INSTRUCTIONS FOR USING
THE INGREDIENTS MONITORING SPREADSHEET

Note that there are **4** worksheets in this file.

ORGANIC INGREDIENTS
The first sheet is for keeping track of your organic ingredients.
Here is where you will list all organic ingredients and the supplier(s) of those ingredients.
List each ingredient and its supplier separately.
For each ingredient, enter the name of the agency that certified it.
For each ingredient, enter the date that your copy of the supplier's organic certificate was last revised.
If the organic certificate is more than a year old, enter "Yes" in the "Updated Certificate Needed?" column.
This lets you know that you need to obtain a current certificate for this ingredient.

NON-ORGANIC INGREDIENTS
The second sheet is for keeping track of your non-organic ingredients.
Here is where you will list all non-organic ingredients and the supplier(s) of those ingredients.
List each ingredient and its supplier separately.
Each non-organic ingredient will require specific types of verifications.
(Needed verifications will vary based on the type of non-organic ingredient. Refer to the National List and to your OMRI Generic Materials Listing for more information on specific verifications required.)
For each ingredient, enter the date of the compliance verification document.
If the verification is more than 2 years old, enter "Yes" in the "Updated Verification Needed?" column.
This lets you know that you need to obtain a current verification for this ingredient.

ORGANIC INGREDIENTS EXAMPLE*
This is an example of how to complete the organic ingredients sheet.
NON-ORGANIC INGREDIENTS EXAMPLE*
This is an example of how to complete the non-organic ingredients sheet.

* Needed updates in the examples are based on the "today's date" shown in the example.
This form is also available electronically. Contact MOSA about submitting information via email.

Company Name:				Today's Date:	
Organic Ingredients Monitoring Spreadsheet					
Ingredient	Supplier(s)	Organic Certifier	Organic Certificate Date	Updated Certificate Needed?	MOSA Use Only

Company Name:				Today's Date:	
Organic Ingredients Monitoring Spreadsheet					
Ingredient	Supplier(s)	Organic Certifier	Organic Certificate Date	Updated Certificate Needed?	MOSA Use Only

Company Name:				Today's Date:	
Non-Organic Ingredients Monitoring Spreadsheet					
Ingredient	**Supplier**	**Necessary Verification on File?**	**Date of Verification**	**Updated Verification Needed?**	**MOSA Use Only**

Company Name:				Today's Date:	
Non-Organic Ingredients Monitoring Spreadsheet					
Ingredient	**Supplier**	**Necessary Verification on File?**	**Date of Verification**	**Updated Verification Needed?**	**MOSA Use Only**

Company Name:				Today's Date:	4/15/2011
Organic Ingredients Monitoring Spreadsheet (example)					
Ingredient	**Supplier(s)**	**Organic Certifier**	**Organic Certificate Date**	**Updated Certificate Needed?**	**MOSA Use Only**
Blue corn	Heartland Mills	MOSA	2/12/2010	Yes	
Blue corn	Jim Smith	ICO	5/12/2009	Yes	
Rice	Texas Organics	Texas Ag Dept	12/13/2010	No	
Whole wheat flour	Heartland Mills	MOSA	2/12/2010	Yes	

EXAMPLE

Company Name:				Today's Date:	4/15/2011
Non-Organic Ingredients Monitoring Spreadsheet (example)					
Ingredient	**Supplier**	**Necessary Verification on File?**	**Date of Verification**	**Updated Verification Needed?**	**MOSA Use Only**
Dairy cultures	CHR Hansen	Non-GMO affidavit	8/6/2009	No	
"	Dairyland	Non-GMO affidavit	6/25/2008	**Yes**	
Sugar	Dominos	Non-GMO, no sewage sludge, no ionizing radiation affidavit	5/1/2004	**Yes**	
Citric acid	Cargill	Non-GMO, produced by microbial fermentation of carbohydrate affidavit	7/7/2010	No	
Salt	Redmond	Label listing all ingredients			
Water	Municipal source	NA			
Water	Well	Water test indicating compliance with clean water standard	4/8/2009	**Yes**	

EXAMPLE