



Maryland Department of Agriculture

Organic Certification Program

50 Harry S. Truman Parkway, Suite 449

Annapolis, MD 21401

(410) 841-5769 Fax (410) 841-2750

Email: organic.certification@maryland.gov

Organic Certification Application Instructions

Follow the instructions below to apply for organic certification with MDA. Submit the required application forms for each certification scope you are requesting certification (all applications must include the crops scope):

- Crops
- Wild Crops
- Livestock
- On-Farm Processor/Handler.

How to Apply for Organic Certification

- 1) **Develop and Implement an Organic System Plan (OSP).** The OSP is the basis of organic certification. Your OSP describes how your farming practices will meet National Organic Program (NOP) standards.
- 2) **Complete the Organic Certification Application Forms.** The application forms will help guide development of your OSP. Be as detailed as possible. Use the table below to determine which forms apply to your operation.
- 3) **Submit your Organic Certification Application Forms.** Refer to submittal details on page 2.
- 4) **Pay Organic Certification Fees.** Refer to payment details on page 2.

How to Fill out the Forms

You may complete organic certification application forms:

Electronically. Use the fillable Microsoft Word forms (Microsoft Word required).

By Hand. Use the printable PDF application packets.

How to Determine Which Forms to Submit

Crop and Pasture Application (Including Wild Crops)	
If the following applies to your operation...	Complete these forms...
I am requesting organic certification for crop and/or pasture production	<ul style="list-style-type: none"> • Crop and Pasture OSP • Organic Fraud Prevention Plan • Organic Certification Remittance Form • Organic Certification Application Affirmation and Signature
I will use seeds, seedlings, or planting stock to produce crops	<ul style="list-style-type: none"> • Crop Appendix A Seeds, Seedlings, Planting Stock
I plan to use organically approved material inputs (<i>fertilizers, pest management products, cleaners/sanitizers, etc.</i>)	<ul style="list-style-type: none"> • Crop Appendix B Material Inputs List
I produce organic crops in the ground (<i>fields, beds, etc.</i>)	<ul style="list-style-type: none"> • Crop Appendix C Field and Crop Information • Field History Sheet – New Fields (<i>if you have managed the land at any time in the past 3 years</i>) • Land Use Affidavit (<i>if someone else has managed the land at any time in the past 3 years</i>)
I produce crops to harvest/maturity in containers (<i>nursery stock, hydroponic, etc.</i>)	<ul style="list-style-type: none"> • Crop Appendix D Container Production
My fields do not require buffers because neighboring land is managed organically	<ul style="list-style-type: none"> • Adjoining Land Use Verification
I am requesting organic certification of wild crops	<ul style="list-style-type: none"> • Wild Crop OSP

I plan to export certified organic products to certain foreign markets	• Foreign Market Organic Equivalence Arrangement Verification Request
Livestock Application	
If the following applies to your operation...	Complete these forms...
I am requesting organic certification for livestock production	• Livestock OSP
I raise ruminant livestock.	• Livestock Appendix A DMI Calculation Worksheet • Livestock Appendix C Ruminant Herd List
I plan to use organically approved material inputs (<i>feed additives/supplements, medicines, sanitizers, pest control products, etc.</i>)	• Livestock Appendix B Material Inputs List
My livestock graze or are custom managed at another certified organic operation	• Livestock Custom Grazing and Management Affidavit
I have or will purchase certified organic livestock from another operation	• Livestock Transaction Record (<i>complete and keep in your records when transactions occur</i>)
I use a 3 rd party to conduct transportation of certified organic livestock	• Animal Transport Affidavit (<i>complete and keep in your records when transport occurs</i>)
On-Farm Processor/Handler Application	
If the following applies to your operation...	Complete these forms...
I am requesting organic certification for processing or handling agricultural products (<i>processing/handling activities must occur on-farm and include products produced on-farm</i>)	• On-Farm Processor Handler OSP • Processor Handler Appendix A Products List • Processor Handler Appendix C Ingredients List
I plan to use organically approved materials inputs (<i>cleaners, sanitizers, facility pest management products, water treatments, etc.</i>)	• Processor Handler Appendix B Material Inputs List
I plan to process multi-ingredient products to be sold, labeled, or represented as organic	• Organic Product Profile Multi-ingredient (one form for each product)

How to Submit Your Application

For forms completed electronically

Email all completed Microsoft Word documents to organic.certification@maryland.gov.

(You may email the signed Affirmation and Signature page as a scanned attachment or mail it separately).

For forms completed by hand

1) Scan and submit via email to organic.certification@maryland.gov or

2) Mail to:

Maryland Department of Agriculture
Organic Certification Program
50 Harry S. Truman Pkwy, Suite 449
Annapolis, MD 21401

How to Pay Organic Certification Renewal Fees

Submit organic certification fees (**\$500**) by check or money order, made out to Maryland Department of Agriculture. MDA will begin reviewing your application once payment is received. Payment is non-refundable after an inspection is conducted.

Mail payments and remittance forms **to the appropriate address listed on the Remittance Form.**



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On-Farm Processor and Handler Organic System Plan

This on-farm processor/handler organic system plan (OSP) must be submitted along with a current Crop and Pasture Organic System Plan and Livestock Organic System Plan, if applicable. All processing/handling activities must occur on your farm operation to be eligible for processing/handling certification by MDA. Include all applicable appendices with your submission. This entire OSP must be completed to be considered for processor/handler certification.

Section 1: General Information

NOP §§205.201, 205.401

Applicant Name:	Date:
Operation Name:	Owner's Name (if different from applicant):
Mailing Address (including city/state/zip):	
Physical Address of Handling/Processing Facility (including city/state/zip):	
Phone:	Email:
Website:	Preferred method of contact: <input type="checkbox"/> EMAIL <input type="checkbox"/> PHONE <input type="checkbox"/> MAIL ONLY

Please provide as much detail as possible when completing your organic system plan. Thoughtful and complete responses will reduce requests for additional information and expedite the certification process.

Please refer to highlighted guidance throughout the forms. If unsure how to proceed, please contact MDA staff.

The National Organic Program (NOP) requires all operations seeking certification to develop an organic system plan (OSP) that is agreed to by the certified operation and an accredited certifying agent. A certified operation must update this system plan on an annual basis in order to verify continued compliance.

Your OSP must include the following:

- A description of practices and procedures, including the frequency with which they will be performed,
- A list of detailed information regarding each substance to be used in organic production or handling,
- A description of the monitoring practices/procedures and frequency the practices/procedures will be performed,
- A description of the recordkeeping system in place that complies with NOP standards,
- A description of the management practices/physical barriers to prevent commingling of organic and non-organic products,
- A description of the management practices/physical barriers to prevent contamination of organic products with prohibited substances,
- Any additional information required by the certifying agent in order to evaluate compliance with NOP standards.

You may update your OSP at any time throughout the year. Changes must be approved by MDA prior to implementation.

1. Year first certified for organic processing/handling:
2. Provide a brief description of your organic processing/handling activities, including location of activities:
5. Do you have a copy of the current National Organic Program standards? <input type="checkbox"/> Yes <input type="checkbox"/> No

NOP Standards are available online at:
www.ams.usda.gov/nop

Section 2: Product List & Product Profiles	NOP §§205.270, 205.301
<p>1. Submit a list of all processed/handled products you intend to represent as organic on <input type="checkbox"/> <i>Appendix A Product List</i> attached. <i>Handler/Processor Appendix A Product List (MDA_DOC_056).</i></p> <p>2. Do you process or handle organic and nonorganic products of the same type (e.g., processing both organic and nonorganic livestock feed)? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, list those products here:</i></p> <p>3. Submit a product profile for all multi-ingredient processed/handled products you intend to represent as organic on <i>Handler/Processor Product Profile (MDA_DOC_019).</i> <input type="checkbox"/> <i>Product Profile</i> for all multi-ingredient products attached.</p>	
Section 3: Ingredients, Material Inputs, & Water Use	NOP §§205.270, 205.272, 205.201
A. Ingredients and Processing Aids	
<p>NOP Definitions: Ingredient: Any substance used in the preparation of an agricultural product that is still present in the final commercial product as consumed. Processing Aid: (1) Substance that is added to a food during the processing of such food but is removed in some manner from the food before it is packaged in its finished form; (2) a substance that is added to a food during processing, is converted into constituents normally present in the food, and does not significantly increase the amount of the constituents naturally found in the food; and (3) a substance that is added to a food for its technical or functional effect in the processing but is present in the finished food at insignificant levels and does not have any technical or functional effect in that food.</p>	
<p>1. Submit a list of all ingredients and processing aids used in handled/processed products you intend to represent as organic on <i>Handler/Processor Appendix C Ingredients List (MDA_DOC_089).</i> Include labels/SDS sheets where applicable. <input type="checkbox"/> <i>Appendix C Ingredients List</i> attached <input type="checkbox"/> Ingredient/processing aid labels/SDS sheets attached</p>	
<p>Nonorganic ingredients and processing aids may only be used if they are listed at NOP §§ 205.605 or 205.606 (National List) and in accordance with any restrictions specified in those sections. Nonorganic agricultural products listed at NOP §205.606 may only be used if the product is not commercially available in organic form. Records of commercial availability search must be maintained.</p>	
<p>2. Do you use any nonorganic ingredients or processing aids? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, answer (a) through (c) below:</i> (a) How do you verify the organic compliance of nonorganic ingredients and/or processing aids? (select all that apply): <input type="checkbox"/> Documented organic ingredient search <input type="checkbox"/> Collect supplier labels/spec sheets <input type="checkbox"/> Natural flavor statements <input type="checkbox"/> Other (describe): (b) Do any nonorganic ingredients or processing aids contain restricted or prohibited materials? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, specify ingredient/processing aid and restricted/prohibited material:</i> (c) Check if any nonorganic ingredients have been processed with or exposed to the following: <input type="checkbox"/> Irradiation <input type="checkbox"/> Genetic engineering <input type="checkbox"/> Sewage sludge <input type="checkbox"/> Synthetic solvents</p>	
B. Handling/Processing Material Inputs	<input type="checkbox"/> N/A, material inputs not used in processing/handling
<p>1. Submit a list of all material inputs used during processing or handling including but not limited to cleaners/sanitizers, pesticides (facility pest management), water treatments, boiler additives, flotation agents, ion exchange, and any other input that is not included on your product list, product profiles, or ingredients list on <i>Handler/Processor Appendix B: Processing Material Inputs.</i> <input type="checkbox"/> <i>Appendix B: Processing Material Inputs</i> attached</p>	
C. Water Use	<input type="checkbox"/> N/A, water not used in processing/handling
<p>1. How is water used in processing? (select all that apply): <input type="checkbox"/> Ingredient <input type="checkbox"/> Product cleaning <input type="checkbox"/> Cooking <input type="checkbox"/> Product transport <input type="checkbox"/> Processing aid <input type="checkbox"/> Equipment cleaning <input type="checkbox"/> Cooling <input type="checkbox"/> Other (describe):</p> <p>2. What is the source of water used? <input type="checkbox"/> Municipal <input type="checkbox"/> On-site well <input type="checkbox"/> Other (describe):</p> <p>3. Is the water used potable in compliance with the SWDA (Safe Water Drinking Act)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>4. Are water treatment processes used on-site? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, describe the treatments used and list treatment products on Appendix B: Processing Material Inputs:</i></p>	

5. Describe how you monitor water quality:

6. Do you use chlorine products (e.g., sodium hypochlorite, calcium hypochlorite, chlorine dioxide) in wash or flume water in your operation? ☐ Yes ☐ No

If Yes, answer (a) and (b) below:

(a) How often do you monitor the chlorine level of the final rinse water to ensure that it is at or below the maximum chlorine residual limit under the Safe Water Drinking Act (4ppm as Cl₂ or 0.8ppm as ClO₂)?

☐ Each run ☐ Daily ☐ Weekly ☐ Monthly ☐ Other (describe):

(b) Describe how you document the results of your monitoring and/or testing:

7. Is culinary steam used in the processing of organic products? ☐ Yes ☐ No

If Yes, answer (a) through (c) below:

(a) Do you use boiler additives?

☐ Yes, products listed on Appendix B

☐ No

(b) If steam has direct contact with organic products, do you use (select all that apply):

☐ Steam filters ☐ Condensate traps ☐ Testing of condensate ☐ Testing of finished products

☐ None of the above ☐ Other (describe):

(c) Are the above methods effective in preventing contamination of organic products?

☐ Yes ☐ No

If No, describe additional measure to prevent contamination of organic products:

Section 4: Facility/Process Layout & Equipment

NOP §205.201

Facility maps/diagrams and product flow charts must be included in your OSP to outline the movement of all organic products, from incoming/receiving through production to outgoing/shipping. All equipment and storage areas must be identified.

1. Attach a schematic product flow chart which shows where and how organic product is received, stored, processed, and packaged, identifying all equipment, storage areas, and processing areas. Identify areas where specific ingredients or processing aids are used.

☐ Flow chart(s) attached

2. Attach a facility diagram of your operation, including the following details:

- Show the flow of organic products from incoming ingredients to outgoing product

- Include equipment and storage areas of organic and nonorganic products and ingredients, if applicable

☐ Facility diagram attached

3. List all equipment used in processing below. Attach additional pages if needed.

☐ N/A, no equipment used

Equipment Name	Dedicated for organic use?	Cleaned prior to organic production runs?	Purged before organic production runs?	Is cleaning and/or purging documented?
	<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"/> N/A
	<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"/> N/A
	<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"/> N/A
	<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"/> N/A
	<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"/> N/A
	<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"/> N/A
	<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"/> N/A
	<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"/> N/A
	<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"/> N/A

4. For cleaned equipment, describe cleaning procedures and documentation maintained to record cleaning, or attach standard operating procedures (SOPs):

☐ Not applicable

☐ SOPs attached

5. For purged equipment, describe the purging procedures including quantities purged, purged equipment uses, end use/disposal of purged product, and documentation maintained to record purging, or attach SOPs:

☐ Not applicable

☐ SOPs attached

Section 5: Quality Assurance

NOP §205.201

1. Do you have a Quality Assurance program in place?

☐ Yes

☐ No

☐ N/A

2. Are any outside Quality Assurance program auditors used (e.g., AIB, SQF, USDA)? ☐ Yes ☐ No ☐ N/A
3. Do you have products (ingredients and/or finished products) tested? ☐ Yes ☐ No ☐ N/A
If Yes, answer (a) and (b) below:
- (a) What categories of products are tested? (select all that apply):
☐ Ingredients ☐ Product during production ☐ Finished Product
- (b) Are product samples retained? ☐ Yes ☐ No
If Yes, how long are samples kept?
4. Do you have a product recall system in place? ☐ Yes ☐ No ☐ N/A
5. Do you have all required licenses/permits for this type of operation? ☐ Yes ☐ No ☐ N/A
If Yes, list the requisite licenses/permits held by your operation:

Section 6: Sanitation

NOP §§205.105, 205.272

NOP standards require that residues from cleaning materials do not contaminate organic products.

1. Select all cleaning methods used:
☐ Sweeping ☐ Compressed air ☐ Vacuuming ☐ Scraping ☐ Manual washing ☐ Clean in place (CIP) ☐ Steam Cleaning
☐ Sanitizing ☐ Other (describe):
2. Outline your sanitation program and products used in the chart below. **Include all sanitation products on Appendix B: Processing Material Inputs. All materials used must be approved by MDA prior to use.**

Area	Type of Cleaning	Cleaning Equipment Used	Cleaning Product(s) Used
Receiving Area			
Ingredient Storage			
Production Area and Equipment			
Packaging Area			
Finished Product Storage			
Building Exterior			
Accidental Spills			
Other (specify area):			

3. Are all surfaces that contact organic products food grade? ☐ Yes ☐ No
4. Do you test food contact surfaces for cleaner/sanitizer residues? ☐ Yes ☐ No
5. Where are cleaning/sanitizing materials stored?
6. Do you use chlorine materials as disinfectants/sanitizers? ☐ Yes ☐ No
If Yes, does the cleaner directly contact organic products? ☐ Yes ☐ No
7. Do you use quaternary ammonium materials as disinfectants/sanitizers? ☐ Yes ☐ No
If Yes, describe how you ensure no residues contact organic products, including residue testing protocols:
8. What steps are taken after cleaning equipment and food contact surfaces to ensure that residue from cleaners and/or sanitizers does not contact organic products? (select all that apply):
☐ Allow equipment/surfaces to dry before use ☐ Rinse/flush with potable water ☐ Cleaner/sanitizer residue testing
☐ Use of chemicals approved for organic product contact ☐ Other (describe):
9. Describe the documentation you keep demonstrating that cleaning procedures are followed:
10. Are your sanitation practices effective? ☐ Yes ☐ No

11. How often do you monitor the effectiveness of your sanitation practices?

☐ Weekly ☐ Monthly ☐ Annually ☐ Other (describe):

Section 7: Pest Management

NOP §205.271

1. What type of pest management system do you use? ☐ In-house (name of responsible person):
☐ Contract pest control service (name, address, phone):

2. Select all pest problems encountered by your operation: ☐ Flying insects ☐ Crawling insects ☐ Spiders ☐ Birds
☐ Rats ☐ Mice ☐ Other (describe):

3. Select all pest management practices used at your facility:

(a) Pest Prevention:

☐ Good cleaning and sanitation ☐ Removal of exterior habitat/food sources ☐ Sealed doors/windows ☐ Physical barriers
☐ Screened windows/vents ☐ Repair holes, cracks, etc. ☐ Cleanup spilled product ☐ Monitoring devices
☐ Incoming ingredient inspections ☐ Positive air pressure in facility ☐ Locate light fixtures away from vents/windows/doors
☐ Air curtains ☐ Air showers ☐ Facility perimeter inspections (interior/exterior)
☐ Other (describe):

(b) Physical and Mechanical Pest Control (if prevention practices above fail):

☐ Mechanical traps ☐ Sticky traps ☐ Insectocutors ☐ Freezing treatments ☐ Heat treatments
☐ Ultrasound/light devices ☐ Vacuum treatments ☐ Raptor perches ☐ Scare eye balloons
☐ Pheromone traps (lures/repellants containing nonsynthetic substances or synthetic substances consistent with National List)
☐ Other (describe):

Prevention and control measures described above must be implemented before National List materials may be used. National List materials include carbon dioxide, nitrogen gas, Vitamin D3 bait, boric acid, diatomaceous earth, and soap products. **All materials must be listed on Appendix B: Processing Material Inputs and must be approved by MDA prior to use.**

(c) Pest Elimination with National List materials:

☐ Carbon dioxide ☐ Nitrogen gas ☐ Vitamin baits ☐ Pyrethrum products ☐ Boric acid ☐ Diatomaceous earth
☐ Other (describe):

If prevention, control, and National List material practices are not effective to prevent or control facility pests, a synthetic substance not on the National List may be used provided that the handler and MDA agree on the substance, method of application, and measures taken to prevent contact of organic products with the substance used. Contact MDA prior to using any synthetic substance not on the National List. Requests to use non-National List substances can be made by completing and submitting the *Synthetic Facility Pest Management Agreement (MDA_DOC_037)* form.

4. Attach a facility map showing the location of pest traps, bait stations, monitoring devices, etc., if applicable. ☐ Map/diagram attached
☐ Not applicable

5. Can any pest control products come into contact with any organic ingredients, finished organic products, or packaging materials? ☐ Yes ☐ No

If Yes, describe your protocols to prevent contamination:

6. If pesticides are used, where are they stored? ☐ N/A, no pesticides used

7. Do you maintain pest control records to document pesticide use and measures taken to prevent contamination of organic products, ingredients, and packaging materials? ☐ Yes ☐ No

If No, please explain why records are not maintained:

8. Is your current facility pest management system effective? ☐ Yes ☐ No

9. Do you anticipate making any changes to your facility pest management system? ☐ Yes ☐ No

If Yes, explain the change you plan to make:

Section 8: Storage

NOP §§205.270, 205.272

NOP standards require that commingling or contamination of organic products does not occur during storage. All storage sites must be documented below and organic products must be clearly identified in storage. Off-site storage areas are subject to inspection.

1. List all storage areas used by your operation for organic products/ingredients in the chart below:

Storage Use	Location	Type	Capacity	Dedicate Organic (Y/N)	Describe storage area identification/labeling
-------------	----------	------	----------	------------------------	---

Ingredients				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Packaging Materials				<input type="checkbox"/> Yes <input type="checkbox"/> No	
In-process storage				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Finished Product				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (specify):				<input type="checkbox"/> Yes <input type="checkbox"/> No	

2. If there is off-site storage, give the name, address, phone number, and contact person:

3. Describe practices and procedures in place to ensure organic products are not contaminated with prohibited materials or commingled with nonorganic products during storage, including details on all stored products/materials (incoming product, packaging materials, in-process product, and finished product storage):

Section 9: Packaging, Marketing and Labeling

NOP §§205.272, 205.300-309

NOP standards require packaging materials that will not contaminate organic products with prohibited substances. Organic product labels must meet NOP and other applicable state and federal labeling requirements.

A. Packaging

1. Check the types of packaging materials used (select all that apply):

- | | | | | |
|--------------------------------|----------------------------------|------------------------------------|--|--|
| <input type="checkbox"/> Bulk | <input type="checkbox"/> Glass | <input type="checkbox"/> Cardboard | <input type="checkbox"/> Waxed Paper | <input type="checkbox"/> Other (describe): |
| <input type="checkbox"/> Metal | <input type="checkbox"/> Paper | <input type="checkbox"/> Plastic | <input type="checkbox"/> Natural fiber | |
| <input type="checkbox"/> Foil | <input type="checkbox"/> Aseptic | <input type="checkbox"/> Wood | <input type="checkbox"/> Synthetic fiber | |

2. Are all packaging materials food grade? ☐ Yes ☐ No

3. Are all packaging materials free of prohibited materials (including synthetic fungicides, preservatives, or fumigants)? ☐ Yes ☐ No

4. Are packaging materials recyclable? ☐ Yes ☐ No

5. Are packaging materials returnable? ☐ Yes ☐ No

B. Marketing

1. Select all the marketing venues used to sell organic processed products produced/handled on your operation or sourced from other operations:

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Farmers market | <input type="checkbox"/> Farm stands | <input type="checkbox"/> CSA/subscription service | <input type="checkbox"/> Wholesale |
| <input type="checkbox"/> On-farm retail | <input type="checkbox"/> U-pick | <input type="checkbox"/> Bulk commodities to processor | <input type="checkbox"/> Other (describe): |
| <input type="checkbox"/> Online retail | <input type="checkbox"/> Direct to retail | <input type="checkbox"/> Contract to buyer | |

2. For all marketing that is NOT direct to consumer (e.g., bulk commodities to processor, wholesale, contract to buyer, etc.), how do you ensure that all organic products sold are traceable back to your certified operation? (select all that apply):

- ☐ Include operation name and identification of the product as organic on all sales documentation (invoices, BOLs, etc.)
- ☐ Use nonretail containers that include the operation name and identification of the product as organic
- ☐ N/A, all sales are direct to consumer
- ☐ Other (describe):

3. Describe all direct marketing venues below. Include CSAs, farm stands, farmers markets, and online sales below. ☐ N/A, no sales at direct marketing venues. Move to Section C.

(a) Farmers' Markets ☐ N/A, no sales at farmers' markets

Name of Market and/or Organization	Market Address	Day(s)	Do you sell non-organic products at this market?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

		<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) Other direct marketing venues (CSA, farm stand, u-pick, online sales, etc.) <input type="checkbox"/> N/A, no sales at any of these		
Type of Venue	Address (or website of online sales)	Do you sell non-organic products at this venue?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

4. How do you differentiate organic and nonorganic products to consumers?

☐ N/A, only sell certified organic products
☐ Twist ties/stickers/rubber bands
☐ Other (describe):

☐ Newsletter/delivery list (attach sample)
☐ Separate sales area for organic and non-organic (describe):

☐ Clear "organic" and "non-organic" signage (attach photo)
☐ Description on website (attach printout)

C. Labeling

Packaged retail product labels must state "Certified Organic by MDA" (or similar) below the information identifying the producer or handling operation. Display of the USDA organic seal and/or the MDA organic seal is optional. If both seals are used, the MDA seal must not be displayed more prominently than the USDA seal. **All retail labels must be approved by MDA prior to use.**

1. Do you use any retail labels for **packaged** organic processed products? ☐ Yes ☐ No
If Yes, answer (2) below and submit a copy of all labels for review.
If No, move to question 4.

2. Select all of the retail package labels that you use or plan to use for retail sale of organic processed products:
☐ Box ☐ Bag or sleeve ☐ Clamshell ☐ Bulk bag/container ☐ Other (describe):

3. Do your retail product label(s) contain the phrase "Certified Organic by MDA" or similar **directly below** your business/farm information? ☐ Yes ☐ No

Nonretail containers are those used to **ship** or **store** organic products, other than containers used for retail sale of the product, including containers used for **wholesale**. Nonretail containers may include **boxes, totes, bulk containers/bags, crates, bins, etc.**

Nonretail containers **must 1) clearly identify the product as organic** and **2) include a production lot number, shipping identification, or other unique information that links the container to audit trail documentation.** (Audit trail is defined as documentation that is sufficient to determine the source, transfer of ownership, and transportation or organic products).

Audit trail documentation for nonretail containers **must identify the last certified operation that handled the organic product.**

All labeling of nonretail containers must be approved by MDA prior to use.

4. Do you use any nonretail containers (as defined directly above) to ship or store organic products? ☐ Yes ☐ No
If Yes, answer (5) through (7) below and submit a copy or photo of nonretail containers/labels for review.
If No, move to section 10.

5. Select all of the nonretail containers that you use for shipping and storage of organic crops:

☐ Box

☐ Tote

☐ Bulk container

☐ Crate

☐ Other (describe):

☐ Bin

☐ Bag

☐ Bulk bag

☐ Trailer

6. How do you display identification of the product as organic on nonretail containers? (select all that apply):

☐ "Organic", "Org", etc.

☐ MDA organic seal

☐ "Certified Organic by MDA" statement

☐ Farm name (if all organic farm)

☐ USDA organic seal

☐ Other (describe):

7. What unique information is displayed on nonretail containers that links the nonretail container to audit trail documentation?

☐ Shipping identification

☐ Lot numbers (describe lot numbering system):

☐ Field number/name

☐ Other (describe):

☐ Julian date codes

Section 10: Transportation of Organic Products **NOP §§205.272, 205.201(a)(5)**

NOP standards require that the integrity of organic products must be maintained during transport.

A. Incoming Products ☐ Not applicable, all ingredients/incoming products are produced on-farm

<p>1. In what forms are incoming ingredients and products received? (select all that apply)</p> <p> <input type="checkbox"/> Dry bulk <input type="checkbox"/> Liquid bulk <input type="checkbox"/> Tote bags <input type="checkbox"/> Tote boxes <input type="checkbox"/> Metal drums <input type="checkbox"/> Cardboard drums <input type="checkbox"/> Paper bags <input type="checkbox"/> Foil bags <input type="checkbox"/> Other (describe): </p> <p>2. How are incoming products transported to your facility?</p> <p>3. Who arranges incoming product transportation?</p> <p>4. How do you ensure that inbound transport units are clean prior to loading organic products?</p> <p>5. Have transport companies been notified of organic handling requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
B. Outgoing Finished Product/Distribution
<p>1. In what forms are finished processed products shipped/transported? (select all that apply)</p> <p> <input type="checkbox"/> Dry bulk <input type="checkbox"/> Liquid bulk <input type="checkbox"/> Tote bags <input type="checkbox"/> Tote boxes <input type="checkbox"/> Metal drums <input type="checkbox"/> Cardboard drums <input type="checkbox"/> Paper bags <input type="checkbox"/> Foil bags <input type="checkbox"/> Cardboard cases <input type="checkbox"/> Mesh bags <input type="checkbox"/> Plastic crates <input type="checkbox"/> Other (describe): </p> <p>2. How are outgoing products transported?</p> <p>3. Who arranges outgoing transportation?</p> <p>4. How do you ensure that outgoing transport units are clean prior to loading organic products?</p> <p style="margin-left: 20px;">(a) Is the process outlined above documented? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p style="margin-left: 20px;">Explain:</p> <p>5. Are transport units used to carry any prohibited materials? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 20px;">If Yes, answer (a) and (b) below:</p> <p style="margin-left: 20px;">(a) What prohibited materials are transported?</p> <p style="margin-left: 20px;">(b) Describe the transport units used and how contamination of organic products with prohibited substances is prevented:</p> <p>6. Have transport companies been notified of organic handling requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>7. Are organic products shipped at the same time as conventional products in the same transport units? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 20px;">If Yes, answer (a) below:</p> <p style="margin-left: 20px;">(a) What measures are taken to segregate organic products? (select all that apply)</p> <p style="margin-left: 20px;"> <input type="checkbox"/> Dedicated organic only <input type="checkbox"/> Separate pallets <input type="checkbox"/> Organic product shrink-wrapped <input type="checkbox"/> Separate area in transport unit <input type="checkbox"/> Pallet tags <input type="checkbox"/> Other (describe): </p>
Section 11: Waste Management NOP §205.200
<p>1. Will any waste products from certified organic ingredients or products be sold as organic? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 20px;">If Yes, include the products on Appendix A: Product List (MDA_DOC_056) and submit labels and product profiles.</p> <p>2. Check all aspects of your waste management system that apply:</p> <p> <input type="checkbox"/> On-site dumpster <input type="checkbox"/> Water filtering <input type="checkbox"/> Daily pickup of waste <input type="checkbox"/> Smokestack filters <input type="checkbox"/> Material recycling <input type="checkbox"/> Composting <input type="checkbox"/> Field application of waste <input type="checkbox"/> Other (describe): <input type="checkbox"/> Water recycling <input type="checkbox"/> Sediment ponds <input type="checkbox"/> Constructed wetlands </p>
Section 12: International Import NOP §§205.103, 205.300, 205.272
<p>1. Do you currently import organic products/ingredients or intend to do so? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 20px;">If Yes, answer (2) through (6) below:</p> <p>2. Select the organic standards to which your imported products/ingredients are certified:</p> <p> <input type="checkbox"/> USDA-NOP <input type="checkbox"/> Canadian Organic Regime <input type="checkbox"/> European Union (EU) <input type="checkbox"/> Other (describe): </p> <p>3. Select the documentation you keep for imported shipments:</p> <p> <input type="checkbox"/> Transaction certificates <input type="checkbox"/> Bills of lading <input type="checkbox"/> Invoices <input type="checkbox"/> Certificates of analysis <input type="checkbox"/> NOP import certificates <input type="checkbox"/> Other (describe): </p> <p>4. Do your records trace incoming shipments to the last certified operation to handle the product? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

5. How do you ensure that incoming shipments did not undergo irradiation and were not contaminated by prohibited substances during transport and entry into the United States?

Section 13: International Export

NOP §§205.103, 205.300, 205.272

1. Do you currently export organic products/ingredients or intend to do so?

☐ Yes ☐ No

If Yes, answer (2) through (5) below:

The USDA currently has organic equivalency arrangements with the following countries/entities: Canada, the European Union, Japan, Taiwan, Korea, Switzerland, and the United Kingdom. Depending on the destination of organic product, various production, handling, and labeling requirements, in addition to NOP standards, may be applicable. For additional details on equivalency arrangement requirements, please visit www.ams.usda.gov/services/organic-certification/international-trade.

2. List the countries or regions you export organic products/ingredients to:

☐ Canada ☐ European Union ☐ Japan ☐ Taiwan ☐ Korea ☐ Switzerland ☐ United Kingdom

3. List the products that you plan to export:

4. Have all ingredients for products intended for export been verified as compliant to the equivalency arrangement with all applicable entities?

☐ Yes ☐ No

5. Have all labels for products intended for export been submitted to MDA for approval?

☐ Yes ☐ No

If No, submit all labels with this OSP.

Section 14: Recordkeeping & Audit Control System

NOP §205.103

NOP standards require that records disclose all activities and transactions of the operation and demonstrate compliance with NOP regulations. Records must track finished organic products back to all ingredients and verify all ingredients as certified organic. Amounts of organic finished products must balance with the amounts of organic ingredients purchased. Records must be kept for 5 years after their creation and all records must be accessible to the inspector, MDA, and the NOP. All relevant documents must identify products as organic.

1. Select the types of documents you use to track organic products:

(a) Incoming products:

<input type="checkbox"/> Bills of lading	<input type="checkbox"/> Invoices	<input type="checkbox"/> Receiving records	<input type="checkbox"/> Receiving summary log
<input type="checkbox"/> Certificates of analysis	<input type="checkbox"/> Supplier organic certificates	<input type="checkbox"/> Customs forms	<input type="checkbox"/> Other (describe):
<input type="checkbox"/> Contracts	<input type="checkbox"/> Purchase orders	<input type="checkbox"/> Transaction certificates	
<input type="checkbox"/> Quality test results	<input type="checkbox"/> Receipts	<input type="checkbox"/> Scale tickets	

(b) In process:

<input type="checkbox"/> Equipment cleanout logs	<input type="checkbox"/> Blending reports	<input type="checkbox"/> Batch recipes
<input type="checkbox"/> Ingredient inventory logs	<input type="checkbox"/> Quality assurance reports	<input type="checkbox"/> Waste logs
<input type="checkbox"/> Ingredient inspection forms	<input type="checkbox"/> Production reports	<input type="checkbox"/> Other (describe):
<input type="checkbox"/> Finished product inventory logs	<input type="checkbox"/> Packaging reports	
<input type="checkbox"/> Ingredient usage reports	<input type="checkbox"/> Shrinkage logs	
<input type="checkbox"/> Production summary records	<input type="checkbox"/> Product specification sheets	

(c) In storage:

☐ Finished product inventory reports ☐ Ingredient inventory reports ☐ Other (describe):

(d) Outgoing

<input type="checkbox"/> Transaction certificates	<input type="checkbox"/> Shipping summary log	<input type="checkbox"/> Sales summary log	<input type="checkbox"/> Purchase orders
<input type="checkbox"/> Transport unit inspection forms	<input type="checkbox"/> Audit control register	<input type="checkbox"/> Export declaration forms	<input type="checkbox"/> Other (describe):
<input type="checkbox"/> Phytosanitary certificates	<input type="checkbox"/> Organic certificates	<input type="checkbox"/> Scale tickets	
<input type="checkbox"/> Sales invoices	<input type="checkbox"/> Sales orders	<input type="checkbox"/> Bills of lading	

2. Describe your lot numbering system (for retail and wholesale, as applicable):

For the following questions, you may use a flow chart to assist in answering/describing your processes. ☐ Flow chart attached

3. Describe how your recordkeeping system tracks all ingredients through to finished products (your inspector will conduct a traceability audit):

4. Describe how you track and document the amounts of organic ingredients and products moving through your handling/processing operations (i.e. ingredient and finished product inventories, batch logs, etc.):

5. Describe how your recordkeeping system can demonstrate balance between organic ingredients **in** and organic finished product **out** (your inspector will conduct a mass balance audit):

6. Is your current recordkeeping system effective in maintaining traceability of ingredients/finished products and demonstrating balance between ingredients in and finished products out? ☐ Yes ☐ No

If No, describe how you will improve your recordkeeping system to meet these requirements:

7. Do you keep, or plan to keep, all records for at least 5 years? ☐ Yes ☐ No

On-Farm Processor/Handler Organic Product Profile – Multi-Ingredient Product									
Please fill out the following information for each multi-ingredient organic product seeking certification. Calculations must be based on the weight/volume of ingredients used at formulation e.g., before processing. All ingredients, including salt, must also be listed on Appendix C: Handler Ingredient List. Attach a copy of all labels used for this product.									
Operation Name:					Date:				
1. Name of finished product:									
2. Which one of the following methods was used to calculate composition percentages? <input type="checkbox"/> Net Weight (solid ingredients only) <input type="checkbox"/> Fluid Volume (liquid ingredients only) <input type="checkbox"/> Combined Net Weight (solid and liquid ingredients)									
3. Provide information in the chart below on all ingredients and used in the manufacture of this product (do not include salt and/or water):									
Ingredient (include additives, flavorings, cooking oil, etc.) For ingredients with sub-ingredients, exclude salt and water from quantity	Quantity [A]	Units (all must be same unit)	% Organic Content of Ingredient ¹ (N/A for animal feed products) [B]	Is ingredient certified organic?	If non-agricultural, is the ingredient on the National List?	Nonorganic ingredients: Have you verified that production did not include any of the following?			Ingredient Organic Weight Per Batch [C] [A x B]
						Excluded methods	Sewage sludge	Ionizing radiation	
Example: Apple Puree	40	Pounds	95%	✓		✓	✓	✓	(40 x .95) = 38
				<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"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	← Subtotal of <i>non-salt</i> and <i>non-water</i> contents [D]					Total Organic Contribution [G] → (Total of column C)			
	← Quantity of Salt [E]								
	← Quantity of Water [F]					Total Organic Percentage ² → (G / D) Round down to The nearest whole number			
	← Total Ingredient Quantity (D + E + F)								
4. Processing Aids: Provide complete information about all processing aids used in the manufacture of this product:									
Processing Aid	Is processing aid certified 100% Organic? ³		If nonorganic, is the processing aid on the National List?		Supplier			Certifying Agent	
	<input type="checkbox"/>		<input type="checkbox"/>						
	<input type="checkbox"/>		<input type="checkbox"/>						
	<input type="checkbox"/>		<input type="checkbox"/>						

¹ For % organic content of ingredient, assume the lower percentage for the labeling category found on the ingredient’s organic certificate, unless exact documentation of higher content has been provided by your supplier’s certificate (Exception: Assume 100% organic content for raw agricultural commodities.) If the ingredient is nonorganic, use 0%.

² Calculate the percentage of organic ingredients by dividing the total weight or volume of combined organic ingredients (excluding salt and water) by the total weight or volume of all ingredients (excluding salt and water)

³ Required for products labeled as “100% Organic”

On-Farm Processor/Handler Organic Product Profile – Multi-Ingredient Product									
Please fill out the following information for each multi-ingredient organic product seeking certification. Calculations must be based on the weight/volume of ingredients used at formulation e.g., before processing. All ingredients, including salt, must also be listed on Appendix C: Handler Ingredient List. Attach a copy of all labels used for this product.									
Operation Name:					Date:				
1. Name of finished product:									
2. Which one of the following methods was used to calculate composition percentages? <input type="checkbox"/> Net Weight (solid ingredients only) <input type="checkbox"/> Fluid Volume (liquid ingredients only) <input type="checkbox"/> Combined Net Weight (solid and liquid ingredients)									
3. Provide information in the chart below on all ingredients and used in the manufacture of this product (do not include salt and/or water):									
Ingredient (include additives, flavorings, cooking oil, etc.) For ingredients with sub-ingredients, exclude salt and water from quantity	Quantity [A]	Units (all must be same unit)	% Organic Content of Ingredient ¹ (N/A for animal feed products) [B]	Is ingredient certified organic?	If non-agricultural, is the ingredient on the National List?	Nonorganic ingredients: Have you verified that production did not include any of the following?			Ingredient Organic Weight Per Batch [C] [A x B]
						Excluded methods	Sewage sludge	Ionizing radiation	
Example: Apple Puree	40	Pounds	95%	✓		✓	✓	✓	(40 x .95) = 38
				<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"/>	<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"/>	<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"/>	
	← Subtotal of <i>non-salt</i> and <i>non-water</i> contents [D]					Total Organic Contribution [G] → (Total of column C)			
	← Quantity of Salt [E]								
	← Quantity of Water [F]					Total Organic Percentage ² → (G / D) Round down to The nearest whole number			
	← Total Ingredient Quantity (D + E + F)								
4. Processing Aids: Provide complete information about all processing aids used in the manufacture of this product:									
Processing Aid	Is processing aid certified 100% Organic? ³		If nonorganic, is the processing aid on the National List?		Supplier			Certifying Agent	
	<input type="checkbox"/>		<input type="checkbox"/>						
	<input type="checkbox"/>		<input type="checkbox"/>						
	<input type="checkbox"/>		<input type="checkbox"/>						

¹ For % organic content of ingredient, assume the lower percentage for the labeling category found on the ingredient’s organic certificate, unless exact documentation of higher content has been provided by your supplier’s certificate (Exception: Assume 100% organic content for raw agricultural commodities.) If the ingredient is nonorganic, use 0%.

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³ Required for products labeled as “100% Organic”

On-Farm Processor/Handler Organic Product Profile – Multi-Ingredient Product									
Please fill out the following information for each multi-ingredient organic product seeking certification. Calculations must be based on the weight/volume of ingredients used at formulation e.g., before processing. All ingredients, including salt, must also be listed on Appendix C: Handler Ingredient List. Attach a copy of all labels used for this product.									
Operation Name:					Date:				
1. Name of finished product:									
2. Which one of the following methods was used to calculate composition percentages? <input type="checkbox"/> Net Weight (solid ingredients only) <input type="checkbox"/> Fluid Volume (liquid ingredients only) <input type="checkbox"/> Combined Net Weight (solid and liquid ingredients)									
3. Provide information in the chart below on all ingredients and used in the manufacture of this product (do not include salt and/or water):									
Ingredient (include additives, flavorings, cooking oil, etc.) For ingredients with sub-ingredients, exclude salt and water from quantity	Quantity [A]	Units (all must be same unit)	% Organic Content of Ingredient ¹ (N/A for animal feed products) [B]	Is ingredient certified organic?	If non-agricultural, is the ingredient on the National List?	Nonorganic ingredients: Have you verified that production did not include any of the following?			Ingredient Organic Weight Per Batch [C] [A x B]
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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"/>	<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"/>	<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"/>	
	← Subtotal of non-salt and non-water contents [D]					Total Organic Contribution [G] → (Total of column C)			
	← Quantity of Salt [E]								
	← Quantity of Water [F]					Total Organic Percentage ² → (G / D) Round down to The nearest whole number			
	← Total Ingredient Quantity (D + E + F)								
4. Processing Aids: Provide complete information about all processing aids used in the manufacture of this product:									
Processing Aid	Is processing aid certified 100% Organic? ³		If nonorganic, is the processing aid on the National List?		Supplier			Certifying Agent	
	<input type="checkbox"/>		<input type="checkbox"/>						
	<input type="checkbox"/>		<input type="checkbox"/>						
	<input type="checkbox"/>		<input type="checkbox"/>						

¹ For % organic content of ingredient, assume the lower percentage for the labeling category found on the ingredient’s organic certificate, unless exact documentation of higher content has been provided by your supplier’s certificate (Exception: Assume 100% organic content for raw agricultural commodities.) If the ingredient is nonorganic, use 0%.

² Calculate the percentage of organic ingredients by dividing the total weight or volume of combined organic ingredients (excluding salt and water) by the total weight or volume of all ingredients (excluding salt and water)

³ Required for products labeled as “100% Organic”

On-Farm Processor/Handler Organic Product Profile – Multi-Ingredient Product									
Please fill out the following information for each multi-ingredient organic product seeking certification. Calculations must be based on the weight/volume of ingredients used at formulation e.g., before processing. All ingredients, including salt, must also be listed on Appendix C: Handler Ingredient List. Attach a copy of all labels used for this product.									
Operation Name:					Date:				
1. Name of finished product:									
2. Which one of the following methods was used to calculate composition percentages? <input type="checkbox"/> Net Weight (solid ingredients only) <input type="checkbox"/> Fluid Volume (liquid ingredients only) <input type="checkbox"/> Combined Net Weight (solid and liquid ingredients)									
3. Provide information in the chart below on all ingredients and used in the manufacture of this product (do not include salt and/or water):									
Ingredient (include additives, flavorings, cooking oil, etc.) For ingredients with sub-ingredients, exclude salt and water from quantity	Quantity [A]	Units (all must be same unit)	% Organic Content of Ingredient ¹ (N/A for animal feed products) [B]	Is ingredient certified organic?	If non-agricultural, is the ingredient on the National List?	Nonorganic ingredients: Have you verified that production did not include any of the following?			Ingredient Organic Weight Per Batch [C] [A x B]
						Excluded methods	Sewage sludge	Ionizing radiation	
Example: Apple Puree	40	Pounds	95%	✓		✓	✓	✓	(40 x .95) = 38
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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"/>	<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"/>	<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"/>	
	← Subtotal of non-salt and non-water contents [D]					Total Organic Contribution [G] → (Total of column C)			
	← Quantity of Salt [E]								
	← Quantity of Water [F]					Total Organic Percentage ² → (G / D) Round down to The nearest whole number			
	← Total Ingredient Quantity (D + E + F)								
4. Processing Aids: Provide complete information about all processing aids used in the manufacture of this product:									
Processing Aid	Is processing aid certified 100% Organic? ³		If nonorganic, is the processing aid on the National List?		Supplier			Certifying Agent	
	<input type="checkbox"/>		<input type="checkbox"/>						
	<input type="checkbox"/>		<input type="checkbox"/>						
	<input type="checkbox"/>		<input type="checkbox"/>						

¹ For % organic content of ingredient, assume the lower percentage for the labeling category found on the ingredient’s organic certificate, unless exact documentation of higher content has been provided by your supplier’s certificate (Exception: Assume 100% organic content for raw agricultural commodities.) If the ingredient is nonorganic, use 0%.

² Calculate the percentage of organic ingredients by dividing the total weight or volume of combined organic ingredients (excluding salt and water) by the total weight or volume of all ingredients (excluding salt and water)

³ Required for products labeled as “100% Organic”

On-Farm Processor/Handler Appendix A: Products List for Certification

List all processed products requested for certification below, including single ingredient and multi-ingredient products. Product names listed below must match the product names on the product profile and product label. Include all products you are requesting for certification, including both new products and those previously certified. For all new products and products with changes to label and/or product profile, please include current labels and product profiles. Product profiles for single ingredient products are not required.

Operation Name:												Date:				
To be completed by applicant for certification:						Finished product will be labeled as:			Product packaged for:			To be completed by MDA during review		To be completed by MDA during inspection		
Complete Product Name (must match name on label)	Package Type and Size (include all types/sizes)	Single Ingredient	Label Attached	Product Profile	Product is: (N) New (C) Changed (S) Same	100% Organic	Organic	Made with Organic (specific ingredients)	Wholesale	Retail	Export	Label Approved (Y/N)	Product Profile Approved (Y/N)	On-site label matches MDA-approved label (Y/N)	Product profile matches MDA-approved product profile (Y/N)	Ingredients used match product profile, are listed on organic certificate and/or are NOP compliant (Y/N)
		<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"/>	<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"/>	<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"/>		<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"/>	<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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On-Farm Processor/Handler Appendix B: Material Inputs

ALL APPLICANTS: Complete brand name and manufacturer information is required. **ALL INPUTS MUST BE APPROVED BY MDA PRIOR TO USE.** Use of inputs prior to MDA approval may risk certification eligibility of your processed/handled products. For inputs not already approved by MDA, please submit a label, SDS, and/or current OMRI certificate, as appropriate, for MDA to conduct a review of the input. Additional inputs may be submitted for review/approval at any time by contacting MDA organic staff by phone, email, or mail.

NEW APPLICANTS: Complete this form to document **all material inputs used or planned for use in processing/handling**, including but not limited to **cleaners, sanitizers, pest management products, water treatments, boiler additives, atmosphere modifiers, flotation agents, ion exchange (describe process including resins, membranes, and recharging materials), and any other input not included on your ingredient list (appendix C) and/or product profiles (appendix B).**

RENEWING APPLICANTS: Complete this form to document all **new inputs** as described above to be used in the coming crop season. Products that are already listed in your most recent **MDA-issued approved inputs list** do not need to be included.

Operation Name:

Production Year:

CROP MATERIAL INPUT INFORMATION

Complete Product Name	Source/ Manufacturer	Details of Use (what you use it for, how you use it, etc.)	Check if material is rinsed following use? (for cleaners/sanitizers only)	Check if currently in use:
			<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"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

On-Farm Processor/Handler Appendix C: Ingredients List

List all ingredients and organic products sourced for processed/handled products below. Ingredient/product names as listed on the product’s organic certificate (or as listed in the Organic Integrity Database (OID)) and your product profile(s) must match. If you use ingredients/products from multiple suppliers/sources/manufacturers, each source must be listed separately. If an ingredient/product comes from an uncertified broker, both the broker and certified grower/handler must be listed.

Operation Name:							Date:		
To be completed by applicant for certification							To be completed by MDA during review or inspection		
Ingredient Name	Organic Claim: 100% organic, Organic, Made with Organic	Supplier/Manufacturer (if multiple, list all)	Certifier of Supplier/ Manufacturer	Date on Organic Certificate (or date status verified on Organic Integrity Database (OID))	Is the ingredient imported? (Y/N)	How is the imported ingredient certified? (NOP or equivalency agreement)	Is the product listed on the current organic certificate or in OID? (Y/N)	Is organic certificate date within 15 months? (or current listing in OID) (Y/N)	Notes/ comments
