



# KENTUCKY DEPARTMENT OF AGRICULTURE

Office of Agricultural Marketing and Product Promotion • Organic Program  
111 Corporate Drive, Frankfort, KY 40601 • (502) 573-0282 • kyagr.com  
Ryan F. Quarles, Commissioner of Agriculture



## Processing and Handling Organic System Plan: Crops Addendum

Please fill out this questionnaire if you are requesting organic process/handling certification or recertification as a crop handler/processor. Attach Organic Product Profile sheets for all products requested for certification and a current schematic product flow chart, Organic Control Points, facility map, pest management map, water test(s), and appropriate MSDS if required. Use additional sheets if necessary.

**Handle:** to sell, process, or package agricultural products, including but not limited to trading, facilitating sale or trade on behalf of a seller or oneself, importing to the United States, exporting for sale in the United States, combining, aggregating, culling, conditioning, treating, packing, containerizing, repackaging, labeling, storing, receiving, or loading. (205.2 Definitions)

If you feel that you meet the criteria to be a handler, and all activities are conducted on farm please fill out this addendum. If some of your processes happen off farm please fill out the full Processing and Handling System Plan.

**WARNING:** *This form will be returned to you if it is not completed in its entirety. This will significantly delay the certification process, in regards to your file.*

SECTION 1: GENERAL INFORMATION		NOP §205.201, .401	
1. Describe processes that you are completing on farm.			
2. Do you process/handle your product(s) seasonally or year round? . *If seasonal, please explain below:		Seasonally	Year-Round
3. Please list other certification, permits, or inspections such as GMP's, FDA, Fair Trade, Rain Forest Appliance, etc.			

Certificate #:



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3. Have you ever received a negative scoring report from any other regulatory agency including, but not limited to FDA, OSHA, or state health department?  
Yes No  
*Please attach most recent reports.*

4. Describe all products produced.

## SECTION 2: Assurance of Organic Integrity & Product Flow NOP §205.201, .272, .401

*NOP standards require that procedures, processes, storage and equipment present no contamination risk to organic products from co-mingling with other non-organic products, sanitation products or pest management products. Procedures used to maintain organic integrity must be documented.*

PRODUCT FLOW: Attach a schematic product flow chart which shows where and how the product is received, stored, processed, packaged, and warehoused. Please identify all pieces of equipment, storage areas, and where ingredients are added or processing aids used. Identify all storage areas associated with organic products, including incoming inventory, partially packed products, packaging material, and finished product. Identify nonorganic products storage as well.

## SECTION 3: Organic Control Points (OCPs)

**An application without a written organic control point plan will be considered incomplete.**

**ORGANIC CONTROL POINTS (OCPs):** similar to Hazard Analysis Critical Control Points (HACCP), are points in the productions system where the integrity of the organic product may be compromised. Examples are co-mingling with non-organic products, contamination by sanitizers or pesticides, and improper cleaning of equipment prior to running organic products.

1. Describe OCPs below:



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SECTION 4: Record Keeping	NOP §205.103, .270, .272
<p>NOP standards require that audit control records track finished organic products back to all ingredients,.            Ingredients must be verified as certified organic. Amounts of organic finished products must balance with certified organic ingredients that are produced and purchased. All relevant documents must identify products as "organic".</p> <p>NOP Rule requires that records disclose all activities and transactions of the operation, be maintained for 5 years, and demonstrate compliance with the NOP Rule. All records must be accessible to the inspector.</p>	
<p>1. Please describe record keeping system below that ensures the organic integrity of the finished product.</p>          	
SECTION 6: Packaging and Labeling	NOP §205.270,.272,.303,.311
<p><i>NOP standards require that packaging materials are free of prohibited substances and must not contaminate the organic product. Organic product labels must meet certification agency and government labeling requirements.</i></p>	
A. PACKAGING	N/A
1. Are all packaging materials:	New      Used
2. Check types of packaging material used:	Bulk      Paper      Cardboard      Wood      Glass      Metal      Foil      Plastic      Waxed paper Aseptic      Natural fiber      Synthetic fiber      Other
3. Are all packaging materials food grade?	Yes      No      N/A
4. Are all packaging materials free of prohibited materials?	Yes      No      N/A
5. Are packaging materials recyclable?	Yes      No      N/A
6. Are packaging materials returnable?	Yes      No      N/A
7. Where are packaging materials stored?	
8. Are any fungicides, fumigants, or pest control products used in the storage area(s)? <i>*If yes, please list any of these pest control products on the Master Inputs List.</i>	Yes      No      N/A
9. Have any packaging materials been exposed to synthetic fungicides, preservatives, or fumigants? <i>* If yes, please describe the expose and list the products used on the Master Inputs List</i>	Yes      No      N/A
10. Are packaging materials reused? <i>*If yes, please describe how reusable packaging materials are cleaned prior to use.</i>	Yes      No      N/A
11. Are reusable packaging materials used for both organic and nonorganic products? <i>* If yes, list the specific nonorganic products that are packaged</i>	Yes      No      N/A



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B. LABELING			N/A
1. Have all product labels been submitted and approved for use by KDA?	Yes	No	
2. If product is labeled organic does it identify each organic ingredient in the ingredient statement?	Yes	No	N/A
3. Does the label contain the USDA Seal in correct form and design?	Yes	No	
4. Does the label identify the name of the ACA that certified the handler of the finished product preceded by the statement, "Certified organic by _____," located below the information identifying the handler or distributor of the product?	Yes	No	N/A
5. Please attach all retail labels to this Organic System Plan.			

## SECTION 13: Affirmation

**IMPORTANT – Include this completed Processing/ Handling Organic System Plan (OSP) with your Organic Certification Application, Crop/Farm Organic System Plan (if applicable), and attach the necessary documents from the list below.**

**I have attached the following documents:**

- Organic Certification Application      Flow chart      Facility map      Organic Control Points document
- Organic Product Profiles      Organic Product Labels      Pest management map of traps and monitors
- Water test, if applicable      Appropriate MSDS, if applicable
- Applicable Fees (according to the Fee Schedule attached to the Application)

I affirm that all statements made in this application are true and correct. I agree to follow organic standards. I understand that the operation may be subject to unannounced inspection and/or sampling for residues at any time as deemed appropriate to ensure compliance with the NOP Rule.

I understand that acceptance of this questionnaire in no way implies granting of certification by the certifying agent. I agree to follow the organic standards as required in 7 CFR 205 and KAR 40:010. I understand that I may withdraw this application in writing at any time. I understand that I may be held liable for the costs of any services provided by the certifying agent up to the time of withdrawal. I understand that my application fee is nonrefundable. I understand that voluntary withdrawal prior to the issuance of a notice of noncompliance or certification denial that I will not be issued a notice of noncompliance or certification denial

**This OSP was prepared by:**

**Date:**

**Deadline for Renewals, October 1**  
**Submit completed form, Application, Fees, and supporting documents to:**  
**Kentucky Department of Agriculture**  
**Certified Organic Program**  
**111 Corporate Drive**  
**Frankfort, KY 40601**



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Operation Name:   
 Date:

For Office Use Only

Approved By:   
 Date:

## Product List

List all products you are requesting for certification on this form. For new and changed products, attach color copies of labels & preprinted packaging (ex: coffee bag) in the same order as they are listed here. All labels must be approved before use.

Product Name & Brand Name(s) <i>(as requested to appear on certificate)</i>	Single or Multiple Ingredient	Lot Number Used?	Product Is Packaged for:			Finished Product will be labeled as (check one)
			Wholesale	Retail	Export	100% Organic Organic (95-99.99%)