

# CLEMSON UNIVERSITY

## DPI Organic Certification Program

### Organic Handling Plan

**Please fill out this questionnaire if you are requesting organic handling certification. This form or an update short form may be used for continuation of certification, depending on the policies of the certifying agent. Attach an Organic Product Profile sheet for each product requested for certification, and a current schematic product flow chart and facility map for each facility which will handle organic products. Use additional sheets if necessary.**

| SECTION 1: General Information   |                |   |   | NOP Rule 205.201 and 205.401  |  |
|--|----------------|---|---|---|--|
| Applicant/company name   |                |   | Organic certification number                        |   |  |
| Owner/manager  |                | Primary contact person  |   | For office use only   |  |
| Address  |                |   |   | Date received   |  |
|  |                |   |   | Date reviewed   |  |
|  |                |   |   | Reviewer initials   |  |
| City   | State/province | Postal/zip code   | Country   | Fees received   |  |
| Legal status: <input type="checkbox"/> Sole proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> Cooperative <input type="checkbox"/> Trust or non-profit<br><input type="checkbox"/> Legal partnership (federal form 1065) <input type="checkbox"/> Other (specify) |                |   |   | Inspector   |  |
|  |                |   |   | Year company began  |  |
| Government permits/licenses  |                | Do you have a copy of current organic standards? <input type="checkbox"/> Yes <input type="checkbox"/> No |   |   |  |
| Do you have a copy of the current National List? <input type="checkbox"/> Yes <input type="checkbox"/> No  |                | Do you understand the current organic standards? <input type="checkbox"/> Yes <input type="checkbox"/> No |   |   |  |
| What general categories 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 noncompliances from last year's certification and state how the noncompliances have been addressed. <input type="checkbox"/> Not applicable   |                |   |   |   |  |
| List previous years certified organic and name of certifying agent.  |                |   | List current organic certification by other agents. |   |  |
| 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<br>Give directions to the processing facility.  |                |   |   |   |  |
| Type of processing/handling operation, e.g. grain cleaning, canning, freezing  |                | Is your operation a:<br><input type="checkbox"/> Primary, or<br><input type="checkbox"/> Contract vendor  |   | Estimated annual total production<br>_____ % organic    _____ % nonorganic                                      |  |

**IF YOU USE CONTRACT VENDORS, GIVE THE FOLLOWING INFORMATION:**

| NAME OF CONTRACT VENDOR | ADDRESS | PHONE NO. | CERTIFIED BY |
|-------------------------|---------|-----------|--------------|
|                         |         |           |              |
|                         |         |           |              |

List or attach a list stating the general categories of 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 (excluding salt and water). All ingredients identified as "organic" in the ingredient list must be certified by a USDA accredited or approved certifying agent. Ingredients sourced from non-certified exempt or excluded operations must not be identified or used as organic ingredients.

Products labeled "100% organic" must contain 100% organic ingredients, including processing aids. Products labeled "organic" must contain at least 95% organic ingredients; nonorganic ingredients must not be commercially available in an organic form; 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 ..." products, both organic and nonorganic ingredients must not be produced using excluded methods, sewage sludge, or ionizing radiation. Products labeled "organic" or "made with..." must not include organic and nonorganic forms of the same ingredient, except that a nonorganic ingredient in a product labeled "made with..." may contain organic and nonorganic forms of the same ingredient, but the ingredient must not be labeled as "organic" on the ingredient statement or be counted in the calculation of the product's organic percentage. 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 nonorganically produced agricultural ingredients are allowed in or on products labeled "organic" or "made with..."

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 nonorganic 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 the 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. If the percentage of organic ingredients is displayed, it must be rounded down to the nearest whole number.

The USDA seal can be used on "100% organic" or "organic" products, but not on products labeled "made with...". A certifying agent's seal, logo or other identifying mark can be used on "100% organic," "organic" or "made with...". 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 100% organic, including processing aids.)

List all products labeled or planned to be labeled as "100 % Organic" and check appropriate boxes.  None

| NAME OF PRODUCT | ORGANIC INGREDIENTS IDENTIFIED IN INFORMATION PANEL (✓) | CERTIFYING AGENT NAME IDENTIFIED ON LABEL (✓) | USE USDA SEAL ON LABEL (✓) | USE CERTIFYING AGENT SEAL/LOGO ON LABEL (✓) |
|-----------------|---|---|----------------------------|---|
|                 |   |   |                            |   |
|                 |   |   |                            |   |
|                 |   |   |                            |   |

**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 (✓) | CERTIFYING AGENT NAME IDENTIFIED ON LABEL (✓) | USE USDA SEAL ON LABEL (✓) | USE CERTIFYING AGENT SEAL/LOGO ON LABEL (✓) |
|-----------------|---|---|----------------------------|---|
|                 |   |   |                            |   |
|                 |   |   |                            |   |
|                 |   |   |                            |   |
|                 |   |   |                            |   |
|                 |   |   |                            |   |
|                 |   |   |                            |   |

**SECTION 2: Labeling and Product Composition B. PRODUCTS LABELED AS "ORGANIC"** (continued)

**Are any nonorganic agricultural ingredients used?**  Yes  No

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

If yes, describe your attempts to source organic ingredients.

**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.

**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

Is the percentage rounded down to the nearest whole number?  Yes  No

**C. PRODUCTS LABELED AS "MADE WITH ORGANIC (SPECIFIED INGREDIENTS OR FOOD GROUP(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 OR FOOD GROUP <sup>1</sup> SHOWN ON THE PRINCIPAL DISPLAY PANEL | ORGANIC INGREDIENTS IDENTIFIED IN INFORMATION PANEL (✓) | CERTIFYING AGENT NAME IDENTIFIED ON LABEL (✓) | CERTIFYING AGENT SEAL/LOGO ON LABEL (✓) |
|-----------------|--|--|---|---|---|
|                 |  |  |   |   |   |
|                 |  |  |   |   |   |
|                 |  |  |   |   |   |
|                 |  |  |   |   |   |
|                 |  |  |   |   |   |
|                 |  |  |   |   |   |
|                 |  |  |   |   |   |

<sup>1</sup> Choose from the following food group listings: beans, fish, fruits, grains, herbs, meats, nuts, oils, poultry, seeds, spices, sweeteners, vegetables, or processed milk products.  
Organic Handling Plan

**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**SECTION 2: Labeling and Product Composition (continued)****E. BY-PRODUCTS**Will any by-products from certified organic products be sold as certified organic?  Yes  No  Not applicable

If yes, list all organic products manufactured from by-products.

*Include information on organic by-products as applicable on this Organic Handling Plan.**Attach an Organic Product Profile sheet for each product.***F. WATER****Check ways water is used in processing:** None used ingredient  processing aid  cooking  cooling  product transport  cleaning organic products cleaning equipment  other (specify)**Source of water:**  municipal  on-site well  other, specify**Does the water meet the Safe Drinking Water Act?** Yes  No*Attach copy of water test, if applicable.***What on-site water treatment processes are used?** None**Is steam used in the processing or packaging of organic products?** Yes  No

If yes, describe how steam is used.

**If steam has direct contact with organic products, do you use:** No direct contact steam filters  condensate traps  testing of condensate  testing of finished products other (specify)**List products used as boiler additives.** No boiler additives used*Attach MSDS and/or label information for boiler additives, if applicable.***Describe how you monitor water quality.****How often do you conduct water quality monitoring?**  weekly  monthly  annually  as needed other (specify)**SECTION 3: Assurance of Organic Integrity****NOP Rule 205.201(a), 205.270 and 205.272**

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

**A. PRODUCT FLOW**

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.

**B. ORGANIC INTEGRITY**

Do you have an organic integrity program in place to address areas of potential commingling and/or contamination?  Yes  No

If yes, list specific control points you have identified in your process and state how you have addressed them to protect organic integrity, or *attach a copy of your organic integrity program.*

If no, do you have plans to implement an organic integrity program?  Yes  No

**C. MONITORING**

Do you have a Quality Assurance program in place?  Yes  No

If yes, what program do you use?  ISO  HACCP  TQM  other (specify)

Are any outside quality assessment services used (e.g. AIB)?  Yes  No

If yes, name of company

**Product testing:** (Check all that apply)

- ingredients tested prior to purchase  ingredients tested upon receipt  products tested during production
- finished products tested  other (specify)

**SECTION 3: Assurance of Organic Integrity C. MONITORING (continued)**

How do you prevent the use of ingredients produced using excluded methods (genetic engineering), sewage sludge, or ionizing radiation? (Check all that apply)

- GE testing  letters from manufacturers  other (specify)

Are ingredient samples retained?  Yes  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?**

**SECTION 3: Assurance of Organic Integrity (continued)**

**F. PACKAGING**

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

**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 list specific products.

- Have any packaging materials been exposed to synthetic fungicides, preservatives, or fumigants?**  Yes  No

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

- Are packaging materials reused?**  Yes  No

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

**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 transport?

Yes    No

If you use transport companies, have they been notified of organic handling requirements?

Yes    No

Are transport units used to carry nonorganic products or prohibited substances?

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

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

Yes    No

If yes, check all steps taken to segregate organic products:

- use of separate pallets    pallet tags identifying "organic"    organic product shrink wrapped  
 separate area in transport unit    organic product sealed in impermeable containers  
 other (specify)

**SECTION 3: Assurance of Organic Integrity H. TRANSPORTATION (continued)****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

**Outgoing Finished Product:**

In what form are finished products shipped?

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

How are outgoing products transported?

Do you arrange outgoing product transport?

Yes  No

If you use transport companies, have they been notified of organic handling requirements?

Yes  No

Are transport units used to carry nonorganic products or prohibited materials?

Yes  No

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

Is the inspection/cleaning process documented?

Yes  No

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

Yes  No

If yes, check steps taken to segregate organic products:

use of separate pallets  pallet tags identifying "organic"  organic product shrink wrapped  
 separate area in transport unit  organic product sealed in impermeable containers  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 (genetically engineered). If these measures are not effective, a synthetic substance not on the National List may be used provided the certifying agent approves use 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 submit 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
- clean up 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)

**SECTION 4: Pest Management (continued)**

**Are records kept of your pest 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.

**Pesticide use information for the last 12 months:**

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

**Are records kept of all pesticide applications?**

Yes  No

**If a pest control substance is used, list all measures taken to prevent contact with organic products, ingredients or packaging materials.**

**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

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 receipt of incoming ingredients to sale of finished products. 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.

**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 that organic ingredients are not commercial available, when using nonorganic ingredients in 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.**

**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?**

**SECTION 6 : Affirmation**

**NOP Rule 205.100, 205.400 and 205.401**

I affirm that all statements made in this Organic Handling Plan are true and correct. I agree to comply with the Organic Foods Production Act of 1990 and 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 certifying agent.

Signature of Owner/Manager \_\_\_\_\_

Date \_\_\_\_\_

I have attached the following additional documents:

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

I have made copies of this Organic Handling Plan and other supporting documents for my own records.

**Submit completed form, fees, and supporting documents to:**

## Organic Product Profile

| <b>Applicant/company name</b>   |  |          | <b>Date</b>      |   | <b>Name of Product Requested for Certification</b>  |               |                    |  |  |
|---|--|----------|------------------|---|---|---------------|--------------------|--|--|
|   |  |          |                  |   | <b>Percentage of Organic Ingredients<sup>2</sup></b>  |               |                    | <b>%</b>   |  |
| <p><b>Check which labeling category this product meets.</b> <i>Attach samples of labels for all products for which this Organic Product Profile is used.</i></p> <p> <input type="checkbox"/> "100% organic"                   <input type="checkbox"/> "organic" (≥95% organic ingredients)                   <input type="checkbox"/> "made with organic (ingredients or food group(s)) (≥70% organic ingredients)             </p> |  |          |                  |   |   |               |                    |  |  |
| <p><b>Product Composition:</b> Complete the information for all ingredients contained in this product. Although water and salt are not considered when determining the percentage, include information about these ingredients.</p>   |  |          |                  |   |   |               |                    |  |  |
| INGREDIENT <sup>3</sup><br>(INCLUDE ADDITIVES)  | CHECK IF INGREDIENT IS CERTIFIED ORGANIC (✓) | SUPPLIER | CERTIFYING AGENT | IF NON-AGRICULTURAL, CHECK IF INGRED. IS ON THE NATIONAL LIST (✓) | HAVE YOU VERIFIED THAT THE NONORGANIC INGREDIENT WAS NOT PRODUCED USING ANY OF THE FOLLOWING (✓): |               |                    | CHECK IF YOU HAVE DOCUMENTATION THAT THE NONORGANIC AGRICULTURAL INGREDIENT WAS NOT COMMERCIALY AVAILABLE <sup>5</sup> IN ORGANIC FORM (✓) | % OF FINISHED PRODUCT                                    |
|   |  |          |                  |   | EXCLUDED METHODS <sup>4</sup>   | SEWAGE SLUDGE | IONIZING RADIATION |  |  |
|   |  |          |                  |   |   |               |                    |  |  |
|   |  |          |                  |   |   |               |                    |  |  |
|   |  |          |                  |   |   |               |                    |  |  |
|   |  |          |                  |   |   |               |                    |  |  |
|   |  |          |                  |   |   |               |                    |  |  |
|   |  |          |                  |   |   |               |                    |  |  |
|   |  |          |                  |   |   |               |                    |  |  |
| <p><b>Does this product include organic and nonorganic forms of the same ingredient?<sup>6</sup></b></p>  |  |          |                  |   |   |               |                    |  | <input type="checkbox"/> Yes <input type="checkbox"/> No |

<sup>2</sup> Calculate the percentage of organic ingredients by dividing the total net weight or volume of combined organic ingredients (excluding water and salt) by the total weight or volume of all ingredients (excluding water and salt).

<sup>3</sup> All products labeled "100% organic" or "organic" and all ingredients identified as "organic" in an ingredient statement must not be produced using: excluded methods; sewage sludge; ionizing radiation; a processing aid not on the National List; or sulfites, nitrates or nitrites added during the production or handling process (except that wine containing added sulfites may be labeled "made with organic grapes").

<sup>4</sup> Excluded methods include cell fusion, microencapsulation and macroencapsulation, and recombinant DNA technology, (gene deletion, gene doubling, introducing a foreign gene, and changing the positions of genes when achieved by recombinant DNA technology).

<sup>5</sup> For products labeled as "100% organic" and "organic", handlers are required to source organic ingredients when commercially available. Commercial availability is determined by three factors: appropriate form, quality, or quantity. This is not required for products labeled as "made with....".

<sup>6</sup> Products labeled "organic" or "made with..." must not include organic and nonorganic forms of the same ingredient, except that a nonorganic ingredient in a product labeled "made with..." may contain organic and nonorganic forms of the same ingredient. This ingredient must not be labeled "organic" on the ingredient statement or be counted in the calculation of the product's organic %.

| If yes, list the specific organic and nonorganic forms of the same ingredient.  |  |   |          |                  |
|---|--|---|----------|------------------|
| <b>Processing Aids:</b> Provide complete information about all processing aids used in the manufacture of this product. |  |   |          |                  |
| PROCESSING AID  | CHECK IF PROCESSING AID IS CERTIFIED 100% ORGANIC <sup>7</sup> (✓) | IF NONORGANIC, CHECK IF PROCESSING AID IS ON THE NATIONAL LIST? (✓) | SUPPLIER | CERTIFYING AGENT |
|   |  |   |          |                  |

<sup>7</sup> Required for products labeled as "100% organic".