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PRIVATE LABEL ARRANGEMENT REQUEST

This form enables a MOSA-certified operator to document his/her private label arrangement details, allowing use of MOSA representation in the marketplace by another operator that is not independently MOSA-certified and that does not identify the MOSA-certified operation on labels and other marketplace information. Complete all sections of this form if you are providing private label services subject to private label arrangement approval as described in the MOSA Program Manual.

SECTION 1 General Information for the Primary MOSA-Certified Operation

The MOSA-certified company must initiate and be responsible for all aspects of the private label situation, including label claims, certification communications, payment of certification and inspection fees, and maintenance of organic integrity until release of the finished product(s) to the private label company.

Your Company Name:	For Office Use		
	Account #	Date Received	Initials
Business Address:	City:	State:	Zip:

SECTION 2 General Information for the Company Identified on the Private Label Product(s)

This information is related to the private label company - the company that appears on the label. This operator is legally responsible for the finished product. Upon private label arrangement approval by MOSA, this non-MOSA-certified company will be allowed to use MOSA representation on label(s) with their brand.

Private Label Company Name	Legal Status <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Trust or non-profit <input type="checkbox"/> Corporation <input type="checkbox"/> Legal Partnership (federal form 1065) <input type="checkbox"/> Other (specify):			
Primary Contact Person	Business Address			
Email Address(es) <input type="checkbox"/> None	City	State	Zip Code	County
Phone:	Fax:			

Provide contact information for any other persons or companies authorized to receive communications or answer inquiries regarding this private label arrangement: Not applicable

Describe the role of any other involved parties:
 product formulation marketing other (specify):

SECTION 3 Description of Arrangement

NOS §§205.201, .301

The MOSA Program Manual Private Label Policy requires a clear statement of the details of the private label arrangement. Describe the product(s) that will be produced for the private label company, and how production of these compares to the current scope of certified products/services for the MOSA-certified operation. New product types require a description of applicable organic plan changes and update of the Handling Organic System Plan. Significant changes may require an additional inspection.

A. Provide a general description of the private label arrangement. Clarify each company's responsibilities for product formulation, label compliance, and handling at various points in production and distribution:

B. In the spaces below, list all products that will use MOSA representation under the private label arrangement.

For each product, attach a completed Product Profile, showing projected quantities of the product that will carry the MOSA representation under the private label arrangement, and ingredient information as applicable (organic certification verification, source information, non-GMO statements, etc). Use additional sheets as necessary.

Private Label Product name:

- same composition as currently certified product (specify name of the currently-certified product):
- same basic type of product and handling as that currently certified, but with new or varied composition
- new product type (see above for additional information required)

Private Label Product name:

- same composition as currently certified product (specify name of the currently-certified product):
- same basic type of product and handling as that currently certified, but with new or varied composition
- new product type (see above for additional information required)

Private Label Product name:

- same composition as currently certified product (specify name of the currently-certified product):
- same basic type of product and handling as that currently certified, but with new or varied composition
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- same composition as currently certified product (specify name of the currently-certified product):
- same basic type of product and handling as that currently certified, but with new or varied composition
- new product type (see above for additional information required)

C. Describe the projected quantity of the product(s) to be produced under this arrangement, and the timeframe in which the production is expected to occur:

Section 4 Audit Trail and Inventory Control System

NOS §§205.103, .201

Audit trail and inventory control procedures must be adequate to trace all ingredients and products from the supplier(s) through the entire production system, including packaging and storage, and on through distribution, sales and transport, using lot numbers, date codes, or a similar product tracking system. Organic handlers must retain valid proof of certification for all organic ingredients. Amounts of organic finished products must balance with certified organic ingredients purchased. All relevant documents must identify products as "organic." Records must be maintained for five years and must demonstrate compliance with the NOS and MOSA certification requirements. Records must be accessible at inspections as described in the MOSA Program Manual.

Describe the types of documents which you use to track private label products, and specifically note any recordkeeping for private labels that is different than recordkeeping for other organic products:

Describe the lot numbering system for the private label product(s):

Can your recordkeeping system:

Track the finished private label product on a retail shelf back to all ingredients? Yes No

If no, explain:

Balance organic product in and organic product out? Yes No

If no, explain:

Verify prevention of contact with prohibited substances? Yes No

If no, explain:

Describe any plans to improve recordkeeping in these areas:

Have all records available at your inspection(s) as noted above.

Section 5 Packaging and Labeling Plan

NOS §§205.201, .272, .303 - .311

Packaging materials must be free of prohibited substances and must not contaminate the organic product(s). Organic product labels must meet State and Federal labeling requirements as well as requirements specifically outlined in NOS §205.303-.311. **All labels making an organic claim must be approved prior to use.** The certified handler or product distributor must be identified on the information panel, followed below by the statement "Certified Organic by Midwest Organic Services Association", or a similar phrase, for products labeled as "100% organic", "organic", "made with organic (specified ingredients or food group(s))", or for livestock feed products. Organic ingredients must be identified as organic in ingredient listings on products labeled "100% organic", "organic" or "made with organic (specified ingredients or food group(s))". Contact MOSA as needed for clarification.

A. PACKAGING:

Describe the package type(s) and size(s) planned for the private label product(s):

Review the packaging information provided on your Handling Organic System Plan and describe any changes related to the private label product(s):

B. LABELING:

Submit sample labels, proofs, mock-ups, etc., for all private label products.

All labels making an organic claim must be submitted to MOSA and approved prior to use.

Section 6 Additional Information

The following information is also being submitted:

- Product flow chart or written description
- Organic Product Profiles
- Product labels/specification sheets, as applicable, for all ingredients/processing aids used in the private label product(s).
- Other (specify):

Private label arrangement fees are based on the time needed for review of the arrangement details and related documentation created by MOSA. See administrative and private label arrangement fees as described in the fee schedule in the MOSA Program Manual. We prefer that the deposit for private label arrangement fees is paid at the time this form is submitted. Sales of finished private label product/service from the primary MOSA-certified company to the private label company must be considered in determining the proper sales tier on the Handler Fee Schedule. See the fee schedule for user fee calculation details. The primary MOSA-certified company is responsible for all fees related to the private label arrangement.

We can only process complete application forms which include all required attachments. Any attachments you submit with this plan should be noted in appropriate section(s) of this form. Use additional sheets as necessary. Contact MOSA with questions.

Authorized signature for the primary MOSA-certified operation: _____

Print name: _____

Date: _____