



Pacific Agricultural Certification Society

3402 32nd Ave. Vernon, BC V1T 2N1 phone 250-558-7927 fax 250-558-7947
 admin@pacscertifiedorganic.ca Website: www.pacscertifiedorganic.ca

Organic Plan: Preparation

Operators involved in food processing, preparation or packaging should use this form. Brokers, traders or marketers who do not wash, process, package or label products should not use this form. Definitions are contained in the guide.

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.**

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 <u>other</u> agencies. <input type="checkbox"/> <i>not applicable</i> Are you planning to keep concurrent certifications? <input type="checkbox"/> yes <input type="checkbox"/> no
2.	Have you previously applied for, or been granted organic certification? <input type="checkbox"/> yes <input type="checkbox"/> no If yes , please list 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 These documents can be found on the PACS website: www.pacscertifiedorganic.ca
5.	Do you train your staff about the requirements of the Canadian Organic Standards? <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> have no staff If no , explain how you plan to rectify this situation.
6.	Will you wish to use the Canadian organic legend (logo) on qualifying product labels? <input type="checkbox"/> yes <input type="checkbox"/> no

B. OVERVIEW OF OPERATIONS																					
7.	Describe your business operations. (Most importantly, we need to understand what you do or what you plan to do with organic products.)																				
8.	<table border="1"> <thead> <tr> <th colspan="2">Name of person in charge:</th> <th colspan="2">Name of person in charge:</th> </tr> </thead> <tbody> <tr> <td>Organic operations</td> <td></td> <td>Bookkeeping (accounts)</td> <td></td> </tr> <tr> <td>Production</td> <td></td> <td>QC/QA</td> <td></td> </tr> <tr> <td>Plant</td> <td></td> <td>Sanitation</td> <td></td> </tr> <tr> <td>Shipping/Receiving</td> <td></td> <td>Pest Control</td> <td></td> </tr> </tbody> </table>	Name of person in charge:		Name of person in charge:		Organic operations		Bookkeeping (accounts)		Production		QC/QA		Plant		Sanitation		Shipping/Receiving		Pest Control	
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Shipping/Receiving		Pest Control																			
9.	List all products and/or processes for which certification is being requested. (NOTE: This is what will be listed on your certificate). Identify any of these which are Natural Health Products or nutritional supplements (rather than foods). <input type="checkbox"/> <i>not applicable</i>																				

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	Identify any of these which are Livestock Feed products. <input type="checkbox"/> <i>not applicable</i>
10.	<p>Does the company (or are there plans in the next year to) handle, prepare, pack or label the same product in both an organic and non-organic form? <input type="checkbox"/> yes <input type="checkbox"/> no – skip to next question</p> <p>If yes, the organic aspect of the operation must be handled with sufficient care to assure the integrity of organic products. Check each of the following that apply:</p> <p>Organic runs are:</p> <p><input type="checkbox"/> Separated by place or time from similar operations performed on non-organic products</p> <p><input type="checkbox"/> Announced in advance, and appear in the enterprise’s production schedule</p> <p><input type="checkbox"/> Conducted using dedicated organic equipment/utensils</p> <p><input type="checkbox"/> Tracked by lot codes or numbers</p> <p><input type="checkbox"/> Tracked in all recordkeeping systems</p>
11.	<p>Attach an accurate FLOW CHART or a LIST that explains what is done to/with organic products within your facility. Start with receipt of organic products or ingredients, and list/explain each step including: cleaning, re-packing, labelling or processing done and equipment used. End when finished goods change custody. If you have several different types of products, submit separate flow charts for each product or each type of product, as this will make it clearer to PACS what is being done.</p> <p>NOTE: A flow chart is required for all operations. For some, like re-packers and distributors, it may be quite simple. Applications <u>will not</u> proceed without flow chart(s).</p> <p><input type="checkbox"/> Flow chart is attached. <input type="checkbox"/> Flow chart is not attached. Explain why:</p> <p>You must also submit a facility map/diagram.</p> <p><input type="checkbox"/> Facility map/diagram is attached.</p>
12.	<p>Product List: Submit separate lists of all products (organic and non-organic) that you deal with. This can be the company catalogue or a similar document.</p> <p>Product list included <input type="checkbox"/> yes <input type="checkbox"/> no – explain:</p> <p>**NOTE: This is a mandatory submission**</p>
13.	<p>Does your company ever arrange for or facilitate the harvest of organic crops? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>Does your company ever arrange for transportation of raw, unpackaged organic crops? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>NOTE: If you are involved with either of these activities PACS will require that you have ensured the organic integrity of the harvest – this would include the cleaning or dedication of harvest and transport equipment and bins or tote. Documentation will be necessary for verification purposes.</p>
14.	<p>Indicate which organic preparation categories apply to this facility and your company. (Check all that apply)</p> <p><input type="checkbox"/> Prepare single-ingredient products <input type="checkbox"/> Grocery and/or Produce Distributor</p> <p><input type="checkbox"/> Prepare multi-ingredient products <input type="checkbox"/> Warehouse/Storage Facility</p> <p><input type="checkbox"/> Packer (includes washing) of raw agricultural products <input type="checkbox"/> Other (specify):</p> <p><input type="checkbox"/> Prepare and package organic products belonging to other operators (includes freezing, heating, cutting, but not blending)</p> <p><input type="checkbox"/> Re-package and label products that are already certified organic (with no added ingredients)</p> <p>Note: if you are a broker, trader or marketing company, contact the PACS office for a different form.</p>
15.	<p>In the last 12 months, has your operation been visited by any regulatory body (other than PACS) or received a consumer complaint regarding your Organic operations or products? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>If yes, explain what happened:</p>

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16. Do you operate a packing house (pack or intend to pack already certified organic products, but do not blend ingredients together and add no ingredients or processing aids)? yes no
If yes, submit a completed Packer Sheet Packer Sheet attached – **skip to question 17**

Do you purchase and resell any organic goods? yes no

Do you package and label these organic goods? no yes – **What brand does the label bear?**

For each certified product **not produced** by your enterprise provide the following information:

Supplier's name (full operation name)	Scope of certificate	Certifier	Products supplied	What brand name do you apply?	What form is the product sold in?
	<input type="checkbox"/> COR <input type="checkbox"/> EU <input type="checkbox"/> NOP <input type="checkbox"/> USCOEA <input type="checkbox"/> BCCOP				<input type="checkbox"/> loose <input type="checkbox"/> retail pkg
	<input type="checkbox"/> COR <input type="checkbox"/> EU <input type="checkbox"/> NOP <input type="checkbox"/> USCOEA <input type="checkbox"/> BCCOP				<input type="checkbox"/> loose <input type="checkbox"/> retail pkg
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If more space is required please complete a Packer Sheet. **Packer sheet is attached.**

17. 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. (**NOTE:** Complete **question 72 section D.**)

To retailers and/or food distributors. (**NOTE:** Complete **question 72 section D.**)

In retail packaging under your own label. (**NOTE:** You must complete **questions 73 and 78 section E.**)

In retail packaging under a private label (someone else's brand.) (**NOTE:** Complete **questions 77 and 78 section E.**)

Direct sales to end consumers

Other, or explanation:

18. Does your company have a relationship with other businesses that provide you with another service (i.e. grow, produce, process, store, label, market, broker organic products on your behalf)? no yes – **complete the following:**

Company or Farm Name	Service provided (i.e. grow, produce, process, store, label, sell, broker)	Commodities (or products)	Certification Body of company or farm	Brand Name (if any) of product sold

Attach an additional page if more space is required. **An extra sheet is attached.**

19. Describe your waste management practices, including:

Solid waste management and reduction policies	
Liquid waste management and reduction policies:	
Recycling (reduce, re-use, recycle) practices:	

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C. PRODUCT COMPOSITION and PREPARATION

CAN/CGSB-32.310 clauses 1.4 and 9 & PSL Section 6 require that processed products consist primarily of organic ingredients and processing aids. During preparation, organic integrity must be maintained; refinement and additives must be minimized while use of synthetic additives is tightly controlled. (See Guide for definitions).

20. Identify the process(es) you use in the production of your products:
 Physical (e.g. cut, slice, wash, dry, press) – *list*:
 Mechanical (e.g. grind, mix, bake or roast, melt, deep fry, pasteurize, boil) – *list*:
 Biological (e.g. ferment, smoke) – *list*:
 Other – *describe*:

21. If your organic products are packaged, single ingredient products with nothing added (including processing aids) you do not need to complete the remaining questions in this section. We do not blend organic ingredients – **Skip to the next section**

22. Does your company create its own product formulations, recipes or blends? yes no
 Do you procure organic ingredients which were produced, processed, handled or labelled by another company? yes no

23. Will you produce any products which will contain less than 95% organic content? yes no – **skip to next question**
If yes, indicate whether the products will contain: 70 – 94.9% organic content less than 70% organic content
 List the 70 – 94.9% products: _____ List the <70% products: _____

24. **Organic product recipes** must be submitted for assessment and approval prior to the first organic production run. Each recipe must be entered into an electronic document called an **Organic Product Profile (OPP)**. Support documents must be submitted for each ingredient included in the recipe. **Identify the documents that accompany this organic plan:**

Product Name	OPP attached?	Organic Certificates attached?	Non-Organic Ingredient Declarations attached?	GMO Statements attached?
	<input type="checkbox"/> no <input type="checkbox"/> yes	<input type="checkbox"/> no <input type="checkbox"/> on file at PACS <input type="checkbox"/> yes: how many? List missing ones:	<input type="checkbox"/> no <input type="checkbox"/> on file at PACS <input type="checkbox"/> yes: how many? List missing ones:	<input type="checkbox"/> no <input type="checkbox"/> on file at PACS <input type="checkbox"/> yes: how many? List missing ones:
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Attach an additional page if more space is required. **An extra sheet is attached.**

25. If salt is used in your products, do you have verification that the salt is free from prohibited anti-caking or flow agents or other prohibited materials? salt is not used in our products yes no – **explain**:

26. How do you ensure that the ingredients and processing aids in your organic product(s) have **not** been derived from genetically engineered organisms (GEO/GMOs) or cloned animals or affected by sewage sludge or ionizing radiation? Check all that apply.
 Use only certified organic ingredients, products, and processing aids
 Letters from manufacturers
 Random and/or mandatory GEO/GMO testing
 Have suppliers complete PACS documents: *Non-Organic Ingredient (NOI) Declarations* and *GMO Statements*
 Other (**explain**): _____

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27.	How frequently do you re-assess the non-organic ingredients and/or processing aids used in your products to ensure their continued compliance to the annotations in the Permitted Substances Lists (CAN/CGSB-32.311)? <input type="checkbox"/> none used – skip to next section <input type="checkbox"/> Each time they are ordered <input type="checkbox"/> Once a year <input type="checkbox"/> Other (<i>specify</i>):												
28.	Submit an attachment to this Plan listing the non-organic ingredients, food additives and processing aids used in each of your organic products along with your rationale for using the non-organic components and the progress you have made in the last 12 months sourcing organic replacements for each. Use a chart similar to the one below:												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Product Name:</th> <th style="width: 45%;">Non-organic ingredients, additives or processing aids included</th> <th style="width: 30%;">Rationale for use and organic replacement progress made in last 12 months</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td> </td> <td> </td> </tr> <tr> <td style="height: 20px;"> </td> <td> </td> <td> </td> </tr> <tr> <td style="height: 20px;"> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Product Name:	Non-organic ingredients, additives or processing aids included	Rationale for use and organic replacement progress made in last 12 months									
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<input type="checkbox"/> A detailed list is attached.													

D. MAINTAINING ORGANIC INTEGRITY	
29.	Do you have a Food Safety Program in place? <input type="checkbox"/> no <input type="checkbox"/> yes If yes, what is the name of the program?
30.	Does your company: Own incoming products/ingredients? <input type="checkbox"/> yes <input type="checkbox"/> no – who owns them? Own outgoing products/ingredients? <input type="checkbox"/> yes <input type="checkbox"/> no – who owns them? Receive loose (unpackaged), bulk, organic ingredients or products? <input type="checkbox"/> yes <input type="checkbox"/> no Ship loose (unpackaged), bulk organic ingredients or products? <input type="checkbox"/> yes <input type="checkbox"/> no
31.	Check all water sources used at facility: <input type="checkbox"/> Municipal – skip to question 33 <input type="checkbox"/> On-site well <input type="checkbox"/> River <input type="checkbox"/> Lake <input type="checkbox"/> Spring Other (<i>identify</i>):
32.	Does water conform to Canadian Drinking Water Guidelines? (Note: If water is from a private source and contacts organic products, be prepared to show Verification Officer test results proving quality.) <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> don't know If no, explain:
33.	Is water treated (filtered or disinfected) on site? <input type="checkbox"/> no <input type="checkbox"/> yes If yes, do you have a water monitoring program in place? <input type="checkbox"/> no <input type="checkbox"/> yes – how frequently is water monitored? If water is filtered, identify the brand and model # of the filter: What is the filter made of? If water is chemically treated, list substances used:
34.	Indicate all the ways water is used in relationship to organic product: <input type="checkbox"/> No water or steam is used <input type="checkbox"/> As an ingredient <input type="checkbox"/> Cleaning and rinsing equipment <input type="checkbox"/> Cooking product <input type="checkbox"/> Wash organic products <input type="checkbox"/> Steam <input type="checkbox"/> Flume <input type="checkbox"/> Dump tank

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35. Is culinary steam used in the processing of organic products? yes no steam is used
 Does culinary steam have direct contact with organic products? yes no **If no, skip to next question.**
 List products used as boiler additives if steam contacts food or food contact surfaces: no boiler additives used

Boiler Chemical Brand name	Active Ingredient	MSDS included
		<input type="checkbox"/> yes <input type="checkbox"/> no
		<input type="checkbox"/> yes <input type="checkbox"/> no
		<input type="checkbox"/> yes <input type="checkbox"/> no

Note: Do not forget to include MSDS, label information, and product information sheet for any boiler additives listed above.

36. Are all food contact surfaces (counters, containers and conveyors) used for preparation, carrying or storage of organic products or ingredients within your facility made of impermeable food grade quality materials?
yes no not sure
If no, or not sure, explain:

37. Is there any possibility that a lubricant could contact the organic product? yes no.
If yes, describe where this might occur within your facility:
 Submit the ingredients list for the lubricant. Ingredients list attached.

38. Are all temporary 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:

39. Are all packaging materials used for organic products made of **food grade** materials?
yes no not sure
If no, or not sure, explain:

40. List all packaging materials used for organic products:
Bulk Plastic Cardboard Natural fibre
Metal Foil Waxed paper Synthetic fibre
Paper Glass Cellulose Wood
Other – **specify:**

41. Packaging of organic products should be minimal in amount and in environmental impact.
 Is packaging recyclable? yes no some parts are
 Is packaging biodegradable? yes no

42. 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)?

PRODUCTION AND STORAGE

43. Identify the practices you have implemented to protect the integrity of organic products during the production phase:

- Organic runs are planned in advance, clearly scheduled and occur **prior** to conventional runs. **NOTE:** If this is not always true, give details of exceptions:
- Organic and non-organic ingredients are segregated during all stages of preparation.
- Organic and non-organic ingredients are clearly identified at all stages of preparation and processing.
- When temporary containers are used, (e.g. during roasting, drying or transport) they are dedicated to organic or labelled as organic during use.
- Organic and non-organic ingredients and products are segregated and clearly identified in storage areas.
- Open packages of raw ingredients are clearly labelled and protected from commingling and/or contamination.
- If the same equipment is used for both organic and conventional runs, a full cleaning protocol precedes organic runs.
- When necessary, equipment or lines are purged prior to an organic run.
- Ingredients used to purge are recorded and records demonstrate that they are sold as conventional.
- Open packages of raw ingredients are clearly labelled and protected from commingling and/or contamination.

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44.	If your enterprise deals with at-risk organic seed or grain, rigorous measures are required to prevent accidental commingling with conventional seed or grain that may contain trace GE contamination. <input type="checkbox"/> not applicable, skip to next question Describe: How your organic and conventional storage bins are distinguishable: How you ensure that signage remains secure and/or tamper-proof: Special measures employed when at-risk organic goods are being transferred between bulk storage bins (e.g. during grain drying or lot mixing:																
45.	Do you store both non-organic and organic goods <u>in your own facility</u> ? <input type="checkbox"/> 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 <input type="checkbox"/> no, we do not store any <u>organic</u> goods within our own facility. <input type="checkbox"/> yes																
46.	Do you store organic products in another facility that <u>you control</u> ? <input type="checkbox"/> yes <input type="checkbox"/> no																
47.	What type of products do you store? (Check all that apply.) <input type="checkbox"/> Bulk, unbound or unpackaged ingredients or products. <input type="checkbox"/> Ingredients transferred from original packaging to temporary storage in facility. <input type="checkbox"/> Products in an intermediate stage of processing. <input type="checkbox"/> Finished goods. <input type="checkbox"/> Non-organic foods that have been treated with a volatile substance.																
48.	How do you prevent commingling or confusion of organic and non-organic in your storage? (Check all that apply.) <input type="checkbox"/> Separate storage areas for organic and non-organic ingredients/products. <input type="checkbox"/> Organic food or ingredients are stored in sealed food grade containers in storage area. <input type="checkbox"/> All organic products are clearly marked. <input type="checkbox"/> Unique storage containers are dedicated to organic. <input type="checkbox"/> Other (explain):																
49.	How do you prevent contamination of organic food in storage? (Check all that apply.) <input type="checkbox"/> Non-food items are not stored in food storage areas. <input type="checkbox"/> Storage containers are washed with permitted materials before being used for organic products. <input type="checkbox"/> Storage facilities, compartments, containers and/or bins do not contain and were not treated with any synthetic fungicides, preservatives or fumigants. <input type="checkbox"/> Non-organic food that has been treated with volatile substances is stored separately in rooms having no air exchange with organic storage areas. <input type="checkbox"/> Other (explain):																
50.	Do you store organic products at any storage facility operated by a third party? <input type="checkbox"/> yes <input type="checkbox"/> no – skip to question 53																
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Attach an additional page if more space is required. <input type="checkbox"/> An extra sheet is attached.																	
51.	For each facility that is not certified organic , request an Independent Storage Statement from the PACS office and submit a completed form for each non-certified organic facility. <input type="checkbox"/> not applicable <input type="checkbox"/> Have requested completed Independent Storage Statement(s) from each storage facility. <input type="checkbox"/> Independent Storage Statement(s) attached.																
52.	Are any cleaning and pest management materials used in the storage facilities which are not listed in the pest management and sanitation sections of this form? <input type="checkbox"/> yes <input type="checkbox"/> no If yes list them here:																

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PEST MANAGEMENT and SANITATION		
53.	What type of pest management system do you use? <input type="checkbox"/> In-house <input type="checkbox"/> Contract pest control service (name, telephone #):	
54.	Describe your pest management plan:	
55.	List the pest control materials that you have used in the past 12 months.	
	Target pest	Products used in last 12 months
	Attach an additional page if more space is required. <input type="checkbox"/> An extra sheet is attached.	
56.	Check all pest prevention strategies and mechanical controls used in or on the outer perimeter of each facility used for handling and storage of organic products and ingredients.	
	<input type="checkbox"/> Removal of exterior habitat/food sources <input type="checkbox"/> Good sanitation <input type="checkbox"/> Pest access prevented <input type="checkbox"/> Clean spilled product promptly <input type="checkbox"/> Inspect ingredients for pests <input type="checkbox"/> Air curtains <input type="checkbox"/> Sealed doors and/or windows <input type="checkbox"/> Repair of holes, cracks <input type="checkbox"/> Environmental Management (heat, light, atmosphere) <input type="checkbox"/> Screened windows, vents <input type="checkbox"/> Positive air pressure in facility <input type="checkbox"/> Carbon dioxide (controlled atmosphere) <input type="checkbox"/> Inspection zones around interior perimeter	
57.	Check all mechanical controls that are used:	<input type="checkbox"/> None used
	<input type="checkbox"/> Sticky traps <input type="checkbox"/> Electrocutions <input type="checkbox"/> Ultrasound/light devices <input type="checkbox"/> Vacuum treatments <input type="checkbox"/> Impermeable packaging <input type="checkbox"/> Other:	
58.	List all pest control products used such as baits, lures or repellents used either inside or outside facilities:	
	<input type="checkbox"/> Cholecalciferol Vitamin D baits <input type="checkbox"/> Diatomaceous earth <input type="checkbox"/> Pyrethrins (name of product): <input type="checkbox"/> Other: <input type="checkbox"/> None used – skip to question #60.	
59.	If baits, lures or repellents not listed within the Permitted Substances Lists are used either inside or outside facilities, documentary evidence of pest activity must be submitted substantiating the need for these prohibited substances.	
	<input type="checkbox"/> Baits, lures or repellents used are listed on the PSL <input type="checkbox"/> Pest activity logs are attached Comments:	
60.	On the facility map submitted in response to question #11 (or on an additional copy) identify all pest control stations either inside or outside your facilities. <input type="checkbox"/> Pest control map attached. <input type="checkbox"/> No traps or bait stations used.	
61.	What details are included in your sanitation protocol? (check all that apply)	
	<input type="checkbox"/> Written Standard Sanitation Operation Procedures (SSOP) <input type="checkbox"/> Cleaning schedule(s) <input type="checkbox"/> List of materials used <input type="checkbox"/> Cleaning logs with supervisory signatures <input type="checkbox"/> MSDS sheets <input type="checkbox"/> Removal is documented <input type="checkbox"/> Written purge protocol and procedure <input type="checkbox"/> Purge logs <input type="checkbox"/> Residue test verification Are these procedures and documents kept in a sanitation manual? <input type="checkbox"/> yes <input type="checkbox"/> no Are the logs and test results kept on file? <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> Facility has other procedural documents demonstrating sanitation is adequate and consistent and verifying that cleaning materials do not contaminate organic product. <input type="checkbox"/> Other information that may be pertinent:	
62.	Are any goods (non-organic or organic) in your facility treated with any substance (i.e. DPA (diphenylamine), quaternary ammonium, fumigants) not listed in the Permitted Substances Lists (CAN/CGSB-32.311-2015)?	
	<input type="checkbox"/> yes <input type="checkbox"/> no If yes, name the substance(s) and explain how you keep organic products segregated or protected.	

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63. Do bare hands touch organic products? yes no, gloves are used.
If yes, submit the ingredients list for hand cleaners and sanitizers. Ingredients list attached.
If gloves are used, are new gloves used before organic runs? yes no – **explain**:

64. Are food-grade cleaners, disinfectants or sanitizers used on any organic products or organic product contact surfaces? yes no
If yes, identify these substances:
 Submit the ingredients list for these substances. Ingredients list(s) attached.

65. In the chart below, list cleaning and sanitation products used on food or food contact surfaces (including temporary containers, counters and conveyor belts). Product labels, product information sheets, or MSDS sheets must be available to the inspector or upon request from PACS.

What is cleaned (food-contact surfaces, including hands and gloves). If on equipment, identify equipment.	Exact Brand Name and Product Number	Documentation attached	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"/> Prod Label /spec sheet <input type="checkbox"/> MSDS <input type="checkbox"/> Ingredients list		<input type="checkbox"/> yes <input type="checkbox"/> no
		<input type="checkbox"/> Prod Label /spec sheet <input type="checkbox"/> MSDS <input type="checkbox"/> Ingredients list		<input type="checkbox"/> yes <input type="checkbox"/> no
		<input type="checkbox"/> Prod Label /spec sheet <input type="checkbox"/> MSDS <input type="checkbox"/> Ingredients list		<input type="checkbox"/> yes <input type="checkbox"/> no
		<input type="checkbox"/> Prod Label /spec sheet <input type="checkbox"/> MSDS <input type="checkbox"/> Ingredients list		<input type="checkbox"/> yes <input type="checkbox"/> no
		<input type="checkbox"/> Prod Label /spec sheet <input type="checkbox"/> MSDS <input type="checkbox"/> Ingredients list		<input type="checkbox"/> yes <input type="checkbox"/> no
		<input type="checkbox"/> Prod Label /spec sheet <input type="checkbox"/> MSDS <input type="checkbox"/> Ingredients list		<input type="checkbox"/> yes <input type="checkbox"/> no

Attach an additional page if more space is required. **An extra sheet is attached.**

TRANSPORTATION

66. How is organic integrity (prevention of commingling, contamination) kept during transport? Check all that apply.

- All transport vehicles are dedicated to organic.
- 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:

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67.	<p>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)</p> <p><input type="checkbox"/> Not applicable.</p> <p><input type="checkbox"/> Use of separate pallets.</p> <p><input type="checkbox"/> Organic product sealed in impermeable containers.</p> <p><input type="checkbox"/> Organic products are clearly labelled.</p> <p><input type="checkbox"/> Organic products are shrink-wrapped.</p> <p><input type="checkbox"/> Separate area in transport unit.</p> <p><input type="checkbox"/> Other (explain):</p>
68.	<p>Do the transport documents clearly indicate that the product is organic? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>If no, explain:</p>
69.	<p>Do you use any consolidation docks when shipping product? <input type="checkbox"/> yes <input type="checkbox"/> no If no, proceed to next question</p> <p>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 question</p> <p>Are all of these consolidation docks certified organic? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, proceed to next question</p> <p>How is the organic integrity of your products being maintained at these non-certified organic consolidation docks when they open your shipping units?</p>
70.	<p>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</p> <p>If yes, explain.</p>
71.	<p>If you are responsible for cross-border transport, do you have any concerns about exposure to pesticides or pest control substances used at any stage of transit, including at border crossings? <input type="checkbox"/> not applicable <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>If yes, explain.</p>
72.	<p>Does your company ship organic products which are not in final retail packaging? <input type="checkbox"/> no <input type="checkbox"/> yes – continue this question</p> <p>If no, go to next section.</p> <p>Are these organic products in transit to another site where they will undergo additional preparation or handling? <input type="checkbox"/> no <input type="checkbox"/> yes</p> <p>If no:</p> <p style="padding-left: 20px;">Do you retain ownership of these products? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p style="padding-left: 40px;">When does ownership transfer?</p> <p style="padding-left: 20px;">Explain why the products are not in final retail packaging:</p> <p style="padding-left: 20px;">Who will package and put retail labels on these products?</p> <p style="padding-left: 20px;">Whose packaging/labelling is applied?</p> <p style="padding-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> <ol style="list-style-type: none"> 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: b. The name of the product? <input type="checkbox"/> yes <input type="checkbox"/> no, explain: c. The organic status of the product? <input type="checkbox"/> yes <input type="checkbox"/> no, explain: d. Information that ensures traceability (e.g. lot number)? <input type="checkbox"/> yes <input type="checkbox"/> no, explain: 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 style="padding-left: 20px;">Do you retain ownership of these products? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p style="padding-left: 40px;">When does ownership transfer?</p> <p style="padding-left: 20px;">Who will package and put retail labels on these products?</p> <p style="padding-left: 20px;">Whose packaging/labelling is applied?</p> <p style="padding-left: 40px;">When is the packaging/labelling applied?</p>

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E. MARKETING & LABELLING			
73.	Does your company have its own marketing label or brand name for organic products? <input type="checkbox"/> yes <input type="checkbox"/> no <i>If yes, provide name(s) on marketing label(s), or brand(s):</i> Is any part of your brand a registered trademark? <input type="checkbox"/> no <input type="checkbox"/> yes – <i>give details:</i>		
74.	Does your company own the organic products that you market? <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> own some <input type="checkbox"/> contract market some For answers other than yes , complete the following chart:		
	Product	Owner	
	Attach an additional page if more space is required. <input type="checkbox"/> An extra sheet is attached.		
75.	To whom do you sell your products? (Check all that apply): <input type="checkbox"/> n/a – <i>this enterprise co-processes only</i> <input type="checkbox"/> To end consumers <input type="checkbox"/> To wholesalers <input type="checkbox"/> To processors <input type="checkbox"/> Sold through a broker <input type="checkbox"/> To retailers <input type="checkbox"/> To restaurants/cafés <input type="checkbox"/> Other (specify): Where: <input type="checkbox"/> In my home province/territory <input type="checkbox"/> Other province(s), except Québec <input type="checkbox"/> Québec <input type="checkbox"/> USA <input type="checkbox"/> EU <input type="checkbox"/> Other international destinations (specify):		
76.	If you sell directly to a retailer, respond to the following:		<input type="checkbox"/> not applicable
	My products are in final packaging when they arrive at the retailer's facility <input type="checkbox"/> yes <input type="checkbox"/> no Details: My products are in temporary/intermediary packaging when they arrive at the retailer's facility. <input type="checkbox"/> yes <input type="checkbox"/> no Details: Organic labelling cannot be applied to a product repacked by a retailer/third party who does not hold organic certification. Organic labelling is not applied by the retailer: <input type="checkbox"/> true <input type="checkbox"/> false – explain		
77.	Private Labelling: Does your company package organic products and/or apply organic labels bearing any brand other than your own (or are there plans to)? <input type="checkbox"/> yes <input type="checkbox"/> no <i>If yes, complete the table below for those products:</i>		
	Product name (as it appears on the label)	Company for which you do the work	Is contracting company certified organic?
			<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
	Attach an additional page if more space is required. <input type="checkbox"/> An extra sheet is attached.		
78.	Do you intend to develop labels for your organic products that: <ul style="list-style-type: none"> • Bear your company's brand • Bear your company's certification information (including custom or private labels) • Your company applies to an organic product under contract with the product owner. <input type="checkbox"/> Yes. I will submit label proofs upon organic certification and will request logo artwork from PACS Admin. <input type="checkbox"/> No, my products will not be labelled.		

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F. RECORDKEEPING															
79.	Identify the types of organic activities for which you maintain written policies and procedures. <input type="checkbox"/> Purchasing <input type="checkbox"/> Production <input type="checkbox"/> Receiving <input type="checkbox"/> Storage <input type="checkbox"/> Shipping <input type="checkbox"/> Sanitation <input type="checkbox"/> Pest control <input type="checkbox"/> Updating verification of organic ingredients <input type="checkbox"/> Other (<i>specify</i>):														
80.	Are all records maintained on site? <input type="checkbox"/> yes <input type="checkbox"/> no – <i>explain</i> : NOTE: If records are not stored on site, they must be available for the VO to review during each inspection. That means that they must be brought to the site for the inspection or the VO must be given access to the site where they are located during the inspection. Are they organized so that they can be fully audited during an on-site inspection? <input type="checkbox"/> yes <input type="checkbox"/> no – <i>explain</i> :														
81.	Do your records sufficiently track the organic status of raw products or ingredients and finished goods to their release? <input type="checkbox"/> yes <input type="checkbox"/> not currently, but they are being revised to do so. By what date will you have this necessary level of documentation in place?														
82.	Do you have organic certification documents for each product or ingredient you purchase? <input type="checkbox"/> yes <input type="checkbox"/> no – <i>explain</i> :														
83.	How often do you, or do you plan to, update organic certification information for incoming products/ingredients? <input type="checkbox"/> with each order <input type="checkbox"/> monthly <input type="checkbox"/> yearly														
84.	Do you use a product code or lot numbering system for organic products? <input type="checkbox"/> yes <input type="checkbox"/> no <i>If yes, give an example with an explanation of its components:</i> If lot numbers or product codes are not used, how do you track products?														
85.	Indicate areas for which you maintain consistent and sufficient documentation that would allow for a successful audit of organic goods from purchase or receipt until they are sold or released. Check all that apply. <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; padding: 2px;"><input type="checkbox"/> Certification of organic products and/or ingredients</td> <td style="width: 50%; vertical-align: top; padding: 2px;"><input type="checkbox"/> Ingredient receipt</td> </tr> <tr> <td style="vertical-align: top; padding: 2px;"><input type="checkbox"/> Production</td> <td style="vertical-align: top; padding: 2px;"><input type="checkbox"/> Lot Coding</td> </tr> <tr> <td style="vertical-align: top; padding: 2px;"><input type="checkbox"/> Inventory (physical or running) of incoming product</td> <td style="vertical-align: top; padding: 2px;"><input type="checkbox"/> Shipping and distribution</td> </tr> <tr> <td style="vertical-align: top; padding: 2px;"><input type="checkbox"/> Inventory (physical or running) of completed or distributed products</td> <td style="vertical-align: top; padding: 2px;"><input type="checkbox"/> Re-packing</td> </tr> <tr> <td style="vertical-align: top; padding: 2px;"><input type="checkbox"/> Ingredient purchase</td> <td style="vertical-align: top; padding: 2px;"><input type="checkbox"/> Product sales</td> </tr> <tr> <td style="vertical-align: top; padding: 2px;"><input type="checkbox"/> Annual summary by commodity group of total organic ingredients bought</td> <td style="vertical-align: top; padding: 2px;"><input type="checkbox"/> Documentation regarding quantities used, composition and nature of ingredients, additives and processing aids</td> </tr> <tr> <td style="vertical-align: top; padding: 2px;"><input type="checkbox"/> Annual raw goods/production reconciliation versus product/remaining inventory reconciliation</td> <td></td> </tr> </table> Comments:	<input type="checkbox"/> Certification of organic products and/or ingredients	<input type="checkbox"/> Ingredient receipt	<input type="checkbox"/> Production	<input type="checkbox"/> Lot Coding	<input type="checkbox"/> Inventory (physical or running) of incoming product	<input type="checkbox"/> Shipping and distribution	<input type="checkbox"/> Inventory (physical or running) of completed or distributed products	<input type="checkbox"/> Re-packing	<input type="checkbox"/> Ingredient purchase	<input type="checkbox"/> Product sales	<input type="checkbox"/> Annual summary by commodity group of total organic ingredients bought	<input type="checkbox"/> Documentation regarding quantities used, composition and nature of ingredients, additives and processing aids	<input type="checkbox"/> Annual raw goods/production reconciliation versus product/remaining inventory reconciliation	
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<input type="checkbox"/> Ingredient purchase	<input type="checkbox"/> Product sales														
<input type="checkbox"/> Annual summary by commodity group of total organic ingredients bought	<input type="checkbox"/> Documentation regarding quantities used, composition and nature of ingredients, additives and processing aids														
<input type="checkbox"/> Annual raw goods/production reconciliation versus product/remaining inventory reconciliation															
86.	Do all invoices you issue identify the correct organic status of each organic product? <input type="checkbox"/> yes <input type="checkbox"/> no <i>If no, explain why not:</i>														
87.	Do you have a method of tracking and addressing complaints? (<i>This will be assessed by the Verification Officer during your inspection.</i>) <input type="checkbox"/> yes <input type="checkbox"/> no <i>If no, explain why not:</i>														
88.	Do you have a product recall system in place? <input type="checkbox"/> yes <input type="checkbox"/> no														
89.	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														
90.	Use this area to add information that may provide assistance to the Certification Committee who will review this Organic Plan.														

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G. ATTACHMENTS included with this document:

<input type="checkbox"/> Product list/Catalogue	<input type="checkbox"/> Request Label Review
<input type="checkbox"/> Flow chart and facility map/diagram	<input type="checkbox"/> Independent Storage Statement(s)
Any of the following:	<input type="checkbox"/> Non-Organic Ingredient Declarations
<input type="checkbox"/> Organic Product Profile sheets	<input type="checkbox"/> MSDS sheets (cleaning or pest control materials, boiler additives)
<input type="checkbox"/> Packer-Re-packer Sheet	<input type="checkbox"/> Product Specification Sheets
<input type="checkbox"/> Product Labels	<input type="checkbox"/> Pest control map

H. 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).
- PACS Compliant applicant** - certification of agricultural products for sales only within my own province/territory (excluding BC) or certification for Natural Health Products or Cannabis (within Canada).
- BCCOP applicant** - certification of my products for sales only within British Columbia (BC Certified Organic Program – permits use of the BCCOP logo).
- 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 home province/territory
 - b) Enterprise must not practice parallel production
 - c) Enterprise must not have conditions on its certification
 - 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: _____