



HOW TO OBTAIN CERTIFICATION OF A NEW PROCESSED ORGANIC PRODUCT

WSDA Certified Organic Handlers and Processors are welcome to submit new products for review to our office at any point throughout the year. However, operations that submit products for review and evaluation outside of the annual renewal cycle will be charged an additional fee*.

You will be billed for this fee upon completion of our office's review of your product. Requests for reviews of a new or updated organic product will be charged \$40.00 per hour, with a minimum charge of one hour. Requests for a product review do not guarantee certification.

*WAC 16-157-250 (2)(a)

THE REVIEW TIME FOR A NEW PRODUCT CAN TAKE UP TO FOUR WEEKS!

This timeline may be longer if additional information is needed. Keep this timeline in mind when developing your new product and scheduling marketing and product launch dates. Additional on site inspections may also be required before approval of a new product or new product line.

The following items must be submitted for each new product that you wish to have certified. These items must be received and approved prior to receiving certification to sell, label, or represent the product as "organic."

Please make copies of all information submitted and have the documents available for review during an inspection.

1. PRODUCT FORMULATION FORM
2. RETAIL OR WHOLESALE LABEL
3. ORGANIC SUPPLIER CERTIFICATES
4. NON-ORGANIC AGRICULTURAL INGREDIENT OR PROCESSING AID INFORMATION
5. NON-AGRICULTURAL INGREDIENT OR PROCESSING AID INFORMATION



1. PRODUCT FORMULATION FORM

Use the guidance below when completing the WSDA Product Formulation Form (AGR 2178). Only one form per formula or recipe is required. Note all brand names associated with a formula under 'product name.' A copy of each label associated with a formula must be submitted.

- **Ingredients** - All ingredients must be listed (include minor ingredients and/or additives). This includes, but is not limited to, yeasts, emulsifiers, concentrates, and any other substances that are present in the finished product.



Organic Coffee Processors: Please list all possible substitutions that may be used in your formulation. For example: Organic House Blend may be 100% Costa Rican Coffee, or may be 50% Columbian and 50% Mexican... depending on availability.

- **Manufacturer** – List the full name of the manufacture/supplier of the ingredient on the Formulation Form.
- **Certifying Agent** – The certifying agency must be listed for the manufacturer of all certified organic ingredients. An organic certificate issued by the certifier noted on the formulation form must be submitted and must list the product or ingredient you are using.

All formulas are kept confidential and are exempt from public inspection and copying.
(RCW 15.86.110 and Uniform Trade Secrets Act, chapter 19.108 RCW)

- **Organic or Non-Organic** - Indicate with a check mark whether the ingredient is certified organic or if the ingredient is non-organically produced.
- **Weight & Percentage** – Weight or volume, and percentages must be provided for each ingredient to determine if the correct labeling category is being represented. Indicate what unit of weight or volume you use for your calculations. The weights provided should match the weights used by your operation in making a batch of the product.
- **Processing Aids** - List all processing aids used in production of the product. List the name of the manufacturer of the processing aid. Specify the application and use of the processing aid and indicate with a check mark whether the substance is certified organic or if it is on the National List of approved substances.

According to the National Organic Standards, a processing aid is defined as (a) substance that is added to a food during processing, but is removed in some manner from the food before it is packaged in its finished form; (b) a substance that is added to a food during processing, is converted into constituents normally present in the food, and does not significantly increase the amount of the constituents naturally found in the food; and (c) a substance that is added to a food for its technical or functional effect in the processing, but is present in the finished food at insignificant levels and does not have any technical or functional effect in that food.

- ❑ In order to use a processing aid in or on an organic product labeled “100% organic” the processing aid must be certified organic.
- ❑ In order to use a processing aid in or on an organic product labeled as “organic,” or “made with organic (specific ingredients or food groups),” the processing aid must be an approved agricultural product or must be listed in the National Organic Standards on the National List (Section 205.605, 205.606).

2. LABELS

Labels must be submitted for all products seeking certification and must be approved prior to certification of the new product(s). Attach a copy of the label for each product seeking certification, or provide a draft of your proposed label if a final version is not available. Both retail labels and wholesale labels must be submitted for each new product. Please limit labels to no more than 8 ½” x 11” in size. Faxed copies of labels are not accepted.

Refer to the Labeling and Product Composition Section of the WSDA Guide to Organic Certification for the details on organic label requirements.

3. SUPPLIER CERTIFICATES

Copies of the current organic certificate for each supplier of organic ingredients must be submitted. All organic products sold in the United States must have accompanying documentation that verifies the product was certified by a USDA accredited agency and that the product was certified according to USDA National Organic Standards.



If your company is using a label that lists a certification agency other than Washington State Department of Agriculture, a copy of the Organic Certificate that corresponds to the certification agency on the label must be submitted.

4. NON-ORGANIC AGRICULTURAL INGREDIENTS OR PROCESSING AIDS

For products that are labeled “organic”, all agricultural ingredients must be organic except for minor ingredients that that are listed in Section 205.606 of the National List. However, prior to use of a substance on the list, documentation that demonstrates your attempts to source the ingredient in an organic form must be submitted. See

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WSDA Commercial Availability Form (AGR 2251) as a tool for documenting your attempts to source organic ingredients.

If your attempts to source an organic form of a substance or ingredient listed in Section 205.606 fail, a nonorganic form may be used provided the following conditions are verified: No excluded methods (genetically modified organisms), no irradiation, and no sewage sludge were used in the production of the substance. See WSDA Non-organic Ingredient Affidavit (AGR 2252) as a tool for documenting your attempts to source organic ingredients. Please include copies of Genetically Modified Organism test results if available.

Products labeled as "Made with organic... (list up to three ingredients)" are not limited in using only substances in Section 205.606 for the non-organic portion of the product formulation. However, the non-organic ingredients must still be verified as being produced with out genetically modified organisms, irradiation, or sewage sludge.

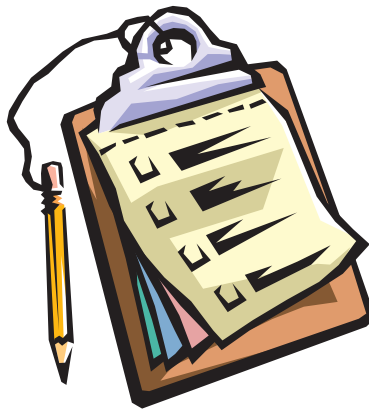


5. NON-AGRICULTURAL INGREDIENTS OR PROCESSING AIDS

The National Organic Program has compiled a list of Non-Agricultural Substances that may be used in or on an organic product labeled as "organic," or "made with organic (specific ingredients or food groups)." Please refer to Section 205.605 of the National Organic Standards for a complete list of these allowed nonsynthetic and synthetic substances. Please note that these nonagricultural substances may only be used in accordance with the restrictions specified in Section 205.605. Documentation from your supplier must be submitted that verifies the substance complies with any noted annotations. Verification that the substance was not produced with excluded methods (genetically modified organisms) may also be required in some situations.

WSDA must receive the required information outlined above and approve all new products, prior to the sale, labeling, or representing of the product as "organic."

Additional information, or an onsite inspection, may be required by our office to determine whether your product(s) comply with the National Organic Standards.



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