



Maharishi Vedic Organic Agriculture Institute

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MVOAI National Organic Program Compliant Application and Organic Processing and Handling Plan

Version 3.4

This Questionnaire is meant to serve as both your application and Organic Processing Plan. The questions and charts are given to you as an aid in providing the necessary information. You should provide any additional information you feel is necessary or useful to MVOAI in making the certification decision. Attach additional pages as necessary to provide the information and list the Section number and full question to which you are responding with additional information. Please also Attach an Organic Product Profile sheet for each product requested for certification and a current schematic product flow chart and facility map for each facility which will handle organic products. Use additional sheets if necessary.

Section 1: General Information National Organic Program Rule 205.401 and 205.201				Today's Date	
Applicant/company name			Organic certification number		
Owner/manager		Primary contact person		For office use only	
				Date received	
Address				Date reviewed	
				Reviewer initials	
City	State/province	Postal/zip code	Country	Fees received	
				Inspector	
E-mail		Web site:		Do you have Internet access?	
Legal status: <input type="checkbox"/> Sole proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> Cooperative <input type="checkbox"/> Trust or non-profit <input type="checkbox"/> Legal partnership (federal form 1065) <input type="checkbox"/> Other (specify)					
Year company began	Number of employees	Name of person overseeing organic production		Government permits/licenses	
Do you have a copy of the appropriate organic standards? <input type="checkbox"/> Yes <input type="checkbox"/> No			Do you understand the current organic standards?		
Do you have a copy of the current US National List? <input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No		
What general categories of organic products are manufactured, planned to be manufactured, or handled? <i>Provide a complete list of products requested for certification in Section 2: Product Composition and Labeling.</i>					
List number of years certified as organic and name of certifying agent.				List current organic certification by other agents.	
Has certification ever been denied, suspended, or revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe the circumstances. <i>Attach a description of the actions taken to correct noncompliances.</i>					

List all noncompliances from last year's certification and state how the noncompliances have been addressed. Not applicable

What is the primary language(s) spoken by owners and workers on the farm or business?

Preferred time for inspection visit: Morning Afternoon
 Give clear directions to the processing facility, with road names and mileage wherever possible.

Type of processing/handling operation, e.g. grain cleaning, canning, freezing:	Is your operation a: <input type="checkbox"/> Primary, or <input type="checkbox"/> Contract vendor	Estimated annual total (organic and nonorganic) production (volume or number of units): Estimated annual production in US Dollars: Last years actual annual production in US Dollars: Percentage organic or non-organic: _____ % organic _____ % nonorganic
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PLEASE LIST IN THE TABLE BELOW EACH PRODUCT FOR WHICH YOU ARE APPLYING FOR CERTIFICATION ALONG WITH THE SPECIFIC REQUESTED INFORMATION

PRODUCT	ANNUAL VOLUME (UNITS)	ANNUAL VOLUME IN \$	% OF ORGANIC INGREDIENTS

IF YOU USE CONTRACT VENDORS, GIVE THE FOLLOWING INFORMATION:

NAME OF CONTRACT VENDOR	ADDRESS	PHONE NO.	CERTIFIED BY

List or attach a list stating the general categories of **nonorganic** products produced by your company.

SECTION 2: Labeling and Product Composition **NOP Rule 205.105, 205.270, 205.300-205.305 and 205.307-205.311**

The NOP Rule has 4 categories of products which can use the word "organic". These are "100% organic", "organic", "made with organic (specified ingredients or food group(s))", and products with less than 70% organic ingredients. The % of organic

ingredients is calculated by dividing the total net weight or volume (excluding salt and water) of combined organic ingredients by the total weight or volume of all ingredients (excluding salt and water).

Products labeled "100% organic" must contain 100% organic ingredients, including processing aids. Products labeled "organic" must contain at least 95% organic ingredients; nonorganic ingredients must not be commercially available in an organic form; must not include organic and nonorganic forms of the same ingredient; and all synthetic ingredients and processing aids must be on the National List. Products labeled "made with organic (specified ingredients or food group(s))" must contain at least 70% organic ingredients. For "100% organic," "organic," and "made with organic..." products, both organic and nonorganic ingredients must not be produced using excluded methods, sewage sludge, or ionizing radiation. Products with less than 70% organic ingredients can only identify the organic ingredients in the information panel. Refer to the National List, Section 205.605 and 205.606, to determine which nonagricultural substances and nonorganically produced agricultural ingredients are allowed in products labeled "organic" or "made with organic (ingredients or food group(s))."

The NOP Rule has specific requirements for principal display panel information relating to the use of the term "organic", depending on the % of organic ingredients in the finished product. For all products, the organic ingredients must be identified in the ingredient information panel. Up to three ingredients or food groups can be listed on the principal display panel for products labeled as "made with organic (ingredients or food group(s))". The term "organic" cannot be used to describe a nonorganic ingredient in a product name. Water and salt cannot be identified as "organic". The name of the certifying agent must be identified on the information panel below the name of the handler or distributor, preceded by the statement, "Certified organic by..." or similar phrase. The address and telephone number of the certifying agent may be displayed.

The USDA seal can be used on "100% organic" or "organic" products, but not on products labeled "made with organic...". A certifying agent's seal, logo or other identifying mark can be used on "100% organic," "organic" or "made with organic...". Products with less than 70% organic ingredients cannot use either the USDA seal or the certifying agent's name, seal or logo. The certifying agent's seal cannot be displayed more prominently than the USDA seal.

Attach an Organic Product Profile sheet and examples of all labels used for each product requested for certification.

A. PRODUCTS LABELED AS "100% ORGANIC" (All ingredients are certified 100% organic, including processing aids.)

List all products labeled or planned to be labeled as "100 % Organic" and check appropriate boxes. None

NAME OF PRODUCT	ORGANIC INGREDIENTS IDENTIFIED IN INFORMATION PANEL (LIST)	CERTIFYING AGENT NAME IDENTIFIED ON LABEL (REQUIRED)	USE USDA SEAL ON LABEL (YES OR NO)	USE CERTIFYING AGENT SEAL/LOGO ON LABEL (YES OR NO)

B. PRODUCTS LABELED AS "ORGANIC" (at least 95% certified organic ingredients)

List all products labeled or planned to be labeled as "Organic" and check appropriate boxes. None

NAME OF PRODUCT	ORGANIC INGREDIENTS IDENTIFIED IN INFORMATION PANEL (LIST)	CERTIFYING AGENT NAME IDENTIFIED ON LABEL (REQUIRED)	USE USDA SEAL ON LABEL (YES OR NO)	USE CERTIFYING AGENT SEAL/LOGO ON LABEL (YES OR NO)

SECTION 2: Labeling and Product Composition B. PRODUCTS LABELED AS "ORGANIC" (continued)

Are any nonorganic agricultural ingredients used?

Yes No

If yes, list all organic products that contain nonorganic agricultural ingredients.

If yes, describe your attempts to source organic ingredients.

Are sulfites, nitrates, or nitrites added during the production or handling process?

Yes No

If yes, list all organic products produced with sulfites, nitrates, or nitrites.

Are Alkali Extracted Humic Acid, Lignin Sulfonate, or Potassium bicarbonate used?

Yes No

If yes, list all organic products produced or processed with these substances .

Do any products labeled "organic" show the percentage of organic ingredients on the label?

Yes No

If yes, list all products so labeled.

Does the size of the percentage statement exceed one-half the size of the largest type size on the panel on which the statement is displayed?

Yes No

Does the percentage statement appear in its entirety in the same type size, style, and color without highlighting?

Yes No

Is the percentage rounded down to the nearest whole number?

Yes No

C. PRODUCTS LABELED AS "MADE WITH ORGANIC (SPECIFIED INGREDIENTS OR FOOD GROUPS(S))" (At least 70% certified organic ingredients; up to 3 ingredients or food groups can be listed)

List all products to be labeled "Made with organic (ingredients or food group(s))" and check appropriate boxes.

None

NAME OF PRODUCT	HOW MANY INGREDIENTS OR FOOD GROUPS ARE LISTED ON THE LABEL?	LIST EACH INGREDIENT OR FOOD GROUP ¹ SHOWN ON THE PRINCIPAL DISPLAY PANEL	ORGANIC INGREDIENTS IDENTIFIED IN INFORMATION PANEL (YES OR NO)	CERTIFYING AGENT NAME IDENTIFIED ON LABEL (YES OR NO)	CERTIFYING AGENT SEAL/LOGO ON LABEL (YES OR NO)

Does the "made with organic ingredients" statement on the principal display panel exceed one-half the size of the largest type size on the panel? Yes No

Does the "made with organic ingredients" statement on the principal display panel appear in its entirety in the same type size, style, and color without highlighting? Yes No

Do any products labeled "made with organic ingredients" show the percentage of organic ingredients in the product? Yes No

If yes, does the size of the percentage statement exceed one-half the size of the largest type size on the panel on which the statement is displayed? Yes No

Does the percentage statement appear in its entirety in the same type size, style, and color without highlighting? Yes No

Is the percentage rounded down to the nearest whole number? Yes No

D. PRODUCTS WITH LESS THAN 70% ORGANIC INGREDIENTS (organic ingredients listed only on the information panel)

List all products which contain less than 70% organic ingredients. None

E. BY-PRODUCTS

Will any by-products from certified organic products be sold as certified organic? Yes No Not applicable

If yes, list all organic products manufactured from by-products.

*Include information on organic by-products as applicable on this Organic Handling Plan.
Attach an Organic Product Profile sheet for each product.*

F. WATER

¹ Choose from the following food group listings: beans, fish, fruits, grains, herbs, meats, nuts, oils, poultry, seeds, spices, sweeteners, vegetables, or processed milk products.

Check ways water is used in processing: None used
 ingredient processing aid cooking cooling product transport cleaning organic products
 cleaning equipment other (specify)

Source of water: municipal on-site well other, specify

Does the water meet the Safe Drinking Water Act? Yes No
Attach copy of water test, if applicable.

What on-site water treatment processes are used? None

Is steam used in the processing or packaging of organic products? Yes No
 If yes, describe how steam is used.

If steam has direct contact with organic products, do you use: No direct contact
 steam filters condensate traps testing of condensate testing of finished products
 other (specify)

List products used as boiler additives. No boiler additives used
Attach MSDS and/or label information for boiler additives, if applicable.

Describe how you monitor water quality.

How often do you conduct water quality monitoring? weekly monthly annually as needed
 other (specify)

SECTION 3: Assurance of Organic Integrity **NOP Rule 205.270 and 205.272**

NOP Rule requires that handling practices and procedures present no contamination risk to organic products from commingling with nonorganic products or contact with prohibited substances. Packaging materials, bins, and storage containers must not have contained synthetic fungicides, preservatives, or fumigants. Reusable bags or containers must be clean and pose no risk to the integrity of organic products. Procedures used to maintain organic integrity must be documented.

A. PRODUCT FLOW
Attach a complete written description or schematic product flow chart which shows the movement of all organic products, from incoming/receiving through production to outgoing/shipping. Indicate where ingredients are added and/or processing aids are used. All equipment and storage areas must be identified.

B. ORGANIC INTEGRITY
Do you have an organic integrity program in place to address areas of potential commingling and/or contamination? Yes No
 If yes, list specific control points you have identified in your process and state how you have addressed them to protect organic integrity, or *attach a copy of your organic integrity program.*

If no, do you have plans to implement an organic integrity program? Yes No

C. MONITORING
Do you have a Quality Assurance program in place (optional)? Yes No
 If yes, what program do you use? ISO HACCP TQM other (specify)

Are any outside quality assessment services used (e.g. AIB)? Yes No
 If yes, name of company

Product testing: (Check all that apply)
 ingredients tested prior to purchase ingredients tested upon receipt products tested during production
 finished products tested other (specify)

How do you prevent the use of ingredients produced using excluded methods, eg. genetic engineering, sewage sludge, or ionizing radiation? (Check all that apply)

GE testing letters from manufacturers other (specify)

Are ingredient samples retained?

Yes No

If yes, how long?

Are finished product samples retained?

Yes No

If yes, how long?

Do you have a product recall system in place?

Yes No

D. Processing aids: List of each substance to be used as a production or handling PROCESSING AID, indicating its composition, source, location(s) where it will be used, and documentation of commercial availability, as applicable.

Processing aid	Composition	Source	Location of Use	Documentation of Commercial Availability as Organic
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

E. EQUIPMENT

List all equipment used in processing.

EQUIPMENT NAME	CAPACITY	CHECK IF EQUIPMENT IS CLEANED PRIOR TO ORGANIC PRODUCTION	CHECK IF CLEANING IS DOCUMENTED	CHECK IF THE EQUIPMENT IS PURGED PRIOR TO ORGANIC PRODUCTION

If equipment is purged, list and describe purge procedures, quantities purged, and documentation.

F. SANITATION

Attach MSDS and/or label information for cleaning and sanitizing products, if applicable.

Check all cleaning methods used:

- sweeping
 scraping
 vacuuming
 compressed air
 manual washing
 clean in place (CIP)
 steam cleaning
 sanitizing
 other (specify)

Provide information on your cleaning program and products used.

AREA	TYPE OF CLEANING	CLEANING EQUIPMENT USED	PRODUCTS USED	FREQ	CHECK IF CLEANING IS DOCUMENTED
Receiving area					
Ingredient storage					
Product transfer					
Production area					
Production equipment					
Packaging area					
Finished product storage					
Loading dock					
Building exterior					
Accidental spills					
Other (specify)					

Are all surfaces which contact organic products food grade?

Yes No

Do you test food contact surfaces or rinsate for cleaner/sanitizer residues?

Yes No

Where are cleaning/sanitizing materials stored?

G. PACKAGING

Check types of packaging material used: paper cardboard wood glass metal foil

- plastic
 waxed paper
 aseptic
 natural fiber
 synthetic fiber
 other (specify)

Where are packaging materials stored?

Are any fungicides, fumigants, or pest control products used in this storage area?

Yes No

If yes, describe use and list specific products.

Have any packaging materials been exposed to synthetic fungicides, preservatives, or fumigants?

Yes No

If yes, describe exposure, including name of products used.

Are packaging materials reused?

Yes No

If yes, describe how reusable packaging materials are cleaned prior to use.

H. STORAGE

Provide information on your storage areas by completing the following table.

USE	LOCATION	TYPE/CAPACITY	IDENTIFICATION NAME OR NUMBER	IS STORAGE UNIT DEDICATED ORGANIC ? (✓)	COMMENTS ON POTENTIAL FOR CONTAMINATION OR COMMINGLING PROBLEMS
Ingredient storage					
Packaging material storage					
In-process storage					
Finished product storage					
Off-site storage*					
Other (specify)					

*If there is off-site storage, give name, address, phone number, contact person and type of products stored at off-site facility.

I. TRANSPORTATION OF ORGANIC PRODUCTS

Incoming:

In what forms are incoming products received?

- dry bulk
 liquid bulk
 tote bags
 tote boxes
 metal drums
 cardboard drums
 paper bags
 foil bags
 other (specify)

How are incoming products transported?

Do you arrange incoming product transport?

Yes No

If you use transport companies, have they been notified of organic handling requirements?

Yes No

Are transport units used to carry nonorganic products or prohibited substances?

Yes No

If yes, how do you insure that inbound transport units are cleaned prior to loading organic products?

Is the inspection/cleaning process documented?

Yes No

Are organic products shipped at the same time as nonorganic in the same transport units?

Yes No

If yes, check all steps taken to segregate organic products:

- use of separate pallets
 pallet tags identifying "organic"
 organic product shrink wrapped
 separate area in transport unit
 organic product sealed in impermeable containers
 other (specify)

In-Process:

How are in-process products transported?

How do you insure that in-process transport units are cleaned prior to loading organic products?

Is the inspection/cleaning process documented? Yes No

Outgoing Finished Product:

In what form are finished products shipped?

dry bulk liquid bulk tote bags paper bags foil bags metal drums cardboard drums
 mesh bags cardboard cases plastic crates other (specify)

How are outgoing products transported?

Do you arrange outgoing product transport? Yes No

If you use transport companies, have they been notified of organic handling requirements? Yes No

Are transport units used to carry nonorganic products or prohibited materials? Yes No

If yes, how do you insure that outgoing transport units are cleaned prior to loading organic products?

Is the inspection/cleaning process documented? Yes No

Are organic products shipped at the same time as nonorganic in the same transport units? Yes No

If yes, check steps taken to segregate organic products:

use of separate pallets pallet tags identifying "organic" organic product shrink wrapped
 separate area in transport unit organic product sealed in impermeable containers other (specify)

SECTION 4: Pest Management

NOP Rule 205.271

NOP Rule requires management practices to prevent pests, such as removal of pest habitat, food sources, and breeding areas, and prevention of access to handling facilities. Environmental factors, such as temperature, light, humidity, atmosphere, and air circulation, may be used to prevent pests. Pests may be controlled using mechanical or physical means, such as traps, light, or sound. Lures and repellents may be used if they do not contain prohibited substances or products produced using excluded methods (genetically engineered). If these measures are not effective, a synthetic substance not on the National List may be used provided the certifying agent approves use of the substance, method of application, and measures taken to prevent contact with ingredients or organic products. Use of pest control products must be documented and included as part of the Organic Handling Plan.

Attach a facility map showing the location of traps and monitors, and submit MSDS and/or label information for substances used for pest control, if applicable.

What type of pest management system do you use?

- in-house: name of responsible person
 contract pest control service: name, address, phone number Are they aware of the organic status of the operation?)

Check all pest problems you generally have:

- flying insects crawling insects rats mice spiders birds other (specify)

Check all pest management practices you use:

- good sanitation removal of exterior habitat/food sources clean up spilled product exclusion
 sealed doors and/or windows repair of holes, cracks, etc. screened windows, vents, etc.
 physical barriers sheet metal on sides of building exterior mowing air curtains air showers
 positive air pressure in facility monitoring incoming ingredient inspection for pests
 inspection zones around interior perimeter ultrasound/light devices release of beneficials sticky traps
 electrocutors pheromone traps mechanical traps scare eye balloons freezing treatments
 heat treatments vacuum treatments carbon dioxide nitrogen vitamin baits pyrethrum
 ryania rotenone boric acid disodium octal tetrahydrate diatomaceous earth
 precipitated silica fumigation fogging crack and crevice spray other (specify)

Are records kept of your pest monitoring activities?

Yes No

Check all aspects of your waste management system that apply:

- on-site dumpster material recycling daily pick-up of waste composting field application of waste
 other (specify)

Does your waste management system provide habitat and/or food sources for pests?

Yes No

If yes, please describe.

Pesticide use information for the last 12 months:

SUBSTANCE	TARGET PEST	LOCATION WHERE USED	METHOD OF APPLICATION	DATE OF LAST APPLICATION

Are records kept of all pesticide applications?

Yes No

If a pest control substance is used, list all measures taken to prevent contact with organic products, ingredients or packaging materials.

Are any substances used which are prohibited according to the National List?

Yes No

If yes, did you contact the certifying agent for prior approval before using? Yes No

If prohibited pest control products were used, what measures are you taking or planning to take to prevent their use in the future?

Are there any substances intended for use which are not listed above?

Yes No

If yes, list substances intended for use:

SECTION 5: Record Keeping

NOP Rule 205.103

NOP Rule requires that records disclose all activities and transactions of the operation, be maintained for 5 years, and demonstrate compliance with the NOP Rule. Organic products must be tracked from receipt of incoming ingredients to sale of

finished products. Organic ingredients must be verified as certified organic. Amounts of organic finished products must balance with certified organic ingredients purchased. All relevant documents must identify products as "organic". All records must be accessible to the inspector.

Which of the following records do you keep for organic processing/handling?

Incoming:

- purchase orders contracts invoices receipts bills of lading Customs forms scale tickets
- quality test results Certificates of Analysis Transaction Certificates
- copies of Certificates of Organic Operation verification of non-GMO ingredients
- verification of ingredients produced not using sewage sludge
- verification of ingredients produced/handled without ionizing radiation
- documentation that organic ingredients are not commercially available, when using nonorganic ingredients in products labeled as "100% organic" and/or "organic"
- receiving records receiving summary log (12 mos.) other (specify)

In-Process:

- ingredient inspection forms blending reports production reports equipment clean-out logs
- sanitation logs packaging reports QA reports production summary records (12 mos.)
- other (specify)

Storage:

- ingredient inventory reports finished product inventory reports other (specify)

Outgoing:

- shipping log transport unit inspection/cleaning forms bills of lading scale tickets purchase orders
- sales orders sales invoices phytosanitary certificates export declaration forms
- Transaction Certificates copies of Certificates of Organic Operation shipping summary log
- sales summary log audit control register complaint log (ISO 65 only) other (specify)

Describe your lot numbering system.

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

Yes No

Can your record keeping system balance organic ingredients in and organic products out?

Yes No

How long do you keep your records?

SECTION : Affirmation

NOP Rule 205.100, 205.400 and 205.401

I affirm that all statements made in this Organic Handling Plan are true and correct. I agree to comply with all MVOAI policies and the appropriate standards, the Organic Foods Production Act of 1990, and the National Organic Program Rules and Regulations. I understand that the facility may be subject to unannounced inspection and/or organic products may be sampled and tested for residues at any time. I agree to provide further information as required by the certifying agent.

Signature of Owner/Manager: _____ Date: _____

I have attached the following REQUIRED additional documents:

- product flow chart
- facility map and surrounding area
- Organic Product Profiles
- pest management map of traps and monitors
- water test, if applicable
- MSDS, if applicable
- product labels using the word "organic"
- labels for minor ingredients
- labels for other substances used (boiler additives, cleansers, or pesticides)
- other (specify)

I have made copies of this Organic Handling Plan and other supporting documents for my own records.

Submit completed form, fees, and supporting documents to the address listed on the web site below:

Maharishi Vedic Organic Agriculture Institute

e-mail: MVOAI@Maharishi.net

www.mvoai.com