



Texas Department of Agriculture
Retailer Organic System Plan

ROR-608

COMMISSIONER SID MILLER

SECTION A	¹VERIFICATION 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	¹REQUIRED 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> <ul style="list-style-type: none"> <input type="checkbox"/> Retail Outlet Information (SECTION C) <input type="checkbox"/> Certified Organic Product Information (SECTION D) <input type="checkbox"/> Storage and Handling (SECTION E) <input type="checkbox"/> Sanitation (SECTION F) <input type="checkbox"/> Pest Management (SECTION G) <input type="checkbox"/> In-Store Processing (SECTION H) <input type="checkbox"/> Display of Certified Organic Products (SECTION I) <input type="checkbox"/> Labeling of Certified Organic Products (SECTION J) <input type="checkbox"/> Materials Used (SECTION K) <input type="checkbox"/> Record Keeping (SECTION L) <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	¹RETAIL OUTLET INFORMATION			
	1) Is the retail facility located at the same address provided on the ROR-600 Organic Certification Application? <input type="checkbox"/> Yes <input type="checkbox"/> No ¹			
	¹ If No, provide the address of the retail facility:			
	Street Address	City	State	Zip
2) Where are certified organic products purchased (check all that apply)?				
<input type="checkbox"/> Producers <input type="checkbox"/> Distributors/Brokers <input type="checkbox"/> Processors <input type="checkbox"/> Other (specify): 				
3) Where are certified organic products located in the retail facility (check all that apply)?				
<input type="checkbox"/> Deli Counter <input type="checkbox"/> Restaurant <input type="checkbox"/> Bakery <input type="checkbox"/> Meat Market <input type="checkbox"/> Produce Section <input type="checkbox"/> Other (specify): 				

SECTION D	¹CERTIFIED ORGANIC PRODUCT INFORMATION			
	4) Select the types of certified organic products carried in the retail facility (check all that apply):			
	Food			<input type="checkbox"/> NA
	<input type="checkbox"/> Bulk bin products <input type="checkbox"/> Repacked or packaged dry good products <input type="checkbox"/> Unpacked produce, including vegetables, fruits and nuts <input type="checkbox"/> Unpacked or bulk sprouts, seeds and beans <input type="checkbox"/> Prepackaged produce, including vegetables, fruits and nuts <input type="checkbox"/> Prepackaged or bulk sprouts, seeds, and beans <input type="checkbox"/> Meat <input type="checkbox"/> Dairy <input type="checkbox"/> Other (specify): 			
	Feed (Livestock)			<input type="checkbox"/> NA
	<input type="checkbox"/> Packaged or bagged milled or blended feeds <input type="checkbox"/> Bulk milled or blended feeds <input type="checkbox"/> Hay/Forage <input type="checkbox"/> Packaged or bagged feed supplements <input type="checkbox"/> Bulk feed supplements <input type="checkbox"/> Other (specify): 			
	Fiber			<input type="checkbox"/> NA
	<input type="checkbox"/> Futons, pillows, etc. <input type="checkbox"/> Personal care products <input type="checkbox"/> Yarn or bolt fabrics <input type="checkbox"/> Apparel <input type="checkbox"/> Cotton by-products (seed, motes, meal, oil, and compost) <input type="checkbox"/> Other (specify): 			

Business Name:

¹STORAGE AND HANDLING	
SECTION E	5) How are certified organic products stored (check all that apply)? <input type="checkbox"/> Bulk bin(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"/> NA
	6) Do you have facilities and management procedures to prevent commingling and/or contamination of certified organic products from other non-organic product during receiving, handling, and storage? <input type="checkbox"/> Yes <input type="checkbox"/> No ¹
	7) Are certified organic products handled, washed, cleaned and clipped in a manner to prevent contamination and/or commingling from prohibited materials and non-organic product? <input type="checkbox"/> Yes <input type="checkbox"/> No ¹
	8) Are storage areas for prohibited materials maintained to prevent any potential contamination of certified organic products or other materials used in handling certified organic products? <input type="checkbox"/> Yes <input type="checkbox"/> No ¹
	¹ If No, explain: _____

¹SANITATION	
SECTION F	9) Are materials used for sanitation? <input type="checkbox"/> Yes ¹ <input type="checkbox"/> No ¹ If Yes, list materials used under section K.
	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 <input type="checkbox"/> Yes <input type="checkbox"/> No

Business Name:

SECTION G	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 K.	
	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 (DE) <input type="checkbox"/> Other (specify): _____	
	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?		
² If Yes, do the methods of handling and application of prohibited materials used in pest management prevent contamination of certified organic products?		

SECTION H	¹IN-STORE PROCESSING	
	15) Are any certified organic products processed on-site at your retail facility?	<input type="checkbox"/> Yes ¹ <input type="checkbox"/> No
	¹ If Yes, how many processing stations are located in the retail facility _____	
	¹ If Yes, are any processed organic products labeled or represented as <u>certified</u> organic with the "USDA Organic" logo? <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. However, you <u>will not</u> be required to submit form ROR-606 Processor (Food & Feed) Organic System Plan if one of the following apply:	
	<input type="checkbox"/> Agriculture products contain less than 70% organic ingredients (ingredients label claim only, no front label claim); or <input type="checkbox"/> The organic claim is restricted to the ingredients statement only (regardless of % organic)	
*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 I	¹DISPLAY OF CERTIFIED ORGANIC PRODUCTS	
	16) Select methods how certified organic products are displayed (check all that apply):	
	<input type="checkbox"/> Bulk-bins or containers	
	<input type="checkbox"/> End-caps/individual display units exclusively for certified organic packaged goods	
	<input type="checkbox"/> Individual cold storage unit(s) for refrigerated/frozen certified organic products	
	<input type="checkbox"/> Designated area(s) for refrigerated/frozen certified organic products within cold unit(s)	
	<input type="checkbox"/> Segregated display area(s) for certified organic dry products	
	<input type="checkbox"/> Designated area(s) for certified organic dry products within display area(s)	
	<input type="checkbox"/> Segregated section(s) for certified organic produce, sprouts and beans (packaged or unpackaged)	
	<input type="checkbox"/> Designated bins, slots or sections for separating certified organic produce, sprouts and beans from other produce (packaged or unpackaged)	
<input type="checkbox"/> Other (specify): _____		

Business Name:

SECTION L	1 RECORD KEEPING
	<p>19) Select all records that are currently maintained (check all that apply):</p> <p><input type="checkbox"/> Names and addresses of suppliers, including producers, processors, and distributors*</p> <p><input type="checkbox"/> Purchasing records of certified products*</p> <p><input type="checkbox"/> Records regarding types and quantities of certified organic products*</p> <p><input type="checkbox"/> Verification of certifications and records of certifying agents for all certified organic products*</p> <p><input type="checkbox"/> Sales records of certified organic products*</p> <p><input type="checkbox"/> Other (specify):</p>
	<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>
	20) 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

<i>Signature of Responsible Party:</i>	<i>Date:</i>
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<i>Print Name:</i>	
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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 actions
- All required attachments, including ingredient labels

Submit completed form, fees and supporting documents to:

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

SECTION M