| **OHP 01: Organic Handling Locations & Activities** |
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| *Complete the following sections of the Organic Handler Plan (OHP) according to the type of handling and/or processing activities performed by your operation. Check all that apply.*   |  |  | | --- | --- | | **Handling/Processing Activities** | **Organic Handler Plan (OHP) Sections** | | **Operation manufactures, processes, labels, repacks, or otherwise physically handles organic products** | * **OHP 01**: Organic Handling Locations & Activities * **OHP 02**: Organic Products, Ingredients & Suppliers * **OHP 02A**: Commercial Availability Verification for Non-Organic Ingredients *(if applicable)* * **OHP 03**: Organic Product Profile (OPP) Workbook * **OHP 05**: Product Process and Assurance of Organic Integrity * **OHP 06**: Recordkeeping for Handlers | | **Operation acts as a broker, trader, wholesaler, distributor, private label brand owner, or importer but *does not* process, repack, relabel, or otherwise physically handle organic products** | * **OHP 01:** Organic Handling Locations & Activities * **OHP 02**: Organic Products, Ingredients & Suppliers * **OHP 02A**: Commercial Availability Verification for Non-Organic Ingredients *(if applicable)* * **OHP 04**: Non-Processing Handler Workbook * **OHP 06**: Recordkeeping for Handlers | | ***Additionally, if your operation:*** |  | | Processes/handles organic products under contract for another certified operation (e.g., co-manufacturer, co-packer) | ***Add***:   * **Private Label Agreement** for each brand owner | | Processes/handles livestock  (e.g., slaughterhouse) | ***Add***:   * **OHP 07**: Livestock Handling | | Is located outside of the US and Canada and plans to export organic products to the EU | ***Add***:   * **OHP 08**: Regulation (EU) 2018/848 Compliance Affirmation | | Is located outside of the US and Canada and plans to export organic products to Great Britain | ***Add***:   * **OHP 09**: Export of EU Certified Products to Great Britain | | Plans to export organic products to Switzerland as Bio Suisse Organic | ***Add***:   * **OHP 10:** Bio Suisse Switzerland Compliance | |
| ORGANIC PRODUCTION AND HANDLING FACILITIESList all locations and facilities under your management used in organic handling. The functions of each location may include but are not limited to: processing of products, logistics, warehouses, other storage, etc. All storage facilities should also be listed in OSP 04: Storage and Transport.  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Location Name** | **Physical Location**  **(Address or GPS Coordinates)** | **Function (e.g., ingredient storage, processing, etc.)** | **Physical handling of organic products?** | **Production Status (Check One)** | | | **Organic Only** | **Organic and Non-Organic** | |  |  |  | Yes  No |  |  | |  |  |  | Yes  No |  |  | |  |  |  | Yes  No |  |  | |  |  |  | Yes  No |  |  | |  |  |  | Yes  No |  |  | |  |  |  | Yes  No |  |  | |  |  |  | Yes  No |  |  | |  |  |  | Yes  No |  |  | |  |  |  | Yes  No |  |  | |
| 1. **Driving Directions** – *only for locations/facilities that do not have a street address or are inaccessible through on-line mapping*.   *N/A*   1. Attach a detailed map of each location where ***products are physically handled***. The map should show receiving, storage, and production areas, identification of processing equipment, and the location and identity of pest control devices and monitoring.  **Attached** *N/A, I do not physically handle organic products* 2. Do all locations listed above perform the same activities (produce or handle the same organic products)?  Yes  No   If no, attach a detailed description of which activities and products are produced or handled at each location.  **Attached** |
| 1. **HANDLING ACTIVITIES**   Check all of the operation’s organic handling activities:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **General** | | | | | | Selling | Trading | Facilitating sale or trade on behalf of a seller or oneself | | | | Importing | Exporting | Receiving | Loading | Culling | | Packing | Combining | Conditioning | Containerizing | Repackaging | | Labeling | Aggregating | Storing | Treating |  | | **Processing** | | | | | | Cooking | Baking | Curing | Heating | Drying | | Mixing | Grinding | Churning | Separating | Extracting | | Slaughtering | Cutting | Fermenting | Distilling | Preserving | | Dehydrating | Freezing | Chilling | Cleaning | Wine Production | | Canning | Jarring | Aseptic packaging |  | Labeling | | Other. Please specify: | | | | | |
| 1. **CO-PACKING & PRIVATE LABELING** 2. Does/will your operation co-pack (process, pack, market, or otherwise label) organic products for another company’s label or brand?   Yes. *List the specific private label products you co-pack on* ***OHP 03: Organic Product Profile (OPP) Workbook***.  No. *Skip to Section D.*  If yes, answer the following questions:   * 1. Which entity provides the ingredients?   Self/this operation  Private label owner  Other. Please specify:   * 1. Indicate the certification status of each private label brand owner whose brand(s) your organic products are packed into. Check all that apply.   Uncertified. *Attach* ***Private Label Agreement*** *(one per brand owner)*  **Attached**  QCS certified. *List brand owner(s):*  Certified by another certifier and that certifier is identified on the label. *Attach organic certificate.*  **Attached**  Certified by another certifier and QCS is identified on the label (QCS name, logo, or COB). *Attach organic certificate and* ***Private Label Agreement****.*  **Attached**   1. Are you a private label brand owner who contracts a certified co-packer to produce your branded products?   *No. Skip to Section E.*  Yes. *List the contracted entities below and* *attach organic certificates for all co-packers. List co-packed products on* ***OHP 04: Non-Processing Handler Workbook***.  **Attached**   |  |  |  | | --- | --- | --- | | **Co-Packer/Co-Manufacturer Operation** | **Organic Certifier Name** | **Organic Products** | |  |  |  | |  |  |  | |  |  |  |  1. Do you source ingredients for co-packers?   Yes. *List ingredients on* ***OHP 04: Non-Processing Handler Workbook****.*  No |
| 1. **IMPORTING & EXPORTING** 2. Will you import organic products into the United States?  Yes  No. *Skip to Question 2.*   If yes, answer the following questions:   * 1. How will you ensure that each shipment is accompanied by the appropriate **import documentation**? Check all that apply.   Maintain a current NOP Import Certificate for each shipment upon receipt  Each compliant import is declared organic by entering NOP Import Certificate data into the US Customs and Border Protections Automated Commercial Environment (ACE) system  Each import is clearly identified and marked as organic on all import documents  Other. Please explain:   * 1. How will you verify and document that each imported shipment has had no contact with prohibited substances pursuant to §205.272 or exposure to ionizing radiation pursuant to §205.105, since export?  1. Will you export USDA organic products from a foreign country to the United States?  Yes  No. *Skip to Question 3.*   If yes, answer the following questions:   * 1. How will you ensure that the appropriate **export documentation** accompanies products sent to the United States? Check all that apply.   We request a NOP Import Certificate from QCS *prior to export* for each organic agricultural product and for each importer  Organic exported products are clearly identified and marked as organic on all import documents, including invoices, packing lists, and bills of lading  Other. Please explain:   * 1. How will you verify and document that each shipment has had no contact with prohibited substances pursuant to §205.272 or exposure to ionizing radiation pursuant to §205.105?  1. Will you import or export organic products between non-US countries?  Yes  No. *Skip to OHP 02*.   If yes, please explain:   * 1. How will you verify and document that organic products do not have contact with prohibited substances or exposure to ionizing radiation at any point in the products’ movements across country borders? |