



Texas Department of Agriculture
Distributor Organic System Plan

ROR-602

COMMISSIONER SID MILLER

SECTION A	VERIFICATION INFORMATION <input type="checkbox"/> New Application <input type="checkbox"/> Annual Update <input type="checkbox"/> Change to OSP		
	Full Legal Business Name:		D.B.A. (if applicable):
	Facility Name:	Client No.	Account No.
	Contact Individual:		

SECTION B	REQUIRED SUPPORTING DOCUMENTATION
	<p>All of the following items are required for a complete application. To avoid processing delays, please use this checklist to ensure that your application is complete.</p> <p>Sections of the Organic System Plan and additional documentation needed-*If you are a broker/trader, only complete sections marked with an asterisk and no additional documentation is</p> <ul style="list-style-type: none"> <input type="checkbox"/> Storage, Handling and Shipping (SECTION C) <input type="checkbox"/> Sanitation (SECTION D) <input type="checkbox"/> Pest Management (SECTION E) <input type="checkbox"/> Product Labeling (SECTION F)* <input type="checkbox"/> Product Information (SECTION G)* <input type="checkbox"/> Materials Used (SECTION H) <input type="checkbox"/> Record Keeping (SECTION I)* <p>Additional documentation needed:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Overall description of physical facilities including a complete diagram of the facilities <input type="checkbox"/> Description of handling procedures and materials <input type="checkbox"/> Flowchart showing movement of certified products during handling, including equipment, machinery, and storage areas <input type="checkbox"/> Description of the critical control points of potential contamination and commingling <input type="checkbox"/> Description of internal quality control procedures that details the movement of each specific lot of certified products through each step of the handling and processing operation <input type="checkbox"/> Description of final product storage, preparation for transportation, loading and methods of transportation used in distribution <input type="checkbox"/> Attach copies of all current food health and safety permits/licenses <input type="checkbox"/> Attachments (i.e. ingredient listings)

This document becomes public record and is subject to disclosure. With few exceptions, you have the right to request and be informed about the information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. (Reference: Government Code, Sections 552.021, 552.023, and 559.004.)

Business Name:

SECTION C	¹STORAGE, HANDLING AND SHIPPING	
	1) Do you have a quality control program implemented to evaluate potential commingling and contamination and to monitor the effectiveness of your organic system plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No ¹
	2) Do you have facilities and procedures in place to prevent contamination of certified organic products by prohibited substances and/or commingling with non-organic products?	<input type="checkbox"/> Yes <input type="checkbox"/> No ¹
	¹ If No, explain:	
	3) Which of the following receiving, storage, and handling areas are used for certified organic products (check all that apply)?	
<input type="checkbox"/> Receiving areas or docks, scales, etc. <input type="checkbox"/> Bulk bin(s) or storage unit(s) <input type="checkbox"/> Cold storage unit(s) used exclusively for certified organic products <input type="checkbox"/> Designated area(s) for certified organic products with cold storage unit(s) <input type="checkbox"/> Dry shelf storage unit(s) used exclusively for certified organic products <input type="checkbox"/> Designated area(s) for certified organic products within dry shelf storage unit(s) <input type="checkbox"/> Washing, cleaning, grading, clipping area(s) <input type="checkbox"/> Other (specify): <input type="checkbox"/> Not applicable		
4) Handling areas and equipment for packing and grading of certified organic products (check all that apply):		
<input type="checkbox"/> Areas with equipment designated exclusively for handling of certified organic products <input type="checkbox"/> Areas with portable equipment designated exclusively for handling of certified organic products <input type="checkbox"/> Scheduled times for segregated handling of certified organic products <input type="checkbox"/> Other (specify): <input type="checkbox"/> Not applicable		
5) Packaging materials used for certified organic products (check all that apply):		
<input type="checkbox"/> Exclusively for certified organic products <input type="checkbox"/> New <input type="checkbox"/> Previously used <input type="checkbox"/> Contain no prohibited materials <input type="checkbox"/> Have been cleaned or lined with new liners <input type="checkbox"/> Other (specify): 		
6) Shipping and handling areas for certified products (check all that apply):		
<input type="checkbox"/> Bulk bin(s) or storage unit(s) <input type="checkbox"/> Cold storage unit(s) used exclusively for certified organic products <input type="checkbox"/> Designated area(s) for certified organic products with cold storage unit(s) <input type="checkbox"/> Dry shelf storage unit(s) used exclusively for certified organic products <input type="checkbox"/> Designated area(s) for certified organic products within dry shelf storage unit(s) <input type="checkbox"/> Loading areas or docks <input type="checkbox"/> Other (specify): <input type="checkbox"/> Not applicable		

Business Name:

SECTION C (CONTINUED)	¹STORAGE, HANDLING AND SHIPPING (CONTINUED)	
	7) Shipping and transportation of certified organic products (check all that apply):	
	<input type="checkbox"/> Loading equipment and areas designated exclusively for certified organic products <input type="checkbox"/> Loading equipment and areas, which may be used for non-organic products, are managed to prevent commingling and contamination <input type="checkbox"/> Containers, trucks or other transportation used only for certified organic products <input type="checkbox"/> Containers, trucks or other transportation, which may be used for non-organic products, are managed to prevent commingling and contamination <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Not applicable	
	8) Are any certified organic products processed on-site at your facility? <input type="checkbox"/> Yes ² <input type="checkbox"/> No	
² If Yes, you must submit form ROR-606 Processor (Food & Feed) Organic System Plan with all applicable fees. Processing includes: Cooking, baking, curing, heating, drying, mixing, grinding, churning, washing with processing aids, separating, extracting, slaughtering, cutting, fermenting, distilling, eviscerating, preserving, dehydrating, freezing, chilling, or otherwise manufacturing and includes packaging, canning, and jarring.		

SECTION D	¹SANITATION	
	9) Are materials used for sanitation? <input type="checkbox"/> Yes ¹ <input type="checkbox"/> No	
	¹ If Yes, list materials used under section H.	
	10) Select methods and/or materials used for sanitation and/or cleaning (check all that apply):	
	<input type="checkbox"/> Citric acid <input type="checkbox"/> Phosphoric acid <input type="checkbox"/> Allowed bleaches <input type="checkbox"/> Hydrogen peroxide <input type="checkbox"/> Sodium hydroxide <input type="checkbox"/> Water <input type="checkbox"/> Sweeping/brushing <input type="checkbox"/> Compressed air <input type="checkbox"/> Not Applicable <input type="checkbox"/> Other (specify): _____	
11) Are prohibited materials used in sanitation and/or cleaning? <input type="checkbox"/> Yes ² <input type="checkbox"/> No		
² If Yes, are certified organic products protected from contamination from prohibited materials used in sanitation and/or cleaning? <input type="checkbox"/> Yes <input type="checkbox"/> No		
² If Yes, do the methods of handling and application of prohibited materials used in sanitation and/or cleaning prevent contamination of certified organic products? <input type="checkbox"/> Yes <input type="checkbox"/> No		

SECTION E	¹PEST MANAGEMENT	
	12) Are materials used for pest management? <input type="checkbox"/> Yes ¹ <input type="checkbox"/> No	
	¹ If Yes, list materials used under section H.	
	13) Select methods and/or materials used for pest management (check all that apply):	
<input type="checkbox"/> Sanitation <input type="checkbox"/> Physical barriers <input type="checkbox"/> Insect/rodent traps <input type="checkbox"/> Sticky traps/baits <input type="checkbox"/> Boric Acid <input type="checkbox"/> Pheromone traps <input type="checkbox"/> Botanical insecticides <input type="checkbox"/> Soaps and/or oils <input type="checkbox"/> Microbial or viral insecticides <input type="checkbox"/> Diatomaceous earth <input type="checkbox"/> Other (specify): _____		

Business Name:

SECTION E (CONTINUED)	¹PEST MANAGEMENT (CONTINUED)		
	14) Are prohibited materials used in pest management?	<input type="checkbox"/> Yes ²	<input type="checkbox"/> No
	² If Yes, are certified organic products protected from contamination from prohibited materials used in pest management?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	² If Yes, do the methods of handling and application of prohibited materials used in pest management prevent contamination of certified organic products?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	15) Are pest control materials applied by a:	<input type="checkbox"/> NA	

designated employee or department;

registered commercial pest control service company.³

³Attach the most recent invoices and/or contracts from commercial pest control service company.

SECTION F	¹PRODUCT LABELING		
	16) Do you label or re-label organic products?	<input type="checkbox"/> Yes ¹	<input type="checkbox"/> No
	¹ If Yes, attach copies of all labels used for certified organic products.		
	17) Which labeling categories do you use (check all that apply)?	<input type="checkbox"/> N/A	
	(All calculations exclude added water and salt)		
	<input type="checkbox"/> 100% ORGANIC - All ingredients and processing aids are certified organic.		
	<input type="checkbox"/> ORGANIC - At least 95% of the ingredients are certified organic, and all other ingredients are either listed on the National List or are agriculture products that are not commercially available in organic form.		
	<input type="checkbox"/> MADE WITH ORGANIC (Specified Ingredients)* - At least 70% of the ingredients are certified organic, and all other ingredients are produced without genetic modification and without the use of prohibited substances.		
	<input type="checkbox"/> IDENTIFICATION OF ORGANIC INGREDIENTS IN INGREDIENT STATEMENT ONLY*		
	*Not allowed on livestock feed products.		
18) The following labeling requirements have been met:	<input type="checkbox"/> N/A		
<input type="checkbox"/> "Certified organic by <Name of Certifier>" appears below the information identifying the handler or distributor of the product (not allowed on products with organic ingredient statement only).			
<input type="checkbox"/> Organic ingredients are identified as organic in the ingredient statement.			
<input type="checkbox"/> Other labeling options, including TDA logo and USDA seal (if used), comply with applicable restrictions.			
19) Does the facility have certified organic products custom labeled for them by a certified organic processor?	<input type="checkbox"/> Yes ^{2,3}	<input type="checkbox"/> No	
² If Yes, all applicable labels must be submitted with this application and must not be utilized until approved by the Texas Department of Agriculture (TDA) Organic Certification Program.			
³ If Yes, provide the following information about the certified organic processor:			
Processor Name: _____			
Certified by: <input type="checkbox"/> TDA <input type="checkbox"/> Other (specify): _____			
Certification Number: _____			

Business Name:

SECTION I	¹RECORD KEEPING
	<p>22) Select all records that are currently maintained (check all that apply):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Names and addresses of suppliers, including producers, processors, and distributors* <input type="checkbox"/> Purchasing records of certified products* <input type="checkbox"/> Current inventory of certified organic products for distribution* <input type="checkbox"/> Records regarding each stage of handling for all certified organic products* <input type="checkbox"/> Routine quality control inspections, reports and evaluations* <input type="checkbox"/> Verification of certifications and records of certifying agents for all certified organic products* <input type="checkbox"/> Sales and shipping records of certified organic products* <input type="checkbox"/> Other (specify): <div style="background-color: #e0ffe0; height: 40px; width: 100%;"></div>
	<p><i>*Note: This type of record-keeping is required to demonstrate compliance. If you do not have this in place currently, you must develop a system to collect this information and present it to the inspector at the time of inspection.</i></p>
	23) How long do you plan to maintain the above selected records

Business Name:

AFFIRMATION

I affirm that all statements made in this application are true and correct. No prohibited products have been applied to any organic product. I understand that the operation may be subjected to unannounced inspections and/or sampling for residues at any time as deemed appropriate to ensure compliance with the NOP Rule. I understand that acceptance of this form in no way implies granting of certification by the Texas Department of Agriculture (TDA) Organic Certification Program. I agree to follow the NOP Rule and all other TDA Organic Program Rules.

The responsible party, by and through their personal or agent's signature below:

- (1) certifies that all information provided in connection with this application at any time is true and correct to the best of the responsible party's knowledge;
- (2) acknowledges that any misrepresentation or false statement made by the responsible party, or an authorized agent of the responsible party, in connection with this application, whether intentional or not, will constitute grounds for denial, revocation, or non-renewal of any license issued pursuant to this application and/or assessment of monetary administrative penalties; and
- (3) if applying as an individual, further acknowledges that this application may be denied and that any license issued pursuant to this application may be suspended or denied renewal for failure to pay child support. Applicant similarly certifies that such farm or handler has not produced or handled any agriculture product sold or labeled as organically produced except in accordance with Title 7, U.S. Code of Federal Regulation. If signed by an agent (including employee) of the responsible party, the person signing certifies that he or she is authorized to make the preceding certifications on behalf of

Signature of Responsible Party:		Date:	
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Print Name:	
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I have made copies of this form and other supporting documents for my own records.

I have attached the following documents:

- Notice(s) of non-compliance or denial of certification from other certifying agencies
- Description of corrective actions taken regarding previous non-compliance(s) and evidence of such
- All required attachments (ingredient labels, organic labels, etc.)

Submit completed form, fees and supporting documents to:

Texas Department of Agriculture
 Organic Certification Program
 P.O. Box 12847
 Austin, TX 78711

SECTION J