



Organic System Plan (OSP) for Processing/Handling Certification – Update Form

Please complete this form to provide an update to your approved Organic System Plan for Processing/Handling. All sections must be completed and submitted along with applicable new and/or amended OSP forms supporting your changes. Please contact the office with any questions.

SECTION 1: General Information				NOP Rule 205.401
<i>Please refer to the OSP Section: 1 General Information & Company Overview to complete this section. If there are changes to Contact Information, Communication Preference, Legal Status, Authorized Representatives, and/or availability please indicate in Section 4 of this form and submit the completed required form(s).</i>				
Operation Name:		Date:		
Operation Address (as listed on certificate):		For office use only		
City:		State:		Date Received
Zip code:		County:		Fees Received
Are you requesting certification for organic products where timing of certification completion is a concern? <i>(If yes, please contact the office.)</i>		☐ YES	☐ NO	Scanned

SECTION 2: Current Year Requirements	NOP Rule 205.406(a)(3)
Have all conditions of continued certification and noncompliances been addressed? <i>If yes, please have all necessary information during the inspection to show compliance.</i>	☐ YES ☐ NO ☐ N/A

SECTION 3: Sales of Organic Products and/or Services	NOP Rule 205.103, .400(e)
<i>The NOP requires that records fully disclose all activities and transactions of the certified operation in sufficient detail as to be readily understood and audited, and that records are sufficient to demonstrate compliance with the organic regulations. The NOP also requires that persons seeking to maintain certification must submit the applicable fees charged by the certifying agent. KDA fee structure varies with organic sales and/or processing fees billed to organic customers. Records must be able to show gross organic sales volume, including sales of service and cost of certified organic inputs.</i>	
Did you have any income from organic products sales and/or services from the previous calendar year? <i>If no, please explain why there weren't any organic product sales and/or services from the previous calendar year.</i>	☐ YES ☐ NO ☐ N/A
If the answer to the previous question was yes, please provide the gross income from sale of organic products and/or services from the previous calendar year, in dollars.	\$



SECTION 4: Organic System Plan Changes

NOP Rule 205.406(a)

Please select the OSP form where changes have been made or are planned. **Submit applicable new and/or amended OSP forms supporting the changes.** If there are no changes, please check the “No Changes” box.

Update <i>Check the box to left if changes are being made to this section of the OSP</i>		Description of changes. <i>Provide a brief overview of the changes made to the operation. Attach updated sections of the OSP or additional forms as applicable.</i>	No Changes
☐	Section 1: Business Information		☐
☐	Section 2: Organic Integrity		☐
☐	Organic Control Points		☐
☐	Quality Assurance, Record Keeping		☐
☐	Section 3: Water		☐
☐	Section 5: Cleaning & Sanitization		☐
☐	Section 6: Packing & Labels		☐
☐	Section 7: Storage		☐
☐	Section 8: Transportation		☐
☐	Inbound / Outbound		☐
☐	Section 9: Production		☐
☐	Section 10: Pest Management		☐
☐	Section 11: Inputs		☐
☐	Section 12 : Waste Management		☐

SECTION 5: AFFIRMATION

I affirm that all statements made in this application are true and correct. I understand that KDA acceptance of this form does not guarantee approval of changes to my Organic System Plan and/or requests for new products. I agree to provide further information as required by KDA.

Signature of Authorized
Representative:

Date: