

INSTRUCTIONS FOR FORM ROR-605 HANDLER ORGANIC SYSTEM PLAN

INTRODUCTION AND GENERAL INFORMATION

This form should be completed by the person applying for certification to produce, and/or handle organic agricultural products in Texas. For assistance in completing this application, call toll free 1-800-TELL TDA (1-800-835-5832). For the hearing impaired: 1-800-735-2988 (voice) or 1-800-735-2989 (TDD/TT).

New applicants: Please complete the [ROR-600 Application for Organic Certification Form](#) and review the [ROR-600 form instructions](#) for information on document and fee payment submission. Please be aware that organic certification is not guaranteed. Submission of an incomplete or inaccurate form or supporting document will delay the certification process and may result in the denial of your application for organic certification.

Annual update submission and OSP change submissions: Please complete the [ROR-601 Organic Fee Submission Form](#) and review the [ROR-601 form instructions](#) for information on document and fee payment submission. Please be aware that submission of an incomplete or inaccurate form or supporting document will delay the certification process and may result in corrective action being taken against your operation.

The organic system plan (OSP) is the detailed description of how your operation handles, processes, and/or stores organic product in compliance with the [Organic Foods and Production Act of 1990](#) and [7 CFR Part 205, commonly referred to as the National Organic Program \(NOP\) Regulations](#).

SECTION A: Verification Information

Enter all business information requested, leaving the section titled TDA USE ONLY blank.

SECTION B: Handling Activities

Check each box that identifies an activity performed by your operation, and any activity to be performed by your operation within the next 12 months.

SECTION C: Supporting Documents

You must provide the following supporting documents unless the instructions expressly state that it does not apply for the particular handling activities performed by your operation. Failure to submit these documents in a manner that sufficiently provides all the requested information will delay the approval of your organic system plan and may cause your operation to incur additional administrative fees.

1. A description of the entrance process and overview of entire facility. All operations must submit this document, except, brokers, traders, and marketers who do not have an office location.
 - a. Please provide instructions regarding entrance to the operation. If Google maps, iMaps, MapQuest, Garmin, Waze, or other navigation applications do not go directly to the main entrance of your facility where the inspector should enter, please clarify the correct directions from the closest public road and the correct entrance point.
 - b. Please clarify any security features that restrict access to your operation. Please inform us of any security requirements that an inspector may need to comply with such as showing inspector identification to a security guard, sign-in and sign-out logs, etc.
 - c. A description of each building and structure located at the facility. Be sure to clarify if the building/structure is used strictly for organic or nonorganic storage and/or handling –or– if the building/structure is used for both organic and nonorganic storage and/or handling. This includes all external structures such as silos, refrigerated trailers, and cargo boxes.
 - d. If records are stored offsite, you must disclose the physical address of the record storage location and how those records are made available for review by a TDA Inspector.

2. A diagram of the facility. This may require multiple diagrams if handling and processing are conducting in multiple buildings/structures. All operations must submit this document, except, brokers, traders, and marketers who do not have an office location.
 - a. Identify all roads, weigh stations, entrance points, off-loading/receiving areas, exit points, loading docks, auger systems.
 - b. Identify all buildings, external structures such as silos, refrigerating trailers, and cargo boxes.
 - c. Location of organic ingredient storage areas, nonorganic ingredient storage areas, storage area for cleaning and pest control supplies, location of organic packaging and labeling, location of nonorganic packaging and labeling.
 - d. Location of all equipment pieces and work stations used to process organic product.
 - e. If permanent pest bait stations or trap stations are used, please identify these stations also.
 - f. The diagram must be submitted on 8.5" x 11" paper, but may be spread over multiple pages so that provided information may be easily displayed and reviewed.
 - g. The creation date or date last revised must be displayed on the diagram.
3. The document flow diagram. The document flow diagram must be sufficiently detailed so that reviewers and inspectors can use processing step flowchart, processing and handling procedures, and the internal quality control procedures that detail the traceability process to fully understand the flow of information through your operation. All operations must submit this document. The document flow diagram must include at minimum, all the following information:
 - a. If floor log books are used to track and document step completion and product movement, you must identify the points when the log entries occur and which log book the information is recorded in.
 - b. A listing of the documents obtained from suppliers;
 - c. A listing of the documents created within your facility;
 - d. When lot numbers and any other tracking numbers are assigned
 - e. When information regarding handling of organic product is recorded into specific activity logs (be sure to clarify the name of the log); and
 - f. Exit documents such as shipping invoices and BOLs that are created and issued by your operation.
 - g. The diagram must be submitted on 8.5" x 11" paper, but may be spread over multiple pages so that provided information may be easily displayed and reviewed.
 - h. You may choose to submit these as two separate diagrams but both are required.
 - i. The creation date or date last revised must be displayed on the diagram.
 - j. An example of the document flow diagram is provided on page 20 of the 2018 NOP Audit Priorities training module at the following hyperlink:
<https://www.ams.usda.gov/sites/default/files/media/Training2018AuditPriorities.pdf> .
4. The processing step flowchart. The processing step flowchart must be sufficiently detailed so that reviewers and inspectors can use the facility diagram coupled with the processing step flowchart to trace the movement of product through your operation. Operations that do not handle or store organic product (e.g. brokers, traders, and marketing companies) are not required to submit this document.
 - a. The processing step diagram must:
 - i. Show the movement of organic products, from incoming/receiving through processing, packing, and storage to outgoing/shipping.
 - ii. Indicate at what step ingredients and processing aids are added
 - iii. Identify all equipment /work stations related to organic.
 - iv. Identify all storage areas associated with organic products, including incoming inventory, partially packed products, packaging material, and finished product.
 - b. If your operation performs multiple processing activities, you may find it easier to have a separate processing step flowchart for each processing activity (e.g. mixing livestock feed, milking livestock)
 - c. The diagram must be submitted on 8.5" x 11" paper, but may be spread over multiple pages so that provided information may be easily displayed and reviewed. Please create a connection legend rather than using tape or staples to connect multiple pages.
 - d. The creation date or date last revised must be displayed on the diagram.

Tip! A single document can serve as both the organic product flowchart and the document flow diagram but please do not combine all 3 of the above documents as it crowds information and makes the document illegible. Additionally, existing flowcharts developed for other quality or regulatory programs may be submitted in lieu of creating a new one if all necessary information is provided.

5. Copies of processing and handling procedures for certified organic product. These procedures must correlate with the processing step flowchart(s) and document flow diagram. Operations that do not handle or store organic product (e.g. brokers, traders, and marketing companies) are not required to submit this document.
 - a. If water is used at your operation, please include the following information:
 - i. Describe how you monitor water quality at your operation.
 - ii. If water is treated onsite, please identify the water treatment process used.
 - iii. If chlorine, calcium hypochlorite, chlorine dioxide, or sodium hypochlorite is used in wash water or flume water, identify the frequency (each run, daily, weekly, monthly) that you monitor the chlorine level of the final rinse water, the point at which the water last contacts the organic product, to ensure that it is at or below the maximum chlorine residual limit under the Safe Drinking Water Act (4ppm as Cl₂ or 0.8ppm as ClO₂).
 - iv. Describe how you document the results of your monitoring or testing.
 - v. If boiler water additives are used in your operation, please clarify if the treated water has direct contact with organic products.
 - vi. If boiler water additives are used in your operation, please describe how you prevent prohibited volatile boiler additives from contaminating organic ingredients or products.
 - b. If your operation provides farmers with harvest containers, please submit the following:
 - i. A copy of the pre-harvest cleanout procedure,
 - ii. The procedure must also detail how farmers and your staff are able to distinguish organic harvest containers from any other containers you may also provide.
 - c. If your operation conducts or is responsible for harvesting organic crops, provide your pre-harvest equipment cleaning procedure in sufficient detail to explain the steps taken to prevent organic product from comingling with nonorganic product or coming into contact with a prohibited substance.
 - d. If your operation is responsible for hiring custom harvesters, provide a copy of your inspection procedure of harvest equipment.
 - e. Receiving:
 - i. Describe your verification process for verifying that suppliers of ingredients, products, or services have current organic certification. Your description must indicate how often you perform this verification (with each shipment, monthly, annually, quarterly, other).
 - ii. If organic product is received in reusable containers/vehicles (e.g. plastic containers, tankers, railcars, etc.), please provide a copy of the cleaning procedure or a step-by-step description of the cleaning practices, including the cleaning and sanitizers used. Please note, you may need to request this information from the supplier or transport company.
 - iii. A detailed description of the steps for inspecting organic products and their packaging at time of receiving to verify the organic claim on the product.
 - iv. A detailed description of how organic crops, products, and ingredients are distinguished from nonorganic products on receiving documents?
 - f. Pre-processing storage:
 - i. A copy of the procedure for cleaning storage areas of organic crops, products, and ingredients prior to processing/handling. The procedure must explain the steps taken to prevent any residue of cleaning and sanitation materials that contain a prohibited substance from being left on the surface of the storage container and/or enclosure.
 - ii. A copy of the procedure for cleaning any containers used for storage of both organic and nonorganic ingredients/products. The procedure must describe the process sufficiently to verify that organic product will not be commingled with nonorganic product or come into contact with residues of prohibited substances from nonorganic product.
 - iii. A copy of the storage procedure used to prevent organic crops, products, and ingredients from coming into contact with prohibited substances while being stored.

- iv. For split operations, a detailed description of how organic crops, products, and ingredients will be stored separately from nonorganic product to prevent comingling with nonorganic product while being stored.
- v. A detailed description of the steps taken to prevent organic product from coming into contact with pest control materials used at your facility.
- g. A copy of the procedure(s) detailing the steps for cleaning and sanitizing equipment and work surface areas prior to processing organic product.
 - i. A listing of the intervening steps taken to ensure no residues from cleansers, sanitizers, or post-harvest materials remains on equipment prior to the start of processing/handling of organic product. These steps may include, but are not limited to, use of non-residual materials, potable water rinses, evaporation, manual scrubs with warm water, or residue testing.
 - ii. If the processing equipment is fully enclosed or cannot be cleaned sufficiently to guarantee that organic product will not be comingled or come into contact with residues of prohibited substances, you must provide a copy of your purge procedure. The purge procedure must detail your purging process and what happens to the formerly organic product used during the purging process.
- h. A description of the actual processing of the organic ingredients to manufacture your finished product and/or single ingredient organic products.
- i. A detailed description of the steps taken to prevent organic product from comingling with nonorganic product during processing.
- j. A detailed description of the steps taken to prevent organic product from coming into contact with prohibited substances during processing.
- k. For split operations: A detailed description of the steps taken to ensure that prohibited post-harvest materials and other processing aids (anti-static conditioners, ethylene gas, DPA, etc.) used in nonorganic product handling are not used during organic product handling.
- l. Labeling:
 - i. A detailed description of the process for labeling organic product.
 - ii. A detailed description of the steps taken to prevent nonorganic product from being labeled as organic.
 - iii. A detailed description of the steps taken to prevent packaging material used for organic product from coming into contact with prohibited substances.
- m. A copy of the procedure for storing packaging materials/containers to ensure that prohibited substances are not unintentionally applied to these materials/containers.
- n. A detailed description of the procedures used to label and segregate the finished organic product from nonorganic product while in final storage and/or prior to transport away from your operation.
- o. If any containers are used for storage of both organic and nonorganic finished product, please describe the process for cleaning the containers to prevent comingling and contact with residues of prohibited substances.
- p. A description of transportation method(s) used for final distribution when finished product leaves your facility.
- q. A detailed description of the process for cleaning transport trailers/vehicles prior to loading organic product so as to prevent organic product from comingling with nonorganic product or coming into contact with a prohibited substance while in transport.
- r. If your operation does not clean transport trailers/vehicles prior to loading organic product, please provide a copy of the inspection procedure.
- s. The process for loading finished product and efforts for preventing nonorganic product from being shipped in place of organic product.
- t. If operating in a commercial kitchen, provide a detailed description of the process for storing ingredients and finished products when you are not on-site.
- u. If operating in a commercial kitchen, provide a detailed description of the process for storing equipment when you are not on-site.
- v. For broker/traders that do not handle the actual product, you must provide a detailed description of your business activities that clarifies whether you trade/market raw agricultural product, minimally processed product, or finished product that is packaged for retail sale.

- w. For private labelers and marketers that contract with co-packers for the actual processing of the product, you must provide a description of the processing activities to be performed by the co-packer, and your procedure for insuring that the co-packer maintains a current organic certificate while handling the organic product that will be marketed and sold under your operation’s name.
 - x. If your operation temporarily ships organic product off-site for further processing but then regains the organic product, please detail the transport process and what processing activities are done to the product (example: coffee decaffeination, specialty packaging, cold fermentation, flash freezing, etc.). Also, please provide your procedure for insuring that the other handler maintains a current organic certificate.
 - y. Please describe your system for monitoring pest populations, including frequency and monitoring documentation maintained. Please do not identify specific materials used, just the type of pest material. For example, an operation that uses bait stations for monitoring may state, “permanent bait stations are placed within 5 feet of entrance and exit points to monitor pest populations and pest pressure during periods when they are more active”.
 - z. If your operation contracts with a commercial pest control company, please provide a copy of the pest control contract.
 - aa. Brokers, traders, and marketers that take neither financial ownership nor physical control of the organic product are exempt from the requirement of providing handling procedures.
6. Internal quality control procedures that detail the traceability process. These procedures and descriptions should correlate to the document flow diagram. All operations must submit this document with the information that is applicable to their operation.
- a. A listing and description of the log sheets and documents created and maintained onsite for internal traceability of the movement of organic product within your operation. This description must identify each document name, a summary of the information recorded, and how the records are stored.
 - b. A listing and description of the records maintained for product sales/distribution that identifies the date of departure and the next point where the organic product goes after leaving your facility.
 - c. Provide a visual explanation of your lot code matrix (e.g. Julian date, product receipt date, batch process date, etc.). For example:

<i>Example Lot Number: 20123AO512T</i>					
<i>Code #</i>	<i>20</i>	<i>123</i>	<i>A</i>	<i>O</i>	<i>512T</i>
<i>Signifies</i>	<i>Year: 2020</i>	<i>Julian Date: Production Date</i>	<i>Morning Shift</i>	<i>Organic</i>	<i>Plant Location</i>

- d. An explanation of when and how a lot code is assigned to organic products and ingredients. This explanation should include all tracking codes used and assigned to organic products and ingredients from the point of their receipt to the point of exit. Please note that operations that use multiple codes may find it easier to include this information as part of their document flow diagram. (e.g. the receiving lot number> silo code number> hopper code> production code> warehouse code> outbound invoice number)
 - e. An explanation of what constitutes as a lot (e.g. receiving date, harvest date, field and load number, lots are specific to purchase orders received, segregated by batch weight, etc.).
 - f. The description of internal quality control procedures must explain when breaks occur to separate one lot from another lot.
 - g. The description of internal quality control procedures must explain how the lot tracking system may be used to trace-back distributed certified organic product to the point at which the product/ingredients for a particular lot were received at your facility and the producer/supplier of the product in the event of a product recall (organic product traceability).
7. Internal quality control procedures that detail maintenance of compliance through training, continuing education, and the process for self-corrective action for identified areas of noncompliance with the NOP Regulations.

- a. Provide a detailed description of the training conducted to educate employees about the need to prevent organic product from coming into contact with prohibited substances.
 - b. If your operation has a staff member who applies pest management materials onsite, please include a copy of the staff member(s) pesticide applicator's license, if applicable.
 - c. Operations that conduct pesticide fogging in their facility, please detail the steps taken to ensure that organic product does not come into contact with the pesticide or any pesticide residues.
 - d. For split operations, provide a detailed description of the trainings conducted to educate employees about the requirement to keep organic ingredients and organic products separate from nonorganic ingredients and nonorganic products. Your description should also identify the frequency that these training occur
 - e. For split operations, provide a description of the corrective action process if organic product and nonorganic product are commingled.
 - f. Provide a description of the corrective action process if organic product came into contact with a prohibited substance.
8. Attach a copy of the state or local food safety license. It is the responsibility of the applicant/licensee to notify TDA of what local, state, and federal food health and safety permits/licenses the organic operation is required to maintain.
- a. If the facility is not required to hold any local, state, or federal food health and safety licenses, the applicant/licensee should submit documentation stating the operation does not have to be licensed. This documentation can be supplied in one of the following forms:
 - i. A written letter, email or fax from DSHS stating that the operation is not required to be licensed by the DSHS, or
 - ii. A statement of contact with the DSHS where the applicant/licensee verified that his or her operation does not have to be licensed by the DSHS. The statement must include the full name of the DSHS employee, the employee's direct contact information, and the date contact was made with the DSHS employee
 - b. Livestock feed mixers and manufacturers who sale their product should forward a copy of their current Texas Feed License from the Texas Feed and Fertilizer Control Service.
 - c. Dairy operations whose milk is transported off farm should forward a copy of their dairy license from the Texas Department of State Health Services.
 - d. At this time of drafting this document, TDA is not aware of any licensing requirements for transport of human food or livestock feed in the State of Texas; however, due to the federal Food Safety Modernization Act (FSMA), this may change in the near future.
9. Attach the following for each input, post-harvest material, processing aid, and nonorganic ingredient:
- a. For each cleaner, sanitizer, or pest control material: please forward a copy of the product label or material safety data sheet (MSDS) that identifies the active ingredients.
 - b. If you use a contracted sanitation company and/or pest control company, please forward a copy of the portion of the contract where pest control /sanitation materials are listed.
 - c. For each post-harvest material, processing aid, and nonorganic ingredient: please forward the product label and/or specification sheet that lists out all ingredients, including additives and inactive ingredients.
 - d. If a bacteria, fungi, enzymes, culture, or other microorganism is derived from a plant or animal, it must be organic if commercially available.
 - e. If a nonorganic bacteria, fungi, enzymes, culture, or other microorganism is used, you must provide documentation from the manufacturer that the product was not genetically modified or provided a feedstock that included GMO ingredients.
10. Attach the following for each supplier of an organic ingredient:
- a. A current organic certificate that has been issued within the past 12 months. If a current organic certificate is older than 12 months, please obtain a letter of good standing from the supplier's organic certifying agent. Please do not submit multiple copies of the same organic certificate if you use the same supplier for multiple organic crops, products, or ingredients.

- b. If you are directly importing an ingredient or purchasing organic product from an uncertified entity, you must also provide a copy of each NOP Import Certificate for each shipment of product.
- c. Attach the organic certificates in the same order as listed on the single ingredient product list and multi-ingredient supplier summary list

11. Organic product labels:

- a. Attach a copy of each organic product label for organic products that you are seeking certification for, including retail store labels and labels for containers intended for shipping and storage of organic product.
- b. If you desire for a group of labels to be considered as 1 product label template so as to reduce your certification fee, be sure to group those organic product labels together to avoid confusion and incurrence of unnecessary fees.

SECTION D: Index for completion of remaining sections

The purpose of this section is to identify which sections of the OSP that you must complete for your handling operation. If you completed Section B electronically, the form will automatically tell you the remaining sections you must complete.

1. You must complete Section E Handling Categories.
2. Complete Section F International Markets if you marked one or more of the following activities in Section B:
 - a. Currently or plans to export organic product to other countries.
 - b. Currently or plans to directly import organic product/ingredients from another country.
 - c. Sourcing organic product/ingredients from another country through an uncertified broker or trader.
3. You must complete Section G Recordkeeping.
4. Complete Section H Harvest and transportation of organic crops if you are responsible for harvest, harvest containers, or crop transport. If you do not perform this activity, check the box on the right.
5. Complete Section I Receiving organic products and ingredients if you receive or take over physical control of organic products and ingredients.
6. Complete Section J Post Harvest Materials if your operation applies post-harvest materials to organic crops. If you do not perform this activity, check the box on the right.
7. You must complete Section K Processing, packaging, and outgoing transport, unless you are a broker, trader, marketer, or private label owner that does not handle organic product.
8. You must complete Section L General Quality Assurance, unless you are a broker, trader, marketer, or private label owner that does not handle organic product.
9. You must complete Section M Labeling and marketing materials.
10. Complete Section N Water Use if your operation uses water for any purpose regarding the handling of organic product, including equipment cleaning. If your operation does not use any water, check the box on the right.
11. You must complete Section O Cleaning and Sanitation, unless you are a broker, trader, marketer, or private label owner that does not handle organic product.
12. You must complete Section P Waste Management, unless you are a broker, trader, marketer, or private label owner that does not handle organic product.
13. You must complete Section Q Pest Management, unless you are a broker, trader, marketer, or private label owner that does not handle organic product.
14. You must complete Section R Organic Supplier listing part 1 and part 2.
15. Complete Section S Storage if your operation conducts any type of storage of organic crops, products, ingredients, processing aids, or nonorganic ingredients that are used in your organic products, whether the storage duration is temporary or long term. If your operation does not conduct any storage, check the box on the right.
16. You must complete this Section T Equipment List, unless you are a broker, trader, marketer, or private label owner that does not handle organic product.
17. Complete Section U Nonorganic Materials List if your operation uses any nonorganic ingredients, processing aids, cleaners, sanitizers, or pest control products. If your operation does not use any nonorganic ingredients, check the box on the right.

18. Complete Section V Summary of search for organic ingredients if you use any substances listed in 7 CFR [§§205.605](#) or [205.606](#).
19. Complete the ROR-605A Multi-Ingredient Products Addendum if you process multi-ingredient products. If you do not perform this activity, check the box on the right.
20. TDA is currently in the process of creating the ROR-605B Livestock Handling Addendum. If you are interested in obtaining organic certification as a handler of livestock products, please contact TDA for further information.
21. TDA is currently in the process of creating the ROR-605C Fiber Handling Addendum. If you are interested in obtaining organic certification as a handler of livestock products, please contact TDA for further information.
22. TDA is currently in the process of creating the ROR-605D Retail food establishment and food vendor Addendum. If you are interested in obtaining organic certification for this type of operation, please contact TDA for further information.
23. Use the review checklists and templates to prepare for your organic inspection, conduct internal audits, and maintain over-all compliance with the NOP Regulations.

SECTION E: Handling Categories

The purpose of this section is to identify each category of organic products your operation currently and intends to handle, trade and/or market. The categories selected will be identified on the USDA National Organic Program's INTEGRITY Database. If completing this section manually, enter "currently handle", "intend to handle" or leave the category blank. Providing any other response will delay the approval of your organic system plan and may cause your operation to incur additional administrative fees.

SECTION F: International Markets

The following are the allowed responses to items within this section. Providing any other response will delay the approval of your organic system plan and may cause your operation to incur additional administrative fees.

1. Not exporting to Canada, yes, no
2. Not exporting to Canada, yes, no
3. Not exporting to Canada, yes, no
4. Not exporting to Canada, yes, no, No crop-derived agricultural products or ingredients
5. Not exporting to Taiwan, yes, no
6. Not exporting to Switzerland, yes, no, not exporting wine products
7. Yes, no, not exporting organic product
 - 7a. Yes, no, not exporting organic product
 - 7b. Bulk unpackaged, wholesale, retail, both wholesale and retail
8. Yes, no, not importing organic product

SECTION G: Recordkeeping

1. The only compliant answer is yes. If you do not have a procedure in place to maintain records for 5 years from the point of their creation, you must create the procedure and begin implementing it. If you are unwilling to comply with this requirement, your operation will not be able to obtain organic certification.

SECTION H: Harvest and transportation of organic crops

The following are the allowed responses to items within this section. Providing any other response will delay the approval of your organic system plan and may cause your operation to incur additional administrative fees.

1. Yes, no
 - 1a. If you answered yes to Item 1, write in the type of container provided.
 - 1b. If you answered yes to Item 1, check the applicable box.
2. Yes, no, only handle certified organic product
 - 1a. If you answered yes to Item 2, check the applicable box.
 - 2a. If you answered yes to Item 2, check the applicable box. Please write in the type of cleaning record if you checked "other".

3. Yes, no
 - 3a. If you answered yes to Item 3, check the applicable box.
 - 3b. If you answered yes to Item 3, check the applicable box. Please write in the type of cleaning record if you checked "other".

SECTION I: Receiving organic products and Ingredients

The following are the allowed responses to items within this section. Providing any other response will delay the approval of your organic system plan and may cause your operation to incur additional administrative fees.

1. Check all applicable boxes. Please write in the receiving status if you checked "other".
2. Yes, no
 - 2a. If you answered yes to Item 2, check all applicable boxes. Please write in the preventative measure(s) if you checked "other".
3. Yes, no
4. Yes, no
5. Yes, no
6. At the time of each order placement, crop contract signing, at time of each shipment receipt, daily, weekly, monthly, annually
7. Check all applicable boxes. Please write in the name of the document(s) if you checked "other".
8. Check all applicable boxes. Please write in the name of the document(s) if you checked "other".
9. Select the appropriate answer for each sub-item:
 - 9a. Yes, some but not all, not applicable
 - 9b. Yes, some but not all, not applicable
 - 9c. Yes, some but not all, not applicable
 - 9d. Yes, some but not all, not applicable
 - 9e. Yes, some but not all, not applicable
 - 9f. Yes, some but not all, not applicable

SECTION J: Post Harvest Materials

The following are the allowed responses to items within this section. Providing any other response will delay the approval of your organic system plan and may cause your operation to incur additional administrative fees.

1. Check all applicable boxes. Please write in the type of the material if you checked "other".
2. Yes, no, only handle certified organic product

SECTION K: Processing, packaging, and outgoing transport

The following are the allowed responses to items within this section. Providing any other response will delay the approval of your organic system plan and may cause your operation to incur additional administrative fees.

1. Yes, no
2. Yes, no, only handle organic product
3. Yes, no, only handle organic product
4. Check all applicable boxes. Please write in the name of the record(s) if you checked "other".
5. Yes, no
6. Check all applicable boxes. Please write in the type(s) of container(s) if you checked "other".
7. Yes, no
8. Yes, no
9. Yes, no
10. Yes, no
11. Yes, no
 - 11a. If you answered yes to Item 11, answer yes or no
 - 11b. If you answered yes to Item 11, enter the name and address of the storage facility
 - 11c. If you answered yes to Item 11, provide the name, phone number, email address, and mailing address if different from the storage facility's physical address.
12. Check all applicable boxes. Please write in the type(s) of container(s) if you checked "other".
13. Check all applicable boxes. Please write in the name of the record(s) if you checked "other".

14. Yes, no
15. Yes, no
 - 15a. If you answered yes to Item 15, check yes or no
16. Check all applicable boxes. Please write in the name of the record(s) if you checked “other”.
17. Yes, no
 - 17a. If you answered yes to Item 17, check all applicable boxes. Please write in the step(s) taken if you checked “other”.
18. Check all applicable boxes. Please write in the name of the record(s) if you checked “other”.
19. Check all applicable boxes.
20. Check all applicable boxes. Please write in the name of the record(s) if you checked “other”.
21. Yes, no
22. Yes, no

SECTION L: General Quality Assurance

The following are the allowed responses to items within this section. Providing any other response will delay the approval of your organic system plan and may cause your operation to incur additional administrative fees.

1. Yes, no. If you answer yes, please submit a copy of your standard operating procedures
2. Yes, no
 - 2a. If you answered yes to Item 2, check all applicable boxes. Please name the program if you checked “other”.
3. Yes, no
 - 3a. If you answered yes to Item 3, list the name of the company.
4. Yes, no
5. Yes, no
6. Yes, no
7. Yes, no
8. Yes, no
9. Yes, no, not applicable (may also be left blank if you do not handle fiber products)

SECTION M: Labeling and marketing materials

The following are the allowed responses to items within this section. Providing any other response will delay the approval of your organic system plan and may cause your operation to incur additional administrative fees.

1. Yes, no, not applicable
2. Retail; wholesale; both retail and wholesale; Shipping and storage only; Retail, wholesale, shipping, and storage
3. Yes, no
4. Yes, no
5. Yes, no
6. Check all applicable boxes. For social media – please identify the type(s) of social media used. For other – please write in the type of marketing used.

SECTION N: Water Use

The following are the allowed responses to items within this section. Providing any other response will delay the approval of your organic system plan and may cause your operation to incur additional administrative fees.

1. Check all applicable boxes. Please write in the use if you checked “other”.
2. Check all applicable boxes. Please write in source(s) if you checked “other”.
3. Yes, no
4. Yes, no
 - 4a. If you answered yes to Item 4, write in the type of water treatment process used
5. Yes, no
6. Yes, no
 - 6a. If you answered yes to Item 6, answer yes or no

SECTION O: Cleaning and sanitation

The following are the allowed responses to items within this section. Providing any other response will delay the approval of your organic system plan and may cause your operation to incur additional administrative fees.

1. Check all applicable boxes. Please write in the cleaning method if you checked “other”.

SECTION P: Waste Management

The following are the allowed responses to items within this section. Providing any other response will delay the approval of your organic system plan and may cause your operation to incur additional administrative fees.

1. Yes, no
2. Check all applicable boxes. Please write in waste management practice(s) if you checked “other”.

SECTION Q: Pest Management

The following are the allowed responses to items within this section. Providing any other response will delay the approval of your organic system plan and may cause your operation to incur additional administrative fees.

1. Check all applicable boxes. Please write in the use if you checked “other”.
2. Check all applicable box(s) and provide the requested information.
3. Check all applicable boxes. Please write in the pest management practice if you checked “other”.

SECTION R: Organic Supplier List

All operations must complete this section. Failure to submit these documents in a manner that sufficiently provides all the requested information will delay the approval of your organic system plan and may cause your operation to incur additional administrative fees.

Organic Supplier List PART 1

ID column: is the count and automatically generated as you add rows electronically. If you are completing this section manually, be sure to continue the count in consecutive order.

Product/Ingredient Name column: Enter the Product name, brand name(s), and/or ingredient name for each organic crop, product, ingredient sourced by your operation. If you will be using a different name from what is listed on your supplier’s certificate, please provide both.

Name of supplier/manufacturer: Enter the name of the supplier/manufacturer as it appears on their organic certificate. If you are sourcing organic product through an uncertified operation or through a distribution center, you must identify the last certified operation that has the product listed on their organic certificate and the certifying agent who certifies that operation.

Organic Certificate number of the supplier/manufacturer: Enter the organic certificate number.

Issue date of the supplier’s organic certificate on file at your operation: Enter the date that the certificate was issued by the operation’s certifying agent. Please note that this date is not the NOP Effective Date or Anniversary Date.

Total production volume for the next 12 months:

1. For harvested crops, please identify the amount of harvested organic crops you plan to handle during the next 12 months (if shrinkage and/or purges will occur, please identify the post-shrink/post-purge amount.)
2. For organic products (pass-through and single ingredient products), please estimate the amount of product that will exit your facility over the next 12 months.
3. For ingredients, please estimate the amount of this ingredient that will be used in production over the next 12 months.

Lot number: Please state yes or no if a lot number or some other tracking number is used for each crop, product or ingredient.

Organic Supplier List PART 2

The ID column and Product name columns will be automatically generated when completing this form electronically. If you are completing this section manually, these columns should be identical to Part 1.

List as a single ingredient product on your certificate: Answer yes or no for each product. Your response tells TDA whether or not you want the crop, product, or ingredient listed on your organic certificate.

Ingredient for processed product: Answer yes or no for each product. Your response tells TDA whether you are using the crop, product, or ingredient as part of a multi-ingredient product.

Sold as wholesale: Answer yes or no for each product. Your response tells TDA which labeling requirements to evaluate the product against and tells inspectors what to look for during your onsite inspection.

Sold as retail: Answer yes or no for each product. Your response tells TDA which labeling requirements to evaluate the product against and tells inspectors what to look for during your onsite inspection.

Finished product will be labeled as: Provide one of the following answers for each product. Your response tells TDA which categories to evaluate the crop, product, ingredient against. If the product is an ingredient in multiple formulations, please identify the highest category.

1. 100% Organic;
2. Organic (95-99.99%);
3. Made with...(70% or more); or
4. Shipping and storage only

Seeking International Equivalency: Answer yes or no for each product. Your response tells TDA how to identify the crop, product, ingredient on your organic certificate.

Copackers: If you will be co-packing the crop, product or ingredient for a private labeling operation, please identify the name of the operation and their certifying agent (if they have one). Additionally, if TDA will not be identified as the certifying agent on the finished product label, you must submit a copy of the product label approval from the certifying agent identified on the label.

SECTION S: Storage

Complete the table by providing the requested information in each column heading. Please be aware that you must identify all types of storage:

1. Incoming storage
2. In-process storage
3. Packaging material storage
4. Finished product storage
5. Off-site storage

SECTION T: Equipment List

Complete the table by providing the requested information in each column heading.

SECTION U: Materials List

Complete the table by providing the requested information in each column heading. List all nonorganic ingredients, including salt, processing aids, additives, etc. used in your organic products. Also list all materials you plan to use in your facility that come into direct contact with organic products or are used on equipment and food contact surfaces used to handle organic products. Materials include equipment cleaners/sanitizers, post-harvest materials, pest control materials, and boiler water additives.

SECTION V: Summary of search for organic ingredients

Complete the table by providing the requested information in each column heading. Use this section to summarize your search for organic forms of agricultural product ingredients that are listed in §§205.605 and 205.606 of the NOP Regulations. Your search for organic ingredients is accepted for 2 years from the date of contact and must be renewed in order to continue use of the nonorganic ingredient. You must maintain a record of each contact; this includes but is not limited to a phone log, copies of emails, website printouts, and product catalogs. These records must be available for review by the inspector as part of your onsite inspection.