### GENERAL INFORMATION NOS §205.406(a)

1. If you are a contract operator for on-farm processing, contract feed processing, or contract meat processing, provide the name of your customer (MOSA certified client). *Note NA if not applicable.*

2. If organic processing will occur at any additional facilities, provide facility locations and describe their role. Depending upon the additional facilities’ products and services provided, additional information and fees may be required.

3. Identify all programs for which you are requesting certification and/or verification. *(Additional fees may apply for additional verifications.)*
   - US-EU Organic Equivalence Arrangement
   - US-Japan Organic Equivalence Arrangement
   - US-Canada Organic Equivalence Arrangement
   - Other

4. If you selected any programs in the previous question, list the products.

5. How do you verify that ingredients and other inputs used meet international or other additional verification requirements (e.g. certificates showing international compliance, full composition information)?

6. Describe government permits/licenses/inspections that are in effect for your operation. *Certified organic handlers must comply with all applicable Federal, State, and local regulations.*

7. **CERTIFICATION REQUEST OVERVIEW:**
   - Give a brief description of your process/handling experience, and reason(s) for choosing organic management practices.

8. In general, what types of organic products are produced and/or organic services are provided by your company? *If organic production has not yet begun provide your best estimate.*

9. Provide your total estimated annual production in units and/or services provided, and provide the anticipated percentage that is organic?

10. List (or submit a list) of all products and/or services requested for organic certification.

11. **CONTRACT HANDLERS:** Contract handlers who receive organic product packaged or otherwise enclosed in a container, and do not repackage or otherwise process the product do not need to be certified. However, such handlers must complete and submit the *Excluded Handler* form.
   - Contract handlers who provide other types of handling or processing services to your company do need to be certified organic.

   Provide the name, phone number, certification agency and process/handling service provided for each contract handler used. *Have a current copy of the handler's certificate at inspection.*

*Question(s) not listed are for office use only.*
ORGANIC PRODUCT COMPOSITION NOS §§205.105, 301 .302

The National Organic Standards require that all raw or processed agricultural products sold, labeled or represented as "100 percent organic," "organic" or "made with organic (specified ingredients or food group(s))," and all organic ingredients in multi-ingredient agricultural products with less than 70% organically produced ingredients must be handled in compliance with all applicable organic standards. For processed products labeled as "organic" on the principal display panel, all agricultural ingredients must be certified organic or on the National List. Nonorganic ingredients and processing aids used must be allowed on the National List and must not comprise more than 5% of the finished product (excluding water and salt). All annotations and restrictions for ingredients used from the National List must be followed, and commercial unavailability documented when applicable. Products making "100% organic," "organic" or "made with..." claims may not contain ingredients or processing aids subject to ionizing radiation or genetically engineered organisms and their derivatives, nor ingredients produced using sewage sludge. National Organic Standard §205.301 outlines other label-claim-specific and product composition requirements. National Organic Standard §205.2 defines an ingredient as any substance used in the preparation of an agricultural product that is still present in the final commercial product as consumed.

14. INGREDIENTS: Submit completed Organic Product Profiles for all organic products requested for certification. Ingredient labels and/or specification sheets, as applicable, must also be provided for all ingredients.

What is your procedure for sourcing organic agricultural ingredients?

15. How do you verify certification of organic ingredients (including necessary supply chain documentation)?

16. How do you verify that ingredients and other inputs used have not been produced using genetic engineering, sewage sludge, or ionizing radiation and that National List annotations are followed?

17. Do any nonorganic ingredients used have annotations/restrictions for their use on the National List?
   - Yes
   - No

18. If "yes," describe how you meet compliance. If you are uncertain about how to meet these requirements, please contact MOSA.

19. PROCESSING AIDS: Reference the definition of Processing Aid in NOS §205.2. Processing aids must be noted on the Organic Product Profile submitted for each product requested for certification. Submit processing aid labels and/or specification sheets, as applicable.

Do you use processing aids? If no processing aids are used, skip to the Contact Substances Section.
   - Yes
   - No

20. If "yes," list what processing aids are used, and describe how and why they are used.

21. If any processing aids used have annotations/restrictions for their use on the National List, describe compliance.


23. Check if any processing aids have been produced, processed with or exposed to the following. Check all that apply.
   - ionizing radiation
   - sewage sludge
   - genetic engineering
   - none of these

24. If "none," do you have verification?
   - Yes
   - No

25. CONTACT SUBSTANCES: Contact substances are defined by the FDA as "any substance intended for use as a component of materials used in manufacturing, packing, packaging, transporting, or holding food if such use is not intended to have a technical effect in such food." Note contact substances on the Handler Input Inventory.

Are any contact substances used during organic or nonorganic processing?
   - Yes
   - No

26. Any contact substances must have documentation to show that they meet the FDA definition. How is this documentation provided to MOSA?

27. WATER: Water used in processing/handling must meet potable water standards. For products that use culinary steam, boiler additives must not contaminate the organic products. List boiler additives on the Handler Input Inventory and submit product labels and ingredient information for inputs not OMRI listed or previously approved by MOSA.

How is water used in processing? Check all that apply.
   - not used
   - ingredient
   - processing aid
   - cooking
   - cooling
   - product transport
   - organic product cleaning
   - equipment cleaning
   - other
28. If "other," explain.

29. List all sources of water (e.g. municipal, on-site well). Submit a water test for Coliform bacteria and nitrates for nonmunicipal water sources.

30. List any known water contaminants.

31. What on-site water treatment processes are used? (e.g. filtration (specify type), chlorination (specify where used), softening.)

32. Do you use water conservation strategies?  
☐ Yes  ☐ No

33. How, and how often, do you monitor water quality?

34. Is culinary steam used that has contact with organic product, processing equipment, or packaging?  If yes, submit a label listing active ingredients for all boiler chemicals in use.  
☐ Yes  ☐ No

35. Are any of the following used to prevent and/or monitor contamination from boiler additives?  If volatile boiler chemicals are used, submit documentation from the chemical manufacturer that the chemical does not carry over in the steam:  
☐ steam filters  ☐ condensate traps  ☐ testing of condensate  ☐ testing of finished products  ☐ other (blow-down process, turning off chemical injection system, purging the system, etc.)

36. If "other," explain.

**Question(s) not listed are for office use only.**

**ORGANIC MANUFACTURING AND HANDLING PRACTICES (product flow, sanitation)**  NOS §§205.201, .272

Procedures, processes, storage and equipment must prevent risk of commingling organic and nonorganic products, and prevent contamination from prohibited substances present in the facility. Procedures used to maintain organic integrity must be documented. Organic Control Points (OCPs) are areas in the production system where organic integrity may be compromised. Your organic system plan must determine where contamination is most likely to occur and show how contamination will be prevented.

**39. PRODUCT FLOW:**

Provide a written description below showing how and where ingredients/products are received, stored, processed, packaged, and warehoused, and identifying all equipment used, storage areas, and where ingredients are added or processing aids used. Include OCPs in the product flow description. A schematic product flow chart may be submitted to provide this information. If you have a formal OCP plan that contains information beyond what we ask here, please submit that plan.

**40. EQUIPMENT:** To prevent commingling and contamination, all equipment used in organic production or handling must be free of nonorganic product and prohibited materials. Equipment used for both organic and nonorganic processing or handling must be cleaned and/or flushed prior to use on organic products. Keep records of cleaning and flushing activities. Submit facility map(s) showing equipment location and areas used for organic processing, packaging, or storage.

Describe cleaning methods for equipment used in processing (including sweeping, scraping, vacuuming, compressed air, manual washing, clean in place (CIP), steam cleaning, sanitizing) used prior to organic production runs (or submit SSOPs if desired). Products used for equipment cleaning and sanitation must be listed on the Handler Input Inventory. Submit product labels and ingredient information for inputs not OMRI listed or previously approved by MOSA.

41. Describe purge procedures, quantities purged, and purging documentation. If no equipment purging is done, note "N/A".

42. Are all surfaces that contact organic products food grade?  
☐ Yes  ☐ No

43. If "no," explain.

**44. GENERAL SANITATION:** Good sanitation practices must be used throughout the facility. Residues from cleaning materials must not contaminate organic products. List all cleaners and sanitizers used in the processing facility on the Handler Input Inventory and submit product labels and ingredient information for inputs not OMRI listed or previously approved by MOSA.

How is sanitation handled?  
☐ in-house  ☐ by outside contractor  ☐ both
45. Provide the name of your in-house sanitation officer or contract cleaning service, and their contact information including address and phone number.

46. Describe general facility sanitation methods used prior to organic production runs (or attach SSOPs if applicable).

47. Are any cleansers/sanitizers listed as restricted or prohibited by the National List? List inputs on the Handler Input Inventory.
   [ ] Yes    [ ] No

48. What measures are in place to ensure that the residues of cleanser/sanitizers and/or nonorganic food matter do not remain on processing equipment and/or containers when organic processing occurs? Check all that apply.
   [ ] ph testing of rinse water
   [ ] residue testing on food contact surfaces
   [ ] other
   [ ] use sanitizer with ingredients on the National List
   [ ] purge/flush
   [ ] mechanical cleaning

49. If "other," explain.

50. If testing is done, describe the type of test(s) and sensitivity level(s) of testing materials.

51. How, and how often, is general sanitation monitored?

52. Where are cleaning/sanitizing materials stored?

53. What methods are used to maintain employee hygiene?

Question(s) not listed are for office use only.

ORGANIC MANUFACTURING AND HANDLING PRACTICES (transport) NOS §§ 205.201, .272

56. INCOMING TRANSPORT:
In what forms are incoming products received? Check all that apply.
   [ ] dry bulk
   [ ] liquid bulk
   [ ] tote bags
   [ ] tote boxes
   [ ] metal drums
   [ ] cardboard drums
   [ ] paper bags
   [ ] foil bags
   [ ] pails
   [ ] other

57. If "other," explain.

58. How are incoming products transported?
   [ ] tanker
   [ ] trailer
   [ ] common carrier
   [ ] rail
   [ ] sea
   [ ] other

59. If "other," explain.

60. Who arranges incoming product transportation?

61. How do you ensure that incoming transport units were cleaned prior to loading organic products?

62. Is this inspection/cleaning process documented?
   [ ] Yes    [ ] No

63. Are incoming transport units used to carry any prohibited substances?
   [ ] Yes    [ ] No

64. Have transport companies been notified of organic handling requirements?
   [ ] Yes    [ ] No

65. Are organic products shipped at the same time as nonorganic in the same transport units?
   [ ] Yes    [ ] No

66. What steps are taken to segregate organic products? Check all that apply.
   [ ] dedicated organic only
   [ ] pallets
   [ ] pallet tags
   [ ] organic product shrink-wrapped
   [ ] separate area in transport unit
   [ ] other

67. If "other," explain.

68. IN-PROCESS TRANSPORT:
   How are in-process products transported?
69. How do you ensure that in-process transport units are cleaned prior to loading organic products?

70. Is this inspection/cleaning process documented?
   - Yes
   - No

71. OUTGOING FINISHED PRODUCT TRANSPORT:
   In what form are finished products shipped?
   - [ ] dry bulk
   - [ ] liquid bulk
   - [ ] tote bags
   - [ ] tote boxes
   - [ ] paper bags
   - [ ] foil bags
   - [ ] metal drums
   - [ ] mesh bags
   - [ ] cardboard drums
   - [ ] cardboard cases
   - [ ] plastic crates
   - [ ] other

72. If "other," explain.

73. How are outgoing products transported?
   - [ ] tanker
   - [ ] trailer
   - [ ] common carrier
   - [ ] rail
   - [ ] self
   - [ ] other

74. If "other," explain.

75. Who arranges outgoing product transportation?

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

77. Is this inspection/cleaning process documented?
   - Yes
   - No

78. Are outgoing transport units used to carry any prohibited materials?
   - Yes
   - No

79. Have transport companies been notified of organic handling requirements?
   - Yes
   - No

80. Are organic products shipped at the same time as nonorganic in the same transport units?
   - Yes
   - No

81. What steps are taken to segregate organic products? *Check all that apply.*
   - [ ] dedicated organic only
   - [ ] pallets
   - [ ] pallet tags
   - [ ] organic product shrink-wrapped
   - [ ] separate area in transport unit
   - [ ] other

82. If "other," explain.

*Question(s) not listed are for office use only.*

ORGANIC MANUFACTURING AND HANDLING (storage, quality assurance) NOS §§205.201, .272
**STORAGE INFORMATION:** Provide information for storage areas. Off-site storage facilities must be certified organic, or excluded from certification. A storage facility that receives organic packaged product or otherwise enclosed in a container, and does not repackage or otherwise process the product does not need to be certified. Contact MOSA to determine if storage qualifies for exclusion. The Excluded Handler form must be completed for such facilities. Storage areas must be indicated on facility map(s).

List all storage areas in the table below.

Please verify the lines below. Use the table to add new items. If there isn’t enough room, attach a separate list with the same column layout.

<table>
<thead>
<tr>
<th>Use</th>
<th>Location</th>
<th>Type of storage</th>
<th>Capacity</th>
<th>For organic use only?</th>
<th>How is contamination prevented in this area?</th>
</tr>
</thead>
<tbody>
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Additional Comments

86. List products stored off-site, and contact information for off-site storage location.

87. **WASTE MANAGEMENT PLAN:** Waste products sold as organic must be certified. Some examples of waste products include whey from cheese making, grain cleanings from seed conditioning, meal from a seed processing, or water used in processing or cleaning.

Will any waste products from certified organic ingredients be sold as certified organic? If “yes,” submit an Organic Product Profile for each product.

- Yes
- No

88. How do you manage waste from processing? *Check all that apply.*
- on-site dumpster
- material recycling
- water recycling
- water filtering
- smokestack filters
- composting
- daily pickup of waste
- sediment ponds
- application to organic land
- application to nonorganic land
- other

89. If “other,” explain.

90. Do you have records on your waste volume?

- Yes
- No

91. **EDUCATION AND TRAINING:** All personnel should receive appropriate training to maintain food safety and organic integrity.

How many people are employed at your organic production facility(s)?

92. Describe procedures ensuring personnel have appropriate training in organic handling practices and general food handling/processing.

93. Is this training documented?

- Yes
- No

94. **QUALITY ASSURANCE:**

Do you have a QA program in place? If so, which program do you use (HACCP, HARPC, TQM, etc.)?
95. Are any outside quality assessment services used? If so, list name of assessment company.

<table>
<thead>
<tr>
<th>96. Indicate type(s) of product testing used. Check all that apply.</th>
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</thead>
<tbody>
<tr>
<td>☐ ingredients prior to purchase  ☐ finished product  ☐ product during production  ☐ ingredients upon receipt  ☐ none</td>
</tr>
</tbody>
</table>

97. Are ingredient samples retained? If so, for how long?

98. Are finished product samples retained? If so, for how long?

99. Indicate any other means to monitor product quality and/or the effectiveness of your organic management plan.

100. Describe product recall system, or attach product recall plan.

101. Do you anticipate any changes to your quality assurance system? If yes, describe.

102. Specify any type(s) of environmental testing conducted.

103. ADDITIONAL PRECAUTIONS:

Are any other means not described above taken to ensure that organic integrity is maintained?
☐ Yes  ☐ No

104. If "yes," list organic compliance plans and organic integrity protection methods.

**Question(s) not listed are for office use only.**

**PEST MANAGEMENT NOS §§205.201, .271, .272**

The National Organic Standards require that pest management is primarily handled by preventive methods as noted in NOS §205.271. When these are not effective, non-synthetic or synthetic substances allowed for organic processing and handling may be used. If prevention and allowed materials are not effective, any substance may be used for pest management, provided it is used in compliance with legal restrictions, and provided the operator and MOSA agrees on the substance used, methods of application, and measures taken to maintain organic integrity. Substances must be applied in a manner that prevents contamination of ingredients or finished products to be sold, labeled or represented as organic. All treatments used must be justified. A pest management plan must be in place for each facility operated, and a program of regular preventive monitoring must be a part of this plan to show that a previously allowed material is still needed.

107. GENERAL INFORMATION:

How is pest control handled?
☐ in-house  ☐ outside contractor  ☐ both

108. Provide the name of your in-house pest control officer or contract pest control service, and their contact information including address and phone number. How do you work with your pest control provider to ensure the required steps have been followed?

109. What pest problems do you generally have? Check all the apply.
☐ flying insects  ☐ crawling insects  ☐ spiders  ☐ birds  ☐ rats  ☐ mice  ☐ other

110. If "other," explain.

111. PEST MANAGEMENT PRACTICES: Submit a facility map showing the location of traps and monitors. List all pest control products on the Handler Input Inventory. Submit product labels and ingredient information for inputs not OMRI listed or previously approved by MOSA.

Check all pest management practices used. Check all that apply.
☐ good sanitation  ☐ removal of exterior habitat/food sources  ☐ cleanup of spilled product  ☐ sealed doors and/or windows  ☐ exclusion
☐ repair of holes, cracks, etc.  ☐ screened windows, vents, etc.  ☐ sheet metal on sides of building exterior  ☐ physical barriers
☐ mowing  ☐ air curtains  ☐ air showers  ☐ positive air pressure in facility  ☐ monitoring  ☐ ingredient inspection for pests
☐ inspection zones around interior perimeter  ☐ ultrasound/light devices  ☐ sticky traps  ☐ beneficials/natural predators  ☐ electocuts
☐ pheromone traps  ☐ mechanical traps  ☐ scare eye balloons  ☐ nitrogen  ☐ freezing treatments  ☐ heat treatments
☐ vacuum treatments  ☐ carbon dioxide  ☐ vitamin baits  ☐ pyrethrum  ☐ ryania  ☐ rotenone  ☐ boric acid
☐ disodium octyltetrahydro  ☐ diatomaceous earth  ☐ impregnated silica  ☐ fumigation  ☐ fogging  ☐ crack and crevice spray
☐ other
112. If "other," explain.

113. Are your pest prevention methods and structural pest management system effective to prevent or control pests?
   □ Yes   □ No

114. If "no," explain.

115. Are records kept of your monitoring activities?
   □ Yes   □ No

116. How often do you inspect your pest prevention system?

117. What changes do you anticipate to your pest management system?

118. PESTICIDE USE: List all pest control substances including baits, sprays, pesticides, or fumigants on the Handler Input Inventory. Submit product labels and ingredient information for inputs not OMRI listed or previously approved by MOSA.

   Are pesticides used? If "no," skip to Audit Trail and Inventory Control System Section.
   □ Yes   □ No

119. Are any products used which are prohibited by the National List?
   □ Yes   □ No

120. If "yes," did you contact MOSA for approval prior to product use?
   □ Yes   □ No

121. Indicate type of pesticide application records maintained.

122. Describe methods to prevent pesticide contamination of organic ingredients, finished products, or packaging materials.

123. Describe measures to reduce or prevent pest control product use in the future.

124. Where are pest control substances stored?

Question(s) not listed are for office use only.

AUDIT TRAIL AND INVENTORY CONTROL SYSTEM NOS §§205.103, .201

Audit trail and inventory control procedures must be adequate to trace all ingredients and products from the supplier(s) through the entire handling system, including packaging and storage, and on through distribution, sales and transport, using lot numbers, date codes, or a similar product tracking system. Organic handlers must retain valid proof of certification for all organic ingredients. Amounts of organic finished products must balance with purchased certified organic and other allowed ingredients (loss to shrinkage or spoilage should be documented). All relevant documents should identify products as "organic." Documents in your audit trail must be able to link to those preceding and following them in the record system. If lot numbers and/or other identification codes on documents change as products move through your operation, documents must remain auditable so product is traceable.

127. What documents do you use to track ingredients and products at receiving? Check all that apply. Please have all records identified in this section available at inspection. Submit sample records needed to show traceability.
   □ purchase orders   □ bills of lading   □ certificates of analysis   □ receiving records   □ customs forms   □ transaction certificates
   □ receiving summary log   □ invoices   □ organic certificates   □ receipts   □ quality test results   □ scale tickets   □ other

128. If "other," explain.

129. What documents do you use to track ingredients and products while in process? Check all that apply.
   □ sanitation logs   □ production summary logs   □ blending reports   □ packaging reports   □ production reports
   □ ingredient inspection forms   □ quality assurance reports   □ equipment cleaning logs   □ other

130. If "other," explain.

131. What documents do you use to track ingredients and products while in storage? Check all that apply.
   □ ingredient inventory report   □ finished product inventory reports   □ other

132. If "other," explain.
133. What documents do you use to track ingredients and products at shipping? Check all that apply.
☐ shipping logs ☐ sales receipts ☐ other

134. If "other," explain.

135. Describe your lot numbering system.

136. Describe how lot numbers and/or other specific identification used link documents to enable traceability.

137. What other types of records do you maintain? Check all that apply.
☐ ingredient verifications ☐ input labels/composition list ☐ equipment cleaning records ☐ labor records ☐ pest control log
☐ documentation showing lack of commercial availability ☐ residue tests ☐ other

138. If "residue tests" or "other," explain.

139. Can your recordkeeping system track the finished product in the marketplace back to all ingredients?
☐ Yes ☐ No

140. Can your recordkeeping system balance organic product in and organic product out?
☐ Yes ☐ No

141. Can your recordkeeping system verify prevention of contact with prohibited substances?
☐ Yes ☐ No

142. If you answered no to any of the above three questions, what changes will you make to ensure these areas can be tracked/verified?

143. The National Organic Standards require that you keep a copy of all certification documents for a minimum of 5 years. How do you intend to maintain these records?
 ☐ hard copy ☐ electronically ☐ both

Question(s) not listed are for office use only.

PACKAGING AND LABELING NOS §§205.201, .272, .303 - .311
The National Organic Standards require that packaging materials be free of prohibited substances and must not contaminate the organic product. Organic product labels must meet State and Federal labeling requirements as well as requirements specifically outlined in NOS §§205.303-.311. All labels making an organic claim must be approved prior to use. Submit color label if colored labeling is used. Production lot numbers are required on non-retail containers, used to ship or store organic products. For products labeled as “100% organic,” “organic,” “made with organic (specified ingredients or food group(s)),” or livestock feed products, the certified handler or product distributor must be identified on the information panel, followed below by "Certified Organic by MOSA." Organic ingredients must be identified as organic in ingredient listings on products labeled "100% organic," “organic” or “made with organic (specified ingredients or food group(s)).” See the NOS for complete labeling requirements/options and contact MOSA as needed for clarification.

146. PACKAGING:
What types of packaging material are used? Check all that apply.
☐ bulk ☐ paper ☐ cardboard ☐ wood ☐ glass ☐ metal ☐ foil ☐ plastic ☐ waxed paper ☐ aseptic ☐ natural fiber
☐ synthetic fiber ☐ other

147. If "other," explain.

148. Are all packaging materials food grade?
☐ Yes ☐ No

149. Where are packaging materials stored?

150. Have any packaging materials been exposed to fungicides, preservatives, fumigants or pest control materials (in storage, contained in material, or otherwise)? If so, describe exposure, including name of products used.

151. Are packaging materials reused? If so, describe how these are cleaned prior to use. All recycled packaging materials must be thoroughly cleaned prior to use and pose no risk to organic integrity.

152. What changes do you anticipate in your packaging?
153. **LABELING:** All labels making an organic claim must be approved by MOSA prior to use. Submit copies of new labels and label changes to MOSA for review and approval. Submit color labels if colored labeling is used.

Do you use or plan to use labels that make an organic claim?
- [ ] Yes
- [ ] No

154. If you make/use labels for organic products, describe the type of labels used (retail, non-retail, etc.). *Note N/A if not applicable.*

155. Describe your system for verifying that all labels making an organic claim comply with the National Organic Standards. *Note N/A if not applicable.*

156. Do you use or plan to use the USDA seal and/or the MOSA logo on product labels or marketing information?
- [ ] Yes
- [ ] No

**PRIVATE LABELING:** Private label arrangement authorization is required if MOSA is listed as the certifier on the label and the company on the label is not MOSA certified. Private label arrangement authorization requires an administrative fee and submission of the Private Label Arrangement form.

Do you have any private labeling plans?
- [ ] Yes
- [ ] No

158. If "yes," list what company(s) will be displayed on the label(s), and what certifier(s) will be displayed on the label(s). All labels making an organic claim must be submitted to MOSA and approved prior to use. Submit color labels if colored labeling is used.

159. **COMPLETE:** Is your Organic System Plan complete?
- [ ] Yes
- [ ] No

*Question(s) not listed are for office use only.*