



2020 Certification Year Handler Annual Updates

Texas Department of Agriculture
Organic Certification Program

Topics discussed within this presentation:



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update fees

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Transitioning your operation to
the new ROR-605 Handler Organic
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Do I have to pay annual update fees online?

- ▶ No! If you prefer, you may continue to mail your annual update fee payment following the [instructions](#) within the ROR-601 Form.

What fees can be paid online?

- ▶ Annual update certification fees
- ▶ Late fees
- ▶ Additional service fees such as international trade reviews

What fees cannot be paid online?

- ▶ Any mid-year change fees that are incurred after initial ROR-601 Fee Payment Form is submitted.
- ▶ Administrative fees such as noncompliance fees and re-inspection fees

How to pay annual update fees online:

1. Obtain a current copy of the ROR-601 Form Fee payment form from <https://www.texasagriculture.gov/RegulatoryPrograms/Organics/OrganicsForms.aspx>
2. Complete the ROR-601 form with signature and date by either the authorized representative or primary contact for certification matters listed for your operation
3. If the primary contact (person who should be corresponding with TDA staff) for your operation has changed, please complete the [R-002 Regulatory Change Template B](#) and place the completed form behind the ROR-601 in the mailed packet.
4. Email your completed form(s) to Organic@TexasAgriculture.gov with the email heading of “[your operation’s name] Annual Update online payment request”.
 - ▶ You must email your completed ROR-601 fee payment form no later than 3 calendar days prior to the due date.
 - ▶ The ROR-601 Form must be accurate at time of submission as TDA is currently unable to modify the fee amount once it is set.
 - ▶ Please do not include your annual update documents with this submission.
4. Once TDA staff processes your completed ROR-601 Fee Payment Form, we will send you an email verifying receipt and your ability to make payment online.
5. You will use specific information provided within the email to log-on and pay your fees.

Required forms that are part of your 2020 certification year annual update:

- ▶ [ROR-601 Fee payment form](#)
 - ▶ [ROR-601 Instructions](#)
- ▶ [ROR-605 Handler Organic System Plan \(OSP\) Form](#)
 - ▶ [ROR-605 Instructions](#)
- ▶ If your operation handles multi-ingredient products, please complete the [ROR-605A Multi-Ingredient Products Addendum](#).
 - ▶ The instructions for completing this form are imbedded within the form.
- ▶ If your operation will need verification compliance with international trade agreements, please complete the [ROR-610 International Trade Review Request Form](#).
 - ▶ The instructions for completing this form are imbedded within the form.
- ▶ The complete listing of TDA Organic forms is located at:
<https://www.texasagriculture.gov/RegulatoryPrograms/Organics/OrganicsForms.aspx>

Completing the ROR-
605 Handler Organic
System Plan Form
and the
ROR-605A Multi-
ingredient product
addendum

Why is TDA making this change?



To improve the audit trail process for you, the operations we certify, and foster improvement of the audit trail system for all organic product.



To better define what information TDA must obtain and review to determine your operation's ability to comply and/or compliance with the National Organic Program Regulations.



To improve efficiency throughout our entire certification process.



To provide resources for continuing education on organic certification and protecting consumer confidence in the integrity of organic labeling claims

The ROR-605 Form replaces the following TDA Organic Handler Forms:

- ▶ ROR-602 Distributor OSP Form
- ▶ ROR-604 Processor-Fiber OSP Form
- ▶ ROR-606 Processor OSP Form
- ▶ ROR-608 Retailer OSP Form

These forms are no longer available on the TDA website. Any submission of these forms will not be accepted as a compliant response to meet your requirement for submission of an updated organic system plan as required in [§205.406\(a\)](#) of the National Organic Program Regulations and may result in adverse action against your operation and the incurrence of additional fees.

- ▶ **READ THE ROR-605 INSTRUCTIONS!**
- ▶ The instructions detail each step of the form completion process.
- ▶ The instructions tell you what answers are acceptable responses.
- ▶ The instructions also provide hyperlinks to multiple continuing education resources.
- ▶ The form is an Excel workbook. Use the tabs at the bottom of the window to navigate between the sections.
- ▶ Please complete Sections A-E in order. If you do not, the form will provide incorrect responses on the listing of supporting documents you must complete and the remaining sections of the form you must complete. This will result in processing delays and may result in additional administrative fees.
- ▶ Section C identifies the supporting documents your operation must complete and submit to TDA. Each piece of information that must be provided within these supporting documents is identified within the instructions
- ▶ While several portions of the form is locked, you can change the view of the form by clicking on the view menu and changing the workbook views
- ▶ To print the entire workbook go to File, Print, then under Settings change from print active sheets to print entire workbook.

Important tips for completing the ROR-605 Handler OSP Form

Completing the ROR-605A Multi-Ingredient Product Addendum

- ▶ This [addendum](#) to the ROR-605 discloses the multi-ingredient products that you are seeking certification on.
- ▶ The form will automatically generate a product formulation sheet in a new tab for each ingredient typed into the Master Listing.
- ▶ Deletion of a product name from the master listing will also delete the product formulation sheet.
- ▶ A drop-down listing is provided in the category column on the product formulation sheet, please use the drop-down listing rather than trying to define your own categories.
- ▶ If your operation utilizes multiple formulations for the same product dependent upon cost/seasonal availability of ingredients, you must disclose all versions of product formulations for that product. Please clarify the versions (e.g. oatmeal cookie v1, oatmeal cookie v2) so that TDA does not assess additional fees against your operation.
- ▶ If a single product formula will have multiple product names, you must identify the additional product names.

Submitting your annual
update documents to
TDA

If paying fees online:

- ▶ Once you complete your online fee payment, email your completed forms to Organic@TexasAgriculture.gov with the email heading of [your operation's name] 2020 handler annual update submission

If paying fees manually:

- ▶ Mail your fee payment with a copy of the completed ROR-601 Fee Payment Form to the address identified in the [instructions](#) of the ROR-601 Fee Payment Form.
- ▶ Email all other completed forms to Organic@TexasAgriculture.gov with the email heading of [your operation's name] 2020 handler annual update submission

Annual Update Process for online fee payment:



1. Email completed ROR-601 and request to pay fees online (Must be submitted at least 3 days prior to due date.)



2. TDA processes fee payment request and responds with payment system log-on info.



3. Pay fees online and email annual update documents.



4. TDA conducts the Initial review to ensure your documents will facilitate the onsite inspection.



5. A TDA inspector will conduct your on-site inspection.



6. TDA will conduct the final review and issue your updated certificate.

Annual Update Process for mailing fee payment:



1. Mail fee payment and all annual update documentation to TDA so as to be received by TDA on or prior to due date.



2. TDA verifies that fee payment is sufficient and then conducts the Initial review to ensure your documents will facilitate the onsite inspection.



3. A TDA inspector will conduct your on-site inspection.



4. TDA will conduct the final review and issue your updated certificate.

Annual Updates are reviewed in the order of receipt - no exceptions