# 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: | E-mail: | Company website: |
| Mailing Address (if different than above): | | |

Legal Status:

☐ Sole proprietorship ☐ Corporation ☐ Legal partnership ☐ Other (specify)

### B. Certification Scope Information and Description of Activities

Seeking organic certification to the following rules:

☐ COR ☐ NOP Equivalency ☐ EU Equivalency ☐ JAS Equivalency ☐ Other _____

| | | |
|---|---|---|
| Do you have the current version of the standards? | ☐ **Yes** | ☐ **No** |
| Do you understand the requirements for the certification you are seeking? | ☐ **Yes** | ☐ **No** |
| Do you keep your records a minimum of five years? | ☐ **Yes** | ☐ **No** |
| Do you maintain an organic complaint file? | ☐ **Yes** | ☐ **No** |

| | |
|---|---|
| Number of Employees: | Government Permits/ Licenses: |


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| List previous organic certification by other agencies: | List current organic certification by other agencies: |
|---|---|

**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 and/or Current Organic Certification

If you are currently certified with another certification body and/or previously held organic certification under the COR, please complete the information below: ☐ **N/A**

Year first certified organic: Name of certification body:

Certified to the following schemes: ☐ COR ☐ NOP ☐ EU ☐ JAS ☐ Other (specify)

If your operation has been previously certified by another certification body, has this certification ever been suspended or cancelled? ☐ **Yes** ☐ **No**

If "Yes", please specify:

i) The date (MM/DD/YYYY) when the certification was suspended or cancelled:

ii) The reason for the suspension or cancellation:

iii) Please indicate your current status with your previous certification body:

☐ Suspended ☐ Withdrawn ☐ Cancelled

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:


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| 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?**

You source organic ingredients and inputs which you then process into organic products for other operations.

☐ **Yes** ☐ **No**

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.**

You subcontract another certified operation to process your organic products on your behalf.

☐ **Yes** ☐ **No**

If '**Yes**', please provide a list of all operators who process organic products for you.

**d) Process as a custom operator?**

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: ☐ **Yes** ☐ **No**

- custom seed and grain cleaning,
- custom abattoir services,
- Transportation and storage.

**e) On-farm processing?**

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: ☐ **Yes** ☐ **No**

- 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**


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| | |
|---|---|
| **a) Package and/or label for yourself?**<br>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?**<br>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?**<br>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?**<br>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?<br>You do not process or package and label organic product - you are a handler, distributor, or trader of organic products. | ☐ **Yes** ☐ **No** |
| 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. Trade organic products? | ☐ **Yes** ☐ **No** |
| Do you import COR-certified products from India for direct export to the USA, or for export to the USA via Canada?<br><br>If yes, please complete and attach **ORG_PRO_10_Declaration of Organic Products from India Exported to the United States.** | ☐ **Yes** ☐ **No** |
| **4) Please <u>complete and submit</u> the following forms with your application:** | |

| ***Description of document or form to attach*** | ***Attached?*** |
|---|---|
| *1. 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)* | ☐ **Yes** ☐ **No** |
| *2. 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)* | ☐ **Yes** ☐ **No** ☐ **N/A** |
| *3. 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)* | ☐ **Yes** ☐ **No** |
| *4. A current schematic product flow chart which identifies where ingredients are added, and processing aids are used* | ☐ **Yes** ☐ **No** ☐ **N/A** |
| *5. A facility map for each location where organic products are processed, packaged, labelled and/or stored* | ☐ **Yes** ☐ **No** ☐ **N/A** |


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| | |
|---|---|
| 6. *ALL 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* | ☐ **Yes** ☐ **No** ☐ **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**


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| | |
|---|---|
| 2) Do you use any non-organic agricultural ingredients in your product?<br>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)? | ☐ **Yes** ☐ **No** |
| 3) Have you ensured that you are not using the same ingredient in both organic and non-organic forms in one product? | ☐ **Yes** ☐ **No** |
| 4) Have you verified that the non-organic agricultural ingredients were not commercially available in organic form?<br>**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. | ☐ **Yes** ☐ **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)? | ☐ **Yes** ☐ **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?<br>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. | ☐ **Yes** ☐ **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. | ☐ 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


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**1) PRODUCT FLOW and PROCESS CONTROL** ☐ **Not Applicable**

**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.

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


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**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** ☐ **Attached**

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

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


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## 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:

☐ Clean in place (CIP) ☐ Compressed air ☐ Manual washing ☐ Sanitizing
☐ Scraping ☐ Steam cleaning ☐ Sweeping ☐ Vacuuming
☐ 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? ☐ **Yes** ☐ **No**

If '**No**' please explain:

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? ☐ **Yes** ☐ **No**

If '**Yes**' describe them briefly (or attach the applicable sanitation SOP). ☐ **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


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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 handing 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) _____


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3) Check all the pest management practices you use:

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

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**


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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**


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## B. Transportation of Organic Products

**1)** Do you have written transportation procedures? ☐ **Yes** ☐ **No**

If '**Yes**', please attach.

**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? ☐ **Yes** ☐ **No**

**3) INCOMING Organic Product:**

a) In what forms are incoming products received?

☐ Cardboard drums ☐ Dry bulk ☐ Foil bags ☐ Liquid bulk
☐ Metal drums ☐ Paper bags ☐ Tote bags ☐ Tote boxes
☐ Other (specify) _____

b) How are incoming products transported?

c) Do you arrange incoming product transportation? ☐ **Yes** ☐ **No**

d) Have transport companies been notified of organic handling requirements? ☐ **Yes** ☐ **No**

e) Do the transport units carry any prohibited substances? ☐ **Yes** ☐ **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? ☐ **Yes** ☐ **No**

g) Is the inspection/cleaning process documented? ☐ **Yes** ☐ **No**

h) Check all steps taken to segregate organic products:

☐ Dedicated organic only transport units ☐ Organic product shrink wrapped
☐ Pallet tags identifying "organic" ☐ Separate area in transport unit
☐ Use of pallets ☐ 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? ☐ **Yes** ☐ **No**

**4) OUTGOING finished product:**


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a) In what form are finished products shipped?

☐ Cardboard cases ☐ Cardboard drums ☐ Dry bulk ☐ Foil bags
☐ Mesh bags ☐ Metal drums ☐ Tote bags ☐ Tote boxes
☐ Paper bags ☐ Plastic crates ☐ Other (specify) _____

b) How are outgoing products transported?

c) Do you arrange outgoing product transportation? ☐ **Yes** ☐ **No**

d) Have transport companies been notified of organic handling requirements? ☐ **Yes** ☐ **No**

e) Do the transport units carry any prohibited substances? ☐ **Yes** ☐ **No**

f) How do you verify that outgoing transport units are clean prior to loading organic products?

g) Is the inspection/cleaning process documented? ☐ **Yes** ☐ **No**

h) Has the transport equipment been verified as being free from chemical/pesticide residues and/or invertebrate and vertebrate pests? ☐ **Yes** ☐ **No**

i) Do you use a previous load haul certificate such as ORG_04_Clean Transport? ☐ **Yes** ☐ **No**

j) Are organic products shipped at the same time as conventional in the same transport units? ☐ **Yes** ☐ **No**

k) Check steps taken to segregate organic products:

☐ Dedicated organic only transport units ☐ Organic product shrink wrapped
☐ Pallet tags identifying "organic" ☐ Separate are in transport unit
☐ Use of pallets ☐ Other (specify) _____

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.

## SECTION 8: MARKETING, PACKAGING and LABELLING ☐ Not Applicable

### A. Marketing

1) Do your marketing materials make mention of the certification status of your operation? ☐ **Yes** ☐ **No**
2) Do your marketing materials make mention of the certification status of your products? ☐ **Yes** ☐ **No**
3) Do your marketing materials make mention of CSI as your certification body? ☐ **Yes** ☐ **No**

**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.).**

4) Please indicate your website address, and all social media outlets used to promote your operation / products:

### B. Packaging


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1) Check the types of packaging material used at your facility:

| | | | |
|---|---|---|---|
| ☐ Aseptic | ☐ Bulk | ☐ Cardboard | ☐ Foil |
| ☐ Glass | ☐ Metal | ☐ Natural fiber | ☐ Paper |
| ☐ Plastic | ☐ Synthetic fiber | ☐ Waxed paper | ☐ Wood |
| ☐ Other (specify) _____ | | | |

2) Have you ensured that the materials used as indicated above prevent commingling, contamination, and pest infestation of organic product? ☐ **Yes** ☐ **No**

3) Does packaging material minimize harm to the environment throughout its lifecycle? ☐ **Yes** ☐ **No**

4) 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? ☐ **Yes** ☐ **No** ☐ **N/A**

5) Does packaging material contain materials from nanotechnology? ☐ **Yes** ☐ **No**
If yes, please describe:

6) Are all materials that come into contact with processed organic food clean and of food grade quality? ☐ **Yes** ☐ **No**

7) Where are packaging materials stored?

8) Are any fungicides, fumigants, or pest control products used in this storage area? ☐ **Yes** ☐ **No**
If yes, describe use and products:

9) 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? ☐ **Yes** ☐ **No**
If yes, describe exposure, including name of products used.

10) Are packaging materials reused? ☐ **Yes** ☐ **No**
If yes, describe how reusable packaging materials are cleaned prior to use?

11) Are reusable packaging materials used for both organic and non-organic products? ☐ **Yes** ☐ **No**
If yes, list specific non-organic products packaged.


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## 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 ☐ EU Regulation 2018/848


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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).


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**1) MASS BALANCE AND TRACEABILITY**

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

Can your recordkeeping system balance all ingredients used in production with a finished product? ☐ **Yes**

**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?**

☐ Bills of lading ☐ Certificates of analysis ☐ Certificates from organic suppliers
☐ Contracts ☐ Customs forms ☐ Invoices
☐ Purchase orders ☐ Quality test results ☐ Receipts
☐ Receiving records ☐ Receiving summary log ☐ Scale tickets
☐ Transaction certificates ☐ Verification of non-GMO ingredients
☐ Other (specify) _____

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

☐ Blending reports ☐ Equipment clean-out logs ☐ Finished product inventory reports
☐ Ingredient inspection forms ☐ Ingredient inventory ☐ Packaging reports
☐ Production reports ☐ Production summary records (12 months)
☐ QA reports ☐ Sanitation logs
☐ Other (specify) _____

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

☐ Audit control register ☐ Bills of lading ☐ Certificates from organic suppliers
☐ Complaint log ☐ Export declaration forms ☐ Phytosanitary certificates
☐ Purchase orders ☐ Sales orders ☐ Sales summary log
☐ Scale tickets ☐ Shipping log ☐ Shipping summary log
☐ Transaction certificates ☐ Transport unit inspection/cleaning forms
☐ 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.**


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## SECTION 10: WATER USE

### 1. WATER

☐ **None used**

a) Check ways water is used in processing:

☐ Cleaning equipment ☐ Cleaning organic product ☐ Cooking
☐ Cooling ☐ Ingredient ☐ Processing aid
☐ Product transport ☐ Other (specify) _____

b) Source of water:

☐ Municipal ☐ On-site well ☐ 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?

☐ No direct contact ☐ Condensate traps ☐ Steam filters
☐ Testing of condensate ☐ Testing of finished products
☐ Other (specify) _____

c) List products used as boiler additives. ☐ **None used**

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


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## 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:**

**Seeds Canada dba Centre for Systems Integration**
**85 Albert Street, Suite 1100**
**Ottawa, Ontario**
**K1P 6A4**

**Phone: 1-800-516-3300**
**Email: info@seeds-canada.ca**


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