



# 2021 Certification Year Handler Annual Updates

Texas Department of Agriculture  
Organic Certification Program

# Topics discussed within this presentation:



ROR-605 Handler Organic  
System Plan (OSP) Form  
and ROR-605a Multi-  
product Addendum

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Submitting your fees and  
annual update documents  
to TDA

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Tips and Common Errors

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Completing the ROR-  
605 Handler Organic  
System Plan Form  
and the  
ROR-605A Multi-  
ingredient product  
addendum

# Required forms that are part of your 2021 certification year annual update:


- ▶ [ROR-601 Fee payment form](#)
  - ▶ [ROR-601 Instructions](#)
- ▶ [ROR-605 Handler Organic System Plan \(OSP\) Form](#)
  - ▶ [ROR-605 Instructions](#)
- ▶ If your operation handles multi-ingredient products, please complete the [ROR-605A Multi-Ingredient Products Addendum](#).
  - ▶ The instructions for completing this form are imbedded within the form.
- ▶ If your operation will need verification compliance with international trade agreements, please complete the [ROR-610 International Trade Review Request Form](#).
  - ▶ The instructions for completing this form are imbedded within the form.
- ▶ The complete listing of TDA Organic forms is located at: <https://www.texasagriculture.gov/RegulatoryPrograms/Organics/OrganicsForms.aspx>

**REMINDER:**  
The ROR-605  
Form replaces  
the following  
TDA Organic  
Handler Forms:

- ▶ ROR-602 Distributor OSP Form
- ▶ ROR-604 Processor-Fiber OSP Form
- ▶ ROR-606 Processor OSP Form
- ▶ ROR-608 Retailer OSP Form

These forms are no longer available on the TDA website. Any submission of these forms will not be accepted as a compliant response to meet your requirement for submission of an updated organic system plan as required in [§205.406\(a\)](#) of the National Organic Program Regulations and may result in adverse action against your operation and the incurrence of additional fees.

- ▶ **READ THE ROR-605 INSTRUCTIONS!**
- ▶ PLEASE DO NOT COMPLETE THE ROR-605 BY HAND. COMPLETING THE DOCUMENT IN EXCEL PROVIDES THE MOST ACCURATE RESPONSES.
- ▶ The instructions detail each step of the form completion process.
- ▶ The instructions tell you what answers are acceptable responses.
- ▶ The instructions also provide hyperlinks to multiple continuing education resources.
- ▶ The form is an Excel workbook. Use the tabs at the bottom of the window to navigate between the sections.
- ▶ Please complete Sections A-E in order. If you do not, the form will provide incorrect responses on the listing of supporting documents you must complete and the remaining sections of the form you must complete. This will result in processing delays and may result in additional administrative fees.
- ▶ Section C identifies the supporting documents your operation must complete and submit to TDA. Each piece of information that must be provided within these supporting documents is identified within the instructions
- ▶ While several portions of the form is locked, you can change the view of the form by clicking on the view menu and changing the workbook views
- ▶ To print the entire workbook go to File, Print, then under Settings change from print active sheets to print entire workbook.



## Important tips for completing the ROR-605 Handler OSP Form

# Completing the ROR-605A Multi-Ingredient Product Addendum

- ▶ This [addendum](#) to the ROR-605 discloses the multi-ingredient products that you are seeking certification on.
- ▶ The form will automatically generate a product formulation sheet in a new tab for each ingredient typed into the Master Listing.
  - ▶ Please make sure and click “Enable Editing” or “Enable Format” at the top of form. This will allow the form to generate the product formulation sheets for each product listed in the master list.
- ▶ Deletion of a product name from the master listing will also delete the product formulation sheet.
- ▶ A drop-down listing is provided in the category column on the product formulation sheet, please use the drop-down listing rather than trying to define your own categories.
- ▶ If your operation utilizes multiple formulations for the same product dependent upon cost/seasonal availability of ingredients, you must disclose all versions of product formulations for that product. Please clarify the versions (e.g. oatmeal cookie v1, oatmeal cookie v2) so that TDA does not assess additional fees against your operation.
- ▶ If a single product formula will have multiple product names, you must identify the additional product names.

# Example of a completed ROR-605A

P.O. Box 12847 Austin, Texas 78711 Voice (800) 835-5832 (512) 463-7476  
 Hearing impaired: (800) 735-2988 www.TexasAgriculture.gov

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COMMISSIONER SID MILLER

Texas Department of Agriculture  
 Multi-Ingredient Products

## ROR-605A

Verification information			
Account No.	Test123	Submission Date:	8/1/2019
Operation Name (Facility Name)			
Mike's Texas Pralines			

TDA USE ONLY
Processor Initials
Date:

Master Listing of Multi-Ingredient Products	TDA Use Only:
Please list the name of each multi-ingredient product formula that should be listed on your certificate. For each product name listed, a formulation sheet will be generated for you to complete. If a single product formula will have multiple product names, you must identify the additional product names. Please note that the name provided below is how it will be listed on your organic certificate.	
1 Mike's Texas pralines (also sold as Acme store brand organic pralines)	
2 House-made heavy cream	
3	
4	
5	





Submitting your payment  
and annual update  
documents to TDA

# How to submit:

- ▶ Mail the completed form, fee payment, and all other related documents to the following address:  
Texas Department of Agriculture,  
Organic Certification Program  
P.O. Box 12077 Austin, TX 78711
- ▶ Only check, cashier's check, or money order is accepted as payment.
- ▶ Make payment out to Texas Department of Agriculture.
- ▶ Please note the following information:
  - ▶ Attach your payment to the ROR-601 Form and place it at the top of all your documentation.
  - ▶ This simple step may decrease your processing time by 2 or more business days.
  - ▶ If you need some type of tracking ability, please use one of the following services from the U.S. Postal Service: USPS Tracking, Priority Mail, or Certified mail.
  - ▶ It will take LONGER for the TDA Organic Certification Program to receive your fee payment and process your documentation if you send it via parcel service to our street address.
  - ▶ The P.O. Box 12076 address is to ONLY be used in conjunction with the ROR-600 Application for Organic Certification Form for the purpose of initial submission of a new application for Organic Certification, not for submission of annual update certification fees, change fees, or administrative fees.
- ▶ Annual update information (not payment) may also be emailed to [organic@agriculture.gov](mailto:organic@agriculture.gov), but must be less than 8 MB.

# Annual Update Process:



1. Mail or email annual update documentation to TDA so received by TDA on or prior to due date. Documents may be emailed to [organic@texasagriculture.gov](mailto:organic@texasagriculture.gov), or mail all documents to the Texas Department of Agriculture, Organic Certification Program, P.O. Box 12077, Austin, Texas 78711. Payment must be mailed.



2. TDA verifies that fee payment is sufficient and then conducts the Initial review to ensure your documents will facilitate the onsite inspection.



3. A TDA inspector will conduct your on-site inspection.



4. TDA will conduct the final review and issue your updated certificate.

# TIPS AND COMMON ERRORS:

- Annual Updates are reviewed in the order of receipt - no exceptions
- If the primary contact (person who should be corresponding with TDA staff) for your operation has changed, please complete the [R-002 Regulatory Change Template B](#) and place the completed form behind the ROR-601 in the mailed packet.
- If any Excel forms are not prepopulating correctly, make sure you click “Enable Editing” if it is present at the top of the page.
- Please complete each answer and section. If it does not apply to you, please enter NA.
- Every operation should have entries in the supplier summary part 1 and part 2, storage, equipment, and materials list.
- This form is intended to be completed in the Excel format, in order to answer questions using drop down choices given.
- If the form must be printed and hand-written, it must be legible with appropriate answers.
- Items listed in Column 1 of Supplier Summary Part 1 will prepopulate to Column 1 of Supplier Summary Part 2. You must complete remaining columns in Part 2, marking NA if needed.
- Please see Pages 11 and 12 of the ROR-605 Instructions for more guidance on the supplier summary, storage, equipment, and materials sections.
- Any items on your Materials List should include an attachment with the composition of the product. This could be the label with ingredients, or SDS/MSDS sheets.
- If you have any questions at all, please contact any staff member directly:
  - [Heena.rasoolmir@texasagriculture.gov](mailto:Heena.rasoolmir@texasagriculture.gov)
  - [Phillip.harris@texasagriculture.gov](mailto:Phillip.harris@texasagriculture.gov)
  - [Brandi.chandler@texasagriculture.gov](mailto:Brandi.chandler@texasagriculture.gov)