

**INSTRUCTIONS FOR  
DISTRIBUTOR ORGANIC SYSTEM PLAN  
FORM NO. ROR-602**

**INTRODUCTION**

This form and the required supporting documents are intended to serve as the “organic system plan” required by 7CFR Part 205, National Organic Standards. The organic system plan is a detailed description of how an operation will achieve, document and sustain compliance with organic standards.

Complete this form and attach all necessary supporting documents necessary to show compliance with Section 205.204. Mail all documents to the Texas Department of Agriculture, Organic Certification Program, P.O. Box 12847, Austin, Texas 78711. If this form is being submitted as part of an application or annual renewal, and has *licensing fees attached*, please mail all documents to the Texas Department of Agriculture, Organic Certification Program, P.O. Box 12076, Austin, Texas 78711. For assistance in completing this form, call toll free 1-800-835-5832. For the hearing impaired: 1-800-735-2988 (voice) or 1-800-735-2989 (TDD/TT).

Issuance of certification will require an on-site inspection to verify compliance to the applicable organic standards. Incomplete or inaccurate applications and/or supporting documentation may result in denial of application or certification. **A copy of all applications and supporting documentation should be duplicated and maintained with records.**

**SECTION A**

**1. VERIFICATION INFORMATION**

Indicate if this plan is for a new application, annual update or a change to your OSP. If this is a change to your OSP only complete the sections you wish to update. Enter all business information requested.

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**SECTION B**

**1. REQUIRED SUPPORTING DOCUMENTATION**

Use this checklist to ensure that all required information is included in your application. Check off the box next to each item completed. All additional documentation and all sections must be completed for new applications and annual updates. New applicants must submit a completed ROR-600 Organic Certification Application with this form. Brokers/traders only need to complete sections marked with an asterisk and no additional documentation is needed.

Additional documentation should include:

- Description of entire facility including a detailed diagram indicating all buildings, roads, etc;
- Description of handling procedures and all materials used while handling certified organic product;
- Detailed flowchart showing the movement of all certified products during handling, including equipment, machinery, and storage areas;
- Description of critical control points of potential contamination and commingling. Be sure to include all areas that pose a risk of contamination or commingling with uncertified product, and give detailed steps that are taken to prevent contamination or commingling;

- Description of internal quality control procedures that details the movement of each specific lot of certified products through each step of the handling process;
  - Description of product storage, preparation for transportation, loading and methods of transportation used in distribution;
  - Attach copies of all food health and safety permits/licenses. It is the responsibility of the applicant/licensee to notify TDA of what local, state, and federal food health and safety permits/licenses the organic operation is required to maintain.
  - If the facility is not required to hold any local, state, or federal food health and safety licenses, the applicant/licensee should submit documentation stating the operation does not have to be licensed. This documentation can be supplied in one of the following forms:
    - A written letter, email or fax from DSHS stating that the operation is not required to be licensed by the DSHS, or
    - A statement of contact with the DSHS where the applicant/licensee verified that his or her operation does not have to be licensed by the DSHS. The statement must include the following information:
      - a. Full name of the DSHS employee
      - b. The phone number dialed to reach the DSHS employee
      - c. Date contact was made with the DSHS employee
  - Attachments should include all ingredient listings of products used and any other document required for a complete application.
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## **SECTION C**

### **1. STORAGE, HANDLING, AND SHIPPING**

Answer all questions regarding your storage, handling, and shipping procedures and provide any additional information directed by the application. Do not leave any questions unanswered.

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## **SECTION D**

### **1. SANITATION**

Answer all questions regarding sanitation at your operation and provide any additional information directed by the application. If any materials are used for sanitation, they must be listed under section H. Do not leave any questions unanswered.

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## **SECTION E**

### **1. PEST MANAGEMENT**

Answer all questions regarding pest management at your operation and provide any additional information directed by the application. If any materials are used for pest management, they must be listed under section H. Do not leave any questions unanswered.

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## SECTION F

### 1. PRODUCT LABELING

Answer all questions regarding the labeling of certified organic products at your operation and provide any additional information directed by the application. If you apply any organic labels to products after they have arrived at your operation, you must submit copies of all labels applied. If custom labels are applied for you by a certified organic processor before the products reach your facility, you must provide their name, who they are certified by, their certification number, their current organic certificate, and copies of all labels used. Do not leave any questions unanswered.

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## SECTION G

### 1. PRODUCT INFORMATION

Select all types of products that are distributed and list any type that is not listed.

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## SECTION H

### 1. MATERIALS USED

List all materials used at your operation and attach ingredient listings for each product.

Example:

<b>Brand Name:</b>	<b>Manufacturer:</b>	<b>Reason for use:</b>
Super Cleaner	ACME Supplies	Sanitation
Bleach	ACME Supplies	Sanitation

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## SECTION I

### 1. RECORD KEEPING

Select all records that are maintained for your operation and list any additional records if need. Indicate how long you will maintain all records.

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## SECTION J

### 1. AFFIRMATION

After reading the affirmation statement, sign and print your name, and date the form. Your signature here indicates that you have read the statement and that you are aware of your responsibilities regarding the issuance of the requested license.