



# Pacific Agricultural Certification Society

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## Third Party Service Provider Verification for Slaughter and Butcher Facilities

**This form is to be completed by authorized persons from BOTH enterprises having full knowledge of the product and processes.** It is to be used by slaughter and butcher facilities who do not hold organic certification, but who will undertake one or more steps in the processing of a certified organic product, on behalf of a PACS member. **If a butcher facility undertakes further processing (for ex. grinding, blending, mixing, sausage-making) for a COR-certified operation, the butcher operation must apply for organic certification – do NOT use this form.**

This completed form is part of the PACS member's Organic Plan. A copy of this document must be maintained by both the certified enterprise and the slaughter or butcher facility and shall be resubmitted every three years or when the slaughter or butcher facility changes.

**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.

Name of <i>Certified</i> Enterprise:	Certification Number:	Date (dd/mm/yyyy)
Head office mailing address	Contact Person(s): Phone: Fax: Email address:	
<b>Affirmation by the <i>Certified Enterprise</i>:</b> By affixing my name hereto, I affirm that: <ul style="list-style-type: none"> <li>• a legally binding contract has been executed between the two enterprises named within this document</li> <li>• the two enterprises have reviewed the pertinent sections of the Canadian Organic Standards, Permitted Substances Lists and Safe Food for Canadians Regulations, and the organic product will be produced in compliance thereof</li> <li>• ownership of the organic raw materials and the final organic product remains in the name of the certified enterprise</li> <li>• marketing of the final product remains the responsibility of the certified enterprise</li> <li>• the certified enterprise retains full responsibility for the organic integrity of the component ingredients and the final product</li> </ul>		
Print Name / Title:	Signature:	
Product(s) to be produced under this agreement:	<b>For Office Use Only:</b>  Reviewed by: Date reviewed:	

A. SERVICE PROVIDER IDENTIFICATION		
1.	Business name of slaughter or butcher facility:  Address of facility:  Contact Person(s) (title and name):  Phone:                      Fax:                      Email address:  Will this be a one-time service? <input type="checkbox"/> yes <input type="checkbox"/> no – it will be ongoing	
<b>VO only</b>	<input type="checkbox"/> The section above is accurate	<input type="checkbox"/> See VO NOTES for details

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B. OVERVIEW OF OPERATIONS and PRODUCT FLOW		
2.	<p>Describe the service(s) you will be providing to the organic enterprise identified at the top of this document. Please see <b>Definitions</b> for a description of the activities:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> I will only slaughter livestock  <input type="checkbox"/> red meat  <input type="checkbox"/> poultry                 </div> <div style="width: 30%;"> <input type="checkbox"/> I will slaughter and cut livestock  <input type="checkbox"/> red meat  <input type="checkbox"/> poultry                 </div> <div style="width: 30%;"> <input type="checkbox"/> I will undertake further processing                      (certified operation is in a regional program)                 </div> </div> <p><b>Definitions:</b>                      Slaughter – for poultry: includes removal of head, feet, evisceration, organs placed in cavity or bagged separately.                      Slaughter – for red meat: includes splitting into sides or quarters before hanging.                      Cutting – for poultry: includes halving, removing legs, wings, breasts, etc and packaging separately.                      Cutting – for red meat: occurs after hanging when carcass, side or quarter is cut for retail.                      Processing – grinding, blending, mixing, patty making, sausage making</p> <p><b>Note:</b> For PACS members who are certified to a regional program (BCCOP or PACS), only slaughter is exempt from inspection by a PACS Verification Officer. All services require an inspection for PACS members who are certified to the COR program.</p> <p>On what date will the service begin?</p>	
3.	<p>This facility is:</p> <input type="checkbox"/> Provincially licensed and inspected <input type="checkbox"/> Federally licensed and inspected	
4.	<p><b>Flow Chart and Facility Map:</b>                      Submit a flow chart indicating the movement of the organic product(s) beginning with arrival of the animals at the facility to the point of return to the certified organic enterprise. <input type="checkbox"/> <b>Flow Chart is attached.</b>                      Submit a facility map indicating areas where organic product(s) will be processed and parts of the facility through which the organic product will pass. <input type="checkbox"/> <b>Facility Map is attached.</b></p>	
5.	<p>Explain how the organic integrity of the product will be protected while it is on your premises:                      (Check all that apply)</p> <input type="checkbox"/> Equipment to be used in organic processing and meat contact surfaces have been cleaned with products compliant with the Canadian Organic Standards (COS). <input type="checkbox"/> The organic run will be announced in advance and appears in the facility's production schedule. <input type="checkbox"/> The organic run is scheduled to be the first run, after an appropriate cleaning cycle using compliant products. <input type="checkbox"/> The organic run will be separated by place or time from similar operations performed on non-organic meat. <input type="checkbox"/> The organic run will be tracked by ear tag numbers or lot codes. <input type="checkbox"/> The organic run will be tracked in all recordkeeping systems. <input type="checkbox"/> Any prohibited pest control substances (such as fly control mists) are kept away from organic animals or meat.	
6.	<p>Do you label organic meat on behalf of the organic operation with that operation's name:</p> <input type="checkbox"/> No – I only identify the cuts of meat <input type="checkbox"/> Yes	
<b>VO only</b>	<input type="checkbox"/> The section above is accurate	<input type="checkbox"/> See VO NOTES for details

C. STORAGE		
7.	<p>Will you store the organic raw materials and/or goods? (Check all that apply.)</p> <input type="checkbox"/> no - <b>Skip to Section D.</b> <input type="checkbox"/> yes – upon arrival until processing run. <input type="checkbox"/> yes – after processing.	
8.	<p>How will you prevent co-mingling or confusion of organic and non-organic products in your storage? (Check all that apply.)</p> <input type="checkbox"/> Separate storage areas for organic and non-organic animals/carcasses. <input type="checkbox"/> All organic products are clearly marked. <input type="checkbox"/> Storage areas are dedicated to organic. <input type="checkbox"/> Other (explain):	
<b>VO only</b>	<input type="checkbox"/> The section above is accurate	<input type="checkbox"/> See VO NOTES for details

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## D. SANITATION

9. List in the chart below cleaning and sanitation products used on **meat** or **meat contact surfaces** within the area of your facility through which the organic product(s) will pass. Product labels, product information sheets and MSDS sheets must be available to the inspector.

Do bare hands touch product? yes no, gloves are used.

If **gloves are used**, will new gloves be used before organic runs? yes no explain:

Surface being cleaned (meat-contact surfaces only, including hands and gloves). If used on equipment, identify equipment.	Exact Brand Name of Cleaning Agent	Method used to ensure that cleaning agent is removed from food contact surfaces? Mention residue tests, if done.	Is cleaning and removal of cleaning material documented?
			<input type="checkbox"/> yes <input type="checkbox"/> no
			<input type="checkbox"/> yes <input type="checkbox"/> no
			<input type="checkbox"/> yes <input type="checkbox"/> no
			<input type="checkbox"/> yes <input type="checkbox"/> no

If additional space is required, attach an extra sheet.

**VO only**

The section above is accurate

See VO NOTES for details

## F. RECORDKEEPING

10. Do your records sufficiently track the organic status of the organic product(s) to their release?  
yes no – explain:

11. Does your record keeping system link records so that organic carcasses and ingredients received can be followed and balanced to the amount of organic product that leaves? yes not currently  
By what date can you have this necessary level of documentation in place?

12. Will all production or plant documents identify the correct organic status of the organic product? yes no  
If no, explain why not:

13. Do you have a product recall system in place? yes no

**VO only**

The section above is accurate

See VO NOTES for details

## SLAUGHTER or BUTCHER FACILITY OWNER OR MANAGER:

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

## VERIFICATION OFFICER AFFIRMATION

All information on this and the accompanying report is accurate, to the best of my knowledge, and is based on my observations, review of documents and operator interview. All compliance assessments are made in reference to the Canadian **Organic Production Systems General Principles and Management Standards** and **Permitted Substances** Lists, the **Safe Food for Canadians Regulations** and the standards and policies of PACS, all as revised from time to time.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_