



Standards for the Processing and Importing of Organic Food and Animal Feeds

Sections 5 to 13

Revisions since 1/10/2012

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Section 5 Introduction

5.1 Introduction to the SOPA Processing Standards

5.1.1 The SFQC Programme for the audit and certification of processors and importers of organic products was launched on 1st January 2007.

5.1.2. In 2016 certification was transferred to Organic Farmers and Growers (Scotland) (OF&G (Scotland)), with Acoura (previously SFQC) subcontracted to provide auditors

5.1.3 These Standards set out the requirements that applicants and existing processors must comply with.

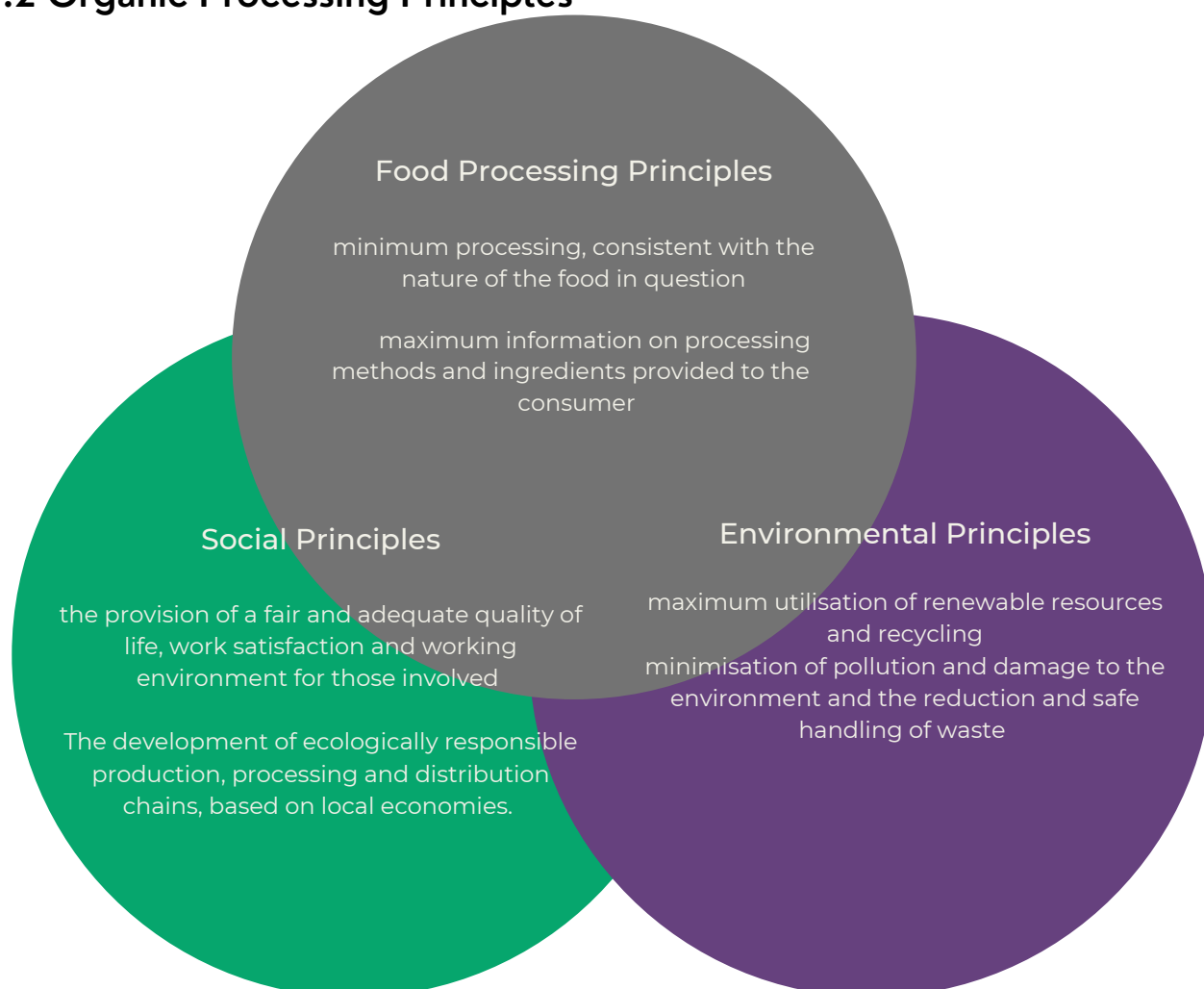
5.1.4 The EU Regulations (EEC) 834/2007 and (EEC) 889/2008 and subsequent revisions, lay out the statutory regulations for processors and importers of organic products and animal feeds in the United Kingdom. The SOPA Standards incorporate these Regulations.

5.1.5 Additional SOPA standards are included to fill in areas that the Regulations do not cover or which are unclear and these are identified by the normal typeface.

5.1.6 Guidelines are included to indicate best practice and additional information that operators may find useful but are not obligatory. These are identified as italic typeface.

5.1.7 The Standards cover both food processing and animal feeds. Where specific standards only cover animal feeds, these are identified.

5.2 Organic Processing Principles



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5.3 Scope – Organic operations subject to audit and certification

5.3.1 These Standards shall apply to the following products originating from agriculture, including aquaculture, where such products are placed on the market or are intended to be placed on the market:

- (a) live or unprocessed agricultural products;
- (b) processed agricultural products for use as food;
- (c) feed;
- (d) vegetative propagating material and seeds for cultivation.

The products of hunting and fishing of wild animals shall not be considered as organic production.

This Regulation shall also apply to yeasts used as food or feed.

5.3.2 This Regulation shall apply to any operator involved in activities, at any stage of production, preparation and distribution, relating to the products set out in 5.3.1. However, mass catering operations shall not be subject to this Regulation. Member States may apply national rules or, in the absence thereof, private standards, on labelling and control of products originating from mass catering operations, in so far as the said rules comply with Community Law.

5.3.3 Where a product is to have any indication of organic production, whether on the label, display materials, advertising materials or website, the processor must be certified by an approved certification body and the product listed on the Certificate issued by that body.

5.3.4 The audit and certification must also include any sub-contractors used by the processor that are not certified by another approved organic certification body.

5.3.5 The following operations fall under the above scope and must be subject to audit and certification when involving organic plant and animal products:

- Food processing & prepacking
- Repacking or re-labelling out of sight of the final consumer
- Cleaning and/or storage of crops in bulk
- Wholesaling
- Blending and compounding animal feeds
- Slaughter of livestock
- Cleaning, mixing and packing seeds
- Importing from countries outside the EU (both the importer and first consignee must be certified)
- Storage and distribution of products
- Exporting outside the EU
- Products of fish farming

5.3.6 The following enterprises do NOT fall under the above scope and do not need to be audited and certified, unless on a voluntary basis:

- Retail sales of products in sealed retail packs or containers or selected by the final consumer from the original sealed containers
- Transport of bulk products, other than milk
- Non-food products such as cosmetics and textiles
- Pet foods or feeds for animals not in the human food chain
- Non-agricultural products such as salt and water
- Bulk transport of milk

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5.4 On-farm processing operations included on the production certificate

5.4.1 OF&G (Scotland) can include on-farm processing activities on the farm certificate under the following circumstances:

An on-farm processor, operating under a producer membership, is permitted to use bought-in organic or permitted non-organic ingredients required to process the products of the farm, provided that such products do not exceed 10% of the combined pre-processing weight of the ingredients of agricultural origin.

The site is dedicated to organic production, and the operation involves simple processing. Simple Processing is defined as;

Where raw materials are processed in such a way that traceability and mass balance are not difficult to follow for an auditor qualified to producer level e.g:

1. cleaning;
2. peeling, chopping and slicing;
3. packing (including bought in certified products e.g box schemes);
4. blending (including bought in certified products) where nature is not changed e.g meusli;
5. processing of single organic ingredient where nature is not changed e.g flour milling; simple butchery.

5.5 Processing operations requiring a separate registration and certificate

5.5.1 The following operations will require a separate registration and audit:

Where more than 10% of the organic ingredients are brought in.

The site also stores or processes non-organic products.

The operation involves complex processing. Complex Processing is defined as:

Where raw materials are processed in such a way that the nature, weight or volume is transformed. This can involve:

1. cooking involving weight loss(frying, baking, boiling);
2. dehydration, re-hydration, evaporation;
3. emulsification;
4. fermentation.

In such cases, a separate audit will normally be carried out by a food processing or animal feed mill auditor.

5.6 Definitions of Compliance and Penalties for Non-compliance Audit Feedback

5.6.1 During the audit, the auditor will identify in writing any non-compliance with these Standards. The producer must sign an undertaking to carry out corrective action and indicate the date of completion for each action. Following the audit, OF&G (Scotland) will write to the Member with detailed feedback from the audit which will highlight areas of non-compliance and the time by which corrective action must be taken.

5.6.2 The audit feedback may also include notification of the OF&G (Scotland) Scheme Assessment Action Category for the production unit. This is intended to guide producers as to the level of action required to maintain or gain compliance with these Standards.

5.6.3 There are five categories of Certified performance, outlined in Table over:

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Table Scheme Assessment Action Categories

Category	Description	Action required	Time to implement	Action if not completed in time
Category 1: Organic Good Practice (Compliant)	Management of the unit is fully compliant with the SOPA Organic Standards. (e.g. The approved Organic Integrity Plan is being followed)	Continue management. Look for ways to improve or extend the system.	Continue	
Category 2: Improvement required (Comment)	Elements of the unit are currently compliant but will require improvement to reach the SOPA Organic Standards and Category 1 in future. (e.g. Certificates not up to date for some suppliers)	Take steps to improve management that will be fully compliant in future. Take specialist advice if unsure of action required.	As soon as possible, within one year. Changes or plans must be in place and operational by time of next OF&G (Scotland) Assessment.	Failure to act may lead to category 3 at next Assessment visit.
Category 3: Urgent action required (Non-compliance)	Elements of the unit's management do not meet the SOPA Standards and require action to be taken to reach Category 1. (e.g. failure to obtain a GMO declaration; or insufficient records to permit a product input/output reconciliation)	Change management to alleviate the problem and comply with SOPA Standards. Take advice. Inform OF&G (Scotland) office once action has been taken.	Urgently, usually within one month. OF&G (Scotland) will set date by which action must be taken.	Failure to confirm to OF&G (Scotland) office that appropriate changes have been made or plans are in place by deadline date may lead to immediate Category 4

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Table Scheme Assessment Action Categories

Category	Description	Action required	Time to implement	Action if not completed in time
Category 4: Product suspended until action taken (Irregularity)	A serious breach of the standards is taking place. The organic integrity of a batch or product has been compromised: the certificate for the batch of product affected is suspended until the problem has been resolved and a new system is in place that has OF&G (Scotland) approval. (e.g. Non-permitted ingredient used or a batch is contamination with GM or medicated feed in error)	Surrender any current Organic certificate. Change current management to alleviate the problem and comply with SOPA Standards. Specialist advice required. Inform OF&G (Scotland) office once action has been taken. Additional assessment visit required to confirm to OF&G (Scotland) (with additional fee to Member)	Immediate product suspension. Action usually within one month. OF&G (Scotland) will set date by which action must be taken and additional audit made	Product certificate suspended until action taken. Failure to act to prevent future reoccurrence by deadline date, immediate Category 5 and whole unit suspended.
Category 5: Whole farm suspended until new management approved (Manifest Infringement)	A serious and potentially irreversible breach of the standards has taken place. The integrity of the organic production unit has been compromised.	Surrender any current Organic Scheme certificate. Stop the activity. Take external advice to prepare new Farm Plan for OF&G (Scotland) approval. Implement new plan.	Immediate suspension of all organic sales. OF&G (Scotland) will set date for new Management plan.	Failure to act, attempt to sell produce as organic or failure to prepare new Management Plan by deadline date will lead to expulsion of Member from Organic Certification Scheme.

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Table Scheme Assessment Action Categories

Category	Description	Action required	Time to implement	Action if not completed in time
Category 5: Whole farm suspended until new management approved (Manifest Infringement) cont.	Whole unit is suspended and no produce may be sold as organic. New Farm Plan must be prepared and approved by OF&G (Scotland), and implementation must show whole operation is reaching Category 1 before a certificate will be issued.	Additional Assessment visit required once new plan in action (with extra fee).		

Action to reach organic good practice

5.6.4 The aim of the OF&G (Scotland) audit process is to recognise and encourage good practice and to identify the steps that each Member must take to improve the management of their unit to reach organic good practice. The aim is not to 'catch out' producers, rather to assist every Member to take action so they can reach a full set of 'Category 1' feedback at their next audit.

5.6.5 The action required and usual time given to undertake corrective action is given in the above Table. Failure to act and comply by the deadline date given will lead to the next category of sanction being immediately applied. OF&G (Scotland) is able to confirm if proposed actions are likely to comply with the Standards. However, OF&G (Scotland) is not able to offer advice on the detailed steps needed to enable the unit to reach Category 1 approval. External or specialist advice is recommended for all changes and is required for Category 4 and Category 5 feedback.

Section 6 Labelling of Organic Produce

6.1 Use of terms referring to organic production

Definition - 'labelling' means any terms, words, particulars, trade marks, brand name, pictorial matter or symbol relating to and placed on any packaging, document, notice, label, board, ring or collar accompanying or referring to a product;

6.1.1 A product shall be considered to be labelled as organic if in any label, advertising material or commercial document, the product or its ingredients are described as being produced in accordance with the Regulations 834/2007 or 889/2008 or these Standards.

6.1.2 The term organic shall not be used for the labelling, advertising and commercial documents of a product which does not satisfy the requirements set out under these Standards, unless they are not applied to agricultural products in food or feed or clearly have no connection with organic production. Note that any use of the term organic related to non-food or feed products may be in contravention of Trading Standards Legislation if the product does not originate from certified organic agriculture.

6.1.3 Any terms, including terms used in trademarks, or practices used in labelling or advertising, liable to mislead the consumer or user by suggesting that a product or its ingredients satisfy the requirements set out under this Regulation shall not be used.

6.1.4 No reference to organic production shall be used for a product for which it has to be indicated in the labelling or advertising that it contains GMOs, consists of GMOs or is produced from GMOs according to Community provisions.

Unprocessed food

6.1.5 Live animals or unprocessed agricultural products may only be labelled and advertised as organic where the animals or 100% of the ingredients of that product have been produced according to these Standards.

Processed products containing more than 95% organic content

6.1.6 The reference to the term 'organic' may be used in the sales description or product name, provided that:

- (a) At least 95 % by weight of its ingredients of agricultural origin are organic;
- (b) The remaining ingredients comply with Section 7 of these Standards;
- (c) The processing of the product complies with Section 8 of these Standards;
- (d) The list of ingredients shall indicate which ingredients are organic.

Defra Guidance Note – If 95% or more of the content of agricultural ingredients has been produced organically the product itself can be described as organic.

Processed products containing less than 95% organic content

6.1.7 The reference to the term 'organic' may be used only in the list of ingredients, provided that:

- (a) The ingredients identified as organic comply with these Standards;
- (b) The remaining non-agricultural ingredients comply with Sections 7.01 to 7.05 of these Standards;
- (c) The processing of the product complies with Section 8 of these Standards;
- (d) The list of ingredients shall indicate which ingredients are organic;
- (e) The references to the organic production method may only appear in relation to the organic ingredients and the list of ingredients shall include an indication of the total percentage of organic ingredients in proportion to the total quantity of ingredients of agricultural origin;

Section 6 Labelling of Organic Produce

(f) The terms and the indication of percentage referred to in the previous subparagraph shall appear in the same colour, identical size and style of lettering as the other indications in the list of ingredients.

Defra Guidance Note – If less than 95% of the content of agricultural ingredients has been produced organically the term organic can only be used to refer to the ingredients which have been organically produced in the list of ingredients on the product label or accompanying documentation.

The non-organic ingredients do not have to be listed in Section 7.06 but all the other additives and processing aids must comply with Sections 7.01 to 7.05.

Processed hunted or fished products

6.1.8 The reference to the term 'organic' may be used in the list of ingredients and in the same visual field as the sales description, provided that:

- (a) The main ingredient is a product of hunting or fishing;
- (b) It contains other ingredients of agricultural origin that are all organic;
- (c) The processing of the product complies with Section 8 of these Standards;
- (d) The remaining non-agricultural ingredients comply with the requirements of paragraph 6.05.22;
- (e) The list of ingredients shall indicate which ingredients are organic;
- (f) The references to the organic production method may only appear in relation to the organic ingredients and the list of ingredients shall include an indication of the total percentage of organic ingredients in proportion to the total quantity of ingredients of agricultural origin;
- (g) The terms and the indication of percentage referred to in the previous subparagraph shall appear in the same colour, identical size and style of lettering as the other indications in the list of ingredients.

Defra Guidance Note – There are special rules for a product whose main ingredient derives from hunting or fishing and consequently cannot be described as organic but which also contains ingredients produced organically. In this case, provided that the product complies with the rules on the production of organic food in relation to separation from the production of non-organic food and the use of additives etc, the organic ingredients in the product can be described as organic on the ingredient list and in the same visual field as the sales description.

Identification of Organic and non-organic ingredients

6.1.9 (834.23.4) The list of ingredients shall indicate which ingredients are organic.

Note: The list of ingredients must clearly differentiate between organic and non-organic ingredients and the ingredients must appear in descending order by weight in the list of ingredients.

The examples below are acceptable ways to label an organic product.

Identification of the organic ingredients in the ingredients panel overleaf.

Section 6 Labelling of Organic Produce

Guidance Notes	Packaging Label Example
<p>Standard 6.1.7</p> <p>Product Name – Organic must not appear in the product name unless >95% of the agricultural ingredients are organically produced, with the balance on the ingredients listed in Section 7</p>	Organic Muesli
<p>Ingredients panel – The organic ingredients must be identified by use of the organic identifier where there is sufficient space.</p>	<p>Ingredients: Organic Oat Flakes, Organic Jumbo Oats, Organic Sultanas, Organic Raisins, Organic Malted Barley Flakes, Organic Dried Banana Flakes, Organic Sugar, Organic Palm Oil, Organic Chopped Apricots, Dried Raspberries, Organic Ground Spices, Salt.</p>
<p>Ingredients panel – Alternative use of the organic identifier by means of an *asterisk where space is limited.</p>	<p>Ingredients: *Oat Flakes, *Jumbo Oats, *Sultanas, *Raisins, *Malted Barley Flakes, *Dried Banana Flakes, *Sugar, *Palm Oil, *Chopped Apricots, Dried Raspberries, *Ground Spices, Salt. * Organically produced ingredients, or * Ingredients produced to Organic Standards</p>

6.2 Labelling of Products as 'In-conversion'

6.2.1 In-conversion products of plant origin may bear the indication 'product under conversion to organic farming' provided that:

- (a) a conversion period of at least 12 months before the harvest has been complied with;
- (b) the indication shall appear in a colour, size and style of lettering which is not more prominent than the sales description of the product, the entire indication shall have the same size of letters;
- (c) the product contains only one crop ingredient of agricultural origin;
- (d) the indication is linked to the code number of the control body or control authority as referred to in Section 6.4.

Section 6 Labelling of Organic Produce

6.3 Labelling of Feedingstuffs, Compound Feedingstuffs and Feed Materials

References to organic production on processed feed

6.3.1 This section shall not apply to pet food and feed for fur animals.

6.3.2 Animal feed products may only be labelled as organic if:

- (a) At least 95 % of the product's dry matter is comprised of feed material from the organic production method;
- (b) The remaining ingredients comply with Section 3.5 of the Producer Standards.

6.3.3 Subject to the requirements laid down in points (a) and (b) of paragraph 6.3.2, the following statement is permitted in the case of products comprising variable quantities of feed materials from the organic production method and/or feed materials from products in conversion to organic farming and/or non-organic materials:

'may be used in organic production in accordance with Regulations (EC) 834/2007 and (EC) 889/2008'

6.3.4 The reference to organic production shall be:

- (a) Separate from the wording referred to in Article 5 of Council Directive 79/373/EEC (19) or in Article 5(1) of Council Directive 96/25/EC (20);
- (b) Presented in a colour, format or character font that does not draw more attention to it than to the description or name of the animal feedingstuff referred to in Article 5(1)(a) of Directive 79/373/EEC or in Article 5(1)(b) of Directive 96/25/EC respectively;
- (c) Accompanied, in the same field of vision, by an indication by weight of dry matter referring to:
 - (i) The percentage of feed material(s) from the organic production method;
 - (ii) The percentage of feed material(s) from products in conversion to organic farming;
 - (iii) The percentage of feed material(s) not covered by points (i) and (ii);
 - (iv) The total percentage of animal feed of agricultural origin;
- (d) Accompanied by a list of names of feed materials from the organic production method;
- (e) Accompanied by a list of names of feed materials from products in conversion to organic production.

Note: The ingredients must appear in descending order by weight in dry matter in the list of ingredients. Additionally, the list of ingredients must clearly differentiate between certified organic ingredients, in-conversion standard ingredients and non-organic ingredients.

6.3.5 The reference to organic production may be also accompanied by a reference to the requirement to use the feedingstuffs in accordance with Section 3.5 of the SOPA Producer Standards.

Section 6 Labelling of Organic Produce

6.4 Compulsory Indications

The following Certification body code number, Organic logo of the EU and place of origin must be applied to all organic products produced after 1st July 2012.

Certification body code number

6.4.1 Where the reference to organic production is used, the certification code of the certification body which certifies the operator who has carried out the most recent production or preparation operation, shall:

- . (a) In the case of operators certified to SOPA standards by OF&G (Scotland) be “GB-ORG-17”;
- . (b) Also appear in the labelling;
- . (c) Be placed: in the same visual field as the Organic logo of the EU, where the Organic logo of the EU is used in the labelling.

This shall not prevent the inclusion of the name, initials or logo of the approved certification body on the label if desired.

Defra has allocated the following codes to the approved certification bodies.

Organic Farmers & Growers (OF&G)
GB-ORG-02

Organic Food Federation (OFF)
GB-ORG-04

Soil Association Certification Ltd
GB-ORG-05

Biodynamic Agriculture Association (BDAA)
GB-ORG-06

Irish Organic Association (IOA)
GB-ORG-07

The Organic Trust
GB-ORG-08

Quality Welsh Food Certification
GB-ORG-13

OF&G (Scotland) certifying to SOPA Standards
GB-ORG-17

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6.4 Compulsory Indications cont

Organic production logo of the EU

6.4.2. Where the reference to organic production is used the organic production logo of the EU:

.(a) May be used in the labelling, presentation and advertising of unprocessed products and animal feed products, which satisfy the requirements of these Standards;

.(b) Shall appear on the packaging of pre-packaged food;

The organic logo of the EU shall NOT be used in the case of the following products:

.(a) In-conversion products specified in paragraph 6.2.1;

.(b) Food products containing less than 95% organic content as specified in paragraph 6.1.7;

.(c) Food products containing hunted or fished ingredients as specified in paragraph 6.1.8.

Defra Guidance Notes – 6.4.2 (b) provides that where a product is described as organic (that is at least 95% of its agricultural ingredients have been produced organically) the packaging (or tickets or labels at point of sale where products are sold loose) must carry an EU organic logo and a declaration of origin as specified in 6.4.4.

If less than 95% of the content of agricultural ingredients of a product has been produced organically the logo cannot be used.

6.4.3 The use of the organic logo of the EU and the place of origin shall be optional for products imported from third countries. However, if the organic logo of the EU is used, the country of origin shall also appear in the labelling, where all agricultural raw materials of which the product is composed have been farmed in that country.

6.4.4 In accordance with Article 25(3) of Regulation (EC) No 834/2007, the organic production logo of the European Union (hereinafter “Organic logo of the EU”):

(a) The Organic logo of the EU shall comply with the model below:



Section 6 Labelling of Organic Produce

6.4 Compulsory Indications cont

Organic production logo of the EU

.(b) The reference colour in Pantone is Green Pantone No 376 and Green (50 % Cyan + 100 % Yellow), when a four-colour process is used;

(c) The Organic logo of the EU can also be used in black and white as shown, only where it is not practicable to apply it in colour:



.(d) If the background colour of the packaging or label is dark, the symbols may be used in negative format, using the background colour of the packaging or label;

.(e) If a symbol is used in colour on a coloured background, which makes it difficult to see, a delimiting outer line around the symbol can be used to improve contrast with the background colours;

.(f) In certain specific situations where there are indications in a single colour on the packaging, the Organic logo of the EU may be used in the same colour;

.(g) The Organic logo of the EU must have a height of at least 9 mm and a width of at least 13,5 mm; the proportion ratio height/width shall always be 1:1,5.

.Exceptionally the minimum size may be reduced to a height of 6 mm for very small packages;

. (h) The Organic logo of the EU may be associated with graphical or textual elements referring to organic farming, under the condition that they do not modify or change the nature of the Organic logo of the EU, nor any of the indications mentioned at Article 58. When associated to national or private logos using a green colour different from the reference colour mentioned in point 2, the Organic logo of the EU may be used in that non-reference colour;

.(i) The use of the Organic logo of the EU shall be in accordance with the rules accompanying its registration as Organic Farming Collective Mark in the Benelux Office for Intellectual Property and in the Community and International Trademark Registers.

Section 6 Labelling of Organic Produce

6.4 Compulsory Indications cont

Place of origin

6.4.5 Where the organic logo of the EU is used, an indication of the place where the agricultural raw materials of which the product is composed have been farmed, shall also appear in the same visual field as the logo and shall take one of the following forms, as appropriate:

- .(a) 'EU Agriculture', where the agricultural raw material has been farmed in the EU;
- .(b) 'non-EU Agriculture', where the agricultural raw material has been farmed in third countries;
- .(c) 'EU/non-EU Agriculture', where part of the agricultural raw materials has been farmed in the Community and a part of it has been farmed in a third country.

6.4.6 The above mentioned indication 'EU' or 'non-EU' may be replaced or supplemented by a country in the case where all agricultural raw materials of which the product is composed have been farmed in that country.

Guidance Note – A product that contains ingredients produced solely in Scotland may be labelled with the term: Scottish UK Agriculture. A product that contains ingredients produced solely in the United Kingdom may be labelled with the term: UK Agriculture.

6.4.7 For the above mentioned 'EU' or 'non-EU' indication, small quantities by weight of ingredients may be disregarded provided that the total quantity of the disregarded ingredients does not exceed 2% of the total quantity by weight of raw materials of agricultural origin.

6.4.8 The above mentioned 'EU' or 'non-EU' indication shall not appear in a colour, size and style of lettering more prominent than the sales description of the product.

6.4.9 The indication of the place where the agricultural raw materials of which the product is composed have been farmed shall be placed immediately below the code number.

6.4.10 The use of the organic logo of the EU shall be optional for products imported from third countries. However, where the Community logo appears in the labelling, the indication referred to in the first subparagraph shall also appear in the labelling.

6.4.11 The organic logo of the EU shall be marked in a conspicuous place in such a way as to be easily visible, clearly legible and indelible.

Section 6 Labelling of Organic Produce

6.6 Labelling of Products Transported To Other Operators or Units

6.6.1 Operators shall ensure that organic products are transported to other units, including wholesalers and retailers, only in appropriate packaging, containers or vehicles closed in such a manner that substitution of the content cannot be achieved without manipulation or damage of the seal and provided with a label stating, without prejudice to any other indications required by law:

- . (a) The name and address of the operator and, where different, of the owner or seller of the product;
- . (b) The name of the product or a description of the compound feedingstuff accompanied by a reference to the organic production method;
- . (c) The name and/or the code number of the control body or authority to which the operator is subject; and
- . (d) Where relevant, the lot identification mark according to a marking system either approved at national level or agreed with the control body or authority and which permits to link the lot with the accounts referred to in Section 10 of these Standards.
- . (e) Where the consignment is sent for further processing, the country of origin, or the term 'EU Agriculture' or non- EU Agriculture' (in order to permit the recipient to label the product in accordance with Paragraph 6.4.4).

6.6.2 The information referred to in points (a) to (d) may also be presented on an accompanying document, if such a document can be undeniably linked with the packaging, container or vehicular transport of the product. This accompanying document shall include information on the supplier and/or the transporter.

6.7 Labelling Organic and Non-organic Products by an Operator

6.7.1 Where the term 'Organic' is used in the trading name of the operator, this must not appear on any product labelling, packaging, advertising, sales literature and accompanying documentation relating to products that do not comply with the labelling requirements in this section.

6.7.2 An operator producing both organic and non-organic products must ensure that the labelling, packaging, advertising, sales literature and accompanying documentation is sufficiently differentiated to avoid any confusion or assumption that the non-organic product is organic by the customer.

6.7.3 Where organic and non-organic products are on retail display they must be adequately separated and labelled to avoid any mixing or confusion by customers and staff.

Section 6 Labelling of Organic Produce

6.8 Identification of the Processor & Own Brand Labels

6.8.1 The name and address of the processor, as it appears on the Certificate issued by the certification body, or the brand mark of the business must appear on the labelling of a retail product or accompanying documentation in the case of bulk products.

6.8.2 Where a product is produced by a processor for a brand-owner, in addition to the certification body UK code, there must be a means by which the processor can be identified, such as by identification marks on the product, or appropriate documentation.

6.9 Use of Certification Mark

6.9.1 The Certification Mark may be used in the labelling, presentation and advertising of products which satisfy the requirements set out under these Standards.

6.9.2 The Certification Mark shall only be used on products that have been produced by Approved Operators to SOPA Standard. For all products, the labelling must refer to the relevant DEFRA code number 'GB-ORG-17'.

6.9.3 The SOPA logo is not registered as a Trademark but is owned by the Company and may only be used by members holding a valid Organic Scheme Certificate. The SOPA Board will deal with misuse of the logo by any party in the most appropriate manner, which may include legal action. Misuse of the Certificate will be considered to be a serious non-compliance with these Standards and will be dealt with accordingly. The Certificate remains the property of OF&G (Scotland) at all times and must be surrendered to any authorised representative of OF&G (Scotland) on request.

6.10 Labelling Imported Products

6.10.1 Where a product is imported from an EU country in its final retail pack, the processor of the product must apply their own certification body code.

6.10.2 In the case of products imported from countries outside the EU (known as third countries), the certification body in that country shall be identified on the label and accompanying documents by means of the code allocated by the European Commission to that certifier.

6.10.3 The Organic Certification code shall only be used on the labels of products from third countries as part of the term 'Imported under GB-ORG-17'.

6.10.4 The use of the OF&G (Scotland) certification code and SOPA logo may only be used on the packaging where the certification body in the country of origin agrees and OF&G (Scotland) has certified the product.

Section 6 Labelling of Organic Produce

6.11 Labelling of Organic Seeds

6.11.1 The Commission will establish specific labelling and composition requirements applicable to vegetative propagating material and seeds for cultivation.

6.11.2 In the interim and in addition to the general legislation applying to the labelling of seeds, the labelling of organically produced seeds must conform to the requirements of organic food in general.

6.11.3 Where a grass seed or forage mix is produced for animal grazing or forage production, the organic content must not be less than 70%. The balance may be made up from non- organic seeds provided that these have been approved as part of the mix by OF&G (Scotland). However, an organic seed mix may not contain the same variety in both organic and non-organic form.

6.11.4 The labelling of a part organic mix must state:

'X% Organic Grass/Forage Seed Mix' plus the statement

'X% of the seeds have been organically produced in accordance with EC Regulations.

Section 7 - Permitted Materials for Organic Food Processing

7.1 General rules on the production of processed food

7.1.1 The following conditions shall apply to the composition of organic processed food:

- (a) The product shall be produced mainly from ingredients of agricultural origin; in order to determine whether a product is produced mainly from ingredients of agricultural origin added water and salt shall not be taken into account;
- (b) Additives, processing aids and other substances and ingredients used for processing food or feed and any processing practice applied, such as smoking, shall respect the principles of good manufacturing practice
- (c) Only additives, processing aids, flavourings, water, salt, preparations of micro-organisms and enzymes, minerals, trace elements, vitamins, as well as amino acids and other micronutrients in foodstuffs for particular nutritional uses may be used, and only in so far as they have been authorised for use in organic production in accordance with Sections 7.4 and 7.5 of these Standards;
- (d) Non-organic agricultural ingredients may be used only if they have been authorised for use in organic production in accordance with Section 7.6 or have been provisionally authorised by Defra under the procedure in Section 7.7;
- (e) An organic ingredient shall not be present together with the same ingredient in non-organic form or an ingredient in conversion;
- (f) Food produced from in-conversion crops shall contain only one crop ingredient of agricultural origin.

7.1.2 Substances and techniques that reconstitute properties that are lost in the processing and storage of organic food, that correct the results of negligence in the processing of these products or that otherwise may be misleading as to the true nature of these products shall not be used.

7.1.3 The use of ionising radiation for the treatment of organic food or feed, or of raw materials used in organic food or feed is prohibited.

7.1.4 The use of microwave ovens is restricted to the rapid defrosting of frozen ingredients and take away catering establishments.

7.1.5 Any feed materials used or processed in organic production shall not have been processed with the aid of chemically synthesised solvents.

7.2 Rules for the production of processed food

7.2.1 Only the following substances can be used in the processing of organic food, with the exception of wine:

- (a) Substances listed in Section 7.4 and 7.5;
- (b) Preparations of micro-organisms and enzymes normally used in food processing. However, enzymes to be used as food additives have to be listed in paragraph 7.4.2.A;
- (c) Substances, and products as defined in Articles 1(2)(b)(i) and 1(2)(c) of Council Directive 88/388/EEC (14) labelled as natural flavouring substances or natural flavouring preparations, according to Articles 9(1)(d) and (2) of that Directive;

Section 7 - Permitted Materials for Organic Food Processing

7.2 Rules for the production of processed food

Guidance Note. The Natural Flavour Directive 88/388/EC has been replaced with Regulation (EC) 1334/2008, but at the time of writing (September 2019) the organic regulations have not been updated to reflect this.

(d) Colours for stamping meat and eggshells in accordance with, respectively, Article 2(8) and Article 2(9) of European Parliament and Council Directive 94/36/EC (15);

(e) Drinking water and salt (with sodium chloride or potassium chloride as basic components) generally used in food processing;

(f) Minerals (trace elements included), vitamins, amino acids and micronutrients, only authorised as far their use is legally required in the foodstuffs in which they are incorporated.

Percentage calculations

7.2.2 For the purpose of the calculation referred to in paragraphs 6.1.6 and 6.1.7:

(a) Food additives listed in Section 7.4 and marked with an asterisk in the column of the additive code number, shall be calculated as ingredients of agricultural origin;

(b) Preparations and substances referred to in paragraph 7.2.1(b),(c),(d),(e) and (f) and substances not marked with an asterisk in the column of the additive code number in Section 7.4 shall not be calculated as ingredients of agricultural origin;

(c) Yeast and yeast products shall be calculated as ingredients of agricultural origin as of 31 December 2013.

Guidance Notes - When calculating the percentage of organic ingredients, only the agricultural ingredients (plant or animal products grown or raised on a farm) and those additives marked with an asterisk in Section 7.4 are included. The non-agricultural ingredients such as water, minerals, other additives and micro-organisms must be excluded from the calculation. This means that non-organic yeast may be used in a product up to 5%. However, both organic and non-organic yeast may not be used in the same product.

As a general rule, the proportions of ingredients are calculated as they are weighed into the 'mixing bowl'.

Dehydrated ingredients, such as dried fruit in a fruit cake, which have to be rehydrated before adding to the mix must be weighed after rehydration and that weight used as part of the percentage calculation.

7.2.3 The use of the following substances listed in Annex VIII was examined by the Commission with a view to removal. However, no decision to withdraw them was taken. They may therefore continue to be used until further notice from the commission.

(a) Sodium nitrite and potassium nitrate in Section 7.4

(b) Hydrochloric acid in Section 7.5 for the processing of Gouda, Edam and Maasdammer cheeses, Boerenkaas, Friese, and Leidse Nagelkaas.

The re-examination referred to in point (a) took into account the efforts made by Member States to find safe alternatives to nitrites/nitrates and in establishing educational programmes in alternative processing methods and hygiene for organic meat processors/manufacturers.

Section 7 - Permitted Materials for Organic Food Processing

7.2 Rules for the production of processed food cont

7.2.4 The use of Sulphur dioxide and Potassium metabisulphite in wine was reviewed by the commission in 2011. Revised levels are published in the new organic wine regulations 203/2012. A list of permitted additives, processing aids and permitted processes for organic wine are incorporated in that regulation.

General rules on the production of organic yeast

7.2.5 For the production of organic yeast only organically produced substrates shall be used. The following substances may be used in the production, confection and formulation of yeast:

- . (a) Substances listed in paragraph 7.5.2;
- . (b) Products and substances referred to in Section 7.4.

The addition of up to 5% non-organic yeast extract or autolysate to the substrate (calculated in dry matter) is allowed for the production of organic yeast, where operators are unable to obtain yeast extract or autolysate from organic production. The availability of organic yeast extract or autolysate shall be re-examined by 31 December 2013 with a view to withdrawing this provision.

Note that the provision for use of non-organic yeast extract or autolysate was reviewed but the provision was maintained, without a date for removal.

7.2.6 Organic yeast shall not be present in organic food or feed together with non-organic yeast.

Rules for the use of egg colourants

7.2.7 For the traditional decorative colouring of the shell of boiled eggs produced with the intention to place them on the market at a given period of the year, Defra may authorise for the period referred to above, the use of natural colours and natural coating substances. The authorisation may comprise synthetic forms of iron oxides and iron hydroxides until 31 December 2013. Authorisations shall be notified to the Commission and the Member States.

Section 7 - Permitted Materials for Organic Food Processing

Processed Animal Feed

7.2.8 Organic feed materials, and feed materials from production in conversion, shall not be used simultaneously in the same feed materials

7.2.9 Any feed materials used or processed in organic production shall not have been processed with the aid of chemically synthesised solvents.

7.2.10 The following materials may be used in an organic product provided that they are listed in the relevant section and comply with any restrictions laid down therein:

- .(a) Non-organic feed materials of plant and animal origin - paragraph 3.5.6.
- .(b) Organic feed materials of animal origin - paragraph 3.5.7 and feed materials of mineral origin – paragraph 3.5.9.
- .(c) Products and by-products from fisheries - paragraph 3.5.7
- .(d) Feed additives, certain products used in animal nutrition and processing aids – paragraph 3.5.10.

Percentage calculations in processed animal feed

7.2.11 The percentage of the ingredients shall be calculated in dry matter (DM).

Notification to OF&G (Scotland) of product composition

7.2.12 OF&G (Scotland) must be informed of the composition of a product before it can be certified and added to the certificate and any changes to the composition of an existing product, using the following documents:

A Single Ingredient Product Specification Sheet (SIPS) must be drawn up and a copy supplied to OF&G (Scotland) listing each product that has only one agricultural ingredient, plus the supplier and certification body.

A Multi-ingredient Product Specification sheet (MIPS) must be drawn up and a copy supplied to OF&G (Scotland) for products containing more than one agricultural ingredient.

Section 7 - Permitted Materials for Organic Food Processing

7.3 Definitions and Relevant EC Regulations & Directives

Ingredient

Is defined in Article 6(4) of Directive 2000/13/EC which states:

- a) 'Ingredient' shall mean any substance, including additives, used in the manufacture or preparation of a foodstuff and still present in the finished product, even if in altered form.
- b) Where an ingredient of the foodstuff is itself the product of several ingredients, the latter shall be regarded as ingredients of the foodstuff in question.
- c) The following shall not be regarded as ingredients:
 - (i) the constituents of an ingredient which have been temporarily separated during the manufacturing process and later reintroduced but not in excess of their original proportions;
 - (ii) additives: - whose presence in a given foodstuff is solely due to the fact that they were contained in one or more ingredients of that foodstuff, provided that they serve no technological function in the finished product, which are used as processing aids;
 - (iii) substances used in the quantities strictly necessary as solvents or media for additives or flavouring.
- d) In certain cases Decisions may be taken in accordance with the procedure laid down in Article 20(2) as to whether the conditions described in (c)(ii) and (iii) are satisfied.

Ingredients of agricultural origin

1. Single agricultural products and products derived therefrom by appropriate washing, cleaning, thermic and/or mechanical processes and/or by physical processes having the effect of reducing the moisture content of the product;

2. Also, products derived from the products mentioned under (a) by other processes used in food processing, unless these products are considered food additives or flavourings as defined below.

Ingredients of non-agricultural origin

Ingredients of non-agricultural origin

Ingredients other than ingredients of agricultural origin and belonging to at least one of the following categories:

- 1. food additives, including carriers for food additives, as defined below;
- 2. flavourings, as defined below;
- 3. water and salt;
- 4. micro-organism preparations;
- 5. minerals (including trace elements) and vitamins.

Preparation

Means the operations of preserving and/or processing of organic products, including slaughter and cutting for livestock products, and also packaging, labelling and/or alterations made to the labelling concerning the organic production method.

Section 7 - Permitted Materials for Organic Food Processing

7.3 Definitions and Relevant EC Regulations & Directives

Processing aid

Means any substance not consumed as a food ingredient by itself, intentionally used in the processing of raw materials, foods or their ingredients, to fulfil a certain technological purpose during treatment or processing and which may result in the unintentional but technically unavoidable presence of residues of the substance or its derivatives in the final product, provided that these residues do not present any health risk and do not have any technological effect on the finished product.

Ionising radiation

Is defined in Council Directive 96/29/Euratom of 13 May 1996 laying down basic safety standards for the protection of the health of workers and the general public against the dangers arising from ionising radiation (11) and as restricted by Article 1(2) of Directive 1999/2/EC of the European Parliament and of the Council of 22 February 1999 on the approximation of the laws of the Member States concerning foods and food ingredients treated with ionising radiation.

Food additives

Substances as defined in Article 1 (1) and (2) of Directive 89/107/EEC and covered by that Directive or by a comprehensive Directive as referred to in Article 3(1) of Directive 89/107/EEC:

Food Additives: Substances as defined in Article 1(1) and (2) of Directive 89/107/EEC and covered by that Directive or by a comprehensive Directive as referred to in Article 3(1) of Directive 89/107/EEC.

Articles 1(1) and (2) of Directive 89/107/EEC states;

i). This Directive shall apply to food additives the various categories of which are given in Annex 1 and which are used or intended to be used as ingredients during the manufacture or preparation of a foodstuff and are still present in the final product, even if in altered form, hereinafter called 'food additives'.

ii). For the purposes of this Directive 'food additive' means any substance not normally consumed as a food in itself and not normally used as a characteristic ingredient of food whether or not it has nutritive value, the intentional addition of which to food for a technological purpose in the manufacture, processing, preparation, treatment, packaging, transport or storage of such food results, or may be reasonably expected to result, in it or its by-products becoming directly or indirectly a component of such foods.

Annex 1 mentioned in i) above is reproduced overleaf:

Section 7 - Permitted Materials for Organic Food Processing

7.3 Definitions and Relevant EC Regulations & Directives

ANNEX 1 Categories of food additives

Colour
Preservative
Anti-oxidant
Emulsifier
Emulsifying salt
Thickener
Gelling agent
Stabiliser (This category also comprises foam stabilisers)
Flavour enhancer
Acid
Acidity regulator (These can act as two-way acidity regulators)
Anti-caking agent
Modified starch
Sweetener
Raising agent
Anti-foaming agent
Glazing agent (These substances include lubricants)
Flour treatment agent
Firming agent
Humectant
Bulking agent
Propellant gas and packaging gas
Sequestrant
Enzyme (Only those used as additives)

{Inclusion of these terms in this list is without prejudice to any future decision or mention thereof in the labelling of foodstuffs intended for the final customer}

Article 3(1) of the Directive states:

i. Particular provisions in respect of the additives in the categories given in Annex 1 shall be laid down in a comprehensive directive, including existing specific directives on particular categories of additives. The directive may, however, be drawn up in stages.

The definition of Feed Additive is given in Regulation (EC) No 1831/2003 of the European Parliament and of the Council of 22 September 2003 on additives for use in animal nutrition.

Carriers, including carrier solvents

Food additives used to dissolve, dilute, disperse or otherwise physically modify a food additive without altering its technological function in order to facilitate its handling, application or use.

Section 7 - Permitted Materials for Organic Food Processing

7.3 Definitions and Relevant EC Regulations & Directives

Flavourings

Substances and products as defined in Article 1(2) of Council Directive 88/388/EEC of 22 June 1988 on the approximation of the laws of the Member States relating to flavourings for use in foodstuffs and to source materials for their production, and covered by that Directive.

Flavouring: Substances and products as defined in Article 1(2) of Directive 88/388/EEC on the approximation of laws of the Member States relating to flavourings for foodstuffs and to source materials production, and covered by that Directive.

Article 1(2) of Directive 88/388/EEC states: For the purposes of this Directive:

i) 'flavouring' means flavouring substances, flavouring preparations, process flavourings, smoke flavourings or mixtures thereof;

ii) 'flavouring substance' means a defined chemical substance with flavouring properties which is obtained:

a) by appropriate physical processes (including distillation and solvent extraction) or enzymatic or microbiological processes from material of vegetable or animal origin either in the raw state or after processing for human consumption by traditional food-preparation processes (including drying, torrefaction and fermentation),

b) by chemical synthesis or isolated by chemical processes and which is chemically identical to a substance naturally present in material of vegetable or animal origin as described in (i),

c) by chemical synthesis but which is not chemically identical to a substance naturally present in material of vegetable or animal origin as described in (i);

iii) 'flavouring preparation' means a product, other than the substances defined in (b)(i), whether concentrated or not, with flavouring properties, which is obtained by appropriate physical processes (including distillation and solvent extraction) or by enzymatic or microbiological processes from material of vegetable or animal origin, either in the raw state or after processing for human consumption by traditional food-preparation processes (including drying, torrefaction and fermentation); [OJ No L184, 15.7. 1988 P.61.]

iv) 'process flavouring' means a product which is obtained according to good manufacturing practices by heating to a temperature not exceeding 180 degrees C for a period not exceeding 15 minutes a mixture of ingredients, not necessarily themselves having flavouring properties, of which at least one contains nitrogen (amino) and another is a reducing sugar;

Section 7 - Permitted Materials for Organic Food Processing

7.3 Definitions and Relevant EC Regulations & Directives

Flavourings cont

v) 'smoke flavouring' means a smoke extract used in traditional foodstuffs smoking processes.

Article 9(1)(d) of Directive 88/388/EEC states:

vi) a list in descending order of weight of the categories of flavouring substances and flavouring preparations present classified as follows:

natural flavouring substances in the case of flavouring substances defined in Article 1 (2)(b)(i),
flavouring substances identical to natural substances in the case of flavouring substances defined in Article 1(2)(b)(ii),

flavouring preparations in the case of preparations defined in Article 1(2)(c),
process flavourings in the case of flavourings defined in Article 1(2)(d),
smoke flavourings in the case of flavourings defined in Article 1(2)(e).

Article 9(2) of Directive 88/388/EEC states:

Without prejudice to paragraph 1(d), the word 'natural', or any other word having substantially the same meaning, may be used only for flavourings in which the flavouring component contains exclusively flavouring preparations as defined in Article 1(2)(c).

Genetically Modified Organisms (GMOs)

Genetically modified organism (GMO) is that given in Directive 2001/18/EC of the European Parliament and of the Council of 12 March 2001 on the deliberate release into the environment of genetically modified organisms and repealing Council Directive 90/220/EEC (9) and which is not obtained through the techniques of genetic modifications listed in Annex I.B of that Directive;

Produced from GMOs means derived in whole or in part from GMOs but not containing or consisting of GMOs;

Produced by GMOs means derived by using a GMO as the last living organism in the production process, but not containing or consisting of GMOs nor produced from GMOs;

GMO – “genetically modified organism (GMO)” means any organism as defined in Article 2 and Annex 1 Part A and Part B of Council Directive 90/220/EEC of 23 April 1990 on the deliberate release into the environment of genetically modified organisms.

That is: Genetically modified organism means an organism in which the genetic material has been altered in a way that does not occur naturally by mating and/or natural recombination. Such genetic modification occurs at least through the use of:

Section 7 - Permitted Materials for Organic Food Processing

7.3 Definitions and Relevant EC Regulations & Directives

Genetically Modified Organisms (GMOs) cpnt

recombinant DNA techniques using vector systems;

techniques involving the direct introduction into an organism of heritable material prepared outside the organism including micro-injection, macro-injection and micro-encapsulation;

cell fusion (including protoplast fusion) or hybridisation techniques where live cells with new combinations of heritable genetic material are formed through the fusion of two or more cells by means of methods that do not occur naturally.

The following processes are NOT considered in Council Directive 90/220/EEC to result in genetic modification, on condition that they do not involve the use of recombinant DNA or GMOs:

in-vitro fertilization;
conjugation, transduction, transformation or any other natural process;
polyploidy induction.

GMO derivative means any substance which is either produced from or produced by GMOs, but does not contain them;

Use of GMOs and GMO derivatives means use thereof as foodstuffs, food ingredients (including additives and flavourings), processing aids (including extraction solvents), feedingstuffs, compound feedingstuffs, feed materials, feed additives, processing aids for feedingstuffs, certain products used in animal nutrition (under Directive 82/471/EEC), plant protection products, veterinary medicinal products, fertilisers, soil conditioners, seeds, vegetative reproductive material and livestock.

Mass Catering Operations

The preparation of organic products in restaurants, hospitals, canteens and other similar food business at the point of sale or delivery to the final consumer.

Section 7 - Permitted Materials for Organic Food Processing

7.4 Food Additives including Carriers

7.4.1 In addition to the ingredients listed in 7.2.1, only the additives listed below may be used, subject to the specific conditions.

7.4.2 For the purpose of the calculation referred to in 7.2.2, food additives marked with an asterisk in the column of the code number and highlighted, shall be calculated as ingredients of agricultural origin.

Note: A: Authorised under Regulation (EEC) No 2092/91 and carried over by Article 21(2) of Regulation (EC) No 834/2007 B: authorised under Regulation (EC) No 834/2007

Code	Name	Preparation of foodstuffs of		Specific conditions
		Plant	Animal	
E 153	Vegetable carbon		X	Ashy goat cheese Morbier cheese
E 160b*	Annatto, Bixin, Norbixin		X	Red Leicester cheese Double Gloucester cheese Cheddar Mimolette cheese
E 170	Calcium carbonate	X	X	Shall not be used for colouring or calcium enrichment of products
E 220	Sulphur Dioxide	X	X (Only for mead)	In fruit wines (wine made from fruits other than grapes, including cider and perry) and mead with and without added sugar: 100mg/l (maximum levels available from all sources, expressed as SO ₂ in mg/l)
E 223	Sodium metabisulphite		X	Crustaceans (2)
E 224	Potassium metabisulphite	X	X (Only for mead)	In fruit wines (wine made from fruits other than grapes, including cider and perry) and mead with and without added sugar: 100mg/l (maximum levels available from all sources, expressed as SO ₂ in mg/l)

Section 7 - Permitted Materials for Organic Food Processing

7.4 Food Additives including Carriers cont

Code	Name	Preparation of foodstuffs of		Specific conditions
		Plant	Animal	
E 250 or E 252	Sodium nitrite Potassium nitrate		X X	For meat products (1): For E 250: indicative ingoing amount expressed as NaNO ₂ : 80 mg/kg For E 252: indicative ingoing amount expressed as NaNO ₃ : 80 mg/kg For E 250: maximum residual amount expressed as NaNO ₂ : 50 mg/kg For E 252: maximum residual amount expressed as NaNO ₃ : 50 mg/kg
E 290	Carbon dioxide	X	X	
E 296	Malic acid	X		
E 300	Ascorbic acid	X	X	Meat products (2)
E 301	Sodium ascorbate		X	Meat products (2) in connection with nitrates and nitrites
E 306*	Tocopherol-rich extract	X	X	Anti-oxidant
E 322*	Lecithins	X	X	Milk products (2) Only when derived from organic production. Applicable as of 1 January 2022. Until that date, only when derived from organic raw material.
E 325	Sodium lactate		X	Milk-based and meat products
E 330	Citric acid	X	X	
E 331	Sodium citrates	X	X	
E 333	Calcium citrates	X		

Section 7 - Permitted Materials for Organic Food Processing

7.4 Food Additives including Carriers cont

Code	Name	Preparation of foodstuffs of		Specific conditions
		Plant	Animal	
E 334	Tartaric acid (L(+)-)	X	X (only for Mead)	With regard to the foodstuffs and animal origin: Mead.
E 335	Sodium tartrates	X		
E 336	Potassium tartrates	X		
E 341(i)	Monocalcium-phosphate	X		Raising agent for self raising flour
E 392*	Extracts of Rosemary	X	X	Only when derived from organic production
E 400	Alginic acid	X	X	Milk-based products (2)
E 401	Sodium alginate	X	X	Milk-based products (2)
E 402	Potassium alginate	X	X	Milk-based products (2)
E 406	Agar	X	X	Milk-based and meat products (2)
E 407	Carrageenan	X	X	Milk-based products (2)
E 410*	Locust bean gum	X	X	Only when derived from organic production. Applicable as of 1 January 2022.
E 412*	Guar gum	X	X	Only when derived from organic production. Applicable as of 1 January 2022.
E 414*	Arabic gum	X	X	Only when derived from organic production. Applicable as of 1 January 2022.
E 415	Xanthan gum	X	X	

Section 7 - Permitted Materials for Organic Food Processing

7.4 Food Additives including Carriers cont

Code	Name	Preparation of foodstuffs of		Specific conditions
		Plant	Animal	
E 417	Tara gum powder	X	X	Thickener. Only when derived from organic production. Applicable as of 1 January 2022.
E 418	Gellan Gum	X	X	High-acyl form only. Only when derived from organic production. Applicable as of 1 January 2022.
E 422	Glycerol	X		Only from plant origin Only when derived from organic production. Applicable as of 1 January 2022. For plant extracts, flavourings, humectant in gel capsules and as a surface coating of tablets
E 440(i) *	Pectin	X	X	Milk-based products(2)
E 464	Hydroxypropyl methyl cellulose	X	X	Encapsulation material for capsules
E 500	Sodium carbonates	X	X	
E 501	Potassium carbonates	X		
E 503	Ammonium carbonates	X		
E 504	Magnesium carbonates	X		
E 509	Calcium chloride		X	Milk coagulation
E 516	Calcium sulphate	X		Carrier
E 524	Sodium hydroxide	X		Surface treatment of "Laugengebäck" and regulation of acidity in organic flavourings.

Section 7 - Permitted Materials for Organic Food Processing

7.4 Food Additives including Carriers cont

Code	Name	Preparation of foodstuffs of		Specific conditions
		Plant	Animal	
E 551	Silicon dioxide	X	X	For herbs & spices in dried powdered form. Flavourings & propolis
E 553b	Talc	X	X	With regard to foodstuffs of animal origin: surface treatment of sausages
E 901	Beeswax	X		As a glazing agent for confectionary only. Beeswax from organic beekeeping
E 903	Carnauba Wax	X		As a glazing agent for confectionary As a mitigating method for mandatory extreme cold treatment of fruit as a quarantine measure against harmful organisms (Commission Implementing Directive (EU) 2017/1279) (1) Only when derived from organic production. Applicable as of 1 January 2022. Until that date, only when derived from organic raw material.
E 938	Argon	X	X	
E 939	Helium	X	X	
E 941	Nitrogen	X	X	
E 948	Oxygen	X	X	
E 968	Erythritol	X	X	Only when derived from organic production without using ion exchange technology

(1) This additive can only be used, if it has been demonstrated to the satisfaction of the competent authority that no technological alternative, giving the same guarantees and/or allowing to maintain the specific features of the product, is available.

(2) The restriction concerns only animal products.

Section 7 - Permitted Materials for Organic Food Processing

7.5 Processing Aids and Other Products

7.5.1 Only the materials listed below may be used as processing aids, subject to the specific ingredients.

Name	Preparation of foodstuffs of plant origin	Preparation of foodstuffs of animal origin	Specific conditions
Water	X	X	Drinking water within the meaning of Council Directive 98/83/EC
Calcium chloride	X		Coagulation agent
Calcium carbonate	X		
Calcium hydroxide	X		
Calcium sulphate	X		Coagulation agent
Magnesium chloride (or nigari)	X		Coagulation agent
Potassium carbonate	X		Drying of Grapes
Sodium carbonate	X	X	
Lactic acid		X	For the regulation of the pH of the brine bath in cheese production
Citric acid	X	X	
Sodium hydroxide	X		For sugar(s) production. For oil production excluding olive oil production For the preparation of plant protein extracts
Sulphuric acid	X	X	Gelatine production Sugar(s) production

Section 7 - Permitted Materials for Organic Food Processing

7.5 Processing Aids and Other Products cont

7.5.1 Only the materials listed below may be used as processing aids, subject to the specific ingredients.

Name	Preparation of foodstuffs of plant origin	Preparation of foodstuffs of animal origin	Specific conditions
Hope extract	X		Only for antimicrobial purposes in production of sugar. When available from organic production
Pine rosin extract	X		Only for antimicrobial purposes in production of sugar. When available from organic production
Hydrochloric acid		X	Gelatine production For the regulation of the pH of the brine bath in the processing of Gouda, Edam and Maasdammer cheeses, Boerenkaas, Friese & Leidse Nagelkaas
Ammonium hydroxide		X	Gelatine production
Hydrogen peroxide		X	Gelatine production
Carbon dioxide	X	X	
Nitrogen	X	X	
Ethanol	X	X	Solvent
Tannic acid	X		Filtration aid
Egg white albumen	X		
Casein	X		
Gelatin	X		
Isinglass	X		

Section 7 - Permitted Materials for Organic Food Processing

7.5 Processing Aids and Other Products cont

7.5.1 Only the materials listed below may be used as processing aids, subject to the specific ingredients.

Name	Preparation of foodstuffs of plant origin	Preparation of foodstuffs of animal origin	Specific conditions
Vegetable oils	X	X	Greasing releasing or anti-foaming agent, only when derived from organic production
Silicon dioxide gel or colloidal solution	X		
Activated carbon	X		
Talc	X		In compliance with the specific purity criteria for food additive E 553b
Bentonite	X	X	Sticking agent for mead (1)
Cellulose	X	X	Gelatine production (1)
Diatomaceous earth	X	X	Gelatine production (1)
Perlite	X	X	Gelatine production (1)
Hazelnut shells	X		
Rice meal	X		
Beeswax	X		Releasing agent. Beeswax from organic production
Carnauba wax	X		Releasing agent. Only when derived from organic production. Applicable as of 1 January 2022. Until that date, only when derived from organic raw material

Section 7 - Permitted Materials for Organic Food Processing

7.5 Processing Aids and Other Products cont

7.5.1 Only the materials listed below may be used as processing aids, subject to the specific ingredients.

Name	Preparation of foodstuffs of plant origin	Preparation of foodstuffs of animal origin	Specific conditions
Acetic acid/vinegar		X	Only when derived from organic production For fish processing, from natural fermentation, except if produced by or from GMO
Thiamine hydrochloride	X	X	Only for use in processing of fruit wines, including cider and perry and mead
Diamonium phosphate	X	X	Only for use in processing of fruit wines, including cider and perry and mead
Wood fibre	X	X	The source of timber should be restricted to certified, sustainably harvested wood. Wood must not contain toxic components (post-harvest treatment, naturally occurring toxins or toxins from micro-organisms)

- (1) the restriction concerns only animal products
(2) the restriction concerns only plant products

Section 7 - Permitted Materials for Organic Food Processing

7.5 Processing Aids and Other Products cont

7.5.2 Processing aids for the production of yeast and yeast products

Name	Primary Yeast	Yeast confections/fermentations	Specific conditions
Calcium chloride	X		
Carbon dioxide	X	X	
Citric acid	X		For the regulation of the pH in yeast production
Lactic Acid	X		For the regulation of the pH in yeast production
Nitrogen	X	X	
Oxygen	X	X	
Potato starch	X	X	For filtering. Only when derived from organic production
Sodium carbonate	X	X	For the regulation of the pH
Vegetable oils	X	X	Greasing, releasing or anti-foaming agent. Only when derived from organic production

Section 7 - Permitted Materials for Organic Food Processing

7.6 Products and substances authorised for use or addition in organic products of the wine sector referred to in Article 29c

Type of treatment in accordance with Annex 1 A to regulation (EC) 606/2009	Name of products or substances	Specific conditions, restrictions within the limits and conditions set out in Regulation (EC) No 1234/2007 and Regulation (EC) no 606/2009
Point 1: Use for aeration or oxygenation	-Air -Gaseous oxygen	
Point 3: Centrifuging and filtration	-Perlite -Cellulose -Diatomaceous earth	Use only as an inert filtering agent
Point 4: Use in order to create an inert atmosphere and to handle the product shielded from the air	-Nitrogen -Carbon dioxide -Argon	
Points 5, 15 and 21: Use	-Yeasts (1), yeast cell walls	(1) For the individual yeast strains: if available, derived from organic raw material.
Point 6: Use	-Di-ammonium phosphate - Thiamine hydrochloride - Yeast autolysates	
Point 7: Use	-Sulphur dioxide -Potassium bisulphite or potassium metabisulphite	(a) The maximum sulphur dioxide content shall not exceed 100 milligrams per litre for red wines as referred to in point 1(a) of Part A of Annex 1B to Regulation (EC) No 606/2009 and with a residual sugar level lower than 2 grams per litre; (b) The maximum sulphur dioxide content shall not exceed 150 milligrams per litre for white and rosé wines as referred to in point 1(b) of Part A of Annex 1B to Regulation (EC) No 606/2009 and with a residual sugar level lower than 2 grams per litre (c) For all other wines the maximum sulphur dioxide content applied in accordance with Annex 1B to Regulation (EC) No 606/2009 on 1 August 2010 shall be reduced by 30 milligrams per litre.
Point 9: Use	-Charcoal for oenological use	

Section 7 - Permitted Materials for Organic Food Processing

7.6 Products and substances authorised for use or addition in organic products of the wine sector referred to in Article 29c

Type of treatment in accordance with Annex 1 A to regulation (EC) 606/2009	Name of products or substances	Specific conditions, restrictions within the limits and conditions set out in Regulation (EC) No 1234/2007 and Regulation (EC) no 606/2009
Point 10: Clarification	-Edible gelatine (2) -Plant proteins from wheat or peas(2) -Isinglass(2) -Egg white albumin(2) -Tannins(2) -Potato proteins (2) -Yeast protein extracts (2)	(2) Derived from organic raw material if available
	-Casein -Chitosan derived from <i>Aspergillus niger</i> -Potassium caseinate -Silicon dioxide -Bentonite -Proteolytic enzymes	
Point 12: Use for acidification purposes	-Lactic acid -L(+) Tartaric acid	
Point 13: Use for deacidification purposes	-L(+) Tartaric acid -Calcium carbonate -Neutral potassium tartrate -Potassium bicarbonate	
Point 14: Addition	-Aleppo pine resin	
Point 17: Use	Lactic bacteria	
Point 19: Addition	-L-Ascorbic acid	
Point 22: Use for bubbling	-Nitrogen	

Section 7 - Permitted Materials for Organic Food Processing

Non-organic Agricultural ingredients cont

7.6.1 Only the non-organically produced ingredients listed below may be used in processed products

(a) Unprocessed vegetable products as well as products derived therefrom by processes

(i) Edible fruits, nuts and seeds:

- acorns *Quercus* spp.
- cola nuts *Cola acuminata*
- gooseberries *Ribes uva-crispa*
- maracujas (passion fruit) *Passiflora edulis*
- raspberries (dried) *Rubus idaeus*
- red currants (dried) *Ribes rubrum*

(ii) Edible spices and herbs:

- pepper (Peruvian) *Schinus molle* L
- horseradish seeds *Armoracia rusticana*
- lesser galangal *Alpinia officinarum*
- safflower flowers *Carthamus tinctorius*
- watercress herb *Nasturtium officinale*

(iii) Miscellaneous:

Algae, including seaweed, permitted in non-organic foodstuffs preparation

(b) Vegetable products

(i) Fats and oils whether or not refined, but not chemically modified, derived from plants other than:

- cocoa *Theobroma cacao*
- coconut *Cocos nucifera*
- olive *Olea europaea*
- sunflower *Helianthus annuus*
- palm *Elaeis guineensis*
- rape *Brassica napus*, rapa
- safflower *Carthamus tinctorius*
- sesame *Sesamum indicum*
- soya *Glycine max*

(ii) The following sugars, starches and other products from cereals and tubers:

- fructose
- rice paper
- unleavened bread paper
- starch from rice and waxy maize, not chemically modified

Section 7 - Permitted Materials for Organic Food Processing

Non-organic Agricultural ingredients cont

(iii) Miscellaneous:

- pea protein *Pisum* spp.
- rum, only obtained from cane sugar juice
- kirsch prepared on the basis of fruits and flavourings as referred to in Article 27(1)(c).

(c) Animal products:

- aquatic organisms, not originating from aquaculture, and permitted in non- organic foodstuffs preparation
- gelatin
- whey powder «herasuola»
- casings

7.7 Authorisation of non-organic food ingredients of agricultural origin by Defra

7.7.1 Where an ingredient of agricultural origin is not included in Annex IX to this Regulation, that ingredient may only be used under the following conditions:

- The operator has notified to Defra all the requisite evidence showing that the ingredient concerned is not produced in sufficient quantity in the Community in accordance with the organic production rules or cannot be imported from third countries;
 - Defra has provisionally authorised the use for a maximum period of 12 months after having verified that the operator has undertaken the necessary contacts with suppliers in the Community to ensure himself of the unavailability of the ingredients concerned with the required quality requirements;
 - Where an authorisation as referred to in paragraph 7.7.1(b) has been granted, Defra shall immediately notify details of the authorisation to the other Member States and to the EU Commission;
 - Where another Member State submits comments to the Commission and to Defra, which show that supplies are available during the period of the shortage, Defra shall consider withdrawal of the authorisation or reducing the envisaged period of validity, and shall inform the Commission and the other Member States of the measures it has taken or will take;
 - Where no objection has been received from the Commission or other member state, Defra may prolong the authorisation provided for in point (b) a maximum of three times for 12 months each.
- Guidance Notes - Where an organic agricultural ingredient becomes unavailable for any reason within the EU, an application can be made to the Defra Organic Branch for special approval to use the non-organic equivalent. Provided that there are no objections from the Commission or other Member States, the approval will last for twelve months. It must be renewed prior to the expiry date.

This procedure does not apply to the non-agricultural ingredients (additives etc) or processing aids as the organic Regulation does not permit Defra to approve the use of any material not on the permitted lists.

Defra can be contacted by telephone on: 0207 238 6004 or by email to: organic.standards@defra.gsi.gov.uk

Section 8 - Operating Standards and Organic Integrity

8.1 Organic Integrity Management Plan

8.1.1 Operators producing processed feed or food shall establish and update appropriate procedures based on a systematic identification of critical processing steps. The application of these procedures shall guarantee at all times that the produced processed products comply with the organic production rules set out in these Standards.

8.1.2 Operators must have written procedures in place, based on HACCP principles, to ensure the organic integrity of the product and to demonstrate that the requirements of these standards have been understood and are being implemented.

8.1.3 The Critical Processing Steps (CPS) involved in maintaining organic integrity are listed below:

Section	8.01 Organic Integrity Management Plan
	8.02 SOPA Standards
	8.03 Compliance with Food Legislation
	8.04 Food Safety HACCP
	8.05 Certification Details
	8.06 Correcting Non-compliances
	8.07 Organisation & Key Personnel
	8.08 Product Composition
	8.09 Avoidance of Genetically Modified Organisms
	8.10 Water Quality
	8.11 Labelling Organic Products
	8.12 Approved Supplier Certification
	8.13 Control of Non-certified Sub-contractors
	8.14 Process Flow Diagram
	8.15 Goods Received Procedure & Organic Authentication
	8.16 Storage of Raw Materials, Work-in-Progress and Finished Goods
	8.17 Processing Operations
	8.18 Packaging & Packaging Storage
	8.19 Transport to Other Operators
	8.20 Dispatch Documents
	8.21 Product Traceability
	8.22 Ingredient Input/Output Reconciliation
	8.23 Cleaning and Food Hygiene Procedures
	8.24 Rodent Control, Pest Control and Fumigation
	8.25 Factory Fabric & Environment
	8.26 Equipment & Maintenance
	8.27 Product Testing
	8.28 Non-conforming Products and Product Recall
	8.29 Disposal of Waste Materials
	8.30 Staff Facilities
	8.31 Training
	8.32 Record of Complaints Received

Section 8 - Operating Standards and Organic Integrity

8.1 Organic Integrity Management Plan

8.1.4 The Organic Integrity Management Plan must address the above Critical Processing Steps and establish written procedures to minimise the risk and documentation to monitor the procedures in action and verify compliance with the standards.

8.1.5 Importers must apply the Plan to their office, storage and warehousing operations where applicable. There are separate Standards for the documentation required for importing organic products – See Section 9.

8.1.6 The Management Plan, the procedures and records must be reviewed and verified periodically and at least once annually. The review should involve the following checks:

- i. Procedures for implementing the Critical Processing Steps are up to date.
- ii. Procedures are correctly implemented.
- iii. Record Sheets are correctly and comprehensively completed by staff.

*Record Sheet 19 – Record of Periodic Review and Verification Checks can be used for this purpose. OF&G (Scotland) auditors will audit the organic procedures against the Critical Processing Steps as set out below. Topics marked with an asterisk * may not be audited if the operation is subject to BRC, SALSA (Safe & Local Supplier Accreditation) or UFAS accreditation.*

OF&G (Scotland) can supply a pro-forma Organic Integrity Management Plan which can be used when establishing the operating procedures. Where these already exist as separate procedures and food safety HACCP, the Plan, with the unnecessary text edited out, can be used as a signpost document to reference the number and location of the existing documents.

Record Sheet 19 – Record of Periodic Review and Verification Checks can be used for this purpose.

8.2 SOPA Standards

8.2.1 An up-to-date copy of the SOPA Standards must be maintained and controlled copies issued to the key personnel or be readily available for reference. Operators must read and retain on file the OF&G (Scotland) Newsletter, which contains notifications of updates to the Standards.

8.3 Compliance with Food Legislation

8.3.1 All organic food handling and processing operations must conform to all the relevant statutory legislation and industry codes of best practice. Each operation must be registered with the relevant authority. These include:

Section 8 - Operating Standards and Organic Integrity

8.3 Compliance with Food Legislation cont

Food processing & On-Farm feed mill & mixing – Local authority Environmental Health Officer (EHO)

Abattoir and meat cutting – Meat Hygiene Inspection Service (MHIS)

Egg Packing, Seed cleaning and packing, Animal Feed Processing, Food and Feed Importing – Defra

Weighing operations – Local Authority Trading Standards Officer (TSO)

Seed merchanting – Defra/DARDNI/SGRPID

8.3.2 All licenses and correspondence relating to the registrations must be retained and be made available for the auditor to see.

8.3.3 OF&G (Scotland) is not required by the competent authority to inspect legislation and codes of best practice outside the scope of these Standards. However, where OF&G (Scotland) identifies an infringement against relevant legislation or code of best practice that affects the integrity of the organic product, this will be brought to the attention of the operator as a de facto infringement of these Standards. In the case of a serious infringement that affects food safety OF&G (Scotland) reserves the right to report the incident to the relevant regulatory body.

8.4 Food Safety HACCP (Hazard Analysis and Critical control Points)

8.4.1 Operators producing processed feed or food shall establish and update appropriate procedures based on a systematic identification of critical processing steps.

8.4.2 Where required by Food Safety legislation, as enforced by the Environmental Health Officer, all food processing operations and feed manufacturers must have operating procedures based on HACCP principles. This requires a risk assessment of the processes involved to determine the potential hazards to the product in terms of food safety. The Critical Control Points must then be identified and procedures and monitoring systems implemented to control the hazards. Records must be kept to verify that the procedures are functioning.

8.4.3 The HACCP must be available for the auditor to see.

*The Food Standards Agency Scotland have produced the Cooksafe Food Safety Assurance System which is designed to help catering establishments develop their HACCP using a pro-forma documents and guidance notes. All processors developing a HACCP for the first time will find this helpful. The document can be downloaded as PDF or Word documents from:
[www.food.gov.uk/foodindustry/regulation/hygleg/hyglegresources/cookretailscotland/cook safe/](http://www.food.gov.uk/foodindustry/regulation/hygleg/hyglegresources/cookretailscotland/cooksafe/)*

Section 8 - Operating Standards and Organic Integrity

8.5 Certification Details

8.5.1 Operators must have a valid organic certificate with the individual products listed before any organic product is imported or put on the market.

8.5.2 A copy of the certificate must be supplied to customers on request.

A copy of the certificate should be sent to all customers routinely on renewal.

8.6 Correcting Non-Compliances

8.6.1 Operators must ensure that non-compliances identified at audits are corrected within the specified period. Failure to implement agreed corrections puts the integrity of organic products at risk and may be treated as a higher level of non-compliance at a subsequent audit. If identified as a Critical Non-compliance, the product, batch or all the products involved may be decertified at the discretion of the Technical Advisory Committee.

See Section 5.06 for Definitions of Compliance and Penalties for Non-compliance.

8.6.2 Audit Summary Sheets, Compliance Forms and related correspondence must be filed with the Management Plan for review by the auditor.

8.7 Organisation & Key Personnel

8.7.1 The operator must have an organisation chart or organogram listing the key personnel and their areas of responsibility.

8.8 Product Composition

8.8.1 OF&G (Scotland) must be informed of the composition of a product before it can be certified and added to the certificate and of any changes to the composition of an existing product, using the following documents:

Record Sheet 1 - Single Ingredient Product Specification Sheet (SIPS) must be drawn up and a copy supplied listing each product that has only one agricultural ingredient, plus the supplier and certification body.

Record Sheet 2 - Multi-ingredient Product Specification sheet (MIPS) must be drawn up and a copy supplied for food products containing more than one agricultural ingredient.

Record Sheet 3 - Compound Animal Feed Product Specification Sheet for feed products containing more than one agricultural ingredient.

Record Sheet 16 - Imported Product Specification Sheet (IPSS) for food and feed products imported from a third country.

Section 8 - Operating Standards and Organic Integrity

8.8 Product Composition cont

8.8.2 Organic ingredients must always be used where they are available.

8.8.3 All other ingredients may only be used if they are listed in the following positive lists:

Ingredient	Standard Section
Non-agricultural ingredients (additives etc)	7.4
Processing aids	7.5
Non-organic agricultural ingredients	7.6
Animal feeds – non-organic ingredients	3.5.6
Animal feeds – Minerals & Trace elements	3.5.9
Animal Feeds – Vitamins	3.6.9
Animal Feeds – Animal Products	3.5.7
Animal Feeds – Processing aids etc	3.5.10
Seeds	6.12

8.9 Avoidance of Genetically Modified Organisms

8.9.1 Any conventional products known to contain GMOs or be derived from genetically modified organisms or subject to adventitious contamination by genetically modified materials are prohibited.

8.9.2 Declaration must be obtained annually from the suppliers of non-organic ingredients known to be produced from genetically modified seed (such as maize, soya, rape, additives (such as citric acid, enzymes and micro-organisms) and processing aids (such as enzymes and micro-organisms) to confirm that they are not from genetically modified crops or derived from genetically modified organisms.

8.9.3 Where an organic product is tested positive (above 0.1% GM material), OF&G (Scotland) must be notified immediately and the product embargoed. OF&G (Scotland) will carry out an investigation and confirm whether the product is to be decertified.

Record Sheet 4 - Supplier's Declaration to show that a product does not contain and is not derived from Genetically Modified Organisms in Section 10 may be sent to suppliers for them to complete as a Declaration.

Section 8 - Operating Standards and Organic Integrity

8.10 Water Quality

8.10.1 The water used as an ingredient in organic processed products, for washing raw ingredients and for cleaning the premises and equipment must be potable water i.e. safe for drinking.

8.10.2 Where water is added to an uncooked product, such as for diluting drinking yogurt, it should be subject to a regular testing programme to ensure that there is no contamination.

8.10.3 Where a private water supply is used, such as a bore hole, reservoir or spring, it must be subject to a regular testing programme to ensure potability and, where necessary, treated in accordance to statutory requirements to bring it up to potable water quality. Treatment may be by any legal means, such as by filtration, UV treatment or chlorine.

8.10.4 Where chlorine treatment is used on site, it must be monitored on a daily basis and the residual level must not exceed the World Health Guideline of 5mg/litre.

8.10.5 The addition of chlorine to mains/potable water for washing organic products above 5mg/litre is prohibited.

8.10.6 The records for all treatments and test results must be retained. Where additional chlorine is added for the washing of non-organic products, records must be kept that the addition is switched off for the washing of organic products.

8.11 Labelling of Organic Produce

8.11.1 The Standards covering the labelling of food products and animal feeds as organic are detailed in Section 6.

8.11.2 When labelling an organic product, all relevant UK legislation must be complied with. This states that a retail label must indicate:



- ~ The name of the food
- ~ The weight or volume
- ~ A list of ingredients in descending order
- ~ The use by, or best before, date and
- ~ Where this does not provide for traceability, a batch code
- ~ The name and contact details of the processor or packer
- ~ Where required, the indication of the quantity of key ingredients (QID labelling)
- ~ Nutritional labelling

Section 8 - Operating Standards and Organic Integrity

8.11 Labelling cont

8.11.3 In addition, the following information must be provided for organic products (see Section 6 for more information):

The 'Organic' status for a 95% + product, or
Identification of the organic ingredients only in the ingredients panel for a product containing less than 95% organic content.

The certification code allocated by Defra to OF&G (Scotland) for the SOPA standards is GB-ORG-17.

- ~ In the case of prepacked food products the Organic Production Logo of the EU may not be used on:
- ~ In-conversion products specified in paragraph 6.2.1;
- ~ Food products containing less than 95% organic content as specified in paragraph 6.1.7;
- ~ Food products containing hunted or fished ingredients as specified in paragraph 6.1.8.

Where the Organic Production Logo of the EU is used, the place of origin of ingredient(s), must appear in the same visual field and in the form:

'EU Agriculture', where the agricultural raw material has been farmed in the EU;

'non-EU Agriculture', where the agricultural raw material has been farmed in third countries;

'EU/non-EU Agriculture', where part of the agricultural raw materials has been farmed in the Community and a part of it has been farmed in a third country;

Or the name of the country where 100% of the agricultural ingredients originate in the country e.g. UK Agriculture. As a special dispensation DEFRA have confirmed that products produced entirely of Scottish ingredients may carry the wording. **Scottish UK Agriculture**.

The organic ingredients must be clearly identified in the ingredients panel.

8.11.4 Where the term 'Organic' is used in the trading name, this must not appear on any product labelling, packaging, advertising, sales literature and accompanying documentation relating to products that do not comply with the labelling requirements in this section.

8.11.5 An operator producing both organic and non-organic products must ensure that the labelling, packaging, advertising, sales literature and accompanying documentation is sufficiently differentiated to avoid any confusion or assumption that the non-organic product is organic by the customer.

8.11.6 Where organic and non-organic products are on retail display they must be adequately separated and labelled to avoid any mixing or confusion by customers and staff.

8.11.7 Where fresh produce is sold from a certified producer's retail outlet without prepacking or labelling, the code GB-ORG-17 and/or your organic certificate must be on display to identify OF&G (Scotland) as the body responsible for certifying the product to SOPA standards.

Section 8 - Operating Standards and Organic Integrity

8.12 Approved Supplier Certification

8.12.1 The organic certifiers shall provide a Certificate to any such operator who is subject to their controls. The Certificate shall at least permit the identification of the operator and the type or range of products as well as the period of validity.

8.12.2 The operator shall verify the Certificate of his suppliers, including wholesalers.

8.12.3 Operators must maintain a list of approved organic suppliers and/or a copy of the up-to-date Certificate for each must be kept on file. Where the certificate does not list the products certified, the Trading Schedule must also be obtained. This must not have expired at the time of ordering.

8.12.4 When ordering a product from a supplier, this must be listed on the Certificate or Trading Schedule.

8.12.5 When purchasing small quantities of organic product from a retail outlet, it may not be possible to demand a certificate and in this case, the product label or receipt indicating organic products may be regarded as evidence that the products were organic.

8.13 Control of Non-certified Sub-contractors

8.13.1 Where an operator contracts out any of the activities to a third party, that operator and the subcontracted activities shall be subject to the certification control system.

8.13.2 The above Standard enables an operator such as a producer to sub-contract a processing operation such as slaughtering animals, butchering meat, smoking cheese, crop storage, seed dressing and grain cleaning or grass/Lucerne drying to a non-certified operator provided that certain conditions are fulfilled.

8.13.3 The operation should primarily be a simple processing operation as defined in Section 5.4.

8.13.4 To ensure that the subcontracting of a processing operation by a certified operator maintains the integrity of the organic products, the operator shall:

- i. Make an application to the certification body describing the proposed arrangement and the facilities to be used.
- ii. Sign an agreement with the subcontractor which defines the obligations of both parties as indicated below.
- iii. Supply a copy of the relevant sections of the processing standards to the subcontractor and explain the basic requirements to ensure the integrity of the organic products explained.
- iv. Notify the CB in advance of the expected frequency of operations to permit a spot audit.
- v. For each processing operation, keep a record of the attendance of both parties, the product delivered, the quantities processed and the products taken away, for the certification body to verify.
- vi. Ensure that each processing operation takes place under the direct supervision of a competent representative (not an employee of the subcontractor) familiar with the requirements of the standards to ensure the integrity of the organic products.

Section 8 - Operating Standards and Organic Integrity

8.13 Control of Non-certified Sub-contractors cont

- vii. Keep full responsibility for the subcontracted operations and their compliance with the Standards.
- viii. Retain title to or ownership of the products, raw materials and sales.
- ix. Supply the relevant labels and packaging where appropriate.
- x. Ensure that the subcontractor has an up-to-date copy of their Certificate and Trading Schedule with the arrangement specified.
- xi. In the case of an abattoir, ensure that the organic stamp is applied to their carcass and maintain responsibility for the stamp.

OF&G (Scotland) can supply a pro-forma Sub-contractor's Agreement and Record of Attendance. See Record Sheets 5 and 6 in Section 10.

8.14 Process Flow & Critical Controls

8.14.1 A process flow diagram must be established to identify the key stages of the process from raw material intake to dispatch.

8.14.2 The flow diagram must identify the critical controls for food safety at each stage, such temperature and processing times.

Guidance Note – The process flow diagram will normally be part of the HACCP.

8.15 Goods Received Procedure & Organic Authentication

8.15.1 The operator shall check that the goods are securely packaged, not contaminated and verify the organic status of a product before using it, by looking for the organic description and identification of the certification body on the packaging and the organic description in the accompanying documents.

8.15.2 In the case of bulk deliveries, the documents accompanying the consignment must indicate its organic status, describe the product and include the code of the suppliers certification body (see Section 6.4 for a list of UK certification bodies and codes).

8.15.3 The checks shall also include other ingredients to ensure that they are to the correct specification and do not contain prohibited or genetically modified ingredients.

8.15.4 Where there is any doubt over the organic status or acceptability, the product must be embargoed until this has been resolved by contacting the supplier.

8.15.5 The above checks must be recorded on the records of raw materials received, such as by initialling a column/box in a reception document or by initialling the delivery document.
OF&G (Scotland) has produced pro-forma record sheets for recording the reception of products (see Record Sheet 7 – Record of Raw Materials Received in Section 10).

Section 8 - Operating Standards and Organic Integrity

8.15 Goods Received Procedure & Organic Authentication

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8.15.3 The checks shall also include other ingredients to ensure that they are to the correct specification and do not contain prohibited or genetically modified ingredients.

8.15.4 Where there is any doubt over the organic status or acceptability, the product must be embargoed until this has been resolved by contacting the supplier.

8.15.5 The above checks must be recorded on the records of raw materials received, such as by initialling a column/box in a reception document or by initialling the delivery document.

OF&G (Scotland) has produced pro-forma record sheets for recording the reception of products (see Record Sheet 7 – Record of Raw Materials Received in Section 10).

8.15.6 Where product is imported, the labelling may not be in English. The following terms, used elsewhere in the EU, are the legally defined equivalent to the term 'organic farming' as used in the UK:

In Bulgarian	БИОЛОГИЧНО ЗЕМЕДЕЛИЕ
In Spanish	AGRICULTURA ECOLÓGICA
In Czech	EKOLOGICKÉ ZEMĚDĚLSTVÍ
In Danish	ØKOLOGISK JORDBRUG
In German	BIOLOGISCHE LANDWIRTSCHAFT, ÖKOLOGISCHER LANDBAU
In Estonian	MAHERÕLLUMAJANDUS, ÖKOLOOGILINE PÕLLUMAJANDUS
In Greek	ΒΙΟΛΟΓΙΚΗ ΓΕΩΡΓΙΑ
In French	AGRICULTURE BIOLOGIQUE
In Italian	AGRICOLTURA BIOLOGICA
In Latvian	BIOLOĢISK LAUKSAIMNIECĪBA
In Lithuanian	EKOLOGINIS ŽEMES ŪKIS
In Hungarian	ÖKOLÓGIAI GAZDÁLKODÁS
In Maltese	AGRIKULTURA ORGANIKA
In Dutch	BIOLOGISCHE LANDBOUW
In Polish	ROLNICTWO EKOLOGICZNE
In Portuguese	AGRICULTURA BIOLÓGICA
In Romanian	AGRICULTURA BIOLÓGICA
In Slovakian	EKOLOGICKÉ POĽNOHOSPODÁRSTVO
In Slovenian	EKOLOŠKO KMETIJSTVO
In Finnish	LUONNONMUKAINEN MAATALOUSTUOTANTO
In Swedish	EKOLOGISKT JORDBRUK

Section 8 - Operating Standards and Organic Integrity

8.15 Goods Received Procedure & Organic Authentication cont

Where an operator has any doubt regarding the status of an imported product, they should contact the OF&G (Scotland) certification office.

8.16 Storage of Raw Materials, Work-in-Progress and Finished Goods

8.16.1 For the storage of products, areas shall be managed in such a way as to ensure identification of lots and to avoid any mixing with or contamination by products and/or substances not in compliance with the organic production rules. Organic products shall be clearly identifiable at all times.

8.16.2 In cases where operators handle both non-organic products and organic products and the organic products are stored in storage facilities in which also other agricultural products or foodstuffs are stored:

- . (a) The organic products shall be kept separate, by space or time, from the other agricultural products and/or foodstuffs;
- . (b) Every measure shall be taken to ensure identification of consignments and to avoid mixtures or exchanges with non-organic products.

8.16.3 In premises where non-organic products are also handled, the storage area, bin, hanging rail or chill store should be permanently dedicated to the organic products. Where this is not always possible, the store or storage area must be designated on a temporary basis.

8.16.4 All storage areas must be closed securely so that only authorised personnel have access and clearly labelled as containing organic products.

8.16.5 Work-in-progress must be stored in a designated area and clearly labelled as organic.

8.16.6 Non-organic ingredients, additives and processing aids destined for use in organic products must also be stored in a designated area and labelled as being for use in organic products. For finished products, a wrapped and labelled pallet is sufficient designation and a permanent designated and labelled area is not required.

8.17 Processing Operations

8.17.1 Operators shall comply with and implement the procedure referred to in paragraph 8.4.1. In particular, operators shall:

- (a) Take precautionary measures to avoid the risk of contamination by unauthorised substances or products;
- (b) Guarantee that non-organic products are not placed on the market with an indication referring to the organic production method.

Section 8 - Operating Standards and Organic Integrity

8.17 Processing Operations cont

8.17.2 When non-organic products are also prepared or stored in the preparation unit concerned, the operator shall:

- (a) Ensure that the production of processed organic products shall be kept separate in time or space from the production of processed non-organic products;
- (b) Carry out the operations continuously until the complete run has been dealt with, separated by place or time from similar operations performed on non-organic products;
- (c) Inform the control authority or control body thereof and keep available an updated register of all operations and quantities processed;
- (d) Take the necessary measures to ensure identification of lots and to avoid mixtures or exchanges with non-organic products;
- (e) Carry out operations on organic products only after suitable cleaning of the production equipment.

8.17.3 The site or production processing equipment should be dedicated to the organic production.

8.17.4 Where this is not possible, procedures must be in place to ensure that the organic operation takes place as the first operation after a thorough cleandown, ideally at the start of the day, and completed as a single operation.

8.17.5 Where equipment cannot be dismantled for cleaning, a bleed run must be used to purge the system of non-organic residues. Permitted materials are potable water, organic materials, permitted ingredients listed in Section 7 or, in the case of animal feeds, from Section 3.5.

8.17.6 The quantity of materials used to purge the system must be calculated by testing a trial batch until the product is clear of any residues from the previous product.

8.17.7 The materials used must be disposed of in a suitable manner and not be used in the organic product.

8.17.8 The bleed run materials, quantities and disposal must be recorded.

8.18 Packaging and Packaging Storage

8.18.1 Materials used for product packaging should be of food grade quality, clean, unused and be strong enough to protect the product during handling, transit and as appropriate display. The packaging must not affect the organoleptic character of the product or transmit to it any substances in quantities that may be harmful to human health.

8.18.2 As far as is reasonably practicable, biodegradable materials made from plant materials, e.g. starch-based plastic, should be used for the packaging of organic products.

8.18.3 Packaging must be stored off the floor and away from walls in clean, dry conditions not subject to contamination by rodents, liquids and strong smelling materials.

Section 8 - Operating Standards and Organic Integrity

8.18 Packaging and Packaging Storage cont

8.18.4 Reuse of crates, boxes, sacks and tote bags is permitted for internal use and for home delivery schemes provided that they are free from residues, clean and correctly labelled.

8.18.5 The use of unlaquered aluminium foil is not permitted in contact with acidic foods ($\text{pH} \leq 4.5$) or salty foods ($\geq 2\%$).

8.19 Transport between Operators

8.19.1 Operators may carry out simultaneous collection of organic and non-organic products, only where appropriate measures are taken to prevent any possible mixture or exchange with non-organic products and to ensure the identification of the organic products. The operator shall keep the information relating to collection days, hours, circuit and date and time of reception of the products available to the control body or control authority.

8.19.2 Operators shall ensure that organic products are transported to other units, including wholesalers and retailers, only in appropriate packaging, containers or vehicles closed in such a manner that substitution of the content cannot be achieved without manipulation or damage of the seal.

8.19.3 The closing of packaging, containers or vehicles shall not be required where:

- (a) Transportation is direct between an operator and another operator who are both subject to the organic control system, and
- (b) The products are accompanied by a document giving the information required under paragraph 1, and
- (c) Both the expediting and the receiving operators shall keep documentary records of such transport operations available for the control body or control authority of such transport operations.

Special Rules for transporting feed to other production/preparation units or storage premises

8.19.4 In addition to the provisions of paragraphs 8.19.1 to 8.19.3, when transporting feed to other production or preparation units or storage premises, operators shall ensure that the following conditions are met:

- (a) During transport, organically-produced feed, in-conversion feed, and non-organic feed shall be effectively physically separated;
- (b) The vehicles and/or containers which have transported non-organic products may be used to transport organic products provided that:
 - (i) Suitable cleaning measures, the effectiveness of which has been checked, have been carried out before commencing the transport of organic products; Operators shall record these operations.
 - (ii) All appropriate measures are implemented, depending on the risks evaluated in accordance with Section 11.

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8.19 Transport between Operators cont

Special Rules for transporting feed to other production/preparation units or storage premises cont

(c) The transport of finished organic feed shall be separated physically or in time from the transport of other finished products;

(d) During transport, the quantity of products at the start and each individual quantity delivered in the course of a delivery round shall be recorded. The operator shall keep documentary records of such transport operations available for OF&G (Scotland).

8.19.5 Organic products, particularly bulk products must be transported in a way that they are protected from contamination by residues from previous loads and cleaning chemicals. Vehicles must be inspected prior to use for cleanliness and this check recorded.

8.19.6 For bulk loads such as cereals, the previous three loads must be checked against the drivers log and must not have included products on the AIC Haulage Exclusion List or, if they are on the AIC Sensitive List, they have been adequately cleaned. This verification must be recorded.

8.19.7 The transport arrangements for bulk products must be notified to OF&G (Scotland) at the audit for approval.

8.20 Dispatch Documents and Labels

8.20.1 Operators shall ensure that organic products transported to other units, including wholesalers and retailers, are provided with a document and/or label stating, without prejudice to any other indications required by law:

(a) The name and address of the operator and, where different, of the owner or seller of the product;

(b) The name of the product or a description of the product accompanied by a reference to the organic production method;

(c) The Certification code GB-ORG-17; and

(d) Where relevant, the lot identification mark according to a marking system either approved at national level or agreed with the control body or authority and which permits to link the lot with the general documentary accounts referred to in Section 10.

(e) Where the consignment is sent for further processing, the country of origin, or the term EU Agriculture' or non- EU Agriculture' (in order to permit the recipient to label the product in accordance with Paragraph 6.4.5).

8.20.2 The information referred to in points (a) to (d) of the first subparagraph may also be presented on an accompanying document, if such a document can be undeniably linked with the packaging, container or vehicular transport of the product. This accompanying document shall include information on the supplier and/or the transporter.

Section 8 - Operating Standards and Organic Integrity

8.21 Ingredient Traceability

8.21.1 Stock and financial records shall be kept in the unit or premises and shall enable the operator to identify and the control authority or control body to verify:

- (a) The supplier and, where different, the seller, or the exporter of the products;
- (b) The nature and the quantities of organic products delivered to the unit and, where relevant, of all materials bought and the use of such materials, and, where relevant, the composition of the compound feedingstuffs;
- (c) The nature and the quantities of organic products held in storage at the premises;
- (d) The nature, the quantities and the consignees and, where different, the buyers, other than the final consumers, of any products which have left the unit or the first consignee's premises or storage facilities;
- (e) In case of operators who do not store or physically handle such organic products, the nature and the quantities of organic products bought and sold, and the suppliers, and where different, the sellers or the exporters and the buyers and, where different, the consignees.

8.21.2 The data in the accounts shall be documented with appropriate justification documents. The accounts shall demonstrate the balance between the input and the output.

8.21.3 There must be the means of tracing products through the process from reception to dispatch and the reception records and processing controls and records must be sufficiently comprehensive to ensure that the traceability is not lost at any stage.

8.21.4 As a minimum the records must include the following:

- (a) For each ingredient brought in, the date, invoice number or delivery note number and use by date or batch number taken from the documents and labels;
- (b) For processed products, the date and link to the above for each ingredient used. An internal batch number must be applied to the product label or dispatch note in the case of bulk products, whether by the process date, Julian date, use by date, best before date or as a unique batch number, linked to the production record.

OF&G (Scotland) will carry out sample traceability audit trails at the audits.

8.22 Ingredient Input/Output Reconciliation

8.22.1 The records shall demonstrate the balance between the input and the output and must permit the quantities of ingredients brought in to the unit to be reconciled with the quantities of the final product leaving the unit, allowing for stocks, processing losses, bleed runs and wastage, etc.

8.22.2 Operators selling through retail outlets shall have daily sales records in place. Where the sales value is recorded but not the weight, there must be a method of calculating the weights from the sales figures. As a minimum:

Section 8 - Operating Standards and Organic Integrity

8.22 Ingredient Input/Output Reconciliation cont

- Where a box scheme sells a weekly standard box, the weekly ingredient list shall be kept with the number or weight of each ingredient plus the number of boxes sold that week.
- Where produce is sold at a farmers market and the weight is not recorded for each sale, the quantities of each product taken to the market and returned if unsold shall be recorded for each market attended.
- Where cuts and joints of meat are sold by value and the weight is not recorded, a representative carcass for each species shall be butchered and the weights of the joints and their values recorded at least once per year. The total butchered weight and value for the carcass and the average price per kilogram shall be recorded.
- Where produce is sold over the farm gate and the weight of each sale is not recorded, the total weight of products transferred to the shop each day shall be recorded.

8.22.3 A physical stock take of raw materials and finished products in store must be made at least once per year.

OF&G (Scotland) will undertake sample reconciliations at each audit. The following equation will be used to demonstrate that the quantity of an organic product leaving the unit does not exceed the quantity brought in: Opening stock + stock brought in – product produced and sold – processing losses, bleed runs and wastage etc = theoretical closing stock. The actual closing stock should not exceed the theoretical closing stock and any discrepancy exceeding 5% of the combined opening stock and purchases shall be investigated.

8.23 Cleaning and Food Hygiene Procedures

8.23.1 There must be written procedures describing the cleaning requirements for each store, production area, item of equipment and working surfaces, whether daily, weekly or monthly and with what material. The procedures shall ensure that contact surfaces are rinsed with potable water before organic products are processed.

8.23.2 The cleaning and hygiene measures must comply with industry standards and best practice to ensure that the products are not contaminated by microbes, chemicals, foreign bodies or residues from non-organic or medicated products.

8.23.3 Where wet cleaning is not possible, dry cleaning may be done, e.g. in feed mills.

8.23.4 Where dry cleaning is not practical, a bleed run may be done by passing a suitable organic product or approved ingredient through the system (see 8.17 above).

8.23.5 If clean in place methods are used, it must be demonstrated that the results achieved are equivalent to those obtained by disassembly and manual cleaning.

Section 8 - Operating Standards and Organic Integrity

8.23 Cleaning and Food Hygiene Procedures

8.23.6 Any cleaning or hygiene chemicals, detergents and sanitisers approved for use in food establishments are permitted provided that the equipment and working surfaces coming into contact with the organic product are rinsed with potable water to remove any trace of the chemicals.

8.23.7 Where a specific process requires disinfection using fogging or spraying equipment, all organic materials and their packaging must be removed from the area. At least three times the recommended dispersal time must be allowed and the equipment and surfaces rinsed with potable water before organic products are reintroduced.

8.23.8 The verification that the cleaning has been done to the appropriate standard and that the equipment and contact surfaces have been washed with potable water shall be recorded by a checklist for each operation and signed by the responsible person.

8.23.9 Cleaning chemicals must be clearly labelled and stored safely to ensure that the products cannot be contaminated.

8.23.10 The COSHH (Control of Substances Hazardous to Health) Safety Data Sheets must be held on file and be available to responsible personnel for use in incidents or accidents.

Record Sheet 10 – Record of Cleaning Operations can be used as a pro-forma checklist.

8.24 Rodent Control, Pest Control and Fumigation

8.24.1 The operator must ensure that:

- .(a) All storage and production premises, whether operator or third party controlled are managed as set out below;
- .(b) The design and construction of the premises are suitable for the prevention of pest and infestation build up;
- .(c) Adequate control measures are taken to prevent imported pests. This should include raw materials, via checks on incoming products and supplier audits and also on other risks and in particular second hand plant;
- .(d) Good stock rotation has been maintained;
- .(e) The operator must be able to demonstrate that they have taken the necessary precautions to ensure that newly employed plant or premises are free from contamination by non-permitted materials;
- .(f) Potential entry points for pests are controlled e.g. drains, doors, windows, ventilation ducts are screened;
- .(g) The site is well managed e.g. outside walls kept clear, spillage cleared and appropriate waste management practices;
- .(h) There exists an effective cleaning programme, clearly documented, thoroughly implemented and accurately recorded;

Section 8 - Operating Standards and Organic Integrity

8.24 Rodent Control, Pest Control and Fumigation cont

.(j) Regular monitoring of pest activity should be undertaken by a registered pest control contractor or suitably trained person and records kept.

8.24.2 In the event that preventative measures are not effective, the following requirements must be met:

. (a) Any measures using controlled substances must prevent direct contact with organic raw materials or product;

.(b) All treatments must be carried out by a suitably qualified person and in accordance with Control of Substances Hazardous to Health Regulations 1989 (COSHH);

.(c) Those parts of the site that are not used for organic production or storage, and which are under the control of the operator should be treated, where possible, using only methods permitted or restricted within this standard. Use of other methods must ensure the prevention of contamination of organic production or storage by migration, contact, personnel, etc.

.(d) In cases where fumigation of premises, plant or equipment is required the treatment must be carried out in accordance with the COSHH Regulations. Organically-produced raw materials, semi-finished or finished products must not be present when fumigation treatments are carried out. Adequate clearance time must be allowed for the fumigant to disperse and effective steps must be taken to ensure that fumigant residues do not remain on product contact surfaces before the premises, plant or equipment is used again for organic production;

.(e) Records must be kept of all pest control measures taken;

.(f) Substances used for pest control must be correctly labelled and securely stored when not in use.

8.24.3 Permission to use restricted treatments should be sought in advance from OF&G (Scotland). The application should detail reasons for use, substance and details of the procedures to avoid product contamination. In exceptional circumstances, treatment may be carried out and the certification body notified within two working days. Certification bodies should not issue consecutive retrospective permissions.

8.24.4 Where an external pest control contractor is used, the company must be a member of the British Pest Control Association (BPCA) or equivalent body.

8.24.5 The contractor must be made aware that the premises are used for storing or processing organic products, by asking the contractor to supply a letter confirming this, and by copying this section of the Standards, both of which are to be filed in the front of the pest control file.

8.24.6 Where the pest control is done in house, the person concerned must be trained to use the products to relevant Health and Safety procedures and understand COSHH requirements.

8.24.7 In all cases there must be a plan of the baiting site and the COSHH Safety Data Sheets for the products used. The treatments used and the activity monitored must be recorded.

8.24.8 The use of materials not listed below for pest control, such as organo-phosphates (Actellic) in grain stores where organic products are or will be stored is prohibited.

Section 8 - Operating Standards and Organic Integrity

8.24 Rodent Control, Pest Control and Fumigation cont

Record Sheet 11 – Record of Pest Control Operations may be used to record the bait plan and
Record Sheet 12 – Site Plan & Record of Bait Sites the activities and products used.

Permitted Treatments

Name	Description, compositional requirements, conditions for use
Freezing, heating & vacuum, Nitrogen & Carbon Dioxide, Mechanical barriers, sound & light, including UV electrical insect killers	For treatment of products and packaging
Legally approved rodenticides or insecticides	Tamper resistant bait stations containing legally approved rodenticides or insecticides in locations where there is no risk of contamination. Waxed baits should be used in grain stores
Pheromone traps & sticky boards, not containing pesticides.	Where the latter are used for rodent control, they must be in accordance with British Pest Control Association Code of Practice (Appendix 1)
Dessicant dusts	Dessicant dusts (e.g. diatomaceous earth and amorphous silica) derived from naturally occurring sources and where there is no risk of contamination.

Section 8 - Operating Standards and Organic Integrity

8.24 Rodent Control, Pest Control and Fumigation cont

Treatments Restricted by the following conditions:

Synthetic pyrethroids.	Only for: enclosed and sealed units (e.g. motor housings and wiring conduits); or Band application around entrances and external apertures.
Ozone	Only allowed under restricted use in stores and not for treating product.
Natural Pyrethrins – extracted from a natural botanical source and synergised using Piperonyl butoxide derived from a natural source eg oil of sassafras.	Controlling insects as a surface spray or fog. No organic product to be present and for 24 hours after treatment finished. Ventilation and washing of surfaces prior to resumption of organic processing or storage.

8.25 Factory Fabric and Environment

8.25.1 Preparation establishments must conform to all relevant statutory requirements in regard to animal welfare, transport of livestock, premises, equipment, the facilities that must be provided, general hygiene and the precautions that must be taken to protect food from contamination or deterioration

8.25.2 The premises, walls, floors, etc., must be suitable for the storage and processing of food and animal feeds and be maintained to prevent the ingress of contaminants.

Section 8 - Operating Standards and Organic Integrity

8.25 Factory Fabric and Environment cont

8.25.3 The surroundings must be maintained in a clean and tidy state.

8.25.4 Concrete aprons must be kept clean to prevent the ingress of dirt into the factory environment. Loading areas adjacent to grain stores must be sterilised to conform to the Defra Code of Practice for the Control of Salmonella.

8.26 Equipment Maintenance & Calibration

8.26.1 The equipment must be suitable for the handling and processing of food or animal feeds.

8.26.2 Equipment must be maintained according to the manufacturers recommendations and the maintenance programme and actions be recorded.

8.26.3 Where specific critical controls are subject to measurement, such as cook and chill temperatures, stunning voltages or weighing, the equipment must be calibrated according to the manufactures recommendations and the calibrations recorded.

Record Sheet 9 – Record of Equipment Maintenance & Calibration can be used to record maintenance and in-house calibrations.

8.27 Product & Environment Testing

8.27.1 When requested by OF&G (Scotland), the operator shall submit the results of its own quality assurance programmes.

8.27.2 Where a positive result is received for a GMO, pesticide or dairy antibiotic, OF&G (Scotland) must be notified immediately by sending a copy plus the labelling details of the product, including the certification body and supplier, etc. so that an investigation can be made.

8.27.3 Any laboratory used for conducting the tests must be accredited with the United Kingdom Accreditation Service (UKAS) or equivalent and have the tests specified on their accreditation documents.

8.27.4 Copies of all tests certificates and results must be retained.

A programme of testing raw materials and finished products for contamination by GMOs, pesticides, antibiotics, etc., is recommended.

A programme for testing samples and surface swabs for microbiological contamination should be part of the HACCP procedures.

8.27.5 The numbers of tests carried out for different products, the number of positive results or the fact that no tests have been done must be recorded on the Record Sheet 20 – Record of Residue Testing, and supplied to the auditor at the annual audit.

Section 8 - Operating Standards and Organic Integrity

8.28 Non-confirming Products and Product Recall

8.28.1 A procedure shall be in place to ensure that products that do not meet these organic standards or have failed any of the HACCP Critical Control Points must be treated as non-confirming products and not be marketed as organic.

8.28.2 Where a product has been marketed and it is subsequently found to be non-confirming, there must be a procedure in place for notifying customers of the problem so that it can be taken off the shelves and, if necessary, recalled for disposal.

8.28.3 For larger complex operations, this recall procedure should be periodically tested to ensure that it functions when needed.

8.28.4 A record must be kept of any non-confirming products.

8.28.5 Where it is necessary to recall a certified product for any reason, OF&G (Scotland) must be notified immediately so that Defra and the other certification bodies can be informed.

8.29 Disposal of Waste Materials

8.29.1 All waste materials must be disposed of according to statutory requirements.

8.29.2 The procedures must minimise the impact of waste materials on the environment.

Materials should be treated on site or recycled wherever possible.

8.30 Staff Facilities and Personal Hygiene

8.30.1 To protect the products from contamination:

- The toilet and washing facilities for the personnel must be maintained in a clean and hygienic state.
- Appropriate protective workwear, such as overalls, disposable hairnets, gloves and foot covers must be supplied.
- Staff must be instructed on the requirements of Basic Food Hygiene.
- Jewellery and watches must not be worn in the processing areas.
- Contagious or infectious illness must be reported immediately.
- Access by intruders or outsiders must be effectively prevented.
- Visitors must be controlled and recorded to ensure that they comply with the same requirements as members of the staff.

Section 8 - Operating Standards and Organic Integrity

8.31 Training

8.31.1 All personnel who have responsibility for maintaining the integrity of organic products, at any stage of the process from reception to dispatch, shall undergo training to ensure that they understand the SOPA Standards and the procedures in the HACCP and the Organic Integrity Management Plan.

8.31.2 A record of these training sessions and any other training undergone shall be kept.

8.32 Record of Complaints Received

8.32.1 A record of complaints received concerning the certified products shall be kept.

8.32.2 This must include any investigations carried out to determine the reason for the complaint, the actions taken to prevent reoccurrence and the outcome as notified to the complainant.

Section 9 - Importing Organic Products and Animal Feeds

9.1 Summary

9.1.1 There are four categories of imports, each of which has different regulations and conditions attached to them.

- Imports from another EU Member State (see 9.2)
- Imports from a non EU country whose standards are recognised by the EU Commission as equivalent to those in the EU. (see 9.4)
- Imports from a non EU country whose standards are not recognised by the EU commission as equivalent, where the products are certified by a certification body recognised as operating equivalent standards to the EU in that country (see 9.5)
- Imports from a non EU country whose standards are not recognised by the EU commission as equivalent, where the products are certified by a certification body recognised as operating the same standards as the EU in that country (see 9.6)

9.1.2 Instructions for importers of products from Third Countries are given on the Business Link website <http://www.businesslink.gov.uk/bdotg/action/detail?itemId=1080062741&type=RESOURCES>

You can also contact DEFRA at organic.imports@defra.gsi.gov.uk.

9.2 Imports from another EU Member State

9.2.1 Produce from within the EU can be imported into the UK and sold freely as organic, provided it is produced or processed by an operator registered with an approved EU Organic Certification Body.

9.2.2 An organic product in a sealed container or packed in its final consumer packaging must be freely traded within the EU without restriction. The only exceptions to this are where further processing or relabelling is to take place as specified below, in which case the Importer effectively becomes a processor and has to comply with the SOPA Processing Standards. These include:

Bulk consignments transferred into bulk storage.

Bulk products further processed such as by cleaning or grading, packing and repacking.

The relabelling of any product after it leaves the processor in the exporting state.

The application of the logo of a UK certification body, such as OF&G (Scotland), to the labelling or packaging of a product by the processor within the exporting state.

Section 9 - Importing Organic Products and Animal Feeds

9.2 Imports from another EU Member State cont

9.2.3 Where the Certification Mark is to be used by a brand-owner on a product packed in another Member State, the processor must be certified by OF&G (Scotland) to the SOPA standards. As OF&G (Scotland) is not permitted to inspect in other Member States, it will make an arrangement with the processor's certification body to inspect on its behalf.

9.2.4 An operator who warehouses packed and labelled product imported from the EU must be certified unless that warehousing is solely in connection with retail. OF&G (Scotland) are able to certify this operation using a light touch approach as allowed by DEFRA.

9.2.4 The non-EU European Economic Area countries (Iceland, Liechtenstein and Norway) apply EU law on organic production and are treated as if they were EU Member States.

9.3 Products imported from outside the EU

9.3.1 Council Regulation 834/2007, which came into force on 1 January 2009, established categories of organic produce depending on the third country from which the goods are imported.

9.3.2 The system brought in by this regulation meant that DEFRA import authorisations were no longer a permitted method of approval of importing and are now completely phased out.

9.3.3 Categories are:

1. Products imported from EU-recognised third countries (see 9.4)

The product is imported from an exporter controlled by a control body named in the context of recognition by the Commission of a particular third country (Article 33(2) of Council Regulation 834/2007)(Annex III of Commission Regulation 1235/2008).

2. Products imported from other third countries where the control body has been recognised as applying equivalent standards (see 9.5) The product is imported from an exporter controlled by a control body named in a list of third country control bodies recognised by the Commission as applying standards equivalent to EU organic standards in specified third countries (Article 33(3) of Council Regulation 834/2007)(Annex IV of Commission Regulation 1235/2008).

3. Products imported from other third countries where the control body has been recognised as applying EU organic standards. The product is imported from an exporter controlled by a control body named in a list of third country control bodies recognised by the Commission as applying EU organic standards in specified third countries (Article 32 of Council Regulation 834/2007)(At the time of the latest update to these standards there are no control bodies in this list.)

Section 9 - Importing Organic Products and Animal Feeds

9.4 Products imported from EU-recognised Third Countries

9.4.1 Article 33(2) of Council Regulation 834/2007 provides for the European Commission to reach agreements with third countries recognising that they operate production rules and a system of inspection equivalent to that operating within the EU.

9.4.2 The countries which the Commission has recognised so far as having equivalent production rules and inspection systems are listed in Annex III of Commission Regulation 1235/2008 as amended with the control bodies and types of produce for which recognition is granted. They are:



Argentina
Australia
Canada
Costa Rica
India
Israel
Japan
Switzerland
Tunisia
USA
New Zealand
Republic of Korea

Section 9 - Importing Organic Products and Animal Feeds

9.4 Products imported from EU-recognised Third Countries cont

9.4.3 Imports of organic products from these countries are permitted without prior approval from Defra provided that:

The importer is registered with one of the UK organic control bodies approved by Defra. The conditions of their equivalence agreement under Commission Regulation No 1235/2008 are met; and

Each consignment must be accompanied by the Certificate of Inspection, completed by the certification body in the exporting country and supplied in its original form with the shipping documents. See 9.8 below.

The importer into the UK is responsible for informing the UK Port Health Authority (PHA) of the impending arrival of organic goods. The PHA is then responsible for checking the documentation and permitting the consignment entry into the UK. Arrival must be notified at least 24 hours in advance and supplied with the original EC Certificate of Inspection. The PHA will check that the Certificate of Inspection is complete and matches up with the up-to-date list of EU Approvals by product type, certification body and country.

Where the documentation cannot be endorsed by the PHA due to errors or omissions, a Movement Order will be put on the consignment until the correct paperwork has been supplied or the organic references have been removed or it is re-exported.

Only when the PHA has approved the product can it be released for collection.

The first operator to receive the consignment, if not the importer (first consignee), must sign box 18 of the original EC Certificate of Inspection to confirm that it has been checked for authenticity and send the completed document to the importer.

A template of the Certificate of Inspection is given in Record Sheet 14 in Section 6.

9.5 Products imported from other Third Countries where the Organic Control Body has been recognised as applying equivalent standards

9.5.1 Article 33(3) of Council Regulation 834/2007 provides for the Commission to draw up a list of individual control bodies operating in third countries which it recognises as applying production and control standards equivalent to EU standards. That list is published in Annex IV of Commission Regulation 1235/2008.

9.5.2 The procedure these third country control bodies must follow when applying for recognition, including the information and supporting material which must be provided to enable a decision to be taken on whether recognition of equivalence can be granted, is set out in Commission Regulation 1235/2008.

Section 9 - Importing Organic Products and Animal Feeds

9.5 Products imported from other Third Countries where the Organic Control Body has been recognised as applying equivalent standards cont

9.5.3 Amongst the supporting material which must be provided is the address of a website on which can be found each operator licensed by the control body, the products for which each operator is licensed and the third countries in which each operator is licensed to operate.

9.5.4 When a control body is included on the list of equivalent control bodies this address will be included in the entry on the list for that control body, to enable verification of consignments of organic produce from third countries that are supplied by an exporter who is under the control of a recognised control body.

9.5.5 Imports of organic products exported by an exporter licensed by a control body included on the Article 33(3) list are permitted without prior approval from Defra provided that:
The importer is registered with one of the UK organic control bodies approved by Defra.
The conditions of their equivalence agreement under Commission Regulation No 1235/2008 are met; and

Each consignment must be accompanied by the Certificate of Inspection, completed by the certification body in the exporting country and supplied in its original form with the shipping documents. See 9.8 below.

The importer into the UK is responsible for informing the UK Port Health Authority (PHA) of the impending arrival of organic goods. The PHA is then responsible for checking the documentation and permitting the consignment entry into the UK. Arrival must be notified at least 24 hours in advance and supplied with the original EC Certificate of Inspection. The PHA will check that the Certificate of Inspection is complete and matches up with the up-to- date list of EU Approvals by product type, certification body and country.

Where the documentation cannot be endorsed by the PHA due to errors or omissions, a Movement Order will be put on the consignment until the correct paperwork has been supplied or the organic references have been removed or it is re-exported.

Only when the PHA has approved the product can it be released for collection.

The first operator to receive the consignment, if not the importer (first consignee), must sign box 18 of the original EC Certificate of Inspection to confirm that it has been checked for authenticity and send the completed document to the importer.

Section 9 - Importing Organic Products and Animal Feeds

9.6 Products imported from other third countries where the control body has been recognised as applying EU organic standards

9.6.1 Article 32 of Council Regulation 834/2007 provides for the Commission to recognise individual control bodies in third countries as applying EU production and control standards – referred to as “compliant”.

9.6.2 The procedure third country control bodies must follow when applying for recognition of compliance, including the information and supporting material which must be provided to enable a decision to be taken to accept that EU standards are fully applied, is set out in Commission Regulation 1235/2008.

At last revision of these standards no control bodies had been approved for certification of compliance outside the EU.

9.7 Importing/exporting organic food and drink in to the UK and from the USA

9.7.1 From 1st June 2012 organic products produced in the US, which carry the USDA organic mark and are certified by approved certifiers in the US may be imported to the EU. Certificates of conformity must accompany each batch of the product. Additionally for products containing apples and pears the fruit must be accompanied by a certificate that confirms that the crop has not been grown with the use of antibiotics.

9.8 EC Certificate of Inspection

9.8.1 The EC Certificate of Inspection must be completed by the certification body in the country of origin. The certification body must be included on the relevant list of certification bodies specified.

9.8.2 The Certificate must be provided in English.

9.8.3 The Certificate must be the original document with pages 1 and 2 back to back. The signature and/or company stamp should be in colour to differentiate it from photocopies. The PHA will not accept a copy.

9.8.4 However where a copy is made for notifying OF&G (Scotland) or for issuing to a customer where required, it must be stamped COPY or DUPLICATE.

9.8.5 Where a consignment is sent to a warehouse or store not under the control of the importer, box 18 must be signed by the recipient and the document sent to the importer. Where the importer is also the recipient, box 18 must be signed by the importer.

9.8.6 The original documents must be kept for audit and for at least three years.

Section 9 - Importing Organic Products and Animal Feeds

9.9 Special rules for the reception of products from a third country

9.9.1 Organic products shall be imported from a third country in appropriate packaging or containers, closed in a manner preventing substitution of the content and provided with identification of the exporter and with any other marks and numbers serving to identify the lot and with the certificate of control for import from third countries as appropriate.

9.9.2 The operator receiving the consignment must check that the consignment is secure, and uncontaminated and that the identification numbers on the containers or accompanying documents correspond with those on the Certificate of Inspection. This check must be recorded.

9.10 Special customs procedures

9.10.1 Where a consignment coming from a third country is assigned to customs warehousing or inward processing in the form of a system of suspension as provided for in Council Regulation (EEC) No 2913/92 (3), and subject to further packaging, repackaging, or labelling, additional rules apply, as specified in Article 14 of Commission Regulation (EC) No 1235/2008.

9.10.2 Importers proposing to split up a consignment for repacking or relabelling, before it is released by customs, must contact OF&G (Scotland).

Section 10 - Documentation & Records

10.1 General Documentary Accounts

10.1.1 Stock and financial records shall be kept in the unit or premises and shall enable the operator to identify and the control authority or control body to verify:

- (a) The supplier and, where different, the seller, or the exporter of the products;
- (b) The nature and the quantities of organic products delivered to the unit and, where relevant, of all materials bought and the use of such materials, and, where relevant, the composition of the compound feedingstuffs;
- (c) The nature and the quantities of organic products held in storage at the premises;
- (d) The nature, the quantities and the consignees and, where different, the buyers, other than the final consumers, of any products which have left the unit or the first consignee's premises or storage facilities;
- (e) In case of operators who do not store or physically handle such organic products, the nature and the quantities of organic products bought and sold, and the suppliers, and, where different, the sellers or the exporters and the buyers, and, where different, the consignees;

10.1.2 The data in the accounts shall be documented with appropriate justification documents.

10.1.3 The accounts shall demonstrate the balance between the input and the output.

10.2 Importer's Documentary Accounts

10.2.1 The importer and the first consignee shall keep separate stock and financial records, unless they are operating in one single unit.

10.2.1 On request of the control authority or control body, any details on the transport arrangements from the exporter in the third country to the first consignee and, from the first consignee's premises or storage facilities to the consignees within the Community shall be provided.

10.3 Feed Compounder's Documentary Accounts

10.3.1 For the purposes of proper inspection of the operations, the documentary accounts referred to in paragraph 6 of the General Provisions of this Annex shall include information on the origin, nature and quantities of feed materials, additives, sales and finished products

10.4 Document Checklist. Operators shall keep the following documents and records where relevant, or equivalent in other formats and have them available for inspection:

Section 10 - Documentation & Records

10.3 Feed Compounder's Documentary Accounts cont

CPS No	Critical Processing Step	Documents.
8.1	Organic Integrity Management Plan, Voluntary registrations with Quality Assurance Schemes, e.g. BRC, SALSA, UFAS	Up-to date version & periodic verification and review. Copies of approval certificates, correspondence and results of previous inspection.
8.2	SOPA Standards	Up-to-date version plus amendments and technical updates.
8.3	Compliance with Food Legislation	Copies of approval certificates, correspondence and results of previous inspection.
8.4	Food Safety HACCP	Up-to-date version plus Prerequisites and verification documentation.
8.5	Certification Details	Original Organic Certificates.
8.6	Correcting Non-Compliances	Copies of Compliance forms and related correspondence.
8.7	Organisation & Key Personnel	List of key personnel and their responsibilities.
8.8	Product Composition Ingredient Specifications	Single Ingredient and Multi-ingredient Product Specification sheets & Feed Ingredient Sheets. Specifications for non-organic ingredients, additives and processing aids etc.
8.9	Non-GM Declarations	For non-organic ingredients, additives and processing aids, etc.
8.10	Water Quality	Test results, equipment maintenance schedules, etc.
8.11	Labelling Organic Products	A sample of the label or packaging for each product.
8.12	Approved Suppliers	A list of the suppliers of organic and/or copies of their certificates and trading schedules.
8.13	Sub-contractors	The agreement to sub-contract a processing or storage operation and copies of the daily records monitoring the activity.
8.14	Process Flow Diagram	Identifying the stages and critical controls.

Section 10 - Documentation & Records

10.3 Feed Compounder's Documentary Accounts cont

CPS No	Critical Processing Step	Documents.
8.15	Goods Received Procedure & Organic Authentication	Delivery notes, invoices, record of organic status being verified. Purchase invoices, etc.
8.16	Storage of Raw Materials, Work-in-Progress and Finished Goods	Storage records, especially for bulk bins, etc.
8.17	Processing Records	Mixing sheets, processing records, packing sheets, raw materials returned to store, work in progress, box scheme contents, etc.
8.18	Packaging & Packaging Storage	No specific records required. Product specifications recommended.
8.19	Transport to Other Operators	Records of simultaneous collection of bulk materials from organic and non-organic operators. The cleaning and visual inspection of vehicles. The delivery of organic feed materials.
8.20	Dispatch Documents Sales	Copies of delivery notes and sales invoices. Sales invoices, till receipts, quantities taken to and returned from farmers markets, daily menus in restaurants, etc.
8.21	Ingredient Traceability	Delivery documents, purchase invoices, production records, dispatch and sales invoices. The dates or batch numbers used to enable ingredients to be traced from reception to dispatch.
8.22	Input/Output Reconciliation	Input, production and output records, internal reconciliation records, etc.
8.23	Cleaning Operations	Cleaning schedules and materials used for each operation and check lists recording that they have been done and signed off.
8.24	Rodent & Pest Control	Contractor details, in-house operator qualifications, visits or checks, activities, baiting plan, materials used and COSHH Safety Data Sheets.
8.25	Factory Fabric & Environment	No specific records required.
8.26	Maintenance & Calibration	Procedures/programmes for maintenance and equipment calibration and records of operations carried out.

Section 10 - Documentation & Records

10.3 Feed Compounder's Documentary Accounts cont

CPS No	Critical Processing Step	Documents.
8.27	Product Testing	Programmes for testing for microbiological, pesticide and GM contamination, etc., and testing certificates.
8.28	Non-conforming Products Product Recall	Procedures, details of the actions taken and destination of non-conforming products. Procedures, details of products recalled, destination and test recalls.
8.29	Waste Materials	Details of contractors and records of collections, etc.
8.30	Staff Facilities & Personnel Hygiene	Procedures, health declarations and records, control of visitors, etc.
8.31	Training	Procedures, training records, qualifications and training certificates, etc.
8.32	Complaints Record	Register of complaints received and actions taken.

10.4 Importers Documentary Accounts

CPS No	Critical Processing Step	Documents
	Imported Product	Imported Product Schedule
9.06	EC Certificates of Inspection Shipping Documents	The original document for each consignment from all third countries. For each Consignment
9.08	Goods Received Procedure & Organic Authentication	Delivery notes, invoices, record of organic status being verified. Purchase invoices, etc.

Section 10 - Documentation & Records

10.5 SOPA Pro-forma Record Sheets

Number	Record
RS1	Single Ingredient Product Schedule (SIPS)
RS2	Multi-ingredient Product Specification Sheet (MIPS)
RS3	Animal Feeds Specification Sheet
RS4	Non-GM Declaration
RS5	Sub-contractor Agreement
RS6	Sub-contractor Monitoring Record
RS7	Record of Raw Materials Received
RS8	Record of Products Processed and Packed
RS9	Record of Machinery Maintenance and Calibration
RS10	Record of Cleaning Operations
RS11	Record of Pest Control Operations
RS12	Record of Baiting Sites
RS13	Complaints Record
RS14	EC Certificate of Inspection
RS15	Ingredient Input/Output Reconciliation
RS16	Imported Product Specification Sheet (IPS)
RS17	Organic Integrity Management Plan (electronic version only)
RS18	Organic Integrity Matrix (electronic version only)
RS19	Record of Periodic Review and Verification Checks
RS20	Record of Residue Testing

Section 11 - Audit Procedures

11.1 Adherence to the control system

11.1.1 Any operator who produces, prepares, stores, or imports from a third country organic products or who places such products on the market shall, prior to placing on the market any products as organic or in conversion to organic:

1. Notify his activity to the competent authorities of the Member State, such as OF&G (Scotland) where the activity is carried out.
2. Submit his undertaking to the control system referred to in this section.

11.1.2 The first subparagraph shall apply also to exporters who export products produced in compliance with the production rules laid down in these Standards.

11.1.3 Where an operator contracts out any of the activities to a third party, that operator shall nonetheless be subject to the requirements referred to in points (1) and (2), and the subcontracted activities shall be subject to the control system.

11.1.4 Defra exempts from the application of this Article operators who sell products directly to the final consumer or user provided they do not produce, prepare or store other than in connection with the point of sale or import such products from a third country or have not contracted out such activities to a third party.

11.1.5 OF&G (Scotland) shall keep an updated list containing the names and addresses of operators under their control. This list shall be made available to interested parties. A copy of the list shall be published on the internet. 2. Ref Regulation 426/2011.

11.2 Control arrangements and undertaking by the operator

11.2.1 When the control arrangements are first implemented, the operator shall draw up and subsequently maintain:

1. A full description of the unit and/or premises and/or activity.
2. All the practical measures to be taken at the level of the unit and/or premises and/or activity to ensure compliance with the organic production rules.
3. The precautionary measures to be taken in order to reduce the risk of contamination by unauthorised products or substances and the cleaning measures to be taken in storage places and throughout the operator's production chain. Where appropriate, the description and measures provided for in the first subparagraph may be part of a quality system as set up by the operator.

11.2.2 The description and the measures referred to in paragraph 11.2.1 shall be contained in a declaration, signed by the responsible operator. In addition, this declaration shall include an undertaking by the operator:

Section 11 - Audit Procedures

11.2 Control arrangements and undertaking by the operator cont

11.2.1 When the control arrangements are first implemented, the operator shall draw up and subsequently maintain:

1. A full description of the unit and/or premises and/or activity.
2. All the practical measures to be taken at the level of the unit and/or premises and/or activity to ensure compliance with the organic production rules.
3. The precautionary measures to be taken in order to reduce the risk of contamination by unauthorised products or substances and the cleaning measures to be taken in storage places and throughout the operator's production chain. Where appropriate, the description and measures provided for in the first subparagraph may be part of a quality system as set up by the operator.

11.2.2 The description and the measures referred to in paragraph 11.2.1 shall be contained in a declaration, signed by the responsible operator. In addition, this declaration shall include an undertaking by the operator:

1. To perform the operations in accordance with the organic production rules.
2. To accept, in the event of infringement or irregularities, the enforcement of the measures of the organic production rules.
3. To undertake to inform in writing the buyers of the product in order to ensure that the indications referring to the organic production method are removed from this production.

11.2.3 The declaration provided for in the first subparagraph shall be verified by the control body or control authority that issues a report identifying the possible deficiencies and non-compliances with the organic production rules. The operator shall countersign this report and take the necessary corrective measures.

11.2.4 For the application of Article 28(1) of Regulation (EC) No 834/2007 the operator shall notify the following information to OF&G (Scotland).

1. Name and address of operator.
2. Location of premises and, where appropriate, parcels (land register data) where operations are carried out.
3. Nature of operations and products.
4. Undertaking by the operator to carry out the operation in accordance with the provision laid down in Regulation (EC) No 834/2007 and this Regulation.
5. In the case of an agricultural holding, the date on which the producer ceased to apply products not authorised for organic production on the parcels concerned.

Modification of control arrangements

11.2.5 The operator responsible shall notify any change in the description or of the measures referred to in paragraph 11.2.4 and in the initial control arrangements set out below to OF&G (Scotland) in due time.

Section 11 - Audit Procedures

11.3 Certificate of Compliance

11.3.1 OF&G (Scotland) shall provide documentary evidence in the form of a Certificate to any such operator who is subject to their controls and who in the sphere of his activities, meets the requirements laid down in these Standards. The Certificate evidence shall at least permit the identification of the operator and the type or range of products as well as the period of validity.

11.3.2 The operator shall verify the documentary evidence of his suppliers.

11.4 Control visits for Processors & Importers

11.4.1 OF&G (Scotland) shall carry out at least once a year a physical audit of all operators, except for operators who only wholesale prepacked and labelled organic products.

11.4.2 OF&G (Scotland) may take samples for testing of products not authorised for organic production or for checking production techniques not in conformity with the organic production rules. Samples may also be taken and analysed for detecting possible contamination by products not authorised for organic production. However, such analysis shall be carried out where the use of products not authorised for organic production is suspected.

11.4.3 An audit report shall be drawn up after each visit, countersigned by the operator of the unit or his representative.

11.4.4 OF&G (Scotland) shall carry out random control visits, primarily unannounced, based on the general evaluation of the risk of non-compliance with the organic production rules, taking into account at least the results of previous controls, the quantity of products concerned and the risk for exchange of products.

Control arrangements

11.4.5 In the case of a unit involved in the preparation for its own account or for account of a third party, and including in particular units involved in packaging and/or re-packaging of such products or units involved in labelling and/or re-labelling of such products, the full description of the unit referred to in paragraph 11.2.1 shall show the facilities used for the reception, the processing, packaging, labelling and storage of agricultural products before and after the operations concerning them, as well as the procedures for the transport of the products.

11.4.6 With regard to the operations, which are contracted out to third parties, the full description of the unit referred to in paragraph 11.2.1 shall include:

1. A list of the subcontractors with a description of their activities and an indication of the control bodies or authorities to which they are subject.
2. Written agreement by the subcontractors that their holding will be subject to the control regime of these Standards.
3. All the practical measures, including inter alia an appropriate system of documentary accounts, to be taken at the level of the unit to ensure that the products the operator places on the market can be traced to, as appropriate, their suppliers, sellers, consignees and buyers.

Section 11 - Audit Procedures

Access to Facilities

11.4.7 The operator shall:

1. Give the control authority or control body, for control purposes, access to all parts of the unit and all premises, as well as to the accounts and relevant supporting documents.
2. Provide the control authority or control body with any information reasonably necessary for the purposes of the control.
3. Submit, when requested by the control authority or control body, the results of its own quality assurance programmes.

11.5 Additional control measures for importers

11.5.1 This Chapter applies to any operator involved, as importer and/ or as first consignee, in the import and/or reception, for its own account or for account of another operator, of organic products. Control arrangements

11.5.2 In the case of the importer, the full description of the unit referred to in paragraph 11.2.1 shall include the importer's premises and of his import activities, indicating the points of entry of the products into the EU and any other facilities the importer intends to use for the storage of the imported products pending their delivery to the first consignee.

11.5.3 In addition, the declaration referred to in paragraph 11.2.4.4 shall include an undertaking by the importer to ensure that any facilities that the importer will use for storage of products are submitted to control, to be carried out either by the control body or control authority or, when these storage facilities are situated in another Member State or region, by a control body or authority approved for control in that Member State or region.

11.5.4 In the case of the first consignee, the full description of the unit referred to in paragraph 11.2.1 shall show the facilities used for the reception and storage.

11.5.5 Where the importer and the first consignee are the same legal person and operate in one single unit, the reports referred to in the second subparagraph of paragraph 11.2 may be formalised within one single report.

Information on imported consignments

11.5.6 The importer shall, in due time, inform OF&G (Scotland) of each consignment to be imported into the Community, providing:

1. The name and address of the first consignee;
2. Any details OF&G (Scotland) may reasonably require,
 - (a) In case of products imported in accordance with Standard 9.6, the documentary evidence referred to in that Article.
 - (b) In case of products imported in accordance with Standard 9.7, a copy of the Certificate of Inspection.

11.5.7. The importer shall in due time inform the Port Health Authority of the impending arrival of a lot of organic product. This may be done using the Port Health Authority's own documentation or by sending a copy of the Certificate of Inspection. The operator must retain a copy of the notification to the PHA for the audit.

Section 11 - Audit Procedures

Control visits

11.5.8 OF&G (Scotland) shall check the documentary accounts referred to in Section 10.2 of these Standards.

11.5.9 Where the importer performs the import operations at different units or premises, he shall make available on request the reports referred to in the paragraph 11.2.2 for each of these facilities.

11.6 Additional control measures for units preparing feed

Control arrangements

11.6.1 The full description of the unit referred to in paragraph 11.2.1 shall indicate:

1. The facilities used for the reception, preparation and storage of the products intended for animal feed before and after the operations concerning them.
2. The facilities used for the storage of other products used to prepare feedingstuffs.
3. The facilities used to store products for cleaning and disinfection.
4. Where necessary, the description of the compound feedingstuff that the operator intends to produce, in accordance with Article 5(1)(a) of Directive 79/373/EEC, and the livestock species or class for which the compound feedingstuff is intended;
5. Where necessary, the name of the feed materials that the operator intends to prepare.

11.6.2 The measures to be taken by operators, as referred to in paragraph 11.2.1.2 to guarantee compliance with the organic production rules shall include the indications of measures referred to in Section 8 of these Standards.

11.6.3 OF&G (Scotland) shall use these measures to carry out a general evaluation of the risks attendant on each preparation unit and to draw up a control plan. This control plan shall provide for a minimum number of random samples depending on the potential risks.

Control visits

11.6.4 OF&G (Scotland) shall make targeted visits based on a general evaluation of the potential risks of non-compliance with the organic production rules. OF&G (Scotland) shall pay particular attention to the critical control points pointed out for the operator, with a view to establishing whether the surveillance and checking operations are carried out correctly. All the premises used by the operator for the conduct of his activities may be checked as frequently as the attendant risks warrant.

11.7 Exchange of information

11.7.1 Upon a request duly justified by the necessity to guarantee that a product has been produced in accordance with this Regulation, the competent authorities, control authorities and the control bodies shall exchange relevant information on the results of their controls with other competent authorities, control authorities and control bodies. They may also exchange such information on their own initiative.

11.7.2 Where the operator and his subcontractors are checked by different control authorities or control bodies, the declaration referred to in paragraph 11.2.2 shall include an agreement by the operator on his behalf and that of his subcontractors, that the different control bodies or control authorities can exchange information on the operations under their control and on the way this exchange of information can be implemented.

Section 12 - Abattoir Standards

These standards apply to animals slaughtered for human consumption. They cover the handling of live animals from arrival through the slaughter and dressing to chill. Cutting and packing operations are covered by the general processing standards.

12.1 General

12.1.1 Section 8 of the Standards also applies to abattoirs.

12.2 Records

12.2.1 The following records must be kept:

- 1.Species, number and identification of the animals arriving at the abattoir.
- 2.The organic status by means of the Organic Livestock to Slaughter document, Organic Sector Livestock Transfer Document or Delivery note confirming the number and organic status.
- 3.The confirmation that the organic status has been checked.
- 4.A copy of the current Certificate/Trading Schedule for each supplier, confirming their certification for the species.
- 5.Feed records - Details of any organic feed supplied to the stock if held overnight.
- 6.Processing records – Kill number, kill date and weight of each carcass.
- 7.Goods out – Details of consignments dispatched, organic status, quantity and destination, by means of an invoice or delivery note.
- 8.Maintenance records – records of maintenance and testing done on stunning and killing equipment.
- 9.Cleaning records – cleaning schedules and the daily records confirming that they have been adhered to.
- 10.Pest control records – Details of any contractor used, in house operations, materials, bait plans etc.
- 11.Training records for each member of staff.
- 12.Up to date lists of MHS licensed slaughterers who work at the abattoir, including the full or provisional license, species and equipment.
- 13.Complaints register – Details of any complaints received against the welfare of the animals or the end products, the corrective actions taken and when.

Section 12 - Abattoir Standards

12.3 Animal Welfare

12.3.1 All aspects of current Welfare of Animals at Slaughter and Killing (WASK) Regulations 1995 as amended must be complied with. Similarly all instructions and improvement recommendations given by Animal Health Official Veterinarians and FSA Veterinarians must be recorded and acted upon. There must be a nominated person responsible for animal welfare, with the training and competence to take appropriate actions to ensure welfare.

12.3.2 The arrival of animals must be planned to ensure that they can be unloaded as soon as they arrive.

12.3.3 Where there is an unavoidable delay in unloading, the animals must have shade, shelter, ventilation and drinking water and their welfare must be supervised.

12.3.4 There must be a suitably trained and competent member of staff to oversee the unloading of every animal, including those delivered out of hours.

12.3.5 The unloading facilities must be suitable for the purpose with suitable tailboard inclines and side gates, non-slip floors, no distractions and no immediate right-angled turns.

12.4 Lairage

12.4.1 Pens must be labelled to show that the animals are organic.

12.4.2 Animals must be able to see other animals and fractious or horned animals must be kept apart to prevent injury.

12.4.3 Organic and non-organic animals must not be mixed in the same pen.

12.4.4 Animals from different loads must not be mixed unless they are from the same social groups from the same source.

12.4.5 Animals should not be kept on their own unless unavoidable.

12.4.6 Animals must be given access to clean water and comfortable conditions on arrival unless slaughtered immediately. Water and clean bedding must be available if they have to wait for slaughter more than 6 hours and organic feed if more than 12 hours (if they are delivered the evening before for slaughter first the following morning). The feed shall be supplied by the producer.

12.4.7 During lairage, the animals must be regularly checked. Where water sprays are used for pigs, the temperature must be recorded.

12.4.8 Undue force and electric goads are not permitted when moving animals.

Section 12 - Abattoir Standards

12.5 Stunning and Slaughtering

12.5.1 Live animals must not be able to see the stunning and slaughtering process.

12.5.2 Animals must be restrained only for stunning and without causing injury, pain or distress.

12.5.3 Animals must not be killed without pre-stunning. The stunning process must cause instantaneous unconsciousness or induce unconsciousness without distress and maintain this until death. With the exception of poultry, the animals must be unconscious before shackling and hoisting.

12.5.4 There must be adequate manual back up or reserve equipment available at the point of slaughter in case of emergency or breakdown.

12.5.5 For the stunning and killing equipment, there must be an effective cleaning and maintenance schedule, based on the manufacturers instructions and operated by suitably trained and competent staff.

12.5.6 The following methods of stunning or killing are permitted:

Method	Cattle	Sheep	Pigs	Poultry	Deer
Penetrative captive bolt	Permitted	Permitted	Permitted only in emergency or as backup		Permitted
Electrocution	Permitted	Permitted	Permitted		
Free bullet	Permitted for emergency slaughter only	Permitted for emergency slaughter only	Permitted for emergency slaughter only	Not permitted	Permitted
Electronarcosis		Permitted	Permitted	Permitted using dry electrodes or water bath stunner	
Carbon dioxide			Permitted subject to approval following the audit		
Neck dislocation				Permitted for emergency slaughter only	

Section 12 - Abattoir Standards

12.5 Stunning and Slaughtering

12.5.7 Stun to bleed times

Method	Cattle	Sheep	Pigs	Poultry	Deer
Penetrative captive bolt	Less than 60 seconds	Less than 15 seconds	Less than 15 seconds		Less than 60 seconds
Electrocution	Less than 60 seconds	Less than 15 seconds	Less than 15 seconds		
Free bullet	ASAP	ASAP	ASAP		ASAP
Electronarcosis – dry electrodes		Less than 15 seconds	Less than 60 seconds		
Electronarcosis – waterbath				Less than 10 seconds	
Carbon dioxide			ASAP		

12.5.8 Bleeding must be rapid, profuse and complete. For cattle and pigs bleeding must be with a chest or thoracic stick. For sheep bleeding may be by thoracic stick or by deep transverse cut across the throat. For poultry by cutting the carotid arteries and jugular veins.

12.6 Processing

12.6.1 Tenderisation of meat is permitted.

12.6.2 Electrical tenderisation or dressing must not take place until at least 20 seconds for pigs and sheep and for 30 seconds for cattle after the animal has bled.

12.6.3 Where the abattoir also slaughters non-organic animals, the organic animals must be slaughtered and dressed as the first operation of the day or straight after a thorough clean of the line and as the first of that species. This must be confirmed by the kill records and cleaning records.

12.6.4 Organic animals and meat must be kept separate and identified at all stages of slaughter, dressing and storage.

12.6.5 A responsible person must be nominated to check the animals and meat through the process to maintain the organic integrity.

Section 12 - Abattoir Standards

12.7 Storage

12.7.1 Organic carcasses must be kept on a separate rail in the chill so that they are not in contact with non-organic meat. This may be permanently or temporarily dedicated.

12.7.2 The rails must be labelled as containing organic meat and secured so that they are under the control of the responsible person and cannot be used for non-organic meat.

12.8 Labelling

12.8.1 The whole carcass or side must be labelled with the kill date, identification number and weight as soon as possible after slaughter.

12.8.2 Where organic edible offals are to be marketed as organic, they must be separated and labelled as they are removed from the carcass to ensure traceability and non-mixing with non-organic offals.

12.8.3 Once certified, an organic meat stamp will be issued to the abattoir. This must be under the control of a named person or persons who are allowed to apply the stamp.

12.8.4 The stamp must be applied to organic carcasses, sides, quarters and primals as soon as possible after slaughter.