

Tse-Xin Organic Certification Corporation

慈心有機驗證股份有限公司

Organic System Plan (Processing/Handling)

驗證申請書 (有機加工分裝流通)



Standard Applied 申請標準：☐ Taiwan 台灣 ☐ USDA 美國 ☐ EU 歐盟

☐ New Application 初次申請驗證 ☐ Regular Surveillance 定期追蹤查驗

☐ Extensional Certification 增項評鑑 ☐ Renew 更新 ☐ 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 ★. (For NOP only)

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。(僅適用於申請NOP)

(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

- 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) (English) (必填)	ID (身分證字號)	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 (經營業者名稱) : (中文) (English) (必填)	Fax (傳真) :	
	Company Tax ID (公司統一編號) :	
Address(地址) : (中文) (English) (必填)		



Standard applied for 申請的標準： <input type="checkbox"/> Taiwan <input type="checkbox"/> 台灣 <input type="checkbox"/> NOP 美國 <input type="checkbox"/> EU 歐盟		
Type of Certification Applied: <input type="checkbox"/> Processing <input type="checkbox"/> Handling <input type="checkbox"/> Private Label (Multi choice) 申請驗證類別： <input type="checkbox"/> 加工 <input type="checkbox"/> 分裝流通 <input type="checkbox"/> 自有品牌 (可複選)		
1. Please list all organic products that applied for certification 請列出您申請驗證的產品名稱： <input type="checkbox"/> Processing products 加工產品名稱： (中文) (English) (必填) <input type="checkbox"/> Handling products 分裝流通產品： ~ <input type="checkbox"/> Private Label 自有品牌 (中文) (English) (必填)		
<input type="checkbox"/> office 營業處 contact person 連絡人姓名： phone 電話： fax 傳真： e-mail 電子郵件信箱： address 地址：		
<input type="checkbox"/> processing site 加工場所 contact person 連絡人姓名： phone 電話： fax 傳真： e-mail 電子郵件信箱： address 地址：		
<input type="checkbox"/> handling area 分裝流通場所 contact person 連絡人姓名： phone 電話： fax 傳真： e-mail 電子郵件信箱： address 地址：		



2. 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) _____3. 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。

4. Do you have a copy of current organic standard applied for? 您是否擁有一份現行的有機標準？

☐ YES 是 ☐ NO 否

5. 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

6. If applicable, Please list name of previous or current organic certifying agent, year(s) of application, standard and result of application) 請列出先前或現在申請的有機驗證機構名稱、申請年份、標準和驗證結果。

☐ Not applicable 不適用

Standards 標準	Taiwan 台灣	NOP 美國	EU 歐盟	Others 其它
Certifying agent 驗證機構				
Years 年份				
Status 結果				

7. Have your certification ever been denied, suspended, revoked or issued minor noncompliance 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 noncompliance 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。

8. 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：

9. 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 _____

10. Please list the name and percentage of organic ingredient for 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：

11. 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）

12. 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。

13. 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」，請列出或附表說明您生產的非有機產品的種類及名稱：

14. 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

- For customer who is applying for NOP certification please refer to the attached description, and fill in the “Label Review Checklist” .
申請 NOP 驗證的客戶，請詳閱申請書後面的“標示方法及產品成分說明”並填寫標示審查表
- 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 information, 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	NOP 美國 (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%	EU Regulation 歐盟標準 (a) organic 有機 (b) organic in conversion 有機轉型期	Taiwan Standard 台灣標準 (a) organic 有機 (b) organic in conversion 有機轉型期

- 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
- Is the list of ingredients include an indication of the total percentage of organic ingredients in proportion to the total quantity of ingredients of agricultural origin? (For EU only) 成分說明是否註明有機成分佔農業來源成分總量的比例？
☐ YES 是 ☐ NO 否 ☐ N/A 不適用
- Is the terms and the indication of percentage appear in the same color, identical size and style of lettering as the other indications in the list of ingredients? 標示中敘述有機成分之用語與百分比註明，是否與其他說明使用相同顏色、同樣大小與字體
☐ YES 是 ☐ NO 否 ☐ N/A 不適用
- On labels, is the seal/logo used in compliance (replicated in form and design, printed legibly and conspicuously, correct color scheme) with the standard applied for? 標籤上有機標章設計及使用是否符合所申請相關規定？
☐ YES 是 ☐ NO 否 ☐ N/A 不適用
- In the ingredient statement on labels, are organic ingredients identified as “organic”?
在成份敘述中，有機成份是否被標示為“有機”？
☐ 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？

☐ YES 是 ☐ NO 否 ☐ N/A 不適用

7. 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?

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？

☐ YES 是 ☐ NO 否 ☐ N/A 不適用

B. Product Composition 產品成份

8. Are all ingredients inspected before storage? 原料入庫前是否有做檢查？

☐ YES 是 ☐ NO 否

If yes, is inspection record maintained? 如“有”，是否做成紀錄？

☐ YES 是 ☐ NO 否

9. 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”？

☐ YES 是 ☐ NO 否

10. 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”？

☐ YES 是 ☐ NO 否 ☐ N/A 不適用

11. Are all nonorganic ingredients produced without the use of excluded methods (GMOs), sewage sludge or ionizing radiation? 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？

☐ YES 是 ☐ NO 否 ☐ N/A 不適用

12. 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 ☐ N/A 不適用

(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 any not allowed volatile synthetic solvents or other synthetic substances used?

是否使用任何非允用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 Does the use of nonorganic ingredients (agricultural and nonagricultural) complying with relevant organic standard's annotations or restrictions?

非有機原料(農產與非農產)是否符合相關有機標準的規定?

☐ YES 是 ☐ NO 否

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)

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?

☐ YES 是 ☐ NO 否

20 Are any water treatment or filtration systems used? 用水是否經淨水或過濾處理?

☐ YES 是 ☐ NO 否

If yes, please describe use: 如“是”，請說明如何處理：

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?

☐ YES 是 ☐ NO 否 ☐ N/A 不適用

Please attach copy of test report. 請附上水質檢驗報告影本。



22 Is steam used in the processing or handling of organic products?

製程中是否使用蒸汽？

☐ YES 是 ☐ NO 否

If steam comes into direct contact with organic products, please list products used as boiler additives and 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。

23 Is water quality monitored? If yes, please explain how. ☐ YES 是 ☐ NO 否

水質是否有被監測？如“是”，請說明如何監測：

Section 3: Assurance of Organic Integrity and Process Management

第三節、有機完整性的確保

- Handling practices and procedures should 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、防霉劑或防腐劑。
- Reusable Packaging materials or containers must be clean and pose no risk to the integrity of organic products.
重覆使用的包裝材料或容器必須清潔並確保不會影響有機完整性。
- Measures 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 not, 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，請說明執行管理方案與實際隔離設施、以防止平行生產時，有機與非有機產品的混雜，並且防止有機生產、管理作業與產品和禁用物質接觸。



<p>5. Has quality assurance program been implemented? 您是否執行品質確保計畫？</p> <p><input type="checkbox"/> YES 是 <input type="checkbox"/> NO 否</p> <p>If yes, what quality assurance program do you use? 若是，您執行的計畫是</p> <p><input type="checkbox"/> ISO <input type="checkbox"/> HACCP <input type="checkbox"/> TQM <input type="checkbox"/> Other 其他 (specify 請說明) _____</p>			
<p>6. Product testing (check all that apply) 品質監測：(請勾選適用者)</p> <p><input type="checkbox"/> ingredients tested prior to purchase 原料購買前之檢驗 <input type="checkbox"/> ingredients tested upon receipt 進料時之檢驗</p> <p><input type="checkbox"/> products tested during production 生產過程中之檢驗 <input type="checkbox"/> finished products tested 成品檢驗</p> <p><input type="checkbox"/> others (specify) 其他 (請說明) _____</p>			
<p>7. What measure do you take to prevent the use of ingredients produced by excluded methods (GMO), sewage sludge, or ionizing radiation? (Check all that apply)</p> <p>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？</p> <p><input type="checkbox"/> GMO testing 基因改造成分檢驗 <input type="checkbox"/> letters from manufacturers 生產者保證信</p> <p><input type="checkbox"/> others (specify) 其他 (請說明) _____</p>			
<p>8. Are ingredient sample retained? 您是否保存原料樣本？</p> <p><input type="checkbox"/> YES 是 <input type="checkbox"/> NO 否</p> <p>If yes, for how long? 如「是」，保存多久？ _____</p>			
<p>9. Are finished product sample retained and tested accordingly? 成品是否留樣及測試？</p> <p><input type="checkbox"/> YES 是 <input type="checkbox"/> NO 否</p> <p>If yes, for how long? 如「是」，保存多久？ _____</p> <p>Please provide sampling and evaluation record 請提供留樣及評估紀錄</p>			
<p>10. Do you have product recall system in place? 您是否制訂產品召回計劃？</p> <p><input type="checkbox"/> YES 是 <input type="checkbox"/> NO 否</p>			
<p>★ B. Facilities & Equipment 設施、設備</p> <p>❖ All facilities and equipment used for organic processing must comply with the regulation of Food hygiene and safety 所有設施、設備必須符合食品安全衛生管理的規定。</p>			
<p>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)</p>			
<p>Equipment Name 設備名稱</p>	<p>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</p>	<p>Cleaning is documented 保有清潔紀錄</p>	<p>The equipment is cleaned prior to organic production 執行有機生產之前會清洗/清理</p>
<p>• Cleaning records 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</p>			

12. If equipment is purged with organic ingredient, describe purge procedures, quantity purged, and the end use of purged product, and provide the relevant records.

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：

★ C. Sanitation 清潔衛生

15. 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）_____

16. 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)					

17. Are waste or garbage stored at processing operation area? 食品作業場所內是否存放廢棄物或垃圾？
☐ YES 是 ☐ NO 否

18. 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？
☐ YES 是 ☐ NO 否

19. Where are cleaning/sanitizing materials stored? 請說明清潔/消毒用品儲存於何處？

20. 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？
☐ YES 是 ☐ NO 否

★ D. Packaging 包裝

21. Please check type of packaging material used: 請勾選使用的包裝材料
☐ paper 紙 ☐ cardboard 硬卡紙板 ☐ wood 木料 ☐ glass 玻璃 ☐ metal 金屬
☐ foil 鋁箔 ☐ plastic 塑膠 ☐ other 其他 _____

22. Are all packaging materials food grade? 是否所有的包裝材料皆為食品級？
☐ YES 是 ☐ NO 否

23. Are packaging material reused? 是否有回收重覆使用的包裝材料？
☐ YES 是 ☐ 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？

24. 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？
☐ YES 是 ☐ NO 否 ☐ 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 評斷遭受污染或污染 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)					

25. Are organic storage areas clearly identified? 有機儲藏區域是否有明確的識別標示？

☐ YES 是 ☐ NO 否

26. 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。 ☐ N/A 不適用

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

27. 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 also used for carrying 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 together with nonorganic products 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) _____

28. 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

29. 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

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

- Must use management practices to prevent pests, such as removal of pest habitat, food sources, and breeding areas, and prevention of access to handling facilities. 必需使用預防有害生物防治管理措施，例如移除病蟲的棲息地、食物來源、生育地、防止進入處理措施等。
- Pests may be controlled using mechanical or physical means, such as traps, lights, or sound; Lures and repellents using non-synthetic or synthetic substances be consistent with the relevant organic standard. 防治措施可為機械性、物理性控制方法，如：陷阱、光線、聲音等；或相關有機法規所列之誘餌或驅蟲劑。
- If the above practices are not effective to prevent or control, a nonsynthetic or synthetic substance consistent with the relevant organic standard apply for may be applied. 若上述措施無法有效預防或控制，可使用所申請之相關有機法規所允用之非合成或合成物質。
- If above measures are not effective, the use of substance not allowed by the relevant organic standard, the operator should provide name/ingredient of substance, method of application, measures taken to prevent contact with ingredients or organic products for agreement of the certifying agent. 若上述方法仍不能有效控制，而需使用未列於相關法規所允用之物質，應說明使用方法及如何避免該類物質接觸有機產品之措施，並經驗證機構同意後始得以使用。
- 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



<input type="checkbox"/> insect traps 捕蟲燈 <input type="checkbox"/> pheromone traps 費洛蒙誘捕器 <input type="checkbox"/> mechanical traps 器械陷阱 <input type="checkbox"/> freezing treatments 冰凍處理				
3). others 其他措施 <input type="checkbox"/> fumigation 燻蒸 <input type="checkbox"/> fogging 噴霧 <input type="checkbox"/> carbon dioxide 二氧化碳 <input type="checkbox"/> nitrogen 氮氣 <input type="checkbox"/> diatomaceous earth 矽藻土 <input type="checkbox"/> pyrethrum 除蟲菊或其天然萃取物 <input type="checkbox"/> other(specify)其他 (請說明) _____				
3. Pesticide used 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 for pesticide applications kept? 是否保存所有施用有害生物防治資材之紀錄？ <input type="checkbox"/> YES 是 <input type="checkbox"/> NO 否 <input type="checkbox"/> N/A 不適用 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. Do any substances used which are prohibited according to the organic standard? 是否有任何有害生物防治資材，為有機法規所禁用的？ <input type="checkbox"/> YES 是 <input type="checkbox"/> NO 否 If yes, did you contact the certifying agent for prior agreement before using? 如“是”你是否在使用之前和驗證機構連絡並取得同意？ <input type="checkbox"/> YES 是 <input type="checkbox"/> NO 否				
6. Are there any substances intended to use which are not listed above? 是否有將要使用而未列出之資材？ <input type="checkbox"/> YES 是 <input type="checkbox"/> NO 否 If yes, list substances intended to use: 如“是”，請列出资材名稱				
7. Check all measures that your waste management system applied : 請勾選您所執行的所有廢棄物管理措施：（可複選） <input type="checkbox"/> on-site dumpster 現場清理 <input type="checkbox"/> material recycling 資材回收 <input type="checkbox"/> daily pick-up waste 每日清理垃圾 <input type="checkbox"/> composting 堆肥 <input type="checkbox"/> field application of waste 廢棄物掩埋 <input type="checkbox"/> 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？ <input type="checkbox"/> YES 是 <input type="checkbox"/> NO 否 If not, please explain 如“否”，請說明：				

Section 5: Record Keeping

第五節、建立文件

- Records disclose all activities and transactions of the operation to be maintained for 5 years.
所有的操作紀錄須保留 5 年。
- 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. 有機原料必須確認經有機驗證。
- 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 and certifying agent.
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和驗證機構。
- The export of product(s) or use of organic product(s) imported under the U.S. – Canada Equivalency Arrangement, the statement **“Certified in compliance with the terms of the US-Canada Organic Equivalency Arrangement” should appear on documentation travelling with the shipment.** The attestation may be included on the organic certificate, a transaction certificate, statement on bill of lading, purchase order, or any other affirmative attestation.
基於美國－加拿大對等協議所生產，出口或使用進口的有機產品，其隨貨文件必須顯示**“Certified in compliance with the terms of the US-Canada Organic Equivalency Arrangement”**的聲明。此等隨貨文件可以有機驗證證書、交易證明、提單、採購單，或其他聲明。

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
- ☐ 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 records 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

- ❖ I understand that acceptance of this application in no way implies granting of certification by TOC.
我了解接受申請並不表示已通過慈心驗證。
- ❖ I affirm that all statements made in this application are true and correct. And I agree:
我確認本有機驗證申請書中所述皆為真實且正確。並同意：
 1. to perform the operations in accordance with the organic production rules applied;
依據所申請有機生產準則從事作業；
 2. to accept, in the event of infringement or irregularities, the enforcement of the measures of the organic production rules;
在發生侵權或違規行為時，接受有機生產準則所規定的強制措施；並
 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;
承諾以書面通知產品的買方，確保該批產品上有機生產的相關標示會被移除；
 4. to accept, in cases I and/or my subcontractors are checked by different control authorities or control bodies, the exchange of information between those authorities or bodies;
接受，如果我和/或分包商接受不同主管單位或驗證機構的檢查，這些主管單位或機構間資訊的交換；
 5. to accept, in cases I and/or my subcontractors change our control authority or control body, the transmission of their control files to the subsequent control authority or control body;
接受，如果我和/或其分包商更換他們的主管單位或驗證機構，將其驗證相關文件轉交予後續的主管單位或驗證機構；
 6. to accept, in cases I withdraws from the control system, to inform without delay the relevant competent authority and control authority or control body;
接受，我如果退出驗證，立即通知相關主管機關和驗證機構；
 7. to accept, in cases I withdraws from the control system, that the control file is kept for a period of at least five years;
接受，我如果退出驗證，保留驗證相關文件最少 5 年；
 8. to accept to inform the relevant control authority or authorities or control body or bodies without delay of any irregularity or infringement affecting the organic status of my product or organic products received from other operators or subcontractors.
接受，立即通知相關主管機關、單位，驗證機構及關係者，任何影響我的產品或來自其它業者/分包商的有機產品，之有機資格的違規或侵權行為。
 9. to provide further information as deemed necessary by TOC to determine compliance with the organic standard
我同意提供慈心驗證單位所要求之其它認定符合有機法規所需資訊。
- ❖ I understand that the operation may be subject to unannounced inspection and/or sampling for residues at any time as deemed appropriate to ensure compliance with the relevant organic standard.
為確保符合相關有機標準，我瞭解所有作業皆有可能被無預告查驗，有機產品可能隨時被取樣以測試殘留物。

For and on behalf of :

Company/Farm 公司/農場 : _____

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
- ☐ Label Review Checklist 標示審查表

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劃
- ☐ 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
- ☐ Declaration about natural flavours to be used in multi-ingredient organic food products 多種成分有機食品之香料成分聲明
- ☐ 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： %										
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 <input type="checkbox"/> "100% organic" 「100%有機」 <input type="checkbox"/> "organic" 「有機」 <input type="checkbox"/> "made with organic (ingredients or food group(s))" 「使用有機（特定原料或食物群）」 <input type="checkbox"/> organic in conversion 有機轉型期												
Product Composition 產品成份： <ul style="list-style-type: none"> 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。 Please list the raw materials according to the percentage from high to low 原料請依用量由高至低排序 												
Ingredients (including additives) 原料名稱(含添加物)	Is organic ingredient been certified, please(✓) 如為有機原料是否經驗證			Supplier 供應商	Certifying agent 驗證機構	Is ingredient on the list of: (✓) 原料是否符合下列標準，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(✓)			Check if obtain 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 all ingredient 該成分在 所有原料 中的百分比 (%)
	Taiwan 台灣	NOP 美國	EU 歐盟			NOP 205.605 205.606	EC 889/2008	excluded methods (GMOs) 禁用方法(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，其同一成分不可同時混用有機和非有機來源。

Description of Labeling and Product Composition

標示方法及產品成份說明

- 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.
所有有機產品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。

Label Review Checklist

標示審查表單

“100% Organic” or “Organic” (「100%有機」或「有機」)														根據法規§205.303	
Entity Name 經營體名稱	Product Name 產品名稱	1	2	3	4	5	6	7	8	9	10	11	12	Complies 是否符合	
														Yes 是	No 否

Instructions: For products labeled as “100% Organic” or “Organic”, review against the requirements and record on table using “Y”, “N”, or “NA” as applicable (Y = Yes / N = No). Indicate for each label if it complied with requirements. Insert more rows as needed. 使用說明：標示「100%有機」或「有機」的產品，經審查是否符合下列12點要求，並且在表單登記“Y”(是)、“N”(否)或“NA”(不適用)，最後總判定其標示是否符合要求，若欄位不夠請自行加行。

- For products labeled as “Organic”, does label contain the percentage of organic ingredients in the product? §205.303(a)(2)
(if no, put NA for 2 and 3) 標示「有機」的產品，其標示有包含有機原料的百分比嗎？(若否，請在第二及三項填寫NA)
- Does the percentage statement exceed one-half the size of the largest type size on the panel on which the statement is displayed? §205.303(a)(2) 敘述百分比字體之大小有超過版面上最大字體的1/2嗎？
- Does the percentage statement appear in its entirety in the same type size, style, and color without highlighting? §205.303(a)(2) 敘述百分比與整體敘述文字的大小、字型、顏色是否類同且無太突顯？
- Is this a multi-ingredient Product labeled as 100% Organic? §205.303(a)(3) 是否為標示「100%有機」之多種成份產品？
- If product is labeled organic does it identify each organic ingredient in the ingredient statement? §205.303(b)(1) 若為標示「有機」的產品，在成分說明中是否將每個有機成分以「有機」一字指明？
- Does it identify water or salt as organic? §205.303(b)(1) 成分中之水和鹽是否被列為有機？
- Does the label (on the information panel) identify the name of the ACA that certified the handler of the finished product preceded by the statement, “Certified organic by * * *,” or similar phrase? §205.303(b)(2) 在資訊版面上是否標示出「經[...驗證機構]驗證為有機」或相類似語詞？
- Is the ACA identifying statement (#7 above) on the information panel and below the information identifying the handler or distributor of the product? §205.303(b)(2) 上述第七點是否寫在標示製成品之加工業者或經銷商資料下方？
- Does the label use the ACA’s seal or logo? §205.303(a)(5) 標示是否使用驗證機構的印章或標誌？
- Is the ACA seal or logo individually displayed more prominently than the USDA seal? §205.303(a)(5) 驗證機構的印章或標誌是否比美國農部印章更突顯？
- Does it contain the USDA Seal? §205.311(a) 是否包含美國農部印章？
- Does the Seal replicate the form and design of figure 1, is printed legibly and conspicuously, and meets all requirements of §205.311(b)? 美國農部印章是否依§205.311(b)圖一之形式與設計複製，且印得明顯、容易辨認且符合所有相關要求？

“Made with Organic” (specified ingredients or food group(s)) §205.304
「使用有機(指定成分或食物群)」根據法規 §205.304

Entity Name 經營體名稱	Product Name 產品名稱	1	2	3	4	5	6	7	8	9	10	11	Complies 是否符合	
													Yes 是	No 否

Instructions: For products labeled as “Made with organic (specified ingredients)” review against the requirements and record on table using “Y”, “N”, or “NA” as applicable (Y = Yes / N = No). Indicate for each label if it complied with requirements. Insert more rows as needed. 使用說明：標示「使用有機(指定成分)」的產品，經審查是否符合下列11點要求，並且在表單登記“Y”(是)、“N”(否)或“NA”(不適用)，最後總判定其標示是否符合要求，

1. Does the “Made with organic (specified ingredients)” statement list more than three organically produced ingredients? §205.304 (a) (1) (i) 「使用有機(指定成分)」之描述其所列的有機生產成分是否超過三個?
2. Does the “Made with organic (specified food groups)” statement list more than three of the following food groups: beans, fish, fruits, grains, herbs, meats, nuts, oils, poultry, seeds, spices, sweeteners, and vegetables or processed milk products? §205.304 (a) (1) (ii) 「使用有機(特定食物群)」是否列出超過三個下列食物群:豆類、魚、水果、穀物、草藥、肉品、堅果、油、家禽、種籽、香料、甜味劑和蔬菜或是加工奶製品?
3. Does the “Made with organic (specified ingredients)” statement appear in letters that does not exceed one-half the size of the largest type size on the panel of which it appears and does it appear in its entirety in the same type size, style, and color without highlighting? §205.304 (a) (1) (iii) 「使用有機(指定成分或食物群)」之描述是否超過版面上最大字體的1/2且與整體敘述文字的大小、字型、顏色是否類同且無太突顯?
4. Does the percentage of organic ingredients statement exceed one-half the size of the largest type size on the panel on which the statement is displayed? §205.304 (a) (2) 產品中有機成分百分比之字體大小有超過版面上最大字體的1/2嗎?
5. Does the percentage of organic ingredients statement appear in its entirety in the same type size, style, and color without highlighting? §205.304 (a) (2) 產品中有機成分百分比，其文字的大小、字型、顏色是否類同且無太突顯?
6. Does the label identify each organic ingredient in the ingredient statement? §205.304 (b) (1) 在成分說明中，是否標明每個有機成分?
7. Does it identify water or salt as organic? §205.304 (b) (1) 成分中之水和鹽是否被列為有機?
8. Does the label (on the information panel) identify the name of the ACA that certified the handler of the finished product preceded by the statement, “Certified organic by ...,” or similar phrase? §205.304 (b) (2)
在資訊版面上是否標示出「經[...驗證機構]驗證為有機」或相類似語詞?
9. Is the ACA identifying statement (#7 above) on the information panel and below the information identifying the handler or distributor of the product? §205.304 (b) (2) 上述第八點是否寫在標示製成品之加工業者或經銷商資料下方?
10. Does the label use the ACA’s seal or logo? §205.304 (a) (3) 標示是否使用驗證機構的印章或標誌?
11. Does it contain the USDA Seal? §205.304 (c) 是否包含美國農部印章?