

BC Certified Organic Program

Kootenay Organic Growers Society

Organic Processing/handling Plan and Inspection Report

→ Confidential when completed ←

This form is to be used for **initial applications** for organic certification of food processing. This form should be completed on computer, or with an ink pen. It is your responsibility to keep a copy of this completed form. Refer to the Processing Application Guide for instruction. Please check all boxes that apply. If you run out of room, use the space at the bottom of the form.

Section A General Information

1. Company name:		2. Date yyyy/mm/dd:	
3. Contact person:		4. Owner/CEO:	
5. Mailing address:		6. Location address or addresses:	
7. Primary phone #:		8. Secondary phone #:	
9. Fax:		10. Email address:	
11. Provide directions so the Verification Officer may find this facility:		Office use File #: Date received: Date reviewed: Reviewed by:	
12. Year company began:	13. # of employees:	14. Name of person overseeing organic production:	Name of VO: Date of inspection: Time arrived: Time departed:
15. Have you ever been denied organic certification? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, state certifier & date & describe the circumstances:			VO only:
16. List current organic certification by other agencies:			
Are you planning to keep concurrent certification? Yes <input type="checkbox"/> No <input type="checkbox"/>			

<p>17. Do you have a copy of the current National Certified Organic Management Standards? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Do you understand the National Certified Organic Management Standards? Yes <input type="checkbox"/> No <input type="checkbox"/></p>		
<p>18. What are you requesting for certification? Processed product <input type="checkbox"/> Processing facility <input type="checkbox"/> Brokerage house <input type="checkbox"/> Packing plant <input type="checkbox"/> Re-packing facility <input type="checkbox"/> Distribution centre <input type="checkbox"/> Retail outlet <input type="checkbox"/> Other:</p>		
<p>19. Briefly summarise the organic activity of your business:</p>		
<p>20. List products or processes for which certification is requested:</p>		
<p>21. Which, if any, government agencies inspect this facility?</p>	<p>22. List government permits/inspections:</p>	
<p>23. Do you think that any of your products will be sold in or form part of a production chain that will ultimately be sold in? US <input type="checkbox"/> Quebec <input type="checkbox"/> UK <input type="checkbox"/> Other:</p>		
<p>24. Will this company own the organic certificate? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, indicate what entity will own the certificate:</p>		

<p>25. Do you plan to custom process organic products for another company? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, list companies:</p>	
<p>26. Do you locate or purchase the ingredients used in your organic products? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If no, who obtains the ingredients?</p>	
<p>27. Do you contract with any business for any part of your organic production? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, list contractors (If certified organic, provide certification body):</p>	
<p>Do you want to include contractor under your certification? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>28. Does your business deal only with organic products? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>PERSONNEL</p>	
<p>29. Name of person in charge of: organic operations: production: plant: shipping/receiving: record keeping (sales, certificates): bookkeeping (accounts): QA/QC: Sanitation: pest management:</p>	
<p>30. Is an accurate Facility Plan diagram attached? Yes <input type="checkbox"/> No <input type="checkbox"/> See guidance note N/A-we never take possession of product <input type="checkbox"/></p>	
<p>31. Is an accurate Flow Chart is attached? Yes <input type="checkbox"/> No <input type="checkbox"/> Include all steps in product movement or ownership. See guidance note. Are Organic Control Points identified on your flow chart? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	

Section B Organic Product Information

32. Processors - Have you attached an <i>Organic Product Profile Sheet</i> for each processed product to be certified? Yes <input type="checkbox"/> No <input type="checkbox"/> We do not process any products <input type="checkbox"/> .	
33. Distributors, retailers, warehouses, & brokers must submit a list of all organic products they handle. This can be the company catalogue or similar document. Organic product list submitted: Yes <input type="checkbox"/> No <input type="checkbox"/> Not a handling facility <input type="checkbox"/> If no, explain:	
34. Packers and Re-packers must submit a Packer Product List Packer Product List submitted: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Certification Verification	
35. Do you have organic certificates that cover all of the organic products or ingredients that you pack, market, or use? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
36. How often are the certificates or tracking system updated? Monthly <input type="checkbox"/> Yearly <input type="checkbox"/> N/A <input type="checkbox"/> Other:	
37. Are all of the certificates from an accredited certification agency? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Other:	
38. Do you obtain valid certificates from an accredited certification agency before labelling or identifying any product as organic? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

Section C Transportation – Shipping, Receiving, Storage

INCOMING TRANSPORTATION (Check all that apply)	
39. Are you responsible for or arrange incoming transportation of organic product(s)? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, skip this section.	
40. In what form are incoming goods received? Dry bulk <input type="checkbox"/> Liquid bulk <input type="checkbox"/> Wooden bins <input type="checkbox"/> Plastic bins <input type="checkbox"/> Tote bags <input type="checkbox"/> Tote boxes <input type="checkbox"/> Drum <input type="checkbox"/> Paper bags <input type="checkbox"/> Foil/plastic bags <input type="checkbox"/> Shrink wrapped on pallets <input type="checkbox"/> Foil/plastic <input type="checkbox"/> N/A <input type="checkbox"/> Other:	
41. Are containers dedicated to organic? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Other:	
42. How are incoming goods transported? Common carrier <input type="checkbox"/> Farm truck <input type="checkbox"/> Your truck <input type="checkbox"/> Bulk tanker <input type="checkbox"/> Rail car <input type="checkbox"/> N/A <input type="checkbox"/> Other:	
43. How are incoming products or ingredients labelled on receipt? Labelled as organic when received <input type="checkbox"/> Identity code assigned <input type="checkbox"/> Lot # assigned <input type="checkbox"/> N/A <input type="checkbox"/> Other: If lot number or code is assigned, describe the numbering system:	

<p>44. Are you using tamper-proof tracking systems? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Other:</p>	
<p>45. What records are kept of incoming products or ingredients? BOL <input type="checkbox"/> Weight ticket <input type="checkbox"/></p> <p>Receiving tags <input type="checkbox"/> Invoice <input type="checkbox"/> Audit control summary <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Other:</p>	
<p>46. Does BOL or other transportation document clearly indicate that the product is organic?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	
<p>47. How do you ensure that inbound transport units are clean before loading organic products? Trucks inspected before loading <input type="checkbox"/> Clean truck declarations <input type="checkbox"/></p> <p>Clean containers before harvest <input type="checkbox"/> Truck inspection is documented <input type="checkbox"/></p> <p>Notify transport companies of organic handling requirements <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Other:</p> <p>Are trucks ever rejected? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	
<p>48. Are organic goods shipped at the same time as non-organic in the same transport units?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Other:</p>	
<p>49. What steps are taken to segregate organic goods during incoming transportation?</p> <p>Dedicated organic goods only <input type="checkbox"/> Use of dedicated pallets <input type="checkbox"/> Pallet tags <input type="checkbox"/></p> <p>Organic product shrink-wrapped <input type="checkbox"/> Separate area in transport unit <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Other:</p>	
<p>50. List any facilities that you are planning to use for storage or consolidation services during incoming transportation:</p> <p>Are they certified organic? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, complete an Independent Storage Information sheet or other agreement.</p>	

IN PROCESS TRANSPORTATION Not applicable

51. How are in-process ingredients/products transported? Truck/vehicle Lift truck
 Pallet jack Hand truck Wheel barrow/cart Conveyor By hand By water
 Other:

52. How do you insure that in-process transport units are clean before loading organic ingredients/products?

Is this process documented? Yes No

53. How do you identify in-process product or ingredients as organic?

OUTGOING PRODUCT TRANSPORTATION

54. Do you arrange, or are you responsible for outgoing product transportation?
 Yes No If no, skip this section.

55. In what containers are finished products shipped? Dry bulk Liquid bulk
 Bins, plastic Tote bags Tote boxes Paper bags Foil bags Metal drums
 Mesh bags Cardboard drums Cardboard cases Plastic crates
 Other:

56. Are organic products shipped at the same time as non-organic in the same transport units? Yes No Unknown

57. How are outgoing products transported? Common carrier Farm truck
 Your truck Bulk tanker Rail car
 Other:

58. How do you insure that outgoing transport units are clean before loading organic products? Trucks inspected before loading Clean truck declarations
 Clean containers before harvest Truck inspection & cleaning is documented

Notify transport companies of organic handling requirements <input type="checkbox"/> Other:	
59. List any facilities which you are planning to use for storage or consolidation services, during transport: Are these facilities certified organic? Yes <input type="checkbox"/> No <input type="checkbox"/>	
60. Are pallets broken down and re-assembled during transport? Yes <input type="checkbox"/> No <input type="checkbox"/>	
61. Check steps taken to segregate organic products: Dedicated organic only <input type="checkbox"/> Use of pallets <input type="checkbox"/> Pallet tags <input type="checkbox"/> Organic product shrink-wrapped <input type="checkbox"/> Separate area in transport unit <input type="checkbox"/> Other:	
62. What records are kept of outgoing finished goods? BOL <input type="checkbox"/> Weight ticket <input type="checkbox"/> Receiving tags <input type="checkbox"/> Invoice <input type="checkbox"/> Other:	
STORAGE AND POST-HARVEST TREATMENTS	
63. Do you store or arrange for storage or do post harvest treatments of organic product? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, skip this section.	
64. How are organic ingredients/products/finished goods separated from non-organic ingredients/products/finished goods or other contaminants in storage? Storage area is dedicated to organic-only <input type="checkbox"/> Other:	
65. How are organic ingredients/products identified in storage?	
66. Are any organic products stored in Controlled Atmosphere? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes note which organic products in CA: Are the organic controlled atmosphere rooms on a separate air supply from rooms that contain fruit treated with prohibited substances? Yes <input type="checkbox"/> No <input type="checkbox"/>	
67. Does your facility perform any other post-harvest treatment (other than washing) of organic produce? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, describe:	
68. What warehouse, shipping, and sales documents do you maintain? (check all that apply) Pallet/tote ticket <input type="checkbox"/> Picking ticket <input type="checkbox"/> Warehouse inventor <input type="checkbox"/> Purchase/sale order <input type="checkbox"/>	

Bill of lading <input type="checkbox"/> Sales invoice <input type="checkbox"/> Other:	
Do all documents clearly identify the product as organic? Yes <input type="checkbox"/> No <input type="checkbox"/>	
69. How are finished goods labelled to indicate their organic status:	
70. Are you or will you be using 3 rd party storage facilities or warehouses of any sort for organic incoming organic products or ingredients, intermediate goods, or finished goods? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, and the facility is not certified organic, have a responsible party at the facility complete the Independent Storage Information Sheet (available from your CB) and include it with this Processing Plan. Independent Storage Sheet included: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

Section D Pest Management

71. What type of pest management system do you use? In-house <input type="checkbox"/> Contract pest control service <input type="checkbox"/> (name, telephone #):	
72. Check all problem pests you generally have: Flying insects <input type="checkbox"/> Crawling insects <input type="checkbox"/> Spiders <input type="checkbox"/> Birds <input type="checkbox"/> Rats <input type="checkbox"/> Mice <input type="checkbox"/> Other:	
73. What pest management practices will you use? Good sanitation <input type="checkbox"/> mowing <input type="checkbox"/> Removal of exterior habitat/food sources <input type="checkbox"/> Cleanup of spilled product <input type="checkbox"/> Sealed doors and/or windows <input type="checkbox"/> Repair of holes, cracks <input type="checkbox"/> Air curtains <input type="checkbox"/> Screened windows, vents <input type="checkbox"/> Sheet metal on sides of building exterior <input type="checkbox"/> Air showers <input type="checkbox"/> Positive air pressure in facility <input type="checkbox"/> Ultrasound/light devices <input type="checkbox"/> Release of beneficials <input type="checkbox"/> Inspect ingredients for pests <input type="checkbox"/> Mechanical traps <input type="checkbox"/> Sticky traps <input type="checkbox"/> electrocutions <input type="checkbox"/> Scare-eye balloons <input type="checkbox"/> Freezing treatments <input type="checkbox"/> Heat treatments <input type="checkbox"/> Vacuum treatments <input type="checkbox"/> Carbon dioxide <input type="checkbox"/> Nitrogen <input type="checkbox"/> Inspection zones around interior perimeter <input type="checkbox"/> Monitoring <input type="checkbox"/> Pheromone traps <input type="checkbox"/> Boric acid <input type="checkbox"/> Diatomaceous earth <input type="checkbox"/> Precipitated silica <input type="checkbox"/> Fumigation* <input type="checkbox"/> Fogging* <input type="checkbox"/> Vitamin baits* <input type="checkbox"/> Pyrethrum* <input type="checkbox"/> Rotenone* <input type="checkbox"/> Other:	

*Use of these materials may require prior permission from certification body and may require removal of all organic products for a period required by the CB.

74. Is your structural pest management system effective? Yes No
 Needs improvement

75. If in the last 12 months, you have used materials prohibited under organic certification for pest control, list them and explain how you plan to deal with the pest under organic certification:

Target pest	Product used in last 12 months	Date of last application	How you will deal with pest under organic certification?

Section E Sanitation

76. Please list all cleaning and sanitation materials you plan to use; organic, non-organic including hand-dips. Product labels, product information sheets and MSDS sheets must be available to the inspector or upon request from the certifying agency

Brand name	Common name	Where used	Frequency of use

77. How is sanitation managed? In house Outside contractor
 If you use an outside contract, provide name and telephone number:

78. Is a cleaning log kept? Yes No

79. How do you assure that residues of cleaning chemicals and/or non-organic food matter do not remain on food-contact surfaces?
 All food contact surfaces are rinsed with potable water Purge with organic product
 Test contact surfaces or rinseate for cleanser/sanitiser residues
 Other:

80. Are all surfaces that are in contact with organic products made of food grade material?
 Yes No Unknown

81. If you have written sanitation procedures for organic products please include them with this Processing Plan.

Written Sanitation Procedures included: Yes No

Section F Record Keeping

82. Provide an example of your lot or product code or lot number system(s) with an explanation of its components: Not applicable

83. Is record keeping system able to track the finished product back to all ingredients?

Yes No

84. Is your record keeping system able to balance organic product inputs to organic products sold? Yes No

85. Do all invoices you issue identify organic product with its correct organic status?

Yes No

86. Will you be able to provide an annual summary, by commodity group, of total quantities of products bought, together with a listing of products manufactured and additives used?

Yes No Not sure

87. Provide an **Audit Flow Chart** linking documents in record system to next in the chain. If you use a coding system, please indicate documents on which coding occur. Attach document if you need to for clarity:

Separate document included

Section G Packaging and Labelling

88. Is this company responsible for packaging any organic product? (whether as an ingredient or retail product) Yes No If no, skip this section

89. Is packaging is done at a different facility? Yes No If yes, specify name, address and certifier, unless it is already listed in General Information section of application:

90. Products are packed as: Ingredients (bulk or otherwise) Consumer/retail
Other:

91. What types of packaging material are used? Bulk bins Paper Cardboard
Wood Glass Metal Foil Plastic Waxed paper Aseptic Cellophane
Starch-based packaging Natural fibre Synthetic fibre
Other:

92. Is all packaging used made of food grade material? Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure <input type="checkbox"/>	
93. Is all packaging used free of prohibited materials? Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure <input type="checkbox"/>	
94. Are packaging materials recyclable? Yes <input type="checkbox"/> No <input type="checkbox"/> Some are <input type="checkbox"/> Not sure <input type="checkbox"/>	
95. Are packaging materials returnable? Yes <input type="checkbox"/> No <input type="checkbox"/> Some are <input type="checkbox"/> Not sure <input type="checkbox"/>	
96. In unnecessary packaging avoided? Yes <input type="checkbox"/> No <input type="checkbox"/> As much as possible <input type="checkbox"/>	
97. Will "certified organic" be clearly identified on all packaging and labelling? Yes <input type="checkbox"/> No <input type="checkbox"/>	
98. Is packaging and labelling equipment cleared of organic identification before non-organic runs? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
99. Describe how you handle partial pallets/boxes, drums, etc. of organic products:	
LABELLING	
100. Include copies of labels affixed to all organic products your company produces (including those used on bulk or products that will be used as ingredients by other manufacturers). Label can be a rough sketch. Label copies included: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
101. Do you wish to use the term 'British Columbia Certified Organic', or the associated program symbol on product or promotional materials? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes see guide for information	

Section H Waste Management

102. Will any waste or by products from certified organic ingredients be sold as certified organic? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, include a Product Profile Sheet for each product	
103. What are the major components of your waste management system? Do not generate any waste <input type="checkbox"/> On-site dumpster <input type="checkbox"/> Material recycling <input type="checkbox"/> Composting <input type="checkbox"/> Water recycling <input type="checkbox"/> Water filtering <input type="checkbox"/> Smokestack filters <input type="checkbox"/> Daily pickup of waste <input type="checkbox"/> Sediment ponds <input type="checkbox"/> Agronomic application of waste <input type="checkbox"/> Other:	
104. Do you comply with regulatory requirements for waste disposal? Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure <input type="checkbox"/>	

Section I Water and Steam

105. Is water (or steam) used in the processing, packing, or repacking of organic products? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, skip this section	
106. Water source: Municipal <input type="checkbox"/> On-site well <input type="checkbox"/> River <input type="checkbox"/> Lake <input type="checkbox"/> Spring <input type="checkbox"/> Other:	
107. Is your water potable? Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/>	
108. Has your water been tested? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> If yes, please include a copy of latest water test with this Processing Plan	

<p>109. Do you treat your water on-site? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, in what way?</p>	
<p>110. Is culinary steam used in the processing of organic products? Yes <input type="checkbox"/> No <input type="checkbox"/> Does culinary steam have direct contact with organic products? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> If yes, how do you protect organic products from contamination? Steam filters <input type="checkbox"/> Condensate traps <input type="checkbox"/> Testing of condensate <input type="checkbox"/> Testing of finished products <input type="checkbox"/> Other:</p>	
<p>111. List products used as boiler additives: N/A <input type="checkbox"/></p> <p>Ensure that MSDS, label information, or product information sheet is available for inspection by VO.</p>	
<p>112. Do you use water conservation strategies, such as re-circulating water? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, describe:</p>	

Section J Equipment

<p>113. List all equipment used that contacts organic product: Not applicable <input type="checkbox"/></p>				
Equipment	Capacity	Is it cleaned before organic production runs? yes (y) no (n)	Is cleaning documented yes (y) no (n)	Is this equipment purged before organic production? yes (y) * no (n)

<p>*If equipment is purged, list and describe purge procedures, quantities purged, and documentation:</p>				

Section K Quality Assurance

<p>114. Do you have a Quality Assurance program in place? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, what program do you use? HAACP <input type="checkbox"/> American Institute of Baking <input type="checkbox"/> Total Quality Management <input type="checkbox"/> Organic critical control point plan <input type="checkbox"/> Other:</p>	
<p>115. Product testing: No testing <input type="checkbox"/> Ingredients before purchase <input type="checkbox"/> Ingredients upon receipt <input type="checkbox"/> During production <input type="checkbox"/> Finished product <input type="checkbox"/> Other: What categories do you test for?</p>	
<p>116. Are ingredient samples retained? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> If yes, for how long?</p>	
<p>117. Do you retain finished product samples? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> If yes, explain which samples, and for how long you keep them?</p>	
<p>118. Do you have a product recall system in place? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

119. List of attachments:

- Product Profile sheets - #'s:
- Packer Product list
- Product Labels
- Facility Plan diagram(s)
- Processing Flow Chart
- Distributors, retailers, warehouses, & brokers Product List
- Independent Storage Information Sheet
- Sanitation Procedures
- Other documents:

Section L Notes and Affirmations

You will be required to submit an application that updates this plan each year. Keep a copy of this Organic Processing/handling Plan as a reference for future updates. This application is part of your records and must be kept with records.

120. Use this area to add information that may provide assistance to the Certification Committee who will review your Organic Processing/handling Plan.

121. **AFFIRMATION** - I affirm that all statements made in this application are true and correct. I understand that my operation may be subject to unannounced inspection and/or sampling for residues at any time. I agree to follow COABC organic standards.

I agree to allow the VO and/or members of the Certification Committee and COABC Accreditation Board auditor access to all areas of my enterprise and to my records, including: inputs, production, processing, handling sales, and products purchased for resale, from both organic and non-organic processing.

I understand that acceptance of this document in no way implies granting of certification by the Kootenay Organic Growers Society. I agree to provide further information as required by the Kootenay Organic Growers Society. I have read, understood, and agree to comply with the Kootenay Organic Growers Society constitution, bylaws and Production Standards. I understand that any wilful misrepresentation could lead to de-certification and your certificate would have to be surrendered to the KOGS office.

I understand that this completed document is confidential information according to the policies of the BC Certified Organic Program. Membership and certification status is public information.

Signed

Print name:

Date

Position:

122. VO notes and summary

123. VERIFICATION OFFICER AFFIRMATION

All information in this report is accurate to the best of my knowledge and is based on my observations, review of documents and operator interview. All compliance assessments are made in reference to the National Organic Management Standards and policies of Kootenay Organic Growers Society.

Information contained in this report is confidential between the Verification Officer, the inspected party, and the certification body. This report does not constitute certification or consultation, nor should it be used for promotional purposes.

Signed

Print Name

Date:

List of attachments:

Kootenay Organic Growers Society

Organic Product Profile Sheet

Copy this form and submit one completed form for each product you wish to have certified. If product is under development, fill in approximate plan. Product cannot be certified or listed on certificate until a final Product Profile has been submitted and accepted for that product. Keep copies of completed forms.

Business name:	Date:
Name of finished product (as it should be listed on certificate):	
Product is still under development, so the information on form is not exact, we will submit an updated form <input type="checkbox"/>	
Do you also process a non-organic version of this product? Yes <input type="checkbox"/> No <input type="checkbox"/>	
This product packaged and sold as: bulk (ingredient for further processing) <input type="checkbox"/> retail/consumer <input type="checkbox"/>	

Composition of product: Include all ingredients contained in product, (**include water and salt**). Please list in the same order, as ingredient will appear on label.

Ingredient (including additives)	Organic? Y or N	Source/Supplier	Certification Body	Documentation that non-organic ingredient or additive is not available in organic form? Y or N	Weight or volume of ingredient	% finished product

Calculation of total percentage of organic ingredients in product

Use either weight of volume, whichever is usual for the product. (Usually solids are by weight, liquids by volume and products that combine liquids and solids are calculated by weight). State measurement (e.g.: lbs., grams, litres, etc)

1. Total weight (or volume) of combined organic ingredients:
2. Total weight (or volume) of all ingredients (excluding water & salt) (exclude mined or quarried material if product is livestock feed):
Divide line 1 by line 2 = _____ times 100 = _____ %
What is the organic ingredient composition of this product? 95% or more of total product <input type="checkbox"/> 70-95% of total product <input type="checkbox"/> Less than 70% organic ingredients in total product <input type="checkbox"/>

Additives

List additives in product and purpose for use:

Name of additive	Purpose for use

Non-organic Ingredients/additives

Are any of the non-organic ingredients or additives prohibited,? Yes No
 If, yes which ones?

Explain why you need to use non-organic ingredients and send in as much information about it as possible:

Do you have documentation that the ingredient/additive complies with National organic standards? Yes No
 If yes, please submit the documentation.

Do you use both organic and non-organic forms of any ingredient in this product? Yes No
 If yes, which ingredient?

Processing Aids

List processing aids used in production of this product. Processing aids are not on list of ingredients on label; they are enzymes, filtering aids; or any other additive that are not in final product.

Processing aid used	Purpose	Source / supplier	Check if non-GMO verification attached	Is the processing aid Prohibited? If yes, under what name?
			<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Labelling

Do you want to use the phrase "British Columbia Certified Organic" on your label? Yes No

Is this product going to be exported to US, Quebec, EU, or is it likely to form part of a product that will be exported to those areas? Yes No

Attach label, or sketch of label. Product cannot be certified until label is approved by certification agency.

Kootenay Organic Growers Society

Packer and Re-packer Product List

Packers and Re-packers must provide a product list and labels used on those products in order to receive organic certification. List all products your business cleans, packs, stores, or sells. If you have more than one supplier for a product, list all the suppliers. For produce, list each variety separately. Labels include tags on bulk items leaving facility as well as labels on bags and boxes. Label use can be a rough sketch of planned labels. This form must be completed on computer, or with a black ink pen. Submit as many copies of this form as required. Keep copies of completed forms for your records.

Name of enterprise:			Date:
Organic Product	Supplier of Product	Certification Body	Label use on outgoing product attached?
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
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