

Tse-Xin Organic Certification Corporation

慈心有機驗證股份有限公司

Mushroom Production and Handling System Plan

菇類驗證申請書

Standard Applied 申請標準	New Application 新申請	Regular Surveillance & Extensional Certification 定期追蹤查驗 & 增項評鑑	Extensional Certification 增項評鑑	Renew 更新	Other 其他
Taiwan 台灣	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
USDA 美國	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EU 歐盟	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For office use only 此欄由驗證公司填寫
Receive No 收件編號：
Date of Receive 收件日期：
Client No 經營體編號：

文件編碼：TOC-INT-F53

版 次：1.0

發行日期：2018 年 10 月 30 日

前言： 1. 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可能被退件。

2. Tse-Xin Organic Certification Corporation is referred to in this application (TOC).

慈心有機驗證股份有限公司在本申請書中簡稱「本公司」

壹、General Information 菇類驗證基本資料

說明：1. Each cell must be filled out or check. For example: if there is no field address, please fill in the cell with "None" 每格必須填寫或勾選 。例如：沒有場區地址，也要在格子內填「無」。

2. TOC does not accept the certification of "tissue culture mushroom" 本公司不受理「組織培養菇」之驗證。

一、General Information of applicant 申請者基本資料

Applicant/Company Name 申請人/公司或機構名稱：(此亦為發票抬頭)		Name of Farm 場區名稱：	
Birth or registration date 出生年月日(或立案日期)：	ID No. (For New application) 身分證字號(公司請填統一編號)：新申請適用)	Gender 性別：(For Taiwan only) <input type="checkbox"/> male 男 <input type="checkbox"/> Female 女	
Representative Person (公司或商業登記)負責人：	Education (For Taiwan only) 學歷(新申請適用)： <input type="checkbox"/> 研究所以上 <input type="checkbox"/> 大學 <input type="checkbox"/> 大專 <input type="checkbox"/> 高中 <input type="checkbox"/> 國中 <input type="checkbox"/> 國小 <input type="checkbox"/> 其他_____		
Phone 電話：	Cell 手機：	Fax 傳真：	
Residence address (company/business registered address) 戶籍地址(公司或商業登記文件登載地址)：□□□			
Mailing Address 通訊地址：□□□		Phone 電話： Fax 傳真：	
Farm Address 場區地址：□□□		Phone 電話： Fax 傳真：	
E-mail or line ID 電子郵件或 line 帳號：		Website 網頁：	
(If authorized by the applicant or the representative person) Please provide the name of the authorized representative: (若經申請人或負責人授權)請提供授權代表人姓名：			Relationship/Job title 關係/職稱：
Contact person 聯絡人：	Phone 電話：	Cell 手機：	

Standard applied for 申請的標準： <input checked="" type="checkbox"/> Taiwan 台灣 <input checked="" type="checkbox"/> NOP 美國 <input checked="" type="checkbox"/> EU 歐盟
Suitable time to contact with you 方便聯絡的時間是 (Business hour 上班時間09:30至18:00)： <input checked="" type="checkbox"/> Morning 早上 _____ <input checked="" type="checkbox"/> Noon 中午 _____ <input checked="" type="checkbox"/> Others 其他 _____
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？ <input checked="" type="checkbox"/> <input type="checkbox"/> YES 是 <input checked="" type="checkbox"/> NO 否
Do you understand the current organic standards? 您是否清楚了解現行的有機標準？ <input checked="" type="checkbox"/> YES 是 <input checked="" type="checkbox"/> NO 否

二、Field information 場區資訊

The area is filled in as follows 面積填寫方式如下：

1). New applicant: The area applied for certification is 3ha, and the other areas 0.6 ha is organically operated but not applied for certification. the conventional operating area is 2 hectares. Please fill in "A. New Application " as follows:
 新申請者：申請驗證面積為 3 公頃，另其他場區以有機方式操作但不申請驗證，面積為 0.6 公頃；而慣行操作面積為 2 公頃。請於「A.新申請驗證」如下填寫：
 Applied for certification 申請驗證：3 ha 公頃, Non certified(including organic or conventional operation) 非驗證（含有機操作或慣行）：0.6 ha 公頃，conventional 慣行 2 公頃

2). Renew: Please fill in "B. Renew or Surveillance "
 重新評鑑：請填寫「B.重新評鑑（或定期追蹤查驗）」欄。

3). Renew or Surveillance and Extensional certification (additional area): Please fill in "B. Renew or Surveillance " and “C. Extensional”
 重新評鑑（或定期追蹤查驗）同時有增項評鑑(增加田區)時：請填寫「B.重新評鑑（或定期追蹤查驗）」及「C.增加驗證田區」。

A. New Application 新申請驗證	Facility 設施	Applied for certification 申請驗證：_____ ha 公頃 Non certified(including organic or conventional operation) 非驗證（含有機操作或慣行）：_____ ha 公頃
	No facility 無設施	Applied for certification 申請驗證：_____ ha 公頃 Non certified(including organic or conventional operation) 非驗證（含有機操作或慣行）：_____ ha 公頃
B. Renew or Surveillance 重新評鑑 (或定期追蹤查驗)	Facility 設施	Organic 有機：_____ ha 公頃 Organic in conversion 轉型：_____ ha 公頃 Non certified(including organic or conventional operation) 非驗證（含有機操作或慣行）：_____ ha 公頃
	No facility 無設施	Organic 有機：_____ ha 公頃 Organic in conversion 轉型：_____ ha 公頃 Non certified(including organic or conventional operation) 非驗證（含有機操作或慣行）：_____ ha 公頃
C. Extensional 增加驗證田區	Facility 設施	New addition 新增 _____ ha 公頃 New additional field 新增田區：____ area 區、____ area 區、____ area 區、____ area 區。
	No facility 無設施	New addition 新增 _____ ha 公頃 New additional field 新增田區：____ area 區、____ area 區、____ area 區、____ area 區。

Crop applied for certification 驗證作物名稱（請依「有機農產品及有機農產加工品類別及品項一覽表」填寫品項及產品範圍。若本欄不夠填寫，可另表附上）

Field No. 田區代號	Crop Item 作物品項	Crop Name 作物名稱	Harvest month 採收月份

場區類型： <input type="checkbox"/> 生產 <input type="checkbox"/> 教育 <input type="checkbox"/> 休閒 <input type="checkbox"/> 技術研究 <input type="checkbox"/> 其他（請註明_____）			
法律身分： <input type="checkbox"/> Individual proprietorship 獨資經營（如農民） <input type="checkbox"/> Joint venture 合資經營 <input type="checkbox"/> Nonprofit organization 法人團體 <input type="checkbox"/> Corporation 公司組織 <input type="checkbox"/> others 其他：			
If the certified product-related business is not self-operating by the applicant (or authorized representative), please explain the operation, partners and relationships. 驗證產品相關業務若非申請人(或授權代表)本人自行操作，請說明項目、其他合作者及關係： <input type="checkbox"/> 不適用			
Notn self-operating 非自行操作項目： <input type="checkbox"/> Field management 田區管理（_____ area 區）			
<input type="checkbox"/> Harvest 採收、 <input type="checkbox"/> package 包裝作業 <input type="checkbox"/> funding 資金提供 <input type="checkbox"/> Product sale 品銷售			
<input type="checkbox"/> Marketing 廣告行銷 <input type="checkbox"/> Others 其他_____			
Partners(Individual or organization) 其他合作者(個人或機構)名稱：_____			
Relationship 關係(可複選)： <input type="checkbox"/> Relatives 親屬 <input type="checkbox"/> Friend 朋友 <input type="checkbox"/> Contract staff 約僱			
<input type="checkbox"/> Subcontractor 委託 <input type="checkbox"/> Others 其他_____			

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				

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。

Remind: When applying for certification to multiple certification agencies at the same time, the applicant should have a self-management mechanism, and provide records of their respective production quantities, label use and sales records, and accept joint audits by different certification agencies.
提醒：向多家驗證機構同時申請驗證時，應有自主管理機制，及可提供各自生產數量、標章使用及販售情形之紀錄，並接受不同驗證機構聯合稽核

三、Appendix 附件

Attention: If the relevant documents for the application are incomplete or inconsistent after review, the applicant will be notified for supplement or correction within the time limit and limited to one time; when the supplement or correction is not completed within deadline, the application will not be accepted and returned.

說明：如相關申請文件經點檢結果發現不齊全或不符合者，將通知申請者限期補件(正)，並以一次為限；屆時未完成補件或改善時，將通知不受理申請，並退回所有申請資料。

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

下列附件必須與申請書同時提送:

1. Land registration transcription, please provide the latest version (new application / extension / renew)
土地登記謄本，請提供最新版（新申請/增加田區/重新評鑑必備）
2. Cadastral map transcription please provide the latest version (new application / extension / renew)
地籍圖謄本，請提供最新版（新申請/增加田區/重新評鑑必備）
3. Proof of payment 應繳費用劃撥單影印本（必備）
4. Records maintained for organic operating systems such as work logs, harvesting, storage, and sales records
維持有機運作系統相關紀錄，如工作日誌、採收、貯藏、銷售紀錄（新申請必備）
5. Copies of ID or company/business registration documents
身分證正反面影本，或公司、商業登記文件（新申請/戶籍地或負責人等異動必備）

If applicable, please attach the following additional documents:

如適用，請同時附上下列文件：

- Organic system plan (processing/handling) 自產農產加工申請書（新申請/重新評鑑/變更時適用）
- State-owned land use right certificate (For Taiwan standard)
國有地使用權證明文件（如適用，含台灣糖業公司土地）
- Contract for the lease of private land or the applicant's statement of commitment
承租私人用地之使用權證明或申請人承諾聲明
- Non commercial available documents (for at least three copies) for organic seed or non organic seeds without treatment. If a written proof cannot provided, please state the reasons and provide the names and phone numbers of the three manufacturers for the confirmation by TOC.
無法取得有機或非藥劑處理種子、種苗之書面證明(請至少提供三家)；如提不出書面證明，請敘明理由並提供此三家廠商名稱及電話便於本公司確認。
- Registration document for farm or grower group 農場或產銷班設立登記文件
- Others 其他_____

四、Affirmation 確認聲明

- ❖ I/our company(hereinafter refer to as we) understand that acceptance of this application in no way implies granting of certification by TOC.
我/本公司了解接受申請並不表示已通過慈心驗證。
- ❖ I/we understands that if I/our company/ fails to submit the information required for the application or does not comply with the application process, TOC has the right to refuse to process the application of my/our company, and the paid fees will not be refunded.
本人/本公司明白，若本人/本公司/機構未能提交申請所需資料或不依從申請程序進行申請，慈心驗證公司有權拒絕處理本人/本公司的申請，已繳交的費用將不會退還。
- ❖ I/we understand that from the time when TOC receives the application, the production site, products and related personnel that I/we applies for certification shall make all necessary arrangements for the inspection, including the preparation of documents and records (Including internal audit reports) and coordinating various departments those who are involved in the assessment (such as inspection, testing, surveillance, review) and customer complaints.
本人/本公司明白自慈心驗證公司收到驗證申請書起，本人/公司申請驗證的生產場所、產品及相關人員，即應作好辦理評估之一切必要安排，包括備妥檢查文件及洽妥各個部門、各項紀錄（包括內部稽核報告）及為接受評估（如查驗、檢驗、追查、複查）及處理抱怨之配合人員。
- ❖ I/we clearly understands that if necessary, TOC may arrange for observers to participate in the on-site inspection.
本人/本公司清楚明白，必要時慈心驗證公司得安排觀察員參與現場評估。
- ❖ I/we affirm that all statements made in this application are true and correct. And I agree:
我/本公司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/we and/or my/our subcontractors are checked by different control authorities or control bodies, the exchange of information between those authorities or bodies, and accept joint audit of these certification bodies when necessary;
接受，如果我/本公司和/或其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，必要時亦接受這些驗證機構的聯合稽核；
 5. to accept, in cases I/we and/or my/our 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/本公司和/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/we withdraws from the control system, to inform without delay the relevant competent authority and control authority or control body;
接受，我/本公司如果退出驗證，立即通知相關主管機關和驗證機構；
 7. to accept, in cases I/we withdraws from the control system, that the control file is kept for a period of at least five years;
接受，我/本公司如果退出驗證，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 TOC without delay of any irregularity or infringement affecting the organic status of my/our product or organic products received from other operators or subcontractors.
接受，立即通知相關主管機關、單位，慈心驗證公司及關係者，任何影響我/本公司的產品或來自其

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

提供慈心驗證公司所要求之其它認定符合有機法規所需資訊。

- ❖ I/we 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/本公司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。

- ❖ I/We are responsible for the damages of TOC and consumers due to the incomplete or false information provided by the company/company that affects the certification decision or the validity of the certification.

本人/公司因所提供不完整或虛假之資訊而影響驗證決定或驗證有效性，應對慈心驗證公司及消費者之損失負責。

- ❖ I/we clearly understands that I/us once obtained the certification qualification, I/we shall:

本人/本公司清楚明白，本人/本公司一旦通過有機驗證資格，應：

1. Ensure that the use of organic certificates and test reports is not misused, and that only the scope of the certified products can be declared;

確保驗證證書及檢驗報告之使用不致誤用，且僅能就已驗證產品範圍，對外宣稱通過有機驗證；

2. For the media, such as documents, promotional materials or advertisements, when citing the scope of the product, it complies with the applicable organic standards and certification requirements;

對於傳播媒體如文件、宣傳品或廣告中，引用驗證產品範圍狀況時，符合所申請之有機標準及驗證相關要求；

3. The use of the scope of the certified product shall not prejudice TOC's image and shall not make any statement that TOC believes to be misleading or unauthorized.

對驗證產品範圍之使用不得損害慈心驗證公司形象，且不能對驗證產品範圍作出任何使慈心驗證公司認為有誤導或未經授權之聲明。

4. I/we clearly understand that when the certification eligibility is suspended, revoked or withdraw, all advertising matters that reference the certification are discontinued and the certification certificate is returned to TOC.

本人/公司清楚明白，於驗證資格暫時終止、終止或結束時，停止使用一切引用該驗證之廣告事務，並繳回驗證證書予貴公司。

- ❖ I/we clearly understands that in the first year after the certification is passed, only the adhesive organic logo can be used. If the relevant record and control is well managed and been confirmed on the next year's periodic inspection, then the overprint logo can be used after approval by TOC. (For Taiwan standard only.)

本人/公司/機構清楚明白，驗證通過後的第一年內，只能使用黏貼式標章，待下一年度定期查驗確認標章相關紀錄及管控無虞且經貴公司同意後，方得使用套印式標章。(僅適用申請台灣標準者)

For and on behalf of :

Company/Farm 公司/農場 : _____

Representative 負責人簽章 _____ Date 日期 _____

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

貳、Cultivation plan 栽培計畫

一、Cultivation method 栽培方式調查

(1) Bottle cultivation with saw dust 木屑瓶裝栽培
(Close system with temperature control 密閉溫控)

(2) Substrate bag cultivation with saw dust 木屑太空包栽培
(With temperature controlled 採用環控 Yes 是 No 否)
(Cultivation room is 栽培空間采 Close system 密閉式 Netting room 網室設施)

(3) Soil cultivation 土生栽培
(With temperature controlled 採用環控 Yes 是 No 否)
(Cultivation room is 栽培空間采 Close system 密閉式 Netting room 網室設施)

(4) Log cultivation 段木栽培
(Cultivation room is 栽培空間采 Open system 開放式 Netting room 網室設施)

二、Production plan 生產計畫

Field No. 田區 代號	Land No. 地段地號	Site unit Code 生產單位代號	Acre (ha) 經營面積(公頃)			State own 地 (✓)	Type of mushroom (If conventional, please explain sales method, such as wholesale/retail) 蕈菜種類(慣行經營 請說明如何銷售， 如：批發/零售)	Estimate production (q'nty or weight 預估產量(數 量或重量)， 包含單位)	Apply for certifi cation 申請 驗證 (✓)
			Organ ic 有機	Conve rsion 轉型	Conve ntiona l 慣型				
Examp 範例：A 區	中○段 10 地號	a1~a5			0.5	✓	黑木耳/批發	2,000 公斤	
範例：B 區	中○段 11 地號	b1~b3		0.2			黑木耳	1,200 公斤	✓

Supplementary instructions for production operations 生產作業補充說明：

1. Farm map (Form 1) 農場圖 (表單 1)
2. Mushroom production plan questionnaire (Form 2-1, 2-2) 菇類生產計畫調查表 (表單 2-1, 表單 2-2)
3. Mushroom production flow chart (Form 3) 菇類作業流程 (表單 3)
4. Mushroom production record (Form 4) 菇類進出紀錄表 (表單 4)
5. Mushroom operation record (Form 5) 菇類作業曆 (表單 5)

※驗證田區若為國有地，應附使用權證明文件，並依其規定種植；台灣糖業公司土地比照國有地。(For Taiwan standard only)

參、Mushroom spawn and treatment 菌種及其處理

1. Mushroom should use organic strains unless it is not commercial available. 菇類應使用有機菌種，除非在市場無法購得。
2. If non organic strains used, the not commercial available shall be maintained. 若使用非有機菌種，則必須有曾嘗試尋求有機菌種的紀錄。
3. Synthetic treatment is prohibited unless approved by the TOC 除非經驗證機構同意，禁止使用合成處理。
4. GMO inoculum is prohibited 禁止使用基因改造(GMO)接種體。
5. Please keep labels and receipt of all inoculum 請保留所有接種體的標籤及收據。

List all mushroom spawn used and their processing method. Attach additional sheets if necessary

請列出所有在此驗證期間內生產所使用的菌種及其處理。

Mushroom spawn/ Brand 菌種/品牌	Organic 有機 (✓)	Untreated 未處理 (✓)	Treated 經處理 (✓)	GMO (✓)	Treatmnt 何種處理	If non organic strains used, please describe the process you are looking for in the organic species market. 若使用非有機菌種，請說明您在有機菌種市場找尋的過程
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

肆、 Growing media 生長介質

一、 Medium components 培養基成份

Bottle 產瓶 Substrate 太空包 Native mushroom 土生菇

Accompanied by origin proof, if the listed item is not added, write 0 for the ratio. Attach additional sheets if necessary 並附來源證明，已列項目若無添加，比例寫 0。

Strain 菇種	Item name 資 材名稱	Sawdust 木屑	Water 水份	Rice Bran 米糠	粉頭	Wheat bran 麥麩	CaCO ₃ 碳酸鈣	Compost 堆肥	Paddy stalk 稻梗	Bagasse 蔗渣	蔗渣		
	Ratio 成份 比例												

Strain 菇種	Item name 資 材名稱	Sawdust 木屑	Water 水份	Rice Bran 米糠	粉頭	Wheat bran 麥麩	CaCO ₃ 碳酸鈣	Compost 堆肥	Paddy stalk 稻梗	Bagasse 蔗渣	蔗渣		
	Ratio 成份 比例												

Strain 菇種	Item name 資 材名稱	Sawdust 木屑	Water 水份	Rice Bran 米糠	粉頭	Wheat bran 麥麩	CaCO ₃ 碳酸鈣	Compost 堆肥	Paddy stalk 稻梗	Bagasse 蔗渣	蔗渣		
	Ration 成份 比例												

Strain 菇種	Item name 資 材名稱	Sawdust 木屑	Water 水份	Rice Bran 米糠	粉頭	Wheat bran 麥麩	CaCO ₃ 碳酸鈣	Compost 堆肥	Paddy stalk 稻梗	Bagasse 蔗渣	蔗渣		
	Ration 成份 比例												

Strain 菇種	Item name 資 材名稱	Sawdust 木屑	Water 水份	Rice Bran 米糠	粉頭	Wheat bran 麥麩	CaCO ₃ 碳酸鈣	Compost 堆肥	Paddy stalk 稻梗	Bagasse 蔗渣	蔗渣		
	Ration 成份 比例												

※ Please add photocopy if needed.表格不夠請自行影印

伍、Production management 生產管理**一、Nutrition management 養分管理：**

Please describe the nutrition management plan of your mushroom production. 請說明您現行菇類生產的養分管理計畫。

二、Pest and disease management 病蟲害管理：

1. Please state the pest or disease problems in the farm. 您通常有哪些病蟲害？

2. What measures are taken in the farm? 您在農場裡做哪些病蟲害措施？ Not applicable 不適用

環境衛生 Sanitation 環境衛生 Ventilation 空氣流動 Mechanical trap 機械捕捉器

Removal of diseased wood 將得病的木塊移除 Natural predator 天敵

Parasites 寄生蟲 矽藻土 Insecticidal soap 殺蟲皂 Farm cleaning 清潔場

Container cleaning 清潔容器 Use of approved materials 使用允用資材

Others 其他: _____

3. Please briefly describe the control method taken of above 請簡述以上的病蟲害措施：

4. Methyl clove oil lurer 含甲基丁香油誘引器使用: (For Taiwan standard only)

4-1 Is methyl clove oil lurer used at certified field? 驗證田區是否使用含甲基丁香油誘引器?

Yes 是 (Please complete 請續填 4-2~4-3 題) No 否 (Please Skip to next section 請跳答三)

4-2 Is if free from the direct contact of plant and soil 是否避免與植株及土壤直接接觸: Yes 是 No 否

4-3 Where the lurer is placed 誘引器放置位置: _____

三、Water Source 水源：

1. What is the source of water for soaking seeds, wood segments and wooden blocks? 浸泡種子、木段及木塊的水源為何？

2. Is irrigation system used for production? 灌溉水管用於生產嗎？ Yes 是 No 否

If yes, does the soluble fertilizer added in the water? 若是，灌溉水中有加可溶性的肥料嗎？

Yes 有 No 無

If yes, please list the soluble fertilizer used in the input materials item in the table below.

陸、Products handling 產品處理

1. To prevent commingling and/or contamination, all utensils (containers, etc.) used for the production of organic mushroom must be protected from contact with non-organic residues and prohibited substances. 為預防混雜及污染，所有用於有機菇類生產的器具(容器等)必須防止與非有機渣滓及禁用物質的接觸。
3. The facilities used for both organic and non-organic (including harvesting utensils for buffer crops) must be cleaned before use in organic crops. The cleaning record shall be maintained.
同時使用於有機與非有機的器具(包括採收緩衝區作物的器具)，使用於有機作物前必須清洗完全。清洗紀錄必須保留。

一、Harvest 採收

1. Harvest method 採收方式：
 By hand 徒手 Knife 刀割 Air gun 空氣槍 其 Others 其他工具 _____
 If use tools, please describe the measure taken for preventing the contact of organic and non-organic 如有使用工具，防止有機與非有機接觸的措施： _____

2. Please briefly describe the harvest procedure, including how to ensure the freshness and nutrition of the products 請簡述您的採收程序，包括此程序如何確保產品的新鮮與營養。

3. What kind containers is used for harvest? 採收使用何種容器？
 Cardboard / wax box 硬紙板/加臘盒子 PVC 塑膠 Wooden box 木箱
 Plastic container 塑膠容器 5 gallon bucket 加侖桶 others 其他(請說明)

4. The container is new or old? 容器是新的或舊的？ new 新 old 舊 **
 If old, what contains before holding organic products 若是舊的，盛裝有機產品之前裝什麼？

5. If the container not used for organic only, does cleaning record maintained? 若容器非有機專用，是否有清洗紀錄？ 是 否
6. If organic and non-organic mushroom are produced at the same time, please indicate the measures that will not commingling and/or contamination at the time of harvesting. 若同時生產有機與非有機菇類，請說明於採收時不會混雜或污染的措施。 不適用

二、Post-harvest handling 採收後處理

1. Please describe the process and equipment for your post-harvest handling, including refrigeration, drying and/or packaging procedures.
請說明您採收後處理的流程及設備，包括冷藏、乾燥及/或包裝程序。
- _____
- _____
4. Are the post-harvest handling area and facilities used for both organic and non organic?
採收後處理區域及設備是有機與非有機共用嗎？ Yes 是 No 否
If yes, please describe the measurement for preventing commingling and/or contamination. 若是，請說明防止混雜及污染的措施。
- _____
- _____
3. Is record maintained for prevention of commingling and/or contamination?防止混雜及污染的措施有紀錄嗎？ Yes 有 No 無
If yes, please describe the method of record maintenance. 若有，請說明維持紀錄的方式。
- _____
- _____
4. What material used for package?使用以下何種包裝材料？
- in bulk 散裝 paper 紙 cardboard 硬紙板 wax paper 蠟紙 wood 木
- natural fiber 天然纖維 synthetic fiber 合成纖維 glass 玻璃 metal 金屬
- Sterile or sterilized packaging materials 無菌或經消毒的包裝資材 foil 鋁箔紙 PLA
- 塑膠 plastic 塑膠 PVC 塑膠 others 其他(請說明)
- _____
5. Is the package material food grade and proof documents provided?包裝材料為食品級，且有文件可證明？
 Yes 是 No 否
6. What is the packaging type of finished product during delivery?成品以何包裝運送？
- No package 無包裝 transport bag 輸送袋 transport box 輸送盒 paper bag 紙袋
- PVC 塑膠 foil 鋁箔袋 metal barrel 金屬桶 net bag 網袋 cardboard box 硬紙箱
- cardboard barrel 硬紙桶 Plastic crates 塑膠板條箱 PLA 其他(請說明)

三、Crop storage 作物貯存

Not applicable 無有機作物貯存區

1. To prevent commingling and/or contamination, the organic and non-organic crop shall be stored separately. 有機與非有機作物務必分開貯存，以避免混雜及污染。
2. The storage records shall be kept up to date. 貯存紀錄應隨時保持更新。
3. Please list all storage area (including leased area) 請列明所有貯存區域(包括承租區域)。

Storage code 貯存代號	Category of crops stored 貯存作物種類	Item of stored 貯存種類	Quantity 數量	Organic or non-organic crop stored 貯存有機或非有機作物

4. Is organic and non-organic products stored at same place? 有機與非有機產品貯存在同一區域嗎? Yes 是 No 否
If yes, how are the organic products separated? 若是，有機產品如何隔離?

5. Please describe the process of cleaning the storage area before storing organic crops. 請描述貯存有機作物前清洗貯存區的流程。

6. How to control insects and rats problem in the storage area 貯存區如何防蟲及鼠? No pest problem 無蟲害問題

7. What kind of control materials have been used or will be used Crops in the storage area, 貯存區的作物，已使用或將使用何種防治資材? None 無
(Please fill in the control materials in the "input materials" of this application, and attach the product label. 請將此防治資材填入本申請書的「四、投入資材」，並附商品標籤。)

四、Transportation 運輸

1. Who arrange the transportation of organic products? 誰負責安排有機產品的運輸? <input type="checkbox"/> Self 自己 <input type="checkbox"/> Buyer 買方 <input type="checkbox"/> Others 其他(請說明)_____
2. Please describe the transportation method of organic products. 請說明如何運輸有機產品 _____ _____
2. Is there any problem of potential commingling and/or contamination in transportation of organic products ? 有機產品的運輸過程有何潛在混雜及污染的問題? _____ _____
4. How to maintain the organic integrity during transportation?運輸過程中如何維持有機產品的有機完整性? <input type="checkbox"/> Organic products only 只運送有機產品 <input type="checkbox"/> Check the vehicle before uploading 上貨前先檢查運輸工具 <input type="checkbox"/> Clean the vehicle before uploading 上貨前先清洗運輸工具 <input type="checkbox"/> Signed a cleaning contract with the transportation company 與運輸公司簽訂運輸清潔合約 <input type="checkbox"/> Have written notice of organic handling requirements to transportation company 發信給運輸公司說明有機運輸的要求 <input type="checkbox"/> others 其他(請說明)運輸工具 _____

柒、Record Keeping 紀錄管理

Operators should maintain records or documentation of all farm activities and operations that meet organic standards and can be traced back to production/harvesting for at least 5 years. The auditor can check all the records at any time during the inspection. 有機產品應保持符合有機標準的所有農場活動及作業的紀錄至少2年，且須為可追溯至生產/採收之文件。稽核員可隨時抽查所有紀錄。

Record keeping in organic production 在有機生產中所保存的紀錄（含轉型期）

- field maps 農場圖
- field activity log(s) 農場工作日誌
- Input materials (soil amendments, seeds/strains, fertilizer, nutrition, and pest control products (keep all labels and receipt) 投入資材（改善、種子/菌種、肥料、養分資材及防治資材等）的購買、輸入、來源及使用紀錄，包括產品標籤及收據
- documentation of attempts to source organic seeds/strains 嘗試購買有機種子/菌種的證明文件
- compost production records 堆肥生產紀錄
- monitoring records (tissue tests, soil tests, irrigation water tests, quality tests, observations) 監控紀錄（包括植物組織檢驗、土壤檢驗、灌溉水檢驗、品質檢驗、觀察等方法）
- equipment cleaning records 器具清洗紀錄
- harvest records 作物採收紀錄
- storage records 作物貯藏紀錄
- clean transport records 運輸清潔紀錄
- sales records 作物銷售紀錄（包括採購單、合約、發票、現金收入、現金收入帳、銷貨帳等）
- shipping records (scale ticket, delivery order, bill of lading) 出貨紀錄（過磅單、出貨單、提貨單）
- Transaction Certificates 交易單據
- Inspection record 稽核紀錄
- others 其他：_____

Record keeping in non-organic production (including noncertified, buffer zone and conventional) 在非有機生產中保存的紀錄包括：（含：未驗證、緩衝帶、慣行） Not applicable 不適用

- field maps 農場圖
- Input materials (seeds/strains, fertilizer, nutrition, and pest control products (keep all labels and receipt) 投入資材（種子/菌種、肥料、養分資材及防治資材等）的購買及使用紀錄
- harvest records 作物採收紀錄
- storage records 作物貯藏紀錄
- sales records 作物銷售紀錄
- shipping records 產品出貨紀錄
- others 其他：_____

捌、Annual production and sales record of organic and non-organic crop 有機作物及非 驗證作物年產量及銷售紀錄

Sale date 銷售日期： yy 年 mm 月 dd 日至 yy 年 mm 月 dd 日

Products 作物/產品	Organic 有機	Non organic 非 有機	Site unit 生產區	Output quantity 實際產量	Sales quantity 銷售量	Stock 庫存量	Storage area 貯存區代號
Total sales of all organic products last year (If this information is not filled, this application will not be accepted.) 去年所有有機產品的總銷售量： _____ (未填此資料，本申請書將不被受理)							
Total sales of all non-organic products last year (If this information is not filled, this application will not be accepted.) 去年所有非有機產品的總銷售量： _____ (未填此資料，本申請書將不被受理)							

一、Sales Channel 銷售方式

Sales channel 銷售對象： Retails 售予零售店 Self-owned retail store 自設零售店銷售
 Joint purchase/home delivery 共同購買/宅配 Retail in the certified site 申請場區內零售
 Sale to processing factory 售予加工廠 Wholesale 批發 others 其他：_____

Including causes and corrective actions, product handling methods and/or complaints

二、Labels and Organic mark 標籤及標章

1. Is there label displayed on the products? 產品上有貼標籤嗎? Yes 有 No 無
 If yes, please submit all samples of label for review. **若有，請寄每種標籤的樣本及有機標示清單給本公司**

2. Will the organic mark be used on the products or the package? (未來) 是否需要在產品或產品包裝上貼上有機驗證標章? Yes 是 No 否

三、Customer complaint 產品缺失及抱怨紀錄

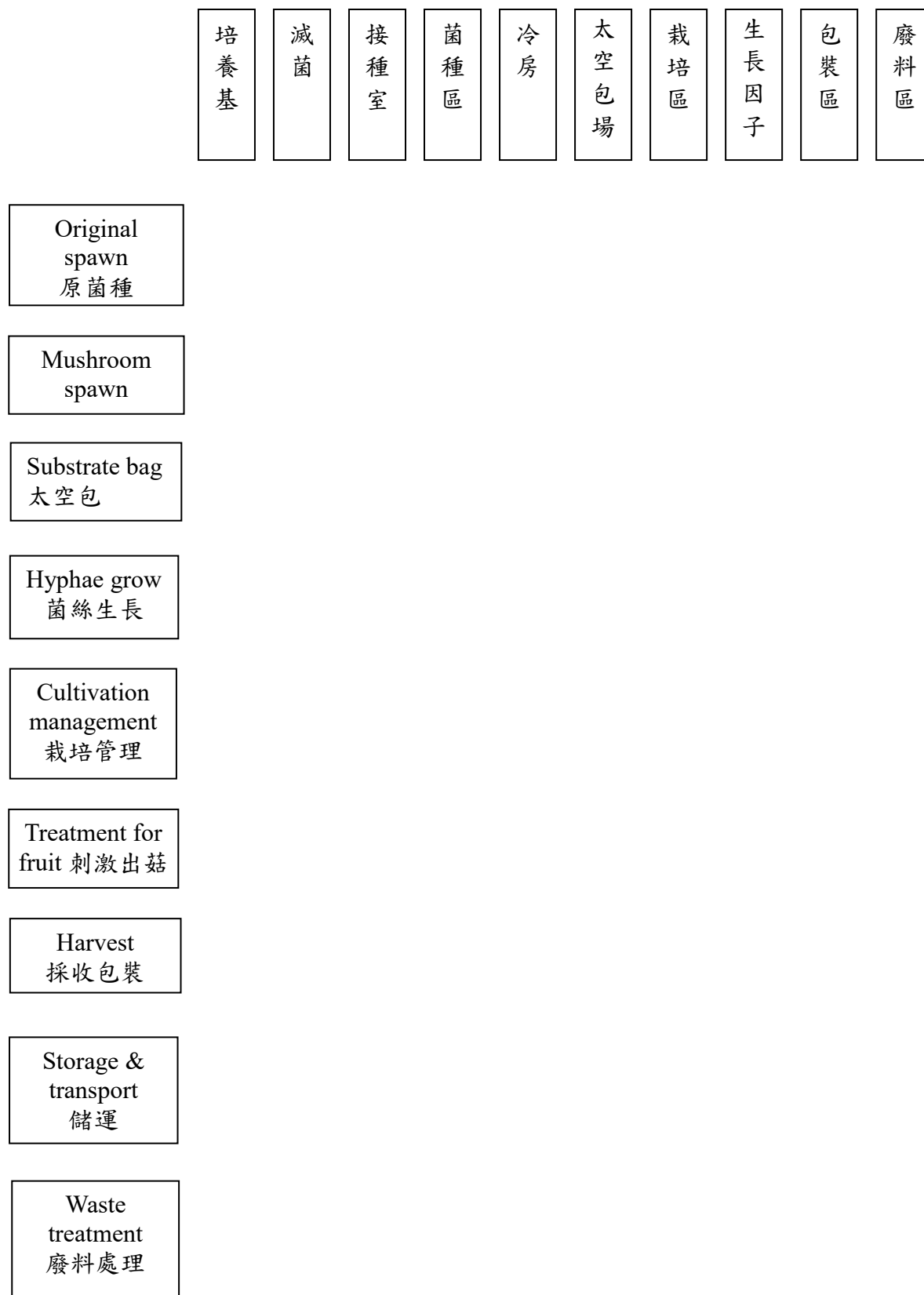
1. Do you keep records of all appeals, complaints and disputes and corrective procedures for organic products and provide for verification during inspection? 是否保存有關產品及相關標準要求之抱怨紀錄，並可隨時提供查閱? Yes 是 No 否
2. What corrective measures are taken for complaints of the products found before or after leaving the factory? 對於驗證產品出場前或出場後所發現任何缺失及抱怨，採取何種因應措施? (可複選)
- Recall 下架回收
 - Reject 銷毀
 - Eat by self or bestowal 自行食用或贈予
 - Report to certification body 提報驗證機構
 - Find out the cause and correct 找出原因並矯正
 - Testing 產品送驗
 - Repack and sold under non-organic name 重新包裝以非有機名義販售
 - Keep record (Including causes and corrective actions, product handling methods and/or complaints) 記錄 (含發生原因及矯正措施、產品處理方式及/或抱怨內容)
 - Other 其他

表單 1— Farm Map 農場圖

1. The organic production areas should have distinct boundaries and buffer zones to prevent the unintended application of a prohibited substance or contact with a prohibited substance that is applied to adjoining land not under organic management.
為了預防生產地周邊環境污染，有機產品栽種過程應有明確邊界或緩衝帶區隔。
2. Field that are jointed and have the same operation method, can be combined and given the same field code. (in English letters: A, B, C, D, E, F, G, etc.). If the field is not jointed or the operation method is different, the farm map should be drawn separately and represented by different field codes.
相連且耕作方式相同之地號，可合併並給予相同田區代號（以英文字母表示：A、B、C、D、E、F、G 等）。
不相連或耕作方式不同，應另外繪製農場圖且以不同田區代號表示。
3. The following information shall show on the map 圖上應標示下列資訊：
 - 1). Mark the north direction, the land number, the field, the crop category, the water source, the storage area and the name of the nearby road 標示指北方向、地號、田區、作物別、水源、倉儲區及附近道路名稱。
 - 2). If share an irrigation system with prohibited substance user, please mark the sluice or prevent backflow to avoid contact with the source. 若您與使用禁用物質使用者共用灌溉系統，請標示水閘或預防逆流裝置以避免污染源接觸。
 - 3). Adjoining land use and field identification, such as cultivation method (Neighboring farming methods (conventional citrus / letting betel nut / fallow) and crop, water channels, etc. 說明鄰近土地使用狀況，例如：鄰田耕作方式(慣行柑桔/放任檳榔/休耕農田)及作物名稱、水流分渠等。
 - 4). Mark each boundary type including buffer zone, embankment, fence, trees, river, ecological protection zones, buildings, homes, etc. 標示每一個界線型態包括緩衝帶、土堤、籬笆、樹木、河流水域、生態保護區、建築物、住家等。



表單 3— Mushroom operation process 菇類作業流程



表單 3— Mushroom operation process 菇類作業流程

Medium	sterilization	Inoculation room	Spawn Area	Cool room	Bag area	Cultivation Area	Growing factor	Packaging area	Waste area
--------	---------------	------------------	------------	-----------	----------	------------------	----------------	----------------	------------

Original spawn

Mushroom spawn

Substrate bag

Hyphae grow

Cultivation management

Treatment for fruit

Harvest

Storage & transport

Waste treatment

