

**ON-FARM PROCESSOR SUPPLEMENT**

This form is for small scale On-Farm Processors processing products or producing value added products using some organic agricultural ingredient produced on the farm. Processing means any type of preservation, alteration, combination, or packaging of agricultural products. Processing includes but is not limited to: freezing, drying, pickling, canning, pasteurizing, preserving, butchering, milling, grinding, roasting, cooking, pressing, fermenting, combining, packing or repacking.

Regular or Large Processors, Handlers, Repackers and Distributors need to complete an “Organic Handling Form”.

**Please be aware that in addition to completing this form, you must complete a Product Profile form for EACH product for which you are requesting an Organic Label. Both multi-ingredient and single ingredient product profile forms are available from MCS and can be found on [www.mofgacertification.org](http://www.mofgacertification.org).**

**Section I. Overview of Production and Facilities**

1.1 Do you process both organic and conventional products?  Yes  No

1.2 List Organic Product Names and Label Category you are requesting\*:

Product Name	Label**

\*Continue on reverse side or attach a separate sheet.

\*\*Label can be “**100% Organic**” (all ingredients are 100% Organic), “**Organic**” (>95% Organic ingredients), or “**Made with Organic ...**” (>70% Organic ingredients or contains a non-organic agricultural ingredient).

1.3 **Attach** a Facility Diagram of your processing facility. This should include all buildings, rooms and areas ( e.g., ingredient storage, delivery docks, packaging area etc.). If processing occurs at more than one facility include a diagram for each facility. Also indicate on diagram all indoor and outdoor pest control such as traps and lures.

1.4 **Attach** a Flowchart of each of your processes from harvest to sale. This chart should identify step by step what happens to ingredients and products as they are turned into a final organic product. If you use more than one process include a flowchart for each process.

**Section II. Record Keeping**

2.1 List all State and/or Federal Licenses and their expiration dates.

License	Expiration Date

2.2 Describe how you track production through your facility. Your record keeping system should track ingredient purchases, receiving, production runs, finished (stored) products, and product sales, including all lot numbers. **Please have all these records available to your inspector.**

2.3 Describe your final products lot numbering system:

2.4 Describe your recall procedure:

2.5 Do you perform self audits to assure that you are able to track finished product back to ingredient lots and that your record keeping system can balance amount of each organic ingredient used with amount of finished product produced?  Yes  No

2.6 How long do you keep records?

**Section III. Cleaning Procedures**

3.1 **Attach** your Cleaning Protocol, Sanitation Standard Operating Procedure (SSOP), or copy of your cleaning log.

3.2 Do you maintain a cleaning log and/or post a cleaning protocol?  Yes  No

3.3 How do you assure that cleaning and rinsing are done adequately?

3.4 List all cleaning and sanitizing products used and **Attach** their Labels and MSDS sheets.

Cleaning and Sanitizing Products <b>Full Brand Name</b> and <b>EPA#</b>	Labels/MSDS Sheets attached?
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Section VI. Water Use**

4.1 Check the ways water and/or steam is used in processing.

- As an Ingredient
- As a Processing aid
- Cooking
- Cooling
- Product transport
- Cleaning organic products
- Cleaning equipment
- Other \_\_\_\_\_
- Water or Steam not used in process. (skip #4.2, #4.3, and #4.4 below).

4.2 What is the source of the water used?

4.3 What is the date of the last water test?

4.4 If Steam is used in processing or packaging, describe how it is used and list any boiler additives (attach labels and MSDS sheets if used).

**Section V. Pest Control**

5.1 List any Facility Pest Control Practices used by you and/or your Pest Control Company in and around your processing facilities.

Facility Pest Control Products <b>Full Brand Name</b> and <b>EPA#</b>

5.2 Please name the party responsible for facility pest control. If you use a Pest Control Company please list the name, address and phone of the company.

5.3 Do you maintain a Pest Control Log?  Yes  No

**Section VI. Storage**

6.1 Describe storage location(s) of incoming and/or harvested ingredients and how you assure that organic ingredients do not come in contact with prohibited substances and/or are not confused with non-organic ingredients:

6.2 Describe storage location(s) of finished product and how you assure the integrity of the finished product during storage:

**Section VI. Packaging**

7.1 What types of packaging materials are used for the final product (e.g., plastic bags, cardboard boxes, glass jars...)?

7.2 Are packaging materials new or reused?

7.3 Is packaging food grade?  Yes  No

7.4 Is packaging free of prohibited substances?  Yes  No

7.5 Describe how finished product is transported or delivered to customers and/or markets:

Signature of Producer \_\_\_\_\_ Date \_\_\_\_\_

Signature of Producer \_\_\_\_\_ Date \_\_\_\_\_