



Organic System Plan (OSP) Instructions: USDA Organic and EU Organic

What is included in this application packet

The following documents are the building blocks for an Organic System Plan. **An Organic System Plan is a complete record of your operation, your practices and how you are compliant with organic regulations.**

Regulatory texts for USDA Organic and EU Organic:

- USDA Organic Regulations at 7 CFR Part 205: The National Organic Program
- European Union (EU) rules on organic production and labeling of organic products

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 questions in the application are 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 the review of your application.

Step 2: Collect supporting documentation and records

To confirm your process and practices, 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.

Once you have a completed OSP and all relevant attachments, complete the fee payment form at the end of the application.

Send completed application, attachments, and 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 provide access to apply@qcsinfo.org

Our Client Care Specialist will review your application for completion and reach out if there are any areas that need to be addressed prior to submitting your application for compliance review.

Once we receive the above documents, we will issue an invoice with instructions for payment from bill.com/FOGQCS billing? We will begin the compliance review process once we have received a completed application and payment of certification fees.

General Organic System Plan Documents Explained

OSP 01: General Information

- Required for all operations
- Outlines your operation as a whole
- Some areas may be N/A if they do not apply to your operation

OSP 02: Organic Certification and Mark Licensing Contract

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

OSP 03: Labeling and Packaging

- Required for all operations
- Outlines any and all ways that your products are represented as organic.

OSP 04: Storage and Transport

- Required for all operations
- Outlines how your products are stored and move through your supply chain

OSP 05: Facility Pest Management

- Required for operations who are directly producing or storing organic products
- Outlines how your operation does, or plans to, mitigate pest pressure in all facilities

OSP 06: Organic Fraud Prevention Plan

- Required for all operations
- Outlines how you monitor and verify the organic integrity of the products and suppliers in your supply chain.
- For more information, please visit our [website](#).

OSP 07: Export Production Capacity

- Required for operations who are exporting organic products to foreign countries
- Used to assess your operation's internal capacity to meet export volumes

OSP 08: 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 Apiary Plan

- Required for all operations who raise bees

OWCP: Organic Wild Crop Plan

- Required for all operations who are harvesting from wild, uncultivated land

OPGP: Organic Producer Group Plan

- Required for all operations who are a producer group, along with the scope-specific documents

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 handling organic products