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

<table>
<thead>
<tr>
<th>Applicant/Company Name</th>
<th>Organic Certification Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner</td>
<td>Manager</td>
</tr>
<tr>
<td>Address</td>
<td>City</td>
</tr>
<tr>
<td>Phone</td>
<td>Fax</td>
</tr>
<tr>
<td>Preferred dates and times for inspection visit:</td>
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<tr>
<td>☐ morning ☐ afternoon ☐ evening</td>
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<tr>
<td>Year company began</td>
<td>Number of employees</td>
</tr>
<tr>
<td>Name of person overseeing organic production</td>
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<tr>
<td>Do you understand current organic standards?</td>
<td>☐ yes ☐ no</td>
</tr>
<tr>
<td>Do you have an employee training program for organic product permits/processing/handling?</td>
<td>☐ yes ☐ no</td>
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<tr>
<td>Government permits/inspections</td>
<td></td>
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<tr>
<td>List previous organic certification by other agencies</td>
<td>List current organic certification by other agencies</td>
</tr>
<tr>
<td>What year did you last submit a complete Organic Process/Handling Plan Questionnaire?</td>
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<tr>
<td>List all conditions from last year’s certification and state how the conditions have been addressed:</td>
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<tr>
<td>Have you ever been denied certification?</td>
<td>☐ yes ☐ no</td>
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<tr>
<td>If yes, describe the circumstances:</td>
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<tr>
<td>Type of processing/handling:</td>
<td>☐ Primary ☐ Contract vendor</td>
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<tr>
<td>If you are the primary processor, list your contract vendors:</td>
<td>☐ No contract vendor</td>
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<thead>
<tr>
<th>CONTRACT VENDOR</th>
<th>ADDRESS</th>
<th>PHONE NO.</th>
<th>CERTIFIED BY</th>
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</table>
Estimated annual total production:

_____% organic  _____% conventional

List or attach a list of all products (organic and conventional) produced by your company:

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

<table>
<thead>
<tr>
<th>Organic Product</th>
<th>Projected Production</th>
<th>Organic Product</th>
<th>Projected Production</th>
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</table>

Audit Control Summary of Certified Organic Products Sold from _________ to _______:
(or attach copy of most recent Audit Control Summary sheet)

<table>
<thead>
<tr>
<th>Organic Products</th>
<th>Actual Production</th>
<th>Production Sold</th>
<th>Production Left to Sell</th>
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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:

<table>
<thead>
<tr>
<th>AREA</th>
<th>TYPE OF CLEANING</th>
<th>EQUIPMENT USED</th>
<th>PRODUCTS USED</th>
<th>FREQ</th>
<th>DOCUMENTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receiving area</td>
<td></td>
<td></td>
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<tr>
<td>Ingredient storage</td>
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<td>Product transfer</td>
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<td>Production area</td>
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<td>Production equipment</td>
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<td>Packaging area</td>
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<td>Finished prod. storage</td>
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<tr>
<td>Loading dock</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Building exterior</td>
<td></td>
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<tr>
<td>Accidental spills</td>
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</table>

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:

<table>
<thead>
<tr>
<th>PRODUCT</th>
<th>TARGET PEST</th>
<th>LOCATION WHERE USED</th>
<th>METHOD OF APPLICATION</th>
<th>DATE OF LAST APPLICATION</th>
</tr>
</thead>
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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.

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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

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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.

<table>
<thead>
<tr>
<th>STORAGE INFORMATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>USE</td>
</tr>
<tr>
<td>Ingredient storage</td>
</tr>
<tr>
<td>Packaging material storage</td>
</tr>
<tr>
<td>In-process storage</td>
</tr>
<tr>
<td>Finished product storage</td>
</tr>
<tr>
<td>Off-site storage*</td>
</tr>
</tbody>
</table>

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

___________________________________________________________________________________________________________________

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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 □ Certification services
□ 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