**Organic System Plan (OSP) Instructions**

**USDA-NOP and EU Organic**

|  |  |
| --- | --- |
| **What is included in this application packet** | **Organic Standards for NOP and EU** |
| The following documents are the building blocks for an Organic System Plan. **An Organic System Plan is a complete record of your operation detailing how your practices and procedures comply with organic regulations.** | * [USDA Organic Regulations at 7 CFR 205: The National Organic Program](https://www.ecfr.gov/current/title-7/subtitle-B/chapter-I/subchapter-M/part-205) * [Regulation (EU) 2018/848 on organic production and labeling of organic products](https://eur-lex.europa.eu/eli/reg/2018/848/oj) |

**Step 1: Complete Organic System Plan (OSP) and scope-specific documents**

This application packet includes general OSP documents (required for all applications) as well as pages for your specific scope (Grower, Livestock, Handler, etc.)

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 with your application that will aid our reviewers in assessing compliance. Examples of attachments include site maps, process flow charts, SDS sheets, on-site harvest records, invoices, etc.

For a list of records typically requested during review and inspection, please reference the scope-specific tip sheet included with your application.

**Step 3: Submit completed OSP, all attachments, fee payment form, and fees**

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

* **Email:** [apply@qcsinfo.org](mailto: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 provide access to [apply@qcsinfo.org](mailto:apply@qcsinfo.org)

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](http://www.bill.com) from the email address [billing@qcsinfo.org](mailto:billing@qcsinfo.org). We will begin compliance review after verifying the application is complete and certification fees have been paid.

**General Organic System Plan Documents Explained**

|  |  |
| --- | --- |
| **OSP01: General Application**   * Required for all operations * Asks for general information about your operation * Some questions/sections may not be applicable to your operation   **OSP02: 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 SSN   **OSP03: Labeling and Packaging**   * Required for all operations * Outlines any and all ways that your products are represented as organic   **OSP04: Storage and Transport**   * Required for all operations * Outlines how your products are stored and moved through your supply chain | **OSP05: Facility Pest Management**   * Required for operations producing or storing organic products * Outlines your operations policies and procedures for controlling pests in all facilities   **OSP06: Export Production Capacity**   * Required for all operations exporting organic products to foreign countries * Used to assess your operation’s internal capacity to meet export volumes   **OSP07: USDA Equivalencies**   * Required for operations requesting equivalence arrangement approval for USDA-certified organic products that will be exported to foreign countries * Used to capture required information for each country’s equivalence arrangement |

**Scope-Specific Documents Explained**

|  |  |
| --- | --- |
| **OGP: Organic Grower Plan**   * Required for all operations engaged in growing crops and/or pasture for livestock   **OLP: Organic Livestock Plan**   * Required for all operations raising avian, mammalian and other types of livestock   **OAP: Organic Apiculture Plan**   * Required for all operations raising bees   **OWCP: Organic Wild Crop Plan**   * Required for all operations harvesting from wild, uncultivated land   **OPGP: Organic Producer Group Plan**   * Required for all operations that are producer groups, in addition to scope-specific documents | **OQP: Organic Aquaculture Plan**   * Required for all operations raising fish, crustaceans, other animals, or algae using aquaculture practices (*EU, COR and Bio Suisse only)*   **OHP: Organic Handler Plan**   * Required for all operations involved in the following activities:   + Processing organic products, including but not limited to: baking, churning, extracting, slaughtering, distilling, eviscerating, preserving, freezing, canning, jarring, etc.   + handling organic products, including but not limited to: combining, packing, repackaging, labeling, storing, receiving, or loading   + importing, exporting, selling, distributing, or facilitating the sale or trade of but otherwise not physically handing organic products |