable.*

**Material Inputs**

*Organic standards require that all primary ingredients be certified organic unless they are not available. Salt and water are not considered ingredients. Non-organic ingredients and processing aids must be listed as Approved on the Materials List. You also need to show efforts to obtain certified organic ingredients whenever possible. No genetically engineered ingredients or processing aids are allowed.*

**A. INGREDIENTS:**

Fill out Organic Product Profiles for all organic products requested for certification.

Are any non-organic ingredients listed as: restricted materials?  yes  no      prohibited materials?  yes  no

Check if any non-organic ingredients have been processed with or exposed to the following:

irradiation    genetic engineering    fumigation    petroleum distillates    synthetic solvents

**A. PROCESSING AIDS:**

List all processing aids used in the production of certified organic products: \_\_\_\_\_

\_\_\_\_\_

How/why are they used? \_\_\_\_\_

\_\_\_\_\_

Are any processing aids listed as: restricted materials?  yes  no      prohibited materials?  yes  no

Check if any processing aids have been processed with or exposed to the following:

irradiation    genetic engineering    fumigation    petroleum distillates    synthetic solvents

**Assurance of Organic Integrity**

*Organic standards require that procedures, processes, storage and equipment present no contamination risk to organic products from comingling with other non-organic products, sanitation products or pest management products. Procedures used to maintain organic integrity must be documented.*

**ORGANIC CONTROL POINTS:** (OCP'S), similar to Hazard Analysis Critical Control Points (HACCP), are points in the production system where the integrity of the organic product may be compromised. Examples are co-mingling with non-organic products, contamination by sanitizers or pesticides, and improper cleaning of equipment prior to running organic products.

Do you have an Organic Control Point program in place to address areas of potential contamination?  yes  no

If yes, list Organic Control Points you have identified in your process or submit a copy of your Organic Control Program.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If no, do you have plans to implement an Organic Control Point program?  yes  no

**Pest Management**

**A. CHECK ALL PEST MANAGEMENT PRACTICES YOU USE:**

- good sanitation  removal of exterior habitat/food sources  cleanup of spilled product
- exclusion  sealed doors and/or windows  repair of holes, cracks, etc.  screened windows, vents, etc.
- physical barriers  sheet metal on sides of building exterior  mowing  air curtains  air showers
- positive air pressure in facility  monitoring  ingredient inspection for pests
- inspection zones around interior perimeter  ultrasound/light devices  release of beneficials  sticky traps
- electrocutors  pheromone traps  mechanical traps  scare eye balloons  freezing treatments
- heat treatments  vacuum treatments  carbon dioxide  nitrogen  vitamin baits
- pyrethrum  ryania  rotenone  boric acid  disodium octal tetrahydrate  diatomaceous earth
- precipitated silica  fumigation  fogging  crack and crevice spray
- other \_\_\_\_\_

**B. PESTICIDE USE INFORMATION FOR THE LAST 12 MONTHS:**

PRODUCT	TARGET PEST	LOCATION WHERE USED	METHOD OF APPLICATION	DATE OF LAST APPLICATION

Are any products used which are prohibited by organic standards?  yes  no

Can any pest control products come into contact with any organic ingredients, finished organic products, or packaging materials?  yes  no If yes, describe your protocols to prevent contamination: \_\_\_\_\_

If pesticides are used, where are they stored? \_\_\_\_\_

Is your structural pest management system effective?  yes  no

Attach facility map showing location of traps and monitors. Attach MSDS and/or label information, if applicable.

**Packaging and Labeling**

*Organic standards require that packaging materials are free of prohibited substances and must not contaminate the organic product. Organic product labels must meet NOP labeling requirements.*

**A. PACKAGING:**

Check types of packaging material used:  bulk  paper  cardboard  wood  glass  metal  foil  plastic  
 waxed paper  aseptic  natural fiber  synthetic fiber  other \_\_\_\_\_

Are all packaging materials food grade?  yes  no

Are all packaging materials free of prohibited materials?  yes  no

Are packaging materials recyclable?  yes  no Returnable?  yes  no

**B. LABELING:**

Describe the information provided on labels of all organic products or attach samples of all organic product labels:

\_\_\_\_\_

\_\_\_\_\_

Do you plan to use the certification agency seal on the label?  yes  no

**Storage**

*Organic standards require that no comingling or contamination of organic products occur during storage. All storage sites must be properly documented and organic products clearly identified in storage. Off-site storage areas may need to be inspected and certified.*

**STORAGE INFORMATION:**

USE	LOCATION	TYPE/ CAPACITY	DEDICATED ORGANIC?		IDENTIFICATION
			YES (Y)	NO (N)	
Ingredient storage					
Packaging material storage					
In-process storage					
Finished product storage					
Off-site storage*					

\* If there is off-site storage, give name, address, phone number and contact person: \_\_\_\_\_

I have reviewed my Organic Process/Handling Plan Questionnaire and verified it as accurate:

Yes  No

If no, check the following categories where changes have been made:

- Background       Material inputs       Production system       Assurance of organic integrity
- Audit control       Quality assurance       Sanitation       Pest management
- Packaging and labeling       Storage       Transportation
- Waste management       Certification services       Organic Product Profiles

I/we, \_\_\_\_\_, operating under the company name of \_\_\_\_\_, do hereby affirm that all information supplied is true and accurate. I affirm my commitment to abide by the Organic Standards. No prohibited products or ingredients, including genetically engineered products, have been used, applied, or otherwise to compromise the integrity of the organic products sold by the company. I understand that failure to follow the Organic Standards or giving false information may result in the de-certification of the operation. I further understand that the operation may be subject to unannounced inspection and/or sampling for residues at any time.

\_\_\_\_\_  
Signature of Owner/Manager

\_\_\_\_\_  
Organic Certification Number

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Date