

Atlantic Certified Organic Co-operative Ltd (ACO)

P.O. Box 40, Canning, N.S B0P 1H0

Telephone: 1-888-375-9190, Fax: 902-582-3299, e-mail: info@atlanticcertifiedorganic.ca

PROCESSOR / HANDLER CERTIFICATION APPLICATION

1.0 APPLICANT INFORMATION

Date: _____	ACO Producer # _____
Name: _____	
Business Name: _____	
Mailing Address: _____	
Postal Code: _____	
Civic Address: _____	
Phone: _____	Fax: _____
e-mail: _____	Website: _____
Authorized Representative: _____	

2.0 ORGANIC CERTIFICATION HISTORY

2.1 List your last three years certification history of your operation as follows:

Certification Body Applied To	Certification Application Year	Application Results

2.2 Has organic certification ever been denied or withdrawn? Yes No

If yes, please state reason and attach a copy of notification of denial or withdrawal.

2.3 Where there any non-compliances identified in these certifications? Yes No

If yes, list the non-compliance and the corrective action taken.

Non-compliance	Corrective Action(s) Taken

3.0 OPERATION PROFILE

3.1 What type of products do you process? _____

3.2 Indicate the nature of your processing activities: cleaning grading cooking
 freezing packaging baking curing drying mixing grinding distilling
 slaughtering cutting packaging labeling other, specify _____

3.3 Is the facility government inspected? Yes No

If yes, by _____

3.4 Are non-organic (parallel production) products processed in the facility? Yes No

3.5 As a processor do you take legal title of the organic product(s)? Yes No

3.6 Are employees trained on the processing requirements of the certified organic product standards? Yes No

3.7 Do you export your products to other provinces, countries? If yes, where _____

4.0 PROCESSING

4.1 Provide a list of all products being processed in the facility, indicating those that you are seeking certification. Use an additional sheet if required.

Product Type	Brand Name(s)	Sizes and Type	To be Certified Organic
			<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
			<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
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

5.0 INGREDIENTS

Certified organic standards require that all primary Ingredients be certified organic unless they are not available. Salt and water are not considered ingredients. Non-organic ingredients and processing aids must be listed as approved in the current CAN/CGSB 32.311 Canadian Organic National Standard – Permitted Substances List. Document your efforts to obtain organic ingredients. No genetically modified ingredients or processing aids are permitted.

5.1 For each product that you are seeking organic certification for, complete a copy of the *ACO Organic Product Profile*, providing information on the percentage of organic content and ingredient list for each product. Please have labels and supporting documents of organic certification of ingredients available for verification by inspector.

5.2 What is your procedure for sourcing organic ingredients? _____

5.3 How do you verify certification of organic ingredients? _____

Have copies of current organic ingredients certificates available for inspector verification.

5.4 Are there non-organic agricultural products used in the processing or as an ingredient in the products? Yes No

5.5 Are there any non-organic ingredients listed in the Canadian Organic National Standard – Permitted Substances List as:

a) Restricted Materials? Yes No N/A

If yes, please list: _____

b) Prohibited Materials? Yes No N/A

If yes, please list: _____

5.6 Have any non-organic ingredients been processed with or exposed to the following?
 Irradiation Genetic engineering Fumigation Petroleum distillates
 Synthetic solvents

6.0 PROCESSING AIDSN/A

List all processing aids used in the production of certified organic products in the table below including how used and the reason(s) for their use and if listed on permitted Substances List.:

Processed Certified Organic Product	Processing Aid Used	How Aid is Used and Why Used	Listed in CAN/CSSB 32.310-2006
			<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
			<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

7.0 WATER

7.1 Indicate the ways in which water is used in processing: none used ingredient
 processing aid cooking cooling organic product cleaning
 cleaning equipment organic transport other _____

7.2 Water Source: on-site well municipal other, please specify _____

7.3 Is the water potable? Yes No Include copy of current water test.
 How often do you test your water? _____

7.4 Are any substances added to the water used for washing, peeling or preparing organic products? Yes No

If yes, please list and maintain ingredient labels for verification by inspector.

7.5 Is culinary steam used in the processing of organic products? Yes No

a) If culinary steam comes in direct contact with certified organic products, do you use?
 no direct contact steam filters condensation traps testing of condensate
 testing of finished products other, specify _____

b) Are boiler additives used? Yes No

If yes, list additives used (attach MSDS sheets or label information) _____

7.6 Describe the water conservation methods used. _____

8.0 PRODUCTION FLOW

Production Systems

Certified Organic Standards require attachment of a complete written description or schematic product flow chart which shows the movement of all certified organic products, from incoming/receiving through production to outgoing/shipping. All equipment and storage areas must be identified

8.1 Attach the following:

Site Map, indicating location of buildings, roads, adjacent properties.

Plant Diagram indicating where and how the product is received, stored, processed, packaged, and warehoused, identified all pieces of equipment, storage areas.

Product Flow Diagram indicating the production process where ingredients are added or processing aids used.

8.2 Is the processing/handling of organic product done separately from non-organic product? Yes No

8.3 Is the equipment dedicated to processing and/or handling organic products?
Yes No

8.4 List all equipment used in processing of both organic and non-organic products:

Name	Capacity	Is equipment cleaned prior to organic production Y/N	Is cleaning Documented Y/N?	Is the equipment purged* prior to organic Production? Y/N

* If equipment is purged, list and describe purge procedures, quantities purged, and how documented. _____

9.0 SANITATION

9.1 Indicate all cleaning methods used: Sweeping Scraping Vacuuming
 Compressed air Manual washing Clean in place (CIP) Steam cleaning
 Sanitizing Other: _____

9.2 Provide information on cleaning program and products used for each area.

Area	Type of cleaning	Equipment used	Products used	Freq.	Documentation
Receiving area					
Ingredient storage					
Product transfer					
Production area					
Production equipment					
Packaging area					
Finished product storage					
Loading dock					
Building exterior					
Accidental spills					

Maintain MSDS and/or label information for cleaners and sanitizers, if applicable, for verification by the inspector.

9.3 Where are cleaning/sanitizing materials stored? _____

10.0 PEST MANAGEMENT

10.1 What type of pest management do you use?

- in-house. Name of person responsible _____
 contract pest control service; provide name, address, and phone number _____

10.2 Indicate presence of all pests: Flying insects Crawling insects Birds Spiders
 Rats Mice Other: _____

10.3 Indicate all pest management practices used:

- | | |
|---|--|
| <input type="checkbox"/> Good Sanitation | <input type="checkbox"/> Mechanical Traps |
| <input type="checkbox"/> Removal of physical habitat/food sources | <input type="checkbox"/> Scare eye balloons |
| <input type="checkbox"/> Cleanup of spilled product | <input type="checkbox"/> Freezing treatment |
| <input type="checkbox"/> Exclusion | <input type="checkbox"/> Heat treatments |
| <input type="checkbox"/> Sealed doors and/or windows | <input type="checkbox"/> Vacuum treatments |
| <input type="checkbox"/> Repair of holes, cracks, etc | <input type="checkbox"/> Carbon dioxide |
| <input type="checkbox"/> Screened windows, vents, etc | <input type="checkbox"/> Nitrogen |
| <input type="checkbox"/> Physical barriers | <input type="checkbox"/> Vitamin baits |
| <input type="checkbox"/> Sheet metal on sides of building exterior | <input type="checkbox"/> Boric acid |
| <input type="checkbox"/> Mowing | <input type="checkbox"/> Pyrethrum |
| <input type="checkbox"/> Air curtains | <input type="checkbox"/> Ryania |
| <input type="checkbox"/> Air showers | <input type="checkbox"/> Rotenone |
| <input type="checkbox"/> Positive air pressure in facility | <input type="checkbox"/> Disodium octal tetrahydrate |
| <input type="checkbox"/> Monitoring | <input type="checkbox"/> Diatomaceous earth |
| <input type="checkbox"/> Ingredient inspection for pests | <input type="checkbox"/> Fogging |
| <input type="checkbox"/> Inspection zones around interior perimeter | <input type="checkbox"/> Precipitated silica |
| <input type="checkbox"/> Ultrasound/light devices | <input type="checkbox"/> Fumigation |
| <input type="checkbox"/> Release of beneficials | <input type="checkbox"/> Crack and crevice spray |
| <input type="checkbox"/> Sticky traps | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Electrocutors | |

10.4 List pesticides used in the last twelve months:

Product	Target Pest	Location Where Used	Method of Application	Date of Last Application

10.5 Are all products used permitted by Canadian certified organic standards?

Yes No

If no, please list: _____

10.6 Can any pest control products come into contact with any organic ingredients, finished products or packaging materials? Yes No

If yes, what is the procedure used to prevent contamination? _____

10.7 Where are pesticides control substances stored? _____

10.8 Are your pest control prevention methods effective? Yes No

10.9 Attach a facility map showing the locations of traps and/or monitors.

Maintain MSDA and/or label information, pest management and monitoring records for verification by inspector.

11.0 STORAGE

Certified organic standards require that no co-mingling or contamination of certified organic products occur during storage. All storage sites must be properly documented and certified organic products clearly identified in storage. Off-site storage areas may need to be inspected and certified.

11.1 Please describe your storage areas in the table below. Storage area must be indicated on facility map(s).

Use	Location	Type/capacity	Dedicated certified organic		Identification. Name and/or number on map
			Yes	No	
Ingredient storage					
Packaging material storage					
In-process storage					
Finished product storage					
Off-site storage					

11.2 List products that are stored off-site, as well as contact information for off-site storage location. _____

12.0 TRANSPORTATION

Certified organic standards require that the integrity of certified organic products be preserved during transport.

12.1 Incoming

1. In what forms are incoming products received? Dry bulk Liquid bulk
 Tote bags Tote boxes Metal drums Cardboard drums Paper bags
 Foil bags Other: _____

2. How are incoming products transported? _____

3. Do you arrange for incoming transportation? Yes No

If, no please specify who _____

4. How do you ensure that inbound transport units are clean prior to loading certified organic products? _____

5. Is this inspection/cleaning process documented? Yes No

6. Are incoming transportation units used to carry any prohibited substances?
 Yes No

7. Have transportation companies been notified of certified organic handling requirements. Yes No

8. Indicate the steps taken to segregate certified organic products: Dedicated cert organic only Use of pallets Pallet tags Certified organic product shrink wrapped Separate area in transport unit Other _____

12.2 In-Process

1. How are in-process products transported? _____

2. How do you ensure that in-process transport units are clean prior to loading certified organic products? _____

3. Is this inspection/cleaning process documented? Yes No

12.3 **Outgoing Finished Product**

1. In what form are the finished products shipped? Dry bulk Liquid bulk Tote bags Paper bags Foil bags Metal drums Mesh bags Cardboard drums Cardboard cases Plastic crates Other: _____

2. How are outgoing products transported? _____

3. Do you arrange for outgoing transportation? Yes No

If, no please specify who _____

4. How do you ensure that outgoing transport units are clean prior to loading certified organic products? _____

5. Is this inspection/cleaning process documented? Yes No

6. Are outgoing transportation units used to carry any prohibited substances?

Yes No

7. Have transportation companies been notified of organic handling requirements?

Yes No

8. Are certified organic products shipped at the same time as non-organic in the same transport units? Yes No

9. Indicate the steps taken to segregate organic products: Dedicated certified organic only Use of pallets Pallet tags Organic products wrapped Separate area in transport unit Other _____

13.0 **WASTE MANAGEMENT**

13.1 Will any waste products from certified organic ingredients be sold as certified organic? Yes No

If yes, complete an ACO Organic Product Profile form for each one.

13.2 Indicate all aspects of your waste management system that apply: On-site dumpster Material recycling Water recycling Water filtering
 Smokestack filters Composting Daily pickup of waste Sediment ponds
 Field application of waste Other _____

14.0 PACKAGING AND LABELLING

Certified organic standards require that packaging materials are free of prohibited substances and must not contaminate the certified organic product. Certified organic product labels must meet certification agency and government labeling requirements

Packaging

1. Indicate the types of packaging materials used: Bulk Paper Cardboard Wood Glass Foil Metal Plastic Waxed paper Aseptic Natural fiber Synthetic fiber Other _____

2. Are all packaging materials food grade? Yes No

3. Are packaging materials free from prohibited substances? Yes No

Organic Labeling:

In Canada the permitted labeling claims are as follows

Organic: Products that contain at least 95% organic content maybe labeled as “organic” and may use the Canadian logo.

% Organic Ingredients: Multi-ingredient products with 70% to 95% organic content may have the declaration: “% organic ingredients”

Declaration in the Ingredient List

Multi-ingredient products with less than 70% organic content may identify the organic products it contains in its ingredient list.

The name of the Certification Body must appear on the label.

1. For each product intended to be certified, attach a sample label to the ACO Product Profile Sheet that indicates applicable label information including percentage of organic content, if less than 70% organic indicate organic ingredients used and percentage on ingredient list, lot number, use of ACO logo, co-packer identified if applicable.

2. Do you plan to use the ACO logo on your packaging? Yes No

Please note that all labels using the ACO logo must be submitted to ACO for approval prior to label printing.

15.0 AUDIT CONTROL SYSTEM /CHAIN OF CUSTODY

Certified Organic standards require that audit control records track finished certified organic products back to all ingredients. Ingredients must be verified as certified organic. Amounts of certified organic finished products must balance with certified organic

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ingredients purchased. All relevant documents must identify products as “certified organic”.

15.1 Number in order of use, the types of documents, which are used to track organic products at this operation:

INCOMING:

#___ Purchase orders #___ Contracts #___ Invoices #___ Receipts
 #___ Bills of lading #___ Custom forms #___ Scale tickets #___ Quality test
 results #___ Certificates of Analysis #___ Transaction Certificates
 #___ Copies of Certified Organic Certificates #___ Receiving records
 #___ receiving summary log (12 mo) #___ Other: _____

IN PROCESS:

#___ Ingredient inspection forms #___ Blending reports #___ Production
 reports #___ QA reports #___ Equipment cleanout logs #___ Sanitation logs
 #___ Packaging reports #___ Production summary records (12 mo)
 #___ Other: _____

STORAGE:

#___ Ingredient inventory report #___ finished product inventory reports
 #___ Other: _____

OUTGOING:

#___ Shipping log #___ Transport unit inspection forms #___ Bills of lading
 #___ Scale tickets #___ Purchase orders #___ Scale orders #___ Scale
 invoices #___ Phytosanitary #___ Export declaration forms #___ Transaction
 certificates #___ Copies of organic certificates #___ Shipping summary log
 #___ Sales summary log #___ Audit control register #___ Other: _____

15.2 Describe your lot numbering system. _____

15.3 Can your record keeping system track the finished product for sale back to all ingredients? Yes No

15.4 Can your records keeping system balance organic products in and organic products out? Yes No

16.0 ORGANIC PRODUCT INTEGRITY

ASSURANCE OF CERTIFIED ORGANIC INTEGRITY

Certified Organic standards require that procedures, processes, storage and equipment present no contamination risk to certified organic products from co-mingling with other non-certified organic products, sanitation products or pest management products. Procedures used to maintain certified organic integrity must be documented.

Standard Operating Procedures (SOP):

16.1 Do you have a SOP program in place? Yes No

When was it last updated? _____

Please have a copy available for inspector verification.

16.1.a In your SOP have you identified any areas of potential organic contamination? Yes No

16.1.b If, no, do you have plans to implement a Standard Operating Procedure manual or other program such as Certified Organic Control Points Program (COVP)? Yes No

Explain how you maintain organic integrity without a written protocol. _____

See ACO Organic Processing Protocol Document

17.0 QUALITY ASSURANCE

17.1 Do you have a Quality Assurance (QA) program in place? Yes No

If yes, what program do you use? HACCP TQM other, specify _____

17.2 Are there any outside quality assessment service used? Yes No

If yes, name company: _____

17.3 When do you perform product tests? Ingredients prior to purchase Ingredients upon receipt During production Finished product

17.4 Are ingredient samples retained? Yes No

If yes, how long? _____

17.5 Are finished product samples retained? Yes No

If yes, how long? _____

17.6 Do you have a product recall system? Yes No

If yes, describe your product recall system. _____

18.0 AUDIT TRAIL

Please submit the following items with your completed application (if applicable):

- **Copy water test.**
- **Map or diagram of your processing facility** labelled clearly to include locations of receiving/shipping, processing, storage, chemical/input storage, etc.
- **Product flow chart or map.**
- **Pest management map** showing locations of traps.
- **Detailed directions and map** for finding your facility.
- **Certified Organic Product Profiles** for each product for which you seek certification.

You must have the following items available at **time of inspection** for the audit trail (if applicable):

- **Operation transaction records** including bills, invoices and any other relevant proof of purchases and sales of inputs and products.
- **Labels** for certified organic products (with lot numbers), ingredients, and other purchased inputs.
- **Production records.**
- **Sanitizing/cleaning records.**
- **Complaint log**

19.0 AFFIRMATION

I, _____ affirm that all statements made in this application are accurate and correct. I agree to follow certified organic standards. I understand that the facility may be subject to unannounced inspection and/or certified organic products sampled for residues at any time.

Signature of Owner/Manager: _____

Date: _____

