



Organic Handling Plan Questionnaire

This questionnaire is to be completed if you are requesting certification as a processor and handler. The NFC recertification should may be used for continuation of certification.

You must submit an Organic system plan with this application. (This is a written plan that sketches out the various plans you have for your organic operation for the next year See section 205.201 of the NOP standards for a detailed description what you should include) . Attach an Organic Product Profile sheet for each product requested for certification, a current schematic product flow chart, an organic handling and facility map for each facility which will handle organic products. On your facility map include locations of all pest control stations, and what you have identified as Organic Critical Control Points OCCPs. – critical juncture points in your system where commingling with non organic materials or potential loss of organic integrity or loss of identification of organic materials may occur) . See the attached Completion Worksheet to insure you have included all necessary information and documentation before sending your application.

Use additional sheets when necessary.

SECTION 1: General Information				NOP Rule 205.401
Applicant/company name			Telephone/Fax Number	EMAIL:
Owner/manager	Primary contact liason person to NFC program		For office use only	
			Date received	
Address			Date reviewed	
			Reviewer initials	
City	State/province	Postal/zip code	Country	Fees received
				Inspector
Legal status: <input type="checkbox"/> Sole proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> Cooperative <input type="checkbox"/> Trust or non-profit				
<input type="checkbox"/> Legal partnership (federal form 1065) <input type="checkbox"/> Other (specify)				
Year company began	Number of employees	Name of person overseeing organic production	Government permits/licenses	
Do you have a copy of current organic standards?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you understand the current organic standards?	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
What type(s) of organic products are manufactured or planned to be manufactured? <i>Provide a complete list of products requested for certification in Section 2: Product Composition and Labeling.</i>				
List all noncompliance issues from last year's certification and state how the noncompliance have been addressed. <input type="checkbox"/> Not applicable				
List previous years your company was certified organic,			List current organic certification by other agents. (if you are currently certified by another agency, you will need to supply the following information with this application: original application to your previous certifier, list of non compliances and proof of their having been resolved, and the last inspection report)	
Has certification ever been denied, suspended, or revoked?				<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, describe the circumstances. <i>Attach a description of the actions taken to correct noncompliances.</i>				
Preferred time for inspection visit: <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon				
Give directions to the processing facility.				

Type of processing/handling	<input type="checkbox"/> Primary <input type="checkbox"/> Contract vendor	Estimated annual total production _____ % organic _____ % nonorganic	
CONTRACT VENDOR	ADDRESS	PHONE NO.	CERTIFIED BY

List or attach a list of all nonorganic products produced by your company.

SECTION 2: Labeling and Product Composition

NOP Rule 205.105, 205.270, 205.300-205.305 and 205.307-205.311

The NOP Rule has 4 categories of products which can use the word "organic". These are "100% organic", "organic", "made with organic (specified ingredients or food group(s))", and products with less than 70% organic ingredients. The % of organic ingredients is calculated by dividing the total net weight or volume (excluding salt and water) of combined organic ingredients by the total weight or volume of all ingredients.

Products labeled "100% organic" must contain 100% organic ingredients, including processing aids. Products labeled "organic" must contain at least 95% organic ingredients; non organic ingredients must not be commercially available in an organic form; must not include organic and non organic forms of the same ingredient; and all synthetic ingredients and processing aids must be on the National List. Products labeled "made with organic (specified ingredients or food group(s))" must contain at least 70% organic ingredients. For "100% organic," "organic," and "made with organic..." products, both organic and non organic ingredients must not be produced using excluded methods, sewage sludge, or ionizing radiation. Products with less than 70% organic ingredients can only identify the organic ingredients in the information panel. Refer to the National List, Section 205.605 and 205.606, to determine which nonagricultural substances and non organically produced agricultural ingredients are allowed in products labeled "organic" or "made with organic (ingredients or food group(s))."

The NOP Rule has specific requirements for principal display panel information relating to the use of the term "organic", depending on the % of organic ingredients in the finished product. For all products, the organic ingredients must be identified in the ingredient information panel. Up to three ingredients or food groups can be listed on the principal display panel for products labeled as "made with organic (ingredients or food group(s))". The term "organic" cannot be used to describe a non organic ingredient in a product name. Water and salt cannot be identified as "organic". The name of the certifying agent must be identified on the information panel below than name of the handler or distributor, preceded by the statement, "Certified organic by..." or similar phrase. The address and telephone number of the certifying agent may be displayed.

The USDA seal can be used on "100% organic" or "organic" products, but not on products labeled "made with organic...". A certifying agent's seal, logo or other identifying mark can be used on "100% organic," "organic" or "made with organic...". Products with less than 70% organic ingredients cannot use either the USDA seal or the certifying agent's name, seal or logo. The certifying agent's seal cannot be displayed more prominently than the USDA seal.

Attach an Organic Product Profile sheet and examples of all labels used for each product requested for certification.

A. PRODUCTS LABELED AS "100% ORGANIC" (All ingredients are certified organic, including processing aids.)

List all products labeled or planned to be labeled as "100 % Organic" and check appropriate boxes.

☐ None

LABEL INFORMATION OF PRODUCT	NAME	ORGANIC INGREDIENTS IDENTIFIED IN INFORMATION PANEL (✓)	NFC NAME IDENTIFIED ON LABEL (✓)	USE USDA SEAL ON LABEL (✓)	USE NFC SEAL/LOGO ON LABEL (✓)

Are processing aids used?

☐ Yes ☐ No

If yes, list all organic products manufactured using processing aids and give name of processing aid used.

Are all processing aids certified organic?

☐ Yes ☐ No

B. PRODUCTS LABELED AS "ORGANIC" (at least 95% certified organic ingredients)

List all products labeled or planned to be labeled as "Organic" and check appropriate boxes.

☐ None

NAME OF PRODUCT	ORGANIC INGREDIENTS IDENTIFIED IN INFORMATION PANEL (✓)	NFC NAME IDENTIFIED ON LABEL (✓)	USE USDA SEAL ON LABEL (✓)	USE NFC SEAL/LOGO ON LABEL (✓)

B. PRODUCTS LABELED AS "ORGANIC" (continued)**Are any non organic agricultural ingredients used?**☐ Yes ☐ No

If yes, list all organic products which contain non organic agricultural ingredients.

If yes, describe your attempts to source organic ingredients.

Are any nonagricultural ingredients used?☐ Yes ☐ No

If yes, list all organic products which contain non-agricultural ingredients.

Are any ingredients produced using excluded methods, i.e., genetic engineering?☐ Yes ☐ No

If yes, list all organic products containing ingredients produced using excluded methods.

Are any ingredients produced using sewage sludge?☐ Yes ☐ No

If yes, list all organic products containing ingredients produced using sewage sludge.

Are any ingredients produced using ionizing radiation?☐ Yes ☐ No

If yes, list all organic products containing ingredients produced using ionizing radiation.

Are processing aids used?☐ Yes ☐ No

If yes, list all organic products manufactured using processing aids.

Are sulfites, nitrates, or nitrites added during the production or handling process?☐ Yes ☐ No

If yes, list all organic products produced with sulfites, nitrates, or nitrites.

Are any organic products produced using organic and nonorganic forms of the same ingredients?☐ Yes ☐ No

If yes, list all organic products using organic and nonorganic forms of the same ingredients.

Do any products labeled "organic" show the percentage of organic ingredients on the label?☐ Yes ☐ No

If yes, list all products so labeled.

Does the size of the percentage statement exceed one-half the size of the largest type size on the panel on which the statement is displayed?

☐ Yes ☐ No

Does the percentage statement appear in its entirety in the same type size, style, and color without highlighting?

☐ Yes ☐ No**C. PRODUCTS LABELED AS "MADE WITH ORGANIC (SPECIFIED INGREDIENTS OR FOOD GROUPS(S))"** (At least 70%)

Certified organic ingredients; up to 3 ingredients or food groups can be listed)

List all products to be labeled "Made with organic (ingredients or food group(s))" and check appropriate boxes.

☐ None

NAME OF PRODUCT	HOW MANY INGREDIENTS OR FOOD GROUPS ARE LISTED ON THE LABEL?	LIST EACH INGREDIENT AND/OR FOOD GROUP LISTED ON THE PRINCIPAL DISPLAY PANEL	ORGANIC INGREDIENTS IDENTIFIED IN INFORMATION PANEL (✓)	NFC NAME IDENTIFIED ON LABEL (✓)	NFC SEAL/LOGO ON LABEL (✓)

C. PRODUCTS LABELED AS "MADE WITH ORGANIC (SPECIFIED INGREDIENTS OR FOOD GROUPS(S))" (continued)

Are any nonorganic agricultural ingredients used?

☐ Yes ☐ No

If yes, list all products which contain nonorganic agricultural ingredients.

Are any non-agricultural ingredients used?

☐ Yes ☐ No

If yes, list all products which contain non-agricultural ingredients.

Are any processing aids used?

☐ Yes ☐ No

If yes, list all products manufactured using processing aids.

Are any ingredients produced using excluded methods, i.e., genetic engineering?

☐ Yes ☐ No

If yes, list all products containing ingredients produced using excluded methods.

Are any ingredients produced using sewage sludge?

☐ Yes ☐ No

If yes, list all products containing ingredients produced using sewage sludge.

Are any ingredients produced using ionizing radiation?

☐ Yes ☐ No

If yes, list all products containing ingredients produced using ionizing radiation.

Do any products labeled "made with organic ingredients" show the percentage of organic ingredients in the product?

☐ Yes ☐ No

If yes, list all products so labeled.

Does the size of the percentage statement exceed one-half the size of the largest type size on the panel on which the statement is displayed?

☐ Yes ☐ No

Does the percentage statement appear in its entirety in the same type size, style, and color without highlighting?

☐ Yes ☐ No

D. PRODUCTS WITH LESS THAN 70% ORGANIC INGREDIENTS (organic ingredients listed only on the information panel)

List all products which contain less than 70% organic ingredients.

☐ None

E. WASTE PRODUCTS

Will any wastes from certified organic products be sold as certified organic? If yes, list all organic products manufactured from waste materials.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Attach an Organic Product Profile sheet for each product.</i>	
F. WATER Check ways water is used in processing: <input type="checkbox"/> None used <input type="checkbox"/> ingredient <input type="checkbox"/> processing aid <input type="checkbox"/> cooking <input type="checkbox"/> cooling <input type="checkbox"/> product transport <input type="checkbox"/> cleaning organic products <input type="checkbox"/> cleaning equipment <input type="checkbox"/> other (specify) _____ Source of water: <input type="checkbox"/> municipal <input type="checkbox"/> on-site well <input type="checkbox"/> other, specify _____ Does the water meet the Safe Drinking Water Act? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Attach copy of water test, if applicable.</i> List any known water contaminants. <input type="checkbox"/> None What on-site water treatment processes are used? <input type="checkbox"/> None Is steam used in the processing of organic products? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe how steam is used in the manufacturing process. _____ If steam has direct contact with organic products, do you use: <input type="checkbox"/> No direct contact <input type="checkbox"/> steam fillers <input type="checkbox"/> condensate traps <input type="checkbox"/> testing of condensate <input type="checkbox"/> testing of finished products <input type="checkbox"/> other (specify) _____	
F. WATER (continued) List products used as boiler additives. <input type="checkbox"/> No boiler additives used <i>Attach MSDA and/or label information for boiler additives, if applicable.</i> Do you use water conservation strategies? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe your water conservation program. _____ Describe how you monitor water quality. _____ How often do you conduct water quality monitoring? <input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> annually <input type="checkbox"/> as needed <input type="checkbox"/> other (specify) _____	

SECTION 3: Assurance of Organic Integrity	NOP Rule 205.270 and 205.272
NOP Rule requires that handling procedures, processes, storage, and equipment present no contamination risk to organic products from commingling with nonorganic products or contamination 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. PRODUCT FLOW <i>Attach a complete written description or schematic product flow chart which shows the movement of all organic products, from incoming/receiving through production to outgoing/shipping. Indicate where ingredients are added and/or processing aids are used. All equipment and storage areas must be identified.</i>	
B. MONITORING Product testing: (Check all that apply) <input type="checkbox"/> ingredients tested prior to purchase <input type="checkbox"/> ingredients tested upon receipt <input type="checkbox"/> products tested during production <input type="checkbox"/> finished products tested <input type="checkbox"/> other (specify) _____ How do you prevent the use of ingredients produced using excluded methods (genetic engineering), sewage sludge, or ionizing radiation? (Check all that apply) <input type="checkbox"/> GE testing <input type="checkbox"/> letters from manufacturers <input type="checkbox"/> other (specify) _____ Are ingredient samples retained? <input type="checkbox"/> Yes <input type="checkbox"/> No	

If yes, how long?

Are finished product samples retained?

☐ Yes ☐ No

If yes, how long?

Do you have a product recall system in place?

☐ Yes ☐ No

D. EQUIPMENT

List all equipment used in processing.

EQUIPMENT NAME	CAPACITY	CHECK IF EQUIPMENT IS CLEANED PRIOR TO ORGANIC PRODUCTION? (✓)	CHECK IF CLEANING IS DOCUMENTED? (✓)	CHECK IF THE EQUIPMENT IS PURGED PRIOR TO ORGANIC PRODUCTION? (✓)

If equipment is purged, list and describe purge procedures, quantities purged, and documentation.

E. SANITATION

Attach MSDS and/or label information for cleaning and sanitizing products, if applicable.

Check all cleaning methods used:

- ☐ sweeping ☐ scraping ☐ vacuuming ☐ compressed air ☐ manual washing ☐ clean in place (CIP)
☐ steam cleaning ☐ sanitizing ☐ other (specify)

Provide information on your cleaning program and products used.

AREA	TYPE OF CLEANING	CLEANING EQUIPMENT USED	PRODUCTS USED	FREQ	CHECK IF CLEANING IS DOCUMENTED (✓)
Receiving area					
Ingredient storage					
Product transfer					
Production area					
Production equipment					
Packaging area					
Finished product storage					
Loading dock					
Building exterior					
Accidental spills					
Other (specify)					

Are all surfaces which contact organic products food grade?

☐ Yes ☐ No

Do you test food contact surfaces or rinsate for cleaner/sanitizer residues?

☐ Yes ☐ No

Where are cleaning/sanitizing materials stored?

F. PACKAGING

Check types of packaging material used: ☐ bulk ☐ paper ☐ cardboard ☐ wood ☐ glass ☐ metal ☐ foil
☐ plastic ☐ waxed paper ☐ aseptic ☐ natural fiber ☐ synthetic fiber ☐ other (specify)

Are all packaging materials food grade?

☐ Yes ☐ No

Where are packaging materials stored?

Are any fungicides, fumigants, or pest control products used in this storage area?

☐ Yes ☐ No

If yes, describe use and products.

Have any packaging materials been exposed to synthetic fungicides, preservatives, or fumigants?

☐ Yes ☐ No

If yes, describe exposure, including name of products used.

F. PACKAGING (continued)

Are packaging materials reused?

☐ Yes ☐ No

If yes, describe how reusable packaging materials are cleaned prior to use?

Are reusable packaging materials used for both organic and nonorganic products?

☐ Yes ☐ No

If yes, list specific nonorganic products packaged.

G. STORAGE

Provide information on your storage areas by completing the following table.

USE	LOCATION	TYPE/CAPACITY	IDENTIFICATION NAME OR NUMBER	IS STORAGE UNIT DEDICATED ORGANIC ? (✓)	COMMENTS ON POTENTIAL FOR CONTAMINATION OR COMMINGLING PROBLEMS
Ingredient storage					
Packaging material storage					
In-process storage					
Finished product storage					
Off-site storage*					
Other (specify)					

***If there is off-site storage, give name, address, phone number, contact person and type of products stored at off-site facility.**

H. TRANSPORTATION OF ORGANIC PRODUCTS

Incoming:

In what forms are incoming products received?

- ☐ dry bulk ☐ liquid bulk ☐ tote bags ☐ tote boxes ☐ metal drums ☐ cardboard drums ☐ paper bags
☐ foil bags ☐ other (specify)

How are incoming products transported?

Do you arrange incoming product transportation?

☐ Yes ☐ No

If yes, how do you insure that inbound transport units are cleaned prior to loading organic products?

Is the inspection/cleaning process documented?

☐ Yes ☐ No

No

Are transport units used to carry any prohibited substances?

☐ Yes ☐ No

Have transport companies been notified of organic handling requirements?

☐ Yes ☐ No

Are organic products shipped at the same time as non organic in the same transport units?

☐ Yes ☐ No

Check all steps take to segregate organic products:

- ☐ dedicated organic only transport units ☐ use of pallets ☐ pallet tags identifying "organic"
☐ organic product shrink wrapped ☐ separate area in transport unit ☐ other (specify)

In-Process:

How are in-process products transported?

How do you insure that in-process transport units are cleaned prior to loading organic products?

Is the inspection/cleaning process documented?

☐ Yes ☐ No

No

Outgoing Finished Product:

In what form are finished products shipped?

- ☐ dry bulk ☐ liquid bulk ☐ tote bags ☐ tote boxes ☐ paper bags ☐ foil bags ☐ metal drums
☐ mesh bags ☐ cardboard drums ☐ cardboard cases ☐ plastic crates ☐ other (specify)

How are outgoing products transported?

Do you arrange outgoing product transportation?

☐ Yes ☐ No

H. TRANSPORTATION OF ORGANIC PRODUCTS, Outgoing Finished Product: (continued)

How do you insure that outgoing transport units are clean prior to loading organic products?

Is the inspection/cleaning process documented?

☐ Yes ☐ No

No

Are transport units used to carry any prohibited materials?

☐ Yes ☐ No

Have transport companies been notified of organic handling requirements?

☐ Yes ☐ No

Are organic products shipped at the same time as no norganic in the same transport units?

☐ Yes ☐ No

Check steps taken to segregate organic products:

- ☐ dedicated organic only transport units ☐ use of pallets ☐ pallet tags identifying "organic"
☐ organic product shrink wrapped ☐ separate area in transport unit ☐ other (specify)

SECTION 4: Pest Management**NOP Rule 205.271**

NOP Rule requires management practices to prevent pests, such as removal of pest habitat, food sources, and breeding areas, and prevention of access to handling facilities. Environmental factors, such as temperature, light, humidity, atmosphere, and air circulation, may be used to prevent pests. Pests may be controlled using mechanical or physical means, such as traps, light, or sound. Lures and repellents may be used if they do not contain prohibited substances or products produced using excluded methods (genetic engineered). If these measures are not effective, a prohibited synthetic substance not on the National List may be used provided the certifying agent approves of the substance, method of application, and measures taken to prevent contact with ingredients or organic products. Use of pest control products must be documented and included as part of the Organic Handling Plan.

Attach a facility map showing the location of traps and monitors, and MSDS and/or label information for substances used for pest control, if applicable.

What type of pest management system do you use?

- ☐ in-house: name of responsible person
☐ contract pest control service: name, address, phone number

Check all pest problems you generally have:

- ☐ flying insects ☐ crawling insects ☐ rats ☐ mice ☐ spiders ☐ birds ☐ other (specify)

Check all pest management practices you use:

- ☐ good sanitation ☐ removal of exterior habitat/food sources ☐ cleanup of spilled product ☐ exclusion
☐ sealed doors and/or windows ☐ repair of holes, cracks, etc. ☐ screened windows, vents, etc.
☐ physical barriers ☐ sheet metal on sides of building exterior ☐ mowing ☐ air curtains ☐ air showers
☐ positive air pressure in facility ☐ monitoring ☐ incoming ingredient inspection for pests
☐ inspection zones around interior perimeter ☐ ultrasound/light devices ☐ release of beneficials ☐ sticky traps
☐ electrocutors ☐ pheromone traps ☐ mechanical traps ☐ scare eye balloons ☐ freezing treatments
☐ heat treatments ☐ vacuum treatments ☐ carbon dioxide ☐ nitrogen ☐ vitamin baits ☐ pyrethrum
☐ ryania ☐ rotenone ☐ boric acid ☐ disodium octal tetrahydrate ☐ diatomaceous earth
☐ precipitated silica ☐ fumigation ☐ fogging ☐ crack and crevice spray
☐ other (specify)

Are records kept of your monitoring activities?

☐ Yes ☐ No

Check all aspects of your waste management system that apply:

- ☐ on-site dumpster ☐ material recycling ☐ daily pick-up of waste ☐ composting ☐ field application of waste
☐ other (specify)

Does your waste management system provide habitat and/or food sources for pests?

☐ Yes ☐ No

If yes, please describe.

SECTION 4: Pest Management (continued)

Pesticide use information for the last 12 months:

SUBSTANCE	TARGET PEST	LOCATION WHERE USED	METHOD OF APPLICATION	DATE OF LAST APPLICATION

Are any substances used which are prohibited according to the National List?

☐ Yes ☐ No

If yes, did you contact the certifying agent for prior approval before using?

☐ Yes ☐ No

Are records kept of all pesticide applications?

☐ Yes ☐ No

If prohibited pest control substances were used, list all measures taken to prevent contact with organic products or ingredients.

If prohibited pest control products were used, what measures are you taking or planning to take to prevent their use in the future?

Are there any substances intended for use which are not listed above?

☐ Yes ☐ No

If yes, list substances intended for use:

SECTION 5: Record Keeping

NOP Rule 205.103

NOP Rule requires that records disclose all activities and transactions of the operation, be maintained for 5 years, and demonstrate compliance with the NOP Rule. Organic products must be tracked from sale of finished product to incoming ingredients. Organic ingredients must be verified as certified organic. Amounts of organic finished products must balance with certified organic ingredients purchased. All relevant documents must identify products as "organic". All records must be accessible to the inspector.

Can your record keeping system track the finished product back to all ingredients?

☐ Yes ☐ No

Can your record keeping system balance organic ingredients in and organic products out?

☐ Yes ☐ No

How long do you keep your records?

Which of the following records do you keep for organic processing/handling?

Incoming:

- ☐ purchase orders ☐ contracts ☐ invoices ☐ receipts ☐ bills of lading ☐ Customs forms ☐ scale tickets
- ☐ quality test results ☐ Certificates of Analysis ☐ Transaction Certificates
- ☐ copies of Certificates of Organic Operation ☐ verification of non-GMO ingredients
- ☐ verification of ingredients produced not using sewage sludge
- ☐ verification of ingredients produced/handled without ionizing radiation
- ☐ documentation of commercial availability of organic ingredients when using nonorganic ingredients for products labeled as "100% organic" and/or "organic"
- ☐ receiving records ☐ receiving summary log (12 mos.) ☐ other (specify)

In-Process:

- ☐ ingredient inspection forms ☐ blending reports ☐ production reports ☐ equipment clean-out logs
- ☐ sanitation logs ☐ packaging reports ☐ QA reports ☐ production summary records (12 mos.)
- ☐ other (specify)

Storage:

- ☐ ingredient inventory reports ☐ finished product inventory reports ☐ other (specify)

SECTION 5: Record Keeping (continued)**Outgoing:**

- ☐ shipping log ☐ transport unit inspection/cleaning forms ☐ bills of lading ☐ scale tickets ☐ purchase orders
☐ sales orders ☐ sales invoices ☐ phytosanitary certificates ☐ export declaration forms
☐ Transaction Certificates ☐ copies of Certificates of Organic Operation ☐ shipping summary log
☐ sales summary log ☐ audit control register ☐ complaint log ☐ other (specify)

Describe your lot numbering system.

SECTION : Affirmation**NOP Rule 205.100, 205.400 and 205.401**

I affirm that all statements made in this application are true and correct. I agree to comply with the USDA - National Organic Program Rules and Regulations. I understand that the facility may be subject to unannounced inspection and/or organic products may be sampled and tested for residues at any time. I agree to provide further information as required by the Natural Food Certifiers, the Administrator, or the state organic program in the area(s) of my operations.

Signature of Owner/Manager _____

Date _____

I have attached the following additional documents:

- | | | |
|--|---|---|
| <input type="checkbox"/> product flow chart | <input type="checkbox"/> facility map | <input type="checkbox"/> Organic Product Profiles |
| <input type="checkbox"/> pest management map of traps and monitors | <input type="checkbox"/> water test, if applicable | <input type="checkbox"/> MSDS, if applicable |
| <input type="checkbox"/> organic product labels | <input type="checkbox"/> labels for minor ingredients | |
| <input type="checkbox"/> labels for other substances used (boiler additives, cleansers, or pesticides) | <input type="checkbox"/> other (specify) | |

- ☐ I have made copies of this questionnaire and other supporting documents for my own records.

Submit completed form, fees, and supporting documents to:

Natural Food Certifiers

119 South Main Street, Spring Valley, NY 10977



Organic Processor and Handler Application Work Sheet

Use this worksheet to insure you have all necessary components in your application to NFC. Missing components will delay the process of certification.

I have attached to this application:

- | | |
|---|--|
| 1. A small written (narrative) of your Organic system plan | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Organic Product Profile sheet for each product requested for certification | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Current schematic product flow chart | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. An organic handling and facility map for each facility | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. Map includes locations of all pest control stations | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. 5. Map includes locations of all Organic Control Points | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. Original application to my previous certifier | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 8. List of non compliances and proof of resolution from previous certifier | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 9. Last year's inspection report from previous certifier | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 10. Directions to the processing facility. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 11. Labels of organic products requested for certification | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 12. Copy of water test | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 13. Copies of MSDS sheets | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 14. Facsimiles of Record Keeping | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 15. Application Fees | <input type="checkbox"/> Yes <input type="checkbox"/> No |