



APPENDIX B ON-FARM PROCESSING

This document is an Appendix to the **initial** and **extension** Producer Certification Application and Contract (Doc # 5.2.1 and 5.2.1-NOP), and is completed when a producer is applying for certification of an on-farm processing facility. It is necessary to fully describe and update the on-farm processing portion of your Organic Production Plan and is used for all certification programs including the “NOP Only” and “NOP Plus” applications.

1.0 FACILITY INFORMATION [NSC .310, 4; NOP 205.401(b)]

Name: _____
Producer No. _____ Year: _____

1.1 On-farm Processing Facility Description:

Describe your on-farm processing facility under the headings below. If your facility is used to custom process, or to process organic raw materials not grown on your farm(s), request and complete a **Processor Certification Application and Contract** (Doc # 6.2.1 and 6.2.1-NOP)

Site Diagram:

A reasonable diagram of the site, including (i) location and name of each building or improvement, (ii) road access, (iii) adjacent property usage.

Plant Diagram(s):

An accurate representation of **each** plant component, indicating the name and position of each machine/instrument.

Flow Diagram(s):

A conceptual diagram of **each** product stream or group of streams requesting certification.

1.2 Organic Product Description

List the products, brand names and package sizes and type created in this facility and the approximate annual volume:

Product	Brand Name	Size & Type	Annual Volume
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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1.3 Comingling Prevention Procedures

Is non-organic produce processed in the facility? Yes No

(i) If **Yes**, what is the nature of the non-organic processing activity?

(ii) If **Yes**, describe cleaning and purging procedures used before organic processing:

(iii) If **Yes**, describe segregation of conventional and organic products during handling, storage and transportation:

2.0 PREPARATION & HANDLING PROCEDURES [NSC.310, 8.3, 8.4; NOP 205.201(a)1,2, .272]

Indicate the nature of the on-farm processing activities: cleaning grading cooking freezing
 packaging baking curing drying mixing grinding churning separating
 distilling extracting slaughtering cutting fermenting packaging eviscerating
 jarring labeling other (specify) _____

For **each product**, or **product group** listed in Section 1.3, complete a copy of Schedule 7.1 – **Organic Product Profile**.

3.0 SANITATION PRACTICES [NSC.310, 8.3; NOP 205.272]

Indicate procedures taken to clean equipment compressed air pressure washer brooms/brushes
 flushing vacuum rinsing clean in place (CIP) other (specify) _____

List and describe all agents used in equipment sanitation:

Sanitizing Agent	Source	Composition
_____	_____	_____
_____	_____	_____
_____	_____	_____

Attach copies of labels of all sanitation agents used.

How frequently are facilities cleaned: daily weekly monthly yearly as required
 other (specify) _____

A log of all sanitation activities **must** be maintained.

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4.0 FACILITY PEST MANAGEMENT [NSC.310, 8.2; NOP 205.271]

The pest management practices used in organic produce storage and handling buildings and facilities involve the following:

- removal of pest habitat, food sources and breeding areas
- prevention of access to handling facilities
- management of environmental factors, such as temperature, light, humidity, atmosphere and air circulation to prevent pest reproduction
- mechanical or physical controls including but not limited to traps, light or sound
- lures and repellents using nonsynthetic or synthetic substances consistent with the lists of permitted substances
- mechanical traps
- sound emitters
- lures (specify) _____
- repellent (specify) _____
- poison stations (specify) _____
- predators (specify) _____
- other (specify) _____

How often are the pest management devises monitored: daily weekly monthly yearly as required other (specify) _____

Monitoring events **must** be recorded in a Pest Control Log.

List the substances used or to be use in organic facility pest management:

Substance	Purpose	Composition	Source	Application	
				Rate	Frequency
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Attach the following documents:
 Pest control/site maps;
 Label and MSDS for all pest control products used;
 The 2 most recent pest control reports.

5.0 PRODUCER ATTESTATION

I, being the aforementioned producer, hereby do affirm and verify that the above information is accurate and correct to the best of my knowledge.

Producer's Signature: _____ Date: _____

6.0 ATTACHMENTS

- Copies of Certificate of Conformity for Ingredient Suppliers
- Panel labels for each organic product
- I have mad copies of this questionnaire and other supporting documents for my own records. [This document must be attached to Document #5.2.1 as part of the Application and Contract for organic certification.]
- Ingredient Labels
- Copies of advertising material, scripts,etc.
- Copy of Sanitation SOP's

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Schedule 7.1 Organic Product Profile

ORGANIC PRODUCT OR PRODUCT GROUP _____

Raw Material Transportation & Interim Storage

Describe Transportation from the supplier (fields or storage facilities) to the plant; include sanitation procedures: _____

Describe unloading and interim storage facilities and cleaning procedures: _____

Are there any substances added during interim storage? Yes No. If Yes, describe and attach specification for each additive: _____

Processing Procedures [NSC .310, 8.3, NOP 201(a)1, 270]

Describe the conversion of the raw material(s) to finished product and attach a flow diagram.

Ingredient/Additive Description [NSC .310, 4.4, NOP 205.201(a)2]

Describe each ingredient/additive under the following headings:

Ingredient/Additive	Organic Status (O or NO)	Content (% by wt. Finished Product)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

O = Organic NO = Non-organic

ORGANIC QUALITY CONTROL

Indicate the nature of organic integrity analyses conducted on **this product** or **product groups**: herbicide fungicide residue(s) insecticide residues anti-biotics growth hormones sanitizing agent residues genetic modification status microbial content heavy metals other (specify) _____

Indicate frequency of sampling/testing: twice daily daily weekly every ___ product units
 other (specify) _____

How long are samples kept? 1 year 2 years 3 years Other (specify) _____

How long is data kept? 1 year 2 years 5 years Other (specify) _____

All organic (and other) quality control analyses must be available for inspector review.

Packaging Description [NSC .310, 10; NOP 205.272]

Describe packaging procedures and materials:

Finished Product Storage [NSC .310, 10; NOP 205.272]

Describe interim finished product storage facilities and environmental (temperatures, humidity, etc.) conditions: _____

List and describe any substances added during finished product storage (gases, etc.): _____

PRODUCT LABELLING [NSC .310, 10; NOP 205.303 - .310]

Indicate the country in which the product will be sold and the labeling category below:

Canada [NSC 10]

- “Organic” or similar term (Requires at least 95% certified organic ingredients)
 “Contains X % Certified Organic Ingredients” (Requires at least 70% total organic ingredients)
 “Contains X % Certified Organic Y” (Requires at least 70% of ingredient Y)

United States of America [NOP 205.301]

- “100% Organic” [NOP 205.303] (Requires 100% certified organic ingredients/processing aids)
 “Organic” [NOP 205.303] (Requires at least 95% certified organic ingredients)
 “Made with Organic” [NOP 205.304] (Requires at least 70% certified organic ingredients)

Other Country

Specify any other countries this product may be exported to: _____

Attach copies of all principle and side panel labels used or to be used.

ATTACHMENTS

- Labels for any additives used or to be used during interim storage of finished product.
 Labels for any ingredients or additives used or to be used during processing.
 Labels to be used on principle and side panels.
 Flow diagram of processing procedure.
 Copies of advertising material, script, etc

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