



ACO – ORGANIC HANDLING PLAN

(including specifications for USDA NOP Program if relevant)

SECTION ONE: General Information NOP RULE 205.201 and 401

1) Owner FIRST NAME		SURNAME	
2) Manager FIRST NAME		SURNAME	
3) 2 nd in charge of management FIRST NAME		SURNAME:	
TRADING NAME:		TYPE OF BUSINESS CERTIFICATION NUMBER:	
Year first certified:			
List previous organic certification by other bodies:			
List current certification by other organic agencies:			
List all products requested for certification:			
Total number of the products: _____.			
Have you ever been denied/suspended certification?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
a) If yes, describe the circumstance			
Do you understand the current organic standards?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Do you have a copy of the current organic standards?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Do you have any other QA program or Food safety certification?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
a) If yes, please specify: (i.e. Fresh Care, HACCP)			
Type of processing/handling operation, i.e. grain cleaning, slaughter, bakery			
Estimated annual total production	% Organic	% non-Organic	
Is your operation	<input type="checkbox"/> Primary Processor <input type="checkbox"/> Contract Processor (Name you are processing for : _____)		
OFF-SITE FACILITY/CONTRACT PROCESSING			
Do you use any off-site facility or contract processor?		<input type="checkbox"/> YES <input type="checkbox"/> NO	



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a) If you use off-site facility or contract processor, please fill out the following:

Name of contract processor/ off-site facility	address	Phone number	Organic Certified by

SECTION TWO: Labeling and Product Composition

List all products labelled or planned to be labelled as '100% Organic' (<i>all ingredients are certified 100% organic including Processing aids</i>).	
List all products labelled or planned to be labelled as 'Organic' (<i>at least 95% certified organic ingredients</i>).	
List all products labelled or planned to be labelled as 'made with organic ingredient' (<i>less than 95% but more than 70% certified organic ingredients</i>).	
Are sulfites, nitrates, or nitrites added during the production or handling process?	<input type="checkbox"/> YES <input type="checkbox"/> NO
a) If yes, please list all organic products produced with sulfites, nitrates, or nitrites.	
By-products	
Will any by-products from certified organic products be sold as certified organic?	<input type="checkbox"/> YES <input type="checkbox"/> NO
a) If yes, list all organic products manufactured from by-products.	

#Attached Ingredient Declaration sheet must be filled out for each product above.

Water



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Tick ways water is used in processing; <input type="checkbox"/> ingredient <input type="checkbox"/> processing aid <input type="checkbox"/> cooking <input type="checkbox"/> cooling <input type="checkbox"/> product transport <input type="checkbox"/> cleaning organic products <input type="checkbox"/> cleaning equipment <input type="checkbox"/> boiler <input type="checkbox"/> other, specify:	
Source of water <input type="checkbox"/> municipal <input type="checkbox"/> on-site well <input type="checkbox"/> other, specify:	
Does the water meet the standard of drinking water? <u>(attach copy of water test, if applicable)</u>	<input type="checkbox"/> YES <input type="checkbox"/> NO
What on-site water treatment processes are used?	
Is steam used in the processing or packaging of organic products?	<input type="checkbox"/> YES <input type="checkbox"/> NO
a) If yes, please describe how steam is used	
Does steam have direct contact with organic products?	<input type="checkbox"/> YES <input type="checkbox"/> NO
a) If yes, do you use: <input type="checkbox"/> steam filters <input type="checkbox"/> condensate traps <input type="checkbox"/> testing of condensate <input type="checkbox"/> testing of finished products <input type="checkbox"/> others, specify:	
List products used as boiler additives <u>(Attach MSDS and/or label information for boiler additives)</u>	
Describe how you monitor water quality.	
How often do you conduct water quality monitoring? <input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> annually <input type="checkbox"/> other, specify:	

SECTION THREE: Assurance of Organic integrity

ACO and NOP standard require 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. Recycle 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.

Product flow-flow chart and floor plan

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.



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Organic integrity				
What sort of documents you have in place to address areas of potential commingling and/or contamination? (i.e. Quality Assurance Manual/Organic integrity program)				
list specific control points you have identified in your process and state how you have address. <i>(or attach a copy of your QA manual/organic integrity program)</i>				
Monitoring				
Do you have a Quality Assurance Program in place?				<input type="checkbox"/> YES <input type="checkbox"/> NO
a) If yes, what program do you use? <input type="checkbox"/> ISO <input type="checkbox"/> HACCP <input type="checkbox"/> others, specify:				
Are any external quality assessment services used?				<input type="checkbox"/> YES <input type="checkbox"/> NO
a) If yes, name of company:				
Product testing (tick all that apply): <input type="checkbox"/> ingredients tested prior to purchase <input type="checkbox"/> ingredients tested upon receipt <input type="checkbox"/> products tested during production <input type="checkbox"/> finished products tested <input type="checkbox"/> others, specify:				
How do you prevent the use of ingredients produced using excluded methods (Genetic Engineering) or ionizing radiation? (tick all that apply): <input type="checkbox"/> GE testing <input type="checkbox"/> verification letters from suppliers <input type="checkbox"/> other, specify:				
Are ingredient samples retained?				<input type="checkbox"/> YES <input type="checkbox"/> NO
a) If yes, how long?				
Are finished product samples retained?				<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, how long?				
Do you have a product recall system in place?				<input type="checkbox"/> YES <input type="checkbox"/> NO
Equipment				
List all equipment used in processing:				
Equipment name	Capacity	Tick if equipment is cleaned prior to organic production	Tick if cleaning is documented	Tick if the equipment is purged prior to organic production



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

Sanitation – *attach MSDS and/or label information for cleaning and sanitizing products.*

Tick all cleaning methods used:

- sweeping
 scraping
 vacuuming
 compressed air
 manual washing
 steam cleaning
sanitizing (list below)
 other, specify

Provide information on your cleaning program and products used

Area	Type of cleaning	Cleaning equipment used	Products used	Tick if AQIS acceptable product	Tick 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 rinse for cleaner/sanitizer residues? YES NO

Where are cleaning sanitizing materials stored?

Do you have Cleaning Procedure/Manual in place? YES NO

Packaging

Tick types of packaging material used

- paper
 cardboard
 wood
 glass
 metal
 foil
 plastic
 waxed paper
aseptic
natural fiber
synthetic fiber
other, specify:



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Where are packaging materials stored?	
Are any fungicides, fumigants, or pest control products used in this storage area?	<input type="checkbox"/> YES <input type="checkbox"/> NO
a) If yes, describe use and list specific products	
Have any packaging materials been exposed to synthetic fungicides, preservatives, or fumigants?	<input type="checkbox"/> YES <input type="checkbox"/> NO
a) If yes, describe exposure, including name of products used.	
Are packaging materials reused?	<input type="checkbox"/> YES <input type="checkbox"/> NO
a) If yes, describe how reusable packaging materials are cleaned to prevent contamination prior to use.	

Storage

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

Use	Location	Type/capacity	ID name or number	or	Tick if dedicated organic	Potential contamination or commingling problem
Ingredient storage						
Packaging material storage						
In-process storage						
Finished product storage						
Off-site storage*						
Other, specify:						

*if there is off-site storage, please fill out Section One, Off-site storage/facility table.

Transportation of Organic Product

1) Incoming (source from within Australia):

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



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a) If yes, do you use contract transport companies?	<input type="checkbox"/> YES <input type="checkbox"/> NO
b) If yes, do you have contract agreement in place to inform them organic handling requirement?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are transport units used to carry nonorganic products or prohibited substances?	<input type="checkbox"/> YES <input type="checkbox"/> NO
a) If yes, how do you insure that inbound transport units are cleaned prior to loading organic products?	
b) Is the inspection/cleaning process documented?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are organic products shipped at the same time as nonorganic in the same transport units?	<input type="checkbox"/> YES <input type="checkbox"/> NO
a) if yes, check all steps taken to segregate organic product <input type="checkbox"/> use of separate pallets <input type="checkbox"/> pallet tags identifying 'organic' <input type="checkbox"/> organic product shrink wrapped <input type="checkbox"/> separate area in transport unit <input type="checkbox"/> organic product sealed in impermeable containers <input type="checkbox"/> other, specify	
2) Incoming (source from out of Australia)	
In what forms are incoming products received? <input type="checkbox"/> dry bulk <input type="checkbox"/> liquid bulk <input type="checkbox"/> tote bags <input type="checkbox"/> tote boxes <input type="checkbox"/> metal drums <input type="checkbox"/> cardboard drums <input type="checkbox"/> paper bags <input type="checkbox"/> foil bags <input type="checkbox"/> other, specify:	
How are incoming products transported?	
Do you have verification of non fumigation in place?	<input type="checkbox"/> YES <input type="checkbox"/> NO
a) if no, please describe how you assure the organic product are no fumigated.	
2)Outgoing finished product	
In what forms are finished products shipped? <input type="checkbox"/> dry bulk <input type="checkbox"/> liquid bulk <input type="checkbox"/> tote bags <input type="checkbox"/> tote boxes <input type="checkbox"/> metal drums <input type="checkbox"/> cardboard drums <input type="checkbox"/> paper bags <input type="checkbox"/> mesh bags <input type="checkbox"/> plastic crates <input type="checkbox"/> cardboard boxes <input type="checkbox"/> other, specify:	
How are outgoing products transported?	
Do you arrange outgoing product transport?	<input type="checkbox"/> YES <input type="checkbox"/> NO
a) If yes, do you use contract transport companies?	<input type="checkbox"/> YES <input type="checkbox"/> NO
b) If yes, do you have contract agreement in place to inform them organic handling requirement?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are transport units used to carry nonorganic products or prohibited substances?	<input type="checkbox"/> YES <input type="checkbox"/> NO
a) If yes, how do you insure that outbound transport units are cleaned prior to loading organic products?	



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b) Is the inspection/cleaning process documented?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are organic products shipped at the same time as nonorganic in the same transport units?	<input type="checkbox"/> YES <input type="checkbox"/> NO
a) if yes, check all steps taken to segregate organic product <input type="checkbox"/> use of separate pallets <input type="checkbox"/> pallet tags identifying 'organic' <input type="checkbox"/> organic product shrink wrapped <input type="checkbox"/> separate area in transport unit <input type="checkbox"/> organic product sealed in impermeable containers <input type="checkbox"/> other, specify	

SECTION FOUR: Pest Management

The Organic standard require 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 (GE).

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

What type of pest management system do you use?

In-house: name of responsible person:

Contract pest control service: name, address, phone number:

Tick all pest problems you generally have:

flying insects crawling insects rats mice spiders birds

other, specify:

Tick all pest management practices you use:

good sanitation removal of exterior habitat/food sources clean up spilled product
 sealed doors and/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 beneficial sticky traps electrocutors
 pheromone traps mechanical traps scare eye balloons freezing treatments
 heat treatments vacuum treatments carbon dioxide nitrogen vitamin baits
 pyrethrum precipitated silica fumigation* fogging* crack and crevice spray
 other. specify:

*fumigation and fogging requires adequate handling for organic products. Organic products must be removed from the fumigated/fogging area minimum 48 hours.

Are records kept of your pest monitoring activities? YES NO



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Check all aspects of your waste management system that apply:

- On-site dumpster
 material recycling
 daily pick-up waste
 composting
 field application of waste
 other, specify:

Does your waste management system provide habitat and/or food sources for pests? YES NO

a) 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	Tick if allowed under the Organic Standard

Are records kept of all pesticide application? YES NO

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

Are there any substances intended for use which are not listed above? YES NO

a) If yes, list substances intended for use:

Substance	Target pest	Location where will be used	Method of application	Reason for use	Tick if allowed under the Organic Standard

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SECTION FIVE: Record Keeping

The Organic standards require that records disclose all activities and transactions of the operation, be maintained for 5 years (at least 1 year for JAS) and demonstrate compliance with the standard. 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'- if NOP or JAS, must be identified as 'NOP organic' or 'JAS organic'. All records must be accessible to the inspector.

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

Incoming:

- Purchase orders
- contracts/agreements
- invoices
- receipts
- bills of lading
- customs forms
- scale tickets
- quality test results
- certificates of analysis
- copies of organic certificates
- transaction certificates
- verification of non-GMO ingredients
- verification of ingredients produced not using sewage sludge
- verification of ingredients produced/handled without ionizing radiation
- that organic ingredients are not commercial available, when using nonorganic ingredients in products
- receiving records receiving summary log(12month)
- other, specify:

In-Process:

- Ingredient inspection forms
- blending reports
- production reports
- equipment clean-out logs
- sanitation logs
- packaging reports
- QA reports
- Production summary records (12months)
- 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
- other, specify:



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Describe your lot numbering system:	
Can your record keeping system track the finished product back to all ingredients?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Can your record keeping system balance organic ingredients in and organic products out?	<input type="checkbox"/> YES <input type="checkbox"/> NO
How long do you keep your records?	

SECTION SIX: Affirmation

I affirm that all statements made in this Organic Handling Plan are true and correct. I agree to comply with the Food Standard of Australia and NZ and the Organic Standard. I understand that the facility may be subject to unannounced audit and/or organic products may be sampled and tested for residues at any time. I agree to provide further information as required by ACO.

Name: _____ Title: _____

Signature: _____ Date: _____

The following documents must be attached with the Organic Handling Plan.

- Product flow chart (outline Organic Control Points)
- Facility map
- Ingredient Declaration sheet for each product
- Pest management map of traps and monitors
- Water test (if applicable)
- MSDS for sanitizer and pest control substance (if applicable)

if there is any other additional attachment, please list below (i.e. cleaning manual, labels):



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INGREDIENT DECLARATION SHEET

Date: _____

TRADING NAME: _____

PRODUCT NAME: _____

INGREDIENTS	PERCENTAGE <i>(EXCLUDE SALT AND WATER)</i>	SUPPLIER	CERTIFIER <i>(ATTACH A COPIES OF CERTIFICATES)</i>	Tick if IFOAM accredited*	NOP or JAS status <i>(if applicable)</i>
	TOTAL = 100%				

Processing aids: Provide complete information about all processing aids used in the manufacture of this product

Processing aids	Tick if it is certified 100% organic	If non organic, tick if it complies to the Standard	Supplier	Tick if it is non GMO (non GMO verification required.)

**If the ingredient is not certified by an IFOAM accredited certifier (a list is available on the website), a product acceptance review needs to be taken by ACO. Please submit a) current audit report, b)a review sheet by the certifier and c)a current certificate and d)an application for recertification for non ACO ingredient (available from ACO website).*

Please attach a flow chart to outline the manufacturing process.