

**INSTRUCTIONS FOR
RETAILER ORGANIC SYSTEM PLAN
FORM NO. ROR-608**

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 include all supporting documentation listed in Section B. In addition, a prescribed application fee must be submitted. Mail all documents to the Texas Department of Agriculture, Organic Certification Program, P.O. Box 12076, Austin, Texas 78711. For assistance in completing this application, 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.

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.

SECTION C

1. RETAIL OUTLET INFORMATION

Answer all questions regarding your retail facility and provide any additional information directed by the application. For new applications, verify your facility address with your completed ROR-600 Organic Certification Application. For currently certified operations, verify the facility address for your account is accurate. If any facility address is different or has changed, provide the correct address. Do not leave any questions unanswered.

SECTION D

1. CERTIFIED ORGANIC PRODUCT INFORMATION

Answer all questions regarding the certified organic products sold at your retail operation and provide any additional information directed by the application. If a category does not apply to your operation, select N/A for that category. Do not leave any questions unanswered.

SECTION E

1. STORAGE AND HANDLING

Answer all questions regarding the storage and handling of certified organic products at your retail operation and provide any additional information directed by the application. You must explain in detail why you answered no to any question. Do not leave any questions unanswered.

SECTION F

1. SANITATION

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

SECTION G

1. PEST MANAGEMENT

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

SECTION H

1. IN-STORE PROCESSING

Answer all questions regarding in-store processing at your retail operation and provide any additional information directed by the application. If you process or repackage any certified organic product on-site, you must submit form ROR-606 Processor (Food & Feed) Organic System Plan with all applicable fees. The certification cost for retailers who conduct in-store processing of organic products is additive and is calculated at a rate of \$100.00 per station where processing of organic product is conducted. You will not be required to submit form ROR-606 if one or both of the following apply:

- Agriculture products contain less than 70% organic ingredients (ingredient label claim only, no front label claim); or

- The organic claim is restricted to the ingredients statement only (regardless of % organic ingredients).

Do not leave any questions unanswered.

SECTION I

1. DISPLAY OF CERTIFIED ORGANIC PRODUCTS

Answer all questions regarding the display of certified organic products at your retail operation and provide any additional information directed by the application. Do not leave any questions unanswered.

SECTION J

1. LABELING OF CERTIFIED ORGANIC PRODUCTS

Answer all questions regarding the labeling of certified organic products at your retail operation and provide any additional information directed by the application. If you apply any organic labels to products after they have arrived at your retail operation, you must submit a completed ROR-606 Processor (Food & Feed) Organic System Plan with all applicable fees and copies of all labels applied. Do not leave any questions unanswered.

SECTION K

1. MATERIALS USED

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

Example:

Brand Name:	Manufacturer:	Reason for use:
Super Cleaner	ACME Supplies	Sanitation
Bleach	ACME Supplies	Sanitation

SECTION L

1. RECORD KEEPING

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

SECTION M

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.