



## ORGANIC SYSTEM PLAN UPDATE – HANDLERS AND PROCESSORS

**Tip!** The USDA organic standards require operations seeking certification to develop an Organic System Plan detailing how organic products are processed and handled. This plan is an agreement between the operation and a certifying agent on how organic products will be handled. Each winter a WSDA certified handler must renew their certification. The annual renewal is accomplished in part by submitting any changes, amendments, additions or deletions to the information you have previously submitted to our office.

### 1. Review your current Organic System Plan.

Locate your copies of the Organic System Plan and all updates you have sent to the WSDA in order to answer the below questions. If uncertain about what practices and procedures you've already notified us about, contact our office for assistance or complete a full **Handler and Processor Organic System Plan** again. This update is only accurate if you are sure which practices are already described in your plan.

### 2. Provide details about changes to your practices.

If you indicate “**Yes changes**” have occurred compared to the information on file with WSDA, you are responsible for submitting the updated sections and/or forms to our office.

- Download electronically fillable versions of the Organic System Plan Sections on our website at: <http://agr.wa.gov/FoodAnimal/Organic/FoodHandlers.aspx#Renewal>
- Or contact our staff at 360-902-1805, [organic@agr.wa.gov](mailto:organic@agr.wa.gov) to request hardcopies of an applicable section or form.

### 3. Confirm areas of your production that have not changed.

If you indicate “**No changes**” for all Organic System Plan sections below, WSDA Organic Program will assume that no changes have or will occur to your practices and the information on file with WSDA remains accurate. If your Organic System Plan is found inaccurate at the time of inspection, a Notice of Noncompliance may be issued.

**Tip!** The Organic System Plan form is built to be a dynamic and living document. At any point throughout the year you may update information and practices that have changed compared to what is on file with WSDA. The most recent information you submit will supersede previous submissions. Major changes must be approved by WSDA prior to implementation to avoid compliance action.



## ORGANIC SYSTEM PLAN UPDATE – HANDLERS AND PROCESSORS

Business Name:	Certification Number:
Name of Individual Completing this Form:	Date:

### Section A. Harvest and Transportation of Organic Crops (AGR 2180)

Are there any changes to the harvest or transportation of organic crops, including details on the harvest containers you provide, responsible parties for harvest or transportation, or procedures around harvest and transportation equipment cleanout?

= Yes changes  
**Attach New Section**

**Tip!** Organic crops must be protected from contamination and the risk of commingling with noncertified crops during harvest and transportation. Records related to the harvest and transportation of crops which you are responsible for must be available for review during your annual announced inspection.

= No changes

### Section B. Receiving-Incoming Organic Products and Ingredients (AGR 2180)

Are there any changes to how products are received or how incoming products and ingredients are recorded, stored, or protected from contamination or commingling with non-certified products?

= Yes changes  
**Attach New Section**

**Tip!** Records that trace back to the receipt of products and ingredients must be maintained for all incoming organic products and ingredients.

= No changes

### Section C. Cleaning, Sanitation (AGR 2180)

Are there any changes to the products or procedures used to clean and sanitize equipment?

= Yes changes  
**Attach New Section**

**Tip!** Your Organic System Plan must disclose all equipment cleaning materials and must outline your procedures to prevent cleaning materials from contaminating organic products. Review your equipment cleaning and sanitization materials thoroughly to be sure the information on file with our office is accurate.

= No changes

### Section D. Packing (AGR 2180)

Are there any changes to the procedures or equipment used for packing or processing organic products? Are there any changes to the storage of packed or processed products?

= Yes changes  
**Attach New Section**

**Tip!** You must prevent the commingling of organic and nonorganic products. All processing and packing records must be available for inspection.

= No changes



## ORGANIC SYSTEM PLAN UPDATE – HANDLERS AND PROCESSORS

### Section E. Post Harvest Materials (AGR 2180)

Are there any changes to the materials used in direct contact or as a post harvest material with organic products?

= Yes changes  
**Attach New Section**

**Tip!** 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).

= No changes

### Section F. Water (AGR 2180)

Are there any changes to the use of water and/or steam used with organic products?

= Yes changes  
**Attach New Section**

**Tip!** Your Organic System Plan must disclose all use of water and steam, including but not limited to water used to transport organic products or procedures for preventing contamination from boiler water additives.

= No changes

### Section G. Packaging, Storage Containers, and Shipping Containers (AGR 2180)

Are there any changes to the packaging, storage containers, or shipping containers used with organic products?

= Yes changes  
**Attach New Section**

**Tip!** 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.

= No changes

### Section H. Shipping – Outgoing Products (AGR 2180)

Are there any changes to how products leave your facility or the procedures for shipping organic products?

= Yes changes  
**Attach New Section**

**Tip!** Records that trace back to processing and packing must be maintained for all outgoing organic products.

= No changes



## ORGANIC SYSTEM PLAN UPDATE – HANDLERS AND PROCESSORS

### Section I. Pest Management (AGR 2180)

Are there any changes to your pest management practices, including preventative or mechanical controls, or pest materials used at your facility?

= Yes changes  
**Attach New Section**

**Tip!** USDA organic regulations require a step approach to pest control. Certified facilities must implement practices that focus on good sanitation and prevention before use of a pest control material. Environmental factors, mechanical, or physical controls that use non-synthetic substances may also be used.

= No changes

If preventative measures are not effective, a synthetic substance not on the National List may be used, provided our Olympia office approves use of the substance, method of application, and measures taken to prevent contact with ingredients or organic products.

### Section J. Quality Assurance and Recordkeeping (AGR 2180)

Are there any changes to the quality assurance program and/or recordkeeping practices?

= Yes changes  
**Attach New Section**

**Tip!** USDA organic regulations require a complete recordkeeping system regarding the handling of organic products. Records must be adapted to your operation, must fully disclose all activities and transactions in sufficient detail to be readily understood and audited, must be maintained for five years, and must be sufficient to demonstrate compliance.

= No changes

### Section K. Product Flow and Equipment List (AGR 2180)

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

= Yes changes  
**Attach New Section**

**Tip!** Your product flow chart must:

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

= No changes

### Section L. Storage (AGR 2180)

Are there any changes to how organic products or ingredient are stored at your facility?

= Yes changes  
**Attach New Section**

**Tip!** Your organic system plan must demonstrate how products will be protected from commingling and contamination during storage, this may include designated areas and adequate labeling.

= No changes



## ORGANIC SYSTEM PLAN UPDATE – HANDLERS AND PROCESSORS

### Section M. Product Composition and Ingredient Verification (AGR 2180)

Are there any changes to how you verify that all ingredients and processing aids are compliant with the national organic standards?

= Yes changes  
**Attach New Section**

**Tip!** National Organic 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.

= No changes

### Product Labels

Are there any changes to your product labels?

= Yes changes  
**Attach revised labels**

**Tip!** Remember to attach draft copies of any new or revised labels. Labels must be approved prior to use in the marketplace.

= No changes

**Tip!** The Organic System Plan form is built to be a dynamic and living document. At any point throughout the year you may update information and practices that have changed compared to what is on file with WSDA. The most recent information you submit will supersede previous submissions. Major changes must be approved by WSDA prior to implementation to avoid compliance action.

Download electronically fillable versions of the Organic System Plan Sections on our website at:  
<http://agr.wa.gov/FoodAnimal/Organic/FoodHandlers.aspx#Renewal>

Or contact our staff at 360-902-1805, [organic@agr.wa.gov](mailto:organic@agr.wa.gov) to request hardcopies of our forms.