

Tse-Xin Organic Certification Corporation

慈心有機驗證股份有限公司

USDA Organic Plan (Processing/Handling)

USDA 驗證申請書 (有機加工分裝流通)



- New Application 初次申請 Regular Surveillance 定期追蹤查驗
 Extensional assessment 增項評鑑 Other 其他

FOR TOC use only 此欄由本公司填寫

Documentation number

收件編號：

Date receiving

收件日期：

Operator No

經營體編號：

※ Please read and fill out this form completely. The application may be returned to applicant if it is not legible. 請先詳閱並填寫本申請書的每一部分，若申請書填寫不清楚將被退件。

※ For private label certification, please skip section or paragraph with ★.

如申請類別為自有品牌者，可不需填寫前有★符號的章節或題號。

(A “private label” operation is a company that does not produce or handle products, but has organic products packed and labeled for them under contract. 「自有品牌」業者為公司本身不從事生產或加工，由其協力廠商依合約為該公司包裝及標籤其有機產品。)

Section 1: General Information

第一節、申請者基本資料

NOP§205.401

- Attach an Organic Product Profile sheet for each product requested for certification, and a current schematic product flow chart and facility map for each facility which will handle organic products. Use additional sheets if necessary. 每一種要申請驗證的產品都須附上一份有機產品原料明細表、生產流程圖和廠區設施配置圖。必要時請自行附頁說明。
- Changes to your organic processing/handling plan must be submitted to TOC in writing for approval before implementation. 有機加工分裝流通計劃有改變時，須向本公司提出書面報告，經認可後始得實行。
- Please note that any changes to the organic system plan without the approval of TOC, May jeopardized your certified qualification. 請注意：任何未經本公司認可的有機加工分裝流通計劃的變更，可能影響到您的驗證資格。

Name (負責人姓名) : (中文) (英文) (必填)	Phone (電話) : Cell (手機) :
Name of person in charge (權責人姓名) :	Phone (電話) : Cell (手機) :
Name of person fills out this form (填表人姓名) :	Phone (電話) : Cell (手機) :
Entity Name (經營體名稱) : (中文) (英文) (必填)	Fax (傳真) :
Address(地址) : (中文) (英文) (必填)	



2. Do you have a copy of current "Instructions for Applying USDA Certification"? 您是否擁有一份現行的【申請 USDA 驗證說明書】？

YES 是 NO 否

Do you have a copy of current National List? 您是否擁有一份現行的國家清單？ YES 是 NO 否

3. Do you understand the current organic standards? 您是否清楚了解現行的有機標準？

YES 是 NO 否

4. Legal Status 經營體的法律資格：

Sole proprietorship 個人經營

Corporation 公司組織

Cooperative 合作社

Others (Specify) 其他 (請說明) _____

5. Do you have government permits/licenses 您是否領有合法相關登記證明文件？ YES 是 NO 否
If yes, please attach the copy. 如「是」，請附上。

6. Please list year first applied for NOP certification and name of certifying agent.

首次申請NOP有機驗證年份及驗證機構名稱：

7. If applicable, Please list name of previous organic certifying agent, year(s) of application, and result of application) 請列出先前申請過的有機驗證機構名稱 (含USDA以外的有機驗證)、申請年份、驗證結果。

Name 驗證機構名稱：

Year(s) 申請年份：

Result 結果： Accepted 通過 Denied 未通過 Others 其他原因：

8. Please list name of other organic certifying agents you currently applied. Not applicable 不適用

請列出您現在同時提出申請的其他有機驗證機構名稱：

9. Are you using a consultant for your organic certification?

是否有顧問人員協助您申請有機驗證？ YES 是 NO 否

If yes, would you like TOC to communicate with (consultant you)

如「是」，您希望本公司 和顧問連繫 和您連繫

Others (specify) 其他 (請說明) _____

Consultant name 顧問姓名：

Phone 顧問聯絡電話：

Address 地址：

E-mail 電子信箱：



10. Have your certification ever been denied, suspended, revoked or issued minor noncompliances by any certifying agent?

您是否曾被任何驗證機構否決、暫停、撤銷驗證，或曾收到不符合通知？ YES 是 NO 否

If yes, please describe the reason and the name of certifying agent.

如「是」，請說明原因及該驗證機構名稱：

Please provide a copy of written confirmation that your noncompliances have been corrected.

請提供上述事項的通知文件及有關已修正改善的書面確認函。

11. Suitable time to contact with you 最適合聯絡您的時間是：

Morning 早上 _____ Noon 中午 _____ Afternoon 黃昏/晚上 _____

12. Is your total annual income for organic production more than \$5000 US dollars?

您的有機生產年度總收入是否超過5,000圓美金？ YES 是 NO 否

13. Please give the name and percentage of all organic products applied for certification.

請提供您申請驗證的所有有機產品的名稱及有機百分比：

14. Please provide the route to the inspection site. 請提供前往查驗地點之路線說明：（可另件說明）

15. Are all facilities and equipments requested for certification in the same location?

是否所有必須被驗證的設施與設備都在同一個地方？ YES 是 NO 否

If not, please provide complete location information and driving directions for all facilities requested for certification. 如「否」，請提供各設備的所在地點及前往路線圖。

16. Do you also deal with nonorganic products' processing and handling?

除有機加工、分裝及流通作業外，您是否也進行非有機加工、分裝及流通作業？ YES 是 NO 否

If yes, please list or attach a list, stating the general categories and name of nonorganic products produced by you.

如「是」，請列出或附表說明所有非有機產品的種類及名稱：

17. If you have subcontractor, please provide the following information 如果您有「代工廠商」請提供下列資料

N/A不適用



Product name 品名	Name of Processor 代工廠名稱	Address 地址	Telephone 電話	Certifying agent 有機驗證機構

Section 2: Labeling and Product Composition

第二節、標示方法及產品成份

§NOP 205.105/270/300~305/307~311

- The NOP Rule has 4 categories of products which can use the word “organic”. These are “100% organic”, “organic”, “made with organic (specified ingredients or food group(s))”, and products with less than 70% organic ingredients. 依照 NOP 標準,「有機」一詞可使用於四類產品:「100%有機」、「有機」、「使用有機(特定原料或食物群)」、以及「含70%以下之有機原料的產品」。
- The % of organic ingredients is calculated by dividing the total net weight or volume (excluding salt and water) of combined organic ingredients by the total weight or volume of the finished product (excluding salt and water). All ingredients identified as “organic” in the ingredients list must certify by an accredited certifying agent. 有機原料的百分比計算方式為用所有有機成分的總淨重或容積(不包含水和鹽)除以成品的總重量或容積(不包含水和鹽)。所有標示為「有機」之原料,必須經認證通過之驗證機構驗證。
- Products labeled “100% organic” must contain 100% organic ingredients, including processing aids. 標示為「100%有機」的產品其所有原料(包含加工助劑),必須100%是有機;
- A raw or processed agricultural product labeled as “organic” must contain not less than 95 percent organically produced raw or processed agricultural products. Any remaining product ingredients must be organically produced; if not commercially available in organic form, the nonagricultural substances or nonorganically produced agricultural products must be in the National List; Handlers must not use organic and nonorganic forms of the same ingredients in the products. 標示為「有機」的產品必須含有至少95%的有機原料;產品中之其他成分必須是有機生產,若無市售之類同有機產品則所有的非農業物質或非有機農產品都必須是國家清單內允許使用的;相同的原料不可混用有機和非有機來源。
- Products labeled “made with organic (specified ingredients or food group(s))”, must contain at least 70% organic ingredients. 標示為「使用有機(特定原料或食物群)」的產品,必須含有至少70%有機原料。
- For “100% organic”, “organic”, “made with organic (specified ingredients or food group(s))”, both organic and nonorganic ingredients must not be produced using excluded methods (NOP§205.105(e)), sewage sludge, or ionizing radiation. 「100%有機」、「有機」及「使用有機(特定原料或食物群)」之產品,其有機和非有機原料皆不可使用 NOP§205.105(e) 所禁止之方法、下水道污泥或游離性輻射處理等方式生產。
- Products with less than 70% organic ingredients can only identify the organic ingredients in the information panel. 「含70%以下有機原料之產品」只可在資訊面板標明使用有機原料。
- For products labeled “organic” or “made with organic (ingredients or food group(s))”, please refer to the National List, Section 205.605 and 205.606, to determine which nonagricultural substances and nonorganically produced agricultural ingredients are allowed to use. 對於「有機」之產品,請參照國家清單 205.605 和 205.606 來決定哪些非農業物質和非有機農產品允許被使用為原料。
- For all products, each organic ingredient must be identified in the ingredient information panel with the word, “organic,” or other reference mark. 所有有機成分必須在成分標示資訊中,將每個有機成分以「有機」一字標明,或以特定符號表示。
- Up to 3 ingredients or food groups can be listed on the principal display panel for products labeled as “made with organic (ingredients or food group(s))”. 標示為「使用有機(特定原料或食物群)」之產品,最多可標示出三種原料或食物群。NOP§205-304
- The USDA seal can be used on “100% organic” or “organic” products, but not on products labeled “made with organic (ingredients or food group(s))”. A certifying agent’s seal or logo can be used on “100% organic”, “organic” products or “made with organic (ingredients or food group(s))”. The name of the certifying agent must be identified on the information panel below the name of the handler or distributor. USDA 標章可用於「100%有機」和「有機」的產品上,但不可用於標示為「使用有機(特定原料或食物群)」的產品上。驗證機構的標章可用於「100%有機」、「有機」及「使用有機(特定原料或食物群)」之產品;驗證機構的名稱必須顯示於處理者或經銷商名稱下方。
- Products with less than 70% organic ingredients cannot use the USDA seal or the certifying agent’s name, seal or logo. 「含70%以下之有機原料的產品」不可使用 USDA 標章和驗證機構的名稱或標章。
- The certifying agent’s seal cannot be displayed more prominently than the USDA seal. 驗證機構的標章不能大於 USDA 標章。
- Please provide Organic Product Profile sheet and examples of labels used for each product requested for



certification. 所有申請有機驗證的產品請附上有機原料明細表和成品標籤樣張。

A. Labeling 產品標示

List all products' label informations, on column 2, please choose the appropriate category for each product. For example, (a) for 100% organic product....

請列出所有申請驗證產品之標示資訊；請在表格第二欄選取適用之有機販售類別。例如：(a) 代表 100%有機產品...

Product name 產品名稱	Sold as 有機販售類別 (a) 100% organic 100%有機 (b) organic 有機 (c) made with organic 使用有機 (d) less than 70% organic ingredients 有機成分少於 70%	Organic ingredients identified in information panel 有機成分是否在資 訊板面上列明 (✓)	Use USA seal on label 在標籤上使用 USDA 印章 (✓)	Certifying agent name identified on label 在標籤上列明 驗證機構名稱 (✓)	certifying agent seal/logo on label 在標籤上使用驗 證機構印章或標 誌 (✓)

1. Do labels bear a traceable lot number or date code? 是否有“可追溯的批號”管理？

YES 是 NO 否

2. On labels, is the size of the percentage statement for organic ingredients in organic or “made with organic (specified ingredients or food group(s))” must be less than one-half the size of the largest type size on the panel on which the statement is displayed and appear in the same type, size, style and color without highlighting? If no, list product labels that do not comply. 標示為“有機”或“使用有機(特定成份或食物群)製造”的產品，敘述有機成份百分比字體之大小是否小於版面最大字體的一半，且其大小、字型和顏色都一樣，同時未用螢光強調，若“否”則請列出哪些標示不符。

YES 是 NO 否

3. On labels, is the USDA seal used in compliance (replicated in form and design, printed legibly and conspicuously, correct color scheme)? 標籤上 USDA 的標章設計及使用是否符合相關規定？

YES 是 NO 否

4. On labels, is the TOC seal used in compliance and is the TOC seal less prominent than the USDA seal? 標籤上 TOC 的標章設計及使用是否符合相關規定，且不比 USDA 標章更突顯？

YES 是 NO 否

5. In the ingredient statement on labels, are only organic ingredients identified as “organic”? 在成份敘述中，是否只有“有機成份”才被標示為有機的？

YES 是 NO 否

6. On labels, does the phrase “Certified Organic by TOC” appear on the information panel? 標籤之資訊版面上是否顯示“慈心有機驗證”的字樣？

<input type="checkbox"/> YES 是 <input type="checkbox"/> NO 否
<p>7. For organic products labeled “made with organic (specified ingredients or food group(s))”, does the principal display panel list more than 3 food groups or ingredients?</p> <p>標示為「使用有機成分製造(特定成分或食物群)」的產品，其主要資訊版面所列成分或食物群是否超過三項?</p> <input type="checkbox"/> YES 是 <input type="checkbox"/> NO 否
<p>8. For labeling of nonretail containers used only for shipping or storage of organic products: 僅用於運輸或儲存非零售用有機產品之容器標示：</p> <p>(1) Is the name and contact information of the certifying agent which certified the handler which assembled the final product displayed? 其標示是否顯示最後組裝驗證成品的處理者之驗證機構名稱及聯絡資訊?</p> <input type="checkbox"/> YES 是 <input type="checkbox"/> NO 否 <p>(2) Are products identified as “organic”? 是否標明該產品為有機?</p> <input type="checkbox"/> YES 是 <input type="checkbox"/> NO 否 <p>(3) Are special handling instructions needed to maintain the organic integrity displayed? 是否標示出維持有機完整性之特殊處理指示?</p> <input type="checkbox"/> YES 是 <input type="checkbox"/> NO 否 <p>(4) Is the USDA seal and/or certifying agent seal used in compliance? 標籤上 USDA 和/或 驗證機構的標章是否符合規定?</p> <input type="checkbox"/> YES 是 <input type="checkbox"/> NO 否 <p>(5) Is the production lot number of the product displayed? 容器上是否標明該產品之生產批號?</p> <input type="checkbox"/> YES 是 <input type="checkbox"/> NO 否
<p>9. For labeling of nonretail containers used only for export to international markets, is the phrase “For Export Only” displayed on shipping containers and shipping documents?</p> <p>僅供出口到國際市場之非零售用容器上的標示和文件是否標明“僅供外銷”之字樣?</p> <input type="checkbox"/> YES 是 <input type="checkbox"/> NO 否 <input type="checkbox"/> N/A 不適用
<p>B. Product Composition 產品成份</p>
<p>10. Are all ingredients inspected before storage? 原料入庫前是否有做檢查?</p> <input type="checkbox"/> YES 是 <input type="checkbox"/> NO 否 <p>If yes, is inspection record maintained? 如“有”，是否做成紀錄?</p> <input type="checkbox"/> YES 是 <input type="checkbox"/> NO 否
<p>11. Is certification documentation maintained for all ingredients listed as “organic” on Organic Product Profiles? “有機產品原料明細表”中所有列為「有機」的原料是否有相關之“有機證件”?</p> <input type="checkbox"/> YES 是 <input type="checkbox"/> NO 否
<p>12. Is certification documentation maintained for all processing aids listed as “organic” on the Organic Product Profile(s)? “有機產品原料明細表”中所列的「有機」加工助劑是否有相關之“有機證件”?</p> <input type="checkbox"/> YES 是 <input type="checkbox"/> NO 否 <input type="checkbox"/> N/A 不適用
<p>13. For all products with 70% or more organic ingredients, are all nonorganic ingredients produced without the use of excluded methods (GMOs), sewage sludge or ionizing radiation? 對於含 70% 或以上有機成分之“有機產品”，是否所有非有機部份皆未使用基因改造生物 (GMOs)、經下水道污泥或輻射線處理之原料?</p>



YES 是 NO 否 N/A 不適用

14. For “100% organic” and “organic” products: 對於標示為 100%有機和有機的產品：

(1) Is “commercial availability” documentation maintained for all nonorganic agricultural ingredients used in organic products?

如使用非有機的原料，你是否保有“有機原料市面無法獲得”的相關文件

YES 是 NO 否

(2) Do finished products include organic and nonorganic forms of the same ingredient?

同一種原料中是否混合使用有機和非有機來源者？

YES 是 NO 否

(3) Are volatile synthetic solvents or other synthetic substances not on the National List used?

是否使用任何未列入國家清單中的合成物質或合成溶劑？

YES 是 NO 否

(4) Are sulfites, nitrates, or nitrites added during the production or handling process?

是否在生產或處理過程使用亞硫酸鹽、硝酸鹽、亞硝酸鹽？

YES 是 NO 否

If yes, list all organic products produced with sulfites, nitrates, or nitrites.

如是，請列出使用亞硫酸鹽、硝酸鹽、亞硝酸鹽的所有有機產品

15 Are there means of complying with National List §205.605 and §205.606 annotations or restrictions for any nonorganic ingredients (agricultural and nonagricultural)?

非有機原料(農產與非農產)是否符合國家清單§205.605 and §205.606 的規定？

YES 是 NO 否 N/A 不適用

16 Are by-products sold as certified organic? 副產品是否以“有機”名義販售？

YES 是 NO 否 N/A 不適用

If yes, please list product name. 如是，請列出所有產品名稱

★ C. Water 水質

17 Is water used anywhere in the processing or facility (ingredient, processing aid, cooking, cooling, sanitation, cleaning equipment, etc.)? 製程中是否用到水（包含原料、加工助劑、烹煮、冷卻、消毒、清洗器具設備等）？

YES 是 NO 否

If yes, please describe use. 如是，請說明用途。

18 Please describe the source of water: 請說明製程用水來源：

running water 自來水 ground water 地下水 other (specify) 其它(請說明)

<p>19 Does water meet the Safe Drinking Water Quality Standards of local government? 製程用水是否符合當地政府的飲用水水質標準？ <input type="checkbox"/> YES 是 <input type="checkbox"/> NO 否</p>
<p>20 Are any water treatment or filtration systems used?.用水是否經淨水或過濾處理？ <input type="checkbox"/> YES 是 <input type="checkbox"/> NO 否 If yes, please describe use: 如“是”，請說明如何處理：</p>
<p>21 If water other than running water is used in the processing (as ingredient, contacts with organic products or used for sanitation), is water tested annually by an authorized testing agencies ? 使用非自來水於食品加工製程時，是否每年檢送政府或本公司認可之檢驗機構檢驗？ <input type="checkbox"/> YES 是 <input type="checkbox"/> NO 否 <input type="checkbox"/> N/A 不適用 Please attach copy of test report. 請附上水質檢驗報告影本。</p>
<p>22 Is steam used in the processing or handling of organic products? 製程中是否使用蒸汽？ <input type="checkbox"/> YES 是 <input type="checkbox"/> NO 否 If steam comes into direct contact with organic products, please list products used as boiler additives. Attach MSDS and/or label information, if applicable. 若蒸汽直接接觸有機產品，請列出水處理劑名稱，並附上 MSDS 及/或 相關標籤。</p>
<p>23 Is water quality monitored? If yes, please explain how. <input type="checkbox"/> YES 是 <input type="checkbox"/> NO 否 水質是否有被監測？如“是”，請說明如何監測：</p>

Section 3: Assurance of Organic Integrity and Process Management

第三節、有機完整性的確保

NOP§205.201(a)/270/272

The NOP Rule requires: 依照 NOP 標準，

- Handling practices and procedures present no contamination risk to organic products from commingling with nonorganic products or contact with prohibited substance.
有機作業過程中必須避免有機產品受到非有機產品，或是禁用物質的污染。
- Packaging materials, bins, and storage containers must not have contained synthetic fungicides, preservatives, or fumigants. 包裝材料、櫥櫃，和儲放容器必須確保未含合成殺菌劑、防腐劑或防腐劑。
- Reusable bags or containers must be clean and pose no risk to the integrity of organic products.
重覆使用的容器必須清潔並確保不會影響有機完整性。
- Procedures used to maintain organic integrity must be documented.
用以維護有機完整性的措施必須保留紀錄。

★ A. Product Flow, Organic Integrity and Monitoring 製造過程及有機完整性的監測

1. Please attach a complete product flow chart which shows the movement of all organic products, from incoming/receiving through production to outgoing/shipping. Indicate where ingredients are added and/or processing aids are used. 請附上一份完整的產品生產流程圖，該流程圖可顯示出所有有機產品從進料、生產到出貨的動向，並須指出原料及/或加工助劑在何處投入。

Please provide facility map and identify all equipment and storage areas. 請提供廠區設施配置圖

2. In the process of manufacturing, do equipment or containers contact directly with the floor/ground?

食品在製程中（包括設備、容器與器具），是否與地面直接接觸？

YES 是 NO 否

3. Are there any relevant control standards in the process of manufacturing? (Ex. temperature, humidity, pH, water activity .) 於製程中是否有相關之管制標準？（例如：溫度、濕度、pH、水活性...）

YES 是 NO 否

Other description 其他說明：

4. Do you have an organic integrity program in place to address areas of potential commingling and/or contamination? 您是否備有【有機完整性計畫】，並指出潛在性混雜及/或污染的關鍵點？

YES 是 NO 否

If yes, please attach 如有，請提供。

If no, please describe the management practices and physical barriers established to prevent commingling of organic and nonorganic products on a split operation and to prevent contact of organic production and handling operations and products with prohibited substances? 若否，請提出執行管理方案與實際隔離設施的敘述。該管理方案與實際隔離設施的目的在於防止平行生產時，有機與非有機產品的混合，並且防止有機生產、管理作業與產品和禁用物質接觸。

5. Has quality assurance program been implemented? 您是否執行品質確保計畫?

YES 是 NO 否
 If yes, what quality assurance program do you use? 若是，您執行的計畫是
 ISO HACCP TQM Other 其他 (specify 請說明) _____

6. Product testing (check all that apply) 品質監測：(請勾選執行者)

ingredients tested prior to purchase 原料購買前之檢驗 ingredients tested upon receipt 進料時之檢驗
 products tested during production 生產過程中之檢驗 finished products tested 成品檢驗
 others (specify) 其他 (請說明) _____

7. How do you prevent the use of ingredients produced using excluded methods (genetic engineering, sewage sludge, or ionizing radiation)? (Check all that apply)

您採取什麼措施以防止使用以禁用方法(基因改造，下水道污泥或放射線照射等)生產的原料?

GE testing 基因改造成分檢驗 letters from manufacturers 生產者保證信
 others (specify) 其他 (請說明) _____

8. Are ingredient sample retained? 您是否保存原料樣本?

YES 是 NO 否
 If yes, for how long? 如「是」，保存多久? _____

9. Are finished product sample retained and tested accordingly? 成品是否留樣及測試?

YES 是 NO 否
 If yes, for how long? 如「是」，保存多久? _____ .
 Please provide sampling and evaluation record 請提供留樣及評估紀錄

10. Do you have product recall system in place? 您是否制訂產品召回計畫?

YES 是 NO 否

★ B. Facilities & Equipment 設施、設備

11. List all equipment used in processing (Please check if applicable) 請列出在生產中使用到的所有設備：(請勾選)

Equipment Name 設備名稱	The equipment is purged with organic ingredient prior to organic production 執行有機生產前先放入有機材料作清理	Cleaning is documented 保有清潔紀錄	The equipment is cleaned prior to organic production 執行有機生產之前會清洗/清理

● Cleaning documents should include equipment name, way of cleaning and frequency.
 設備清洗/清理紀錄應涵蓋設備名稱，並敘述清洗方式及清洗頻率



12. If equipment is purged with organic ingredient, list and describe purge procedures, quantity purged, how to deal with the purged product and documentation.
如以放入有機材料的方法清理設備時，請描述清理程序、使用材料的數量及清理後材料的處理方式，並提供相關文件紀錄。

13. Is facility and equipment used only for transport, process and/or store organic products?
所有設備是否只用來輸送、製造加工、與/或儲存有機產品？
 YES 是 NO 否

14. For equipments used for both organic and nonorganic products, are measures taken to protect the organic integrity? 如使用同一套設備於有機與非有機產品之製造加工，是否採取防範措施以維護有機之完整性？
 YES 是 NO 否
If yes, please describe. 如“是”，請說明如何防範：

15. Whether toilet is completely separated from the place for food manufacturing, processing or storage ?
廁所是否與製造、加工、儲存食品或食品添加物之場所完全隔離？
 YES 是 NO 否

★ C. Sanitation 清潔衛生

16. Please attach MSDS and/or label information for cleaning and sanitizing products, if applicable.
請附上清潔、殺菌及消毒劑的物質安全資料表 (MSDS) 及或其標示資訊 (如適用)
Check all cleaning methods used. 請勾選清潔方式：(可複選)
sweeping 清掃 scraping 擦淨/刮除 steam cleaning 蒸汽清潔 compressed air 噴槍
sanitizing 消毒 manual washing 手洗 clean in place 定點清洗 vacuuming 吸塵器
others (specify) 其他 (請說明) _____

17. Provide information on your cleaning program and products used. 請提供您使用的清潔計劃和清潔用品的資料

Area 地區	Type of cleaning 清潔方式	Cleaning equipment used 使用的清潔工具	Products used 使用的清潔用品	Frequency 使用頻率	Check if cleaning is documented 保有清潔紀錄 請勾選 (✓)
Receiving area 進貨區					
Ingredients storage 原料儲藏區					
Product transfer 產品轉運區					
Production area 生產區					
Package area 包裝區					

Finished product storage 成品儲藏區					
Loading dock 出貨區					
Building exterior 廠外環境					
Others(specify) 其他 (請說明)					
18. Does food operation area stacked with waste or garbage? 食品作業場所內是否堆放廢棄物或垃圾? <input type="checkbox"/> YES 是 <input type="checkbox"/> NO 否					
19. Are all surfaces which contact organic products food grade? 所有和有機產品接觸的表面是否皆為食品級? <input type="checkbox"/> YES 是 <input type="checkbox"/> NO 否					
20. Are food contact surfaces or rinsate tested to make sure that cleaning product residues do not contaminate organic products? 是否測試食品接觸面或清洗後廢水以避免清潔用品殘留物污染有機產品? <input type="checkbox"/> YES 是 <input type="checkbox"/> NO 否					
21. Where are cleaning/sanitizing materials stored? 請說明清潔/消毒用品儲存於何處? 					
22. Do operations of staff meet sanitation management requirements? 現場工作人員之操作是否符合衛生要求之管理? <input type="checkbox"/> YES 是 <input type="checkbox"/> NO 否					
★ D. Packaging 包裝					
23. Please check type of packaging material used: 請勾選使用的包裝材料 <input type="checkbox"/> paper 紙 <input type="checkbox"/> cardboard 硬卡紙板 <input type="checkbox"/> wood 木料 <input type="checkbox"/> glass 玻璃 <input type="checkbox"/> metal 金屬 <input type="checkbox"/> foil 鋁箔 <input type="checkbox"/> plastic 塑膠 <input type="checkbox"/> other 其他 _____					
24. Are all packaging materials food grade? 是否所有的包裝材料皆為食品級? <input type="checkbox"/> YES 是 <input type="checkbox"/> NO 否					
25. Are packaging material reused? 是否有回收重覆使用的包裝材料? <input type="checkbox"/> YES 是 <input type="checkbox"/> NO 否 If yes, please describe how to clean prior to re-use? 若有，在重複使用前如何清理?					
26. Are reusable packaging materials used for both organic and nonorganic products? 重複使用的包裝材料是否有機與非有機產品共用? <input type="checkbox"/> YES 是 <input type="checkbox"/> NO 否 <input type="checkbox"/> N/A 不適用 If "Yes", please explain how to prevent contamination: 如“是”，請說明如何防止交叉污染:					

E. Storage 儲藏					
Please provide following information for storage area. 請填妥下表，以提供儲藏區資料					
Use 用途	Location 地點	Type/Capacity 儲藏方式/ 容量	Storage area identification name or number 儲藏區辨識名稱 或編號	Is storage unit dedicated organic? 是否專供有機 使用(✓)	Comments on potential for contamination or commingling problems 評斷遭受混染或污染 的可能性
Ingredient storage 原料儲藏區					
Packaging material storage 包裝材料儲藏區					
In-process storage 半成品儲藏區					
Finished product storage 成品儲藏區					
Off-site storage 廠外儲藏區					
Others (specify) 其他 (請說明)					
27. Are organic storage areas clearly identified? 有機儲藏區域是否有明確的識別標示? <input type="checkbox"/> YES 是 <input type="checkbox"/> NO 否					
28. If there is off-site storage, please give name, address, phone number, contact person and type of products stored. 如有廠外儲藏區，請提供名稱、地址、電話、聯絡人及儲存產品。 <input type="checkbox"/> N/A 不適用					



F. Transportation of Organic Products 有機產品的運輸

29. Incoming 進貨

1). Describe package forms for incoming products 請說明原料進貨的包裝方式 (可複選)

- dry bulk 散裝乾貨 mesh bags 網袋 liquid drum 液態桶/桶裝 foil bags 鋁箔袋
 metal drum 金屬桶 cardboard drums 紙桶 cardboard cases 硬卡紙箱 paper bag 紙袋
 plastic 塑膠器皿 others 其他：_____

2). How are incoming products transported? 請說明進貨的運送方式：

3). Do you arrange incoming product transport? 進貨時，您是否自行做運送？

- YES 是 NO 否

4). If use transport companies, have they been notified of organic handling requirements?

如果委由運送公司運送，您是否告知他們有機加工分裝流通的要求？

- YES 是 NO 否

5). Are transport units used to carry nonorganic products or prohibited substances ?

運送工具是否也運送非有機產品或禁用資材？

- YES 是 NO 否

If yes, how do you insure that inbound transport units are cleaned prior to loading organic products ?

如“是”，您如何確保進貨的交通工具在載運有機產品前已徹底清潔，以避免污染？

6). Is the inspection/cleaning process documents ? 前述檢查清潔過程是否做成紀錄？

- YES 是 NO 否

7). Are organic products shipped at the same time as nonorganic in the same transport units ?

有機產品和非有機產品，是否同時使用同一工具運送？

- YES 是 NO 否

If yes, please check all means to segregate organic products : 如“是”，請勾選隔離有機產品的措施 (可複選)

- use of separate pallets 使用不同的棧板 pallet tags identifying “organic” 棧板標示「有機」
 organic products shrink wrapped 以收縮膜包覆有機產品
 separate area in transport unit 在運送工具內分區
 organic products sealed in impermeable containers 裝在密閉容器裡
 other (specify) 其他 (請說明) _____

30. In-Process 半成品 N/A 不適用

1). How are in-process products transported 請說明半成品的運送方式

2). How do you insure that in-process transport units are cleaned prior to loading organic products ?

您如何確保運送工具在載運有機半成品前已徹底清潔？

3). Is the inspection/cleaning process documents ? 前述檢查清潔過程是否做成紀錄？

- YES 是 NO 否



31. Outgoing Finished Product 成品出貨：

1). Describe package forms for outgoing finished products 請說明成品出貨的包裝方式（可複選）

- dry bulk 散裝乾貨 mesh bags 網袋 liquid drum 液態桶/桶裝 foil bags 鋁箔袋
metal drum 金屬桶 cardboard drums 紙桶 cardboard cases 硬卡紙箱 paper bag 紙袋
plastic 塑膠器皿 others 其他：_____

2). How are outgoing products transported? 請說明成品出貨的運送方式：

3). Do you arrange outgoing product transport? 出貨時，您是否自行做運送？

- YES 是 NO 否

4). If use transport companies, have they been notified of organic handling requirements?

如果委由運送公司運送，您是否告知他們有機加工分裝流通的要求？

- YES 是 NO 否 N/A 不適用

5). Are transport units used to carry nonorganic products or prohibited substances ?

運送工具是否也運送非有機產品或禁用資材？

- YES 是 NO 否 N/A 不適用

If yes, how do you insure that inbound transport units are cleaned prior to loading organic products ?

如“是”，您如何確保進貨的交通工具在載運有機產品前已徹底清潔，以避免污染？

6). Is the inspection/cleaning process documents ? 前述檢查清潔過程是否做成紀錄？

- YES 是 NO 否 N/A 不適用

7). Are organic products shipped at the same time as nonorganic in the same transport units ?

有機產品和非有機產品，是否同時使用同樣的運送工具？

- YES 是 NO 否

If yes, please check all means to segregate organic products :

如“是”，請勾選隔離有機產品的措施（可複選）

- use of separate pallets 使用不同的棧板 pallet tags identifying “organic” 棧板標示「有機」
organic products shrink wrapped 以收縮膜包覆有機產品
separate area in transport unit 在運送工具內分區
organic products sealed in impermeable containers 裝在密閉容器裡
other(specify)其他（請說明） _____

Section 4: Pest Management

第四節、有害生物防治

NOP§205.271

NOP Rule required: NOP 標準要求

- management practices to prevent pests, such as removal of pest habitat, food sources, and breeding areas, and prevention of access to handling facilities. 有害生物防治管理措施，例如去除病蟲的棲息地、食物來源、孵育地、防範有害生物接觸設備。

- Pests may be controlled using mechanical or physical means, such as traps, lights, or sound; Lures and repellents using nonsynthetic or synthetic substances be consistent with the National List.

防治措施可選擇機械性、物理性有害生物控制方法如：陷阱、光線、聲音等；或國家清單所列之誘餌或驅蟲劑。

- If above measures are not effective, a synthetic substance not on the National List may be used provided the certifying agent approves use of the substance, method of application, and measures taken to prevent contact with ingredients or organic products.

若上述方法仍不能有效控制，則未列在國家清單內之合成物質，其使用方法及如何避免該類物質接觸有機產品之措施經驗證機構認可後得以被使用。

- Use of pest control products must be documented and included as part of the Organic Handling Plan.

使用生物防治資材必須保持紀錄，並列入有機驗證申請書內。

- Please attach a facility map showing the location of traps and monitors, and submit MSDS and/or label information for substances used for pest control, if applicable.

請附上一份顯示出有害生物陷阱和有害生物監測器位置的設施圖；如果適用的話，請提出用以控制有害生物的資材之物質安全資料表（MSDS）及/或相關的標示資料。

1. What type of pest management system do you use? 您使用何種有害生物防治系統？

in-house 自行管理 name of responsible 負責人名字 _____

contract pest control service 有害生物管制服務業者：

name, address, phone number and person contact 請提供服務業者名稱、地址、電話及聯絡人資料

2. Check all pest problems you generally have. 請勾選所有您常遇到的有害生物問題：（可複選）

flying insects 昆蟲類 crawling insects 爬蟲類 rats 老鼠 spiders 蜘蛛 birds 鳥類

other(specify) 其他 (請說明) _____

Check all pest management practices you used. 請勾選所有您常運用的有害生物防治管理措施：

1). prevention 預防措施

good sanitation 維護良好的衛生 clean up spilled product 清理外溢的產品 exclusion 驅離

mowing 割草 removal of exterior habitat/food sources 移除棲息地/食物來源

sealed doors and/or windows 封閉門窗 repair of holes, cracks, etc. 修補破洞、裂縫等

screened windows, vents, etc. 窗戶加裝紗網、通風...等

incoming ingredient inspection for pests 進料之蟲害檢查

air curtains 空氣簾 air showers 空氣浴塵室

sanitizing 消毒 positive air pressure in facility 維持正壓 plastic curtains 塑膠簾 other 其他

- 2) physical and mechanical means 物理及機械措施
- ultrasound 超音波 light devices 照明設施 sticky traps 黏板 temperature 溫度控制
insect traps 捕蟲燈 pheromone traps 費洛蒙誘捕器 mechanical traps 器械陷阱
freezing treatments 冰凍處理

- 3) others 其他措施
- fumigation 燻蒸 fogging 噴霧 carbon dioxide 二氧化碳 nitrogen 氮氣 diatomaceous earth 矽藻土
pyrethrum 除蟲菊或其天然萃取物 other(specify)其他 (請說明) _____

3. Pesticide use information for the last 12 months 過去 12 個月使用過的生物防治資材資訊:

Substance 施用資材	Target pest 防治之有害生物	Location used 施用地點	Method of application 施用方法	Date of last application 最後使用日期

4. Are all records kept for pesticide applications? 是否保存所有施用有害生物防治資材之紀錄?
- YES 是 NO 否
 If a pest control substance is used, list all measures taken to prevent contact with organic products, ingredients or packaging materials. 如施用有害生物防治資材，請列出所有避免與有機產品、原料或包裝材料接觸的措施：

5. Are any substances used which are prohibited according to the National List?

是否有任何有害生物防治資材，是國家清單所禁用的？

- YES 是 NO 否

If yes, did you contact the certifying agent for prior approval before using?

如“是”你是否在使用之前和驗證機構連絡並取得許可？

- YES 是 NO 否

6. Are there any substances intended for use which is not listed above? 是否有將要使用而未列出之資材？

- YES 是 NO 否

If yes, list substances intended for use: 如“是”，請列出資材名稱

7. Check all aspects of your waste management system that apply :

請勾選您所執行的所有廢棄物管理措施：（可複選）

- on-site dumpster 現場清理 material recycling 資材回收 daily pick-up waste 每日清理垃圾
composting 堆肥 field application of waste 廢棄物掩埋 other(specify) 其他(請說明)_____



8. Does the waste management system eliminate habitat and/or food sources for pests?

您的廢棄物管理系統，是否能斷除有害生物生存空間與/或食物來源？

YES 是 NO 否

If not, please explain 如“否”，請說明：



Section 5: Record Keeping

第五節、建立文件

NOP§205.103

NOP Rule requires that

- Records disclose all activities and transactions of the operation to be maintained for 5 years, and demonstrate compliance with the NOP Rule. NOP 標準要求所有的操作紀錄須保持 5 年，並須符合 NOP 規範。
- Organic products must be tracked from receipt of incoming ingredients to sale of finished products. 有機產品須能由原料進貨一直追蹤至成品銷售。
- Organic ingredients must be verified as certified organic. 有機原料必須經有機驗證確認為有機。
- Amounts of organic finished products must balance with certified organic ingredients purchased. 有機產品的產出量須與有機原料進貨量平衡。
- All relevant documents must identify products as "organic", and all records must be accessible to the inspector. 所有的相關文件必須標明 (示) 產品為「有機」的；所有的紀錄必須隨時提供給稽核員。

1. Which of the following records do you keep for organic processing/handling?

有機加工分裝流通過程中，您做了下列那些紀錄？

Incoming 進料：

- purchase orders 購物訂單
- contracts 合約
- invoices 發票
- receipts 收據
- bills of lading 提單
- Customs forms 海關報單
- scale tickets 過磅單據
- receiving summary log (12 mons.)收貨摘要報告 (12 個月)
- Certificates of Analysis 分析測試證書
- Transaction Certificates 交易證明
- receiving records 收貨紀錄
- copies of Certificates of Organic Operation 有機運作證書影本
- quality test results 品質測試報告
- verification of non-GMO ingredients 非基因改造原料確認書
- verification of ingredients produced not using sewage sludge 未使用下水道污泥處理之原料確認書
- verification of ingredients produced/handled without ionizing radiation 未經放射線照射所生產或處理之原料確認書
- documentation that organic ingredients are not commercially available, when using nonorganic ingredients in products labeled as "organic" 「有機」產品中使用非有機原料是因為市面上無法買到有機原料之文件證明。
- receiving summary log (12 mons.)收貨摘要報告 (12 個月)
- other (specify)其他(請說明)

In-Process 製程中：

- ingredient inspection forms 原料檢查表
- blending reports 混合調製報告
- production reports 生產報告
- equipment clean-out logs 設備清潔紀錄
- sanitation logs 衛生日誌
- packaging reports 包裝紀錄
- production summary records (12 mons.)生產摘要報告(12 個月)
- QA reports 品管報告
- other (specify)其他 (請說明)

Storage 倉儲：

- ingredient inventory reports 原料庫存紀錄
- finished product inventory reports 成品庫存紀錄
- other (specify) 其他 (請說明)



Outgoing 出貨：

- shipping log 出貨紀錄 transport unit inspection/cleaning forms 運送工具檢查／清潔表
 bills of lading 提單 scale tickets 過磅單據 purchase orders 購貨訂單 sales orders 銷售訂單
 sales invoices 售貨發票 phytosanitary certificates 檢疫證明書 export declaration forms 出口報單
 Transaction Certificates 交易證明 copies of Certificates of Organic Operation 有機運作證書影本
 shipping summary log 運送摘要紀錄 sales summary log 銷售摘要紀錄 complaint log 客訴紀錄
 other (specify)其他 (請說明)

2. Do all records identify organic products as “organic”? 是否所有相關紀錄皆標示有機產品為“有機”？

- YES 是 NO 否

3. Can your record keeping system track finished product back to incoming ingredients?

紀錄是否可由產品追蹤到所有的原料？

- YES 是 NO 否

4. Can your record keeping system balance incoming organic ingredients with outgoing organic finished products? 紀錄是否可確保有機原料和有機產品的進出平衡？

- YES 是 NO 否

5. Do you keep a record of all appeals, complaints and disputes and corrective procedures for organic products?

是否保有所有產品之申訴、抱怨、爭議紀錄及矯正相關程序？

- YES 是 NO 否

6. Give an example of your lot numbering system . 請舉例說明一個產品的批號系統：

7. How long do you keep your records? 紀錄保存多久？

Section 6: Affirmation

第六節、確認

NOP§205.100/400/401

I confirm that all statements made in this Organic Processing/Handling Plan are true and correct. I agree to comply with the Organic Foods Production Act of 1990 and National Organic Program Rules and Regulations. I understand that the facility may be subject to unannounced inspection and/or organic products may be sampled and tested for residues at any time. I agree to provide further information as required by the certifying agent.

我確認本有機加工分裝流通驗證申請書中所述皆屬確實，我同意符合 1990 有機食品生產法案以及國家有機計劃〈NOP〉規範。我了解所有廠房設施皆有可能被無預告查驗，有機產品可能隨時被取樣以檢測殘留物質。我同意提供驗證單位所要求之其它資訊(包括追查 USDA 標章使用情況時，需了解的年度營業額；營業額係以產品出廠價計算)。

Signature of

Representative 負責人簽名 _____ Date 日期 _____

Person fills out this form 填表人簽名 _____ Date 日期 _____

The following documents are required and must be submitted with the Organic Plan:

下列附件必須與申請書同時提送:

- product flow chart 正式生產流程圖
- facility map 廠區設施配置圖
- Organic Product Profiles 有機產品原料明細表
- pest management map of traps and monitors 有害生物防治陷阱和監測器的設置地點圖
- Organic Integrity Program 有機完整性計畫

If applicable, please attach the following additional documents:

如適用，請同時附上下列文件：

- water test 水質檢驗報告
- labels for minor ingredients 副原料標示資訊
- MSDS 物質安全資料表
- waste management system 衛生及廢棄物管理計畫
- labels for other substances used (boiler additives, cleansers, or pesticides) 其他使用物質的標示資訊 (例：鍋爐水處理劑、清潔劑或殺蟲劑)
- copy of factory registration certificate 工廠登記證影本
- private label use agreement 自有品牌使用同意書
- other (specify) 其他(請說明)
- I have made copies of this Organic Handling Plan and other supporting documents for my own records. 我已影印本申請書和附件作為紀錄

Organic Product Profiles 有機產品原料明細表

Applicant/company name: 申請人/經營體 :	Date 日期 :	product name for certification 有機產品名稱 : % organic ingredients 有機原料的百分比 : %
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Check which labeling category this product meets. Attach samples of labels for all products on this Organic Product Profile.
 勾選此產品之標示類別，附上此原料明細表中所有產品之標示圖樣
 "100% organic" 「100%有機」 "organic" 「有機」 "made with organic (ingredients or food group(s))" 「使用有機（特定原料或食物群）」
 (<70% organic ingredients) 「含70%以下有機原料之產品」

Product Composition 產品成份：
 Complete the information for all ingredients contained in this product. Although water and salt are not considered when determining the percentage, include information about these ingredients. Attach technical data sheet from the supplier(s) for each ingredient. If suppliers of ingredients change during the year, new technical data sheets must be provided. 請填入本產品所使用的所有有機原料之資料，雖然在計算百分比時不包含外加水與鹽，但在本表中仍須將水與鹽填入。請附上相關原料之規格/檢驗報告。如果更換供應商，則須提出新供應商的原料相關規格/檢驗報告。

Ingredients (including additives) 原料名稱(含添加物)	Check if ingredient is certified organic 如為有機原料請勾選 (✓)	Check if meet the NOP standards 是否符合 NOP 標準	Supplier 供應商	Certifying agent 驗證機構	If non-agricultural, check if ingredient is on the National List. 如為非農業物質，是否為國家清單所允用，請勾選 (✓)	Have you verified that the nonorganic ingredient was not produced using any of following. 非有機原料，經確認未使用下列方式生產者，請勾選(✓)			if you have documentation that the nonorganic agricultural ingredient was not commercially available in organic form. 非有機原料是否有「有機原料無法取得」之文件請勾選 (✓)	% of finished product 該原料在成品中的百分比 (%)
						excluded methods (GMOs) 禁用的方法(基因改造)	sewage 下水道 污泥	ionizing radiation 放射線 照射		

For the same ingredient, do you use both organic and nonorganic forms? 同類原料中，您是否混用有機和非有機來源？ yes 是 no 否
 If yes, please identify the ingredients. 如「是」，請列出該有機和非有機的同類原料。
 If using processing aids, please fill out processing aid form. 若有使用加工助劑，請填加工助劑表單。

Processing aid form 加工助劑表

Processing Aids: Provide complete information about all processing aids used in the manufacture of this product. 加工助劑：請提供所有用於生產本產品的加工助劑之完整資料				
Processing aid 加工助劑	Check if processing aid is certified 100% organic 加工助劑經驗證為100%有機者，請勾選(✓)	If nonorganic, check if processing aid is on the National List? 非有機加工助劑是否為國家清單所允用者，請勾選(✓)	supplier 供應商	certifying agent 驗證單位

1. The % of organic ingredients is calculated by dividing the total net weight or fluid volume (excluding salt and water) of combined organic ingredients by the total weight or fluid volume of finished product (excluding salt and water).
 有機原料百分比的計算法：用所有有機原料的總淨重或體積（不包含外加水和鹽）除以成品（不包含外加水和鹽）的總重或體積。
2. For products labeled as "100% organic" and "organic", handlers must not use organic and nonorganic forms in the same ingredients.
 標示為「100%有機」及「有機」的產品，其同類原料不可同時混用有機和非有機來源。