***Organic Plan*: Maple (Birch) Products**

This form is to be used for initial applications and renewals for certification of maple or birch products. If maple or birch products are combined with other organic crops or livestock, other Organic Plans must be requested from the PACS office.

**Note:**  If shipping or planning to ship products outside of your home province / territory, be sure to indicate the destinations in question #8. Products being shipped into Quebec or the USA must meet the labelling requirements of those jurisdictions.

**Form instructions: This form can be completed on a computer,** (save the form onto your hard drive before filling it in; to fill in, place cursor in grey boxes) **or printed and completed with a black ink pen**. Do *not* use pencil. **If you run out of room, attach another file or sheet of paper**. Keep a copy of this form for your records. Sections marked “VO” are for the verification officer only.

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| Enterprise Name: | | Certification Number: | Date (dd/mm/yyyy) | |
| Head office mailing address, including municipality: | Location address(es), including municipality: | | | |
| Provide directions to company location *(attach separate sheet if information cannot fit in this space):* | | | | |
| Contact Person(s) - title(s) and name(s):  Phone:       Fax:       Email address: | | | | ***For Office Use Only:***  Reviewed by:  Date reviewed: |

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| **A. CERTIFICATION INFORMATION** | |
|  | List current organic certification by ***other*** agencies.       ***not applicable***  Are you planning to keep concurrent certifications? yes no |
|  | Have you ever previously applied for, or been granted organic certification? yes no  ***If yes***, please identify the certification agency, year of application and outcome of the application. |
|  | Have you ever been denied certification or had your certification suspended or revoked? no yes – indicate certification agency and year:  Describe corrective measures taken: |
|  | Have you reviewed the 2020 revisions of the Canadian Organic Standards and Permitted Substances Lists (**CAN/CGSB-32.310** and **311)** while filling in this Plan? yes no  *Please note the questions in this organic plan have not yet been updated to reflect 2020 changes, however operators are expected to manage their operation in accordance with the 2020 standards.* |
|  | Do you train your staff about the requirements of the Canadian Organic Standards? ***not applicable – have no staff***.  yes no - explain how and when you plan to rectify this situation. |
|  | Do you raise or harvest any conventional (non-organic) crops or livestock (including for your own use)? no  yes – ***Request, complete and submit a Split Operation Form.*** Split Operation Form attached. |
|  | Will you wish to use the Canadian organic legend (logo) on qualifying product labels? yes  no |
|  | Where do you sell your products? (Check all that apply.)  Farmer’s Market Direct to retail CSA/subscription service Wholesale Farm gate sales  Bulk to processor/wholesaler Contract to buyer Other (specify):  home province/territory only other regions of Canada in Quebec In the USA Internationally |
|  | **Certification Review from last year of certification** ***Not previously certified – Skip to next section.***  List any conditions that remain ***unresolved*** below. Attach an extra sheet if you need more room. *The VO will verify last year’s PACS Certification Review Report with you and will update PACS regarding compliance.* ***none unresolved***   |  |  | | --- | --- | | **Unresolved non-compliances from last year** | **Actions taken to address them** | |  |  | |  |  | |  |  | |  |  | |  |  |   If more space is required, attach a separate page. ***An extra page is attached***. |

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| **B. ORGANIC MANAGEMENT PLAN** | | |
|  | Identify the maple (birch) products you wish to have certified.  ***NOTE:*** *Applications for maple (birch) products must be received 15 months before the day on which the product is expected to be marketed (OPR Schedule 1)*. The standard must be fully applied for at least 12 months before the harvest of sap is considered organic.   |  |  |  | | --- | --- | --- | | **Product** | **Size of Harvest Area** | **Projected Yield** | | Sugar Bush |  |  | | Maple sap |  |  | | Birch sap |  |  | | Maple syrup |  |  | | Birch syrup |  |  | | name: |  |  | | name: |  |  | | name: |  |  | | name: |  |  | | name: |  |  |   If additional space is required, add a separate page. ***An extra page is attached***. |
|  | If any of the products to be certified is ***not*** produced by your enterprise, provide the following information: ***not applicable***  Name of the enterprise producing the product:       Phone #:  Contact name at that enterprise:       Product(s) involved: | |
|  | Do you also manage any non-organic (conventional) sugar bush production areas? no yes | |
|  | Describe how you preserve the ecosystem of the sugar bush and improve the vigour of the tree population: | |
|  | **CAN/GSB-32.310 clause 7.2.9.1** advises that producers maintaining and developing sugar bush areas under this standard must encourage species diversity and protect companion species.  Comment on the following requirements:  Companion species represent a minimum of 15% of the volume of wood within the sugar bush:  True – ***skip to the next question***  False – ***answer the following:*** Explain the management practices you are using or intend to use to encourage the growth of the companion species. Include a timeline for the implementation for each strategy named: | |
|  | Describe your underbrush management practices: | |
|  | Describe your sugar bush (forest) management practices, including proposed or existing thinning practices: | |
|  | Confirm that domestic animals are denied access to the sugar bush at all times:  true – ***describe how***:  false – ***explain***: | |
|  | **CAN/CGSB-32.310 clause 7.2.9.4** advises that fertilization may only be applied as a response to observed, diagnosed and documented deficiencies.  Date(s) of (**all**) fertilizer applications in the past 12 months:       ***none applied – skip to next question***  Deficiencies diagnosed:      :  Documentation attached: yes no – explain***:***  Amendment applied: wood ash agricultural lime  non-synthetic fertilizer listed in the *Permitted Substances Lists* – ***identify***: | |
|  | Has the sugar bush production unit experienced any pest infestations or attacks in the past 12 months?  no yes – identify the pest and the pest control methods you employed:  insect attack – identify insect:      ; Describe control measures:  rodent attack – identify rodent:  Control measures: mechanical trap sticky trap repellent other (describe):  animal attack – identify animal:  Control measures: mechanical trap repellent hunting other (describe): | |
|  | Do you keep records of your pest monitoring/management activities in the sugar bush? yes no – ***explain***: | |
|  | Name all products used to control insects or diseases within the production unit in the past 12 months:  ***none used – skip to next question*** | |

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| **C. TAPPING CAN/CGSB-32.310 clause 7.2.10** **regulates Tapping**. | |
|  | Complete the following chart:   |  |  | | --- | --- | | **Tree Diameter Measured at 1.3 m (4’ 4”) Above the Soil Surface** | **Number of Taps** | | Less than 20 cm (8”) |  | | 20 to 40 cm (8 – 16”) |  | | 40 to 60 cm (16 – 24”) |  | | Greater than 60 cm (> 24”) |  | |
|  | Describe your tapping practices: |
|  | Explain how your tapping practices minimize risks to the health and longevity of the trees: |
|  | What is the depth of your tapholes, including penetration of the bark?       cm OR       inches  What is the diameter of your tapholes?       mm OR       inches.  How do you modify your tapping practices when a tree is unhealthy, has been attacked, is decaying or when tapholes are healing badly?  How many (what proportion) of trees do you have that are smaller in diameter than 25cm (97/8”) at chest height?  Do you tap these trees? no yes – ***Explain*** how you modify your tapping practices on these trees: |
|  | The use of germicides or denatured alcohol is ***prohibited*** in tapholes and on tapping equipment.  **I confirm that I do not use germicides or denatured alcohol in tapholes and on tapping equipment**.  Do you use any disinfectant product on spouts and drill bits during tapping? no  yes – ***identify*** the product used: |
|  | Identify the beginning and end dates of the previous season’s operation period: **Start date**:       **End date**:  Identify the start and end dates during which the taps remained in the trees. **Start date**:       **End date**:  Were any trees tapped more than once in the last production season (new tapholes in a previously tapped tree)?  no yes – ***explain***:  Did you renew the tap in any trees during the last production season (re-tapping the same hole in a tapped tree)?  no yes – Was the taphole diameter changed?: no yes – ***explain***: |

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| **D. COLLECTION OF SAP AND POST COLLECTION PROCESSING** | |
|  | What are your collection spouts made of?  Do you have documentation confirming that they are made of food grade materials?  yes no – ***explain***: |
|  | Identify the collection system used:  bucket – what are the buckets made of?       Do they have a lid? yes no – ***explain***:  vacuum Do you have documentation confirming that all parts of the collection system that might come in contact with the sap are made of materials suitable for the manufacture of a food product? yes no – ***explain***: |
|  | How do you ensure that the pipeline networks do not wound or harm the growth of the trees? |
|  | Answer the following questions pertaining to the vacuum collection system:  Within the chart below, list the parts of the collection system and the material each part is made of:   |  |  | | --- | --- | | **Part name** | **Material** | |  |  | |  |  | |  |  | |  |  |   Indicate the date of the last pump servicing:  Describe the disposition of any waste oil collected during servicing: |
|  | Indicate all of the following that apply to your operation:  All storage equipment that may come into contact with the sap or its concentrate and filtrates (including storage tanks, connections and transfer systems) are made with materials suitable for use in the manufacture of food products.  All reservoirs used to transport the collected sap to the place where it will be boiled are made with materials suitable for use in the manufacture of food products. |
|  | How do you ensure that your equipment is maintained in top condition?  Are there any circumstances which cause you to use the equipment in any manner ***other than*** according to the manufacturer’s instructions? no yes – ***explain:*** |
|  | Answer the following questions pertaining to the sap:  Sap is filtered before processing:  yes – ***Filter material and brand***:       no – ***explain***:  Sap is sterilized before conversion to syrup: no yes – ***method used***:  Sap is concentrated: no  yes – ***method used***: reverse osmosis nano-filtration (ultra-osmosis) other (identify):  During the off-season, membranes are stored in filtrate in a hermetically sealed container in a frost-free area.  yes – Sodium Metabisulphite is added to the filtrate to prevent mould growth: yes no – ***explain***:  no – ***explain***: |
|  | Answer the following questions pertaining to the evaporation processes:  Evaporator pans are made of stainless steel: yes no – ***explain***:  Evaporator pans are:  tungsten-inert gas (TIG) welded  tin-silver soldered  other – ***explain***:  Fuel used to heat the evaporator pans is:  wood  heating oil or used oil  other – ***identify***:  Air and environmental quality is controlled in the evaporator room: no yes – ***explain*** how:  An air injection system is employed: no yes – ***explain***: |
|  | Answer the following questions pertaining to defoamers:  The following anti-foaming agent is employed:  none – ***skip to the next question***.  *Acer pennsylvanicum* (also known as striped maple or moosewood)  organic vegetable oil – ***identify***:  Do you have a copy of the organic certificate for the oil? yes no – ***why***:  Oil producer’s name (or brand):       Certification body:       Date of certificate:  **NOTE**: Organic soy, peanut, sesame seed and nut oils are prohibited as defoamers because of potential allergen issues. |
|  | Answer the following questions pertaining to syrup filtration and other treatments: Indicate all that apply:  The maple (birch) syrup is **not** refined by artificial means, is **not** bleached or lightened in colour.  The maple (birch) syrup is filtered through:  cloth paper a filter press food grade diatomaceous earth silica powder  clay dust |
|  | Syrup not intended for immediate consumption must be packed in containers made from food-grade materials that do not alter the chemical composition or the quality of the syrup. Answer the following questions pertaining to temporary containers:  The maple (birch) syrup is **not** packed in temporary containers – ***skip to question 39***.  The maple (birch) syrup is temporarily packed in single-use barrels.  These barrels are ***not*** reused. True False – ***explain***:  The maple (birch) syrup is temporarily packed in barrels made of:  stainless steel fibreglass food-grade plastic metal with a food-grade coating inside  The barrels carry a unique number with a corresponding entry in the production records.  The date that each barrel was filled is recorded.  Although I am currently unable to confirm the last two statements, the existing protocols will be corrected by this date: |
|  | Explain precautions you take to eliminate the transfer of odours or flavours into the sap during its processing in order to preserve the natural flavour: |
|  | When are the collection system, pipes and tanks washed? |
|  | If the collection system, pipes and tanks require sanitizing operations in addition to washing, the following products are allowed. Other products, including those with a phosphoric acid base are ***prohibited***.  In season: Sodium hypochlorite followed by rinsing with potable water or a filtrate for all equipment except the pipelines;  Out of season: Sodium hypochlorite, isopropyl alcohol (for tubing only) or fermented sap for all equipment followed by rinsing with potable water, filtrate or sap.  Identify the products that you use for in and out of season sanitizing:  **In season**  **Out of season**: |
|  | Complete the following table for all cleaning products used in the production system:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Brand Name** | **Active Ingredients** | **Documentation Attached** | **Where Used** | **Frequency** | |  |  | Prod Label / spec sheet  MSDS  Ingredients list  PACS Sanitation Dec |  |  | |  |  | Prod Label / spec sheet  MSDS  Ingredients list  PACS Sanitation Dec |  |  | |  |  | Prod Label / spec sheet  MSDS  Ingredients list  PACS Sanitation Dec |  |  | |  |  | Prod Label / spec sheet  MSDS  Ingredients list  PACS Sanitation Dec |  |  |   If additional space is required, attach a separate page. ***An extra page is attached***. |
|  | **CAN/CGSB-32.310 clause 7.2.13.2** regulates the cleaning of reverse osmosis units and membranes. Use the chart below to describe the cleaning/sanitizing protocols that you employ during the production season:   |  |  | | --- | --- | | **Condition** | **Cleaning protocol** | | PWP test indicates that controlled efficiency is less than 85% of the controlled efficiency recorded at the beginning of the season. |  | | PWP test stay below 75% of the controlled efficiency recorded at the beginning of the season, after the use of a NaOH-based soap. |  |   Are the efficiency readings and calculations recorded in a logbook? yes no – ***explain***:  Do you employ off-season treatment of the membranes with citric acid? yes no – ***explain***: |
|  | Explain how, when and with what you clean the evaporators during the production season:  What do you use to clean the evaporators with at the end of the production season? |

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| **E. PRODUCTS, MARKETING & LABELLING**  **Organic Product Regulations, 2009 Part 3** sets out labelling requirements for organic products in retail packaging. **CAN/CGSB-32.310** **clause 7.2.14** regulates derivative products of maple (birch) syrup. | |
|  | **Answer the following questions pertaining to products derived from maple (birch) syrup:**  We do not make any derivative products from the syrup **– *skip to next question***  We make the following products:  maple (birch) butter maple (birch) sugar maple (birch) taffy maple (birch) cones.  We can verify that the cones constitute less than 5% of the weight of the final product.  True False – ***explain***:  We do not use microwaves for any cooking processes  True False – ***explain***:  We do not add any ingredients to the maple (birch) syrup to produce the derivative products.  True False – ***explain***: |
|  | Indicate how your company’s organic products are distributed or sold. (Check all that apply)  Bulk sales to food processors for use in other products.  In retail packaging under your own label. (**NOTE:** You must complete ***question 50)***)  In retail packaging under a private label (someone else’s brand.) (**NOTE:** Complete ***question 50***)  To retailers and/or food distributors. (**NOTE:** You must complete ***question 50***)  Direct sales to end consumers.  Other, or explanation: |
|  | Does your company have its own marketing label or brand name for organic products? yes no  ***If yes***, provide name(s) on marketing label(s), or brand(s):  Is any part of your brand a registered trademark? no yes – give details: |
|  | **Private Labelling**: Is your company processing or custom labelling for another company (or are there plans to)?  yes no  ***If yes***, complete the table below for those products:   |  |  |  |  | | --- | --- | --- | --- | | Product name (as it appears on the label). | Company for which you do the work. | Is contracting company certified organic? | Certification Agency listed on label | |  |  | yes no |  | |  |  | yes no |  | |  |  | yes no |  | |  |  | yes no |  | |  |  | yes no |  | |  |  | yes no |  |   Attach an additional page if more space is required. Contact the PACS office for more instructions if you are doing private labelling. ***An extra page is attached***. |
|  | Does your company ship any organic products which are not in final retail packaging? no yes  ***If no, go to next numbered question.***  ***If yes*, continue this question:**  Are these organic products in transit to another site where they will undergo any type of preparation or handling?  no yes  ***If no:***  Do you retain ownership of these products? yes no  When does ownership transfer?  Explain why the products are not in final retail packaging**:**  Who will package and put retail labels on these products?  Whose packaging/labelling is applied?  When is the packaging/labelling applied?  ***If yes*:**  Does the following information accompany the shipment (either on an intermediary/bulk label or on a document)?  a. The name and address of the person or organization responsible for the production, preparation or distribution of the product? yes no, ***explain***:  b. The name of the product? yes no, ***explain***:  c. The organic status of the product? yes no, ***explain***:  d. Information that ensures traceability (e.g. lot number)? yes no, ***explain***:  e. A sample (bulk or intermediary) label is attached yes no – information is supplied on a document (sample attached).  Do you retain ownership of these products? yes no  When does ownership transfer?  Who will package and put retail labels on these products?  Whose packaging/labelling is applied?  When is the packaging/labelling applied? |
|  | Submit labels for each product your company is responsible for, involving any of the following:   * product recipe(s) and/or sourced ingredient(s) * a claim that the product is organic, organically grown, certified organic, organically raised or contains organic ingredients * the names Pacific Agricultural Certification Society, PACS ,and British Columbia or Canada Certified Organic * organic logo(s) or legend(s) * any organic claim that has not been approved by another certifier * **private labels** in another company’s name: submit copies with the above information and verification of approval by the relevant Certification Agency.   **Complete and submit a PACS Label Addendum listing each label along with its pertinent information.**  Labels are attached, along with required information ***OR***  Label proofs (PDF files) are attached, along with required information  If labels are not attached ***explain*** why not: |

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| **F. RETAIL PACKAGING & TEMPORARY CONTAINERS**  **CAN/CGSB-32.310 para. 8.3.5**: Organic products shall be packaged with materials that prevent commingling, contamination and pest infestation and do not cause a loss of organic integrity. **Para**. **8.5:**  Organic products sold, labelled or represented as organic, in accordance with this standard, and not in retail packaging shall be transported in a manner that shall prevent contamination or substitution of the content with substances or products not compatible with this standard. Containers used to temporarily store or move products or ingredients to be used in an organic product are also subject to these requirements. | |
|  | Are all containers used for carrying or storage of organic products or ingredients within your facility made of impermeable food grade materials?  yes no not sure  ***If no, or not sure***, explain: |
|  | Are all packaging materials used for organic products made of ***food grade*** materials?  yes no not sure  ***If no, or not sure***, explain: |
|  | List all packaging materials for organic products:   |  |  |  |  | | --- | --- | --- | --- | | Bulk | Plastic | Cardboard | Natural fibre | | Metal | Foil | Waxed paper | Synthetic fibre | | Paper | Glass | Cellulose | Wood | | Other - ***specify***: | | | | |
|  | Are all packaging materials/containers used in your facility free from synthetic fungicides (including ingredients within paints used) and fumigants?  yes no not sure  ***If no, or not sure***, explain: |
|  | If you re-use containers or packaging materials, what measures are in place to ensure the containers/materials will not compromise the integrity of organic products (by non-organic products, pest control products, sanitation processes or products or pest residues)? |
|  | Are materials used to clean containers employed to carry, store or package organic products/ingredients, included in the sanitation section of this form? yes no  ***If no***, list them here: |
|  | Is packaging recyclable?  yes no some parts are |

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| **G. TRANSPORTATION**  **CAN/CGSB-32.310 par. 8.5** requires that the owner of the organic product be responsible for protecting organic integrity during transport unless the transport operations are certified. If you are not the owner of the organic products you must obtain written documentation that the product has been protected during transport. | |
|  | Who is responsible for arranging transportation of organic products? self buyer other (specify):  Describe how organic products are transported.  Describe any potential contamination or commingling concerns you have with the transport of organic products? ***none*** |
|  | How is organic integrity (prevention of commingling, contamination) kept during transport? Select as many as are appropriate.  All transport vehicles are dedicated to organic ***(skip to Section H Storage)***.  Transport company notified of organic handling requirements.  Agreement with transport company to handle organic goods according to requirements.  Clean truck affidavits come with incoming products.  Clean truck affidavits are sent with outgoing products.  Transports inspected when products/ingredients received and rejected if not clean.  Transports inspected before being loaded and rejected if not clean.  All shipping containers (i.e. cases, pallets, shipping containers etc.) are clearly identified as organic.  Tamper-proof shipping methods.  Products are in impermeable packaging.  Organic products segregated during transport.  Transport Standard Operating Procedures (SOP) attached.  More information and/or other methods used: |
|  | When organic products are shipped in the same transport units as non-organic products, what steps are taken to segregate and/or protect organic products? (check all that apply)  Not applicable.  Use of separate pallets.  Organic product sealed in impermeable containers.  Organic products are clearly labelled.  Organic products are shrink-wrapped.  Separate area in transport unit.  Other (explain): |
|  | Do the transport documents clearly indicate that the product is organic? yes no  ***If no***, explain: |
|  | Do you use any consolidation docks when shipping product? yes no ***If no, proceed to next numbered question.***  Do any of these consolidation docks open your shipping units (cases, pallets, shipping containers) in the process of handling your product? yes no ***If no, proceed to next numbered question.***  Are all of these consolidation docks certified organic? yes no ***If yes, proceed to next numbered question.***  How is the organic integrity of your products being maintained at these non-certified organic consolidation docks when they open your shipping units? |
| 1. qu | Do you have any concerns about possible problems, contamination, commingling or substitution during transport of organic products/ingredients? yes no  ***If yes***, explain. |

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| **H. STORAGE**  **CAN/CGSB-32.310 par. 8.3.9 requires** that organic integrity be protected during storage. Commingling of unbound or unpackaged organic and non-organic foods and ingredients is not allowed. Organic materials must always be protected from contamination or confusion with non-organic food or materials. | | | | |
|  | Do you store both non-organic and organic goods anywhere?  no, we only handle organic product(s) in our facility and all storage is on-site and completely segregated from all cleaning or pest control materials.  ***Skip to Section I Recordkeeping.***  no, we do not store any organic goods anywhere. ***Skip to Section I Recordkeeping.***  yes - ***proceed to next question***. | | | |
|  | What type of products do you store? (Check all that apply.)  Bulk, unbound or unpackaged ingredients or products.  Ingredients transferred from original packaging to temporary storage in facility.  Products in an intermediate stage of processing.  Finished goods.  Non-organic foods that have been treated with a volatile substance. | | | |
|  | Are the organic and non-organic products stored in a facility that you control?  yes no – ***skip to question 67.*** | | | |
|  | How do you prevent commingling or confusion of organic and non-organic in your storage? (Check all that apply.)  Separate storage areas for organic and non-organic ingredients/products.  Organic food or ingredients are stored in sealed food grade containers in storage area.  All organic products are clearly marked.  Unique storage containers are dedicated to organic.  Other (explain): | | | |
|  | How do you prevent contamination of organic products in storage? (Check all that apply.)  Non-food items are not stored in food storage areas.  Storage containers are washed with permitted materials before being used for organic products.  Storage facilities, compartments, containers and/or bins do not contain and were not treated with any synthetic fungicides, preservatives or fumigants.  Non-organic food that has been treated with volatile substances is stored separately in rooms having no air exchange with organic storage areas.  Other (explain): | | | |
|  | Are any **cleaning and pest management materials** used in the storage areas which are not listed in the pest management and sanitation sections of this form? yes no  ***If yes*** list them here: | | | |
|  | Do you store organic products at any third party storage facility?  yes no – ***skip to Section I Recordkeeping.*** | | | |
| **Name** | **Phone number** | **Certified Organic?** | **Certifier, if applicable** |
|  |  | yes no |  |
|  |  | yes no |  |
|  |  | yes no |  |
|  | For each facility that is **not** certified organic, request an **Independent Storage Statement** from the PACS office and have each non-certified organic facility complete and submit completed forms to PACS. ***not applicable***  Have requested storage facility(ies) complete and submit Independent Storage Statement(s).  Independent Storage Statement(s) attached. | | | |

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| **I. RECORDKEEPING**  **CAN/CGSB-32.310 par. 4.3** requires that the organic plan include a complete description of the record-keeping system. Section 4.4 requires that the operator guarantee the organic integrity of the product through a continuous audit trail, from the receipt of the raw material to release of the product. | |
|  | Are all records maintained on site? yes no – ***explain***:  Are they organized so that they can be fully audited during an on-site inspection? yes no  ***If no***, explain: |
|  | Which of the following records do you keep for organic sugar bush production? Check all that apply.   |  |  | | --- | --- | | Input records for materials used | Monitoring records/analyses (soil tests, tissue tests). | | Equipment cleaning records. | Harvest records showing harvest date and amounts. | | Storage records showing location ID, lot #’s, amounts. | Sap to syrup conversion values. | | Cleaning, sanitation, clean-down logs. | Other (specify): |   How long do you keep your records? |
|  | Does your recordkeeping system link records so that organic sap harvested can be followed and balanced to the amount of maple (birch) products sold?  yes not currently – ***By what date*** can you have this necessary level of documentation in place? |
|  | Do all invoices you issue identify the correct organic status of each organic product? yes no  If no, ***explain*** why not: |
|  | Do you use a product code or lot numbering system for organic products? yes no  ***If yes***, give an example with an explanation of its components:  If lot numbers or product codes are ***not*** used, how do you track products? |
|  | Indicate areas for which you maintain consistent and sufficient processing documentation that would allow for an effective audit of organic goods from incoming sap until maple (birch) products are sold or released. Check all that apply.   |  |  | | --- | --- | | Maple (birch) product production. | Lot Coding. | | Inventory (physical or running) of incoming product. | Shipping and transportation. | | Inventory (physical or running) of completed or distributed products. | Clean transport records. | | Annual raw goods/production reconciliation versus product/remaining inventory reconciliation. | Product sales. | | Other – ***identify***:      . | |   Comments: |
|  | Do you have a method of tracking and addressing complaints? (***This will be assessed by the Verification Officer during your inspection and is an ISO 65 requirement***.) yes no ***If no***, explain why not: |
|  | Do you have a product recall system in place? yes no |
|  | Mark the types of organic activities for which you maintain written policies and procedures.  Production Shipping Storage Receiving Sanitation Pest control  Other: |
|  | Do you / will you maintain all records pertaining to organic activities for a minimum of 5 years?  yes no – explain |

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| **J. NOTES** | |
|  | You will be required to submit an application that updates this plan each year. **Keep a copy of this Organic Plan as a reference for future updates.** This application is part of your records and must be kept with those records.  A copy of this completed plan is kept in company records. |
|  | Use this area to add information that may provide assistance to the Certification Committee who will review this Organic Plan. |
| **K. ATTACHMENTS** that I am including with this document: | | | |
| |  |  | | --- | --- | | Facility maps/diagrams | Harvest records | | soil or tissue tests | Monitoring records | | Input records | MSDS sheets (cleaning / pest control materials) | | Storage Records | Product Specification Sheets | | Product Labels | Other (specify): | | | | |

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| L. ORGANIC OPERATOR AFFIRMATION |
| ***I affirm* that all statements made in this application are true and correct**.  ***I understand* that**:   * The applicable transition period of my enterprise does not commence until all documents constituting a complete application have been duly submitted to the PACS office for review, upon which time my enterprise and all its functions are operating under certification body supervision. * Acceptance of this document in no way implies granting of certification by the Certification Body (CB). * My operation may be subject to unannounced inspection and/or sampling for residues at any time as deemed appropriate to ensure compliance with the Canadian Organic Standards and Permitted Substances Lists. * Any wilful misrepresentation will result in de-certification. * Production methods may not alternate between organic and non-organic methods. * This completed document is confidential information according to the policies of the BC Certified Organic Program. Membership and certification status, however, is public information.   ***I agree*:**   * To allow the Verification Officer and/or members of the Certification Committee and the COABC Accreditation Board auditors access to all areas of my enterprise and to my records, including but not limited to: inputs, production, processing, handling, sales and products purchased for resale, from both organic and non-organic production.   ***I am applying as a [choose all that apply]:***  ***COR applicant*** - ISO-compliant certification for interprovincial/international trade (permits use of the COR logo).  ***BCCOP applicant*** *-* certification of my products for sales only within British Columbia (BC Certified Organic Program – permits use of the BCCOP logo). NOTE: COR applicants who use the BCCOP logo must also apply for this program.  ***BCCOP applicant***certification of my products to the **BCCOP Low Risk Program**. I understand that the eligibility requirements for participation in the Low-Risk Program include the following criteria:  a) Enterprise must not be exporting organic product out of BC  b) Enterprise must not practice parallel production  c) Enterprise must not have outstanding conditions  d) Enterprise must have received a valid organic certificate in all of the previous three years  e) The enterprise must be assessed for risk, and receive a low risk ranking from the certification committee  ***PACS Program applicant*** - certification of:  a) agricultural products for sales within my own province only (**excluding** BC) or territory, including Low Risk certification for operators outside of BC; **OR**  b) Natural Health Products; **OR**  **c)** Cannabis Cultivation and/or Cannabis Processing (within Canada).   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Signed: |  | Print Name: |  | Date: |  | |