



Handling Organic System Plan

Applicant Name(s): License Number (Office Use Only):
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. Are you a new applicant for certification or are you renewing your existing certification?
2. Provide a brief description of your business:
3. Does your business maintain applicable State and county licenses?
4. Do you have a copy of the National Organic Standards?

New Applicants - Renewals skip to Section B.

- 5. If you are a New Applicant, have you previously applied for organic certification with another certifier?
5a. If Yes, provide the following: Certification Agency: Application Year: Application Outcome:
6. If currently or previously certified, did you receive a notice of noncompliance or a letter notifying you that in order to maintain organic certification conditions must be met?
6a. If Yes, please list the non-compliances or conditions and state how the issues were resolved.
7. Have you ever been denied certification or had your certification suspended or revoked?
7a. If Yes, Please describe the circumstances.

Section B: Company Profile §NOP 205.201, 205.401

- 1. Indicate which processing categories apply to the facility and your company. Check all that apply.
Processor of single-ingredient products
Processor of multi-ingredient products
Packer of raw agricultural products
Re-packer of previously packaged products
Handler only, no re-packaging
Other:



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2. What specific types of organic and non-organic processing and handling occurs at this facility (i.e. milling, roasting, heating, freezing, mixing, fermenting, etc.)?

3. Indicate how you plan to market organic products. Check all that apply.

- Wholesale, Retail, Other, Export to: Europe, Canada, Japan, Taiwan

*The export of organic products to another country may require additional certification or evaluations.

4. During what time period do you estimate you will be processing or handling organic products during the upcoming year? Example: January - March

5. Indicate your estimated annual production of products: % Organic % Non-Organic

6. Does your company handle the same product in both an organic and a non-organic form? Yes No

6a. If Yes, please list the product(s):

7. Does your company own the organic products processed at this facility? Yes No

7a. If Yes, at what point do you take ownership of the ingredients or products?

Section C: 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.

Section D: Harvest and Transportation of Organic Crops

NOP §205.103, 205.270, 205.272

1. Does your company provide harvest containers to farms for organic products that are handled or processed? Yes No, Skip to Question 4

1a. If Yes, what types of containers are provided? Wood Plastic Other:

1b. Check all that apply regarding containers:

- Only new or those that have not been in contact with prohibited substances are used for organic crops.



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- Containers were used for nonorganic products in the past, have been cleaned, and are now dedicated to organic crops only.
Containers are used for both nonorganic and organic crops and are cleaned prior to each organic use.
Containers are used for both nonorganic and organic crops and are lined prior to each organic use.
2. Describe how you verify harvest containers are protected from contamination or commingling and records that may be maintained.
3. Describe how producers and your employees distinguish organic harvest containers from any nonorganic containers that you may also provide.
4. Does your company arrange for, or is your company responsible for, the harvest of organic crops?
4a. If Yes, how do you protect organic crops from contamination or commingling during harvest?
4b. What type of cleaning documentation is maintained for harvest equipment?
5. Does your company arrange for, or is your company responsible for, the transportation of organic crops?
5a. If Yes, how do you ensure the integrity of organic crops in transport equipment?
5b. What type of cleaning documentation is maintained?

Section E: Receiving - Incoming Organic Products and Ingredients NOP §205.103, 205.270, 205.272

- 1. How are organic crops, products, and ingredients received at your facility? Check all that apply.
Bins, Bulk Trailer, Drums, Burlap bags, Totes, Other, Wholesale Boxes, Retail Packages
2. What receiving/shipping documents accompany incoming organic products? Check all that apply.
Organic certificate, Invoice, Certificates of analysis, Contracts, Transaction certificate, Clean truck/equipment affidavits



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- Bill of Lading, Scale ticket, Purchase order, Other: _____, Field ticket

3. How are organic crops, products, and ingredients distinguished from non-organic products on receiving documents, if applicable?

4. Is an internal lot code assigned at the time of receipt of organic crops, products, or ingredients? Yes No

4a. If Yes, describe the lot code system:

5. Describe how your company ensures incoming organic crops, products, and ingredients are protected from contamination of prohibited substances and commingling with non-organic products.

6. Are incoming organic products or ingredients stored before processing or packaging? Yes No N/A

6a. If Yes, describe your incoming product storage area for products and ingredients:

Section F: Product Composition and Ingredient Verification

NOP §Sub Part D

Certified operations must 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. A Product Profile (downloaded from the website) is required for each product. Submit a Product Profile form(s) for each multi-ingredient or multi-blend product to be listed on the organic certificate. Product Profile forms are available at http://agr.mt.gov

- Product Profiles Attached, N/A

2. Incoming organic crops, products, and ingredients need an accompanying USDA Organic Certificate. How often do you obtain updated certificates?

3. Non-organic ingredients or processing aids must have verification that they have not been produced with genetically modified organisms (GMOs), sewage sludge, or irradiation. This information is obtained from the manufacturer or distributor, Organic Materials Review Institute (OMRI) Registration, or WSDA material registration.

3a. How often do you obtain the above verification?

- Not applicable, all organic ingredients and processing aids.
With each shipment of nonorganic ingredients or processing aids.
With each shipment of nonorganic ingredients or processing aids from a new supplier.



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4. Is salt used in handling or processing? Yes No, **skip to Section J**
- 4a. If yes, do you obtain verification that the salt added does not contain prohibited flow or anti-caking agents? Yes No

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

1. Do you currently, or plan to, contract with another company to pack into their branded (private) labels? Yes No
- 1a. If Yes, please list the branded (private) labels and their certifier:

If you are handling organic product for another company you must submit the product information prior to distribution. If your contractor provides you with new or revised labels, those labels need to be approved prior to use.

2. Does your company currently or plan to contract with any farms or facilities to produce, process, store, or label organic products on their company’s behalf? Yes No
- 2a. If Yes, please complete the table below:

Contract Farm or Company Name	Address	Certification Agency of the Contract Company	Service Provided

3. All Products currently produced must be listed on the Product Profile Summary form which can be downloaded from the website.

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

- 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



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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.

- *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. List all input 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>Ex: Rise Up – Yeast</i>	<i>Promote fermentation</i>	<i>All organic breads</i>	<i>Yes</i>
<i>Ex: Chlorine Bleach</i>	<i>Sanitation</i>	<i>Vegetables</i>	<i>Yes</i>

Section I: Water

NOP§205.103, 205.272, 205.601, 205.605

1. How is water used at your facility?

- Not used, Skip to Section J**
 Product transport (Fruit Floating)
 Cleaning equipment
 Ingredient
 Cleaning organic products
 Cooking
 Cooling
 Other: _____

2. Source of water: Municipal On-site well Other: _____

3. Is water treated/filtered on-site? Yes No

3a. If Yes, indicate what water treatment process and/or type of filter:

4. Describe how you monitor water quality at your facility:

5. Is chlorine, calcium hypochlorite, chlorine dioxide, or sodium hypochlorite used in wash water (not diluted spray bottles or buckets) or flume water at your facility? Yes No, **Skip to Question 6**

5a. If Yes, how do you monitor or test that the residual chlorine level is at or below 4 ppm for final rinse water in contact with Organic products?



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5b. How often do you monitor or test?

- Daily Weekly Monthly Annually Other: _____

5b. Please describe how you document the results of your monitoring or testing.

6. Is boiler steam used in the processing or packaging of food products? Yes No, **Skip to Section J**

6a. If Yes, does the steam have direct contact with organic products? Yes No, **Skip to Section J**

7. Are boiler water additives used during food handling or processing? Yes No

8. If Yes, please list all products used as boiler additives at your facility in the table below. Indicate which boiler water additives will be used during handling and processing of organic food products.

Name of Boiler Water Additive	Used During Organic Handling or Processing?	Source Name and Phone #

Attach MSDS and/or label information for boiler additives you plan to use during organic handling or processing.

9. If Yes, do you do or have any of the following? *Check all that apply.*

- Steam Filters Testing of condensate Condensate traps
 Testing of finished products Other: _____

10. If boiler water additives are used during organic processing, describe how you prevent prohibited volatile boiler additives from contaminating organic ingredients or products.

Section J: Packing and Processing

NOP§ 205.103, 205.272

The standards require operations to take measures to prevent the commingling of organic and nonorganic products. The standards also require certified operations to maintain records that can trace back to the receipt of ingredients. All processing and packing records must be available for inspection.

1. Indicate the production records maintained by your company. *Check all that apply.*

- Equipment clean-out logs Packaging log Ingredient inventory reports
 Product specification sheet Shift production log Product inspection forms
 Finished product inventory reports QC reports Shrinkage and/or Waste log
 Batch recipes Packaging reports Other: _____



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2. How is organic production designated on production documents?

3. Are your packing or processing lines and/or equipment dedicated for use with organic products only? Yes No

3a. If No, describe how you ensure separation of organic and nonorganic processing.

4. Is equipment purged with organic product prior to processing? Yes No

4a. If Yes, complete the table below:

Equipment	Capacity of Equipment	Quantity of Purge	Where does the purged product go?	Name of document purge is recorded on
			<input type="checkbox"/> Sold as Non-Organic <input type="checkbox"/> Waste Stream	
			<input type="checkbox"/> Sold as Non-Organic <input type="checkbox"/> Waste Stream	
			<input type="checkbox"/> Sold as Non-Organic <input type="checkbox"/> Waste Stream	
			<input type="checkbox"/> Sold as Non-Organic <input type="checkbox"/> Waste Stream	

5. How are partial pallets/boxes/drums of organic products handled?

5a. How are Organic products protected from commingling with non-organic products during production, processing, and include details on storage of partial containers.

6. Are processed and packed organic products stored before shipping? Yes No

6a. If Yes, complete the table below:

Processed Organic Product	Location and Name of Storage Area	Type and Capacity of Storage	Is the area dedicated to only organic products?
<i>Example: Cheese Rounds</i>	<i>Curing Shed</i>	<i>100 ft of shelving</i>	<i>Yes</i>

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



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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. What type(s) of packaging materials or storage/shipping containers do you use? *Check all that apply.*

<input type="checkbox"/> Paper	<input type="checkbox"/> Foil	<input type="checkbox"/> Poly	<input type="checkbox"/> Cardboard
<input type="checkbox"/> Waxed paper	<input type="checkbox"/> Aseptic	<input type="checkbox"/> Wood	<input type="checkbox"/> Glass
<input type="checkbox"/> Natural fiber	<input type="checkbox"/> Plastic	<input type="checkbox"/> Metal	<input type="checkbox"/> Other: _____
2. Are all packaging materials and/or storage and shipping containers food grade?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Other: _____
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3. Have any packaging and/or storage and shipping containers been exposed to synthetic fungicides, preservatives, or fumigants?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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4. Are packaging materials and/or storage and shipping containers reused?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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- 4a. If Yes, describe how organic products are protected from contamination when placed in the reused container.
5. Describe how packages or containers are identified as organic.
6. Is all organic packaging and labeling equipment cleared prior to subsequent non-organic runs?

<input type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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7. Complete the table below with the details regarding storage of all packaging materials and containers.

Packing Material	Location and Name of Storage Area	Is Area Dedicated to Organic Packaging Only?

8. Are any oxygen displacers (e.g. nitrogen gas) or moisture absorbers used in your packaging?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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- 8a. If yes, please list:
9. Are all ingredients and products stored at the location indicated on your application?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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- 9a. If No, provide address of other locations and explain:

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



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1. How do organic products leave your facility? *Check all that apply.*
 Bins Bulk bags Wholesale boxes Bulk trailer
 Totes Retail packages Drums Other: _____
2. Indicate what shipping or sales documents are maintained by your company. *Check all that apply.*
 Pallet/tote ticket Clean truck affidavit Contracts Bill of lading
 Purchase order Certificates of analysis Sales invoice Scale ticket
3. Do all documents clearly identify products as organic? Yes No
4. Does your company arrange outgoing product transport? Yes No, **Skip to Section M**
5. How does your company ensure outgoing transport units are cleaned prior to loading?
 Not applicable, only packaged products are shipped Clean out records
 Clean truck and equipment affidavits Other: _____
6. Are organic products shipped in the same transport units as non-organic products? Yes No
- 6a. If Yes, indicate what steps are taken to segregate organic products.
 Use of separate pallets Separate area in transport unit
 Organic product shrink wrapped Organic product sealed in impermeable containers
 Sealed Bulk/Boxed Product Other: _____

Section M: 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. Check all cleaning methods used prior to processing or handling organic products.
 Sweeping Soap and Water Steam cleaning Scraping
 Manual Washing Vacuuming Clean in place (CIP) Sanitizing
 Compressed Air Purging of equipment Other: _____
2. List cleaning and/or sanitation materials that come into contact with the equipment used to process and/or package organic products in the table below.

Provide information on your cleaning program and products used:

Area	Type of Cleaning	Cleaning Equipment Used	Frequency	Is Cleaning Documented? (Y/N)	Cleaning Products Used
Receiving					
Ingredient Storage					



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Product Transfer					
Production					
Production Equipment					
Packaging					
Finished Product Storage					
Loading Dock					
Building Exterior					
Accidental Spills					
Other (specify): _____					

- Describe what intervening steps you take to ensure no residues from cleansers or sanitizers remain on equipment. (These steps may include, but are not limited to, use of non-residual materials, potable water rinses, evaporation, residue testing.)
- Please provide labels or fact sheets for all cleaning products used and whether they are OMRI/WSDA approved or §205.605 approved. I have attached all labels and fact sheets for cleaning products used.

Please note that any material that is included on the National List may be used in direct contact with organic products without an intervening step. Examples include citric acid and peracetic acid.

Section N: Pest Management

NOP §205.271

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

- What type of pest management system does your facility use?
 In house. Name of responsible person: _____
 Contract pest control service. Business name and phone number: _____
- Check all pest problems at your facility.
 No pest problems Flying insects Birds
 Crawling insects Rodents Other: _____
- Describe your system for monitoring pest populations, including frequency and monitoring documentation maintained.
- Check all pest management practices used at your facility.

Preventative

- Good sanitation and clean up Removal of exterior habitat/food sources



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- | | |
|---|--|
| <input type="checkbox"/> Clean up spilled product | <input type="checkbox"/> Sealed doors and/or windows |
| <input type="checkbox"/> Physical barriers | <input type="checkbox"/> Screened windows/vents |
| <input type="checkbox"/> Monitoring | <input type="checkbox"/> Incoming ingredient inspections |
| <input type="checkbox"/> Air Curtains | <input type="checkbox"/> Air Shower |
| <input type="checkbox"/> Positive Air Pressure System | <input type="checkbox"/> Other: _____ |

Mechanical

- | | | |
|---|---|---|
| <input type="checkbox"/> Mechanical traps | <input type="checkbox"/> Ultrasound/light devices | <input type="checkbox"/> Release of beneficials |
| <input type="checkbox"/> Sticky traps | <input type="checkbox"/> Electrocutors | <input type="checkbox"/> Freezing treatments |
| <input type="checkbox"/> Heat treatments | <input type="checkbox"/> Vacuum Treatments | <input type="checkbox"/> CO2 |
| <input type="checkbox"/> Nitrogen | | |

Pest Control Materials – On National List

- | | | |
|--|--|---|
| <input type="checkbox"/> Pheromone traps | <input type="checkbox"/> Vitamin baits | <input type="checkbox"/> Diatomaceous earth |
| <input type="checkbox"/> Pyrethrum | <input type="checkbox"/> Rotenone | <input type="checkbox"/> Boric Acid |

Pest Control Materials – Not on National List

- | | | | |
|--|-------------------------------------|----------------------------------|---------------------------------------|
| <input type="checkbox"/> Crack and crevice spray | <input type="checkbox"/> Fumigation | <input type="checkbox"/> Fogging | <input type="checkbox"/> Other: _____ |
|--|-------------------------------------|----------------------------------|---------------------------------------|

5. If you noted use of any pest control materials **not** on the National List, explain why this material must be used and include details about why preventative and allowed methods are not proving effective. Please note that approval is required, prior to synthetic substance use. **None used**
6. Submit details on fumigation, fogging, or sprays used at your facility in the table below. **None Used Skip to N**

Generic and Brand Name of Substance	Where is the substance used?	Frequency of use	Method of application	Name of document use is recorded on

7. Explain how organic products and packaging are protected from exposure to the above prohibited materials.

Section O: Quality Assurance and Recordkeeping **NOP §205.103, 205.270, 205.272**

1. Do you have standard operating procedures for organic processing? Yes, attach a copy(s) No
2. Do you have a Quality Assurance program in place? Yes No
- 2a. If Yes, indicate what type of program.
- | | | | |
|------------------------------|--------------------------------|---|---------------------------------------|
| <input type="checkbox"/> ISO | <input type="checkbox"/> HACCP | <input type="checkbox"/> Total Quality Management | <input type="checkbox"/> Other: _____ |
|------------------------------|--------------------------------|---|---------------------------------------|



AGRICULTURAL SCIENCES DIVISION
PO Box 200201
Helena, MT 59620-0201
(406) 444-7804 – agrorganic@mt.gov

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3. Describe how you conduct traceability of your products.
4. Can your recordkeeping system track the finished product back to all incoming products? Yes No
5. Can your recordkeeping system balance the value and volume of organic ingredients for your products sold? Yes No

- ***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.***