

Organic Plan (OP) Instructions Canada Organic Regime (COR)

What is included in this application packet

The following documents are the building blocks for the COR Organic Plan.

An Organic Plan (OP) outlines the details of transition, production, preparation and management practices, including the internal record-keeping system.

When must the Organic Plan be filed?

The Organic Plan must be filed within 12 months before the day on which the food commodity is expected to be sold.

When must the Organic Plan be updated?

The Organic Plan must be updated on **an annual basis** to address changes to the plan or management system, problems encountered in executing the plan, and measures taken to overcome such problems.

The Organic Plan must be updated and approved by QCS **prior to implementing changes** such as new organic products, new production units, or new inputs.

Steps to Submit Your Application

Step 1: Complete COR Organic Plan (OP) **General and scope-specific modules (Preparation or Aquaculture)**

This application packet includes the general Organic Plan documents (required for all applications) as well as distinct sections for your specific type of production.

The information provided in the application is necessary for QCS to verify your compliance with organic regulations. Answering all questions thoroughly will ensure that our staff has the information they need to complete a review of your application.

Step 2: Collect supporting documentation and records

To confirm your practices and procedures, please include supporting documents and records as indicated in the application.

Step 3: Submit completed Organic Plan, all attachments, fee payment form, and fees.

Send the completed OSP application, attachments, and completed fee payment form to:

- Email: apply@qcsinfo.org -or-
- Mail: 5700 SW 34th St. Suite 349, Gainesville, FL 32608 -or-
- Fax: 1-352-377-8363 -or-
- File sharing platforms: please contact QCS for share settings required

Our Client Care Specialist will review your application for completion and reach out if questions or concerns before submitting your application for compliance review.

We will email an invoice through www.bill.com from the email address billing@qcsinfo.org. QCS begins the compliance review after verifying the application is complete and certification fees have been paid.

COR Organic Plan - General (COR-OP-G)

The General (G) modules of the COR Organic Plan must be completed by **all operations** seeking certification under the Canada Organic Regime, regardless of scope, including applications for:

- Organic Product Certification
- Certification of Packaging & Labeling
- Attestation of Compliance

COR-OP-G01: General Information

- Required for all operations
- Asks for general information about your operation

COR-OP-G02: QCS Organic Certification and Mark Licensing Contract

- Required for all operations
- Signature required in order to proceed
 - Can be printed, signed, and scanned
 - For digitally verified signature, please include the last 3 digits of your SIN

COR-OP-G03: Record Keeping

- Required for all operations
- Outlines record keeping systems to allow traceability and accountability of organic products and production practices

COR-OP-G04: Packaging and Labeling

- Required for operations that conduct or own/control the packaging and/or labeling of organic products

COR-OP-G05: Facility Pest Management

- Required for operations that physically handle organic products
- Outlines your operations procedures and substances for controlling pests in all facilities
- Complete separately for uncertified contracted facilities associated with the certified operation (if applicable)

COR-OP-G06 Storage and Transport

- Required for operations that physically handle organic products or are otherwise responsible for oversight of storage and transport
- Outlines how organic products are stored and moved through the supply chain.
- Complete separately for uncertified contracted facilities associated with the certified operation (if applicable)

COR-OP-G07: Quebec CARTV Affirmation

- Required for operations whose organic products will be produced or sold in Quebec

COR Organic Plan – Handling (COR-OP-H)

The applicable Preparation (P) modules of the COR Organic Plan must be completed by operations conducting post-harvest handling of organic products. Activities may include distribution, importing/exporting, manufacturing, packaging & labeling, preparation, preservation, processing, storage, transportation, treatment or trading.

COR-OP-H01: Locations & Activities

- Required for all operations
- Complete separately for uncertified contracted facilities associated with the certified operation (if applicable)

COR-OP-H02: Organic Products

- Required for all operations

COR-OP-H03: Organic Product Profile – Formulation

- Applies only to applicants for Organic Product Certification
- Complete a separate form for each formulated product containing multiple ingredients and/or processing aids that will undergo processing, manufacturing or mixing of ingredients under the operation's control

COR Nonorganic Ingredient Disclosure

- Applies only to applicants for Organic Product Certification
- Must be completed by the manufacturer or supplier that can attest to the ingredient's origin, ingredients, and applicable production practices
- Provide a separate form for each non-agricultural, non-organic ingredient and processing aid used in a product formulation described in COR-OP-P03: Organic Product Profile – Formulation

COR-OP-H04: Organic Product Profile – Without Formulation

- Applies only to applicants for Organic Product Certification
- Describes all products requested for certification that are either composed of a single ingredient (without processing aids) or that do not undergo processing or manufacturing under the operation's ownership or control.
- May include products your operation packages, labels, stores, brokers, trades, distributes, imports or exports, but does not process.

COR-OP-H05: Maintaining Organic Integrity

- Required for operations that physically handle organic products
- Describes practices and procedures to prevent contact with prohibited substances and maintain integrity of organic products
- Complete separately for uncertified contracted facilities associated with the certified operation (if applicable)

COR-OP-H06: Exporting Under Equivalence

- Required for operations that will export organic products to a country other than Canada under the terms of an established [equivalency arrangement](#)

Organic Aquaculture Algae Plan (OQPB)

The Organic Aquaculture Algae Plan must be completed by producers of organic aquaculture plants (algae, seaweed, etc.) including wild collection, production at sea, and production on land facilities. Follow the instructions in OQPB01: Organic Algae Production Summary for applicable modules and addendums.

Organic Aquaculture Animal Plan (OQPC)

The Organic Aquaculture Animal Plan must be completed by producers of organic aquaculture animals including fish and crustaceans. Follow the instructions in OQPC01: Organic Animal Production Overview for applicable modules and addendums.

Organic Standards

- [Safe Food for Canadians Regulations – Part 13 Organic Products](#)
- [CAN/CGSB-32.310-2026 Organic production systems – General principles and management standards](#)
- [CAN/CGSB-32.311-2026 Organic production systems – Permitted Substances Lists](#)
- [CAN/CGSB-32.312-2018 Organic production systems – AQUACULTURE – General principles, management standards and permitted substances lists](#)
- [Canada Organic Regime Operating Manual](#)