



Pacific Agricultural Certification Society

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 admin@pacscertifiedorganic.ca Website: www.pacscertifiedorganic.ca

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.

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

A. CERTIFICATION INFORMATION	
1.	List current organic certification by other agencies. <input type="checkbox"/> not applicable Are you planning to keep concurrent certifications? <input type="checkbox"/> yes <input type="checkbox"/> no
2.	Have you ever previously applied for, or been granted organic certification? <input type="checkbox"/> yes <input type="checkbox"/> no If yes , please identify the certification agency, year of application and outcome of the application.
3.	Have you ever been denied certification or had your certification suspended or revoked? <input type="checkbox"/> no <input type="checkbox"/> yes – indicate certification agency and year: Describe corrective measures taken:
4.	Have you reviewed the 2015 revisions of the National Standards and Permitted Substances List (CAN/CGSB-32.310 and 311) while filling in this Plan? <input type="checkbox"/> yes <input type="checkbox"/> no NOTE: These documents can be found on the PACS website at: www.pacscertifiedorganic.ca .
5.	Do you train your staff about the requirements of the Canadian Organic Standards? <input type="checkbox"/> not applicable – have no staff. <input type="checkbox"/> yes <input type="checkbox"/> no - explain how and when you plan to rectify this situation.
6.	Do you raise or harvest any conventional (non-organic) crops or livestock (including for your own use)? <input type="checkbox"/> no <input type="checkbox"/> yes – Request, complete and submit a Split Operation Form. <input type="checkbox"/> Split Operation Form attached.
7.	Will you wish to use the Canadian organic legend (logo) on qualifying product labels? <input type="checkbox"/> yes <input type="checkbox"/> no
8.	Where do you sell your products? (Check all that apply.) <input type="checkbox"/> Farmer's Market <input type="checkbox"/> Direct to retail <input type="checkbox"/> CSA/subscription service <input type="checkbox"/> Wholesale <input type="checkbox"/> Farm gate sales <input type="checkbox"/> Bulk to processor/wholesaler <input type="checkbox"/> Contract to buyer <input type="checkbox"/> Other (specify): <input type="checkbox"/> home province/territory only <input type="checkbox"/> other regions of Canada <input type="checkbox"/> in Quebec <input type="checkbox"/> In the USA <input type="checkbox"/> Internationally

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9.	Certification Review from last year of certification <input type="checkbox"/> <i>Not previously certified – Skip to next section.</i> List any conditions that remain unresolved below. Attach an extra sheet if you need more room. <i>The VO will verify last year's PACS Certification Review Report with you and will update PACS regarding compliance.</i> <input type="checkbox"/> none unresolved												
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">Unresolved non-compliances from last year</th> <th style="width: 50%; text-align: center;">Actions taken to address them</th> </tr> </thead> <tbody> <tr><td style="height: 20px;"> </td><td> </td></tr> <tr><td style="height: 20px;"> </td><td> </td></tr> <tr><td style="height: 20px;"> </td><td> </td></tr> <tr><td style="height: 20px;"> </td><td> </td></tr> <tr><td style="height: 20px;"> </td><td> </td></tr> </tbody> </table>	Unresolved non-compliances from last year	Actions taken to address them										
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	If more space is required, attach a separate page. <input type="checkbox"/> An extra page is attached.												

B. ORGANIC MANAGEMENT PLAN

10.	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.																																	
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11.	If any of the products to be certified is not produced by your enterprise, provide the following information: <input type="checkbox"/> not applicable Name of the enterprise producing the product: _____ Phone #: _____ Contact name at that enterprise: _____ Product(s) involved: _____																																	
12.	Do you also manage any non-organic (conventional) sugar bush production areas? <input type="checkbox"/> no <input type="checkbox"/> yes																																	
13.	Describe how you preserve the ecosystem of the sugar bush and improve the vigour of the tree population:																																	
14.	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: <input type="checkbox"/> True – skip to the next question <input type="checkbox"/> 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:																																	
15.	Describe your underbrush management practices:																																	
16.	Describe your sugar bush (forest) management practices, including proposed or existing thinning practices:																																	

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17.	Confirm that domestic animals are denied access to the sugar bush at all times: <input type="checkbox"/> true – describe how: <input type="checkbox"/> false – explain:
18.	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: <input type="checkbox"/> none applied – skip to next question Deficiencies diagnosed: _____ Documentation attached: <input type="checkbox"/> yes <input type="checkbox"/> no – explain: Amendment applied: <input type="checkbox"/> wood ash <input type="checkbox"/> agricultural lime <input type="checkbox"/> non-synthetic fertilizer listed in the <i>Permitted Substances Lists</i> – identify:
19.	Has the sugar bush production unit experienced any pest infestations or attacks in the past 12 months? <input type="checkbox"/> no <input type="checkbox"/> yes – identify the pest and the pest control methods you employed: <input type="checkbox"/> insect attack – identify insect: _____ ; Describe control measures: <input type="checkbox"/> rodent attack – identify rodent: Control measures: <input type="checkbox"/> mechanical trap <input type="checkbox"/> sticky trap <input type="checkbox"/> repellent <input type="checkbox"/> other (describe): <input type="checkbox"/> animal attack – identify animal: Control measures: <input type="checkbox"/> mechanical trap <input type="checkbox"/> repellent <input type="checkbox"/> hunting <input type="checkbox"/> other (describe):
20.	Do you keep records of your pest monitoring/management activities in the sugar bush? <input type="checkbox"/> yes <input type="checkbox"/> no – explain:
21.	Name all products used to control insects or diseases within the production unit in the past 12 months: <input type="checkbox"/> none used – skip to next question

C. TAPPING		CAN/CGSB-32.310 clause 7.2.10 regulates Tapping.										
22.	Complete the following chart: <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 5px;">Tree Diameter Measured at 1.3 m (4' 4") Above the Soil Surface</th> <th style="padding: 5px;">Number of Taps</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Less than 20 cm (8")</td> <td style="width: 50px; height: 20px;"></td> </tr> <tr> <td style="padding: 5px;">20 to 40 cm (8 – 16")</td> <td style="width: 50px; height: 20px;"></td> </tr> <tr> <td style="padding: 5px;">40 to 60 cm (16 – 24")</td> <td style="width: 50px; height: 20px;"></td> </tr> <tr> <td style="padding: 5px;">Greater than 60 cm (> 24")</td> <td style="width: 50px; height: 20px;"></td> </tr> </tbody> </table>		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")	
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23.	Describe your tapping practices:											
24.	Explain how your tapping practices minimize risks to the health and longevity of the trees:											
25.	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 (9 ⁷ / ₈ ") at chest height? Do you tap these trees? <input type="checkbox"/> no <input type="checkbox"/> yes – Explain how you modify your tapping practices on these trees:											
26.	The use of germicides or denatured alcohol is prohibited in tapholes and on tapping equipment. <input type="checkbox"/> 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? <input type="checkbox"/> no <input type="checkbox"/> yes – identify the product used:											

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27.	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)? <input type="checkbox"/> no <input type="checkbox"/> yes – explain: _____ Did you renew the tap in any trees during the last production season (re-tapping the same hole in a tapped tree)? <input type="checkbox"/> no <input type="checkbox"/> yes – Was the taphole diameter changed?: <input type="checkbox"/> no <input type="checkbox"/> yes – explain: _____
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D. COLLECTION OF SAP AND POST COLLECTION PROCESSING

28.	What are your collection spouts made of? Do you have documentation confirming that they are made of food grade materials? <input type="checkbox"/> yes <input type="checkbox"/> no – explain: _____										
29.	Identify the collection system used: <input type="checkbox"/> bucket – what are the buckets made of? _____ Do they have a lid? <input type="checkbox"/> yes <input type="checkbox"/> no – explain: _____ <input type="checkbox"/> 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? <input type="checkbox"/> yes <input type="checkbox"/> no – explain: _____										
30.	How do you ensure that the pipeline networks do not wound or harm the growth of the trees?										
31.	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: <table border="1" style="margin: 10px auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 5px;">Part name</th> <th style="padding: 5px;">Material</th> </tr> </thead> <tbody> <tr><td style="height: 20px;"> </td><td> </td></tr> <tr><td style="height: 20px;"> </td><td> </td></tr> <tr><td style="height: 20px;"> </td><td> </td></tr> <tr><td style="height: 20px;"> </td><td> </td></tr> </tbody> </table> Indicate the date of the last pump servicing: _____ Describe the disposition of any waste oil collected during servicing: _____	Part name	Material								
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32.	Indicate all of the following that apply to your operation: <input type="checkbox"/> 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. <input type="checkbox"/> 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.										
33.	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? <input type="checkbox"/> no <input type="checkbox"/> yes – explain: _____										
34.	Answer the following questions pertaining to the sap: Sap is filtered before processing: <input type="checkbox"/> yes – Filter material and brand: _____ <input type="checkbox"/> no – explain: _____ Sap is sterilized before conversion to syrup: <input type="checkbox"/> no <input type="checkbox"/> yes – method used: _____ Sap is concentrated: <input type="checkbox"/> no <input type="checkbox"/> yes – method used: <input type="checkbox"/> reverse osmosis <input type="checkbox"/> nano-filtration (ultra-osmosis) <input type="checkbox"/> other (identify): _____ During the off-season, membranes are stored in filtrate in a hermetically sealed container in a frost-free area. <input type="checkbox"/> yes – Sodium Metabisulphite is added to the filtrate to prevent mould growth: <input type="checkbox"/> yes <input type="checkbox"/> no – explain: _____ <input type="checkbox"/> no – explain: _____										

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35.	<p>Answer the following questions pertaining to the evaporation processes:</p> <p>Evaporator pans are made of stainless steel: <input type="checkbox"/>yes <input type="checkbox"/>no – explain:</p> <p>Evaporator pans are:</p> <p><input type="checkbox"/>tungsten-inert gas (TIG) welded</p> <p><input type="checkbox"/>tin-silver soldered</p> <p><input type="checkbox"/>other – explain:</p> <p>Fuel used to heat the evaporator pans is:</p> <p><input type="checkbox"/>wood</p> <p><input type="checkbox"/>heating oil or used oil</p> <p><input type="checkbox"/>other – identify:</p> <p>Air and environmental quality is controlled in the evaporator room: <input type="checkbox"/>no <input type="checkbox"/>yes – explain how:</p> <p>An air injection system is employed: <input type="checkbox"/>no <input type="checkbox"/>yes – explain:</p>
36.	<p>Answer the following questions pertaining to defoamers:</p> <p>The following anti-foaming agent is employed:</p> <p><input type="checkbox"/>none – skip to the next question.</p> <p><input type="checkbox"/>Acer pennsylvanicum (also known as striped maple or moosewood)</p> <p><input type="checkbox"/>organic vegetable oil – identify:</p> <p style="padding-left: 40px;">Do you have a copy of the organic certificate for the oil? <input type="checkbox"/>yes <input type="checkbox"/>no – why.</p> <p style="padding-left: 40px;">Oil producer's name (or brand): Certification body: Date of certificate:</p> <p>NOTE: Organic soy, peanut, sesame seed and nut oils are prohibited as defoamers because of potential allergen issues.</p>
37.	<p>Answer the following questions pertaining to syrup filtration and other treatments: Indicate all that apply:</p> <p><input type="checkbox"/>The maple (birch) syrup is not refined by artificial means, is not bleached or lightened in colour.</p> <p><input type="checkbox"/>The maple (birch) syrup is filtered through:</p> <p style="padding-left: 40px;"><input type="checkbox"/>cloth <input type="checkbox"/>paper <input type="checkbox"/>a filter press <input type="checkbox"/>food grade diatomaceous earth <input type="checkbox"/>silica powder</p> <p style="padding-left: 40px;"><input type="checkbox"/>clay dust</p>
38.	<p>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:</p> <p><input type="checkbox"/>The maple (birch) syrup is not packed in temporary containers – skip to question 39.</p> <p><input type="checkbox"/>The maple (birch) syrup is temporarily packed in single-use barrels.</p> <p style="padding-left: 40px;">These barrels are not reused. <input type="checkbox"/>True <input type="checkbox"/>False – explain:</p> <p><input type="checkbox"/>The maple (birch) syrup is temporarily packed in barrels made of:</p> <p style="padding-left: 40px;"><input type="checkbox"/>stainless steel <input type="checkbox"/>fibreglass <input type="checkbox"/>food-grade plastic <input type="checkbox"/>metal with a food-grade coating inside</p> <p><input type="checkbox"/>The barrels carry a unique number with a corresponding entry in the production records.</p> <p><input type="checkbox"/>The date that each barrel was filled is recorded.</p> <p style="padding-left: 40px;"><input type="checkbox"/>Although I am currently unable to confirm the last two statements, the existing protocols will be corrected by this date:</p>
39.	<p>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:</p>
40.	<p>When are the collection system, pipes and tanks washed?</p>
41.	<p>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.</p> <p style="padding-left: 40px;">In season: Sodium hypochlorite followed by rinsing with potable water or a filtrate for all equipment except the pipelines;</p> <p style="padding-left: 40px;">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.</p> <p>Identify the products that you use for in and out of season sanitizing:</p> <p style="padding-left: 40px;">In season</p> <p style="padding-left: 40px;">Out of season:</p>

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42. Complete the following table for all cleaning products used in the production system:

Brand Name	Active Ingredients	Documentation Attached	Where Used	Frequency
		<input type="checkbox"/> Prod Label / spec sheet <input type="checkbox"/> MSDS <input type="checkbox"/> Ingredients list <input type="checkbox"/> PACS Sanitation Dec		
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If additional space is required, attach a separate page. **An extra page is attached.**

43. **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:**

44. 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?

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.

45. **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:**

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46.	<p>Indicate how your company's organic products are distributed or sold. (Check all that apply)</p> <p><input type="checkbox"/> Bulk sales to food processors for use in other products.</p> <p><input type="checkbox"/> In retail packaging under your own label. (NOTE: You must complete question 50)</p> <p><input type="checkbox"/> In retail packaging under a private label (someone else's brand.) (NOTE: Complete question 50)</p> <p><input type="checkbox"/> To retailers and/or food distributors. (NOTE: You must complete question 50)</p> <p><input type="checkbox"/> Direct sales to end consumers.</p> <p><input type="checkbox"/> Other, or explanation:</p>																												
47.	<p>Does your company have its own marketing label or brand name for organic products? <input type="checkbox"/>yes <input type="checkbox"/>no</p> <p>If yes, provide name(s) on marketing label(s), or brand(s):</p> <p>Is any part of your brand a registered trademark? <input type="checkbox"/>no <input type="checkbox"/>yes – give details:</p>																												
48.	<p>Private Labelling: Is your company processing or custom labelling for another company (or are there plans to)?</p> <p><input type="checkbox"/>yes <input type="checkbox"/>no</p> <p>If yes, complete the table below for those products:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 30%;">Product name (as it appears on the label).</th> <th style="width: 30%;">Company for which you do the work.</th> <th style="width: 20%;">Is contracting company certified organic?</th> <th style="width: 20%;">Certification Agency listed on label</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td style="text-align: center;"><input type="checkbox"/>yes <input type="checkbox"/>no</td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td style="text-align: center;"><input type="checkbox"/>yes <input type="checkbox"/>no</td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td style="text-align: center;"><input type="checkbox"/>yes <input type="checkbox"/>no</td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td style="text-align: center;"><input type="checkbox"/>yes <input type="checkbox"/>no</td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td style="text-align: center;"><input type="checkbox"/>yes <input type="checkbox"/>no</td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td style="text-align: center;"><input type="checkbox"/>yes <input type="checkbox"/>no</td> <td> </td> </tr> </tbody> </table> <p>Attach an additional page if more space is required. Contact the PACS office for more instructions if you are doing private labelling. <input type="checkbox"/> An extra page is attached.</p>	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			<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				<input type="checkbox"/> yes <input type="checkbox"/> no				<input type="checkbox"/> yes <input type="checkbox"/> no	
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49.	<p>Does your company ship any organic products which are not in final retail packaging? <input type="checkbox"/>no <input type="checkbox"/>yes</p> <p>If no, go to next numbered question.</p> <p>If yes, continue this question:</p> <p>Are these organic products in transit to another site where they will undergo any type of preparation or handling?</p> <p><input type="checkbox"/>no <input type="checkbox"/>yes</p> <p>If no:</p> <p style="margin-left: 20px;">Do you retain ownership of these products? <input type="checkbox"/>yes <input type="checkbox"/>no</p> <p style="margin-left: 40px;">When does ownership transfer?</p> <p style="margin-left: 20px;">Explain why the products are not in final retail packaging:</p> <p style="margin-left: 20px;">Who will package and put retail labels on these products?</p> <p style="margin-left: 20px;">Whose packaging/labelling is applied?</p> <p style="margin-left: 40px;">When is the packaging/labelling applied?</p> <p>If yes:</p> <p>Does the following information accompany the shipment (either on an intermediary/bulk label or on a document)?</p> <p>a. The name and address of the person or organization responsible for the production, preparation or distribution of the product? <input type="checkbox"/>yes <input type="checkbox"/>no, explain:</p> <p>b. The name of the product? <input type="checkbox"/>yes <input type="checkbox"/>no, explain:</p> <p>c. The organic status of the product? <input type="checkbox"/>yes <input type="checkbox"/>no, explain:</p> <p>d. Information that ensures traceability (e.g. lot number)? <input type="checkbox"/>yes <input type="checkbox"/>no, explain:</p> <p>e. A sample (bulk or intermediary) label is attached <input type="checkbox"/>yes <input type="checkbox"/>no – information is supplied on a document (sample attached).</p> <p style="margin-left: 20px;">Do you retain ownership of these products? <input type="checkbox"/>yes <input type="checkbox"/>no</p> <p style="margin-left: 40px;">When does ownership transfer?</p> <p style="margin-left: 20px;">Who will package and put retail labels on these products?</p> <p style="margin-left: 20px;">Whose packaging/labelling is applied?</p> <p style="margin-left: 40px;">When is the packaging/labelling applied?</p>																												

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50.	<p>Submit labels for each product your company is responsible for, involving any of the following:</p> <ul style="list-style-type: none"> • 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. <p>Complete and submit a PACS Label Addendum listing each label along with its pertinent information.</p> <p><input type="checkbox"/> Labels are attached, along with required information OR</p> <p><input type="checkbox"/> Label proofs (PDF files) are attached, along with required information</p> <p style="padding-left: 20px;">If labels are not attached explain why not:</p>
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<p>F. RETAIL PACKAGING & TEMPORARY CONTAINERS</p> <p>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.</p>																	
51.	<p>Are all containers used for carrying or storage of organic products or ingredients within your facility made of impermeable food grade materials?</p> <p><input type="checkbox"/>yes <input type="checkbox"/>no <input type="checkbox"/>not sure</p> <p>If no, or not sure, explain:</p>																
52.	<p>Are all packaging materials used for organic products made of food grade materials?</p> <p><input type="checkbox"/>yes <input type="checkbox"/>no <input type="checkbox"/>not sure</p> <p>If no, or not sure, explain:</p>																
53.	<p>List all packaging materials for organic products:</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/>Bulk</td> <td><input type="checkbox"/>Plastic</td> <td><input type="checkbox"/>Cardboard</td> <td><input type="checkbox"/>Natural fibre</td> </tr> <tr> <td><input type="checkbox"/>Metal</td> <td><input type="checkbox"/>Foil</td> <td><input type="checkbox"/>Waxed paper</td> <td><input type="checkbox"/>Synthetic fibre</td> </tr> <tr> <td><input type="checkbox"/>Paper</td> <td><input type="checkbox"/>Glass</td> <td><input type="checkbox"/>Cellulose</td> <td><input type="checkbox"/>Wood</td> </tr> <tr> <td colspan="4"><input type="checkbox"/>Other - specify:</td> </tr> </table>	<input type="checkbox"/> Bulk	<input type="checkbox"/> Plastic	<input type="checkbox"/> Cardboard	<input type="checkbox"/> Natural fibre	<input type="checkbox"/> Metal	<input type="checkbox"/> Foil	<input type="checkbox"/> Waxed paper	<input type="checkbox"/> Synthetic fibre	<input type="checkbox"/> Paper	<input type="checkbox"/> Glass	<input type="checkbox"/> Cellulose	<input type="checkbox"/> Wood	<input type="checkbox"/> Other - specify:			
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<input type="checkbox"/> Paper	<input type="checkbox"/> Glass	<input type="checkbox"/> Cellulose	<input type="checkbox"/> Wood														
<input type="checkbox"/> Other - specify:																	
54.	<p>Are all packaging materials/containers used in your facility free from synthetic fungicides (including ingredients within paints used) and fumigants?</p> <p><input type="checkbox"/>yes <input type="checkbox"/>no <input type="checkbox"/>not sure</p> <p>If no, or not sure, explain:</p>																
55.	<p>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)?</p>																
56.	<p>Are materials used to clean containers employed to carry, store or package organic products/ingredients, included in the sanitation section of this form? <input type="checkbox"/>yes <input type="checkbox"/>no</p> <p>If no, list them here:</p>																
57.	<p>Is packaging recyclable?</p> <p><input type="checkbox"/>yes <input type="checkbox"/>no <input type="checkbox"/>some parts are</p>																

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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.	
58.	Who is responsible for arranging transportation of organic products? <input type="checkbox"/> self <input type="checkbox"/> buyer <input type="checkbox"/> other (specify): Describe how organic products are transported. Describe any potential contamination or commingling concerns you have with the transport of organic products? <input type="checkbox"/> none
59.	How is organic integrity (prevention of commingling, contamination) kept during transport? Select as many as are appropriate. <input type="checkbox"/> All transport vehicles are dedicated to organic (skip to Section H Storage). <input type="checkbox"/> Transport company notified of organic handling requirements. <input type="checkbox"/> Agreement with transport company to handle organic goods according to requirements. <input type="checkbox"/> Clean truck affidavits come with incoming products. <input type="checkbox"/> Clean truck affidavits are sent with outgoing products. <input type="checkbox"/> Transports inspected when products/ingredients received and rejected if not clean. <input type="checkbox"/> Transports inspected before being loaded and rejected if not clean. <input type="checkbox"/> All shipping containers (i.e. cases, pallets, shipping containers etc.) are clearly identified as organic. <input type="checkbox"/> Tamper-proof shipping methods. <input type="checkbox"/> Products are in impermeable packaging. <input type="checkbox"/> Organic products segregated during transport. <input type="checkbox"/> Transport Standard Operating Procedures (SOP) attached. <input type="checkbox"/> More information and/or other methods used:
60.	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) <input type="checkbox"/> Not applicable. <input type="checkbox"/> Use of separate pallets. <input type="checkbox"/> Organic product sealed in impermeable containers. <input type="checkbox"/> Organic products are clearly labelled. <input type="checkbox"/> Organic products are shrink-wrapped. <input type="checkbox"/> Separate area in transport unit. <input type="checkbox"/> Other (explain):
61.	Do the transport documents clearly indicate that the product is organic? <input type="checkbox"/> yes <input type="checkbox"/> no If no , explain:
62.	Do you use any consolidation docks when shipping product? <input type="checkbox"/> yes <input type="checkbox"/> 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? <input type="checkbox"/> yes <input type="checkbox"/> no If no, proceed to next numbered question. Are all of these consolidation docks certified organic? <input type="checkbox"/> yes <input type="checkbox"/> 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?
63.	Do you have any concerns about possible problems, contamination, commingling or substitution during transport of organic products/ingredients? <input type="checkbox"/> yes <input type="checkbox"/> 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.

64. 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.**

65. 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.

66. Are the organic and non-organic products stored in a facility that you control?
yes no – **skip to question 67.**

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):

68. 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):

69. 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:

70. 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
		<input type="checkbox"/> yes <input type="checkbox"/> no	
		<input type="checkbox"/> yes <input type="checkbox"/> no	
		<input type="checkbox"/> yes <input type="checkbox"/> no	

71. 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.									
72.	Are all records maintained on site? <input type="checkbox"/> yes <input type="checkbox"/> no – explain : Are they organized so that they can be fully audited during an on-site inspection? <input type="checkbox"/> yes <input type="checkbox"/> no If no , explain:								
73.	Which of the following records do you keep for organic sugar bush production? Check all that apply. <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/>Input records for materials used</td> <td style="width: 50%; border: none;"><input type="checkbox"/>Monitoring records/analyses (soil tests, tissue tests).</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/>Equipment cleaning records.</td> <td style="border: none;"><input type="checkbox"/>Harvest records showing harvest date and amounts.</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/>Storage records showing location ID, lot #'s, amounts.</td> <td style="border: none;"><input type="checkbox"/>Sap to syrup conversion values.</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/>Cleaning, sanitation, clean-down logs.</td> <td style="border: none;"><input type="checkbox"/>Other (specify):</td> </tr> </table> How long do you keep your records?	<input type="checkbox"/> Input records for materials used	<input type="checkbox"/> Monitoring records/analyses (soil tests, tissue tests).	<input type="checkbox"/> Equipment cleaning records.	<input type="checkbox"/> Harvest records showing harvest date and amounts.	<input type="checkbox"/> Storage records showing location ID, lot #'s, amounts.	<input type="checkbox"/> Sap to syrup conversion values.	<input type="checkbox"/> Cleaning, sanitation, clean-down logs.	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Input records for materials used	<input type="checkbox"/> Monitoring records/analyses (soil tests, tissue tests).								
<input type="checkbox"/> Equipment cleaning records.	<input type="checkbox"/> Harvest records showing harvest date and amounts.								
<input type="checkbox"/> Storage records showing location ID, lot #'s, amounts.	<input type="checkbox"/> Sap to syrup conversion values.								
<input type="checkbox"/> Cleaning, sanitation, clean-down logs.	<input type="checkbox"/> Other (specify):								
74.	Does your recordkeeping system link records so that organic sap harvested can be followed and balanced to the amount of maple (birch) products sold? <input type="checkbox"/> yes <input type="checkbox"/> not currently – By what date can you have this necessary level of documentation in place?								
75.	Do all invoices you issue identify the correct organic status of each organic product? <input type="checkbox"/> yes <input type="checkbox"/> no If no, explain why not:								
76.	Do you use a product code or lot numbering system for organic products? <input type="checkbox"/> yes <input type="checkbox"/> 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?								
77.	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. <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/>Maple (birch) product production.</td> <td style="width: 50%; border: none;"><input type="checkbox"/>Lot Coding.</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/>Inventory (physical or running) of incoming product.</td> <td style="border: none;"><input type="checkbox"/>Shipping and transportation.</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/>Inventory (physical or running) of completed or distributed products.</td> <td style="border: none;"><input type="checkbox"/>Clean transport records.</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/>Annual raw goods/production reconciliation versus product/remaining inventory reconciliation.</td> <td style="border: none;"><input type="checkbox"/>Product sales.</td> </tr> </table> <input type="checkbox"/> Other – identify : Comments:	<input type="checkbox"/> Maple (birch) product production.	<input type="checkbox"/> Lot Coding.	<input type="checkbox"/> Inventory (physical or running) of incoming product.	<input type="checkbox"/> Shipping and transportation.	<input type="checkbox"/> Inventory (physical or running) of completed or distributed products.	<input type="checkbox"/> Clean transport records.	<input type="checkbox"/> Annual raw goods/production reconciliation versus product/remaining inventory reconciliation.	<input type="checkbox"/> Product sales.
<input type="checkbox"/> Maple (birch) product production.	<input type="checkbox"/> Lot Coding.								
<input type="checkbox"/> Inventory (physical or running) of incoming product.	<input type="checkbox"/> Shipping and transportation.								
<input type="checkbox"/> Inventory (physical or running) of completed or distributed products.	<input type="checkbox"/> Clean transport records.								
<input type="checkbox"/> Annual raw goods/production reconciliation versus product/remaining inventory reconciliation.	<input type="checkbox"/> Product sales.								
78.	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.) <input type="checkbox"/> yes <input type="checkbox"/> no If no , explain why not:								
79.	Do you have a product recall system in place? <input type="checkbox"/> yes <input type="checkbox"/> no								
80.	Mark the types of organic activities for which you maintain written policies and procedures. <input type="checkbox"/> Production <input type="checkbox"/> Shipping <input type="checkbox"/> Storage <input type="checkbox"/> Receiving <input type="checkbox"/> Sanitation <input type="checkbox"/> Pest control <input type="checkbox"/> Other:								
81.	Do you / will you maintain all records pertaining to organic activities for a minimum of 5 years? <input type="checkbox"/> yes <input type="checkbox"/> no – explain								

J. NOTES	
82.	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. <input type="checkbox"/> A copy of this completed plan is kept in company records.
83.	Use this area to add information that may provide assistance to the Certification Committee who will review this Organic Plan.

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K. ATTACHMENTS that I am including with this document:

<input type="checkbox"/> Facility maps/diagrams	<input type="checkbox"/> Harvest records
<input type="checkbox"/> soil or tissue tests	<input type="checkbox"/> Monitoring records
<input type="checkbox"/> Input records	<input type="checkbox"/> MSDS sheets (cleaning / pest control materials)
<input type="checkbox"/> Storage Records	<input type="checkbox"/> Product Specification Sheets
<input type="checkbox"/> Product Labels	<input type="checkbox"/> Other (specify):

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:

- That I have read, understood, and agree to comply with the CB Constitution, Bylaws and Production Standards.
- To provide any further information as required by the CB.
- 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 only one of the following]:

- COR applicant** - ISO-compliant certification for interprovincial/international trade.
- BCCOP applicant** - certification of my products for sales only within my own province/territory (BC Certified Organic 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

Signed: _____ Print Name: _____ Date: _____