



Handling Organic System Plan Update

Applicant Name(s):	License Number (<i>Office Use Only</i>):
Business Name:	Location (County/State):
Name of Individual Completing Form:	
Please provide detailed directions to the handling/processing facility:	

Section A: Certification Summary **§NOP 205.201, 205.401**

1. Have there been changes or updates in the description of your business? Yes No
 1a. If Yes, explain:
2. Does your business maintain applicable State and county licenses? Yes No
3. Do you have a copy of the National Organic Standards? Yes No, visit <http://agr.mt.gov>

Section B: Company Overview – Chain of Custody **NOP §205.201, 205.401**

1. Indicate how you plan to market organic products. Check all that apply.
 Wholesale Retail Other:
 Export To: Europe Canada Japan Taiwan
2. Have you made any changes? Yes No
 2a. If Yes, provide changes:

Section C: Harvest and Transportation of Organic Crops **NOP §205.103, 205.270, 205.272**

1. Have you made any changes? Yes No
 1a. If Yes, provide changes:

Section D: Received – Incoming Organic Products and Ingredients **NOP §205.103, 205.270, 205.272**

1. Have you made any changes? Yes No
 1a. If Yes, provide changes:

Section E: Product Composition and Ingredient Verification **NOP §Sub Part D**

National Organic Program Standards requires certified operations to have a system in place to verify compliance of all incoming organic crops, products, ingredients, and direct contact substances. Records regarding all inputs must be available for review at an inspection.

1. Have you changed ingredients in a product? Yes No
 1a. If Yes, provide changes:
2. Submit a Product Profile form for each product that has had an ingredient change.



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**All products should have a corresponding Product Profile Form and label on file.
 All products should be listed on the Product Profile Summary Form.**

Section F: Private Labels – Products manufactured or provided by one company for offer under another company’s brand.

1. Have you made any changes? Yes No
 1a. If Yes, provide changes:
 2. Do you have any new branded (private) labels? Yes No
 2a. If Yes, list labels attached:

Section G: Cleaning and Sanitation **NOP §205.103, 205.270, 205.272**

The National Organic Program requires handling practices and procedures to present no contamination risk to organic products. Procedures used to clean equipment and ensure no contamination of organic and non-organic products on shared equipment must be documented.

1. Have you made any changes, such as changing sanitizers? Yes No
 1a. If Yes, provide changes:

Section H: Packing and Processing **NOP§ 205.103, 205.272**

1. Have you made any changes? Yes No
 1a. If Yes, Provide changes:
 2. Have new or revised labels been made? Yes No
 2a. If Yes, attach all new or revised labels.

Section I: Input Materials **NOP§205.105, 205.272, 205.601, 205.605-606**

Direct Food Contact and Processing Aids

Provide information regarding the input materials you plan to use.

- **Direct Food Contact** – A Post harvest material is a substance that is used on a raw organic crop prior to packaging or processing of the crop. These direct food contact materials include sanitizers, flotation agents, waxes, and sprouting inhibitors. In order to use a direct contact material with an organic crop, the material must be an approved natural product or must be listed in the National Organic Standards.
- **Processing Aids** – A processing aid is 1) added during processing, but removed from product before it is packaged in its finished form; 2) a substance that is added during processing, converted into constituents normally present in, and does not significantly increase the amount of the constituents naturally found in the food; and 3) a substance that is added to for its technical or functional effect in the processing, but is present in the finished food at insignificant levels.



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- *In order to use a processing aid in or on a product labeled “100% organic” the processing aid must be certified organic.*
- *In order to use a processing aid in or on a product labeled as “organic” or “made with organic” (specific ingredients of food groups), the material must be listed in the National Organic Standards on the National List.*

1. Have you made any changes? Yes No

1a. If Yes, provide changes:

3. List all materials used in direct contact with organic products in the table below. None Used

Generic and Brand Name of Material	Purpose of Material?	What Organic Products is the Material Used With?	Disclosure of Ingredients and compliance with Organic Standards submitted?
<i>Example: Rise Up – Yeast</i>	<i>Promote fermentation</i>	<i>All organic breads</i>	<i>Yes</i>

Section J: Water/Steam **NOP§205.103, 205.272, 205.601, 205.605**

1. Have you made any changes? Yes No

1a. If Yes, provide changes:

Section K: Packaging, Storage Containers, and Shipping Containers **NOP §205.270, 205.272**

Packaging materials, bins, and storage containers must not contain synthetic fungicides, preservatives, or fumigants. Reusable bags or containers that have been in contact with any prohibited substance in the past must be thoroughly cleaned before use. Procedures used to maintain the organic integrity of products must be documented.

1. Have you made any changes? Yes No

1a. If Yes, provide changes:

Section L: Shipping – Outgoing Organic Products **NOP §205.103, 205.270, 205.272**

1. Have you made any changes? Yes No

1a. If Yes, provide changes:

Section M: Pest Management **NOP §205.271**



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Use of pest control products must be documented and included as part of the organic system plan.

1. Have you made any changes? Yes No

1a. If Yes, provide changes:

Section N: Quality Assurance and Recordkeeping

NOP §205.103, 205.270, 205.272

1. Have you made any changes? Yes No

1a. If Yes, provide changes:

Section O: Product Flow

Attach a schematic product flow chart to illustrate the flow of products at your facility. This chart must:

- Show the movement of organic products, from incoming/receiving through processing, packing, and storage to outgoing/shipping.
- Indicate at what step ingredients and processing aids are added.
- Identify all equipment related to organic.
- Identify all storage areas associated with organic products, including incoming inventory, partially packed products, packaging material, and finished product. Identify non-organic products storage as well.

1. Have you made any changes? Yes No

1a. If Yes, provide changes:

- **An audit of your production and financial records will be conducted during your annual inspection.**
- **All records related to the processing and handling of organic products must be made available for review and copy if necessary.**
- **Changes must be approved prior to implementation. Plan updates can be submitted by phone, fax, email or letter.**
- **You are required to maintain organic related records for 5 years and have them available during inspections.**
- **Failure to have documentation at your inspection may impact or delay your organic certification.**
- **Please retain a copy of this Organic System Plan for your records.**