



ORGANIC HANDLER/PROCESSOR PLAN (OHP)

Quality Certification Services (QCS)

5700 SW 34th Street, Suite 349, Gainesville FL 32608

phone 352.377.0133 / fax 352.377.8363

www.qcsinfo.org

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OHP 1: APPLICATION						USDA Organic Regulations §205.401					
All Organic System Plan changes must be notified to QCS <i>and approved</i> prior to implementation, including use of new lands, inputs, livestock or facility. Facilities and products are not approved for use until added to Organic Certificate.											
Legal name of Entity:				Operation Name:				QCS No.		Date	
Mailing Address:						Physical Address: <input type="checkbox"/> Same as physical address					
City:		State:		City:		State:		City:		Zip Code:	
Country (if not located in United States):						Country (if not located in United States):					
Phone:			Fax:			Phone:			Fax:		
Check each associated organic or other system plan application you are submitting for this entity that may be grouped for inspection											
<input type="checkbox"/> None <input type="checkbox"/> Grower (Crops) <input type="checkbox"/> Livestock <input type="checkbox"/> Processor/Handler <input type="checkbox"/> Wildharvest <input type="checkbox"/> Grower Group <input type="checkbox"/> Apiculture <input type="checkbox"/> Global GAP <input type="checkbox"/> Harmonized GAP <input type="checkbox"/> Other:											
CERTIFICATION CONTACTS (Authorized Representative)											
Persons listed below are authorized to communicate with QCS on behalf of this operation.											
Name			Role in Operation (Owner, Manager, Billing, etc.)			Phone			E-mail		
CONSULTANTS <input type="checkbox"/> Not Applicable (not using a consultant)											
(Please note that it is your responsibility to update QCS of any modifications to the consultant information).											
Name:				Name:				Name:			
How would you like QCS to communicate with the consultant?											
<input type="checkbox"/> No direct communication with the consultant						<input type="checkbox"/> No direct communication with the consultant					
<input type="checkbox"/> Communicate only with the consultant. Consultant is primary certification contact											
<input type="checkbox"/> Send copies of all documents (certificates, applications, etc.) to the consultant											
<input type="checkbox"/> Other (specify)											
DRIVING DIRECTIONS											
Please provide directions to the main operation for the inspector:											



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OHP 1: APPLICATION USDA Organic Regulations §205.401

A. OPERATION'S LEGAL DESCRIPTION **Attachment**

Please check the legal description that best fits your operation. Attach applicable documents showing legal description (e.g. incorporation, partnership agreement, registration, fictitious name filing)

- A Sole Proprietorship operating under an individual name or a fictitious name (dba) A Partnership
 A Corporation (For Profit, Not for Profit, or LLC) Other unincorporated Association

B. PROCESSING/HANDLING AND STORAGE FACILITIES (TO BE) USED FOR ORGANIC PRODUCTION, INCLUDING OFF-SITE STORAGE Please note, off-site storage (owned or rented/contractors) may be inspected

Facility Name	Physical Address	Function (e.g. ingredient storage, processing, etc.)	Production Status (Check One)	
			Organic only	Split (organic & conventional)
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

C. GENERAL DESCRIPTION

1. Is your operation a primary or contract processor? (If marked contract processor, complete B. Contract Processor below)

2. Please provide a general description of the products you process:

3. Provide an estimate of organic production processed by your facility: _____ %

4. Mark (x) the type(s) of process(es) involved in handling/processing the product(s):

- Cooking Baking Curing Heating Drying Mixing Grinding
 Churning
 Separating Distilling Extracting Slaughtering Cutting Fermenting
 Preserving
 Dehydrating Freezing Chilling Cleaning Milling Wine Production
 Manufacturing and packaging, canning, jarring or otherwise enclosing food in a container to process an organically produced agricultural product for the purpose of retarding spoilage or otherwise preparing the agricultural product for market. Other, please explain:

D. CONTRACT PROCESSOR **Not Applicable**

1. Do you contract with any handling/processing facility(s)? Yes No 1a. If yes, name and describe the facility(s)

2. Is the facility certified organic? Yes No 2a. If yes, submit an organic certificate as an attachment. **Attachment**

3. If no, is the facility subcontracted to you? Yes No 3a. If no, submit a handling/processing application for facility.

Attachment

E. CERTIFICATION STATUS

Not Applicable (Have never been certified organic and have never previously applied for certification)

1. Have you ever applied for organic certification in the past? Yes No

If yes, please specify the year(s) of application and the name of the certifier(s) applied to:

2. Is this operation currently certified? Yes No

If certified by an accredited certification agency *other than* QCS, please attach a copy of your current organic certificate.

Attachment

3. Were you issued a Minor Noncompliance during the previous certification cycle? Yes No

If yes, attach documentation of corrective action, unless submitted to QCS prior to renewal. **Attachment**

4. Have you ever applied for and been denied organic certification? Yes No



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OHP 1: APPLICATION	USDA Organic Regulations §205.401
If yes, attach a copy of the denial from the certifier. <input type="checkbox"/> Attachment	
5. If you have been certified organic in the past, have you ever had your certificate suspended or revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach a copy of the suspension/revocation from the certifier. <input type="checkbox"/> Attachment	
Check <input type="checkbox"/> if you are applying for reinstatement of a suspended operation and attach a copy of your reinstatement request. <input type="checkbox"/> Attachment	
6. If you are currently certified by another certifier, were you issued a Noncompliance, Proposed Suspension or Proposed Revocation during the previous certification cycle? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach a copy of the applicable notification(s), documentation of corrective action, and other relevant documents. <input type="checkbox"/> Attachment	
F. EXEMPT/EXCLUDED	
1. Is the operation exempt or excluded from certification? <input type="checkbox"/> Yes <input type="checkbox"/> No	
1a. If exempt or excluded, do you understand that certification is not required and applying is considered a voluntary process? <input type="checkbox"/> Yes <input type="checkbox"/> No	
G. EXPORT/INTERNATIONAL CERTIFICATION <input type="checkbox"/> Not Applicable	
1. Will product(s) be exported? <input type="checkbox"/> Yes <input type="checkbox"/> No	
2. If yes, please indicate the international certification that you are seeking in order to export your product?	
<input type="checkbox"/> US-European Union Equivalency Arrangement (complete OHP 12)	
<input type="checkbox"/> US-Canada Equivalence Arrangement (complete OHP 13)	
<input type="checkbox"/> US-Japan Equivalence Arrangement (complete OHP 14)	
<input type="checkbox"/> US-Taiwan Export Arrangement (complete OHP 15)	
<input type="checkbox"/> US-Switzerland Equivalency Arrangement (complete OHP 16)	
<input type="checkbox"/> US-Korea Equivalency Arrangement (complete OHP 17)	
<input type="checkbox"/> European Union 834/2007 & 889/2008 Regulation Compliance – final processing outside of the US (complete OHP 18)	
<input type="checkbox"/> European Union 834 & 889 -Switzerland Compliance Affirmation – final processing outside of the US (complete OHP 19)	
<input type="checkbox"/> BioSuisse Switzerland Compliance – final processing outside of the US (complete OHP 20)	
<input type="checkbox"/> KRAV Sweden Extra Requirements – final processing outside of the US (complete OHP 21)	



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OHP 2: PRODUCTS REQUESTED FOR CERTIFICATION								
Instructions: List all products requested for certification in the table below and fill out the Organic Product Profile for each item separately. Make additional pages as necessary. Attach all labels (retail and non-retail/wholesale) in use and/or proposed for use, including labels for export if applicable. <input type="checkbox"/> Attachment								
Product Name	Brand Name(s) or other ID Mark (UPC/SKU, net wt.)	Labeling Category §205.301 (check one)				Package Type (Check all that apply)		
		100% Organic	Organic	Made with Organic	Less than 70% Organic	Retail	Non-retail/wholesale	None (product not sold)
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

INGREDIENTS SOURCED FROM UNCERTIFIED (EXCLUDED) HANDLERS	
Per section §205.101(b) of the USDA Organic Regulations, handling operations may be excluded from the requirements for certification when if the operation only sells organic agricultural products that “are packaged or otherwise enclosed in a container prior to being received or acquired by the operation; and Remain in the same package or container and are not otherwise processed while in the control of the handling operation	
Do you source any organic products or ingredients from an uncertified (excluded) handler? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, the uncertified handler(s) must be disclosed in the following organic product profiles and the supplier must complete OHP 3 D: Uncertified Handler Declaration. <input type="checkbox"/> Attachment	
GUIDANCE ON PRODUCT COMPOSITION REQUIREMENTS FOR EACH USDA ORGANIC LABELING CATEGORY PER §205.301	
*See applicable international sections for guidance on labeling categories permitted for organic product export.	
100% ORGANIC	All ingredients must be certified 100% organic. Processing aids, if used, must be organically produced.
ORGANIC	All agricultural ingredients must be certified organic, except as specified on the National List §205.606 when organic forms are not commercially available. All nonorganic non-agricultural ingredients must be allowed per the National List §205.605. Nonorganic ingredients must not exceed a combined total of five percent of content (excluding water and salt). Livestock Feed. A raw or processed livestock feed product sold, labeled, or represented as “organic” must be produced in conformance with §205.237.
MADE WITH ORGANIC (Specified Ingredients or food groups)	At least 70% of the product’s contents must be certified organic ingredients (excluding water and salt). Any nonorganic ingredients must be produced without excluded methods. All nonorganic non-agricultural ingredients must be allowed per the National List §205.605. Label may specify three organically produced ingredients OR three food groups as described in §205.304(a)(1)(i&ii)



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OHP 3 A: ORGANIC PRODUCT PROFILE - SINGLE INGREDIENT PRODUCTS AND REPACKAGED PRODUCTS

Instructions: After listing all products requested for certification in OHP 2, complete this section to provide ingredient and supplier information for all *single ingredient products and repackaged products*. Proceed to OHP 3 B for multi-ingredient products.

Organic Product Profiles on file with QCS must be current. Any changes must be submitted to QCS for review and approval.

1. Attach a current organic certificate and list of certified products for each organic ingredient listed below. **Attachment**
 2. If you intend to export this product, check all applicable destinations: No export
 Japan European Union Canada Taiwan Korea Switzerland

Name of Single Ingredient product or Repack Product as it appears on your label (e.g. Cheddar cheese)	Brand Name(s) or other ID Mark (UPC/SKU, net wt.)	Ingredient Supplier	Supplier Status (Complete Uncertified Handler Affidavit for each uncertified supplier)	Last certified organic handler in supply chain (if supplier is not certified)
			<input type="checkbox"/> Certified organic <input type="checkbox"/> Uncertified (Excluded)	
			<input type="checkbox"/> Certified organic <input type="checkbox"/> Uncertified (Excluded)	
			<input type="checkbox"/> Certified organic <input type="checkbox"/> Uncertified (Excluded)	
			<input type="checkbox"/> Certified organic <input type="checkbox"/> Uncertified (Excluded)	
			<input type="checkbox"/> Certified organic <input type="checkbox"/> Uncertified (Excluded)	
			<input type="checkbox"/> Certified organic <input type="checkbox"/> Uncertified (Excluded)	
			<input type="checkbox"/> Certified organic <input type="checkbox"/> Uncertified (Excluded)	
			<input type="checkbox"/> Certified organic <input type="checkbox"/> Uncertified (Excluded)	
			<input type="checkbox"/> Certified organic <input type="checkbox"/> Uncertified (Excluded)	
			<input type="checkbox"/> Certified organic <input type="checkbox"/> Uncertified (Excluded)	
			<input type="checkbox"/> Certified organic <input type="checkbox"/> Uncertified (Excluded)	
			<input type="checkbox"/> Certified organic <input type="checkbox"/> Uncertified (Excluded)	
			<input type="checkbox"/> Certified organic <input type="checkbox"/> Uncertified (Excluded)	
			<input type="checkbox"/> Certified organic <input type="checkbox"/> Uncertified (Excluded)	
			<input type="checkbox"/> Certified organic <input type="checkbox"/> Uncertified (Excluded)	
			<input type="checkbox"/> Certified organic <input type="checkbox"/> Uncertified (Excluded)	



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OHP 3 B: ORGANIC PRODUCT PROFILE – MULTI-INGREDIENT PRODUCTS **Date:**

Instructions: After listing all products requested for certification in OHP 2, complete this section to provide ingredient and supplier information for each **multi ingredient product** requested for certification.

Organic Product Profiles on file with QCS must be current. Any changes must be submitted to QCS for review and approval.

Complete a separate Organic Product Profile for each multi-ingredient product.

1.Name of the Product Requested for Certification:

2. % Organic ingredients: (To calculate the percentage of organic ingredients refer to §205.302)
3. Attach a current organic certificate and list of certified products for each organic ingredient listed below. Attachment
4. Does this product contain any non-organic ingredients listed at §205.605 or §205.606? Yes No
If yes complete each applicable section as directed in "OHP 4: Ingredient Verification, Section B. Non-organic ingredients.
5. Does this product contain sulfites, nitrates or nitrites added during the production or handling process? Yes No
6. If you intend to export this product, check all applicable destinations: No export
 Japan European Union Canada Taiwan Korea Switzerland

Instructions: List below all **ingredients*** and **processing aids*** (including water and salt) used in processing this product, check the applicable boxes and supply the requested information. Add more rows if necessary.

Function (check one)		Name of Ingredient/ Processing Aid	Status (check one)		Ingredient Supplier(s)	Supplier Status	Last certified organic handler in supply chain (if supplier is not certified)	% of Finished Product
Ingredient	Processing Aid		Organic	Non-Organic				
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Certified organic <input type="checkbox"/> Uncertified (Excluded)		
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Certified organic <input type="checkbox"/> Uncertified (Excluded)		
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Certified organic <input type="checkbox"/> Uncertified (Excluded)		
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Certified organic <input type="checkbox"/> Uncertified (Excluded)		
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Certified organic <input type="checkbox"/> Uncertified (Excluded)		
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Certified organic <input type="checkbox"/> Uncertified (Excluded)		
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Certified organic <input type="checkbox"/> Uncertified (Excluded)		
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Certified organic <input type="checkbox"/> Uncertified (Excluded)		
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Certified organic <input type="checkbox"/> Uncertified (Excluded)		
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Certified organic <input type="checkbox"/> Uncertified (Excluded)		
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Certified organic <input type="checkbox"/> Uncertified (Excluded)		

If you need additional rows, please supply an additional spreadsheet with the same columns as indicated above, including the product name.



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OHP 4: INGREDIENT VERIFICATION							
A. Organic Ingredients							
Attach the following documentation for each certified organic ingredient used in products you are requesting for certification:							
Type of Ingredient				Current Organic Certificate	OHP 4A: Uncertified Handler Declaration		
Organic ingredient purchased from a certified organic operation				X	N/A		
Organic ingredient purchased from an uncertified handler				X	X		
B. Non-Organic Ingredients							
<p>Products sold, labeled, or represented as “organic” or “made with organic” may contain non-organic ingredients as specified in USDA Organic Regulations §205.301. All non-organic ingredients used in “organic” products must be on the National List of Allowed and Prohibited Substances and meet all applicable restrictions specified at USDA Organic Regulations §205.605 and §205.606.</p> <p>All nonorganic ingredients and processing aids in direct contact with organic ingredients and products must be produced or handled with without the use of excluded methods (as defined in 7 CFR 205.2), ionizing radiation (as described in 21 CFR 179.26), and sewage sludge, and, must not contain sulfites, nitrates or nitrites added during the production or handling process (except wine which may contain added sulfur dioxide).</p> <p>For each non-organic ingredient, submit the following documentation to demonstrate that non-organic substances meet the criteria of the National Organic Program as described in 7 CFR 205. Only one copy of each applicable form is needed for each ingredient/processing aid, even if used in multiple products requesting certification.</p>							
Type of Ingredient	Label	Product specification sheet	OHP 4B	OHP 4C	OHP 4D	OHP 4E	OHP 4F
Non-agricultural (non-organic) ingredients used in “organic” product	X	X	X	N/A	N/A	Flavors only	N/A
Nonorganically produced agricultural ingredient used in “organic” product	N/A	N/A	N/A	X	X	N/A	N/A
Yeast – when used in “organic” product(s) for human consumption	X	X	X	X	N/A	N/A	N/A
Flavor	X	X	X	N/A	N/A	X	N/A
Silicon dioxide used for a purpose other than as a defoamer	X	X	X	X (showing that organic rice-hulls are not commercially available)	N/A	N/A	N/A
Ingredients certified in the “Made with organic ingredients” category	X	X	N/A	N/A	N/A	N/A	X



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OHP 4A: UNCERTIFIED HANDLER DECLARATION		USDA Organic Regulations §205.101(b)
<p>Instructions: This form should be completed by each uncertified handler in your supply chain that sells and/or handles agricultural products labeled as "100 percent organic," "organic," or "made with organic" (specified ingredients or food group(s)). The purpose of this form is to verify eligibility for the exclusion from certification under §205.101(b)(1).</p>		
<p>Name of handling operation (please include any alternative names you may do business under:</p>		
<p>Address:</p>		
<p>Name of person completing this form:</p>		<p>Title:</p>
<p>Phone:</p>	<p>E-mail:</p>	<p>Website:</p>
<p>Background <i>Certified organic operations must maintain records sufficient to demonstrate compliance. Certified operations may only source from uncertified handlers who provide full supplier traceability back to the last certified operation for each shipment. This means:</i></p> <ul style="list-style-type: none"> ● Purchase invoices, BOL, and other audit trail records must designate products as organic and include a description of the product and amount transferred. ● Uncertified handler audit trail records must link directly back to the last certified operation, including transport, storage, processing/handling, shipping, and/or distribution. Documents generated by the last certified operation proving purchase/delivery/transfer to the uncertified handler must be available. ● The last certified operation must be listed on invoices and/or lot numbers applied by the last certified operation must match lot numbers on uncertified handler audit trail records. ● For each delivery, uncertified handlers must provide a complete, current organic certificate for the last certified operation, as well as import documentation as relevant. ● All certified and uncertified suppliers must be approved by the certifier as part of the certified operation's Organic System Plan (OSP). Traceability will be verified as a part of the certified operation's audit and review. If organic product cannot be traced back to the last certified operation, the certified organic operation making purchases will not be allowed to source organic products from the uncertified handler. 		
<p>1. Do you handle any organic products that are not enclosed in a package or container when you receive them? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:</p>		
<p>2. Do you open packages or containers of organic products? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:</p>		
<p>3. Do you re-label any organic products including application of a label that obscures the original label or lot number/code? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:</p>		
<p>4. Do you ever combine or split loads of bulk/unpackaged products? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:</p>		
<p>5. Do you process any organic products including but not limited to repacking, sorting, reconditioning, culling, icing, hydrocooling, hydro vacuum, washing, high pressure processing (HPP), ethylene or controlled atmosphere treatment or any other processing? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:</p>		



ORGANIC HANDLER/PROCESSOR PLAN (OHP)

Quality Certification Services (QCS)

5700 SW 34th Street, Suite 349, Gainesville FL 32608

phone 352.377.0133 / fax 352.377.8363

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OHP 4A: UNCERTIFIED HANDLER DECLARATION

USDA Organic Regulations §205.101(b)

6. Do all organic products remain in the same package or container for the entire time they are in your possession? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain:
7. What do you do when incoming packages or containers of organic product have been damaged?
8. Describe the measures implemented to prevent commingling of organic and nonorganic products:
9. Describe the measures you have implemented to prevent contamination of organic products from substances such as cleaners, sanitizers, and pest control products:
10. Explain how you maintain audit trail records sufficient to track organic product back to its certified organic source, including original lot number:
11. Do you import or export organic products? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:
12. Describe how frequently you change organic suppliers and how the certified organic operation can verify the source, volume, and certification, and import compliance of each shipment. You may attach sample documents to demonstrate your system.
13. Do you agree to provide copies of audit trail records to the certifier upon request? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain:
§ 205.100 (c) Any operation that: <i>(1) Knowingly sells or labels a product as organic, except in accordance with the Act, shall be subject to a civil penalty of not more than the amount specified in §3.91(b)(1) of this title per violation.</i> <i>(2) Makes a false statement under the Act to the Secretary, a governing State official, or an accredited certifying agent shall be subject to the provisions of section 1001 of title 18, United States Code.</i>
Affirmation I declare that the foregoing is true and correct. Date: _____
Printed Name: _____ Signature: _____



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OHP 4B: NON-ORGANIC INGREDIENT AND EXCLUDED METHODS DISCLOSURE

The Ingredient and Excluded Methods Disclosure must be completed **by the manufacturer/producer of nonorganic ingredients and processing aids**. Similar documentation may be copied and sent. Once completed and returned to you by the manufacturer/supplier, submit this disclosure to QCS for review and consideration. Copy and paste to company letterhead for optimal usage of the form.

Dear Vendor:

RE: Ingredient and Excluded Methods Disclosure

In order to maintain our organic certification and market our finished product as "organic" or "made with organic", we must provide information to our certifier demonstrating that all nonorganic ingredients and processing aids are allowed for use according to the description and annotations as defined under 7 CFR 205 of the National Organic Program. This questionnaire is only to be completed signed by a qualified technical person.

Please supply the information and attachments requested below.

Ingredient Name:	Manufacturer:
Generic Name:	Contact Info:
Name of person completing this form:	Title of person completing this form:

Please provide the following documentation:

- Specification Sheet Label Safety Data Sheet (SDS)
 OHP 3 C3: Flavors (for flavors only) Manufacturing Description

1. Does this product contain ingredients, incidental ingredients, or processing aids that were produced and handled with the use of excluded methods (as defined in 7 CFR 205.2)? If yes, please choose one of the following: <input type="checkbox"/> The product (including incidental ingredients and processing aids) contains genetically modified DNA and/or proteins derived from genetically modified DNA. Please describe below the source of the genetically modified DNA and/or proteins. <input type="checkbox"/> The product (including incidental ingredients and processing aids) was derived from a genetically modified source material, but should not contain genetically modified DNA and/or the proteins derived from genetically modified DNA due to processing which removed them. Please identify the source and describe below the testing method used to verify the absence of GMO's.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Has this product (including its constituents) been exposed to Irradiation (as defined in 21 CFR 179.26)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Have the agricultural components of this product been grown on land fertilized with sewage sludge (as defined in 7 CFR 205.2)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Does this product contain synthetic ingredients?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Does this product contain synthetic carriers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Does this product contain processing aids?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Does this product contain any ingredients that have any processing aids?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Does this product contain incidental food additives or incidental ingredients?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Does this product contain preservatives?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Does this product contain artificial flavors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Does this product contain artificial colors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Is this product produced using synthetic solvents (hydrocarbons, chlorinated, halogenated)?	<input type="checkbox"/> Yes <input type="checkbox"/> No



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OHP 4B: NON-ORGANIC INGREDIENT AND EXCLUDED METHODS DISCLOSURE

If you responded "yes" to any of the above questions, please provide a further explanation. Please provide as much detail as possible.

Please provide additional verification for any/all of the following substances as applicable to the product described above. Refer to the [National List of Allowed and Prohibited Substances](#) at 7 CFR §§205.605-205.606 for additional information.

Check if applicable	Substance	Restriction	Does the product meet all specified restrictions?
<input type="checkbox"/>	Acidified sodium chlorite	Acidified with citric acid only.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Activated charcoal	Only from vegetative sources.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Calcium sulfate	Mined.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Casings	From processed intestines.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Cellulose	Non-chlorine bleached.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Citric Acid	Produced by microbial fermentation of carbohydrate substances.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Colors	Derived from agricultural products. Produced without the use of synthetic solvents, carrier systems and artificial preservatives. <i>List color and CAS#:</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Cornstarch	Native (Not chemically modified by the introduction of hydrophobic ester groups)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Enzymes	Derived from edible, nontoxic plants, nonpathogenic fungi or nonpathogenic bacteria.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Ferrous sulfate	Requires fortification or recommendation from independent organization. <i>List regulation:</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Fish oil	Stabilized with organic ingredients or only with ingredients on the National List §§205.605 and 205.606. List stabilizer(s):	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Flavors	Nonsynthetic source and produced without synthetic solvents, synthetic carriers or artificial preservatives.	Complete OHP 3 C3: Flavors
<input type="checkbox"/>	Glucono delta-lactone	Not produced by the oxidation of D-glucose with bromine water.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Gums	Arabic, Guar, Locust bean, or Carob bean. Water extracted only.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Lecithin	De-oiled.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Magnesium chloride	Derived from seawater.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Magnesium sulfate	Nonsynthetic.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Microorganisms	Food grade bacteria, fungi or other microorganism.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Nitrogen	Oil-free grade.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Orange shellac	Unbleached.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Oxygen	Oil-free grade.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Pectin	Non-Amidated.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Salt	Must not contain synthetic free flowing and anticaking agents.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Sulfur dioxide	Total sulfite concentration does not exceed 100 ppm.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Tartaric acid	Made from grape wine.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Waxes	Carnauba wax or wood resin; must be nonsynthetic.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Pursuant to 7CFR §205.605(a) and §205.105(e)(f)(g), I, on behalf of the supplier, hereby attest that the information provided in this form is accurate and truthful to the best of my knowledge. Falsifying statements to ACA's or the Secretary under the NOP will be subject to possible fines.

Signature

Date



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OHP 4C: COMMERCIAL AVAILABILITY VERIFICATION FOR NON-ORGANIC AGRICULTURAL INGREDIENT

Instructions to the applicant for organic certification: Complete this form for each nonorganic agricultural substance under §205.606, or nonorganic nonagricultural substance under §205.605 with annotation for sourcing organic. Include written evidence of efforts to locate sources of organic ingredients which may consist of letters, faxes, and/or email correspondence with potential suppliers. If applicable, submit test data demonstrating that organic forms of the material do not meet the functional requirements for the form or quality necessary to the operation. The following resources contains listings of suppliers of organic ingredients.

- USDA/NOP Website: <https://organic.ams.usda.gov/integrity>
- Additional Reference: <http://606organic.com/>

§205.2 – Terms defined: Commercially available

The ability to obtain a production input in an appropriate form, quality, or quantity to fulfill an essential function in a system of organic production or handling, as determined by the certifying agent in the course of reviewing the organic plan.

§205.270 – Organic handling requirements

Nonagricultural substances allowed under §205.605 and nonorganically produced agricultural products allowed under §205.606 may be used... In or on a processed agricultural product intended to be sold, labeled, or represented as “organic,” pursuant to §205.301(b), if not commercially available in organic form.

Ingredient Name:

Ingredient Producer:

Please provide the following documentation for the nonorganic ingredient if applicable.

Specification Sheet

Safety Data Sheet (SDS)

Label

Provide documentation from three producers demonstrating that the ingredient could not be sourced in organic form.

1.	Producer:	Date of Inquiry:
	Has this supplier previously supplied the ingredient in organic form?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	The supplier of the organic ingredient could not meet which of the following criteria?	<input type="checkbox"/> Form <input type="checkbox"/> Quality <input type="checkbox"/> Quantity
	Provide documentation showing how the organic ingredient does not meet the above criteria.	<input type="checkbox"/> Attachment
2.	Producer:	Date of Inquiry:
	Has this manufacturer previously supplied the ingredient in organic form?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	The supplier of the organic ingredient could not meet which of the following criteria?	<input type="checkbox"/> Form <input type="checkbox"/> Quality <input type="checkbox"/> Quantity
	Provide documentation showing how the organic ingredient does not meet the above criteria.	<input type="checkbox"/> Attachment
3.	Producer:	Date of Inquiry:
	Has this manufacturer previously supplied the ingredient in organic form?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	The supplier of the organic ingredient could not meet which of the following criteria?	<input type="checkbox"/> Form <input type="checkbox"/> Quality <input type="checkbox"/> Quantity
	Provide documentation showing how the organic ingredient does not meet the above criteria.	<input type="checkbox"/> Attachment

I understand that this form must be completed annually or as deemed necessary by the certifier for each nonorganic agricultural substance under §205.606, or nonorganic nonagricultural substance under §205.605 with annotation for sourcing organic, in or on processed products labeled as “organic” or “made with organic (specified ingredients or food group(s)).”

Signature	Date
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OHP 4D: COMPLIANCE AFFIRMATION FOR NON-ORGANIC AGRICULTURAL INGREDIENT

Instructions: This form must be completed by the manufacturer/supplier of nonorganic ingredients and processing aids. Similar documentation may be copied and sent. Once completed and returned to you by the manufacturer/supplier, submit this disclosure to QCS for review.

Dear Vendor:

In order to maintain our organic certification and market our finished product as “organic” or “made with organic”, we must provide information to our certifier demonstrating that all nonorganic ingredients and processing aids are allowed for use according to the description and annotations as defined under 7 CFR 205 of the National Organic Program (NOP). This questionnaire is only to be completed signed by a qualified technical person. Please supply the information and attachments requested below.

Ingredient Name:	Producer:
Generic Name:	Contact Info:
Name of person completing this form:	Title of person completing this form:

- Genetically Modified Organism (GMO).** GMO uses a variety of methods used to genetically modify organisms or influence their growth and development by means that are not possible under natural conditions or processes. Such methods include but are not limited to recombinant DNA technology (including gene deletion, gene doubling, introduction of a foreign gene, and changing the positions of genes when achieved by recombinant DNA technology).

Was this product produced and handled using excluded (GMO) methods?	<input type="checkbox"/> Yes <input type="checkbox"/> No
---	--
- Ionizing Radiation** is prohibited for all uses involving food preservation, pest control and pathogen control in NOP products.

Was ionizing radiation as described in 21 CFR 179.26 used in the processing of this product?	<input type="checkbox"/> Yes <input type="checkbox"/> No
--	--
- Sewage Sludge (as a crop fertilizer)** is solid, semisolid, or liquid residue generated during the treatment of domestic sewage in a treatment works. Sewage sludge includes but is not limited to: domestic septage; scum or solids removed in primary, secondary, or advanced wastewater treatment processes; and a material derived from sewage sludge.

Was this product derived from products using sewage sludge in their agricultural production?	<input type="checkbox"/> Yes <input type="checkbox"/> No
--	--

I understand that this form must be completed annually or as deemed necessary by the certifier for each nonorganic agricultural substance under §205.606, or nonorganic nonagricultural substance under §205.605 with annotation for sourcing organic, in or on processed products labeled as “organic” or “made with organic (specified ingredients or food group(s)).”

Signature	Date
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OHP 4E: COMPLIANCE AFFIRMATION - FLAVORS

Instructions: This questionnaire is provided to collect the information needed by QCS to evaluate if a flavor used in an “organic” or “made with organic...” product meets the requirements under the terms of the USDA National Organic Program. **This questionnaire is only to be completed signed by a qualified technical person representing the manufacturer of the flavor. Once completed, and returned to you by the manufacturer/supplier, submit this disclosure to QCS for review and consideration.**

Background – Allowed use of Natural Flavors in “organic” and “made with organic...” products

The USDA Organic Regulations allows the use of certain natural (non-synthetic) substances, including natural flavors, in products labeled as “Organic” or “Made with Organic...(specified ingredients or food groups)” providing they comply with provisions established in the USDA NOP (7 CFR Part 205).

The NOP defines **Non-synthetic** (natural) in 7 CFR 205.2: a substance that is derived from mineral, plant or animal matter and does not undergo a synthetic process as defined in section 6502 (21) of the Act (7 U.S.C. 6502(21)). Under the terms of the Act, “**synthetic**” means a substance that is formulated or manufactured by a chemical process or by a process that chemically changes a substance extracted from naturally occurring plant, animal or mineral sources, except that such term shall not apply to substances created by naturally occurring biological processes.

Non-synthetic Flavors authorized under the NOP, Section 205.605 (a) must be from non-synthetic sources only and must not be produced using synthetic solvents, carrier systems or any artificial preservative(s).

FDA Definition of Natural Flavors FDA 21 CFR Part 101.22(a)(3): “... **natural flavor** or **natural flavoring** means the essential oil, oleoresin, essence or extractive, protein hydrolysate, distillate, or any product of roasting, heating or enzymolysis, which contains the flavoring constituents derived from a spice, fruit or fruit juice, vegetable or vegetable juice, edible yeast, herb, bark, bud, root, leaf or similar plant material, meat, seafood, poultry, eggs, dairy products, or fermentation products thereof, whose significant function in food is flavoring rather than nutritional. Natural flavors include [*but not exclusively*] the natural essences or extractives obtained from plants listed in §§182.10, 182.20, 182.40, and 182.50 and part 184 of this chapter, and the substances listed in §172.510 of this chapter.”

In addition, **Sections 205.105 (e)(f)(g)** respectively prohibit so-called “excluded” methods (GMOs), ionizing radiation or sewage sludge, defined in 205.2, from being applied to any ingredients or products under the NOP.

Natural Flavor Product Name/Code:	Manufacturer:
Generic Name:	Contact Info:
Name of person completing this form:	Title of person completing this form:

1. **Type of flavor (select one or more as necessary):**

- | | | |
|--|--|---|
| <input type="checkbox"/> Compounded WONF | <input type="checkbox"/> Essential oil | <input type="checkbox"/> Oleo resin |
| <input type="checkbox"/> Distillate | <input type="checkbox"/> Essential oil Isolate | <input type="checkbox"/> Other (e.g. single flavor chemical): |

2. **Natural flavor:** Do all of the flavor constituents in the natural flavor product named above meet the FDA definition of a natural flavor (see above)? Yes No

3. **Extraction solvents:** Natural flavors authorized for use in NOP “organic” or “made with organic” products, in addition, must not be produced using synthetic extraction solvents. Extraction may only use nonsynthetic, non-petroleum based solvents.

a. Are solvents used in the production of this flavor and/or its constituents? If yes, complete the rest of this table.	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Are all solvents used in the production of this flavor and its constituent(s) nonsynthetic and non-petroleum based?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Are any of the following(allowed) natural solvents used in the production of this flavor:	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. Water, natural ethanol, super-critical carbon dioxide, authentic essential oil, and natural vegetable oils?	
e. Are any other natural solvents used that are not listed above? If yes, please disclose:	<input type="checkbox"/> Yes <input type="checkbox"/> No
f. Are any of the following (prohibited) solvents use in the production of this flavor: Hydrocarbon solvents, chlorinated solvent, halogenated solvents, propane, hexane, or Freon?	<input type="checkbox"/> Yes <input type="checkbox"/> No



OHP 4E: COMPLIANCE AFFIRMATION - FLAVORS

4. Non-flavor constituents and other ingredients:

Natural flavors authorized for use in NOP "organic" or "made with organic" products must not contain any synthetic carrier systems or any artificial preservatives. This extends to synthetic processing aids, emulsifiers or antioxidants; i.e. prohibited substances include but are not limited to: propylene glycol, polyglycerol esters of fatty acids, mono- and di-glycerides, benzoic acid, polysorbate 80, medium chain triglycerides, BHT, BHA, triacetin, etc.

a. Please list any carrier system(s) used in this Natural Flavor Product or attach an Ingredient Statement. <input type="checkbox"/> No carrier system(s) used	
b. Please list any preservative(s), other additives or foodstuff ingredients used in this Natural Flavor Product or attach an Ingredient Statement. <input type="checkbox"/> No preservative(s), or other additives used	
c. Are any of the NON-flavor constituent's synthetic (see definition in the Background section)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
d. If synthetic non-flavor constituents are used, are they listed on the NOP National List at § 205.605(b)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
e. Are any of the NON-flavor constituents USDA NOP certified Organic?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
f. If glycerin is used, is it produced by hydrolysis of fats and oils?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A, none used
g. If maltodextrin is used, is it hydrolyzed primarily by enzymes?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A, none used
h. If citric acid is used, is it produced primarily by fermentation of carbohydrates?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A, none used

5. Genetically Modified Organism (GMO). GMO uses a variety of methods used to genetically modify organisms or influence their growth and development by means that are not possible under natural conditions or processes and are not considered compatible with organic production. Such methods include but are not limited to recombinant DNA technology (including gene deletion, gene doubling, introduction of a foreign gene, and changing the positions of genes when achieved by recombinant DNA technology).

Was this flavor product (including any solvents, carriers, preservatives or other processing aids used or contained therein) produced and handled using excluded (GMO) methods?	<input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

6. Ionizing Radiation is prohibited for all uses involving food preservation, pest control and pathogen control in NOP products.

Was ionizing radiation as described in 21 CFR 179.26 used in the processing of this flavor product?	<input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

7. Sewage Sludge (as a crop fertilizer) is solid, semisolid, or liquid residue generated during the treatment of domestic sewage in a treatment works. Sewage sludge includes but is not limited to: domestic septage; scum or solids removed in primary, secondary, or advanced wastewater treatment processes; and a material derived from sewage sludge.

Was this flavor product derived from products using sewage sludge in their agricultural production?	<input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

Pursuant to 7CFR §205.605(a) and §205.105(e)(f)(g), I, on behalf of the supplier, hereby attest that the information provided in this form is accurate and truthful to the best of my knowledge. Falsifying statements to ACA's or the Secretary under the NOP will be subject to possible fines.

Signature

Date



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OHP 4F: COMPLIANCE AFFIRMATION – INGREDIENTS CERTIFIED IN THE “MADE WITH ORGANIC INGREDIENTS” CATEGORY

Instructions: This form must be completed by the certified entity supplying the ingredient certified as “*made with organic (specified ingredients or food group(s))*”, or their certifier. Once completed and returned to you by the supplier/certifier, submit this disclosure to QCS for review and consideration. Copy and paste to company letterhead for optimal usage of the form.

Dear Supplier:

In order to maintain our organic certification and market our finished product as “organic”, we must provide information to our certifier demonstrating that all nonorganic ingredients and processing aids are allowed for use according to the description and annotations as defined under 7 CFR 205 of the National Organic Program. **This questionnaire is only to be completed signed by a qualified technical person.**

Product Name:	Supplier:
Generic Name:	Contact Info:
Name of person completing this form:	Title of person completing this form:

13. Does this product contain nonorganically produced agricultural products?	<input type="checkbox"/> Yes <input type="checkbox"/> No
14. Does this product contain processing aids?	<input type="checkbox"/> Yes <input type="checkbox"/> No
15. Does this product contain processing aids on the National List?	<input type="checkbox"/> Yes <input type="checkbox"/> No
16. Does this product contain ingredients on the National List?	<input type="checkbox"/> Yes <input type="checkbox"/> No
17. Does this product contain Magnesium stearate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
18. Does this product contain Potassium phosphate?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you responded “yes” to any of the above questions, please provide a further explanation. Please provide as much detail as possible.

Pursuant to 7CFR §205.605(a) and §205.105(e)(f)(g), I, on behalf of the supplier, hereby attest that the information provided in this form is accurate and truthful to the best of my knowledge. Falsifying statements to ACA’s or the Secretary under the NOP will be subject to possible fines.

Signature

Date



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OHP 5: LABELING

USDA Organic Regulations §§205.300-311

Labels and other marketing material used to represent products as organic must meet the requirements set forth in the USDA Organic Regulations §§205.300-205.311. The National Organic Program offers guidance to help organic producers understand labeling categories and requirements:

[Labeling Organic Products Fact Sheet](#)

[Labeling Packaged Products Under the National Organic Standards](#)

[Policy Memo: Placement of "Certified Organic by ***" Statement](#)

[Guidance: Products in the "Made with Organic ***" Labeling Category](#)

[Policy Memo: Labeling of Alcoholic Beverages with Organic References](#)

[Policy Memo: Labeling of Textiles that Contain Organic Ingredients](#)

MARKETING MATERIALS

Describe all labels/marketing materials used to represent products as organic (Check all that apply).

<input type="checkbox"/> Retail labels (used on packages for the final consumer)	<input type="checkbox"/> Non-retail labels (used on packages for shipping/storing)	<input type="checkbox"/> Website:	<input type="checkbox"/> Other:
--	--	-----------------------------------	---------------------------------

Prior to submission, please make sure your labels meet the following criteria:

RETAIL LABELS. QCS must review and approved all labels used on retail packaging prior to printing.

100% Organic §205.303

- The information panel displays the statement "Certified Organic by (Quality Certification Services/QCS)" below the information identifying the handler or distributor of the product, with no printed material or information in between.
- All organic ingredients are identified in the ingredient statement with the term "organic" or with an asterisk or other mark.
- The USDA Seal, if used, replicates the form and design as described in §205.311 and is printed legibly and conspicuously.
- The QCS logo, if used, is not displayed more prominently than the USDA seal.

Organic §205.303

- The information panel displays the statement "Certified Organic by (Quality Certification Services/QCS)" below the information identifying the handler or distributor of the product, with no printed material or information in between.
- All organic ingredients are identified in the ingredient statement with the term "organic" or with an asterisk or other mark.
- The USDA Seal, if used, replicates the form and design as described in §205.311 and is printed legibly and conspicuously.
- The QCS logo, if used, is not displayed more prominently than the USDA seal.

Made with Organic Ingredients §205.304

- The information panel displays the statement "Certified Organic by (Quality Certification Services/QCS)" below the information identifying the handler or distributor of the product, with no printed material or information in between.
- All organic ingredients are identified in the ingredient statement with the term "organic" or with an asterisk or other mark.
- The principle display panel may state "Made with organic (specified ingredients or food groups)": *Provided*, That, the statement does not list more than three organically produced ingredients or three of the following food groups: beans, fish, fruits, grains, herbs, meats, nuts, oils, poultry, seeds, spices, sweeteners, and vegetables or processed milk product. The statement may list 3 ingredients or 3 food groups, not a combination of both. If it lists food groups, all ingredients of each listed food group in the product must be organically produced.
- The "Made with organic ***" statement, if used, may not exceed one-half the size of the largest type size on the panel and which appears in its entirety in the same type size, style, and color without highlighting.
- The label may list the percentage of organic ingredients in the product. The size of the percentage statement must not exceed one-half the size of the largest type size on the panel on which the statement is displayed and must appear in its entirety in the same type size, style, and color without highlighting.

NON-RETAIL CONTAINERS USED FOR SHIPPING AND/OR STORAGE N/A – No labeling of non-retail containers

- Non-retail containers used for transport or storage of organic product display the production lot number of the product.



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OHP 6: PRODUCT PROCESS USDA Organic Regulations §205.270

A. PRODUCT FLOW

1. For each product, provide a complete written description or schematic product flow chart which describes production, from incoming/receiving through processing/handling and to outgoing/shipping. Indicate where ingredients are added and/or processing aids are used. Identify equipment used and ingredient/finished product storage areas. **Attachment**

2. Describe how organic ingredients and finished products are moved during production (e.g. closed system, conveyor belt, buckets/bins, forklift etc.)

B. BY PRODUCTS

1. Will any by-products from the production process be sold as certified organic? Yes No Not applicable

1a. If yes, list all organic by-products and provide Organic Profile Sheets for each by-product. **Attachment**

C. WATER

1. Check ways water is used in processing: None used ingredient processing aid cooking cooling
 product transport cleaning organic products cleaning equipment other (specify)

2. Source of water: municipal on-site well other, specify

3. Does the water meet the Safe Drinking Water Act? Yes No Water Test Attached

4. What on-site water treatment processes are used? None

5. Is steam used in the processing or packaging of organic products? Yes No

5a. If yes, does steam come into direct contact with organic products? Yes No

5b. If steam has direct contact with organic products, attach MSDS/label for boiler additives. **Attachment**

5c. How do you prevent contact of boiler additives with organic products? steam filters condensate traps testing of condensate
 testing of finished products other (specify)

7. Describe how you monitor water quality.

8. How often do you conduct water quality monitoring? weekly monthly annually as needed other (specify)

OHP 7: PEST MANAGEMENT USDA Organic Regulations §205.271

A. FACILITY MAP

1. Attach a facility map showing the location of interior and exterior traps and monitors, and submit MSDS and/or label information for substances used for pest control, if applicable. **Pest Control Facility Map Attachment** **Pest Control MSDS/Label Attachments**

B. PEST MANAGEMENT PRACTICES

USDA Organic Regulations §205.271(a-d) requires that facilities manage pests with a step wise procedure:
 A. Prevention → B. Physical/mechanical controls, lures and repellants → C. Nonsynthetic substances or synthetic substances consistent with the National List → D: Synthetic substances not on the National List. Each step must be implemented and deemed ineffective before progressing to the next level.

1. Do you have a facility pest management plan in place to address §205.271 "Facility Pest Management Practice Standard" and §205.272 "Commingling and Contact with Prohibited Substance Prevention Practice Standard"? Yes No

1a. If yes, please attach a copy. **Attachment**

2. Do you work with a pest control company? Yes No

2a. If yes, give name and contact information.

2b. What area of the plant does the pest control company cover? Exterior Interior Both

2c. Have you notified the pest control company of the "Facility Pest Management Practice Standard" outlined in §205.271 and the "Commingling and Contact with Prohibited Substance Prevention Practice Standard" outlined in §205.272? Yes No



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OHP 7: PEST MANAGEMENT

USDA Organic Regulations §205.271

3. What are your problem pests? No pest problems flying insects crawling insects rodents gophers rats
 mice spiders birds other pests (specify)

4. Check all pest management practices used at your facility

A. STEP 1 - Preventive practices

good sanitation removal of exterior habitat/food sources removal of breeding areas daily pick-up of waste
 exclusion (sealed/screened doors/windows; repairs of holes/cracks) maintaining inhabitable temperatures mowing
 atmosphere/air circulation monitoring incoming ingredient inspection for pests other (specify)

B: STEP 2 - Physical/mechanical controls, lures and repellants

ultrasound/light devices sticky traps electrocutors mechanical traps scare eye balloons freezing treatments
 heat treatments vacuum treatments carbon dioxide nitrogen lures repellents release of beneficial insects
 other (specify)

C: STEP 3 - Nonsynthetic substances or synthetic substances consistent with the National List.

pheromones vitamin baits ammonium carbonate aqueous potassium silicate boric acid diatomaceous earth
 pyrethrum ryania disodium octaborate tetrahydrate other (specify)

D: STEP 4 - Synthetic substances not on the National List

fumigation fogging crack and crevice spray other (specify)

5. List all products that have been used or are intended for use to manage pests.

Substance	Target pest(s)	Exact location(s) where used	Method of Application	Attach Label or Safety Data Sheet (SDS)
				<input type="checkbox"/> Label <input type="checkbox"/> SDS
				<input type="checkbox"/> Label <input type="checkbox"/> SDS
				<input type="checkbox"/> Label <input type="checkbox"/> SDS
				<input type="checkbox"/> Label <input type="checkbox"/> SDS
				<input type="checkbox"/> Label <input type="checkbox"/> SDS
				<input type="checkbox"/> Label <input type="checkbox"/> SDS
				<input type="checkbox"/> Label <input type="checkbox"/> SDS
				<input type="checkbox"/> Label <input type="checkbox"/> SDS
				<input type="checkbox"/> Label <input type="checkbox"/> SDS
				<input type="checkbox"/> Label <input type="checkbox"/> SDS
				<input type="checkbox"/> Label <input type="checkbox"/> SDS

6. How do you document your pest management practices to show that you follow the step wise procedure set forth in §205.271(a-d)?

7. Please attach a sample/template of your pest control records. Attachment

8. Describe measures taken to prevent contact of organically produced products, ingredients, packaging materials, storage containers, etc. with the substances used.

8a. Are these measures documented? Yes No

9. Are you required by local, State or Federal Law and regulation to use a pest control substance that does not appear on the National List?

Yes No

9a. If yes, list substance(s) and describe the requirement for its use:



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OHP 8: ASSURANCE OF ORGANIC INTEGRITY

USDA Organic Regulations §205.201(a)(b) and §205.272

USDA Organic Regulations requires that handling practices and procedures present no contamination risk to organic products from commingling with non-organic products or contact with prohibited substances. Packaging materials, bins, and storage containers must not have contained synthetic fungicides, preservatives, or fumigants. Reusable bags or containers must be clean and pose no risk to the integrity of organic products. Procedures used to maintain organic integrity must be documented.

A. PROCESS MONITORING PROGRAMS

- Briefly describe (or attach) your organic integrity program – the procedures in place to prevent commingling with non-organic ingredients/products and contamination from prohibited substances. **Attached**
- What Quality Assurance programs are in place? None ISO HACCP TQM other (specify)
- Are any outside quality assessment services used (e.g. AIB)? Yes No
If yes, name of company:
- Check the type(s) of Product Testing: (Check all that apply)
 ingredients tested prior to purchase ingredients tested upon receipt products tested during production
 finished products tested other (specify)
- Do you have a product recall system in place? Yes No
- Do you have a written fraud prevention plan? Yes No If yes, please attach. **Attachment**

B. EQUIPMENT

- List all equipment used in production, including containers used to move ingredients in-process.

Equipment Name	Dedicated organic?	Purged/cleaned prior to organic production?	Describe cleaning/purging procedures
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

C. SANITATION

- Check all methods used for facility sanitation below:
 sweeping scraping vacuuming compressed air manual washing clean in place (CIP)
 steam cleaning sanitizing other (specify)
- Describe use of cleaners, sanitizers and defoamers in the table below and attach the Safety Data Sheet (SDS) for each product.

Attachment

Name of Cleaner/Sanitizer/ Defoamer	Function	Location(s) of Use	Is there direct contact with organic ingredients/product (e.g. in wash water)?	Is there an intervening event after use (e.g. rinse, purge)?
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

- Where are cleaning/sanitizing materials stored?

- Do you use quaternary ammonium compound (QAC) sanitizers on food contact surfaces? Yes No

4b. If yes, describe testing procedure and documentation implemented to ensure that the intervening event was sufficient to remove sanitizer residues?



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OHP 8: ASSURANCE OF ORGANIC INTEGRITY

USDA Organic Regulations §205.201(a)(b) and §205.272

D. STORAGE CONTAINERS & PACKAGING

1. Check types of storage containers and packaging material used:

- paper cardboard wood glass metal foil
 plastic waxed paper aseptic natural fiber synthetic fiber other (specify)

2. Are packaging materials and/or storage containers exposed to synthetic fungicides, preservatives, or fumigants? Yes No

2a. If yes, describe exposure, including name of products used, and measures taken to ensure that a prohibited substance does not come into contact with packaging materials.

3. Are storage containers and/or packaging materials reused? Yes No

3a. If yes, describe how they are cleaned prior to use.

4. Are any packaging materials dedicated organic? Yes No

5. Are any fungicides, fumigants, or pest control products used in this storage area? Yes No

5a. If yes, how do you protect packaging products from contact with prohibited substances?

E. STORAGE

1. Provide information on your storage areas (including off-site storage) by completing the following table.

Use	Identification name or number	Is storage unit dedicated organic?	Describe measures to prevent contamination or commingling
Ingredient storage		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Packaging material storage		<input type="checkbox"/> Yes <input type="checkbox"/> No	
In-process storage		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Finished product storage		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Off-site storage		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (specify)		<input type="checkbox"/> Yes <input type="checkbox"/> No	

2. Submit OHP 8A Warehouse Affidavit for each off-site storage facility that is not part of your operation. Attached N/A

F. TRANSPORTATION OF ORGANIC PRODUCTS

1. Describe shipping containers and transport methods in the table below (check all that apply)

	Incoming	Outgoing		Incoming	Outgoing
Dry bulk	<input type="checkbox"/>	<input type="checkbox"/>	Foil bags	<input type="checkbox"/>	<input type="checkbox"/>
Liquid bulk	<input type="checkbox"/>	<input type="checkbox"/>	Wrapped pallets	<input type="checkbox"/>	<input type="checkbox"/>
Tote bags	<input type="checkbox"/>	<input type="checkbox"/>	Truck	<input type="checkbox"/>	<input type="checkbox"/>
Tote boxes	<input type="checkbox"/>	<input type="checkbox"/>	Tanker	<input type="checkbox"/>	<input type="checkbox"/>
Metal or plastic drums	<input type="checkbox"/>	<input type="checkbox"/>	Rail	<input type="checkbox"/>	<input type="checkbox"/>
Cardboard drums	<input type="checkbox"/>	<input type="checkbox"/>	Overseas container	<input type="checkbox"/>	<input type="checkbox"/>
Paper bags/boxes	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>

2. Do you arrange product transport? Yes No

3. Have transport companies been notified of organic handling requirements? Yes No

4. Prior to loading organic ingredients/products, are transport units:

	Incoming	Outgoing
Cleaned?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Inspected?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cleaning/inspection documented?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

5. Are transport units used to carry nonorganic products or prohibited substances? Yes No

5a. If yes, check all steps taken to prevent commingling/contamination during transport.

Separate pallets	<input type="checkbox"/>	<input type="checkbox"/>
"Organic" label on container	<input type="checkbox"/>	<input type="checkbox"/>
Organic product shrink wrapped/sealed in impermeable containers	<input type="checkbox"/>	<input type="checkbox"/>
Separate area in transport unit	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>



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OHP 8A: WAREHOUSE AFFIDAVIT		
Instructions: Complete and submit this form for each off-site storage facility that is not part of your operation.		
<i>As per section 205.272(a) of the National Organic Program final rule, the handler of an organic handling operation must implement measures necessary to prevent the commingling of organic and nonorganic products and protect organic products from contact with prohibited substances.</i>		
Section 1: To be completed by the certified entity		
Operation Name:	Entity Number:	Date:
Stored product description:		
Packaging description (e.g. cartons, sacks, etc.):		
Packaging material description (e.g. plastic, cardboard, etc.):		
Section 2: To be completed by the warehouse/storage manager		
Warehouse Name:	Phone Number:	
Warehouse Address:		
City:	State:	Zip:
1. Does any processing or handling take place at this storage facility, including repackaging and/or labeling? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:		
2. Does the storage facility apply any substances to the organic product or packaging including any gases? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:		
3. How is the warehouse cleaned? <input type="checkbox"/> Rinsing <input type="checkbox"/> Sweeping <input type="checkbox"/> Other (explain):		
4. How are pests controlled? <input type="checkbox"/> None <input type="checkbox"/> Traps <input type="checkbox"/> Fogging <input type="checkbox"/> Bait <input type="checkbox"/> Fumigation <input type="checkbox"/> Other (describe):		
5. List pest control products used: <input type="checkbox"/> None		
6. How is contact with pest control products prevented?		
7. Describe records maintained for organic inventory:		
<i>I hereby confirm that the product(s) described above is (are) stored in the warehouse in a manner that does not compromise their Organic Integrity and is therefore in compliance with USDA Organic Regulations section §205.272.</i>		
Signature:	Date:	
Printed Name:	Title:	



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OHP 9: RECORD KEEPING USDA Organic Regulations §205.103

DESCRIPTION
 1. Briefly describe how records related to organic production are maintained:

 2. Please check all records that are maintained.

<input type="checkbox"/>	Purchase orders	<input type="checkbox"/>	QA reports
<input type="checkbox"/>	Organic certificates for ingredients	<input type="checkbox"/>	Customs or export declaration forms
<input type="checkbox"/>	Transaction certificates (ingredients)	<input type="checkbox"/>	Complaint log
<input type="checkbox"/>	Purchase contracts	<input type="checkbox"/>	Blending reports
<input type="checkbox"/>	Bills of Lading (incoming)	<input type="checkbox"/>	Equipment purging logs
<input type="checkbox"/>	Scale Tickets	<input type="checkbox"/>	Equipment cleaning/sanitation logs
<input type="checkbox"/>	Invoices/Receipts	<input type="checkbox"/>	Production reports
<input type="checkbox"/>	Ingredient inspection	<input type="checkbox"/>	Packaging reports
<input type="checkbox"/>	Clean truck affidavits	<input type="checkbox"/>	Sales orders
<input type="checkbox"/>	Invoices/Receipts	<input type="checkbox"/>	Sales invoices
<input type="checkbox"/>	Quality test results	<input type="checkbox"/>	Shipping logs
<input type="checkbox"/>	Receiving records	<input type="checkbox"/>	Sales summary log
<input type="checkbox"/>	Receiving summary log	<input type="checkbox"/>	Bills of lading (outgoing)
<input type="checkbox"/>	Phytosanitary certificates	<input type="checkbox"/>	Audit control register
<input type="checkbox"/>	Certificates of analysis	<input type="checkbox"/>	Other (specify):
<input type="checkbox"/>	Other (specify):	<input type="checkbox"/>	Other (specify):

3. Do you understand that records must disclose all activities and transactions of the operation, be maintained for 5 years, and demonstrate compliance with the NOP USDA Organic Regulations? Yes No

4. Do you understand that all relevant documents must identify products as "organic"? Yes No

5. Do you understand that all records must be available to the inspector, and NOP representatives for inspection and copying during normal business hours? Yes No

TRACEABILITY

1. How does your record-keeping system ensure traceability from incoming ingredients through production to outgoing finished products?

2. Per §205.307(b) Nonretail containers used to ship or store raw or processed agricultural product labeled as containing organic ingredients must display the production lot number of the product if applicable. *Production lot number/identifier* is defined in the USDA Organic Regulations as "Identification of a product based on the production sequence of the product showing the date, time, and place of production used for quality control purposes." Describe your lot numbering system.



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OHP 10: ATTACHMENTS		
To facilitate a speedy review of your organic system plan and inspection of your facility please include the following attachments as applicable. Refer to the designated section of the OHP to determine if the attachment is needed for your operation.		
<input type="checkbox"/>	OHP 1	Legal Status of Operation
<input type="checkbox"/>	OHP 1	Driving Directions to all Locations requested for certification
<input type="checkbox"/>	OHP 1	Organic Certificate(s) for Subcontracted Operations
<input type="checkbox"/>	OHP 1	Application(s) for non-certified Subcontracted Operations
<input type="checkbox"/>	OHP 1	Current organic certificate (if currently certified by an agency other than QCS)
<input type="checkbox"/>	OHP 1	Documentation of corrective actions for minor noncompliances
<input type="checkbox"/>	OHP 1	Copy of denial, suspension or revocation
<input type="checkbox"/>	OHP 1	Reinstatement request
<input type="checkbox"/>	OHP 1	Copy of Noncompliance and/or adverse action and corrective actions
<input type="checkbox"/>	OHP 1	Copy of applicable regulations for labeling shipping (non-retail containers) and the labels that will be used on shipping containers intended for export
<input type="checkbox"/>	OHP 2	All labels currently in use or proposed for use
<input type="checkbox"/>	OHP 3A, 3B	Current certificate and certified product list from each supplier of organic ingredients and/or processing aids
<input type="checkbox"/>	OHP 4	Product Specification Sheet for all non-organic ingredients (agricultural and non-agricultural)
<input type="checkbox"/>	OHP 6	A complete written description or schematic product flow chart describing the movement of all organic products, from incoming/receiving, through production and to outgoing/shipping
<input type="checkbox"/>	OHP 6	Organic Product Profile (OPP) Sheets for each by-product
<input type="checkbox"/>	OHP 6	Water Test
<input type="checkbox"/>	OHP 6	MSDS and/or product label for boiler additives
<input type="checkbox"/>	OHP 7	Facility map including applicable pest control traps and monitors
<input type="checkbox"/>	OHP 7	SDS and /or product label for pest control substances
<input type="checkbox"/>	OHP 7	Sample/template of pest control records
<input type="checkbox"/>	OHP 7	Facility pest management plan
<input type="checkbox"/>	OHP 8	Organic integrity program, or list specific control points you have identified in your process and state how you have addressed them to protect organic integrity
<input type="checkbox"/>	OHP 8	SDS and/or product label for each cleanser and sanitizer used to clean and sanitize surfaces in contact with organic products
<input type="checkbox"/>	OHP 8	SDS and/or product label for each cleanser, sanitizer and/or defoamer that directly contacts organic products
<input type="checkbox"/>	OHP 13	Documentation from supplier's certifying agent that all organic ingredients are compliant with US-Canada Equivalence Arrangement
<input type="checkbox"/>	OHP 14	Documentation from supplier's certifying agent that all organic ingredients are compliant with US-Japan Equivalence Agreement
<input type="checkbox"/>	OHP 15	Documentation from supplier's certifying agent verifying compliance with US-Taiwan Export Arrangement
<input type="checkbox"/>	OHP 17	Documentation from supplier's certifying agent verifying compliance with US-Korea Equivalence Arrangement
<input type="checkbox"/>	OHP 18	Documentation that all organic ingredients are certified to the standards of (EC) 834/2007 & 889/2008



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OHP 11: QCS ORGANIC CERTIFICATION AND MARK LICENSING CONTRACT

USDA Organic Regulations §205.202, §205.203(b&c), ISO/IEC 17065 4.1.2

Effective on the date which Florida Certified Organic Growers and Consumers, Inc., doing business as Quality Certification Services (QCS) issues a USDA National Organic Program certificate to _____ (Client), QCS and Client enter into this contract and agree to be bound by its provisions regarding the certification services provided by QCS and the authorized uses of the QCS certification mark and its variants. By signing this contract, Client and QCS agree to be bound by the following provisions:

1. Period of Performance: This contract becomes effective on the date on which QCS issues a USDA National Organic Program and other applicable organic certificate to Client. The contract remains in effect until it is renewed through the execution of a new contract or is terminated or cancelled pursuant to the provisions of sections 6, 12, 13 and/or 14 of this contract.

2. USDA National Organic Program Final Rule Incorporated by Reference: The use of the term “organic” in the marketing or labeling of products in the United States is regulated by the United States Department of Agriculture (USDA) and governed by the provisions of the National Organic Program Final Rule codified in 7 CFR Part 205 of the Federal Regulations. This agreement incorporates the current USDA Organic Regulations and all future changes to the USDA Organic Regulations published in the Federal Register. Both QCS and Client have an independent responsibility to obtain a current copy of the USDA Organic Regulations, have a copy in their possession, and understand its provisions. QCS and Client agree to abide by the USDA Organic Regulations’ provisions and all amendments and legally binding interpretations issued by the federal courts or the USDA as they apply to the respective rights and duties of QCS and Client.

3. Scope of NOP Certification by QCS: The receipt of NOP Certification through QCS warrants only that client is in compliance with the USDA Organic Regulations as set forth in 7 CFR Part 205. NOP Certification through QCS does not warrant compliance with any other federal, state, local, or international law relating to the production, handling, processing, or marketing of agricultural products or the safety of Client’s practices and products. It is Client’s responsibility to identify and comply with all federal, state, and local laws, and obtain all required permits, applicable to Client’s operation. Client agrees to indemnify QCS and hold QCS harmless against any claims that may arise related to Client’s failure to comply with applicable federal, state, local, and international laws, permits, and food safety and handling regulations.

4. Ownership of the QCS Mark and Variants: QCS has sole ownership of the QCS logo displayed in the letterhead of this contract and all variants of that logo (Marks). QCS also has sole ownership of the name Quality Certification Services, the abbreviation QCS, and the phrases “Certified Organic by Quality Certification Services,” “Certified Organic by QCS,” “Certified by Quality Certification Services,” and “Certified by QCS,” (Mark Phrases) as these phrases relate to organic certification. QCS has the exclusive right to license the use of QCS Marks and Mark Phrases to entities who have received certification by QCS and for the purpose of marketing and labeling organic products. Client does not have the right to use any of the QCS Marks or Mark Phrases except as described in section 5 of this contract. Client understands that QCS Marks and Mark Phrases are distinctive in the organic market and may not be altered or challenged in any way.

5. Use of QCS Marks and Mark Phrases: Client may use QCS Marks and Mark Phrases in the promotion, labeling, and marketing of products listed on Client’s Product Verification Form (Verification) issued by QCS in conjunction with a USDA National Organic Program certificate (Certificate) and/or other organic program certificates. Client will not use QCS Marks or Mark Phrases in a confusing or misleading manner, or to market, label, or promote products that are not listed on Client’s current Verification. Client will not use QCS Marks or Mark Phrases to mislead or confuse consumers about Client’s identity, the relationship between Client and QCS, or in any manner that brings QCS into disrepute. Client will submit copies or illustrations of all labels, signs, advertisements, and other promotional materials bearing QCS Marks or Mark Phrases to QCS for approval prior to use. QCS will respond in a timely manner and will not unreasonably withhold approval if the use of the QCS Marks and Mark Phrases is consistent with the USDA Organic Regulations and/or other organic regulations and this contract.

6. Compliance with Organic System Plan and Manuals: This contract is effective after QCS has reviewed the Organic System Plan (OSP) submitted by Client for compliance with the USDA Organic Regulations and/or other organic regulations. Client warrants that the information submitted in the OSP is complete and accurate. Upon issuance of a Certificate, QCS has determined that Client complies with the USDA Organic Regulations and/or other organic regulations or will be compliant after addressing all minor noncompliances issued in conjunction with the Certificate. Client will address all minor noncompliances within the timeline provided by QCS and to QCS’s reasonable satisfaction. Client’s operations will at all times be compliant with the OSP approved by QCS and any noncompliance resolutions approved by QCS. Client will inform QCS of any proposed changes to the OSP and will not implement those changes until approved by QCS. If Client believes that immediate changes to the OSP are necessary for safety, health, or compelling financial reasons, reasonably believes that such changes are compliant with the USDA Organic Regulations and/or other organic regulations, and assumes all risk that such changes may not be found compliant with the USDA Organic Regulations and/or other organic regulations, Client may effect the necessary changes in the OSP and inform QCS of the changes within 30 days. QCS will review the changes for compliance with the USDA Organic Regulations and/or other organic regulations. Client understands that, if said modifications to the OSP appear to violate the USDA Organic Regulations and/or other organic regulations, they will be handled in accordance with the noncompliance procedures in the USDA Organic Regulations and/or other organic regulations, including possible suspension, revocation and/or cancellation of Client’s Certificate and this contract. Client has an affirmative and ongoing duty to ensure that QCS has accurate, timely, and complete information about the OSP as well as any complaints or investigations which relate to the organic integrity of its operations. Providing false, misleading, or inaccurate information to QCS is a violation of this contract and the USDA Organic Regulations and/or other organic regulations, and may lead to the imposition of civil fines as described in the USDA Organic Regulations and/or other organic regulations. Client will review all Manuals and information available at www.qcsinfo.org and agree to comply with all requirements.

7. Fees: Client has a duty to pay all applicable certification deposits and fees in a timely fashion and in accordance with QCS written policies and procedures and the applicable provisions of the USDA Organic Regulations and/or other organic regulations. The QCS fee structure in effect on the effective date of this contract governs the fees and deposits that must be paid to QCS for the services provided in this contract. The fee schedule may change during the course of this Agreement and any changes will be communicated on the website.

8. Client’s Warranties and Indemnification: Client warrants that, to the best of Client’s knowledge, the operations and products described in the OSP submitted and approved by QCS are compliant with all federal, state, and local regulations, laws, codes, and ordinances in the jurisdiction in which the OSP provides goods or services. Client acknowledges that QCS’s approval of its OSP is solely a determination of Client’s compliance with the USDA Organic



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Regulations and/or other organic regulations. and is made solely for the purpose of marketing organic products or services. Client agrees to indemnify QCS, its employees, officers, owners, and subcontractors against third party claims arising from Client's operations that do not involve the USDA Organic Regulations and/or other organic regulations. or the scope of certification as described in section 3 of this contract. If any portion of the Client's OSP includes areas open to the public in the normal course of business for the sale of produced, manufactured, or processed goods or food, and Client maintains a liability insurance policy, Client will name QCS as an additional insured on said policy.

9. Confidentiality: QCS, its agents, and its subcontractors will maintain the confidentiality of Client's confidential business information and not disclose such information without the approval of Client, except that QCS may disclose information requested pursuant to the apparent authority of a government agency or subpoena. Client will identify with particularity what information is to be considered confidential business information. General information which appears on the Certificate and Verification, as well as contact information for Client, is not considered confidential business information. QCS and Client will maintain the confidentiality of all communications between Client and QCS and the contents of any inspection report written as a result of an onsite inspection. However, Client may disclose information to its agents, parent company, or subsidiaries and/or as requested pursuant to an apparent valid authority or government agency or subpoena.

10. Subcontractors: QCS reserves the right to use subcontractors for the performance of inspections, soil testing, product testing, and other work related to certification. All subcontractors performing inspections and other work on behalf of QCS are subject to the confidentiality provisions of section 9 of this contract.

11. Accessibility: Client will make all necessary arrangements for the conduct of the evaluations and surveillance (if required), including, provision for examining documentation and access to all areas, equipment, records (including internal audit reports) and personnel for the purpose of evaluation (e.g. testing, inspection, assessment, surveillance, reassessment) and the investigation and resolution of complaints. Client will also make all necessary arrangements for the participation of observers (e.g. certification body staff, accreditation body staff, regulatory officials, trainees).

12. Certificate, Privileges, and Rights Not Assignable: The Client's Certificate, the consequent privilege to use the term "organic" under the USDA Organic Regulations and/or other organic regulations, and the rights granted to Client under this contract are not transferable or assignable. Any attempt by Client to assign the Certificate, its privileges, or its rights under this contract is void.

13. Renewal by Execution of New Contract: No less than 60 days prior to the annual anniversary date of the effective date of this contract, QCS will mail Client annual update forms. If Client wishes to continue this contract, Client will complete all of the annual update forms provided by QCS, and submit to the conditions of continuing certification described in the USDA Organic Regulations and/or other organic regulations, including a new compliance determination and onsite inspection. If a new contract is signed by both QCS and Client, the present contract is terminated on the effective date of the new contract. If Client does not deliver the annual update forms, and applicable fees and deposits to QCS prior to the anniversary of the effective date of this contract, QCS may commence noncompliance procedures as described in the USDA Organic Regulations and/or other organic regulations. Such procedures may lead to the suspension or revocation of the Certificate and cancellation of this contract.

14. Termination of Contract: Client may request to terminate this contract at any time. Client may terminate this contract by mailing or faxing a written notice to QCS stating the following: 1) that Client wishes to surrender its Certificate; 2) that Client recognizes that it may no longer use the term "organic" in the marketing or labeling of products for sale (except that an exempt or excluded operation, as described in the USDA Organic Regulations, need not provide this statement in the notice); 3) that Client will immediately cease using the QCS Mark and Mark Phrases. In addition, Client must return the original Certificate and Verification issued to Client by QCS. QCS accepts all requests to surrender certification. If QCS reasonably determines that Client has no unresolved material noncompliances or unpaid financial obligations, QCS will terminate this contract, and notify Client in writing of the termination.

15. Cancellation for Noncompliance: QCS may cancel this contract if Client does not comply with the USDA Organic Regulations and/or other organic regulations or the terms of this contract. Prior to cancellation of this contract and revocation or suspension of the Certificate, QCS will follow the due process provisions in the USDA Organic Regulations and/or other organic regulations, including the provision of Client with notice and the opportunity to respond, rebut, and/or correct any noncompliances. If QCS suspends or revokes Client's Certificate in accordance with the procedures provided in the USDA Organic Regulations and/or other organic regulations, this contract is cancelled on the effective date of the suspension or revocation of the Certificate.

16. Severability: The provisions of this contract are severable; should any provision be invalidated, the remaining provisions remain in effect.

17. Governing Law and Venue: This contract is governed by the laws of the State of Florida. Client and QCS will litigate any disputes which arise between them only in the courts of the Eighth Judicial Circuit Court of Florida located in Gainesville, Florida.

18. Modification of Contract: Any modification of this contract must be in writing and agreed to in writing by both Client and QCS.

19. Scope of Provisions. All provisions of this contract apply equally to clients who have requested one or more applications to QCS certification programs: certification programs: USDA NOP, QCS: EU 834/07 & 889/08 & Swiss Standards, Canadian Organic Regime (COR) and any international NOP export programs; including but not limited to: USDA NOP/Canadian Equivalency Agreement, USDA NOP/Japan Equivalency Arrangement, USDA NOP/European Equivalency Agreement, USDA/NOP Korea Equivalency Arrangement and USDA/NOP Switzerland Equivalency Arrangement and Taiwan Export Arrangement. This agreement incorporates by reference all applicable regulations and legally binding interpretations of those regulations. The receipt of any international certification through QCS warrants only that client is in compliance with the applicable equivalency or export agreement. Client agrees to indemnify QCS and hold QCS harmless against any claims that may arise related to Client's failure to comply with international laws related to food production and handling

Acknowledge and Agreed to by:

Signature:	Title:	Date:
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OHP 12: US-EUROPEAN UNION EQUIVALENCY ARRANGEMENT

Complete this section if you are located in the United States, or the final processing and packaging of your organic products occurs in the United States, and plan to export USDA-NOP certified organic products to the European Union.

Follow this link to learn more about accessing the EU market: <https://www.ams.usda.gov/services/organic-certification/international-trade/European%20Union>.

A. Product Verification

1. Are you located in the United States, or the final processing and packaging of organic products occurs in the United States (no direct export to the EU)?

2. Do you produce apples or pears or products using ingredients derived from apples or pears? Yes No

If yes, provide documentation that all apples/pears or any products containing apples/pears were produced without the use of antibiotics.

Attachment

List all the products you wish to represent as organic in the European Union:

Product Name	Brand Name/ID Mark	Projected amount intended for export	Label(s) used on products intended for export
			<input type="checkbox"/> Retail <input type="checkbox"/> Non-retail
			<input type="checkbox"/> Retail <input type="checkbox"/> Non-retail
			<input type="checkbox"/> Retail <input type="checkbox"/> Non-retail
			<input type="checkbox"/> Retail <input type="checkbox"/> Non-retail

B. Labeling Verification

ALL labels for products destined for the EU must be submitted to QCS for review and approval prior to market/export of product. Label requirements are specific and complex, and exported products must meet the labeling requirements in the destination country. If not labeled correctly, the product may be rejected for export.

LABELING REQUIREMENTS

- **Overview:** Click here for an overview of rules for labeling USDA organic certified products for export to the EU: "[Accessing the European Union Organic Market.](#)"
- **Labeling Categories:** EU allows the retail product to be labeled as "organic" or "organically grown."
- **Organic Seal/Logo:** Labels and other marketing material used to represent retail products as organic may use the USDA Organic Seal as set forth in Organic Regulations §205.300 or the EU organic farming logo. Click here to download the [EU Organic Farming Logo](#)
- **Country and Certifier Codes:** All labels placed on organic retail and non-retail containers that are packed by this operation must include the US country code and QCS certifier code "US-ORG-51" even if they are exported to the EU by a different operation.

1. Attach a copy of each retail and non-retail label to be used on products destined for the EU. All labels must be reviewed and approved by QCS prior to use. Attached
2. Do all labels, retail and non-retail with an organic claim destined for the EU include the US country code and QCS Certifier Code: US-ORG-51? Yes No
3. Is the EU organic seal used on any product? Yes No
If the EU organic seal is used:
 - a. Is the Country and Certifier Code displayed below the EU organic seal? Yes No
 - b. Is the origin statement "Non-EU Agriculture" displayed below the Certifier Code? Yes No
4. How will you ensure that all non-retail packages (containers, cases) for export to EU will be labeled "for export only" and be accompanied by a Bill of Sale?

Affirmation

I affirm that all statements made in this US/EU Equivalency section are true and correct. I agree to provide further information as required by QCS.

Signature:

Title:

Date:



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OHP 13: US-CANADA EQUIVALENCY ARRANGEMENT

Complete this section if you are located outside of Canada and plan to export USDA-NOP certified organic products to Canada.

Follow this link to learn more about the [US-Canada Organic Equivalence Arrangement](#).

A. Product Verification

List all the organic products you intend to export to Canada:

Product Name	Brand Name/ID Mark	Projected amount intended for export	Label(s) used on products intended for export
			<input type="checkbox"/> Retail <input type="checkbox"/> Non-retail
			<input type="checkbox"/> Retail <input type="checkbox"/> Non-retail
			<input type="checkbox"/> Retail <input type="checkbox"/> Non-retail
			<input type="checkbox"/> Retail <input type="checkbox"/> Non-retail

1. Provide documentation, issue by the certifier of each ingredient supplier, that all ingredients used in each product for export to Canada are compliant to the terms of the US-Canadian agreement. Attachment

B. Labeling

ALL labels for products destined for Canada must be submitted to QCS for review and approval prior to market/export of product.

LABELING REQUIREMENTS

- See the Canadian Food Inspection Agency (CFIA) [Key Message to Industry](#) for guidance on labeling.
- **Labeling Categories:** Canada permits the following labeling claims on organic products: "Organic," "% organic ingredients" and "Declaration in the ingredient list."
- **Certifier on retail product:** Labels or stickers must state the name of the certifying agent
- **Logos:** Logo use is voluntary. Retail labels may use the USDA Organic seal or the Canada Organic Biologique logo.
- **Languages:** All product labels must be in English and French.
- **Lot numbers on non-retail containers:** Wholesale products only require lot numbers.
- **Products imported into Canada** must be identified as imported on the label.

1. Attach a copy of each retail and non-retail label to be used on products destined for Canada. Attached

Affirmation

I affirm that all statements made in this US-Canada Equivalence Arrangement Compliance Affirmation are true and correct. No prohibited materials under US/Canada equivalence arrangement have been used to produce any products intended for export to Canada. I agree to provide further information as required by QCS and authorized representatives of the NOP and CFIA.

Signature:	Title:	Date:
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OHP 14: US-JAPAN EQUIVALENCY ARRANGEMENT

Complete this section if you are located in the United States, or the final processing, packaging or labeling of your organic products occurs in the United States, and plan to export USDA-NOP certified organic products to Japan.

Beginning January 1, 2014, all certified organic plant and plant based processed products that are produced in the U.S. and Japan, or which have final processing, packaging, or labeling in the U.S. or Japan, may access either market. Other USDA-certified organic products, such as meat, dairy products, and alcoholic beverages, continue to enjoy access to both markets. Follow this link to learn more about [Exporting Organic Products to Japan](#).

A. Product Verification

List the organic products you intend to export to Japan:

Product Name	Brand Name/ID Mark	Projected amount intended for export	Label(s) used on products intended for export
			<input type="checkbox"/> Retail <input type="checkbox"/> Non-retail
			<input type="checkbox"/> Retail <input type="checkbox"/> Non-retail
			<input type="checkbox"/> Retail <input type="checkbox"/> Non-retail

B. Labeling Verification



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OHP 14: US-JAPAN EQUIVALENCY ARRANGEMENT

ALL labels your operation applies to products destined for Japan must be submitted to QCS for review and approval prior to market/export of product.

LABELING REQUIREMENTS

- **Labeling Categories:** Japan does not have a "100% organic" labeling category. USDA organic products certified to the "100% organic" labeling category must be labeled "organic" in Japan.
- **Seals:** All plant and fungi products must carry the Japanese Agricultural (JAS) seal. These products may also carry the USDA organic seal.
- **Export Certificate:** All organic plant and fungi product exported from the US to Japan must be accompanied by an export certificate (TM-11)

1. Attach a copy of each retail and non-retail label to be used on products destined for Japan. Attached
2. For organic plants, including fungi: How will the Japanese Agricultural Standards (JAS) seal be applied to product labels? (Check one)
 - This operation is a U.S. exporter who has a contract with a JAS-certified importer. I apply the JAS logo to my products directly for sale in either Japan or the U.S. To view a list of JAS-certified importers, see <http://bit.ly/importers-jas>.
 - This operation does not have a contract with a JAS-certified importer. I do not apply the JAS logo to my products prior to export. The seal will be applied by a JAS-certified importer prior to sale within Japan.

Affirmation

I affirm that all statements made in this US-Japan Equivalence Arrangement Compliance Affirmation are true and correct. I agree to provide further information as required by QCS and authorized representatives of the NOP.

Signature:	Title:	Date:
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OHP 15: US-TAIWAN EQUIVALENCY ARRANGEMENT

Complete this section if you are located in the United States and plan to export USDA-NOP certified products to Taiwan.

Follow this link to learn more about the US' [export arrangement with Taiwan](#).

A. Product Verification

List the organic products you intend to export to Taiwan:

Product Name	Brand Name/ID Mark	Projected amount intended for export	Label(s) used on products intended for export
			<input type="checkbox"/> Retail <input type="checkbox"/> Non-retail
			<input type="checkbox"/> Retail <input type="checkbox"/> Non-retail
			<input type="checkbox"/> Retail <input type="checkbox"/> Non-retail
			<input type="checkbox"/> Retail <input type="checkbox"/> Non-retail

1. Do you understand that, prior to shipping organic products to Taiwan, you must notify QCS and request a completed export certificate (TM-11) to be included with your shipment of organic products? Yes No
2. Can you demonstrate that all ingredients were grown or processed without the use of NOP prohibited materials? Yes No
3. Do any products intended for export contain meat? Yes No
If yes, attach documentation for the certifier of the livestock that animals were managed without the use of systemic pain killers or analgesics, including Lidocaine or Procaine. Attachment

Affirmation

I affirm that all statements made in this US-Taiwan Export Arrangement Compliance Affirmation are true and correct. I agree to provide further information as required by QCS and authorized representatives of the NOP.

Signature:	Title:	Date:
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OHP 16: US-SWITZERLAND EQUIVALENCY ARRANGEMENT

As July 10, 2015, certified organic products of the United States can be represented as organic in Switzerland. **Complete this section if you are located in the United States, or the final processing and packaging of your organic products occurs in the United States, and plan to export to Switzerland.** Follow this link to learn more about [Exporting Organic Products to Switzerland](#).

A. Product Verification

List all organic products you intend to export to Switzerland:

Product Name	Brand Name/ID Mark	Projected amount intended for export	Label(s) used on products intended for export
			<input type="checkbox"/> Retail <input type="checkbox"/> Non-retail
			<input type="checkbox"/> Retail <input type="checkbox"/> Non-retail
			<input type="checkbox"/> Retail <input type="checkbox"/> Non-retail
			<input type="checkbox"/> Retail <input type="checkbox"/> Non-retail

- Will all products for export to Switzerland be certified to the USDA Organic Regulations (NOP)? Yes No
- Will all products be produced in the United States or will final processing or packaging occur in the United States? Yes No
- Do you understand that, prior to shipping products to Switzerland you must notify QCS and request a completed Swiss import certificate to be included with your shipment of organic products? Yes No
- Will any wine product be produced and labeled according to the Switzerland Federal Department of Economic Affairs, Education and Research (EAER) Ordinances on Organic Farming and the Labeling of Organically Produced Products and Foodstuffs (910.18) and Organic Farming of 22 September 1997 (910.181) and its regulations ("Swiss Organic Ordinances" can be found at <http://bit.ly/FOAG-organic-farming>)? Yes No N/A

C. Labeling

The USDA organic seal may be used on products exported to Switzerland. However, Switzerland does not have a "100% organic" labeling category. USDA organic products certified to the "100% organic" labeling category must be labeled "organic" in Switzerland.

- Attach a copy of each retail and non-retail label to be used on products destined for Switzerland. Attached

Affirmation

I affirm that all statements made in this US-Switzerland Equivalency Arrangement Compliance Affirmation are true and correct. I agree to provide further information as required by QCS and authorized representatives of the NOP.

Signature:	Title:	Date:
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OHP 17: US-KOREA EQUIVALENCY ARRANGEMENT

Complete this section if you are located in the United States, or the final processing and packaging of your organic products occurs in the United States, and plan to export USDA-NOP certified organic products to the Republic of Korea. **Follow this link to learn more about [Exporting Organic Products to the Republic of Korea](#).**

A. Product Verification

List the organic products you intend to export to Korea:

Product Name	Brand Name/ID Mark	Projected amount intended for export	Label(s) used on products intended for export
			<input type="checkbox"/> Retail <input type="checkbox"/> Non-retail
			<input type="checkbox"/> Retail <input type="checkbox"/> Non-retail
			<input type="checkbox"/> Retail <input type="checkbox"/> Non-retail
			<input type="checkbox"/> Retail <input type="checkbox"/> Non-retail

- Do all products meet the Korean Food Code for Processed Food
Processed food" refers to a food manufactured, processed and packaged by adding food or food additives to food raw materials (agricultural, forestry, livestock, or marine products), transforming food raw materials (such as grinding or cutting) till their original form cannot be recognized, or mixing such transformed ones or adding food or food additives to such mixture. However, where, without the use of food additives or other materials, the agricultural, forestry, livestock, or marine products are simply cut, peeled, salted, ripened, or heated (except the cases where heating is performed for sterilization or heating causes significant changes to those products) till their original forms can be recognized or where sanitary risks from treatment processes are not expected and food raw materials are simply treated so as to allow



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OHP 17: US-KOREA EQUIVALENCY ARRANGEMENT

organoleptic identification of food quality, such food products are excluded from the definition of the processed food.

Yes No , If not which products do not?

2. Is final packaging for Korean exported product done in the United States? Yes No If no, which do not?
3. Do all products intended for export to Korea contain at least 95 percent organic ingredients? Yes No If no, which do not?
4. Do you produce apples or pears or products using ingredients derived from apples or pears? Yes No
If yes, provide documentation that all apples/pears or any products containing apples/pears were produced without the use of antibiotics.
5. Do you understand that all U.S. organic shipments exported to Korea under this arrangement must be accompanied by the [NAQS Import Certificate of Organic Processed Foods](#)? Yes No
6. Attach a copy of each retail and non-retail label to be used on products destined for Korea. Attached

Affirmation

I affirm that all statements made in this US-Korea Export Arrangement Compliance Affirmation are true and correct. I agree to provide further information as required by QCS and authorized representatives of the NOP.

Signature:

Title:

Date:

OHP 18: EUROPEAN UNION (EC) 834/2007 & 889/2008 REGULATION COMPLIANCE

Complete this form if your operation is located outside the US and Canada and you plan to export organic products to the EU

Any producer outside the US and Canada who intends to export organic products to the European Union must complete the EU Regulation Compliance Affirmation in order for QCS to verify compliance with Regulation (EC) 834/2007 & 889/2008. Regulation (EC) 834/2007 & 889/2008 is the legal basis for production, processing and trade of organic products in 25 countries of the European Union. Only products certified according to this regulation can be labeled as "organic".

A. Product Verification

List the organic products you intend to export to EU:

Product Name	Brand Name/ID Mark	Projected amount intended for export	Label(s) used on products intended for export
			<input type="checkbox"/> Retail <input type="checkbox"/> Non-retail
			<input type="checkbox"/> Retail <input type="checkbox"/> Non-retail
			<input type="checkbox"/> Retail <input type="checkbox"/> Non-retail
			<input type="checkbox"/> Retail <input type="checkbox"/> Non-retail

B. Certified Organic Ingredient Verification

Please submit documentation demonstrating that all organic ingredients are certified to the standards of (EC) 834/2007 & 889/2008 or grown in compliance with (EC) 834/2007 & 889/2008. Note: This can be stated on the organic certificate or a written declaration can be provided from the supplier's certifier. Please note that the supplier's certification body must satisfy the requirements laid down in the conditions of standard EN 45011, which is equivalent to ISO/IEC 17065, according to EU regulation. Attachment

C. Ingredients of Non-agricultural origin (reference Annex VIII, section A or B)

Does the product contain non-agricultural ingredients? Yes No

If yes, are the ingredients of non-agricultural origin listed in EU 889/2008 Annex VIII A or B, and are the ingredients used in accordance with the stated specific conditions? Yes No Please refer to the addendum titled "Annex VIII". Note: If a non-agricultural ingredient is used that is not listed in Annex VI, section A, it must either be discontinued or the producer must be able to demonstrate that a recognized EU regulatory authority has granted a derogation (i.e., an allowed deviation from the standard) for use of that ingredient.

D. Processing aids and other products which may be used for processing of ingredients of agricultural origin from organic production (reference Annex VIII, section B)

Are processing aids or other substances used in the processing of the product? Yes No

If yes, are the processing aids and other substances listed in Annex VIII, section B, and are the processing aids used in accordance with the stated specific conditions? Yes No Please refer to the addendum titled "Annex VIII". Note: If a processing aid is used that is not listed in Annex VIII, section B, it must either be discontinued or the producer must be able to demonstrate that a recognized EU regulatory authority has granted a derogation (i.e., an allowed deviation from the standard) for use of that ingredient.



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E. Water for cleaning and sanitizing

1. After the use of cleaning and sanitizing substances on food contact surfaces, does an intervening event occur (i.e., hot water rinse or documented purge), so the substances do not come in contact with the organic food? Yes No
2. Are any substances added to the potable water during the handling and processing of the product? Yes No
If yes, please list substances.

F. Labeling Verification

ALL labels for products destined for the EU must be submitted to QCS for review and approval prior to market/export of product. Label requirements are specific and complex, and exported products must meet the labeling requirements in the destination country.

If not labeled correctly, the product may be rejected for export.

LABELING REQUIREMENTS

- **Labeling Categories:** EU allows raw agricultural products (crops) to be labelled as “organic” or “organically grown.”
 - **EU Organic Farming Logo:** The EU organic farming logo may be used on labels and other marketing material used to represent retail products exported into the EU as organic, but use is not compulsory. EU Organic seal formatting rules are located in [EEC 271/2010](#). Click here to download the [EU Organic Farming Logo](#) and here for [FAQs](#) about the logo.
 - **Country and Certifier Codes:** All labels (retail and non-retail) must include the alpha-2 (2 letter) country code for the country of origin and the QCS certifier code. Operations outside the US, use “Country Code-BIO-144.” Click here for a list of [country codes](#). US operations use “US-ORG-51.”
1. Attach a copy of each retail and non-retail label to be used on products destined for the EU. All labels must be reviewed and approved by QCS prior to use. This includes labels appearing on wholesale containers. Attached
 2. Do all labels, retail and non-retail with an organic claim destined for the EU include the country code and QCS Certifier Code: <COUNTRY CODE>-BIO-144? Yes No
 3. Is the EU organic seal used on any labeling? Yes No
If the EU organic seal is used:
 - a. Is the Certifier Code displayed below the EU organic seal? Yes No
 - b. Is the origin statement “Non-EU Agriculture” displayed below the Certifier Code? Yes No
 4. How will you ensure that all non-retail packages (containers, cases) for export to EU will be labeled “for export only” and be accompanied by a Bill of Sale?

Affirmation

I affirm that all statements made in this EU Regulation Compliance Plan are true and correct. Only materials listed in Council Regulation (EC) 834/2007 & 889/2008 for the purposes indicated have been used to produce the organic products listed here. I agree to provide further information as required by QCS.

I agree to, in cases where my operation and/or the subcontractors of my operation are certified by different certification bodies to EU standards, the exchange of information between those authorities or bodies;

I agree in cases where my operation and/or the subcontractors may operation change organic certification body, to the transmission of my OSP and related certification documents to the subsequent certification body;

I understand that if this operation withdraws from certification to the European Union (EC) 834/2007 & 889/2008 Regulation Compliance Program QCS shall maintain the operation’s certification documents for a period of at least five years and inform, without delay, the relevant competent authority and control authority or control body;

I agree to inform the QCS without delay of any irregularity or infringement affecting the organic status of this operation’s product or organic products received from other operators or subcontractors.

Signature:	Title:	Date:
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ORGANIC HANDLER/PROCESSOR PLAN (OHP)

Quality Certification Services (QCS)

5700 SW 34th Street, Suite 349, Gainesville FL 32608

phone 352.377.0133 / fax 352.377.8363

www.qcsinfo.org

OHP 19: EUROPEAN UNION (EC) 834/2007 & 889/2008 –SWITZERLAND COMPLIANCE

Complete this section if you are located outside of the United States, certified by QCS for 834/2007 & 889/2008 EU Compliance and plan to export organic products to Switzerland.

A. Product Verification

1. Have you completed section: OHP 17: European Union (EC) 834/2007 & 889/2008 Regulation Compliance? Yes No If No, please complete and submit to QCS.

List all the organic products you wish to export to Switzerland:

Product Name	Brand Name/ID Mark	Projected amount intended for export

B. Export Documentation Verification

1. Do you understand that, prior to shipping products to Switzerland you must notify QCS and request a completed Swiss import certificate to be included with your shipment of organic products? Yes No

Affirmation: I affirm that all statements made in this **QCS EU SWITZERLAND COMPLIANCE** are true and correct. I agree to provide further information as required by QCS and authorized representatives of the FOAG.

_____	_____	_____
Signature	Title	Date

OHP 20: BIOSUISSE Switzerland Compliance

Complete this section if you are located outside of the United States and are not certified by QCS for 834/2007 & 889/2008 EU Compliance but plan to export organic products to Switzerland or plan to export organic products to Switzerland as recognized by BioSuisse.

A. Product Verification

List all the organic products you wish to export to Switzerland:

Product Name	Brand Name/ID Mark	Projected amount intended for export

B. Microorganism free of GMO Verification

1. Does the operation have any microorganism cultures and/or critical additives and processing aids (i.e. citric acid) that have been used? Yes No If Yes, complete and submit a Declaration of compliance with the prohibition of genetically modified organisms (InfoXgen). The Declaration form can be downloaded using the following link: https://www.bio-suisse.ch/media/VundH/formular/infogen_e.pdf
Attached Declaration:

C. Residue Risk Analysis Processing & Trade

1. Does the operation monitor and analyze products for residues of substances that are prohibited in organic agriculture? Yes No (i.e. risk-based analysis/sampling strategy) If yes, complete and submit the Residue Risk Analysis Production form. The form can be downloaded using the following link: <https://www.icbag.ch/downloads/downloads/checklistsforms.html>
 Attached Residue Risk Analysis Production form.

D. Social Responsibility

1. Is the operation currently certified or audited in accordance to a Social Accountability Standard? Yes No
If yes, which standard? Attached Certificate:
If No, Complete and submit a Self-Declaration Social Accountability form. The self-declaration form can be downloaded using the following link: <https://www.icbag.ch/downloads/downloads/checklistsforms.html> .
 Attached Self-Declaration Social Accountability form



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Quality Certification Services (QCS)

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phone 352.377.0133 / fax 352.377.8363

www.qcsinfo.org

OHP 20: BIOSUISSE Switzerland Compliance

E. Export Documentation Verification.

Do you understand that, prior to shipping products to Switzerland you must notify QCS and request a completed Swiss import certificate to be included with your shipment of organic products? Yes No

Affirmation

I affirm that all statements made in this **BIOSUISSE SWITZERLAND COMPLIANCE AFFIRMATION** are true and correct. I agree to provide further information as required by QCS and authorized representatives of the BioSuisse.

_____	_____	_____
Signature	Title	Date

OHP 21: KRAV Sweden Extra Requirements

Complete this form if your operation is located outside of the United States, EU, EEA, Canada, Australia, New Zealand and Japan and you plan to export organic products to Sweden. Producers must complete the entire application plus the EU Regulation Compliance Affirmation in order for QCS to verify compliance with the Sweden KRAV Extra Requirements. Only products certified according to this regulation can make the claim, "We have a checklist verifying compliance with KRAV's Extra Requirements for the following types of products." As such, operators cannot market products as KRAV certified, or use the KRAV name or label in marketing of their products.

A. Product Verification

List all the organic products you wish to export to Sweden:

Product Name	Brand Name/ID Mark	Projected amount intended for export

B. KRAV's Checklist Verification

Submit a completed KRAV's Extra Requirements for Processing, Packaging & Handling with this OHP: Attached KRAV Checklist

http://www.krav.se/sites/default/files/kravs_extra_requirements_processing_packaging_handling_fylla_i.pdf

Affirmation

I affirm that all statements made in this KRAV Affirmation are true and correct. I understand that a QCS inspector may interview any employee without a manager present to verify social responsibility requirements. I agree to provide further information as required by QCS and authorized representatives of KRAV.

_____	_____	_____
Signature	Title	Date