



NEVADA DEPARTMENT OF AGRICULTURE
 Organic Certification Program
 405 South 21st St
 Sparks Nevada 89431
 (775) 353-3623



Handler Organic System Plan (OSP)

This application should be completed by the person applying for certification to produce, or produce and process, their own crops in Nevada. Producers/Handlers must also complete a Handler Application. You may obtain a copy of the National Organic Program standards (CFR 205) through the USDA website: www.ams.usda.gov/nop or by calling the Nevada Department of Agriculture office in Reno, 775-353-3623.

This application must be complete prior to submitting. If it is not, it may be returned to you to complete.

General Information: (Where appropriate, list all corporate officers and offices, partners, etc. Attach additional pages if necessary)

Business Name: _____ Certificate Number: _____ Date: _____

Contact Name: _____

Physical Address: _____

Mailing Address (if different from physical address): _____

Phone: _____ Fax: _____ Email: _____

Legal Status: Sole Proprietor Corporation Trust or Non-Profit Cooperative Legal Partnership Other: _____

Person Responsible for day-to-day activities: _____ Phone: _____ Email: _____

What year did your company begin? _____ How many employees do you have? _____

Do you have a copy of the [National Organic Program standards Title 7 CFR 205 \(NOP\)](#)? Yes - I access them online Yes - I have a printed copy No

Complete ONLY if you previous applied for certification with a certifier other than the Nevada Department of Agriculture (NDA).

Have you previously applied for certification with a certifier? Yes No If **Yes**, answer all questions in this section. If **No**, skip this section.

If so, who (certifier name and phone number): _____

Are you currently or have you previously been certified organic by a certifier other than NDA? _____

Have you ever been issued a notice of non-compliance or notice of denial of organic certification? _____

If yes, please explain:

Exemptions

1. Do any of the following apply to your operation?

- a. Is the gross income from organic sales total less than \$5,000? Yes No
- b. Is the organic content of the product(s) ONLY identified on the ingredient label and no other place in the labeling? Yes No
- c. Is the organic content of the product(s) being produced equal less than 70% organic ingredients (by total weight of the finished product, excluding water and salt) ? Yes No
- d. Is your operation, or any portion of it, a retail food establishment that produces organic product for resale at separate location? Yes No

I understand that if I answered "Yes" to any of the questions 1a-d, or am a registered broker/storage, the operation, or relevant portion of the operation is exempt under NOP 7CFR Part 205. However, I may still certify if I wish to.

Standards

2. For which standards are you seeking certification?

[USDA National Organic Program \(NOP\)](#)

2a. Do you plan to export your products? Yes No

If Yes, product(s) will be exported under the following equivalency(ies) or trade agreements:

[US-Canadian Equivalency](#)

If so, have all materials/inputs used or planned for use been verified free of sodium nitrate (Chilean Nitrate)? Yes No
Hydroponic / Aeroponic production methods shall not be used for products sold or marketed as organic in Canada.

[US-EU Equivalency](#)

If so, do you use apple and/or pears that utilized streptomycin (antibiotics) for fire blight control during production? Yes No
The final product must be produced in the United States.
Exports must be accompanied by an export certificate.

[US-Japan Equivalency](#)

If so, have all materials/inputs used or planned for use been verified free of alkali-extracted humic acid or lignin sulfonate (as a flotation agent)?
 Yes No
The final product must be produced in the United States.
Exports must be accompanied by an export certificate.

[US-Korea Equivalency](#)

If so, do you understand that you can only export processed foods that do not contain apples or pears that have been produced with the use of antibiotics? Fresh raw agricultural products cannot be exported as organic. Is your product destined for processing which will then be exported to Korea? Yes No

[US-Taiwan Trade Agreement](#)

If so, do you have verification that Organic agricultural products were produced using zero prohibited substances? Yes No
All organic exports must be accompanied by a (TM-11) certificate.

3. Will any of your buyers sell your products to countries outside the US? Yes No I do not know.

If yes, list countries: _____

4. How will you market your products? On farm Farmer's Markets CSA Restaurants Retail Stores Export Internet
 Co-packing Services Ingredients U-Pick Wholesale/Brokers Cooperative Other: _____

5. Do you plan to use the USDA and/or NDA organic seal on product labels or marketing information? USDA NDA Both Neither

6. Type of processing / handling (e.g. seed cleaning, canning, baking, freezing, co-packing, custom processing, etc.):

7. List the general categories of products produced or processed by your company:

8. Is your operation a:

- Handler (process, package, store or distribute own product)
- Contracted Handler (process, package, store or distribute products for another operation)
- Brand Name Owner (own formulation, label, etc but uses a contracted handler to produce product)
- Broker / Storage (does not take possession or title of product but arranges for its sale)
- Other: _____

9. Do you currently handle organic products in Nevada? Yes No

If yes, what is your total estimated productions: _____ % Organic _____ % Non-Organic

Permits and Registration

10. Is your facility inspected by another government department or agency? Yes No

If yes, please complete:

Name of Department / Agency	Reason for Inspection	Date of Inspection	Result of Inspection

Site Listing

11. Sites to be certified are located in _____ county(ies)

12. **Submit a detailed map for each site.** Be sure that all sites (including buildings, equipment, process flow, etc.) listed below (question #14) are labeled on your map(s). Please also include a map, with directions from the nearest town, to your operation.

13. **Describe your physical facility** (this description corresponds to the map request (question #11)):

14. **Provide a general written description of the handling and processing operation** (describe your operation), including the general types of organic product processed, distributed or sold.

15. **Site List** (attach spreadsheet if list is extensive):

List all processing areas, facilities and storage areas requesting certification. A *Site History Affidavit* MUST accompany each new site to be certified. List processing areas, facilities and storage areas used for production or inputs that are NOT requested for certification. Include homes, buildings, etc

Site Name (ID)	Type (facility, storage, office)	Physical Address	Gov Parcel Number (APN)	Rented or Owned (R or O)	Total Area (Sq Ft)

Labeling and Product Composition [\(205 Subpart D\)](#)

Use of the word “Organic” [\(205.200\)](#)

The NOP defines four (4) categories:

1. **“100% organic”** [\(205.301\(a\)\)](#): Products labeled **“100% organic”** must contain only certified “100% organic” ingredients, including processing aids.
2. **“organic”** [\(205.301\(b\)\)](#): Products labeled as **“organic”** must contain at least 95% organic ingredients; non-organic ingredients, including processing aids, must be on the National List [\(205.605](#) or [205.606](#)).
3. **“made with organic (specified ingredients)”** [\(205.301\(c\)\)](#): Products labeled **“made with organic (specified ingredients or food groups)”** must contain at least 70% organic ingredients; non-organic ingredients, including processing aids, must be on the National List [\(205.605](#) or [205.606](#)).
4. **products with less than 70% organic ingredients** [\(205.301\(d\)\)](#): may only identify the organic content of the product by listing it as organic on the ingredient panel.

Product Composition [\(205.301\)](#)

- The percent (%) 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). [\(205.302\)](#)
- 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 used or identified as organic ingredients. [\(205.310\)](#)
- For “100 % organic”, “organic”, and “made with...” products, both organic and nonorganic ingredients must not be produced using excluded methods, sewage sludge, or ionizing radiation. [\(205.105\)](#)
- Products labeled “organic” or “made with...” must not include organic and nonorganic forms of the same ingredient, *except* that a nonorganic ingredient in a product labeled as “made with..” may contain organic and nonorganic 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.
- Refer to the National List, §§[205.605](#) 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 ...”

Label Information [\(205.303\)](#)

- The NOP Rule has specific requirements for principal display panel information relating to the use of the USDA seal, the term “organic”, and the percentage (%) of organic ingredients statement (if used).
- For all products, all organic ingredients must be identified on 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 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.
- Products with less than 70% organic ingredients can only identify the organic ingredients in the information panel.

USDA and Certifying Agent Seals [\(CFR 205.311\)](#)

- The USDA seal can be used on “100% organic” or “organic” products only. It may not be used on “made with ...” or products with less than 70% organic ingredients.
- 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.

Organic Product Profile

16. Complete the table below for each product in its appropriate labeling category. You may attach a spreadsheet if list is extensive.

For *each* product listed, complete an “[Organic Product Profile Sheet](#)” (see the last page of this OSP) and samples of all labels used, or to be used.

Products to be labeled or planned to be labeled as “100% Organic” (all ingredients *must* be certified “100% Organic”, including processing aids.)
([205.301\(a\)](#), [205.303](#))

Name of Product	Will organic Ingredients be identified on information panel?	Will certifying agent name identified on label?	Will you use USDA logo on the label?	Will you use the certifying agent seal/logo on the label?

Products to be labeled or planned to be labeled as “Organic” (at least 95% certified organic ingredients; non-organic ingredients must be listed on the National List [205.605](#) or [205.606](#), not be produced or handled with sewage sludge, GMOs or ionizing irradiation, *and* be accompanied by the necessary documentation.) ([205.301\(b\)](#), [205.303](#))

Name of Product	Will organic Ingredients be identified on information panel?	Will certifying agent name identified on label?	Will you use USDA logo on the label?	Will you use the certifying agent seal/logo on the label?

Products to be labeled or planned to be labeled as “Made with Organic (specified ingredients or food groups)” (at least 70% certified organic ingredients; non-organic ingredients must be listed on the National List [205.605](#) or [205.606](#), not be produced or handled with sewage sludge, GMOs or ionizing irradiation, *and* be accompanied by the necessary documentation; up to 3 ingredients or food groups can be listed.) ([205.301\(c\)](#), [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	Are organic ingredients identified as organic on the <i>information</i> panel?	Will certifying agent name identified on label?	Will you use the certifying agent logo on the label?

Products made with less than 70% organic ingredients (organic ingredients can only be listed on the information panel) ([205.301\(d\)](#))

Name of Product	Are organic ingredients identified as organic on the <i>information</i> panel?	List each organic ingredient	Are organic ingredients verified in writing to be produced and handled pursuant to NOP requirements ?

Product Flow ([205.201\(a\)](#), [205.270](#), [205.272](#))

Handling practices must not present contamination risk to organic products from commingling with nonorganic products or contact with prohibited substances. Packaging materials, bins, and storage containers, etc. 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 contained therein. Procedures used to maintain organic integrity must be documented and available for review.

- 17. Attach a complete, written definition or schematic product flow chart** which shows the movement of all ingredients and products, from incoming/receiving through production to outgoing/shipping. All equipment and storage areas must be identified.

Organic Integrity ([205.201](#), [205.270](#), [205.272](#))

- 18. Does your operation handle/process both organic and nonorganic products (split/parallel)?** Yes - Split Yes - Parallel No

If yes, complete the [Split-Parallel Form](#).

A *Parallel* operation is one that produces or handles both organic and nonorganic of the same agricultural product(s).

A *Split* operation is one that produces or handles both organic and nonorganic of different agricultural product(s).

- 19. Are processing aids used in your operation?** Yes No N/A

If yes, are they on the National List [205.605](#) or [205.606](#)? Yes No

Please describe how each processing aid is used and in which products. Be sure to add all processing aids to the applicable [OPP](#) and [Materials List](#).

- 20. Are genetically engineered organisms or their products or derivatives used in certified organic production and/or processing?** Yes No

If yes, explain:

21. List specific practices you have incorporated into your process to address areas of potential commingling and/or contamination, or attach a copy of your organic integrity program. Attach additional pages if necessary:

Receiving

--

Storage

--

In-Process

--

Storage

--

Shipping

--

Water

22. How is water used in processing? ingredient no water is used processing aid cooking cooling product transport
 cleaning of organic produce cleaning of equipment other: _____

23. What is your source of water? municipal on-site well other: _____

24. Does your water meet the Safe Drinking Water Act? Yes No N/A

25. Are on-site water treatment processes used? Yes No N/A

If yes, describe:

26. Is steam used in the processing or packaging of organic products? Yes No

If yes, describe how steam is used:

27. Does steam have direct contact with organic products? Yes No

28. Do you use steam filters condensate traps testing of condensate testing of finished products other: _____

29. Do you use boiler additives? Yes No

If yes, list products used as boiler additives in the [Materials List](#) and attach the label and MSDS for each product.

30. Do you conduct water quality monitoring? Yes No N/A

If yes, how often do you conduct water quality monitoring? Weekly Monthly Annually As Needed Other: _____

Monitoring (205.201)

31. Do you have a Quality Assurance Program in place? Yes No

If yes, what program do you use? HACCP ISO TQM Our own program Other: _____

Are any outside Quality Assurance assessment services used? (e.g. AIB, Primus, etc.) Yes No N/A

If yes, what is the name of the service provider and what is the date of the last inspection? _____

32. Do you test your products? (Check all that apply) ingredients are tested prior to purchase ingredients are tested upon receipt
 products are tested during production finished products are tested I do not test my products Other: _____

Describe the test(s) and their purpose:

33. How will you prevent the use of ingredients/products that utilize excluded methods (genetic engineering, sewage sludge, ionizing irradiation)? (Check all that apply) GE Testing Letters from suppliers Other: _____

34. Will ingredient samples be retained? Yes No

If yes, for how long? _____

35. Will finished product samples be retained? Yes No

If yes, for how long? _____

36. Do you have a product recall system? Yes No

If yes, describe:

Equipment

37. List all equipment used or to be used in processing: You may attach a spreadsheet if list is extensive.

Equipment Name	Capacity	Is equipment cleaned prior to organic production? (Yes/No)	Is equipment purged prior to organic production? (Yes/No)	Is cleaning and/or purging documented? (Yes/No)

If equipment is cleaned, list and describe cleaning procedures in next section.

If equipment is purged, list and describe purging procedures:

Sanitation

38. What cleaning methods are used? (Check all that apply) sweeping scraping vacuuming compressed Air clean in place
 steam cleaning sanitizing other: _____

39. Do you document when cleaning is done? Yes No N/A

40. Are surfaces which come into direct contact with organic products made of food grade material(s)? Yes No N/A

41. Do you test food contact surfaces or rinsate for cleaner / sanitizer residues? Yes No N/A
If yes, what test methods do you use?

42. What methods and/or materials are used for cleaning and / or sanitation? alcohol bleach detergent and/or soap soda ash
 hydrogen peroxide citric acid caustic soda iodine sulfuric or hydrochloric acid other: _____

43. List all products used in cleaning and sanitation in the [Materials List](#).

44. Describe how organic product will be protected from contamination by prohibited substances used in sanitation and cleaning:

45. How are employees trained in preventing contamination to organic products by prohibited substances used in cleaning and sanitations?

46. Is this training documented and signed by the employee(s)? Yes No N/A

Pest Management

47. What pest problems do you have or anticipate? flying insects crawling insects rodents (mice, rats) spiders
 birds other: _____

48. What type of pest management system do you use? in-house; name of person responsible for pest management: _____
 contract pest control service; name, address and phone number for service: _____

- 49. What pest management methods do you or will you use?** (Check all that apply) pheromone traps; how often are they monitored? _____
- insect / rodent traps; how often are they monitored? _____ sanitation physical barriers removal of habitat
- sticky traps / baits beneficial insects biological control botanical insecticides microbial or viral insecticides air curtains
- soaps and/or oils diatomaceous earth aeration / ventilation fumigation sealed doors and windows screened windows
- exterior weed control incoming ingredient inspection ultrasound / light electrocuters freezing treatment heat treatment
- vacuum treatment carbon dioxide nitrogen boric acid fogging crack and crevice spray other: _____

50. List all products to be used for control of pests including traps, pheromones, pesticides, etc. Include insect, disease, weed, and vertebrate pest controls in the [Materials List](#). Attach labels and OMRI / WSDA listing for each product.

51. Describe how organic products will be protected from contamination by prohibited materials used in control of insects, rodents, etc.

“Allowed and Prohibited Substances” can be viewed in [CFR 7 205 Subpart G](#)

52. Will records be kept of all pesticide applications? Yes No N/A

Waste Management

53. What is your waste management system? (Check all that apply) on-site dumpster material recycling daily waste pick-up composting

field application of waste catch pond other: _____

54. Are any waste products derived from organic processing? Yes No

If yes, is any of that waste product to be sold as organic? Yes No

If yes, you must include Organic Product Profile ([OPP](#)) sheets for these products.

If no, how do you dispose of organic waste?

Packaging

55. What types of packaging materials are or will be used? (Check all that apply) paper cardboard wood glass metal foil

plastic waxed paper aseptic natural fiber synthetic fiber plastic lined boxes, barrels or bins other: _____

56. Will packaging materials contain any materials (such as prohibited fungicides or insecticides) to retard spoilage? Yes No

If yes, what materials will be used? _____

57. Will you use any packaging materials that have been previously used for another purpose? Yes No

If yes, describe how reusable packaging materials will be cleaned prior to use:

Storage

58. Will all organic products produced or processed by your facility be stored on-site? Yes No

If no, complete the following:

Facility Name	Address	Phone Number	Contact Person	Other products stored at this site

59. Will on-site storage areas or units be dedicated to organic only? Yes No

If no and you plan to stock both organic and nonorganic ingredients/products, how will you prevent commingling of organic ingredients/products with nonorganic ingredients/products?

60. Are employees trained to prevent commingling of stored products? Yes No N/A

61. Is this training documented and signed by the employee(s)? Yes No N/A

Transportation

Incoming (Ingredients/Products)

62. What form(s) are products received? (Check all that apply) dry bulk liquid bulk tote bags tote boxes cardboard drums
 paper bags foil bags other: _____

63. How will incoming products be transported?

64. Will you arrange for incoming product transport? Yes No

65. If transport companies are used, have they been notified of organic handling requirements? Yes No

66. How will you ensure that inbound transport units are cleaned prior to loading organic products?

67. Will this be documented in writing? Yes No

68. How will in-process products be transported? fork lift hand carried pallet jack other: _____

Outgoing (Finished Product)

69. Will organic products be shipped at the same time as nonorganic in the same transport unit? Yes No N/A

If yes, what steps will be taken to segregate organic products to prevent contamination and/or commingling? (Check all that apply)

- separate pallets pallet tags identifying product as "organic" separate area in transport unit organic product will be shrink wrapped
 organic product will be sealed in non-permeable containers other: _____

70. How will outgoing product be transported?

71. Will you arrange for outgoing product transport? Yes No

72. How will you ensure that organic products are not commingled with nonorganic products or contaminated with prohibited materials?

73. Will this be documented in writing? Yes No

Contractors [\(205.100\)](#)

74. Do you contract out any aspect of the organic operation? Yes No

If so, how are contractors used? _____

Please attach written agreements from each contractor identifying contractor name, location, contracted operation, and proof that contractor(s) is/are aware of your organic status and organic handling requirements.

Labeling (205.300)

Note: If you do NOT label the products you handle, skip this section.

75. Labeling products

a. to be sold as “organic”

- i. Will sulfites, nitrites, or nitrates be added during production or handing process of any products labeled as organic? Yes No
If yes, list all organic products produced with sulfites, nitrites, or nitrates:

- ii. Will any products labeled as “organic” show the percentage of organic ingredients on the label?
If yes, list all products with the percentage on the label:

- iii. Does the size of the percentage statement exceed one-half ($\frac{1}{2}$) the size of the largest type size on the panel on which the percentage is displayed? Yes No
iv. Does the percentage statement appear in its entirety in the same type size, style, and color without highlighting? Yes No
v. Is the percentage rounded *down* to the nearest whole number? Yes No
vi. Is the “Certified Organic by NDA” statement below your company information? Yes No
vii. Are organic ingredients identified as organic in the ingredient list? Yes No

b. to be sold as “made with organic...”

- i. Does the size of the “Made with Organic...” statement on the principle display panel exceed one-half ($\frac{1}{2}$) the size of the largest type size on that panel? Yes No
ii. Does the “Made with Organic...” statement on the principle display panel appear in its entirety in the same type size, style, and color without highlighting? Yes No
iii. Do any products labeled as “Made with Organic...” show the percentage of organic ingredients in the product? Yes No
If yes, does the size of the percentage statement exceed one-half ($\frac{1}{2}$) the size of the largest type size on the panel on which the percentage is displayed? Yes No
If yes, does the percentage statement appear in its entirety in the same type size, style, and color without highlighting? Yes No
If yes, is the percentage rounded *down* to the nearest whole number? Yes No
iv. Is the “Certified Organic by NDA” statement below your company information? Yes No
v. Are organic ingredients identified as organic in the ingredient list? Yes No

76. Describe and attach any labels, labeling, and marketing information used in your organic operation.

Natural Resources ([205.200](#))

77. Describe methods of water conservation and how you monitor its effectiveness:

78. Describe methods of preserving and/or enhancing air quality and how you monitor its effectiveness:

79. Describe methods of preserving and/or enhancing [wildlife] habitat:

80. Other conservation practices:

Record Keeping ([205.103](#))

NOP requires that records disclosing 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 finished organic products must balance with certified organic ingredients purchased. All relevant documents must identify products as “organic”. All records must be readily accessible to the inspector.

81. Please complete the Record list below and attach samples. Attach samples of both Organic and Conventional if both are produced.

Records Check all that apply	Does it identify “Organic”?	How is it maintained (computer, form, calendar, notebook, etc)?	Sample Attached? (Yes or No)
<u>Incoming</u> <input type="checkbox"/> purchase order <input type="checkbox"/> contracts <input type="checkbox"/> invoices <input type="checkbox"/> receipts <input type="checkbox"/> bills of lading <input type="checkbox"/> custom forms <input type="checkbox"/> scale tickets <input type="checkbox"/> quality test results <input type="checkbox"/> certificates of analysis <input type="checkbox"/> transaction certificates <input type="checkbox"/> copies of organic certificates <input type="checkbox"/> non-GMO verification <input type="checkbox"/> verification of ingredient produced without the use of sewage sludge <input type="checkbox"/> verification of ingredient produced/handled without ionizing radiation <input type="checkbox"/> documentation that organic ingredients are not commercially available when using nonorganic ingredients in products labeled as “organic” <input type="checkbox"/> receiving records <input type="checkbox"/> receiving summary log <input type="checkbox"/> other: _____			

Records Check all that apply	Does it identify "Organic"?	How is it maintained (computer, form, calendar, notebook, etc)?	Sample Attached? (Yes or No)
<u>In-Process</u> <input type="checkbox"/> ingredient inspection forms <input type="checkbox"/> blending reports <input type="checkbox"/> production records <input type="checkbox"/> equipment clean-out logs <input type="checkbox"/> sanitation logs <input type="checkbox"/> packaging reports <input type="checkbox"/> QA reports <input type="checkbox"/> production summary reports <input type="checkbox"/> other: _____			
<u>Storage</u> <input type="checkbox"/> ingredient inventory reports <input type="checkbox"/> finished product inventory reports <input type="checkbox"/> other: _____			
<u>Outgoing</u> <input type="checkbox"/> shipping log <input type="checkbox"/> transport unit inspection/cleaning forms <input type="checkbox"/> bills of lading <input type="checkbox"/> scale tickets <input type="checkbox"/> sales orders <input type="checkbox"/> sales invoices <input type="checkbox"/> phytosanitary certificates <input type="checkbox"/> export declaration forms <input type="checkbox"/> transaction certificates <input type="checkbox"/> copies of organic certificates <input type="checkbox"/> shipping summary log <input type="checkbox"/> sales summary log <input type="checkbox"/> audit control register <input type="checkbox"/> other: _____			
Lot Numbering System (provide example and breakdown)			
Labels / Marketing materials			
Sales			
Storage			
Complaint log			
Cleaning records (equipment, storage, transportation, etc.)			
Other:			

82. Can your record keeping system track a finished organic product back to all ingredients? Yes No

83. Record Retention: Do you have a policy of keeping your records for 5 years? [\(205.103\(b\)\(5\)\)](#) Yes No If no, explain:

Any additional information that will assist the reviewing, inspecting and assessing of your operation?

Split/Parallel Operation. Complete this page ONLY if you have a split or parallel operation.

A *Parallel* operation is one that produces or handles both organic and nonorganic of the same agricultural product(s).

A *Split* operation is one that produces or handles both organic and nonorganic of different agricultural product(s).

Describe practices in place to prevent commingling of organic and non-organic products:

Describe practices in place to prevent contamination of organic products (include how is contact with non-organic products and/or prohibited substances prevented).

Are any prohibited and/or restricted materials stored at organic production sites for conventional production or other purposes?

Yes No Used, but stored off site Describe use, if used: _____

Are they stored separately from organically approved materials? Yes No N/A

Is equipment shared between organic and non-organic products? Yes No N/A

If yes, describe equipment and how equipment is thoroughly cleaned of all potential contaminants prior to use in organic areas:

Are equipment cleanings documented? Yes No

If yes, attach a copy

Do records clearly distinguish between organic and non-organic (field, crop, materials, operations, sales, etc)?

Yes No If no, explain: _____

Do you plan to continue conventional production long term? Yes No If no, explain transition:

I affirm that all statements made in this application are true and correct. No prohibited materials have been applied to any of my organically managed fields during the three-year period prior to projected harvest or if transitional, I have provided the most recent date a prohibited material was applied. I understand that the operation may be subject to unannounced inspection and/or sampling for residues at any time as deemed appropriate to ensure compliance with the Organic Foods Production Act of 1990, the National Organic Program Rule and other applicable standards or requirements. I agree to pay all costs and fees associated with this program. I understand that I must notify the NDA organic certification program if I intend to make modifications to products, processes or systems which could affect the compliance of the product with the requirements of the applicable standards or regulations and cannot sell or distribute the affected products until approval is received from the NDA organic certification program.

I understand if I (A) knowingly sell or label and product as organic, except in accordance with the act, I shall be subject to civil penalty of not more than \$10,000 per violation; (B) make a false statement under the act to the secretary, a governing state official, or an accredited certifying agent, I shall be subject to the provisions of section 1001 of Title 18, United States Code.

I understand that except for operations exempt or excluded in the NOP [§205.101](#), each production or handling operation or specified portion of a production or handling operation that produces or handles crops, livestock, livestock products, or other agricultural products that are intended to be sold, labeled, or represented as “100 percent organic”, “organic”, or “made with organic (specified ingredients or food group(s))” must be certified according to the provisions of Subpart E of the NOP and must meet all other applicable requirements of this part, and submission of this plan in no way implies granting of certification by the NDA organic certification program agent.

I understand that I am required to surrender my certificate and can no longer sell or label products as certified by NDA if: 1) I withdraw from the program; 2) My certification is suspended or revoked for failure to submit an annual update or fees; or 3) Any other reason in accordance with the NOP.

Completed/Updated by:

Print Name and Title: _____

Date: _____

Signature: _____

By typing your name, you are signing this Organic System Plan (OSP) electronically. You agree your electronic signature is the legal equivalent of your manual signature on this OSP. If you prefer to manually sign, please print and sign.

The following are enclosed:

- | | | |
|--|---|---|
| <input type="checkbox"/> Current OSP | <input type="checkbox"/> Labels and OMRI.WSDA listing – Ingredients | <input type="checkbox"/> Labels - Organic product labels (finished product labels) |
| <input type="checkbox"/> OSP Fee | <input type="checkbox"/> Verification statements for nonorganic ingredients | <input type="checkbox"/> Record Samples (listed above) |
| <input type="checkbox"/> Maps of All Sites | <input type="checkbox"/> Labels and OMRI/WSDA listing - Minor Ingredients, Boiler Additives | <input type="checkbox"/> Organic Product Profile (OPP) sheets (see last page) |
| <input type="checkbox"/> Process Flow Chart(s) | <input type="checkbox"/> Labels and OMRI/WSDA listing - Materials (pesticide, cleaning, sanitation) | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Pest management map of traps and monitors | | |
| <input type="checkbox"/> Water test results (if applicable) | | |

I have made copies of this application and all attachments/ support documents for my records.

Submit completed packet to:

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

Email: ldixon@agri.nv.gov

**if you email your OSP and supporting documentation, please be sure to mail fee payment to address above.

Fees:

The organic certification fee consists of three (3) parts: **1) The Application Fee; 2) The Annual Gross Sales Fee;** and **3) The Inspection Fee.** The application fee and annual gross sales fee are *due when you submit your OSP.* The inspection fee will be billed to you after your farm/facility inspection.

The application fee is non-refundable. The gross sales fee is refundable if you decide to withdraw your application.

Calculate YOUR Organic Certification Fee:

1) Application Fee

* Producers who process only certified organic products raised on their own organic farm pay only the producer fee but must maintain a Handling OSP and submit it annually.

New Producer/Handler* certified organic products <u>raised on their own organic farm</u> (pay only one fee)	\$0.00
New Producer/Handler* certified organic products NOT raised on their own organic farm	\$150.00
New Commercial Food, Feed or Fiber Processor	\$150.00
Updating Certified Producer/Handler* certified organic ingredients <u>raised on your own organic farm</u> (pay only one fee)	\$0.00
Updating Certified Producer/Handler* certified organic ingredients raised and/or NOT raised on your own organic farm	\$75.00
Updating Certified Commercial Food, Feed or Fiber Processor	\$75.00

1) Application Fee: _____

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

Businesses with \$5,000.00 or less annual gross sales are exempt from the requirement to certify according to NOP 7CFR Part 205. However, you may still certify if you wish to. **Note: Gross sales amounts are subject to verification during inspection.*

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

3) Inspection Fee

The inspection fee is calculated based on mileage and time. The time the inspector leaves Nevada Department of Agriculture (NDA) until the inspector returns to NDA after the inspection is assessed at \$65/hour. The current mileage rate is \$0.575/mile. This will be billed to you after your farm/facility inspection.

Organic Product Profile (OPP)

Complete one OPP for each product. Attach a copy of the label(s) that will be used for this product (unless no packaging will be done).

Applicant Name: _____

Date: _____

I am a co-packer requesting to co-pack this product and will not perform any type of formulation or re-formulation.

Who is your client's organic certifying agent? _____ or Client is not certified organic

Name of Product Requested for Certification: _____

% of organic ingredients: _____ Which labeling category does this product meet? "100% Organic" "Organic" "Made with Organic..."

Product Composition: Complete the following information for all ingredients contained in this product. If water and salt are used, list them as ingredients, but they are not considered when determining percentage of organic content. ([205.302](#))

Ingredients (include additives)	Certified Organic Ingredients:				Nonorganic Ingredients				Ingredient Supplier	% of finished product by weight or volume	
	Ingredient is certified "100% Organic"	Ingredient is certified "Organic"	Ingredient is certified "Made with Organic..."	Certifying Agent	Is the ingredient on the National List (205.605 , 205.606)?	Have you verified that the non-organic ingredient was not produced using:					Do you have documentation that the ingredient was not commercially available in organic form?
						GMO	Sewage Sludge	Ionizing Irradiation			
Total											

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	Is the processing aid is certified "100% Organic"?	Certifying Agent	If nonorganic, is the processing aid on the National List (205.605 , 205.606)?	Supplier