



HOW TO OBTAIN CERTIFICATION OF A NEW PROCESSED ORGANIC PRODUCT

These instructions outline the information required to have a processed product approved to make organic claims.

Certified operations are welcome to submit new products for review throughout the year. **Please note the following:**

- New operations submitting more than 15 formulations with their application for certification will be charged an additional fee.
- Renewing operations that submit products for evaluation outside of the annual renewal cycle, or submit more than 5 new product formulations with their renewal application will be charged an additional fee.

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

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

The following items must be submitted for each new processed product you wish to have certified. ***These items must be received and approved prior to selling, labeling, or representing the product as "organic."***

1. Organic Product Formulation Form (AGR 2178)
2. Retail or Wholesale Label
3. Organic Supplier Certificates
4. Non-organic ingredient or processing aid information



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

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 certification.

1. Formulation Form

Use the guidance below when completing the Organic Product Formulation form (AGR 2178). This form is available online or by contacting our office at (360) 902-1805. *See sample formulation at end of instructions (p.4).*

- **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.
- **Manufacturer or Producer** – List the name of the manufacturer or producer of the ingredient. *The manufacturer may or may not be your direct supplier of the product.*
- **Supplier or Distributor** – List the name of the supplier or distributor you obtained the ingredient from.
- **Certifying Agent** – List the name of the certifying agency that issued the USDA organic certificate for the ingredient. Be sure the specific ingredient you are sourcing is listed on the organic certificate. *Submit a copy of all organic ingredient certifications.* If purchasing from a brokerage that may or may not be organically certified, you must obtain the organic certificate from the last certified entity in the chain of custody.
- **Organic or Non-Organic** - Indicate with a check mark whether the ingredient is certified organic or if the ingredient is non-organically produced.

- ✓ *Only one form per formulation 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 with the formula.*
- ✓ *Product information must be updated in your certification file at least every 3 years.*



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- **Non-Organic Ingredient Verification** – All non-organic ingredients in a product labeled “organic” MUST be listed in Section 205.605 or 205.606 of the National Organic Standards. In addition to noting whether the non-organic ingredient is on the National List, indicate with a check mark whether you have obtained documentation from the manufacturer that the product was not produced with excluded methods (GMOs, sewage sludge, or irradiation). *Submit non-organic ingredient documentation with your formulation form.*
- **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 or volume provided should match the units used by your operation in making a batch of the product. See Section 205.302 of the standards for full details on calculating the percentage of organically produced ingredients.*
- **Processing Aids** - List all processing aids used in production of the product. List the name of the manufacturer and supplier 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. *Submit processing aid documentation with your formulation form.*
 - A **processing aid** is defined as (a) 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 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 (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.

Labels must include a statement identifying the certifying agency of the final certified handler of the product.

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

- Please limit labels to no more than 8 ½" x 11" in size. *Faxed copies of labels are not accepted.*

3. Supplier Certificates

- An organic certificate issued by the certifier of each of your supplier(s) noted on the formulation form must be submitted and must list the product or ingredient you are using.
- 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 is certified according to USDA National Organic Standards, **or** have documentation that verifies the product is certified by a recognized government, or covered under an equivalency agreement.



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- **Note:** USDA is not an organic certification agency, but instead accredits approximately 100 certification agencies worldwide.
- 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.

Organic certification documents must:

1. Be issued by a USDA accredited agency,
2. Reference the National Organic Standards,
3. List the organic product.
4. Be current,
5. Be available during each inspection.

- If you receive a transaction certificate instead of the supplier's organic certificate, the document must still reference compliance with the USDA National Organic Standards and meet the five requirements noted above.
- If purchasing from a brokerage that may or may not be organically certified, you must obtain the organic certificate from the last certified entity in the chain of custody.
- 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 Ingredients or Processing Aids

Non-Agricultural substances – National Organic Standards Section 205.605

- 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)." Refer to Section 205.605 of the National Organic Standards for a complete list of these allowed nonsynthetic and synthetic substances. *These nonagricultural substances may only be used in accordance with the restrictions specified in Section 205.605.*
- Documentation from the manufacturer must be submitted that discloses all ingredients in the substance and verifies the substance complies with specific annotations for the substance in the National Organic Standards.
- Verification that the substance was not produced with excluded methods (genetically modified organisms) may also be required in some situations.

Agricultural substances – National Organic Standards Section 205.606

- For products that are labeled "organic", all *agricultural* ingredients must be organic except for minor ingredients that are listed in Section 205.606 of the National List.
- However, prior to use of any non-organic substance, documentation demonstrating your attempts to source the ingredient in an organic form must be submitted and be available at inspections. *See 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.* 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 formulation. However, all non-organic ingredients must be verified as being produced without genetically modified organisms, irradiation, or sewage sludge before they can be used in certified products.

WSDA must receive the all required information and approve all new products, prior to the sale, labeling, or representing of the product as "organic." Additional information, or an on-site inspection, may be needed.



ORGANIC PRODUCT FORMULATION

For new products or changes to existing products.

Refer to the instructions that accompany this form for details on submitting product information (AGR 2301).

Washington State Department of Agriculture
Organic Food Program
PO Box 42560, 1111 Washington St. SE
Olympia, WA 98504-2560
(360) 902-1805, organic@agr.wa.gov
<http://agr.wa.gov/foodanimal/organic>

BUSINESS NAME Jams and More	CERTIFICATION # <i>(renewing operations only)</i> New Applicant	COUNTY Thurston	STATE WA
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Product Name(s): <i>List names exactly as they appear on the label(s). List ALL brand names associated with the formulation.</i>	Organic Basil Jelly	<h3 style="margin: 0;">Example Formulation</h3>
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1. List all ingredients and additives contained in this product *(including water and salt)*.

Ingredient <i>List names exactly as they appear on supplier documentation and receipts.</i>	Manufacturer or Producer Name	Supplier or Distributor Name <i>May be the same as the manufacturer or producer of the ingredient.</i>	Organic ✓	Agency that issued organic certificate for ingredient.	Non-Organic ✓	Is the non-organic ingredient on the National List (205.605 or 606)?	Do you have documentation that the non-organic ingredient was not produced using:			Weight or Volume of Ingredient <i>Note the measuring unit used.</i>	% of ingredient in finished product	Office Use
							Excluded Methods (GMOs)	Sewage Sludge	Ionizing Radiation			
1. Fresh Basil	Green Garden	Green Garden	x	WSDA						1 1/3 cups	2.73%	
2. Sugar	Sweetsome, Inc.	PNW Organic	x	Oregon Tilth						6 cups	60.90%	
3. Lemon Juice	Santa Anna, LLC.	Juices R Us	x	CCOF						¼ cup	3.03%	
4. Apple Cider	Dr. Cider, Co.	PNW Organic	x	Oregon Tilth						¾ cup	9.08%	
5. Natural color	Color by Plants	Color by Plants			x	Yes	x	x	x	¼ tsp	.06%	
6. Water	City Municipal	N/A		N/A						2 cups	24.21%	
7.												
A. Weight of Organic Ingredients: 52.23 oz		B. Total Weight of Formula- Do NOT include water and salt: 52.27 oz					C. % of Organic Ingredients- (A ÷ B) x 100: 99%					

2. List all processing aids used in the manufacturing of this product. *Refer to the instructions for a definition of a processing aid (AGR 2301).*

Processing Aid – <i>Include generic material name and brand name.</i>	Organic ✓	Non-Organic ✓	Is the substance on the National List (205.605 or 606)?	Manufacturer or Producer Name	Supplier or Distributor <i>May be the same as the manufacturer.</i>	Purpose	Office Use
1. Pectin- Jell Sure		x	yes	JKL, Inc.	Preservers, Inc.	gelling agent	
2.							
3.							

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