



Custom Service Organic System Plan Annual Update

*Please complete this form in its entirety. Sign this form and attach supporting documentation as specified in Section 7. Any incomplete information may lead to a delay in certification. Use additional sheets if necessary. Mark any sections that do not apply to your operation as "Not Applicable". **Be sure to revise or update your Processing Organic System Plan and provide TCO Cert with copies of the revised pages.***

SECTION 1: Programs Requested

Operator Name:	Operator Number:
Operation Name:	
Secondary Contact Person's Name (if applicable):	
Certification/Verification Programs: <input type="checkbox"/> Attestation of Compliance (COR) <input type="checkbox"/> Bio Suisse** <input type="checkbox"/> CARTV (Quebec operators <u>only</u>)	Equivalency Programs: <input type="checkbox"/> CAN/US Equivalence Arrangement
** Requires submission of additional documents. Contact your TCO Cert Certification Coordinator to request the appropriate forms.	
1. Do you have a copy of the current Canadian Organic Standards: CAN/CGSB-32.310-2015 & CAN/CGSB 32.311-2015?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Do you understand the current organic standards for the program for which you are applying?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. a) Have you reviewed your Processing Organic System Plan. If no, please explain why.	<input type="checkbox"/> Yes <input type="checkbox"/> No
b) Have you made revisions to your Processing Organic System Plan? If yes, attach the revised pages with the date and your initials.	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 2: Description of Measures Taken to Address Noncompliances and Opportunities for Improvement

Please refer to the letter received with your most recent certificate that lists the previous non-compliances and Opportunities for Improvements.

Were there any Noncompliances or Opportunities for Improvement from last year's certification?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please complete the following table, briefly listing each Noncompliance and Opportunity for Improvement, describing the actions taken to address each one.	
Noncompliance, Opportunity for Improvement	Action Taken
1.	
2.	

Applicant Initials: _____ Date: _____

Noncompliance, Opportunity for Improvement	Action Taken
3.	
4.	

Add additional pages if needed.

SECTION 3: Changes Made to Operation/Procedure/Product

1. Have any new custom service products been added since your last inspection?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please list these new products:	
<i>Please submit a copy of the actual product label and flow chart (if a new process is used)</i>	
2. Have any new custom service activities been added since your last inspection?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please describe custom services you are currently offering for organic products:	
3. Are you performing any packaging and/or labelling activities for any customers? <i>If yes, please submit an application for a Certificate of Packaging and Labelling to TCO Cert.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Have any new customers used your custom service since your last inspection?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please identify the new customers: <i>Please submit copies of current certificates and product addendums for your new customers</i>	
5. Have you discontinued providing custom service on certain products or discontinued service for any customers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please identify the full brand name of these products and customers:	
6. Has your custom service facility changed since your last inspection (e.g.: new equipment, new building)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Applicant Initials: _____ Date: _____

If yes, please identify the changes:

Please submit any necessary documentation, such as new facility map, new flow diagram, description of new equipment.

Applicant Initials: _____ Date: _____

SECTION 4: Pest Management Changes Since Last Inspection

Please list any new preventive measures or any new pesticides in use, including contracted pest control. Please identify new substances used and the target pest.			<input type="checkbox"/> None used
SUBSTANCE	TARGET PEST	LOCATION WHERE USED	METHOD OF APPLICATION

Add additional pages if needed

SECTION 5: Cleaning and Sanitizing

Please list all Cleaning and Sanitation Products used in your facility. Please check the box for any new products used since your last inspection. Please submit MSDS and any other relevant documentation and complete and submit an Input Review Request form for each new product. Please remember not to use any new products before they have been reviewed and approved by TCO Cert.				
PRODUCT	New?	LOCATION USED	FREQUENCY OF USE	RINSE REQUIRED?
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			

Add additional pages if needed.

Applicant Initials: _____ Date: _____

SECTION 6: Organic Integrity

1. Does your operation include parallel production?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, has there been any changes to procedures to prevent commingling?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If applicable, please describe these procedural changes:	
2. Has the use of water in your operation changed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has your method of water treatment changed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain the changes.	
<i>Please submit documentation for new substances used in water treatment (e.g.: testing, new equipment, etc.).</i>	
3. Has the method of storage of organic product(s) changed since your last inspection?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please describe the changes:	
If applicable, please explain how organic integrity is maintained with the new storage procedures:	
4. Has the method of transporting product(s) (either incoming ingredients or outgoing finished product) changed since your last inspection?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please identify the changes:	
If applicable, please explain how organic integrity is maintained with the new methods of transportation:	
<i>Please submit copies of current certificates and product addendums for your new customers</i>	

Applicant Initials: _____ Date: _____

SECTION 7: Additional Comments

Please provide any additional comments or information pertinent to this Organic System Plan.

SECTION 8: Supporting Documents

1. Please provide the following, if there have been any changes since your last inspection:

- facility maps
- pest trap maps

2. Please provide the following attachments with your *Custom Service Organic System Plan Annual Update*:

- A Current Product List with full brand names of products being handled.
- A complete Customer List including their products, their Certification Body, and programs to which they are certified/verified. Please note any deletions or additions since last application.
- Copy of current organic certificate and product addendum for any newly added customer.
- Water testing results (if applicable).

SECTION 8: Affirmation

I affirm that all statements made in this application are true, correct, and complete. The organic products for which I have performed custom service have been processed according to organic standards. I understand that the operation may be subject to an unannounced inspection and/or sampling for residues at any time as deemed appropriate. I understand that acceptance of this form in no way implies granting of certification by TCO Cert. I agree to abide by TCO Cert Bylaws and the certification standards and/or certification requirements applicable to my operation. I agree to notify TCO Cert in writing of changes in any of the following: operation contact information, applicant contact information, legal status, ownership or control of the operation, or any change in the operation that may affect its compliance. I agree to pay all fees assessed by TCO Cert. I further agree to abide by and fulfill duties and obligations to TCO Cert, as written in the Operator Licensing Agreement. I affirm that I understand the standards/regulations for the specific program(s) that I have requested and that the requested products were processed in accordance to these standards/regulations.

Signature of Operator

Date (M/D/Y)

Please maintain copies of the Organic System Plan and other supporting documents as part of your record-keeping system.

Applicant Initials: _____ Date: _____