

**INSTRUCTIONS FOR
PROCESSOR (FIBER) ORGANIC SYSTEM PLAN
FORM NO. ROR-604**

INTRODUCTION

This form and the required supporting documents are intended to serve as the “organic system plan” required by 7CFR Part 205, National Organic Standards. The organic system plan is a detailed description of how an operation will achieve, document and sustain compliance with organic standards.

Complete this form and attach all necessary supporting documents necessary to show compliance with Section 205.204. Mail all documents to the Texas Department of Agriculture, Organic Certification Program, P.O. Box 12847, Austin, Texas 78711. If this form is being submitted as part of an application or annual renewal, and has *licensing fees attached*, please mail all documents to the Texas Department of Agriculture, Organic Certification Program, P.O. Box 12076, Austin, Texas 78711. For assistance in completing this form, call toll free 1-800-835-5832. For the hearing impaired: 1-800-735-2988 (voice) or 1-800-735-2989 (TDD/TT).

Issuance of certification will require an on-site inspection to verify compliance to the applicable organic standards. Incomplete or inaccurate applications and/or supporting documentation may result in denial of application or certification. **A copy of all applications and supporting documentation should be duplicated and maintained with records.**

SECTION A

1. VERIFICATION INFORMATION

Indicate if this plan is for a new application, annual update or a change to your OSP. If this is a change to your OSP only complete the sections you wish to update. Enter all business information requested.

SECTION B

1. REQUIRED SUPPORTING DOCUMENTATION

Use this checklist to ensure that all required information is included in your application. Check off the box next to each item completed. All additional documentation and all sections must be completed for new applications and annual updates. New applicants must submit a completed ROR-600 Organic Certification Application with this form.

Additional documentation should include:

- Description of entire facility including a detailed diagram indicating all buildings, roads, etc;
- Description of handling procedures and all materials used while handling and processing certified organic product;
- Detailed flowchart showing the movement of all certified products during handling, including equipment, machinery, and storages areas;
- Description of critical control points of potential contamination and commingling. Be sure to include all areas that pose a risk of contamination or commingling with uncertified product, and give detailed steps that are taken to prevent contamination or commingling;

- Description of internal quality control procedures that details the movement of each specific lot of certified products through each step of the handling process;
- Description of final product storage, preparation for transportation, loading and methods of transportation used in distribution;
- Attachments should include all ingredient listings of products used and any other document required for a complete application.

SECTION C

1. PROCESSING CATEGORIES

Select the type of fiber you process and the corresponding product type (select all that apply). If the fiber types you process are not listed, specify in the "Other" field.

SECTION D

1. PRODUCTS MANUFACTURED

List all the products manufactured and their type with the corresponding ingredients or processing aids used. Make additional copies of this section as needed. In addition to listing ingredients and processing aids in this section, list them in section H of this application.

Example:

Type of Product	Ingredients or Processing Aids Used		
Cotton	<input type="checkbox"/> Natural vegetable oils or waxes	<input type="checkbox"/> Enzymes (non-GMO)	<input type="checkbox"/> Acetic acid (non-synthetic)
	<input type="checkbox"/> Tallow Wax	<input type="checkbox"/> Citric Acid	<input type="checkbox"/> Allowed surfactants
	<input type="checkbox"/> Soda ash	<input type="checkbox"/> Caustic Soda	<input type="checkbox"/> Beeswax
	<input type="checkbox"/> Sodium silicate	<input type="checkbox"/> Corn starch	<input type="checkbox"/> Potato starch
	<input type="checkbox"/> Hydrogen peroxide	<input type="checkbox"/> Natural dyes	<input type="checkbox"/> Low-impact dyes
	<input type="checkbox"/> Allowed natural oils	<input type="checkbox"/> Non-synthetic chelating agents	<input type="checkbox"/> Low energy, nonmetal reactive dyes
	<input checked="" type="checkbox"/> Other (specify):	None	

SECTION E

1. PROCESSING AND HANDLING

Answer all questions regarding the processing and handling of certified organic products at your operation and provide any additional information directed by the application. Do not leave any questions unanswered.

SECTION F

1. SANITATION

Answer all questions regarding sanitation at your operation and provide any additional information directed by the application. If any materials are used for sanitation, they must be listed under section H. Do not leave any questions unanswered.

SECTION G

1. PEST MANAGEMENT

Answer all questions regarding pest management at your operation and provide any additional information directed by the application. If any materials are used for pest management, they must be listed under section H. Do not leave any questions unanswered.

SECTION H

1. PRODUCT LABELING

Answer all questions regarding labeling of organic products at your operation and provide any additional information directed by the application. Do not leave any questions unanswered. You must submit all organic labels to be used on products so Organic Program Staff can review your labels to ensure they meet the NOP Regulations. Labels must be submitted before they are applied to products.

SECTION I

1. MATERIALS USED

List all materials used at your operation and attach ingredient listings for each product. Indicate you have attached your ingredient listing for each product by selecting the “attached” box in the ingredients field.

Example:

Brand Name:	Manufacturer:	Reason for use:
Super Cleaner	ACME Supplies	Sanitation
Bleach	ACME Supplies	Sanitation

SECTION J

1. RECORD KEEPING

Select all records that are maintained for your operation and list any additional records if need. Indicate how long you will maintain all records.

SECTION K

1. AFFIRMATION

After reading the affirmation statement, sign and print your name, and date the form. Your signature here indicates that you have read the statement and that you are aware of your responsibilities regarding the issuance of the requested license.