

CSI Preparation and Handling System Plan

Please fill out this form if you are requesting one or more of the following:

- Organic certification as a processor, trader, or packager/labeler
- An attestation of compliance as a custom processor (e.g., slaughter facility, seed cleaning, etc.) – no product ownership, no labelling applied
- A packaging and labelling certificate as a custom packager – no product ownership

You may supply separate documentation (quality manuals, pre-requisite programs, SOPs, etc.) that address specific sections. **PLEASE ANSWER EACH QUESTION. IF A SECTION DOES NOT APPLY TO YOUR OPERATION, PLEASE INDICATE “Not Applicable”.**
DO NOT LEAVE ANY PART OF THE SYSTEM PLAN BLANK.

SECTION 1: GENERAL INFORMATION				
A. Business Information				
Applicant (Legal Name)			Date:	
Owner/Manager:		Primary Contact Person:		
Address:				
City:		Province:		Postal Code:
Telephone:		Fax:		E-mail:
Mailing Address (if different than above):				
Legal Status:	<input type="checkbox"/> Sole proprietorship	<input type="checkbox"/> Corporation	<input type="checkbox"/> Legal partnership	<input type="checkbox"/> Other (specify)
B. Certification Scope Information and Description of Activities				
Seeking organic certification to the following rules:				
<input type="checkbox"/> COR <input type="checkbox"/> NOP Equivalency <input type="checkbox"/> EU Equivalency <input type="checkbox"/> JAS Equivalency <input type="checkbox"/> Other _____				
Do you have the current version of the standards?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you understand the requirements for the certification you are seeking?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you keep your records a minimum of five years?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you maintain an organic complaint file?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of Employees:			Government Permits/ Licenses:	

Year First Certified Organic:	List previous organic certification by other agencies:
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Provide a brief description of the types of activities (e.g., type of processing activity, custom services, etc.) at your facility and the type of products that will be handled at the facility. All organic and non-organic products and activities handled by your operation must be declared. **Section 4 must be completed** if your facility handles both organic and non-organic product.

C. Previous Organic Certification

This section is **“Not applicable”** if:

- Your operation has never previously been certified organic; or
- You are currently certified organic by CSI.

Not applicable

If you are currently certified by another certification body:

Year first certified organic:	Name of your current certification body:
<p>If your operation has been previously certified by another certification body, has this certification ever been suspended or cancelled? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If “Yes”, please specify:</p> <p>i) The date (MM/DD/YYYY) when the certification was suspended or cancelled:</p> <p>ii) The reason for the suspension or cancellation:</p> <p>iii) Please indicate your current status with your previous certification body: <input type="checkbox"/> Suspended <input type="checkbox"/> Withdrawn <input type="checkbox"/> Cancelled</p>	

Are you currently certified with another Certification Body and would like to have different products or activities certified by CSI? Yes No

Are you currently certified with another Certification Body and are changing your certification to CSI? Yes No

Note that if you are changing Certification Bodies (CB):

- **You must notify** your current CB that you are changing CBs. This must be done as soon as you submit this application.
- **You must maintain** your current certification with your current CB until CSI has issued you your new organic certification.
- **You must NOT** use any remaining supplies of labels identifying your previous CB as your certification body, once the change of your organic certification to CSI is complete.

Please initial or enter your name in the space provided to acknowledge you have read and understand this note:

Please attach a copy of your last inspection report and certificate or attestation (including the product list) to this application.

List all the non-conformance issued during last year's certification and the corrective actions you took in the table below:

Requirement	Corrective Action

SECTION 2: DESCRIPTION OF ORGANIC PREPARATION ACTIVITY

Please select all those activities below that apply to your preparation or handling of organic products.

- 1) Processing - Do you transform organic products into new organic products?** Yes No
 Examples of processing: clean grain, slice fruit, make multi-ingredient products, etc.
- a) Process for yourself?** Yes No
 You source organic ingredients and inputs which you then process into organic products for your own operation.
- b) Process for others under contract?** Yes No
 You source organic ingredients and inputs which you then process into organic products for other operations.
 If 'Yes', please provide a list of all operators for whom you are processing organic product.
- c) Subcontract other operators to process on your behalf.** Yes No
 You subcontract another certified operation to process your organic products on your behalf.
 If 'Yes', please provide a list of all operators who process organic products for you.
- d) Process as a custom operator?** Yes No
 You do custom processing for organic operations but don't take ownership of the product. CSI will assess you for your ability to maintain the organic integrity of the products you are handling and will issue you an "Attestation of Compliance". Examples of custom operators include:
- custom seed and grain cleaning,
 - custom abattoir services,
 - Transportation and storage.
- e) On-farm processing?** Yes No
 You are a farm operator producing organic crops that is also doing very basic organic processing such as washing, packaging, and labelling fresh produce. To be considered an "On-farm Processor" you need to meet the following criteria:
- No off-farm ingredients are used in the final product
 - Your annual sales of organic product are less than \$100,000

- 2) Packaging and/or Labelling** – Do you package organic products into retail containers and/or label organic product for retail? Yes No
- a) Package and/or label for yourself?**
 You source organic ingredients and inputs which you then package and label for your own operation. Yes No
- b) Package and/or label for others under contract?**
 You source organic ingredients and inputs which you then package and label for others under contract. Yes No
- c) Subcontract other operators to package and/or label on your behalf?**
 You source organic ingredients and inputs which are packaged and labelled for you by other operators under contract. Yes No
- d) Package and/or label for others under contract?**
 You do custom packaging and labelling but don't take ownership of the product (ingredients are supplied to you by the owner of the product). CSI will assess you for your ability to maintain organic integrity of the products you are packaging and will issue you a "Packaging and Labelling" certificate. Yes No

- 3) Handling/Distributing/Trading** – Do you handle (store, warehouse), distribute or trade organic products that are in bulk or pre-packaged containers? Yes No
- You do not process or package and label organic product - you are a handler, distributor, or trader of organic products.

Which of the following activities describe what you do? Select more than one if applicable.

- a. Handle/store/warehouse organic products? Yes No
- b. Distribute organic products? Yes No
- c. Trader organic products? Yes No

4) Please complete and submit the following forms with your application:

<i>Description of document or form to attach</i>	<i>Attached?</i>
1. <i>A list of the products you wish to include in your certification and/or attestation of compliance (ORG_PRO_07_List of Products or your own list)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. <i>An Organic Product Profile sheet for each multi-ingredient product requested for certification and/or a list of single ingredients processed by the facility (ORG_PRO_01_Organic Product Profile)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3. <i>A complete supplier list, with current organic certificates and equivalency attestations, for all ingredients and/or organic products to be processed at / packaged or labelled at / traded by your facility (ORG_05_Suppliers List or equivalent list)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. <i>A current schematic product flow chart which identifies where ingredients are added, and processing aids are used</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
5. <i>A facility map for each location where organic products are processed, packaged, labelled and/or stored</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
6. <i><u>ALL</u> organic labels, retail, and non-retail, that you intend to use on organic products. Include your labels and labels you are applying for other organic operators</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

SECTION 3: PRODUCTS REQUESTED FOR CERTIFICATION

A. Organic and Conventional Product Sales

1) Does any aspect of your business process non-organic versions of any of the products requested for certification? Yes No

If 'Yes', please provide the total sales from the previous year for non-organic and organic products, and the total sales of only organic products (if your operation was certified last year).

Total Sales:

Total Sales (organic products only):

If 'No', please indicate the total sales of organic products from the previous year. You may indicate the figures in the system plan, but these figures will be verified on site through valid documents by the inspector.

Total Sales of Organic Products:

2) If you have not been previously certified and are requesting certification or attestation for the first time, please indicate your total sales of non-organic products, and your projected sales of organic products.

Total Sales:

Projected Sales of Organic Products:

3) BY-PRODUCTS

Will any by-products from certified organic products be sold as certified organic? Yes No

If 'Yes', all organic products manufactured from by-products materials or the by-product itself must be included on the **List of Products form (ORG_PRO_07)**, and an **Organic Product Profile sheet (ORG_PRO_01)** must be completed if the product produced from the by-product(s) is multi-ingredient.

B. Food Additives, Processing Aids, and Non-organic Ingredients

This section applies to you if you are using food additives, processing aids, and/or non-organic ingredients. Check "**Not applicable**" if this section does not apply to you. If this section is not applicable, you do not need to answer any of the questions in Section B. Not applicable

1) *Food additives and processing aids shall only be used to maintain nutritional value; food quality or stability; and/or composition, consistency, and appearance, provided that their use does not mislead the consumer concerning the nature, substance and quality of the food.*

a) Do you use any non-agricultural substances in your product? Yes No

b) Do you use any food contact lubricants? Yes No

If 'Yes', do the lubricants meet the requirements of Sections 6.1, 6.2, 6.3, 6.4, and/or 6.5 of CAN/CGSB-32.311? Yes No

2) Do you use any non-organic agricultural ingredients in your product? Yes No
If yes, do they meet the requirements of CAN/CGSB-32.311 section 6.2 and CAN/CGSB-32.310 clauses 1.4 a), 1.4 c) and 1.4 d)?

3) Have you ensured that you are not using the same ingredient in both organic and non-organic forms in one product?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4) Have you verified that the non-organic agricultural ingredients were not commercially available in organic form? Please complete and attach CSI ORG_06_Commercial Availability Search or similar documentation to support your efforts to determine commercial availability of non-organic agricultural ingredients and processing aids.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5) Have you verified that the non-organic agricultural processing aids meet the requirements of CAN/CGSB-32.310 clauses 1.4 a), 1.4 b), 1.4 c) and 1.4 d)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6) To support the non-GE validation of your products, please complete and attach CSI Form ORG_02_non-GE declaration or an equivalent form for all your non-organic ingredients, food additives and processing aids.	

SECTION 4: LOCATION OF FACILITIES and GOOD MANAGEMENT PRACTICES

1) Is all your processing, packaging and/or labelling done at the primary business location? If 'No' , please attach any applicable Attestations of Compliance, Organic Certificates or Affidavits (e.g., warehouse storage) for locations that may impact the organic integrity of your product.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2) Do you adhere to the principles of good manufacturing practices during processing with respect to the preparation, production and/or handling of organic product?	
3) Additional measures are required to prevent accidental commingling of bulk at-risk organic seed or grain with non-organic grain which may contain trace GE contamination. Please explain how organic seed or grain is identified in storage, during transit and when being held in bulk bins for drying or roasting.	<input type="checkbox"/> N/A

SECTION 5: ASSURANCE OF ORGANIC INTEGRITY

- Handling procedures, processes, storage, and equipment must present no risk to organic products from commingling with conventional products or contamination from prohibited substances.
- Handling procedures must also prevent the commingling of organic product that is certified to different organic standards.
- Procedures used to maintain organic integrity must be in place and adhered to.
- Where the written procedures or work instructions address the items below those sections may be answered by simply referencing the written document; however, the **procedures must be submitted** to the CSI office with the system plan.

A. Organic Handling Requirements

1) PRODUCT FLOW and PROCESS CONTROL Organic Critical Control Points (OCCPs) are those points in a production or handling system where the integrity of the organic product may be compromised from commingling, contamination or not following the product recipe. An example of an OCCP is the point at which product is received, and the confirmation of the organic status of each product received.	<input type="checkbox"/> Not Applicable
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a) **Attach** a complete written description or schematic product flow chart that shows the movement of all organic products, from incoming/receiving through production to outgoing/shipping.

Attached

- Indicate where ingredients are added and/or processing aids are used.
- Indicate where the Organic Critical Control Points (OCCPs) are in the process.

b) **Describe below** how each point on the flow chart has been addressed to mitigate the risk to organic integrity or attach a copy of your written OCCP program or your food-safety program which includes organic considerations.

Where organic and conventional product is processed or handled in the same plant **complete subsection 2 below**.

The description must also address the following points:

- the verification of the organic status of all incoming ingredients and products
- the means to identify the ingredients and products at all stages of the production process
- to prevent commingling of organic product with non-organic product
- the process that verifies that the correct product profile for multi-ingredient products is being followed

2) SPLIT AND PARALLEL PROCESSING

Not Applicable

Do you prepare both organic and non-organic products in your facility? If yes, then please answer the questions below, otherwise indicate 'Not Applicable'.

a) Prevention of commingling with conventional product is accomplished by:

Time (e.g., process organic products at different times, etc.)

Explain:

Space (process organic products at a different facility, on different production lines etc.)

Explain:

b) Additional measures are required to prevent accidental commingling of bulk at-risk organic seed or grain with non-organic grain which may contain trace GE contamination. Please explain how organic seed or grain is identified in storage, during transit and when being held in bulk bins for drying or roasting.

c) Does your facility handle either Genetically Engineered (GE) products or products produced by or from GE materials AND handle organic products?

Yes No

If 'Yes', it is mandatory that you complete **Subsection 4 (Equipment)** and **Section C (Monitoring)** below.

3) DAILY PRODUCTION SHIFTS

Not Applicable

One Two Three Other (specify) _____ Weekends

Please indicate which shifts are primarily responsible for handling organic product. _____

4) EQUIPMENT

Not Applicable

List all equipment used in processing. You may use the CSI form ORG_PRO_08_Equipment List or provide your own list.

Attached

If equipment is purged, list and describe purge procedures, quantities purged, and documentation, or reference the procedure and provide a copy with this form:

B. Cleaning and Sanitation

Not Applicable

1) Please **complete the CSI Equipment Sanitation Matrix (ORG_PRO_09_Equipment sanitation matrix)** or submit your own record that provides the same information.

Attached

Check all cleaning methods used:

- | | | | |
|--|---|---|-------------------------------------|
| <input type="checkbox"/> Clean in place (CIP) | <input type="checkbox"/> Compressed air | <input type="checkbox"/> Manual washing | <input type="checkbox"/> Sanitizing |
| <input type="checkbox"/> Scraping | <input type="checkbox"/> Steam cleaning | <input type="checkbox"/> Sweeping | <input type="checkbox"/> Vacuuming |
| <input type="checkbox"/> Other (specify) _____ | | | |

2) Are all surfaces which contact organic processed products food grade? Yes No

3) Do you use cleaners, sanitizers and/or disinfectants as part of your cleaning and sanitation program? Yes No

If 'Yes', please answer the following set of questions:

a) Have you verified that all sanitizers, cleaning products and disinfectants, including hand sanitizer substances, meet the requirements of sections 7.3 and 7.4 of CAN/CGSB-32.311? Yes No

Attach Safety Data Sheet (SDS) and label information for cleaning and sanitizing products, if applicable. Attached

b) Do you test food contact surfaces or rinsate for cleaner/sanitizer residues?
If 'No' please explain: Yes No

c) Are all surfaces after using cleaning, disinfecting, or sanitizing substances subjected to a removal event, such as rinsing?
If 'No' please explain: Yes No

d) Do you run a purge of the system after using a cleaner/sanitizer?
If 'No', please explain: Yes No

4) Do you have written procedures that establish the frequency of sanitation activities?
If 'Yes' describe them briefly (or attach the applicable sanitation SOP). Yes No
 N/A

5) Do you keep records of all sanitation activities? Yes No
 N/A

6) Where are cleaning/sanitizing materials stored? N/A

C. Monitoring Not Applicable

1) Are any other certification programs in place at your facility (e.g., AIB, CFIA, SQF, Non-GMO Project, etc.)? Yes No

If yes, please provide the name of the certification body and the type of program:

2) Describe the process that is followed to measure the effectiveness of the procedures used to prevent contamination including contamination with GE materials (**mandatory** if handling GE and organic versions of the same product). N/A

3) Product testing: (Check all that apply)

Ingredients tested prior to purchase Ingredients tested upon receipt

Products tested during production Finished products tested

Other (specify) _____ Not applicable

List type of testing _____

4) Organic ingredient and organic product samples:

a) Are ingredient samples retained? Yes No
If 'Yes' how long? _____

b) Are finished product samples retained? Yes No
If 'Yes' how long? _____

5) Product recall system:

a) Do you have a product recall system in place or a system that tracks product to the client? Yes No
If yes, describe your system. _____

b) Have you ever tested the system to see if it is effective? Yes No

SECTION 6: PEST MANAGEMENT Not Applicable

Management practices must be implemented to *prevent* pest problems. Management practices include removal of pest habitat, food sources, and breeding areas, and the prevention of pest access to handling facilities.

PLEASE NOTE:

- Use of all pest control products must be documented, and
- Any pest control products must be **approved by CSI prior to use.**

❖ **Attach** the list of pest control products used (**ORG_PRO_06_Pest Management Record or a similar record**)

❖ **Attach a facility map** showing the location of traps and monitors, and MSDS and/or label information for substances used for pest control, if applicable.

1) Check all pest problems you generally have:

Birds Crawling insects Flying insects Mice Rats Spiders Other (specify) _____

2) Check all aspects of your waste management system that apply:

Composting Daily pick-up of waste Field application of waste Material recycling

On-site dumpster Other (specify) _____

3) Check all the pest management practices you use:

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Air curtains | <input type="checkbox"/> Fumigation | <input type="checkbox"/> Pheromone traps in facility | <input type="checkbox"/> Sealed doors and/or windows |
| <input type="checkbox"/> Boric acid | <input type="checkbox"/> Good sanitation | <input type="checkbox"/> Physical barriers | <input type="checkbox"/> Sheet metal on sides of building exterior |
| <input type="checkbox"/> Carbon dioxide | <input type="checkbox"/> Heat treatments | <input type="checkbox"/> Positive air pressure | <input type="checkbox"/> Sticky traps |
| <input type="checkbox"/> Cleanup of spilled product | <input type="checkbox"/> Incoming ingredient inspection for pests | <input type="checkbox"/> Precipitated silica | <input type="checkbox"/> Ultrasound/light devices |
| <input type="checkbox"/> Crack and crevice spray | <input type="checkbox"/> Inspection zones around interior perimeter | <input type="checkbox"/> Pyrethrum | <input type="checkbox"/> Vacuum treatments |
| <input type="checkbox"/> Diatomaceous earth | <input type="checkbox"/> Mechanical traps | <input type="checkbox"/> Release of beneficials | <input type="checkbox"/> Vitamin baits |
| <input type="checkbox"/> Electrocutors | <input type="checkbox"/> Monitoring traps | <input type="checkbox"/> Removal of exterior habitat/food sources | <input type="checkbox"/> Other (specify) _____ |
| <input type="checkbox"/> Exclusion | <input type="checkbox"/> Mowing in facility | <input type="checkbox"/> Repair holes, cracks | |
| <input type="checkbox"/> Fogging | <input type="checkbox"/> Nitrogen | <input type="checkbox"/> Rotenone | |
| <input type="checkbox"/> Freezing treatments | | <input type="checkbox"/> Screened windows, vents, etc. | |

4) **Describe** your premise maintenance program that removes pest habitat and prevents pest access to handling facilities.

5) What type of pest management system do you use?

- In-house: Name of responsible person
- Contract pest control service: Name, address, and phone number

6) Are records kept of your pest monitoring activities? Yes No

7) Is commercial pesticide product only used when monitoring records indicate that the preventive measures are not effective? Yes No

8) Use of pest control products:

- a) For the use of pest control products inside the processing/storage areas, did you contact CSI and receive approval before using? Yes No
- b) Are records kept of all pesticide applications? Yes No

c) Are any of the pest control substances used unlisted in Table 8.2 of CAN/CGSB-32.311? Yes No

If 'Yes', then please answer the following questions:

If the practices for pest management as described in the standard are ineffective, and the pest control substances listed in CAN/CGSB-32.311 are ineffective, substances not listed in Table 8.2 of CAN/CGSB-32.311 may be used in accordance with the standard.

i) Why were the substances permitted by CAN/CGSB-32.311 not suitable or ineffective for pest management?

ii) How do you avoid contact of organic products with unlisted substances?

iii) Document all activities involved in the use, storage, and disposal of unlisted substances.

If unlisted substances were used under the conditions described above, what measures are you taking or planning to take to avoid their use in the future?

SECTION 7: STORAGE AND TRANSPORTATION

Not Applicable

A. Storage

1) Please describe how ingredients and/or packaged goods are stored, either at your facility or at an off-site location, taking into consideration control of organic integrity, labelling, persons responsible, etc.:

2) If there is off-site storage, give name, address, phone number, contact person and type of products stored at the off-site facility, or attach a record that provides this information:

3) Describe the method to identify the organic status and to which organic standards bulk stored ingredients or products are certified.

4) Describe the procedures established to ensure that where both organic and non-organic products are stored, they are separated by space or time.

Not applicable

B. Transportation of Organic Products	
1) Do you have written transportation procedures? If 'Yes', please attach.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2) Does the following information accompany organic product in transport: name of the organization responsible, name of the product, organic status of the product and information that ensures traceability?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3) INCOMING Organic Product:	
a) In what forms are incoming products received? <input type="checkbox"/> Cardboard drums <input type="checkbox"/> Dry bulk <input type="checkbox"/> Foil bags <input type="checkbox"/> Liquid bulk <input type="checkbox"/> Metal drums <input type="checkbox"/> Paper bags <input type="checkbox"/> Tote bags <input type="checkbox"/> Tote boxes <input type="checkbox"/> Other (specify) _____	
b) How are incoming products transported?	
c) Do you arrange incoming product transportation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d) Have transport companies been notified of organic handling requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e) Do the transport units carry any prohibited substances?	<input type="checkbox"/> Yes <input type="checkbox"/> No
f) Are organic products shipped at the same time as nonorganic in the same transport units? If yes, how do you ensure that inbound transport units are cleaned prior to loading organic products?	<input type="checkbox"/> Yes <input type="checkbox"/> No
g) Is the inspection/cleaning process documented?	<input type="checkbox"/> Yes <input type="checkbox"/> No
h) Check all steps taken to segregate organic products: <input type="checkbox"/> Dedicated organic only transport units <input type="checkbox"/> Organic product shrink wrapped <input type="checkbox"/> Pallet tags identifying "organic" <input type="checkbox"/> Separate area in transport unit <input type="checkbox"/> Use of pallets <input type="checkbox"/> Other (specify) _____	
i) TRANSPORTATION FROM STORAGE TO PROCESSING:	
i) How do you transport product from the storage to the processing activity?	
ii) How do you verify that these transport units are cleaned prior to loading organic products?	
iii) Is the inspection/cleaning of these transport units documented and recorded?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4) OUTGOING finished product:	

<p>a) In what form are finished products shipped?</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Cardboard cases</td> <td><input type="checkbox"/> Cardboard drums</td> <td><input type="checkbox"/> Dry bulk</td> <td><input type="checkbox"/> Foil bags</td> </tr> <tr> <td><input type="checkbox"/> Mesh bags</td> <td><input type="checkbox"/> Metal drums</td> <td><input type="checkbox"/> Tote bags</td> <td><input type="checkbox"/> Tote boxes</td> </tr> <tr> <td><input type="checkbox"/> Paper bags</td> <td><input type="checkbox"/> Plastic crates</td> <td colspan="2"><input type="checkbox"/> Other (specify) _____</td> </tr> </table>	<input type="checkbox"/> Cardboard cases	<input type="checkbox"/> Cardboard drums	<input type="checkbox"/> Dry bulk	<input type="checkbox"/> Foil bags	<input type="checkbox"/> Mesh bags	<input type="checkbox"/> Metal drums	<input type="checkbox"/> Tote bags	<input type="checkbox"/> Tote boxes	<input type="checkbox"/> Paper bags	<input type="checkbox"/> Plastic crates	<input type="checkbox"/> Other (specify) _____		
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b) How are outgoing products transported?													
c) Do you arrange outgoing product transportation?	<input type="checkbox"/> Yes <input type="checkbox"/> No												
d) Have transport companies been notified of organic handling requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No												
e) Do the transport units carry any prohibited substances?	<input type="checkbox"/> Yes <input type="checkbox"/> No												
f) How do you verify that outgoing transport units are clean prior to loading organic products?													
g) Is the inspection/cleaning process documented?	<input type="checkbox"/> Yes <input type="checkbox"/> No												
h) Has the transport equipment been verified as being free from chemical/pesticide residues and/or invertebrate and vertebrate pests?	<input type="checkbox"/> Yes <input type="checkbox"/> No												
i) Do you use a previous load haul certificate such as ORG_04_Clean Transport?	<input type="checkbox"/> Yes <input type="checkbox"/> No												
j) Are organic products shipped at the same time as conventional in the same transport units?	<input type="checkbox"/> Yes <input type="checkbox"/> No												
<p>k) Check steps taken to segregate organic products:</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Dedicated organic only transport units</td> <td><input type="checkbox"/> Organic product shrink wrapped</td> </tr> <tr> <td><input type="checkbox"/> Pallet tags identifying "organic"</td> <td><input type="checkbox"/> Separate are in transport unit</td> </tr> <tr> <td><input type="checkbox"/> Use of pallets</td> <td><input type="checkbox"/> Other (specify) _____</td> </tr> </table>	<input type="checkbox"/> Dedicated organic only transport units	<input type="checkbox"/> Organic product shrink wrapped	<input type="checkbox"/> Pallet tags identifying "organic"	<input type="checkbox"/> Separate are in transport unit	<input type="checkbox"/> Use of pallets	<input type="checkbox"/> Other (specify) _____							
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<input type="checkbox"/> Use of pallets	<input type="checkbox"/> Other (specify) _____												
<p>l) Describe how you ensure that all organic products shipped to other units are transported in packages, containers or vehicles that are appropriately closed to prevent substitution of the content.</p>													
<p>SECTION 8: MARKETING, PACKAGING and LABELLING <input type="checkbox"/> Not Applicable</p>													
A. Marketing													
1) Do your marketing materials make mention of the certification status of your operation?	<input type="checkbox"/> Yes <input type="checkbox"/> No												
2) Do your marketing materials make mention of the certification status of your products?	<input type="checkbox"/> Yes <input type="checkbox"/> No												
3) Do your marketing materials make mention of CSI as your certification body?	<input type="checkbox"/> Yes <input type="checkbox"/> No												
<p>Please submit a copy of any print advertising that makes mention of your organic products, and/or provide a list of advertising channels (e.g., displays, vehicles, banners, websites, etc.).</p>													
4) Please indicate your website address, and all social media outlets used to promote your operation / products:													
B. Packaging													

1)	<p>Check the types of packaging material used at your facility:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;"><input type="checkbox"/> Aseptic</td> <td style="width: 25%;"><input type="checkbox"/> Bulk</td> <td style="width: 25%;"><input type="checkbox"/> Cardboard</td> <td style="width: 25%;"><input type="checkbox"/> Foil</td> </tr> <tr> <td><input type="checkbox"/> Glass</td> <td><input type="checkbox"/> Metal</td> <td><input type="checkbox"/> Natural fiber</td> <td><input type="checkbox"/> Paper</td> </tr> <tr> <td><input type="checkbox"/> Plastic</td> <td><input type="checkbox"/> Synthetic fiber</td> <td><input type="checkbox"/> Waxed paper</td> <td><input type="checkbox"/> Wood</td> </tr> <tr> <td colspan="4"><input type="checkbox"/> Other (specify) _____</td> </tr> </table>	<input type="checkbox"/> Aseptic	<input type="checkbox"/> Bulk	<input type="checkbox"/> Cardboard	<input type="checkbox"/> Foil	<input type="checkbox"/> Glass	<input type="checkbox"/> Metal	<input type="checkbox"/> Natural fiber	<input type="checkbox"/> Paper	<input type="checkbox"/> Plastic	<input type="checkbox"/> Synthetic fiber	<input type="checkbox"/> Waxed paper	<input type="checkbox"/> Wood	<input type="checkbox"/> Other (specify) _____				
<input type="checkbox"/> Aseptic	<input type="checkbox"/> Bulk	<input type="checkbox"/> Cardboard	<input type="checkbox"/> Foil															
<input type="checkbox"/> Glass	<input type="checkbox"/> Metal	<input type="checkbox"/> Natural fiber	<input type="checkbox"/> Paper															
<input type="checkbox"/> Plastic	<input type="checkbox"/> Synthetic fiber	<input type="checkbox"/> Waxed paper	<input type="checkbox"/> Wood															
<input type="checkbox"/> Other (specify) _____																		
2)	<p>Have you ensured that the materials used as indicated above prevent commingling, contamination, and pest infestation of organic product?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No																
3)	<p>Does packaging material minimize harm to the environment throughout its lifecycle?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No																
4)	<p>Has your package supplier provided you with a statement that the packaging materials have not been made with or have been exposed to synthetic fungicides, preservatives, or fumigants?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A																
5)	<p>Does packaging material contain materials from genetic engineering or nanotechnology? If yes, please describe:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No																
6)	<p>Are all materials that come into contact with processed organic food clean and of food grade quality?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No																
7)	<p>Where are packaging materials stored?</p>																	
8)	<p>Are any fungicides, fumigants, or pest control products used in this storage area? If yes, describe use and products:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No																
9)	<p>While in your possession, have any packaging materials been exposed to synthetic fungicides, preservatives, fumigants, fuel, oil, or other petrochemicals either through direct application or from being stored in the same location with the chemicals? If yes, describe exposure, including name of products used.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No																
10)	<p>Are packaging materials reused? If yes, describe how reusable packaging materials are cleaned prior to use?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No																
11)	<p>Are reusable packaging materials used for both organic and non-organic products? If yes, list specific non-organic products packaged.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No																

C. Labelling

Not Applicable

Examples of all labels used for each product requested for certification must be attached.

Examples of all labels for all product sizes for each product requested for certification must also be attached.

If not available at the time of application, all labels **must be reviewed and approved by CSI prior to use.**

Any products labeled under an equivalency arrangement must meet the labeling requirements of the export jurisdiction. Labels will be reviewed and approved according to the appropriate legislative requirements.

1) LABELLING CONTROL:

Identify the type of packaging labels are applied:

a) Printed directly on:

- Individually sealed containers
 Individually sealed packages
 Individually sealed boxes
 Sealed holding container but not the individual bulk products
 Sealed container and individually sealed packages
 Sealed bulk containers
 Unsealed bulk Containers

b) Adhesive labels applied to:

- Individually sealed containers
 Individually sealed packages
 Individually sealed boxes
 Sealed holding container but not the individual bulk products
 Sealed container and individually sealed packages
 Sealed bulk containers
 Unsealed bulk Containers

c) Invoices/transaction certificates for:

- Individually sealed containers
 Individually sealed packages
 Individually sealed boxes
 Sealed holding container but not the individual bulk products
 Sealed container and individually sealed packages
 Sealed bulk containers
 Unsealed bulk containers

d) Does your operation create and apply its own labels or labeled packaging? Yes No

Identify the person responsible for designing and creating the organic labels:

e) Do your labels use the logo/seal of the following organic standards?

- COR
 NOP
 EC Regulation No. 834/2007 and No. 889/2008

f) Do you have labeling procedures?

Yes No

Attached

g) If you do not have a standard operating procedure for labelling, please describe how you ensure that product is labelled correctly?

h) Identify the person responsible for label verification of compliance with applicable organic standards:

i) Do you maintain inventory control of organic labels and organic labelled packaging?

Yes No

2) PRIVATE LABELLING

a) Does your operation apply organic labels that are supplied by other operations?

Yes No

If 'Yes', do those operations have organic certificates to support the claims being made on their labels?

Yes No

Note: The products you are label for the other operations will need to be added to your product list.

b) Does your operation use a subcontractor (e.g., a co-packer) to apply your labels?

Yes No

If 'Yes', are your subcontractor(s)/copacker(s) certified as an organic processor or packager/labeler?

Yes No

Note: Your products being labelled by the subcontractor(s)/copacker(s) need to be included on their organic product lists.

3) CONTROL of NON-CONFORMING PRODUCT

a) Do you have procedures in place to segregate product or remove labels from product if it is found to be out of conformance with the applicable standard(s)?

Yes No

b) Please describe your procedures for informing CSI of any product that has been shipped, but which is found to be non-conforming.

SECTION 9: RECORD KEEPING

- Records must disclose all activities and transactions of the operation, be maintained for 5 years, and demonstrate compliance with the relevant scheme(s).
- Organic products must be tracked from incoming ingredients to sale of finished product. Organic ingredients must be verified as certified organic to the relevant scheme(s).
- Amounts of organic finished products must balance with certified organic ingredients purchased. All relevant documents must identify products as "organic".
- All records must be accessible to the inspector (for both organic and conventional product processed, handled, packaged, labeled, stored, traded, etc. by the operation).

1) MASS BALANCE AND TRACEABILITY

Can your record keeping system track the finished product back to all ingredients?

Yes No

Can your record keeping system balance organic ingredients in to organic products out?

Yes No

2) COMPLAINTS

How do you record complaints regarding the organic status of your product?

3) INCOMING ORGANIC PRODUCT – Which of the following records do you keep?

- | | | |
|---|--|--|
| <input type="checkbox"/> Bills of lading | <input type="checkbox"/> Certificates of analysis | <input type="checkbox"/> Certificates from organic suppliers |
| <input type="checkbox"/> Contracts | <input type="checkbox"/> Customs forms | <input type="checkbox"/> Invoices |
| <input type="checkbox"/> Purchase orders | <input type="checkbox"/> Quality test results | <input type="checkbox"/> Receipts |
| <input type="checkbox"/> Receiving records | <input type="checkbox"/> Receiving summary log | <input type="checkbox"/> Scale tickets |
| <input type="checkbox"/> Transaction certificates | <input type="checkbox"/> Verification of non-GMO ingredients | |
| <input type="checkbox"/> Other (specify) _____ | | |

4) ORGANIC PRODUCT IN-PROCESS – Which of the following records do you keep?

- | | | |
|--|---|---|
| <input type="checkbox"/> Blending reports | <input type="checkbox"/> Equipment clean-out logs | <input type="checkbox"/> Finished product inventory reports |
| <input type="checkbox"/> Ingredient inspection forms | <input type="checkbox"/> Ingredient inventory | <input type="checkbox"/> Packaging reports |
| <input type="checkbox"/> Production reports | <input type="checkbox"/> Production summary records (12 months) | |
| <input type="checkbox"/> QA reports | <input type="checkbox"/> Sanitation logs | |
| <input type="checkbox"/> Other (specify) _____ | | |

5) OUTGOING ORGANIC PRODUCT – Which of the following records do you keep?

- | | | |
|---|---|--|
| <input type="checkbox"/> Audit control register | <input type="checkbox"/> Bills of lading | <input type="checkbox"/> Certificates from organic suppliers |
| <input type="checkbox"/> Complaint log | <input type="checkbox"/> Export declaration forms | <input type="checkbox"/> Phytosanitary certificates |
| <input type="checkbox"/> Purchase orders | <input type="checkbox"/> Sales orders | <input type="checkbox"/> Sales summary log |
| <input type="checkbox"/> Scale tickets | <input type="checkbox"/> Shipping log | <input type="checkbox"/> Shipping summary log |
| <input type="checkbox"/> Transaction certificates | <input type="checkbox"/> Transport unit inspection/cleaning forms | |
| <input type="checkbox"/> Other (specify) _____ | | |

The following information must accompany the organic product; a) the name and address of the person or organization for the production, preparation, or distribution of the product; b) the name of the product; c) the organic status of the product; and d) information that ensures traceability, for example, the lot number.

6) Describe your lot numbering system.

SECTION 10: WATER USE

1. WATER

None used

a) Check ways water is used in processing:

- | | | |
|---|---|---|
| <input type="checkbox"/> Cleaning equipment | <input type="checkbox"/> Cleaning organic product | <input type="checkbox"/> Cooking |
| <input type="checkbox"/> Cooling | <input type="checkbox"/> Ingredient | <input type="checkbox"/> Processing aid |
| <input type="checkbox"/> Product transport | <input type="checkbox"/> Other (specify) _____ | |

b) Source of water:

- | | | |
|------------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Municipal | <input type="checkbox"/> On-site well | <input type="checkbox"/> Other (specify) _____ |
|------------------------------------|---------------------------------------|--|

c) What on-site water treatment processes are used?

None

d) Describe the cleaning and maintenance of water treatment facilities at your plant.

2. STEAM

Not Applicable

a) Is steam used in the processing of organic products?

Yes **No**

If yes, describe how steam is used in the manufacturing process.

b) Does steam come into contact with organic products?

Yes **No**

If 'Yes', how do you protect organic product from contamination with non-permitted substances?

- | | | |
|--|---|--|
| <input type="checkbox"/> No direct contact | <input type="checkbox"/> Condensate traps | <input type="checkbox"/> Steam filters |
| <input type="checkbox"/> Testing of condensate | <input type="checkbox"/> Testing of finished products | |
| <input type="checkbox"/> Other (specify) _____ | | |

c) List products used as boiler additives.

None used

Note: Attach SDS and/or label information for boiler additives if used.

SECTION 11: AFFIRMATION

I affirm that all statements made in this application are true and correct. No prohibited products have been applied or used in the production my organic products. I understand that the operation may be subject to unannounced inspection and/or sampling for residues at any time. I agree to follow the relevant scheme and all provisions stated in the CSI Organic Inspection and Certification Service Contract.

Please submit a copy of the completed system plan with all the appropriate attachments to:

**Centre for Systems Integration
240 Catherine Street, Suite 200
Ottawa, Ontario
K2P 2G8**

Phone: 1-800-516-3300

Fax: 613-236-7000

Email: info@seeds-canada.ca