



ORGANIC SYSTEM PLAN UPDATE – PROCESSORS

BUSINESS NAME:	
CERTIFICATION NUMBER:	COUNTY/STATE:
NAME OF INDIVIDUAL COMPLETING THIS FORM:	TITLE:

The National Organic Standards requires all operations seeking certification to develop an Organic System Plan that details how organic products are handled or processed, and is agreed to by the certified operation and an accredited certifying agent. A certified operation must update this plan on an annual basis in order to verify continued compliance with National Organic Standards.

This is “a plan” - You may change or update it throughout the year. Changes must be approved by WSDA prior to implementation. Plan updates can be submitted by phone, fax, email or letter.

Section A. General Information

1. List *current* organic certification by other certification agencies:

2. Describe the corrective action you took in response to any noncompliance notices or conditions for continued certification you received last year: Not Applicable

Section B. Company Overview-Chain of Custody

1. During what time period did you handle or process organic products *last year*?
Example: August – September

 2. During what time period do you *estimate* you will be handling or processing organic products during the *upcoming year*?
Example: January – December

 3. Indicate your estimated annual production of products. % Organic % Nonorganic

 4. Does your company handle the same product in both an organic and in a nonorganic form? Yes No
- If “Yes,” identify which products are processed or handled in both an organic and nonorganic form in Section F of this form (Product Summary).

Procedures must be in place to ensure no commingling of organic and conventional forms of a product. Documentation verifying adherence to procedures must be made available at each inspection.



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5. Does your company have its own marketing label or brand name for organic products? Yes No

If "Yes," please provide the name or names of the marketing label or brand name:

6. Do you currently, or plan to, custom process or custom label organic products for another company? Yes No

If "Yes," please complete the table below with information about the companies you work with. Include details about the products in Section F of this form (Product Summary).

Private Label Company Name	Brand Name or Marketing Label	Is the contracting company certified?	Certification agency listed on the label.
<i>Example: Starhill Inc.</i>	<i>Green Mountain Fruit</i>	<i>Yes</i>	<i>Oregon Tilth</i>

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 as a part of your certification.

If you use a label that lists a certification agency other than Washington State Dept. of Agriculture, a copy of the Organic Certificate corresponding to the agency listed on the label must be submitted.

7. Does your company currently or plan to contract with any farms or facilities to produce, process, store, or label organic products on your company's behalf? Yes No
 If "Yes," please complete the table below.

Contract Farm or Company Name	Address	Certification Agency of the Contract Company	Service Provided
<i>Example: Blue Heron LLC</i>	<i>Olympia, Washington</i>	<i>WSDA</i>	<i>Cold storage of processed vegetables</i>

Details about contract operations must be disclosed and available for review during each inspection.

8. Does your company provide seed to a certified organic farm or grower? Yes No

If "Yes," have all records and documentation regarding the seeds been provided in full to the grower? Yes No

All labels, receipts, delivery tickets, evidence of commercial unavailability, treatments, and non-GMO documentation must be on hand at the time of inspection to verify compliance with the National Organic Standards.

Failure to have documentation at the grower's inspection may impact or delay their organic certification.



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Section C. Input Materials

Provide information regarding the input materials you plan to use during the upcoming year. **Any materials used prior to notification & agreement with WSDA may impact or delay your organic certification.** Updating your input materials can be as simple as a fax, email or letter.

Definitions and types of input materials that must be disclosed include:

- Equipment Cleaning and Sanitation Materials** - List all materials used on equipment and contact surfaces.
- Direct Food Contact and Post Harvest Materials** - 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, floatation 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 (National List § 205.601, 205.605, 205.606).
- 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.
 - 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 an organic product labeled as “organic,” or “made with organic (specific ingredients or food groups),” the material must be listed in the National Organic Standards on the National List (Section 205.605, 205.606).

EQUIPMENT CLEANING AND SANITATION

[NOS 205.105, 205.270, 205.272]

List cleaning and/or sanitation materials that come into contact with the equipment used to process organic products.

None Used

Is material used on equipment prior to organic processing?	Cleanser and/or Sanitizer Generic and Brand Name	Where is the cleanser or sanitizer used?	Is use followed by potable water rinse?
yes	<i>Sodium hypochlorite</i>	<i>Brushes, belts, scoops</i>	yes
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

All equipment and food contact surface cleaning must be documented and records available at inspection.

If materials are used at your facility that are known to leave residues even after a potable water rinse (i.g. quaternary ammonium), you must take additional steps to prevent contamination of organic products and have documentation of residue testing available during inspections.



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Section D. Organic Control Points

Outline changes to your operating procedures since the last time you submitted information to our office. Refer to the Organic System Plan and Product Summary submitted in previous years when completing this section. ***Attach separate sheets of paper or accompanying documentation as needed.***

Changes that must be disclosed can include, but are not limited to the following:

- **New equipment or production lines** – *Replacing equipment or adding entire new lines of processing equipment.*
- **Production practices** – *Changes in handling practices or standard operating procedures for organic products.*
- **Pest control practices** – *New preventative practices or controls to manage pest problems or change in the company hired to provide pest control & monitoring.*
- **Recordkeeping** – *Changes or improvements to the way you collect, organize, or maintain your production, inventory, & sales records.*
- **Commingling prevention** – *Changes to the way you separate, store, or label organic & nonorganic products or ingredients.*
- **Storage locations** – *Utilizing a new storage or inventory system for your organic products or ingredients.*

Harvest and Transportation: Are there any changes to the process and procedures regarding the harvest and transportation of organic crops? Yes No

If "Yes," please describe:

Receiving – Incoming Products: Are there any changes to the process and procedures regarding receiving organic products? Yes No

If "Yes," please describe:

Cleaning, Sanitation, Purge: Are there any changes to the procedures for cleaning equipment and contact surfaces prior to organic handling? Yes No

If "Yes," please describe:

Packing or Processing: Are there any changes to the procedures for packing or processing organic products? Yes No

If "Yes," please describe:



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Water and Steam: Have there been any changes to the use of water and/or steam used with organic products, including but not limited to water used to transport organic products or procedures for preventing contamination from boiler water additives*?

Yes No

If "Yes," please describe:

**Boiler water additives may only be used during organic handling or processing under the following conditions:*

- *The steam used in organic processing does not come into direct contact with organic products*
- OR*
- *The boiler water additives do not contain volatile amines that can travel through steam.*

Documentation on all boiler water additives must be submitted. Procedures to shut off prohibited boiler water additives must be established and documentation verifying compliance must be made available for inspection.

Storage Practices: Are there any changes to the procedures regarding storing organic products?

Yes No

If "Yes," please describe:

Types of Containers Used: Are there any changes to the packaging, storage containers, or shipping containers used with organic products?

Yes No

If "Yes," please describe:

Shipping – Outgoing Products: Are there any changes to the procedures for shipping organic products?

Yes No

If "Yes," please describe:

Pest Management: Are there any changes to the practices for managing pests at your facility?

Yes No

If "Yes," please describe:



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Quality Assurance and Recordkeeping: Are there any changes to the quality assurance program and/or recordkeeping practices?

Yes No

If "Yes," please describe:

Product Flow: Are there any changes to the flow of products or equipment used at your facility for handling and processing organic products?

Yes No

If "Yes," please describe:

Product Verification: Are there any changes to the procedures for verifying the compliance of all products, ingredients, and/or input materials?

Yes No

If "Yes," please describe:

Other Changes: Are there any other changes to your practices and procedures for handling organic products that have not been noted above?

Yes No

If "Yes," please describe:



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Section E. Organic Supplier Summary

Provide details about your current suppliers of organic ingredients and/or products in the table below.

- If you prefer, you can submit your list in other formats (e.g., Excel, Word, etc.).
- If you do not have your suppliers sourced for this coming season, provide as much information as possible and have an updated and current copy of this list at your annual inspection.
- You must verify that all incoming ingredients and/or products are sourced from a compliant supplier and have a copy of the current organic certificate available for inspection.

Tips for Verifying Organic Supplier Compliance:

All organic products sold in the United States must have accompanying documentation that verifies the product was certified by a USDA accredited agency, **AND** verifies that the product in question was certified according to USDA National Organic Standards, **OR** have documentation that verifies the product was certified by a recognized government, or covered under an equivalency agreement.

- For a current list of accredited agencies go to the Certifier page on the National Organic Program website.
- For a current list of recognized governments or equivalency agreements go to the International Issues page on the National Organic Program website.

Supplier Name	Organic Ingredients and/or Products	Certification Agency	Do you have the current organic certificate on file?
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2.			
3.			
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