OPERATION APPLICATION FORMS CHECKLIST

D 207 V 1 - Effec 1/24/23 LU 1/24/23

Operation Name			
Date			
NFC Forms - Check off if document has been completed and submitted			
Yes	No	N/A	
			NFC Document 200 - Organic Application Form (required for all operations).
			NFC Document 203 - Facility Organic Best Practices (required for all operation with a physical facility including warehouses)
			NFC Document 204 - Production Information Application (required for all operations)
			NFC Document 205 - Recordkeeping form (required for all operations)
			NFC Document 206 - Master copacker list (required for all operations utilizing copakcers to process their products).
			NFC Document 25 - Nonorganic Ingredient Affidavit (required for operations sourcing nonorganic ingredients used in organic products)
			NFC Document 6 - Private label agreement (required for operations with organic product owned by other operations not certified by NFC).
			NFC Document 47 - Master Supplier List (required for all operations with organic product)
			NFC Document 48 - Master Product List (required for all operations with organic product to be certified).
			NFC Document 51 - Master Sanitation List (required for all operation with a facility using sanitation inputs)
			NFC Document 95 - Master pest control list (required for all operation with a facility using pest control products)
			NFC Document 87 - Uncertified handler affidavit (required for operation sourcing organic raw materials through uncertified brokers/distributors or using uncertified warehouses)
			NFC Document 29 - Organic Profile form (required for multi ingredient products or single ingreident products that contains a processing aid).
Additional Forms Provided by Operation			
			Organic certificates for all organic certified suppliers (for all operations certifying product)
			Organic certificates for all copackers (for operation using a copacker)
			Facility Map (map should include the facility layout with organic control points)
			Product process flow chart (required for all operations)

			Pest control map (required for all operations)
			SDS for all sanitation materials used in the facility
			SDS for all pest control products used in the facility
			Specs sheets for all nonorganic ingredients used (required for operations using nonorganic ingredients or processing aids in organic product)
			Product labels (required for all operation with organic products)
			SOP in plce for sanitation
			SOP in place or description of recordkeeping procedures.
			Pest control plan including affidavit from contractor verifying organic regulations
			Quality report for water used in facility
			Verification of legal name (e.g. W9)
			Ingredient statements from supplier for subingredients listed on labels