



## Trader Organic System Plan

*Please complete this form in its entirety if you are a new applicant. Please also ensure that you attach the Trader Organic System Plan Annual Update. Sign this form and attach all 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". Please contact the TCO Cert office, if you have any questions regarding the completion of this form. This form is confidential when completed.*

### SECTION 1: General Information

Operation Name:

Operator Number:

**↑ The Operation Name must be a person and a person means an individual, a corporation, an association, or an organization recognized as a legal entity. This name goes on the certificate.**

Other Name(s):

**↑ Other Name(s) may be another name by which the certificate holder is commonly known in the marketplace or the name the holder commonly does business under. This name may be added on the certificate but must clearly be referred to as "doing business as" or "DBA." Leave blank if you don't have any.**

Contact Person's Name:

Secondary Contact Person's Name (if applicable):

**PHYSICAL INSPECTION LOCATION INFORMATION**

**OPERATION'S CONTACT INFORMATION**

Same information as inspection location

Address:

Mailing Address:

City:

Province:

Postal Code:

City:

Province:

Postal Code:

Phone 1:

Phone 2:

Phone 1:

Phone 2:

Cell:

Fax:

Cell:

Fax:

E-mail Address:

E-mail Address:

Web Site:

Web Site:

**SECOND INSPECTION LOCATION ADDRESS (if applicable):**

Please provide directions to the inspection location(s) and indicate when you are available to contact:

1. Please list previous organic certification applications to other agencies (name, year(s) of application, outcome of application).

3. Trading:

- Organic products only
- Organic/non-organic – different products
- Organic/non-organic - same products

Estimated annual total business:            % organic;            % non-organic

4.a) Do you take ownership (buying and selling) of the organic products you are trading?  Yes  No

b) Please list products traded. Attach a list, if necessary.

c) Please list documentation obtained by your operation to verify organic status of products traded.

d) To what markets are you selling (i.e., Canada, US, Europe)?

5.a) Please describe in detail your overall operations/activities.

b) While in your possession are any of the organic products being transformed (i.e., wheat into wheat flour)? If yes, please describe in detail.  Yes  No

**6. Custom services**

a) Does your operation contract any custom service provider(s) in the handling/processing/storage of the organic products traded?  Yes  No  
(This includes warehouses or other storage facilities.)

b) If yes, please list the names of the custom service providers:

i. What custom services do these entities provide?

ii. Which of the following documentation is in place for the custom service provided?

- Attestation of Compliance
- Organic Certificate and Addendum
- None

iii. Is documentation for the custom service operation attached?  Yes  No

**Please note the following:**

- ***If you are planning on using the custom service of a Contractual Service Provider (for example, seed cleaning, storing, etc.) which does not hold an Attestation of Compliance to the COR standards or an Organic Certificate, the custom service activities performed by the Contractual Service Provider need to be outlined and included in your Organic System Plan Annual Update.***
- ***The service provider's facility and activities need to be included in the annual inspection of your operation.***

***In addition, please be aware, that a Contractual Service Provider, which performs packaging and labelling of your organic products, needs to be CERTIFIED to the COR for Packaging and Labelling***

7. Please identify any local, state, provincial, federal, or third-party certifications that you have, or inspections that have occurred at your operation. Include any certificates or inspections from local, provincial, or federal health departments.  Not Applicable

Applicant Initials: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION 2: Product Storage/Packaging/Labelling

<b>A. PRODUCTS</b>	
1. List all organic products your company is <u>trading</u> that are <u>also traded in a non-organic form</u> .	<input type="checkbox"/> Not Applicable
<b>B. PRODUCT STORAGE</b>	
1. a. Do you use a custom service provider for storage? <u>If yes</u> , please provide the full name of the custom service provider:  Documentation for the custom service storage facility attached?	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No
b. Do you maintain your own storage facility for the organic products you trade?  <u>If yes</u> , please also complete the questions below to provide full information concerning your storage area.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. In what form is the product received? Be specific for each product.	
<input type="checkbox"/> dry bulk <input type="checkbox"/> metal drums <input type="checkbox"/> tote bags <input type="checkbox"/> cardboard drums <input type="checkbox"/> foil bags <input type="checkbox"/> liquid bulk <input type="checkbox"/> other (specify):	
3. a. Are products sold in the same form (bulk, tote, bags, etc.) as it was purchased?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. <u>If not</u> , please explain in detail (i.e., from bulk to tote, from totes to 50lb.bags, etc.)	
c. Are labels/tags attached to the outgoing product?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b><u>Please note the following:</u></b></p> <ul style="list-style-type: none"> <li>• <b><i>Any activities involving packaging and labelling (including tags) of the organic product need to be <u>certified</u> to the COR with a packaging and labelling certificate.</i></b></li> </ul> <p><b><i>Copies of Tags/Labels applied to the organic products need to be submitted for review and approval to TCO Cert prior to use.</i></b></p>	
4. Type of storage unit/area (Bins, Warehouse, Freezer, etc.)	
5. a. Are cleaning or sanitizing materials used and stored? <u>If yes</u> , list the product name(s) and explain use:	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Are any fungicides, fumigants, or pest control products used in the storage area? <u>If yes</u> , list product name(s) and describe use:	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b><i>Please provide Labels, MSDS or technical information to TCO Cert for review and approval of the product(s) prior to use.</i></b>	
6. If traps are used, please attach a facility map, showing the location of traps.	<input type="checkbox"/> Not Applicable
7. Who is responsible for pest control in the operation?	
<input type="checkbox"/> In house <input type="checkbox"/> Contract pest control service*. Name the service provider:	

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8. Are records kept of all pest management practices, and the use of pest control substances, and the storage and disposal of unlisted pest control substances (whether in house or contracted)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>*Pest management must be under the control of the certified operator, even if pest control is contracted.</i>	
9. Are organic products and non-organic products stored in the same facility?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<u>If yes</u> , what measures are in place:	
a. to avoid commingling of the organic products with the non-organic products	
b. to ensure that organic products are clearly identifiable from the non-organic products	

### SECTION 3: Maintaining Organic Integrity

*All operations that handle, store and transport organic products are to maintain the inherent organic qualities of the product through strict adherence to the procedures and principles of the organic standards.*

<b>A. MONITORING</b>
1. Do you have a product recall system in place? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>
<u>If yes</u> , please summarize the basic system that is in place and if mock recall exercises have been successful.

<b>B. TRANSPORTATION OF ORGANIC PRODUCTS:</b>
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Every measure must be taken to ensure that the integrity of organic products is not compromised in transit. The following information must accompany organic product:	
a. the name and address of the person or organization responsible for the production, preparation or distribution of the product	
b. the name of the product	
c. the organic status of the product (identification of the Programs/Equivalencies to which the product is certified/verified)	
d. information that ensures traceability, for example, the lot number.	
1. The above information accompanies the organic products in transit. <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	
<u>If no</u> , please explain:	
2. Do you arrange for product transportation? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	
3. a. How do you ensure that transport units are free from prohibited products/residues prior to loading organic products (documented cleaning, new units, etc.) and do not pose a risk to the organic integrity of the product (s)?	
b. Is documentation maintained that verifies that during transportation, the integrity of the organic product (s) is maintained, and the conditions meet all pertinent COR requirements? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	
Please specify documentation:	

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4. Check steps taken to segregate organic products from non-organic products:

- |   |  |
|---|--|
| <input type="checkbox"/> dedicated organic-only transport units | <input type="checkbox"/> use of pallets                  |
| <input type="checkbox"/> organic product shrink wrapped         | <input type="checkbox"/> separate area in transport unit |
| <input type="checkbox"/> pallet tags identifying "organic"      | <input type="checkbox"/> other (specify):                |

5. In what form are products shipped?

- |                                      |  |   |
|--------------------------------------|--|---|
| <input type="checkbox"/> dry bulk    | <input type="checkbox"/> mesh bags       | <input type="checkbox"/> bottles            |
| <input type="checkbox"/> liquid bulk | <input type="checkbox"/> metal drums     | <input type="checkbox"/> plastic containers |
| <input type="checkbox"/> tote bags   | <input type="checkbox"/> cardboard drums | <input type="checkbox"/> other (specify):   |
| <input type="checkbox"/> tote boxes  | <input type="checkbox"/> cardboard cases |   |
| <input type="checkbox"/> paper bags  | <input type="checkbox"/> plastic crates  |   |
| <input type="checkbox"/> foil bags   | <input type="checkbox"/> cans            |   |

## SECTION 4: Record Keeping

*Organic standards require operators to maintain records and relevant supporting documentation concerning details of their storage and transport of organic products. Operators shall fully record and disclose all activities and transaction in sufficient detail to be easily understood and sufficient to demonstrate compliance with the standards. Records must be maintained for 5 years and be available for review.*

1. How long do you keep your records?

2. Do you maintain a Complaint Log?

Yes  No

3. Which of the following records do you keep for trading organic products?

- |   |  |
|---|--|
| <input type="checkbox"/> purchase orders                          | <input type="checkbox"/> sales summary log                         |
| <input type="checkbox"/> contracts                                | <input type="checkbox"/> audit control register                    |
| <input type="checkbox"/> receiving records                        | <input type="checkbox"/> transaction certificates                  |
| <input type="checkbox"/> invoices                                 | <input type="checkbox"/> organic certificates and product addendum |
| <input type="checkbox"/> receipts                                 | <input type="checkbox"/> scale ticket                              |
| <input type="checkbox"/> sales orders                             | <input type="checkbox"/> other (specify):                          |
| <input type="checkbox"/> sales invoices                           |  |
| <input type="checkbox"/> bills of lading                          |  |
| <input type="checkbox"/> transport unit inspection/cleaning forms |  |

4. a. Are you using a lot numbering system for each lot of incoming organic product?

Yes  No

If yes, explain the lot numbering system:

b. Please describe in detail how traded organic products are being identified and how the identification code functions in tracking the product through your trading operation:

Applicant Initials: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION 5: Additional Comments

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

## SECTION 6: Affirmation

I affirm that all statements made in this application are true, correct, and complete.

Signature of Owner/Manager

Date (M/D/Y)

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

**I have attached the following required documents (with name on each page):**

- \*Completed, signed, and dated Operator Licensing Agreement (OLA)
- \*Storage Facility map (if applicable)
- \*Pest management map of traps (if applicable)
- List of organic products traded
- List of suppliers, including: name of the Certification Body of the supplier, Organic Programs/Equivalencies to which the organic products are certified/verified.
- Certificates and Product Addendum for organic products traded
- Labels/Tags applied
- \*Sample of audit trail documents, illustrating traceability of organic product, and demonstrating compliance
- Other (specify):

**\*Note: Documents need to be submitted only for new applicants or for changes.**

Applicant Initials: \_\_\_\_\_ Date: \_\_\_\_\_