Applicant/Company Name: | **Date:**

Organic System Plan – Production Information

Please complete the form if you are processing, brokering, distributing, importing, warehousing or are a brand owner of organic products.

1. Product and labels				
Please list all organic categories to be included in the OSP:	☐ 100% Organic	☐ >95% Organic	☐ Made with Organic (>70% Organic)	☐ <70% Organic
Will you identify products as certified organic:	☐ **Yes**	☐ **No**		
Labeling Requirements				
Are you responsible for the labeling of organic product or are labels listing NFC as the certifier?	☐ Yes	☐ No. Skip to section "2. Storage"		
Do all organic labels meet the requirements as defined in the USDA NOP regulations and NFC guidance?	☐ Yes	☐ No		
If you label retail products **"100% Organic", "organic," or "made with"** does the label identify each organic ingredient in the ingredient statement with the word "organic" or with an asterisk or other reference mark which is defined below the ingredient statement to indicate the ingredient is organically produced [§205.303(b)(1)]?	☐ Yes	☐ No	☐ N/A	
If you label retail products **"100 percent organic" or "organic" or "made with organic"** does the label include on the information panel, below the information identifying the handler or distributor the statement "Certified organic by NFC" [§205.303(b)(2)]?	☐ Yes	☐ No	☐ N/A	
If you label product for nonretail, does it include traceability information and identify the product as organic?	☐ Yes	☐ No	☐ N/A	
If you label products **"100 percent organic" or "organic,"** and displays the USDA seal, does it replicate the form and design of the example in figure 1 (below) and must be printed legibly and conspicuously [§205.311(b)]?	☐ Yes	☐ No		
If your package/labels products that are co-packed and/or under a private label, is there another certifier listed, other than NFC?	☐ No	☐ Yes. Please submit copy of certificate from the other certifier	☐ N/A	
Are any byproducts (waste products) marketed or sold as organic?	☐ No	☐ Yes. Please list product on the master product list to be included on organic certificate		
Are you responsible for the certified organic formulas?	☐ Yes	☐ No. Please explain:		
Are you contracting a third party certified copacker handle the complete or partial process of the products certified organic for your operation: ☐ No. Skip to part B ☐ Yes. If yes, please attach organic certificates for all copackers.				
If you are contracting a third copacker, are they responsible for the sourcing and purchasing of raw materials? ☐ Yes. Skip to part B ☐ No. Applicant/operation is responsible.				
If applicant/operation is responsible for the sourcing of raw materials does the applicant/operation provide supplier information to the contracted third party and are the raw materials sealed and untampered from supplier to the copacker?	☐ Yes	☐ No. Please describe:		
- **Please submit the completed NFC "48 master organic product list" form.** - **Please submit copy of all organic labels including retail, wholesale, master packaging or any material referencing organic.**				

2. Storage

Is an offsite storage (also 3PL) used for packaged organic certified product?	☐ Yes	☐ No. Skip to next section "3. exports"
Are all offsite storage facilities certified organic?	☐ Yes. Please submit organic certificate.	☐ No
If you answered no to the previous question: Are products stored at offsite storage in sealed tamper evident packaging?	☐ Yes. Please submit completed NFC uncertified handler affidavit (document 87)	☐ No. Offsite warehouse requires certification.

Please list names all off site storage and 3PL:

1.
2.
3.
4.
5.
6.
7.

3. Exports

NFC will review your operation for compliance with the requirements of equivalence arrangements between the USDA National Organic Program (NOP) and various foreign governmental bodies. Certified operations can be reviewed to equivalencies with Canada, the EU, Japan, Korea, Switzerland, Taiwan and United Kingdom.

Do you plan to export organic product out of the US under and equivalency agreement?	☐ Yes	☐ No. Skip to section 4

Please check off countries to be exported to: ☐ Canada ☐ EU ☐ UK ☐ Switzerland ☐ Japan ☐ Taiwan ☐ Korea ☐ Other:

Please include on the master product list (document 48) which product will be exported to which countries

All labels used for exported products must meet the labeling requirements of the importing country. The US, the EU, United Kingdom, Canada, Japan, Korea, Taiwan and Switzerland have different labeling requirements. Please review requirements on the NFC international labeling checklist and submit all labels for approval.

Do all labels meet the requirements of the country of destination?	☐ Yes	☐ No

Do you have systems in place to separate ingredients and finished products that meet different organic standards, to avoid commingling?

☐ Yes ☐ No

4. Suppliers and raw materials

Organic Suppliers and Fraud Prevention

Do you keep a copy of organic certificates on file for all suppliers? ☐ Yes ☐ No

Please describe how often you change suppliers, what is the process and who is responsible to update the OSP:

Please describe process and how often your operation reviews and verifies organic supplier status?

NOP regulations section 205.201(a)(3) require operations to submit a description of the monitoring practices and procedures to be performed and maintained, including the frequency with which they will be performed, to verify that the plan is effectively implemented. This must include a description of the monitoring practices and procedures to verify suppliers in the supply chain and organic status of agricultural products received, and to prevent organic fraud, as appropriate to the certified operation's activities, scope, and complexity:

Do you have a fraud prevention system plan? ☐ Yes ☐ No

Please submit a copy of your fraud prevention plan including a flow chart of your supply which identifies certified and uncertified suppliers. If you do not have a formal fraud prevention plan, please complete NFC documents 209 and 210.

Please check off actions you take to verify suppliers and prevent fraud in the market:

- ☐ Maintain current organic certificates ☐ Verify organic status of operation on the organic integrity database (OID)
- ☐ Verify and document organic status of incoming raw materials ☐ Conduct residue testing ☐ Supplier background verification
- ☐ Verify quantities received with transaction or import certificates ☐ Contract only certified warehouses ☐
- ☐ Conduct training for personnel to detect inconsistencies in incoming materials ☐ Visual inspection of incoming raw materials
- ☐ Verify documentation for shipment with organic certificates on file ☐ Other:

How do you monitor that your fraud prevention plan is effective and implemented?

Do you source raw materials from uncertified handlers/brokers? ☐ No ☐ Yes. Please submit NFC document 87 (uncertified handler affidavit)

Are materials received from uncertified handlers/brokers in retail packaging? ☐ Yes ☐ No

If you are using uncertified handlers/brokers, how do you verify during receiving that incoming raw materials are only from approved organic suppliers on the OSP?

Imports

Do you import organic materials from outside the US? ☐ No. Skip to next section ☐ Yes. Please check which countries:

☐ Canada ☐ EU ☐ UK ☐ Taiwan ☐ Japan ☐ South Korea ☐ Switzerland

Other. Please list:

Are you the importer on record? ☐ Yes ☐ No. ingredients are purchased through other importers. If other importers are not certified, you must document all records from the exported country

Imported ingredients are at higher risk of contamination and fraud. Effective March 19, 2024, all imported ingredients require an NOP Import Certificate for each shipment. Please refer to the NFC manual for more details. In addition, if raw materials are imported from the above listed countries, please refer to the NFC Manual for additional requirements

Inputs (Nonorganic Materials)

Are you responsible for formulas that contain nonorganic ingredients? ☐ No. Skip section. ☐ Yes. Please complete NFC nonorganic affidavit for each raw material.

Are nonorganic nonagricultural ingredients used? ☐ No ☐ Yes. Please refer to NOP §205.605 for approved nonagricultural ingredient in organic product.

Are nonorganic agricultural ingredients used? ☐ No ☐ Yes. Refer to NOP §205.606 for approved agricultural ingredient in organic product.

Have you verified and completed an NFC commercial availability form? ☐ Yes ☐ No ☐ N/A. Nonorganic agricultural ingredients or ingredients requiring commercial availability are not used for "organic" certified product.

During the handling or processing of organic products are sulfites, nitrates or nitrites used or added? ☐ No ☐ Yes. Please list which products: