



NEVADA DEPARTMENT OF AGRICULTURE
405 South 21st Street
Sparks NV 89431
(775) 353-3773



**Organic Certification Program
ORGANIC HANDLER PLAN ANNUAL UPDATE**

The person applying to update organic certification should complete this Organic Handler Plan Annual Update. Producer/Handlers must also complete an Organic Producer Annual Update Form.

This handler plan annual update must be received on or before March 31 to avoid a late charge of \$250.00 (NRS 587.905) and/or suspension of certification.

Section One: General Information (this section must be completed in full) Date: _____

BUSINESS INFORMATION (Where appropriate, list all corporate officers and offices, partners, etc. Attach additional pages if necessary.)

Business Name: _____ Nevada Organic Certification Program Number: _____

Owner's Name(s) (list all) _____

I DO NOT PLAN TO UPDATE MY ORGANIC CERTIFICATION AND AS OF THE DATE SHOWN BELOW REQUEST TO SURRENDER THAT ORGANIC CERTIFICATION TO THE NEVADA DEPARTMENT OF AGRICULTURE:

Signature and Position with the certified operation Date

Mailing Address _____ City _____

State _____ Zip _____ Phone _____ Fax _____

E-mail _____

Legal status:

- Sole proprietorship
- Corporation
- Trust or non-profit
- Cooperative
- Legal partnership
- Other

Facility Address (if different from above) _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Person responsible for day to day activities at facility: _____

Phone: _____ Alternate phone: _____ Fax: _____

E-mail: _____

Do you handle **both** organic and non-organic products? Yes No

Have you obtained additional certification with another USDA accredited organic certifying agent?

Yes No. If yes, which organic certifying agency? _____

What is their phone number? _____

When was your facility last inspected by the agency? ___/___/___

Who is your contact person there? _____

CERTIFICATION FEES.

The organic certification fee consists of three parts: **(1) the application fee, (2) the estimated annual gross sales fee, and (3) the inspection fee.** You will submit the application fee and the gross sales fee with this application. The application fee is non-refundable. The gross sales fee is refundable should you decide to withdraw your application. *The inspection fee will be billed to you following the inspection of your facility.* Under the National Organic Program (7CFR Part 205) businesses with annual gross sales of organic products of \$5,000.00 or less are exempt from the requirement to certify. See page 12 of this application for details. Even if you qualify for the exemption, you can still apply for certification if you choose.

Calculate YOUR Organic Certification Fee: *Applications received without the necessary fees will be returned.*

(1) Application fee

- Updating Handler\$ 75.00.....\$ _____
- Updating Producer/Handler who process only their own certified organic products\$ 0.00 (pay producer fee).....\$ _____
- Updating Producer/Handler who processes organic products for others in addition to their own....\$ 75.00 (pay both fees).....\$ _____

(2) Estimated annual gross income (products or services) of organic products:

<i>Gross Income</i>	<i>Amount</i>
\$0 to \$ 5,000.00	\$150.00
\$5,001.00 to \$10,000.00	\$175.00
\$ 10,001.00 to \$ 15,000.00	\$250.00
\$ 15,001.00 to \$ 20,000.00	\$275.00
\$ 20,001.00 to \$ 25,000.00	\$300.00
\$ 25,000.00 to \$ 30,000.00	\$325.00
\$ 30,001.00 to \$ 35,000.00	\$350.00
\$ 35,001.00 to \$ 50,000.00	\$375.00
\$ 50,001.00 to \$ 75,000.00	\$450.00
\$ 75,001.00 to \$ 100,000.00	\$550.00
\$ 100,001.00 to \$ 150,000.00	\$600.00
\$ 150,001.00 to \$ 200,000.00	\$700.00
\$ 200,001.00 to \$ 250,000.00	\$850.00
\$ 250,001.00 to \$ 350,000.00	\$1,250.00
\$ 350,001.00 to \$ 500,000.00	\$1,750.00
\$ 500,001.00 to \$ 1,000,000.00	\$3,500.00

(2) Gross Income Fee \$ _____

Total of (1) and (2). Submit this amount with your application..... \$ _____

**Note: Gross sales amounts are subject to verification during annual inspection. Application fees are non-refundable.*

(3) Inspection fee

The inspection fee includes mileage charges and time calculated from the inspector’s departure from the NDA office until the inspection is completed and the inspector returns to the NDA office. The fee is \$65.00 per hour, and the current mileage rate is \$.56/mile. The inspection fee will be billed to you after the inspection occurs. An estimate of the inspection cost will be mailed to you once your application has been processed and approved. Please contact the Department for information concerning inspection billing, and please refer to the USDA National Organic Program Handbook for information related to preparing for the inspection.

Section Two: Organic System Plan Update

Please review your Organic System Plan (OSP), which includes your application, plan updates, facility map, materials use information, organic product profile sheets, pest management records, etc. Record any changes to, modifications to, or other amendments you plan to make to your OSP. This includes addition or deletion of production areas, changes in the processed products you produce, changes in your pest management program, custom processing or other services you provide, etc. Use the space below each category to summarize the current information or changes. Attach additional pages as necessary.

Materials List: Please list all products used for cleaning, sanitation, pest management etc.

Product or Material	Brand name or source	What type of material? (cleaner, sanitizer, pest control, other)	Where applied? (reference by facility map in your OSP)	Does Material Contact Organic Product?

**** Additionally, please submit product labels, EPA registration numbers, or other detailed documentation verifying product composition for all new materials to be used, and have all labels and receipts available for your inspector. This will aid in updating the materials use portion of your file to ensure that all products being used or planned for use are suitable for organic production.**

A. Physical facilities, including floor plans.

- No changes in the physical facility or floor plans.
- I made or plan to make the following changes in the physical facility or floor plans. Attach updated map.

B. Have you changed the types of organic products that you process, distribute or sell, or the kind products that you process or package for others?

- No changes were made.
- I plan to make the following changes in the handling and processing operation:_____

C. Have you changed the source of the water you use or how it is used in your facility (steam, cleaning, as an ingredient, etc.)?

- No changes.
- I plan to make the following changes:_____

D. Have you changed the way in which product moves through the facility by adding additional equipment or re-routing existing lines?

- No changes. Please attach current product flow chart.
- I plan to make the following changes to the product flow (attach a map or drawing of the changes):_____

E. If you have a Quality Assurance Program in place, has it changed?

- I do not have a Quality Assurance Program in place.
- No changes. Please attach current Quality Assurance Program document.
- I plan to make the changes described below.

F. Have any changes been made to monitoring procedures?

- No Changes. Please briefly describe current monitoring practices and documentation.
- I plan to make the changes described below.

G. Have you changed the way you test ingredients or finished product?

- No changes. Please describe tests currently conducted.
- I plan to make the changes described below.

H. Have you added any equipment?

- No changes.
- I plan to add the following pieces of equipment (attach information about each piece):

I. Have you changed the methods or materials you use for sanitation or cleaning?

- No changes. Please list all materials currently used on page 3.
- I plan to make the following changes (include MSDS or labels for new sanitation or cleaning products, the function of each product, and the reason for its use (i.e. sanitizer, to control bacteria))

J. If you have implemented practices to prevent commingling and/or contamination of organic products, have you made any changes in that program?

- No changes. Briefly describe your contamination/commingling prevention program.
- I plan to make the changes described below.

K. Have you changed the way in which any finished organic products are packaged (final, bulk, storage)?

- No changes. Please briefly describe your current packaging materials and methods.
- I plan to make the changes described below.

L. Have receiving, shipping or storage areas or practices changed?

- No changes.
- I plan to make the following changes:

M. Have transportation arrangements or transportation equipment changed?

- No changes.
- I plan to make the following changes: _____

N. Have your pest management methods or materials changed?

- No changes. Please list all materials currently used on page 3.
- I plan to make the following modifications to my pest management program (Attach labels or other documentation verifying composition for any new pest management products you are using or considering, including pheromones, pesticides, etc.):

O. Have you changed your record keeping system with regard to incoming, in-process, storage, or outgoing organic products?

- No changes. Please provide a general summary of the types of record keeping forms and procedures used.
- I plan to make the changes described below.

P. Have you changed your lot numbering system?

- No changes. Please describe your lot numbering system.
- I plan to make the following changes (show an example of the new lot numbering system and explain how it functions): _____

Q. Have you added or replaced employees? No. Yes. If yes, have documented verification that the new employees have been trained to handle organic products to prevent contamination or commingling with non-organic or prohibited materials available during the annual inspection of your facility.

Explain any changes: _____

Section Three: Organic Product Profile (OPP) Additions/Changes

A. For products to be labeled as “100% Organic”

Attach OPP sheets and labels for each new product not shown on last year’s OSP for which you have not already received NDA approval, for products that you plan to change or add this year. See page 11 for blank “Organic Product Profile” form and make additional copies as needed. Fill in the following ingredient/label information for each new product or changed product for which you are requesting certification. Please indicate with a notation if the product has been previously approved but is being changed:

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”. Check appropriate box if the statement is correct. Attach more pages if necessary. NOP 205.303				
Name of Product	Organic Ingredients identified in information panel (Y)	Certifying agent name identified on label (Y)	Use USDA logo on label (Y)	Use certifying agent seal/logo on label (Y)

B. Products Labeled as “Organic”

Attach OPP sheets and labels for each new product not shown on last year’s OSP for which you have not already received NDA approval, for products that you plan to change or add this year. See page 11 for blank “Organic Product Profile” form and make additional copies as needed. Fill in the following ingredient/label information for each new product or changed product for which you are requesting certification. Please indicate with a notation if the product has been previously approved but is being changed:

Products labeled as “organic” (at least 95% organic ingredients). List all products labeled or planned to be labeled as “organic” and check the appropriate boxes if statement is correct. NOP 205.303				
Name of Product	Organic Ingredients identified in information panel (Y)	Certifying agent name identified on label (Y)	Use USDA logo on label (Y)	Use certifying agent seal/logo on label (Y)

C. For Products to be labeled as “made with organic ingredients”

Attach OPP sheets and labels for each new product not shown on last year’s OSP for which you have not already received NDA approval, for products that you plan to change or add this year. See page 11 for blank “Organic Product Profile” form and make additional copies as needed. Fill in the following ingredient/label information for each new product or changed product for which you are requesting certification. Please indicate with a notation if the product has been previously approved but is being changed:

Products labeled as “made with organic (specified ingredients or food groups)” (At least 70% certified organic ingredients; up to 3 ingredients or food groups can be listed) List all products labeled or planned to be labeled as “made with organic ingredients or food groups” and check the appropriate boxes. NOP 205.304					
Name of Product	How many ingredients or food groups are listed on the label?	List each ingredient or food group shown on the <i>principle</i> display panel	Organic ingredients identified on the <i>information</i> panel (Y)	Certifying agent name on label (Y)	Certifying agent seal /logo on label (Y)

D. Products made with less than 70% organic ingredients:

Attach OPP sheets and labels for each new product not shown on last year’s OSP for which you have not already received NDA approval, for products that you plan to change or add this year. See page 11 for blank “Organic Product Profile” form and make additional copies as needed. Fill in the following ingredient/label information for each new product or changed product for which you are requesting certification. Please indicate with a notation if the product has been previously approved but is being changed:

Products made with less than 70% organic ingredients. (organic ingredients listed only on the information panel) List all products which contain less than 70% organic ingredients: CFR 205.305(d)			
Name of Product	Are organic ingredients identified in the ingredient statement? (Yes/No)	List each organic ingredient.	Are organic ingredients verified in writing to be produced and handled pursuant to NOP requirements? (Yes/No)

A Note About Labeling and Product Composition**(CFR 205 Subpart D)****A. Use of the word “Organic”:**

The NOP Rule has 4 categories of products which can use the word “organic”. These are “100% organic”, “organic”, “made with organic (specified ingredients)”, and products with less than 70% organic ingredients. The % of organic ingredients is calculated by dividing the total net weight or volume (excluding water and salt) of combined organic ingredients by the total weight or volume of all ingredients (excluding water and salt). All ingredients identified as “organic” in the ingredients list must be certified by an accredited certifying agent. Ingredients sourced from non-certified exempt or excluded operations must *not* be identified or used as organic ingredients.

B. Product Composition**(CFR 205.301)**

Products labeled “100%organic” must contain 100% organic ingredients, including processing aids. Products labeled as “organic” must contain at least 95% organic ingredients; non-organic agricultural ingredients must be only those specifically listed in **CFR 205.606**, and all synthetic ingredients and processing aids must be on the National List. Products labeled “made with organic (specified ingredients or food groups)” must contain at least 70% organic ingredients. For “100 % organic”, “organic”, and “made with...”products, both organic and non-organic ingredients must not be produced using excluded methods, sewage sludge, or ionizing radiation. Products labeled “organic” or “made with...” must not include organic and non-organic forms of the same ingredient, except that a non-organic ingredient in a product labeled as “made with...” may contain organic and non-organic forms of the same ingredient, but the ingredient must not be labeled as “organic” on the ingredient display statement or be counted in the calculation of the product’s organic percentage. Products with less than 70% organic ingredients can only identify the organic ingredients in the information panel.

Refer to the National List, Section 205.206 and 205.606 to determine which nonagricultural substances and non-organically produced agricultural ingredients are allowed in or on products labeled “organic” or “made with ...”

C. Label Information**(CFR 205.303)**

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 (specified ingredients or food groups)”. The term “organic” cannot be used to describe a non-organic 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.

D. USDA and Certifying Agent Seals**(CFR 205.301)**

The USDA seal can be used on “100% organic” or “organic” products, but not on products labeled with “made with ...”. A certifying agent’s seal, logo, or other identifying mark can be used on “100% organic”, “organic”, or “made with...”. Products with less than 70% organic ingredients cannot use 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.

Section Four: Non-Compliances

NOP 205.406(a)(3)

During the exit interview conducted at the end of your last inspection were there any items that you needed to improve or correct? Yes No

If so, what were they and what did you do to address them? _____

Were you issued a Notice of Non-Compliance last year? Yes No

If yes, please complete the following table.

Non-Compliance	How did you correct the non-compliance?

Signature of Owner or Manager: _____ Date: _____

Print Name of Owner or Manager: _____

If you have attached additional documents please list them here:

__ I have made copies of this questionnaire and other supporting documents for my own records.

SUBMIT COMPLETED FORM, FEES AND SUPPORTING DOCUMENTS TO:

**Nevada Department of Agriculture
405 South 21st Street
Sparks NV 89431
Attn: Organic Certification Program**

RETURN BY MARCH 31ST!

RETURN BY MARCH 31ST!

Organic Product Profile: Use one form per product

Applicant Name: _____

Date: _____

Name of Product Requested for Certification: _____

Percentage of organic ingredients: _____

Check which labeling category this product meets: *attach samples of all labels for which this organic product profile is used.*

"100% organic" "organic" "made with organic (specified ingredients)" [must have 70% or more organic ingredients] less than 70% organic ingredients

Product composition: Complete the following information for all ingredients contained in this product. Although water and salt are not considered when determining the percentage, include information about these ingredients as well.

Ingredient (include additives)	Check if ingredient is certified as "100% organic" (Y)	Check if ingredient is certified as "organic" (Y)	Check if the ingredient is certified as "made with organic ingredients" (Y)	Ingredient certification: documentation of certification with USDA-accredited certifier is required.	CFR 205.606 For products labeled "Organic" - If non-organic agricultural ingredient, check if ingredient is on the National List (Y)	Check if you have <i>documentation</i> that the nonorganic agricultural ingredients are produced without the following practices:			% of finished product
						Genetically Modified Organisms	Ionizing Radiation	Sewage Sludge	

Does this product contain organic and nonorganic forms of the same ingredient? Yes No

If yes, list the specific organic and nonorganic forms of the same product: _____

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

Processing aid	Check if processing aid is certified 100% organic (Y)	If nonorganic, check if processing aid is on the National List (Y)	Supplier	Certifying agent

PLEASE KEEP THE FOLLOWING INFORMATION FOR YOUR RECORDS**Nevada Department of Agriculture
Organic Certification Program****Exemption from Certification for Growers, Handlers, Retail Stores****Exemption from Certification for Growers**

The National Organic Program exempts growers from organic certification if gross annual income from organic sales total \$5,000.00 or less annually. Any grower whose gross sales of organic agricultural products are more than \$5,000.00 in a year must be certified. However, there are some limits on where and how non-certified products can be marketed. Refer to the NOP standards [205.101(a), (c) and 205.310] to become more familiar with labeling and record keeping requirements of exempted and excluded operations. You can obtain a copy of the National Organic Program regulations by contacting the Nevada Department of Agriculture office in Sparks, 775-353-3773 or by visiting the National Organic Program website: <http://www.ams.usda.gov/nop/>.

Exemption from Certification for Handlers

The National Organic Program exempts handling operations from organic certification if gross annual income from organic sales total \$5,000 or less annually. Any handling operation whose gross sales of organic agricultural products are more than \$5,000.00 in a year must be certified. However, there are some limits on where and how non-certified organic products can be marketed. An exempt company cannot process and label non-certified products as organic if they did not grow them. Refer to NOP standards 205.101(a), (c) and 205.310] to become more familiar with labeling and record keeping requirements of exempted and excluded operations. You can obtain a copy of the National Organic Program regulations by contacting the Nevada Department of Agriculture office in Sparks, 775-353-3773 or by visiting the National Organic Program website: <http://www.ams.usda.gov/nop/>

Exemption from Certification for Retail Stores

Generally, a retail store does not have to be certified. Retailers that process or repackage agricultural products for sale as organic at one location and then transfer that product to another location must be certified. Retailers that process, package, repackage, label, or re-label certified organic products for sale as organic must be certified.

Questions? Please contact the Nevada Department of Agriculture office in Sparks, 775-353-3773.

PLEASE KEEP THE FOLLOWING INFORMATION FOR YOUR RECORDSNevada Department of Agriculture
Organic Certification**Notice of Applicant's Rights and Responsibilities**Applicant's Rights

1. Provided that an application falls within the Nevada Department of Agriculture's area of accreditation, the application will be processed, to the extent of the Department's administrative capacity, without regard to the applicant's size or membership in any association or group [7CFR Part 205.501(a)(19)].
2. Applicant is not required to use the Nevada Department of Agriculture's organic certification seal, logo, and/or other identifying mark as a condition of certification [7 CFR Part 205.501(b)(1)].
3. Applicant has a right to obtain from certifying agent an estimated total cost of certification, and an estimate of the annual cost of updating the certification (e.g., fee schedule). The Department's fee schedule must explain what fee amounts are non-refundable and at what stage during the certification process fees becomes nonrefundable [7 CFR Part 205.642)].
4. Applicant may withdraw its application at any time. An applicant who withdraws its application shall be liable for the costs of services provided up to the time of withdrawal of its application. An applicant that voluntarily withdraws its application prior to the issuance of a notice of noncompliance will not be issued a notice of noncompliance. Similarly, an applicant that voluntarily withdraws its application prior to the issuance of a notice of certification denial will not be issued a notice of certification denial [7 CFR Part 205.402(c)].
5. An applicant for certification who has received a written notification of noncompliance or a written notice of denial of certification may apply for certification again at any time with any certifying agent, in accordance with 7 CFR Part 205.401 and 205.405(e). The certifying agent must treat a new application for certification as a new application and begin a new application process pursuant to 7 CFR Part 205.402.
6. Once certified, a production or handling operation's organic certification continues in effect until surrendered by the organic operation, or suspended or revoked by the Nevada Department of Agriculture or the NOP [7 CFR Part 205.404(c)].

Applicant's Responsibilities

1. Applicant is required to comply with all applicable provisions of the Organic Foods Production Act of 1990 (Act) as amended [7 U.S.C. 6501 et seq.], including requirements of the Nevada Department of Agriculture and National Organic Program regulations.
2. Applicant must establish and implement (and thereafter annually update) an organic production or handling plan, as described in 7 CFR 205.200.
3. Applicant must permit onsite inspections with complete access to the production or handling operation, including non-certified production and handling areas, structures, and offices by the Nevada Department of Agriculture, as provided for in 7 CFR 205.403.

4. Applicant must maintain all records applicable to the organic operation for not less than five (5) years beyond their creation and allow authorized representatives of the USDA Secretary and the Nevada Department of Agriculture to access such records during normal business hours for review and copying to determine compliance with the Act [7 CFR Part 205.400(d)].
5. Applicant must submit the applicable fees charged by the Nevada Department of Agriculture. The applicant is required by the Nevada Department of Agriculture to pay at the time of application a nonrefundable fee that shall be applied to the total certification fee.
6. Applicant must immediately notify the Nevada Department of Agriculture of any (1) application, including drift, of a prohibited substance to any field, production unit, site, facility, livestock, or product that is part of an operation, and (2) change in a certified operation or any portion of a certified operation, that may affect its compliance with the Act and NOP regulations [205.400(e)].
7. When an applicant who has previously received written notification of noncompliance or written notice of denial of certification subsequently submits a new application to a certifying agent other than the agent who issued the notification of noncompliance or notice of denial of certification, the applicant to certification must include a copy of the notification of noncompliance or notice of denial of certification and a description of the actions taken, with supporting documentation, to correct the non-compliances noted in the notification of noncompliance.
8. If the Nevada Department of Agriculture has reason to believe that an applicant for certification has willfully made a false statement or otherwise purposefully misrepresented the applicant's operation or its compliance with the NOP certification requirements, the Nevada Department of Agriculture may deny certification without first issuing a notification of noncompliance [7 CFR Part 205.405(g)].

The preceding applicant rights and responsibilities do not constitute all of an applicant's rights and responsibilities under the NOP. For example, an applicant's rights and responsibilities with respect to an onsite inspection are set out in the Nevada Department of Agriculture's "Onsite Inspection Standards and Procedures", available upon request, and provided to an applicant prior to an onsite inspection.